

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 June 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Norman (Chair), Clark, Travis, Kilmurray, Sherwen, Stead, Buxton, Cowley

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk, District Cllr Hales, and seven members of the public

PC026/18 To receive and approve apologies for absence

Apologies were received from Cllr S.Hart

It was:

RESOLVED to receive and approve the apologies.

*Proposed by **Cllr Cowley**, seconded by **Cllr Buxton** – All in favour.*

PC027/18 To receive any Declarations of Interest and Dispensations.

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

a) To receive declarations of interest from councillors on items on the agenda

Cllrs Travis and Kilmurray declared disclosable pecuniary interests in respect of agenda item PC037 b) as directors of The Hub.

b) To receive written requests for dispensations for disclosable pecuniary interests

Requests for dispensations were received from Cllrs Travis and Kilmurray in respect of agenda item PC037

c) To grant any requests for dispensation as appropriate

The Parish Clerk reported that the two dispensations requested (above) had been granted, and that Cllrs Travis and Kilmurray could contribute to any discussion concerning agenda item PC037 a) but not vote, and should leave the meeting during discussion of agenda item PC037 b)

PC028/18 To approve the minutes of the Annual Council Meeting 14 May 2018

It was:

RESOLVED that the minutes of the Annual Council Meeting held on May 14th 2018 be approved as a correct record and duly signed by The Chair.

*Proposed by **Cllr Clark**, seconded by **Cllr Sherwen** – All in favour.*

PC029/18 To report back on the minutes of the Parish Council Meeting 14 May 2018

It was reported that the pre-paid debit cards that Council resolved to acquire at the Annual Meeting had now arrived and were in use.

The report was **noted**.

PC030/18 To report back on in Camera minutes of the Parish Council Meeting 23 April 2018

The Parish Clerk reported that the village maintenance contracts had been awarded as follows:

Cemeteries Maintenance Contract to Herts & Cambs Ground Maintenance Ltd – Value £4870.00 + VAT

Grass Cutting Contract to MD Landscapes – Value £5430.00 + VAT

General Maintenance Contract to Brookfield Contracting & Farming – Value £2360.00 + VAT

It was further reported that provision exists in each contract for varying the frequency of visits dependant on growing conditions

The report was **noted**.

PC031/18 To receive the Clerk's Report

The monthly report was considered. In respect of item 3 regarding Shepreth Parish Council's request for support in a local highways initiative, it was suggested that a member of Shepreth Parish Council attend the July meeting with a view to providing further information.

ACTION: Parish Clerk to invite a representative of Shepreth Parish Council to attend the July meeting.

The report was **noted**.

PC032/18 To receive a report from District Cllrs Hales and Hart

District Cllr Hales reported that South Cambs District Council now has a five year land supply thus conferring security to defend applications. It is hoped to have a date soon for signing off the local plan. Cllr Hales further reported he would be attending an appeal hearing with respect to proposals to construct 150 new dwellings in Meldreth, and closed the report by commenting how much he had enjoyed attending Melbourn Dynamos presentation day recently.

The report was **noted**.

PC033/18 To receive a report from County Cllr Van de Ven

County Cllr Van de Ven delivered a monthly report (attached herewith)

The report was **noted**.

PC034/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

The Chair suspended standing orders to allow public participation

A member of the public asked if the successful bids for the village maintenance contracts would be published. The Parish Clerk reported that they would.

A member of the public queried why the minutes of the Annual Parish Meeting had not yet been published. The Parish Clerk reported that Council meetings and business took priority and the minutes would be published when time permitted.

The Chair re-imposed standing orders.

PC035/18 To consider arrangements for the use of the Pavilion and Football Pitches: August 2018 to July 2019.

The Chair reported that the purpose of the agenda item was to establish principles and gain understanding of the financial implications of providing football facilities in the Parish. The Chair further reported that the July Meeting would address any issues raised and decisions would be made then.

Representatives of the various football clubs were in attendance and answered queries raised. Members expressed their admiration of the voluntary work carried out by those members of the public who made football in Melbourn possible and commented that some well-articulated points in favour of supporting football, cost notwithstanding, had been made.

Interested residents can listen to the audio recording of the relevant part of the meeting on the Parish Council's website (<http://melbournparishcouncil.co.uk>). The agenda item starts at 29mins, 25 secs.

It was:

RESOLVED that MAYD would keep their current storage space in the Pavilion
Proposed by Cllr Stead, seconded by Cllr Travis – All in Favour.

Discussion also occurred regarding opening and closing the Pavilion. It was reported that two members had borne the brunt of these duties over the preceding year and that this arrangement was not sustainable going forward. Alternative options were explored.

It was:

RESOLVED that the Parish Clerk explore the possibility of installing key safes.
Proposed by Cllr Travis, seconded by Cllr Sherwen – All in favour.

AND

RESOLVED that the Parish Clerk investigate the use of emergency services padlocks
Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.

PC036/18 Finance Matters:

a) To receive and consider the Monthly Finance Report.

It was:

RESOLVED that the finance report dated 31 May 2018 be received
Proposed by Cllr Clark, seconded by Cllr Kilmurray – All in favour.

b) To receive and consider the Approvals Lists for May 2018 and June 2018.

The monthly transactions lists for May and June were considered separately

It was:

RESOLVED that the monthly transaction list for May 2018 be approved.
Proposed by Cllr Buxton, seconded by Cllr Kilmurray – All in favour.

AND

RESOLVED that the monthly transaction list for June 2018 be approved.
Proposed by Cllr Sherwen, seconded by Cllr Clark – All in favour.

ACTION: Parish Clerk to query transactions 2367 and 2368 (unusually high electricity bill)

AND

RESOLVED that the Parish Clerk produce an 'issues and options' report with regard to utility supplies for a future meeting.

Proposed by Cllr Cowley, seconded by Cllr Buxton – All in favour.

AND

RESOLVED that a detailed record of maintenance contract progress be produced.
Proposed by Cllr Clark, seconded by Cllr Travis – All in favour.

c) To consider a recommendation from the RFO to transfer funds into the Parish Council's deposit account.

The RFO had recommended that reserves balances of £96,957.31 not earmarked for expenditure in 2018/2019 be transferred to the Parish Council's deposit account in order that interest might accumulate. The Parish Clerk reported that financial regulations prohibited internal transfers of larger than £10,000 without a Council resolution.

It was:

RESOLVED that the reserves balance of £96,957.31 be transferred to the Council's deposit account.

Proposed by Cllr Buxton, seconded by Cllr Kilmurray – All in favour.

d) To consider the appointment of an independent member to verify Bank Reconciliations.

It was:

RESOLVED that Cllr Travis be appointed as the independent member.

Proposed by Cllr Clark, seconded by Cllr Cowley – All in favour.

e) To receive a report from the RFO on the return of Grant monies to the Parish Council.

The report was **noted**.

f) To consider removing retired Councillors as Bank Signatories.

It was:

RESOLVED to remove retired Councillors as Bank Signatories

Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.

PC037/18 Community Hub Matters:

a) To consider a Mid-Year Status report from the Community Hub Management Group

The Chair commented that the report was favourable and offered congratulations to those involved. Cllrs Travis and Kilmurray expressed thanks to those that helped.

It was:

RESOLVED that the report be received.

Proposed by Cllr Clark, seconded by Cllr Sherwen – All in favour. (Cllrs Travis and Kilmurray took no part in the vote)

b) To consider approval of the 2017/2018 Grant Payment

Cllrs Travis and Kilmurray left the meeting.

It was:

RESOLVED that the 2018/2019 (Hub financial year 2017/2018) grant of £15,000 be paid.

Proposed by Cllr Clark, seconded by Cllr Sherwen – All in favour.

Cllrs Travis and Kilmurray re-joined the meeting.

PC038/18 Governance Matters:

a) To receive and consider the Independent Internal Auditor's report for financial year 2017/2018

The Chair reported that the internal auditor was well pleased with progress made.

It was:

RESOLVED that the report be received and the Maintenance Committee would review burial fees with a view to absorbing a percentage of the maintenance costs.

Proposed by Cllr Stead, seconded by Cllr Sherwen – All in favour.

b) To consider the co-option position of the Parish Council

The Parish Clerk reported in respect of the six vacancies currently in existence. Advice received from electoral services at South Cambs District Council was that a by-election could not be held and the Parish Council must now co-opt. The Chair explained this would leave the Parish Council with 9 elected Cllrs and 6 co-opted Cllrs, falling one elected Cllr short of the eligibility criteria for exercising the General Power of Competence and the Quality Council award. The Parish Clerk reported that Council could still go for the foundation award if desired.

It was:

RESOLVED that the Foundation award be a July agenda item and that co-option proceedings commence.

Proposed by Cllr Cowley, seconded by Cllr Stead – All in favour

PC039/18 Maintenance Matters:

a) To consider the annual ROSPA inspection reports for play areas.

It was:

RESOLVED to receive the reports

Proposed by Cllr Clark, seconded by Cllr Buxton – All in favour.

b) To consider a quotation for drainage repairs and inspection at Littlehands.

It was:

RESOLVED to accept the quotation of £3,570.00 + VAT from Dyno-Rod subject to receiving assurance on the longevity of the repairs

Proposed by Cllr Clark, seconded by Cllr Sherwen – All in favour.

c) To consider quotations for general repairs and renovations at Littlehands.

It was:

RESOLVED to accept the quotation from General Maintenance Barley of £1,790.00 (to a maximum of £2,100)

Proposed by Cllr Travis, seconded by Cllr Kilmurray – All in favour.

d) To consider quotations for the purchase of a pressure washer.

It was:

RESOLVED to accept a quotation of £258.00 +VAT from powertoolsuk

Proposed by Cllr Clark, seconded by Cllr Cowley – All in favour.

e) To consider a quotation for the repair of the Parish Church Clock.

It was:

RESOLVED to accept a quotation from Smiths of Derby for £828.00 + VAT

Proposed by Cllr Cowley, seconded by Cllr Travis – All in favour.

PC040/18 Committee Reports: To receive draft minutes of the following Committee Meetings and consider any recommendations therein:

a) [Planning - 4 June 2018](#) – No Recommendations

The minutes were **noted**.

b) Finance & Good Governance – 11 June 2018 – Recommendations to ratify new Standing orders.

The Chair reported on work to new model standing orders thus far.

It was:

RESOLVED to ratify and adopt new standing orders subject to clarification on standing orders 3m and 3n

Proposed by Cllr Cowley seconded by Cllr Clark – All in favour.

PC041/18 HR Matters

a) To receive an update from the HR Panel

Cllr Travis reported that Staff performance reviews were underway, with two having been completed and two more to be scheduled

The report was **noted**

b) To consider the NJC Local Government Pay Scales for 2018

It was:

RESOLVED to move the village wardens from an arbitrary hourly rate to the nearest spinal column point for 2018.

Proposed by Cllr Travis, seconded by Cllr Cowley – All in favour.

AND

RESOLVED to adopt the 2018 pay scales for all staff, backdated to April 1st 2018.

Proposed by Cllr Clark, seconded by Cllr Stead – All in favour

PC042/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

MOVE: that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings)

act 1960, and by reason of the confidential nature of the business, the Press and Public be excluded from the meeting.

It was:

RESOLVED to go in camera

Proposed by Cllr Kilmurray, seconded by Cllr Sherwen – All in favour.

PC043/18 Staffing Matters: To consider a report on Employee Performance Reviews.

A staffing report was considered.

It was:

RESOLVED that the recommended actions be agreed

Proposed by Cllr Kilmurray, seconded by Cllr Clark – All in favour.

PC044/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted.

It was:

RESOLVED to come out of camera.

Proposed by Cllr Kilmurray, seconded by Cllr Stead – All in favour

PC045/18 To note date of next meeting: 23 July 2018

23 July 2018

The Chair closed the meeting at 10:00pm

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 25/06/2018

Agenda Item: PC031/18 – Clerk's Report

Date of Report: 20/06/2018

1. Temporary Road Closures.

Due to essential Gas works, Cross Lane will be closed to traffic for approx. 3 days in July. It is anticipated works will take place between 17 – 20 July.

Diversions along Dolphin Lane and the High St will be in place. For further details contact the Parish Office.

2. Local Highway Improvement (LHI) Funding.

Applications for the initiative are now being taken. The Deadline for applications is 31 July 2018. For further information regarding eligibility and process, please visit:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/>

3. Request from Shepreth Parish Council.

In connection with info regarding LHI funding above, Shepreth Parish Council has written with a request for support. Excerpt from email below:

“Shepreth PC are thinking of applying to change the speed limit from 60 to 40 on Cambridge Road from its junction with the A10 at Frog End to the 30 mph speed limit in Melbourn as part of the LHI from CCC. We tried last year but were unsuccessful.

Is this something Melbourn PC would consider supporting? I would be grateful if you could discuss it on your next PC meeting. The deadline is 31st July 2018. The LHI is on the agenda for our PC meeting on 14th June.”

4. Five-Year Housing Supply.

South Cambs District Council have published a briefing note (published Mon 21 May 2018) Stating that ‘the Council now considers that it can demonstrate a five-year housing supply’. The full report can be obtained at <https://www.scams.gov.uk/content/annual-monitoring-report>

5. Hub Extension Grant.

The Hub Management Group are busy preparing an application to Garfield Weston for Grant support in relation to the proposed extension to the Hub. The Parish Council has written a letter in support of such an initiative in the hope that the Hub will eventually operate as a standalone entity and, in the fullness of time, cease to rely on Parish Council Support Grants.

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

6. Stockbridge Meadows – Boardwalk

The Boardwalk at Stockbridge Meadows has collapsed, resulting in a need to cordon it off in order to maintain public safety. Quotes for repairs are being sought, but this is likely to be a lengthy process.

County-owned land and commercial development

As I have previously mentioned the County Council has created a commercial development company for the purpose of generating income from its land holdings – which are extensive. You can see where the County Council owns land by clicking on 'Maps' in the top righthand corner of the council's home page. <https://www.cambridgeshire.gov.uk/> Part of Melbourn Recreation Ground figures under Cambridgeshire County Council Urban Assets. Last month a planning application was lodged by CCC to develop a piece of Bassingbourn's core green space, known as The Rouses.

Impassable paths and byways

I've received an unprecedented number of calls about impassable paths and public rights of way. This includes paths in Melbourn, including the path leading to Meldreth Station is overgrown. As you know, County Highways cuts these paths twice per year – or will pay parish councils a lump sum to take on the work if they wish. Thanks to a member of the public who has used his own strimmer to cut a ROW path near Black Peak.

Two questions: Does the parish wish to enter into the funding arrangement with CCC Highways? Does the parish already participate in the Highways volunteering scheme (sorry, I should know this!)? I ask because volunteer strimmers would need to add their names to it – or if not, it would be worth looking to join.

Compensation claims for pot holes

This month, my casework has included a request to review a lengthy personal compensation claim for £134.40 for a burst tyre on a local road, which the County Council Local Government Shared Services spent some hours investigating, and rejected, partly on the basis that the defect in the road had not been logged on their system. Thank you to everyone who's taken the trouble to log faults.

Trains

The May 20th roll-out of the new Thameslink timetable should have seen improved services for our stations with half-hourly off-peak services all day – instead the service is less than what it was pre-May 20th. We are seeing peak-time cancellations and stop-skipping our small stations, non-working bus replacement services, and returning people home late from the wrong stations by taxi. Our Rail User Group is coordinating with the Royston and Villages RUG in working with GTR to restore services and make improvements to London commuting connections.

A public meeting of the Meldreth, Shepreth and Foxton Rail User Group, to be attended by Network Rail and Govia Thameslink Railway. on 27 June, 7 for 7:3-9:00PM, at the Melbourn Hub.

26 Bus

From 29 July, the number 26 bus that runs from Royston to Melbourn, Shepreth, Foxton, Harston and Cambridge will extend its reach, calling at Trumpington Park and Ride, Addenbrooke's and Cambridge Station via the Guided Busway, Cambridge City Centre, Cambridge Regional College and on out to the northern Guided Busway. New schedule attached.

Health Services and next funding cuts

The County Council Health Committee is being asked to review the Cambs/Peterborough NHS 'Sustainability Transformation Plan' that seeks to get all health and social care providers coordinating

together, to look after people as well as possible, and avoid wasting money. Our local health service faces enormous savings targets, as costs far outstrip available resource. On a £1 billion budget, the Cambs/Peterborough Clinical Commissioning Group has negotiated a £35 million agreed deficit for the coming year, on top of £35 million savings plan.

Locally this has an impact on resource to develop GP surgery capacity, improving the way mental health support works, relieving congestion and capacity limitations at A&E, and helping elderly people who may be waiting in hospital even though they are fit to return home – including to a care home – are affected. The issue of 'Delayed Transfers of Care' reached crisis levels in Cambridgeshire this year and a Care Quality Commission inspection is therefore likely in the autumn.

The recent government announcement of 'extra NHS funding' has been derided as a missed opportunity to support critical improvements to health and social care. The County Council Health Committee soon begins the process of identifying £700 K in public health spending cuts for the coming year.

Lack of community police presence

I've been in contact with two Melbourn people who suffered serious assault this spring, and with the Police, about what victims have felt is a lack of victim support and coordinated follow-up. The 'new policing model' was recently announced by the Police and Crime Commissioner but I have yet to see how this will address visible policing presence in Melbourn. I am still waiting for another call back from our duty officer who is based in Huntingdon.

Innovate and Cultivate Fund

The latest rounds of the Cambridgeshire County Council's Innovate & Cultivate Fund are now open. The aim of the fund is to support initiatives that strengthen communities and reduce pressure on County Council services, thereby giving a return on investment. Council services that are inviting applications include adult social care, children and families services, and the waste service.

The fund is open to voluntary, community and social enterprise sector organisations based in and outside of Cambridgeshire, and public sector organisations in Cambridgeshire. The Innovate and Cultivate Fund has two funding streams: a 'Cultivate' stream for small grants of £2,000-£10,000 and an 'Innovate' stream for larger grants of up to £50,000. Cambridgeshire Community Foundation can answer questions about applying for the Fund: info@cambscf.org.uk.

Melbourn Parish Council

Financial Budget Comparison 1st April to 31st May 2018 (two months)

INCOME	2018/19 Budget	Actual (Net) at 31/05/18	Balance
Conservation			
100 Allotment Rent	£1,800	£0	-£1,800
101 Allotment Insurance Premiums	£0	£0	£0
110 CCC Grass Cutting Payment	£3,850	£0	-£3,850
Total Conservation	£5,650	£0	-£5,650
Cemeteries			
200 Burial Fees	£1,500	£1,270	-£230
Total Cemeteries	£1,500	£1,270	-£230
Play & Rec			
300 Match Fees	£2,000	£132	-£1,868
320 Hire of Recreation Grounds	£190	£0	-£190
340 Pavilion Hire	£700	£245	-£456
370 Pavilion Hire - MAYD recharge	£2,300	£0	-£2,300
Total Play & Rec	£5,190	£377	-£4,814
Finance & General Purpose			
410 Precept	£236,570	£118,285	-£118,285
420 Bank Interest - Deposit Account Unity	£0	£0	£0
450 Re-imbursements	£0	£0	£0
460 Miscellaneous Income	£0	£0	£0
480 Insurance Claims	£0	£0	£0
485 Feed In Tariff	£0	£0	£0
Total Finance & General Purpose	£236,570	£118,285	-£118,285
Highways			
800 Highways & Rural Footpaths	£0	£0	£0
Total Highways	£0	£0	£0
Rental Property			
900 Little Hands Nursery Rent	£26,000	£4,333	-£21,667
Total Rental Property	£26,000	£4,333	-£21,667
Melbourn Area Youth Development			
950 MAYD Partner Contributions	£0	£0	£0
Total Melbourn Area Youth Development	£0	£0	£0
Community Benefit			
960 Community Benefit	£40,000	£40,526	£526
Total Community Benefit	£40,000	£40,526	£526
Section 106			
120 S.106	£0	£0	£0
Total Section 106	£0	£0	£0
Celebrating Ages			
990 Celebrating Ages	£0	£0	£0
Total Celebrating Ages	£0	£0	£0
Total Income	£314,910	£164,791	-£150,119

Melbourn Parish Council

Financial Budget Comparison 1st April to 31st May 2018 (two months)

EXPENDITURE	2018/19 Budget £	Actual (Net) at 31/05/18 £	Balance £
Conservation			
1000 Allotments	£580	£570	£10
1001 Allotments - Insurance Premiums	£0	£0	£0
1100 Conservation	£1,520	£206	£1,314
1200 Grass Cutting - verges	£4,000	£0	£4,000
1300 Public Open Space	£3,100	£213	£2,887
Total Conservation	£9,200	£989	£8,211
Cemeteries			
2000 Rates, Utilities and Upkeep	£4,977	£976	£4,001
2100 Grounds Maintenance Contract	£13,000	£1,573	£11,427
Total Cemeteries	£17,977	£2,549	£15,428
Play & Rec			
3000 Play Areas and Recreation	£15,180	£2,539	£12,641
3400 Pavilion	£5,334	£988	£4,346
Total Play & Rec	£20,514	£3,526	£16,988
Finance & General Purpose			
4000 Audit and Legal Fees	£1,700	£0	£1,700
4300 Wardens' Materials, Equipment & Van	£4,130	£1,291	£2,839
4500 Insurances	£9,000	£0	£9,000
4700 Membership of Societies	£1,000	£640	£360
4900 Parish Clock	£180	£182	-£2
5000 Parish Office, IT & Contractors	£23,251	£557	£22,694
5100 Salaries, NI & Pensions	£68,585	£9,318	£59,267
5300 Sundry Expenses	£0	£0	£0
5400 Training	£1,500	£80	£1,420
5700 Pension Scheme Service Charge	£432	£72	£360
5900 Bank Charges	£120	£0	£120
6400 Community Hub - grant	£15,000	£0	£15,000
6401 Community Hub - maintenance & replacements	£5,400	£0	£5,400
6450 PWLB Community Hub - interest	£28,709	£14,378	£14,331
6451 PWLB Community Hub - capital	£4,246	£2,099	£2,147
6452 PWLB Car Park - interest	£6,537	£0	£6,537
6453 PWLB Car Park - capital	£10,351	£0	£10,351
6700 War Memorial	£3,500	£0	£3,500
6800 Election costs	£1,500	£0	£1,500
7100 Village Car Park - Rates, Utilities & Maintenance	£12,567	£2,727	£9,840
Total Finance & General Purpose	£197,708	£31,344	£166,364
Planning			
7000 Community Development	£500	£0	£500
Total Planning	£500	£0	£500
Highways			
8000 Highways and Footpaths	£1,000	£0	£1,000
8100 Street Lighting	£1,500	£0	£1,500
Total Highways	£2,500	£0	£2,500
Rental Property			
9000 Little Hands Nursery	£3,785	£8	£3,777
Total Rental Property	£3,785	£8	£3,777

Melbourn Area Youth Development			
9500 MAYD Youth Club	£0	£6,166	-£6,166
Total Melbourn Area Youth Development	£0	£6,166	-£6,166
Community Benefit			
9600 Community Benefit Donations	£39,800	£0	£39,800
9601 Community Benefit Donations S137	£200	£0	£200
Total Community Benefit	£40,000	£0	£40,000
Section 106			
1400 S106	£0	£0	£0
Total Section 106	£0	£0	£0
Celebrating Ages			
4800 Celebrating Ages	£0	£2,030	-£2,030
Total Celebrating Ages	£0	£2,030	-£2,030
Total Expenditure	£292,184	£46,612	£245,572
	2018/19 Budget	Actual (Net) at 31/05/18	Balance
	£	£	£
Total Income and Expenditure			
Total Income	£314,910	£164,791	-£150,119
Total Expenditure	£292,184	£46,612	£245,572
Total Net Balance	£22,726	£118,179	
Excluding MAYD, Community Benefit, S106 and Celebrating Ages			
Income	£274,910	£124,265	-£150,645
Expenditure	£252,184	£38,416	-£213,768
Net Balance excluding MAYD, Community Benefit, S106 and Celebrating Ages	£22,726	£85,848	

FINANCE REPORT - TWO MONTHS TO 31ST MAY 2018

The above figures have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st May 2018.

Melbourn Parish Council's 2018/19 Budget is for a surplus of £22,726 to enable a £9,000 contribution to the General Reserve and £13,726 for the Asset Management Reserve. It is likely that the Parish Council will allocate some of the funds set aside for Asset Management to specific maintenance projects to be carried out during 2018/19.

Figures in the accounting system include income and expenditure for MAYD, Community Benefit, S106 and Celebrating Ages as this goes through Melbourn Parish Council's bank account before being allocated to separate reserves. However, this income and expenditure does not form part of the Parish Council's budget and so has been removed from the figures shown in the grey shaded box above to more accurately reflect progress against budget.

Income - at this stage it looks likely that Burial Fees will exceed budget (already at £1,270). It is difficult to accurately predict income from this source.

Community Benefit - the 2018/19 receipt from solar farms was £40,526. This money will be granted to community projects during the year. The first round of grants were approved at the May 2018 Parish Council meeting and payments made early in June 2018.

Expenditure - overall expenditure against budget appears reasonable at this stage. However, there are a few things to note:

Allotments - essential expenditure on asbestos removal means that this budget heading will become overspent later in the year.

Play and Rec - repair works required to the play area at the Moor (£1,570) were approved in 2017/18 but the work was not carried out until 2018/19. The cost is included in this year's figures.

Parish Clock - this is incorrectly chiming and requires a new part. Call out and repair costs of c£1,000 were not budgeted.

Community Hub - safety improvements identified during a recent Fire Audit are expected to cost around £1,000.

It is likely that some, or all, of the above costs could be allocated from the Asset Management reserve.

Salaries, NI & Pensions - the wardens have worked fewer hours than budgeted due to lower work loads at the current time. There will be a budget saving here.

Election costs - the election was uncontested so the balance (after paying a £225 admin charge) can be moved to the Election Reserve to offset the cost of future elections.

Melbourn Parish Council
Bank Balances at 31st May 2018

Unity Bank Current Account:

Balance per cash book	220,330.75
Balance per bank statement	<u>220,330.75</u>
Difference	-

Unity Bank Deposit Account:

Balance per cash book	0.05
Balance per bank statement	<u>0.05</u>
Difference	-

Petty Cash: 100.00

Total Cash and Bank at 31/05/18 **220,430.80**

Prepared by G van Poortvliet 11/06/2018

Bank Reconciliation Checks

The Parish Council needs to nominate a Cllr to check the Bank Reconciliations for the current financial year. Ideally this should not be a cheque signatory.

Deposit Account

Currently the Parish Council does not use its deposit account. As interest rates are very low at the moment (0.16% pa on this account) it is not justifiable to put all available funds on deposit and keep only working capital in the current account. This would involve staff time in monitoring the cash flow and making regular transfers to the current account.

However, I propose that we do transfer those Reserve balances which are specifically the Parish Councils into the deposit account. This would indicate our intention not to spend these balance during the 2018/19 financial year and will also potentially earn interest in the region of £160. The amounts I propose to transfer are the following Reserve balances at 31st March 2018:

General Reserve	83,281.31
Asset Management Reserve	12,176.00
Election Reserve	<u>1,500.00</u>
	<u>96,957.31</u>

It is not proposed to transfer S106, Community Benefit, Celebrating Ages or MAYD reserves as those balances may need to be accessed during 2018/19.

This will leave sufficient working capital in the current account for the PC's needs and can be monitored during the course of the year.

May 2018 Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
BACS1805 25CAPALC	£639.99	£0.00	£639.99	4700/1	01/04/18	CAPALC - Annual subscription 2018/19	£639.99
BACS1805 25PGC	£6.60	£0.00	£6.60	4300/2	01/04/18	Phillimore Garden Centre - 2 x turf	£6.60
BACS1805 25AC	£36.00	£0.00	£36.00	1100	01/04/18	Gardener 83 High Street - Gardening 83 High Street - Apr and May 2018 4.5 hrs	£36.00
BACS1805 25UP	£14.02	£2.34	£11.68	4300/2	01/04/18	Urban Plastics - Outside tap and turn key for allotments	£16.66
BACS1805 25UP	£2.64	£0.44	£2.20	4300/2	17/04/18	Urban Plastics - Silicone	
BACS1805 25ESPO	£84.40	£14.07	£70.33	5000/2	13/04/18	ESPO - Stationery, letter tray, paper for Parish Office	£107.20
BACS1805 25ESPO	£22.80	£3.80	£19.00	5000/2	23/04/18	ESPO - Whiteboard for Parish Office	
BACS1805 25SCMC	£54.00	£0.00	£54.00	4300/4	16/04/18	South Cambs Motor Company - MOT Test Parish Van	£54.00
BACS1805 25BS	£84.00	£14.00	£70.00	3000/2	19/04/18	Briar Security Systems - Pavilion intruder alarm - annual service	£84.00
BACS1805 25GE	£7,399.20	£1,233.20	£6,166.00	9500/1	24/04/18	Groundwork East - Melbourn Youth Club sessions April- August 2018 24th Apr 2018 - balance	£7,399.20
BACS1805 25WL	£1,883.40	£313.90	£1,569.50	3000/3	26/04/18	Wicksteed Leisure - The Moor Play Area - playground repairs. Playscape Wetpour	£3,594.34
BACS1805 25WL	£1,710.94	£285.16	£1,425.78		31/03/18	Wicksteed Leisure - Repair works to play areas at Clear Crescent	
BACS1805 25LS	£95.40	£15.90	£79.50	5000/1	01/05/18	LUCID Systems - Covered agreement, back-up services, email address June 2018	£95.40
BACS1805 25JKH	£295.20	£49.20	£246.00	2000/2	03/05/18	J.K.H. Drainage Units Ltd - Cemetery bases x 14 plus delivery charge	£295.20
BACS1805 25RICOH	£325.25	£54.21	£271.04	5000/3	07/05/18	Ricoh UK Limited - Usage fees to Feb-Apr 2018; rental 1 May to 31 Jul 2018	£325.25
BACS1805 25BT	£39.21	£4.82	£34.39	7100	12/05/18	British Telecom - Broadband bill for car park CCTV - FINAL bill	£39.21

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May 2018 Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
BACS1805 25SD	£218.40	£36.40	£182.00	4900	21/05/18	Smith Of Derby - Annual Service Parish Clock	£218.40
BACS1805 25CC	£45.14	£0.00	£45.14	3000/2	21/05/18	Pavilion Cleaner - Pavilion cleaning - 25/04, 02/05, 05/05, 09/05, 13/05 5.75 hrs	£45.14
BACS1805 25PL	£247.80	£41.30	£206.50	3000/3	21/05/18	Playsafety Limited - Annual ROSPA playground inspections	£247.80
BACS0805 25HCGM	£487.00	£81.17	£405.83	2000/4	22/05/18	Herts And Cambs Ground Maintenance Limited - Cemetery grass cutting	£487.00
BACS180525	£5,350.40	£0.00	£5,350.40	4301	24/05/18	Staff salaries, PAYE and NIC - May 2018	£5,350.40
DD180520N OW	£69.93	£0.00	£69.93	5100/6	19/04/18	Now Pensions - Pension contributions April 2018 Eer and Eee	£69.93
DD180515 E ON	£7.91	£0.38	£7.53	3000/4	27/04/18	e.0n - Old Rec Ground - electricity 26th Mar to 26 Apr 2018	
DD180515E ON	£8.47	£0.40	£8.07	3000/1	27/04/18	e.0n - Little Hands Store - electricity 26th Mar to 26th April 2018	£16.38
DD180503N OW	£43.20	£7.20	£36.00	5100/6	01/05/18	Now Pensions - Employer service charge May 2018	£43.20
DD180516E ON	£183.58	£8.74	£174.84	7100	01/05/18	e.0n - Car park workshop electricity 1 Apr to 1 May 2018	£183.58
DD180522E£8.88 ON	£0.42	£8.46		2000/1	04/05/18	e.0n - Electricity bill Orchard Road Cemetery - 1 April to 4 May 2018	£8.88
DD180620N OW	£52.60	£0.00	£52.60	5100/6	24/05/18	Now Pensions - Now Pension Contributions - Eee and Eer May 2018	£52.60

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May 2018 Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice edate	Details	Cheque Total
DD180601S CDC	£250.00	£0.00	£250.00	3000/2	01/06/18	South Cambs District Council - Ravilion Rec Ground - rates Jun 2018	
DD180601S CDC	£53.00	£0.00	£53.00	2000/1	01/06/18	South Cambs District Council - Orchard Road Cemetery rates - June 2018	
DD180601S CDC	£14.45	£0.00	£14.45	3000/2	01/06/18	South Cambs District Council - Pavilion trade refuse collection - Jun 2018	
DD180601S CDC	£1,152.00	£0.00	£1,152.00	7100	01/06/18	South Cambs District Council - Car park rates - Jun 2018	
DD180601S CDC	£72.00	£0.00	£72.00	2000/2	01/06/18	South Cambs District Council - New Road Cemetery - Rates Jun 2018	£1,541.45
DD180609CW	£4.00	£0.00	£4.00	7100	09/06/18	Cambridge Water Company - Car Park water services Jun 2018	£4.00

Transactions Already Paid under Delegated Authority

BACS1804 27CM	£870.00	£0.00	£870.00	4800	24/04/18	The Cambridge Motel - Celebrating Ages Event –	£870.00
This replaces an earlier invoice for a higher amount which was not paid							
BACS1804 27CAR	£420.00	£70.00	£350.00	1000	03/04/18	Cambridge Asbestos Removal - Removal of Asbestos from Allotments	£420.00
CHQ300024	£92.04	£0.00	£92.04		11/05/18	Cash – top up petty cash	£92.04
CHQ30002 5DA	£110.00	£0.00	£110.00	2000/1	11/05/18	Dorothy Allen - Buy back of plot D20 Orchard Road cemetery	£110.00

Petty Cash reimbursements

CHQ30002£30.00 4PCASH	£5.00	£25.00		4300/4	17/05/18	Rontec - Diesel for Parish Van - D Bartle petty cash	£30.00
CHQ30002 4PCASH	£10.00	£1.67	£8.33	3000/2	17/05/18	Timpson - Key cutting - G Clark petty cash	£10.00
CHQ30002 4PCASH	£2.50	£0.42	£2.08	4300/2	17/05/18	Tesco - Bleach for Pavilion - D Bartle petty cash	£2.50
CHQ30002 4PCASH	£29.54	£4.92	£24.62	4300/3	17/05/18	Amazon Marketplace - Wire brushes for moss at cemetery - D Bartle petty cash	£29.54
CHQ30002 4PCASH	£1.01	£0.00	£1.01	5000/5	17/05/18	Post Office - Postage - S Crocker petty cash	£1.01
CHQ30002 4PCASH	£2.01	£0.00	£2.01	5000/5	17/05/18	Post Office - Postage and poster - C Littlewood petty cash	£2.01
CHQ30002 4PCASH	£5.00	£0.00	£5.00	5300	17/05/18	Post Office - Poster for Community Sport Awards - C Littlewood P Cash	£5.00
CHQ30002 4PCASH	£11.98	£2.00	£9.98	4300/2	17/05/18	BAS (Royston) - Oil and grease for mower - K Rudge petty cash	£11.98

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Total	£22,453.85	£2,257.05	£20,196.80
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Melbourn Parish Council

June 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2392	BACS1806 26AMA	£132.00	£22.00	£110.00 29/05/18	AMA Chartered Architects - Fire audit/fire strategy drawings - Community Hub	£132.00
		£132.00	£22.00	£110.00	AMA Chartered Architects - Total	
2377	DD180709CW	£4.00	£0.00	£4.00 01/07/18	Cambridge Water Business - Car Park water services Jul 2018	
2397	DD180709CW	£23.56	£0.00	£23.56 08/06/18	Cambridge Water Business - Water services, Moor Allotments, 1 Dec 2017 to 31 May 2018	
2398	DD180709CW	£41.09	£0.00	£41.09 08/06/18	Cambridge Water Business - Water services Pavilion, 1 Dec 2017 to 31 May 2018	
2399	DD180709CW	£72.81	£0.00	£72.81 08/06/18	Cambridge Water Business - Water services, Allotments (2), The Moor	
2400	DD180709CW	£66.46	£0.00	£66.46 08/06/18	Cambridge Water Business - Water services New Road Cemetery 1 Dec 2017 to 31 May 2018	£207.92
		£207.92	£0.00	£207.92	Cambridge Water Business - Total	
2384	BACS1806 26CL	£216.45	£0.00	£216.45 24/05/18	Canalbs Ltd - Internal audit visit and mileage May 2018	£216.45
		£216.45	£0.00	£216.45	Canalbs Ltd - Total	
2372	DD180612E ON	£8.55	£0.41	£8.14 28/05/18	e.0n - Littlehands Store - electricity 26/04/18 to 26/05/18	
2383	DD180612E ON	£8.18	£0.39	£7.79 28/05/18	e.0n - Old Rec Ground - electricity 27th Apr to 28 May 2018	£16.73
2386	DD180615E ON	£70.85	£3.37	£67.48 01/06/18	e.0n - Car park workshop electricity 1 May to 1 Jun 2018	£70.85
2369	DD180618E ON	£56.34	£2.68	£53.66 03/06/18	e.0n - Pavilion electricity - 06 May to 03 Jun 2018	£56.34

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Melbourn Parish Council

June 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2381	DD180619E ON	£8.36	£0.40	£7.96 04/05/18	e.0n - Electricity bill Orchard Road Cemetery - 5 May to 4 June 2018	£8.36
		£152.28	£7.25	£145.03 e.0n - Total		
2388	BACS1806 26H&CGM	£906.00	£151.00	£755.00 31/05/18	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance May 2018 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	
2389	BACS1806 26H&CGM	£906.00	£151.00	£755.00 31/05/18	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance June 2018 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	
2390	BACS1806 26H&CGM	£487.00	£81.17	£405.83 31/05/18	Herts And Cambs Ground Maintenance Limited - Cemetery grass cutting June 2018	£2,299.00
		£2,299.00	£383.17	£1,915.83 Herts And Cambs Ground Maintenance Limited - Total		
2376	CHQ30002 6180614IC CM	£90.00	£0.00	£90.00 14/06/18	ICCM - Membership fee 2018/19	£90.00
		£90.00	£0.00	£90.00 ICCM - Total		

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Melbourn Parish Council

June 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2256	BACS1806 26LGS	£2,402.04	£400.34	£2,001.70 31/03/18	LGS Services - Asset Register, review of PC files/data retention policy, minute taking 26/02/18	£2,402.04
		£2,402.04	£400.34	£2,001.70	LGS Services - Total	
2385	BACS1806 26LCPAS	£300.00	£0.00	£300.00 21/05/18	Local Council Public Advisory Service - Data Protection Officer Service for 1 yr with visit	£300.00
		£300.00	£0.00	£300.00	Local Council Public Advisory Service - Total	
2382	BACS1806 26LS	£95.40	£15.90	£79.50 01/06/18	LUCID Systems - Covered agreement, back-up services, email address July 2018	£95.40
		£95.40	£15.90	£79.50	LUCID Systems - Total	
2379	BACS1806 26MDL	£2,646.00	£441.00	£2,205.00 13/06/18	MD Landscapes - Verges grass cut and chess table on rec	£2,646.00
1		£240.00	£40.00	£200.00	CON Grass cut verges out to A10 and A505	
2		£1,140.00	£190.00	£950.00	CON Grass cut inner areas x 5	
3		£912.00	£152.00	£760.00	CON Grass cut verges in village x 2	
4		£354.00	£59.00	£295.00	COMM Repair chess table on Rec B	
		£2,646.00	£441.00	£2,205.00	MD Landscapes - Total	
2370	BACS1806 26MCH	£127.54	£0.00	£127.54 07/06/18	Melbourn Community Hub Management Group - FIT solar panels Hub building 11/12/17 to 15/03/18	£127.54
		£127.54	£0.00	£127.54	Melbourn Community Hub Management Group - Total	
2393	DD180603N OW	£43.20	£7.20	£36.00 01/06/18	Now Pensions - Employer service charge June2018	£43.20
2354	DD180620N OW	£52.60	£0.00	£52.60 24/05/18	Now Pensions - Now Pension Contributions - Eee and Eer May 2018	£52.60
		£95.80	£7.20	£88.60	Now Pensions - Total	

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Melbourn Parish Council

June 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
BACS180626	£4,407.14	£0.00	£4,407.14	4301 26/06/18	Staff salaries, PAYE and NIC - Jun 2018	£4,407.14
2396	BACS1806 26CC	£39.25	£0.00	£39.25 21/05/18	Pavilion Cleaner - Pavilion cleaning - 16/05, 19/05, 20/05, 23/05, 13/06 5 hrs	£39.25
		£39.25	£0.00	£39.25	Pavilion Cleaner - Total	
2371	BACS1806 26PGC	£26.79	£4.47	£22.32 09/05/18	Phillimore Garden Centre - Cuprinol paint and 4 x geraniums	£26.79
		£26.79	£4.47	£22.32	Phillimore Garden Centre - Total	
2366	BACS1806 26PHS	£263.95	£43.99	£219.96 31/05/18	PHS Group - 4x sanitary disposal - Pavilion	£263.95
		£263.95	£43.99	£219.96	PHS Group - Total	
2391	BACS1806 26R&DCT	£85.20	£0.00	£85.20 29/05/18	Royston And District Community Transport - Transport to Celebrating Ages event 24th April 2018	£85.20
		£85.20	£0.00	£85.20	Royston And District Community Transport - Total	
2387	BACS1806 26SETON	£35.46	£5.91	£29.55 07/06/18	SETON - Yellow paint for kerbs in car park	£35.46
		£35.46	£5.91	£29.55	SETON - Total	
2380	DD180626S CDC	£225.00	£0.00	£225.00 06/06/18	South Cambs District Council - Administration costs for uncontested election May 2018	£225.00
2378	DD180701S CDC	£53.00	£0.00	£53.00 01/07/18	South Cambs District Council - Orchard Road Cemetery rates - July 2018	
2395	DD180701S CDC	£1,152.00	£0.00	£1,152.00 01/04/18	South Cambs District Council - Car park rates	
2401	DD180701S CDC	£14.45	£0.00	£14.45 01/07/18	South Cambs District Council - Pavilion trade refuse collection - Jul 2018	
2402	DD180701S CDC	£72.00	£0.00	£72.00 01/07/18	South Cambs District Council - New Road Cemetery - Rates Jul 2018	

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Melbourn Parish Council

June 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2403	DD180701S CDC	£250.00	£0.00	£250.00 01/07/18	South Cambs District Council - Ravilion Rec Ground - rates Jul 2018	£1,541.45
		£1,766.45	£0.00	£1,766.45	South Cambs District Council - Total	
2373	BACS1806 26TN	£806.67	£0.00	£806.67 23/05/18	TimNovations - Litter picking services 05/03/18 to 23/05/18	£806.67
		£806.67	£0.00	£806.67	TimNovations - Total	
Total		£26,411.68	£1,331.23	£25,080.45		

Transactions already paid:

These transactions have already been paid by DD. The invoices were sent to an on-line account rather than being sent in the post and were not identified until the May 2018 bank reconciliation:

2368	DD180522E ON	£181.47	£8.64	£172.83 06/05/18	e.0n - Pavilion electricity - 22 Mar to 06 May 2018	£181.47
2367	DD180618E ON	£199.73	£32.29	£166.44 08/04/18	e.0n - Pavilion electricity - 07 Mar to 22 Mar 2018	£199.73

These transactions relate to Community Benefit grants awarded by the PC on 14th May 2018 (paid 8th June 2018):

2365	BACS1806£3,984.34 08GHBMX	£0.00	£3,984.34	14/05/18	Grinnel Hill BMX Club - Community Grant Award 2018	£3,984.34
		£3,984.34	£0.00	£3,984.34	Grinnel Hill BMX Club - Total	
2361	BACS1806£956.00 08MBC	£0.00	£956.00	14/05/18	Melbourn Bowls Club - Community Grant Award 2018	£956.00
		£956.00	£0.00	£956.00	Melbourn Bowls Club - Total	
2364	BACS1806£5,000.00 08MMWS	£0.00	£5,000.00	14/05/18	Melbourn Mobile Warden Scheme - Community Grant Award 2018	£5,000.00
		£5,000.00	£0.00	£5,000.00	Melbourn Mobile Warden Scheme - Total	
2363	BACS1806£276.00 08SGA	£0.00	£276.00	14/05/18	St George's Allotments - Community Grant Award 2018	£276.00
		£276.00	£0.00	£276.00	St George's Allotments - Total	

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