

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Tuesday, 4 May 2021 at 7.30pm via**Zoom link <https://zoom.us/j/94914640440> 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 or on request to the Clerk***Present:** Cllrs Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Buxton, Davey, Hart, Kilmurray, Travis, Wilson**Absent:****In attendance:** Claire Littlewood (Parish Clerk) and one member of the public**PC001/21 To receive nominations and to elect the Chair of the Parish Council**

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year. Cllr Clark so sign the Declaration of Office in the presence of the Parish Clerk.

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

PC002/21 To receive nominations and to elect the Vice-Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Cowley as Vice Chair of the Parish Council for the new civic year. Cllr Cowley to sign the Declaration of Office in the presence of the Parish Clerk.

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

PC003/21 To receive and approve apologies for absence

Apologies were received from County Cllr van de Ven and District Cllr Hales.

PC004/21 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

PC005/21 Chair's Announcements – For information only

There were no Chair's announcements.

PC006/21 To approve the minutes of the Parish Council Meeting 26 April 2021

It was:

RESOLVED to approve the minutes of the Parish Council Meeting of 26 April 2021 as an accurate record.

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

PC007/21 To report back on the minutes of the Parish Council Meeting 26 April 2021

PC135/20d) Following discuss with the RFO, Cllr Cowley to take over verification of bank reconciliations.

PC139/20 Clerk to follow up on further Gypsy Romany awareness training available.

PC008/21 Appointment of Standing Committees

- a) **Planning Committee** (max eight Cllrs)

Cllr Buxton

Cllr Clark

Cllr Cowley

Cllr Hart

Cllr Kilmurray

Cllr Wilson

b) **Finance & Good Governance** Committee (max nine Cllrs)

Cllr Barnes
Cllr Cowley
Cllr Clark
Cllr Hart
Cllr Kilmurray

c) **Maintenance Committee** (max six Cllrs)

Cllr Baker
Cllr Barnes
Cllr Clark
Cllr Cowley
Cllr Kilmurray
Cllr Travis

d) **MAYD Joint Committee** (max three Melbourn Cllrs)

Cllr Barnes
Cllr Hart
Cllr Travis

PC009/21 Appointment of Standing Working Parties

a) **Melbourn Futures Working Party**

Cllr Baker
Cllr Barnes
Cllr Davey
Cllr Clark
Cllr Hart

b) **Melbourn Play Parks Working Party**

Cllr Clark
Cllr Cowley
Cllr Hart
Cllr Kilmurray
Cllr Travis

c) **Website Working Party**

Cllr Baker
Cllr Barnes
Cllr Kilmurray

d) **HR Panel**

Cllr Buxton
Cllr Clark
Cllr Hart
Cllr Travis

PC010/21 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses
- b) Board of Trustees of Martin's Charity
- c) Board of Trustees of Triggs Charity Trust
- d) Melbourn Mobile Warden Scheme
- e) Melbourn Community Hub Lunch Club

The reports were noted.

PC011/21 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no questions from members of the public in attendance.

PC012/21 Futures Working Party

- a) To consider approving the village flyer
Cllr Barnes was thanked for her work on the flyer.

It was

RESOLVED to approve the flyer as drafted for distribution to all residents of Melbourn.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

ACTION: Clerk to share flyer on social media and notice boards.

- b) To consider approving printing and delivery costs for the Village Flyer

Printing costs are estimated to be no more than £50 with delivery costs up to £150. A member suggested that the Timebank may be able to help with distribution. Noted that in the event that Timebank volunteers are unable to help, distribution should not be delayed. **ACTION:** Clerk to follow up with Timebank Coordinator.

It was:

RESOLVED to approve expenditure of up to £200 for printing and distribution of the flyer.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.

PC013/21 To note the date of next meeting: Monday, 24 May 2021

Noted that the date of the next full Council meeting will be Monday, 24 May 2021.

The meeting closed at 7.50pm.

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 26 April 2021 at 7.30pm via**Zoom link <https://zoom.us/j/98229989123> 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 or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Buxton, Davey, Hart, Kilmurray, Travis**Absent:****In attendance:** Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales, approximately 12 members of the public**PC129/20 To receive and approve apologies for absence**

Apologies were received from Cllr Wilson.

It was:

RESOLVED to accept Cllr Wilson's apologies for absence.

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

PC130/20 To receive any Declarations of Interest and Dispensations

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

Declarations of interest received from:

Cllr Travis

- Items PC137/20a) – d) as a Director of the Hub

- Item PC138/20 – as Chair of the MAYD Joint Committee

Cllr Kilmurray

- Item PC137/20/a – d) as a Director of the Hub

Cllr Hart

- Item PC138/30 – as a member of the MAYD Joint Committee

Cllr Barnes

- Item PC138/20 – as a member of the MAYD Joint Committee

Cllr Cowley

- Item PC138/20g) – his son has recently jointed the 1st Orwell Scouts

- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

- c) To grant any requests for dispensation as appropriate

Dispensations were granted to Cllrs Travis, Kilmurray, Hart, Barnes and Cowley as detailed in a) above to participate in the discussion but not to vote.

PC131/20 Chair's Announcements – For information only

Update to be provided under PC141/20.

PC132/20 To approve the minutes of the Parish Council Meeting 22 March 2021

Two minor amendments were requested:

- PC122/20c) Correct the spelling of **anchor rods** in second line of the resolution.- PC123/20d) Correct the spelling of **Dr Atkins** name under ACTIONS.

It was:

RESOLVED to approve the minutes as an accurate record of the meeting, subject to the corrections noted above.

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

PC133/20 To report back on the minutes of the Parish Council Meeting 22 March 2021

PC122/20b) Latest heating invoice has been given to Cllr Cowley.

PC123/20e) Awaiting updated quote from Willards

PC126/20b) Orchard Gardens : Email has been sent to s106 Officer at SCDC / Greengage Rise – Letter sent to Taylor Wimpey. Residents advised.

PC134/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

A member of the public queried if the Parish Council would consider installing a further AED. A cllr noted that the AED located at the Hub was available to the public who could access it by dialing 999 in an emergency.

PC135/20 Governance:

a) To receive reports from the District and County Cllrs for Melbourn
County Cllr van de Ven's report was received. Noted that activities are reduced due to purdah.

b) To consider a draft calendar of meetings for the forthcoming civic year
Correction required to remove reference to bank holiday on 4 April 2022.

It was:

RESOLVED to approve the calendar of meeting subject to the removal of reference of a bank holiday on 4 May 2022.

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

Noted that District Council have taken advice on arrangements for meetings after 7 May.

ACTION: Clerk to discuss with Chair.

c) To note the resignation of Cllr Claire Kent

Claire Kent's resignation was noted. Chair asked the minutes to note thanks for her contribution to the Parish Council.

d) To nominate a councillor to carry out verification of bank reconciliations

ACTIONS:

- Clerk to email all Cllrs with details of what is required and seeking a volunteer for the role.

- Clerk to discuss with RFO if it would be appropriate for Chair of PC and/or Chair of F&GG to do this.

e) To consider approving revised Maintenance Contracts for tender

Noted that Contracts had been updated to include two options for contractor invoicing.

It was:

RESOLVED to approve the revised Invitation to Quote for Cemeteries.

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

It was:

RESOLVED to approve the revised Invitation to Quote for Grass Cutting.

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

It was:

RESOLVED to approve the revised Invitation to Quote for General Maintenance.

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

It was:

RESOLVED to approve the revised Invitation to Quote for Grounds Maintenance of Sports Grounds and Playing Fields.

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

f) To receive any updates and consider actions

There was nothing further to discuss.

PC136/20 Finance Matters:

- a) To receive and consider the approvals list for April 2021
Noted that there were two approvals lists – one up to 31 March 2021 and one from 1 April 2021.

It was:

RESOLVED to approve the Approvals List for payments up to 31 March 2021.

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

It was:

FURTHER RESOLVED to approve the Approvals List for payments from 1 April 2021.

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

ACTION: Cllr Cowley to review electricity bills for 6 months.

- b) To receive and consider finance report for April 2021
No finance report was available due to year end.
- c) To retrospectively approve expenditure on replacement desktop computer
It was:
RESOLVED to retrospectively approve expenditure on a replacement desktop computer in the amount of £631.08 + VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To receive any updates and consider actions
There was nothing further to discuss.

PC137/20 Melbourn Community Hub:

- a) To receive an update on the Hub extension project

The report was received.

- b) To consider approving variations to the contract awarded to Brownstone

Noted that following discussions with Brownstone, the contract approved by the Parish Council on 22 February would be amended as indicated on the revised Bill of Quantities:

- Item 7 : Cladding & External Finishing £4,120.63 - Noted an increase of £1,306.66 following full inspection of the works required

- Item 15 : Our Preliminaries £3,175.00 - Preliminaries to include H&S measures for contractors onsite.

- Item 16 : Entrance hall 1st & 2nd floor alternations £3,890.00 - Works originally budgeted separately at a cost of £12,568.00 by a different contractor. Brownstone have quoted to include the works in the current contract at a cost of £3,890.00 – costs largely reduced as contractors already on site.

It was:

RESOLVED to approve variation of the contract with Brownstone by amendment of Item 7 in their Bill of Quantities – Cladding and External Finishing at a cost of £4,120.63 + VAT.

Proposed by Cllr Buxton, seconded by Cllr Hart. In favour Cllrs Buxton, Hart, Baker, Cowley, Barnes, Clark, Davey. Abstain Cllrs Travis and Kilmurray.

It was:

FURTHER RESOLVED to approve variation of the contract with Brownstone by addition of item 15 of the Bill of Quantities – Our Preliminaries at a cost of £3,175.20 + VAT.

Proposed by Cllr Clark, seconded by Cllr Davey. In favour Cllrs Clark, Davey, Buxton, Hart, Baker, Cowley, Barnes. Abstain Cllrs Travis and Kilmurray.

It was:

FURTHER RESOLVED to approve variation of the contract with Brownstone by addition of item 16 on the Bill of Quantities – Entrance hall 1st and 2nd floor alterations at a cost of £3,890.00 + VAT.

Proposed by Cllr Davey, seconded by Cllr Hart. In favour Cllrs Davey, Hart, Clark, Buxton, Baker, Cowley, Barnes. Abstain Cllrs Travis and Kilmurray.

The value of the contract as varied above is now £49,113.59 + VAT.

- c) To note remote decisions taken with regard to additional works awarded to Jordan and Sons

The following remote decisions were noted:

Works awarded to Jordan and Sons:

- Plinth and face brickwork : £1,296.00 + VAT
- Landscaping works : £3,230.00 + VAT
- Demolition works : £1,580.00 + VAT

under delegated authority to the Clerk, RFO and Chair (PC121/20b).

- d) To receive any updates and consider actions

District Cllr Hales invited Cllrs to visit the Hub to inspect progress on the site.

PC138/20 To consider the following Grant applications:

As in previous years, each Grant application was considered on its merits followed by a resolution of the grant award to be made. Noted that Quintas Energy have advised they are migrating their finance systems which will result in a short delay in payment of solar farm monies to the Parish Council. Monies will be distributed once received.

- a) Melbourn Mobile Warden Scheme

It was:

RESOLVED that in accordance with s142(2A) of the Local Government Act, 1972, an award of £5,000 from precept should be made to the Melbourn Mobile Warden Scheme.

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

- b) Melbourn Area Youth Development

Grant to be made from precepted monies. Noted that youth club has been affected by Covid restrictions but plans to resume activities are under discussion.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £6,000 from precept should be made to the Melbourn Area Youth Development.

Proposed by Cllr Buxton, seconded by Cllr Baker. In favour Cllrs Buxton, Baker, Kilmurray, Cowley, Davey, Clark. Abstain Cllrs Travis, Hart and Barnes.

- c) Community Rail User Group

Grant to be made from precepted monies. Cllr van de Ven noted that applicant is **Community Rail User Group**.

It was:

RESOLVED that in accordance with s142(2A) of the Local Government Act, 1972, an award of £700 from precept should be made to the Community Rail User Group.

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

- d) Royston & District Community Transport

Grant to be made from s106 monies made available by Cambridgeshire County Council for Community Transport Scheme (discussed under PC123/20c 22 March 2021)).

It was:

RESOLVED that in accordance with the s26 of the Local Government and Rating Act 1997, an award of £5,000 from s106 monies should be made to Royston & District Community Transport.

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

- e) St Georges Allotment Association

It was:

RESOLVED that in accordance with ss9-10 and s6 of the Open Spaces Act 1906, an award of £290 from community benefit funds should be made to St Georges Allotment Association.

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

f) Melbourn Dynamos

Dynamos' grant application for £15,489.55 would be considered in two parts:

- £11,990.64 for kit, training and ancillaries;
- £3,498.91 for grounds maintenance.

Representatives of the applicant were in attendance. Activities curtailed due to Covid with fees reduced for members. Club has many members from Melbourn and funds membership where there is a need to support. Fundraising opportunities had been reduced during 2020/21. A cllr suggested that Dynamos should also apply to neighbouring villages for community benefit funding.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £11,990.64 from community benefit funds should be made to Melbourn Dynamos.

Proposed by Cllr Travis, seconded by Cllr Hart. In favour Cllrs Travis, Hart, Buxton, Barnes, Baker, Clark, Davey, Kilmurray. Against Cllr Cowley.

Further discussion with regard to the application for £3,498.91 in respect of grounds maintenance. Noted that the pitches are on the public recs. Suggested that this should be deferred until later.

It was:

RESOLVED to defer a decision on the grounds maintenance element of the grant application in the sum of £3,498.91 until later in the year to be considered by Maintenance Committee and Finance & Good Governance Committee.

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

g) 1st Orwell Scout Group

Representatives of the applicant were in attendance and provided information as to number of camps and other activities that required a trailer. Noted that the current trailer had last 15 years. Noted that c80% of members were residents of Melbourn. A cllr suggested that Scouts should also apply to neighbouring villages for community benefit funding.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £4,795.94 from community benefit funds should be made to 1st Orwell Scouts.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes. In favour Cllrs Kilmurray, Barnes, Clark, Hart, Buxton, Baker, Travis, Davey. Abstain Cllr Cowley.

h) Melbourn Primary School PTFA

Noted that the amount required dependent on where the display would be held. MVC is not available this year. Applicant suggested seeking permission to hold the event on one of the parish recreation grounds. Cllrs noted that this would require careful planning and consideration to ensure the event was fully risk assessed and all safety measures in place. Cllrs suggested that this could be considered for 2022. Applicant would seek a grant of £2,200 to hold a smaller event to be held on the Primary School. The PTFA were encouraged to look at other sources of funding.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act, 1976, an award of £2,200 from community benefit funds should be made to Melbourn Primary School PTFA.

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

i) Melbourn Fete Committee

A representative was in attendance. A cllr suggested that the applicant might also look to Covid Restart funding and Community Chest.

It was:

RESOLVED that in accordance with s145(1)(a) and (2) of the Local Government Act 1972, an award of £1,000 from community benefit funds should be made to the Melbourn Fete Committee

to support the Melbourn Fun Day and Open Gardens events.
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.

j) Community Support for Dementia

Representatives were in attendance and provided details of events they were able to organise over the past 12 months. Activities curtailed due to Covid restrictions but efforts were made to retain contact with members / carers.

It was:

RESOLVED that in accordance with s137 of the Local Government Act 1972, an award of £6,255.37 from community benefit funds should be made to Community Support for Dementia.
Proposed by Cllr Travis, seconded by Cllr Baker. All in favour.

k) Celebrating Ages

District Cllr Hales was in attendance as representative and provided some background information on previous events held. Covid restrictions had prevented any events in 2020 but events planned for November/December 2021 and a further event in the spring 2022.

It was:

RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act 1972, an award of £5,100 should be made to Celebrating Ages.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

l) Cambridgeshire Search and Rescue

A representative was in attendance and provided a comprehensive overview of activities.

It was:

RESOLVED that in accordance with s137 of the Local Government Act 1972, an award of £500 from community benefit funds should be made to CamSAR.
Proposed by Cllr Buxton, seconded by Cllr Hart. All in favour.

m) To consider funding repairs to the Parish clock from Community Benefit Funds

Noted that Smiths of Derby have been instructed to carry out repairs to get the clock working – work to be funded from donation. Further repairs may be required to replace chimes mechanism. To be monitored with an application for community benefit grant later in the year if necessary. A suggestion was made that the Church be approached to contribute towards the repairs.

It was:

RESOLVED to hold over a decision on funding repairs to the chimes mechanism until later in the year.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

PC139/20 To receive an update on Gypsy Romany awareness training

Cllr Hart reported back that this training was very worthwhile. **ACTION:** Clerk to find out more information with a view to arranging for all councillors to attend.

PC140/20 To receive the Timebank Coordinator's report

The report was received.

PC141/20 Melbourn Futures Working Party

a) To consider approving printing and delivery costs for the Village Flyer

To be deferred until draft flyer is available. Flyer and costs to be circulated for email decision so that flyer can be included in Welcome Packs currently being prepared for distribution.

[21:47 County Cllr van de Ven and District Cllr Hales left the meeting]

b) To consider approving an article for The Melde

It was:

RESOLVED to approve the article for publication in The Melde.

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

- c) To receive any updates and consider action

Chair of the Futures Working Party provided an update on current activities including research into MVAS units, identifying potential locations, application to Balfour Beatty for use of lampposts. Also reporting highways faults to County Highways to maintain a record.

PC142/20 Policies and Terms of Reference

- a) To consider approving revised Terms of Reference for the Melbourn Play Parks Working Party

Terms of Reference to be amended at 1.1 to read '*The MPPWP will consist of **up to five** Councillors and up to three members of the public.*'

It was:

RESOLVED to approve the revised Terms of Reference for the Melbourn Play Parks Working Party as amended.

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

- b) To receive any updates and consider actions

There was nothing further to report.

PC143/20 HR Matters:

- a) To consider approving a Capability Policy

It was:

RESOLVED to approve the Capability Policy.

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

- b) To receive any updates and consider actions

Chair of the HR Panel reported that Dennis Bartle had resigned and would be leaving towards the end of May. Councillors noted their thanks to Dennis for his hard work for the Parish Council. Advertisement for a new part time Village Warden to be posted this week.

PC144/20 To note the date of next meeting:

The next meeting of the Parish Council will be the Annual Parish Council Meeting to be held on Tuesday, 4 May 2021 at 19:30.

The meeting closed at 22:02

John Clear Almshouses (Mrs M Howard)

FRANCIS JOHN CLEAR ALMSHOUSES : Annual Report to Melbourn Parish Council 2020

This is my FORTY FOURTH Annual Report from the Trustees of the Almshouses to the Parish Council and certainly typed under the most unusual circumstances due to the Covid 19 lockdown.

Our constitution requires that we have at least two Trustees meetings a year but we mostly have anything between four and ten meetings depending upon the business to be discussed. In the year since I delivered my last report we only had four meetings. Everything has been running smoothly and these days a number of small decisions can be made by means of a round robin email. Our last meeting was in January of this year when we re-elected our chairman Brenda Meliniotis and noted sadly the long term illness of Eric Johnston, a long serving Trustee and ex chairman. Fortunately he is making a good recovery and has resumed the rather thankless task of perusing the information and instructions which come from the National Association of Almshouses and deciding which pieces apply to us. We are, of course, very small beer compared with many Almshouse complexes.

Since the start of the pandemic, Brenda has been in touch with all four of our Licencees (as they are officially called) and they are all coping well and appear to have the support they need. The boilers were serviced shortly before lockdown so we know that those are all in good order. We had a shower seat fitted for one lady who had had a bad fall and could not get in her bath. There remains only one bathroom which has not been modernized and that is purely because the lady in no. 61 does not want the inevitable upheaval.

We finished paying off our first loan from the NAA on 1st December 2019 and the second loan repayments will end in March next year. These interest free loans were taken out for the refurbishment of Nos 55 & 57 – the NAA preferred to lend us the money rather than us selling some of our shares. All the recommendations made in the Quinquennial report have been carried out except for the dry lining of the porches in 55, 59 and 61 and this will be done when normal life is resumed. Our financial situation is very comfortable.

As I have said, Brenda Meliniotis continues to be our Chairman and the Board of Trustees remains the same - Arthur Alderton, Val Barrett, Peter Chilvers, Hilary Docwra, Eric Johnston and myself,

Our licensees had a small rent increase last year to satisfy NAA recommendations and they continue to be very happy in their accommodation and look after their properties and gardens very well.

We are pleased that the Parish Council continue to store our archives and trust that they will remain in safe keeping.

Every year I feel I should point out that all the Almshouse Trustees are extremely conscientious and we take our responsibilities seriously. One or two of us have held the post for many, many years, to my knowledge no Trustee has ever taken a penny in expenses for telephones, printing, petrol etc. They are all doing an excellent job on behalf of the village and I think this should be acknowledged.

I am sure that you will agree that the Almshouses are as ever a credit to the village. This is my report in the 95th year since the Almshouses were built.

Mavis Howard,

June, 2020

FRANCIS JOHN CLEAR ALMSHOUSES : Annual Report to Melbourn Parish Council 2021

This is my FORTY FIFTH Annual Report from the Trustees of the Almshouses to the Parish Council and there is very little to say !

At the risk of repeating myself, despite the fact that our constitution requires that we have at least two Trustees meetings a year, due to the Covid Pandemic we have had to rely on telephone conferences and emails in order to continue our management of the property, although we did manage to have a meeting in Hilary Docwra's garden in September, suitably distanced!

Brenda has continued to keep in touch with all four of our Licensees (as they are officially called) and they have all coped well except for one of our residents who can sadly no longer live on her own and has moved to a care home. This means that we have a vacancy which has been duly advertised in all the proscribed ways and we have already had several people show an interest in the unit. It will, of course, have to be deep cleaned before a new occupant moves in but as it is one of the two recently refurbished units it is in excellent condition.

The boilers were serviced during one of the breaks in Lockdown and our dedicated team of tradesmen have continued to respond swiftly to any callouts regarding electricity, heating etc. We are very fortunate in having such good support from them. We have continued to do routine jobs such as clearing the gutters and carrying out safety checks.

We have now finished paying off both loans from the NAA. These interest free loans were taken out for the refurbishment of Nos 55 & 57 – the NAA preferred to lend us the money rather than us selling some of our shares. All the recommendations made in the Quinquennial report have been carried out except for the dry lining of the porches in 55, 59 and 61 and this will be done when normal life is resumed. Our financial situation is very comfortable but even so our licensees will have a small rent increase in June to satisfy NAA recommendations and they continue to be very happy in their accommodation and look after their properties and gardens very well.

As I have said, Brenda Meliniotis continues to be our Chairman and the Board of Trustees remains the same - Arthur Alderton, Val Barrett, Peter Chilvers, Hilary Docwra, myself, and Eric Johnston continues to do the rather thankless task of perusing the information and instructions which come from the National Association of Almshouses and deciding which pieces apply to us. With only four units we are, of course, very small beer compared with many Almshouse complexes.

We are pleased that the Parish Council continue to store our archives and trust that they will remain in safe keeping.

Every year I feel I should point out that all the Almshouse Trustees are extremely conscientious and take our responsibilities seriously. One or two of us have held the post for many, many years, to my knowledge no Trustee has ever taken a penny in expenses for telephones, printing, petrol etc. They are all doing an excellent job on behalf of the village and I think this should be acknowledged.

I am sure that you will agree that the Almshouses are as ever a credit to the village. This is my report in the 96th year since the Almshouses were built – maybe we should be thinking now of some way in which to celebrate their centenary!

Mavis Howard,

April, 2021

Martins Charity (Parish Clerk)

Annual Report of Martins Charity 2020/2021

The opening balance on 1st April 2016 - £21.55

The closing balance on 31st March 2017 - £21.55

The Clerk
5 May 2021

Triggs Charity (Val Barrett / Gillian Morland)

Herewith the latest report from Trigg Charity for 2019/2020

The Grants Application Meeting was held on 7th November, 2019

The Secretary reported that the income from the last financial year to 31st March, 2019 was £5,415.65. Following the example of not granting more than income and taking off the grants awarded during the period up to 31st March, the balance available was £3,615.65

The Trust demands a moiety between the Melbourn and Meldreth schools and the other schools in the area, hence the allocation of funds are even between the aforementioned schools.

Applications were received from some, but not all the eligible schools.

Those receiving the awards were:

Melbourn Village College

Melbourn Primary School

Hauxton Primary School

Harston Primary School

Barrington Primary School

Thriplow Primary School

The next Grants Application Meeting is due to take place on 12th November, 2020

Kind regards

Val Barrett

Report for 2020/21

As Treasurer and Secretary for the Trigg Trust I can report that the last financial year from April 2020 to March 2021 has seen the fund grow by the modest interest the capital attracts each year. We have unfortunately been able to offer grants during that period as some of our Trustees are not on line so were unable to zoom or skype, which was required due to covid.

However, it is hoped to resume normal business as soon as face to face meetings are allowed and Trustees are comfortable to meet in person again.

Meanwhile the local schools who can benefit from the Trust will be kept informed when it is possible to consider grants again.

Gillian Morland

On behalf of the Trigg Trust

Melbourn Mobile Warden Scheme : Annual Report 2020 – 2021

Chair

It has been said I'm sure, that 2020 was a difficult year to say the least, a year stained with sadness and loss. However it is a real pleasure to report that for Melbourn Mobile Warden Scheme (MMWS) has had a very successful year.

From March 2020 when lockdown was announced by Government, the mobile wardens stopped visiting their clients. All clients were informed along with family members where appropriate as to how the scheme would engage with clients for the duration of the lockdown.

The service reinvented itself to some degree by calling the clients every day and spending some considerable time chatting about events.

Small events were arranged, like the lockdown Afternoon Tea. Clients were all given a goody bag that contained various treats accompanied by a scone, cream, Jam and a tea bag. A letter was included that invited clients to have the afternoon tea at a set time on a set day, thus all enjoying the same collective experience. It proved to be extremely successful and welcomed by the clients.

A bigger better newsletter was created and distributed, the newsletters were very popular and continue still. The MMWS trustees and head warden would like to thank the Parish Council for its support and use of their printer.

Hampers were given out at Christmas the food stuffs and treats were purchased from Fieldgate Nurseries but at a much discounted rate, MMWS are very grateful to them for this gesture.

When the first lockdown was lifted wardens managed to restart door step visits, but sadly as we all now, this was a short lived period before we went back into lockdown.

This next period was I think the trickiest and possibly the most harmful. Clients seemed to suffer more during this period but given their long lives and experiences from those long lives, they managed to ride the storm again.

It must be said that no clients were lost to Covid-19 which gives the whole MMWS team great comfort.

MMWS have lost some clients who have moved into full time care.

For 2021 there are plans to reintroduce the lunch club at the Hub if restrictions allow, when safe we will organize trips out for clients.

Whilst client numbers have regained stable for 2020 and the first half of 2021, it is the intention of the scheme to run several advertising campaigns during this year and next, to attract new clients and continue to build the scheme

Our main goal for the rest of 2021, is to support the clients in their social recovery process.

Once again the MMWS Trustees wish to sincerely thank the Parish Council for its continued support during these dark and uncertain times and of course now that the future looks brighter, the future.

Thank you
Colin Conner, Scheme Chair

Melbourn & Meldreth Lunch Club (Jeannie Seers)

Lunch Club at Melbourn Hub

Report 2020/2021

Potted History

'Lunch Club' was set up some years ago and formerly known as 'Melbourn and Meldreth Self Help Group'. The 'club' was to provide a setting for the elderly to meet weekly, to socialise over a hot cooked meal, for which a set charge was made to members. Members were transported by a combination of volunteers and Royston & District Community Transport.

The club was based at Vicarage Close for some time, run by a succession of volunteers. Initially meals were cooked by volunteers on the premises, before the meals were then sourced from Moorlands Care Home and collected for delivery to Vicarage Close for a negotiated price per head.

Until the end of 2018, the club was being run by Melbourn Mobile Warden Scheme using Moorlands for the meals, but when they were unable to continue, the Hub offered to take over the Lunch Club from 2019.

It began operating at Melbourn Hub on a Wednesday for three weeks out of four from February 2019 and a report was provided to Melbourn Parish Council for the first year, showing it was a popular amenity and had enjoyed an increase in attendees.

Current Status

Unfortunately, from March 2020 until present, Lunch Club has been unable to operate at any point due to the Covid-19 pandemic, so there is no activity to report at all during this year.

Lunch Club members are feeding back that they are keen to return, once able to do so safely and lawfully. Melbourn Hub will continue to review the situation regarding any potential reinstatement of Lunch Club in line with government guidance.

Thank you to Melbourn Parish Council for your support.

Jeannie Seers

Director - Melbourn Hub

28th April 2021

MAYD Joint Committee : Annual Report MAYD 2019/2020

Introduction

This has been an eventful and challenging year for youth club. As we all come to terms and adjust to the current restrictions associated with Covid 19, we are most grateful to Groundwork for their flexible approach in continuing to deliver youth club at a time when young people may find themselves feeling very isolated. Regular updates on 'virtual youth club' will follow. This report will focus on activities throughout the previous year.

Formation of MAYD Joint Committee

At the MAYD meeting on 2 October 2019, it was discussed that, in accordance with s102(4) of the Local Government Act 1972, MAYD be reconstituted as a Joint Committee. This would enable all MAYD Joint Committee members to vote. Formation of the Joint Committee was agreed at the January 2019 meeting and new Terms of Reference were adopted (Appendix 1). Currently, the Joint Committee has representation from Melbourn, Meldreth and Shepreth Parish Councils, County Cllr van de Ven, District Cllrs Hart and Hales.

We would encourage all Joint Committee members to attend the quarterly meetings where possible. We are aware that day time meetings are difficult for members who work. However, having considered the possibility of evening meetings, we feel that the majority of current members find day time meetings more accessible.

Foxton Parish Council has withdrawn from the Joint Committee but has offered to cover the cost of any young people attending youth club from their village. Our thanks go to Louise Lord for her valuable contribution.

Youth Club

The Monday evening back to back sessions continued throughout the year. Attendance at the early session was relatively steady whilst the later session saw numbers reduced.

Unfortunately, we received reports of increasingly poor behaviour both within youth club and outside during the sessions. Groundwork addressed these issues but were frustrated at being unable to make contact with parents / carers of some of the young people involved. An outcome from this is a requirement for young people re-registering for youth club after the summer break to attend with a parent / carer to complete the registration form. This will enable Groundwork to ensure that contact details are up to date and parents / carers are made aware that they will be contacted if necessary.

This strict re-registration arrangement unfortunately saw a reduction in the number of young people attending youth club. However, the Joint Committee is supportive of this approach as a way of engaging with families to overcome behaviour concerns. Young people who have re-registered have commented that they feel safer and happier with the stricter arrangements.

At the January meeting, Groundwork presented two proposals for delivery of their service for the year from April 2020. The proposal approved by the Joint Committee was for open access youth club to be held at the pavilion during the summer months with a winter programme incorporating four 6-week workshops (Appendix 2).

Finances

Melbourn continues to have the highest number of young people attending. Numbers from other villages fluctuates month to month. Royston Town Council have not yet taken up our offer to participate in the Joint Committee although numbers from Royston hold steady. We will continue to liaise with them in the hope that they will participate and contribute financially in the future.

The Financial Agreement for 2020 is yet to be signed. Invoices based on the previous year's attendance are being prepared and will be sent to participating Parish Councils shortly.

A word of thanks to Mrs Lynn Travis for her generous donation of £250 which will be allocated to cooking activities once youth club resumes.

Improvements to the pavilion

Melbourn Parish Council is currently investigating sources of funding to make improvements to the pavilion. This may include installing acoustic panels in the main room, a tidy up and deep clean of the kitchen and installing secure storage on the rear patio. This is an ongoing project and clearly, any works will only be carried out once current Covid 19 restrictions are lifted.

Summary

In these difficult and uncertain times, we remain committed to providing this provision for young people in our villages. Now more than ever, we feel that young people need the support available from the youth workers at Groundwork and from each other. We will continue to review current arrangements for virtual youth club and look forward to a resumption of business as usual.

Cllr John Travis, Melbourn Parish Council

Chair, MAYD Joint Committee

Date: April 2020

Annual Report MAYD 2020/2021 : Meetings of the Joint Committee 2020/2021

The MAYD Joint Committee has endeavoured to continue to meet quarterly. However, COVID restrictions have made this more difficult. Meetings have been held on 21 January 2019, 3 April 2019, 3 July 2019, 2 October 2019, 29 January 2020, 8 July 2020, 7 October 2020, 13 January 2021, 25 March 2021. The next meeting is provisionally scheduled for 15 June 2021.

Update and impact of COVID 19

The reporting year has been a difficult period for MAYD, due to the overwhelming impact of the Covid-19 pandemic with the associated rules and controls on face-to-face working.

At the time of the first lockdown in March 2020 Groundwork East quickly developed a virtual youth engagement programme that was formally approved by the MAYD committee. Unfortunately, the numbers of young people taking up this option were judged too few to make continuing it worthwhile. The last part of the 2020 spring programme was therefore cancelled by agreement at a MAYD joint committee meeting.

Due to the on-going problems of compliance to Covid-safe rules the committee had agreed to suspend all MAYD activities until the late autumn. However, further Covid restrictions meant that this arrangement was again cancelled.

At the commencement of 2021 it was finally agreed that another attempt be made at a virtual delivery and this took place during February and March. It was very successful with a high level of engagement covering all villages + Royston.

Finance and MAYD Joint Committee

A successful bid was made to obtain funding from North Herts DC to balance the costs of MAYD activities due to attendance of Royston young people. A North Herts District Councillor is attending meetings.

Foxton PC, who had withdrawn from the Joint Committee last year elected to re-join so the original four villages of Melbourn, Meldreth Foxton and Shepreth are now members alongside the support from North Herts.

Future plans

Groundwork East has suffered staff losses due to Covid. They are proposing a more focused 'Workshop' format for delivery during the forthcoming half term and summer holiday periods. Costings for the summer have been received from Groundwork East by MAYD and approval will be given to go ahead with the summer programme subject to a trial workshop agreed for May 2021.

Due to the extended periods of forced closure during the last 12 months the financial position of MAYD is fairly healthy for the remainder of 2021. Budgeting for 2022 will need to be revisited with the contributing parish councils later in the year, together with decisions on the best strategy for delivering MAYD.

The potential for using two different sites for youth club winter and summer is also being explored. The traditional pavilion setting would remain in the summer with the open grassed play areas to hand. Whereas the winter provision, where better inside space needs to be available, could be elsewhere in Melbourn or possibly at alternative rotating village sites.

The longer-term involvement of N Herts will be explored

Cllr John Travis, Melbourn Parish Council

Chair, MAYD Joint Committee

Date: April 2021

Get Involved

There are loads of ways to get involved in 'Our Melbourn' some of which are shown in this leaflet.

Lots of lovely people are already helping to make our village a better place to live, so to all the Time Bankers, litter pickers, volunteers and helpers in Melbourn,

♥ THANK YOU! ♥



Record and Report

If you see incidents of fly tipping, broken street name plates, abandoned vehicles or graffiti, use this link :

<https://www.scams.gov.uk/report/>

and choose the correct form (the more of us that report, the more likely that action might be taken!)

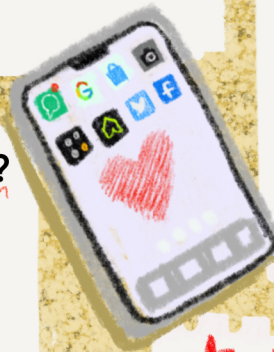
For problems with road markings, road signs, potholes and street lights, highways related flooding, report them here:

<https://www.highwaysreporting.Cambridgeshire.gov.uk>

What's happening in Melbourn?

Keep informed on village matters by reading the village and parish notice boards located at The Cross and adjacent to Melbourn Hub, checking out the Melbourn Magazine (delivered free) and going online at:

- ♥ www.melbourn.cambridge.org
- ♥ www.melbournhub.co.uk
- ♥ www.melbournparishcouncil.co.uk and on social media.



Melbourn Parish Council
www.melbournparishcouncil.co.uk
Parish Office tel: 01763 263303

Take care...

- ✓ Drive and park in Melbourn considering the safety and convenience of others.
 - ✓ Care for our environment by using litter bins and cleaning up after your dog.
 - ✓ Look out for your neighbours and help them if they need it and you are able to.
- And don't forget to take care of yourself!



Volunteer

There are lots of opportunities to volunteer in our village. Here are just a few:

Did you know that Melbourn has a 'Time Bank' where an hour spent helping someone will earn you 1 hour time credit? To find out more email your 'Time Broker', Stephanie Trayhurn timebank@melbournpc.co.uk

The Bookmark Cafe at Melbourn Hub is run by volunteers who greet customers, wait on tables and maintain cafe hygiene. If you can spare some time on a regular or ad hoc basis please email centremanager@melbournhub.co.uk

By volunteering for The River Mel Restoration Group you could help to monitor and maintain this rare and valuable natural treasure.

★ ★ Young People ★ ★

This is YOUR village too! Do you have any ideas about how Melbourn could be improved? Have a say in your village!

You may want to

- Help to keep the areas you enjoy free of litter
- Help to organise village activities
- Write an article for the Melbourn Magazine
- Join the Youth Club or other activities that interest you (e.g. Melbourn Dynamos football club, karate, Brownies & Guides) You may have other ideas...

✓ Contact the Parish Clerk on 01763 263303 for more info.



MELBOURN



YOU CAN MAKE A DIFFERENCE!

Aren't we lucky to live in such a beautiful place? Our village has such a lot going for it (see the list below for just a few reasons to love Melbourn). Many of us have come to appreciate where we live even more over the past year of restrictions.

This leaflet describes how you can get involved to make 'Our Melbourn' an even better place to live. If we work together and care about where we live, it will begin to show!

