

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 23 July 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 (Vice Chair), Travis, Hart, Kilmurray, Stead, Buxton, Cowley

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk, District Cllr Hales, District Cllr Hart, County Cllr van de Ven, Responsible Financial Officer, Cllr R White (Shepreth Parish Council), Dr David Atkins (Secretary Melbourn Dynamos FC) and six members of the public.

PC046/18 To receive and approve apologies for absence

Apologies were received from Cllrs Sherwen and Buxton

It was:

RESOLVED to receive and approve the apologies.

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

PC047/18 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 Norman declared a non-statutory interest in item PC055/18 a) as the spouse of the secretary to Melbourn Dynamos FC

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

None

c) To grant any requests for dispensation as appropriate.

None

PC048/18 To approve the minutes of the Parish Council Meeting 25 June 2018

It was:

RESOLVED that the minutes of the Annual Council Meeting held on June 25th 2018 be approved as a correct record and duly signed by The Chair.

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

PC049/18 To report back on the minutes of the Parish Council Meeting 25 June 2018

The Parish Clerk reported back on a query made at last meeting with regard to new draft standing orders. Standing order 3m sets out the methods individuals may use when reporting on meetings, including providing an oral commentary. Standing order 3n stipulates that a person present at a meeting may not provide an oral report or commentary as it takes place without permission. The Responsible Financial Officer reported the unusually high electricity bills queried at last meeting were a result of estimates catching up with reality

The report was **noted**

PC050/18 To receive the Clerk's Report

Members recorded their thanks to the Village Wardens following maintenance work to footpaths and hedgerows during the very hot weather.

The Parish Clerk reported that thus far no applications for co-option to the Parish Council and as the vacancies remained, the deadline for applications would be extended indefinitely.

The Parish Clerk further reported with regards to one of the new village maintenance contracts (general maintenance). The contractor had failed to commence work, and all attempts to contact them on the part of the Parish Office had been unsuccessful. The Parish Clerk therefore felt he had no choice but to award the contract to another contractor (Herts & Cambs Ground Maintenance) as the commencement of the work was three months overdue.

The reports were **noted**

PC051/18 To receive a report from District Cllrs Hales and Hart

District Cllrs Hales and Hart delivered a monthly report (attached herewith)

The report was **noted**

PC052/18 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**

PC053/18 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 spoke in support of a report recommending that barbecue facilities were not installed at Stockbridge Meadows, and urged the Parish Council to consider whether Stockbridge Meadows is a Nature Reserve or a Recreational Park. The member of the public further reported on the nature and diversity of the fauna, some of which are protected species, at Stockbridge Meadows and highlighted the fact that Melbourn had multiple recreational facilities which could prove suitable for barbecue facilities, but only one nature reserve.

The Chair thanks the member of public for her comments.

A member of the public queried the accuracy of the minutes of the meeting of the Full Council held on 25 June 2018 in respect of the publishing of maintenance contract bids. The Parish Clerk confirmed all the bids would be published when the new website goes live.

A member of the public queried the nature of payments for work identified by the recent Hub fire safety audit, and whether the Parish Council or the Hub should be paying. The Chair reported that the payments were potential payments and no detail was yet forthcoming.

A member of the public queried whether all football clubs who currently use sporting facilities in Melbourn had been offered the same opportunities as Melbourn Dynamos FC. The Chair confirmed that it was her understanding that Melbourn Dynamos had been in discussions with Melbourn Saturdays and Sundays.

The Chair re-imposed standing orders.

PC054/18 Highways Matters:

a) To consider representations from Shepreth Parish Council regarding a proposed reduction in speed limit on Cambridge Road

Cllr Ruth White from Shepreth Parish Council was in attendance for this item.

Cllr White reported that under the Local Highways Improvement Scheme (LHIS) Shepreth Parish Council were making an application to have the speed limit reduced from 60mph to 40mph on Cambridge Road from its junction with the A10 to where the 30mph speed limit

takes effect just before Portway, Melbourn, and a speed reduction from 60mph to 30mph on a section of Dunsbridge Turnpike. Cllr White further reported that Shepreth Parish Council were seeking the support of Melbourn Parish Council in this initiative.

Members discussed the relative merits of the proposal and general support for a speed reduction was expressed.

It was:

RESOLVED to write a letter of support to Shepreth Parish Council

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

It was further suggested that a principle of offering financial support be agreed. There was no proposer for this and therefore not voted on

PC055/18 Leisure and Amenities Matters:

Cllr Norman left the meeting for this item. Cllr Clark took the Chair.

Cllr Buxton arrived at this point.

a) To consider a proposal from Melbourn Dynamos FC for a single annual payment.

Dr David Atkins (secretary Melbourn Dynamos FC) was in attendance for this item.

The Vice Chair suspended standing orders and invited Dr Atkins to speak. Dr Atkins provided information on the history and size of the club and ran through the salient points of the proposal (attached herewith). Queries raised by members were answered.

The Vice Chair re-imposed standing orders.

It was:

RESOLVED to accept the proposal for a single annual payment

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

Cllr Norman re-joined the meeting

It was:

RESOLVED to clear out redundant cupboards at Littlehands to provide storage space for Melbourn Saturdays.

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

b) To review the schedule of fees for the Community Pavilion and recreation grounds

A draft schedule of fees was considered.

It was:

RESOLVED to adopt the schedule of fees as drafted subject to the removal of reference to non-Melbourn football clubs

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

c) To consider the installation of Barbecue facilities at Stockbridge Meadows

Cllr Travis introduced the agenda item and corresponding report, which highlighted the fact that the original concept for Stockbridge Meadows was as a nature reserve and recommended that fixed barbecues are not installed, policy decisions taken by the Parish Council move in the direction of protecting wildlife and conservation interests, picnic table installation continue, appropriate signage is put up, and the installation of CCTV is considered.

Extensive debate on the proposals ensued with the majority of members speaking in favour of the reports proposals.

It was:

RESOLVED that the Parish Council would not install fixed barbecues

*Proposed by **Cllr Cowley**, seconded by **Cllr Clark**. In favour: Cllrs Norman, Clark, Travis, Cowley, Stead, Hart, Kilmurray. Against: Cllr Buxton.*

AND

RESOLVED that future policy decisions regarding Stockbridge Meadows would move in the direction of protecting wildlife and conservation interests.

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

AND

RESOLVED that Stockbridge Meadows will be renamed to Stockbridge Meadows Nature Reserve.

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

AND

RESOLVED that when the existing wooden picnic tables become unusable they will be replaced with metal ones.

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

AND

RESOLVED appropriate signage stating that fires and barbecues were prohibited and highlighting the fact that Stockbridge Meadows is a wildlife and conservation area be installed.

It was further **PROPOSED** to consider the installation of CCTV

*Proposed by **Cllr Travis**, seconded by **Cllr Cowley** In Favour: Cllr Travis. Against: Cllrs Norman, Clark, Cowley, Stead, Kilmurray, Hart, Buxton. **NOT CARRIED.***

PC056/18 Finance Matters:

a) To receive and consider the Monthly Finance Report.

It was:

RESOLVED that the finance report dated 30 June 2018 be received

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

AND

RESOLVED that surplus neighbourhood plan funds will be transferred to general reserves.

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

AND

RESOLVED that the balance of election funds be moved to election reserves

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

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

It was:

RESOLVED that the monthly transactions list for July 2018 be approved

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

AND

RESOLVED that transaction #2422: rail users meeting invoice be paid from community grant funding.

*Proposed by **Cllr Hart** seconded by **Cllr Cowley** – All in favour*

c) To receive an update on the use of pre-paid debit cards and consider setting limits

It was:

RESOLVED that the limits for the Parish Office and Village Wardens pre-paid debit cards be set at £500.00 and £100.00 respectively

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

PC057/18 Development Matters:**To consider a formal offer of transfer of open space from Hopkins Homes Ltd**

The Parish Clerk reported that a formal offer of transfer had been received from Hopkins Homes Ltd and that in accordance with the terms of the S106 agreement the Parish Council had 30 days to reply. Members expressed the view that the offer had come too early in the development process as no details of maintenance regimes, planting or commuted sums were available.

The Chair read out correspondence from District Cllr Hales who had expressed the view that the Parish Council should not accept transfer until the development was complete and the final house occupied.

It was suggested that the Parish Council might be willing to accept transfer subject to agreed commuted sums, maintenance regimes and details of landscaping being in place.

It was:

RESOLVED that the Parish Clerk draft a response in conjunction with Cllrs Kilmurray and Clark

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

PC058/18 Governance Matters:**a) To consider ratification of Terms of Reference for the Finance & Good Governance Committee.**

This item was deferred due to lack of time

b) To consider ratification of Terms of Reference for the Maintenance Committee

This item was deferred due to lack of time

c) To consider pursuing the Quality Council Foundation Award

This item was deferred due to lack of time

PC059/18 Maintenance Matters and Quotations:**a) To consider quotations for Pressure Washer Water Tanks**

It was:

RESOLVED to purchase a water tank from directwatertanks.co.uk at a cost of £249.00

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

b) To consider quotations for works to Melbourn War Memorial.

It was:

RESOLVED to allocate a maximum spend of £3200.00 to the project and designate Carters as preferred contractor subject to the use of granite and the ability to complete the works before remembrance Sunday

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

c) To consider quotations for additional lighting at Melbourn Community Pavilion.

It was:

RESOLVED to delegate authority to the Parish Office to choose a contractor subject to satisfactory checks on validity of quotes and type of lighting to be installed

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

d) To consider quotation for the purchase of a Key Safe for Melbourn Community Pavilion.

It was:

RESOLVED to purchase a key safe and installation from keysafe.co.uk at a cost of £107.94

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

PC060/18 Committee Reports: To receive draft minutes of the following Committee Meetings and consider any recommendations therein:

a) Planning - 9 June 2018 – No Recommendations

The minutes were **noted**.

PC061/18 HR Matters

a) To receive an update from the HR Panel

The Chair of the HR Panel reported that the initial contract for cleaning of the Pavilion would be rolling over and that Staff appraisal dates had been set.

The report was **noted**.

b) To consider a service agreement for 83 High St

The Parish Clerk reported that a volunteer had been found and a service agreement was no longer required.

The report was **noted**.

PC062/18 To note date of next meeting: 24 Sept 2018

The Chair closed the meeting at 22:30

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 23/07/2018

Agenda Item: PC049 18 – Clerk's Report

Date of Report: 19/07/2018

A very 'village maintenance' centred report this month.

1. Footpath between Water lane & Greenbanks.

Due to some sterling efforts on the part of the village wardens, this heavily overgrown footpath has had a facelift. See before and after pics below.

Before



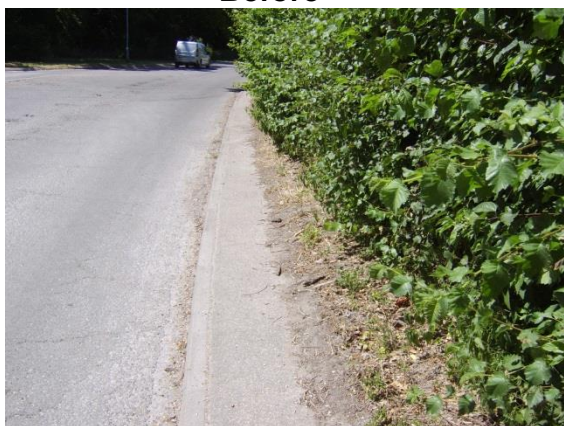
After



2. Footpath along Roston Road.

This footpath had suffered from encroaching hedgerow growth and soil 'slippage' from the verge onto the highway, rendering it almost impassable in place. Some excellent work (on a very hot day) on the part of the village wardens and the village litter picker has transformed it.

Before



After



MELBOURN PARISH COUNCIL

District of South Cambridgeshire

3. Village Maintenance Contracts

Unfortunately the contractor to whom the general maintenance (various hedgerows and shrub beds around the village) contract was awarded has not commenced the work and all attempts to contact them have been unsuccessful. Consequently the Parish Office had no option but to give the contract to another bidder

4. General fault reporting.

The Parish office deals with a large volume of highway related faults, such as potholes, streetlight issues, overhanging vegetation etc. Much of this is the responsibility of Cambridgeshire County Council who have a facility on their website for reporting such issues. You can report a highways fault online at:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/>

Anyone can report a fault, and if you provide an email address you will get updates.

5. Stockbridge Meadows – Boardwalk.

As reported earlier in the year, the boardwalk at Stockbridge has collapsed. It has been boarded off for safety, and the Parish Office is now in the process of procuring quotes for its repair or removal.

6. Parish Clock

Our contractors report that the clock is now fixed. Whereas we had previously been advised that a new part would have to be machined, it has transpired that the engineer was able to fix it on site. This will result in a new bill.

7. Parish Council website.

The switch to a new web host has now taken place. Consequently there is now a great deal more webspace. The website will undergo a facelift in August, and new 'bespoke' email addresses for all Councillors will be set up in due course.

District Councillors' Report

July 2018

South Cambs Local Plan

An enquiry to the Housing and Communities minister soon after the Lib Dem group took over the administration in early May resulted only at the beginning of July in a letter saying that Inspector's report would be sent back to the Planning Inspectorate for "fact-checking" in the week commencing 25th June. It looks like we won't have a Plan for approval until after the summer. That said.....

Marley Appeal - REFUSED

At the end of June, Jose and Philippa and Susan van de Ven attended the appeal from the applicant against the 150 houses proposal on the old factory site next to the Marley Eternit facility on Whaddon Rd in Meldreth. It is the first appeal to be have been considered against the background of the district council's announcement that it now has a five-year housing land supply ("5YHLS"). The appellant on behalf of Marley strongly disputed that the 5YHLS test has in fact now been met. The main issues were sustainability, the isolation of the site, and access to local services. Particular attention was given to the appellant's contention that there is an adequate bus service in Meldreth.

Judgment was given yesterday and it found firmly in favour of the Council's argument, both on the sustainability and on the 5YHLS points. It does seem that the tide may have finally turned.

TTP expansion plans

Jose, Susan and Philippa have also attended a meeting with senior management at TTP in the Science Park in Melbourn to learn more about their ambitious expansion aspirations. Our group leader at South Cambs, Bridget Smith, whose remit is also to promote Economic Development, has also met with TTP. One of the aspects of the plans we discussed involved recommending that TTP consider a traffic management plan which would encourage staff to turn left out of the site towards the Frog End A10 junction. We know that speed limits on this stretch of road have been discussed as a joint project with Shepreth PC and this additional possible development may need to be fed into that discussion.

Melbourn Area Youth Development

Jose and Philippa went to the recent meeting of the MAYD committee. As you all know, the great work the Groundwork team does in running the Youth Club serves children from year 7 and above in the local community and we had a very useful and productive conversation about how the club is organised and run. We encouraged the youth group leader to meet eligible children at the catchment schools to MVC and he has written to local schools requesting a session with Year 6 children prior to the end of the school year to tell them more about the Club.

Orchard School

Jose Susan and I met with staff and students of Orchard Manor School in Meldreth last Friday to take forward their campaign to improve pavements and accessibility for wheelchair users and those with physical disabilities around the village and beyond. Students and young people at the school use services in Melbourn, especially the GP, but find the route along Meldreth High Street and over the railway bridge unnavigable and unsafe. We are doing what we can with the limited resources available to allow our most vulnerable residents to exercise the basic human expectation of accessing their local community.

Cllrs Philippa Hart and Jose Hales, Melbourn Ward

Philippa - philippajoyhart@gmail.com. 07811323571

Jose - jose@josehales.me.uk. 07703262649

Melbourn Parish Council County Councillor Report July 2018

Question to County Council: I've submitted this formal question to the July full council meeting, following a local resident complaint about the County Council's rejection of his compensation claim:

'Given the state of 'managed decline' of the County Highway network, which is reflected in the dramatic jump in numbers of pot holes reported and compensation claims made thus far in 2018, should the County Council be reviewing and increasing its network inspection schedules?'

NHS Funding Boost and us: I reported to you last month on the responsibility of the Council's Health Committee to scrutinize various aspects of NHS funding. Shortly thereafter there was a national announcement of an NHS funding boost. I've queried whether this would offer some relief to the County Council's Public Health budget – PH responsibilities now sitting with local authorities. It would appear that the NHS funding boost excludes Public Health, so our task will be to find about £700K in 'savings,' also called 'disinvestments,' for 2019-20. This affects the delivery of public health contracts in our community. Of course we try to identify waste and save money that way, but after so many years the reality now is increased 'targeting' – deploying funds to the most extreme need first.

Police community support, in response to local rise in crime: The Neighbourhood Police Panel meetings no longer exist and policing is clearly being done in a 'new way.' South Cambs now has one police station, which is located in Cambourne and is closed Tuesday-Sunday. Opening hours are Monday 10-3. The phone number is 101.

Anyone on the Ecops mailing list will have noticed the rise in reported incidents of crime in South Cambs villages over the months. I've been personally contacted by the victims of two local violent assaults this past spring, both concerned about lack of visible police presence in the villages. Other councillors in other South Cambs villages have also raised concerns. I've asked for a briefing to answer residents' concerns and have been offered a meeting in early August. I will report back.

Trains: It's a given that our community is largely built up around the availability of rail services; its importance cannot be overstated. The Meldreth, Shepreth and Foxton Rail User Group meeting at the Melbourn Hub on June 27 was attended by about 70 people. While it provided none of the answers we wanted (when will things get better; how will the range of rightful compensation due be properly addressed), it was important in keeping our three stations on the radar of all those in positions of responsibility. Please see attached an early July update; regular updates are posted on the Meldreth Shepreth Foxton Rail Facebook page and website.

Update 23 July

Response from council to my question in item 1 above:

Response from Councillor Mathew Shuter Chairman of Highways and Community Infrastructure Policy and Service Committee:

Assessment of the overall condition of our roads over the past 10 years shows that they are in a broadly steady state condition, largely as a result of the extra investment that we have made. The existing situation is therefore not one of managed decline.

In common with numerous other counties, Cambridgeshire's roads suffered extensive damage following the severe winter of 2017/18. As is reflected across the country, this has resulted in the formation of an exceptional number of potholes. Council officers and Skanska colleagues have worked together closely to address this issue and significant progress has and continues to be made.

Inspections of the county's roads for dangerous defects are carried out at intervals as set out in the approved asset management policies. It is these inspections that constitute a key part of the Council's defence to third party claims. In addition to these safety inspections, the network is constantly monitored by the Local Highways Officers.

The work to address the exceptional situation following last winter has involved Local Highway Officers making an increased number of site visits. This has enabled investigation of reported potholes and marking for repair in accordance with our approved standards.

Where there are a number of potholes in close proximity, officers' work with Skanska colleagues to assess for suitability for the Dragon Patcher. This has helped the effective and efficient repair of increased numbers of potholes, especially in rural areas.

In addition to these reactive pothole repairs, the Council continues to make significant investment into planned maintenance works, in accordance with the Authority's asset management policies. It is this planned, preventative work which will help stop the formation of potholes and will continue to prevent the overall deterioration of the network.

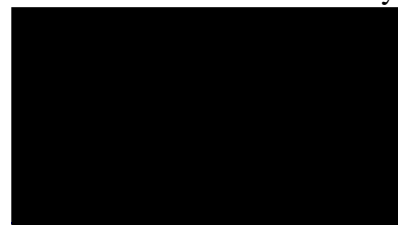
Trains: The Meldreth, Shepreth and Foxton Rail User Group and Community Rail Partnership has produced a response to the July 15 timetable, a copy of which has been sent to the parish council. Essentially, we welcome the stability of the past week but are pressing for key gaps to be rectified.

Highways volunteers: Another local resident has offered, and followed up, to trim a key local footpath.

Community Sweeper pilot: This has been going very well, with a few test runs in the past month by our team of four volunteers, led by Tim Stebbing and including two residents from Royston and one from Foxton. A significant portion of Melbourn was tackled, and the team reckons that for one reason or another it had been up to four years since some areas had last been done. The team has also swept the A10 path all the way up to Harston. Thanks to Wyevalles for helping out with storing the vehicle when needed.



Dr David Atkins
MDFC Secretary



14th July 2018

Dear Simon,

**MDFC BOOKINGS OF PARISH COUNCIL PITCHES & PAVILION FOR THE 2018/19 SEASON
PROPOSED SINGLE ANNUAL PAYMENT**

Melbourn Dynamos FC welcomes the support of The Parish Council that enables us to be based in the village to play all of our home matches. Next season we hope to have 17 youth teams with more than 200 players registered for league football. As you know we already play some of our matches on the Parish's *old* and *new* recreation grounds. These are the adult pitch nearest to the Pavilion and river Mel on the new recreation ground and the slightly smaller pitch on the old recreation ground.

Unlike the MVC's pitches, these are well maintained by your contractors, who work with us to ensure that the pitches both meet our requirements and minimise our running costs. We have been disappointed that the investments we have made in the pitches at MVC have been undone by the thoughtless work of the contractor employed by the Academy. We would therefore like you to consider our proposal for the new season 2018/19 to enable more of our younger teams to play their matches on the Parish's land. The key proposed changes to the Parish pitches for the forthcoming season are as follows and are illustrated by the attached map:

- to share the current men's pitch near Little Hands with the Melbourn Men's Teams; and
- to replace the second adult pitch near to the pavilion by four mini-soccer pitches.

In addition to an increased single annual fee, this proposal includes our continuing commitment to the development of the quality of the pitches, a substantial contribution to the maintenance costs and an assurance that the pitches are protected by ensuring that matches are played only when conditions are right.

We propose to share the existing men's pitch on the new recreation ground. This would remove the need for our current adult pitch near to the Pavilion and enable us to replace it with four mini-soccer pitches for our youngest players. Our proposal will mean that every Saturday and Sunday there will be matches played on the Parish's land. Since Melbourn FC play the majority of their matches on Saturdays and we play our senior matches on Sundays there will be no clash over bookings. This proposal would mean that the Men's pitch would be fully used most weekends of the season by Melbourn FC and Melbourn Dynamos FC. In addition we would be happy to liaise with the Melbourn Sundays Men's Team to try to accommodate their occasional fixtures with our own. Also we would be happy to liaise with both of the other Melbourn teams protect the good condition of the Men's pitch and ensure that during adverse weather, matches are cancelled before any serious damage is caused.

As agreed with the Parish for season 2017/18, Melbourn Dynamos FC would like to make occasional bookings of the pavilion. We anticipate a pre-season tournament in September and also a late season tournament in May. We also recognise that the Parish Council has agreed to our previous request that the club makes use of storage facilities in Little Hands for our match-day equipment and request more space is made available for next season.

We have welcomed the Parish's agreement in 2017 to a single annual fee to be negotiated at the start of each season based on anticipated use. For the forthcoming 2018/19 season, we propose **increasing the single annual payment to £2,000** based both on the predicted use, our commitment to invest in the quality of the pitches and our proposal to pay for all pitch marking. Specifically Melbourn Dynamos FC will continue to contribute to the maintenance, care and development of these pitches by paying for:

- All of the pitch marking;
- some extra cuts, rolling and treatment to improve the surfaces;
- some weed clearance of the perimeter of the old recreation ground; and
- ensure that matches are cancelled when conditions could damage the pitches

We believe that this proposal for a single annual payment for 2018/19 would have the following advantages for the Parish:

- Increased revenue
- Reduced maintenance costs because of the proposed contributions by the club;
- Improved pitch quality without additional cost;
- Providing more support for youth and senior football in Melbourn
- Reducing the administrative costs that currently arise from:
 - booking one-off matches;
 - arranging and paying for pitch marking;
 - decisions about match cancellations because of weather and pitch condition

I have attached maps of both recreation grounds (and MVC's land) showing outlines of our proposed pitches.

Please let me know if you need further information. We would be pleased to attend any Parish Council meetings if required.

Yours Sincerely

David

Dr David Atkins
MDFC Secretary

Melbourn Parish Council

Financial Budget Comparison Qtr ended 30th June 2018 (three months)

INCOME	2018/19 Budget	Actual (Net) at 30/06/18	Balance
Conservation			
100 Allotment Rent	£1,800	£10	-£1,791
101 Allotment Insurance Premiums	£0	£5	£5
110 CCC Grass Cutting Payment	£3,850	£0	-£3,850
Total Conservation	£5,650	£15	-£5,636
Cemeteries			
200 Burial Fees	£1,500	£1,345	-£155
Total Cemeteries	£1,500	£1,345	-£155
Play Areas & Recreation Grounds			
300 Match Fees	£2,000	£160	-£1,840
320 Hire of Recreation Grounds	£190	£150	-£40
340 Pavilion Hire	£700	£310	-£390
370 Pavilion Hire - MAYD recharge	£2,300	£0	-£2,300
Total Play Areas & Recreation Grounds	£5,190	£620	-£4,570
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	£1,340	£1,340
480 Insurance Claims	£0	£0	£0
485 Feed In Tariff	£0	£128	£128
Total Finance & General Purpose	£236,570	£119,753	-£116,817
Highways			
800 Highways & Rural Footpaths	£0	£0	£0
Total Highways	£0	£0	£0
Rental Property			
900 Little Hands Nursery Rent	£26,000	£6,500	-£21,667
Total Rental Property	£26,000	£6,500	-£19,500
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	£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	£169,758	-£145,152

Melbourn Parish Council

Financial Budget Comparison Qtr ended 30th June 2018 (three months)

EXPENDITURE	2018/19 Budget £	Actual (Net) at 30/06/18 £	Balance £
Conservation			
1000 Allotments	£580	£570	£10
1001 Allotments - Insurance Premiums	£0	£0	£0
1100 Conservation	£4,540	£206	£4,334
1200 Grass Cutting Contract	£6,900	£1,910	£4,990
1300 Public Open Space Maintenance	£3,100	£213	£2,887
Total Conservation	£15,120	£2,899	£12,221
Cemeteries			
2000 Rates, Utilities and Upkeep	£4,977	£1,109	£3,868
2100 Grounds Maintenance Contract	£13,000	£1,979	£11,021
Total Cemeteries	£17,977	£3,087	£14,890
Play Areas & Recreation Grounds			
3000 Play Areas	£300	£1,776	-£1,476
3200 Recreation Grounds	£10,460	£2,280	£8,180
3400 Pavilion	£5,334	£1,565	£3,769
Total Play Areas & Recreation Grounds	£16,094	£5,621	£10,473
Finance & General Purpose			
4000 Audit and Legal Fees	£1,700	£216	£1,484
4300 Wardens' Materials, Equipment & Van	£4,130	£1,343	£2,787
4500 Insurances	£9,000	£0	£9,000
4700 Membership of Societies	£1,000	£730	£270
4900 Parish Clock	£180	£182	-£2
5000 Parish Office, IT & Contractors	£23,251	£1,744	£21,507
5100 Salaries, NI & Pensions	£68,585	£13,777	£54,808
5300 Sundry Expenses	£0	£0	£0
5400 Training	£1,500	£80	£1,420
5700 Pension Scheme Service Charge	£432	£108	£324
5900 Bank Charges	£120	£39	£81
6400 Community Hub - grant	£15,000	£0	£15,000
6401 Community Hub - maintenance & replacements	£3,900	£238	£3,662
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	£225	£1,275
7100 Village Car Park - Rates, Utilities & Maintenance	£12,567	£3,950	£8,617
Total Finance & General Purpose	£196,208	£39,109	£157,099
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	£16	£3,769
Total Rental Property	£3,785	£16	£3,769

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	£10,511	£29,289
9601 Community Benefit Donations S137	£200	£0	£200
Total Community Benefit	£40,000	£10,511	£29,489
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	£69,526	£222,658
Total Income and Expenditure			
	2018/19 Budget £	Actual (Net) at 30/06/18 £	Balance £
Total Income	£314,910	£169,758	-£145,152
Total Expenditure	£292,184	£69,526	£222,658
Total Net Balance	£22,726	£100,232	
Excluding MAYD, Community Benefit, S106 and Celebrating Ages			
Income	£274,910	£128,232	-£146,678
Expenditure	£252,184	£50,733	-£201,451
Net Balance excluding MAYD, Community Benefit, S106 and Celebrating Ages	£22,726	£77,499	

FINANCE REPORT - QUARTER ENDED 30TH JUNE 2018

The above figures have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 30th June 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 - receipts are broadly in line with budget as this stage with a few exceptions.

Burial Fees - it is likely that these will significantly exceed budget (already at £1,345). 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 will need to decide how to use this.

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 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 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 in the Spring. There will be a budget saving here.

Election costs - the election was uncontested so there is only a £225 admin charge. The balance could be moved to the Election Reserve to offset the cost of future elections if agreed.

Utilities - we have underbudgeted for electricity and water by approx £2,000. Electricity for the Pavilion and Old Rec (c£1,500) 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 the sewerage had been sent to the wrong address for a number of years so there is now a potential back-dated liability of around £300. However, the savings on the salary budget are expected to cover these expenses.

Grounds Maintenance & Grass Cutting Contracts - these contracts have not been divided up in the same way that the budget was originally allocated. The original budget has now been allocated along the same lines as the new contracts for grass cutting and general maintenance to allow actual costs to be properly tracked. There could potentially be some large savings under the new contract arrangements.

Gabrielle van Poortvliet
RFO - Melbourn Parish Council
16th July 2018

Melbourn Parish Council
Bank Balances at 30th June 2018

Unity Bank Current Account:

Balance per cash book	204,263.72
Balance per bank statement	204,503.72
Difference	- 240.00

Difference represented by:		Date cleared:
Uncleared funds at bank CR00014	75.00	02/07/2018
Unpresented cheque 3000026	- 90.00	
Late DD SCDC election costs invoice	- 225.00	02/07/2018
	- 240.00	

Unity Bank Deposit Account:

Balance per cash book	0.05
Balance per bank statement	0.05
Difference	-

Petty Cash: 100.00

Total Cash and Bank at 30/06/18 204,363.77
 (Cash book balances)

Prepared by G van Poortvliet 02/07/2018

Bank Reconciliation Checks

All bank reconciliations have been checked by Cllr Travis up to 30th June 2018.

Deposit Account

£96,957 has been transferred to the deposit account in July 2018 representing the PC's 2017/18 reserves balances (agreed at the June Parish Council meeting).

Petty Cash

From early July 2018 prepaid debit cards are in use by the Parish Office and Wardens. It is anticipated that petty cash expenditure will fall as a result. The level of petty cash expenditure will be monitored going forward and the float reduced or even removed altogether as necessary.

Melbourn Parish Council

July 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2424	BACS1807 25CAR	£354.00	£59.00	£295.00 03/07/18	Cambridge Asbestos Removal - Removal of Asbestos from Allotments - The Moor	£354.00
		£354.00	£59.00	£295.00	Cambridge Asbestos Removal - Total	
2426	DD180809CW	£4.00	£0.00	£4.00 01/08/18	Cambridge Water Business - Car Park water services Aug 2018	£4.00
		£4.00	£0.00	£4.00	Cambridge Water Business - Total	
2434	BACS1807 25CAPALC	£75.00	£0.00	£75.00 13/07/18	CAPALC - Finance for Clerks Training Course - 09/07/18 (attended by GvP)	£75.00
		£75.00	£0.00	£75.00	CAPALC - Total	
2414	DD180709E ON	£77.10	£3.67	£73.43 24/06/18	e.0n - Old Rec Ground - electricity 26th May to 24th Jun 2018	£77.10
2417	DD1807121 8EON	£140.17	£23.36	£116.81 27/06/18	e.0n - Pavilion electricity - 03 Jun to 27 Jun 2018 Actual	£140.17
2420	DD180713E ON	£6.51	£0.31	£6.20 28/06/18	e.0n - Electricity bill Orchard Road Cemetery - 4 June to 28 June 2018 actual	
2421	DD180713E ON	£8.17	£0.39	£7.78 26/06/18	e.0n - Littlehands Store - electricity 26/05/18 to 26/06/18 Actual	£14.68
2419	DD180716E ON	£31.74	£1.51	£30.23 01/07/18	e.0n - Car park workshop electricity 1 Jun to 1 Jul 2018	£31.74
		£263.69	£29.24	£234.45	e.0n - Total	

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Melbourn Parish Council

July 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2431	BACS18072 5ESPO	£30.70	£5.12	£25.58	15/06/18	ESPO - Stapler, swing bin, A4 paper for Parish Office	£30.70
2432	BACS1807 25ESPO	£26.34	£4.39	£21.95	06/07/18	ESPO - Fan for Parish Office	
2433	BACS1807 25ESPO	£38.83	£6.47	£32.36	06/07/18	ESPO - Platform Step	£65.17
		£95.87	£15.98	£79.89	ESPO - Total		
2435	BACS1807 25H&CGM	£906.00	£151.00	£755.00	12/07/18	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance July 2018 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	
2436	BACS1807 25H&CGM	£487.00	£81.17	£405.83	12/07/18	Herts And Cambs Ground Maintenance Limited - Cemetery grass cutting July 2018	£1,393.00
		£1,393.00	£232.17	£1,160.83	Herts And Cambs Ground Maintenance Limited - Total		
2415	BACS1807	£95.40	£15.90	£79.50	01/07/18	LUCID Systems - Covered agreement, back-up and email address rental	£95.40
		£95.40	£15.90	£79.50	LUCID Systems - Total		

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Melbourn Parish Council

July 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2422	BACS1807 25MCH	£45.00	£0.00	£45.00 29/06/18	Melbourn Community Hub Management Group - Hire of Atrium for Rail Users Group meeting	£45.00
		£45.00	£0.00	£45.00	Melbourn Community Hub Management Group - Total	
2412	DD180702N OW	£43.20	£7.20	£36.00 01/07/18	Now Pensions - Employer service charge July 2018	£43.20
2404	DD180720N OW	£43.79	£0.00	£43.79 21/06/18	Now Pensions - Pension Contribution June 2018 - Eer and Eee	£43.79
		£86.99	£7.20	£79.79	Now Pensions - Total	
2423	BACS1807 25PGC	£192.51	£0.00	£192.51 30/06/18	Phillimore Garden Centre - Plants and compost for tubs in village	£192.51
		£192.51	£0.00	£192.51	Phillimore Garden Centre - Total	
2438	DD180814 P WLB	£1,800.94	£0.00	£1,800.94 18/07/18	Public Works Loan Board - Car park 2 loan repayment	£1,800.94
1		£1,146.71	£0.00	£1,146.71	F&GP Car park 2 loan repayment Aug 2018 instalment - principal	
2		£654.23	£0.00	£654.23	F&GP Car park loan 2 August 2018 instalment - interest	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	
	BACS180725	£4,830.10	£0.00	£4,830.10 18/07/18	Staff salaries, PAYE & NIC Jul 2018 plus backdated NALC pay award to 1st April 2018	£4,830.10

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Melbourn Parish Council

July 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2427	DD180801S CDC	£250.00	£0.00	£250.00 01/08/18	South Cambs District Council - Ravilion Rec Ground - rates Aug 2018	
2428	DD180801S CDC	£72.00	£0.00	£72.00 01/08/18	South Cambs District Council - New Road Cemetery - Rates Aug 2018	
2429	DD180801S CDC	£1,152.00	£0.00	£1,152.00 01/08/18	South Cambs District Council - Car park rates	
2430	DD180801S CDC	£54.00	£9.00	£45.00 10/07/18	South Cambs District Council - Installation of new litter bin at recreation ground along The Moor	
2437	DD180801S CDC	£14.45	£0.00	£14.45 01/08/18	South Cambs District Council - Pavilion trade refuse collection - Aug 2018	£1,542.45
		£1,542.45	£9.00	£1,533.45	South Cambs District Council - Total	

Transactions already paid:

(under Clerk/RFO delegated authority)

2413BACS1807	£64.11 04BT	£10.68	£53.43	25/06/18	British Telecom - Car park CCTV line rental (Final Bill)	£64.11
		£64.11	£10.68	£53.43	British Telecom - Total	
2418BACS1807	£100.00 04PJD	£0.00	£100.00	31/05/18	P J Deards - Hub - service to boiler, fitting carbon monoxide alarm	£100.00
		£100.00	£0.00	£100.00	P J Deards - Total	
2362BACS1806	£6,686.00 08MHG	£0.00	£6,686.00	14/05/18	Melbourn History Group - Community Grant Award 2018	£6,686.00
		£6,686.00	£0.00	£6,686.00	Melbourn History Group - Total	

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Melbourn Parish Council

July 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:						
Petty Cash payments:						
2446	CHQ30002 7PCASH	£8.00	£1.33	£6.67 21/05/18	Melbourn Garage - Petrol for Mowers - petty cash K Rudge	
2447	CHQ30002 7PCASH	£7.00	£1.17	£5.83 06/06/18	Melbourn Garage - Petrol for strimmer	£15.00
		£15.00	£2.50	£12.50	Melbourn Garage - Total	
2448	CHQ30002 7PCASH	£10.95	£1.83	£9.12 25/05/18	Stationery Cupboard - Stationery - petty cash CL	£10.95
2449	CHQ30002 7PCASH	£18.00	£3.00	£15.00 21/06/18	Tesco - Frames for awards - petty cash C Littlewood	£18.00
		£18.00	£3.00	£15.00	Tesco - Total	
2450	CHQ30002 7PCASH	£2.00	£0.00	£2.00 21/06/18	Post Office - Poster - petty cash C Littlewood	
2453	CHQ30002 7PCASH	£3.00	£0.00	£3.00 28/06/18	Post Office - Poster for co-option C Littlewood petty cash	
2456	CHQ30002 7PCASH	£1.40	£0.00	£1.40 08/06/18	Post Office - Postage - petty cash S Crocker	£6.40
		£6.40	£0.00	£6.40	Post Office - Total	
2451	CHQ30002 7PCASH	£6.09	£1.01	£5.08 28/06/18	Rontec - Petrol for mower - petty cash D Bartle	
2452	CHQ30002 7PCASH	£10.11	£1.68	£8.43 28/06/18	Rontec - Diesel for van - petty cash D Bartle	£16.20
		£16.20	£2.69	£13.51	Rontec - Total	
2454	CHQ30002 7PCASH	£16.00	£2.67	£13.33 02/07/18	Timpson - Keys for Little Hands toilets D Bartle petty cash	£16.00
		£16.00	£2.67	£13.33	Timpson - Total	
2455	CHQ30002 7PCASH	£11.98	£2.00	£9.98 03/07/18	Melbourn Building And Fencing Limited - Fencing post mix D Bartle petty cash	£11.98
		£11.98	£2.00	£9.98	Melbourn Building And Fencing Limited - Total	
Total		£17,723.59	£393.86	£17,329.73		

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