

**MELBOURN PARISH COUNCIL  
DRAFT MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 25<sup>th</sup> July 2016 in the upstairs room of Melbourn Community Hub at 7.15pm.

Present: Cllrs. R.Tulloch (Chair), I Bloomfield (Vice-Chair), A.Mulcock, K.Crosby, M Townsend, M Linnette, S A Hart, S Parton, M Sherwen, R Gatward

In attendance: The Clerk, Jonathan Berks, Finance Director of the Hub Management Company. Stuart Cook, Chairman of MCHMG and District Cllr Barrett, District Cllr Hales and County Cllr S v d Ven and approximately 150 members of the public. Mr Ian Dewar CEO of CAPALC

**PC60/16 Correspondence from Full Parish Council Meeting 27<sup>th</sup> June 2016**

- a) **LETTER OF RESIGNATION FROM CLLR UNA CLEMINSON – COMPLETE**
- b) **Email from Peter Simmonett – Questions to Melbourn Parish Council  
CLLR LINNETTE PROPOSED A WORKING PARTY WHICH INCLUDES ALL  
PARISH COUNCILLORS SHOULD BE APPOINTED TO ANSWER THE  
QUESTIONS TO MR SIMMONETT’S LETTER. APPENDIX A**

Cllr Hart highlighted that this would be difficult due to the non-pecuniary/pecuniary interest of the Councillors and suggested members of the public should also be part of the working party but Cllr Crosby stated this would be difficult as the document is a confidential report.

**THIS WAS SECONDED BY CLLR CROSBY. RECORDED VOTE WAS ASKED  
FOR: CLLRS FOR THE WHOLE COUNCIL TO BE ON A WORKING PARTY  
WERE CLLR GATWARD/BLOOMFIELD/LINNETTE/CROSBY/  
PARTON/SHERWEN/ AND CLLRS AGAINST WERE CLLR MULCOCK/HART  
AND TOWNSEND. CLLR TULLOCH ABSTAINED. THIS WAS CARRIED**

- c) **Letter from Mike Stapleton – Reasons for Resignations of Councillors  
CLLR LINNETTE PROPOSED A WORKING PARTY WHICH INCLUDES ALL  
PARISH COUNCILLORS SHOULD BE APPOINTED TO ANSWER THE  
QUESTIONS TO MR STAPLETON’S LETTER. APPENDIX B**

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AND TOWNSEND. CLLR TULLOCH ABSTAINED. THIS WAS CARRIED**

- d) **Letter of thanks from Hugh Pollock Coordinator Melbourn Bloomsday  
Celebration Group – APPENDIX C**

The Chairman thanked Mr Pollock for his letter.

- e) **Letter of thanks from Relate Cambridge – APPENDIX D**

The Chairman thanked Relate for their letter.

- f) **Any other correspondence**

- There was nothing to report
- PC61/16 To accept notices and matters for the next agenda. This is also from Full Parish Council Meeting 27<sup>th</sup> June 2016.**  
Nothing to report.
- PC62/16 Apologies for absence:**  
Cllr Stead due to personal reasons.
- PC63/16 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 PC70/71/16 declared a non-pecuniary interest as they are Directors of the Hub Management Company. Cllr Parton PC70/71/16 declared a pecuniary interest as an employee of Melbourn Community Hub, paid member of staff.
- PC64/16 To approve the Minutes of the Parish Council Meeting held on 27<sup>th</sup> June 2016**  
  
**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR MULCOCK THE MINUTES FROM 27<sup>TH</sup> JUNE 2016 WHICH HAD BEEN EDITED BY THE CHAIRMAN BE REJECTED AND THE CLERKS MINUTES FROM 27<sup>TH</sup> JUNE BE PRESENTED FOR APPROVAL AT THE NEXT PARISH COUNCIL MEETING IN AUGUST 2016. ALL IN FAVOUR AND CLLR TULLOCH ABSTAINED. ACTION: THE CLERK AUGUST 2016 MEETING AGENDA ITEM**
- PC65/16 To report on the last Parish Council Meeting held on 27<sup>th</sup> June 2016**  
  
The Clerk confirmed this will have to be discussed along with the Clerks minutes in August 2016.  
**ACTION: THE CLERK AUGUST 2016 MEETING AGENDA ITEM**
- PC66/16 To Receive the Financial Report dated 30<sup>th</sup> June 2016**  
The Clerk confirmed the reason for the -£10,627.91 on the Financial Summary – Cashbook is because there are uncleared and unrepresented effects that need to be addressed. These are items that have been duplicated on the system and need to be removed. The Clerk will be addressing these issues with EDGE IT .**ACTION: TO BE PRESENTED AT THE NEXT MEETING – THE CLERK**  
**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE TO BE ACCEPTED. THIS WAS CARRIED BY ALL. APPENDIX E**
- PC67/16 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 payments and agree the amount to be transferred from the Business 'No Notice' Account. (See APPENDIX F**  
  
Cllr Sherwen stated T/N 965 Cambridge Water Company £252.77 should be charged to the contractor of Victoria Heights. **ACTION: THE CLERK**  
  
**IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR BLOOMFIELD THAT THE EXPENDITURE AND TRANSFER OF £55,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.**

**Disclosable Pecuniary Interests - Melbourn Parish Council from CAPALC – APPENDIX G**

**CLLR TULLOCH PROPOSED THAT THIS ITEM SHOULD INVOLVE ALL COUNCILLORS AND AS CLLR STEAD WAS NOT PRESENT AT THE MEETING THIS ITEM SHOULD BE DISCUSSED WITH CAPALC AND COULD THE CLERK SET UP A MEETING TO DISCUSS. THIS WAS SECONDED BY CLLR LINNETTE.**

District Cllrs Hales stated the importance of pecuniary interest in a Parish Council and that as Mr Ian Dewar, the CEO of CAPALC was present at the meeting he should be invited to speak.

Cllr Gatward recommended to The Chair that Mr Dewar, CEO from CAPALC should speak.

Mr Dewar explained CAPALC had been invited to Melbourn Parish Council back in February 2016 to review the reserves which the Council acknowledged and rectified.

CAPALC were then asked to deal with an HR Issue and on approval of Melbourn Parish Council a 3 person independent panel was appointed to investigate a complaint against a councillor. The Council were presented with the Grievance Report and they chose to reject the findings of the report.

Mr Dewar stated The Chairman of the Panel has worked for CAPALC on three other occasions and had successfully prevented them becoming costly court cases.

Mr Dewar stated The Clerk had been contacting him for advice and support on a regular basis which highlighted to him there were problems, and after attending a number of Melbourn Parish Council Meetings he had witnessed there were errors being made including breaking the law. The Clerk would normally be asked to deal with these issues but as Mr Dewar had received phone calls from The Clerk about severe intimidation Mr Dewar felt it more appropriate to take the matter into CAPALC'S hands.

**Mr Dewar presented his letter Appendix G –** The council were advised to take on board Ian Dewar's comments and the items were discussed. Cllrs were advised to either resign or the matter put into the hands of the police. The offence carries a £5000 fine and be banned from public office for five years.

Mr Ian Dewar confirmed that under the Freedom of Information Act, as the Council have now dealt with the report and no further action will be taken the Grievance Report can now be submitted to the Clerk for Publication although names of the public would need to be redacted.

Cllr Hart discussed her findings with the current Register of Interest for Councillors that that can be found on the SCDC and Melbourn Parish Council websites. Important details are missing or inaccurate.

Mr Dewar stated that for the Chairman to send a Press Release to The Clerk asking her to publicise it was procedurally incorrect as The Chairman had only asked a majority of councillors and that he informed The Clerk that The Chairman was not

empowered to do this. Cllr Tulloch stated that is why it is now on the agenda.

Cllr Hart asked who else had not seen the statement and at that point Cllr Mulcock and Townsend confirmed they also had not seen the statement. Cllr Crosby stated it went out by email to all Councillors and again Cllrs Hart, Mulcock and Townsend confirmed the statement had never been sent to them.

Cllr Hart felt The Chair should step down as he is not representing the Parish Council. The Chairman stated he would only step down when the majority of his fellow councillors wished him to do so. Cllr Hart felt she had been intimidated tonight by The Chair's behaviour and intended reporting him to CAPALC and Monitoring Officer.

Cllr Crosby stated she felt intimidated as mistakes do happen in her opinion.

Cllr Gatward stated she had been a long standing councillor and would like to see other people standing with a proper election or being co-opted.

Mr Pollock felt Councillors have been and are now acting inappropriately and breaching the code of conduct and the council was always going into camera. He expressed his opinion that The Clerk is well respected, that has lived in Melbourn all her life and support has not been given to her.

Mr Dewar explained the minutes are legally the Clerks minutes and The Chairman can only suggest recommendations on matters of accuracy. The Clerk contacted him for advice as The Chairman had asked for a large amount of the words to be taken out of the minutes. Mr Dewar stated The Clerk had been under pressure from The Chairman due to being threatened, and the advice he gave The clerk was submit to The Chairman's recommendations. The procedure should have been the minutes come to the next Full Council for discussion and approval or comments.

On a number of occasions fellow members asked The Chairman to sit down rather than walking around the meeting room.

Mr Dewar explained if enough councillors resign and there are not enough members to make a quorum the District Council would take responsibility of the council and co-opt other members on.

Cllr van den Ven expressed her concerns and how this issue needs to be cleared up quickly. County Cllr van de Ven suggested a procedure where every councillor offers their resignation and this would trigger an election at the cost of approx. £1000. This being a cheaper alternative than investigating complaints against people. Cllr van de Ven stated the council should be working together, but in this case it was more like a club.

Cllr Hart expressed she would resign, however she would not want to do that as it would leave only the aforementioned 'club'.

A member of the public asked could County Cllr van de Ven explain how other Parish Councils she visits behave. County Cllr van de Ven stated she attends 6 Parishes once a month and only once in 12 years had there been a closed session. County Cllr

van de Ven expressed how democracy should be held in public.

Cllr Mulcock stated there have been a number of in camera sessions in Melbourn due to The Hub and The Car Park.

Mr Trevor Furnell talked about the Parish Council meeting in June which was held in camera and he raised his concerns that Melbourn hold more in camera meetings than Royston Town Council

Mr Alderton was a councillor for Melbourn years ago and in his experience they never used to go into camera like that. Mr Alderton raised his concerns the Grievance is about a human being and was most concerned an independent review has been rejected and wanted to know why the Parish Council are hiding from this.

At this point The Chairman moved onto the next agenda item

**PC69/16 To approve the wording “Melbourn Parish Council Statement” APPENDIX H**

Cllr Hart proposed to reject this Parish Council Statement and asked Mr Dewar was it legal to read out in public. Mr Dewar confirmed the Parish Council can discuss the statement. There was no seconder. This was not carried.

Mr Dewar confirmed The Clerk could read out the statement to all at the meeting to be put forward for a motion.

***Melbourn Parish Council Statement***

***The report was produced by a panel set up for Melbourn Parish Council by CAPALC. The panel was simply an advisory body with no judicial or official status. The panel's only remit was to investigate the complaint of a subcontractor to Melbourn Parish Council.***

***Despite having a very clear definite brief, the panel took it upon themselves to look at a whole range of other unrelated issues. Consequently, the report they produced attacks and defames a number of people who had nothing to do with the original complaint.***

***The panel has levelled vague accusations of wrong-doing without talking to the people they defame and without allowing them to defend themselves. Many peoples' testimonies have been summarily dismissed because the panel deemed they were 'unreliable', without giving any justification. The professional standing of people was also called into question, again without any evidence beyond the panel's prejudice.***

***Melbourn Parish Council has examined this report in detail. The vast majority of councillors found it to be ill-founded, poorly conducted and fundamentally flawed. Consequently, a substantial majority of the Parish Council rejected this report and have done so twice.***

***Melbourn Parish Council is therefore of the opinion that, if this report should not be published in its current state as it will cause a lot of hurt to innocent people and in many cases will be libellous. This is not a public document.***

The Chairman of the Panel, Cllr de Lacey replied to all at the meeting with his comments.

He had noted that since he had not seen the statement he could not give a detailed

response, but explained that the Panel had been obliged to go beyond the remit of the grievance because the issues which were uncovered were highly relevant to the grounds for the grievance. He picked up on the phrase "The panel has levelled vague accusations" and noted that this itself is a very vague accusation. All the Panel's finding had been substantiated with evidence. Asked why the Report spoke slightly of Arnold Baker's Local Council Administration he noted that the Report did not mention it, but in introducing the Report to the Council he had pointed out that the Council in many ways was ignoring the clear legal guidance which Arnold Baker gives. The Panel had tried to enable the Council to act properly.

Cllr de Lacey confirmed the Grievance Report can be given to the public under the Freedom of Information Act request. The report can be given to the press and only non-councillor names will be redacted. If Parish Councillors resign there would be no need to publish the report.

Cllr Tulloch – stated the report was ill- founded and was poorly conducted and how 23 of his testimonials written by Councillors, business associates and friends were rejected and refused outright. Mr Dewar confirmed the HR Advisor said he was approached by Cllr Tulloch asking if he could ask for testimonials and that the HR Advisor did not say go and get testimonials. There was a disagreement on this point. Cllr de Lacey noted that they had not been ignored, but they were presented as being independent, yet some said they were written at Cllr Tulloch's request and showed evidence of matters that should have been confidential. Hence the Panel could not consider them as independent.

Cllr Hart stated Cllr Tulloch admitted to committing to doing two of these offences and still the council rejected the report.

Cllr Crosby stated again the Melbourn Parish Council Grievance Policy for the Parish Council is for employees and not contractors.

Julie Norman (former councillor) stated that when the panel was set up all councillors were in support of this investigation and at no point did any councillor suggest it wasn't the correct procedure to follow. Once the report was submitted to the council the councillors criticised it subsequently

Mr Forbs stated that Cllr Tulloch is a bully and should resign.

Mr Dewar stated it should be the job of The Clerk to report the councillors to the Police, however she would probably lose her job so members of the public may wish to consider this as an option.

District Cllr Hales suggested the ALL Parish Council members should collectively resign and he said that in his capacity as a District Councillor representing his village.

Cllr Hart asked which councillors would be willing to resign and stand again for election and be re-elected. The following raised their hands:  
Cllrs Mulcock/Townsend/Parton/Hart and Bloomfield.

Cllr Sherwen did not wish to comment, Cllr Linnette/ Tulloch/Gatward/Crosby stated

they would not be willing to resign and stand again for re-election.

Cllr Tulloch stated councillors will require time to think about the options. This will need to be discussed at the next Full Parish Meeting in August.

**At 8.59pm The Chairman closed the meeting without completing the full agenda**

DRAFT

PC 60/16 b)

To the Parish Clerk, Melbourn Parish Council.

Dear Sarah,

Below are questions I wish to put to Melbourn Parish Council and I request that this letter and the questions are included as a matter of correspondence at the full council meeting held on the 27th June 2016.

A copy of this email has been sent to Heidi Allen MP, the County and District Councillors, South Cambs., the District Council Monitoring Officer and Ian Dewar at CAPALC. A letter with the questions set out below has also been sent to the local press.

As an outline to these questions, it is known within the village that an important document has been produced and that this document relates to a number of very serious complaints concerning the conduct of Melbourn Parish Council and that of a councillor. It is also known that the council has ensured that the document does not become public by using 'in-camera'.

So let me point out the obvious guiding principles of a Parish Council: *The parish council must ensure all its activities are open, transparent and accountable to all residents.*

The council made this public when they put in place an external group to ensure the complaints were given a **fair and proper hearing**. As such, I and the residents of Melbourn are entitled to know what this document is about. If the council or councillor believe the findings of this external group (which they put in place) are 'inaccurate', they have the right to say so – but publicly – as it should be. What they do not have, is the right to treat residents with contempt and dismiss complaints as if they are irrelevant.

**I formally request that a copy of this document be made available to all residents of Melbourn.**

It is my understanding that a number of councillors were in favour of publication of this document, which is shown by their resignation letters as a matter of principle. (*Available on the Parish Council website.*)

In the first instance and in light of these resignations, I would ask Councillors one important question:

*Do those Councillors who voted against the publication of the said document, fully and unreservedly support the councillor and that they are willing to publicly state – the councillor has done nothing wrong and that ALL complaints are untrue?*

For the record, I became aware of the circumstances behind the creation of this document, when I was asked to make available a copy of my resignation letter when I left the Parish Council and any subsequent communications that took place, following the false and potential damaging statements made in public toward me, by one or more on the Parish Council.

The following questions do not relate to actual details shown in the stated document and as such residents are entitled to answers to *all* questions.



**Questions to Melbourn Parish Council**

- 1 That a document exists as stated and contains serious accusations of unacceptable behaviour by a member of Melbourn Parish Council?
- 2 That Melbourn Parish Council agreed to have these accusations investigated with the help and support of *Cambridgeshire and Peterborough Association of Local Councils (CAPALC)*?
- 3 That a grievance panel was put in place by Melbourn Parish Council to investigate the accusations?
- 4 That this grievance panel was independent of Melbourn Parish Council, its members were from outside of Melbourn and all were fully endorsed by the *full council*?
- 5 That the grievance panel unanimously upheld the majority of the serious complaints made against a member of Melbourn Parish Council?
- 6 That a so-called 'rebuttal document' was put forward after the grievance panel document had been presented to the Parish Council?
- 7 Was this rebuttal sanctioned by the full Parish Council *before* the grievance panel document was officially discussed?
- 8 Was the rebuttal instigated by the person for whom the complaints were made against, or was it produced by another member on the council?
- 9 Were all councillors, the grievance panel and the person who brought the complaint given sufficient opportunity to see this rebuttal document before the complaint document was put to council and a decision made?
- 10 Were there any discussions between councillors outside of any official council meetings that helped predetermine their decision on the outcome of this document?
- 11 What are these serious accusations and why was the document dismissed and hidden?

At the very least this document was likely to have been an embarrassment to most members of the council, with the exception of the person against whom the serious complaints were made. But now it represents much more and clearly brings into question the integrity of Melbourn Parish Council.

These complaints were obviously serious enough for the Parish Council to set up an external enquiry to investigate. Yet when faced with a verdict that was obviously totally unexpected and one they did not want, they ignored it – in the hope the rest of Melbourn would do the same.

Given the nature of the complaints and the conduct of the Parish Council the use of 'in-camera' was wholly inappropriate. The council's handbook clearly states, '*may exclude the public for a particular item of business, if it thinks such an exclusion is in the public interest*'. By trying to hide behind this clause, it shows they were more concerned with their own interests than that of the public's. **The publication of this document is clearly IN the public's interest.**

Peter Simmonett  
Resident of Melbourn

Cc: Heidi Allen MP  
County Councillor Susan van de Ven  
District Councillor Val Barrett  
District Councillor Jose Hales  
South Cambs District Council Monitoring Officer  
Ian Dewar CAPALC

## APPENDIX B

PC60/16 c)

### Parish Clerk

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**From:** Mike Stapleton <m.stapletonctc@talktalk.net>  
**Sent:** 16 June 2016 14:17  
**To:** Parish Clerk  
**Subject:** Reasons for resignation of Councillors

Attn. Sarah Adams,

Please place the following request for information on the next Parish Council Agenda. I would like to be able to speak on this item during the period when the Public are allowed to speak to the Council during the Council Meeting on 27th June 2016.

I note that three members of the Parish Council have recently resigned.

I note that the reasons for their resignations are that they do not agree with the Council on a matter discussed at the Extraordinary Meeting held on 16th May 2016. This meeting was held in camera. As a result details of the meeting are not in the Public domain. The letters from the three resigning Councillors state their reasons for resignation (Appendix 1 of the Minutes of the Parish Council AGM dated 23rd May 16).

I am concerned that these reasons state that these Councillors resigned over a matter on which they disagreed with the Council but were overruled. I feel that as they consider this to be a matter of principal it needs to be brought out into the open.

I have heard two rumours as to the matter discussed which are circulating in the village. Clearly one is wrong. The Councillors are not allowed to break confidence on this matter. I ask the Council to explain this matter or if they have to maintain confidentiality to state this at the next Parish Council Meeting. This will enable Parishioners to draw their own conclusions.

Mike Stapleton. Melbourn Parishioner.

## APPENDIX C

Pc60 /16 d)

### Parish Clerk

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**From:** Hugh Pollock <hugh.m.pollock@gmail.com>  
**Sent:** 08 June 2016 22:27  
**To:** Parish Clerk  
**Subject:** Re: Melbourn Bloomsday Festival 14-16 June and Community Funding

Dear Sarah,

Further to past correspondence in the above, I wish to thank you for your letter dated 8 June 2016 with cheque in the amount of £1,500.00 payable to Melbourn Supporting WaterAid.

Our small group of volunteers are very appreciative of the support received from the Parish Council. We hope the Parish Council is pleased with the work we have done on behalf of the Melbourn Community as we seek to create and develop a unique community-wide celebration which is free to all to attend with a donation to WaterAid welcomed.

Please convey our thanks and the hope expressed above to the Parish Council when the opportunity arises. Thank you again.

Every good wish

Hugh Pollock  
Co-ordinator  
Melbourn Bloomsday Celebration Group.

## APPENDIX D

PC60/16 e)

### Parish Clerk

**From:** Claire Nunes <director@relatecambridge.org.uk>  
**Sent:** 15 June 2016 15:22  
**To:** Parish Clerk  
**Subject:** Thank you

Dear Carol

I am writing to acknowledge safe receipt with grateful thanks, of the cheque in the sum of £1749. The support of the parish council is really important to us

Kind regards  
Claire



Claire Nunes  
Centre Director

3, Brooklands Avenue,  
Cambridge CB2 8BB  
Direct Dial: 01302 347710



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PC 67/16

## Financial Summary - Cashbook

Summary between 01/04/16 and 30/06/16 inclusive.

Balances at the start of the year

### 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>

RECEIPTS	Net	Vat	Gross
Conservation	£1,916.69	£0.00	£1,916.69
Cemeteries	£175.00	£0.00	£175.00
Play & Rec	£2,460.00	£0.00	£2,460.00
Finance & General Purpose	£136,014.78	£0.00	£136,014.78
Melbourn Area Youth Development	£2,683.20	£0.00	£2,683.20
Community Benefit	£127.32	£0.00	£127.32
Section 106	£2,431.37	£0.00	£2,431.37
Total Receipts	<u>£145,808.36</u>	<u>£0.00</u>	<u>£145,808.36</u>

PAYMENTS	Net	Vat	Gross
Conservation	£1,428.97	£78.23	£1,507.20
Cemeteries	£6,136.77	£1,146.45	£7,283.22
Play & Rec	£6,061.96	£889.87	£6,951.83
Finance & General Purpose	£46,223.66	£720.65	£46,944.31
Planning	£39,763.90	£7,742.50	£47,506.40
Highways	-£3,140.39	-£628.08	-£3,768.47
Melbourn Futures Committee	£51.00	£0.00	£51.00
Melbourn Area Youth Development	£2,236.00	£447.20	£2,683.20
Community Benefit	£13,999.00	£0.00	£13,999.00
Total Payments	<u>£112,760.87</u>	<u>£10,396.82</u>	<u>£123,157.69</u>

Closing Balances

### Ordinary Accounts

Business Account	£189,248.88
Current Account	-£10,627.91
Martin's Charity	£21.58
MAYD	£11,129.31
Melbourn Community Hub	£15,003.49
Petty Cash	£101.68
S.106	£24,448.71
Sinking Fund	£9,022.91
Total	<u>£238,348.65</u>

# Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance
<b>INCOME</b>			
Total Conservation	£3,400.00	£1,916.69	-£1,483.31
Total Cemeteries	£2,500.00	£100.00	-£2,400.00
Total Play & Rec	£26,000.00	£2,460.00	-£23,540.00
Total Finance & General Purpose	£254,717.24	£136,014.78	-£118,702.46
Total Planning	£0.00	£0.00	£0.00
Total Highways	£0.00	£0.00	£0.00
Total Melbourn Futures Committee	£0.00	£0.00	£0.00
Total Melbourn Area Youth Development	£0.00	£0.00	£0.00
Total Community Benefit	£0.00	£127.32	£127.32
Total Section 106	£4,000.00	£2,431.37	-£1,568.63
Total Income	£290,617.24	£143,050.16	-£147,567.08
<b>EXPENDITURE</b>			
Total Conservation	£18,250.00	£1,185.63	£17,064.37
Total Cemeteries	£29,000.00	£4,728.40	£24,271.60
Total Play & Rec	£17,400.00	£5,713.59	£11,686.41
Total Finance & General Purpose	£197,850.00	£44,451.48	£153,398.52
Total Planning	£5,000.00	£2,676.52	£2,323.48
Total Highways	£4,500.00	£1,054.00	£3,446.00
Total Melbourn Futures Committee	£5,000.00	£0.00	£5,000.00
Total Melbourn Area Youth Development	£8,500.00	£0.00	£8,500.00
Total Community Benefit	£0.00	£13,999.00	-£13,999.00
Total Section 106	£3,750.00	£0.00	£3,750.00
Total Expenditure	£289,250.00	£73,808.62	£215,441.38
Total Income	£290,617.24	£143,050.16	-£147,567.08
Total Expenditure	£289,250.00	£73,808.62	£215,441.38
Total Net Balance	£1,367.24	£69,241.54	

# Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance
<b>Conservation</b>			
Total Income	£3,400.00	£1,916.69	-£1,483.31
Total Expenditure	£18,250.00	£1,185.63	£17,064.37
<b>Cemeteries</b>			
Total Income	£2,500.00	£100.00	-£2,400.00
Total Expenditure	£29,000.00	£4,728.40	£24,271.60
<b>Play &amp; Rec</b>			
Total Income	£26,000.00	£2,460.00	-£23,540.00
Total Expenditure	£17,400.00	£5,713.59	£11,686.41
<b>Finance &amp; General Purpose</b>			
Total Income	£254,717.24	£136,014.78	-£118,702.46
Total Expenditure	£197,850.00	£44,451.48	£153,398.52
<b>Planning</b>			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£5,000.00	£2,676.52	£2,323.48
<b>Highways</b>			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£4,500.00	£1,054.00	£3,446.00
<b>Melbourn Futures Committee</b>			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£5,000.00	£0.00	£5,000.00
<b>Melbourn Area Youth Development</b>			
Total Income	£0.00	£0.00	£0.00
Total Expenditure	£8,500.00	£0.00	£8,500.00
<b>Community Benefit</b>			
Total Income	£0.00	£127.32	£127.32
Total Expenditure	£0.00	£13,999.00	-£13,999.00
<b>Section 106</b>			
Total Income	£4,000.00	£2,431.37	-£1,568.63
Total Expenditure	£3,750.00	£0.00	£3,750.00
Total Income	£290,617.24	£143,050.16	
Total Expenditure	£289,250.00	£73,808.62	
Total Net Balance	£1,367.24	£69,241.54	

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1028	BACS1607 25AC	£32.00	1100	25/07/16	Anita Cook - Time & materials, 83 High Street, July	£32.00
		£32.00			Anita Cook - Total	
994	104515	£180.00	5202/1	10/07/16	Beactive Melbourn Ltd - Pavilion Hire for Youth Club	£180.00
		£180.00			Beactive Melbourn Ltd - Total	
1004	BACS1607 25BIRKETT S	£1,260.00	9000	30/06/16	Birketts - Professional charges P Kratz 22/4/16-30/6/16	
1023	BACS1607 25BIRKETT S	£3,120.00	9000	20/07/16	Birketts - Professional fees 12/7/16 - 20/7/16	£4,380.00
		£4,380.00			Birketts - Total	
997	BACS1607 14BT	£26.17	7100	07/07/16	British Telecom - BT line at workshop	£26.17
		£26.17			British Telecom - Total	
965	DD160707 CWC	£252.77	2000/2	02/06/16	Cambridge Water Company - 02/11/15 - 31/05/16 New Road Cemetery	£252.77
967	DD160707CW	£42.28	3000/2	02/06/16	Cambridge Water Company - Water Payment for Pavilion	
968	DD160707CW	£43.19	1000	02/06/16	Cambridge Water Company - Greys Allotment Water Charge	
969	DD160707CW	£248.39	1100	02/06/16	Cambridge Water Company - Main Allotment Site	£333.86
		£586.63			Cambridge Water Company - Total	
996	104512	£10.00	4300/7	12/07/16	CAPS - Deduction of wages P Andrews	£10.00
		£10.00			CAPS - Total	
929	DD160527E ON	£8.17	3000/4	27/05/16	e.0n - Electricity Pavilion sports and social	£8.17
979	DD160713E ON	£8.17	2000/1	28/06/16	e.0n - Melbourn Cemetery	
985	DD160713E ON	£37.92	3000/4	28/08/16	e.0n - Electricity Bill for Old Rec Ground	
986	DD160713E ON	£8.70	3000/4	28/06/16	e.0n - electricity bill littlehands sports and social	£54.79
1005	DD160725E ON	£41.44	3000/3	10/07/16	e.0n - Pavilion Electricity	£41.44



# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£104.40		e.0n - Total		
992	BACS1607 25ESPO	£44.82	5000/2	01/07/16	ESPO - 3x boxes dustbin bags	£44.82
		£44.82		ESPO - Total		
993	BACS1607 25GE	£1,544.40	9500/1	30/06/16	Groundwork East - Summer Provision Staff time and resources for summer 16	
1011	BACS1607 25GE	£3,206.97	3100	20/07/16	Groundwork East - Youth Club July - October 2016	£4,751.37
		£4,751.37		Groundwork East - Total		
1012	BACS1607 25H&CGM	£60.00	1100	20/07/16	Herts And Cambs Ground Maintenance Limited - Cut Paths to stockbridge meadows	
1013	BACS1607 25H&CGM	£312.00	3000/4	20/07/16	Herts And Cambs Ground Maintenance Limited - Cut of Old And New Rec 30/06/16 + 15/7/16	
1014	BACS1607 25H&CGM	£480.00	3000/3	20/07/16	Herts And Cambs Ground Maintenance Limited - Cutting of Clear Crescent Hedges	
1021	BACS1607 25H&CGM	£1,400.40	2000/4	24/07/16	Herts And Cambs Ground Maintenance Limited - Monthly cemetery for July 2016	
1022	BACS1607 25H&CGM	£256.01	1300	24/07/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance areas for July 2016	£2,508.41
		£2,508.41		Herts And Cambs Ground Maintenance Limited - Total		
1020	BACS1607 25HMRC	£1,864.64	5600/1	24/07/16	HM Revenue & Customs - Tax and NI for July 2016	£1,864.64
		£1,864.64		HM Revenue & Customs - Total		
982	104514	£183.23	4800	01/07/16	Jose Hales - Items for Celebrating ages - 11th June 2016	£183.23
		£183.23		Jose Hales - Total		
1019	BACS1607 25KR	£471.80	4300/1	24/07/16	K. Rudge - Handyman wages July 2016	£471.80
978	P352	£5.00	3	29/06/16	K. Rudge - Petrol for mower	£5.00
989	P353	£10.00	3	05/07/16	K. Rudge - Petrol for mower	£10.00
1001	P355	£12.00	7	17/07/16	K. Rudge - petrol for van	£12.00
1003	P356	£6.97	3	19/07/16	K. Rudge - Yellow spray paint	£6.97
		£505.77		K. Rudge - Total		

25/07/16 02:00 PM Vs: 7.23

Page 2 of 5

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque Total
				date		
995	P354	£20.00	6	12/07/16	Maureen Brierley - River Mel Group Use of Pavilion on 2/4/16 and 07/05/16	£20.00
		£20.00			Maureen Brierley - Total	
983	BACS1607 25MCHMG	£30.00	4400	04/07/16	Melbourn Community Hub Management Group - Hire of large mtg room 199 houses Meeting P Kratz	
991	BACS1607 25MCHMG	£180.00		11/05/16	Melbourn Community Hub Management Group - Hire of meeting rooms 3/ 9/16/31 May	
1		£225.00	4400		Hire of meeting rooms 3/ 9/16/23/31 May	
2		-£45.00	4400		Monday 23/5 meeting not chargeable	
1006	BACS1607 25MCHMG	£15,000.00	6400	14/07/16	Melbourn Community Hub Management Group - Precept support for 01/04/16-31/03/17	
1007	BACS1607 25MCHMG	£20.00	3000/2	04/07/16	Melbourn Community Hub Management Group - Mtg with BeActive 300616	
1008	BACS1607 25MCHMG	£20.00	1100	03/06/16	Melbourn Community Hub Management Group - War Memorial Mtg 030616	
1009	BACS1607 25MCHMG	£30.00	3100	04/07/16	Melbourn Community Hub Management Group - MAYD Hire of Mtg Room 7/6/16	
1024	BACS1607 25MCHMG	£12,775.00	5000/6	12/07/16	Melbourn Community Hub Management Group - Office rent & Monday meeting rooms 01/04/16-31/03/17	
1025	BACS1607 25MCHMG	-£390.00	5000/6	12/07/16	Melbourn Community Hub Management Group - Refund meeting room hire 01/04/15-31/03/16	£27,665.00
		£27,665.00			Melbourn Community Hub Management Group - Total	
1026	BACS1607 25MVC	£1,210.09		30/06/16	Melbourn Village College - Celebrating Ages Tea 11/6/16	
1		£704.00	4800		160 teas	
2		£506.09	4800		Staff time x 3	
1027	BACS1607 25MVC	-£144.00		20/07/16	Melbourn Village College - Celebrating Ages Tea 11/6/16	£1,066.09
1		-£144.00	4800		160 teas, part credit	
		£1,066.09			Melbourn Village College - Total	
987	BACS1607 25M&MLTD	£132.00	3000/2	29/06/16	Mitchell & Mayle Ltd - clearing of cess pitt behind the pavillion	£132.00
		£132.00			Mitchell & Mayle Ltd - Total	
980	104513	£200.00	7110	29/06/16	Morley Manufacturing - New tie rod Melbourn Primary School Gate/Fence car park	

25/07/16 02:00 PM Vs: 7.23

Page 3 of 5

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
981	104513	£50.00	8000	29/06/16	Morley Manufacturing - Purchase new springs for gate Ash Grove	£250.00
		£250.00			Morley Manufacturing - Total	
988DC160709NF		£48.00	5000/2	05/07/16	Nobis Furniture - Keys cut for parish office for assistant clerk	£48.00
		£48.00			Nobis Furniture - Total	
1018	BACS1607 25PA	£913.60	4300/1	24/07/16	P. Andrews - Litterpicker wages July 2016	£913.60
		£913.60			P. Andrews - Total	
990	BACS1607 25PHSG	£230.40	3000/2	01/07/16	PHS Group - 4 sanitary disposals in pavillion 05/07/16- 04/07/17	£230.40
		£230.40			PHS Group - Total	
1002	BACS1607 25RMA	£4,500.00	9000	18/07/16	Richard Morrish Associates - 199 New Rd four day inquiry liason, site visit prep of evidence	£4,500.00
		£4,500.00			Richard Morrish Associates - Total	
1010	BACS1607 25R&DCT	£18.00	4800	20/07/16	Royston And District Community Transport - Celebrating Ages Transport June 2016	£18.00
		£18.00			Royston And District Community Transport - Total	
1017	BACS1607 25SA	£2,940.18	5100/1	24/07/16	Sarah Adam - Parish Clerk Salary July 2016	£2,940.18
		£2,940.18			Sarah Adam - Total	
1016	BACS1607 25STS	£175.00	3000/4	23/07/16	Shire Tree Surgery - Broken limb of willow tree - rec ground	£175.00
		£175.00			Shire Tree Surgery - Total	
998	BACS1607 25SC	£71.82	5000/2	14/07/16	Stationery Cupboard - 3x boxes A4 Paper	£71.82
		£71.82			Stationery Cupboard - Total	
999	BACS1607 25TN	£557.88	5000/9/3	12/07/16	Tim Stebbings - Litter picking 28/5/16 - 11/7/16	£557.88
		£557.88			Tim Stebbings - Total	
1015	BACS1607 25UL	£60.00	3000/1	21/07/16	Unlimited Logos - 2x Beware uneven surface signs for littlehands car park	£60.00
		£60.00			Unlimited Logos - Total	

25/07/16 02:00 PM Vs: 7.23

Page 4 of 5

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque Total
				date		
984	DD160701 WESHUK	£32.40	5800	07/07/16	WESH UK - Software for MPC Website	£32.40
		£32.40			WESH UK - Total	
<b>Total</b>		£53,857.81				

25/07/16 02:00 PM Vs: 7.23

Page 5 of 5

## Hub breakdown

The Clerk

add

## Melbourn Parish Council

### Melbourn Community Hub Management Group

30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

### Remittance Advice

Please be advised that the following invoices / amounts have now been paid.

Invoice date	Invoice no	Summary	Amount
11/05/16	366 adjusted	Hire of meeting rooms 3/ 9/16/31 May	£180.00
03/06/16	378	War Memorial Mtg 030616	£20.00
04/07/16	390	MAYD Hire of Mtg Room 7/6/16	£30.00
04/07/16	389	Mtg with BeActive 300616	£20.00
04/07/16	399	Hire of large mtg room 199 houses Meeting P Kratz	£30.00
12/07/16		Refund meeting room hire 01/04/15-31/03/16	-£390.00
12/07/16		Office rent & Monday meeting rooms 01/04/16-31/03/17	£12,775.00
14/07/16		Precept support for 01/04/16-31/03/17	£15,000.00
Total amount paid			£27,665.00

## APPENDIX G

Parish Clerk

AC68/16

**From:** Sarah Adam  
**Subject:** FW: Disclosable Pecuniary Interests - Melbourn PC

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**From:** Parish Clerk  
**Sent:** 18 July 2016 13:44  
**To:** Ian Dewar  
**Subject:** RE: Disclosable Pecuniary Interests - Melbourn PC

Dear Ian

Thank you for your email.

On behalf of Melbourn Parish Council I invite you to attend the next Full Parish Council Meeting on Monday 25<sup>th</sup> July 2016 at 7.15pm.

This will be held in the Lecture Room of Melbourn Village College, The Moor, Melbourn, SG8 6EF

Kind regards

Sarah Adam  
Melbourn Parish Clerk

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**From:** Ian Dewar [<mailto:ceo@capalc.org.uk>]  
**Sent:** 18 July 2016 13:40  
**To:** Parish Clerk  
**Subject:** Disclosable Pecuniary Interests - Melbourn PC

Parish Clerk – Melbourn PC

I have some concerns on how the council has been dealing or failing to deal with the report on the complaint that was raised which was essentially about the treatment of council staff.

Having observed some of the council meetings particularly around the issue of the recent report submitted to the council on the treatment of council staff and how the council has handled the situation I have some concerns about this matter that I hope the council will take on board.

I would like to draw your attention and that of the council to the text in bold in **NALC Legal Topic Note (LTN80) which states.....**

Under s.34 of the 2011 Act, in force on 1 July 2012, a failure to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or reappointment), or the deliberate or reckless provision of false or misleading information on registration, or **participation in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest will be criminal offences, potentially carrying a Scale 5 fine of £5000 and/or disqualification for up to five years.**

It seems evident there has been a number of failures in terms of observing the legislation as outlined in the 2011 Act.

In particular it would seem that when the council debated the report councillors:

- Failed to declare pecuniary interests
- Failed to complete Declaration Forms
- Failed to leave the room when the council debated the report about them in closed session
- Failed to leave the chair when the council debated the report about them in closed session
- Voted to stay in the debate despite the guidance and rules on pecuniary interests
- Denied the content and context of the report and their particular involvement in the matter

It seems that some councillors may have chosen to disregard the guidance and rules in respect of disclosable interests in an attempt to protect their own position and the behaviour in question seems to have gone well beyond what is expected of someone in public office as a parish or town councillor.

In summary on the face of what has been witnessed in meetings and what has been recorded in minutes of meetings there seems to be sufficient evidence to conclude there has been a number of failures in respect of the 2011 Act

Infringements of this nature of the code of conduct are not under the jurisdiction of the Monitoring Officer at the District council.

Under current legislation failure to register and observe the legislation on disclosable pecuniary interests is actually a criminal offence.

I am happy to attend the next council meeting to provide whatever assistance I can to you and the council to resolve and provide closure on this matter quickly.

If this can be achieved it may deflect a considerable amount of press coverage and other collateral damage to the council and councillors.

Regards

Ian Dewar

CEO CAPALC

--

Ian Dewar  
CEO

Cambridgeshire and Peterborough Association of Local Councils

CAPALC operates a confidential help desk for parish or town councils who require a written response to queries on legal, procedural, financial & HR matters related to local councils.

Questions of this nature should be emailed to the CAPALC helpdesk at [helpdesk@capalc.org.uk](mailto:helpdesk@capalc.org.uk)

This allows CAPALC to properly respond to, manage and monitor its help & support communications,

## APPENDIX H

Parish Clerk

PC 69 / 16 .

**From:** Parish Clerk  
**Sent:** 05 July 2016 09:44  
**To:** 'Bob Tulloch'  
**Subject:** RE: Statement re complaint report

Dear Bob  
I am unable to action your request.  
Your document will need to be discussed and approved at the next Parish Council Meeting.  
Regards  
Sarah

**From:** Bob Tulloch [<mailto:walnutmedical@gmail.com>]  
**Sent:** 04 July 2016 10:54  
**To:** Parish Clerk  
**Subject:** Statement re complaint report

Hi Sarah,

I have attached a statement concerning the complaint report. This has been vetted and approved by a majority of the Parish Council. Would you please:

- Place a copy on the notice board
- Upload a copy to the web site
- Send a copy to Cambridge News (Nick Willoughby?)
- Send a copy to The Crow

Regards,

Bob



### **Melbourn Parish Council Statement**

The report was produced by a panel set up for Melbourn Parish Council by CAPALC. The panel was simply an advisory body with no judicial or official status. The panel's only remit was to investigate the complaint of a subcontractor to Melbourn Parish Council.

Despite having a very clear definite brief, the panel took it upon themselves to look at a whole range of other unrelated issues. Consequently, the report they produced attacks and defames a number of people who had nothing to do with the original complaint.

The panel has levelled vague accusations of wrong-doing without talking to the people they defame and without allowing them to defend themselves. Many peoples' testimonies have been summarily dismissed because the panel deemed they were 'unreliable', without giving any justification. The professional standing of people was also called into question, again without any evidence beyond the panel's prejudice.

Melbourn Parish Council has examined this report in detail. The vast majority of councillors found it to be ill-founded, poorly conducted and fundamentally flawed. Consequently, a substantial majority of the Parish Council rejected this report and have done so twice.

Melbourn Parish Council is therefore of the opinion that, if this report should not be published in its current state as it will cause a lot of hurt to innocent people and in many cases will be libellous. This is not a public document.

14