

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 26 November 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), Kilmurray, Travis, Cowley, Hart, Wilson, Barnes

Absent: None.

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

PC102/18 To receive and approve apologies for absence

Apologies were received from Cllrs Buxton and Stead

It was:

RESOLVED to receive and approve the apologies

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

PC103/18 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 disclosable pecuniary interest in agenda item PC115/18 b) as a member of MADS.

Cllr Travis declared a disclosable pecuniary interest in agenda item PC115/18 d) as a Hub director.

Cllr Kilmurray declared a disclosable pecuniary interest in agenda items PC115/18 b) and d) as a member of MADS and a Hub director.

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

There were no requests for dispensation

c) To grant any requests for dispensation as appropriate

None

PC104/18 To approve the minutes of the Parish Council Meeting 22 October 2018

It was:

RESOLVED that the minutes of the Parish Council Meeting held on 22 October 2018 be approved as a correct record and duly signed by The Chair.

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

PC105/18 To report back on the minutes of the Parish Council Meeting 22 October 2018

The Parish Clerk reported on details of the Christmas Tree recycling point (agenda item PC096/18) and confirmed the proposed dates were 7th and 8th January 2019. The facility will be publicised on social media in the run up to Christmas

PC106/18 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 the appropriateness of the Kohima stone and its location. The Chair reported that the decision to install it was taken by the Council in 2017 following a properly constituted resolution and that it couldn't go adjacent to the war memorial due to the presence of conduits and cables underneath

The Chair re-imposed standing orders.

PC107/18 To receive a presentation from the prefects at Melbourn Village College

This item was deferred

PC108/18 Co-option: To consider applications for co-option to the Parish Council.

There were two applications for co-option to the Parish Council from Mrs R Barnes and Mr R Wilson. The Parish Clerk confirmed both candidates met the eligibility criteria. Candidates answered questions from members prior to voting.

It was:

RESOLVED that Mrs R Barnes be co-opted to Melbourn Parish Council.

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

It was:

RESOLVED that Mr R Wilson be co-opted to Melbourn Parish Council.

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

Both new Councillors duly signed the declaration of acceptance of office and took their seats.

PC109/18 To review Committee and Working Party Membership and consider making appointments

Members volunteered to join Committees and Working Parties as follows: (full schedule attached herewith)

- Planning: Cllrs Wilson and Cowley
- Finance & Good Governance: Cllr Cowley
- Maintenance: Cllrs Barnes and Wilson
- MAYD: Cllrs Barnes, Hart and Travis
- Website working party: Cllrs Barnes, Kilmurray, Norman and the Parish Clerk

It was:

RESOLVED that the appointments to committees and working parties be made as above.

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

PC110/18 To receive the Clerk's Report.

A monthly report was circulated (attached herewith)

The report was **noted**.

PC111/18 To receive a report from District Cllrs Hales and Hart

PC112/18 To receive a report from County Cllr Van de Ven

Agenda items PC111 & PC 112 were taken together as District and County Cllrs now publish a joint report (attached herewith). District Cllr Hales re-iterated the need for residents to register to vote.

The report was **Noted**

PC113/18 Finance Matters:

a) To receive and consider the Monthly Finance Report.

A member queried the shortfall on Littlehands Rent received. It was explained the rent is paid in tranches and would balance by the end of the financial year. A recommendation from the RFO to vire funds between cost codes was considered.

It was:

RESOLVED to receive the monthly finance report

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

It was:

RESOLVED to action the RFO's recommendations to vire funds

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

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

It was:

RESOLVED that the monthly transactions listing for November be received and approved

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

c) To consider recommendations from the Finance & Good Governance Committee to note;

i) New financial risk assessment.

ii) New Financial Regulations.

iii) Updated reserves policy.

The policies and regulations were **Noted**.

PC114/18 Governance Matters:

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

Each objective in the Strategic Plan (attached herewith) was reviewed. Comments were made and questions answered. The Chair requested any suggestions to additions be sent to her.

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

This item was deferred to January 2019 in order that it might happen in conjunction with Cllr Training

ACTION: Parish Clerk to arrange S106 training.

PC115/18 Community Grant Awards: To consider applications.

a) Meldreth Village Hall Trust

This item was deferred pending further information

Cllrs Norman and Kilmurray left the meeting. Cllr Clark took the Chair

b) Melbourn Amateur Dramatics Society (MADS)

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) an award of £1,650 be made to MADS.

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

Cllr Norman re-joined the meeting and took the Chair. Item d was dealt with next

d) Melbourn Community Hub Management Group

Cllr Travis left the meeting

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) an award of £3,521.70 be made to Melbourn Community Hub.

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

Cllrs Travis and Kilmurray re-joined the meeting

c) Melbourn District Library

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) an award of £500 be made to Melbourn District Library. *Proposed by Cllr Cowley, seconded by Cllr Travis – All in favour.*

e) Cambs Search and Rescue

It was:

RESOLVED to decline the application as it fell outside the scope of the grant awarding policy. *Proposed by Cllr Cowley, seconded by Cllr Kilmurray – All in favour.*

f) Melbourn Short Story Reading Group

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) an award of £30 be made to Melbourn Short Story reading Group. *Proposed by Cllr Clark, seconded by Cllr Travis – All in favour.*

g) Cambs Hearing Help

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) an award of £200 be made to Cambs Hearing Help. *Proposed by Cllr Wilson, seconded by Cllr Hart – All in favour.*

h) Relate Cambridge

It was:

RESOLVED that under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) an award of £1,100 be made to Relate Cambridge. *Proposed by Cllr Clark, seconded by Cllr Barnes – All in favour.*

PC116/18 HR Matters: To consider updates from the HR Panel

a) To receive feedback regarding recruitment of a Timebank co-ordinator

The Chair of the HR Panel reported that the timeline for recruitment of a Timebank co-ordinator was to advertise in January 2019 and recruit in February 2019 with a start date in mind of March 2019.

The report was **Noted**.

b) To receive progress on review of current employment policy.

The Chair of the HR Panel reported that they hope to have this in place by January 2019

The report was **Noted**.

c) To consider mechanisms for salary reviews, adoption of NALC pay scales and performance based increment awards

The Chair of the HR panel reported on the options available to Council, which consist of automatic progression through an identified pay scale until the top is reached or, fixed salary points with progression tied to performance.

Members commented on the need to incentivise employees and suggestions were made that a three-tier system should be employed. Other members commented that the workforce is small, and job descriptions substantially different meaning it may be hard to discriminate between satisfactory and above expected performance.

ACTION HR panel to word employment policy appropriately

PC117/18 To note date of next meeting: 28 Jan 2019

MELBOURN PARISH COUNCIL – COMMITTEES AND WORKING PARTIES MEMBERSHIP – 2018/2019

Planning

Cllr Hart (Vice Chair)
Cllr Kilmurray (Chair)
Cllr Clark
Cllr Buxton
Cllr Cowley
Cllr Wilson

Vacancies x 2

Finance and Good Governance

Cllr Norman
Cllr Clark (Chair)
Cllr Stead
Cllr Kilmurray
Cllr Cowley

Vacancies x 4

Maintenance Committee

Cllr Travis (Chair)
Cllr Clark (Vice Chair)
Cllr Norman
K Rudge
D Bartle
T Stebbing
B Deville
R Gatward
Cllr Barnes
Cllr Wilson

MAYD

Cllr Norman
Cllr Barnes
Cllr Travis
Cllr Hart

Website Working Party

Cllr Barnes
Cllr Kilmurray
Cllr Norman
Simon Crocker

Melbourn Futures Working Party

Membership to be established

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 26th Nov – Full Council

Agenda Item: PC110/18

Date of Report: 21/11/18

Clerk's report

1. Melbourn Timebank

Preparations for the Launch of The Melbourn Timebank are well under way. Our Timebank co-ordinator Liz Talbot will be holding an inaugural meet & greet session at Melbourn Community Pavilion on Weds 12th December between 10am and 1pm. Please do come along for a cuppa and a chat and learn all about timebanking.

Further information is in the latest edition of the Melbourn Magazine. There is also an informative BBC program on timebanking that can be listened to at <http://www.bbc.co.uk/programmes/w3cswvs1>

2. Parish Office – Christmas hours

The Parish Office will be closing for the Christmas period at 1pm on Friday 21st December and re-opening on Weds 2nd Jan 2019. Please note: There is no Parish Council meeting in December

3. New Street Names

The new street names at the Hopkins home development have been confirmed as:

- Clover Way
- Hyacinth Drive
- Daffodil Close
- Poppy Crescent
- Daisy Way
- Lavender Lane

All of the names were suggested by Melbourn residents.

4. Village Christmas Tree

The village Christmas tree will go up outside Leeches at the end of November and be decorated over the first weekend of December. Thanks go to Justin at Herts & Cambs Ground Maintenance for helping

5. Boxing Day Sausage Sizzle

The Boxing Day Sausage sizzle will once again take place. This year the event will be held in the Millennium Orchard behind Melbourn Community Pavillion. Anyone interested in attending should contact Gillian Morland on 07973 816880 or email gillian.morland@virgin.net

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

6. A14 Closures

For full details of A14 closures (and diversion routes) over the festive period, please visit <https://twitter.com/A14C2H>

7. Closure of New Road

New Road will be closed in both directions between Carlton Rise and Victoria Way between 3rd and 12th December. Copy of traffic order below

CAMBRIDGESHIRE COUNTY COUNCIL

New Road, Melbourn

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)

ORDER 2018/868

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Regulations 1992, the effect of which is to stop any vehicle from proceeding along New Road, Melbourn as lies between Carlton Rise and Victoria Way.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via Mortlock Street - High Street - Royston Road - A10 - A505 and vice versa.

The Order is made to facilitate the connection of foul water drainage to existing manhole and associated works which are being carried out on or near this highway and it will come into operation on 3 December 2018 and continue until these works have finished or on the 2 June 2018 whichever is the earlier.

It is anticipated that these works will be carried out between 3 December and 12 December 2018.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

Graham Hughes, Executive Director, Place and Economy, Shire Hall, Castle Hill,
Cambridge CB3 0AP

Wednesday 21 December 2018

Parish Council report from your District and County Councillors - November 2018 We've now started to combine our reports into one – we hope this is helpful!

Electoral Registration: SCDC Electoral Services officers have been door-knocking at those households in the district who have yet to return their electoral registration forms. It is easy to go online and register the voters in your household (and remove those no longer living in the household unit): <https://www.gov.uk/register-to-vote>

Bonfires: Please can we remind residents to be considerate and to follow the Council Environmental Health advice at <https://www.scambs.gov.uk/environment/pollution/air-pollution/smoke-and-bonfires/>. The new Liberal Democrat administration is putting air quality at the forefront of its green agenda. To that end, please can residents also make sure that they burn well-seasoned wood in their wood burners and grates.

Highways urgent works: Jose and Susan recently met up with the temporary district highways manager to look at reporting patterns for fault repair works in the parish, and to ensure that pavements and roads in the most urgent state of disrepair are accounted for. He agreed with us that Melbourn's roads and pavements are in particular need of remedial works. We toured some of the areas that residents have recently contacted us about.

Bus services: The Mayor is expected to announce the results of his Bus Review sometime in November. Our 127 service depends on a funding solution from April 1st. A Cam Vale Bus User Group meeting will take place on January 23, 7:30PM at The Limes Bassingbourn, to update our residents who depend on the service. Meetings rotate between Meldreth and Bassingbourn.

Brexit impact on South Cambs businesses: SCDC recently hosted a workshop offering support from the Federation of Small Businesses and the Chamber of Commerce for South Cambs area businesses, which Susan attended. Main concerns expressed were around EU workforce, supply chains for the EU, and general economic downturn. The FSB said that most small businesses have done no Brexit risk assessment or preparation, because the subject is too complex and overwhelming and requires dedicated staff – as large businesses tend to have. Small businesses are invited to contact SCDC Economic Development officer for more information: johanna.davies@scambs.gov.uk.

Home-Start: Philippa attended the Home-Start AGM last month – the branch serves Royston and South Cambs. Home-Start was one of many organisations supporting young families that is facing more pressure in the wake of the loss of Cambridgeshire children's centre services. They need to raise £175,000 to maintain their overall operations in the next year. 'This puts my £2k sponsored swim contribution into sobering perspective' says Philippa.

Police Surgery Hub Cafe: The next drop-in surgeries are 7 December, 10:30-12, Elin Way Meldreth and 11 December 11:00 – 13:00 Melbourn Hub. Meanwhile a Police public information evening will be held on 22 January, 7:30PM, at the Melbourn Hub.

North Herts and District Citizens Advice Bureau runs the drop-in service at the Hub, through funding from SCDC (first and third Mondays, 9:30-12:00). Philippa and Susan attended their recent AGM and learned that the Melbourn service has enormous take up.

Greater Cambridge Partnership consultation on Cambride South West Park and Ride: See attached.

Mind Wellbeing Service Melbourn Hub: Cambs County Council funds a mental health self-referral service at the Melbourn Hub on the first Thursday of the month. Susan has asked for a funding position update from CCC.

Melbourn Parish Council
Financial Budget Comparison 31st October 2018 (seven months)

INCOME	2018/19 Budget	Actual (Net) at 31/10/18	Balance
Conservation			
100 Allotment Rent	£1,800	£116	-£1,684
101 Allotment Insurance Premiums	£0	£20	£20
110 CCC Grass Cutting Payment	£3,850	£3,849	-£1
Total Conservation	£5,650	£3,985	-£1,665
Cemeteries			
200 Burial Fees	£1,500	£4,395	£2,895
Total Cemeteries	£1,500	£4,395	£2,895
Play Areas & Recreation Grounds			
300 Match Fees	£2,000	£2,416	£416
320 Hire of Recreation Grounds	£190	£220	£30
340 Pavilion Hire	£700	£715	£15
370 Pavilion Hire - MAYD recharge	£2,300	£0	-£2,300
Total Play Areas & Recreation Grounds	£5,190	£3,351	-£1,839
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	£1,405	£1,405
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	£239,037	£2,467
Highways			
800 Highways & Rural Footpaths	£0	£0	£0
Total Highways	£0	£0	£0
Rental Property			
900 Little Hands Nursery Rent	£26,000	£15,167	-£10,833
Total Rental Property	£26,000	£15,167	-£10,833
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	£308,358	-£6,552

EXPENDITURE	2018/19 Budget £	Actual (Net) at 31/10/18 £	Balance £
Conservation			
1000 Allotments	£580	£961	-£381
1001 Allotment Insurance Premiums	£0	£0	£0
1100 Conservation	£1,420	£484	£936

1150	Stockbridge Meadows	£312	£90	£222
1200	Grass Cutting Contract	£6,900	£1,910	£4,990
1300	Public Open Space Maintenance Contract	£3,100	£2,013	£1,087
Total Conservation		£12,312	£5,458	£6,854
Cemeteries				
2000	Rates, Utilities and Upkeep	£4,977	£3,832	£1,145
2100	Grounds Maintenance Contract	£13,000	£3,602	£9,398
Total Cemeteries		£17,977	£7,434	£10,543
Play Areas & Recreation Grounds				
3000	Play Areas	£1,548	£1,646	-£98
3200	Recreation Grounds	£12,020	£5,943	£6,077
3400	Pavilion	£5,334	£3,482	£1,852
Total Play Areas & Recreation Grounds		£18,902	£11,071	£7,831
Finance & General Purpose				
4000	Audit and Legal Fees	£1,700	£216	£1,484
4300	Wardens' Materials, Equipment & Van	£4,130	£2,130	£2,000
4500	Insurances	£9,000	£7,111	£1,889
4700	Membership of Societies	£1,000	£1,015	-£15
4900	Parish Clock	£180	£564	-£384
5000	Parish Office, IT & Contractors	£23,251	£3,459	£19,792
5100	Salaries, NI & Pensions	£68,585	£33,538	£35,047
5300	Sundry Expenses	£0	£35	-£35
5400	Training	£1,500	£226	£1,274
5700	Pension Scheme Service Charge	£432	£252	£180
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	£28,709	£0
6451	PWLB Community Hub - capital	£4,246	£4,245	£1
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	£8,761	£3,806
Total Finance & General Purpose		£196,208	£114,991	£81,217
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	£5,609	-£1,824
Total Rental Property		£3,785	£5,609	-£1,824
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	£3,315	-£3,315
Total Celebrating Ages	£0	£3,315	-£3,315
Total Expenditure	£292,184	£172,177	£120,007
	2018/19 Budget	Actual (Net) at 31/10/18	Balance
	£	£	£
Total Income and Expenditure			
Total Income	£314,910	£308,358	-£6,552
Total Expenditure	£292,184	£172,177	£120,007
Total Net Balance	£22,726	£136,180	
Excluding MAYD, Community Benefit, S106 and Celebrating Ages			
Income	£274,910	£265,935	-£8,975
Expenditure	£252,184	£144,564	-£107,620
Net Balance excluding MAYD, Community Benefit, S106 and Celebrating Ages	£22,726	£121,371	

FINANCE REPORT - SEVEN MONTHS ENDED 31st OCTOBER 2018

The above figures have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st October 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 seven month 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 were sent out during October and rents have started to be paid. A rent increase has been agreed by the PC and implemented.

Burial Fees - these will significantly exceed budget. It is difficult to accurately predict burial income.

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 of the Great War.

Expenditure :

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

Conservation - the Kohima Stone has been installed at 83 High Street at a cost of around £1,000.

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 £650 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 £1,100. 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 £14,396. 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 £2,350. 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. Also a bill for sewerage for the car park workshop, backdated from Dec 2015, (c £300) has recently been received. 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 (£550) as follows:

Pavilion - electricity	1,400
Car park - water bills	400
Cemeteries - water bills	550
	<hr/>
	2,350

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.

Melbourn Parish Council
Bank Balances at 31st October 2018

Unity Bank Current Account:

Balance per cash book	145,322.37
Balance per bank statement	<u>145,322.37</u>
Difference	-

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: 600.00

Total Cash and Bank at 31/10/18 243,058.36
(Cash book balances)

Prepared by G van Poortvliet 07/11/2018

Bank Reconciliation Checks

The bank reconciliations were checked by Cllr Travis on 12/11/18

Melbourn Parish Council

November 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2619	DD181208CW	£2.00	£0.00	£2.00 01/11/18	Cambridge Water Business - Car Park water services Nov 2018	£2.00
2620	DD190108CW	£2.00	£0.00	£2.00 01/12/18	Cambridge Water Business - Car Park water services Dec 2018	£2.00
2606	BACS1811 27CL&S	£91.20	£15.20	£76.00 25/10/18	Cambs Lock and Safe - 4 x padlocks	£91.20
		£91.20	£15.20	£76.00	Cambs Lock and Safe - Total	
2646	BACS1811 27CL	£5,473.09	£0.00	£5,473.09 21/11/18	Staff salaries, PAYE & NI Nov 2018	£5,473.09
		£5,473.09	£0.00	£5,473.09	Nov salaries, PAYE & NI Total	
2610	DD181112E ON	£8.10	£0.39	£7.71 28/10/18	e.0n - Electricity bill Orchard Road Cemetery - 28 Sep to 28 Oct 2018 actual	
2611	DD181112E ON	£7.91	£0.38	£7.53 28/09/18	e.0n - Old Rec Ground - electricity 26th Sep to 26th Oct 2018 Actual	
2612	DD181112E ON	£7.91	£0.38	£7.53 28/10/18	e.0n - Littlehands Store - electricity 26/09/18 to 26/10/18 Actual	£23.92
2616	DD181115E ON	£121.35	£5.78	£115.57 01/11/18	e.0n - Car park workshop electricity 1 Oct to 1 Nov 2018 Actual	£121.35
2615	DD181119E ON	£72.47	£3.45	£69.02 04/11/18	e.0n - Pavilion electricity - 7th Oct 2018 to 4th Nov Estimated	£72.47
		£217.74	£10.38	£207.36	e.0n - Total	
2640	BACS1811 27GE	£7,399.20	£1,233.20	£6,166.00 19/11/18	Groundwork East - Melbourn Youth Club sessions Oct 2018 - Mar 2019	£7,399.20
		£7,399.20	£1,233.20	£6,166.00	Groundwork East - Total	

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Melbourn Parish Council

November 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2603	BACS1811 27H&CGM	£576.00	£96.00	£480.00 25/10/18	Herts & Cambs Ground Maintenance Limited - Work done to trees at Maple Way/Orchard Road	
2631	BACS1811 27H&CGM	£348.00	£58.00	£290.00 15/11/18	Herts & Cambs Ground Maintenance Limited - Supply and installation of new 5 bar field gate at Stockbridge Meadows	
2650	BACS1811 27H&CGM	£1,656.00	£276.00	£1,380.00 09/11/18	Herts & Cambs Ground Maintenance Limited - Maintenance Contract - May, June and October	£2,580.00
		£2,580.00	£430.00	£2,150.00	Herts & Cambs Ground Maintenance Limited - Total	
2602	BACS1811 27JHE	£1,590.00	£265.00	£1,325.00 25/10/18	J H E Electrical Contractors - Three flood lights at Pavilion for football pitches	£1,590.00
		£1,590.00	£265.00	£1,325.00	J H E Electrical Contractors - Total	
2607	BACS1811 27LUCID	£95.40	£15.90	£79.50 01/11/18	LUCID Systems - Covered agreement, back-up and email address rental Dec 2018	£95.40
		£95.40	£15.90	£79.50	LUCID Systems - Total	
2604	BACS1811 27MDL	£3,636.00	£606.00	£3,030.00 25/10/18	MD Landscapes - Dig out and remove paving at War Memorial and replace with block paving	
2625	BACS1811 27MDL	£5,148.00	£858.00	£4,290.00 12/11/18	MD Landscapes - Grass cutting 2 x verges to A10/A505, 9 x inner, 6 x village verges, 3 x Hub garden	£8,784.00
		£8,784.00	£1,464.00	£7,320.00	MD Landscapes - Total	

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Melbourn Parish Council

November 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2613	BACS1811 27HCH	£1,617.68	£15.63	£1,602.05 01/11/18	Melbourn Community Hub Management Group - Fire audit rectification works Hub - emergency lights, fire alarm casing, signage	£1,617.68
		£2,905.28	£230.23	£2,675.05	Melbourn Community Hub Management Group - Total	
2605	DD181102N OW	£43.20	£7.20	£36.00 01/11/18	Now Pensions - Employer service charge Nov 2018	£43.20
2592	DD181120N OW	£62.51	£0.00	£62.51 17/10/18	Now Pensions - Pension Contribution Oct 2018 - E'er and E'ee	£62.51
		£105.71	£7.20	£98.51	Now Pensions - Total	
2628	BACS1811 27CC	£52.99	£0.00	£52.99 14/11/18	Pavilion Cleaner - Pavilion cleaning 16/10/18 and 15/11/18 - 6.75hrs	£52.99
		£52.99	£0.00	£52.99	Pavilion Cleaner - Total	
2626	BACS1811 27PGC	£41.93	£6.99	£34.94 19/10/18	Phillimore Garden Centre - 12 x turf, 2 x Cotswald Stone for War Memorial Renovation	
2627	BACS1811 27PGC	£18.00	£3.00	£15.00 01/10/18	Phillimore Garden Centre - Ducks Back Paint	£59.33
		£59.93	£9.99	£49.94	Phillimore Garden Centre - Total	
2632	BACS1811 27RICOH	£269.44	£44.91	£224.53 07/11/18	Ricoh UK Limited - Photocopier rent 1 Nov 2018 - 31 Jan 2019; usage 1 Aug 2018 - 31 Oct 2018	£269.44
		£269.44	£44.91	£224.53	Ricoh UK Limited - Total	
2614	BACSDATE TBCFFX	£17.00	£0.00	£17.00 05/11/18	Royal British Legion - Commemorative Wreath - Remembrance Day Parade	£17.00
		£17.00	£0.00	£17.00	Royal British Legion - Total	

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November 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque 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	
2601	BACS1811 27CM	£1,900.00	£316.67	£1,583.33 19/11/18	The Cambridge Motel - Celebrating Ages Event - 19/10/18 Balance	£1,900.00
		£1,900.00	£316.67	£1,583.33	The Cambridge Motel - Total	
2618	BACS1811 26UL	£72.00	£12.00	£60.00 06/11/18	Unlimited Logos - 2 x allotment signs	£72.00
		£72.00	£12.00	£60.00	Unlimited Logos - Total	
2617	BACS1811 27UP	£7.48	£1.25	£6.23 02/10/18	Urban Plastics - Warden materials - stop cosk, hose tail etc	£7.48
		£7.48	£1.25	£6.23	Urban Plastics - Total	
2629	BACS1811 27WAVE	£311.47	£0.00	£311.47 08/11/18	Wave - Car park workshop sewerage bill 16/12/15 - 30/06/17	£311.47
		£311.47	£0.00	£311.47	Wave - Total	

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November 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							
2609	BACS1811 01H&S	£1,197.60	£199.60	£998.00	30/10/18	Hibbitt & Sons - Deliver and fit Kohima Stone at 83 High Street	£1,197.60
2601	BACS1811 01MCH	£1,287.60	£214.60	£1,073.00	17/10/18	Melbourn Community Hub Management Group - New phone system from BT	£1,287.60
2630	BACS1811 19TENS	£1,384.50	£0.00	£1,384.50	04/10/18	Ten Insurance Services - Insurance - Grinnel Hill BMX	£1,384.50
2601	BACS1811 01CM	£1,200.00	£200.00	£1,000.00	19/11/18	The Cambridge Motel - Celebrating Ages Event - 19/10/18 Deposit	£1,200.00
Prepaid Debit Card Purchases							
2634	BACS1811 19FFX	£4.79	£0.80	£3.99	12/10/18	1&1 - Website hosting 12/10/18 to 12/11/18 less discount	£4.79
2639	BACS1811 19FFX	£4.79	£0.80	£3.99	12/11/18	1&1 - Website hosting 12/11/18-12/12/18 less discount	£4.79
2635	BACS1811 19FFX	£9.60	£1.60	£8.00	06/11/18	Melbourn Building And Fencing Limited - Wooden Posts	£9.60
2637	BACS1811 19FFX	£6.79	£1.13	£5.66	06/11/18	Rontec - Fuel for Strimmer	£6.79
2638	BACS1811 19FFX	£28.10	£4.68	£23.42	07/11/18	Rontec - Fuel for Parish Van	£28.10
2636	BACS1811 19FFX	£216.00	£36.00	£180.00	07/11/18	Dynorod - Drain survey and repairs Pavilion	£216.00
2633	BACS1811 19FFX	£23.00	£3.83	£19.17	09/10/18	Wrights Mower Centre - Strimmer Line	£23.00
Total		£36,299.55	£4,304.37	£31,995.18			

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