

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 22 October 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 Clark (Chair), Buxton, Cowley, Hart, Stead, Travis

Absent: None

In attendance: Claire Littlewood (Assistant to Parish Clerk), Gabby van Poortvliet (RFO). District Cllrs Hales and Hart, County Cllr van de Ven and one member of the public.

PC083/18 To receive and approve apologies for absence

Apologies were received from Cllrs Kilmurray and Norman

It was:

RESOLVED to receive and approve the apologies.

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

PC084/18 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

Cllr Travis requested dispensations in respect of items PC090/18 and PC094/18.

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

None

c) To grant any requests for dispensation as appropriate

Cllr Travis was granted dispensations in respect of agenda item PC090/18 and PC094/18

PC085/18 To approve the minutes of the Parish Council Meeting 24 September 2018

It was:

RESOLVED that the minutes of the Parish Council Meeting held on 24 September 2018 be approved as a correct record and duly signed by The Chair.

Proposed by Cllr Buxton, seconded by Cllr Hart – In favour: Cllrs Buxton, Hart, Stead and Travis. Cllr Cowley abstained due to non-attendance - CARRIED.

PC086/18 To report back on the minutes of the Parish Council Meeting 24 September 2018

Assistant to the Clerk reported back on actions:

PC071/18 The RFO clarified the position with regard to loan repayments

PC071/18 Statutory notices had been published

PC077/18 Issue with regard to rotovating allotments was discussed by Maintenance Committee

The Chair altered the order of the Agenda

PC092/18 To receive a report from County Cllr van de Ven

County Cllr van de Ven presented her monthly report – attached. NOTED.

In addition, County Cllr van de Ven noted that there had been discussion within the PSG with regard to how police reported incidents of young people gathering in public places.

Cllr Hart noted that she is also a member of the PSG. County Cllr van de Ven to ensure she is included in circulation list.

PC091/18 To receive a report from District Cllrs Hales and Hart

District Cllrs Hales and Hart presented their monthly report – attached. NOTED.

19:50 - County Cllr van de Ven and District Cllrs Hart and Hales left the meeting

PC087/18 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)

No comments or questions were put to the Parish Council.

PC088/18 To receive the Clerk's Report

A monthly report was circulated – attached. NOTED.

PC089/18 Finance Matters:

a) To receive and consider the Monthly Finance Report

The finance report dated 30 September was considered. A member queried if, in the RFO's opinion the Parish Council was tracking well on spend over budget. RFO confirmed this appeared to be the case.

ACTION: RFO to prepare report for next meeting.

b) To receive and consider the Approvals Lists for October 2018

It was:

RESOLVED that the monthly transactions list for October 2018 be received and approved. Proposed by Cllr Hart, seconded by Cllr Travis – All in favour - CARRIED.

PC090/18 Community Hub Matters:

a) To consider a report from the RFO on Hub Assets and Ownership

The RFO presented a report advising on ownership of Hub Assets.

It was:

RESOLVED to accept the advice contained in the report.

Proposed by Cllr Cowley, seconded by Cllr Buxton – In favour Cllrs Buxton, Clark, Cowley, Hart and Stead. Cllr Travis abstained - CARRIED.

b) To consider a report from the Parish Clerk on the need for a third workstation in the Parish Office

A member noted the need to quantify costs in respect of relocating comms ports. It was noted that an additional workstation could be used by the Timebank coordinator.

It was:

RESOLVED to approve the proposal for a third workstation in the Parish Office.

Proposed by Cllr Hart, seconded by Cllr Stead. All in favour - CARRIED.

PC093/17 To receive a report from the Parish Chair on a letter of support to the Rail Users Group

A copy of the letter sent by the Clerk to the Rail Users Group was circulated - ATTACHED. Cllr Hart noted that she is the Parish Council's representative on the Rail Users Group. This was NOTED.

PC094/18 Governance Matters:

a) To review the Parish Council's Strategic Plan : Nov 2018 – Nov 2019

This item was deferred until the Parish Council meeting on 26 November.

b) To consider implementation of a Councillor Road Inspection regime

Discussed timescale for inspections. Noted that only items which fall under the Parish Council's responsibility should be reported, except where there is potential for harm to members of the public. Noted the importance of accurately identifying properties. Reports and photos to be submitted electronically.

It was:

RESOLVED to carry out inspections from 1 November 2018 to end January 2019 and for the Parish Office to follow up on issues identified.

Proposed by Cllr Travis, seconded by Cllr Buxton. All in favour – CARRIED.

ACTION: Assistant to the Clerk to circulate road allocation lists and inspection forms to Councillors.

c) To review the Training and Development Policy and to consider the implementation of a Councillor Training Programme

Amendments to the Policy to include: 'The Council will continue to support the Clerk ... and Assistant Clerk ...' in para 1.7

Paragraph 2.3 to be deleted.

A member noted that the Policy does not set out detail of the training Councillors are required to undertake.

It was:

RESOLVED that the HR Panel will consider amendments to the Training and Development Policy and implementation of a Councillor Training Programme and will then present the amendments to the Parish Council for approval.

Proposed by Cllr Travis, seconded by Cllr Hart. All in favour – CARRIED.

d) To consider re-instating the Melbourn Futures Working Party

This item was deferred until the Parish Council meeting on 26 November.

e) To consider forming a Website Redesign Working Party

The Chair noted that the Clerk had indicated a wish to participate in this working party.

It was:

RESOLVED to form a Website Working Party and for membership to be discussed further at the Parish Council meeting on 26 November 2018.

Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour – CARRIED.

f) To consider holding an s106 expenditure and co-option open evening

It was:

RESOLVED to arrange an open evening at the Hub to present s106 expenditure and information on co-option.

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

PC095/18 Timebanking: to consider a report from the Parish Chair

This term was deferred until the Parish Council meeting on 26 November.

PC096/18 Leisure and Amenities Matters: To consider the implementation of a Christmas Tree Recycling point:

Noted that Herts & Cambs Ground Maintenance have offered to donate half a day to shred trees. Dates for tree drop off to be discussed further. Residents to be made aware via social media.

It was:

RESOLVED to support the proposal for a Christmas Tree Recycling point with further information to be provided by the Clerk.

Proposed by Cllr Travis, seconded by Cllr Stead. All in favour – CARRIED.

ACTION: Assistant to the Clerk to investigate advertising in the Villages edition of The Listing.

PC097/17 HR Matters:

a) To consider an update regarding staff progression through paycales

b) To receive an update on the Employment Policy review.

Items a) and b) to be referred back to HR Panel for Employment Policy Review documents to be revised and presented at Parish Council meeting on 26 November 2018.

c) To consider an updated Appraisal Record form.

It was:

RESOLVED to accept the revised Appraisal Record form.

Proposed by Cllr Buxton, seconded by Cllr Travis. All in favour – CARRIED.

PC098/18 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.

At 20:40 members of the public were excluded from the meeting.

PC099/18 Staffing Matters: To consider a report on the Parish Clerk's end of probation review.

Noted that the Clerk had successfully completed his probationary period following a review by the HR Panel on 11 October 2018.

It was:

RESOLVED THAT THE Clerk's probationary period is successfully completed.

Proposed by Cllr Clark, seconded by Cllr Travis. All in favour – CARRIED.

PC100/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

It was:

RESOLVED that at the conclusion of the discussion under item PC099/18, the meeting was re-opened to the press and public.

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

At 20:44 the confidential business having been concluded, the meeting was opened to the press and public

PC101/18 To note date of next meeting: 26 November 2018

The Chair closed the meeting at 20:45

Melbourn Parish Council, October 2018, County Councillor Report

Energy Switch and Oil Club reminder: Our local Oil Club can help with finding lowest prices on household heating oil. It gets a rebate every year which is donated to a local community group; last year this went to the CAB drop in service at the Melbourn Hub. Our supplier's details: Jeremy Cole on 01954 719452, jeremy@agricole.co.uk or see www.agricole.co.uk.

Cambridgeshire County Council runs a very good service assisting people with energy supplier switches – information here: <https://www.cambridgeshire.gov.uk/business/economic-development/energy-across-cambridgeshire/cambridgeshire-energy-switch/>

Meldreth Station Accessibility: The Community Rail Partnership has been invited to apply for Access for All funding via Govia Thameslink Railway and the Dept for Transport. This would enable getting into a new queue for funding a ramp from Melbourn path and lifts over the tracks. Thank you to the parish clerk for answering our unexpected request for a letter of support, which has now been submitted with our application.

Melbourn-Royston pedestrian/cycle link has now been formally incorporated into the scope of the Melbourn Greenways project. Three 'Junior Travel Ambassadors' from Meldreth Primary School put the case to the Greater Cambridge Partnership Board last week. We can expect a consultation early in the new year.

Train services: As planned, our Community Rail Partnership Officer and I attended a meeting at King's Cross with senior GTR staff to press for the restoration of the May timetable and semi-fast London services. Some services have now been reintroduced and the rest of our missing weekday services should be restored by December. We are now pushing hard on a plan for restoration of weekend services. A report is posted on the Meldreth Shepreth and Foxton Rail website.

Fare Freeze: All the Rail User Groups on the London King's Cross-Cambridge line are working together to lobby for a fare freeze, though thus far the rail minister Jo Johnson MP seems unaware of how the setting of fares works – he is promising to put pressure on GTR. But GTR has no say; fares are set by the Dept for Transport.

A new problem has come to light of £100 'parking' fines at Royston Station, for stationary vehicles waiting to collect passengers on delayed trains, and tracked by Automatic Number Plate Recognition as 'parked.' We're working with the Royston Rail User Group to complain about this.

Council finance: CCC is now £26 million down due to the pattern of choosing a council tax freeze in recent years. Three more years of council tax freeze figure in the medium-term financial strategy, a political choice of the council's ruling group, to commence in 2020. Meanwhile, the council must also factor in 'negative revenue support grant' whereby it will shortly be required to contribute a payment to central government coffers (central government policy), rather than the other way around. Budget planning risks now include Brexit, including the impact of national economic downturn, workforce recruitment and retention, and the regulatory environment. The Council Leader openly predicts that CCC will follow the Northamptonshire path of bankruptcy in two years.

Highways: I'll be meeting our temporary Highways District Manager (the post is currently vacant) soon to go over key problem areas in the village – please send me your lists!

District Councillors' Report October 2018

CamBedRailRoad ("CBRR")

Many local residents attended a presentation by the CBRR consortium at Shepreth Village Hall at the end of September. The aim of the event was to raise awareness of plans for the re-establishment of a direct rail link between Oxford and Cambridge and to promote a route to be part of the government's upcoming consultation which would serve the growing communities of St Neots, Cambourne, Northstowe and Waterbeach. If you would like to find out more, please go to the website at www.CamBedRailRoad.org.

Parliamentary Constituencies

The Boundary Commission for England has now published final recommendations for changes to parliamentary constituency boundaries which you can see at <https://www.bce2018.org.uk/> The Mordens ward is proposed to be split between the South Cambridgeshire Constituency and the Letchworth & Royston Constituency. Melbourn and Bassingbourn wards are both fully within the Letchworth & Royston Constituency.

The final recommendations will need to be passed by parliament. If and when they are passed, they will take effect at the next parliamentary election. Currently this is scheduled to take place in 2022. If, for whatever reason, parliament does not pass these changes, the current constituency boundaries will remain in place.

Waterbeach Waste Incinerator/Barrington Quarry

The planning application to build a giant waste incinerator at Waterbeach in which all our rubbish could be burnt for heat and electricity generation came to the County Council's Planning Committee where it was refused contrary to the Officer's recommendation. The impact on the landscape, the listed buildings at Denny Abbey and the immediate neighbours were felt to outweigh the benefits of the application. The Committee has also met to discuss the proposal that the restoration of the quarry at Barrington be extended for up to 15 years. Neighbours and the Parish expressed concerns about the trains being used and the application was deferred for more information.

AgeUK Handyman scheme

SCDC in partnership with the County Council run a countywide Handyperson Service delivered by AgeUK. The scheme entitles older people to a free home assessment and will fit any grab rails for free. Please follow this link on the council's website

<https://www.ageuk.org.uk/cambridgeshireandpeterborough/our-services/cambridgeshire-handyperson-service/>

Repair cafés

The District Council helps volunteers to set up new Repair Cafes. Working with voluntary organisations, Cambridge Carbon Footprint and Transition Cambridge, who run the successful Cambridge Repair Cafe, we have helped set up Repair Cafes in Histon, Waterbeach, Girton, Fulbourn and Sawston. Cambridge hardware store Mackays and their suppliers, Draper, have donated a generous toolkit for use at the Repair Cafes.

If you are interested in setting up a Repair Cafe and would like support, or if you would like to volunteer as a repairer, please email spep@scambs.gov.uk or call **01954 713070**.

If you have items you would like to see if they can be fixed, check out www.repaircafe.org.uk for details of repair cafés coming up.

£400,000 grant pot launched to help communities

Voluntary and community groups are being asked to step forward and bid for a share of over £400,000 of grant funding to make sure vital services are delivered in South Cambridgeshire villages.

The three-year funding deal by South Cambridgeshire District Council will see money available for groups supporting communities on issues ranging from community transport and homelessness to living independently and support for people for upcoming national changes to benefits.

The areas of work service support grant funding is available include housing options advice and services preventing and relieving homelessness, community transport, specialist and general welfare advice, Independent living and fit to learn as well as support for parishes and communities. Full details of the service support grants available along with application forms can be found by visiting <http://www.scambs.gov.uk/community/grants/service-support-grants/>

Charges for second green bins (pending decision 8th Nov)

Changes to some aspects of bin collections in Cambridge City and South Cambridgeshire are being proposed to streamline the service. Now that we have a shared service they need to be streamlined. Most of the changes affect Cambridge City only but the one proposed change for South Cambs residents is the introduction of a charge for those who want more than one green bin, which Cambridge City residents already pay. The first green bin will remain free. 95% of Councils that offer a garden waste service already charge for additional green bins, including Cambridge City Council. It will be £35 pa but reduced to £20 for the first year. The scheme would officially begin in April 2019 with residents able to sign-up from early next year.

Community Calendar

If you have an event to publicise please do send it to Gareth Bell at the Communications Team at SCDC and he will see about putting it in the Community Calendar in the South Cambs Magazine. The Magazine comes out quarterly - so think about advertising Christmas events now - and reaches most of the households in the district.

Cllrs Philippa Hart and Jose Hales, Melbourn Ward
Philippa - philippajoyhart@gmail.com. 07811323571
Jose - jose@josehales.me.uk. 07703262649

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 22/10/2018

Agenda Item: PC088 18 – Clerk's Report

Date of Report: 18/10/2018

1. Emergency Plan.

South Cambs District Council is inviting Parishes to get involved in producing emergency plans. An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot wholly be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Why create a parish emergency plan?

- To help your community cope with a disruptive event, particularly if the emergency services are overloaded.
- Reassure your community and give confidence to your parish
- Organise and co-ordinate your community response to an emergency
- Provide your community and the services with a local point of contact and assistance
- Help keep your community informed so people know what to do and are able to respond, especially in the first critical hours following an incident
- Help those that are vulnerable by providing care, support, information or practical help
- Represent the community and assist with community recovery

If you are interested in being involved please contact the Parish Clerk (parishclerk@melbournpc.co.uk). Resources and templates are available.

2. Parish Office Christmas / New Year Hours.

The Parish Office will close at 4pm on 21st December and re-open at 09:00 on 2nd January 2019

3. New Street Names

Thank you to all those residents who sent in suggestions for new streets at the development off New Road. We received 136 suggestions in total. The suggestions were tallied and tabulated and sent off to the address management team. We await a decision.

4. Melbourn Timebank

Melbourn has been chosen to be one of two Parishes to receive assistance from South Cambs district Council in setting up a Time Bank. More about this in future reports. If you are interested, please contact the Parish Office.

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

5. Co-option and S106 open evening

The Parish Council will soon be holding an open evening aimed at consulting with the village on how forthcoming S106 money should be sent (S106 stands for section 106 of the Town and Country Planning Act 1990). S106 agreements are legal agreements between developers and planning authorities and set out what payments should be made to mitigate the impact of developments. A portion of this money will come to the Parish Council and we are keen to consult with residents on how it should be spent. The open evening will also focus on how you can help your community by becoming a Parish Councillor

6. Remembrance Day parade – road closure info.

Plans for this years' Remembrance Day parade progress. The Parish Council has applied for a road closure from The Moor up to The Cross between 10:30 – 11:15, and the traffic lights at The Cross to be turned off for 5 mins while names of the fallen are read out

7. Community Grant Funding Applications

There is still time to get applications in for community grant funding. If you need money for a project that will benefit the community, contact the Parish Office for further details. Closing deadline for applications is 26th October 2018

8. Allotments

There is a small waiting list for Allotments in Melbourn. If you are interested in taking on a plot, please contact the Parish Office.

Melbourn Parish Council
Financial Budget Comparison 30th September 2018 (six months)

INCOME	2018/19 Budget	Actual (Net) at 30/09/18	Balance
Conservation			
100 Allotment Rent	£1,800	£16	-£1,784
101 Allotment Insurance Premiums	£0	£15	£15
110 CCC Grass Cutting Payment	£3,850	£3,849	-£1
Total Conservation	£5,650	£3,880	-£1,770
Cemeteries			
200 Burial Fees	£1,500	£4,320	£2,820
Total Cemeteries	£1,500	£4,320	£2,820
Play Areas & Recreation Grounds			
300 Match Fees	£2,000	£244	-£1,756
320 Hire of Recreation Grounds	£190	£220	£30
340 Pavilion Hire	£700	£625	-£75
370 Pavilion Hire - MAYD recharge	£2,300	£0	-£2,300
Total Play Areas & Recreation Grounds	£5,190	£1,089	-£4,101
Finance & General Purpose			
410 Precept	£236,570	£236,570	£0
420 Bank Interest - Deposit Account Unity	£0	£79	£79
450 Re-imbursements	£0	£0	£0
460 Miscellaneous Income	£0	£1,340	£1,340
480 Insurance Claims	£0	£0	£0
485 Feed In Tariff	£0	£483	£483
600 Grants Received	£0	£500	£500
Total Finance & General Purpose	£236,570	£238,972	£2,402
Highways			
800 Highways & Rural Footpaths	£0	£0	£0
Total Highways	£0	£0	£0
Rental Property			
900 Little Hands Nursery Rent	£26,000	£13,000	-£13,000
Total Rental Property	£26,000	£13,000	-£13,000
Melbourn Area Youth Development			
950 MAYD Partner Contributions	£0	£897	£0
Total Melbourn Area Youth Development	£0	£897	£897
Community Benefit			
960 Community Benefit	£40,000	£41,526	£1,526
Total Community Benefit	£40,000	£41,526	£1,526
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	£303,684	-£11,226

EXPENDITURE	2018/19 Budget £	Actual (Net) at 30/09/18 £	Balance £
Conservation			
1000 Allotments	£580	£961	-£381
1001 Allotment Insurance Premiums	£0	£0	£0

1100	Conservation	£4,540	£484	£4,056
1200	Grass Cutting Contract	£6,900	£1,910	£4,990
1300	Public Open Space Maintenance Contract	£3,100	£1,553	£1,547
Total Conservation		£15,120	£4,908	£10,212
Cemeteries				
2000	Rates, Utilites and Upkeep	£4,977	£1,901	£3,076
2100	Grounds Maintenance Contract	£13,000	£3,196	£9,804
Total Cemeteries		£17,977	£5,098	£12,879
Play Areas & Recreation Grounds				
3000	Play Areas	£300	£1,776	-£1,476
3200	Recreation Grounds	£10,460	£5,180	£5,280
3400	Pavilion	£5,334	£3,027	£2,307
Total Play Areas & Recreation Grounds		£16,094	£9,983	£6,111
Finance & General Purpose				
4000	Audit and Legal Fees	£1,700	£216	£1,484
4300	Wardens' Materials, Equipment & Van	£4,130	£2,061	£2,069
4500	Insurances	£9,000	£7,111	£1,889
4700	Membership of Societies	£1,000	£915	£85
4900	Parish Clock	£180	£564	-£384
5000	Parish Office, IT & Contractors	£23,251	£2,529	£20,722
5100	Salaries, NI & Pensions	£68,585	£28,980	£39,606
5300	Sundry Expenses	£0	£0	£0
5400	Training	£1,500	£226	£1,274
5700	Pension Scheme Service Charge	£432	£216	£216
5900	Bank Charges	£120	£76	£44
6400	Community Hub - grant	£15,000	£15,000	£0
6401	Community Hub - maintenance & replacements	£3,900	£983	£2,917
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	£3,304	£3,233
6453	PWLB Car Park - capital	£10,351	£5,140	£5,211
6700	War Memorial	£3,500	£0	£3,500
6800	Election costs	£1,500	£225	£1,275
7100	Village Car Park - Rates, Utilities & Maintenance	£12,567	£7,575	£4,992
Total Finance & General Purpose		£196,208	£91,598	£104,610
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	£5,491	-£1,706
Total Rental Property		£3,785	£5,491	-£1,706
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	£18,132	£21,668
9601	Community Benefit Donations S137	£200	£0	£200
Total Community Benefit		£40,000	£18,132	£21,868
Section 106				
1400	S106	£0	£0	£0
Total Section 106		£0	£0	£0

Celebrating Ages			
4800 Celebrating Ages	£0	£2,115	-£2,115
Total Celebrating Ages	£0	£2,115	-£2,115
Total Expenditure	£292,184	£143,491	£148,693
	2018/19 Budget	Actual (Net) at 30/09/18	Balance
	£	£	£
Total Income and Expenditure			
Total Income	£314,910	£303,684	-£11,226
Total Expenditure	£292,184	£143,491	£148,693
Total Net Balance	£22,726	£160,193	
Excluding MAYD, Community Benefit, S106 and Celebrating Ages			
Income	£274,910	£261,261	-£13,649
Expenditure	£252,184	£117,077	-£135,107
Net Balance excluding MAYD, Community Benefit, S106 and Celebrating Ages	£22,726	£144,183	

FINANCE REPORT - SIX MONTHS ENDED 30th SEPTEMBER 2018

The above figures have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 30th September 2018.

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.

At the half year stage there are no major concerns about the budget on an overall basis. Although there are some areas where there are significant variations (see below) these are expected to balance out.

Variations from Budget

Income:

Allotment rent - renewals will be sent out during October. A rent increase has been agreed by the PC.

Burial Fees - these will significantly exceed budget (already at £4,320 vs budget of £1,500). It is difficult to accurately predict income from this source.

Miscellaneous Income (£1,340) - the Melbourn Neighbourhood Plan bank account has now been closed and the balance transferred to the Parish Council. The Cllrs have decided to allocate this to General Reserves.

Grants Received (£500) - MPC was successful in obtaining a £500 Community Chest Grant towards redoing the paving around the War Memorial in time for the Centenary.

Expenditure :

Conservation - the Kohima Stone will soon be installed at 83 High Street at a cost of around £1,000.

Allotments - essential expenditure on asbestos removal (£645) means that this budget will be overspent.

Play Areas - 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 years figures.

Parish Clock - this was incorrectly chiming and required a new part. Repair costs of £382 were unbudgeted.

Community Hub - a new control box for the fire alarm is required urgently and will cost c £750 and a replacement battery for the Uninterruptable Power Supply (urgent repair) has been purchased for £291. The Parish Council has agreed to update the Hub's phone system at a cost of approx £1,300. This purchase will result in significant ongoing cost savings for the Hub on telephone costs.

War memorial - costs of replacing the fencing at the Cross are expected to be around £4,000 although this work may be delayed until next year.

Rental property - renovations to the exterior of Little Hands have been carried out (£1,868).

It is likely that some of the above costs will be taken from the Asset Management Reserve (AMR). It was agreed to allocate £13,726 from the 2018/19 Precept to the AMR for spending on asset purchases and maintenance. In addition to the opening AMR balance of £12,176, even if all the asset replacement/repair costs above are taken from the AMR, the carried forward balance would be £14,596. However, some of the costs could potentially be taken from budget savings elsewhere instead (see below).

Utilities - we have underbudgeted for electricity and water by approx £2,000. Electricity for the Pavilion and Old Rec (c£1,400) were left out of the original budget. Additionally water bills for New Road Cemetery had been in credit for a number of years but are now being billed again. Further, invoices for sewerage had been sent to the wrong address for a number of years and there is now a back-dated liability of around £300.

However, savings on other budget areas are expected to cover this (see below).

Recreation Ground line marking - this expense will now be picked up by Melbourn Dynamos (budget £1,000).

Insurances - the insurance policy has been renegotiated. The saving on premium against budget is £1,889.

Salaries, NI & Pensions - the wardens have worked fewer hours than budgeted due to lower work loads in the Spring and Summer. There will be a budget saving here of at least £3,500.

Grounds Maintenance & Grass Cutting Contracts - there could potentially be some savings against the original budgets as three of the ontracts have been re-tendered. It is anticipated that the terms of the new contracts will be more cost effective for the PC although this does need to be monitored.

Election costs - the election was uncontested so there is only a £225 admin charge. The Cllrs have resolved to move the balance to the Election Reserve to offset the cost of future elections.

Recommendation: that the PC reallocates some funds from budget headings where there will definitely be cost savings to areas that will be overspent (big items only). At this stage £1,950 could be reallocated from insurance (£1,800) and salaries (£150) as follows:

Pavilion - electricity	1,400
Cemeteries - water bills	550
	<hr/>
	1,950

The Maintenance Committee are monitoring maintenance expenditure to date, as well as anticipated expenditure for the remainder of the financial year. As the position becomes clearer, further recommendations can be made regarding the reallocation of budget savings from elsewhere and the use of the AMR.

Gabrielle van Poortvliet - RFO Melbourn Parish Council

Melbourn Parish Council
Bank Balances at 30th September 2018

Unity Bank Current Account:

Balance per cash book	167,758.42	
Balance per bank statement	<u>168,262.42</u>	
Difference	- 504.00	Reconciling items - cleared 01/10/18

Unity Bank Deposit Account:

Balance per cash book	97,035.99	
Balance per bank statement	<u>97,035.99</u>	
Difference	-	

Petty Cash: 100.00

Prepaid Debit Cards: 586.00

Total Cash and Bank at 30/09/18 (Cash book balances)	<u><u>265,480.41</u></u>
---	--------------------------

Prepared by G van Poortvliet 04/10/2018

Bank Reconciliation Checks

The bank reconciliations were checked by Cllr Travis on 10/10/18

Melbourn Parish Council

October 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2577	BACS1810 23AR	£2,196.00	£366.00	£1,830.00 10/10/18	Ashton Renovations - Installation of 18 headstone bases	£2,196.00
		£2,196.00	£366.00	£1,830.00	Ashton Renovations - Total	
2594	BACS1810 23	£4,496.23	£0.00	£4,496.23 17/10/18	Staff salaries, PAYE & NI Oct 2018	£4,496.23
		£4,496.23	£0.00	£4,496.23	October salaries - Total	
2575	DD181005E ON	£17.45	£0.83	£16.62 20/09/18	e.0n - Pavilion electricity - amended charges 05 Aug to 20 Sept 2018 Actual	£17.45
2571	DD181015E ON	£8.55	£0.41	£8.14 28/09/18	e.0n - Littlehands Store - electricity 26/08/18 to 26/09/18 Actual	
2572	DD181015E ON	£8.17	£0.39	£7.78 28/09/18	e.0n - Old Rec Ground - electricity 26th Aug to 26th Sep 2018 Actual	
2573	DD181015E ON	£8.36	£0.40	£7.96 28/09/18	e.0n - Electricity bill Orchard Road Cemetery - 28 Aug to 28 Sep 2018 actual	
2574	DD181015E ON	£40.76	£1.94	£38.82 01/10/18	e.0n - Car park workshop electricity 1 Sep to 1 Oct 2018 Actual	£65.84
2576	DD181022E ON	£35.15	£1.67	£33.48 07/10/18	e.0n - Pavilion electricity - 20 Sept to 7th Oct 2018 Estimated	£35.15
		£118.44	£5.64	£112.80	e.0n - Total	
2570	BACS1810 23ESPO	£74.82	£12.47	£62.35 08/09/18	ESPO - Stationery for Parish Office - hand towels, toilet rolls for Pavilion	£74.82
		£74.82	£12.47	£62.35	ESPO - Total	

Signature

Date

Signature

Melbourn Parish Council

October 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2567	BACS1810 23H&CGM	£487.00	£81.17	£405.83 30/09/18	Herts & Cambs Ground Maintenance Limited - Cemetery Grass Cutting Oct 2018	
2568	BACS1810 23H&CGM	£906.00	£151.00	£755.00 30/09/18	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance Oct 2018 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	
2569	BACS1810 23H&CGM	£552.00	£92.00	£460.00 30/09/18	Herts & Cambs Ground Maintenance Limited - Maintenance Contract	£1,945.00
		£1,945.00	£324.17	£1,620.83	Herts & Cambs Ground Maintenance Limited - Total	
2556	BACS1810 23	£100.00	£0.00	£100.00 29/09/18	Local Council Public Advisory Service - Subscription 1 Oct 2018-30 Sept 2019	£100.00
		£100.00	£0.00	£100.00	Local Council Public Advisory Service - Total	
2559	BACS1810 23LUCID	£95.40	£15.90	£79.50 01/10/18	LUCID Systems - Covered agreement, back-up and email address rental Nov 2018	£95.40
		£95.40	£15.90	£79.50	LUCID Systems - Total	
2558	DD181002N OW	£43.20	£7.20	£36.00 01/10/18	Now Pensions - Employer service charge Oct 2018	£43.20
2553	DD181020N OW	£62.51	£0.00	£62.51 19/09/18	Now Pensions - Pension Contribution Sep 2018 - E'er and E'ee	£62.51
		£105.71	£7.20	£98.51	Now Pensions - Total	
2598	BACS1810 23CC	£78.50	£0.00	£78.50 17/10/18	Pavilion Cleaner - Pavilion cleaning 15/09/18 and 15/10/18 - 10hrs	£78.50
		£78.50	£0.00	£78.50	Pavilion Cleaner - Total	

Signature

Date

Signature

Melbourn Parish Council

October 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2564	BACS1810 23SETON	£112.20	£18.70	£93.50	28/09/18	SETON - Give way signs for Little Hands car park	£112.20
		£112.20	£18.70	£93.50	SETON -	Total	
2555	BACS1810 23	£108.79	£0.80	£107.99	03/10/18	Society Of Local Council Clerks - Local Council Administration 11th edition	£108.79
		£108.79	£0.80	£107.99		Society Of Local Council Clerks -	Total
2482	DD181101S CDC	£250.00	£0.00	£250.00	01/11/18	South Cambs District Council - Ravilion Rec Ground - rates Nov 2018	
2487	DD181101S CDC	£72.00	£0.00	£72.00	01/11/18	South Cambs District Council - New Road Cemetery - Rates Nov 2018	
2492	DD181101S CDC	£1,152.00	£0.00	£1,152.00	01/11/18	South Cambs District Council - Car park rates Nov 2018	
2497	DD181101S CDC	£14.45	£0.00	£14.45	01/11/18	South Cambs District Council - Pavilion trade refuse collection - Nov 2018	£1,488.45
		£1,488.45	£0.00	£1,488.45	South Cambs District Council -	Total	
2566	BACS1810 23TN	£940.12	£0.00	£940.12	30/09/18	TimNovations - Litter picking services 01/06/18 to 01/10/18	£940.12
		£940.12	£0.00	£940.12	TimNovations -	Total	
2579	BACS1810 23UL	£108.00	£18.00	£90.00	11/10/18	Unlimited Logos - Sign for Stockbridge Meadows	£108.00
		£108.00	£18.00	£90.00	Unlimited Logos -	Total	
2578	BACS1810 23UP	£1.70	£0.28	£1.42	10/09/18	Urban Plastics - Materials for wardens	£1.70
		£1.70	£0.28	£1.42	Urban Plastics -	Total	

Signature

Date

17/10/18 03:33 PM Vs: 8.07.01

Signature

Melbourn Parish Council

October 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
Transactions Already Paid – Prepaid Debit Card Purchases:						
2583	BACS1810 10FFX	£4.79	£0.80	£3.99 18/09/18	1&1 - Website hosting 12/09/18 to 12/10/18	£4.79
		£4.79	£0.80	£3.99 1&1 - Total		
2582	BACS1810 10FFX	£182.02	£30.34	£151.68 14/09/18	Adobe Systems Incorporated - Adobe licence renewal	£182.02
		£182.02	£30.34	£151.68 Adobe Systems Incorporated - Total		
2584	BACS1810 10FFX	£16.35	£0.00	£16.35 18/09/18	Co-op Supermarket - Stain for railings at the Cross	£16.35
		£16.35	£0.00	£16.35 Co-op Supermarket - Total		
2587	BACS1810 10FFX £2.50	£14.99	£2.50	£12.49 25/09/18	Merlin Mica Hardware - Exterior gloss paint £12.49 Merlin Mica Hardware - Total	£14.99
2590	BACS1810 10FFX	£16.64	£2.77	£13.87 08/10/18	Norburys - Wardens supplies	£16.64
		£16.64	£2.77	£13.87 Norburys - Total		
2589	BACS1810 10FFX	£58.00	£0.00	£58.00 28/09/18	Post Office - 100 x 2nd class stamps	£58.00
		£58.00	£0.00	£58.00 Post Office - Total		
2585	BACS1810 10FFX	£30.16	£5.03	£25.13 17/09/18	Rontec - Diesel for Parish Van	£30.16
		£30.16	£5.03	£25.13 Rontec - Total		
2581	BACS1810 10FFX	£28.77	£4.80	£23.97 30/08/18	Vistaprint - Business cards for Parish Clerk and Assistant Clerk	£28.77
		£28.77	£4.80	£23.97 Vistaprint - Total		
2580	BACS1810 10FFX	£20.00	£3.33	£16.67 30/08/18	Timpson - Keys for Little Hands Storage	£20.00
		£20.00	£3.33	£16.67 Timpson - Total		
Total		£12,406.08	£818.73	£11,587.35		

Signature
Date

Signature

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 24th September 2018

Agenda Item: PC079/18

Date of Report: 19th September

Hi Simon,

Following on from our previous conversation, I don't think that it will be possible for the Hub to gift assets to the PC where they have been bought from grants awarded to them. It is definitely the case that, if the PC receives a grant and then uses it to buy assets, it must retain those assets if it is to be able to reclaim VAT on the purchase. The assets cannot be given to another party. Whilst I do not know for certain if the same rules apply to other bodies, I think it is a fairly safe assumption that they would and that more generally assets purchased via a grant should be kept by the body the grant was given to. I have updated John about this.

I suggest the following:

1. The PC agrees that Hub capital asset purchases and replacements are normally the responsibility of the PC.
2. Where the Hub is able to access grants that might not be available to the PC, the Hub can purchase an asset and keep it on its own books.
3. The Hub must notify the PC of all such assets so that the PC can insure them.
4. The PC will keep a memo record of these assets on its asset register for insurance and replacement purposes but will not include them in its asset totals for accounting purposes.
5. The Hub Management Group will agree that, at such time as the HMG ceases to exist or that the Hub lease is terminated, that their assets will be given to the PC.

HMG is registered for VAT and has now moved to a standard arrangement rather than a flat rate scheme. As such the Hub will be able to reclaim VAT on its own purchases.

Best wishes

Gabby

Gabrielle van Poortvliet
Responsible Financial Officer
Melbourn Parish Council

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 22d October 2018

Agenda Item: PC090 18 b)

Date of Report: 18/10/2018

Report on the need for a third workstation in the Parish Office.

Since April 2018 the Parish Office has been back up to full strength. There are currently 3 part-time members of staff working out of the Office (Clerk, Assistant Clerk and RFO) working a combined total of 54 hours a week.

Currently there are two workstations in the office. This has resulted in a need to share desks as staff members come and go, and has made it difficult for all three members of staff to be working at the same time.

It would be advantageous if, at least once a week, all three members of staff could be in the office and working at the same time. Further advantages to having a third workstation would be:

- The ability to have a weekly team meeting as part of natural shift pattern
- More flexibility in shift patterns
- Increased efficiency
- Increased intra-office communication
- Space for a 4th worker (e.g Timebank co-ordinator)

Issues:

Cost: The third workstation would be comprised of; Desk, pedestal, chair, PC tower and peripherals and phone (phone already in place). Estimated cost is £1000 - £1300.

Space: With regard to existing office infrastructure (cabling conduits, comms sockets and power outlets etc) there is one location in the office where a third workstation could go without the need for wholesale installation of additional electrical outlets. There would however be a need for the removal / relocation of office furniture which potentially could involve a need for the provision of further comms ports to facilitate the office printer. This would entail an additional financial cost which at present has not been scoped out

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00

Alternatively, please call to arrange an appointment.

Cllr Susan van de Ven
Chair, Meldreth, Shepreth & Foxton Rail Users Group

By email

18/10/2018

Re: Access for all funding, Meldreth Station Accessibility.

Dear County Councillor van de Ven

Melbourn Parish Council understands that you are making an application for Access for All funding for a ramp from the path from Melbourn to the London-bound platform, and lifts to enable step-free passage over the tracks.

We would like to support very strongly the need for this work. At the moment, residents of Melbourn can only travel by train if they are fully mobile and do not have small children who need to use pushchairs. Anyone with limited mobility or young children is excluded. Melbourn is going through a time of unprecedented population growth with a number of new developments under construction. Throughout the planning process, the Parish Council has worked with you and South Cambridgeshire District Council to have provision made for improvement to access the London-bound platform in the s106 contributions.

If these improvements are not made, current residents will continue to be excluded from rail travel as will an increasing number of people moving to Melbourn who have young children or limited mobility.

Yours sincerely



Simon Crocker
Clerk to the Parish Council.

Cllr. Name:		Date of Inspection:
Road Name	Location of Finding – e.g. house nnumber/street	Findings/Recommendations
Signature:		Date:

Notes to Cllrs. carrying out Area Road Inspections:

1. Only report issues that are **substantial** and definitely require **EITHER** action and/or resource from the Parish Council, **AND/OR** can be properly justified to a resident or the local authority as being required.
2. Please make a digital image of the problem if possible and include this along with the written report on the attached form. **Inspection reports MUST be submitted to the parish office electronically.**
3. You will have been allocated a group of roads to inspect at least once every quarter. Please inspect them all. You need only report on substantial findings. It will be assumed all roads allocated to you will have been inspected, even if there is nothing to report on particular roads. However, please let the Clerk know if there is nothing at all to report at the end of a reporting period so that a check exists that all inspections have been completed. See below for examples of the information required.

Road Name	Location	Findings/Recommendations
Example Road	No. 2	Hedge overhanging pavement and obstructing/reducing width. Advise resident to cut hedge. Image supplied

4. **This checklist will help your inspection:**

- Hedges. Look if these are overhanging or projecting into public footpaths and roads or covering signs. Are they on private or public property? Do you have to step into the road or duck down to avoid overhanging branches?
- Trees. As above, and note dead, potentially dangerous branches.
- Graffiti. Unacceptable wherever it is.
- Vandalism of any kind.
- If you have a gritting container bin on you round check it is full.

Please carry out inspections at least once per quarter, or whenever a significant issue arises. Return your findings to the Parish Clerk for consideration and action.

Issues that fall under the categories below are not the responsibility of the Parish Council and should be reported by residents to the relevant authority. In most cases, this will be Cambridgeshire County Highways - <https://www.cambridgeshire.gov.uk/top-tasks/report/>

- Gullies. Blocked, broken or missing. Water leaks in unusual places.
- Lighting. Working or not, dirty, broken or opaque lens. Access covers broken/missing. Lights operating at the wrong time or constantly. **Add faulty light index number (on lighting column) to the report form.**
- Signage (public). Missing, defaced, broken, bent or dirty. Are signs clearly visible? Include road signs.
- Pavements. Dangerous trip hazards, encroaching grass reducing pavement width
- Street furniture. Seats, state of repair/cleanliness, waste bins etc. damaged or missing.
- Potholes in highways and footpaths (40mm deep is the action level for roads, but less is reportable on footpaths). Missing or faint road markings.

MELBOURN PARISH COUNCIL

Training and Development Policy

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's strategic plan as efficiently as possible and be committed to ongoing training and development for both staff and members.

1. Staff Training

- 1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.
- 1.2 Each member of staff is interviewed by way of a staff appraisal once a year and during this appraisal training and development needs are discussed. A development plan is then created and outlines what training and development staff will undertake during the period covered by the plan. The development plan is linked to the council's strategic plans, with the aim of ensuring the staff have the necessary skills and knowledge to deliver the objectives set out in those plans.
- 1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Parish Clerk of any areas of work in which they feel they require training. Maintenance Staff will be given a schedule listing all Parish Equipment / maintenance and ask to sign if they have been sufficiently trained or confirm that they are already proficient in that area or on a certain piece of equipment. These forms will be kept on their personnel file.
- 1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.
- 1.5 The Council has set aside a specific budget for staff training.
- 1.6 The Clerk should be a qualified clerk with either the Cilca Qualification, or University of Gloucestershire qualification or working towards these qualifications.
- 1.7 The Council will continue to support the Clerk and the Assistant Clerk as a member of the Society of Local Clerks

2. Councillor's Training

- 2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. The training budget is also to be used for Councillors training.
- 2.2 All Councillors are offered the opportunity to attend all relevant training courses by the various service providers which is created into a development plan. This will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend. The development plan is linked to the council's strategic plans, with the aim of ensuring the councillors have the necessary skills and knowledge to deliver the objectives set out in those plans.
- ~~2.3 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various training providers including, Society of Local Council Clerks (SLCC) (The society provides legal, financial and other advice and guidance from clerks network), and National Association of Local Councils (NALC) (provides advice for local councils in membership of the local county association and NALC on legal matters, policy training and development).~~
- 2.4 If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend.
- 2.5 New councillors must undertake to complete basic training within 6 months of being elected/co-opted.

3. Training Course Feedback

- 3.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.
- 3.2 Staff and Members are also required to report on the training course attended, this can either be verbally or hardcopy and advise if there was anything learned that the Parish Council can use and implement in the future.
- 3.3 The purpose of feedback is to provide shared learning across the organisation, which provides both training benefits and represents value for money. This document has been produced as a training strategy for the Council and will be reviewed annually at the Full Parish Council Meeting.

I acknowledge receipt of a copy of Melbourn Parish Council's Training and Development Procedure.

Cllr Julie Norman: Julie Norman

Date: 14/11/16 22

October 2018

Chair

Melbourn Parish Council

Responsible Officer	Parish Clerk	Date effective from November 2015 <u>22 October 2018</u>	Review date :
Author	Parish clerk	Date last amended November 2016 <u>October 2018</u>	Review Date: May 2017 <u>October 2019</u>

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 22 October 2018

Agenda Item: PC094 18 b)

Date of Report: 18/10/2018

Proposed Councillor Training Programme

There are a wide range of bespoke training courses on offer by the Local Council Public Advisory service (to which Melbourn Parish Council subscribe). Cost of training is £125.00 per session + mileage

The proposal is that Melbourn PC implements a programme of regular training and invites neighbouring Parishes to send delegates for a nominal fee per attendee. This would have an advantage of defraying some of the cost of training, and providing a forum for Councillors to network with their peers.

Suggested topics of Training (10 courses spread over 12 months) are:

- Councillor Training (Basic)
- Basic Planning
- Understanding Planning
- Transparency Code
- Code of Conduct
- Grants and Funding
- Highways – Including Traffic Calming and Parking
- Law and Procedure
- Closed Churchyards and Open Cemeteries
- Managing Parks, Amenity Land, Recreational Facilities and Trees