

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 25 March 2019 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), Cowley (Vice Chair), Kilmurray, Travis, Hart, Wilson, Barnes, Buxton

**Absent:** None.

**In attendance:** Mr Simon Crocker - Parish Clerk, Mrs Catherine Sharman – Timebank Co-ordinator, County Cllr Van de ven and seven members of the public.

### **PC150/18 To receive nominations and to elect the Chair of the Parish Council**

Cllr Clark was nominated. There were no other nominations

It was:

**RESOLVED** that Cllr Clark be elected Chair of the Parish Council for the remainder of the civic year. Cllr Clark duly signed the declaration of acceptance of office.

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

### **PC151/18 To receive nominations and to elect the Vice-Chair of the Parish Council**

Cllr Cowley was nominated. There were no other nominations

It was:

**RESOLVED** that Cllr Cowley be elected Vice-Chair of the Parish Council for the remainder of the civic year. Cllr Cowley duly signed the declaration of acceptance of office.

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

### **PC152/18 To receive and approve apologies for absence**

There were no apologies.

### **PC153/18 To receive any Declarations of Interest and Dispensations**

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

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

Cllrs Travis and Kilmurray declared a disclosable pecuniary interest in agenda item PC164/18 c) as directors of the Hub.

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

None

#### **c) To grant any requests for dispensation as appropriate**

None

### **PC154/18 To approve the minutes of the Parish Council Meeting 25 February 2019**

It was:

**RESOLVED** that the minutes of the Parish Council meeting held on 25 February 2019 be approved as a correct record and duly signed by the Chair.

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

***The Chair varied the order of business and dealt with item PC 161/18 next***

**PC161/18 To receive a combined report from District and County Councillors for Melbourn**

County Cllr Van de ven delivered a combined monthly report (attached herewith). District Cllrs Hales and Hart had sent apologies for the meeting.

**PC155/18 To report back on the minutes of the Parish Council Meeting 25 February 2019**

There were no actions to report

**PC156/18 To note the Calendar of Meetings for municipal year 2019/2020**

The Calendar of meetings was noted.

**ACTION:** Parish Office to publish calendar.

**PC157/18 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 queried if a sign detailing the archaeological history of the development of 199 dwellings at New Road could be installed at the site entrance. The Parish Clerk reported all the verges and open spaces were still owned by the developers, so permission would have to be sought if the sign is to be installed prior to land transfers being executed. The Parish chairman suggested the issue could be discussed by the maintenance committee.

A member of the public asked the Chair and Vice-Chair to explain their connections to the Parish. Both members reported that they were co-opted to the Parish Council in 2017 and re-elected in May of 2018. They further highlighted their interests and activities within the Parish.

A member of the public queried quotes for air-conditioning in the Hub and expenditure on keys to the premises. The Parish Chair reported that the expenditure was in the budget and that the Hub management group had been asked to manage the process of obtaining quotes on behalf of the Parish Office.

***The Chair re-imposed standing orders.*****PC158/18 Co-option: To receive a progress update from the Parish Clerk and consider any applications.**

The Parish Clerk reported that the statutory waiting period in respect of the casual vacancies caused by the resignations of Cllrs Stead and Norman, during which 10 members of the electorate could request a by-election, had now lapsed. There had been no requests for an election and therefore these vacancies would now be filled by co-option.

The Parish Clerk further reported that the total number of vacancies now numbered seven, and there had been 5 expressions of interest to date. Application packs had been sent to all those interested parties.

The report was *noted*.

**PC159/18 83 High St: To consider a report on the memorial stone.**

The Chair introduced the item and reminded members of progress and decisions made so far. The report written by the previous Chair (attached herewith) was reviewed. Following the resolution to re-locate the memorial stone, made at the meeting of the Full Council held on 25<sup>th</sup> February 2019 (agenda item PC 145/18), considerable discussion as to the next steps occurred. The Parish Clerk reported that the Royal British Legion had been approached to see if they were interested in assuming responsibility for the memorial stone but had not reached a view yet.

The Parish Clerk further reported that Cambourne Town Council had indicated they were willing to take the stone and give it a prominent place in a planned semi-formal garden, where it would be the focal point for the culmination of their annual remembrance parade,

and were also willing to help with relocation costs.

Members expressed a strong preference that residents' views on preferred locations should be sought before any decision was made. Options discussed were:

1. Accept an offer from Cambourne Town Council to give the memorial stone a permanent home.
2. Re-locate the stone further back from the Highway within the curtilage of the existing plot
3. Re-locate the stone to New Road cemetery
4. Approach the Royal British Legion with an offer to transfer ownership

It was:

**RESOLVED** to undertake a public consultation and seek resident's views on preferred options.

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

**PC160/18 Timebank Matters:** To consider a report on Timebank activities to date.

The Parish Clerk reported that Catherine Sharman had been appointed as the Council's new Timebank Co-ordinator and welcomed her to the meeting.

The Timebank co-ordinator reported that coffee mornings were going well, and attendance was increasing. A formal launch event would be held in the coming weeks.

The report was **noted**.

**PC162/18 To receive the Clerk's Report.**

A monthly report was circulated (attached herewith)

The report was **noted**.

**PC163/18 Committee and Working Party Membership, to consider reports on:**

**a) The Futures working party**

The Chair reported that three members of the public had volunteered to join the working party and there was now a need for three councillors to join. Cllrs Hart, Kilmurray and Clark volunteered to join.

It was:

**NOTED** that Cllrs Hart, Kilmurray and Clark would join the Melbourn Futures Working Party.

**b) The Website Working party**

The Parish Clerk reported that the new Website Accessibility Regulations 2018 had come in to force, and will change the way local authorities are obliged to present online content, including websites. The Clerk recommended that the website revamp project be put on hold until the regulations are better understood.

The report was **noted**.

**PC164/18 Finance Matters:**

**a) To receive and consider the Monthly Finance Report.**

It was:

**RESOLVED** to receive the monthly finance report.

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

**b) To receive and consider the Approvals Lists for March 2019**

It was:

**RESOLVED** that the monthly transaction list for March be received and approved.

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

**c) To consider quotations for the provision of Air Conditioning in the Community**

**Hub*****Cllrs Travis and Kilmurray left the meeting***

It was:

**RESOLVED** to accept a quotation from Airway Air Conditioning for £2,975.00

*Proposed by Cllr Wilson, seconded by Cllr Hart – All in favour*

**ACTION:** Parish Clerk to ascertain if planning permission is necessary

***Cllrs Travis and Kilmurray re-joined the meeting*****d) To consider a recommendation from the Finance & Good Governance Committee on investment strategies**

It was:

**RESOLVED** to accept the recommendations of the Finance & Good Governance Committee and delegate authority to the Parish Clerk and RFO to choose an investment option. Any future changes to be approved by Full Council

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

**PC165/18 HR Matters:** To receive updates and consider actions

The Chair of HR reported that the Council's Lone Working and Staff Grievance policies had been reviewed and were presented for adoption.

It was:

**RESOLVED** that the Lone Working Policy be adopted

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

**AND**

**RESOLVED** that the Staff Grievance Policy be adopted

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

The HR Chair further reported that Staff Appraisals would commence in April, and welcomed the Timebank Co-ordinator to her role.

**PC166/18 To note date of next meeting:** 23 April 2019

The Chair closed the meeting at 20:45

## **Melbourn Parish Council District and County Councillors Report, March 2019**

**East West Rail** - From Susan: The East West Rail Company is a private company set up by Transport Secretary Chris Grayling. It will recommend a route option to Mr Grayling in early summer. The County Council endorsed Route Option A in spite of serious questions and no compelling argument in favour. I learned about the Council's preferred option via a press release – I was never contacted. I attended the Council's Environment and Economy Committee meeting last week to raise my concerns. Details in the appendix below.

**Mental Health support evening at the Hub, March 13:** A strong gathering. The Mind CPSL presentation raised awareness of the NHS 111 Option 2 phone line for people in a mental health crisis, which has proven effective in providing a far better support route than A&E.

**Ofsted of CCC's Children's Services:** Cambridgeshire County Council's Children's Services has recently been assessed by Ofsted. Sadly, Ofsted have downgraded the council's children's services from 'good' (in 2014), to 'requires improvement' less than five years later. This is not a 'vote of confidence' in the quality of Children's Services in Cambridgeshire, as described by the County's own press release, but a clear sign that the quality of children's services has moved in the wrong direction. Details in the appendix.

**Empty Homes:** South Cambs is planning to increase the council tax on houses that have been left empty for a significant amount of time. With the shortage of houses available in this area we should not let people just sit on empty properties for no good reason. The Council offers a lot of help to landlords and owners of empty homes to help them get them back into use, but now has the option to significantly increase council tax where there are no convincing reasons for them to remain empty. Details in the appendix.

**The number of council houses built by SCDC to double:** On average, 70 new council homes a year will be built in the coming years, following the Lib Dem administration's decision to prioritise providing affordable homes. The administration will also insist that, from 2020, new homes are built to higher environmental standards, meaning reduced carbon emissions and lower energy bills for householders.

**Solar Panels at Waterbeach Depot:** SCDC has installed a large array of solar photo voltaic panels on the roof of the waste management depot at Waterbeach. The money to do this has come from a fund resulting from the business rates from the large number of solar farms in the district. This initiative will generate income for the council which it can invest in other green enterprises. The Solar panels which will generate around a quarter of all the electricity the building uses. This is the latest stage in the Council's efforts to be "green to the core" and will deliver clean, renewable energy, reduce costs and cut carbon emissions. It follows on from a recent Council commitment to work towards the ambitious target of making South Cambridgeshire carbon-neutral by 2050, and a purge on single-use plastics at the authority.

**Local Plan:** You may recall that the current Local Plan (which identifies where development is to go in future years) was finally adopted in October after being in inspection for over 4 years. During this time about 4000 houses were consented in unplanned-for locations including of course many in Melbourn. The government inspector requires us to now embark on a new joint Local Plan with Cambridge City and this is now getting underway. The first piece of work is to ask landowners to come forward and tell us about any land they are prepared to offer up for future development.

The consultation is to identify potential sites that can be technically assessed for housing and economic development, to meet the needs identified for the District, for inclusion in our next local plan. Anyone can put forward sites, but it is usually landowners, developers, land promoters, businesses, local interest groups, parish councils, local property agents, neighbourhood forums (prepared or preparing neighbourhood plans).

Not all the sites that are submitted will be included in the plan – It will depend on the spatial strategy the council decides on, and the assessment of the sites based on several factors including whether they are suitable, available, achievable, and viable. The selected sites will then go through the local plan process and become part of the adopted policy when the plan is found sound and adopted.

**Removal of computer charge in libraries:** A report proposing the withdrawal of charges for computer access in libraries will be discussed shortly by the County Council. The £1 charge for computer access, introduced in May last year 2018, was part of a package of measures based on public feedback and trialled to ensure computers are available for those who most need them and to generate more income for the library service to ensure they remain financially sustainable for the future. In September, Members reviewed progress on these measures, including the charge for computer access. The recommendation to withdraw the computer charge comes in response to this review, as well as feedback collected in a customer survey and a detailed analysis of the anticipated income – all of which was entirely predictable.

**Manor Farm, Girton:** We would not normally write about individuals. However, we have been asked about this matter quite a lot, especially given its recent appearance in Private Eye. The Deputy Leader of the County Council was granted the tenancy of a county council owned farm, and currently enjoys a rent abatement on that tenancy. Councillors had recommended an investment of £183,000 in an extension to the property (which the tenant will repay over time), without initially knowing that the tenant was a senior councillor. The councillor concerned chaired the council's former Assets sub-committee that had had responsibility for the Farms estate, and was the lead member for the council's 'Outcome Focused Review' of the County Farms Estate and member champion for the council's Farms Estate.

**Community RePaint:** A partnership with CCC, Cambridgeshire Community Reuse and Recycling Network (CCORRN) and Amey has collected and treated over 500,000 litres of paint in the last 8 years. The scheme collects used paint from Household Recycling Centres where it is sorted, tested and re-manufactured so that it can be resold or donated into the community. The scheme has a range of re-manufactured emulsion paint and chalky furniture paint in a host of great colours for great prices. So if you are thinking of redecorating, upcycling or know of a community or school project that needs paint, why not visit CCORRN (located in March) or follow them on Facebook.

### **Appendix:**

#### **County Council's Endorsement of East West Rail Route A (from Susan):**

The officer who had prepared the report stated that none of the five options met value for money tests and emphasized that the report was a narrow appraisal of a railway track only, without any consideration of development issues. The potential closure of multiple rights of way was acknowledged with concern. Some councillors indicated they would support Route A but gave no reasons.

It seemed possible from their discussion that the committee might decide that it was not appropriate to endorse any of the options, given the argument that a private railway company is

taking the lead on what is in fact a planning matter – the creation of a new town, to justify a railway alongside it. Absence of infrastructure planning, lack of flood risk and environmental assessments, and the adherence to planning processes that exist precisely to protect the integrity of new development, were all discussed in some detail.

As for Bassingbourn Barracks, perhaps the East West Rail Company was not aware that this is an active MOD site with ambitious plans for redevelopment as a training base for British troops heading for deployment overseas.

The committee voted 5-3, with one abstention, in favour of endorsing Option A. This was difficult to understand given the debate that had just taken place.

Prior to the meeting, a parish councillor had raised a query as to whether the chairman of the Economy and Environment Committee, Cllr Bates, had a conflict of interest, as he had been Chairman of East West Rail for many years until recently, and is still a member of the East West Rail Consortium. The County Council Monitoring Officer's advice was that technically the Chairman was allowed to participate in the meeting so long as he made it clear that he did not come to the meeting with any bias or predetermination. Those of us who attended the meeting felt very keenly that for the sake of transparency and avoidance of doubt, not participating and certainly not voting would have been helpful.

#### Ofsted report, CCC Children's Services:

It is not surprising that cuts to early help services across Cambridgeshire, the massive reduction in the number of children's centres by almost half, and the removal of almost all the locality teams who used to provide early help services to families of older children the number of children coming into care in Cambridgeshire has continued to rise. This figure is now significantly above the national average, whereas a few years ago it was significantly below. Social care services are under huge pressure and the Ofsted report makes clear social worker caseloads are far too high. Quotes from the Ofsted report that did not make it into the County Council press release:

"The quality and the timeliness of services remain less than good for too many children. For these children, the local authority is not making the positive difference it could and should."

"The most significant challenge to the local authority's ability to provide consistently good services to children, young people and their families has been, and continues to be, the size of caseloads. These are too high for most social workers and unsustainable in some teams. The impact of this is that, too often, social workers and frontline managers have had to focus on the most urgent and important work to secure children's immediate safety, without sufficient capacity for the follow-up work needed to sustain change within families or to ensure that children in care have permanent homes as soon as possible."

"The help and protection that children, young people and their families receive in Cambridgeshire requires improvement. A significant minority of children do not get the help and support they need quickly enough. Too many assessments take longer than they should and do not fully explore underlying problems or the wishes and feelings of children. Significant workload pressures in teams across the county mean that there is much variability in who gets what help and support as well as in its effectiveness."

#### SCDC Empty homes policy:

Currently the owners of homes that are left empty and substantially unfurnished for more than two years must pay an extra 50% on top of the regular bill. Following the full Council meeting, the 50% premium will be replaced by the following arrangements:

- Homes that are empty for two years or more will be charged double their regular Council Tax (i.e. an additional premium of 100%). This will come into effect from 1 April 2019
- Homes that are empty for five years or more will be charged a 200% premium on top of their regular Council Tax. This will come into effect from 1 April 2020
- Homes that are empty for ten years or more will be charged a 300% premium on top of their regular Council Tax. This will come into effect from 1 April 2021

Right now across South Cambridgeshire, there are 100 properties that have been empty for between two years and five years. There are 41 homes that have been empty for between five and ten years. There are 39 properties that have been empty for more than ten years.



Voting will be structured in the following way:

1. In the light of the information presented in this note, does the Council resolve to move the Kohima Stone from its current position.
2. If carried: The Council will resolve where the stone may be moved to.
3. When a position has been agreed, The Clerk will obtain quotes to move the Kohima stone.

In addition, there will be a resolution to register the Council's ownership of the land with the Land Registry.

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**The background to the Council's original discussions about whether to commission the Kohima Stone and where to site it was the lack of Parish Council funds and the failure of the Conservation Committee (to which the War Memorial Working party reported) to have allocated funding to this project).**

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**Are there financial implications if the Council decides to move the Kohima Stone?**

**Yes.** An indicative quote has been obtained: £2020 to move the stone within the garden and more if the stone is sited elsewhere in the village.

**Did Councillors have information on the size and design of the stone before a decision was made?**

Yes. The information was given to Councillors at both the November 16 and March 17 meetings and published with the minutes of those meetings.

**Was the Council's previous decision to site the stone at 83 High Street legal?**

The issue was brought to the re-formed Council on **14 November 2016** (Cllrs Norman, Siva, Gatward, Hales, Hart, Kilmurray, Regan, Sherwen and Travis were present) because the Clerk had identified that the Council had never agreed a proposal for the work or to spend the associated money. There had been a failure of governance.

The Council affirmed its support of the refurbishment and voted (unanimous) to commission the stone, paying a deposit of 50%. The deposit had been paid by report back to the Council on 28 Nov 16.

*The recording of this meeting is no longer available as per the Council's Data Retention policy. It is clear from the minutes of the meeting of 13 March 2017 that*

Cllr Hart raised the point about the lack of public consultation on a significant amount of spend at the meeting before the vote was taken

The issue was brought back to Council at the meeting on **13 March 2017** (Cllrs Norman, Cross, Gatward, Hales, Hart, Regan, Sherwen and Travis were present). At this meeting Councillors (as set out in the minutes):

- Were again reminded of the lack of public consultation.
- Were told that doubts had been raised about the relevance of the stone to Melbourn. However, it was pointed out that the epitaph inscribed on the stone is read out nationally at Remembrance Day .
- “....felt people in battles need to be recognised...”

In other words the Council did not ask to revisit the decision to commission the stone even though it had been told that the stone did not contribute to the initial brief of the War Memorial WP of refurbishing the War Memorial to celebrate the end of WW1.

Motions to go ahead with landscaping and replacement of the fencing at the Cross were defeated. This left the stone as an isolated item. No discussion of the site is included in the minutes.

*The recording of this meeting is no longer available as per the Council's Data Retention policy.*

**The Clerk has concluded that the decision to commission the Kohima Stone was legal.**

### **Has the Kohima Stone any relevance to Melbourn?**

At the meeting on 14 November 2016, the Chair of the War Memorial Working Party explained the Kohima Stone as part of the overall plans to refurbish the War Memorial for World War 1 100<sup>th</sup> Anniversary.

Concerns about the relevance of the stone to Melbourn were discussed at the PC meeting of 13 March 2017. The Council did not decide to cancel the commission in the light of the new knowledge.

### **Were other sites considered?**

The original position (as suggested by the War Memorial WP) was near the War Memorial on the slope adjacent to the church wall. However, the cost of levelling the site to accommodate the stone had been included in the work which would have been undertaken by the landscapers. They would also have checked whether there were utility services in the vicinity. The Council had agreed to not go ahead with the landscaping work and so to install the stone in the original position would have incurred an additional cost.

As per Standing Orders, Councillors asked to reconsider their decision on the siting of the stone. This was done on 24 April 2017 (Cllrs present were Norman, Gatward, Hales, Harrington, Hart, Kilmurray, Porter, Regan, Shepherd and Travis.)

A decision was taken to install the stone at 83 High Street. All voted in favour except for Cllr Gatward who was against.

The minutes do not record whether other sites were considered during the discussion and the recording of this meeting is no longer available as per the Council's Data Retention policy.

**Was Planning Permission or permission to erect the stone in a Conservation Area needed?**

SCDC has confirmed that no permission is needed.

**Is there any other reason why the stone should not be sited at 83 High Street?**

The Clerk has researched the information available on the transfer of 83 High Street to the Parish Council. He has found no documentation suggesting that there are any restrictions on how the Council chooses to use the land.

During the investigation, it has come to light that the Council's ownership of the land is not registered with the Land Registry. The Council may wish to remedy this.

**Following the Council's decision to site the stone at 83 High Street, how was its current position determined?**

The Hibbitts quote had included £998 to install the Kohima Stone and this is the amount the Council had budgeted. The 'new' War Memorial Working Party (Cllrs Gatward, Hales and Shepherd) was invited to meet Hibbitts at 83 High Street to discuss the siting. Cllr Norman also attended. The option of siting the stone at the back was not considered because this would have increased installation costs. There are services at the side of the site nearest to the Cross which had to be avoided.

**Was the public notified that the Kohima Stone was to be installed in the garden?**

The Council's decisions were made public in the usual ways.

83 High Street was included in Melbourn Open Gardens 2017. A sign (see Annex) was put up. It is known how long it stayed up for. No feedback was received by the Clerk at that time.

## **AN ADDITION TO THE** **GARDENS**

**Later in September the  
Parish Council will be  
installing a Kohima Stone  
in these gardens.**

**The stone commemorates  
the Battle of Kohima which  
took place in India in 1944.  
The epitaph on the stone is  
used as part of all  
Remembrance events.**

# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

**Meeting: 25<sup>th</sup> March 2019**

**Agenda Item: PC162/18 – Clerk's report.**

**Date of Report: 25/03/19**

## **Timetable for Community awards**

Do you need money for a good cause or project to benefit the community?

Melbourn parish council is inviting applications for grant funding from any organisation, charity or group in Melbourn. This can be for activities and projects which benefit our community.

Applications must be made on the grant application form available at [www.melbournparishcouncil.co.uk](http://www.melbournparishcouncil.co.uk) or from the parish office. The deadline for applications is 12th April 2019.

The decision on grants to be awarded will be taken by the Parish Council on 23<sup>rd</sup> April 2019, and applicants will be notified by the parish office afterwards.

For more information on applying for a community grant, please contact  
The parish office, community hub, 30 high street, Melbourn, SG8 6DZ  
Tel: 01763 263303 x 3 or email [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

## **Message from the Waterlight Film Project**

I should be grateful if you could let the parish councillors know that we had a very successful Vaughan Williams folk music concert on Friday at the Melbourn Hub with a "full house".

We are very grateful for the funding from the parish council that enabled us to stage this concert, linked to the River Mel film project.

Some more filming was done at the concert and we were delighted that the musicians had composed a new piece especially for this project.

Final editing is now taking place on the footage and we plan to launch it locally in late June. Council members will obviously be invited to this launch.

Please contact me if any councillors want more information.

Best wishes

Bruce Huett  
Events co-ordinator  
Waterlight Film Project

# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

## **Vandalism & Anti-Social Behaviour**

We are currently experiencing a spate of unfortunate and unacceptable behaviours in our village:

- Damage to the wooden train in the toddler area of clear crescent playpark
- Removal of benches in Orchard Road Cemetery and evidence that these are being used as a meeting place

What can you do to help? If you notice any activity in either of these areas – or indeed any area of the village – that you believe to be unlawful or be likely to cause harm or danger to others, please contact the police on 101 to report it. The police can only respond to incidents if they are made aware.

## **Greater Cambridge Local Plan**

The Councils (South Cambs District Council & Cambridge City Council) are starting preparation of a new joint [Greater Cambridge Local Plan](#), as set out in the adopted [Greater Cambridge Local Development Scheme](#).

As an early stage of plan making, they want to know about potential sites or broad locations for development. Better understanding land availability for development across Greater Cambridge will ensure that the new Local Plan allocates enough land to meet identified needs and that it can choose the right sites from a large number of potential alternatives having assessed their suitability, availability and achievability.

The Government requires Local Planning Authorities to conduct a 'Call for Sites' exercise as a key component of the Strategic Housing and Economic Land Availability Assessment to inform policies in the new Local Plan for housing and employment.

## **What happens next?**

Not all of the sites proposed in the Call for Sites will be found to be suitable, available or achievable. They will assess each site which meets minimum size and capacity criteria against a common assessment methodology and publish findings in a report which will form part of the evidence base supporting the new Local Plan.

It is proposed to carry out public consultation on Issues and Options for the new Local Plan in the Autumn 2019.

# Melbourn Parish Council

## Mar 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Chequ	Gross	Vat	Net Invoice date	Details	Cheque Total
2622	DD190308 CW	£2.00	£0.00	£2.00 01/02/19	Cambridge Water Business - Car Park water services Feb 2019	£2.00
		£2.00	£0.00	£2.00	Cambridge Water Business - Total	
2790	BACS1903 26CL&S	£48.60	£8.10	£40.50 20/02/19	Cambs Lock and Safe - 6 x Hub keys	£48.60
		£48.60	£8.10	£40.50	Cambs Lock and Safe - Total	
2831	BACS1903 26	£4,334.29	£0.00	£4,334.29 20/03/19	Staff salaries, PAYE and NI Mar 2019	£4,334.29
		£4,334.29	£0.00	£4,334.29	Staff Salaries - Total	
2769	DD190304 EON	£389.86	£64.98	£324.88 21/01/19	e.0n - Car park workshop electricity 1 Jan 2019 to 1 JFeb 2019 Actual	
2789	DD190304 EON	£1.05	£0.05	£1.00 16/02/19	e.0n - Car park workshop electricity 1 Jan 2019 to 5 JFeb 2019 Final	£390.91
2817	DD190315 EON	£9.07	£0.43	£8.64 28/02/19	e.0n - Electricity bill Orchard Road Cemetery - 28/01/19 to 28/02/19 actual	£9.07
2815	DD190318 EON	£8.17	£0.39	£7.78 01/03/19	e.0n - Old Rec Ground - electricity 26th Jan 2019 to 26th Feb 2019 Actual	
2816	DD190318 EON	£8.96	£0.43	£8.53 01/03/19	e.0n - Littlehands Store - electricity 25/01/19 to 28/02/19 Actual	
2824	DD190318 EON	£110.19	£5.25	£104.94 13/03/19	e.0n - Pavilion electricity - 3rd Feb to 12 Mar 2019 Actual	£127.32
		£527.30	£71.53	£455.77	e.0n - Total	
2825	BACS1903 26ESPO	£129.07	£21.51	£107.56 07/03/19	ESPO - Anti-climb paint, bleach, mop etc	£129.07
1		£98.36	£16.39	£81.97	F&GP Anti-climb paint and sign	
2		£30.71	£5.12	£25.59	PLAY Cleaning materials - Bleach, mop etc	
		£129.07	£21.51	£107.56	ESPO - Total	

Signature  
Date

Signature

20/03/19 04:13 PM Vs: 8.15.01

Page 1 of 5

# Melbourn Parish Council

## Mar 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Chequ	Gross	Vat	Net Invoice date	Details	Cheque Total
2822	BACS1803 26H&CGM	£180.00	£30.00	£150.00 15/03/19	Herts & Cambs Ground Maintenance Limited - Extra cut of recreation ground and old recreation ground	£180.00
2791	BACS1903 26H&CGM	£487.00	£81.17	£405.83 22/02/19	Herts & Cambs Ground Maintenance Limited - Cemetery Grass Cutting Mar 2019	
2792	BACS1903 26H&CGM	£552.00	£92.00	£460.00 22/02/19	Herts & Cambs Ground Maintenance Limited - Maintenance Contract	
2793	BACS1903 26H&CGM	£906.00	£151.00	£755.00 22/02/19	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance Mar 2019 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	
2794	BACS1903 26H&CGM	£336.00	£56.00	£280.00 20/02/19	Herts & Cambs Ground Maintenance Limited - Cut back hedge opposite Orchard Gate	
2795	BACS1903 26H&CGM	£444.00	£74.00	£370.00 01/03/19	Herts & Cambs Ground Maintenance Limited - Cut hedge at 23a Orchard Rd	
2796	BACS1903 26H&CGM	£432.00	£72.00	£360.00 01/03/19	Herts & Cambs Ground Maintenance Limited - Extra cut of church yard, old cemetery and New Road Cemetery	
2818	BACS1903 26H&CGM	£276.00	£46.00	£230.00 08/03/19	Herts & Cambs Ground Maintenance Limited - Bowls Club - lift canopy on Cherry Tree over club house	
2819	BACS1903 26H&CGM	£120.00	£20.00	£100.00 08/03/19	Herts & Cambs Ground Maintenance Limited - Lift lime in corner of the Moor Play Area	
2823	BACS1903 26H&CGM	£1,332.00	£222.00	£1,110.00 15/03/19	Herts & Cambs Ground Maintenance Limited - Remove hedge Orchard Road cemetery, remove 3 x stumps	

Signature

Signature

Date

20/03/19 04:13 PM Vs: 8.15.01

Page 2 of 5



# Melbourn Parish Council

## Mar 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Chequ	Gross	Vat	Net Invoice date	Details	Cheque Total
2827	BACS1903 26H&CGM	£1,548.00	£258.00	£1,290.00 15/03/19	Herts & Cambs Ground Maintenance Limited - Instal knee high fence fill with shrubs and create a	
2833	BACS1903 26H&CGM	£432.00	£72.00	£360.00 15/03/19	Herts & Cambs Ground Maintenance Limited - 2nd extra cut of church yard, old cemetery and New Road Cmetery	£6,865.00
		£7,045.00	£1,174.17	£5,870.83	Herts & Cambs Ground Maintenance Limited - Total	
2798	BACS1903 26HHS	£922.09	£8.33	£913.76 25/02/19	Hundred Houses Society - Hub - sinking fund contribution and management fee	£922.09
1		£872.09	£0.00	£872.09	F&GP Sinking Fund Contribution	
2		£50.00	£8.33	£41.67	F&GP Management fee	
		£922.09	£8.33	£913.76	Hundred Houses Society - Total	
2829	DD190302 NOW	£43.20	£7.20	£36.00 01/03/19	Now Pensions - Employer service charge - Mar 2019	£43.20
2788	DD190320 NOW	£125.01	£0.00	£125.01 20/02/19	Now Pensions - Pension Contribution Feb 2019 - E'er and E'ee	£125.01
2834	DD190420 NOW	£125.01	£0.00	£125.01 20/03/19	Now Pensions - Pension Contribution Mar 2019 - E'er and E'ee	£125.01
		£293.22	£7.20	£286.02	Now Pensions - Total	
2830	BACS1903 26CC	£51.03	£0.00	£51.03 18/03/19	Pavilion Cleaner - Pavilion cleaning - 25/02 to 13/03 plus laundry 6.5 hrs	£51.03
		£51.03	£0.00	£51.03	Pavilion Cleaner - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Mar 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Chequ	Gross	Vat	Net	Invoice date	Details	Cheque Total
2828	DD190325 PWLb	£6,642.79	£0.00	£6,642.79	18/03/19	Public Works Loan Board - Car park 1 loan repayment	£6,642.79
1		£4,051.33	£0.00	£4,051.33		F&GP Car park 1 loan repayment Mar 2019 instalment - principal	
2		£2,591.46	£0.00	£2,591.46		F&GP Car park loan 1 Mar 2019 Instalment - interest	
		£6,642.79	£0.00	£6,642.79		Public Works Loan Board - Total	
2821	BACS1903 26SHIRE	£210.00	£35.00	£175.00	07/03/19	Shire Trees Limited - Allotment tree works - crown lift	£210.00
		£210.00	£35.00	£175.00		Shire Trees Limited - Total	
2501	DD190301 SCDC	£14.45	£0.00	£14.45	01/03/19	South Cambs District Council - Pavilion trade refuse collection - Mar 2019	
2718	DD190301 SCDC	£1,872.00	£312.00	£1,560.00	27/11/18	South Cambs District Council -	£1,886.45
1		£187.20	£31.20	£156.00		CON Stockbridge Meadows - Dog and litter bin emptying 1/04/18 to 31/03/19	
2		£936.00	£156.00	£780.00		PLAY Recreation Grounds - Dog & litter bin emptying 01/04/18 to 31/03/19	
3		£748.80	£124.80	£624.00		PLAY Playgrounds and skateboard park - dog & litter bin emptying 01/04/18 to 31/03/19	
		£1,886.45	£312.00	£1,574.45		South Cambs District Council - Total	
2820	BACS1903 26TPC	£50.00	£0.00	£50.00	07/03/19	The Pest Company - Mole treatment follow up visit - football pitches	£50.00
		£50.00	£0.00	£50.00		The Pest Company - Total	
2799	BACS1903 26UP	£18.89	£3.15	£15.74	05/03/19	Urban Plastics - Deva NCT kit	£18.89
		£18.89	£3.15	£15.74		Urban Plastics - Total	
<b>Total</b>		£22,278.37	£1,660.60	£20,617.77			

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Date

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# Melbourn Parish Council

## Mar 2019 Expenditure transactions - approval list

Start of year 01/04/18

### Transactions Already Paid: (under delegated authority)

2826	BACS1903 131STGLA SS	£117.64	£19.61	£98.03	05/03/19	1st Glass Services - Replacement glass -	£117.64
		£117.64	£19.61	£98.03	1st Glass Services - Total		
<b>Total</b>		£22,278.37	£1,660.60	£20,617.77			

### Prepaid Debit Card Transactions:

15/01/2019	Melbourn Stores	Batteries, milk, stationery	2800	£13.73
21/01/2019	Eventbrite UK	Data Protection Workshop - 21/05/19	2801	£73.33
21/01/2019	Seton UK	Hi-Vis jacket	2802	£43.79
21/01/2019	Microsoft Ireland	Windows 10 - 3rd desktop	2803	£146.66
21/01/2019	1&1 Internet Ltd	Website	2804	£4.79
25/01/2019	Parish Online	Subscription - online mapping tool	2805	£240.00
01/02/2019	Deedflow	Land Search	2806	£35.94
11/02/2019	Flint Cross	Diesel for Van	2807	£25.16
11/02/2019	Amazon Marketplace	Fluorescent Marking Spray Paint	2808	£26.28
12/02/2019	SLCC	Local Council Administration 11th Edition	2809	£105.57
13/02/2019	Moneysoft Ltd	Payroll software	2810	£81.60
13/02/2019	Amazon Marketplace	Drill bits	2811	£15.64
14/02/2019	Trade & Discount Signs	Open/Closed sign Parish Office	2812	£16.32
18/02/2019	1&1 Internet Ltd	Website	2813	£4.79
20/02/2019	Amazon Marketplace	PC repair kit	2814	£19.07

Total Debit Card Expenses

£852.67

Signature

Date

Signature

# Mar 2019 Expenditure transactions - approval list

## Transactions relating to financial year 2019/20

Chequ	Gross	Vat	Net Headin	Invoic edate	Details	Cheque Total
DD190401 SCDC	£1,182.00	£0.00	£1,182.00 7100	01/04/19	South Cambs District Council - Car Park rates 01/04/19 - 31/03/20 - APR	£1,569.67
DD190401 SCDC	£258.20	£0.00	£258.20 3400	01/04/19	South Cambs District Council - Pavilion Rates 01/04/19 - 31/03/20 - Apr	£1,569.67
DD190401 SCDC	£58.97	£0.00	£58.97 2000/2	01/04/19	South Cambs District Council - Rates Orchard Road Cemetery - 01/04/19 to 31/03/20 april	£1,569.67
DD190401 SCDC	£70.50	£0.00	£70.50 2000/2	01/04/19	South Cambs District Council - Rates 01/04/19 to 31/03/20 - Cemetery Victoria Way Apr	£1,569.67
DD190408 CW	£21.24	£0.00	£21.24 2000/1	01/04/19	Cambridge Water Business - Water - Orchard Raod cemetery - 1/04/19 -	£21.24
<b>Total</b>	£1,590.91	£0.00	£1,590.91			

Signature

Date

20/03/19 04:13 PM Vs: 8.15.01

Signature

Page 1 of 1