

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 25 April 2016 in the upstairs room of Melbourn Community Hub at 7.15pm.**

**Present: Cllrs. R.Tulloch (Chair), M. Townsend (Vice-Chair), J.Norman, U.Cleminson, A.Mulcock, K.Crosby, C Stead, I Bloomfield, M Linnette, S A Hart, S Parton.**

**In attendance: The Clerk, Jonathan Berks, Finance Director of the Hub Management Company, Stuart Cook, Chairman of Hub Management Group. District Cllr Barrett and County Cllr S v d Ven and a member of the public.**

**PC230/15 Apologies for absence:**

Cllr Sherwen due to ill health, Cllr Gatward, Cllr Hales and Cllr Regan due for personal reasons and County Cllr v d Ven for work commitments.

**PC231/15 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 PC238/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company. Cllr Parton PC238/15 declared a non-pecuniary interest an employee of Melbourn Community Hub. Cllr Norman declared a non-pecuniary interest as a member of Melbourn Fete Committee PC240/15 b)

**PC232/15 Minutes of the meeting held on Redact Version 29<sup>th</sup> March 2016:**

Cllr Linnette raised a type (Propsed) instead of Proposed in PC207/15.

**IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR NORMAN THAT THE REDACT MINUTES OF 28<sup>TH</sup> MARCH 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC233/15 To report on the last meeting Redact Version 29<sup>TH</sup> March 2016**

25/1/16 – PC164/15

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 to contact Sweett Group to rectify this problem as in the original specification. – Complete awaiting response**

i) Workshop Stud Wall (Appendix D)

- i. **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**

**Quote received. Waiting until new financial year.**

ii) Tarmac Path – work next to the bus stop

**ACTION: 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**

**Received quote and too expensive. Asked North Herts Resurfacing for another quote. This was done on 1/4/16.**

**c) 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

Complete – SCDC have confirmed they will remove the remaining lamppost and settle the payment internally. SCDC to confirm to Clerk date of removal. A New map from the land registry confirms MPC covers the path to Beeton Close.

25/1/16 PC165/15

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

**Action The Clerk to update 2016/2017. Action The Clerk to send/create terms of reference for each committee and forward to Full Council for Review.**

**22/02/16 – PC183/15**

**22/2/16 – PC197/15 Defibrillators – County Cllr Susan van de Ven. Melbourn Parish Council though this to be a good idea and suggested trying to gain interest and sponsorship from local companies. ACTION S v d VEN**

29/3/16 – PC201/16

**To receive a report from County Councillor Susan van de Ven – See Appendix B**

**Melbourn Parish Council, March 2016, County Councillor Report**

Bus Stop near the Hub. This is to be placed on next Highways Agenda

**ACTION: THE CLERK – This is on next Highways Agenda**

Rail Campaign – Community Rail Partnership to apply for Community Grant Funding.

**ACTION: THE CLERK TO SEND COUNTY CLLR VAN DE VEN DETAILS OF GRANT FUNDING PROCESS TO FORWARD TO COMMUNITY RAIL PARTNERSHIP.**

**Community Grant Application information sent today 4/4/16.**

**29/3/16 PC213/15**

## **Letter from Sweets – Melbourn Car Park Appendix C**

**DUE TO THE SENSITIVITY OF THIS ITEM IT WAS PROPOSED BY CLLR STEAD AND CLLR BLOOMFIELD THIS ITEM BEHELD IN CAMERA. THIS WAS CARRIED BY ALL.**

The committee discussed the recent letter sent by Sweets (attached C). A meeting has been arranged between Melbourn Parish Council and Sweets on 12<sup>th</sup> April to discuss in detail the contents of the letter and issues that are still to be resolved relating to the final account. **ACTION: THE CHAIR OF CAR PARK COMMITTEE AND CLERK TO COLLATE PAPERWORK FOR THIS MEETING. Cllr Linnette and The Clerk - Complete**

**IT WAS THEN PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR BLOOMFIELD THAT MELBOURN PARISH COUNCIL PAYS A MAXIMUM OF £20,000. THE REMAINING £22725.51 IS TO BE DISCUSSED AT A MEETING WITH SWEETS ON TUESDAY 12 APRIL 2016. THIS WAS CARRIED BY ALL APART FROM ONE CLLR ABSTAINING. The Clerk This is complete.**

### **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 monthly Full Parish meetings. Therefore part of these transaction number needs to be credited back to Melbourn Parish Council. **ACTION: J BERKS/THE CLERK**

### **29/3/16 PC212/15**

Transactions for Herts Grounds Maintenance. The Council have asked HGM to supply one monthly invoice giving a detailed description of ALL work carried out, rather than supplying many invoices in the one month. **The Clerk – Complete HGM will now submit one invoice.**

Transaction numbers 741 – E-on bill for workshop seemed increasingly high. The Clerk to investigate again. A reading was given, but EON does not appear to have used it. The price still reflects an estimated reading. **ACTION: THE CLERK TO INVESTIGATE AND REPORT BACK.** Eon Electricity Bill just arrived in post today 4/4/16. Received a credit on account for £1047.91 I have asked for the money to be transferred back into our account.

### **29/3/16 PC215/15**

The Clerk presented an amended Community Grant Policy dated March 2016. **IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR CROSBY THAT THIS WAS ACCEPTED. THIS WAS CARRIED BY ALL.**

Grant posters and updated policy have been placed on website and noticeboard

### **29/3/16 PC216/15**

## **Co-opted Member Request – Melbourn Parish Council**

Letters from Mr Siegmur Werner Parton and Mrs Sally Ann Hart (attached E) were discussed. Both candidates meet with the requirements to be appointed councillor.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TOWNSEND THAT**

**MR SIEGMAR WERMER PARTON AND MRS SALLY ANN HART WAS APPOINTED PARISH COUNCILLOR FOR MELBOURN PARISH COUNCIL. ACTION: THE CLERK TO ORGANISE FOR PAPERWORK TO BE SIGNED. The Clerk. Paperwork has been sent to both councillors. Signing of documents will take place on Monday 4<sup>th</sup> April at Planning Meeting. This is now complete. Forms have been sent to SCDC.**

**29/3/16 PC217/15**

**To approve quote for Soil Store Orchard Road Cemetery from Cambridge Fencing and Forestry.**

It was agreed by all this quote would be deferred until next Full Parish Council once the accounts were presented. The Clerk. This was placed on the next agenda.

**29/3/16 PC218/15**

**To consider Melbourn Parish Council Pension Scheme**

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**

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 – Complete**

**29/3/16 PC219/15**

**HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative Medal for Schools and Councils**

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. Agenda Item for April.**

**29/3/16 – PC220/15**

**Discuss relocation of money from account last used in 2015.**

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 – The Clerk**

**29/3/16 PC224/15**

**RSPCA Donation due to recent event – Play and Recs Meeting 21<sup>st</sup> March 2016**

The Clerk unlocked Littlehands gate on Saturday 19<sup>th</sup> March 2016 morning and found a monk jack deer trapped in the metal railings of the small yellow gate entering The Moor, Play Park. The RSPCA were called and attended site. The monk jack was removed from the bars, (which has now left the bars bent), and unfortunately the monk jack was unable to move so was put down and RSPCA took away. **IT WAS PROPOSED BY CLLR HALES AND CLLR BLOOMFIELD TO GIVE RSPCA A DONATION OF £100 THIS WAS CARRIED BY ALL. ACTION CLERK. A cheque has been raised and signed on 4/4/16**

#### **29/3/16 PC225/15**

##### **Highways – Signage Cost on Recreation Ground / Footpaths**

###### **a) Repositioning of Footpath on MVC Grounds**

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 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.

Melbourn Village College have arranged for signs to be erected stating “dogs must be kept on a lead at all times whilst MVC PE 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. **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.** 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. The Ranger – On job list**

#### **29/3/16 PC226/15**

##### **Correspondence**

###### **(a) Tesco Bags of Help – The Clerk presented an email from Tesco, any councillors knowing of a local community green space project that would benefit from funding is to let The Clerk know. ACTION: COUNCILLORS. R Gatward looking into this for Conservation.**

###### **(b)**

#### **29/3/16 PC226/15**

Letter from Melbourn Community Hub – The Clerk presented a letter from Melbourn Community Hub confirming Walnut Medical has kindly donated a defibrillator to be located in The Hub. Training will be available. **ACTION: THE HUB TO CONTACT CLLR MULCOCK TO ARRANGE TRAINING ON THIS PIECE OF EQUIPMENT. Training now being held on Friday 29<sup>th</sup> April 2016.**

**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**

**29/3/16 PC226/15**

**Letter from Magpas. The Clerk presented the annual donation letter from Magpas.**

**ACTION: THE CLERK TO ASK MAGPAS TO COMPLETE A COMMUNITY GRANT APPLICATION FORM. The Clerk. Grant Form has been sent to Magpas 4/4/16**

**PC234/15 To receive the minutes of the meeting held on 29 March 2016**

**DUE TO THE SENSITIVITY OF THE SUBJECT IT WAS AGREED THIS ITEM WOULD BE TAKEN IN CAMERA. THIS WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR BLOOMFIELD. THIS WAS CARRIED BY ALL**

**AT THIS POINT MEMBERS OF THE PUBLIC WERE ASKED TO LEAVE THE ROOM. CLLR TOWNSEND TOOK THE PLACE OF CHAIR.**

**THE CLERK SUGGESTED CLLR TULLOCH AND CLLR CROSBY REMAIN IN THE ROOM. THIS PROPOSED BY CLLR NORMAN AND CLLR TOWNSEND. THIS WAS CARRIED BY ALL.**

**IT WAS PROPOSED BY CLLR NORMAN AND CLLR LINNETTE THAT MINUTES OF 29<sup>TH</sup> MARCH 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC235/15 To report on the last meeting 29<sup>TH</sup> March 2016**

On Friday 22 April the 3 appointed members of The Panel carried out their investigation and the report will take approximately two weeks to complete.

The Panel strongly suggests an Extraordinary Meeting of the Parish Council is called by the Chairman of Melbourn Parish Council to report back on their findings. The Chairman approved calling an Extraordinary meeting.

The Chairman of The Panel would be willing to present the report to the Parish Council if invited by the Council. **IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR LINNETTE. ALL IN FAVOUR.**

The Extraordinary Meeting will take place prior to the Annual Parish Council Meeting and Parish Council Meeting on 23<sup>rd</sup> May 2016. **ACTION: THE CLERK/CHAIRMAN.**

**IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR TOWNSEND THAT THE SESSION COMES OUT OF CAMERA. THIS WAS CARRIED BY ALL**

**PC236/15 To receive the Minutes of the meeting of the Extraordinary Parish council Meeting held on 6<sup>TH</sup> April 2016**

**IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR STEAD THAT THE MINUTES OF THE MEETING OF THE EXTRAORDINARY PARISH COUNCIL MEETING ON 6<sup>TH</sup> APRIL 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC237/15 To report on the last Extraordinary Parish Council Meeting 6<sup>TH</sup> April 2016**  
Email documentation between MPC and Interserve/Sweetts has been copied by The Clerk and read through by Cllr Linnette. Relevant emails will be forwarded onto Nigel McCreith from Sweetts. MPC are still awaiting final invoice from Interserve.

**PC238/15 To receive a report from Melbourn Community Hub. (See Appendix A)**

The Report was received by the council. Mr Jonathan Berks explained the Financial Report.

The Chairman of the Melbourn Community Hub Management Group read out his report. (Appendix A)

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

**PC239/15 To receive a report from County Councillor Susan van de Ven – See Appendix B Melbourn Parish Council, April 2016, County Councillor Report**

**IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR MULCOCK THAT THE REPORT BE ACCEPTED. THIS WAS CARRIED.**

**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 ALL.**
- b) Melbourn Fete Committee –** After discussion Melbourn Parish Council agreed to donate £1000.00 to Melbourn Fete Committee. **THIS WAS PROPOSED BY CLLR CROSBY AND CLLR BLOOMFIELD. THIS WAS CARRIED BY ALL.**
- 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**
- 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 Groundwork. District Councillor Barrett MAYD won the Community Award at SCDC last month.
- 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 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.**

- 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.**
- 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: Can Melbourn Parish Councillors be invited/informed to attend these events.**

- h) Home Start Royston & South Cambridgeshire – After discussion Melbourn Parish Council agreed to donate £1500.00. THIS WAS PROPOSED BY CLLR CROSBY AND CLLR LINNETTE.**

**ACTION: The Clerk to inform all applicants and make payments.**

**PC241/15 To Receive the Financial Report dated 31<sup>st</sup> March 2016**

The Clerk confirmed the financial information was not available at this time and proposed the Financial Report be deferred until the next meeting. This was carried by all.

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR LINNETTE THE FINANCIAL REPORT BE DEFERRED UNTIL THE NEXT MEETING. THIS WAS CARRIED BY ALL.**

**PC242/15 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 C)**

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR LINNETTE THAT THE EXPENDITURE AND TRANSFER OF £25,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.**

**PC243/16 Any issues relating to Melbourn Car Park**

- 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 Open reach should be attending site this week to finally connect the conduit.

- b) Approval of Quote: North Herts Surfacing Limited: Area to side of workshop and to area side of bus stop. (Appendix D)**

**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 INFORM NHSL TO CARRY OUT WORK.**

**PC244/15 To approve quote for Soil Store Orchard Road Cemetery from Cambridge Fencing and Forestry.**

Due to Cllr Sherwen absent from the meeting this item will be placed on May Full



**PC245/15 To consider Melbourn Parish Council Pension Scheme**

CEO of CAPALC, Ian Dewar confirmed in a meeting on 20<sup>th</sup> 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**

The Clerk reported again an E-Bulletin from CAPALC had been sent to her asking if any 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.

**PC246/15 HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative Medal for Schools and Councils**

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 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**

**PC247/15 Staffing Matters**

- a) Approval of Quote from Edge IT Systems LTD (APPENDIX E)  
Cllr Tulloch reported this item was needed and should be approved. **THIS WAS PROPOSED BY CLLR NORMAN AND CLLR PARTON. THIS WAS CARRIED BY ALL.**
- b) PROPOSAL TO APPOINT AN ASSISTANT CLERK (APPENDIX F)  
The HR Committee presented a report. **THIS WAS PROPOSED BY CLLR TOWNSEND AND CLLR NORMAN. THIS WAS CARRIED BY ALL.**

**PC248/15 Authority to Proceed Document – MAYD (Groundwork) Appendix G  
THIS ITEM WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR LINNETTE. THIS WAS CARRIED BY ALL. (APPENDIX F). ACTION: THE CLERK TO RETURN SIGNED FORM.**

**PC249/15 Correspondence**

- a) Email was John Travis – Flower Tubs – APPENDIX H  
The Chairman read out the email from Mr John Travis. **IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR STEAD THAT THE EMAIL BE ACCEPTED. THIS WAS CARRIED BY ALL. ACTION: THE CLERK TO INFORM MR JOHN TRAVIS**
- b) Thankyou car from Ethan Chesham – Melbourn Village College  
The Chairman read out a Thank you Card from Ethan Chesham. Melbourn Parish Council was touched by the card. The Clerk to send Melbourn Parish Councils thanks. **ACTION: THE CLERK .**

**PC250/15** To receive any comments or questions on the following meetings: Planning 18<sup>TH</sup> April, Cemeteries 7<sup>th</sup> March, Conservation 7<sup>th</sup> March, Play and Recs 21<sup>st</sup> March and Highways 21<sup>st</sup> March, F&G 11<sup>th</sup> April 2016 and Melbourn Futures Committee 23<sup>rd</sup> March.

**PC251/15 To accept notices and matters for the next agenda**

- (a) Pensions –
- (b) Flag Pole
- (c) Plaque in All Saints Church
- (d) Appeal 199 Houses Update from MFC Committee
- (e) Roles and Responsibility Documentation relating to Melbourn Community Hub
- (f) Quote Soil Store Orchard Road

**The Chairman closed the meeting at 8.58pm.**

**Appendix A**  
**Melbourn Community Hub Management Group**

**Finance Directors Report**  
**April 2016**

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

This shows that the total income received in this five month period was £48,606, and the expenses £54,588, resulting in an accumulated deficit of expenditure over income of £5,982 for this financial year. However, you will see that the deficit in February was only £752 and everyone is working hard to reach a breakeven point.

Jonathan Berks  
Finance Director  
21 April 2016

**Melbourn Community Hub**  
**Income and Expenditure Account**  
**for February 2016**

£	£	
<b>Income</b>		
Café takings	6,966	
Other income		Other income
Room rental		120
Parish council	1,025	
Other	2,300	
3,325		
<b>Total income</b>	<b>10,411</b>	
<b>Expenditure</b>		
Café		
Purchases	2,792	
Other cafe costs	77	
Sundry purchases	0	
Catering staff costs	2,720	
Laundry	159	
5,748		
Administration		
Centre managers costs	2,555	
Staff recruitment & training	281	
Telephone	318	
IT contract	179	
Post and stationery	5	
Streamline and till rental	133	
3,471		Streamline and till rental
Premises		Sundry expenses
Electricity		377
Gas		89
Insurance	73	
Business & water rates	103	
Maintenance	1,302	
1,944		Business & water rates
Maintenance		
<b>Total expenditure</b>		<b>11,163</b>
<b>Suplus/deficit income / expenditure</b>	<b>-752</b>	
<b>Suplus/deficit income / expenditure</b>		
<b>Balance</b>		
Total grants received		
less deficit to 30 September 2015		
less accumulated deficit for year		
20,482		
<b>Represented by</b>		
Fixed assets		
Debtors and prepayment		
<b>Bank balances</b>		
Cash balances		
26,200		
less		
Barclaycard balance		
Deferred income		
Creditors (including PAYE)		
5,718		
20,482		

**Income and Expenditure Account**  
**for the period October 2015 - February 2016**

£	£
<b>Income</b>	
Café takings	33,793
	185
	Room rental
Parish council	5,125
Other	9,503
14,628	
<b>Total income</b>	<b>48,606</b>
<b>Expenditure</b>	
Café	
Purchases	13,020
Other cafe costs	335
Sundry purchases	1,693
Catering staff costs	15,212
Laundry	1,105
31,365	
Administration	
Centre managers costs	11,787
Staff recruitment & training	281
Telephone	1,542
IT contract & costs	1,062
Post and stationery	336
Uniforms	400
	832
	13
	16,253
	Premises
Electricity	1,795
Gas	465
Insurance	153
	631
3,926	
<b>Total expenditure</b>	<b>6,970</b>
<b>-5,982</b>	<b>54,588</b>
113,559	
-87,095	
-5,982	
4,922	
6,472	
<b>13,960</b>	
846	
748	
0	
4,970	

## **MCHMG report for MPC meeting 25-04-2016**

The new manager Sieg Parton started towards the end of March. He is settling into the job very well and has some good ideas regarding marketing the Hub and increasing the turnover. Face book has proved to be a useful marketing tool, and Sieg has taken this over during the last week.

Consideration has been given to opening up the cafe at 8.00am but this will not be possible due to other commitments at that time of the morning. If in future there proves to be a demand for an earlier opening and it can be staffed economically then we will look at the issue again.

Staff have had more training with the coffee M/c and also a first aid course was attended by one of the Directors and some of the staff during the last few weeks.

While I mention turnover the Cafe continues to perform very well with an average turnover of about £1700 a week. There was a slight drop over the Easter period which we anticipated but when last week's figures are compiled I am expecting it to be back up again probably above the figure I have just quoted.

## **Appendix B**

### **Melbourn Parish Council March 2016, County Councillor Report**

#### **County Councillor Report**

**Melbourn Community Edible Gardening:** This County Council funded project, under the auspices of the Meldreth, Shepreth and Foxton Community Rail Partnership, has now taken off very successfully at Melbourn Primary School. One of the first liaisons with the wider community has been participation in Melbourn Village College's STEM Club Rocket Science seed growing project: seeds that have travelled through space are sown, and the results compared with seeds that have never left Earth. Repeat visits to MVC STEM Club will take place this term. The Edible Gardening project will also contribute to the next Celebrating Ages event. There is scope to expand the project into the wider community.

**Public Health Annual Report:** There are concerning statistics about levels of obesity amongst primary school children, which underlines the importance of all the factors that encourage children to walk to school (including for example the school crossing patrol officer post). Also of continuing concern is the lack of take-up of certain immunisations and preventive health checks. Public health data on individual district wards is readily available on line. I asked and indeed the redrawing of ward boundaries disturbs the continuity of data on individual wards, which is a shame.

**School growth capacity:** Close liaison with County Council Education Officers is taking place in anticipation of the Planning Appeal for the 199 houses off New Road, with some work in progress. I will have more to report next month.

**Highways:** I continue to receive many complaints about potholes. It is difficult to give an encouraging reply given government's decision to switch off revenue funding, and the decision by Conservative members of the county council to freeze council tax, which restricts the county's only other source of revenue funding. There is no getting around the fact that the revenue stream must be increased and not just for highways, but public services generally.

**Young People Debate the EU Referendum at the Melbourn Hub:** June 1<sup>st</sup>, 7 for 7:30. The panel and chair are all former pupils at MVC catchment primaries, and most also from MVC itself. All welcome.

## Appendix C

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
794		-£5,033.27	-£838.88	-£4,194.39	15/02/16	SCUK Ltd - Highway Services - Contra 685, refund duplicate payment	
704		£2.70	£0.00	£2.70	22/02/16	K. Rudge - Mileage allowance 6 x 0.45	
767	CHQ16042 7MM10439 3	£80.15	£13.36	£66.79	29/02/16	Madingley Mulch - Play area bark and delivery bag	£80.15
778		£7.50	£0.00	£7.50	23/03/16	Tesco - Monthly phone bill	
779		£4.00	£0.00	£4.00	23/03/16	Tesco - Monthly phone bill Insurance	
785	BACS1604 01ICLTD	£20,000.00	£3,333.33	£16,666.67	24/03/16	Interserve Construction Ltd - Interim Certificate 6	£20,000.00
813	BACS1604 06ICLTD	£22,725.51	£3,787.59	£18,937.92	24/03/16	Interserve Construction Ltd - Interim Certificate 6	£22,725.51
810	DD160412E ON	£7.90	£0.38	£7.52	27/03/16	e.On - Old Rec Ground Pavilion Electricity	£15.80
812	DD160412E ON	£7.90	£0.38	£7.52	27/03/16	e.On - Adjacent sports Social Club	£15.80
800	CHQ16042 5F&SB1043 98	£390.00	£65.00	£325.00	29/03/16	Britannia Fire Ltd - Install an additional camera within the wokshop looking at the DVR	£390.00
816	Cheque104 392160404 RS	£100.00	£0.00	£100.00	29/03/16	RSPCA - Donation to RSPCA Full Parish 290316	£100.00
763	BACS1604 27CFFC	£291.00	£0.00	£291.00	30/03/16	Cambridge Fencing And Forestry Company - Car Park Fence and gate behind workshop and lock	£291.00
797	BACS1604 27MPC	£24.16	£0.00	£24.16	30/03/16	Meldreth Parish Council - Transparency Training 2015	£24.16
801	BACS1604 27MCH	£30.00	£0.00	£30.00	30/03/16	Melbourn Community Hub Management Group - Down stairs mtg room 140316 War Memorial	£216.00
802	BACS1604 27MCH	£135.00	£0.00	£135.00	30/03/16	Melbourn Community Hub Management Group - Hire of Parish Council Committee mtgs 7/14/21 March	£216.00
803	BACS1604 27MCH	£51.00	£0.00	£51.00	30/03/16	Melbourn Community Hub Management Group - Melbourn Futures Meeting with Anglian Water and drinks	£216.00
804	BACS1603 27MCH	£45.00	£0.00	£45.00	30/03/16	Melbourn Community Hub Management Group - Parish Council Meeting 290316	£45.00
809	DD160414E ON	£8.44	£0.40	£8.04	30/03/16	e.On - Eletricity Orchard Rd Cemetery	£8.44

Signature

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
811	BACS1604 27SUKLTD	£960.00	£160.00	£800.00	30/03/16	Sweett (UK) Ltd - Contract Adminstration Services	£960.00
814	cash16041 4LG	£100.00	£0.00	£100.00	30/03/16	L.Gregory - Celebration of Age Lunch - gratuities for staff	£100.00
825	BACS1604 27RDCT	£19.50	£0.00	£19.50	30/03/16	Royston And District Community Transport - Community transport for celebrating ages event	£19.50
796	CHQ16042 5BA104397	£225.00	£0.00	£225.00	31/03/16	Beactive Melbourn Ltd - Pavilion usage through March for MAYD	£225.00
798	P337	£4.80	£0.00	£4.80	31/03/16	K. Rudge - Post for sign in NR cemetery	£4.80
799	P336	£15.00	£0.00	£15.00	31/03/16	K. Rudge - Petrol for Van	£15.00
805	BACS1604 27H&CGM	£1,400.40	£233.40	£1,167.00	31/03/16	Herts And Cambs Ground Maintenance Limited - Month Cemetery Maintenance March 2016	£2,066.41
806	BACS1604 27H&CGM	£256.01	£42.67	£213.34	31/03/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance for five areas of the village March 2016	£2,066.41
807	BACS1604 27H&CGM	£130.00	£21.67	£108.33	31/03/16	Herts And Cambs Ground Maintenance Limited - Cut of new and old rec ground	£2,066.41
808	BACS1604 27H&CGM	£280.00	£46.67	£233.33	31/03/16	Herts And Cambs Ground Maintenance Limited - Maintenance of All Saints churchyard	£2,066.41
818	BACS1604 27TS	£649.62	£0.00	£649.62	31/03/16	Tim Stebbings - Litterpicking February and March 2016	£649.62
<b>Total</b>		£42,917.32	£6,865.97	£36,051.35			

Signature  
Date

Signature

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# Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details
BACS1604 27EITS	£60.00	5400	01/04/16	Edge IT Systems - End of Year Finance Webinar
	£62.20	2000/2	01/04/16	South Cambs District Council - Rates for NRC
	£59.08	2000/1	01/04/16	South Cambs District Council - Rates for ORC
	£248.80	3000/2	01/04/16	South Cambs District Council - Rates for the pavilion
	£540.00	7110	01/04/16	South Cambs District Council - Rates for High Street car park
CHQ16042 7ASCH104	£8.75	7110	04/04/16	All Saints Community Hall - 2.5 hour booking for car park meeting on 12/4/16
DD160407C WC	£19.56	2000/1	07/04/16	Cambridge Water Company - Water Bill 1 April 16 - 31 March 2017. 1st Instllment 1 April
BACS1604 27H&CGM	£126.00	3000/4	08/04/16	Herts And Cambs Ground Maintenance Limited - Over Mark pitches as required on old and new rec
P338	£1.80	3	11/04/16	K. Rudge - Parts for the fence Car Park
BACS1604 11EON	-£1,047.91	7100	11/04/16	e.On - New Workshop - refund as account in credit
BACS1604 27SCMC	£225.16	4300/3	12/04/16	South Cambs Motors - Repair to Van
BACS1604 27SCMC	£54.00	4300/3	12/04/16	South Cambs Motors - MOT for Van
BACS1604 27H&CGM	£156.00	3000/4	14/04/16	Herts And Cambs Ground Maintenance Limited - Cutting of old and new rec
BACS1604 27H&CGM	£126.00	3000/4	14/04/16	Herts And Cambs Ground Maintenance Limited - Overmaking new and old recreations
BACS1604 27GW	£3,206.98	3100	15/04/16	Groundwork East - Delivery from April 2016
BACS1604 27SC	£49.69	5000/2	15/04/16	Stationery Cupboard - Paper/envelopes and markers
DD160418P WLB	£14,558.05	6450	18/04/16	Public Works Loan Board - Communit Hub - loan interest
DD160418P WLB	£1,919.05	6451	18/04/16	Public Works Loan Board - Community Hub - loan repayment
P339	£15.00	3	20/04/16	K. Rudge - Parts for cemetery ORC cemetery Leak on tap
CHQ16042 7CAPS104	£10.00	4300/7	20/04/16	CAPS - Deduction of Wages April 2016
VISA16042 2DVLA	£230.00	4500	22/04/16	DVLA - Vehicle Tax Parish Van
P340	£13.90	1	22/04/16	Sarah Adam - Evening meal for 3x people Meeting held on 220416
DD160427H MRC	£1,436.36	5600/1	25/04/16	HM Revenue & Customs - Tax and National Insurance April 2016
BACS1604 27SC	£71.82	5000/2	25/04/16	Stationery Cupboard - 3x boxes of paper

Signature

Date

Signature

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**Melbourn Parish Council**

**Page 1 of 2**

# Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details
BACS1604 27PH	£133.20	5300	25/04/16	Peter Horley - supoort in parish office and taking of planning minutes 7hrs 40 minutes
BACS1604 27SA	£2,382.62	5100/1	25/04/16	Sarah Adam - Clerks Salary for April 16
BACS1604 27PA	£913.80	4300/1	25/04/16	P. Andrews - Wages Litterpicker April 2016
BACS1604 27KR	£535.20	4300/1	25/04/16	K. Rudge - Wages April 2016 Handyman
	£14.60	5900	28/04/16	HSBC - Bank charges

**Total** £26,129.71

Signature      Signature  
Date

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*Melbourn Parish Council*

*Page 2 of 2*

12245/15 - u)

# ASHTON

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## Renovations

**Quote Number 108**  
02-02-2016  
Ashton Renovations  
Unit 2, Lumen House  
Lumen Road  
Royston  
Hertfordshire  
SG87AG

Sarah Adam

Melbourn Parish Council

Dear Sarah,

Please find below an ammended quotation for works at the new Melbourn High Street Car Park.

### Workshop Fencing

- Supply and install a gate with lock to back right of workshop in same style as fencing.
- Supply and install slated fencing approximately 1 meter to the back left of the workshop to create a closed of area for storage only accessible via the gate.

OB  
fence

**Quotation £765.00**

**Total Quotation Including VAT £918.00**

Adzed  
car park

### \* Workshop Stud Wall

25/4/16

- Build a four inch stud wall across the middle of the workshop, dividing the car port area from the workshop area.
- Supply and install 12.5mm plasterboard to the wall and two FD 30 minute fire proof wooden plain doors to link the areas.

**Quotation £1,565.00**

**Total Quotation Including VAT £1,878.00**

✓

Take no quote

### Pavers and Paint Work

- Dig out approximately 2 meters squared of ground by bus stop for new tarmac area.
- Lay hardcore footings base and lay tarmac to provide suitable crossing between bus stop and the car park. Paint curb white.
- Paint over two currently white parking spaces in yellow paint to prevent parking.

X

**Quotation £895.00**

**Total Quotation Including VAT £1,074.00**

### Site

- To keep the property clean, secure and tidy at all times.
- To remove all waste product from the property.

Yours Sincerely

Kieran Butler

01763 290335 or 07525173278  
kieran.butler@ashtonrenovations.co.uk

[www.ashtonrenovations.co.uk](http://www.ashtonrenovations.co.uk)  
VAT Registration Number: 180134732

**ASPHALT MACADAM SURFACING & ROAD MAINTENANCE CONTRACTORS**

WIRELESS STATION PARK · CHESTNUT LANE · KNEESWORTH  
NEAR ROYSTON · HERTFORDSHIRE · SG8 5JH

Telephone: **01763 246055** · Facsimile: **01763 242629**

Melbourn Parish Council  
The Moor  
Melbourn  
Herts  
SG8 6EF

20<sup>th</sup> April 2016

Dear Mr Sherwin,

**Re: Alterations to village car park.**

Further to our meeting please find our quotation as follows:

**Alteration to area side of workshop/garage.**

Excavate existing garden area to a depth of 75mm.

Take out existing timber edging and re-use to form new path access.

Supply and lay geotextile membrane to formation.

Supply, lay and roll 20mm dense binder course 50mm thick and 6mm dense surface course 25mm thick.

**Approx 2.50 square metres.**

**Alteration to area side of bus stop.**

Excavate existing garden area to a depth of 75mm.

Supply and lay timber edging and to form new path access.

Supply and lay geotextile membrane to formation.

Supply, lay and roll 20mm dense binder course 50mm thick and 6mm dense surface course 25mm thick.

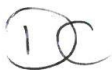
**Approx 2.25 square metres.**

**All for the sum of £750.00 excluding vat.**

Payment terms to be agreed if successful.

We hope this quotation is of interest and if we can be of any further assistance please do not hesitate in contacting me.

Regards,



Dean Candler  
Director



## Appendix E



**EDGE IT Systems Limited**  
Enterprise House,  
Courtaulds Way  
Coventry  
CV6 5NX  
T. 024 76 667 337  
F. 024 76 667 657  
[admin@edgelTsystems.com](mailto:admin@edgelTsystems.com)  
[www.edgelTsystems.com](http://www.edgelTsystems.com)

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

**QUOTE DATE:** 20/04/16

**QUOTE NO:** Q15089A

## QUOTE

### AdvantEDGE Finance - Onsite Support Day

- Full day onsite to complete end of year and Clerk support
- Telephone support (we recommend a further 15 hours at a dsicounted rate)

Details	Qty	Unit Price	Net Amount
CONSULTANCY SERVICES			
AdvantEDGE onsite support, 6 hours	1	£550.00	£550.00
Travel time over 85 miles from Coventry, £15 per hour	3.6	£15.00	£54.00
Travel, per mile	183	£0.50	£91.50
Overnight accomodation	1	£95.00	£95.00
AdvantEDGE telephone support (10 hour block @ 10% discount)	15	£63.00	£945.00
Net Total			<b>£1,735.50</b>

I the undersigned accept this quotation:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### TERMS

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

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

## Appendix F

### **SUB-GROUP TO CONSIDER A CONTRACT FOR THE PARISH CLERK AND TO DRAFT A PROPOSAL TO APPOINT AN ASSISTANT CLERK: 20 APRIL 2016**

The Sub-Group was composed of Kimmi Crosby, Maureen Townsend and Julie Norman. We were advised by Ian Dewar of CAPALC. Sarah Adam answered questions about her preferred working hours.

#### **DRAFT CONTRACT FOR THE PARISH CLERK**

The SG reviewed the draft contract in the light of legislative changes from 1 April. Details of the amendments to be made are set out in the Annex. **The contract will be brought to the May Parish Council meeting for agreement.**

A key part of the consideration was to decide where on the National Association of Local Councils' Pay Scale the Clerk's job falls. ID made the assessment taking into account a range of factors including number of Electors, size of Precept, number of committees and degree of autonomy of the Clerk. The Clerk's job falls into LC2, and was assessed at Point 36 (£16.10 per hour). SA's salary on taking up the Clerk's post was set at the same rate as paid to the previous Clerk. This is LC39 (£17.60 per hour). ID suggested that the salary can be brought into line by the Council not paying cost of living increases until the LC36 rate is at the same level as the current LC39. **SA will still be eligible for performance related pay increases.**

#### **PROPOSAL TO APPOINT AN ASSISTANT PARISH CLERK**

ID advised that we should appoint an Assistant Parish Clerk rather than a Deputy Clerk, with a view to making the APC into a DPC after 3 years. An APC will have certain parts of the PC role allocated to them (to be decided in liaison with the PC) and is paid less because the person does not have as wide a range of responsibilities as a DPC.

ID also advised that the Council should ensure that it is written into the new APC's contract that they complete CiLCA training. If they do not do so within 2 years, the law allows the Council to dispense with their services.

#### **The Sub-Group recommends:**

- **An Assistant PC is appointed as quickly as possible.**
- **The arrangements to be that the PC works Monday to Wednesday, and the APC works Wednesday to Friday. Working hours will be 9am to 4pm. This is the same as the previous working arrangements for SA and PH.**
- **The APC should be appointed at LC 23 (£10.84 per hour or £10,146 per annum for the expected hours). With experience and CiLCA, this will rise to LC 26.**
- **The SG prepares a draft job description.**

Allowing approximately £1500 on top of salary for NI, pension, etc, **the cost of the APC falls within the money allocated in the Precept for this purpose.**

**AMENDMENTS TO THE DRAFT CONTRACT**

- 1. para. 9.2 and 9.3. Maximum of scale to be agreed.**
- 2. Para. 12. To be recast as core hours to be in the Parish Office, with the remainder of the contracted hours to be flexible according to the needs of the job and the Clerk.**
- 3. Para.14. To be accepted as drafted re annual Leave**
- 4. Para. 16. Action for F&GP Committee: ID advised that the sick pay provisions are generous and the Council should check its insurance to make sure it has adequate cover for:**
  - Fidelity (ie if money goes missing); and**
  - ‘Key Man insurance’ ie to cover staff sickness.**
- 5. Para. 19. Pensions. Wording to be changed to: “The Council is obliged to offer a stakeholder pension for any qualifying employee.”**

**Action: KC to follow up ID’s suggestion about appointing a pensions provider.  
(liam.mccann@enrolmystaff.co.uk)**

- 6. Action: SA to check that the specimen job description properly reflects her current role.**



## AUTHORITY TO PROCEED

<b>Client:</b>	MAYD
<b>Project name:</b>	Melbourn Youth Club
<b>Quotation:</b>	£10,689.95 plus VAT at prevailing rate

---

Year 2 of 3 Youth Club Delivery

39 sessions

1.5% increase year on year

Staffing £9,181.45 Plus VAT at the prevailing rate

Session Resources £390 Plus VAT at the prevailing rate

Extra Member of Staff £1,118.50 Plus VAT at the prevailing rate

Total cost £10, 689.95 Plus VAT at the prevailing rate

Payments to be made in:

April £2672.48 Plus VAT at the prevailing rate

July £2672.48 Plus VAT at the prevailing rate

November £2672.48 Plus VAT at the prevailing rate

February £2672.49 Plus VAT at the prevailing rate

I acknowledge that I have read the brief of 7<sup>th</sup> April 2016 and understand the work that is being offered by Groundwork Hertfordshire.

I agree to the price included:

**Name: (signature)** \_\_\_\_\_

**Name: (block capitals)**

C:\Users\Parish Clerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\440EXH1M\Authority to Proceed 07.04.16.doc



## Appendix H

**From:** John Travis [<mailto:johntravis895@gmail.com>]

**Sent:** 19 April 2016 16:21

**To:** Sarah Adam

**Subject:** Flower Tubs 2016

Hi Sarah,

The sunshine today has reminded me that the flower tubs in the village will need planting again soon.

Please can you enquire of the Parish Council if they wish to have these planted again this year and, if so, would you like me to organise things.

The cost will be around £250 as far as I remember and I can get Phillimores to invoice the PC direct if that helps.

I look forward to hearing from you in due course.

Kind regards

John