

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 22 February 2016 in the upstairs room of Melbourn Community Hub at 7.15pm.**

**Present: Cllrs. R.Tulloch (Chair), M. Townsend (Vice-Chair), M.Linnette, J.Norman, U.Cleminson, A.Mulcock, K.Crosby, C Stead, R.Gatward, I Bloomfield, J Regan, M Sherwen and J.Hales**

**In attendance: The Clerk, Jonathan Berks, Finance Director of the Hub Management Company, Stuart Cook, Chairman of Hub Management Group, District Cllr Barrett, County Cllr van de Ven, Ian Dewar (CEO of CAPALC) and members of the public.**

**PC179/15 Apologies for absence:**  
There were no apologies for absence.

**PC180/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**  
Cllrs Tulloch, Crosby, Bloomfield for PC187/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company, Cllr Crosby also declared a non-pecuniary interest for PC183/15 as Treasurer to All Saints Church. Cllr Norman for PC183/15 declared a non-pecuniary interest as a member of Melbourn Fete Committee and PC183/15 n) as Chairman of Governor's to Melbourn Primary School and PC183/15 declared a non-pecuniary interest as a close friend of PC183/15 i). Cllr Hales for PC183/15 declared non pecuniary interest for PC183/15 k) as partner is responsible for Mobile Warden Scheme and non-pecuniary interest for PC195/15 as District Cllr SCDC. Cllr Gatward for PC183/15 f) a non-pecuniary interest as member of All Saints Church committee. Cllr Bloomfield for PC183/15 g) h) and o)for non-pecuniary interest for employee of Melbourn Village College, Cllr Townsend for PC183/15 n)for non-pecuniary interest for employee of Melbourn Primary School.

**PC181/15 Minutes of the meeting held on 21<sup>st</sup> December 2015:**  
PC161/15

Cllr Mulcock raised the issue about the Direct Debit Payments to SCDC 580/581/582. It was unclear how much MPC pay annually for waste and dog bins in the village. **ACTION: THE CLERK TO INVESTIGATE AND REPORT BACK**

Cllr Mulcock confirmed it was not how much we pay annually, he wanted confirmation as to why this was so expensive and how many bins and where are they located in the village

**IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR LINNETTE THAT THE AMENDED MINUTES OF 25<sup>TH</sup> JANUARY 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC182/15 To report on the last meeting 25<sup>th</sup> January 2016**  
21/12/15 PC143/15

PC131/15: The Clerk has contacted the solicitor and is awaiting a reply. The Clerk has instructed the Quality Surveyor to obtain the Land Registry Compliant Plan. Awaiting response.

25/1/16 PC159/16

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TULLOCH MELBOURN PARISH COUNCIL IN SUPPORT OF THE 2% SOCIAL CARE RISE. ACTION: THE CLERK TO WRITE LETTER TO CAMBRIDGESHIRE COUNTY COUNCIL AND HEIDI ALLEN. SUSAN VAN DE VEN WILL ADVISE RECIPROCATES AND WORDING.**

The Clerk has sent letters to Heidi Allen and Susan van de Ven. Susan has confirmed receipt and thanked The Clerk.

25/1/16 PC160/15

**CLLR MULCOCK ASKED COULD THE CASHBOOK BE SENT OUT ALONG WITH AGENDA EACH MONTH TO ALLOW MORE TIME TO REVIEW BEFORE THE MEETING. ACTION:THE CLERK**

Emailed response to councillors

25/1/16 PC161/15

Cllr Mulcock raised the issue about the Direct Debit Payments to SCDC 580/581/582. It was unclear how much MPC pay annually for waste and dog bins in the village.

**Action The Clerk:** SCDC Health & Environmental Resources department confirmed we currently pay for 20 dog bins and 34 litter bins in Melbourn. The Clerk has forwarded councillors the confirmation from SCDC.

25/1/16 PC161/15

The Clerk/Bookkeeper presented the Quarter 3 Budget Monitoring Report to the Parish Council and asked the Parish Council to digest and report back their thoughts at the next Full Parish Council Meeting. – Complete

25/1/16- PC164/15

- a) To discuss the safe route to school route on the new car park.  
The Clerk presented the final plan of the car park which clearly shows the footpath from Beeton Close joining onto the new footpath next to the workshop leading to the school gate. This area at the moment shows bark and not a tarmac footpath. Action – The Clerk is still chasing Sweetts/Interserve to rectify this problem as in original specification.
- b) To consider quotes from Ashton Renovations and Cambridge Fencing for around the workshop (Appendix D)

**ACTION: THE CLERK TO ASK CAMBRIDGE FENCING TO RE-QUOTE FOR A FENCE TO BLOCK OFF BACK OF WORKSHOP. ONE END TO BE FENCE AND THE OTHER A GATE, TO ENABLE RANGER TO USE THE AREA FOR STORAGE AND PREVENT UNAUTHORISED ACCESS.**

Complete – Cambridge Fencing remarkably cheaper. Clerk and Cllr Linnette approved quote and waiting a date for installation.

**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.**

Pavers and Paint Work next to the bus stop (Appendix D)

**THE CLERK TO ASK ASHTON RENOVATIONS TO REQUOTE FOR A TARMAC WALKWAY JOINING FROM THE CAR PARK ONTO THE FOOTPATH OF THE HIGH STREET. THE RAISED CURB FROM THE CAR PARK IS TO BE PAINTED WHITE. IT NEEDS TO COMPLY WITH THE SPECIFICATION FOR SAFE ROUTE TO SCHOOL FOOTPATH. THE TWO CAR PARK SPACES RESERVED FOR THE KEBAB VAN NEED TO BE OUTLINED IN YELLOW.**

**ACTION : THE CLERK AGENDA ITEM FOR NEXT PC MEETING**

**Responsibility of ownership of remaining lamppost and footpath to Beeton Close.**

The Clerk confirmed the latest plan and lease of the car park have still to be sent to Melbourn Parish Council. The Clerk proposed this item be postponed until the next meeting.

**ACTION: THE CLERK AGENDA ITEM FOR NEXT PC MEETING**

25/15/16 PC/165/15

The committee spoke about the importance of having frequent F&GP meetings throughout the year and Play and Rec, Highways, Cemeteries, Conservation, should be held every quarter. **THIS WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR BLOOMFIELD.**

**ACTION: THE CLERK TO UPDATE 2016/2017 CALENDAR AS DRAFT AND FORWARD ONTO COMMITTEE FOR COMMENT**

The committee discussed the latest Terms of Reference for F&GP.

**ACTION THE CLERK: TO SEND /CREATE TEMRS OF REFERENCE FOR EACH COMMITTEE AND FORWARD TO FULL COUNCIL**

25/1/16 PC69/15

**To discuss a letter from District Councillors Hales and Barrett concerning Planning Committee Meetings**

The committee agreed this item should be placed on the next Planning Agenda to discuss and adopt a written policy. **Action The Clerk: Complete**

25/1/16 PC170/15

**To discuss email from Cllr Hales Assets of Community Value**

The committee discussed the email and it was agreed this item would be placed on the next Planning Agenda to make an application and then report back to Full Council. **ACTION: THE CLERK – COMPLETE**

25/1/16 PC176/15

To accept notices and matters for the next agenda. **ACTION: THE CLERK TO CONFIRM CORRECT WORDING AND LEGISLATION RELATING TO “NOTICES AND MATTERS FOR THE NEXT AGENDA”**

**Confirmation:**

To Accept Notices & Matters for the next Agenda.

***Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for discussion.***

#### **PC183/15 Community Grant Application**

**The annual donation from Lightsource was £37,422.67** and the remaining budget in this financial year is £12,191.61. It was agreed by Melbourn Parish Council that any group who have already received a donation in this financial year 2015/2016 would not be selected on the short list. This Was Carried by All Councillors.

The Committee decided that as BeActive was a business and available funding was limited it would not be given a grant.

The Committee decided that the proposal from Protective Behaviours Training Partnership was not a priority for funding.

The Committee decided that RSPB is a national charity already and should not be allocated funding.

The following Groups were allocated community Funding:

- 1<sup>st</sup> Orwell Scout Group - £888.06
- Melbourn Sundays Football - £744.00
- Grinnel Hill BMX Club - £2118.32
- All Saints Community Hall - £4000.00
- Melbourn Village College Summer School – £1500.00
- Melbourn Village College PTFA - £300.00
- Melbourn Village College MVC Tanzania Students for Melbourn Residents only - £1500.00

The remaining £1141.23 should be ring fenced for MAYD – in FY 16/17 Youth Provision in Melbourn.

The remaining applicants will be invited to resubmit their bids in the next Financial Year/

The Clerk to confirm the actual amount given from Lightsource and remaining balance should be adjusted accordingly. **ACTION: THE CLERK**

**IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR HALES THAT THE ABOVE GRANTS BE GIVEN TO THE FOLLOWING GROUPS. THIS WAS CARRIED BY ALL. ACTION: THE CLERK TO WRITE TO APPLICANTS**

**EXPLANATION OF GRANT MONEY ALREADY ALLOCATED AND REMAINING  
BALANCE ATTACHED, APPENDIX A.**

**ALL COPIES OF GRANTS ARE AVAILABLE BY HARD COPY /ELECTRONIC FROM THE  
PARISH OFFICE.**

The member of the public left the meeting.

**PC184/15 To receive a report from County Councillor Susan van de Ven – See Appendix B  
Melbourn Parish Council, February 2016, County Councillor Report**

County Cllr van de Ven confirmed she will contact other local Parishes to gain their support in helping the MVC Tanzania students with funding.

County Cllr van de Ven expressed the importance of liaising with the local communities to support the schools.

**PC185/15 To receive the Financial Report dated 31<sup>st</sup> January, 2016 (See Appendix C)  
IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR REGAN THAT THE  
FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED**

**PC186/15 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 payments  
and agree the amount to be transferred from the Business 'No Notice' Account. (See  
Appendix B)**

Cllr Gatward confirmed line should read Parish Clock and not All Saints clock.

Expenditure Transaction No 664 – E-on bill for workshop seemed increasingly high. The Clerk to investigate **ACTION: THE CLERK TO INVESTIGATE AND REPORT BACK.**

**IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR BLOOMFIELD  
THAT THE EXPENDITURE AND TRANSFER OF £35,000 FROM BUSINESS NO NOTICE  
ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.**

**PC187/15 To receive a report from Melbourn Community Hub. (See Appendix D)**  
The Report was received by the council. Mr Jonathan Berks explained the Financial Report.

Mr Berks discussed the reporting of the Hub Accounts and whether Melbourn Parish Council wishes for them to present their reports every quarter.

Cllr Hales suggested the Hub bank balance be presented along with the report. This was agreed.

**CLLR MULCOCK PROPOSED AND CLLR LINNETTE SECONDED THAT THE  
REPORT BE PRESENTED QUARTERLY.**

**THERE WERE 3 COUNCILLORS IN FAVOUR AND 7 AGAINST. THIS WAS NOT  
CARRIED.**

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR TOWNSEND  
THAT THE REPORT BE ACCEPTED. This was CARRIED.**

County Cllr van de Ven suggested Melbourn Community Hub needs to promote the building by attracting visitors/local business and giving them guided tours of the building. **ACTION: THE HUB MANAGEMENT GROUP TO DISCUSS PROMOTING BUSINESS**

**PC188/15 Parish Council Reserves for Scrutiny**

The Clerk confirmed this issue is now with CAPALC and a meeting is being held on Tuesday 1<sup>st</sup> March to discuss matters further.

**It was proposed that the next part of this discussion be held in Camera. Anyone who was not a councillor was asked to leave the room. County Cllr van de Ven and District Cllr Barrett, S Cook, J Berks left the room. IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR NORMAN ALL IN FAVOUR.**

**At 2110 The Chairman was asked to leave the Chair and Vice Chair, Cllr Townsend took over as Chair.**

**Cllr Tulloch, Chairman, Michelle Cooper, Former Bookkeeper and Cllr Crosby a Business Partner of Cllr Tulloch, were asked to leave the room.**

**Ian Dewar CEO of CAPALC led a discussion about the recent resignation of The Bookkeeper. The following people remained in the room: The Clerk, Cllr Townsend (Vice Chair), Cllr Cleminson, Cllr Linnette, Cllr Mulcock, Cllr Regan, Cllr Bloomfield, Cllr Regan, Cllr Hales, Cllr Norman, Cllr Stead, Cllr Sherwen.**

**It was agreed by all in the meeting The Council asks CAPALC to appoint an independent panel of three people to investigate this matter. Their findings will be sent back directly to The Parish Clerk, who will then report back to the Parish Council which will decide whether further action is necessary.**

**PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN. ALL COUNCILLORS IN THE ROOM WERE IN AGREEMENT.**

**CEO Ian Dewar stated this was a confidential conversation and at no point is anyone allowed to discuss this matter further with those involved.**

**AT 2131 The in camera discussion closed. IT WAS AGREED TO COME OUT OF CAMERA.**

**PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN. THIS WAS CARRIED.**

**At 2136 Cllr Tulloch, The former Bookkeeper, Michelle Cooper, Cllr Crosby returned to the room and Ian Dewar, CEO of CAPALC left the meeting.**

**PC189/15 To consider Melbourn Parish Council Pension Scheme**

Due to insufficient information The Clerk confirmed this would be discussed at March Full Parish Council Meeting.

**PC190/15 To discuss and agree 2016/2017 Calendar Dates and Committee Meetings and location of Full Parish Council Meetings**

The Clerk presented an updated list of meetings for 2016/2017.

**THIS WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR TOWNSEND. ALL IN FAVOUR.**

**PC191/15 Rule 6 Party for Endurance Estates Appeal and S106 monies.**

Cllr Norman confirmed the 12<sup>th</sup> July 2016 is the appeal date for Endurance Estates 199 Houses.

Cllr Hales reported on the recent Foxton Appeal, and said there will be learning points to apply to the EE Appeal.

**PC192/15 Littlehands Nursery Lease**

The Clerk presented paperwork from the solicitor regarding the new lease. The questions were discussed and answered. **ACTION: THE CLERK REPORT BACK TO SOLICITOR**

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TOWNSEND DUE TO THE TIME BEING 1000PM THE MEETING SHOULD CONTINUE FOR ANOTHER 15 MINUTES. THIS WAS CARRIED BY ALL.**

**PC193/15 Utility Bill**

The Clerk presented the Business Electricity Plan renewal. It was agreed by all Melbourn Parish Council accepts Fixed Price Plan for 2016/2017.

**PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR HALES. ALL IN FAVOUR THIS WAS CARRIED**

**PC194/15 Melbourn War Memorial: Rededication: WWI 100<sup>th</sup> Anniversary of Armistice**

The Clerk presented a letter from Mr Cleminson (attached Appendix E). Melbourn Parish Council confirmed they will formally request a Royal Presence at this event and are fully in support of this. **PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN – ALL IN FAVOUR.**

**ACTION: THE CLERK TO CONFIRM IN WRITING TO MR CLEMINSON AND TO THANK HIM FOR HIS CONTINUED SUPPORT.**

**PC195/15 SCDC Direct Debit Payments**

Due to insufficient information from SCDC The Clerk confirmed this would be discussed in March Full Parish Council.

**PC196/15 Electoral Review of Cambridgeshire: Final Recommendations**

The paperwork was shown to councillors for information only.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN DUE TO THE TIME BEING 1015PM THE MEETING SHOULD CONTINUE FOR ANOTHER 15 MINUTES. THIS WAS CARRIED BY ALL.**

**PC197/15 Correspondence**

- (a) Email from Heidi Allen MP – The Clerk presented this letter from Heidi Allen MP thanking Melbourn Parish Council for their support for an additional 2% increase in Council Tax specifically for social care. APPENDIX F

(b) Defibrillators – County Cllr Susan van de Ven. Melbourn Parish Council thought this to be a good idea and suggested trying to gain interest and sponsorship from local companies. **ACTION: THE CLERK TO WRITE TO ASTRAZENECA**

**PC198/15 To receive any comments or questions on the following meetings: Planning 15<sup>TH</sup> February, Cemeteries 18<sup>th</sup> January, Conservation 18<sup>th</sup> January 2016, Play & Recs 8<sup>th</sup> February and Highways 8<sup>th</sup> February and F&G 4<sup>th</sup> January 2016.**

There was nothing else to report.

**PC199/15 To accept notices and matters for the next agenda**  
(a) Pensions –  
(b) SCDC Direct Debit

**The Chairman closed the meeting at 10.20pm.**



## APPENDIX A

Income to the Parish Council received 29/05/2015 the amount of £37,422.67.

### Donations:

29/04/2015 MAYD £8,744.80

23/06/2015 River Mel Group £20.00

27/07/2015 MVC £1,000.00

29/07/2015 MAYD £2,948.00

24/08/2015 Relate £1,500.00

26/08/2015 Melbourn Warden Scheme £6,500.00

28/10/2015 Cambridgeshire Hearing Help £300.00

28/10/2015 Library (Melbourn District) £500.00

01/11/2015 Library (Melbourn Café) £500.00

09/11/2015 Melbourn Steering Group £2000.00

23/11/2015 Celebrating Ages £44.43

25/11/2015 CAB £500.00

23/12/2015 Celebrating Ages £100.00

23/12/2015 Celebrating Ages £534.63

27/01/2015 Celebrating Ages £39.20

Total Expenditure: £25,231.06

Total remaining fund: £12,191.61

This has been pulled from Edge, but as you previously mentioned there may be some transactions that I cannot account for at present due to lack of budgetary controls.

I'd like to reassure you that this will be corrected going forward.

## APPENDIX B

### Melbourn Parish Council, February 2016, County Councillor Report

#### County Council budget report

Firstly I would like to thank Melbourn PC for writing to all councillors in support of the extra 2% council tax rise for social care purposes. Several other parishes wrote similar letters, as did voluntary organizations like Centre 33 which supports young carers but rely on funding from the council. A letter from Cambridgeshire NHS leaders to the council, outlined the unavoidable devastating consequences of inadequately funded social services, especially those that focus on prevention, on an already overburdened health service.

To recap, the council needed to make cuts or find funding totally about £45 million – mostly due to decreasing government revenue support grant, but also costs relating to inflation and demography.

An added new expense is funding the National Living Wage, totalling £5 million. Previously it was assumed that central government would cover this.

The council was allowed to raise council tax up to 2% (so, 1.99%), and an additional 2% specifically for social care. This turned out to be the Treasury's mechanism for getting councils to fund the National Living Wage.

2% raises about £5 million per year and costs the average Band D property £22 per year.

The Liberal Democrat and Labour Groups supported the combined total 3.99% council tax increase. UKIP supported no tax increases at all. The Conservatives had long stated their intention not to support the 2% rise for social care. On the day, the Conservatives supported the 2% for social care, but, matching the UKIP position presumably with district council elections on the horizon, decided to freeze general council tax increase – and that was the final outcome. It is now confirmed that the 2% for social care will be used to fund the National Living Wage, as this falls under the social care heading.

All budget preparations had been predicated on the expectation of a general 1.99% rise, and because that isn't happening, funding will have to be taken out of reserves. Reserves are already not strong, and taking from reserves can only be done once. So it's just a short-term fix and one that weakens the council's financial situation.

So after all the smoke and mirrors there will be no extra funding for any services. We will have cuts to winter gritting, street lights will be switched off, people who are blind will lose some access to subsidized transport, and so on. Worse, we know that we have to make a further £100 million in cuts over the next five years. It is truly difficult to understand what kind of society we'll be left with in the end.

**Oil Club rebate to Camsight:** This year, the Melbourn Division bulk-buying Oil Club will be donating its small rebate to Camsight's work in the Melbourn area. We'd like to help raise awareness of increasing difficulties now faced by people living with blindness and visual impairment. The modest sum of £115 will go toward the Camsight Christmas event held at Vicarage Close on the first Wednesday of December, and we will work with other community groups to see if we can help supplement this perhaps through fund-raising efforts – we've talked with Camsight about various ideas for this. It will be important to raise general awareness, due to the long-term financial crisis outlined above.

**The Frog End junction scheme:** It was good to see the information session so well attended, and also to have heard from more people directly as to their views. The Road Safety Team reports that no information has been presented that changes their analysis of serious injury accident reduction factors, though they are looking to see if there is anything more they can do within their budget to enhance the scheme. The scheme is scheduled to be implemented probably in late March. Thank you very much to everyone who has taken the trouble to be in touch.

**The 'Bike Bank' bicycle maintenance course:** This took place over half-term and eight young people took part. Funding came from a Department for Transport grant specifically designed to influence the way people choose to travel, and this was supported by the A10 Corridor Cycling Campaign. Cambs Police provided free bicycles and Govia Thameslink Railway provided free travel passes from Meldreth Station to Cambridge for young people attending the course at the Outspoken bicycle maintenance workshop in Cambridge. Recruitment took place at Melbourn Village College assemblies. There is a particularly wonderful report from an MVC parent whose Year Seven daughter took the course and has become a mechanical expert.

**City Deal 'Western Orbital':** The City Deal is consulting on new park and ride/park and cycle facilities at Trumpington and Barton. A letter should be coming to Melbourn Parish Council and everyone is encouraged to respond.

**City Deal for Melbourn:** As you know, City Deal comprises a ring-fenced grant direct from central government for creating new transport infrastructure to accommodate a growing population in our area. We had expected that some of this would have funded new walking/cycling networks around Melbourn but this did not happen, with funds being spent mainly in and close to Cambridge. I have been encouraged to make a request to City Deal that they reconsider a Melbourn link that would make a difference to local people, and that is to upgrade the rudimentary path connecting Melbourn Science Park to the garden centre at Frog End. Would the parish council support me in this request?

**Boundary Review:** The Boundary Commission, a non-elected body, has now published new Cambridgeshire county division boundaries that will take effect from the 2017 elections. They have not acknowledged the points made in representations about natural school communities and transport commonalities being so important in supporting different villages to work together on common concerns. The new Melbourn Division will be separated from most of the Melbourn Village College catchment villages, and aligned instead with Whaddon, Kneesworth and Bassingbourn, thus creating a division with two village colleges and only three primary schools. Like all other new divisions, the number of electors will rise by about 30%, so there will be less time for effective representation by councillors. Overall, this seems to illustrate how distant bodies can get it so wrong in their desktop exercises.

## APPENDIX C

# Financial Summary - Cashbook

Summary between 01/04/15 and 31/01/16 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

### Loan Received - Long Term Accounts

Public Works Loan Board - Car Park	-£200,000.00
Public Works Loan Board - Community Hub	-£646,451.06
Total	-£485,724.13

RECEIPTS	Net	Vat	Gross
Conservation	£42,836.85	£0.00	£42,836.85
Cemeteries	£4,360.00	£0.00	£4,360.00
Play & Rec	£11,740.00	£0.00	£11,740.00
Finance & General Purpose	£434,057.86	£0.00	£434,057.86
Melbourn Area Youth Development	£12,820.00	£0.00	£12,820.00
Total Receipts	£505,814.71	£0.00	£505,814.71

PAYMENTS	Net	Vat	Gross
Conservation	£29,115.62	£5,399.07	£34,514.69
Cemeteries	£19,461.58	£3,204.90	£22,666.48
Play & Rec	£27,726.35	£2,662.54	£30,388.89
Finance & General Purpose	£177,997.09	£6,855.43	£184,852.52
Planning	£254,473.71	£48,843.71	£303,317.42
Highways	£2,673.63	£47.00	£2,720.63
Melbourn Futures Committee	£187.00	£0.00	£187.00
Melbourn Area Youth Development	£3,953.00	£0.00	£3,953.00
Total Payments	£515,587.98	£67,012.65	£582,600.63

Closing Balances

### Ordinary Accounts

Business Account	£170,650.04
Current Account	£2,982.12
Martin's Charity	£21.56
MAYD	£10,937.72
Melbourn Community Hub	£15,000.00
Petty Cash	£86.61
S.106	£70,661.14
Sinking Fund	£9,972.50

### Loan Received - Long Term Accounts

Public Works Loan Board - Car Park	-£200,000.00
Public Works Loan Board - Community Hub	-£642,821.74

Total

-£562,510.05

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
630	BACS	£1,044.00	£174.00	£870.00	27/01/16	Ashton Renovations - Repair works to Melbourn Pavilion	£1,044.00
631	BACS	£131.51	£21.92	£109.59	21/01/16	LUCID Systems - 500GB portable harddrive and labour - Data transfer	£131.51
632	BACS	£106.80	£17.80	£89.00	18/01/16	ESPO - Vacuum cleaner	£510.91
633	BACS	£21.60	£3.60	£18.00	15/01/16	ESPO - Noticeboard 900 x 600	£510.91
634	BACS	£71.82	£11.97	£59.85	25/01/16	Stationery Cupboard - 15rms of 80gsm Paper	£111.70
635	BACS	£78.00	£13.00	£65.00	22/01/16	Herts And Cambs Ground Maintenance Limited - Marking pitches	£3,186.41
636	BACS	£252.00	£42.00	£210.00	22/01/16	Herts And Cambs Ground Maintenance Limited - Clear allotment 16a	£3,186.41
637	BACS	£78.00	£13.00	£65.00	22/01/16	Herts And Cambs Ground Maintenance Limited - Marking pitches	£3,186.41
638	BACS	£192.00	£32.00	£160.00	22/01/16	Herts And Cambs Ground Maintenance Limited - Supply 2 skip loads of bark chip for paly areas	£3,186.41
639	BACS	£288.00	£48.00	£240.00	28/01/16	Herts And Cambs Ground Maintenance Limited - Cutting hedge at Chalkhill Barrow	£3,186.41
640	BACS	£204.00	£34.00	£170.00	28/01/16	Herts And Cambs Ground Maintenance Limited - Clearance of compost bins	£3,186.41
641	BACS	£5,695.20	£949.20	£4,746.00	22/01/16	Smith Of Derby - All Saints Church clock dial restoration	£5,695.20
642	BACS	£5,560.00	£0.00	£5,560.00	25/01/16	Cambridge Fencing And Forestry Company - Supply and install close board fencing and concrete posts at car park	£6,070.00
643	BACS	£747.36	£124.56	£622.80	29/01/16	Frazer Stannard Ltd - Clock face works and attendance	£747.36
644	BACS	£135.29	£22.55	£112.74	29/01/16	Pitts Architects - Measured survey for clock repairs	£135.29
645	BACS	£98.46	£16.41	£82.05	26/01/16	Unlimited Logos - Supply A3 composite 'dog' signs	£98.46
646	BACS	£4.00	£0.67	£3.33	02/02/16	Stationery Cupboard - Flash drive 4GB	£111.70

Signature

Signature

Date

22/02/16 06:42 PM Vs: 7.19

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# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
647	BACS	£35.88	£5.98	£29.90	02/02/16	Stationery Cupboard - A3 laminating pouches etc	£111.70
648	104376	£180.00	£0.00	£180.00	02/02/16	Beactive Melbourn Ltd - January 2016 pavilion hire for MAYD	£180.00
649	p.324	£10.00	£0.00	£10.00	02/02/16	Sarah Adam - MBA breakfast	£10.00
650	BACS	£123.60	£20.60	£103.00	26/01/16	ESPO - Mat dirtmaster	£510.91
651	BACS	£13.38	£2.23	£11.15	05/02/16	ESPO - Mens trousers for Handymen	£510.91
652	104377	£450.00	£75.00	£375.00	05/02/16	Birketts - Planning advice for New Road 199 Houses	£450.00
653	Direct Debit	£8.17	£0.39	£7.78	05/02/16	e.0n - Electricity charges for Orchard Road cemetery	£760.59
654	Direct Debit	£8.44	£0.40	£8.04	05/02/16	e.0n - Electricity charges for ORG	£760.59
655	Direct Debit	£8.44	£0.40	£8.04	05/02/16	e.0n - Electricity charges for Pavillion	£760.59
656	BACS	£168.00	£28.00	£140.00	05/02/16	Herts And Cambs Ground Maintenance Limited - Work carried out on New Road	£3,186.41
657	BACS	£78.00	£13.00	£65.00	05/02/16	Herts And Cambs Ground Maintenance Limited - Mark pitches on rec	£3,186.41
658	BACS	£1,400.40	£233.40	£1,167.00	05/02/16	Herts And Cambs Ground Maintenance Limited - Month cemetery maintenance for January 2016	£3,186.41
659	BACS	£192.00	£32.00	£160.00	05/02/16	Herts And Cambs Ground Maintenance Limited - Mark 4 pitches on rec	£3,186.41
660	BACS	£74.40	£12.40	£62.00	21/01/16	ESPO - Security petty cash tin x 2	£510.91
661	BACS	£160.21	£26.70	£133.51	21/01/16	ESPO - Paper towels etc.	£510.91
662	BACS	£256.01	£42.67	£213.34	05/02/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance for 5 areas of the village for January 2016	£3,186.41
663	BACS	£10.00	£0.00	£10.00	10/02/16	Melbourn Fete Committee - 1 fundraising stall for MAYD	£10.00
664	Direct Debit	£519.30	£86.55	£432.75	11/02/16	e.0n - Workshop electricity bill (estimated)	£760.59

Signature

Date

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# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
665	Direct Debit	£216.24	£36.04	£180.20 11/02/16	e.On - Pavillion electricity bill	£760.59
666	BACS	£10.92	£1.82	£9.10 05/02/16	ESPO - Cable ties	£510.91
667	Direct Debit	£7.50	£0.00	£7.50 08/02/16	Tesco - Mobile bill for P Andrews	£11.50
668	Direct Debit	£4.00	£0.00	£4.00 04/02/16	Tesco - Mobile insurance for P Andrews mobile	£11.50
669	p.325	£6.45	£0.00	£6.45 11/02/16	Sarah Adam - Postage for Cilca	£6.45
670	DR	£5.50	£0.00	£5.50 28/02/16	HSBC - Bank charges	£16.60
671	Dr	£11.10	£0.00	£11.10 28/02/16	HSBC - Bank charges	£16.60
673	Direct Debit	£540.00	£0.00	£540.00 01/02/16	South Cambs District Council - Rates for High Street car park	£852.00
675	Direct Debit	£250.00	£0.00	£250.00 01/02/16	South Cambs District Council - Rates for the pavillion	£852.00
677	Direct Debit	£62.00	£0.00	£62.00 01/02/16	South Cambs District Council - Rates for NRC	£852.00
679	Recurring authority	£32.40	£5.40	£27.00 02/02/16	WESH UK - Internet web posting	£32.40
684	Direct Debit	£2,930.00	£0.00	£2,930.00 23/03/16	Public Works Loan Board - Car park Loan Repayment	£2,930.00
685	Cheque 104375	£5,033.27	£838.88	£4,194.39 15/02/16	SCUK Ltd - Highway Services - Melbourn Infrastructure improvements	£5,033.27
686	BACS	£626.12	£0.00	£626.12 12/02/16	Tim Stebbings - Litter picking services	£626.12
687	BACS	£9,057.96	£1,509.66	£7,548.30 29/01/16	Wicksteed Leisure - The Moor and Clear Crescent play park improvements	£9,057.96
688	BACS	£135.00	£0.00	£135.00 29/01/16	Melbourn Community Hub Management Group - Hire of meeting room 11,18,25/01/2016	£310.90
689	BACS	£45.00	£0.00	£45.00 29/01/16	Melbourn Community Hub Management Group - Hire of meeting room 04/01/2016	£310.90
690	BACS	£50.90	£0.00	£50.90 29/01/16	Melbourn Community Hub Management Group - Hire of meeting room 27/01/2016	£310.90
691	BACS	£50.00	£0.00	£50.00 29/01/16	Melbourn Community Hub Management Group - Hire of meeting room 12/01/2016	£310.90

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Date

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# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
692	BACS	£30.00	£0.00	£30.00 29/01/16	Melbourn Community Hub Management Group - Hire of meeting room 14/01/2016	£310.90
693	p.326	£12.00	£2.00	£10.00 15/02/16	K. Rudge - Diesel for the van	£12.00
694	BACS	£3,538.80	£589.80	£2,949.00 22/02/16	Groundwork East - Youth Club Deliver March 2016	£3,538.80
695	P327	£10.00	£0.00	£10.00 22/02/16	K. Rudge - Petrol for Van	£10.00
697	BACS	£510.00	£0.00	£510.00 22/02/16	Cambridge Fencing And Forestry Company - Top soil and fill gulley at base of new fence and footpath of car park	£6,070.00
698	BACS	£369.22	£61.54	£307.68 22/02/16	Ricoh UK Limited - Photocopier Rent and Click Charges	£369.22
699	p328	£6.00	£0.00	£6.00 22/02/16	K. Rudge - tap	£6.00
700	BACS	£96.00	£16.00	£80.00 22/02/16	Edge IT Systems - EOY Seminar Coventry	£96.00
701	BACS	£2,399.79	£0.00	£2,399.79 22/02/16	Sarah Adam - Clerk's salary	£2,399.79
702	BACS	£909.80	£0.00	£909.80 22/02/16	P. Andrews - Wages	£909.80
703	BACS	£446.30	£0.00	£446.30 22/02/16	K. Rudge - Wages	£449.00
704	BACS	£2.70	£0.00	£2.70 22/02/16	K. Rudge - Mileage allowance 6 x 0.45	£449.00
705	Direct Debit	£1,440.45	£0.00	£1,440.45 22/02/16	HM Revenue & Customs - Tax & NI	£1,440.45
706	BACS	£108.00	£0.00	£108.00 22/02/16	Peter Horley - Consultancy x 6 hours	£108.00
<b>Total</b>		£47,357.69	£5,165.54	£42,192.15		

Signature

Date

Signature

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# Melbourn Parish Council

## Income transactions - approval list

Start of year 01/04/15

Tn no	Ref.	Gross	Vat	Net	Cttee Invoice date	Details	Ref. Total
148	Cash	£21.00	£0.00	£21.00	CON 25/01/16	J Warburton - Allotment rent for 9a	£43.40
149	Cash	£1.40	£0.00	£1.40	F&GP 28/01/16	PHOTO COPYING - Photocoping	£43.40
150	Cheque 073132	£150.00	£0.00	£150.00	CEM 01/02/16	Newlings Of Royston - Burial fee - Blount	£150.00
151	Cheque 004849	£300.00	£0.00	£300.00	CEM 05/02/16	Peasgood & Skeates - Burial fees for Mrs Michaels	£300.00
152	Cash	£21.00	£0.00	£21.00	CON 04/02/16	A. Plumb - Allotment rent for 38b	£43.40
153		£400.00	£0.00	£400.00	F&GP 05/02/16	Richard Parry - Additional water charges at New Road cemetery	
154	Cheque 102117	£300.00	£0.00	£300.00	MAYD 01/02/16	Foxton Parish Council - Melbourn Area Youth Development donation for 2015-2016	£300.00
156	Cheque 073257	£535.00	£0.00	£535.00	CEM 11/02/16	Newlings Of Royston - Burial fees for Ryamond Bird	£535.00
159	Cr	£1,155.00	£0.00	£1,155.00	PLAY 29/02/16	Little Hands Nursery - Rent	£1,155.00
162	BACS	£26,367.97	£0.00	£26,367.97	CON 22/02/16	South Cambs District Council - S106 money for the Moor	£26,367.97
<b>Total</b>		£29,251.37	£0.00	£29,251.37			

## APPENDIX D

### Melbourn Community Hub Management Group

#### Finance Directors Report February 2016

I have prepared an Income and Expenditure account for the first quarter 2015-16, that is the period 1 October 2015- 31 December 2015, which I enclose with this Report.

This shows the following:

Café takings	£20,221	
Café costs	19,215	
	<hr/>	
Net profit		£1,006
Room hire	£8,557	
Administration and premises costs	13,090	
	<hr/>	
Net profit/loss		-4,533
		<hr/>
<b>Surplus/(deficit) income over expenditure for the period</b>		<b>-£3,527</b>
	<hr/>	

Having got through the Christmas and New Year period, there has been a welcome return of business in the cafeteria this month, but there has to be a significant increase in income received from room hire to reach a breakeven point. The directors are actively pursuing ways of attracting more business with regard to room hire.

Jonathan Berks  
Finance Director  
18 February 2016

**Qtr 1 October - December 2015**

	£	£
<b>Income</b>		
Café takings		20,221
Room rental		
Parish council	3,075	
Commercial	5,482	
		8,557
<b>Total income</b>		<u>28,778</u>
<b>Expenditure</b>		
<u>Café</u>		
Purchases	7,787	
Other kitchen costs	931	
Sundry purchases	494	
Catering staff costs	9,275	
Laundry	728	
		19,215
<u>Administration</u>		
Centre managers costs	6,632	
Telephone	906	
IT contract	704	
Post and stationery	343	
Uniforms	400	
Streamline and till rental	468	
		9,453
<u>Premises</u>		
Electricity	1,041	
Gas	287	
Business & water rates	425	
Maintenance	1,884	
		3,637
<b>Total expenditure</b>		<u>32,305</u>
<b>Suplus/deficit income / expenditure</b>		<u><b>-3,527</b></u>

APPENDIX E

To Lord-Lieutenant,  
Sir Hugh Duberly KCVO, CBE,  
Box 1104,  
Shire Hall,  
Castle Hill,  
Cambridge,  
CB3 0AP.

CHILL  
2/2/16

**Melbourn War Memorial: Rededication: WW1 100<sup>th</sup> Anniversary of Armistice.**

**Dear Hugh,**

**Further to our conversation at Over, I provide the details of our rededication scheduled for a flexible date in the summer of 2018.**

**I was appointed as Chairman of The Memorial Working Party by the Parish Council in 2015 and the working party has agreed that the existing Memorial should be restored and the surround should be laid out as a Garden of Remembrance for rededication prior to Remembrance Sunday 2018.**

**Work has started and the Memorial has been restored, with the garden work to be carried out in the spring of 2017 so the plants will have had one growing season prior to the rededication.**

**The incumbent of the Parish Church is contacting the Bishop to request his**

**lead in this, which will, hopefully, be a Multi Faith Service, with a reception following in the local "Hub" which is owned by the Parish Council.**

**The event will be organized by the Parish Council, and I have copied this letter to their Chairman, Bob Tulloch, who will formally request a Royal presence in good time for its consideration by the Palace.**

**As spoken with you, we feel it could be something that The Duke and Duchess of Cambridge would consider appropriate, given their local connection with the County. We would be grateful for your advice in this matter and I hope this information is sufficient, if not please contact me accordingly.**

**Yours sincerely,**



**Peter Cleminson,  
Chairman,  
Melbourn War Memorial Working Party.**

## APPENDIX F

Dear Sarah

Mrs Allen has asked me to thank you for your letter of 28 January informing her of the Parish Council's supports for an additional 2% increase in Council Tax specifically for social care.

Kind regards

Julia

**Mrs Julia Smith**

**Office Manager**



**Heidi Allen MP**

**Member of Parliament for South Cambridgeshire**

**Address: 153 St Neots Road, Hardwick, Cambridge, CB23 7QJ**

**Tel: 01954 212 707**

**Twitter: @heidiallen75**

**[www.heidisouthcambs.co.uk](http://www.heidisouthcambs.co.uk)**

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