

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of an Annual Meeting of the Parish Council and Parish Council Meeting held on Monday 23rd May 2016 in the upstairs room of Melbourn Community Hub at 7.15pm.

Present: Cllrs. R. Tulloch (Chairman), I Bloomfield, M. Townsend, M. Sherwen, C. Stead, K.Crosby, M.Linnette, U.Cleminson, S A Hart, S Parton, A Mulcock and R.Gatward.

In attendance: The Clerk, 6 Members of the Public and 1 Member from the Press

PC1/16 Election of Chairman of the Parish Council:
It was proposed by Cllr. Cleminson **THAT CLLR. TULLOCH BE ELECTED CHAIRMAN OF THE PARISH COUNCIL.** Seconded by Cllr. Bloomfield. There were no other nominations. There was a vote, 9 Councillors vote for, 1 councillor voted against and Cllr Hart abstained. The Vote was carried and **CLLR. TULLOCH WAS DULY ELECTED CHAIRMAN OF THE PARISH COUNCIL.** He took **THE CHAIR.**

PC2/16 Election of Vice-Chairman.

It was proposed by Cllr Crosby and seconded by Cllr Linnette **THAT CLLR BLOOMFIELD IS NOMINATED AS VICE-CHAIRMAN.** There was a vote 10 Councillors were for and Cllr Hart abstained. The vote was carried. **CLLR. BLOOMFIELD WAS DULY ELECTED VICECHAIRMAN OF THE PARISH COUNCIL.** She took her place as Vice-Chairman.

PC3/16 Apologies for absence: County Cllr Susan van de Ven due to work commitments. There were 3 resignation letters from Cllrs Norman, Hales and Regan. The Clerk read the letters out to the Parish Council. **THE RESIGNATIONS WERE ACCEPTED AND PROPOSED BY CLLR LINNETTE AND CLLR STEAD. ALL IN FAVOUR. SEE APPENDIX 1**

PC4/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.
Cllrs R.Tulloch, K.Crosby, S Parton and I.Bloomfield declared a non-pecuniary interest in PC12/16 and PC13/16.

PC5/16 To receive nominations for Committee Chairmen and Vice-Chairmen

(a) Cemetery: It was proposed by Cllr Crosby and seconded by Cllr Gatward **THAT CLLR SHERWEN BE ELECTED AS CHAIR OF THE CEMETERY COMMITTEE.** There being no other nominations, **CLLR SHERWEN WAS DULY ELECTED CHAIRMAN OF THE CEMETERY COMMITTEE.**
It was proposed by Cllr Crosby and seconded by Cllr Bloomfield **THAT CLLR TOWNSEND BE ELECTED AS VICE-CHAIRMAN OF THE CEMETERY COMMITTEE.** There being no other nominations

CLLR TOWNSEND WAS DULY ELECTED VICE-CHAIRMAN OF THE CEMETERY COMMITTEE.

- (b) Conservation: It was proposed by Cllr Sherwen and seconded by Cllr Linnette THAT CLLR GATWARD BE ELECTED CHAIRMAN OF CONSERVATION. There being no other nominations CLLR GATWARD WAS DULY ELECTED CHAIRMAN OF THE CONSERVATION COMMITTEE.**

It was proposed by Cllr Crosby and seconded by Cllr Cleminson THAT SIEGMAR PARTON BE ELECTED AS VICE-CHAIRMAN OF THE CONSERVATION COMMITTEE. There being no other nominations CLLR PARTON WAS DULY ELECTED VICE-CHAIRMAN OF THE CONSERVATION COMMITTEE.

- (c) Highways and Rural Footpaths: It was proposed by Cllr Linnette and seconded by Cllr Gatward THAT CLLR STEAD BE ELECTED AS CHAIRMAN OF THE HIGHWAYS AND RURAL FOOTPATHS COMMITTEE. There being no other nominations CLLR STEAD WAS DULY ELECTED CHAIRMAN OF THE HIGHWAYS AND RURAL FOOTPATHS COMMITTEE.**

It was proposed by Cllr Cleminson and seconded by Cllr Crosby THAT CLLR LINNETTE BE ELECTED AS VICE-CHAIRMAN OF THE HIGHWAYS AND RURAL FOOTPATHS COMMITTEE. There being no other nominations CLLR LINNETTE WAS DULY ELECTED VICE-CHAIRMAN OF THE HIGHWAYS AND RURAL FOOTPATHS COMMITTEE.

- (d) Play Areas and Recreation: It was proposed by Cllr Sherwen and seconded by Cllr Cleminson THAT CLLR LINNETTE BE ELECTED AS CHAIRMAN OF THE PLAY AREAS AND RECREATION COMMITTEE. There being no other nominations CLLR LINNETTE WAS DULY ELECTED CHAIRMAN OF THE PLAY AREAS AND RURAL FOOTPATHS COMMITTEE.**

It was proposed by Cllr Linnette and seconded by Cllr Gatward THAT CLLR BLOOMFIELD BE ELECTED AS VICE-CHAIRMAN OF THE PLAY AREAS AND RURAL FOOTPATHS COMMITTEE. There being no other nominations CLLR BLOOMFIELD WAS DULY ELECTED AS VICE-CHAIRMAN OF THE PLAY AREAS AND RECREATION COMMITTEE.

- (e) Planning: It was proposed by Cllr Tulloch and seconded by Cllr Linnette THAT CLLR CROSBY BE ELECTED AS CHAIRMAN OF THE PLANNING COMMITTEE. There being no other nominations CLLR CROSBY WAS DULY ELECTED CHAIRMAN OF THE PLANNING COMMITTEE.**

It was proposed by Cllr Crosby and seconded by Cllr Linnette THAT CLLR SHERWEN BE ELECTED AS VICE-CHAIRMAN OF THE PLANNING COMMITTEE. There being no other nominations CLLR SHERWEN WAS DULY ELECTED AS VICE-CHAIRMAN OF THE PLANNING COMMITTEE.

- (f) **Car Park Sub Committee.** It was proposed by Cllr Crosby and seconded by Cllr Stead THAT CLLR LINNETTE BE ELECTED AS CHAIRMAN OF THE CAR PARK COMMITTEE. There being no other nominations CLLR LINETTE WAS DULY ELECTED CHAIRMAN OF THE CAR PARK COMMITTEE.
It was proposed by Cllr Crosby and Seconded by Cllr Townsend THAT CLLR SHERWEN BE ELECTED AS VICE CHAIRMAN OF THE CAR PARK COMMITTEE. There being no other nominations CLLR SHERWEN WAS DULY ELECTED VICE CHAIRMAN OF THE CAR PARK COMMITTEE.
- (g) **Melbourn Futures Committee:** There being no nominations for Chairman and Vice Chairman **IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR PARTON THAT THE DISCUSSION IS PUT FORWARD TO THE NEXT FULL PARISH COUNCIL MEETING IN JUNE 2016. THIS WAS CARRIED.**

- PC6/16 Confirmation of Parish Council Representatives on the following:**
- (a) Board of Trustees of John Clear Almshouses – Mrs Mavis Howard. **PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR CLEMINSON. ALL IN FAVOUR. THIS WAS CARRIED**
 - (b) Parish Council representative on the Board of Trustees of Martin’s Charity - The Clerk. **PROPOSED BY CLLR TULLOCH AND SECONDED BY GATWARD. ALL IN FAVOUR. THIS WAS CARRIED.**
 - (c) Parish Council representative on the Board of Trustees for Trigg’s Charity Trust – Cllr Linnette. **IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR CROSBY. ALL IN FAVOUR. THIS WAS CARRIED.**
 - (d) Parish Council representative to the Melbourn Mobile Warden Scheme – Cllr Townsend. **IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR LINNETTE. ALL IN FAVOUR. THIS WAS CARRIED.**
 - (e) Parish Council representative to Melbourn and Meldreth Self Help Scheme. – Cllr. Bloomfield. **IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLEMINSON. ALL IN FAVOUR. THIS WAS CARRIED.**
 - (f) Parish Council representative on the Management Company of the Community Hub – Cllr Townsend. **PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR CLEMINSON. THIS WAS CARRIED.**

- PC7/16 Minutes of the meeting held on 25th April 2016:**
IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR SHERWEN THIS ITEM IS TAKEN IN CAMERA: ALL IN FAVOUR.

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR

LINETTE THAT THE MINUTES OF 25TH APRIL 2016 BE ACCEPTED AS A TRUE RECORD. This was CARRIED.

IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR STEAD TO COME OUT OF CAMERA. THIS WAS CARRIED BY ALL.

PC8/16 Report on Last Meeting 25th April 2016

See ongoing action List **SEE Appendix 2**

PC9/16 To receive the Minutes of the Annual Parish Meeting of 9TH MAY 2016

IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR TOWNSEND THAT THE MINUTES OF 9TH MAY, 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED

PC10/16 To report on the Annual Parish Meeting of 9th May, 2016

The Clerk reported she had contacted Mavis Howard about storing The Francis John Clear Almshouses filing in the fire safe in Melbourn Community Hub. **ACTION: THE CLERK AND MRS HOWARD**

Mrs Howard also asked could the embroidered wreaths that she made for Melbourn Community Hub open day be framed and position in The Hub. **ACTION: THE CLERK AND MRS HOWARD.**

PC11/16 To receive a report from C.Cllr S.van de Ven - SEE APPENDIX 3

IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR PARTON THE REPORT BE ACCEPTED. THIS WAS CARRIED BY ALL.

PC12/16 To receive a report on Melbourn Community Hub

Mr Stuart Cook and Mr Jonathan Berks presented their reports – **APPENDIX 4.**

IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR LINNETTE THE REPORTS BE ACCEPTED. THIS WAS CARRIED BY ALL.

PC13/16 Legal Status of the Roles & Responsibility Documentation relating to Melbourn Community

This matter was discussed under “any matters for future discussion” from the April 2016 Parish Meeting. No councillors wished to discuss this item so the matter was closed.

THE CHAIRMAN ANNOUNCED AS IT WAS 8PM STANDING ORDERS WERE SUSPENDED TO ALLOW PUBLIC PARTICIPATION.

Mrs Howard asked on behalf of Melbourn Magazine/Melbourn History Group could the Parish Council consider placing the old map of the village back to the centre of

the village. Cllr Gatward believed the frame had been dismantled and was stored in Orchard Road Shed. **ACTION THE CLERK/RANGER**

IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY TULLOCH THE MAP OF THE VILLAGE GO ON THE FRONT LAWN OF THE HUB. THIS WAS CARRIED BY ALL.

The Clerk to investigate the possibility of an updated map for the village. **ACTION: THE CLERK**

Mrs Meliniotis complained about the badly designed speed bumps in the new car park and the continued speeding of vehicles along Rose Lane. Mrs Meliniotis asked could there be pedestrian walkway signs at the end of each road. Cllr Stead offered to meet Mrs Meliniotis to discuss all issues.

ACTION: CLLR STEAD TO INVESTIGATE AND REPORT BACK TO HIGHWAYS COMMITTEE.

AT 8.18PM THE CHAIRMAN REINSTATED STANDING ORDERS.

PC14/16 To receive the Annual Return for the year ending 31st Ending 2016

The Clerk presented the Annual Return Figures to the Parish Council. Sections 1/3/5/7 figures were reinstated to reflect Income and Expenditure. The Chairman and The Clerk signed the Annual Return Form.

PC15/16 To appoint an Internal Auditor for the Financial Year 2016-17.

The Clerk is investing this matter given the advice from CAPALC. **ACTION THE CLERK**

PC16/16 To receive the Financial Report dated 31st March 2016. APPENDIX 5

The Clerk presented the end of year figures for 2016. These clearly show the 2015/16 Budget/Actual Spend and the Balance. The Clerk will be meeting with CEO of CAPALC to discuss revising the budgets for 2016/2017 and the current reserves.

PC17/16 To receive the Financial Report Ending 30th April 2016 APPENDIX 6

The Clerk presented the figures ending 30th April 2016. The Clerk explained these were draft figures due to not being reconciled. The Clerk also explained the budgets for 2016/2017 may change once the meeting has taken place with CEO of CAPALC.

PC18/16 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. To approve payment and agree £10000.00 to be transferred from the Business 'No Notice' Account – APPENDIX 7

Cllr Cleminson suggested the Resident asking about Land Ownership /Land

Registry information should pay £6.00 not the Parish council. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR LINNETTE ACCOUNTS BE ACCEPTED. THIS WAS CARRIED BY ALL.

PC19/16 Melbourn Parish Council Bank Accounts

The Clerk informed the Parish Council that after many attempts to meet with HSBC and failed, finally received a phone call from them confirming dual signature on line is not possible. **ACTION: THE CLERK TO INVESTIGATE OTHER BANKS AVAILABLE TO THE PARISH COUNCIL WHICH HAVE BEEN RECOMMENDED BY CEO OF CAPALC. THE CLERK TO REPORT BACK AT JUNE PARISH MEETING.**

PC20/16 Melbourn Parish Council High Street Car Park Refurbishment – Interim Payment Certificate No: 7

The Clerk presented a letter from Sweet Group. **APPENDIX 8**
For Information only – no further action required.

PC21/16 Celebrating Ages Funding

Cllr Bloomfield confirmed the Celebrating Ages Events are popular with the residents of Melbourn. Although not confirmed and publicised Cllr Bloomfield believed the next Celebrating Ages event is planned for 11th June to be held at Melbourn Village Collage.

With the resignation of Cllr Hales, The Clerk is to contact him and ask the following:

- a) **Will he be continuing to work on this?**
- b) **What arrangements have been made to date?**

ACTION: THE CLERK:

Cllr Bloomfield to speak with MVC about arrangements that have been made.
CLLR BLOOMFIELD

PC22/16 To discuss Matters relating to Staff

There were no matters to discuss.

PC23/16 Update on Pensions

The Clerk informed the Parish Council that Cllr Townsend/The Clerk were attending a CAPALC Pension Meeting on Thursday 26th May 2016.

ACTION: The Clerk to report back at the next Parish Meeting in June 2016.

PC24/16 Flag Pole:

The Clerk explained a location was required prior to seeing if Planning Permission is required.

IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR GATWARD THE LOCATION OF THE FLAG POLE SHOULD BE POSITIONED OUTSIDE MELBOURN COMMUNITY HUB. THIS WAS CARRIED BY ALL.

The Clerk to investigate costing and whether Planning Permission is required.
ACTION: THE CLERK

PC25/16 To Review Standing Orders

There were no amendments to the current Standing Orders dated January 2016.

PC26/16 To Review the Risk Assessments

The were no amendments to the existing Financial and Non-Financial Risk Assessments, however The Clerk explained in her Cilca Training she had presented a more in depth Risk Assessment for the Council and would like to present this to Council in the next few months. **ACTION: THE CLERK**

PC27/16 To Review REDACTED minutes from 2015 and decide if they should remain redacted.

IT WAS PROPOSED BY CLLR TOWNSEND AND CLLR LINNETTE THAT THIS ITEM GOES INTO CAMERA. THIS WAS CARRIED

The Clerk presented minutes which needed to be considered. The Result of the discussion is shown below:

- **F&G Monday 5th January 2015 it was PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE THESE MINUTES REMAIN REDACTED. ALL IN FAVOUR**
- **F&G Monday 30th March 2015 it was PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR TULLOCH THESE MINUTES CAN BECOME UNREDACTED. ALL IN FAVOUR**
- **F&G Monday 29TH June 2015 it was PROPOSED BY CLLR PARTON AND SECONDED BY CLLR TOWNSEND THESE MINUTES STAY REDACTED. ALL IN FAVOUR**
- **F&G Monday 30TH November 2015 it was PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR TOWNSEND THESE MINUTES STAY REDACTED. ALL IN FAVOUR**
- **F&G Monday 4TH January 2016 it was PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR PARTON THESE MINUTES STAY REDACTED. ALL IN FAVOUR**
- **Melbourn Futures Committee Wednesday 27TH January 2016 it was PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR BLOOMFIELD THESE MINUTES STAY REDACTED. ALL IN FAVOUR**
- **Planning Committee Monday 2nd March 2015 it was PROPOSED BY CLLR PARTON AND SECONDED BY CLLR MULCOCK THESE MINUTES BECOME UNREDACTED. ALL IN FAVOUR**
- **Planning Committee Monday 18TH April 2016 it was PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR PARTON THESE MINUTES STAY REDACTED. ALL IN FAVOUR**
- **Parish Council Monday 24th August 2016 it was PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR TULLOCH THESE MINUTES STAY REDACTED. ALL IN FAVOUR**

- Parish Council Monday 26th October it was PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR LINNETTE THESE MINUTES STAY REDACTED. ALL IN FAVOUR
- Parish Council 22 February 2016 it was PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR TOWNSEND THESE MINUTES STAY REDACTED. ALL IN FAVOUR
- Extraordinary Parish Council Meeting on 14th March 2016 it was PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR TOWNSEND CAN UNREDACT THE MINUTES BUT CAPALC REPORT STAYS REDACTED.
- Parish Council Meeting 29 March 2016 it was PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR PARTON THESE MINUTES STAY REDACTED. ALL IN FAVOUR
- Parish Council on Monday 25 April 2016 it was PROPOSED BY CLLR PARTON AND SECONDED BY CLLR STEAD THESE MINUTES STAY REDACTED. ALL IN FAVOUR

IT WAS PROPOSED BY CLLR TOWNSEND AND CLLR SHERWEN THAT THIS ITEM COMES OUT OF CAMERA. THIS WAS CARRIED

PC28/16 Appeal 199 Houses Update from MFC Committee

A report was presented to the Council which was written by Cllr Norman before she resigned.

Cllr Linnette asked the question whether Cllr Hales would still be willing to represent the 199 Houses Appeal in his capacity as a SDCD District Councillor. **ACTION: THE CLERK**

As no councillor agreed to put themselves forward for Chair or Vice Chair to Melbourn Futures Committee all matters must be sent to The Clerk. The Clerk will then forward all correspondence onto all councillors. **THIS WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR HART**

ACTION: THE CLERK TO EMAIL MR KRATZ, LAWYER AND MELBOURN FUTURES COMMITTEE.

PC29/16 Approval Parish Clerk Contract of Employment

The Clerk reported the SLCC (Society Local Council Clerks) have a query with the contract. Therefore this cannot be approved this evening. **ACTION: THE CLERK TO PLACE ON JUNE 2016 AGENDA**

PC30/16 Approval of Assistant to Parish Clerk Job Advertisement

IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR LINNETTE THAT THE ASSISTANT TO PARISH CLERK JOB IS

APPROVED. ACTION: THE CLERK TO ADVERTISE THIS.

Cllr Tulloch commented that as Cllr Norman had resigned the working party for the recruitment of the Assistant to Parish Clerk required other councillors. Cllr Parton nominated himself. **IT WAS PROPOSED BY CLLR CROSBY and SECONDED BY CLLR CLEMINSON THAT CLLR PARTON BE APPOINTED ON THE WORKING PARTY.** Cllr Hart nominated herself. Cllr Crosby suggested 4 councillors on the working party would be too many. Cllr Bloomfield suggested that 4 would be acceptable in case of absences. **IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR BLOOMFIELD THAT CLLR HART BE APPOINTED ON THE WORKING PARTY. THIS WAS CARRIED.**

PC31/15 Discuss recent Insurance Claim

IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR PARTON DUE TO SENSITIVE INFORMATION THIS ITEM BE TAKEN IN CAMERA. THIS WAS CARRIED.

The Clerk presented correspondence detailing the compensation details for Ms Genevieve Gillibrand. **APPENDIX 9.** The Clerk confirmed The Ranger has increased visibility by painting the speedbumps yellow.

Cllr Gatward would like a sign showing an “uneven drive” near to the entrance of Littlehands Drive. It was agreed to forward this to PLAY AND RECS for discussion on 11 July 2016

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR TOWNSEND TO COME OUT OF CAMERA.

PC37/16 Condition of Littlehands Car Park

The Clerk reported a resident had complained about the condition of Littlehands Car Park. After discussion The Parish Council agreed to put this item on the next Play and Recs Meeting held on 11th July 2016. **APPENDIX 10**

PC32/16 Review Insurance Policy for 2016/2017

The Clerk presented Melbourn Parish Councils Insurance Documents for 2016/2017. **IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR PARTON THE INSURANCE DOCUMENTS BE ACCEPTED.**

ACTION: THE CLERK to investigate “Man Insurance”

PC33/16 Change date of August Parish Council Meeting

The Clerk explained due to holiday commitments could the date of the August Parish Council be moved from 22nd August 2016 to 30th August 2016. The Ranger and Litter picker were in agreement with this change. The meeting

schedule will be as follows:

15th August Planning

22nd August – No Meeting

30th August – Parish Council Meeting and Planning Meeting.

THIS WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR STEAD. THIS WAS CARRIED BY ALL.

PC34/16 Location of British Legion Plaque

Cllr Cleminson asked for permission to place a small British Legion Plaque in the small garden area of 83 High Street Melbourn.

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR PARTON. THIS WAS CARRIED BY ALL.

PC35/16 Boundary Commission – re-consultation on Cambridgeshire Division.

The Clerk reported that County Cllr S v d Ven has offered to liaise on the Boundary Commission Consultation Submission if the Parish Council would like her to do so.

IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY TOWNSEND. THIS WAS CARRIED BY ALL.

PC36/16 Quote Soil Store Orchard Road – APPENDIX 11

Cllr Sherwen discussed the cemetery quote but advised that he would revisit Orchard Road Cemetery to look at the area again. Cllr Sherwen recommended that £1222.00 was approved for this work and he would make a decision whether the higher or lower quote would be more suitable.

ACTION: CLLR SHERWEN

THIS WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR CROSBY. THIS WAS CARRIED.

PC38/16 Correspondence

(a) Letter of Thanks from Melbourn Sundays FC. Was Noted.

(b) Letter from RSPCA. Was Noted.

(c) A representative from the Cambridge Evening News was present at the meeting and asked if there was going to be a discussion about a report that had been given to The Clerk.

The Clerk reported that a resident had hand delivered a document to her addressed to The Monitoring Office of South Cambs District Council on Wednesday 18th May 2016. Following the Parish Council Complaints Policy and seeking advice from CAPALC, The Clerk

confirmed the matter is in the hands of The Monitoring Officer of South Cambs District Council and no councillor or member of the public should have a copy of the report and that the Monitoring Officer will contact The Clerk if further action is required.

PC39/16 To consider any urgent matters for future discussion.

- a) **New Councillors – The Clerk to contact Melbourn Fete about having a stall at the Village Fete and to hold an opening evening about becoming a councillor at Melbourn Hub. ACTION: CLERK/ CLLR PARTON**
- b) **Internal Auditor**
- c) **Budgets and reserves 2016/2017**
- d) **Bank Accounts**
- e) **Pensions**
- f) **Flag Pole**
- g) **The Clerks Contract of Employment**

The Chairman closed the meeting at 9.58 p.m.

APPENDIX 1

31 Station Road

Melbourn

SG8 6DX

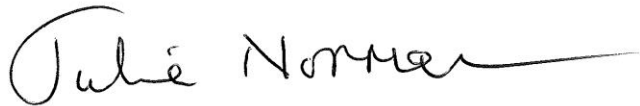
23 May 2016

Dear Councillors

An Extraordinary Meeting of Melbourn Parish Council was called to receive a report arising from a Grievance Panel. I was not the subject of the grievance. The Grievance Panel was set up by CAPALC at the request of the Parish Council itself.

Under the rules of collective responsibility, I am bound by the decision made at the Extraordinary Parish Council Meeting on Monday 16 May 2016. In my view it was a perverse decision and I will not support or defend it as collective responsibility demands. I therefore resign as a Parish Councillor with immediate effect.

Yours sincerely

A handwritten signature in black ink, reading 'Julie Norman'. The signature is written in a cursive style with a long horizontal flourish extending to the right.

The Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High St
Melbourn
SG8 6BU

23 May 2016

Dear Parish Clerk

With reference to the outcome of the Extraordinary Parish Council Meeting to receive a paper presented by Dr D de Lacey and Mrs A Dobson. As a Parish Councillor I am bound to accept the decision of the Parish Council under the rules of collective responsibility.

Having reflected on the outcome, I believe it to be totally inappropriate, and from a personal perspective incompatible with my values and consequently I cannot continue to support the decision therefore I have no alternative but to resign from the Parish Council with immediate effect.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A J Regan'.

A J Regan MBA,BSc(Hons) Civ Eng.

Councillor Jose Hales,
23, Elm Way,
Melbourn,
SG8 6UH

23rd May 2016

Mrs Sarah Adam,
Parish Clerk,
Melbourn Parish Council

Dear Mrs Adam,

Resignation

Please take this letter as notice of my immediate resignation from Melbourn Parish Council.

I am resigning as a result of the appalling decision made by Melbourn Parish Council at the extraordinary meeting of Melbourn Parish Council on 16th May 2016, where the business to be dealt with, was to receive a report from Cllr Douglas De Lacey, the chair of a grievance panel that was established by CPALC at the request of Melbourn Parish Council.

I was not the subject of the grievance.

As a parish councillor, I have collective responsibility for any decisions made by the Parish Council and in my opinion the decision made at the extraordinary meeting by the Parish Council, was wholly inappropriate and deplorable. I will not be associated with such a decision which conflicts with my civic and personal principles.

I have been a Parish Councillor since 2009 and it is with a heavy heart that I have taken this step but trust that the community will have faith in my decision.

I look forward to continuing to serve my community as always in my capacity as a District Councillor for the Melbourn ward.

Yours Sincerely

Cllr Jose Hales

APPENDIX 2

Melbourn Parish Council Ongoing Action List from Parish Council Meeting:

Date of Meeting	Item Number	Action	By Whom	Action Taken
25/1/16	PC164/15	i. Workshop Stud Wall (Appendix D)	ACTION: THE CLERK TO ASK ASHTON RENOVATION TO REQUOTE TO ENSURE THE WALL MEETS SPECIFICATION REQUIREMENTS AND TO INCLUDE, DOUBLE 30 INCH DOUBLE OR LARGER FIRE COMPLIANT DOORS. THIS WORK WILL NOT BE APPROVED UNTIL THE NEW FINANCIAL YEAR.	<p>Work will be approved and carried out once the cracks in the work shop wall have been repaired.</p> <p>COMPLETE - SCDC have confirmed the lamppost belongs to MPC, but SCDC will pick up the cost internally. SCDC are going to confirm a date to the Clerk for it to be removed! A new map from the Land Registry confirms MPC covers the path to Beeton Close.</p>

		<p>c) Responsibility of ownership of remaining lamppost and footpath to Beeton Close.</p> <p>The Clerk confirmed the latest plan and lease of the car park have still to be sent to Melbourn Parish Council.</p> <p>The Clerk proposed this item be postponed until the next meeting.</p>		
25/1/15	PC165/15	The committee discussed the latest Terms of Reference for F&GP.	<p>ACTION: THE CLERK TO UPDATE 2016/2017</p> <p>ACTION THE CLERK: TO SEND/CREATE TERMS OF REFERENCE FOR EACH COMMITTEE AND FORWARD TO FULL COUNCIL FOR REVIEW.</p>	<p>TBC</p> <p>TBC</p>
29/3/16	PC212/15	Transaction No 720 – The annual rent that Melbourn Parish Council pays includes the hire of the upstairs meeting room for their	J Berks/The Clerk	

		<p>monthly Full Parish meetings. Therefore part of these transaction number needs to be credited back to Melbourn Parish Council.</p> <p>ACTION: J BERKS/THE CLERK</p>		
29/3/16	PC217/15/ PC244/15	<p>To approve quote for Soil Store Orchard Road Cemetery from Cambridge Fencing and Forestry.</p> <p>It was agreed by all this quote would be deferred until next Full Parish Council once the accounts were presented.</p>	The Clerk	This is placed on the next agenda May
29/3/16	PC218/15 PC245/15	<p>To consider Melbourn Parish Council Pension Scheme</p> <p>The Clerk presented an E-Bulletin from CAPALC asking any councillors to please let her know if they were interested in attending a Pension and Auto Enrolment Event to understand the implications of the new pension legislation and the likely impacts on Council Precepts. This will be held in May 2016. ACTION COUNCILLORS</p>	<p>Councillors</p> <p>The Clerk</p>	<p>Complete</p> <p>May Agenda</p>

		<p>The Clerk informed members that due to workload the Pension Scheme information will need to be deferred until the next meeting. However, the staging date is January 2017 and CAPALC have advised Melbourn Parish Council will need to appoint a Pension Adviser to advise which the most suitable Pension is for the council as this is not the role of The Clerk. ACTION: PARISH CLERK AGENDA ITEM APRIL.</p> <p>CEO of CAPALC, Ian Dewar confirmed in a meeting on 20th April 2016 with some members of Melbourn Parish Council that the Clerk is not responsible for the Pension Scheme. It is the responsibility of Melbourn Parish Council. Cllr Crosby reported she is now in touch with a contact given to her by Ian Dewar. Cllr Crosby to report back on findings at the next meeting. ACTION: CLLR CROSBY</p> <p>The Clerk reported again an E-Bulletin from CAPALC had been sent to her asking if any</p>	<p>Cllr Crosby</p> <p>Councillors</p>	
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		councillors were interested in attending a Pension and Auto Enrolment Event to understand the implications of the new pension legislation and the likely impacts on Council Precepts. This will be held in May 2016.		
29/3/16	PC219/15 PC246/15	<p>HM Queen Elizabeth II 90th Birthday Commemorative Medal for Schools and Councils</p> <p>The Clerk presented an order form from Tower Mint Limited for the Parish Council to order Medals to give to all school children at a cost per £1.99 per medal. It was agreed by all not to spend money on this item. Cllr Gatward suggested purchasing a flag pole to represent this event. ACTION: AGENDA ITEM NEXT FULL PARISH COUNCIL</p> <p>Cllr Gatward asked for the discussion of purchasing a Flag Pole to be raised. In her absence it was agreed The Clerk would investigate the cost of how much</p>	<p>The Clerk</p> <p>The Clerk</p>	<p>This is on the agenda for April</p> <p>The location of the flag pole is required prior to seeing if planning permission is required.</p>

		this would cost and is planning permission required. THIS WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR STEAD. THIS WAS CARRIED BY ALL. ACTION: THE CLERK		
29/3/16	PC220/15	<p>Discuss relocation of money from account last used in 20015.</p> <p>Cllr Stead confirmed this event was called Home Front Recall. Cllr Stead and Terry Rolt were largely involved. Cllr Stead hired a spitfire from Duxford. CLLR BLOOMFIELD PROPOSED THE REMAINING £104 .48 BE GIVEN TO WAR MEMORIAL REFURBISHMENT BUDGET AND SECONDED BY CLLR CROSBY. THIS WAS CARRIED BY ALL AND ONE AGAINST.</p>	The clerk	
29/3/16	PC225/15	<p>Highways – Signage Cost on Recreation Ground / Footpaths</p> <p>a) Repositioning of Footpath on MVC Grounds</p> <p>The Chair welcomed John Barnes, Assistant Principal of Melbourn Village College. Due to the number of dog owners allowing their dogs to foul across the Melbourn Village College grounds and the</p>	The Ranger	On Keith's job list. Signage is now complete.

		<p>Parish footpath, John Barnes asked the question would it be possible to move the existing Parish footpath that leads from the entrance to Vicarage Close directly across to the gap in the entrance to the Parish land. The committee felt changing the locations of the footpaths would not make a difference to the behaviour of the public. Melbourn Village College are required by Ofsted to meet their safeguarding responsibilities and as a result there were discussions about fencing off areas of the school to stop members of the public entering the site during term time. This will not stop members of the public walking through PE lessons with their dogs that are being held on the recreation ground on the left hand side of the hedge when you walk from vicarage close.</p> <p>Melbourn Village College have arranged for signs to be erected stating “dogs must be kept on a lead at all times whilst MVC PE</p>		
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		<p>lessons are held". The signs will be erected as you come in from Vicarage Close, the alleyway from Station Road, and from the main school. Melbourn Parish Council discussed contributing towards fencing up the small gap between the MVC land and Parish land and for two more locations of the same signs located at the entrances from the Parish Grounds to MVC Grounds. <u>MPC strenuously indorses MVC position on dogs being kept on a lead at all times whilst students are active during lessons. MPC must stress that all dog fouling must be picked up and disposed of in the correct dog bins provided.</u> This will cost approximately £500. IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR BLOOMFIELD SIGNAGE FOR THE RECREATION GROUND IS TO BE APPROVED AND NOT TO EXCEED £500. THIS WAS CARRIED BY ALL. ACTION: RANGER TO LOOK AT FENCING</p>		
29/3/16	PC226/15	<p>Correspondence (a) Tesco Bags of Help – The Clerk presented an email from Tesco, any</p>	Councillors	Cllr Gatward investigating

		councillors knowing of a local community green space project that would benefit from funding is to let The Clerk know. ACTION: COUNCILLORS		
29/3/16	PC226/15	Email from Yvonne Macintosh – advertising board Royston in Blue Teenage Cancer Trust. The Clerk presented an email from Yvonne Macintosh about advertising a board on the Cross near Leeches. ACTION: THE CLERK - Y MACINTOSH TO CONFIRM SIZE OF ADVERTISING BOARD PRIOR TO APPROVAL OF COUNCIL.	The Clerk	Emailed Y Macintosh – awaiting response
25/04/15	PC240/15	Community Grant Funding: (Due to the Grant Application File being too large, a separate document is filed with the minutes – hard copy and electronic), a) Melbourn Bloomsday Celebration Group – After discussion Melbourn Parish Council agreed to donate £1500.00 to Melbourn Bloomsday Celebration. THIS WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR CROSBY. THIS WAS CARRIED BY AL. b) Melbourn Fete Committee – After discussion Melbourn Parish Council agreed to donate	The Clerk	Cheques raised will be sent on 29/5/16 once money has been received by Lightsource.

		<p>£1000.00 to Melbourn Fete Committee. THIS WAS PROPOSED BY CLLR CROSBY AND CLLR BLOOMFIELD. THIS WAS CARRIED BY ALL.</p> <p>c) Relate – After discussion Melbourn Parish Council agreed to donate £1749.00 to Relate. THIS WAS PROPOSED BY CLLR NORMAN AND CLLR TULLOCH. THIS WAS CARRIED BY ALL</p> <p>d) MAYD (Melbourn Area Youth Development) After discussion Melbourn Parish council agreed to donate £8500.00. THIS WAS PROPOSED BY CLLR PARTON AND CLLR LINNETTE. THIS WAS CARRIED BY ALL. District Councillor Barrett was saddened to hear of the vandalism by the Youth Club students within the pavilion and will speak with Groundswork. District Councillor Barrett MAYD won the Community Award at SCDC last month.</p> <p>e) RSPB – After much discussion it was agreed by Melbourn Parish Council to donate £750. THIS WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR CROSBY. AT THIS POINT</p>		
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		<p>A RECORDED VOTE WAS NOTED: FOR WAS CLLR CROSBY/ CLLR PARTON/CLLR LINNETTE/CLLR STEAD/CLLR TOWNSEND. AGAINST: CLLR CLEMINSON/CLLR BLOOMFIELD/CLLR MULCOCK AND ABSTAINING: CLLR NORMAN/CLLR HART AND CLLR TULLOCH. THE VOTE WAS THEN CARRIED £750 TO RSPB.</p> <p>f) Melbourn Mobile Warden Scheme - After discussion Melbourn Parish Council agreed to donate £7500. THIS WAS PROPOSED BY CLLR NORMAN AND CLLR STEAD. THIS WAS CARRIED BY ALL.</p> <p>g) Celebrating Ages – After discussion Melbourn Parish council agreed to donate £2500.00. THIS WAS PROPOSED BY CLLR CLEMINSON AND CLLR PARTON. THIS WAS CARRIED BY ALL. Action: Cllr Hales can Melbourn Parish Councillors be invited/informed to attend these events if available.</p> <p>h) Home Start Royston & South Cambridgeshire – After discussion Melbourn Parish Council agreed to donate £1500.00. THIS WAS</p>		
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		<p>PROPOSED BY CLLR CROSBY AND CLLR LINNETTE.</p> <p>ACTION: The Clerk to inform all applicants and make payment</p>		
25/04/16	PC243/15	<p>Any issues relating to Melbourn Car Park</p> <p>a) Approval of quote: Ashton Renovations: Workshop Stud Wall for Car Park Workshop. Appendix D Cllr Linnette requested this be put on hold until the cracks in the workshop walls are repaired. BT Openreach should be attending site this week to finally connect the conduit.</p> <p>b) Approval of Quote: North Herts Surfacing Limited: Area to side of workshop and to area side of bus stop. (Appendix D)</p> <p>IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR CLEMINSON THAT THE QUOTE FOR NORTH HERTS SURFACING LIMITED BE ACCEPTED. THIS WAS CARRIED BY ALL. ACTION: THE CLERK TO</p>	<p>Cllr Linnette</p> <p>The Clerk</p>	Complete

		<p>Council was touched by the card. The Clerk to send Melbourn Parish Councils thanks. ACTION: THE CLERK</p> <p>.</p>		
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APPENDIX 3

Melbourn Parish Council County Councillor Report May 2016

- 1. I met with a local resident and Highways in Orchard Rd opposite the Black Horse, where the resident had tripped on the pavement, and will be making a formal request that all of Orchard Rd pavements are restored to good condition.**
- 2. It's good to see the repaving of Station Road. Needless to say we need much more repaving work in the village.**
- 3. We will shortly hear back from the City Deal Board on funding to upgrade the link path from Melbourn Science Park entrance to Frog End Junction. TTP has been very supportive of this bid on the basis that MSP is very short of car parking spaces now, and they will be looking to create a segregated cyclist entrance to the site.**
- 4. Melbourn Village College has four Duke of Edinburgh Year Nine students volunteering at Meldreth Station, keeping the pots watered through the summer months, and doing some litter picking. We now have an additional 12 year-old volunteer through the Scouts.**
- 5. Network Rail will shortly be consulting on the potential closure of a rural level crossing within the parish of Meldreth that connects into Melbourn – waiting for clarification but this is probably the path south of the bridge leading to Fieldgate.**
- 6. Unfortunately the Community Rail Partnership's application for Dept for Transport funding for upgrading the footway connect across the field to Meldreth Station was not successful. We are continuing to look for opportunities. To that end, the Rail User Group would like to invite Melbourn and Meldreth Parish Councils to its September meeting specifically to discuss ways in which our two councils can support endeavours to improve access from Melbourn to Meldreth Station. The Rail User Group's public meetings can facilitate this – dates now being set but looking at September 20, 21 or 22. We should also at that point be ready to sign individual station partnerships, as mentioned previously, which would help capitalize on fundraising opportunities.**
- 7. The Boundary Commission has now published a link for responding to the consultation on changing Cambridgeshire county division boundaries. Please do respond if you can – same issues highlighted earlier around secondary school catchment areas and transport corridor synergies. The other point that can be made is that this re-consultation so late in the process means preparations for the 2017 elections will be cut short, as the new boundaries won't be announced till late 2016. This needs to be done before June 20.
<http://www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/cambridgeshire-county-council>**

Melbourn Community Hub Management Group
Annual Report for MPC May 2016.

On March 26th last year the Melbourn Community Hub Management Group held its first AGM in accordance with the Articles of Association.

A new team of Directors had been appointed in the February of that year. We were in the process of working out how to improve the management of the Hub in order to reduce the deficit, which was quite considerable at the time.

Jonathan Berks joined the management team as Finance Director and improve the reporting systems considerably. We are now getting regular and accurate financial information. I would like to thank Jonathan for all that he has done during the last year to regularise the financial management of the Hub.

The running costs of the Hub are very high. For example, kitchen equipment has to be serviced, the chairlift also has to be inspected and serviced twice a year. This is a statutory obligation to maintain the Hub and equipment to the correct standard.

We did identify a cost that could be reduced, that being the IT service contract. After some searching we found a local company who could provide the same level of service for £200.00 per month less. I mention this as an example of how we have managed to improve the financial state of the Hub.

Another area we looked at was the food costs and by changing suppliers, the cost of food sold through the cafe has been reduced. We also introduced a modest 5% rise throughout the cafe food prices in January, with the exception of tea, which remained the same.

The cafe income has been the big success of the last year and my thanks go to Deanna Gregerson who leads the cafe operation, the cafe staff, volunteers and the people of Melbourn who have used the Hub throughout the year.

Whilst reducing costs we have also looked at generating income, and in the last few months there has been a steady improvement in room hire and we are actively marketing to bring in more bookings. We do have room hire bookings in the evenings and weekends, but this can be problematic due to the need to open up the Hub and lock it up again and ensure that the kitchen is not used by unauthorised people. This requires keyholder volunteers who are willing to give up their free time.

Volunteers are a crucial part of running the Hub, and we always need more volunteers for a wide variety of roles. I would urge anyone who thinks that they could make a contribution in any way to please let us know.

During the year we have had two changes of Hub Manager which has broken the continuity of managing the Hub and has meant an extra degree of difficulty for everyone involved. My thanks go to Rebecca Dawson and Nicci Barnett who have very kindly stepped in to help out until a new Manager was appointed.

In the last month I am pleased to say that we have appointed a new Manager, Siegmar Parton who has considerable experience and held a supervisory position in the catering industry.

During the next year we will be hoping to increase the Hub revenue with a push on evening events and fundraising activities.

Finally I would like to thank the Directors of the Hub Management Group for all their support and hard work during that past year. Paula Santomauro is having to stand

down as a Director through pressure of work from her own business, she has given a lot of valuable time to helping with our Health & Safety, so thanks go to Paula for all her help and dedication on H & S matters. Paula has very kindly offered to carry on giving advice in the future.

Melbourn Community Hub Management Group

Finance Directors Report May 2016

I have prepared an Income and Expenditure account for the month of March 2016 together with the accumulated account for the period October 2015 to March 2016, and I enclose this with my Report.

This shows that the total income received in the first six months of this trading period was just over £59,000, and the expenses £65,000, resulting in an accumulated deficit of expenditure over income of £6,070 for this financial year.

Jonathan Berks
Finance Director
20 May 2016

Melbourn Community Hub

Income and Expenditure Account

for March 2016

	£	£
Income		
Café takings		7,124
Other income		
Room rental		
Parish council	1,065	
Other	2,396	
		3,461
Total income		<u>10,585</u>

Expenditure

Café

Purchases	2,263	
Other cafe costs	476	
Sundry purchases	0	
Catering staff costs	2,633	
Laundry	305	
		5,677

Administration

Centre managers costs	2,729
Staff recruitment & training	101
Telephone	329
IT contract	179
Post and stationery	6

Income and Expenditure Account

for the period October 2015 - March 2016

	£	£
Income		
Café takings		41,078
Other income		185
Room rental		
Parish council	6,190	
Other	11,900	
		18,090
Total income		<u>59,353</u>

Expenditure

Café

Purchases	15,230	
Other cafe costs	546	
Sundry purchases	1,798	
Catering staff costs	17,845	
Laundry	1,410	
		36,829

Administration

Centre managers costs	14,517
Staff recruitment & training	382
Telephone	1,871
IT contract & costs	1,241
Post and stationery	342

Streamline and till rental	<u>102</u>	
		3,446
<u>Premises</u>		
Electricity	677	
Gas	89	
Insurance	73	
Business & water rates	65	
Maintenance	<u>859</u>	
		1,763
Total expenditure		<u>10,886</u>
Suplus/deficit income / expenditure		<u>-301</u>

Uniforms	400	
Streamline and till rental	934	
Sundry expenses	<u>13</u>	
		19,700
<u>Premises</u>		
Electricity	2,472	
Gas	554	
Insurance	226	
Business & water rates	696	
Maintenance	<u>4,946</u>	
		8,894
Total expenditure		<u>65,423</u>
Suplus/deficit income / expenditure		<u>-6,070</u>

Balance

Total grants received	113,559
less deficit to 30 September 2015	-87,095
less accumulated deficit for year	<u>-6,070</u>
	<u>20,394</u>

Represented by

Fixed assets	4,922
Debtors and prepayment	6,332
Bank balances	11,905
Cash balances	<u>1,440</u>
	<u>24,599</u>
less	
Barclaycard balance	493

Deferred income	0
Creditors (including PAYE)	<u>3,712</u>
	<u>4,205</u>
	<u>20,394</u>

APPENDIX 5

①

Financial Summary - Cashbook

Summary between 01/04/15 and 31/03/16 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Account	£93,946.43
Current Account	£16,103.92
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40
Petty Cash	£185.99
S.106	£113,201.90
Sinking Fund	£1,956.50
Total	<u>£360,726.93</u>

RECEIPTS	Net	Vat	Gross
Conservation	£69,246.82	£0.00	£69,246.82
Cemeteries	£5,685.00	£0.00	£5,685.00
Play & Rec	£14,050.00	£0.00	£14,050.00
Finance & General Purpose	£235,328.83	£0.00	£235,328.83
Planning	£200,000.00	£0.00	£200,000.00
Melbourn Area Youth Development	£13,120.00	£0.00	£13,120.00
Community Benefit	£37,422.67	£0.00	£37,422.67
Section 106	-£37,403.86	£0.00	-£37,403.86
Total Receipts	<u>£537,449.46</u>	<u>£0.00</u>	<u>£537,449.46</u>

PAYMENTS	Net	Vat	Gross
Conservation	£27,403.75	£5,930.41	£33,334.16
Cemeteries	£23,593.40	£4,002.49	£27,595.89
Play & Rec	£36,033.80	£6,440.64	£42,474.44
Finance & General Purpose	£211,338.82	£8,829.02	£220,167.84
Planning	£262,590.44	£49,022.66	£311,613.10
Highways	£12,194.01	£1,724.76	£13,918.77
Melbourn Futures Committee	£187.00	£0.00	£187.00
Melbourn Area Youth Development	-£2,549.80	£0.00	-£2,549.80
Community Benefit	£35,737.01	£0.00	£35,737.01
Total Payments	<u>£606,528.43</u>	<u>£75,949.98</u>	<u>£682,478.41</u>

Closing Balances

Ordinary Accounts

Business Account	£121,758.34
Current Account	£58,373.29
Martin's Charity	£21.58
MAYD	£10,929.31
Melbourn Community Hub	£15,003.49
Petty Cash	£148.62
S.106	£423.94
Sinking Fund	£9,039.41
Total	<u>£215,697.98</u>

Financial Budget Comparison

Comparison between 01/04/15 and 31/03/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/15

	2015/16	Actual Net	Balance
Conservation			
Total Income	£3,327.61	£3,437.44	£109.83
Total Expenditure	£12,000.00	£25,697.03	-£13,697.03
Cemeteries			
Total Income	£2,500.00	£5,625.00	£3,125.00
Total Expenditure	£18,400.00	£23,473.40	-£5,073.40
Play & Rec			
Total Income	£13,860.00	£14,050.00	£190.00
Total Expenditure	£20,575.00	£35,962.66	-£15,387.66
Finance & General Purpose			
Total Income	£220,210.90	£226,832.54	£6,621.64
Total Expenditure	£198,728.88	£193,648.94	£5,079.94
Planning			
Total Income	£200,000.00	£200,000.00	£0.00
Total Expenditure	£306,880.00	£259,540.44	£47,339.56
Highways			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£4,000.00	£12,194.01	-£8,194.01
Melbourn Futures Committee			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£5,000.00	£187.00	£4,813.00
Melbourn Area Youth Development			
Total Income	£0.00	£13,120.00	£13,120.00
Total Expenditure	£0.00	£398.20	-£398.20
Community Benefit			
Total Income	£37,422.67	£37,422.67	£0.00
Total Expenditure	£37,422.67	£35,737.01	£1,685.66
Section 106			
Total Income	£7,000.00	£28,502.47	£21,502.47
Total Expenditure	£0.00	£1,706.72	-£1,706.72
Total Income	£484,321.18	£528,990.12	
Total Expenditure	£603,006.55	£588,545.41	
Total Net Balance	-£118,685.37	-£59,555.29	

From
Reserve
(up
with
you)

across
any spent

Financial Budget Comparison

Comparison between 01/04/15 and 23/05/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/15

14/5
Previous
Year's Net

	2015/16	Revised	Actual	Balance	2016/17
Conservation					
Total Income	£3,329.68	£3,327.61	£3,437.44	£109.83	£3,400.00
Total Expenditure	£20,841.95	£12,000.00	£25,697.03	-£13,697.03	£18,250.00
Cemeteries					
Total Income	£2,480.00	£2,500.00	£5,625.00	£3,125.00	£2,500.00
Total Expenditure	£27,160.82	£18,400.00	£23,473.40	-£5,073.40	£29,000.00
Play & Rec					
Total Income	£23,380.00	£13,860.00	£14,050.00	£190.00	£26,000.00
Total Expenditure	£71,853.00	£20,575.00	£35,962.66	-£15,387.66	£17,400.00
Finance & General Purpose					
Total Income	£268,137.45	£220,210.90	£226,832.54	£6,621.64	£254,717.24
Total Expenditure	£231,390.26	£198,728.88	£194,358.54	£4,370.34	£197,850.00
Planning					
Total Income	£0.00	£200,000.00	£200,000.00	£0.00	£0.00
Total Expenditure	£28,668.79	£306,880.00	£259,540.44	£47,339.56	£5,000.00
Highways					
Total Income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£1,866.46	£4,000.00	£12,194.01	-£8,194.01	£4,500.00
Melbourn Futures Committee					
Total Income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£5,000.00	£187.00	£4,813.00	£5,000.00
Melbourn Area Youth Development					
Total Income	£0.00	£0.00	£13,120.00	£13,120.00	£0.00

Financial Budget Comparison

Comparison between 01/04/15 and 23/05/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/15

	Previous Year's Net	2015/16	Revised	Actual Net	Balance	2016/17
Total Expenditure	£1,050.00	£0.00	£0.00	£398.20	-£398.20	£0.00
Community Benefit						
Total Income	£0.00	£37,422.67	£37,422.67	£37,422.67	£0.00	£0.00
Total Expenditure	£0.00	£37,422.67	£37,422.67	£35,737.01	£1,685.66	£0.00
Section 106						
Total Income	£3,741.86	£7,000.00	£7,000.00	£28,502.47	£21,502.47	£4,000.00
Total Expenditure	£650.00	£0.00	£0.00	£1,706.72	-£1,706.72	£3,750.00
Total Income	£301,048.99	£484,321.18	£484,321.18	£528,990.12		£290,617.24
Total Expenditure	£383,481.28	£603,006.55	£603,006.55	£589,255.01		£280,750.00
Total Net Balance	-£82,432.29	-£118,685.37	-£118,685.37	-£60,264.89		£9,867.24

APPENDIX 6

Financial Budget Comparison

Comparison between 01/04/16 and 23/05/16 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance
Conservation			
Total Income	£3,400.00	£22.00	-£3,378.00
Total Expenditure	£18,250.00	£606.00	£17,644.00
Cemeteries			
Total Income	£2,500.00	£175.00	-£2,325.00
Total Expenditure	£29,000.00	£2,266.36	£26,733.64
Play & Rec			
Total Income	£26,000.00	£0.00	-£26,000.00
Total Expenditure	£17,400.00	£4,436.86	£12,963.14
Finance & General Purpose			
Total Income	£254,717.24	£97,961.42	-£156,755.82
Total Expenditure	£197,850.00	£32,490.12	£165,359.88
Planning			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£5,000.00	£2,823.43	£2,176.57
Highways			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£4,500.00	£1,054.00	£3,446.00
Melbourn Futures Committee			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£5,000.00	£3,000.00	£2,000.00
Melbourn Area Youth Development			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£0.00	£0.00
Community Benefit			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£0.00	£0.00	£0.00
Section 106			
Total Income	£4,000.00	£2,429.03	-£1,570.97
Total Expenditure	£3,750.00	£0.00	£3,750.00
Total Income	£290,617.24	£100,587.45	
Total Expenditure	£280,750.00	£46,676.77	
Total Net Balance	£9,867.24	£53,910.68	

APPENDIX 7

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice Details	Cheque
date					Total	
828BACS1605250C		£2,683.20	£447.20	£2,236.00	17/03/16 Outspoken Cycles - Bike bank	£2,683.20
project for 11 particpaonts in Feburary 2016						
826104506		£47.40	£0.00	£47.40	31/03/16 Jose Hales - Printing for	£47.40
Celebrating Ages March 2016						
829BAC160525MVCC		£640.00	£0.00	£640.00	31/03/16 Melbourn Village College -	£640.00
Celebration of Ages Lunc 300316						
Total			£3,370.60	£447.20	£2,923.40	

Expenditure transactions - approval list

Cheque date	Gross	Vat	Net	Heading	Invoice	Details
BACS160525CAPALC	£610.37	£0.00	£610.37	4700/1	11/04/16	CAPALC - CAPALC Membership Fee 2016/2017
BACS160525H&CGMof old and new Rec	£156.00	£26.00	£130.00	3000/4	25/04/16	Herts And Cambs Ground Maintenance Limited - Cutting
BACS160525H&CGMof Old and New Rec	£156.00	£26.00	£130.00	3000/4	25/04/16	Herts And Cambs Ground Maintenance Limited - Cutting
BACS160525MCHMGUpstairs Mtg Room 22/4/16	£40.00	£0.00	£40.00	4400	25/04/16	Melbourn Community Hub Management Group - Small
BACS160525MCHMGLarge Mtg Room - HR Committee Mtg	£21.50	£0.00	£21.50	4400	25/04/16	Melbourn Community Hub Management Group - Hire of
BACS160525MCHMGExtraordinary Parish Mtg 060416	£15.00	£0.00	£15.00	4400	25/04/16	Melbourn Community Hub Management Group - Planning
BACS160525MCHMGCommittee Meeting 110416	£45.00	£0.00	£45.00	4400	25/04/16	Melbourn Community Hub Management Group -
BACS160525H&CGMmarking new and old rec	£126.00	£21.00	£105.00	3000/4	25/04/16	Herts And Cambs Ground Maintenance Limited - Line
DD160509TESCO	£49.99	£0.00	£49.99	5000/1	25/04/16	Tesco - Final Bill for Tesco Phone
BACS160525MCHMGMeeting Room 190416	£30.00	£0.00	£30.00	3100	25/04/16	Melbourn Community Hub Management Group - MAYD
BACS160525H&CGM cemetery maintenance for April	£1,400.40	£233.40	£1,167.00	2000/4	25/04/16	Herts And Cambs Ground Maintenance Limited - Monthly
P341	£15.01	£2.50	£12.51	7	25/04/16	K. Rudge - Petrol for Van
BACS160525H&CGMmarking new & old recreation	£126.00	£21.00	£105.00	3000/4	25/04/16	Herts And Cambs Ground Maintenance Limited - Line
BACS160525EITS + 10 hour support	£2,082.60	£347.10	£1,735.50	5400	26/04/16	Edge IT Systems - Consultancy Services 1 day in office
P342	£8.50	£0.00	£8.50	3	26/04/16	K. Rudge - Fork handle replacement
BACS160526000	£220.80	£36.80	£184.00	8000	26/04/16	Unlimited Logos - Signs for Recreation Ground and

25ULFootpath MVC/Parish grounds

DD160513E£8.44 ON	£0.40	£8.04	3000/4	27/04/16	e.0n - Eletricity Bill Sports and Social Club
DD160513E£8.44 ON	£0.40	£8.04	3000/4	27/04/16	e.0n - Electricity Bill Old Rec Ground
BACS1605£302.95 25MCHMGLarge Mtg Room 22/04/16	£0.00	£302.95	4400	27/04/16	Melbourn Community Hub Management Group - Hire of
BACS1605£39.00 25SClever files	£6.50	£32.50	5000/2	27/04/16	Stationery Cupboard - 10 part dividers and A4 arch
VISA16042£6.00 6LRRegistry documentation for Dolphin Lane	£0.00	£6.00	1100	28/04/16	Register & Title Plan View HM Land Registry - Land
DD160516E£7.90 ON	£0.38	£7.52	2000/1	28/04/16	e.0n - Melbourn Cemetery Orchard Road
BACS1605£350.29 25TN	£0.00	£350.29	5000/9/3	29/04/16	Tim Stebbings - Litter Picking April 2016

Signature

Date

23/05/16 11:42 AM Vs: 7.23

Signature

Melbourn Parish Council

Page 1 of 2

Expenditure transactions - approval list

Cheque date	Gross	Vat	Net	Heading	Invoice	Details
104504	£180.00	£0.00	£180.00	3100	30/04/16	Beactive Melbourn Ltd - Use of Pavilion 5/12/19/26 April
DD160501 CDC park	£545.00	£0.00	£545.00	7110	01/05/16	South Cambs District Council - Rates for High Street car
DD160501 CDC	£252.00	£0.00	£252.00	3000/2	01/05/16	South Cambs District Council - Rates for the pavilion
DD160501 CDC	£66.00	£0.00	£66.00	2000/2	01/05/16	South Cambs District Council - Rates for NRC
DD160501 CDC	£60.00	£0.00	£60.00	2000/1	01/05/16	South Cambs District Council - Rates for ORC
BACS1605 25BT	£1,331.54	£221.92	£1,109.62	7110	03/05/16	British Telecom - Installation of Broadband Line Workshop
P343	£9.36	£1.56	£7.80	3	03/05/16	K. Rudge - Wood/Board for Garden at Cross
P344	£10.00	£0.00	£10.00	3	04/05/16	K. Rudge - Petrol for mowers
BACS1605 25AR	£990.00	£165.00	£825.00	2000/2	04/05/16	Ashton Renovations - Kissing Gate
BACS1605 25BSLTD	£106.20	£17.70	£88.50	3000/2	06/05/16	Briar Security Systems - Intruder Alarm Annual Maintenance Charge
BACS1605 25H&CGM	£156.00	£26.00	£130.00	3000/4	06/05/16	Herts And Cambs Ground Maintenance Limited - Cutting of new and old Rec
DD160523 ON	£88.87	£4.23	£84.64	7100	08/05/16	e.0n - New Workshop Car Park Elec Bill
104505	£10.00	£0.00	£10.00	4300/7	09/05/16	CAPS - Deduction of Wages P Andrew
P349	£15.00	£0.00	£15.00	3	09/05/16	K. Rudge - Petrol for Mower
BACS1605 25STS	£600.00	£0.00	£600.00	1100	09/05/16	Shire Tree Surgery - Pollard 1 mature maple Beechwood Ave
BACS1605 09HMRC	£5.57	£0.00	£5.57	9999	09/05/16	HM Revenue & Customs - HMRC Late Payment Fine
BACS2505 16RUKLTD	£491.00	£81.83	£409.17	5000/3	11/05/16	Ricoh UK Limited - Photocopier rental 01/05/16-31/07/16
DD160523 ON	£9.45	£0.45	£9.00	3000/2	13/05/16	e.0n - Pavilion Elec Charges

BACS1605£27.93 25SC	£4.66	£23.27	5000/2	16/05/16	Stationery Cupboard - Paper and USB Stick
BACS1605£1,044.00 25	£174.00	£870.00	8000	22/05/16	Road Data Services Ltd - Melbourn Traffic Survey
BACS1605£36.00 25PH	£0.00	£36.00	5300	23/05/16	Peter Horley - Payroll Support May 2016
BACS1605£2,871.00 25SA	£0.00	£2,871.00	5100/1	23/05/16	Sarah Adam - Parish Clerk Salary May
BACS1605£913.60 25PA	£0.00	£913.60	4300/1	23/05/16	P. Andrews - Litterpicker Wages May
BACS1605£570.20 25KR	£0.00	£570.20	4300/1	23/05/16	K. Rudge - Ranger Wages May 2016
BACS1605£1,743.28 25HMRCMay 2016	£0.00	£1,743.28	5600/1	23/05/16	HM Revenue & Customs - Tax and National Insurance
Total	£17,958.19	£1,418.83	£16,539.36		

Signature

Date

23/05/16 11:42 AM Vs: 7.23

Signature

Melbourn Parish Council

Page 2 of 2

APPENDIX 8



Our ref: NM/aib/108743/0032

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

Sweett (UK) Limited
5 Wellington Court
Wellington Street
Cambridge CB1 1HZ
T +44(0)1223 454 500

E nigel.mccreith@sweettgroup.com
D +44 1223 454 525
M +44 7786 551 189

By Email and Post

18 May 2016

Dear Sarah

Melbourn Parish Council High Street Car Park Refurbishment - Interim Payment Certificate

Please find enclosed Interim Certificate Nr. 7 for your information and action, a copy of which has been issued to Interserve Construction with a request that they raise an invoice and issue direct to yourselves.

Interserve submitted a valuation totalling a gross sum of £418,817.88 but many of the figures included are the same as we rejected under valuation Nr 6 which totalled £426,114.18 so there has at least been a small reduction where they have accepted some of our figures.

We have requested further and better information where our figures have not been accepted and until we have received this from Interserve we stand by our original calculation.

We are, however, obliged under the contract to consider and respond to the valuation hence why we are issuing a nil value certificate to comply with the contractual provisions.

Please contact the undersigned if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nigel McCreith", written over a horizontal line.

Nigel McCreith BSc MRICS
Regional Director

Encl Interim Certificate 7

5 Wellington Court
Wellington Street
Cambridge
CB1 1HZ
T 01223 454 500
F 01223 454 501
Reg No. 6324201

Interim Certificate
Certificate No. 7



Contract Administrator: Sweett (UK) Date: 18 May 2016

Date of Contract: 17 August 2015

Work Known as: High Street Car Park
Refurbishment

Gross Valuation: £ 269,457.49

Employer: Melbourn Parish Council

Net Retention
stated below: £ 6,736.44

Contractor: Interserve Construction Ltd

Net Valuation: £ 262,721.05

Contract Sum: £ 257,733.99

Previously Certified: £ 262,721.05

Balance due for payment (Exclusive of VAT)	Zero Pounds	£	0.00
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Statement of Retention

Retention percentage on work which has not reached Practical/Substantial Completion	5.0% of £ 0.00	£	0.00
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One-half retention percentage on work which has reached Practical/Substantial Completion (including Practical/Substantial Completion of the relevant part, but not covered by a Certificate of Making Good Defects/Defects Correction)	2.5% of £ 269,457.49	£	6,736.44
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<u>Total amount of retention</u>		£	6,736.44
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Note: The amounts shown as subject to retention are exclusive of the following items as specified in the Contract:-

Notes:

1. All the above amounts are exclusive of VAT.

2. The balance stated is subject to any statutory deduction which the Employer may be obliged to make under the provisions of the Income Tax Act 2007 and Corporation Tax Act 2010 where the Employer is classed as a "contractor" for the purpose of the Act.

3. For the avoidance or removal of doubt it is mutually declared, acknowledged and agreed that this payment certificate is not intended to and shall not operate as conclusive evidence that any of the work or materials or goods or workmanship conforms to description or is in accordance with the contract. Where we have been formally notified that work or material is not in accordance with the Contract it has been excluded.

Signed Sweett (UK) Ltd

Date: 18 May 2016

APPENDIX 9

Dear Sarah

I refer to the above claim and have now been advised by Aviva that the claim has been settled.

Please see the attached email with the figures involved.

I hope this information will be useful for the councils records.

Kind regards

Came & Company Local Council Insurance

1st Floor Offices, 2 Meridian Office Park, Osborn Way, Hook, Hampshire RG27 9HY

Office Tel: 01256 395020

Fax: 01256 395001

email: claims@cameandcompany.co.uk

Parish Council Insurance Brokers Ltd trading as Came & Company Local Council Insurance is an appointed representative of Stackhouse Poland Limited which is authorised and regulated by the Financial Conduct Authority no. 309340. Parish Council Insurance Brokers Ltd, Registered Office: c/o New House, Bedford, Guildford, Surrey, GU1 4SJ. Registered in England and Wales number 07090275.

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Came & Company Local Council Insurance.

Dear Sirs

I am happy to confirm that the above claim is now settled and the following payments have been made

NHS: £647

Damages: £8,464.32

TP Sols Costs: £2,526.00

We will now close our file and trust you will do the same also.

Regards

Mark Hughes | Systems Thinking Claims Handler | UKGI Liability Claims Glasgow

T: 0345 030 7904 | F: 0345 302 8365

E: mark.r.hughes@aviva.co.uk

APPENDIX 10

Subject: Uneven ground at car park in village

Message Body:

Dear sirs,

I wanted to make you aware that I am unhappy with the state of the ground at the car park outside the bowls club and Little Hands nursery in the village and I wondered if this matter could please be looked into. My daughters attend the nursery and one of them fell over in the car park the other day where there was a small pot hole, and there are several others. Many young children and older people make frequent use of this car park, all of whom can be unsteady on their feet and I fear more accidents are bound to happen.

I'd be grateful if this could please be looked into as a matter of priority, and the car park be resurfaced in the near future.

Thank you in advance,

APPENDIX 11

CAMBRIDGE FENCING AND FORESTRY CO. LTD

Meadow Brook Farm, Gt. Abington,
Cambridge CB21 6BL • Telephone: 01223 894349

Quality fencing from the company who care

PC 217/15

APR 11

4th November 2015.

Attention Sarah
Melbourn Parish Council
"The Hub"
MELBOURN
Royston
Herts.

Fencing works Orchard Cemetery

Kissing Gate

1 Supply and install 1 x "Jacksons" galvanized kissing gate.

All for the price of £854.00p.

Boundary Fence

2 Supply and install approximately 12ft x 6ft high vertical close board fence using 8ft x 4in x 4in posts cemented in. 3 x 3in x 2in cant rails nailed to posts with 5ft 6in x 5in feather edge boards nailed to rails above a 6in x 1in gravel board.

All for the price of £245.00p.

3 Dig out and clear away surplus soil beside compost bins together with old timber retaining boards.
Supply and install approximately 8yds x 6ft high vertical close board fence as above.

All for the price of £960.00p.

to use concrete posts and gravel boards. Please add
(2) £120.00p.
(3) £262.00p.

NO concrete posts & gravel boards

All material is best quality home grown timber from sustainable sources and pressure treated to British Standards.

Please note that we are at present not VAT registered therefore VAT will not be added to the above quoted prices.
Assuring you of our best attention at all times we look forward to receiving your further instructions.

Yours sincerely

C. M. Baker

C. M. Baker CAMBRIDGE FENCING & FORESTRY.

11

• Purchasers of standing trees • Tree felling • Forestry • Sawn Timber • English Oak