

MELBOURN PARISH COUNCIL
DRAFT MINUTES

Minutes of the Parish Council Meeting held on Monday, 22 January 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Norman (Chair), Buxton, Clark, Cowley, Gatward, Hart, Kilmurray, Madiyiko, Porter, Sherwen, Travis

In attendance: Assistant to the Clerk, District Cllrs Hales and Barrett and County Cllr van de Ven and approximately 15 members of the public.

- PC96/17** **To receive any apologies for absence**
Cllr Siva for personal reasons.
- PC97/17** **To receive any Declarations of Interest and Dispensations**
a) To receive declarations of interest from councillors on items on the agenda
Cllr Travis, Porter and Kilmurray pecuniary interest relation to PC107/17 ((To review and agree the Precept for 2018/2019) as members from the Hub Management Group
b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
None received
c) To grant any requests for dispensation as appropriate
Non-pecuniary dispensations were granted for Travis, Porter and Kilmurray
- PC98/17** **To approve the minutes of the Parish Council Meeting 27 November 2017 – APPENDIX A**
Noted an amendment received by email from Cllr Hart to reflect that her apologies were for work related reasons not personal reasons.
IT WAS PROPOSED TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING WITH THE AMENDMENT NOTED ABOVE.
PROPOSED BY CLLR CLARK. SECONDED BY CLLR COWLEY. IN FAVOUR: CLLRS KILMURRAY, TRAVIS, BUXTON, COWLEY, CLARK, NORMAN. AGAINST: NONE.
ABSTENTIONS: CLLRS HART AND GATWARD AS THEY WERE NOT PRESENT AT THE MEETING ON 27 NOVEMBER 2017. THIS WAS CARRIED.
- PC99/17** **To report back on the minutes of the Parish Council Meeting on 27 November 2017**
Assistant to the Clerk reported back on actions:
PC128/17 – Damaged sign has been repaired - Complete
PC129/17g) – Still awaiting quote from Wicksteed – Ongoing.
PC129/17h) – To be included in February Agenda – Ongoing.
PC138/17k) – Letter sent to Quintas and response received confirming – Complete
PC139/17 – Assistant to the Clerk to seek clarification as to response to Mr Simmonett's question – Ongoing.
PC139/17 – Item to be included in February Agenda – Ongoing.
Chair invited comments from Cllrs – none received.
- PC100/17** **Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)**
At 19h33 the Chair suspended Standing Orders to allow for public participation:
a) Mr Tyler addressed the meeting with regard to ownership of the access road to the development at Victoria Heights. The Chair informed Mr Tyler that this item would be

- included for discussion on the Agenda for the Parish Council Meeting in February.
- b) A member of the public expressed concern about large number of housing developments in the village and suggested that the Moor be developed as conservation area. The Chair requested that the resident put his suggestion in writing for inclusion on a future Agenda.
 - c) A member of the public expressed concern as to damage done to the raised verge in Dolphin Lane/Rose Lane by construction traffic.
 - d) A member of the public requested that consideration be given to the Parish Council's financial position when the precept is considered. Also raised concern as to planning application at 36 New Road.
 - e) A member of the public raised a query with regard to the approvals list - payment of £205 for fire checks and £920 for 100 Houses. Queried if this should be responsibility of the Hub. Also raised a query re Littlehands Lease – is it covered under Landlord & Tenant Act, was s.25 Notice and/or Interim Rent Notice served?
 - f) A member of the public noted percentage increase in the precept depends upon income and the increase in rent from Littlehands will impact on this. Also noted the impact on the Parish Council's financial position of continuing to support the Hub financially.
- At 19h46 the Chair re-imposed Standing Orders.

PC101/17

To receive a report from County Cllr van de Ven – APPENDIX B

As the report was only available shortly before the meeting, the Chair suggested that the item regarding traffic diversion should be discussed at another date but prior to the diversion being imposed. County Cllr van de Ven presented her report. Noted that Parish Councils are being put under great pressure to take responsibility for matters previously within the remit of County Councils. County Cllr van de Ven noted that the precept had not been increased in recent years but financial support from County Council had been reduced. Other items for noting included:

- Community Rail Partnership – this will be a paid post;
- Greenways Consultation – walking and cycling routes (consultation at the Hub on 24/1/18)

The Chair invited questions:

- A Cllr queried if Network Rail are planning to close all level crossings. County Cllr van de Ven noted that this is the long-term plan.

PC102/17

To receive a report from District Cllrs Barrett and Hales – APPENDIX C

District Cllr Hales circulated his report to the meeting:

- Noted that the Local Plan will not be signed off before the election.
- Community Energy Fund.
- Recycling.
- Also noted that SCDC does not have a 5 year land supply. Noted that Planning Inspector has written to SCDC and indicated that Liverpool Formula (20%) will be applied.

The Chair invited question. None received.

PC103/17

The Clerk's report – APPENDIX D

The Clerk's report was circulated. The Chair invited questions:

- With regard to the item relating to Rights of Way, member queried if the Parish Council and emergency services would be given a key to the gate. This was confirmed.

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PC104/17

To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments for December 2017 and January 2018 – APPENDIX E

Chair noted that the December payments had already been approved.

IT WAS PROPOSED TO ACCEPT THE DECEMBER APPROVALS LIST. PROPOSED BY CLLR KILMURRAY. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS

CARRIED.

Chair noted that January payments were to be approved. Noted for clarification that bank charges to HSBC were included as they were picked up on bank statements which were recently reconciled by the RFO. A member queried whether item 2126 (payment to Bridget Smith) would be the final such payment. Chair noted that will be one further payment for work done by Ms Smith in respect of grant funding for the Pavilion.

IT WAS PROPOSED TO ACCEPT THE JANUARY APPROVALS LIST. PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.

PC105/17 To agree addition of named Councillors with authority to authorise online payments with Unity Bank

The Chair noted that additional online authorisers were required to ensure that payments could be actioned. A brief explanation of what is involved was given. Cllrs Cowley, Clark and Kilmurray indicated that they would be prepared to be online authorisers.

IT WAS PROPOSED TO ADD CLLRS COWLEY, CLARK AND KILMURRAY AS NAMED COUNCILLORS FOR ONLINE PAYMENTS. PROPOSED BY CLLR HART. SECONDED BY CLLR TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Assistant Clerk to arrange for paperwork to be prepared for signature.

PC106/17 To review the Strategic Plan: APPENDIX F

a) DRAFT Strategic Plan November 2017 – October 2018

The draft Strategic Plan was circulated. Chair invited comments. A member queried if clause 3 should include wording with regard to implementation of appraisals for all members of staff.

IT WAS PROPOSED TO ACCEPT THE STRATEGIC PLAN SUBJECT TO THE ADDITION OF THE WORDING AS NOTED ABOVE. PROPOSED BY CLLR KILMURRAY. SECONDED BY CLLR HART. ALL IN FAVOUR. THIS WAS CARRIED.

PV107/17 To review and agree the Precept for 2018/2019 – APPENDIX G

The Chair explained that the RFO was bringing the Parish Council's accounts up to date. Noted that the Parish Council has c£39k available until end of the financial year. Noted that RFO has been unable to establish how much of that is already committed. There was discussion as to the lack of money available for routine maintenance in the village. Noted that to allow for discretionary spend / maintenance work, an increase of 9.3% would be necessary. Without any discretionary spend, an increase of 5.06% would be necessary. To provide for the additional discretionary spend which had not been included in the 9.3% increase scenario, provide a cushion for contingencies and allow the Parish Council to build up its reserves, an increase of 15% would be needed.

At 20h21 Cllrs, Kilmurray, Travis and Porter left the room to allow the meeting to discuss further grant funding for the Hub.

There followed a discussion as to grant of £15,000 requested by the Hub. Chair provided some background on the Hub's current position with regard to VAT registration (in the region of £1,300 per month to be paid in VAT). Over the year, this would equate to £15,000. A member queried what would happen if the Parish Council did not approve the grant. A member of the MCHMG noted that the café would have to close.

IT WAS PROPOSED TO MAKE PROVISION IN THE PARISH COUNCIL'S BUDGET FOR A GRANT OF £15,000 TO BE MADE TO THE HUB. PROPOSED BY CLLR SHERWEN. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.

Cllrs Kilmurray, Travis and Porter re-joined the meeting.

The Chair invited questions as to other items on the spreadsheet (noted that this had been discussed by F&GG on 9 January 2018):

- A member queried if staff costs allowed for annual increase in salaries. This was confirmed.
- A member queried cemeteries contract. Noted that the contract will go out to tender
- A member asked for clarification as to annual payment to 100 Houses. A District Cllr noted that Brooksbank is a private road and the amount paid is ground rent.
- A member asked for clarification under Maintenance Green heading and noted important to contingency in light of recent storms.

There followed a discussion as to percentage increases in the Precept and the actual cost over the year for a Band D home:

- 15% would include contingency and discretionary maintenance works not included in the 9.3% scenario (for example, overdue repairs to Littlehands building, repairs to car park at Littlehands) : £14.73;
- 9.3% would include the specified discretionary spend : £8.53;
- 5.06% would not include any discretionary spend : £3.93

The Chair invited comments:

There followed discussion as to when the village would benefit in terms of council tax from new developments.

The Chair suspended Standing Orders at 20h51 to allow County Cllr van de Ven to address the meeting. There followed a discussion as to the cuts CCC was making to services and the impact on Parish Councils. A member of the public queried how a 15% increase would be impacted by the increase in rent from Littlehands. Chair clarified that the 15%, 9.3% and 5.06% scenarios are all based on the assumption that the Littlehands rent is £26,000 for the FY 2018-19.

20:59 Chair re-imposed Standing Orders.

IT WAS PROPOSED THAT THE PRECEPT FOR 2018/2019 BE INCREASED BY 15% to £236,570 (£14.73 PER YEAR FOR A BAND D HOUSE). PROPOSED BY CLLR COWLEY. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

P)C108/17 To discuss and agree new contract with Edge – APPENDIX H

A report from the RFO was circulated. Noted that support from Edge is not always available. There was discussion as to possible benefit of extending contract with Edge for 12 months to allow sufficient time for a well informed decision to be made as to long-term.

IT WAS PROPOSED TO EXTEND THE CONTRACT WITH EDGE FOR A FURTHER YEAR AT A COST OF £1,400. PROPOSED BY CLLR CLARK. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

PC109/17 HR Panel

a) HR Matters update

Cllr Hart noted that HR Panel had recently met but no report was available at this time. Noted that it had not been possible to appoint a temporary Clerk.

b) Reminder of items for councillors to save office workload – APPENDIX I

A document aimed at reducing Clerk's workload was recirculated to Cllrs. Also a document setting out criteria for prioritising workload in the Parish Office.

IT WAS PROPOSED TO ADOPT BOTH DOCUMENTS AS PRESENTED. PROPOSED BY CLLR HART. SECONDED BY CLLR BUXTON. ALL IN FAVOUR. THIS WAS

CARRIED.

c) Temporary admin role for MPC?

Chair noted that HR Panel had had discussions with LGS Services of Caldecott with regard to them undertaking work to put the Parish records in good order as recommended by the internal auditor. LGS Services hourly rate is £20 which is higher than the anticipated cost of a temp but it was noted that as no Clerk was currently in post, savings were being made with regard to reduction in salaries paid. Also noted importance of employing someone with an understanding of the importance of record keeping in the Parish Office.

d) Contract updates - Bank Holiday entitlement

A member of the HR Panel provided an update and confirmed that bank holiday entitlement is being addressed.

e) Extension to closing date - Parish Clerk

A member of the HR Panel noted that closing date for applications had been extended from 19 January to the end of January. Interviews will be held as soon as possible.

PC110/17 a) To discuss the following planning applications:

Demolition of existing dwelling and the erection of 23 dwellings together with associated open space, landscaping, highway and drainage infrastructure works at 36 New Road.

APPENDIX J

It was noted that this application had been considered by Planning Committee on 9 January with a recommendation to strongly object to the application. Noted that full application is now for 23 houses rather than 18 as previously. There was a discussion with regard to s.106 monies. Chair invited questions:

- A District Cllr noted that he had had discussions with the s.106 Officer at SCDC. Noted that this application is for Outline Planning. The original application for 18 houses had a lengthy s.106 agreement. District Cllr to forward details to the Clerk. Also noted concern that the amount of affordable housing likely to be reduced. Chair noted that reduction in affordable housing was not picked up by Planning Committee and this should be included in our comments objecting to the proposed development.
- A member noted that previous application for 18 houses was considered too high density. Chair noted that density is now increased and this should also be noted in the objection.
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IT WAS PROPOSED TO OBJECT TO THE PLANNING APPLICATION ON THE BASIS OF THE COMMENTS DISCUSSED ABOVE. PROPOSED BY CLLR PORTER. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Assistant to the Clerk to draft letter to SCDC setting out objections.

The Chair queried if this application should be considered by SCDC Planning Committee. A District Cllr confirmed that a request to this effect would be worthwhile.

The Chair noted that s.106 form needs to be completed. Noted that this is a new form that the Parish Council is unfamiliar with. Noted that the Parish Council has been asked to make proposed for s.106. Discussions were held in November including children's play, skateboard facilities and an extension to the Hub. Further information to be included on the form and submitted to SCDC as soon as possible.

ACTION: Assistant to the Clerk to complete form and submit to SCDC.

IT WAS PROPOSED TO COMPLETE THE S.106 FORM AS DISCUSSED AND SUBMIT TO SCDC. PROPOSED BY CLLR HART. SECONDED BY CLLR CLARK. IN FAVOUR: CLLRS HART, CLARK, BUXTON, SHERWEN, GATWARD, NORMAN. AGAINST: NONE. ABSTAIN: CLLRS TRAVIS, KILMURRAY AND PORTER (AS DIRECTORS OF THE HUB MANAGEMENT GROUP). THIS WAS CARRIED.

PC110/17 b) Reserved Matters Conditions 1) Details of appearance, landscaping, layout and scale following outline permission S/2791/14/OL for a care home of up to 75 beds, new vehicular and pedestrian access - Land east of New Road, New Road, Melbourn APPENDIX K

Noted that the Parish Council objected to this application as there was further information outstanding. Information now received and discussed by Planning Committee on 9 January 2018. Noted that the developer is unwilling to reduce the number of rooms as requested. It was suggested that further request regarding reduction in the number of rooms should be sent. Also noted that the parking report was commissioned by the developer. Report suggests that car sharing will be 40/50% of staff. This was considered unrealistic. It was suggested that the quality of the report be questioned.

ACTION: Cllr Clark to provide suggested wording to Assistant to the Clerk to send to SCDC in this regard.

A member suggested that the Parish Council request further details as to the source of the statistics contained in the report.

IT WAS PROPOSED TO OBJECT TO THE APPLICATION WITH FURTHER COMMENTS TO BE SENT TO SCDC AS DISCUSSED ABOVE. PROPOSED BY CLLR CLARK. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.

IT WAS FURTHER PROPOSED THAT THE PARISH COUNCIL REQUEST THAT THE APPLICATION BE CONSIDERED BY SCDC PLANNING COMMITTEE. PROPOSED BY CLLR CLARK. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.

PC111/17 To discuss and agree a response to the tenant's solicitors' proposals with regard to fixing a date for the increase in rent – APPENDIX L

There was discussion about the increased rent for Littlehands nursery. Options are:

- Rent to be backdated to April (Parish Council preferred option).
- Rent increase to be backdated to September (Littlehands preferred option)
- Split the difference and rent increase to be backdated to a date to be agreed.

Noted that the new Lease and rent negotiations have become very protracted. Further consideration of the negotiations so far to be carried out. **ACTION: Cllr Clark to have a discussion with Littlehands in order to progress the matter as per three options above.**

The Chair noted that any decision must come back to Council for approval.

PC112/17 To agree to spend unassigned grant money (£7,237.00) on work authorised by Parish Council on 27 November 2017 as discussed at F&GG Meeting on 9 January 2017 under item FG36/17 – APPENDIX M

The Chair noted that this had been discussed by F&GG on 9 January. Assistant to the Clerk had written to Quintas to seek approval for the £7,237 to be utilised by the Maintenance Working Party. Noted that Quintas had confirmed that this was accepted.

IT WAS PROPOSED THAT THE UNASSIGNED GRANT MONEY OF £7,237 BE USED BY THE MAINTENANCE WORKING PARTY. PROPOSED BY CLLR BUXTON. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

PC113/17 To review and approve Model Publication Scheme – APPENDIX N

The Chair noted that the draft Policy had not been amended but tidied up. The list of documents had been extended. Difference between actual copy cost and cost charged reflects copier rent and time spent making copies. Review date to be amended to January 2019.

IT WAS PROPOSED TO ACCEPT THE POLICY AS DRAFTED WITH AMENDED REVIEW DATE. PROPOSED BY CLLR KILMURRAY. SECONDED BY CLLR TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.

PC114/17

To review and approve Policy and Procedure for the publication of information and the public's rights to request information – APPENDIX O

The Chair explained that the Policy was based on an existing Policy but had been reviewed on the advice of the Internal Auditor.

Clause 3.1 of the Policy : There was discussion as to 12 months as a reasonable time within which to retain recordings.

IT WAS PROPOSED TO ACCEPT THE RECOMMENDATION TO DESTROY RECORDINGS OF MEETINGS AFTER 12 MONTHS. PROPOSED BY CLLR HART. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

Clause 3.2 of the Policy : Noted that Clerk's notes should be destroyed 3 months after the meeting at which they are taken.

IT WAS PROPOSED TO ACCEPT THE RECOMMENDATION TO DESTROY THE CLERK'S NOTES 3 MONTHS AFTER THE MEETING AT WHICH THEY ARE TAKEN. PROPOSED BY CLLR CLARK. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

- The Chair noted that any requests for information from the Parish Office should be dealt with under FOI.
- If information is to be made public in the normal course, then it need not be provided separately.

A member queried the timescales in clause 6. Chair noted these timescales are laid by in legislation.

ACTION: Assistant to the Clerk to amend version number and allocate policy number.

IT WAS PROPOSED TO ACCEPT THE POLICY AND PROCEDURE FOR THE PUBLICATION OF INFORMATION AND THE PUBLIC'S RIGHTS TO REQUEST INFORMATION.

PROPOSED BY CLLR HART. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

PC115/17

To discuss and approve Records Management and Disposal Policy – APPENDIX P

There was discussion as to the necessity to implement this policy. Chair noted that records in the office are to be rationalised. Chair noted at page 5 of the draft policy after the words 'lease agreements' to insert the words '12 years or ...'

The Chair invited questions: None received.

IT WAS PROPOSED THE ACCEPT THE POLICY AS AMENDED.

PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

PC116/17

Appoint Service Provider to clean the pavilion

Chair noted that an amount of £1,800pa had been budgeted for. There was discussion about appropriate contract hours – to be progressed by HR Panel. Noted that the cleaner would need to be a keyholder. HR Panel to be provided with further information.

IT WAS PROPOSED TO DRAW UP A JOB SPECIFICATION.

PROPOSED BY CLLR NORMAN. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.

ACTION: Cllr Norman

The Chair closed the meeting at 22:09

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Parish Council Meeting held on Monday 27th November 2017 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Norman (Chair), Clark, Cowley, Cross, Hales, Kilmurray, Madiyiko, Porter, Regan, Siva, Travis

In attendance: The Clerk, District Cllr Barrett and County Cllr van de Ven and approximately 12 members of the public.

PC121/17 To receive any apologies for absence

Cllr Buxton, Gatward, and Sherwen for personal reasons. Cllr Hart for work reasons.

PC122/17 To receive any Declarations of Interest and Dispensations

- **To receive declarations of interest from councillors on items on the agenda**
Cllr Travis/Hales/Cross/Porter/Kilmurray non pecuniary interest relation to PC134/17, PC135/17 and PC138/17 f) of members from the Hub Management Group
Cllrs Hales, Norman and Cross non pecuniary interest in relation to PC129/17 i) as members from MAYD committee
Cllr Norman for non-pecuniary interest as Governor at Melbourn Primary School until 15 December 2017, PC141/17
Cllr Norman, Hales and Kilmurray for non-pecuniary interest as Member of MADs Committee.
Cllrs Kilmurray non pecuniary interest in relation to PC138/17 j), The Melbourn District Library.
To receive written requests for dispensations for disclosable pecuniary interests (if any).
Cllr Travis/Hales/Cross/Porter/Kilmurray in relation to PC134/17 as members from the Hub Management Group
Cllrs Norman, in relation to PC129/17 as members from MAYD committee and PC141/17 for Governor at Melbourn Primary School until 15 December 2017
- **To grant any requests for dispensation as appropriate**
Dispensations were granted for Travis/Hales/Cross/Porter/Kilmurray and Norman to remain as Chair for the meeting.

PC123/17 To approve the minutes of the Parish Council Meeting 23rd October 2017

There was a typo on page 2 – PC 100/17 it should read anti-social behaviour rather than anti sociable behaviour.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR TRAVIS TO ACCEPT THE MINUTES WITH THE ONE AMENDMENT NOTED ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED APART FROM CLLR SIVA WHO ABSTAINED AS SHE WAS NOT AT THE MEETING ON 25TH SEPTEMBER 2017

PC124/17 To report back on the minutes of the Parish Council Meeting 23rd October 2017

PC104/17 The Clerk noted the Grievance report with relevant redactions had been published on Melbourn Parish Council's website.

PC111/17 The Clerk noted the Strategic Plan for 2018/2019 was on the agenda for this evening.

PC114/17 The Clerk noted that Cllr Regan will be speaking on behalf of Melbourn Parish Council's Planning Meeting held on 10th January 2018 as the meeting was postponed from 1 November 2017.

**PC125/17 To approve the minutes of the Extraordinary Parish Council Meeting on 23rd October 2017
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR PORTER TO ACCEPT THE MINUTES AS DRAFTED. ALL WERE IN FAVOUR APART FROM CLLR SIVA AND CLLR COWLEY WHO ABSTAINED. THIS WAS CARRIED.**

PC126/17 To discuss and agree whether to release the 'In Camera' Extraordinary Parish Council Meeting minutes from 23rd October 2017

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CROSS TO RELEASE THE IN CAMERA MINUTES FROM 23RD OCTOBER 2017. ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED. THIS WAS CARRIED.

PC127/17 To approve the minutes of the Extraordinary Meeting from 13th November 2017

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR COWLEY TO ACCEPT THE MINUTES AS DRAFTED. ALL WERE IN FAVOUR APART FROM CLLR HALES/CROSS AND SIVA WHO ABSTAINED. THIS WAS CARRIED.

PC128/17 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council - 3 minutes per item).

Standing Orders were suspended at 7.39PM

Members of the public made the following comments:

- Reported that the access sign on Dolphin Lane has been bent over and the bank on the junction of Rose Lane/Dolphin Lane has been badly damaged by a HGV. Can they both be addressed? **ACTION: THE CLERK**
- Has any provision been put in place to improve the access to Meldreth Railway Station along the 'Meads'. A District Cllr stated under the 199 Houses approved planning application £80,000 has been agreed to widen the footpath and improve the steps leading to the station.
- Did the Car Park Working Party have access to the information in the Parish Office and was all the information provided to the Working Party and if the public wrote in and offered information was that passed onto the Working Party?
A member of the public who was also a member of the Working Party explained it was a huge task and assured all present at the meeting no information was hidden from them. Any person that had offered information to the Working Party was passed on and discussions were had.
- A member of the public felt 'In Camera' meetings should be recorded and redacted accordingly, then in the future once the Council had agreed the original redacted minutes, the original version of the recording should also be placed in the public domain.
- Why is the Parish Council still paying for meeting rooms in The Hub? The Clerk explained there were other meeting rooms booked this month due to the large upstairs room not being available. These were for a MAYD, Maintenance and a Planning Meeting which was held in the Atrium.
- In relation to the 199 homes, why is the archaeological dig that started in August 2017 still ongoing as it was originally only meant to take 12 weeks? A District Cllr commented it was because they would have found more than they originally thought they would.

Standing Orders were reinstated at 7.49pm

PC129/17 Recommendation from the Maintenance Working Party to approve the following items for safety and other reasons: APPENDIX A

The Chair explained all of the proposals (except 1) have been through a prioritisation process and were discussed at the recent F&GGC meeting on 9th October 2017. These pieces of work are those which the Maintenance Working Party agreed should not be left until the next financial year either due to H&S reasons or because the work needs to be done over the winter.

- a) Accept Quotation of £615 inclusive of VAT from Cambridge Fencing to replace Oil Tank Fencing at Little Hands Nursery
IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR TRAVIS TO ACCEPT THIS QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- b) Accept Quotation for £295 inclusive of VAT from MD Landscapes to reinstate pavilion chess table and chairs.
IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THIS QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- c) Accept Quotation for £400 + VAT from MD Carter to repair boardwalk railings at Stockbridge Meadows.
IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR COWLEY TO ACCEPT THIS QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- d) Accept best quote for removal of dead branches from ash trees at corner of The Moor recreation ground. A member raised their concern that before agreeing to this item had the Parish Office received the relevant public liability insurance and training certification document from both Shires and Top Tree Fellas. Members expressed the view that the Council should extend the range of contractors it uses for tree work. **IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR CLARK TO ACCEPT TOP TREE FELLAS QUOTE SUBJECT TO RECEIVING THE NECESSARY PAPERWORK. CLLRS TRAVIS/CLARK/NORMAN/COWLEY/KILMURRAY/MADIYIKO/REGAN WERE IN FAVOUR AND CLLRS SIVA/HALES/PORTER AND CROSS WERE AGAINST. THE MOTION WAS CARRIED.**
- e) Accept to replace 2x picnic benches at Stockbridge Meadows. They cost £1598 each + vat + delivery, Installation is an additional £80.00 plus VAT per bench.

This was a decision taken by the Maintenance Working Party that the picnic benches should be of the same design of those installed at the New Recreation Ground. The Working Party has in general been looking at how to reduce damage caused by vandalism and these have stood the test of time so far. The Chair explained the total cost is £1818 plus VAT and not £1598 as stated on the agenda as it is for 2 benches and not each. The Chair explained there is an extra option with metal welded ends to reduce vandalism that cost another £120 per picnic table and suggested this to be a good investment, which brings the total cost to **£2058**.

IT WAS PROPOSED BY CLLR COWLEY AND SECONDED BY CLLR KILMURRAY TO ACCEPT THIS QUOTE. CLLR COWLEY/KILMURRAY/TRAVIS MADIYIKO/HALES/NORMAN/CLARK WERE IN FAVOUR. CLLRS REGAN/SIVA/PORTER AND CROSS WERE AGAINST. THIS WAS CARRIED.

- f) **To accept to repair leak at allotment. £545 +VAT**

A member explained

The Chair explained there is a water leak at the allotments and since the water is metered, it needs to be fixed. This is a single tender because the Working Party took the view that it was better to ask the company that is the main contractor for Cambridge Water and who originally installed the tap to come back and fix it.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR COWLEY TO ACCEPT THE QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- g) **To accept to carry out the repairs to the play park equipment.**

As there were no quote presented this item was deferred until January 2017. **ACTION: THE**

CLERK

- h) **To accept the quote to plant better quality trees at New Road Cemetery.**
As Cllr Sherwen was not present at the meeting to confirm the trees are the responsibility of the Council rather than the developer, this item was deferred until January 2017. **ACTION: THE CLERK TO ADD TO JANUARY MEETING AGENDA**
- i) To accept the quote to provide more powerful floodlights at the Pavilion to improve the safety of youth club.

Cllrs Cross and Hales left the room

The Chair explained this request came from Groundworks who run the Youth Club on behalf of the Parish Council and it was considered a priority at the most recent meeting of the MAYD Committee. The Chair went onto comment that the number of young people attending the first session of Youth Club has increased considerably and that they are free to be outside the Pavilion if they wish and if the work is not agreed at this meeting it would run the risk of the evenings becoming lighter again. The existing floodlights are only installed at the front of the pavilion (no coverage at the sides or rear) and these do not project light far enough out onto the field. The Youth Leader had drawn up a plan of how far he thought the light needed to penetrate. **IT WAS PROPOSED BY CLLR COWLEY AND SECONDED BY CLLR SIVA TO ACCEPT THE PROPOSAL BUT TO SEEK ONE MORE QUOTE AND THIS DECISION CAN BE AGREED BY EMAIL BY THE PARISH COUNCIL. ALL WERE IN FAVOUR APART FROM CLLR NORMAN WHO ABSTAINED. THIS WAS CARRIED.**

Cllr Cross and Hales returned to the room

PC130/17 To receive a report from County Cllr van de Ven – APPENDIX B

County Cllr van de Ven report was taken as read.

The Chair explained the issue of Beechwood Avenue being used as a 'rat run' is something that is going to need to be considered in the light of the impact of the 199 homes and Care Home off of New Road. **ACTION: MELBOURN FUTURES WORKING PARTY TO ADDRESS THIS ISSUE**

PC131/17 To receive a report from District Cllrs Barrett and Hales

There was nothing to report.

PC132/17 The Clerks Report – APPENDIX C

The Chair noted there was one point she would like to comment on in the Clerk's report. It relates to an Amendment to the Final Car Park Report Appendix 7

Melbourn Parish Council apologises unreservedly to Mr Alan Brett, Mr Donald Mowett, Mr John Poley and Mr Richard Wakerley for omitting their resignation dates from the original list. The Council would like to make it clear that these people were not Councillors at the time the Car Park Project began.

PC133/17 To receive details of Cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments November 2017 APPENDIX D

The Chair brought to the attention of members TN/2053, a Cheque for £420.00 to Mr M Keith - *Repainting Village sign 39 hours and materials*. The Chair explained that the work has already been carried out and that it did not go through the correct prior approval process as the Parish Maintenance Working Party were originally informed that only materials would be charged for and not any labour so they did not ask for a quote. The Chair noted this would not happen again and the Working Party has

learned from this.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR PORTER TO ACCEPT THE NOVEMBER LIST 2017. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC134/17 To receive the quarterly financial report from Melbourn Community Hub Management Group – APPENDIX E

The Finance Director from Melbourn Community Hub presented their report.

Members thanked the Hub Management Group for all their hard work and dedication.

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR CLARK TO ACCEPT THE REPORT. ALL WERE IN FAVOUR APART FROM CLLRS TRAVIS/CROSS/PORTER/KILMURRAY AND HALES ABSTAINED.

PC135/17 To approve spend on the urgent replacement of non-functioning Community Hub washroom taps. – APPENDIX F

The Chair explained this was agreed by e-mail at the end of last week as The Clerk was advised that both men's and women's toilets were out of order, leaving only the disabled toilet with functioning taps.

This was judged to be a Health and Safety issue that had to be addressed so the Hub could remain open. The cost was £650.

PC136/17 To amend and agree the wording in Standard Orders to reflect not recording 'In Camera' Meetings – APPENDIX G

The Chair explained that the Standing Orders were agreed before the Council had needed to have an 'in camera' meeting and guidelines on whether to record them or not had not been included. The advice from CAPALC was that 'in camera' meetings should not be recorded.

The proposal is to add the following wording to Section 11:

d) Meetings held *in camera* will not be recorded. Minutes of *in camera* meetings will be considered for release once the matter under discussion has been finalised.

IT WAS PROPOSED BY CLLR COWLEY AND CLLR CROSS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC137/17 To agree to change the date of the December 2017 and January 2018 Finance & Good Governance Committee Meetings from Monday 11th December to Thursday 14th December 2017 and from Monday 8th January to Tuesday 9th January 2018.

The Clerk explained these changes were necessary as the newly recruited Responsible Financial Officer is also Clerk at Whaddon Parish Council and the agreed dates clashed with Whaddon Parish Council meetings

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE AMENDED F&GGC DATES. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC138/17 To discuss and agree the amount for Community Grant Applications: APPENDIX H

The Chair explained that the Council held a separate meeting to assess the grant applications as to whether they meet the criteria set out in the Parish Council Grant Policy and to agree whether the Council has the necessary authority to make the grant.

a) CamSAR

The conclusion is that this application falls outside the grant policy and this was also refused last year.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR KILMURRAY TO REFUSE THIS GRANT APPLICATION. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) 1st Orwell Scout Group

The conclusion is that this application is in line with the grant policy.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO ALLOCATE £1000 TO 1ST ORWELL SCOUTS. ALL WERE IN FAVOUR AND THIS WAS CARRIED.

MEMBERS RAISED THEIR CONCERN THAT AS PART OF THE GRANT PROCESS APPLICANTS ARE REQUIRED TO USE AND SHOW HOW THE MONEY HAS BEEN SPENT. IF THE COUNCIL GIVE THEM MORE MONEY THAN THE ORIGINAL AMOUNT APPLIED FOR THERE IS THE POSSIBILITY THE MONEY WILL NOT BE USED FOR THE ORIGINAL PURPOSE OF THE GRANT.

IT WAS DECIDED TO REVERSE THE DECISION OF 1ST ORWELL SCOUTS. 8 MEMBERS AROUND THE TABLE AGREED TO REVISIT THE AGENDA ITEM.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR PORTER TO ACCEPT THE GRANT APPLICATION FOR £888.96. ALL WERE IN FAVOUR. THIS WAS CARRIED.

c) A Chain of Wild Flowers

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE GRANT APPLICATION FOR £500.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

d) Gallery Writers (Meldreth/Melbourn)

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR SILVA TO ACCEPT THE GRANT APPLICATION FOR £600.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

e) Melbourn Amateur Dramatics Society

Cllrs Hales/Kilmurray left the room

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR COWLEY TO ACCEPT THE GRANT APPLICATION FOR £500.00. ALL WERE IN FAVOUR, APART FROM CLLR NORMAN WHO ABSTAINED. THIS WAS CARRIED

Cllrs Hales/Kilmurray returned to the room

f) Melbourn Community Hub Management Group

Cllrs Cross/Travis/Hales/Porter and Kilmurray left the room

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR SIVA TO ACCEPT THE GRANT APPLICATION FOR £1000.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

Cllrs Cross/Travis/Hales/Porter and Kilmurray returned to the room.

g) Melbourn Short Story Reading Group

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE GRANT APPLICATION FOR £30.00. ALL WERE IN FAVOUR. THIS WAS

CARRIED

- h) River Mel Restoration Group
The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CLARK TO ACCEPT THE GRANT APPLICATION FOR £200.00. ALL WERE IN FAVOUR. THIS WAS CARRIED
- i) RSPB Fowlmere Nature Reserve
The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR PORTER TO ACCEPT THE GRANT APPLICATION FOR £750.00. ALL WERE IN FAVOUR APART FROM CLLR HALES WHO WAS AGAINST. THIS WAS CARRIED
- j) The Melbourn District Library
Cllr Kilmurray left the room
The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR CROSS TO ACCEPT THE GRANT APPLICATION FOR £500.00. ALL WERE IN FAVOUR. THIS WAS CARRIED
Cllr Kilmurray returned to the room
- k) Home Start Royston and South Cambridgeshire
The Chair explained a discussion was had about whether the Council can make awards to individuals and whether an individual family is the same as an 'individual'. The Chair went onto say that the Parish Council meeting which was held on 13 November 2017 debated this and concluded that the application from Home Start does meet the eligibility criteria.

The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HALES TO ACCEPT THE GRANT APPLICATION FOR £1545.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

The Chair explained that not all of the grant money has been allocated at this stage and that remaining funds could pay for some of the work identified by the PMWP.

THE CHAIR SUGGESTED THAT THE REMAINING AMOUNT OF APPROXIMATELY £7000 SHOULD BE DISCUSSED AT THE NEXT F&GGC MEETING WHEN DRAFTING ITS BUDGET FOR 2018/2019. ACTION THE CLERK

PC139/17 To discuss and agree the action plan to address the findings of the Car Park Working Party – APPENDIX I

The Chair explained the questions/comments from Cllrs Hales, Cllr Regan and Mr Simmonett presented problems. Some of Mr Simmonett's questions related to part 1 of the Working Party's work and other questions related to points that the Working Party members advise they did not consider.

The Chair explained that The Clerk asked CAPALC for advice on how to address these issues and was told that the Parish Council is not required to create information to answer questions and that the questions relate to the report as received.

The Chair apologised that the procedure was not clear when the Council asked people to submit questions and stated that a lesson had been learned from this.

The Chair noted there are two of Mr Simmonett's points which can be answered through the Parish Council and Planning Committee minutes:

- Increase of cost of car park project
- The coop proposal put forward.

The final question is answered in the Car Park Report Section 3, Bullet 2 in the methodology.

The Clerk will publish the answers to Mr Simmonett's questions with the minutes of this meeting.

ACTION THE CLERK

The Chair reminded members of the CPWP's Terms of Reference for Phases 1 and 2.

- Phase 1 was an urgent review of the contractor's final estimated cost and to make recommendations to the PC as to the way forward.
- Phase 2 was a full post project review to learn lessons for future projects authorised by the PC.

The Chair noted that the agenda item this evening was to discuss and agree the Action Plan and to address the findings of the CPWP. There were no comments from members.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR NORMAN to ACCEPT THE ACTION PLAN AS DRAFTED. ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED. THIS WAS CARRIED.

The Chair explained that when the Parish Council reviews its Standing Orders and Financial Regulations it will need to ensure that they fully reflect the Action Plan the Council has signed up to.

The Chair explained *that the Phase 1 report was published as an appendix to the Phase 2 report.*

At the end of 2016 (PC231/16) the Council made the decision to accept Recommendations 3.1 and 3.2 and the outstanding invoice was settled.

The Phase 1 CPWP said that the Parish Council should consider whether to take action against the unsatisfactory performance of the consultant responsible for many of the changes and increase in cost. No vote was taken at that point pending anything which might come out of Phase 2.

The Council has not had any further information on this to help us make a decision. The situation remains that the Council would need to take legal advice on whether to pursue a potential claim against one of the design consultants. Given that the Council is not in possession of a dossier to support such a claim, there would be substantial costs associated with preparing and submitting a case and its chance of success is unknown. ACTION: THE CLERK TO PLACE THIS ITEM ON JANUARY'S AGENDA FOR FURTHER DISCUSSION.

PC140/17 HR Panel Update

- An RFO has now been appointed - initially to work 1 day per week. This was noted.
- Appraisals for both Clerk & Assistant Clerk have been completed - recommendations to be discussed at January Parish Council meeting following consultation with CAPALC This was noted.
- A new Village Warden commenced employment on 13th November 2017 and is required to work alongside the experienced Warden at times to complete induction/training. The HR panel would therefore like to propose the experienced Village Warden works an extra day per week to support induction/training as necessary to be agreed by The Clerk up to 31st December

2017.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR TRAVIS TO ACCEPT THE PROPOSAL RECOMMENDED BY THE HR PANEL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC141/17 Outline Planning permission for the erection of up to 160 residential dwellings, including affordable housing provision, public open space and associated access, infrastructure and landscaping. All matters reserved except for access. S/2141/17/OL at Land to the west of Cambridge Road, Melbourn, Cambs. C/O Agent, Countryside Properties Plc, Mr Michael. – APPENDIX J

The Chair explained there had been an Extraordinary Planning Committee meeting on 15th November 2017 and a recommendation was put to the Parish Council.

The Chair of Melbourn Futures Working Party stated that the Council must be prepared for SCDC to grant planning permission for this development so the Council should put forward its ideas for S106 agreements. It was noted that the Parish Clerk was sent a response from Peter Williams, Director (Land) from Countryside Properties (UK) Ltd late afternoon on Monday 27th November 2017 which points out Countryside's commitment.

The Chair of Melbourn Futures Working Party considered that the letter forms a qualified acceptance of the s106 proposals discussed with Countryside.

The Chair read out comments from Melbourn and Meldreth Primary School

The Board of Governors at Melbourn Primary School would like to provide the following statements to the Parish Council when they consider the above development.

Information

As a Community School we would like to see all primary-aged children who live in Melbourn attend the village primary school. The Board would like to see any additional site, in Melbourn, developed for primary-provision be part of a dual-site of Federated school.

160 homes at Cambridge Road.

The Council will be aware that County Council contractors have started the redevelopment of the school site and we enter the Main Works phase of this project today (27th Nov). At the Board meeting held on the 22nd Nov, the Board agreed to raise the Pupil Admission Number (PAN) to 60.

This increase is to take into account both:

A) school interest; and

B) the documented expected increase in primary-aged children from existing developments, specifically S/2048/14 and S/2791/14.

County has already advised that the Melbourn school site is unsuitable to be developed further following our planned completion date of August 2018.

We understand that documents supporting the development indicate that it would be necessary to provide a school transport service from Melbourn to Meldreth Primary School.

We have received the following statement from the Chair of Governors and Headteacher at Meldreth

School. (They are aware of our representation of their views to the Parish Council).

'Meldreth Primary School already has more student than their PAN allows. Planned building works to our school, beginning February 2018 to be completed October 2018, will allow the PAN to increase to 30. Current infill, school interest and planned housing within the village of Meldreth will more than fill these additional spaces'

The Board has significant concerns about the provision of primary-aged schooling in Melbourn. In 2015, the school published its Vision; a vision that was child-centred and one that makes learning irresistible. We see it incumbent on us to provide community-based schooling for all our children. Our vision identifies a 'Melbourn-mindset' as a keystone and seeks to (and succeeds in) providing a strong sense of village community cohesion.

Operationally, having some village children, potentially siblings, attending different schools has the very real potential to break community cohesion and create associated negative impact.

County Cllr Van de Ven stated the Primary Schools have raised a very interesting point about community confusion. In terms of the commitment to provide transport it is very complicated and a very serious issue and there is still a huge amount of work to be investigated. County Cllr van de Ven felt the transport issues are very expensive and this will not have been costed out properly and suggested this would need to be discussed further.

District Cllr Hales noted that if the planning permission was granted on Appeal, the s106 decision would stand.

There were discussions about how it would be decided which children would go to school in the village and which children would be transported to a different school considering the current number of new dwellings could reach 500. It was also noted that Melbourn Primary school has been told that it is not suitable for further development and the preschool is completely full too. A member also stated that the proposed 150 dwellings at Eternit have now gone to appeal.

The Chair stated it was the recommendation from the Extraordinary Planning Committee Meeting held on 15th November 2017 to approve the Planning Application subject only to the Local Planning authority confirming that the infrastructure items that have been identified by the Parish Council, to make the development acceptable in planning terms (as set out in the list below), are securable by way of either planning condition or planning obligation under section 106 of the Town and Country Planning Act 1990:

- Contribution towards community vehicle and 10 years running costs
- Expansion of the Community Hub
- Provision of pull off for HGV delivery lorries at Coop, High Street
- Library Access Point
- Traffic Improvements
- Skateboard park
- Any on site public open spaces to be transferred into community ownership upon completion.

The Chair of Melbourn Futures Working Party explained that without doubt this requires more work, but both the Planning Committee and Melbourn Futures Working Party have already spent a substantial amount of time investigating this and unfortunately ran out of time.

IT WAS RECOMMENDED TO APPROVE THE PLANNING APPLICATION SUBJECT TO THE

S106 REQUIREMENTS IN THE ATTACHED LETTER FROM COUNTRYSIDE, BUT WITH THE PROVISIO THAT THE WORDING WITHIN SECTION 7 IS AMENDED TO INCLUDE FEE PAYING PASSENGERS FOR COMMERCIAL USE AND NOT JUST AIMED AT SCHOOL CHILDREN AND A NEW TRANSPORT SCHEME.

The Chair explained that in the response to SCDC The Clerk should also include:

- Melbourn and Meldreth Primary School response
- Melbourn Parish Council's letter to Peter Williams (Director) Land Countryside and their response.

ACTION: CLLR REGAN AND CLLR HALES TO DRAFT RESPONSE TO MR WILLIAMS – COUNTRYSIDE TO ASK FOR AMENDED WORDING IN SECTION 7.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO APPROVE THE ABOVE PLANNING APPLICATION. THERE WAS NOBODY IN FAVOUR. THE VOTE FELL.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR MADIYIKO TO REFUSE THE PLANNING APPLICATION.

CLLRS PORTER/MADIYIKO/COWLEY/CLARK/KILMURRAY WERE IN FAVOUR. NO CLLRS WERE AGAINST REFUSAL AND CLLR CROSS/TRAVIS/HALES AND REGAN ABSTAINED. THIS WAS CARRIED.

The Chair explained The Chair of Planning Committee will now attend SCDC to give the Parish Council's reasons for saying no. The Chair stated the reason for refusal is because of the infrastructure problems left over from 199 Homes that have not been dealt with.

THE CLERK TO SEND IN REFUSAL TO SCDC AND THE APPLICATION SHOULD BE DISCUSSED AT THE SCDC PLANNING COMMITTEE.

PC142/17 Planning Application – Reserved Matters Conditions 1) Details of appearance, and landscaping, layout and scale following outline permission S/2791/14/OL for a care home of up to 75 beds, new vehicular and pedestrian access. At Land East of New Road, New Road, Melbourn. APPENDIX K

The Planning Committee gave their recommendation of refusal to the Parish Council as per the document received from Melbourn Futures Working Party.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR KILMURRAY TO REJECT THE APPLICATION ON THE GROUNDS OF LOCATION, LAYOUT, SCALE AND APPEARANCE NOTING THAT THERE REMAIN OUTSTANDING SURVEYS THAT ARE YET TO BE COMPLETED FOR COMMENT. GROUNDS FOR REFUSAL ARE FORMED AS PART OF THE DOCUMENT RECEIVED FROM MELBOURN FUTURES WORKING PARTY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC143/17 To receive the mid-year internal Auditor Report – APPENDIX L

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE INTERNAL AUDITOR REPORT AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC144/17 To review the Strategic Plan – APPENDIX M

a) Review Strategic Plan December 2017 to May 2018

The Chair explained the changes are (a) to use Twitter as agreed at the last meeting (b) to include completing the staff appraisals as suggested by Cllr Travis at the last meeting; and (c) finalise the Asset register and agree and implement a records management policy as required by the Internal Auditor

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE STRATEGIC PLAN DECEMBER 2017 TO MAY 2018. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) DRAFT Strategic Plan November 2017 to October 2018

THIS ITEM WAS DEFERRED UNTIL JANUARY 2017 – ACTION THE CLERK

The Chair closed the meeting at 10.06pm

Melbourn Parish Council, January 2018, County Councillor Report

A very happy new year to everyone!

Budget preparations: County Council committees have been reviewing proposals for cutting spending and increasing income. The council needs to cut £37.9M from its budget for next year, in addition to addressing the current level of overspending. Committees have received proposals for achieving these reductions, but even if all these were to be agreed, £4.3 M of savings are still to be identified. Meanwhile, in a comparison with 26 other similar English counties, Cambridgeshire stands out for its three years' council tax freeze. This has had a cumulative impact: without the freeze and on a government permitted 2% rise, the council would now be better off by £50M. As you know, severe cuts have been made across the board: adult social care leading to more hospital stays and pressures on the NHS, potholes highways repairs, Looked After Children, buses, elimination of post-16 education transport support, and so on.

Just before Christmas Government signalled that a general council tax rise of 3% would be permitted, without a referendum. It remains unclear what will be proposed at the budget meeting.

Shire Hall move: A County Council working party is still working on proposals to move the council's HQ out of Shire Hall in Cambridge which is expensive to maintain. Options it is developing for alternative new premises are Alconbury and Northstowe. With the new Mayor having proposed to review local government arrangements in Cambridgeshire and Peterborough, however, it is not clear that there will continue to be a County Council.

Bus consultation extension: The County Council has been running a consultation on the 127/128 bus; this has now been extended to the end of January – prompted by the bus operator's suggestion to amalgamate the two routes and bring the Bassingbourn and Meldreth/Melbourn circuits into one. This is being considered by the Cam Vale Bus User Group.

Community Rail Partnership (CRP) Project Officer post: The paid post to which Meldreth, Melbourn, Shepreth and Foxton solar funds and parish councils, together with Govia Thameslink Railway, contributed equal amounts (£700 each), is advertised on the South Cambs District Council website between December 7-January 21. SCDC has topped up the fund for a two-year part time post (two lots of £5K over two years), and is providing temporary administrative support including payroll. A 'Meldreth, Melbourn, Shepreth and Foxton Community Interest Company' has now been established to provide legal and financial accountability for the CRP's new venture, given that it is holding public money. The CIC has three Directors: one is Chair of Foxton Parish Council Finance Committee, another Chair of Governors at Melbourn Primary School and the third Chair of Melbourn Village College Finance Committee. The original parish contributions were aimed at supporting a six-month paid post on fewer hours, so this has turned out to be a much more significant post that we'd hoped for. A repeat request for financial support for Year Two will be made to the Melbourn Solar Fund in the near future.

Children's Centre service changes: I continue to ask the County Council for details of changes that local families can expect from April 1st when the £900K reduction in spending takes effect. To date I have no meaningful information to convey to you. I have arranged to meet officers on 24 January, and would be glad to take any questions.

Community Sweeper

A strong cluster of volunteers has come forward to help with this scheme and will be receiving health and safety and operational training this week, in order to drive a street cleaning machine and

provide extra maintenance. Two volunteers are from Melbourn, one from Foxton, and two are from Royston. They will be driving two routes: Melbourn (thanks to Tim Stebbing) and the A10 cycle path. Cllr Hales and I were approached by officers to coordinate this project a few months ago.

Network Rail Public Inquiry, level crossing closure near Bury Lane: Together with several local residents including one from Melbourn, I testified in this inquiry. I had to give apologies for the December Full Council meeting which took place on the same day. Collectively a strong case was made from local perspectives against closing the crossing. It's worth keeping in mind that Network Rail intend to close ALL level crossings in the next decade or so. Lasting impressions from the day include the startling unpleasantness of the barrister acting for Network Rail and what must have amounted to massive bill to the taxpayer for the cost of the inquiry. A huge space in the Hallmark Hotel in Bar Hill was rented out for several weeks, and many highly experienced council officers were made to spend a huge amount of valuable time just waiting to be called, and therefore unable to carry out their ordinary work. I intend to submit a Freedom of Information request on the cost of the Inquiry, after the result is known – we now wait for the Secretary of State to a formal decision.

Recycling – visit to Waterbeach Waste Management Park: Over the Christmas period questions came in from residents concerned about the end of the paper caddy in our blue bins, and what we can do about plastic waste – inspired and distressed by David Attenborough's Blue Planet TV show. With the announcement by China and Hong Kong that UK plastic waste will no longer be received for recycling there, Cambridgeshire and the UK have much to consider. Our waste is disposed of at the 165-hectare Waste Management Park just north of Waterbeach, on a County Council contract with Amey. To learn more, I've liaised with the Park to arrange two open-day visits, the first of which is designed to coincide with half-term: 15 February, either 10-12AM or 2-4PM; and 27 February, 10-12AM. Children especially welcome. If you'd like to attend, please ring Jonathan Crisp, Education Officer at the Waterbeach Park, on 01223 861010 or jonathan.crisp@amey.co.uk. Or feel free to contact me directly.

Be a Councillor?: The idea is an informal drop-in for anyone interested in the role of councillor, to meet current parish, district and county councillors to find out what being a councillor might entail. I've circulated my invitation to neighbouring parish councils and all district council colleagues, and have had many positive responses. This will take place on 3 February, 3-5PM, at the Elin Way Meldreth community room.

Meldreth, Shepreth and Foxton Rail User Group: The next meeting of the Rail User Group will take place Monday 5 February, 7 for 7:30-9:00PM, upstairs at the Melbourn Hub.

Melbourn Greenways – link to Royston: The Melbourn Greenways report suggests a bridge and path link connecting Melbourn to Royston. A consultation event takes place here at the Hub on 25 January, 5:30-8PM. The next A10 Corridor Cycling Campaign is 31 January, Sartorius Stedim Royston.

Traffic Diversion issue: please can this be discussed at the 22 January PC meeting

Dear Cllr van de Ven,

We are currently working with our contractor Skanska, and their supply chain Eurovia, to establish the program for 2018. As there are five sections of the A10 between Royston and Harston that are due to receive this treatment, I felt that I should inform you of what is being planned.

All works are currently planned for June 2018., although I have no dates as yet. Work will be carried out under restricted hours working, between 9.30am and 3.30pm, using Convoy Stop/Go Traffic Management. We are proposing to carry out the elements of work closer to the level crossing at Foxton,

after 7pm. I would at this stage, point out that Surface Dressing cannot be carried out at night and is of course subject to weather.

The largest section of work will be Melbourn Bypass between Cambridge Road and Royston Road. It is estimated that work along this section alone will take 5 days to complete. In order to reduce the timescale and inconvenience to businesses and the public; it has been proposed that perhaps this section could be done under a 7am to 6pm Saturday road closure. The contractor has stated that they are confident that under a full closure and with the weather on their side, the road could be treated in one day not five; with the Sunday being kept back as fall back in case the weather on Saturday prevented completion. However, in order to do this, the diverted traffic would have to be put through Melbourn village whilst the road is closed. I have spoken to our Streetworks Permitting Manager, and although we both see the sense of this approach, especially as the village road was previously the A10 and is constructed accordingly, we felt that the idea should be put to you for your consideration and input.

I would be grateful if you could let me know your thoughts. Should you wish to speak to me, my phone number is 07824529762.

Regards,

*Martin Gowler
Network Management Officer
Highways Service
Cambridgeshire County Council*

Another thread in our correspondence:

I do appreciate that putting the traffic through Melbourn will increase the traffic flow significantly for the period the road is closed, but by doing it at a weekend, we would hope to reduce the number of HGVs than if it was in a weekday. Also, one day of closure rather than 5 of queues might also be preferable for local residents?

I am of course, happy to discuss this with you and the parish council further if you think there is any chance that this would be an acceptable possibility.

Melbourn Parish Council, District Councillor report – January 2018.

Community Sweeper – finding a place to store the machine.

Following a request from SCDC officers who wanted to bring forward the idea for a community led project that would see our roads being swept by volunteers. This will be with a driven vehicle owned by SCDC but staffed by volunteers. A number of people have put their names forward to start the project off, but more people are wanted.

Local Plan

The ongoing saga of South Cambs suspended Local Plan is limping to its conclusion. **A consultation on the Planning Inspector's proposed modifications to the Plan has** been launched. Comments are only permitted to be made on the modifications, not any new business. The key issues are:

- The Inspector looks set to accept a joint housing supply strategy between SCDC and Cambridge City which should reinstate a five-year housing land supply.
- Sites at Bourne Airfield and Waterbeach have been earmarked to come forward.
- The affordable housing threshold is now triggered at >10 houses, rather than >2.

The consultation is set to end at 5pm on Friday 16th February. For more information, please follow this link: <https://www.scams.gov.uk/news/have-your-say-on-local-plan-modifications>.

It looks highly unlikely the Inspector will report before purdah for local elections starts on 23rd March (during which the Council may not make key decisions) so even assuming there are no more modifications after the consultation, we will not have a Local Plan in place until the middle of the year.

SCDC Community Energy Fund

South Cambs District Council has set up an annual £55,000 grant pot to help community buildings across South Cambridgeshire become more energy efficient and help reduce energy consumption. The Community Energy Grant Fund will allow community groups to bid for funds from March next year. Organisations will be invited to bid for funding for initiatives ranging from insulation and lighting and heating controls for community buildings, to the installation of electric vehicle charging points.

The new scheme will provide £55,000 each year for parish councils, charities, voluntary groups, sports and social clubs and not-for-profit organisations. The

maximum yearly grant will be £3,000 per organisation to make sure that the fund is distributed across a wide range of projects throughout the district.

The scheme will be funded from the business rates it retains from new renewable energy generation sites within the district so it can return some of the benefits from large scale renewable energy sites to the community.

Report

<https://www.scambs.gov.uk/sites/default/files/documents/Community%20Energy%20Fund%20Report%20%28Jan%202012%29.pdf>

Blue Bins

Since paper caddies are no longer the means to put out paper for recycling, extra waste which residents are struggling to fit into blue bins has been rejected on some collection rounds. This is the advice which has been received from SCDC:

If the blue bin is full, excess recyclable material will be collected if placed in one transparent sack next to the blue bin. Please put any glass in your blue bin, not in the sack for safety reasons. One bundle of cardboard may be left next to your bin if it is of a size which would fit inside the bin if there were space. Please tape or tie into a bundle to assist collection. Please do not use other colour wheeled bins for your excess recycling. If residents find that they regularly have extra blue bin recycling, they can apply for an additional blue bin for free, via this link. <https://www.scambs.gov.uk/recycling>

The only place selling transparent bags to be found so far **is Sainsbury's**. The Council does not supply them.

Cllr Jose Hales

THE CLERK'S REPORT : 22 JANUARY 2018

1 Resignation of Parish Clerk:

Resignation letter attached

2 Appointment of new Parish Clerk:

The post has been advertised widely via CAPALC. To allow potential applicants sufficient time within which to apply, the closing date for applications has been extended to 31 January 2018.

In the meantime, the Assistant to the Parish Clerk will be in the office Monday to Friday mornings only.

3 Resignation of Parish Councillors:

- John Regan
- Nikki Cross
- Jose Hales

4 Co option of new Parish Councillors:

The following Co-option Notice for 3 new Parish Councillors was published on Parish Noticeboards, the website and facebook page. As at 15 January 2018, no applications have been received.

5 Rights of Way:

See correspondence and notes attached

6 Henry Harris Fun Fair:

The Parish Office has approved a request from Henry Harris to hold the fun fair on the Old Rec from 29 May to 4 June 2018.

29th November 2017

Melbourn
Royston
Herts

Cllr Cross
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire

Dear Cllr Cross

Resignation:

Please accept this letter as notification that I am leaving my position as Melbourn Parish Clerk on 29th December 2017

I've enjoyed my time with Melbourn Parish Council, and I thank the Council for all the help and guidance given over the past four years. Please let me know if I can be of assistance during this transition.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Sarah Adam', with a stylized flourish at the end.

Sarah Adam

Resignation Letters from Councillors Cross/Hales and Regan

Parish Clerk

From: John Regan <[REDACTED]>
Sent: 28 November 2017 09:33
To: Parish Clerk
Subject: Resignation

Dear Sarah

On the 24th November I forwarded to the Parish Office a document entitled "Melbourn High St Car Park Chronology of Events" for you information and consideration as to whether you wished to forward it to others. The document which was 13 pages long was developed following extensive research of documentation in the public domain and/or made available to the Car Park Working Parties. More importantly, it did not seek to apportion blame and no names are mentioned within it. Its purpose was to set out an accurate record of events that took place from the inception of the project to the settlement of the final account all cross referenced to available documentation.

I had hoped that this document would assist the Parish Council in answering any questions now, or in the future, and provide useful background information when implementing the Action Plan addressing the recommendations listed in the Phase 2 Car Park Report, as in many ways it is more informative in terms of detail than the actual report itself.

I was extremely disappointed therefore to learn from your response of 27th November that the document was not relevant and had no place in discussions. I also note in your response that despite the document being irrelevant the Parish Office had planned to use its content to answer a written request for information. In view of the fact that my document is considered to be irrelevant I formally request that:

- the document is withdrawn;
- all copies of the document are destroyed;
- the document is not used to answer any future questions (as recommended by CAPALC) during discussions last night.

Having given this issue further consideration overnight, it would appear that my written work in support of the Parish Council is no longer relevant or fit for purpose and therefore this leaves me little alternative but to resign from the Parish Council with immediate effect.

I wish the Parish Council every success in the future.

Regards

John

Parish Clerk

From: Nikki Cross <[REDACTED]>
Sent: 01 December 2017 06:55
To: Parish Clerk
Subject: Resignation

Sarah

I write to inform you that I am resigning from the Parish Council.

It is with great regret that I do this but due to changes at work I no longer have time available to give to the role.

Nikki

Sent from my iPhone

23 Elm Way
Melbourn
Cams
SG8 6UH

06/12/17

Letter of Resignation

Dear Sarah,

It is with great regret that I must tender my resignation with immediate effect from the Parish Council.

I have an increasing primary workload for the Melbourn ward as a District Councillor along with other growing commitments for the benefit of the community. Given the recent and welcome influx of new Parish Councillors, I feel that this gives me the opportunity to now pass on the baton!

I will of course continue to be available to Parish Councillors and Clerks for ongoing support and advice as now.

It has been a great honour to serve the community as a Parish Councillor for the past 8 years and I will certainly miss the role, I would also like to say how personally rewarding it has been working with fellow councillors and staff.

I do wish the Parish Council and Councillors every success for the future.

Kind Regards

Jose Hales

MELBOURN PARISH COUNCIL

Clerk: Sarah Adam
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

7 December 2017

MELBOURN PARISH COUNCIL

VACANCIES FOR THREE COUNCILLORS

1. There are three vacancies on the above Council caused by resignations from N Cross, J Regan and J Hales.
2. As we are within six months of the next parish election there is no provision to advertise the vacancy as an election cannot be held.
3. These vacancies can now be filled by co-option.
4. Anyone interested in filling these vacancies should contact the Parish Clerk by **Friday, 12 January 2018.**
5. The Parish Council welcome applications from anyone with an interest in community matters. For more information on the application process, please contact the Parish Clerk.

Melbourn Parish Clerk
Melbourn Parish Office
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

Email: parishclerk@melbournpc.co.uk

Rights of Way : Gate on the A10 near Bury Lane farm Shop

A meeting was held on location on the A10 on 24 November 2017 following complaints made to the The County Rights of Way Officer. Investigations show that the gate was never legally applied for when it was instated at the building of the bypass.

Also in attendance with the SCDC enforcement officer, representatives from Melbourn Parish Council, owners of land either side of the byway and a representative from UK Power Networks who operate the substation on the byway.

After some discussion, the options available were either to remove the gate or apply to keep it. The easiest method would be to apply for a Traffic Restriction Order. Areas of concern with regard to removing the gate included, the location potentially becoming an area targeted by fly-tippers, (this has become an issue in other areas of the village such as London Way), the byway being used by high speed vehicles endangering walkers and farm workers.

It was decided to apply for a TRO with one of the land owners agreeing to take the lead with regard to the application. This was felt to be the best option as the land owner was in possession of evidence which could be used to support the application. Further details will be provided as they become available.

Email received from Public Rights of Way Officer:

'The meeting will be to explore a way in which a metal gate (barrier) at the eastern end of Melbourn Public Byway 10 next the A10 can be retained. It appears that a gate was installed during the construction of the A10 bypass, but has never been legally authorised. Thus, at present a question about its legitimacy has been raised and which I have to respond. Without a legal event creating the legitimacy of the gate we are obliged to consider the removal of the gate. However, we are mindful that there may be justified reason for the installation of the gate and that there has been a barrier in this location for a considerable time. On this basis we are offering those with land or private rights of access the opportunity to formalise the gates existence.

Melbourn Public Byway 10 from the A10 to the A1198 is the only section of Ashwell Stret that does not have a restriction to the public using the route in recreational vehicles. Whilst there is some surface damage to the Public Byway it would not be sufficient to use a Traffic Regulation Order to legitimise the present gate. A Traffic Regulation Order if it was applied would only be seasonal, i.e. closed between 1 October and 30 April to prevent further damage to the surface. The alternative method of legitimising the present gate would be either a Public Spaces Protection Order or Gating Order. Evidence would need to be supplied to support either type of Order and any objections would need to be considered before making an Order. Thus, this meeting request to consider the most suitable method to proceed.

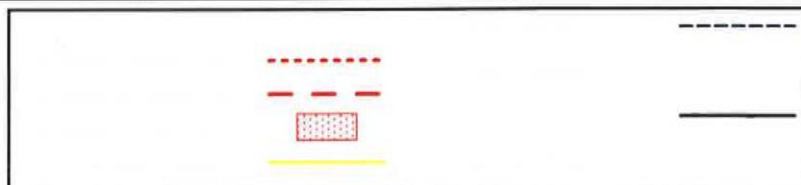
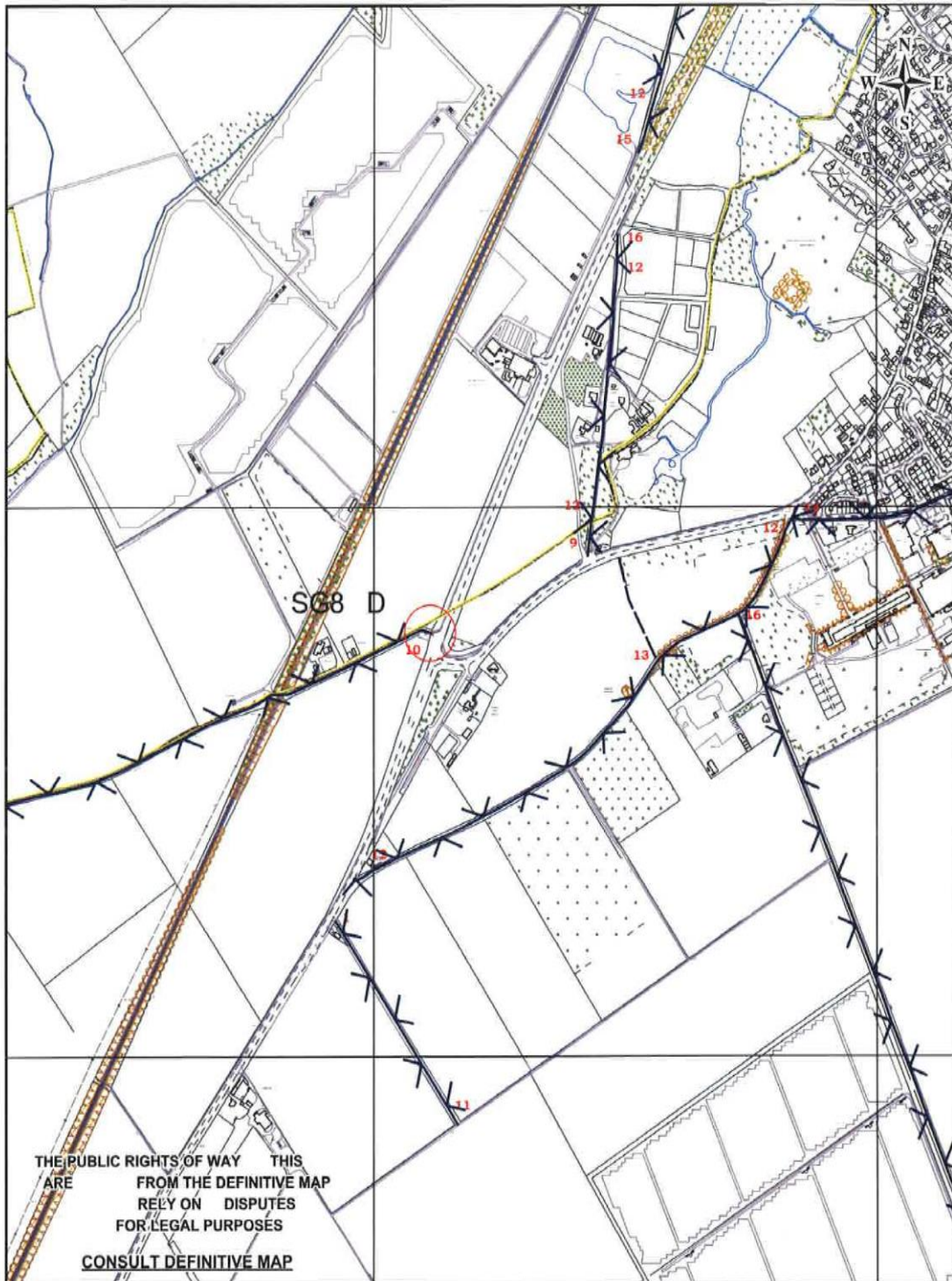
I have attached a map showing the location of Melbourn Byway 10 and present gate for your information.

Peter Gaskin

Public Rights of Way Officer

Cambridge County Council'

M I B h II



Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2118	BACS1710 25AC	£27.98	£1.33	£26.65	18/12/17	Anita Cook - Gardening 83 High Street	£27.98
1		£20.00	£0.00	£20.00		CON Gardening 2.5 hours Dec 2017	
2		£7.98	£1.33	£6.65		CON Plants for 83 High St	
		£27.98	£1.33	£26.65	Anita Cook -	Total	
2136	BACS18	£78.60	£13.10	£65.50	28/11/17	AOS Online - Copier paper	£78.60
		£78.60	£13.10	£65.50	AOS Online -	Total	
2145	BACS18	£205.26	£34.21	£171.05	20/12/17	Baron Fire - Site visit to Hub and extinguishers inspected and serviced	£205.26
		£205.26	£34.21	£171.05	Baron Fire -	Total	
2126	BACS	£70.00	£0.00	£70.00	02/01/18	Bridget Smith - Mgt & reporting to Cambs Comnty Found re grant for Pavillion	£70.00
		£70.00	£0.00	£70.00	Bridget Smith -	Total	
2119	BACS1801	£96.24	£16.04	£80.20	08/01/18	British Telecom - Broadband subscription for car park CCTV Dec and Jan	£96.24
		£96.24	£16.04	£80.20	British Telecom -	Total	
2107DD180108CW		£6.18	£0.00	£6.18	07/12/17	Cambridge Water Company - Allotment water November 16 to May 17	
2108DD180108CW		£45.36	£0.00	£45.36	07/12/17	Cambridge Water Company - Pavillion water 12 May to 30 Nov 2017	£51.54
		£51.54	£0.00	£51.54	Cambridge Water Company -	Total	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2132	DD171212E ON	£7.91	£0.38	£7.53 27/12/17	e.0n - Electricity for Old Rec 27/11/17 to 26/12/17	£7.91
2125	DD180108E ON	£6.70	£0.32	£6.38 19/12/17	e.0n - Electricity charges Pavilion 5 Nov 17 to 3 Dec 17	£6.70
2133	DD180112E ON	£8.09	£0.39	£7.70 27/12/17	e.0n - Electricity charges Littlehands store 26/11/17 to 26/12/17	£8.09
2130	DD180115E ON	£175.88	£8.38	£167.50 01/01/18	e.0n - Electricity bill for car park workshop	
2131	DD180115E ON	£7.91	£0.38	£7.53 28/12/17	e.0n - Electricity Bill Orchard Rd Cemetery	£183.79
2135	DD180122E ON	£70.22	£3.34	£66.88 07/01/18	e.0n - Electricity charges Pavilion 19 Dec 17 to 7 Jan 18	£70.22
		£276.71	£13.19	£263.52	e.0n - Total	
2142	BACS	£23.19	£3.87	£19.32 04/01/18	ESPO - Stationery for Parish Office - clock, planner, diaries	£23.19
		£23.19	£3.87	£19.32	ESPO - Total	
2140	BACS1801 GWM	£600.00	£0.00	£600.00 12/12/17	Gallery Writers Meldreth / Melbourn - Community Grant Funding (replace returned payment)	£600.00
		£600.00	£0.00	£600.00	Gallery Writers Meldreth / Melbourn - Total	
2154	BACS1801 24H&CGM	£1,656.41	£276.07	£1,380.34 17/01/18	Herts And Cambs Ground Maintenance Limited -	
1		£1,400.40	£233.40	£1,167.00	CEM Monthly cemetery maintenance for JAN 2018	
2		£256.01	£42.67	£213.34	CON Monthly maintenance for five areas of the village JAN 2018	
2155	BACS1801 24H&CGM	£906.00	£151.00	£755.00 17/01/18	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance for January 2018	£2,562.41
		£2,562.41	£427.07	£2,135.34	Herts And Cambs Ground Maintenance Limited - Total	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2149	BACS1801	£2,211.13	£0.00	18/01/18	HM Revenue & Customs and salaries Salaries plus Tax and National insurance January 2018	£2,211.13
		£2,211.13	£0.00	£2,211.13	HM Revenue & Customs/salaries - Total	
2128	BACS	£87.55	£14.59	£72.96	01/01/18 LUCID Systems - Covered agreement Feb 2018	
2134	BACS	£9.53	£1.59	£7.94	12/12/17 LUCID Systems - RFO email address rental	£97.08
		£97.08	£16.18	£80.90	LUCID Systems - Total	
2123	BACS1801 24MW	£55.00	£0.00	£55.00	21/12/17 M Willoughby - Cleaning solar panels Hub	£55.00
		£55.00	£0.00	£55.00	M Willoughby - Total	
2122	DD180102N OW	£43.20	£7.20	£36.00	02/01/18 Now Pensions - Employer service charge for January 2018	£43.20
2156	DD180220NP	£27.72	£0.00	£27.72	18/01/18 Now Pensions - Direct Debit pension contribution January 2018	£27.72
		£70.92	£7.20	£63.72	Now Pensions - Total	
1652	DD180101S CDC	£242.00	£0.00	£242.00	01/01/18 South Cambs District Council - Business rates for Melbourn Pavilion January 2018	
1662	DD180101S CDC	£1,234.00	£0.00	£1,234.00	01/01/18 South Cambs District Council - Business rates for Melbourn Car Park January 2018	
675	DD180101S CDC	£67.00	£0.00	£67.00	01/01/18 South Cambs District Council - Business rates for Cemeteries - 1 January 2018	
2039	DD180101S CDC	£936.00	£156.00	£780.00	13/11/17 South Cambs District Council - Dog and litter bin collection 1 April 2017 - 31 March 2018	£2,479.00
1777	DD180103S CDC	£18.13	£0.00	£18.13	25/05/17 South Cambs District Council - direct debit trade refuse pavilion Jan 18	£18.13
		£2,497.13	£156.00	£2,341.13	South Cambs District Council - Total	

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2141	BACS	£2,294.38	£382.40	£1,911.98	15/01/18	Wybone Ltd - 2 x black wave picnic benches Stockbridge Meadows	£2,294.38
1		£60.00	£10.00	£50.00		PLAY Delivery charges - 2 x picnic benches Stockbridge Meadows	
2		£2,234.38	£372.40	£1,861.98		PLAY 2 x wave picnic benches black Stockbridge Meadows	
		£2,294.38	£382.40	£1,911.98		Wybone Ltd - Total	

Petty Cash

2147P503	£16.65	£2.77	£13.88	18/01/18	Phillimore Garden Centre - Trees for Stockbridge Meadows - K Rudge		£16.65
		£16.65	£2.77	£13.88	Phillimore Garden Centre - Total		
2148	P502	£10.00	£1.67	£8.33	16/01/18	Rontec - Petrol for van	£10.00
		£10.00	£1.67	£8.33	Rontec - Total		
2127P501	£7.52	£0.00	£7.52	03/01/18	Claire Littlewood - Tea & Coffee for Parish Office paid by C Littlewood		£7.52

Bank Charges

1818DD170730H	£5.50 SBC	£0.00	£5.50	28/06/17	HSBC - Bank charges Sinking Fund		
1819 DD170730H	SBC	£8.50	£0.00	£8.50	28/06/17	HSBC - Bank charges Current Account	£14.00
£14.00		£0.00	£14.00		HSBC - Total		

Total £11,265.74 £1,075.03 £10,190.71

Signature
Date

Signature

STRATEGIC VISION

To restore the trust and confidence of the Parish Council to the residents of Melbourn in the diversity of Service, guidance, advice and associated expenditure.

DRAFT STRATEGIC PLAN NOVEMBER 2017 TO OCTOBER 2018

Aim: To maintain public confidence in the Parish Council and develop a clear view of how Melbourn' residents want the village to be improved.

1. Openness and transparency, and engagement with the community.

- To develop further the annual Melbourn Awards and use this to make the Annual Parish Meeting a 'must attend' event.
- Re-design the website to make it a repository of easy-to-find information.

Outcome: To develop further public engagement with the Council's business.

2. Work effectively as a PC, ensuring that governance is excellent.

- Implement the lessons from the Car Park Working Party post-project review so that future PC projects are subject to good governance.
- Continue to ensure that the adopted policies are reviewed and put into practice.
- Understand the changing environment in which the Council will operate.

Outcome: To be in a position to qualify for the NALC Quality Award by May 2019

3. Be a good employer.

- Complete risk assessments for the work carried out by Council employees.

Outcome: a workforce which is clear about what the council expects from it and is confident to raise concerns if necessary.

4. Establish a clear understanding of the Council's Finances and develop a strategy for future spending

- Use the expertise of the RFO to establish a clear system of monitoring spend against the budget set as part of the Precept.

- Revisit the Council's Reserves Policy and plan to bring the level of reserves up to [an amount equivalent to the Council's annual spend]
- Continue to review value for money in all the Council's activities, including ensuring contracts are fit for purpose.
- Investigate ways of increasing the Council's income, including making grant applications.
- Put the running of the Pavilion and sports fields onto a sound financial footing.

Outcomes:

- **A Parish Council which has a clear picture of its actual spend and committed spend at any point in the financial year.**
- **A published plan to build the reserves up to an acceptable level with timescales.**
- **A Precept for FY 2019/20 which accurately represents predicted spend and makes an allowance for projects in FY 2019/20.**

5. Develop plans to deliver new projects for the Parish.

- Development of the green burial site at the New Road Cemetery. *From the Parish Maintenance WP. The burial site already exists – this project would be to turn it into a desirable resting place which can be marketed.*
- Prevention of vandalism. *From the Parish Maintenance WP. The aim is to spend money on ways of reducing the incidence of vandalism and hence reduce the costs associated with putting damage right/replacing vandalised items.*
- Development of the Pavilion to accommodate increased numbers at Youth Club. *From the MAYD Committee.*
- Use of s106 money to mitigate future development:
 - Expansion of the Hub
 - Replacement skateboard ramp
 - Pull off at the Co-op

Outcome: By October 2018 to have drawn up a business case for each project which includes a case of need, plans and costs. Each business case must show evidence of consultation with the community and whether or not the project is supported by the public.

6. Become a Council which has a clear idea of what its community wants and which works to achieve them.

- To develop, publish and carry out a consultation plan linked to the future plans set out at 5 above.
- Consult the community on what improvements to Melbourn are needed.

Outcome: A published plan whose impact can be seen in the Outcome for 5.

Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every October prior to setting the Precept

APPENDIX G

MELBOURN PARISH COUNCIL BUDGET FOR FY 2018/19 TO UNDERPIN PRECEPT

ITEM	CATEGORY	2017/8 (£)		2018/9 (£)	Comments
		Projection	Actual	Projection	
Salaries					
	Salary - Clerk	20,328.88			
	Salary – Assistant Clerk	10,239.84			
	Cover for holidays and sickness	0		0	
	Wardens	Note 1			
	(Book Keeper) RFO	1000	-----		
	Litter picker	?? in with note 1?			
				66,100	Amount for litter picker is an estimate of spend in current year. For other staff it is an estimate for 18/19 taking into account expected increases
	Website advice	0			Depends on status of EDGE and need for end of year advice.
	Data protection Officer			300	requirement from May 2018
	Gardener for 83 High Street	0		200	Principle of paying for this needs to be agreed and contract issued
	National Insurance contributions	Note 1		5,439	Excludes Litter picker
	Pensions	1800		1,508	Includes admin fee
	Pavilion cleaner	0		1,801	5 hours per week, 10 months per year at minimum wage (not including NI). Will need to add in a thorough clean 1x per month (2 hrs) for 10 months plus some allowance for over the summer (1 hr per week) This is a guesstimate
	Training for Cllrs and staff	1500		1,500	
	Recruitment expenses		minimal	0	
	Archiving temp			370	£10 per hour for 1 week?
Total Staff costs				77,218	Note 1: merged as £25,000

200

370

570

PC running expenses					
	Parish Office License fee	12775	12775	12,775	Agreed with HMG it will not increase until no further grant support; consider whether it can be paid as a grant because of tax benefit to Hub.
	Additional room bookings		Hub £530 ASCH £82	0	Majority have been for meetings associated with the speculative planning applications so should not continue into the next FY
	Office supplies	3600		3,000	
	Legal fees for Littlehands				
	Accounting software	120		1,400	Need a decision on whether to keep Edge or change. May need to pay for EDGE past year end if changing system

	Potential purchase of new accounting system				
	Support/training for new system				
	Adobe payment	0		152	
	Website fee			200	
	Payroll				Never been invoiced for this
	Lucid IT support		876	1,000	
	Glassblade WP plugin annual		24	24	
	Parish Van	1300		1,300	
	Warden materials	500		2,830	£500 general plus £2330 to cover warden equipment, shredder and power washer
	Internal and external auditor	1500		1,700	<i>estimated</i>
	Membership of societies	980		1,000	<i>Estimated.</i> Organisations reviewed last year
	Bank charges	0		120	£6 per month plus 15 per individual credit and debit
	Elections	1500	0	1,500	Election May 2018; may not be needed
	Community engagement	500		500	
	Community Planning	1000		-	Expect speculative applications to cease when Local Plan is in place
Total Parish Running Costs				27,501	

2330

2330

Loans					
21	PWLB - Hub	32954		32,954	Exact figures from loans schedule
22	PWLB – Car Park	13286		13,286	
23	PWLB – Car park overrun	3659		3,602	
Total Loans				49,843	

Building running costs					
Rates					
24	Orchard Road cemetery	191		191	
25	New Road cemetery	672		672	
26	Hub	0		-	Hub is zero-rated
27	Car park	6600		10,600	Appeal process still underway. Budget for failure
28	Pavilion	2423		2,450	
	Hub annual payment to Hundred Houses	0	920	920	
Total building running costs				14,833	

Other					
29	Insurances	11000		9,000	Includes all insurance except for Parish van and BMX site (community grant). Discussion at F&GGC 4 sept: can change insurer in sept 18. Estimate given £8355
30	Parish Clock	180		180	3 year agreement to end 2019???
31	Electricity	---	1962*	1,146	fixed cost with e-on

32	Water	----		300	Estimate as some issues about what currently paying
33	Broadband	----	628*	650	
Total other				11,276	

Other running costs					
	Grass cutting contract	4000		4,000	To be re-tendered. <i>Need contingency for extra cuts if needed</i>
	Grounds maintenance contract	9360		9,360	
	Cemeteries contract	13000		13,000	<i>Due to be retendered now</i>
	Hub grounds maintenance	0	1420		Grass cutting to be included in contract above when retendered. Decide whether to include garden
	Playground maintenance	2000		300	
	Litter and dog bin emptying	1600		3,120	Oct/nov 2017 quote
	SCDC bin emptying at Pavilion	-----		163	
	Street lighting	1500	1158	1,500	
	Highways and footpaths	1000		1,000	Need to look at what we might need to do in coming year
	Cemeteries	4000		4,000	To include cemetery bases
	Allotments	1000	1093	500	Spent on unoccupied plots. Rent out plots
	Maintenance (green)	7000		8,320	Additonal £1,320 made up of: estimate for assessment by tree officer (£500) + in-year contingency work (£??) + work following Cllr road inspections + £ 470 for work at Maple Way + £100 mole elimination + £250 plants for tubs + £?? For plants 83 High St
	Maintenance (hard)	0		3,500	Made up of fencing at Cross (£3500) plus paving at War memorial (£??)
Total ground maintenance costs				48,763	

1000

1320

3500

5820

Assets Maintenance					
	Pavilion maintenance		361+	500	
	Hub Maintenance and replacement		4103	2,290	<i>Does not include £2500 for velux window in Dickens Room or 2 items where quote is needed</i>
	Littlehands maintenance			3,600	To include: drains (£3600) and car park repairs (£??).
	Other asset maintenance			400	To include: £400 for wall in workshop
	Servicing eg Pavilion boiler, what at Hub			760	£70 for annual alarm maintenance at Pavilion; £150 fire extinguisher service; £540 annual fire alarm/cctv maintenance
	Cleaning materials for Pavilion			200	<i>Guess</i>
Total Assets Maintenance				7,750	

Miscellaneous					
	Hub Support grant	14,500		15,000	Bid submitted by Hub MG

Reserves					
----------	--	--	--	--	--

	General reserves	9000		9,000	
	Earmarked reserves	3500 + 500		2,000	Was for buildings maintenance because we had no idea of what costs might be . Also make allowance for other necessary repairs as per new assessment.
	Now Asset Management for Pavilion				
	Total Reserves			11,000	

Total costs budget

263,184

8720

Essential costs

254,464

Discretionary costs

8720

263,184

Budgeted Income

(38,340)

Precept Requirement

205,713

224,844

Change from prior year %

9.30%

Tax base (Band D households)

1866.2

1893.2

Cost per household

£ 110.23

£ **118.76**

Change from prior year

£ **8.53**

7.74%

Excluding Discretionary Items (£8,720)

Precept Requirement (excluding discretionary)

216,124

Change from prior year %

5.06%

Cost per household

£ 110.23

114.16

Change from prior year

£ **3.93**

3.56%

Note: these figures assume that income from Little Hands is at the new rent of £26,000p.a. If the previous rental income of £13,860 is used the Precept requirement increases to £236,984 (£227,964 exluding discretionary items), representing an increase of 15.2% (10.82%) and a cost per household increase of £14.95 (£10.18) or 13.56 %(9.24%)

MELBOURN PARISH COUNCIL BUDGET FOR FY 2018/19 TO UNDERPIN PRECEPT

APPENDIX G

ITEM	CATEGORY	2017/8 (£)		2018/9 (£)	Comments
		Projection	Actual	Projection	
Salaries					
	Salary - Clerk	20,328.88			
	Salary – Assistant Clerk	10,239.84			
	Cover for holidays and sickness	0		0	
	Wardens	Note 1			
	(Book Keeper) RFO	1000	-----		
	Litter picker	?? in with note 1?			
				66,100	Amount for litter picker is an estimate of spend in current year. For other staff it is an estimate for 18/19 taking into account expected increases
	Website advice	0			Depends on status of EDGE and need for end of year advice.
	Data protection Officer			300	requirement from May 2018
	Gardener for 83 High Street	0		200	Principle of paying for this needs to be agreed and contract issued
	National Insurance contributions	Note 1		5,439	Excludes Litter picker
	Pensions	1800		1,508	Includes admin fee
	Pavilion cleaner	0		1,801	5 hours per week, 10 months per year at minimum wage (not including NI). Will need to add in a thorough clean 1x per month (2 hrs) for 10 months plus some allowance for over the summer (1 hr per week) This is a guesstimate
	Training for Cllrs and staff	1500		1,500	
	Recruitment expenses		minimal	0	
	Archiving temp			370	£10 per hour for 1 week?
Total Staff costs				77,218	Note 1: merged as £25,000

200

370

570

PC running expenses					
	Parish Office License fee	12775	12775	12,775	Agreed with HMG it will not increase until no further grant support; consider whether it can be paid as a grant because of tax benefit to Hub.
	Additional room bookings		Hub £530 ASCH £82	0	<i>Majority have been for meetings associated with the speculative planning applications so should not continue into the next FY</i>
	Office supplies	3600		3,000	
	Legal fees for Littlehands				
	Accounting software	120		1,400	Need a decision on whether to keep Edge or change. May need to pay for EDGE past year end if changing system

	Potential purchase of new accounting system				
	Support/training for new system				
	Adobe payment	0		152	
	Website fee			200	
	Payroll				Never been invoiced for this
	Lucid IT support		876	1,000	
	Glassblade WP plugin annual		24	24	
	Parish Van	1300		1,300	
	Warden materials	500		2,830	£500 general plus £2330 to cover warden equipment, shredder and power washer
	Internal and external auditor	1500		1,700	<i>estimated</i>
	Membership of societies	980		1,000	<i>Estimated.</i> Organisations reviewed last year
	Bank charges	0		120	£6 per month plus 15 per individual credit and debit
	Elections	1500	0	1,500	Election May 2018; may not be needed
	Community engagement	500		500	
	Community Planning	1000		-	Expect speculative applications to cease when Local Plan is in place
Total Parish Running Costs				27,501	

2330

2330

Loans					
21	PWLB - Hub	32954		32,954	Exact figures from loans schedule
22	PWLB – Car Park	13286		13,286	
23	PWLB – Car park overrun	3659		3,602	
Total Loans				49,843	

Building running costs					
Rates					
24	Orchard Road cemetery	191		191	
25	New Road cemetery	672		672	
26	Hub	0		-	Hub is zero-rated
27	Car park	6600		10,600	Appeal process still underway. Budget for failure
28	Pavilion	2423		2,450	
	Hub annual payment to Hundred Houses	0	920	920	
Total building running costs				14,833	

Other					
29	Insurances	11000		9,000	Includes all insurance except for Parish van and BMX site (community grant). Discussion at F&GGC 4 sept: can change insurer in sept 18. Estimate given £8355
30	Parish Clock	180		180	3 year agreement to end 2019???
31	Electricity	---	1962*	1,146	fixed cost with e-on

32	Water	----		300	Estimate as some issues about what currently paying
33	Broadband	----	628*	650	
Total other				11,276	

Other running costs					
	Grass cutting contract	4000		4,000	To be re-tendered. <i>Need contingency for extra cuts if needed</i>
	Grounds maintenance contract	9360		9,360	
	Cemeteries contract	13000		13,000	<i>Due to be retendered now</i>
	Hub grounds maintenance	0	1420		Grass cutting to be included in contract above when retendered. Decide whether to include garden
	Playground maintenance	2000		300	
	Litter and dog bin emptying	1600		3,120	Oct/nov 2017 quote
	SCDC bin emptying at Pavilion	-----		163	
	Street lighting	1500	1158	1,500	
	Highways and footpaths	1000		1,000	Need to look at what we might need to do in coming year
	Cemeteries	4000		4,000	To include cemetery bases
	Allotments	1000	1093	500	Spent on unoccupied plots. Rent out plots
	Maintenance (green)	7000		8,320	Additional £1,320 made up of: estimate for assessment by tree officer (£500) + in-year contingency work (£??) + work following Cllr road inspections + £ 470 for work at Maple Way + £100 mole elimination + £250 plants for tubs + £?? For plants 83 High St
	Maintenance (hard)	0		3,500	Made up of fencing at Cross (£3500) plus paving at War memorial (£??)
Total ground maintenance costs				48,763	

1000

1320

3500

5820

Assets Maintenance					
	Pavilion maintenance		361+	500	
	Hub Maintenance and replacement		4103	2,290	<i>Does not include £2500 for velux window in Dickens Room or 2 items where quote is needed</i>
	Littlehands maintenance			3,600	To include: drains (£3600) and car park repairs (£??).
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	Servicing eg Pavilion boiler, what at Hub			760	£70 for annual alarm maintenance at Pavilion; £150 fire extinguisher service; £540 annual fire alarm/cctv maintenance
	Cleaning materials for Pavilion			200	<i>Guess</i>
Total Assets Maintenance				7,750	

Miscellaneous					
	Hub Support grant	14,500		15,000	Bid submitted by Hub MG

Reserves					
----------	--	--	--	--	--

	General reserves	9000	9,000	
	Earmarked reserves			
	Now Asset Management	3500 + 500 for Pavilion	13,726	Was for buildings maintenance because we had no idea of what costs might be . Also make allowance for other necessary repairs as per new assessment. £11,726 addition agreed at PC meeting 22 Jan 2018 to allow for extra expenditure on Parish Assets
	Total Reserves		22,726	
	Total costs budget		274,910	
	Essential costs		266,190	
	Discretionary costs		8720	
			274,910	
	Budgeted Income *		(38,340)	
	Precept Requirement	205,713	236,570	
	Change from prior year %		15.00%	
	Tax base (Band D households)	1866.2	1893.2	
	Cost per household	£ 110.23	£ 124.96	
	Change from prior year	£ 14.73	13.36%	

* Note: these figures assume that income from Little Hands Nursery is at the new rent of £26,000p.a.

8720

Melbourn Parish Council - Accounting Software Renewal Proposal

The accounting software package (EDGE Finance) used by Melbourn Parish Council is due for renewal on 14th February 2018. The renewal quote received from Edge would tie the Parish Council into a five year contract. I have only been in position as RFO for two months and do not yet fully understand how the Edge system works or used it for a financial year end. At this stage I do not feel comfortable about committing to Edge for five years. Previous users have not found Edge particularly user friendly and we have not always found their support to be very responsive. I would like to propose that we move onto a one year contract instead with a view to using that year to fully understand the system's capabilities and to be able to make meaningful comparisons with alternative accounting packages. Unfortunately, the one year contract is significantly more expensive per year than the five year version. I propose to lower the cost difference by only subscribing to the main Finance module and not the additional modules that we are currently signed up for but not using (Cemeteries and Facilities Management). However, I would like to trial the Allotments module for one year as this would also enable us to see how useful such add-on modules might be. The Assistant Clerk believes the Allotments module has the potential to be the most helpful of the modules available.

The quote from Edge for a five year contract is £1,101 p.a. The cost for a one year contract for the Finance package and the Allotments module would be c£1,270. There will be an additional training cost of c£140 for the Allotments module although we would need training anyway if we want to use any of the add-on modules. All figures exclude VAT.

My proposal is that Melbourn Parish Council approve signing a one year contract with Edge for the Finance package and Allotments module from 14th February 2018. After one year we should be able to make an informed decision to either move to an alternative accounting package or sign a longer-term contract with Edge.

Please note that the fees are payable at the start of the contract.

Thank you

Gabrielle van Poortvliet

RFO – Melbourn Parish Council



TO Mrs S. Adam, Clerk to the Council
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

QUOTE DATE: 08/12/17

QUOTE NO: Q15407A

QUOTE

Epitaph & AdvantEDGE Online 5 Year Contract Renewal

- 4 concurrent users
- 15/02/18 to 14/02/19 (1st year)

Details	Qty	Unit Price	Net Amount
HOSTED SERVICES (per annum)			
AdvantEDGE Finance, Band 5, upto £500,000 pa, 5 Year Contract, annual fee	1	£535.00	£535.00
AdvantEDGE Allotments, Band 3, upto 100 plots pa, 5 Year Contract, annual fee	1	£211.00	£211.00
10% discount for additional module	1	-£21.10	-£21.10
AdvantEDGE Facilities, Band 1, upto 1000 bookings pa, 5 Year Contract, annual fee	1	£195.00	£195.00
10% discount for additional module	1	-£19.50	-£19.50
Epitaph Classic, Band 2, 5 year contract, annual fee	1	£200.00	£200.00
10% discount for additional module	1	-£20.00	-£20.00
Watermark set up and maintenance (annual fee)	1	£21.00	£21.00

Net Total **£1,101.40**

VAT Total **£220.28**

Quote Total **£1,321.68**

I the undersigned accept this quotation:

Name: _____

TERMS

- Prices quoted are valid for 1 month from quote date
- Edge IT Systems Ltd. Terms and conditions of sale apply & copies are available on request

Please print, sign, scan/ email or fax the order.

Signed: _____

Date: _____

PRIORITISATION CRITERIA FOR CLERKS

For any request received:

- **Is it a Parish Council responsibility?**

If no, refer the enquirer to the 'Something need doing?' checklist (attached). If you do not know who the correct person is, **do not spend your time trying to find out.**

- **Is it essential to the work of the Council?**

This type of work may fall under a number of headings:

- A legal requirement.
- Necessary for the day to day working of the Council eg drawing up agendas and paperwork for agreed Council and committee meetings. The Clerks will consult the Chair/Vice Chair if they consider there to be insufficient business to justify holding a meeting.
- Essential to achieve the aims of the Council as set out in its Strategic Plan.
- A Health and Safety issue.

- **Does it have to be done *now*?**

If not, put on a list to do in the future. It might be urgent for other people, but if it is not important for you (ie The Council), do the important for you.

- **Does it have to be done by you?**

If you ask someone else to do it, make it clear what you want to happen eg does the person respond to the initiator directly or give you a draft, information etc for you to complete the task.

SOMETHING NEED DOING IN MELBOURN?

Is there something not working in Melbourn? A faulty streetlight? Grass too long in your local play park?

What can you do about it? Report it to the right authority. Don't worry whether someone else might already have done it – the more times a defect is registered, the more likely something will be done about it!

Who should you report it to? For services provided by either the District or County Councils, go straight to the reporting facilities they provide:

Problems with street lights

Contact the Fault Line on 0800 7838247 and given the number of the faulty light.

Widespread and internal property flooding

Use the following form to report flooding.

https://www.cambridgeshire.gov.uk/site/xfp/scripts/xforms_form.aspx?formID=48&language=en

A different system is used to report highways-related flooding (eg, blocked road drains, sewers, gullies). See next section.

Road markings and road signs; Pot holes; Street lights; Highways related flooding

For all three, there is one on-line reporting site:

http://www4.cambridgeshire.gov.uk/info/20081/roads_and_pathways/10/roadworks_and_faults

Or contact Cambridgeshire County Council: 0345 045 5212

Bin emptying, breach of planning control; broken street name plate; abandoned vehicle, dog fouling; graffiti; littering

Use the following link and chose the correct form:

<https://www.scambs.gov.uk/form-type/report-it>

Or phone the South Cambridgeshire District Council Contact Centre: 03450 450 500

CRIME AND ANTISOCIAL BEHAVIOUR

To report less urgent crime or disorder, to contact the police with a general enquiry or to speak to a local officer, **dial 101**.

COUNCILLOR ACTIONS TO HELP REDUCE THE WORKLOAD OF THE CLERKS

UPDATED JANUARY 2018

PLEASE DO NOT ASK THE ASSISTANT TO THE CLERK OR THE RFO TO DO ANYTHING WHICH IS NOT ESSENTIAL TO DO NOW

IF IT CAN WAIT, IT MUST DO SO

1. Office Opening Hours

Office Opening Hours apply to visits and phone calls from Councillors, unless you have booked an appointment. Please help the Clerks to reduce the number of interruptions.

Please do not expect rapid responses to e-mails. Your requests will be prioritised against the other demands on the Clerks' time.

2. Reducing the e-mail volume

On all e-mails which the Clerks receive, please indicate whether the e-mail is for information or whether an action is needed.

This is difficult to judge because there is a fine line between keeping the Clerks involved and burdening them with e-mails.

Think about whether the Clerks really need to be involved at the early stages of what you are doing or informed of the outcome at a later date.

Think before you use 'Reply all'. Keep your comments constructive and try to suggest solutions to questions/problems raised.

3. Papers for Meetings

The Clerks will not routinely print out papers for meetings. The assumption is that Councillors will use a device or print out their own paperwork. If this is not possible for you please advise the Clerks.

4. Arranging meetings not attended by the Clerks

Cllrs are responsible for arranging meetings which the Clerks do not attend. The Clerks should be notified that the meeting is taking place but only once the time/date has been agreed.

If an external guest is to be invited *for the first time*, this initial invitation should be sent via the Clerk. Please supply the Clerk with a draft e-mail/letter setting out the reasons for the invitation and suggested dates. Once the initial contact has been made, it is for the convener of the meeting to finalise the details and notify the Clerk.

For subsequent invitations, the convener of the meeting should make the arrangements.

5. Booking meeting rooms for Council Business

The Clerk and Assistant Clerk are responsible for booking rooms for meetings which they will be attending.

For Working Party meetings and any others which Cllrs arrange for themselves, the following procedure should be used.

The large upstairs meeting room at the Hub can be used without charge for Council business subject to it not being required for a paid letting. It must be pre-booked with Sharon via centremanager@melbournhub.co.uk. Please copy the Clerk into your booking e-mail so that she is aware of meetings happening.

If the upstairs room is not available, please try to hold your meeting elsewhere because the Council will be charged for use of any other room. If that is not possible or you have reasons for holding the meeting in a public rather than private space, please discuss with the Clerk or Assistant Clerk. Cllrs cannot book rooms themselves for which a charge will fall to the Parish Council.

6. Actions from meetings

The Clerks will give priority to actions agreed at full Parish Council meetings and Planning and Finance and Good Governance Committees. Actions arising from other meetings where the Clerks are not present should be carried out by Councillors wherever possible. This includes obtaining quotes and specifications for work.

There may be some instances where the action is best carried out by the Clerks, but this should not be the default position.

If the Clerk is to send an e-mail/letter arising from a meeting on the Council's behalf, a draft should be supplied.

7. Requests for Action from 3rd Parties

Where a 3rd party (for example the Hub Management Group) send a request for maintenance or purchase to the Clerks, it will be the 3rd Party's responsibility to produce a specification for the purchase/work and obtain the necessary number of quotes. The Clerks will check that all the information is provided but it is not their job to check that the specification or other details of the request is correct.

Planning application for 23 houses at 36 New Road

MPC Planning Committee recommends that MPC objects to this based on the following:

1. Existing outline planning application was approved for 18 houses on 2 March 2017 with a caveat that the full planning application must be submitted within 12 months i.e. by 2 March 2018. (This is different to the new full application being made now.)
2. The Highway Authority recommends refusal on the grounds of
 - (a) failure to “take into consideration the layout of the approved access for the 199 dwellings (S/2791/14/OL) won on appeal.” They have requested that “the applicant reconsider re locating the access in a southerly direction due to the conflict with the proposed traffic calming measure and access to the other development.”
 - (b) The road layout as currently shown would not meet with Highway Authority requirements and so the road would not be adopted.
3. The Planning Committee recommends a condition that the road layout be adjusted so that the road will be adopted rather than landing the potential residents with continual maintenance bills.
4. The Local Flood Authority also objects to this as there is insufficient information pertaining to surface water drainage – this is likely to be lifted, though, once that information is forthcoming.
5. The development should have the same Grampian placed on it as the 199 with regard to waste water. Note that Anglian Water have said that there would be no problems with the sewage capacity, but this has been shown to be incorrect in the past.
Note: We will submit an FOI to Anglian Water to clarify on what data this decision has been made.
6. Not all neighbour’s letters are visible on the SCDC planning website (specifically from 9, Victoria Way) – we should delay any decision until all info is available.

Cllr Steve Kilmurray

Chair, MPC Planning Committee

Section 106 Town and Country Planning Act

Parish Council requirements



**South
Cambridgeshire
District Council**

Dear Sarah and Claire

This form has been sent to you in respect of the development at 36 New Road Melbourn. You will have been sent the normal consultation form separately.

The purpose of this form is for the Parish Council to highlight at the earliest stage the infrastructure requirements considered necessary to support the development.

Whereas previously the District Council could simply apply adopted policies and secure s106 contributions on your behalf, this is no longer possible. We now need to identify specific mitigation on each scheme. If this is not done it may result in planning permission being granted but with no financial contributions to the Parish Council.

By way of background the community infrastructure levy regulations dated 6th April 2010 state that a s106 contribution request may only constitute a reason for granting planning permission for the development if the obligation is:

- (i) Necessary to make the development acceptable in planning terms;
- (ii) Directly related to the development; and
- (iii) Fairly and reasonably related in scale and kind to the development

The regulations go on to say that a s106 contribution request may not constitute a reason for granting planning permission if there have already been 5 or more contributions (since April 2010) for that piece of infrastructure. This therefore prevents the Council from securing general offsite open space and village hall improvements unless a scheme/project is identified (and which meets the tests).

A national policy threshold has also been introduced preventing the Council from securing s106 contributions from developments of 10 dwellings or less.

As a starting point it may be helpful to think about the services that the Parish Council directly provides such as playing fields, children's playgrounds, community centres and allotments. Consider whether they are fit for purpose and are able to sustain extra use brought about the new development. You may wish to also comment on matters such as transport, public rights of way or even the local doctors.

Having considered the impact of the application we would then like you to complete the form overleaf and send it to the relevant planning officer. This will then help facilitate an early discussion as to the planning application and needs of your village.

If you have any questions please contact James Fisher, Section 106 Officer using james.fisher@scambs.gov.uk or 01954 713217.

Infrastructure scheme details

Parish	Melbourn
Type of infrastructure	Sports
Address	
Scheme details	No suitable scheme in planning.
Ownership	
Timetable for works	
Cost	
Proportion of works attributable to scheme	
Contribution required	

Parish	Melbourn
Type of infrastructure	Children's play
Address	New Recreation Ground, The Moor, Melbourn
Scheme details	<p>A new skateboard facility for Melbourn</p> <p>The old wooden skateboard facility had to be removed a few years ago due to vandalism.</p> <p>The design identified by Melbourn Parish Council is to be based on a very successful installation in a neighbouring Parish (Foxton). Young people from Melbourn use this facility and rate it highly.</p> <p>It is a flexible design and can be used for scooters, longboards and BMX bikes as well as skateboards.</p> <p>The facility would be sited adjacent to a playpark for children under 12 and will provide a facility for older children/young people in the village who are not currently catered for.</p> <p>It will be made of concrete to reduce noise levels and reduce the capacity for future vandalism.</p>
Ownership	The Parish Council
Timetable for works	Still at the planning stage because the PC has not yet identified total funding for the project. There are 2 other planning applications in the Parish which potentially will secure s106 contributions for the project. If one or more of them do not receive approval, the Council will seek a grant to make up the shortfall.
Cost	£100,000 subject to a decision on a final scheme.
Proportion of works attributable to scheme	Based on the current cost estimate, one third of the scheme.
Contribution required	£32,000 which we understand to be the maximum amount which could be asked of the developer.

Parish	Melbourn
Type of infrastructure	Indoor meeting space
Address	The Hub, 30 High Street, Melbourn
Scheme details	<p>To extend the current Hub building to expand its capacity</p> <p>Melbourn Hub is a thriving Community space at the heart of the village. It provides space for the Melbourn Library Access point, a meeting place for residents at the cafe, an exhibition space and rooms for hire to local societies and businesses.</p> <p>It is already used to full capacity and, if the population of the village is growing through new housing developments, needs to expand to accommodate increased client numbers.</p> <p>The proposal is to extend the Hub at the side to provide extra room and storage space. Outline plans are available.</p> <p>Extra details to be provided by the Hub MG following its meeting</p>
Ownership	The Parish Council
Timetable for works	Still at the planning stage because the PC has not yet identified total funding for the project. There are 2 other planning applications in the Parish which potentially will secure s106 contributions for the project. If one or more of them do not receive approval, the Council will have to consider how to make up the shortfall
Cost	To be provided by the Hub MG
Proportion of works attributable to scheme	
Contribution required	£11,000 which we understand to be the maximum amount which could be asked of the developer.

TECHNICAL NOTE

Project No: ITL13541
Project Title: Melbourn Care Home
Title: Care Home Parking Provision
Ref: GM/PR/DS/ITL13541-001 TN
Date: 20 December 2017

SECTION 1 INTRODUCTION

- 1.1 This Technical Note provides a detailed analysis of the parking provision for the reserved matters application of a 75-bed care home at Land off New Road, Melbourn, South Cambridgeshire (*Planning Application Reference: S/2791/14/OL*).
- 1.2 As shown on Hunters Proposed Site Plan drawing number APL003, included at Appendix A, the care home would provide 30 car parking spaces. This is in line with the adopted parking standards for care homes of one car parking space per residential staff plus one per three bed spaces, as set out in Appendix 1 Standards For Car Parking Provision (South Cambridgeshire District Council Development Control Policies DPD, Adopted July 2007).
- 1.3 At the request of Melbourn Parish Council a detailed analysis of the parking provision for the care home has been undertaken. This is to ensure that adequate parking is provided on site and that vehicles are not 'spilling-out' on to the new development roads or New Road as a result of the care home.

SECTION 2 NUMBER OF PARKING SPACES

- 2.1 The care home proposes 30 car parking spaces and the adequacy of this parking provision is as follows:
- It is based on care home management's considerable experience as a care home operator;
 - It is a greater level parking than needed based on i-Transport's extensive experience; and

- It is greater than the level of parking for a directly comparable scheme that was specifically scrutinised and found acceptable by a planning inspector (appeal ref: APP/C3625/A/10/2128277). The provision of 35 spaces for that 96-bed care home is a provision of 1 space per 2.74 bedrooms, i.e. a lesser provision than proposed at the site.

2.2 This Technical Note therefore provides an evidence-based approach, which is considered to be more realistic than simply applying generic parking standards.

2.3 Notwithstanding this, the proposed site layout, Appendix A, shows the provision of 30 parking spaces. The adequacy of this level of provision has been assessed based on worst case staffing levels and the expected visitor trips to and from the site.

Visitor Parking Demands

2.4 A visitor's book relating to a 64-bed care home has been used to evaluate visitor demand. The visitors book includes visitors to residents (e.g. family members). As the visitor book relates to a 64-bed care home, the numbers have been factored by 1.172 (i.e. $75/64$). Tables 2.1 and 2.2 present the expected visitor demand to and from the site on an average weekday and weekend.

Table 2.1: Visitor Demands – Weekday

	Inbound	Outbound	Two Way Movements	Parking Accumulation
0600-0700	0	0	0	0
0700-0800	0	0	0	0
0800-0900	3	0	3	3
0900-1000	3	1	4	5
1000-1100	6	4	10	6
1100-1200	2	5	7	4
1200-1300	1	3	4	2
1300-1400	5	2	6	5
1400-1500	8	3	11	11
1500-1600	2	5	7	8
1600-1700	1	6	8	3
1700-1800	0	2	2	1
1800-1900	2	0	2	3
1900-2000	0	1	1	2
2000-2100	0	1	1	1
2100-2200	0	1	1	0
2200-2300	0	0	0	0

Source: Consultants estimates

Table 2.2: Visitor Demands – Weekend

	Inbound	Outbound	Two Way Movements	Parking Accumulation
0600-0700	0	0	0	0
0700-0800	0	0	0	0
0800-0900	0	0	0	0
0900-1000	2	1	3	2
1000-1100	3	2	5	3
1100-1200	2	3	5	2
1200-1300	1	2	3	2
1300-1400	4	2	6	3
1400-1500	4	1	5	6
1500-1600	2	5	6	3
1600-1700	1	2	3	3
1700-1800	1	2	3	1
1800-1900	4	2	5	3
1900-2000	0	2	2	2
2000-2100	0	2	2	0
2100-2200	0	0	0	0
2200-2300	0	0	0	0

Source: Consultants estimates

Staff Demands

- 2.5 Worst case staff demands have been based on the following departure and arrival profile (*reference: information provided by Octopus Care*).

Table 2.3: Staff Demands – Weekday and Weekend

	Arrivals	Departures
0600-0700	Chef, Catering Assistant and 4 Housekeeping	None
0700-0800	Staggered arrival of Care Services Manager, 3 Sen Supp Workers, 15 Supp Workers,	Staggered departure of 6 Supp Workers, 2 Assist Supp Workers
0800-0900	Gen Manager, Support Service Manager, Maintenance, Burser, Reception + 2 Assist Supp Workers	Night Leader
0900-1000		
1000-1100	Housekeeping Assistant	
1100-1200		
1200-1300		
1300-1400	Staggered arrival of 3 Sen Supp Workers, 15 Supp Workers,	Staggered departure of Catering Assistant, 3 Sen Supp Workers, 15 Supp Workers, 2 Assist Supp Workers
1400-1500		4 Housekeeping
1500-1600	Catering Assistant	
1600-1700	2 Assist Supp Workers	Care Service Manager
1700-1800		Gen Manager, Support Service Manager, Maintenance, Burser, Reception, Housekeeping Assistant
1800-1900		Chef
1900-2000		
2000-2100	Staggered arrival of 2 Assist Supp Workers, Night Leader, 6 Supp Workers	
2100-2200		Catering Assistant
2200-2300		2 Assist Supp Workers

Source: Octopus Healthcare

- 2.6 Census Travel to Work data identifies a 47% car driver mode share for people travel to work from the local area (*reference: Middle Layer Super Output Area South Cambridgeshire 018 – 2011 Census, included at Appendix B*). This number was derived by determining that the majority of staff will travel from the local area. Therefore, the travel to work data identifies those who live as well as work in the South Cambridgeshire 018 Middle Layer Super Output Area. Table 2.4 presents the results of applying the travel to work data to the arrival / departure profile presented in Table 2.3.

Table 2.4: Staff Demands – Weekday and Weekend Day

	Inbound	Outbound	Two Way Movements	Parking Accumulation
0600-0700	3	0	3	10
0700-0800	9	4	13	15
0800-0900	4	0	4	18
0900-1000	0	0	0	18
1000-1100	0	0	0	19
1100-1200	0	0	0	19
1200-1300	0	0	0	19
1300-1400	8	10	18	17
1400-1500	0	2	2	16
1500-1600	0	0	0	16
1600-1700	1	0	1	16
1700-1800	0	3	3	13
1800-1900	0	0	0	13
1900-2000	4	8	13	8
2000-2100	4	4	8	8
2100-2200	0	0	0	8
2200-2300	0	1	1	7

Source: Consultant's Estimates and Octopus Healthcare

Total Demands

- 2.7 Based on the above calculations, Tables 2.5 and 2.6 present the expected worst case total parking demands on a weekday and weekend.

Table 2.5: Total Parking Demands - Weekday

	Inbound	Outbound	Two Way Movements	Parking Accumulation
0600-0700	3	0	3	10
0700-0800	9	4	13	15
0800-0900	7	0	7	21
0900-1000	3	1	4	23
1000-1100	6	4	10	25
1100-1200	2	5	7	23
1200-1300	1	3	4	21
1300-1400	13	12	25	23
1400-1500	9	5	13	26
1500-1600	2	5	7	24
1600-1700	2	7	9	19
1700-1800	0	5	5	14
1800-1900	2	0	2	16
1900-2000	4	10	14	10
2000-2100	4	5	10	9
2100-2200	0	1	1	8
2200-2300	0	1	1	7

Source: Tables 2.1 & 2.4

Table 2.6: Total Parking Demands – Weekend Day

	Inbound	Outbound	Two Way Movements	Parking Accumulation
0600-0700	3	0	3	10
0700-0800	9	4	13	15
0800-0900	4	0	4	18
0900-1000	2	1	3	20
1000-1100	4	2	6	22
1100-1200	2	4	6	21
1200-1300	1	2	3	21
1300-1400	13	12	25	21
1400-1500	5	3	8	23
1500-1600	2	5	7	19
1600-1700	2	2	4	19
1700-1800	1	6	6	14
1800-1900	4	2	6	16
1900-2000	4	10	14	10
2000-2100	4	6	10	8
2100-2200	0	0	0	8
2200-2300	0	1	1	7

Source: Tables 2.2 & 2.4

- 2.8 The provision of 30 spaces is therefore considered more than adequate to accommodate peak parking demands of 26 spaces between 2pm and 3pm on a weekday morning.

SECTION 3 SUMMARY

- 3.1 This note provides a detailed analysis of the parking provision at the permitted 75-bed care home in Melbourn, South Cambridgeshire. In summary:

- The proposed number of spaces is adequate – the site layout plan provides 30 car parking spaces, and this is more than adequate even using a worst-case assessment of likely staffing numbers and expected visitor demand.

- 3.2 This assumes that the majority of staff will travel to the care home from the surrounding local area, which is in-line with the current staffing at the operators' other care homes.

APPENDIX A

**PROPOSED SITE LAYOUT
PLAN**

APPENDIX B

2011 CENSUS DATA

OVERSHADOWING ASSESSMENT

9.078 - MELBOURNE CARE HOME

15/12/2017 by Kostas Mastronikolaou, reviewed by Sherleen Pang

The overshadowing analysis indicates that there will not any significant impact on open spaces of East and West Barns to the north from the proposed development of Melbourne Care Home.

INTRODUCTION

Sunlight impact assessment was carried out for the proposed development known as Melbourne Care Home, located at New Road within the Borough of South Cambridgeshire District Council. This report outlines the results of the analysis assessing sunlight impacts on the open spaces to the north of the proposed site. The image below shows the approximate site location and position of East and West Barns which are assessed in this report for sunlight performance.



Approximate Site Location



Figure 1: Approximate site location of Proposed Development

METHODOLOGY

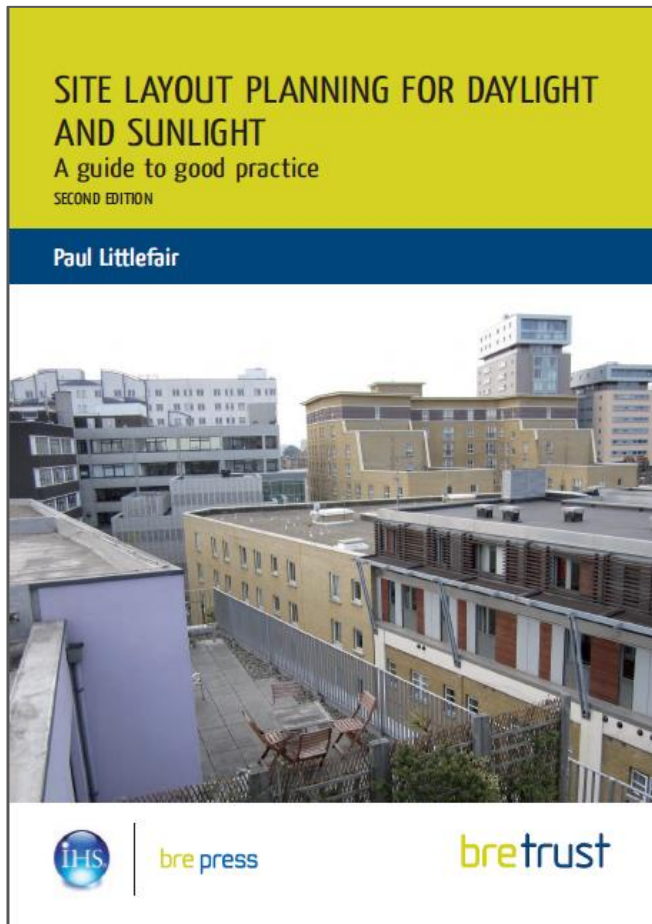
This design note assesses the overshadowing impact the proposed development may have on open spaces surrounding the site. Particular focus is given to the open spaces of East and West Barns to the north of the site, as this is the most likely to get affected by the proposed extension. The overshadowing assessment was based on the 3D model provided by the design team.

The approach is based on the BRE's "*Site Layout Planning for daylight and sunlight, a Guide to good practice*" PJ Littlefair 2011, which is generally accepted as good practice by Town and Country Planning authorities.

It should be noted that although the numerical values stated by the BRE provide useful guidance to designers, consultants and planning officials, these are purely advisory and may vary depending on context.

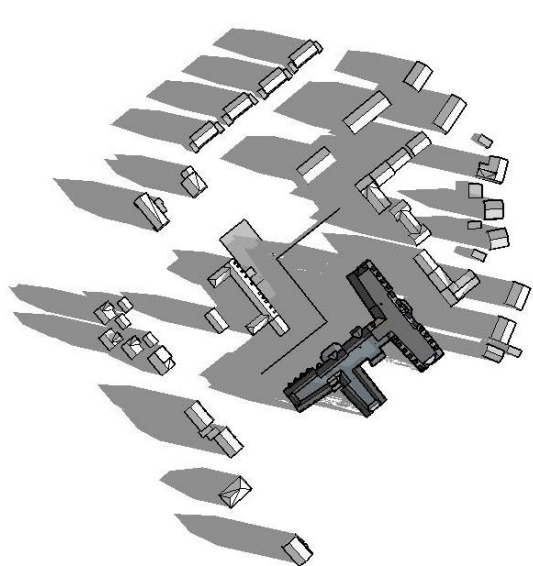
SUNLIGHT TO AMENITY SPACES

Open spaces should retain a reasonable amount of sunlight throughout the year. The BRE states that for an amenity space to "appear adequately sunlit throughout the year, at least half of the area should receive at least 2 hours of sunlight on 21 March". Where this is not achieved, the difference between the area achieving 2 hours of sun on 21 March should be no less than 0.8 times its former value.

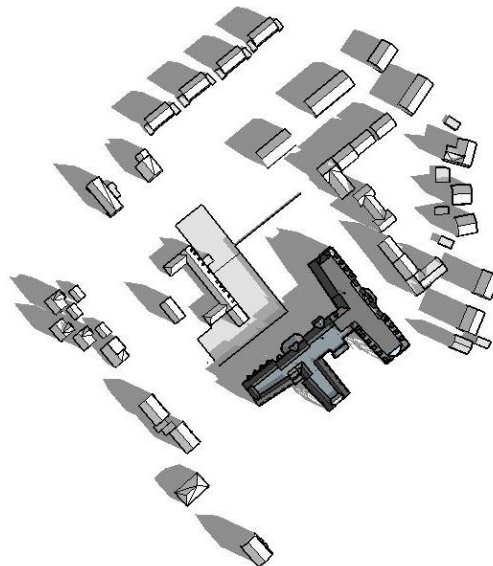


OVERSHADOWING ASSESSMENT RESULTS

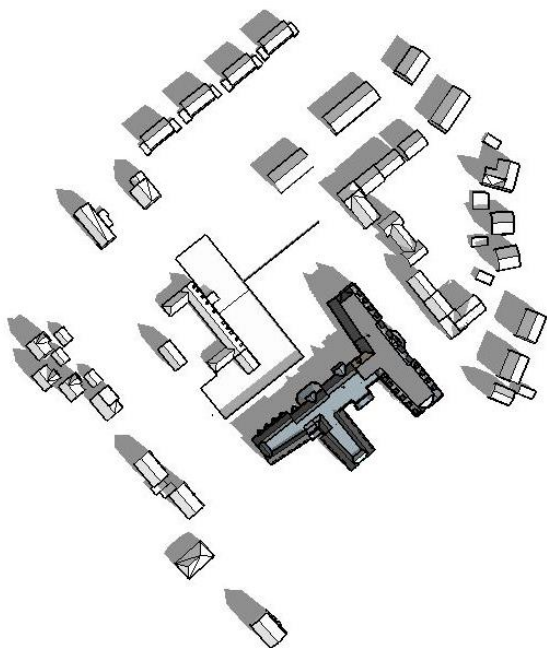
A review of the site plan showed that there are two amenity spaces, situated towards the north of the site, in close proximity to the proposed development. A Solar Access Analysis was undertaken on this amenity area for the full 24 hours on 21 March as set out by the BRE guidance. The diagrams below show that between 9am-2pm the open spaces are fully sunlit during the equinox. Therefore, over 50% of the amenity spaces area will receive more than 2 hours of sunlight on 21 March with the proposed development in place, meeting the BRE requirements for overshadowing.



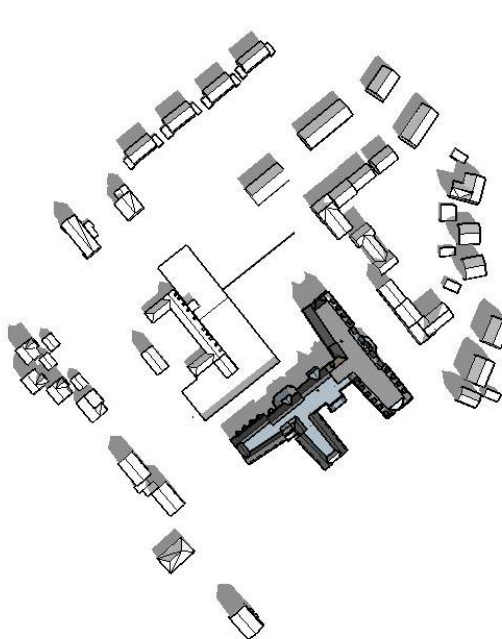
21 March, 7am



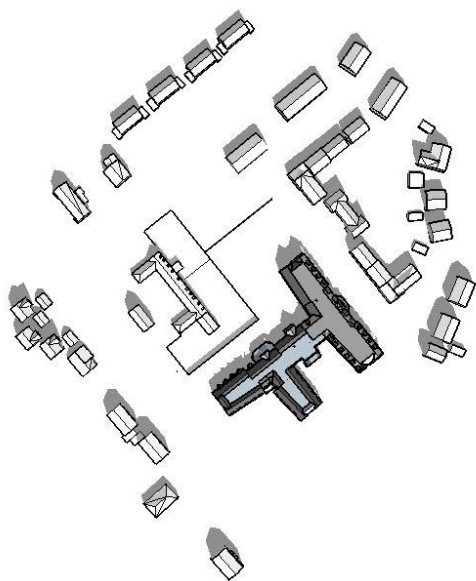
21 March, 8am



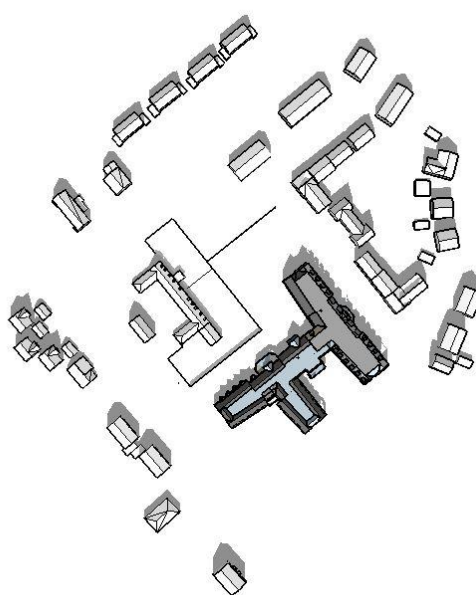
21 March, 9am



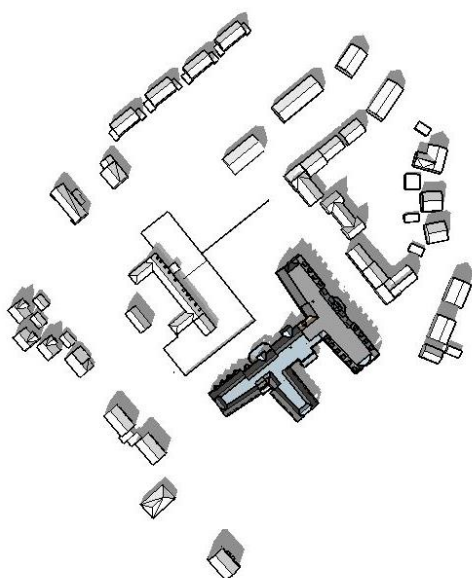
21 March, 10am



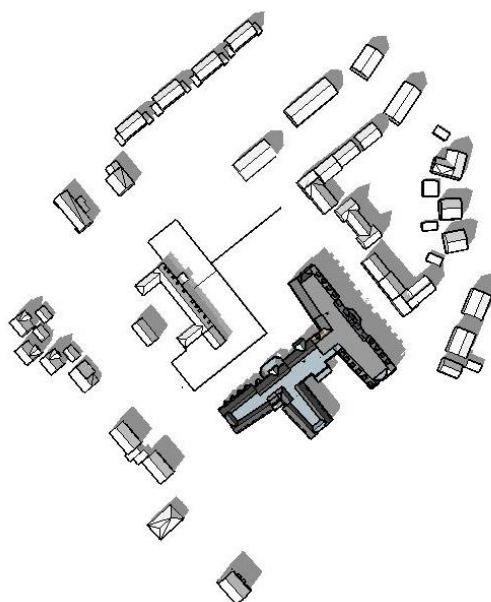
21 March, 11am



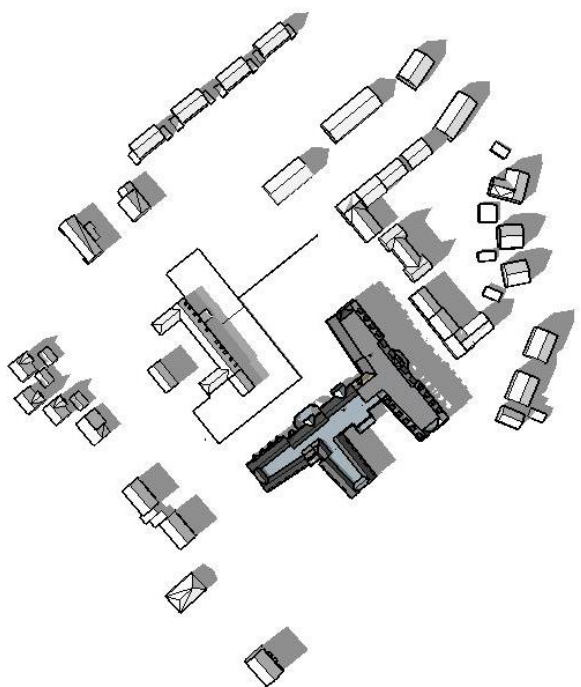
21 March, 12am



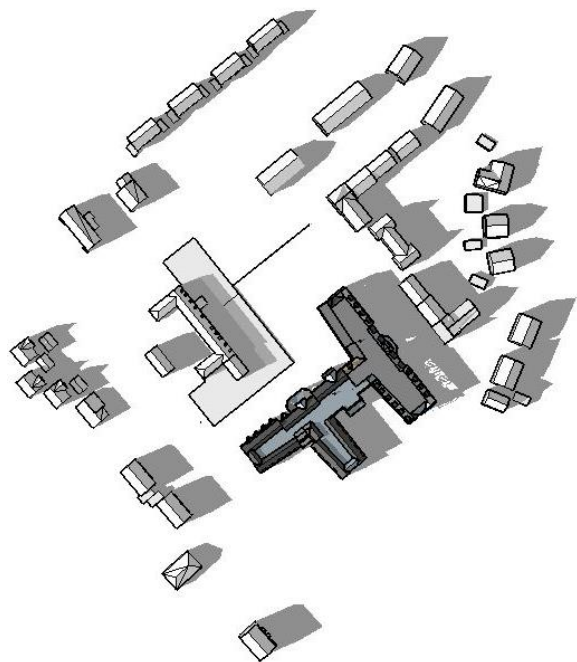
21 March, 1pm



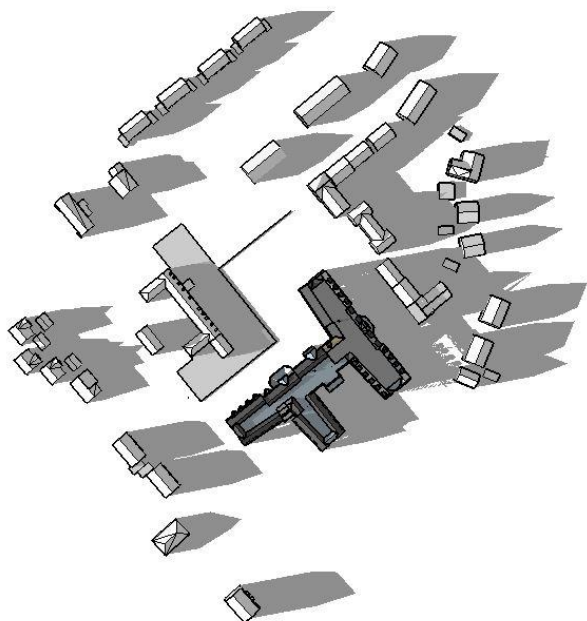
21 March, 2pm



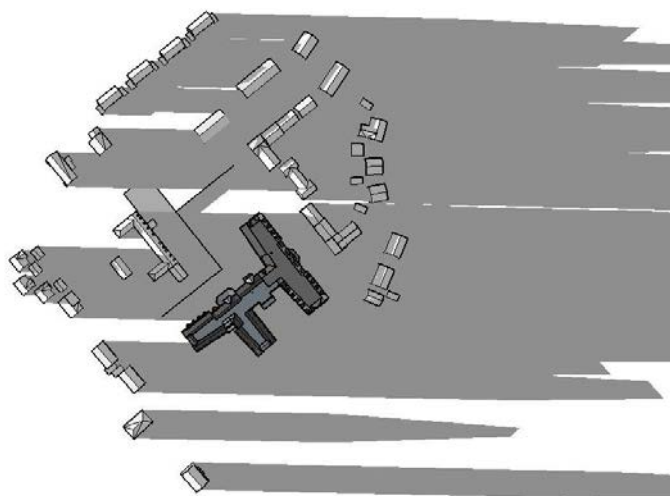
21 March, 3pm



21 March, 4pm



21 March, 5pm



21 March, 6pm

Your Ref : S/3448/17/RM

7th January 2018

Bonnie Kwok,
Planning Department,
South Cambridgeshire District Council,
South Cambs Hall,
Cambourne Business Park,
Cambridge. CB23 6EA

Dear Ms. Kwok,

Application reference S/3448/17/RM: reserved matters conditions (appearance, landscaping, layout and scale) for construction of 75 bedroomed care home at Land to the east of New Road, New Road, Melbourn SG8 6BX

Summary

There are changes that the applicant could make to the design that would reduce the impact of the development, such as removing the third floor of the development. Not only would this reduce the mass, scale and over bearing nature of the design, but it would also reduce pressure on the inadequate provision of car and cycle spaces – which by their own admission only “appears” to meet policy. The applicant would argue the site is less commercially viable without a third floor, again highlighting that given the chance the commercial agenda will lead over best planning principles.

The inability for East Barn to utilise solar panels fitted to the only available south facing roof during winter months, and the loss of solar gain from the overbearing shadow of the care home not only negates the alleged sustainable credentials of this development, but also financially disadvantage us.

When would a three story, 4000 square meter, bulky commercial building located on the edge of a rural village be an acceptable idea. It isn't, and the following points within this letter highlight just some of the significant shortcomings of the proposed design.

Procedural matters

Outline planning permission under reference S/2791/14/OL was granted on appeal for this development along with up to 199 dwellings on 8th August 2016. This is the planning permission for the development which included only means of access – all other matters were reserved.

Planning considerations

Principle of the development : in his decision letter, the inspector was only addressing the principle of the development coming forward and clarifies at paragraph 3 that the masterplan submitted was only illustrative showing how the site could be developed and was not a formal part of the application. The principle of where the care home is to be located on the site has not therefore been agreed. Secondly, it is also apparent from reading the decision letter that the inspector was not assessing the impact of the development on adjacent residential occupiers – this matter is missing from paragraph 10 where he identifies the main issues. This issue therefore needs to be addressed now in terms of the overall layout of the site (what goes where) and the detailed design of the buildings proposed.

Location of site

On page 11 of their Design Statement, the applicants illustrate the proposed location of the care home within the development site. There is no particular reason why it needs to be here – its location has not been agreed

within the outline planning permission. Furthermore, the location is within the most sensitive part of the site in terms of impact on adjoining dwellings – West and East Barn are low storey and a half dwellings resulting from a sensitively designed barn conversion. The care home as proposed and by its very nature is a bulky, three storey institutional building in 24 hour operation. Of all the elements contained within the outline planning permission, it is the one guaranteed to have most significant impact on neighbouring residents and yet it is to be sited adjacent to the two dwellings which are the most sensitive receptors in that the development site wraps around them. This is poor design and bad planning.

Site layout : the layout proposed is significantly different from that shown on the illustrative masterplan at the time of the outline planning permission which showed a care home building located to the side of East Barn and quiet residential gardens backing onto the rear boundaries of both West and East Barns. The current proposal shows the operational area of the care home wrapping around East Barn completely. The main entrance into the home will be directly behind both Barns along with the operational parking and turning areas. The care home will be a 24 hour operation with shift workers coming and going at all times of the day and night while given the age of the residents medical vehicles are likely to be in attendance at unsociable times of the day. Visiting hours are likely to be in the evenings when my clients can reasonably expect to enjoy the peace and quiet of their gardens.

There is likely to be significant levels of noise caused by vehicles parking, turning and doors slamming at times of the day which would otherwise be quiet – background noise levels in this edge of village location will drop very significantly in the evening and at night exacerbating negative impacts. No Noise Assessment has been submitted with the current application to identify these impacts, yet it is perfectly justifiable for the local planning authority to ask for one, as these matters were not considered by the inspector.

Arranging the care home site in this way maximises its operational impacts on my clients – the main entrance, parking, turning and delivery areas should be located away from their garden boundaries and screened by the building itself.

The layout proposed also pushes the mass of the care home towards East and West Barn by insisting that the residents' garden areas are on the south eastern side of the site facing the estate access road under the pretext of being open to sunlight.

However, the desire to provide south facing garden space for the care home will greatly reduce both the access to solar energy in winter months and also the associated solar gain for East Barn. The Design Statement misleadingly states "The proposed development does not overshadow adjacent buildings. It neither overshadows adjacent open spaces more than the existing buildings and trees on site, consequently it has in general a negligible impact on solar access to all the open spaces identified by the site". This statement (in general!) incorrectly suggests that the care home will not over shadow East Barn more than existing trees along the southern boundary. In winter when the sun is low deciduous trees lose leaves and present limited shadow, and therefore the care home will have a significant impact during this time. Rendering solar panel fitted to the only south facing roof of East Barn significantly less effective.

Finally, the three storey bulk of the care home now wraps around behind East Barn which will be hemmed in on two side by a massive, institutional building and be subject to significant degrees of overlooking. There will be 15 windows at first floor level looking into East Barn's garden from the south east and north east. This is significantly more than would be the case if a normal residential layout were proposed adjacent to West and East Barns which begs the question again as to why the care home is to be located in this position. East Barn's alternative amenity area located on its south west side is already heavily overlooked by the rear windows of nos 43/45 New Road. If the proposal goes ahead, the dwelling will be left with no private amenity areas which are not significantly overlooked. This fundamental issue, identified as such on page 21 of the Design Statement as being resolved, is clearly not addressed.

View from east Barn's bathroom

The roof lights on the north east elevation of West and East Barns are located very low down the roof slope and internally provide clear views into and out of the habitable rooms they serve. Moreover, none of these are

obscure glazed which heightens their sensitivity. This is accepted in the Design Statement at page 13 but the positioning of the care home in this location within the wider development site has been treated as a fait accompli which it is not.

Scale : the most sensitive private amenity areas of West and East Barns lie to the rear of the dwellings rather than the side – this is where the occupants private patio areas are.

North east elevation

However, the scale of the proposal has been arranged so that this increases up to full three storey height which exacerbates the effect of the building on the Barns. As the image from the proposed elevations above demonstrates, the scale of the building overwhelms West and East Barns. The care home scales down to two storey towards the south west where it has no impact on neighbouring dwellings and negates to opportunity to create an architectural landmark at the entrance to the site. The overall scaling of the building is the wrong way round and maximises its negative impacts on East Barn.

Design : an external raised roof terrace at first floor level is proposed facing into East Barn's rear garden area which at 12m distant will provide direct views into our amenity areas. This is poor design – the building should be designed so that elevated viewing platforms like this face away from East Barn. This is accepted by the applicants as they have attempted to include measures to mitigate this overlooking – an obscure glass screen is shown on the terrace rail. A rather crude detail is shown but at 1.25m this appears to be entirely inadequate due to its limited height – people will be able to see over it. Even if it is effective, residents and staff will still congregate there creating noise and disturbance and an invasion of privacy. This element should either be deleted or located on an elevation facing away from East Barn.

Landscaping : in the Design Statement submitted with the outline application, which as an application document is part of the planning permission, specific landscape mitigation measures were proposed at section 6.1 as follows :

- *Properties set back and a green buffer provided along proposed development edge of New Road to soften views of built form from existing overlooking residents;*
- *Planting to application site boundaries which abutt existing residences (northern and western boundaries) to be strengthened to limit visual intrusion on local residents;*
- *Provide large rear gardens to proposed properties backing on to existing adjacent residencies (northern and western site application boundaries) to provide a green buffer between existing and proposed development.*

Despite being specifically proposed in the outline planning permission, none of these elements have been included within this reserved matters application. The operational areas of the care home butt right up against the garden fences of West and East Barn and the limited planting proposed is at best cosmetic and does not limit visual intrusion in any meaningful way. This could only be achieved by way of significant structural landscaping belts which the applicant is failing to deliver. There are no “large rear gardens” proposed which might act as a green buffer only delivery, parking and turning areas.

The landscaping details proposed are inadequate and fail to follow on from those stated in the outline planning permission.

Conclusions

In terms of maximising negative impacts on sensitive residential receptors, the site chosen for the care home could in principle not be worse. This has not been agreed within the outline planning permission and is for the reserved matters submission to determine. An alternative location within the wider development site well away from existing dwellings nearby should be sought.

The layout is likely to create problems of noise and disturbance to West and East Barns with no Noise Assessment submitted to identify the level of adverse noise impacts. The building wraps around East Barn and generates significant adverse levels of overlooking into private amenity areas. It should be handed on the site to locate the main garden areas adjacent to East Barn. The building is scaled the wrong way with the three

storey element overbearing West and East Barns. The first floor raised roof terrace will create significant loss of privacy and disturbance to us and should be removed from the scheme. The provision of cycle and parking spaces is based on outline planning Transport Statement, rendering it out of date, unreliable and misleading to assume it can be used for the applicants design.

All of these points warrant refusal of the current reserved matters submission.

On a personal note, we would like to thank you for your time and efforts in what we know is both a very difficult and busy time within the planning department.

Yours sincerely,

Clive and Lisa Maggs

Dear Bonnie,

We recently received notification that the design of the care home had been revised. I will lodge this objection on line, but for your convenience send it to you directly.

It is encouraging to see that Octopus have made two changes which do soften the impact of the care home to East Barn, these are: (i) the introduction of oriel windows along part of the east side of the building (closest to our property), although they have not been added to the part of care home that overlooks the rear of our house and garden (which should be encouraged); (ii) improving the soft buffer by adding further mature trees, more hedging and raising the height of the fence/trellis.

One additional change not made was to reduce the height of the “wrap around” element of the care home, which was suggested in the last response from Melbourn parish council. Reducing the height (to approximately 6.0m) of this element of the building would result in the loss of only four rooms from the care home and goes some way towards the original design presented at the outline planning stage. There is a whole section (section 10 “Design Evolution”) in the Design and Access Statement with 10 pages describing how the design was evolved, and this resulted in the care home posing significantly less impact on East and West barn. The care home wasn’t a “blob” on a diagram it was a thought through element of the master plan. It was this master plan that was assessed as part of the appeal, and resulted in specific conditions being imposed on the development of the care home and 199 houses. In addition, it would have been the same master plan that Octopus reviewed when it assessed the viability of purchasing the land. Therefore it would seem there are strong grounds to challenge the design as it stands.

It should also be noted that the current plans make no reference to the large established trees along the east boundary of our property. Not only should the design reference their existence, but also the root protection area that extends into the proposed plans submitted. The root protection area was outlined in the outline planning submission.

However, the overarching issues of the care home have not been addressed. There has been no reduction in the size, no change in location and no increase in parking capacity. The parking assessment (which is only based on the views of Octopus and that of their consultants) indicates that by 11:00 there will be 26 members of staff on site. If they all drive, which is very likely for much of the winter season, there will be four spaces left to serve 75 patients. It is therefore extremely likely that the car park will overflow into the new estate and New Road, neither of which are capable of supporting additional parking. I would recommend that the relevant department to a thorough review of the parking assessment.

Given that the plans remain largely unchanged, I attach the objection we submitted in response to the last submission. Noting that positive changes have been made by Octopus.

Best Regards,

Clive Maggs

Assistant Clerk

From: graham clark <[REDACTED]>
Sent: 05 January 2018 09:04
To: Carol Thornton-Swan; Julie Norman; John Travis; Assistant Clerk
Subject: Re: Melbourn Parish Council Little Hands nursery Tees:022300000189

Carol, happy New Year, thank you for the comprehensive update. I believe the guarantor issue has been agreed I noticed an e mail from the tenants solicitor to you on the 22nd December advising that Jane Marshall would stand as guarantor. I think this is correct could you please advise back on this issue. The Parish Council have this item on their agenda for a meeting on the 22nd January. I believe I will be asked to enter into a dialogue with the Tenant post that meeting. So I will be in touch to discuss the way forward if that is ok.

I look forward to hearing from you with regard to the guarantor issue.

Regds

Graham

On Thu, Jan 4, 2018 at 12:01 PM, Carol Thornton-Swan <carol.thornton-swan@teeslaw.com> wrote:

Dear Graham

Thank you for your email. I apologise for the delay in replying which was caused by me having to review the file which dates back to 2015. I took over the file last summer.

The main issues can be summarised as follows:

- 1 the lack of a land registry compliant plan
- 2 The previous lease being unsatisfactory in certain respects, hence the need for a new draft to be prepared.
- 3 The need for the nursery to be removed from "the fields in trust registration"
- 4 The tenants request that the lease is put in the name of their limited company. This request was accepted on the basis that personal guarantees were given. Despite numerous emails on this point (and the point 5 below) this has not been accepted by the tenant.

5 The lease was to be backdated to April 2016. At the request of the tenant this was put forward to April 2017. This was agreed provided the new rent also ran from that date. Again this has not been accepted by the tenant.

6 Having sat on the lease for a number of months the tenant's solicitors then made numerous amendments to the draft. These amendments were considered by the Council. The lease is an agreed from (apart from 4 and 5 above).

The above is a broad summary of the issues we have encountered in the transaction.

My feeling is that the tenant is playing for time. The longer this goes on the longer the payment of the increased rent is deferred. The reluctance to give a personal guarantee is concerning. Perhaps one way round this is to suggest they provide a rent deposit of say 6 months rent. They probably won't have the cash to provide this but this could be a used as a bargaining tool.

Please do feel free to call me if you would like to discuss the matter any further.

Yours

Carol



Carol Thornton-Swan
Senior Associate

DD: 01223702419
T: 01223311141 (Ext: 668)
E: carol.thornton-swan@teeslaw.com



John Street, Royston, Hertfordshire, SG8 9BG
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Tees House, 95 London Road, Bishop's Stortford, Hertfordshire, CM23 3GW
Tilan House, Castle Park, Castle Street, Cambridge, Cambridgeshire, CB3 0AY
Parkview House, Victoria Road South, Chelmsford, Essex, CM1 1NG
68 High Street, Saffron Walden, Essex, CB10 1AD
John Street, Royston, Hertfordshire, SG8 9BG

Clerk:
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00

Alternatively, please call to arrange an appointment.

Attention :

Ana Molina, Finance Department, Quintas Energy

Ana.molina@quintasenergy.com

Alejandra Miguel, Legal Department, Quintas Energy

Alejandra.meguel@quintasenergy.com

By Email

16 January 2018

Dear Ms Molina and Mr Miguel

Black Peak Solar Farm (Council Ref: S/1902/14/FL). Black Peak Farm, Fowlmere Road, Melbourn, Cambridgeshire, SG8 7PJ

Munceys Solar Far (Council Ref: S/1898/14/FL), Muncey's Farm, London Way, Melbourn, Cambridgeshire, SG8 6DJ

Dear Ms Molina and Mr Miguel

Community Grant Funding

In keeping with the principles of the Community Grant money received from you, Melbourn Parish Council has undertaken to support community groups that benefit Melbourn and surrounding areas.

I have detailed below the various groups that have benefitted from the community grant fund of £32,089.00 for 2017:

April 2017

Grinnell Hill BMX Insurance	£1,500
Allotment Association	£264
Relate	£1,750
MAYD	£11,000

Melbourn Mobile Warden Scheme	£7,500
Melbourn and Meldreth Lunch Club	£650
Celebrating Ages Event	£2,400
Melbourn Netball	£400
November 2017	
1 st Orwell Scout Group	£1,000
A Chain of Wild Flowers	£500
Gallery Writers (Meldreth/Melbourn)	£600
Melbourn Amateur Dramatics Society	£500
Melbourn Community Hub Management Group	£1,000
Melbourn Short Story Reading Group	£30
River Mel Restoration Group	£200
RSPL Fowlmere Nature Reserve	£750
The Melbourn District Library	£500
Home Start Royston and South Cambridgeshire	£1,545
Total allocated	<hr/> £32,089.00 <hr/>

As not all of the grant money has been allocated at this stage, we would like to allocate the remaining amount of approximately £7,000 for use by the Parish Maintenance Working Party to fund specific projects in the village.

If you require further information please do not hesitate to contact me.

Yours sincerely

Claire Littlewood
Assistant to the Parish Clerk

POLICY AND PROCEDURE: MODEL PUBLICATION SCHEME

PURPOSE: This model publication scheme has been prepared by the Information Commissioner and must be adopted by parish councils. It commits a parish council to make information available to the public as part of its normal business activities. Its purpose is to make the maximum amount of information readily available at minimum inconvenience and cost to the public

SCOPE: The policy/procedure covers information **where it is held** by the authority. It includes the following classes of information:

- **Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and services.
- **What our priorities are and how we are doing:** strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- **Our policies and procedures:** current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or which is difficult to access for similar reasons.

POLICY: To make information available in compliance with the criteria set out by the Information Commissioner. These are set out in Annex 1.

PROCEDURE:**Means of making information available**

- 1.1 The Melbourn Parish Council (MPC) website is the primary means of making information available. When important information is posted, attention will be drawn to it by the following means: Home page of the website, the council's Facebook page and the Parish Notice Boards.
- 1.2 Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, Melbourn Parish Council will indicate how the information can be obtained by other means and provide it by those means.
- 1.3 In exceptional circumstances, some information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 1.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where MPC is legally required to translate any information, it will do so.
- 1.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

2. Written Requests

- 2.1 Information held by MPC which is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.. The procedure is set out in 'Policy and procedure for the publication of information and the public's right to request information'.

3. Charges which may be made for information published under this scheme

- 3.1 Material which is published and accessed on a website will be provided free of charge.
- 3.2 Charges made by MPC for routinely published material will be justified and transparent and kept to a minimum. If a charge is to be made, confirmation of the payment due will be given before the information is provided and MPC may request payment prior to the provision of the information.

- 3.3 Charges may be made where they are legally authorised, are justified and are in accordance with a published scheme or schedule of fees which is readily available to the public (see Section 4 below).
- 3.4 Charges may be made for the actual costs incurred, including:
- Photocopying
 - Postage and packaging
 - The costs incurred directly as a result of viewing information
- 3.5 A charge will not normally be incurred for the staff time involved in dealing with the request. However, if a large volume of hard copy material is requested, consideration will be given to making a charge¹
- 3.6 Charges may also be made for making datasets (or part of datasets) that are relevant copyright works available for re-use².

4. Schedule of Charges

- 4.1 Photocopying will be charged at actual cost: .0038p per sheet for black and white and .0305p per sheet for colour.
- 4.2 Postage will be charged at the standard rate for Royal Mail 2nd class.
- 4.3 The following specific charges will be made based on the actual cost of photocopying:
- Standing orders £2.00

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

¹ Calculated according to the procedure set out in 'Requests where the cost of compliance exceeds the appropriate limit. 20150909 Version 1.2' published by the Information Commissioner's Office.

² These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

ANNEX 1

**CRITERIA FOR THE MODEL PUBLICATION SCHEME SET BY THE
INFORMATION COMMISSIONER**

The scheme commits a Parish Council to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Information available from
Melbourn Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). Current information only.		
Who's who on the Council and its Committees	Website or Hard Copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard Copy	
Location of main Council office and accessibility details	Website or Hard Copy	
Staffing structure	Website or Hard Copy	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website or Hard Copy	
Finalised budget	Website or Hard Copy	
Precept	Website or Hard Copy	

Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Website or Hard Copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Website or hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic plan and performance indicators (current and previous year as a minimum)	Website or Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard Copy	
Agendas of meetings (as above)	Website or Hard Copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy	
Bye-laws	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or Hard Copy	£2.00
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	Hard Copy Website or Hard Copy	

Health and safety policy	Website or Hard Copy	
Recruitment policies (including current vacancies)	Website or Hard Copy	
Policies and procedures for handling requests for information	Website or Hard Copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy	
Information security policy	Website or Hard Copy	
Records management policies (records retention, destruction and archive)	Website or Hard Copy	
Data protection policies	Website or Hard Copy	
Schedule of charges (for the publication of information)	Website or Hard Copy	
Class 6 – Lists and Registers	<i>NB: some information may only be available by inspection</i>	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy / List of Registers on Website	
Assets register	Website or Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website or Hard Copy	
Register of members' interests	Website or Hard Copy	

Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). <i>Current information only</i>	<i>NB: some information may only be available by inspection</i>	
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or Hard Copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Melbourn Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street, Melbourn

Cambridgeshire. SG8 6DZ

Email: parishclerk@melbournpc.co.uk

Website: www.melbournparishcouncil.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost .0038p
	Photocopying @ 15p per sheet (colour)	Actual cost .0305p
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Standing Orders - £2.00	Cost of photocopying

**POLICY AND PROCEDURE FOR THE PUBLICATION OF INFORMATION
AND THE PUBLIC'S RIGHT TO REQUEST INFORMATION**

PURPOSE: This document summarises the information which Melbourn Parish Council will routinely make available to the public and tells you how to request information which you would like to see.

SCOPE: This document brings together the duties put on a Parish Council through the:

- Freedom of Information Act
- Council Accounts – A Guide to your rights
- Transparency Code for Smaller Authorities

The Model Publication Scheme is a separate document (Doc. No. 4.07 ver 1).

Policy: Our aim is to make all key information available on the Melbourn Parish Council website in a way that is easy to find and to understand. We will provide summaries of information where possible. If you cannot find the information on the website or wish to see if other information is available, we will deal with your request as set out in the procedures in this document.

Contents

1. Introduction
2. Publication of Information
3. Retention of records
4. Making a request for information
5. Timeliness of requests
6. Responding to your request
7. Non-disclosure of information
8. Charges for providing information
9. Repeated requests for information
10. Complaints
11. Requests to inspect the accounts

1. Introduction

- 1.1 Melbourn Parish Council (MPC) has a strong commitment to openness and transparency. It complies with the requirements of the Freedom of Information Act, which came into force on 1 January 2005 which gives everyone a statutory right of access to information held by public bodies.
- 1.2 MPC adopted the revised model publication scheme issued by the Information Commissioner's Office from 12 November 2012. This is document 4.07.

2. Publication of Information

- 2.1 The MPC website is the Council's main vehicle for publication of information. The Parish Notice Boards, Facebook and Twitter are used to alert people to the publication of the Council's agendas, minutes and supporting documentation, and other items of particular interest. Recordings of Council meetings are also available on the website.
- 2.2 If you want information on a particular issue, then please check whether it is there before contacting the Clerk. Section 21 of the FOIA provides an exemption if the information requested is already accessible to the requester. This applies whether the information is on the Parish Council website or in another place. If you need the information available on the website in a different format, please contact the Parish Clerk.
- 2.3 Supporting documents for forthcoming meetings are published at the same time as the agenda whenever possible. However, there are sometimes good reasons why this cannot be done and then paper copies will be supplied at the meeting.

3. Retention of records

- 3.1 Recordings of meetings remain on the website for 1 month. After that time, copies are available from the Clerk for a further 11 months. Recordings will be destroyed after 12 months.
- 3.2 Clerks' notes of Council meetings will be destroyed 3 months after agreement of the minutes by Council or Committee.
- 3.3 There is a separate policy for retention of all other records.

4. Making a request for information

- 4.1 Requests for information will always be dealt with in line with the Freedom of Information Act. If you wish to emphasise this point, you should say that you are making the request under the provisions of the Act.

- 4.2 You may wish to consult 'Plain English Guide to Freedom of Information' available on the Office of the Information Commissioner's website for guidance on making a request and about how the Parish Council will deal with it.
- 4.3 Requests for information must be in writing and you must include your name and a valid address for correspondence.
- 4.4 You must also provide a clear description of the information you are seeking. We may ask you to be more precise about your requirements if we feel the initial request is too broad. If a summary of the information is available, we can provide it but the Act does not require us to prepare or present information in a different way. Neither does the Act require information which is not (at the time of the request) written down to be put on paper in order to answer the request.
- 4.5 You may state a preference of how you want the information communicated to you: a hard copy, electronic copy or an opportunity for inspection.

5. Timeliness of requests

- 5.1 There is no time limit on the request for information although the requester must be aware that the older the information, the more difficult it may be to locate it and make it available, potentially incurring a cost (see 8.2 below)
- 5.2 However, the use that was made of that information in Council decisions and actions is only open to question during the lifetime of that Parish Council¹. A new Council will be in place from May 2018.

6. Responding to your request

- 6.1 As set out on the website, correspondence to the Parish Office will be acknowledged within 3 working days of receipt. If the reply requires further information, it is the aim of the Clerk and Assistant Clerk to respond within 20 working days of acknowledging the initial communication. This does not include statutory holidays or days when the office is closed.
- 6.2 For requests specifically made under the FOI Act, we will inform you in writing whether we hold the information you have requested and, if so, provide it not later than 20 working days from receiving the request.

¹ Advice from the Cambridge and Peterborough Association of Local Authorities.

7. Non-disclosure of information

- 7.1 The Act identifies a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to tell the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within 20 working days.
- 7.2 In addition to the Exemption which applies if the information is already publicly available (see 2.2 above), information intended for future publication is also exempt. A publication date does not have to be identified at the time of responding to the request.

8. Charges for providing information

- 8.1 Whenever possible, we will provide the information free of charge. However, if the information is not readily available in the form in which you are seeking it, the Parish Council may charge you a fee based on the costs associated with providing the information.
- 8.2 Under the Freedom of Information Act, the Parish Council may refuse your request if we estimate² it will cost us in excess of the cost limit set by the Information Commissioner to fulfil your request. This is currently £450.
- 8.3 In the situation described in 8.1 and 8.2, the Clerk will write to you within 20 working days of receipt of your request advising you of the fee required. This is known as a 'Fees Notice'. When you are issued with a Fees Notice, the 20 working day limit for responding stops, and will then start again when payment is received. If the Clerk does not receive payment within 3 months, the Council is not obliged to comply with the request.

9. Repeated requests for information

- 9.1 The Council aims to reduce the number of requests it receives by putting as much information as possible into the public domain at the relevant time. For each request received, there is a demand on the Clerk's time to deal with it and hence a cost to the Council. Please assure yourself that the information is not already available on the website before you make a request (see 2.2 above).
- 9.2 If an individual makes repeated requests for similar information or otherwise abuses the system, MPC's Policy and Procedure for Persistent, Vexatious or Abusive Complaints will be implemented.

² Estimated according to the procedure set out in 'Requests where the cost of compliance exceeds the appropriate limit. 20150909 Version 1.2'.

10. Complaints

10.1 If you are dissatisfied with the way MPC has responded to a request for information, please follow the procedure for 'Complaints Procedure: Council staff, Service Providers, Administration and Procedures' in the first instance.

10.2 The Information Commissioner's Office is responsible for enforcing the operation of the Act and you may raise issues with them at any time. More information can be found on the ICO's website (www.ico.org.uk) or by writing to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Requests to inspect the accounts.

11.1 As an interested person³, you can inspect a council's accounts and related documents. These include a balance sheet and summary of income and expenditure along with supporting documents, and any report the auditor made in that financial year. In addition if you are a local government elector for the area to which the accounts relate, you can also ask questions about the accounts and object to them.

11.2 There is a period of 30 working days during which you can exercise your statutory right to inspect the accounts. This right is not retrospective. The period will be advertised by the Council on its website.

11.3 Further information on these rights is given in 'Council Accounts: A Guide to your Rights' published by the National Audit Office.

11.4 You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the Council form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

Document Approval:

(Chair to the Parish Council)

Date of Parish Meeting:

Review Policy: Every 12 months

³ These are persons who have a connection to the area even if they are not a local elector.

<u>POLICY AND PROCEDURE:</u>	WRITTEN RECORDS MANAGEMENT AND DISPOSAL
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PURPOSE: The Council recognises that its records are an important public asset, and are a key resource to effective operation, policy-making and accountability. Like any asset, records require careful management and this policy sets out the Council's responsibilities and activities in respect to this.

SCOPE: All employees of Melbourn Parish Council have a responsibility to manage effectively Council records in accordance with specified legislation and guidelines¹. A record is defined as any information held by the Council regardless of medium (including paper, microfilm, electronic, audio-visual and record copies of publications), which is created, collected, processed, used, stored and/or disposed of by Melbourn Parish Council organisations, employees, as well as those acting as its agents.

POLICY: The aim of this policy is to define a framework for managing the Parish Council's records to ensure that the Council:

- Creates and captures accurate, authentic and reliable records
- Maintains records to meet the authority's business needs
- Disposes of records that are no longer required in an appropriate manner
- Protects vital records
- Conforms to any legal and statutory requirements relating to record-keeping
- Complies with government directives.

PROCEDURE:

1. Identification of roles and responsibilities

- 1.1 The Clerk will be responsible for compliance with Freedom of Information legislation and will be responsible for Data Protection, the publication scheme and legal advice relating to any of the above. The Clerk will ensure that all employees are aware of record keeping issues.
- 1.2 All Council employees will be responsible for creating and maintaining records in relation to their work that are authentic and reliable. The Clerk has specific responsibilities for records management and this responsibility should be clearly defined in their job description.

¹ Public Records Act 1958 and 1967; • Local Government (Records) Act 1962; • Local Government Act 1972; • Local Government (Access to Information) Act 1985; • Data Protection Act 1998; • Freedom of Information Act 2000 • Records Management Society of Great Britain - Retention Guidelines for Local Authorities 2003:1

2. Training and Awareness

2.1 It is vital that all Council employees involved in creating, maintaining and using records, understand their record management responsibilities as set out in this policy. The Clerk will ensure that staff responsible for managing records are appropriately trained or experienced and that all staff understand the need for records management.

2.2 A training programme will be established to ensure that all staff are aware of their obligations regarding Data Protection, Freedom of Information and Records Management.

3. Records Creation and Record Keeping

3.1 The Parish Council should have in place a record keeping system (paper or electronic) that documents its activities and provides for quick and easy retrieval of information. It must also take into account the legal and regulatory environment specific to the area of work. This system will include:

- Records arranged and indexed in such a way that they can be retrieved quickly and efficiently.
- Records are linked with the Parish Council's Freedom of Information Publication Scheme.

4. Record Maintenance

4.1 The record keeping system must be maintained so that the records are properly stored and protected, and can easily be located and retrieved. This will include:

- Ensuring that adequate storage accommodation is provided for the records.
- Tracking and monitoring the movement and location of records so that they can be easily retrieved (This provides an audit trail).
- Controlling access to the information.
- Identifying vital records and applying the appropriate protection, including a business recovery plan.
- Ensuring non-current records are transferred in a controlled manner to a designated records centre rather than stored in offices.

5. Record Retention and Disposal

5.1 With increasing public access to our records, it is important that disposal of records happens as part of a managed process and is adequately documented. Therefore, the Parish Council must have in place clearly defined arrangements for the assessment and selection of records for disposal, and for documenting this work.

5.2 The system should ensure that:

- The appropriate records are reviewed and disposed of /transferred to storage as set out in Appendix 1.
- Documentation of the disposal/transfer of records is completed and retained.
- Records selected for permanent preservation are transferred to Cambridgeshire Archives.
- An intended disposal/review date must be captured when creating electronic records.
- Records subject to a Freedom of Information request are not destroyed

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

APPENDIX 1

Retention Guidelines for Written Parish Council Records

Records	Retention period	Action	Reason
Administrative			
Signed council and committee minutes	In perpetuity	Bind and archive	Requirement
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Clerks' notes of meetings	3 months after agreement of minutes by Council or Committee	Destroy	Operational
Agendas	In perpetuity	Bind and archive	Recommendation by Internal Auditor
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Grouping orders	Until there is no longer an administrative requirement	Destroy	Operational
Byelaws and orders	Preserve one of each copy and transfer to storage once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds more than 100 years old	Transfer to archive once they become inactive but not deeds still needed to prove title	Preserve	Common practice
Title deeds less than 100 years old	Transfer to archive for review once they become inactive. Archives will not accept deeds still needed to prove title	Review	Common practice
Property registers	Transfer to archive once	Preserve	Common practice

and terriers	they become inactive		
Maps, plans, and surveys of property owned by the council or meeting	Transfer to archive once they become inactive	Preserve	Common practice
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Quotations and tenders (successful)	12 years	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments (to include completed inspection sheets and record of actions taken)	21 years	Archive in PC premises	Insurance claims against the Council can be made for up to 21 years.

Personnel files	See separate policy	Destroy	Risk of investigation regarding any future litigation
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Financial			
Receipt and payment books	Transfer to storage once they become inactive	Preserve	
Rate books	Transfer to storage	Preserve	
Annual audited accounts	7 years.	Destroy, but preserve if the receipt and payment books have not survived.	
Accounts and statements	7 years	Destroy	
Vouchers before 1950	7 years	Destroy	
Cash and petty cash books and rent books	7 years	Destroy	
Receipt books of all kinds	7 years	Destroy	
Postage and telephone books	7 years	Destroy	
Bank statements including deposit/saving accounts	7 years	Destroy	
Paid invoices	7 years	Destroy	
Paid cheques	7 years	Destroy	
VAT records	7 years	Destroy	VAT Act 1994
VAT claims	7 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	
Wage books	12 years	Destroy	Statute of Limitation
Members' allowances register	6 years	Destroy	Statute of Limitation
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries,	7 years	Review with the view to destroy	

copies of bills to hirers and records of tickets issued			
Miscellaneous			
Maps created under the provision of the Rights of Way Act 1932	Transfer to archive once they become inactive	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Press cuttings	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to archive immediately	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to archive once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational