

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 28 January 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 Norman (Chair), Clark (Vice Chair), Kilmurray, Travis, Cowley, Hart, Wilson, Barnes

Absent: None.

In attendance: Claire Littlewood – Assistant to Parish Clerk, Gabby van Poortvliet – RFO, County Cllr van de Ven, Rob Morris and Hannah Wilson – Anglian Water and approximately 22 members of the public.

PC118/18 To receive and approve apologies for absence

Apologies were received from Cllr Buxton, the Clerk and District Cllrs Hales and Hart
It was:

RESOLVED to receive and approve the apologies

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

PC119/18 To receive any Declarations of Interest and Dispensations

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

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

Cllr Travis declared a disclosable pecuniary interest in agenda item PC127/18 and PC130/18 as a Hub director.

Cllr Kilmurray declared a disclosable pecuniary interest in agenda items PC127/18 and PC130/18 as 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

Dispensations were granted to Cllrs Travis and Kilmurray in respect of PC127/18 and PC130/18a) as Hub directors.

Dispensations were not granted to Cllrs Travis and Kilmurray in respect of PC130/18b) as Hub directors.

PC120/18 To approve the minutes of the Parish Council Meeting 26 November 2018

This item was deferred in order to clarify a query raised by a member with regard to the discussion as to Kohima Stone.

PC121/18 To report back on the minutes of the Parish Council Meeting 26 November 2018

Nothing to report

PC122/18 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 noted that there would be two opportunities for public participation – one before the Anglian Water representatives address the meeting to allow members of the public to put concerns to the representatives. Another opportunity after the Anglian Water update for members of the public to address other matters to the Parish Council

The Chair suspended standing orders to allow public participation

Members of the public presented questions and comments to Anglian Water for consideration and response (below).

A member of the public requested an opportunity put further questions to Anglian Water following their update. Suggestion was made that members of the public address further questions in writing to the Parish Office.

The Chair re-imposed standing orders and welcomed Rob Morris (Growth Liaison Manager) and Hannah Wilson (Pre Development Planning Manager) from Anglian Water to respond to the queries raised by members of the public.

Confirmed that current network is at capacity. Combined system for both foul and surface water. Modelling exercise takes into account impact on the village including road closures etc. Options presented before April 2018 subject to different charging regime. Modelling identified minimum 80³ volume required on top of current storage capacity. Noted that developer was requested to put in pump inhibitor to reroute water from pumping station to emergency tank at the network when required. Noted that Anglian Water accept that mitigation is required and this has included in the modelling.

Does current proposal increase the capacity of the system in Melbourn rather than simply re-routing the flow?

Hopkins Homes have been requested to install over-sized pipes to mitigate for future development.

Query was raised with regard to drawing which highlights risk of sewer flooding including 64 homes at Victoria Heights.

The development at Victoria Heights is accounted for in the 80³ calculations. Noted that the new funding regime uses zonal charging based on size of pipes rather than capacity.

Is there a strategy for Melbourn to protect against failure of the modelling?

Noted that there is no strategy in place at this time but Anglian Water will be responsible for any remedial works.

A query was raised with regard to relative costs of Condition 9 and Option 1.

Noted that decisions were not made on the basis of costs but rather on best options available.

Anglian Water responded to concerns raised by members of the public:

Has Anglian Water provided analysis which shows that current efforts on the part of the developer are good enough?

Chair noted that response to FOI had been received and was available on the Parish Council's website.

Is the sewerage system at its limits? Who will pay for future works – Anglian Water or SDC?

Network is at capacity now. Anglian Water will pay for mitigation from zonal charging and will be responsible for their assets.

Query as how the present option based on modelling, was decided on.

Many options considered and narrowed down to 3 options put forward. Cost is not the only consideration – also carbon foot print and impact on other parts of the network.

What do Anglian Water intend to do about drainage at New Road and pumping station, which is already at capacity? Also noted problems at Thatcher Stanfords Close.

Aware of issues with pumping station and Thatcher Stanfords Close. Being addressed as part of maintenance programme. Other developers have been advised to use other options rather than TPS.

Did Anglian Water volunteer to attend at the Parish Council meeting or did they respond to an invitation to attend following request to discharge Condition 9 on 6 November? Chair noted that Anglian Water's attendance was voluntary and that they had supplied information when requested

Apologies were given for lack of communication.

To what extent have Hopkins Homes taken account of other developments in the village? Do they believe the drainage system will cope with demand?

Consultations with developers will be both long and short term. Developers may install oversized pipes to take account of future developments. Anglian Water to be responsible for additional costs for this option.

What is the relative cost of Condition 9 and what is now being suggested?

Decision is not made on the basis of costs but rather on what is the best option.

Condition 9 is a result of enquiry which is not normal condition for waste?

Condition is applied when mitigation is identified. Strategy will be forthcoming.

Why was New Road only closed for 3 days rather than 2 weeks as expected?

Road closure applied for by Hopkins Homes for connection work they are carrying out.

Do Anglian Water have details of other future developments in the villages, particularly 160 homes on Cambridge Road?

Anglian Water aware of plans for development on Cambridge Road. Noted 160 homes is phase 1 – total development planned will be 300 properties. Anglian Water have advised not to use pumping station but direct connection to the treatment works. Noted that developers are requested to provide phasing plans and specifics of all site drainage strategies.

Chair invited questions from councillors:

Oversized pipes will not improve the system in Melbourn.

Noted but based on modelling there will be capacity in the network. Modelling is based on worst case scenario.

Wording in Condition 9 is about increasing capacity

New development is part of the catchment and has been oversized. In their opinion mitigation is sufficient.

Is Melbourn at 100% capacity now? Some residents are experiencing over capacity and flooding does occur even if the modelling does not reflect this.

Noted that it is not just about increasing capacity but managing what is currently in place. Modelling cannot be 100% accurate.

How does Anglian Water respond to residents having to deal with flooding? Has the full effect of the care home been taken into consideration?

Yes, care home has been included in the modelling. Noted that LLFA will decide how to deal with surface water flooding due to development. All flows from surface water to this site will be brand new. Will provide Parish Office with a number for reporting issues in the future and will discuss with Operations Team what solutions are currently being considered.

Will Anglian Water carry out an inspection of the current network for fatbergs?

DG5 Register will check for blockages. Also, Maintenance Team will have a plan for any issues identified. 'Keep It Clear' Campaign will be highlighted and shared with Parish Office.

Concern was raised about responsibility and accountability – where does accountability lie?

Anglian Water has accountability in cases of flooding. Noted that incidents of flooding will be investigated by the Environment Agency. Reiterated that all flooding should be reported to them for noting and action.

Noted discussions at the presentation in 2016 with regard to keeping drains clear and CCC and LLFA.

Re drain blockages – these should be reported to Maintenance and Network Teams. Consultation and mitigation do not impact the lead authority. Service water does not impact LLFA as it will be dealt with by way of suds etc. Further feedback will be provided at request of County Cllr van de Ven.

ACTION: Clerk to include Condition 9 on the Agenda for Planning Committee meeting on 11 February 2019.

ACTIONS: Anglian Water to

- Request Operations Team to provide details of complaints register
- Request information on complaints received by Maintenance Team
- Provide update on complaints received
- Provide details of future repairs.
- Provide details of 'Keep It Clear' Campaign to the Parish Office
- Provide telephone number for reporting problems.
- Provide general information sheet on how they deal with planning.

21:00 Representatives from Anglian Water thanked the Parish Council and left the meeting. **The Chair called the meeting back to order.**

PC123/18 To receive a presentation from the prefects at Melbourn Village College

This item was deferred

The Chair suspended standing orders to allow public participation

A member of the public raised concern about the Kohima Stone installed at 83 High Street. Raised concern about appropriateness of current location. Offered to contribute up to £500 for its removal.

A member of the public queried if the grant application to fund the extension to the hub had been approved. A Director of the HMG noted that the application had been rejected. Further funding sources would be identified. Confirmed that the extension would not be funded by way of loans.

A member of the public queried if the Parish Council had given consent for the application funding. A Director of the HMG confirmed that the final decision on the project would be made by the Parish Council following public consultation.

A member of the public noted £15,000 grant in the budget for the Hub should be taken into consideration before the precept is decided. A member of the public suggested that the amount of the grant made to the hub be increased so that payments such as £900 payment to the Housing Association, should be made by the Hub rather than the Parish Council.

The Chair re-imposed Standing Orders**PC125/18 To receive a combined report from District and County Councillors for Melbourn**

The report was received and is attached. – the report was **NOTED**

PC126/18 To receive the Clerk's Report

The report was received and is attached – the report was **NOTED**.

PC127/18 To consider the draft estimates of income and expenditure and set the Parish Precept for financial year 2019/2020

Chair noted that the budget and Precept was recommended for approval by F&GG Committee. Deadline for setting precept is 31 January. Chair thanked the RFO for her hard work in preparing a complete and comprehensive budget. Chair noted case for making a grant of £15,000 to the Hub – report is appended to these minutes. Members noted importance of supporting the Hub and that it is an important part of the village. It was noted that F&GG Committee will consider consolidating expenditures into one payment to the Hub.

Noted that items under budget heading 6401 for Hub Maintenance and Repairs are due under the terms of the Lease. Other items could be funded by way of community grant. Discussion as upgrading of CCTV to high definition system. Also discussion as to whether fencing at The Cross should be replaced this year. Chair of Maintenance commented that repairs could be made in the short term. Replacement could be scheduled for 2020. Chair invited further questions on the budget – none received. It was noted that reserves are not yet at the desired level.

It was:

RESOLVED to set the Precept for 2019 / 2020 at £255,820.00 (Two hundred and fifty five thousand eight hundred and twenty pounds) which represents a 4.9% increase (£6,24 per year for a Band D property)

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

PC128/18 Finance Matters

a) To receive and consider the Monthly Finance Report

It was:

RESOLVED to accept the monthly finance report.

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

b) To receive and consider the Approvals List for December 2018 and January 2019.

It was:

RESOLVED to accept the approvals list for December 2018.

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

It was:

RESOLVED to accept the Approvals List for January 2019

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

c) To consider renewing membership of Cambridgeshire Acre

It was:

RESOLVED to renew membership of Cambridgeshire Acre

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

PC129/18 To consider a proposal from MAYD for the siting of a storage container behind Melbourn Community Pavilion

Concern was raised as to access being gained to the roof of the Pavilion by climbing on to a storage shed sited on the rear Pavilion. Concern was also raised as to the aesthetics of the unit.

It was:

RESOLVED that the Parish Council agrees to the siting of a container for use by MAYD but requires further discussions with Groundwork with regard to where this will be sited at the Pavilion.

Proposed by Cllr Stead, seconded by Cllr Barnes. All in favour.

PC132/18 Timebank Matters

a) To consider a report on Timebank activities to date

A report from the Timebank Coordinator was circulated and considered.

c) To consider a draft job description for a Timebank Coordinator

Draft Job Description was circulated and considered. Noted that the salary would depend on qualifications and experience. Also noted the need for flexibility in the role and that the position was initially for 3 years. Suggested that the closing date be extended to 19 February 2019.

It was:

RESOLVED to approve the advert for a Timebank Coordinator as amended in terms of salary range and closing date.

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

b) To consider proposals for the formation of a Timebank Steering Group

Purpose of the Steering Group would be to work with the TB Coordinator to adapt the basic Timebank model to the needs of Melbourn. Two volunteers so far – David Atkins and Chris Carter. Opportunity to join the Steering Group to be advertised around the village. **ACTION:** Terms of Reference to be agreed at Parish Council meeting in February.

It was:

RESOLVED to set up a Steering Group for the Melbourn Timebank.

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

PC130/18 Hub Matters

b) To consider arrangements for the provision of legionella testing

It was suggested that a H&S professional be tasked with H&S matters in respect of the Hub. This was **noted**.

PC131/18 Governance Matters

b) To re-instate and determine membership of the Melbourn Futures Working Party

Chair noted importance of re-instating Futures Working Party, particularly in view of the forthcoming Local Plan review and development in the village. Terms of Reference were considered.

It was:

RESOLVED to re-instate the Melbourn Futures Working Party and accept the Terms of Reference as drafted.

Proposed by Cllr Hart, seconded by Cllr Wilson. All in favour.

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

Noted that the Strategic Plan was considered at the Parish Council meeting in November 2018 – updated version including Councillor training circulated.

It was:

RESOLVED to adopt the Strategic Plan as drafted.

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

PC130/18 Hub Matters

a) To note new arrangements for the stewardship of Vicarage Close Lunch Club

It was noted that the balance of £4,500 will be transferred to the Hub and ring-fenced for the purpose of continuing to deliver lunch club. This includes any money remaining from previous Council grants.

PC133/18 HR Matters: To consider updates from the HR Panel

ACTION: Clerk to arrange for a meeting to review suggested policies prior to them being considered for approval by the Parish Council.

PC134/18 83 High Street: To consider the location and feasibility of re-siting the memorial stone

A member noted four key questions to consider:

- Did anyone see the stone before it was installed?
- Was the decision as to where to position the stone agreed bearing in mind equipment required by Hibbitts for this purpose?
- Where other sites considered?
- What would be the cost of removing the stone?

ACTION: Clerk to obtain more quotes for re-siting the memorial stone.

To be deferred for further discussion at a meeting of the Parish Council when all relevant information is available.

PC135/18 To note date of next meeting: 25 February 2019

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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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

January 2019 District and County Councillor Report

Footpath 9 improvements and S106: Thanks to the clerk for getting the ball rolling – we are now in contact with Meldreth PC and CCC on moving this forward.

Orchard Road pavement repairs: The Chancellor announced, before Xmas, additional funds for pot hole repairs. For Cambs this comes to £6 million and must be spent before the end of the financial year. Susan has received a list of works to be carried out, and for Melbourn this will include some pavement repairs in Orchard Rd, which we've been banging on about for many years. No idea at this point how extensive these repairs will be.

New Local Highways Officer. We met up with John O'Brien and have been pleased to see action on small jobs, for example in tree cutback at the junction of Back Lane and the High Street and sweeping up following pot hole repairs in Chapman's Close. We'll be touring the village with John next week.

New shelter Meldreth Station is under construction. We've been campaigning for it for nine years.

East West Rail consultation begins Jan 28, and will include several options for connecting Bedford and Cambridge. Information will be posted here: <https://eastwestrail.co.uk/haveyoursay>

The Community Rail Partnership's Community Interest Company is working very well. The three directors have now set up a new bank account with Lloyds, and all monies that have been held in the committee run Rail User Group account will now be transferred to the new CIC account. The CRP intends to apply for Melbourn Solar Funds at the next round, though it may be of interest to know that other contributing parish councils have now built their CRP contributions into their precepts.

Buses: Use it or lose it! The main message for Melbourn from the Cam Vale Bus User Group meeting last week: USE the Busway A service!! People have told us what a brilliant way it is of getting to an Addenbrooke's appointment – quicker and easier than driving.

'Mysouthcambs' South Cambs District Council has launched a new way of accessing information, processing claims and applications, and generally engaging with the council: 'mysouthcambs' is a customer portal on the home page on the Council's website: www.scambs.gov.uk.

Registration only takes a few minutes. Once in, you will be able to create a personal account with the Council which shows and tracks all your online transactions with Council services.

We have put all our existing forms on the portal, and integrated the revenue and benefits functions, making it much easier for residents to provide information and complete forms. In due course other services will come online, including the planning service scheduled for summer 2019.

County Council budget and council tax to be set February 5th: At the time of writing, the administration has not yet indicated its council tax expected for 2019-10. It is permitted to raise general council tax by %2.99 and Adult Social Care precept by an additional 2%. In the new world, the Mayor may levy funds directly from County Council, but this level too is as yet unknown.

The Government has now confirmed that the council will not be subject to 'negative Revenue Support Grant' so will not have to pay £7.1m to the Government. However, the council was not included in the forthcoming business rates retention pilot, from which the council had hoped for £7.67m in additional income.

Police meeting Cambs Police attended a public information meeting at the Hub last week, with about 30 people in attendance, including Melbourn's Neighbourhood Watch Coordinator. It was an excellent opportunity to understand the changing nature of community policing, toward increasingly unseen crime – cybercrime, child sexual exploitation, modern day slavery and County Lines drug running. Police are pooled into one locality when an incident, like a missing person, takes place. A sobering presentation.

Mental Health: support in my community and how to find it (March 13, 7:30-9PM, Hub) The goal of this meeting will be to increase awareness of existing mental health support networks in our community, whether to help you or someone you know, and to become generally better acquainted with what's going on locally. We'll hear from Mind, Allyance and the Citizens Advice Bureau.

Brexit – local authority planning South Cambs has been working for some months with the Federation of Small Business and the Chamber of Commerce to provide information to small and medium sized business owners, but there's concern that most businesses don't have the resource to plan for anticipated impacts of Brexit.

Cambs County Council sits on a regional contingency planning group that is tracking things like fuel, food and medicine shortages. The Council's immediate responsibilities include providing information for non-British EU residents on Settled Status applications, and ensuring that the Council's workforce, including care workers and schools staff, can get to work in the event of fuel and public transport difficulties – though solutions are not immediately obvious.

As explained in the segment above on Policing, our Police are concentrated together for impact in the event of emergencies. As part of Brexit contingency planning, in the event of civil unrest in larger population areas like London, Cambs Police may be deployed out of county.

Longer term there is concern around loss of EU Regional funding, and any negative impact on the economy that exacerbates poverty and inequalities.

And while new burdens are starting to be placed on local authorities, there is no 'New Burdens Funding' from government.

We're really grateful to our MP Heidi Allen for her detailed attention to these practical issues, and will be working together wherever possible.

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 28th Jan 2019

Agenda Item: PC126/18 – Clerk's report.

Date of Report: 24/01/19

Reporting Highways Issues & New Highways Officer

The Parish Office will report all Highways issues that we are made aware of to the Highways authority (Cambridgeshire County Council). Residents and Cllrs can help by also reporting issues. We often find that multiple reports speed things up.

The best way to report a Highways issue (for the avoidance of doubt, the pavement is part of the highway) is on the interactive reporting service on Cambridgeshire County Council Website.

<https://highwaysreporting.cambridgeshire.gov.uk/>

Melbourn now has a new Highways officer in the form of John O'Brien who took up the role recently.

It can sometimes be difficult to ascertain who is responsible for the various parcels of land in Melbourn. There is a very useful map on the homepage of the County Council Website which can have filters applied to it to show location of street furniture, land ownership and many other useful bits of information (see example below). The map can be found at <https://my.cambridgeshire.gov.uk/?tab=maps>

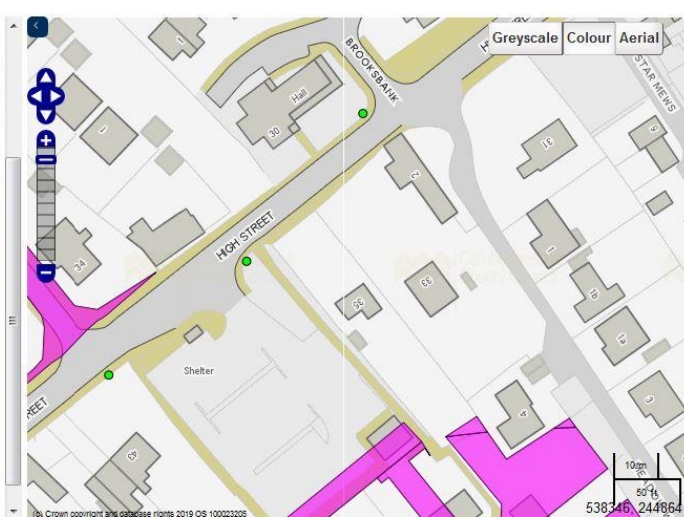
My Cambridgeshire

My House My Nearest **My Maps**

Current address **6 Greengage Rise, Melbourn, SG8 6DS** **Change** **Remove**

+ Environment and Planning	0/4	
+ Leisure and Culture	0/14	
+ Schools and Learning	0/8	
+ Early Learning and Childcare Providers	0/9	
+ Transport and Streets	0/18	
+ Highways Schemes	0/11	
+ Resident Parking Schemes	0/3	
- Street Lights	1/3	<input checked="" type="checkbox"/>
Street Lights <input checked="" type="checkbox"/>		
District or Parish light maintained by Balfour Beatty <input type="checkbox"/>		
District or Parish light not maintained by Balfour Beatty <input type="checkbox"/>		
+ Public Sector Assets	1/13	<input checked="" type="checkbox"/>
+ NHS Choices	0/5	

POWERED BY iShare



MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Dog Fouling Issues

The Parish Office is receiving an increasing number of reports about dog fouling, particularly in the Orchard Road area. Under the Dogs (Fouling of Land) Act 1996 it is generally an offence for anyone in charge of a dog to allow it to foul unless they clear it up. Please clear up after your pet.

Training

The Parish Clerk and Assistant Clerk will soon be attending Cemetery Legal Compliance Training. If any Cllrs would like to join, please contact the Parish Clerk. Additionally, a programme of Cllr Training will soon be announced.

Office upgrade & phone issues

The office upgrade is now complete and a third workstation installed. Additionally, we have upgraded our financial accounting software to include integration of Allotment management, cemetery management and planning application tracking at no extra cost due to signing up to a 3 year deal. The Parish Office can now manage most of its bookings from one central resource, which will result in a more efficient and less time consuming process.

Residents are reporting difficulty at times in reaching the Parish Office since the new phone system was installed. Occasionally incoming calls will go straight to voicemail without the phone ringing, at other times residents are reporting that the phone rings and rings without going to voicemail. Investigations are under way.

Christmas Tree Recycling

This year saw the first implementation of a Christmas tree recycling point in the village. The operation was a success with approximately 35 trees recycled. The chippings will be used in the various open spaces around the village. Thanks go to Herts & Cambs Ground maintenance for the donation of time and equipment. I anticipate that we will offer the facility on a yearly basis.



MELBOURN PARISH COUNCIL

District of South Cambridgeshire

CCC Business Plan consultation

Cambridgeshire County Council is gathering views about local communities, council services and proposed changes to council tax. The views of parish councils and parish councillors matter. Sharing your views will help them better understand what is important to your community and what they should take into consideration when setting council tax rates. To share your views please complete the online survey found at <https://www.smartsurvey.co.uk/s/CCCBP2018parish/>. The consultation runs until the end of January.

DPO update - Data Access requests

It has now been eight months since the Parish Council appointed the Local Council Public Advisory Service (LCPAS) to oversee Data Protection procedures and access requests following the implementation of GDPR. The service has proved useful and the level of support given to the Parish Office is high. Since their appointment the LCPAS has handled one large Data Access request for the PC, and thus far there have been no reports of Data Breaches. A site visit to audit the Parish Office is still being planned

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 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 23rd 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

Melbourn Parish Council Draft Precept Requirement 2019/20

Precept 2018/19 £		Draft Precept 2019/20 £	Change £	Change %
(38,340)	Total Income budget	(42,550)	(4,210)	10.98%
252,184	Total Expenditure budget	272,270	20,086	7.96%
22,726	Contributions to reserves	26,100	3,374	14.85%
236,570	Precept Requirement	255,820	19,250	8.14%
1,893.20	Tax Base (Band D households)	1,949.90	56.70	2.99%
<u>124.96</u>	Cost per household	<u>131.20</u>	6.24	4.99%

Notes:

To keep cost per household at same level as 2018, total precept would be

£ 243,660

Melbourn Parish Council Draft 2019/20 Expenditure Budget Workings

2017/18 Actual £	EDGE Budget code	EXPENDITURE	2018/19 Budget £	2018/19 Forecast £	2019/20 Budget £		2020-21 Budget £	2021-22 Budget £
		<u>Conservation:</u>				Notes:		
1,938	1000	Allotments	580	2,200	1,140	2017/18 plot clearance c£900.2018/19 asbestos removal	1,150	1,200
1,078	1100	Conservation	1,420	2,256	5,500	2018/19 Kohima Stone; 2019/20 Tree inspections/tree work	4,050	4,160
407	1150	Stockbridge Meadows	312	1,412	2,350	2018/19 gate and fence works; 2019/20 replace boardwalk	860	900
6,921	1200	Grass Cutting Contract	6,900	6,420	6,420	New contract	6,420	6,420
2,560	1300	Public Open Space Maintenance Contract	3,100	6,750	7,000	New contract	7,100	7,200
12,904		Total Conservation	12,312	19,038	22,410		19,580	19,880
		<u>Cemeteries:</u>						
2,098	2000	Cemetery rates, utilities & upkeep	4,977	5,656	5,685	Includes headstone bases and tree/hedge work	5,885	6,180
14,004	2100	Cemetery Grounds Maintenance Contract	13,000	6,000	4,870	New contract	4,870	4,870
16,102		Total Cemeteries	17,977	11,656	10,555		10,755	11,050
		<u>Play Areas & Recreation Grounds:</u>						
3,047	3000	Play Areas	1,548	3,248	5,750	Budget incl repairs. 2019/20 includes new Wild Play Area	3,210	3,360
9,965	3200	Recreation Grounds	12,020	11,690	11,900		12,000	12,100
4,788	3400	Pavilion	5,334	8,809	6,540	2018/19 includes drain repairs	6,740	6,935
17,800		Total Play Areas & Recreation Grounds	18,902	23,747	24,190		21,950	22,395
		<u>Finance & General Purpose:</u>						
5,510	4000	Audit and Legal Fees	1,700	1,700	3,000	Includes provision for legal advice re VAT on Hub plus land searches	1,900	2,000
-	4200	Contingency - unbudgeted works	-	-	5,000	New for 2019/20	5,000	5,300
2,789	4300	Wardens' Materials, Equipment & Van	4,130	3,300	2,400	2018/19 power washer	2,460	2,510
8,642	4500	Insurances	9,000	7,111	7,400	3 yr deal from 2018/19	7,700	8,000
814	4700	Membership of Societies	1,000	1,065	1,200		1,250	1,300
327	4900	Parish Clock	180	564	200		200	205
24,152	5000	Parish Office, IT & Contractors	23,251	23,871	23,100		24,395	23,920
71,156	5100	Salaries, NI & Pensions	68,585	60,000	66,003	Wardens worked fewer hrs than budgeted 2018/19	68,800	71,500
800	5300	Sundry Expenses	-	200	200		200	200
2,304	5400	Training	1,500	1,500	2,500	New cllrs and training programme	1,700	2,000
432	5700	Pension Scheme Service Charge	432	432	435		435	440
157	5900	Bank Charges	120	180	200		200	205
14,500	6400	Community Hub - Grant	15,000	15,000	15,000		15,000	15,000
6,252	6401	Community Hub - Maintenance & Replacements	3,900	5,810	15,930	2019/20 - legionella, kitchen eqpt, exterior painting, air con, CCTV upgrade etc	4,340	4,660
28,895	6450	PWLB Community Hub - Interest	28,709	28,709	28,514		28,311	28,098
4,059	6451	PWLB Community Hub - Capital	4,246	4,246	4,440		4,643	4,856
6,821	6452	PWLB Car Park - Interest	6,537	6,537	6,243		5,942	5,632
10,067	6453	PWLB Car Park - Capital	10,351	10,351	10,644		11,070	11,366
-	6700	War Memorial	3,500	3,100	-	Fencing to be re-done 2020/21 or later	4,000	-
-	6800	Election Costs	1,500	225	-	Every four yrs	-	-
14,345	7100	Village Car Park - Rates, Utilities & Maintenance	12,567	13,148	14,440	2019/20 - path to RHS of bus stop	13,960	14,490
191,798		Total Finance & General Purpose	196,208	187,049	206,850		201,507	201,682
		<u>Planning:</u>						
-	7000	Community Development	500	-	-	Not needed	-	-
-		Total Planning	500	-	-		-	-
		<u>Highways:</u>						
	8000	Highways and Footpaths	1,000	-	-	Not needed	-	-
1,359	8100	Street Lighting	1,500	1,500	1,900	2019/20 maintenance and start upgrade to LEDs	1,200	1,050

1,359	Total Highways	2,500	1,500	1,900		1,200	1,050
	<u>Rental Property:</u>						
1,022	9000 Little Hands Nursery	3,785	7,373	6,365	2018/19 exterior works and drain; 2019/20 electrical works	4,420	4,960
1,022	Total Rental Property	3,785	7,373	6,365		4,420	4,960
	Total expenditure excluding Community Benefit	252,184	250,363	272,270		259,412	261,017
	<u>Budgeted contributions to reserves:</u>						
	General Reserve	9,000	9,000	16,100			
	Asset Management	13,726	13,726	5,600			
	Election Reserve	-	1,275	-			
	Parish Van Replacement Reserve			1,500	Replace van 2020/21		
	Street light lantern LED upgrade			2,900	Upgrade over 3 yr period		
		22,726	24,001	26,100			
	Total Precept expenditure budget	274,910	274,364	298,370		259,412	261,017
	<u>Community Benefit:</u>						
34,175	9600 Community Benefit Donations	39,800					
-	9601 Community Benefit Donations S137	200					
34,175	Total Community Benefit	40,000					
275,160	Total expenditure including Community Benefit	292,184					

Underspent funds from 2018/19 could be taken forward in a reserve towards specific projects e.g fencing at the cross rather than taken into the General Reserve

2017/18 (Actual) £	EDGE budget code	Expense Heading	Budget item
		<u>Conservation</u>	
108	1000	Allotments	Water (two meters)
545	1000	Allotments	Unbudgeted maint e.g asbestos, wa
970	1000	Allotments	Plot clearance
315	1001	(Allotment Insurance Premiums)	(Do not budget - collected and paid
177	1100	Conservation	Gardener - 83 High Street
180	1100	Conservation	Path cutting - Orchard, Copse
301	1100	Conservation	Tree work, hedge cutting, plants,Ch
420	1100	Conservation	Unbudgeted works - e.g. village sign
312	1150	Stockbridge Meadows	Stockbridge Meadows - refuse colle
-	1150	Stockbridge Meadows	Stockbridge Meadows - boardwalk
95	1150	Stockbridge Meadows	Stockbridge Meadows - other (2018
5,521	1200	Grass Cutting Contract	Verges contract
1,400	1200	Grass Cutting Contract	Playground Grounds Maint
	1200	Grass Cutting Contract	Community Hub Grounds Maintena
2,560	1300	Public Open Space- Maintenance Contract	General Maintenance
12,904		Total Conservation	
		<u>Cemetery</u>	
192	2000	1 Orchard Road	Rates
	2000	1 Orchard Road	Green organic waste collection
96	2000	1 Orchard Road	Electricity
20	2000	1 Orchard Road	Water
	2000	1 Orchard Road	Unbudgeted eg tree & hedge work
675	2000	2 New Road	Rates
-	2000	2 New Road	Water - fresh
-	2000	2 New Road	Water - sewerage (2018 includes ba
83	2000	2 New Road	Cemetery bases/maintenance
1,032	2000	3 All Saints	New Kissing Gate for Church Yard
1,790			
14,004	2100	Cemetery Contracts	Grounds Maintenance
16,102		Total Cemetery	
		<u>Play Areas and Recreation Grounds</u>	
-	3000	3 Play Areas	Play area projects -Wild Play Area a
-	3000	3 Play Areas	Play area projects - auto closing gat
292	3000	3 Play Areas	Playground maintenance - ROSPA li
1,507	3000	3 Play Areas	Playground maintenance - repairs/s
1,248	3000	3 Play Areas	Refuse collection - Moor playground
142	3200	Recreation Grounds	Electricity - old Rec (includes Fair)
50	3200	Recreation Grounds	Pest treatments - Moles/rabbits
6,805	3200	Recreation Grounds	Grounds Maintenance Contract
1,560	3200	Recreation Grounds	Refuse Collection (10 bins)
843	3200	Recreation Grounds	Unbudgeted maint-reinstate dama
565	3200	Recreation Grounds	Line marking
9,965			
-	3400	Pavilion	Cleaner
2,420	3400	Pavilion	Rates
70	3400	Pavilion	Reporting to Cambs County Founda
1,223	3400	Pavilion	Electricity
129	3400	Pavilion	Water
163	3400	Pavilion	Refuse Collection
200	3400	Pavilion	Maintenance - sanitary disposal £2
170	3400	Pavilion	Cleaning materials/hand towels etc
343	3400	Pavilion	Unplanned maint (key safe £90, dra
-	3400	Pavilion	Boiler Service
70	3400	Pavilion	Fire alarm service
	3400	Pavilion	PAT test
-	3400	Pavilion	Maintenance Projects - drain repai
4,788			
17,799		Total Play & Rec	
		<u>Finance & General Purpose</u>	
5,510	4000	Audit and Legal Fees	Internal & External Audit, legal adv
	4200	Contingency	Unplanned expenditure items
	4300	Warden Materials and Equipment:	
651	4300	2 Materials	Materials, mower fuel
484	4300	3 Equipment	Equipment, power washer, shredd
1,654	4300	4 Parish Van Expenses	Insurance (£550), tax (£250), MOT
2,789		Total Warden Materials and Equipment	
8,642	4500	Insurances	
814	4700	Membership of societies	CAPALC, SLCC, ICCM, LCPAS, ACRE
327	4900	Parish Clock	
	5000	Parish Office:	
1,228	5000	1 IT/phone	Accounting Software
107	5000	1 IT/phone	Website (domain name and basic f
954	5000	1 IT/phone	Lucid IT support
22	5000	1 IT/phone	Glassblade plug-in (website)/ webs
99	5000	1 IT/phone	Mobile phones for wardens/sundry
2,409			
631	5000	2 Office Supplies	Stationery, tea, coffee etc
1,784	5000	3 Photocopier Rent	

2017/18 (Actual)	EDGE budget code	Expense Heading	Budget item	2018/19 Budget	2018/19 Budget	2018/19 (Forecast)	Forecast/ Actual	2019/20 Budget	Notes and queries:	2020/21 Budget	2021/22 Budget
£	£			£	£	£	£	£		Budget	Budget
		<u>Conservation</u>									
108		1000	Allotments	Water (two meters)	80	900	F	400	Water bill c £700 just received - under investigation - appears to be a huge increase in usage (dry summer)	400	450
545		1000	Allotments	Unbudgeted maint e.g asbestos, water leak, signs etc	-	800	F	240		250	250
970		1000	Allotments	Plot clearance	500	500	F	500		500	500
315		1001	(Allotment Insurance Premiums)	(Do not budget - collected and paid to Allotment Association)							
	1,938				580	2,200		1,140		1,150	1,200
177		1100	Conservation	Gardener - 83 High Street	200	36	A	-			
180		1100	Conservation	Path cutting - Orchard, Copse	-	-		-			
301		1100	Conservation	Tree work, hedge cutting, plants,Christmasmas Tree collection, tree inspection works	1,220	1,220	F	5,000	Includes budget for works following tree inspections	3,500	3,600
420		1100	Conservation	Unbudgeted works - e.g. village sign, Kohima Stone		1,000	F	500		550	560
	1,078				1,420	2,256		5,500		4,050	4,160
312		1150	Stockbridge Meadows	Stockbridge Meadows - refuse collection	312	312	F	350		360	370
-		1150	Stockbridge Meadows	Stockbridge Meadows - boardwalk repair/replacement	-	-		1,500	Includes materials and equipment hire - labour from volunteers	-	
95		1150	Stockbridge Meadows	Stockbridge Meadows - other (2018/19 fencing repair, deer fence removal)	-	1,100	F	500		500	530
	407				312	1,412		2,350		860	900
5,521		1200	Grass Cutting Contract	Verges contract	4,000						
		1200	Grass Cutting Contract	Playground Grounds Maint	1,400						
1,400		1200	Grass Cutting Contract	Community Hub Grounds Maintenance	1,500						
	6,921				6,900	6,420	A	6,420	Now all one contract - MD Landscapes	6,420	6,420
	2,560	1300	Public Open Space- Maintenance Contract	General Maintenance	3,100	6,750	F	7,000	£460 per month plus £1.5 k for additional works if needed.	7,100	7,200
	12,904		Total Conservation		12,312	19,038		22,410		19,580	19,880
192		2000	<u>Cemetery</u>								
		2000	1 Orchard Road	Rates	191	212	A	220		225	230
		2000	1 Orchard Road	Green organic waste collection	-	16	A	35		40	40
96		2000	1 Orchard Road	Electricity	94	96	F	100		105	110
20		2000	1 Orchard Road	Water	20	42	A	45		45	50
	308	2000	1 Orchard Road	Unbudgeted eg tree & hedge work/plot repurchase (one-off)/ soil store etc	-	1,400	F	1,535		1,575	1,710
					305	1,766		1,935		1,990	2,140
675		2000	2 New Road	Rates	672	720	A	750		780	800
-		2000	2 New Road	Water - fresh	-	170	F	200		210	220
-		2000	2 New Road	Water - sewerage (2018 includes back-charges)	-	400	F	200		205	220
83		2000	2 New Road	Cemetery bases/maintenance	4,000	2,600	F	2,600		2,700	2,800
1,032		2000	3 All Saints	New Kissing Gate for Church Yard	0	0	F	-			
	1,790				4,672	3,890		3,750		3,895	4,040
	14,004	2100	Cemetery Contracts	Grounds Maintenance	13,000	6,000	F	4,870	Contract 12 x £405.83 monthly fee = £4,870	4,870	4,870
	16,102		Total Cemetery		17,977	11,656		10,555		10,755	11,050
			<u>Play Areas and Recreation Grounds</u>								
-		3000	3 Play Areas	Play area projects -Wild Play Area at Worcester Way/Armingford Crescent	-	-		1,000		-	-
-		3000	3 Play Areas	Play area projects - auto closing gate at the Moor	0	-		1,650	1.2m = £870 (incl carriage). 1m £816 (incl carriage). Installation min £750	-	-
292		3000	3 Play Areas	Playground maintenance - ROSPA inspection	300	300	F	300		310	310
1,507		3000	3 Play Areas	Playground maintenance - repairs/renewals	0	1,700	F	1,500		1,550	1,650
1,248		3000	3 Play Areas	Refuse collection - Moor playground & skateboard park, Clear Cresc playground	1248	1,248	F	1,300		1,350	1,400
	3,047				1,548	3,248		5,750		3,210	3,360
142		3200	Recreation Grounds	Electricity - old Rec (includes Fair)	-	170	F	170		180	180
50		3200	Recreation Grounds	Pest treatments - Moles/rabbits	100	100	F	200		210	220
6,805		3200	Recreation Grounds	Grounds Maintenance Contract	9,360	9,360	F	9,360	Rec ground grass cutting - contract to be retendered Spring 2019 - spec to change slightly	9,360	9,360
1,560		3200	Recreation Grounds	Refuse Collection (10 bins)	1,560	1,560	F	1,600		1,650	1,700
843		3200	Recreation Grounds	Unbudgeted maint-reinstate damage after Fair (tree/hedges 2017/18)	-	500	F	570	Contingency	600	640
565		3200	Recreation Grounds	Line marking	1,000	-	F	-		-	-
	9,965				12,020	11,690		11,900		12,000	12,100
-		3400	Pavilion	Cleaner	1,801	900	F	1,000	Max inv to date £80. Assume c£80 per month	1,020	1,040
2,420		3400	Pavilion	Rates	2,450	2,496	A	2,600		2,700	2,800
70		3400	Pavilion	Reporting to Cambs County Foundation	-	-	A	-		-	-
1,223		3400	Pavilion	Electricity	-	1,200	F	1,200		1,250	1,230
129		3400	Pavilion	Water	150	170	F	190		200	220
163		3400	Pavilion	Refuse Collection	163	173	A	180		185	190
200		3400	Pavilion	Maintenance - sanitary disposal £220, septic tank £150,	500	500	F	500		500	530
170		3400	Pavilion	Cleaning materials/hand towels etc	200	200	F	200		205	220
343		3400	Pavilion	Unplanned maint (key safe £90, drains £180,keys etc)		300	F	300	Contingency	300	310
-		3400	Pavilion	Boiler Service	-	100	F	100		105	110
70		3400	Pavilion	Fire alarm service	70	70	A	70		75	75
		3400	Pavilion	PAT test	-	200	F	200		200	210
-		3400	Pavilion	Maintenance Projects - drain repairs (2018/19)	-	2,500	F				
	4,788				5,334	8,809		6,540		6,740	6,935
	17,799		Total Play & Rec		18,902	23,747		24,190		21,950	22,395
			<u>Finance & General Purpose</u>								
	5,510	4000	Audit and Legal Fees	Internal & External Audit, legal advice, land searches (2017/18 Littlehands Lease, Hub)	1,700	1,700	F	3,000	Includes potential legal advice re Hub VAT plus land searches etc	1,900	2,000
		4200	Contingency	Unplanned expenditure items				5,000		5,000	5,300
		4300	Warden Materials and Equipment:								
651		4300	2 Materials	Materials, mower fuel	500	500	F	500		510	510
484		4300	3 Equipment	Equipment, power washer, shredder (2018/19), PPE equipment (2019/20)	2,330	1,500	F	500		500	500
1,654		4300	4 Parish Van Expenses	Insurance (£550), tax (£250), MOT(£55), fuel (£255), repairs (£290)	1,300	1,300	F	1,400		1,450	1,500
	2,789		Total Warden Materials and Equipment		4,130	3,300		2,400		2,460	2,510
8,642		4500	Insurances		9,000	7,111	A	7,400		7,700	8,000
814		4700	Membership of societies	CAPALC, SLCC, ICCM, LCPAS, ACRE	1,000	1,065	F	1,200		1,250	1,300
327		4900	Parish Clock		180	564	A	200		200	205
		5000	Parish Office:								
1,228		5000	1 IT/phone	Accounting Software	1,400	1,250	F	1,300		1,300	1,350
107		5000	1 IT/phone	Website (domain name and basic fee)	200	120	F	100		100	100
954		5000	1 IT/phone	Lucid IT support	1,000	954	F	1,300	Third workstation	1,350	1,400
22		5000	1 IT/phone	Glassblade plug-in (website)/ website migration (2018/19)	24	77	F	25		25	25
99		5000	1 IT/phone	Mobile phones for wardens/sundry	0	20	F	40		40	40
	2,409				2,624	2,421		2,765		2,815	2,915
631		5000	2 Office Supplies	Stationery, tea, coffee etc	1,000	600	F	700		725	750
1,784		5000	3 Photocopier Rent		1,800	1,300	F	1,800	Includes photocopying for Time Bank	1,850	1,900

[illegible]

-		5000	4 Parish Office Sundries	Publications, awards etc	-		200	F	200			200	200	Planning	180
202		5000	5 Postage		200		200	F	200			200	220	Facilities	224
12,775		5000	6 Office Licence Fee		12,775		12,775	F	12,775			13,000	13,000		-16
217		5000	8 Software Licences	Adobe £175/Payroll Software £65	152		240	F	250			230	235		-18
		5000	9 Contractors												-24
2,200		5000	9.1 Parish Office Admin Support	Archiving (Asset Register 2017/18)	370	-	-	F	-			-	-		1531
837		5000	9.2 Finance	Edge Support (2017/18)	-	-	-	A	-			-	-		
3,097		5000	9.3 Litter Picker		4,030	3,750	3,750	F	4,000			4,100	4,200		
-		5000	9.4 DPO		300	300	300	A	150			-	-		
-		5000	9.5 Office Cleaner		-	85	85	F	260			275	300		
6,134			Total Contractors		4,700	4,135	4,135		4,410			4,375	4,500		
-		5000	10 Office furniture & equipment	Third work station/upgrade PCs	-	2,000	2,000	F				1,000	200	2020/21 interactive white-board	
	24,153		Total Parish Office		23,251	23,871	23,871		23,100			24,395	23,920		
	71,156		Salaries and Pensions		68,585	60,000	60,000	F	66,003			68,800	71,500		
		5300	Sundry Expenses:												
35		5300	Sundry Expenses:	ICO registration fee £35	-	35	35	A	35			35	35		
765		5300	Sundry Expenses:	Moving safe, land registry, CAPALC books, meeting signage etc	-	165	165	F	165			165	165		
			Total Sundry Expenses		-	200	200		200			200	200		
	800	5400	Training		1,500	1,500	1,500	F	2,500		Cllr training programme, new cllrs, CILCA	1,700	2,000		
	2,304	5700	Pension Scheme Service Charges		432	432	432	F	435			435	440		
	432	5900	Bank charges - current a/c		120	180	180	F	200		Increased bank charges	200	205		
	157	6400	Community Hub:												
	14,500	6400	Community Hub -maintenance/replacements	Maintenance Grant	15,000	15,000	15,000	A	15,000			15,000	15,000		
1,014		6401	Community Hub -maintenance/replacements	FIT payments (do not budget)											
922		6401	Community Hub -maintenance/replacements	Service charge - Hundred Houses	920	920	920	F	930			940	950		
55		6401	Community Hub -maintenance/replacements	Maint Projects 2018/19 (blown window/wall light/repaint exterior/fire audit works)	2,290	2,290	2,290	F							
-		6401	Community Hub -maintenance/replacements	Maint Projects 2019/20 A (disability accessible steps, legionella, leaflet rack, kitchen equipt)	-	-	-		2,950						
		6401	Community Hub -maintenance/replacements	Maint Projects 2019/20 B (repaint exterior, air con Parish Office/Austin Room, CCTV upgrade)	-	-	-		10,250						
3,399		6401	Community Hub -maintenance/replacements	Unbudgeted e.g. phone system, UPS (2017/18 dishwasher; emergency toilet repairs; lock change)	-	1,600	1,600	F	500		2018/19 UPS, phone system. 2019/20 budget £500.	2,000	2,200		
		6401	Community Hub -maintenance/replacements	Stair Lift service (x2)	-	-	-		300			300	310		
862		6401	Community Hub -maintenance/replacements	Maintenance - fire alarms/CCTV (£550), fire extinguishers (£330), boiler service (£100)	690	1,000	1,000	F	1,000			1,100	1,200		
	6,252		Total Community Hub - maintenance/replacements		3,900	5,810	5,810		15,930			4,340	4,660		
	28,895	6450	PWLB Hub Interest		28,709	28,709	28,709	A	28,514			28,311	28,098		
	4,059	6451	PWLB Hub Capital		4,246	4,246	4,246	A	4,440			4,643	4,856		
	6,821	6452	PWLB Car Park Interest		6,537	6,537	6,537	A	6,243			5,942	5,632		
	10,067	6453	PWLB Car Park Capital		10,351	10,351	10,351	A	10,644			11,070	11,366		
-		6700	War memorial	Fencing/paving	3,500	3,100	3,100	F	-		Paving 2018/19, fencing tidied up. Fencing replacement moved to 2020/21 or later.	4,000	-	Fencing 2020/21 or later	
		6800	Election costs		1,500	225	225	A				-	-		
		7100	Car Park - rates, utilities and maintenance												
625		7100	Car Park	Car park balance (retainer)	-	-	-								
-		7100	Car Park	Projects - wall in workshop (2018/19); path to RHS bus shelter incl planting and garden maint.	400	-	-	F	1,010		£390 (fencing) +£620 (planting)	-	-		
11,212		7100	Car Park	Rates	10,600	11,520	11,520	A	12,000		Budget for failure of rate review	12,500	13,000		
1,774		7100	Car Park	Electricity	867	867	867	F	880			900	920		
0		7100	Car Park	Water - sewerage (incl back-charges)	50	400	400	F	125		2017/18 includes back-dated charges from Dec 2015	130	135		
220		7100	Car Park	Water - fresh	-	32	32	F	25		Currently £2 per mnth - account is in credit	30	30		
-		7100	Car Park	PAT testing - workshop	-	-	-	F	200			200	200		
		7100	Car Park	Contingency eg signage	-	200	200	F	200			200	205		
604		7100	Car Park	Broadband	650	129	129	A	-						
	14,435		Total Car Park		12,567	13,148	13,148		14,440			13,960	14,490		
	191,798		Total Finance and General		196,208	187,049	187,049		206,850			201,507	201,682		

Melbourn Parish Council Draft 2019/20 Income Budget Workings

2017-18 Actual £	EDGE budget code	Income Heading	2018-19 Budget £	2018-19 Forecast £	Forecast/ Actual	2019-20 Budget £	Notes:	2020-21 Budget £	2021-22 Budget £
		<u>Conservation:</u>							
1,959	100	Allotment rent	1,800	2,170	F	2,170	7 @£15 + 92 @ £25 less c10 % bad-debt provision/empty plots	2,250	2,250
3,849	110	Grass cutting	3,850	3,849	A	3,850		3,850	3,900
5,808		Total Conservation	5,650	6,019		6,020		6,100	6,150
		<u>Cemeteries:</u>							
3,245	200	1 Burial fees	1,150	4,965	F	3,650	2017/18 lowest for last 3 yrs - assume similar but budget for increased income to cover maintenance contribution (per Internal Audit recommendations)	3,800	3,800
300	200	2 Memorials	200	600	F	300		300	300
150	200	3 Cremated remains	150	150	F	150		200	200
3,695		Total Cemeteries	1,500	5,715		4,100		4,300	4,300
		<u>Play & Rec:</u>							
	300	Match Fees							
294	300	1 Melbourn Saturdays	100	540	F	320	Assume continued agreement with Dynamos	330	330
1,600	300	2 Melbourn Dynamos	1,600	2,000	F	2,000		2,100	2,100
112	300	3 Melbourn Sundays	100	250	F	180		200	200
450	300	4 External Clubs	200	80	F	-		-	-
2,456		Total Match Fees	2,000	2,870		2,500		2,630	2,630
190	320	Hire of Recreation Grounds	190	220	A	230	Fair (includes utilities)	250	250
1,042	340	Pavilion hire	700	1,000	F	1,000	Usage charge for Pavilion	1,060	1,060
2,300	370	Pavilion hire - MAYD recharge	2,300	2,300	A	2,300		2,400	2,400
5,988		Total Play Areas & Recreation Grounds	5,190	6,390		6,030		6,340	6,340
		<u>Finance & General Purpose:</u>							
18	420	Interest receivable	-	250	F	400		500	530
18		Total Finance & General Purpose	-	250		400		500	530
		<u>Rental Property:</u>							
15,883	900	Little Hands Property Rent	26,000	26,000	F	26,000		26,000	26,500
15,883		Total Rental Property	26,000	26,000		26,000		26,000	26,500
2,090		Income from unbudgeted sources	-	2000	F				
33,482		Total income excluding Precept	38,340	46,374		42,550		43,240	43,820
205,713		Precept	236,570	236,570	A				
239,195		Total income excluding Community Benefit	274,910	282,944					
39,216	960	<u>Community Benefit</u>	40,000	41,526	A	41,500		42,000	42,500
278,411		Total income	314,910	324,470					

2017/18 shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g FiT, insurance claims, training recharges etc. FiT receipts are paid to the Hub and other items cannot be budgeted as they are not predictable

Note: significant S106 monies expected in 2019/20 (c£183k) but these do not form part of our Precept budget

Melbourn Parish Council Forecast Reserves at 31st March 2019

	General Reserve	Asset Management	Election Reserve
Opening Balance at 1st April 2018	83,281	12,176	1,500
2018/19 Income - forecast	282,944		
2018/19 Expenditure - forecast	(250,363)		
Reserve movements -tfr to election reserve	(1,275)		1,275
Reserve movements - tfr AMA 2018/19 budget	(13,726)	13,726	
Closing Balance at 31st March 2019 (forecast)	<u>100,861</u>	<u>25,902</u>	<u>2,775</u>
Budgeted 2018/19 contribution to General Reserve	9,000		
Forecast Movement in General Reserve	17,580	Includes £1,340 Neighbourhood Plan Bank Balance agreed to be allocated to GR	
Difference	8,580		
General reserve target = 6 mnths x budgeted expenditure	136,135	(Based on budgeted expenditure before contribs to Reserves)	
Forecast General Reserve	100,861	4.45 months	
Difference	(35,274)		
Potential carry forwards (Ring-fenced items): Fencing at the Cross	4000		

This would reduce closing General Reserve balance by £4k.

Melbourn Parish Council

Financial Budget Comparison 31st December 2018 (nine months)

INCOME	2018/19 Revised Budget	Actual (Net) at 31/12/18	Balance
Conservation			
100 Allotment Rent	£1,800	£2,022	£222
101 Allotment Insurance Premiums	£0	£305	£305
110 CCC Grass Cutting Payment	£3,850	£3,849	-£1
Total Conservation	£5,650	£6,176	£526
Cemeteries			
200 Burial Fees	£1,500	£5,465	£3,965
Total Cemeteries	£1,500	£5,465	£3,965
Play Areas & Recreation Grounds			
300 Match Fees	£2,000	£2,626	£626
320 Hire of Recreation Grounds	£190	£220	£30
340 Pavilion Hire	£700	£847	£147
370 Pavilion Hire - MAYD recharge	£2,300	£0	-£2,300
Total Play Areas & Recreation Grounds	£5,190	£3,693	-£1,497
Finance & General Purpose			
410 Precept	£236,570	£236,570	£0
420 Bank Interest - Deposit Account Unity	£0	£176	£176
450 Re-imbursments	£0	£0	£0
460 Miscellaneous Income	£0	£1,687	£1,687
480 Insurance Claims	£0	£250	£250
485 Feed In Tariff	£0	£981	£981
600 Grants Received	£0	£500	£500
Total Finance & General Purpose	£236,570	£240,165	£3,595
Highways			
800 Highways & Rural Footpaths	£0	£0	£0
Total Highways	£0	£0	£0
Rental Property			
900 Little Hands Nursery Rent	£26,000	£19,500	-£6,500
Total Rental Property	£26,000	£19,500	-£6,500
Melbourn Area Youth Development			
950 MAYD Partner Contributions	£0	£2,986	£0
Total Melbourn Area Youth Development	£0	£2,986	£2,986
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	£319,511	£4,601

EXPENDITURE		2018/19 Revised Budget £	Actual (Net) at 31/12/18 £	Balance £
Conservation				
1000	Allotments	£580	£1,021	-£441
1001	Allotment Insurance Premiums	£0	£0	£0
1100	Conservation	£1,420	£2,082	-£662
1150	Stockbridge Meadows	£312	£508	-£196
1200	Grass Cutting Contract	£6,900	£6,200	£700
1300	Public Open Space Maintenance Contract	£3,100	£3,854	-£754
Total Conservation		£12,312	£13,665	-£1,353
Cemeteries				
2000	Rates, Utilities and Upkeep	£5,527	£4,188	£1,339
2100	Grounds Maintenance Contract	£13,000	£4,008	£8,992
Total Cemeteries		£18,527	£8,196	£10,331
Play Areas & Recreation Grounds				
3000	Play Areas	£1,548	£1,646	-£98
3200	Recreation Grounds	£12,020	£6,713	£5,307
3400	Pavilion	£6,734	£4,529	£2,205
Total Play Areas & Recreation Grounds		£20,302	£12,888	£7,414
Finance & General Purpose				
4000	Audit and Legal Fees	£1,700	£216	£1,484
4300	Wardens' Materials, Equipment & Van	£4,130	£2,332	£1,798
4500	Insurances	£7,200	£7,111	£89
4700	Membership of Societies	£1,000	£1,015	-£15
4900	Parish Clock	£180	£564	-£384
5000	Parish Office, IT & Contractors	£23,251	£3,965	£19,286
5100	Salaries, NI & Pensions	£68,035	£43,564	£24,471
5300	Sundry Expenses	£0	£35	-£35
5400	Training	£1,500	£226	£1,274
5700	Pension Scheme Service Charge	£432	£324	£108
5900	Bank Charges	£120	£127	-£7
6400	Community Hub - grant	£15,000	£15,000	£0
6401	Community Hub - maintenance & replacements	£3,900	£4,157	-£257
6450	PWL B Community Hub - interest	£28,709	£28,709	£0
6451	PWL B Community Hub - capital	£4,246	£4,245	£1
6452	PWL B Car Park - interest	£6,537	£3,304	£3,233
6453	PWL B Car Park - capital	£10,351	£5,140	£5,211
6700	War Memorial	£3,500	£3,064	£436
6800	Election costs	£1,500	£225	£1,275
7100	Village Car Park - Rates, Utilities & Maintenance	£12,967	£11,672	£1,295
Total Finance & General Purpose		£194,258	£134,995	£59,263
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	£5,625	-£1,840
Total Rental Property		£3,785	£5,625	-£1,840
Melbourn Area Youth Development				
9500	MAYD Youth Club	£0	£12,332	-£12,332
Total Melbourn Area Youth Development		£0	£12,332	-£12,332

Community Benefit			
9600 Community Benefit Donations	£39,800	£27,814	£11,986
9601 Community Benefit Donations S137	£200	£0	£200
Total Community Benefit	£40,000	£27,814	£12,186
Section 106			
1400 S106	£0	£0	£0
Total Section 106	£0	£0	£0
Celebrating Ages			
4800 Celebrating Ages	£0	£4,425	-£4,425
Total Celebrating Ages	£0	£4,425	-£4,425
Total Expenditure	£292,184	£219,939	£72,245
	2018/19	Actual (Net)	Balance
	Revised Budget	at 31/12/18	
	£	£	£
Total Income and Expenditure			
Total Income	£314,910	£319,511	£4,601
Total Expenditure	£292,184	£219,939	£72,245
Total Net Balance	£22,726	£99,572	
Excluding MAYD, Community Benefit, S106 and Celebrating Ages			
Income	£274,910	£274,999	£89
Expenditure	£252,184	£175,368	-£76,816
Net Balance excluding MAYD, Community Benefit, S106 and Celebrating Ages	£22,726	£99,631	

FINANCE REPORT - NINE MONTHS ENDED 31st DECEMBER 2018

The above figures have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st December 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 nine 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 invoiced in October. A rent increase, as agreed by the PC, has been applied.
Burial Fees - these will significantly exceed budget. It is difficult to accurately predict burial income.
Pavilion MAYD recharge - this recharge is made via a reserve movement which does not show up on this report.
Miscellaneous Income - the Melbourn Neighbourhood Plan bank account has now been closed and the balance (£1,340) transferred to the PC. The Cllrs have decided to allocate this to General Reserves.
Insurance claim - the PC received a refund of the £250 excess on the claim relating to the church yard gate.
Grants Received (£500) - MPC was successful in obtaining a £500 Community Chest Grant towards renewing 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.
Stockbridge Meadows - £400 has been spent on replacing the entrance gate following damage by a vehicle.
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.
Pavilion - some urgent repairs are required to the drains. These are expected to cost in the region of £2,500.

Parish Clock - this was incorrectly chiming and required a new part. Repair costs of £382 were unbudgeted.
Parish Office - the cost of providing a third workstation in the Parish Office is expected to be around £2,000.
Community Hub - a new control box for the fire alarm cost c £650 and a replacement battery for the Uninterruptable Power Supply £291 were purchased - urgent repairs. The PC also agreed to update the Hub's phone system (£1,073) which will result in significant ongoing savings on the Hub's telephone bills.
Rental property - renovations to the exterior of Little Hands have been carried out (£1,868).

Some of the above costs could be taken from the Asset Management Reserve (AMR). However, current forecasts are that they can be funded from budget savings elsewhere instead (see below). This will continue to be monitored.

Utilities - we previously identified that we had underbudgeted for electricity and water by approx £2,350 due to some electricity costs not being included in the budget and backdated water bills for foul water supplies at New Road Cemetery and the Car Park Workshop being received. Since then a water bill of c£700 has been received for the allotments. This is way in excess of budget and appears to be due to high usage by allotment holders during the hot summer months. This is being looked at by the Maintenance Committee.

Cost savings:

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 - there should be a budget saving of around £8,500 mainly because the wardens have worked fewer hours than budgeted. The Warden team have managed their workload efficiently, enabling them to carry out more work in fewer hours.

Grounds Maintenance & Grass Cutting Contracts - there are expected to be some savings against the original budgets as three of the contracts have been re-tendered. It is anticipated that the terms of the new contracts could result in cost savings of around £4,000 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.

Melbourn Parish Council
Bank Balances at 31st December 2018

Unity Bank Current Account:

Balance per cash book	103,370.80
Balance per bank statement	<u>103,370.80</u>
Difference	-

Unity Bank Deposit Account:

Balance per cash book	97,133.82
Balance per bank statement	<u>97,133.82</u>
Difference	-

Petty Cash:* 50.00

Prepaid Debit Cards: 600.00

Total Cash and Bank at 31/12/18
(Cash book balances) **201,154.62**

Prepared by G van Poortvliet 09/01/2019

Bank Reconciliation Checks

The bank reconciliations were checked by Cllr Travis on 14th Jan 2019

*Petty cash float has been reduced from £100 to £50 due to decreased use since introduction of prepaid Parish Office debit cards

Melbourn Parish Council

December 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2665	BACS1812 21AOS	£50.08	£8.35	£41.73 30/11/18	AOS Online - 3 x boxes A4 paper	£50.08
		£50.08	£8.35	£41.73	AOS Online - Total	
2619	DD181208CW	£2.00	£0.00	£2.00 01/11/18	Cambridge Water Business - Car Park water services Nov 2018	£2.00
2671	DD190108CW	£62.81	£0.00	£62.81 27/11/18	Cambridge Water Business - Water services Pavilion, 1 Jun 2018 to 23 Nov 2018	
2672	DD190108CW	£42.90	£0.00	£42.90 27/11/18	Cambridge Water Business - Water services, Allotments (2), The Moor 1 June - 19 Nov 2018	
2673	DD190108CW	£101.08	£0.00	£101.08 28/11/18	Cambridge Water Business - Water services New Road Cemetery 1 Jun - 23 Nov 2018	
2694	DD190108CW	£712.01	£0.00	£712.01 29/11/18	Cambridge Water Business - Water services, Allotments (2), The Moor. Usage charge 1 June - 19 Nov 2018 Actual	£918.80
		£920.80	£0.00	£920.80	Cambridge Water Business - Total	
2697	BACS181221	£4,334.29	£0.00	£4334.29 19/12/18	Staff Salaries, PAYE and NI Dec 2018	£4,334.29
		£4,334.29	£0.00	£4,334.29	Dec salaries, PAYE and NI - Total	
2651	DD181204E ON	£69.53	£3.31	£66.22 19/11/18	e.0n - Pavilion electricity - 4th Nov 2018 to 19th Nov Actual	£69.53
2674	DD181213E ON	£8.17	£0.39	£7.78 28/11/18	e.0n - Old Rec Ground - electricity 26th Oct to 26th Nov Actual	
2675	DD181213E ON	£8.17	£0.39	£7.78 28/11/18	e.0n - Littlehands Store - electricity 26/10/18 to 26/11/18 Actual	
2676	DD181213E ON	£8.62	£0.41	£8.21 28/11/18	e.0n - Electricity bill Orchard Road Cemetery - 28 Oct to 28 Nov 2018 actual	£24.96
2680	DD181217E ON	£183.77	£8.75	£175.02 01/12/18	e.0n - Car park workshop electricity 1 Nov to 1 Dec 2018 Actual	

Signature

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Date

Melbourn Parish Council

December 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2692	DD181217E ON	£52.68	£2.51	£50.17 02/12/18	e.0n - Pavilion electricity - 19th Nov 2018 to 2nd Dec Estimated	£236.45
		£330.94	£15.76	£315.18 e.0n - Total		
2657	BACS1812 21ESPO	£40.55	£6.76	£33.79 16/11/18	ESPO - Stationery supplies	£40.55
1		£39.22	£6.54	£32.68	PLAY Refuse sack/ scouring pads	
2		£1.33	£0.22	£1.11	F&GP Mouse mat	
		£40.55	£6.76	£33.79 ESPO - Total		
2683	BACS1812 21JHALES	£64.00	£0.00	£64.00 11/12/18	Graham (Jose) Hales - Biscuits and chocolates for Celebrating Ages Event Nov 2018	£64.00
		£64.00	£0.00	£64.00 Graham (Jose) Hales - Total		
2658	BACS1812 21H&CGM	£906.00	£151.00	£755.00 29/11/18	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance Dec 2018 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	
2659	BACS1812 21H&CGM	£487.00	£81.17	£405.83 29/11/18	Herts & Cambs Ground Maintenance Limited - Cemetery Grass Cutting Dec 2018	
2660	BACS1812 21H&CGM	£216.00	£36.00	£180.00 29/11/18	Herts & Cambs Ground Maintenance Limited - Cutting of hedge Hadders Close next to Cemetery	
2661	BACS1812 21H&CGM	£132.00	£22.00	£110.00 29/11/18	Herts & Cambs Ground Maintenance Limited - Repair to gate post at Stockbridge Meadows	
2662	BACS1812 21H&CGM	£552.00	£92.00	£460.00 29/11/18	Herts & Cambs Ground Maintenance Limited - Maintenance Contract	£2,293.00
		£2,293.00	£382.17	£1,910.83 Herts & Cambs Ground Maintenance Limited - Total		

Signature

Date

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Melbourn Parish Council

December 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2667	BACS1812 22LUCID	£95.40	£15.90	£79.50 01/12/18	LUCID Systems - Covered agreement, back-up and email address rental Jan 2019	£95.40
		£95.40	£15.90	£79.50	LUCID Systems - Total	
2652	BACS1812 21MCH	£498.39	£0.00	£498.39 26/11/18	Melbourn Community Hub Management Group - Feed in Tariff - solar panels Hub building	£498.39
2693	DD181202N OW	£43.20	£7.20	£36.00 01/12/18	Now Pensions - Employer service charge Dec 2018	£43.20
2643	DD181220N OW	£156.24	£0.00	£156.24 21/11/18	Now Pensions - Pension Contribution Nov 2018 - E'er and E'ee	£156.24
		£199.44	£7.20	£192.24	Now Pensions - Total	
2684	BACS1812 21CC	£66.73	£0.00	£66.73 14/12/18	Pavilion Cleaner - Pavilion cleaning 15/11/18 and 15/12/18 - 7.5hrs plus one hour laundry (8.5 hours total)	£66.73
		£66.73	£0.00	£66.73	Pavilion Cleaner - Total	
2679	BACS1812 21PGC	£0.60	£0.10	£0.50 19/10/18	Phillimore Garden Centre - Balance due, underpayment tn 2626 - 12 x turf, 2 x Cotswold Stone for Ware Memorial renovation	£0.60
		£0.60	£0.10	£0.50	Phillimore Garden Centre - Total	
2681	BACS1812 21SCDC	£15.60	£0.00	£15.60 27/11/18	South Cambs District Council - fortnightly organic waste collection New Road Cemetery - Oct 2018 - Mar 2019	£15.60
2483	DD181201S CDC	£250.00	£0.00	£250.00 01/12/18	South Cambs District Council - Ravilion Rec Ground - rates Dec 2018	
2488	DD181201S CDC	£72.00	£0.00	£72.00 01/12/18	South Cambs District Council - New Road Cemetery - Rates Dec 2018	
2493	DD181201S CDC	£1,152.00	£0.00	£1,152.00 01/12/18	South Cambs District Council - Car park rates Dec 2018	
2498	DD181201S CDC	£14.45	£0.00	£14.45 01/12/18	South Cambs District Council - Pavilion trade refuse collection - Dec 2018	£1,488.45
		£1,504.05	£0.00	£1,504.05	South Cambs District Council - Total	

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Melbourn Parish Council

December 2018 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2682	BACS1812 21UP	£37.82	£6.30	£31.52 12/11/18	Urban Plastics - Mega board fascia	£37.82
		£37.82	£6.30	£31.52	Urban Plastics - Total	

Transactions Already Paid:

2669	BACS1812 07CHH	£200.00	£0.00	£200.00 07/12/18	Cambridge Hearing Help - Community Benefit Grant Award 2018/19	£200.00
2670	BACS1812 07FN	£144.00	£24.00	£120.00 28/11/18	Fieldgate Nurseries – Christmas Tree	£144.00
2685	BACS1812 14CHH	£1,650.00	£0.00	£1,650.00 07/12/18	Melbourn Amateur Dramatics (MADS) - Community Benefit Grant Award 2018/19	£1,650.00
2664	BACS1812 14MCH	£3,521.70	£0.00	£3,521.70 04/12/18	Melbourn Community Hub - Community Benefit Grant Award 2018/19	£3,521.70
2668	BACS1812 07RELATE	£1,100.00	£0.00	£1,100.00 07/12/18	Relate Cambridge - Community Benefit Grant Award 2018-19	£1,100.00

Petty Cash Transactions:

2688	CHQ30002 8181213PC ASH	£4.69	£0.78	£3.91 02/10/18	Kayfast Ltd - Forged eye bolts and screws - petty cash K Rudge	£4.69
2686	CHQ30002 8181213PC ASH	£3.70	£0.61	£3.09 01/10/18	Melbourn Community Hub Management Group - Expenses re meeting new Cllr - S Crocker petty cash	£3.70
2691	CHQ30002 8181213PC	£15.00	£2.50	£12.50 12/12/18	Murketts of Royston - Diesel for van - petty cash D Bartle	£15.00
2687	8181213PC ASH	CHQ30002	£4.75	£0.00 £4.75	01/10/18 Post Office - Posters for Community Grant awards - petty cash C littlewodd	
2689	CHQ30002 8181213PC ASH	£58.00	£0.00	£58.00 24/10/18	Post Office - 100 x second class stamps - petty cash C Littlewood	£62.75
2690	CHQ30002 8181213PC ASH	£6.50	£1.08	£5.42 09/11/18	Timpson - Key cutting - petty cash C Littlewood	£6.50

Total £17,144.43 £471.51 £16,672.92

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Melbourn Parish Council

Jan 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2702	BACS1901 29BF	£147.48	£24.58	£122.90 17/12/18	Baron Fire - Fire extinguisher service - the Hub	£147.48
		£147.48	£24.58	£122.90	Baron Fire - Total	
2620	DD190108CW	£2.00	£0.00	£2.00 01/12/18	Cambridge Water Business - Car Park water services Dec 2018	£2.00
2621	DD190208CW	£2.00	£0.00	£2.00 01/01/19	Cambridge Water Business - Car Park water services Jan 2019	£2.00
		£4.00	£0.00	£4.00	Cambridge Water Business - Total	
2713	DD190105E ON	£7.91	£0.38	£7.53 29/12/18	e.0n - Old Rec Ground - electricity 26th Nov to 26th Dec Actual	£7.91
2704	DD190115E ON	£7.83	£0.37	£7.46 28/12/18	e.0n - Electricity bill Orchard Road Cemetery - 28 Nov to 28 Dec 2018 actual	
2714	DD190115E ON	£7.91	£0.38	£7.53 28/12/18	e.0n - Littlehands Store - electricity 26/11/18 to 26/12/18 Actual	
2715	DD190115E ON	£185.16	£8.82	£176.34 01/01/19	e.0n - Car park workshop electricity 1 Dec 2018 to 1 Jan 2019 Actual	£200.90
2716	DD190121E ON	£139.54	£23.26	£116.28 06/01/19	e.0n - Pavilion electricity - 2nd Dec to 24th Dec Estimated	£139.54
		£348.35	£33.21	£315.14	e.0n - Total	
2739	BACS1901 29EDGE	£1,485.00	£247.50	£1,237.50 21/01/19	Edge IT Systems - Edge Online contract renewal - year to 14th Feb 2020 Yr 1	£1,485.00
		£1,485.00	£247.50	£1,237.50	Edge IT Systems - Total	
2719	BACS1901 29ESPO	£26.26	£4.37	£21.89 04/01/19	ESPO - Stationery for Parish Office - keyboard, mouse mat, mouse, desk tidy, waste bin etc	
2736	BACS1901 29ESPO	£162.00	£27.00	£135.00 21/01/19	ESPO - 1200mm beech desk for Parish Office	
2737	BACS1901 29ESPO	£114.00	£19.00	£95.00 11/01/19	ESPO - H/B Chair with adjustable arms for Parish Office	£302.26
		£302.26	£50.37	£251.89	ESPO - Total	

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Melbourn Parish Council

Jan 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2706	BACS1901 29H&CGM	£487.00	£81.17	£405.83 31/12/18	Herts & Cambs Ground Maintenance Limited - Cemetery Grass Cutting Jan 2019	
2707	BACS1901 29H&CGM	£552.00	£92.00	£460.00 31/12/18	Herts & Cambs Ground Maintenance Limited - Maintenance Contract	
2708	BACS1901 29H&CGM	£906.00	£151.00	£755.00 31/12/18	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance Jan 2019 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard	£1,945.00
		£1,945.00	£324.17	£1,620.83	Herts & Cambs Ground Maintenance Limited - Total	
2705	BACS1901 29LUCID	£95.40	£15.90	£79.50 01/01/19	LUCID Systems - Covered agreement, back-up and email address rental Feb 2019	
2721	BACS1901 29LUCID	£484.42	£80.74	£403.68 15/01/19	LUCID Systems - System upgrade - new drives plus engineer visit	
2722	BACS1901 29LUCID	£1,117.06	£186.18	£930.88 15/01/19	LUCID Systems -	£1,696.88
1		£528.00	£88.00	£440.00	F&GP HP Desktop	
2		£125.45	£20.91	£104.54	F&GP HP 24" monitor	
3		£29.08	£4.85	£24.23	F&GP HP Speakers	
4		£239.75	£39.96	£199.79	F&GP Office Home & Business 2019	
5		£192.00	£32.00	£160.00	F&GP Third workstation installation and delivery	
6		£2.78	£0.46	£2.32	F&GP Covered agreement - third workstation Jan (pro-rata) and Feb 2019	
		£1,696.88	£282.82	£1,414.06	LUCID Systems - Total	
2740	BACS1901 29MDL	£264.00	£44.00	£220.00 21/01/19	MD Landscapes - 1 x Hub maintenance	£264.00
		£264.00	£44.00	£220.00	MD Landscapes - Total	
2666	BACS1901 29HUB	£12,775.00	£0.00	£12,775.00 01/01/19	Melbourn Community Hub Management Group - Annual Licence Fee 2019 (1 Jan - 31 Dec 2019)	£12,775.00
		£12,775.00	£0.00	£12,775.00	Melbourn Community Hub Management Group - Total	

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Melbourn Parish Council

Jan 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2712	DD190102N OW	£43.20	£7.20	£36.00 01/01/19	Now Pensions - Employer service charge Jan 2019	£43.20
2701	DD190120N OW	£125.01	£0.00	£125.01 19/12/18	Now Pensions - Pension Contribution Dec 2018 - E'er and E'ee	£125.01
		£168.21	£7.20	£161.01	Now Pensions - Total	
2741	BACS1901 29CC	£58.88	£0.00	£58.88 23/01/19	Pavilion Cleaner - Pavilion cleaning 07/01/19 and 30/01/19 - 6.5hrs plus one hour laundry (7.5 hours total)	£58.88
		£58.88	£0.00	£58.88	Pavilion Cleaner - Total	
2738	DD190214P WLB	£1,800.94	£0.00	£1,800.94 21/01/19	Public Works Loan Board - Car park 2 loan repayment	£1,800.94
1		£1,160.42	£0.00	£1,160.42	F&GP Car park 2 loan repayment Feb 2019 installment - principal	
2		£640.52	£0.00	£640.52	F&GP Car park loan 2 Feb 2019 instalment - interest	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	
2703	BACS1901 29R&DCT	£78.70	£0.00	£78.70 20/12/18	Royston And District Community Transport - Transport to Celebrating Ages event November 2018	£78.70
		£78.70	£0.00	£78.70	Royston And District Community Transport - Total	
2735	BACS1901 29SH	£182.80	£30.47	£152.33 15/01/19	Shelford Heating - Pavilion Heat Pump Service and System Check - balance	£182.80
		£182.80	£30.47	£152.33	Shelford Heating - Total	
2720	BACS1901 29SOS	£98.74	£16.46	£82.28 14/12/18	Shred-On-Site - Confidential shredding - Parish Office	£98.74
		£98.74	£16.46	£82.28	Shred-On-Site - Total	
2742	BACS1901 29SLCC	£156.00	£0.00	£156.00 23/01/19	Society Of Local Council Clerks - Membership - C Littlewood 01/03/19-	£156.00
		£156.00	£0.00	£156.00	Society Of Local Council Clerks - Total	

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Melbourn Parish Council

Jan 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2484	DD190101S CDC	£250.00	£0.00	£250.00 01/01/19	South Cambs District Council - Ravilion Rec Ground - rates Jan 2019	
2489	DD190101S CDC	£72.00	£0.00	£72.00 01/01/19	South Cambs District Council - New Road Cemetery - Rates Jan 2019	
2494	DD190101S CDC	£1,152.00	£0.00	£1,152.00 01/01/19	South Cambs District Council - Car park rates Jan 2019	
2499	DD190101S CDC	£14.45	£0.00	£14.45 01/01/19	South Cambs District Council - Pavilion trade refuse collection - Jan 2019	£1,488.45
2500	DD190201S CDC	£14.45	£0.00	£14.45 01/02/19	South Cambs District Council - Pavilion trade refuse collection - Feb 2019	
2717	DD190201S CDC	£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	
		£3,374.90	£312.00	£3,062.90	South Cambs District Council - Total	
2709	BACS1901 29WAVE	£65.57	£0.00	£65.57 13/12/18	Wave - Car park workshop sewerage bill 17/06/18 - 16/12/18 Estimate	£65.57
		£65.57	£0.00	£65.57	Wave - Total	

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Melbourn Parish Council

Jan 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
Transactions Already Paid:						
2743-49	BACS1901 25	£5,527.76	£0.00	£5,527.76	23/01/19 Staff salaries, PAYE & NI Jan 2019	£5,527.76
		£5,527.76	£0.00	£5,527.76	Staff salaries, PAYE and NI - Total	
Prepaid Debit Card Transactions:						
2724	BACS1901 10FFX	£134.99	£22.50	£112.49	20/11/18 Amazon Marketplace - Stanley Fatmax cordless twinpack kit, hammer drill, tool bag	
2725	BACS1901 10FFX	£19.99	£3.33	£16.66	21/11/18 Amazon Marketplace - Stanley Toolbox	
2726	BACS1901 10FFX	£56.00	£9.33	£46.67	21/11/18 Amazon Marketplace - Stanley Blue Strike Claw Hammer and Makita Angke Grinder	
2727	BACS1901 10FFX	£154.61	£25.77	£128.84	22/11/18 Amazon Marketplace - Stanley Mixed Tool Set - 210 pieces	
2728	BACS1901 10FFX	£64.06	£10.68	£53.38	29/11/18 Amazon Marketplace - Olympus Digital Stereo Voice Recorder	£429.65
		£429.65	£71.61	£358.04	Amazon Marketplace - Total	
2731	BACS1901 10FFX	£4.79	£0.80	£3.99	13/12/18 1&1 - Website hosting 12/12/18-12/01/19 less discount	£4.79
		£4.79	£0.80	£3.99	1&1 - Total	
2723	BACS1901 10FFX	£38.99	£6.50	£32.49	19/11/18 Merlin Mica Hardware -	
1		£10.19	£1.70	£8.49	F&GP Ironmongery - Hook and handles	
2		£28.80	£4.80	£24.00	F&GP Bosch Titanium 103-Piece Drill & Bit Set	
2733	BACS1901 10FFX	£10.99	£1.83	£9.16	07/01/19 Merlin Mica Hardware - Wood hardener	£49.98
		£49.98	£8.33	£41.65	Merlin Mica Hardware - Total	
2730	BACS1901 10FFX	£9.77	£1.63	£8.14	13/12/18 Ridgeons Ltd - Construction Sealant Adhesive	£9.77
		£9.77	£1.63	£8.14	Ridgeons Ltd - Total	

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Melbourn Parish Council

Jan 2019 Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2729	BACS1901 10FFX	£17.00	£0.00	£17.00 04/12/18	Royal British Legion - Donation for Poppy Wreath	£17.00
		£17.00	£0.00	£17.00	Royal British Legion - Total	
2732	BACS1901 10FFX	£50.00	£8.33	£41.67 21/12/18	Shelford Heating - Deposit re boiler service - Pavilion	£50.00
2734	BACS190110FFX	£25.04	£4.17	£20.87 07/01/19	Tesco - Diesel for van	£25.04
		£25.04	£4.17	£20.87	Tesco - Total	
Total		£31,066.70	£1,467.65	£29,599.05		

Signature

Date

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MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 28th Jan 2019 (Full Council)

Agenda Item: PC132/18 a)

Date of Report: 23/01/19

Hi Simon,

Please find below Timebank update, should you require further information please let me know. I have not quoted the number of people who have registered with the TimeOnline 2 system, where the hours are recorded, as they are not members yet, have only registered an interest. I have quoted the actual number of full Timebank members.

We held our first meet and greet drop in session on Wednesday 12th December which 8 people came along to. Had a great meeting with HUB directors on 9th January, they will be an Organisational member. They have agreed to host the coffee mornings 3 out of the 4 weeks each month and as well as providing tea and coffee they will also make a tray bake of cakes for meetings- which is fab. Any donations we make from their coffee morning are for the Timebank's use. Moorland Court have agreed we can use their media room for the coffee morning on 2nd Wednesday of each month. 1 person signed up from Moorlands Court, 1 person to come to coffee morning and may become a member, 1 more to see at another time. Moorlands will sign up to become an Organisational member.

Coffee morning numbers have been low, between 2-5. It has allowed me to speak with the people who come along about their questionnaire and their wants and offers. Looking to promote coffee mornings more at the HUB by having details on each table about the coffee mornings, poster on the door and on wall on Wednesdays when Coffee morning is on. 23rd January good coffee morning with new people coming along wanting to join and existing members also coming. Lovely connections being made today.

Timebank members - There are 8 people are members and 1 Organisational member- this means application form has been completed, registered for TOL2, I have met with them, had a good chat about their interests and questionnaires and 2 people have provided references. I have a number of meetings booked for the next 2 weeks to sign people up. A number of people who have filled in questionnaire, but have not been able to meet with me yet. I also have more people to contact from new questionnaires. I have a first exchange in mind both parties have now been referenced on 23rd January. I have a number of people who enjoy scrabble so I may be looking to set up a scrabble group- need to see if we can find an evening location or if people are willing to host in their homes.

Many thanks

Liz

Council name	Melbourn Parish Council
Job Title	Timebanking Co-ordinator
Where you are located	Melbourn, Cambridgeshire
A summary of the job and functions	<p>1.To work with the Steering Group to identify initiatives to increase membership of the Time Bank, define indicators of success (outcomes) and develop/implement an action plan to put these initiatives into practice.</p> <p>2.To recruit and introduce new members to Timebanking (The Coordinator will also carry out police checks, contact referees and may help arrange the first couple of trades).</p> <p>3.To be a central contact for Timebanking members and facilitate interaction between members.</p> <p>4.To maintain a database to record trades between members and explore how record keeping could be done by members themselves.</p> <p>5.To record soft or hard outcomes Timebank members achieve through taking part in the Timebank.</p> <p>6. To raise the profile of Timebanking activities to grow Membership and to monitor the success by gathering feedback from members,</p> <p>9. To liaise with other Timebanks in the local area to learn from their experience.</p>
Requirements in terms of experience and education	<p>The successful candidate will have the following:</p> <ul style="list-style-type: none"> • Good level of written English and Mathematics (GCSE grades A-C or equivalent required) • Good working knowledge of Microsoft packages and the use of Social Media. <p>EXPERIENCE & CAPABILITIES</p> <ul style="list-style-type: none"> • Working with local communities with targeted interventions • Experience of developing a project/activity • Experience of ensuring community projects adhere to safeguarding and health and safety policies • Interviewing skills and the ability to build people's confidence by listening and getting them involved • Administrative skills and experience of setting up systems • Experience of planning and organising work to meet targets • Knowledge of monitoring and evaluating projects • Working with a wide range of stakeholders across the public, private and third sector • Working with people in all their diversity and display an empathy and understanding of their lives. • Understand and appreciate the value and role of volunteers. • Possesses a driving license and has the use of a car for work purposes.
Hours of work per week	14 hours initially with a potential for up to 21 hours following review after 6 months.
Days and times of work	Core Hours to be confirmed as the flexibility and willingness to

	work outside normal office hours is required within this role.
Scale point and Rate per Hour	Within the range SCP 26-34 (£12.89 - £16.31 per hour) depending on qualifications and experience
Start date	March 2019 or sooner
How to apply – letter, CV or Application Form	Application Form – please email parishclerk@melbournpc.co.uk
Closing date for applications	Closing date: 19 th February 2019
Who to contact for more information	Parish Clerk
Postal Address (or email address) to send applications	Melbourn Parish Council The Hub, 30 High Street, Melbourn, SG8 6DZ

STRATEGIC VISION

To restore the trust and confidence of the Parish Council to the residents of Melbourn in the diversity of Service, guidance, advice and associated expenditure.

DRAFT STRATEGIC PLAN NOVEMBER 2018 TO OCTOBER 2019

Aim: To maintain public confidence in the Parish Council and develop a clear view of how Melbourn residents want the village to be improved.

1. Openness and transparency, and engagement with the community.

- To develop further the annual Melbourn Awards and use this to make the Annual Parish Meeting a 'must attend' event.
- Re-design the website to make it a repository of easy-to-find information.

Outcome: To develop further public engagement with the Council's business.

2. Work effectively as a PC, ensuring that governance is excellent.

- Identify any missing policies.
- Complete the review of policies and adopt an action plan for their proper implementation.
- Understand the changing environment in which the Council will operate.
- Co-opt new Councillors as a matter of urgency.
- All new Councillors to have mandatory training within 3 months of joining the Council.
- Publicise the work of councillors and the rewards to those who serve.

Outcome: To achieve the aim of having 2/3 of Councillors elected in the 2022 election.

3. Be a good employer.

- Carry out employee training on PC expectations when at work, together with employee rights and obligations; this is to be done in conjunction with routine performance appraisals.
- Address better fulfilment of Health and Safety obligations through Risk Assessment of working conditions (both inside and outside work) and

implementation of preventative measures where these are found to be needed.

- Review and re-write PC Health and Safety Policy and Procedures.

Outcome: a workforce which is clear about what the council expects from it and is confident to raise concerns if necessary.

4. Establish a clear understanding of the Council's Finances and develop a strategy for future spending

- Plan to bring the level of reserves up to an amount equivalent to the Council's 6 month spend.
- Continue to review value for money in all the Council's activities, including ensuring contracts are fit for purpose.
- Investigate ways of increasing the Council's income, including making grant applications.
- Develop a 'Maintenance Map' so everyone can see what areas of the Parish are owned by the PC and what is maintained by it.
- Develop a Maintenance and Replacement Plan for Parish Council-owned assets.

Outcomes:

- **A Parish Council which has a clear picture of its actual spend and committed spend at any point in the financial year.**
- **A published plan to build the reserves up to an acceptable level with timescales.**

5. Further Development of the Hub in conjunction with the Hub Management Group.

- Creation of a reliable Hub Asset Register, supported by a costed maintenance and replacement plan.
- Propose benefits and services needed by Melbourn and the surrounding villages for inclusion in the Hub Business plan, where these are consistent with the constraints of the business and its charter as a charity.
- Work with the Hub Management Group to develop a plan for extending the Hub which will be subject to public consultation.

Outcome: The commitment which the Parish Council has to the Hub¹ is supported by a plan to sustain and develop the potential of a Parish asset.

¹ The parish Council has an on-going commitment to fund the loan taken out for the building of the Hub. The PC and HMG must therefore work closely together to ensure that the Hub delivers for the Parish the aims set out in the Hub Vision (PC297/16). The PC continues to support the Hub financially and logistically subject to assurances that the HMG runs the Hub efficiently and for the benefit of the community.

6. Develop plans to deliver new projects for the Parish.

- Use of s106 money to mitigate future development:
 - Replacement skateboard ramp
 - Pull off at the Co-op

Outcome: By October 2019 to have drawn up a business case for each project which includes a case of need, plans and costs. Each business case must show evidence of consultation with the community and whether or not the project is supported by the public.

7. Become a Council which has a clear idea of what its community wants and which works to achieve them.

- To develop, publish and carry out a consultation plan linked to the future plans set out at 6 above.
- Consult the community on what improvements to Melbourn are needed.
- Determine what is needed to integrate the new homes into village life.
- Put into place a Time bank for Melbourn.

Outcome: A published plan whose impact can be seen in the Outcome for 6.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every October prior to setting the Precept