

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 29 March 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, R.Gatward, I Bloomfield, J Regan, M Sherwen and J.Hales

In attendance: The Clerk, Jonathan Berks, Finance Director of the Hub Management Company, and a member of the public. County Cllr S v d Ven

PC200/15 Apologies for absence:
Cllr Linnette for personal reasons.

PC201/15 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 PC202/15 and PC203/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company. Cllrs Tulloch, Crosby, Bloomfield for PC216/15 as applicant is an employee of Melbourn Community Hub. Cllr Norman declared a non-pecuniary interest as a close friend of PC216/15.

PC205/15 Minutes of the meeting held on Redact Version 22nd February 2016:

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR BLOOMFIELD THAT THE REDACT MINUTES OF 22ND FEBRUARY 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC206/15 To report on the last meeting Redact Version 22 February 2016

25/1/16 – PC161/15

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

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

a) 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

b) To consider quotes from Ashton Renovations and Cambridge Fencing for Fencing around the workshop (Appendix D)

ACTION: THE CLERK TO ASK CAMBRIDGE FENCING TO RE-QUOTE FOR A FENCE TO BLOCK OFF BACK OF WORKSHOP. ONE END TO BE FENCE AND THE OTHER A

GATE, TO ENABLE RANGER TO USE THE AREA FOR STORAGE AND PREVENT UNAUTHORISED ACCESS.

This was approved and fencing and gate have been erected behind the workshop on 16/03/16

ii) 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.

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.

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

Community Grant Application

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

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

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

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

The following Groups were allocated community Funding:

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

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

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

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

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

The Clerk to arrange payment and send covering letter and send unsuccessful letters to of Groups.

Grant payments have been sent with letter and unsuccessful groups have been written to. The Clerk has written to Lightsource confirming how the £37500 has been spent.

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

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

22/2/16 PC186/16

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 B)

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

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

I spoke with Eon today and they confirmed this is an estimated reading and to date they have not received a meter reading from MPC. I will deal with this and pass onto them.

The £519.30 was actually paid by direct debit into Eon's account on Monday 22 February, so I was unable to stop payment. However the gentleman on the phone confirmed MPC will receive a refund once a meeting reading has been received.

The estimated reading was 08847 and the actual is 04197

IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR BLOOMFIELD THAT THE EXPENDITURE AND TRANSFER OF £30,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.

22/2/16 – PC192/15

Littlehands Nursery Lease

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

Complete – The Clerk has emailed the solicitors

22/2/16 – PC195/15

Melbourn War Memorial: Rededication: WWI 100th Anniversary of Armistice

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

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

Complete – The Clerk has sent a letter to Mr Cleminson

22/2/16 – PC197/15

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

County Cllr Susan van de Ven is in discussion with TTP. Await response.

PC207/15 To receive the minutes of the meeting held on 22 February 2016

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

AT THIS POINT MEMBERS OF THE PUBLIC WERE ASKED TO LEAVE THE ROOM.

CLLR CROSBY AND CLLR TULLOCH WERE ALSO ASKED TO LEAVE THE ROOM.

IT WAS PROPOSED BY CLLR HALES AND CLLR NORMAN THAT MINUTES OF 22ND FEBRUARY 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC208/15 To report on the last meeting 22nd February 2016

Ian Dewar the CEO of CAPALC informed The Clerk that 18 members had been chosen out of which three members had been selected to be on the panel. Contact details of the three members had been sent to The Clerk. The Clerk had made contact with the 3 members asking for their availability to arrange a meeting in Melbourn.

CEO of CAPALC, Ian Dewar confirmed that documentation should be sent to the Clerk, but due to current situation the Clerk felt it was inappropriate to receive the documentation and therefore ask Cllr Tulloch and Michelle Cooper to send any relevant paperwork to a member of the panel. The Clerk asked for all meetings and a decision to be made by 6 May 2016.

AT THIS POINT CLLR TULLOCH AND CLLR CROSBY WERE ABLE TO RETURN TO THE MEETING.

PC209/15 To receive the Minutes of the meeting of the Extraordinary Parish council Meeting held on 14th March 2016

Cllr Crosby announced the reason why she proposed going into camera was because it was from the advice of CEO of CAPALC, Ian Dewar who suggested this item should be held in private.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CLEMINSON THAT THE MINUTES OF THE MEETING OF THE EXTRAORDINARY PARISH COUNCIL MEETING ON 14TH MARCH 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC210/15 To report on the last Extraordinary Parish Council Meeting 14th March 2016

The Clerk confirmed the sum of £70,000 of the £80556.14 Interserve Allocation to reserves to increase reserves to £104,380.72 or 33% of annual spend is now complete.

The Clerk also confirmed the sum of £70,000 of the £70,405.13 S106 allocation to the Interserve Account is now complete.

The Clerk reported that Edge IT Systems has advised Melbourn Parish Council to end the current financial year 2015/2016 using the income and expenditure. This will be discussed the agenda PC214/15

The Clerk reported she had tried to arrange a meeting with HSBC to discuss extra signature for J Norman and dual signatures online for BACS payments, but any meeting now will be held in HSBC's Cambridge Branch. The Clerk to report back at Full Council further updates from HSBC.

The Clerk reported The Edge IT System is more user friendly than originally thought and there are many reports that can be run, but have never been run.

The Clerk is currently working through the cost centres/bank accounts and committee

finances with Chris Edge, Managing Director of Edge IT Systems. This will take a few weeks but when complete The Clerk will be able to give Committee Chair's a clear indication on their income and expenditure for 2015/2016. The Clerk advised she would call each Chair into the office to look at each committee's finance in detail and to check items have been allocated correctly. Budgets for 2016/2017 have been put on the system to start the new financial year.

The Clerk advised members her workload is extremely high, and at the current time does not require support to answer the phone, but would appreciate recruiting and an Assistant as soon as possible. The members of the council did advise The Clerk of her long working hours. The HR Committee will be meeting with Ian Dewar, the CEO of CAPALC to discuss the Assistant Role within the next few weeks.

PC211/15 To Receive the Financial Report dated 29 February 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 HALES AND SECONDED BY CLLR REGAN THE FINANCIAL REPORT BE DEFERRED UNTIL THE NEXT MEETING. THIS WAS CARRIED BY ALL.

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD THAT THE SESSION COMES OUT OF CAMERA. THIS WAS CARRIED BY ALL

PC202/15 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.

IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR SHERWEN THAT THE REPORT BE ACCEPTED. This was CARRIED.

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

PC203/15 To discuss and approve Melbourn Parish Council annual rent to Melbourn Community Hub for 2016/2017

The Clerk presented an email from J Berks asking to confirm how much the annual rent should be from Melbourn Parish Council to the Melbourn Community Hub. The Clerk spoke to the Former Clerk and he confirmed the rent for 2015/2016 was discussed and approved at Full Council last year and suggested it go to Full Parish Meeting in March 2016 for a decision to be made.

Cllr Hales confirmed the price of £12,300.80 for 2015/16 came from approx. £35 per day. This price includes phone/heating and electricity/ room hire and IT support. The council discussed costing of the previous premises at the Village College and hiring of All Saints Church Hall.

AFTER DISCUSSIONS IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CLEMINSON THAT THE NEW ANNUAL RENT FOR 2016/2017 IS £12,775.00. THIS WAS CARRIED, ALL IN FAVOUR APART FROM ONE ABSTAINING.

**PC204/15 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

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.

City Deal Path Progress – Cllr Hales expressed his thanks to County Cllr Susan van de Ven on behalf of the community for all her hard work.

Boundary Commission – County Cllr van de Ven to inform The Clerk once there is more information.

**PC223/15 Hugh Pollock attended the Parish Meeting to discuss his proposal for Melbourn
Bloomsday Celebration which is to be held on 16 June 2016.**

Melbourn Parish Council congratulated Mr Pollock on the success of Bloomsday Celebration 2015 and is fully in support of the 2016 event.

Cllr Crosby, Cllr Tulloch and Cllr Hales offered Mr Pollock their support. The Chairman reminded Mr Pollock about applying for the Community Grant Funding which will be available to bid for at the April 2016 Parish Meeting.

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 12th 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**

Transaction Number 785 from the approval payment list (PC212/15) was discussed – This is the invoice for the Car Park which was Interim Certificate 6 from Interserve. However councillors were concerned that there is work to the car park which still requires completing notably:

- The slope leading from the Car Park to the Beeton Close
- Lamp posts that should have been removed, Cllr Hales reported SCDC are now removing the remaining old lamp post next to the pathway leading to Beeton Close and confirmation from Land Registry now shows Melbourn Parish Council does own the pathway leading to Beeton Close and not SCDC. Therefore Interserve should have resurfaced the pathway and dealt with the lampposts.
- Workshop snagging

The Clerk confirmed an email was sent to Interserve from M Linnette discussing the slope to the car park leading from Beeton Close. Cllr Linnette was at the time misinformed by Interserve that it would cost more money to have the slope put in, so Cllr Linnette approved it

being removed from the contract. To date there has been no response from Interserve relating to this matter.

Due to the outstanding work councillors were of the view that this invoice should not be paid recognising that this may attract an interest payment from Interserve if anything less than the full amount is not paid on the due date. FOLLOWING DISCUSSION IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR STEAD THAT MELBOURN PARISH COUNCIL DOES NOT MAKE ANY PAYMENT. THIS WAS NOT CARRIED.

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.

AT THIS POINT IT WAS AGREED BY CLLR TOWNSEND AND CLLR BLOOMFIELD TO COME OUT OF CAMERA. THIS WAS CARRIED BY ALL

PC212/15 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 D)

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**

Transaction NO 738 for £3394.80 Cllr Gatward queried this as Groomfields did not complete the work as per the contract. The Clerk informed the members this has been taken into account and they have reduced their invoice to only include April to August 2015, not April to December 2015.

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.

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.**

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD THAT THE EXPENDITURE AND TRANSFER OF £75,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED APART FROM TRANSACTION NUMBER 785 AS DISCUSSED IN CAMERA. THIS WAS CARRIED.

PC214/15 To change 2015/2016 financial figures from receipts and payments to income and expenditure

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR HALES THAT THE FINANCIAL FIGURES FOR 2015/2016 SHOULD BE CHANGED FROM RECEIPTS AND PAYMENTS TO INCOME AND EXPENDITURE. THIS WAS

CARRIED BY ALL.

PC215/15 To accept the amended Community Grant Policy dated March 2016

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.**

PC216/16 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.

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.

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.

PC219/15 HM Queen Elizabeth II 90th 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**

PC220/15 Discuss relocation of money from account last used in 20015.

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.

**PC221/15 Letter from SCDC – Development of Rubioc, Newmarket Road, S/1692/14/FL.
Payment of Open Space and Community Facilities Contributions**

The documentation was presented to Council. The Chair and Vice Chair signed and the documentation and was witnessed by The Clerk.

PC222/15 Staffing Matters

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR TOWNSEND THAT DUE TO THE SENTSITIVITY OF THIS ITEM IT SHOULD BE HELD IN CAMERA. THIS WAS CARRIED BY ALL.

The Clerk informed council members that Tim Stebbings hourly rate is £6.70. The National Living Wage as of 1st April 2016 is £7.20 per hour. The Council commented on Mr Stebbings dedication and outstanding work around the village. **IT WAS PROPOSED BY K CROSBY AND SECONDED BY CLLR HALES THAT MR STEBBINGS HOURLY RATE INCREASES TO £7.85. THIS WAS CARRIED BY ALL.**

IT WAS PROPOSED BY CLLR BLOOMFIELD AND CLLR REGAN TO COME OUT OF CAMERA. THIS WAS CARRIED BY ALL.

PC224/15 RSPCA Donation due to recent event – Play and Recs Meeting 21st March 2016

The Clerk unlocked Littlehands gate on Saturday 19th 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**

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.**

PC226/15 Correspondence

- (a) SCDC Direct Debit Payments – The Clerk presented an email from SCDC, apologising that their invoices were not explained correctly and future invoices will detail all bins and their locations correctly.
- (b) Littlehands Nursery – The Clerk presented an email for Littlehands Solicitor stating “After completing all of the paperwork for Fields in Trust they have decided that the inclusion of the building in the Deed of Dedication was an error. Fields in Trust are preparing a deed to vary the original dedication”.
- (c) 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**
- (d) Arts Capital Grant 12/13 – withdrawal of offer. The Clerks presented a letter from SCDC. In line with the grant conditions, the Council is withdrawing its offer of £2100.00 because it was not claimed in 3 years.
- (e) Email of thanks from Alison Friday – MVC PTFA. The Clerk presented an email from Melbourn Village College PTFA expression their thanks for the recent Community Grant Funding.
- (f) 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.**

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

- g) 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.**
- h) Letter of thanks from All Saints Church. The Clerk presented a letter of thanks from All Saints Church for the recent Community Grant Funding.
- i) Letter of thanks from 1st Orwell Scouts. The Clerk presented a letter of thanks from 1st Orwell Scouts for the recent Community Grant Funding.
- j) Email from David Atkins, Melbourn Dynamos confirming delivery of New Container on the Old Rec. The container arrived onto site on 23 March 2016 and is situated behind the Army Cadet Hut.
- k) 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

- I) Email of thanks from Jenny Pollock. The Clerk presented an email of thanks from Jenny Pollock for repainting of the bollards outside the Co-op to make them more visible for the visually impaired.

PC227/15 Application Discharge of Condition 7 of application S/1427/14/FL at Land between Railway and Sewage Disposal, Land between Railway and Sewage Disposal Works, Royston Road, Melbourn, Cambridgeshire. Application S/0484/16/DC. **IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD NO COMMENTS TO BE MADE. THIS WAS CARRIED BY ALL**

PC228/15 To receive any comments or questions on the following meetings: Planning 14th March, Cemeteries 7th March, Conservation 7th March, Play and Recs 21st March and Highways 21st March, F&G 4th January 2016 and Melbourn Futures Committee 27th January.

Cllr Mulcock asked for Play and Recs and Highways minutes form 21st March should be placed on the Website.

PC229/15 **To accept notices and matters for the next agenda**
(a) Pensions –
(b) Flag Pole
(c) Plaque in All Saints Church

The Chairman closed the meeting at 10.10pm.

Appendix A

Melbourn Community Hub Management Group

Finance Directors Report

March 2016

I have prepared an Income and Expenditure account for the first four months of this accounting period, that is the period 1 October 2015- 31 January 2016, which I enclose with this Report.

This shows that the total income received in this period was £38,130, and the expenses £43,466 resulting in a deficit of expenditure over income of £5,336.

The report continues on the second page which is the capital side of the accounts. This shows that from the total amount of grants received to date of £113,000, £92,000 has funded the excess of expenditure over income, and the balance of £21,000 is represented by fixed assets with a book value of £5,000,(almost all IT equipment), £15,000 in bank balances, and £1,000 by amounts owed in excess of amounts payable..

Café sales in February were good, and the week ending 12 February saw the largest amount taken in a full week (£1,847), since the opening of The Hub two years ago. On the other hand, there were two annual maintenance contracts renewable in January, and in addition the absence of a Centre Manager inevitably meant that temporary cover had to be arranged, often at short notice, and these have contributed to the increased costs.

The implementation of the new National Living Wage, which comes into force on 1 April 2016, will have no impact on staff costs at this stage, as all employees aged 25 years and over are already paid more than the new minimum of £7.20 per hour.

Jonathan Berks
Finance Director
23 March 2016

Melbourn Community Hub
Income and Expenditure Account
for the period October 2015 - January 2016

£	£
Income	
Café takings	26,827
Room rental	
Parish council	4,100
Other	7,203
11,303	
Total income	38,130
Expenditure	
Café	
Purchases	11,392
Other cafe costs	255
Sundry purchases	636
Catering staff costs	12,493
Laundry	947
25,723	
Administration	
Centre managers costs	9,233
Telephone	1,224
IT contract	883
Post and stationery	330
Uniforms	400
Streamline and till rental	634
Sundry expenses	13
12,717	
Premises	
Electricity	1,418
Gas	376
Insurance	80
Business & water rates	528
Maintenance	2,624
5,026	
Total expenditure	43,466
Suplus/deficit of income / expenditure	-5,336
Balance	
Total grants received	113,559
less deficit to 30 September 2015	-87,095
less accumulated deficit for year	-5,336
21,128	
Represented by	
Fixed assets	4,922
Debtors and prepayment	5,489
Bank balances	14,397
Cash balances	1,009
25,817	
less	
Barclaycard balance	750
Deferred income	1,025
Creditors (including PAYE)	2,914
4,689	
21,128	

Appendix B

Melbourn Parish Council March 2016, County Councillor Report

Bus Stop near the Hub: Last year, a resident who is visually impaired asked about re-siting the Vicarage Close High Street bus stop in order to create a better waiting environment. Has the Parish Council confirmed its view on this or is the door still open for considering a change?

Rail campaign: The scope of the Meldreth, Shepreth and Foxton Rail User Group is expanding. As you know we launched the Community Rail Partnership two years ago, in order to take on more strategic interests. CRPs are recognized by the Department for Transport. We are currently applying for grant from the Dept for Transport for funding for a ramp – just one more opportunity that we must chase down.

In order to position ourselves most advantageously if we will be establishing local partnerships for each station under the CRP. This will allow us to apply for more funding. We will need the support of our parish councils for each one. The details will be worked out over the summer.

The Community Rail Partnership would like to hold its next meeting in the Hub and request MPC payment of room hire. The arrangement in the past has been for the Rail User Group to meet in Melbourn once per year with MPC kindly providing room hire costs.

Meldreth Station booking office: Govia Thameslink Railway has been consulting on changes to booking office opening hours across their patch. The idea is that staff are not necessarily behind the counter but out on the platform assisting people with the new transactions available for buying tickets and parking permits, etc. Naturally this has caused concern and Royston is one station affected. Meldreth Station is not affected and it would be nice to think that that the continuing existence of a strong Rail User Group has made the operator think twice about any on-site staff service reduction. It has also been confirmed that the temporary staff operating the booking office will be replaced by a permanent member of staff, who is now being recruited.

Melbourn Community Edible Gardening: The Community Rail Partnership has successfully applied for a grant for this project to start at Melbourn Primary directly after Easter holidays. Initially this will take the form of after-school gardening activity, but with serious intent to grow food, with learning about nutrition and plant biology. This will be a year-round activity. A small polytunnel will be erected on school grounds. Two very experienced volunteers have come forward lead the planning for the project. We will be able to hire someone to fundraise and network to make the project sustainable in the longer term – the post will shortly be advertised.

City Deal path progress: I've made a formal request to the City Deal Board that it consider allocating some of its ring-fenced transport infrastructure funding toward a pedestrian and cycle path connecting Dunsbridge Turnpike Shepreth-Melbourn Science Park. It looks especially promising and TTP are now taking first steps on considering a dedicated pedestrian/cycle entrance to the MSP site, in anticipation. If successful, work on the path could start in July.

Large speculative housing applications in Meldreth and Shepreth: Thanks to Cllrs Norman and Hales for their support to the new working party being established in Meldreth to deal with the impending planning application for 170 homes on the brownfield site at Eternit in Whaddon Road. The concern over lack of strategic infrastructure planning is exacerbated by another prospective application on a larger site of Meldreth Road, Shepreth.

Boundary Commission: It has transpired that the BC's new county division lines for 2017 will be re-consulted. No details yet. This would be a chance to promote education and transport commonalities of a division encompassing the A10 corridor at MVC catchment area.

PC213 /15.



Our ref: NM/alb/108743/024
Page 1 of 2

Ms S Adam
Melbourn Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Herts
SG8 6DZ

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

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

By Email and Post

17 March 2016

Dear Sarah

Melbourn High Street Car Park - Final Account

Our last Financial Statement for this project dated 2 November 2016 reports an anticipated final account figure of £270,000. We have reported subsequently to you via email dated 11 February 2016 that due to further revisions to the scope of works since issue of this report the final account is more likely to be £300,000.

On 11 February we received a draft final account from Interserve totalling £504,175.79. We found substantial anomalies in the account and had a meeting with Interserve on 22 February to review. The outcome was they would come back with further and better information.

We received some further information from Interserve including an application for payment on 15 March and immediately called for a meeting which we held today, at which Interserve tabled a whole lever arch file in support of their claim of a final account figure of £415,461.32.

We still found the detail of their account lacking and it appears they are trying to re-measure and re-value substantial parts of the works which we are resisting. We have given Interserve clear instruction as to the information we require to assess their valuation of variations and have provided them with a copy of our account calculation totalling £269,457.49.

In relation to the valuation we have countered Interserve's application with a proposal that we certify a gross sum which matches our assessment of the final account and requested their acceptance. We will notify you should they not accept otherwise will shortly be issuing a valuation for payment.

We still believe the final account should be settled at the £300,000 mark however do need to put you on notice that Interserve are currently valuing at substantially more than this. The majority of the extra appears to be based around a claim for not being able to proceed with the works effectively due to changes in design and levels information.

Should Interserve continue to pursue their claim then we shall seek your instructions as to how you wish to proceed as our appointment does not cover the negotiation or settlement of claims.

Please contact us should you wish to discuss further in the meantime.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nigel McCreith".

Nigel McCreith BSc MRICS
Regional Director

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
755	BACS	£78.00	£13.00	£65.00	16/03/16	Smartwater - Annual Renewal for security labelling	£78.00
718	BACS	£20.00	£0.00	£20.00	29/02/16	Melbourn Community Hub Management Group - Room hire for war memorial mtg room	
719	BACS	£30.00	£0.00	£30.00	29/02/16	Melbourn Community Hub Management Group - MAYD Meeting Room	
720	BACS	£225.00	£0.00	£225.00	29/02/16	Melbourn Community Hub Management Group - Parish Council & committee Mtgs room hire February	
736	BACS	£532.54	£0.00	£532.54	19/02/16	Melbourn Community Hub Management Group - Solar Panels payment 9/6/15 - 21/12/15	£807.54
756	BACS	£336.00	£56.00	£280.00	22/01/16	Ashton Renovations - Step of Melbourn Hub lowered and painted	£336.00
746	BACS	£1,338.60	£223.10	£1,115.50	09/03/16	Edge IT Systems - 1 days training and 6 hours to complete year end	
777	BACS	£840.00	£140.00	£700.00	29/03/16	Edge IT Systems - 10x more hours of training - accounts	£2,178.60
744	BACS	£369.60	£61.60	£308.00	08/03/16	Barcham - Trees for New Road Cemetery	£369.60
788	BACS	£3,020.54	£0.00	£3,020.54	29/03/16	Sarah Adam - Clerks Wages	£3,020.54
723	BACS	£21.78	£0.00	£21.78	29/02/16	Glassblade Ltd - Search WP Plugin renewal for 1 yr Website	£21.78
785	BACS	£42,725.51	£7,120.92	£35,604.59	29/03/16	Interserve Construction Ltd - Interim Certificate 6	£42,725.51
725	BACS	£600.00	£100.00	£500.00	25/02/16	Terence Fidler Partnership Ltd - Car Park Slab Interceptor Design	£600.00
775	BACS	£1,668.00	£278.00	£1,390.00	23/03/16	CSL Cheap Storage Ltd - One trip container and Padlock on old rec	£1,668.00
682	BACS	£459.46	£76.57	£382.89	01/12/15	South Cambs District Council - Balance due - Refuse collection - Stockbridge Meadow	£459.46

Signature

Signature

Date

29/03/16 03:04 PM Vs: 7.2

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
789	BACS	£1,129.75	£0.00	£1,129.75	29/03/16	P. Andrews - Wages for Litterpicker	£1,129.75
786	BACS	£704.00	£0.00	£704.00	29/03/16	K. Rudge - Wages for March 2016	
787	BACS	£2.70	£0.00	£2.70	29/03/16	K. Rudge - Mileage for March - 6 miles	£706.70
717	BACS	£71.82	£11.97	£59.85	23/02/16	Stationery Cupboard - 3x Box Paper	
784	BACS	£20.52	£3.42	£17.10	29/03/16	Stationery Cupboard - A4 Arch Lever Files and Pins	£92.34
745	BACS	£42.00	£7.00	£35.00	08/03/16	Unlimited Logos - New Road Cemetery Sign	£42.00
727	BACS	£1,131.60	£0.00	£1,131.60	11/02/16	Cambridgeshire County Council - Street Lighting from 1/10/14 to 30/9/15	
738	BACS	£3,394.80	£565.80	£2,829.00	08/03/16	Cambridgeshire County Council - Grounds Maintenance April - August 2015	£4,526.40
764	BACS	£185.00	£0.00	£185.00	21/03/16	Shire Tree Surgery - Fell to ground level 1 Ash Tree back lane- broken	
765	BACS	£1,200.00	£0.00	£1,200.00	21/03/16	Shire Tree Surgery - Crown reduce 2x Maple trees Maple Way	£1,385.00
715	BACS	£126.00	£21.00	£105.00	17/02/16	Herts And Cambs Ground Maintenance Limited - Marking of Pitches on New & Old Rec	
716	BACS	£126.00	£21.00	£105.00	17/02/16	Herts And Cambs Ground Maintenance Limited - Marking of pitches New and Old Rec	
731	BACS	£156.00	£26.00	£130.00	03/03/16	Herts And Cambs Ground Maintenance Limited - Cut of new and old rec ground	
732	BACS	£204.00	£34.00	£170.00	03/03/16	Herts And Cambs Ground Maintenance Limited - Rolling of new and old recreation ground	
733	BACS	£126.00	£21.00	£105.00	03/03/16	Herts And Cambs Ground Maintenance Limited - Marking Pitches	
734	BACS	£1,400.40	£233.40	£1,167.00	03/03/16	Herts And Cambs Ground Maintenance Limited - Month cemetery maintenance for Feb 16	

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
735	BACS	£256.01	£42.67	£213.34	03/03/16	Herts And Cambs Ground Maintenance Limited - Monthly maintenance for 5 areas of the village Feb 16	
760	BACS	£168.00	£28.00	£140.00	17/03/16	Herts And Cambs Ground Maintenance Limited - Removal of tree guard on New Road Hedge	
769	BACS	£156.00	£26.00	£130.00	10/03/16	Herts And Cambs Ground Maintenance Limited - Spraying hedge on New Road	
770	BACS	£1,152.00	£192.00	£960.00	10/03/16	Herts And Cambs Ground Maintenance Limited - For work carried out in village car park	
771	BACS	£126.00	£21.00	£105.00	10/03/16	Herts And Cambs Ground Maintenance Limited - Overmarking new and old recreations	
772	BACS	£264.00	£44.00	£220.00	10/03/16	Herts And Cambs Ground Maintenance Limited - Clearance of Allotment No 7	
782	BACS	£252.00	£42.00	£210.00	24/03/16	Herts And Cambs Ground Maintenance Limited - Spike Old Rec and New Rec	
783	BACS	£192.00	£32.00	£160.00	24/03/16	Herts And Cambs Ground Maintenance Limited - Cut of Millenium Copse	£4,704.41
791	BACS	£90.00	£0.00	£90.00	29/03/16	Peter Horley - 5 hours assisting The Clerk	£90.00
722	cheque 104386	£180.00	£0.00	£180.00	26/02/16	Beactive Melbourn Ltd - Pavilion Hire for MAYD February	£180.00
739	Cheque 104387	£922.09	£0.00	£922.09	08/03/16	Hundred Houses Society - Sinking Fund Calculations	£922.09
740	Cheque 104388	£127.00	£0.00	£127.00	08/03/16	Cambridgeshire Association Of Local Councils - 1 days visit to parish office - Capalc	£127.00
758	cheque 104389	£400.00	£0.00	£400.00	08/03/16	The Garden Design Centre - Initial Mtg & drawings /survey & Planting scheme War	£400.00
773	Cheque 104390	£10.00	£0.00	£10.00	21/03/16	CAPS - Deduction of wages from P Andrews	£10.00
780	Cheque 104391	£547.50	£0.00	£547.50	24/03/16	Came and Company - Insurance for Parish Van	£547.50

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
741	D Direct	£473.68	£78.95	£394.73 06/03/16	e.0n - New Workshop estimated reading	£473.68
759	DD160323 PWLB	£3,712.79	£0.00	£3,712.79 23/03/16	Public Works Loan Board - repayment for the car park loan	£3,712.79
790	DD160331 HMRC	£1,967.15	£0.00	£1,967.15 29/03/16	HM Revenue & Customs - Tax and National Insurance for March 2016	£1,967.15
721	Direct Debit	£7.50	£0.00	£7.50 23/02/16	Tesco Mobile - Mobile bill for February 2016	£7.50
726	Direct Debit	£50.00	£0.00	£50.00 15/02/16	Fields In Trust - Annual Fields in Trust Payment	£50.00
762	Direct Debit	£32.40	£5.40	£27.00 31/01/16	WESH UK - 5 slice Melbourn Hub and 5 Slices MPC software	£32.40
709	Direct Debit	£117.88	£19.65	£98.23 01/12/15	South Cambs District Council - Balance due - Refuse collection - Clear Crescent	£117.88
728	Direct Debit	£8.44	£0.40	£8.04 27/02/16	e.0n - Old Recreation Ground	
729	Direct Debit	£8.44	£0.40	£8.04 27/02/16	e.0n - Pavilion electricity	
730	Direct Debit	£8.44	£0.40	£8.04 28/02/16	e.0n - Orchard Road Cemetery	
742	Direct Debit	£214.76	£35.79	£178.97 06/03/16	e.0n - Pavilion Charges	£240.08
710	P329	£5.40	£0.00	£5.40 01/03/16	K. Rudge - Toilet Roll Holder for workshop	£5.40
743	P331	£9.12	£0.00	£9.12 06/03/16	K. Rudge - New light for Astra Van	£9.12
757	P332	£15.00	£0.00	£15.00 15/03/16	K. Rudge - Diesel for Van	£15.00
754	P333	£6.40	£0.00	£6.40 18/03/16	K. Rudge - Turf for Cemetery	£6.40
724	Petty Cash P330	£3.80	£0.00	£3.80 29/02/16	Groundwork East - Perished Food - turning off of fridge in Pavilion	£3.80
761	Petty Cash P334	£11.98	£0.00	£11.98 18/03/16	K. Rudge - Gas Support Struts for Van	£11.98
774	Petty Cash P335	£22.04	£0.00	£22.04 24/03/16	K. Rudge - Grass seed and weed killer	£22.04
Total		£73,803.44	£9,582.44	£64,221.00		

Signature

Signature

Date

PC216/15.

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

The Old Rose
62 High Street
Melbourn
Royston
Herts
SG8 6AJ

7th March 2016

Dear Sarah,

Re: Co-Opted member request: Melbourn Parish Council

I am writing to confirm that I would like to be considered as a co-opted member of Melbourn Parish Council. This is because I have a keen interest in both local and national issues and feel it is important to ensure national priorities are reflected at a local level in line with the needs of the community. Also, as my children are now older and studying away from home, I find I have more time available so could be able to play a greater role in the local community as I feel confident I would be able to give it the commitment it requires

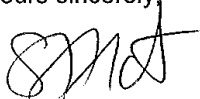
In terms of background I am qualified to teach and currently work part-time across a number of local authorities training people who work with children, young people and families in issues linked to child protection, resilience, self-esteem and empowerment.

Previously I held a Parent Governor role at the village school where we used to live and I was also the Fundraiser lead on the pre-school committee.

The skill set I believe I could bring to the Parish Council are attention to detail, an ability to ask the question 'why' in order to understand the decision-making process, commitment to work to time-scales, and persistence. I also believe I have good communication skills and can work together as part of a team to reach a desired outcome. I particularly enjoy the demands of professional challenge and very much believe in the need for honesty and transparency in public office.

Please do not hesitate to contact me if you require any further information.

Yours sincerely,



Sally Ann Hart (Mrs)

10

PC216/15

Mrs S Adam
Clerk to Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Nr Royston
Herts
SG8 6DZ

Mr S W Parton
23 West Way
Meldreth
Nr Royston
Herts
SG8 6LL

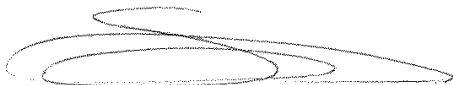
Dear Mrs Adam

I understand that there is currently a vacancy for a Parish Councillor at Melbourn Parish Council, I would like to apply to fill this position.

My family are from Melbourn and although I currently reside in Meldreth, I work in Melbourn and am hoping to move back into the village in the next few months.

I am very keen to become more involved in community life and believe that this will be the perfect opportunity for me to do so. I hope that I can bring another perspective to the Council.

Best regards

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a small loop at the end.

Siegmar Werner Parton