

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**An online Annual Parish of this Parish was held on Wednesday, 5 May 2021 at 7.30pm via Zoom link <https://zoom.us/j/93796531013> 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

**1 To receive any apologies for absence**

None received

**2 To receive the Minutes of the Annual Parish Meeting held on 29 May 2019**

The Minutes were received.

**3 Report on aspects of the meeting held on 29 May 2019**

There was nothing to report.

Chair amended the order of the Agenda to receive the report of County Cllr van de Ven

**8 To receive a report from Cambridgeshire County Cllr van de Ven**

County Cllr van de Ven noted that 2020 had been the year of community and noted that it had been a pleasure to represent the village. Thanks were noted in particular to Tim Stebbing for his help with identifying blocked gulleys which have now been cleared. Other notable items included resurfacing of Beechwood Avenue; Melbourn Greenway; East West Rail consultation open until 9 June 2021; update on proposed Thakeham development. Noted that CCC will return to face to face meetings from 7 May. Also noted that CCC now located out at Alconbury.

Chair invited questions: A member queried when road markings would be reinstated on Beechwood Avenue. County Cllr van de Ven noted that this outstanding work is being followed up.

The report was received with thanks.

**4 To receive a report from The Chair of Melbourn Parish Council - Cllr Clark**

The Chair's report was received.

**5 To receive reports from the Committees and Working Parties of the Parish Council:**

**a) MAYD Joint Committee**

Cllr Travis presented a report for the MAYD Joint Committee. Noted that Covid restrictions has hampered delivery of youth club services by Groundwork. Holiday provision is planned for May half term with a review planned for further sessions over the summer. The report was received with thanks

**b) Planning Committee**

Cllr Killmurray's report was received with thanks. District Cllr Hales noted the good work of the Planning Committee with thanks.

**c) Finance & Good Governance Committee**

Cllr Cowley presented his report. Noted thanks to RFO for her work on the budget and precept. Noted increase in the precept for the year was 0.4%. The report was received with thanks.

**d) Maintenance Committee**

Cllr Travis presented his report for Maintenance Committee. Noted that the Committee had representation from members of the public and Parish Council wardens. An initiative which had proved very popular was that of inviting members of the public to plan trees in the Millennium Copse. Other projects underway are replacement of Stockbridge Meadows boardwalk and

Melbourn Play Parks Working Party. The report was received with thanks.

**e) HR Panel**

Cllr Hart presented the report for HR Panel. Noted that Dennis Bartle one of the village wardens will be leaving on 19 May 2021. The post is currently being advertised. The report was received with thanks.

**f) Futures Working Party**

Cllr Clark presented the report for Futures Working Party. Noted that there is good representation from members of the public on the working party. The report was received with thanks.

**g) Melbourn Play Parks Working Party**

Cllr Cowley presented the report for Melbourn Play Parks Working Party. Noted that s106 money is allocated to revamp The Moor play park. Working Party will have representation from members of the public. Initiation designs being reviewed. Works will need to go out to tender. Public consultation will be arranged. The report was received with thanks.

**6 To receive reports from the Parish Council representatives on Village Charities and Other Organisations:**

**a) Triggs Charity**

The report was received with thanks.

**b) Martins Charity**

The report was received with thanks.

**c) John Clear Almshouses**

The report was received with thanks.

**d) Melbourn Mobile Warden Scheme**

District Cllr Hales provided an update on the MMWS and thanked the Parish Council for its support. Noted that funding is also received from County and District Councillors as well as contribution from Shepreth Parish Council. The report was received with thanks.

**e) Melbourn & Meldreth Lunch Club**

The report was received with thanks.

**f) Grants awarded 2019/2020 and 2020/2021 and how the money has been spent**

The reports were received with thanks.

**7 To receive report from District Cllr Hales**

District Cllr Hales represented his report and noted that it had been a pleasure to serve as District Cllr. Noted that grants are available for groups affected by Covid restriction of up to £2,000 from Covid Recovery funding and £1,000 for Community Chest. The report was received with thanks. ACTION: Clerk to make Timebank Coordinator aware of these grants.

**9 To consider any matters brought before the Annual Parish Meeting**

No matters were raised.

**10 Public forum**

No questions from members of the public

**11 Annual Awards**

The following community awards were made:

- Mr Phipps for his beautiful sign which takes pride of place at the Millennium Copse. Mr Phipps has also made and installed a hardwood bench around the oak tree he planted in the Copse and has worked with the village wardens to repair the picnic bench by the River Mel, providing a beautiful picnic spot for all to enjoy.

- Ron and Gill Sutcliffe for their work keeping the grounds of All Saints Church neat and tidy. They quietly go about their business making the Church grounds a wonderful focal point in the centre of the village.
- Laura Nelson and Jemma Glennon for organising the Melbourn & Meldreth Bear Hunt. Over 470 families took part displaying bears in their windows for children to find. What a wonderful idea during the first lockdown to give families a way of getting out and connecting with one another in a safe but fun way.
- The whole of the MCCR team were recognised for their valuable work during 2020 when restrictions prevented people from going about their lives. At a time when many felt isolated and unsure, the MCCR team including 193 volunteers collected prescriptions, delivered meals, helped out with shopping and crucially provided a friendly voice on the phone for countless local people who were shielding or self-isolating.

**Community Award recipients were thanks for their contribution to the village.**

Meeting closed at 20:20

## MINUTES

**Minutes of the Annual Parish Meeting held on Monday 29<sup>th</sup> May 2019 in the upstairs room of Melbourn Community Hub at 7.30 pm.**

**Present: Cllrs Norman (Chair) Clark (Vice Chair), Sherwen, Stead, Hart, Travis, Cowley**

**In attendance: Mr Simon Crocker - Parish Clerk, Cllr van de Ven, Cllr Hales and 11 members of the public.**

**1 To receive any apologies for absence:**

Cllrs Kilmurray, Buxton. District Cllr Hales forwarded apologies on behalf of District Cllr Hart. The apologies were noted.

**2 The minutes of the meeting held on 28<sup>th</sup> May 2018:**

The Chair confirmed the minutes from the Annual Parish Meeting held on 8<sup>th</sup> May 2017 were approved at the Annual Council meeting on 22<sup>nd</sup> May 2017.

**IT WAS AGREED BY ALL PRESENT AT THE MEETING THE MINUTES WERE A TRUE RECORD**

**3 Report on aspects of the meeting held on 28<sup>th</sup> May 2018**

The Chair reported that on 22<sup>nd</sup> May 2017 there was nothing to comment back on. The Chair further reported that an action from the meeting held on 8<sup>th</sup> May, to investigate the feasibility of waiting restrictions in the High St was considered by the Maintenance Working Party and the view was it was not something recommended by the Skanska Road survey and therefore would not be pursued.

**4 To receive a report from The Chair of Melbourn Parish Council: Cllr Graham Clark**

Councillor Norman presented an annual report (attached herewith). There were no questions or comments from Councillors or members of the public

**5 To receive reports from the Committees and Working Parties of the Parish Council**

**(a) MAYD**

Cllr Cowley and District Cllr Hales presented the Annual MAYD report (attached herewith). There were no questions or comments from Councillors or members of the public. The Chair thanked the members of MAYD for their continued work

**(b) Planning Committee**

The Vice-Chair of the Planning Committee presented a report (attached herewith) and commented on the sometimes high workload involved in reading and understanding the planning documents associated with large developments. There were no questions or comments from members of the public.

**(c) Finance & Good Governance Committee**

Cllr Norman reported that the Committee had been without a chair for part of the year and therefore she had written the report (attached herewith). A member asked if the Parish Clerk and RFO would be attending the Committee meetings going forward. The Parish Clerk confirmed that would be the case. There were no further questions.

**(d) HR Panel**

Cllr Hart presented a report (attached herewith) and commented that the Panel were pleased with work undertaken so far

**(e) Maintenance Working Party**

Cllr Travis presented a report (attached herewith) and commented that work had gone well. It was confirmed that the intention would be to turn the working party back into a committee. There were no questions or comments.

**6 To receive a report from the Parish Council representatives on Village Charities and Other organisations:**

Signed..... Dated...../...../...2019...

**(a) Triggs Charity:**

Former District Cllr Barrett had sent a written report (attached herewith). The Chair requested that any questions or comments be forwarded to the Parish Clerk.

**(b) Martins Charity:**

The Chair reported that the minutes of the previous meeting summed up the state of knowledge, and that the charity was not in use but would not be closed down.

**(c) Francis John Clear Almshouses:**

Mrs Howard had sent a written report (attached herewith). The Chair requested that any comments or questions be forwarded to the Parish Clerk

**(d) Melbourn Mobile Warden Scheme:**

District Cllr Hales presented a report (attached herewith). There were no questions.

**(e) Melbourn and Meldreth Lunch Club**

District Cllr Hales presented a report and commented that the club was going very well. The Chair thanked him for the work

**(f) Grants awarded 2018/2019 and how the money has been spent**

The Chair reported that some reports from grant recipients were still outstanding and when they had all been received they would be compiled and attached to these minutes (attached herewith)

**7 To receive a report from District Councillors:**

District Cllrs Hales and Hart had submitted a written report (attached herewith). There were no additional comments or questions.

**8 To receive a report from Cambridgeshire County Councillor van de Ven**

County Cllr van de Ven had submitted a written report (attached herewith) and further reported that the District Highways manager Evan Laughlin had resigned. District Cllr Hales urged the Parish Council to write to Highways.

**9 To consider any matters brought before the Annual Parish Meeting.**

There were no matters brought forward.

**10 Public Forum**

A member of the public enquired about the possibility of extending the waiting restrictions around the area of the crossroads between New Road and Orchard Road and cited existing anti-social parking behaviour. The Chair noted the comments.

A member of the public asked if there were positions on the Finance & Good Governance Committee for members of the public? The Chair responded that the terms of reference didn't allow for that but the meetings are open to the public and each agenda has a public participation item.

A member of the public queried whether the right questions are being asked at meetings and asked specifically about the budget relating to staffing. The Chair reported that figures were discussed and approved at the Annual Council Meeting.

A member of the public asked about the Hub Support Grant and how much longer they will be paid. The Chair reported that the Hub had to register for VAT and this impacted on profits. The proposals to extend the Hub had arisen partly from the need to increase profits and there was an expectation that the community Hub will eventually operate as a standalone entity, and in the fullness of time, cease to rely on Parish Council support grants.

**11 Annual Awards**

The Chair announced the winners and they were as follows:

**Rosemary Gatward**

*"In Acknowledgement of your Commitment to serving others and your community. In thanks and recognition for your long and continued service to Melbourn Parish Council. In recognition*

*of your contributions, time, personal knowledge and expertise.”*

**Melbourn Magazine**

*“In Acknowledgement of your Commitment to serving others and your community. In thanks and recognition for your long and continued service to Melbourn Residents. In recognition of your contributions, time, personal knowledge and expertise.”*

**There being no other business the Chair closed the meeting at 20.30pm**

# MELBOURN PARISH COUNCIL



## ANNUAL REPORT

### 2021

Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

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## **AGENDA ITEM 4**

### **Report from Cllr Clark, Chair : Melbourn Parish Council**

#### **Annual Report from the Chair**

This has been a year like no other, in recent times. We have all been exposed to lock downs and restrictions, both in our private lives and our public lives. I am pleased to say that the Parish Council and employees have managed to perform their duties without any serious disruptions. Meetings have had to be conducted remotely due to the restrictions. However, I believe that everyone has risen to the Zoom challenge well and all of our meetings have been conducted both productively and professionally. When we will resume face to face meetings is still undecided, we are waiting for Government guidance on this.

A lot has happened during this difficult year staff wise. We have seen a change in Parish Clerk, with Simon Crocker leaving and Claire Littlewood being appointed. Claire brings a wealth of experience to the role and is already making a positive difference to the management of the office. We have seen Sophie Marriage join the team as Assistant to the Clerk. Also, a change in Time Bank Manager Cath Sharman leaving to pursue other opportunities. A big thank you to her for all of her efforts in getting the Time Bank into a strong position prior to lock down. Our new Time Bank Coordinator Steph Trayhurn has recently started in the role and has hit the ground running. Everybody has settled into their new roles very well. Our RFO, Gabrielle Van Poortvliet continues to keep on top of all of our finances, providing sound advice and good financial management. This sees us, I am happy to say, on target to meet our six-month objectives with regard to reserves. We are fortunate to have such a strong team to support the Parish Council. It would also be remiss of me not to mention our wardens who have continued to provide an excellent service to the village, responding to many challenges on a day to day basis.

There are some exciting initiatives ahead, there is a working party dealing with the upgrade of The Moor play park which held its first official meeting recently. Members of the public have been invited to sit on this working party. We hope that through this initiative we can provide a play area that the village can be proud of and will be appealing to our younger residents, so watch this space. Also, I am pleased to announce that the Futures Working Party is currently undertaking a review of road safety and village appearance, again we have members of the public sitting on this working party. This is a long game process, but we are confident we can make the necessary changes and improvements.

It is also worth pointing out that we still have some vacancies on the Parish Council. It would be great if we could fill some or all of these positions. We are looking for residents who want to get involved to help make a difference and support our community. The Parish office can assist residents with the process for anyone wishing to apply. We look forward to hearing from you.

I now would like to take this opportunity to single out one of our contractors Tim Stebbing, for a big thank you. After years of perseverance he has managed with the assistance of our County Councillor Susan van de Ven to get the gulleys in the village cleared by County Highways. The amount of work he undertook to achieve this goal was immense, thank you.

Finally but not least it is with sadness that we are losing Dennis Bartle one of our wardens. He has decided to hang up his tools to pursue other personal interests. He will be sorely missed and I wish to thank him on behalf of the Parish Council for all of his efforts as part of an effective team.

Cllr Graham Clark  
Chair, Melbourn Parish Council

## **AGENDA ITEM 5**

### **Reports from the Committees and Working Parties of the Parish Council**

- a) MAYD Joint Committee
- b) Planning Committee
- c) Finance & Good Governance Committee
- d) Maintenance Committee
- e) HR Panel
- f) Futures Working Party
- g) Melbourn Play Parks Working Party

## **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

## Planning Committee

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Party Name / Title                                     | Melbourn Parish Council Planning Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Members of public and how many (no names need to be given)     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Meeting dates to present                                       | <p><i>All meetings held via Zoom.</i></p> <p><b>2020:</b><br/>13 July, 10 August, 14 September, 12 October, 9 November, 14 December</p> <p><b>2021:</b><br/>25 January, 8 February, 8 March, 12 April</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Overview / Report of what Working Party has been doing to date | <p>Consider all planning applications submitted within the bounds of the Parish and larger applications close to the borders. Support or object to the applications on good planning grounds and make comments on behalf of the Parish Council.</p> <p>In the year 2020/21, the Planning Committee considered 81 planning applications – including tree works and, since we have several large developments happening at present, multiple Discharge of Conditions applications. We have supported the majority of applications with or without comment, and submitted objections to 15 applications. The planning committee has also considered the government planning White Paper and SCDC's proposed document on the Conservation Area and its extents.</p> <p>There have been only 17 Notifications of Decisions received from the Greater Cambridge Shared Planning (GCSP) of which only 3 differed from the MPC Planning Committee's choice. In each of these three cases, the GCSP overturned our objections.</p> |
| Any future proposals of what they are going to do              | Continue to monitor all applications within the Parish – especially the larger applications and hold existing developments to account where Conditions are not being met.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Prepared by .....Cllr Steve Kilmurray, Chair of MPC Planning Committee

## Finance and Good Governance Committee

|                                                                |                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Party Name / Title                                     | <b>Finance and Good Governance Committee</b>                                                                                                                                                                                                                                                                                                                     |
| Members of public and how many (no names need to be given)     | No members of public on committee.<br>No members of public have attended meetings this year                                                                                                                                                                                                                                                                      |
| Meeting dates to present                                       | 22 Jun 2020<br>21 September 2020<br>21 December 2020<br>15 March 2021                                                                                                                                                                                                                                                                                            |
| Overview / Report of what Working Party has been doing to date | Reviewing value for money in PC spending.<br>Reviewing income streams (allotments, Littlehands, pavilion, match fees).<br>Reviewing PC annual budget and recommending precept to full council.<br>Regular review of PC policies.<br>Reviewing internal controls of PC.<br>Asset register.<br>Publishing statutory information.<br>Checking quarterly VAT refund. |
| Any future proposals of what they are going to do              | Continue to review activities of the PC to ensure good governance.                                                                                                                                                                                                                                                                                               |

Prepared by .....Cllr Ian Cowley, Chair F&GG.....

(Approved at a meeting of the Parish Council on 27 March 2017)



## Maintenance Committee

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Party Name / Title                                     | <b>Melbourn Parish Council Maintenance Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Members of public and how many (no names need to be given)     | Yes. Up to five Members of the public.<br>Also both Village Wardens and contractors to MPC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Meeting dates to present                                       | 8 June 2020, 23 July 2020, 20 August 2020, 24 September 2020, 22 October 2020, 19 November 2020, 17 December 2020, 21 January 2021, 18 February 2021, 18 March 2021, 15 April 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Overview / Report of what the Committee has been doing to date | <p>The committee has met almost every month since the last Annual Parish Meeting and all meetings have been successfully conducted 'virtually' due to Covid regulations. All meetings cover a regular schedule of discussion and decision making under the following general headings:</p> <ul style="list-style-type: none"> <li>• Financial review of maintenance-related spend</li> <li>• Conservation</li> <li>• Allotments</li> <li>• Governance</li> <li>• Pavilion and Littlehands</li> <li>• General Village Maintenance</li> </ul> <p>Two major new projects were also progressed, these being:</p> <ul style="list-style-type: none"> <li>• Financing and Rebuilding of the Stockbridge Meadows Boardwalk</li> <li>• Upgrade Financing, Planning and Installation of existing play park facilities at The Moor which will be managed through an independent working party that includes members of the public.</li> </ul> <p>Very satisfying links were also made with members of the public regarding tree-planting opportunities in the Millennium Copse area. This option had been advertised and remains open. Two information/interpretation boards were also installed, one at the entrance to the Jubilee Orchard and the other in New Road cemetery.</p> <p>The Maintenance budget ended the year essentially on plan.</p> |
| Any future proposals of what they are going to do              | <p>In addition to routine management of village maintenance, the following matters are planned:</p> <p>1. The two projects mentioned above will hopefully be progressed to completion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>2. The boardwalk project will require securing some external grant funding. This is also planned as part of the committee activities.</p> <p>3. Members of the Committee will assist with the verification of the Asset Register and input to future Asset Reserve planning</p> <p>4. The Committee will continue to look for opportunities to engage with the public on conservation and other matters under its purview.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Prepared by .....John Travis (Chair, Maintenance Committee)

(Approved at a meeting of the Parish Council on 27 March 2017)

## HR Panel

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Party Name / Title                                    | <b>HR Panel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Members of public and how many (no names need to be given)    | No members of public 4 Councillors (Max 5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Meeting dates to present                                      | To communicate with and support staff throughout the pandemic, the HR Panel has met more frequently this year and also kept in contact with employees via emails. Zoom meetings have been used to facilitate regular HR Panel contact. Appraisal and performance review meetings have also continued in this way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Overview / Report of what the HR Panel has been doing to date | <p>In line with our Terms of Reference, the HR Panel has again recruited personnel to provide the human resources necessary to meet the needs of the Parish. Following the resignations of the Clerk and Timebank Co-ordinator we advertised and recruited for both positions. (Our Assistant Clerk was successful in applying for the role of Clerk and we therefore proceeded to recruit a new Assistant to the Parish Clerk).</p> <p>In line with our new Financial Regulations, our RFO now also reports to MPC via the HR panel.</p> <p>The following policies have all been reviewed and agreed by Council:</p> <ol style="list-style-type: none"> <li>1. General Employment Policy</li> <li>2. Health &amp; Safety Policy</li> <li>3. Safeguarding Children and Adults at Risk</li> <li>4. Appraisal Policy</li> <li>5. Capability Policy</li> </ol> <p>(The non-financial risk assessments associated with employment of staff and long-term sick leave are covered within our General Employment Policy)</p> <p>Our staff appraisal procedure continues and this includes mid-term reviews for all staff.</p> |
| Cllr Sally Ann Hart<br>Chair – HR Panel                       | 20 April 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## Futures Working Party

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Party Name / Title                                     | <b>Melbourn Futures Working Party (WP)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Members of public and how many (no names need to be given)     | The WP comprises our County Councillor, District councillor 5 Parish Councillors and 4 Residents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Meeting dates to present                                       | We are meeting between every 6 to 8 weeks (this is flexible based on requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Overview / Report of what Working Party has been doing to date | This is a reformed WP handling specific issues raised by the Parish Council. At present our key focus is on road safety and road speed throughout the village. We are currently investigating introducing effective and long term traffic calming measures. The first stage is the introduction of a speed recording system, via lamp post mounted radar speed signs. Also we are looking at the condition of our village roads, road signs and road markings. These matters in conjunction with an initiative to love our village which is currently being worked on. This will target all residents to get involved with making our village a place to be proud of. |
| Any future proposals of what they are going to do              | As a WP, we will react to requests from the Parish Council and public as appropriate. The WP reports into the Parish Council with all of its findings and recommendations for consideration and approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Prepared by ...Graham Clark.....

(Approved at a meeting of the Parish Council on 27 March 2017)

**Committee / Working Party report to Annual Parish Council Meeting:**

|                                                                |                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Party Name / Title                                     | Melbourn Play Parks Working Party                                                                                                                                                                                                                                                                                                  |
| Members of public and how many (no names need to be given)     | Up to 5 Councillors : Cllrs Cowley (Chair), Travis (Vice Chair), Hart and Barnes.<br><br>3 Members of the public                                                                                                                                                                                                                   |
| Meeting dates to present                                       | 8 April 2021 – Inaugural meeting.<br>Next meeting to be arranged                                                                                                                                                                                                                                                                   |
| Overview / Report of what Working Party has been doing to date | The Parish Council is in receipt of developer funds (s106) for refitting / improvements to The Moor play park.<br><br>The Working Party has 3 members of the public and intends to liaise more widely with the local community to seek their views on design and equipment to be installed.                                        |
| Any future proposals of what they are going to do              | Initial designs / wish lists for equipment to be prepared and considered. (IC)<br><br>The project will need to go out to tender so tender documents/spec will need to be prepared.<br><br>Tenders to be considered and awarded.<br><br>A public consultation / exhibition to be arranged once successful contractor is identified. |

Prepared by .....

(Approved at a meeting of the Parish Council on 27 March 2017)

## **AGENDA ITEM 6**

### **Annual Reports from Parish Council representatives on Village Charities and Other Organisations**

- a) Triggs Charity (Val.Barrett / Gillian Morland)
- b) Martins Charity (Parish Clerk).
- c) John Clear Almshouses (Mrs M Howard).
- d) Melbourn Mobile Warden Scheme (Dr Colin Conner).
- e) Melbourn & Meldreth Lunch Club (Jeannie Seers)
- f) Grants awarded 2019/2020 and 2020/2021 and how the money has been spent

## **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

**Martins Charity (Parish Clerk)**

**Annual Report of Martins Charity 2020/2021**

The opening balance on 1<sup>st</sup> April 2016 - £21.55

The closing balance on 31<sup>st</sup> March 2017 - £21.55

**The Clerk**  
**5 May 2021**



**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 1<sup>st</sup> 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

## **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**

**28<sup>th</sup> April 2021**

## Grants awarded and how the money has been spent

### 1<sup>st</sup> Orwell Scouts

#### 2019 Melbourn Parish Council Community Grant Award – How it Has Been Used

1<sup>st</sup> Orwell Scout Group last benefitted from the generous support of Melbourn Parish Council in April 2019 with funds awarded in June 2019. This funding enabled the Group to purchase twenty hammocks and three Dutch Ovens for survival style camps as well as two hike tents and footprints as general use tents.

The Dutch Ovens and the hammocks were all employed by the 24 Cubs and Scouts who attended the 2-night Survival Camp in September 2019. The aim of Survival Camp is to further increase the independence of our Cubs and Scouts through teaching of bushcraft and survival skills. The Cubs and Scouts work in patrols of 6 and are responsible for erecting their hammocks correctly as they sleep in these for both nights, for storing, preparing and cooking their food on open fires which they are also responsible for lighting and tending throughout. During the camp the Cubs and Scouts undertake a wide variety of activities with the leaders and qualified bushcraft instructors. This particular camp offers those attending unique and thoroughly enriching experiences which is why we were so very grateful to receive funding from Melbourn Parish Council to enable this camp to happen.



Cubs and Scouts in their hammocks!



|                                                                                   |                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Cubs cooking together over an open fire using one of the Dutch Ovens.</p>                                                                                                 |
|  | <p>The resulting food which was, by all accounts, not just edible but also delicious!</p>  |

The two hike tents were used at the following camps.

- Group Camp – June 2019
- District Camp – June 2019
- Summer Camp (1 week) – July 2019
- Survival Camp – September 2019
- Green Beret – November 2019
- Fire & Ice – January

Sadly, with the arrival of COVID in March 2020 all group camping was cancelled. However, during lockdown we arranged some individual, back garden, camps with group activities on Zoom. The Hike Tents and other resources were made available to those participating to ensure that all involved had high quality equipment to use.

With the relaxation of COVID restrictions underway we are resuming face-to-face activities in accordance with government guidance. We have also started planning for at least three separate section camps in the Autumn and we will hopefully be able to attend the Green Beret and Fire & Ice camps once again - fingers crossed that the COVID regulations permit these to go ahead!

Members of Melbourn Parish Council are welcome to attend any of our evenings to see the Group in action. We would be delighted to answer any all questions regarding our plans and activities. We remain ever grateful for the enthusiastic support that we receive from the Council and the community in general.

## Celebrating Ages

### Celebrating Age Events Report 2019 – 2020

Chair,

The following report is covering two years essentially. From May 2019 to May 2021. Because of Covid-19, all activities were of course cancelled in 2020 and the monies were held by the council in the event we could start socializing again.

The monies available and spent during this period is listed below followed by the people involved either benefiting by the event or indeed volunteering to assist.

Monies in

|                                       |       |
|---------------------------------------|-------|
| Balance carried over from late 2018 - | £2815 |
| Parish council funding May 2019 -     | £3500 |
| Vat refund May 2019                   | £624  |
| Outside funding                       | £835  |
| Vat refund Nov 2019                   | £545  |
| Total in                              | £8319 |

Spend

|                                |       |
|--------------------------------|-------|
| Celebrating Age Event May 2019 | £3241 |
| Celebrating Age Event Nov 2019 | £3679 |
| Carried over balance           | £1399 |

People benefiting directly from both events collectively for both events is 434, however it can also be demonstrated that the number of residents benefiting indirectly are wider family members. This figure is approx. around a 1000. This event has a significant impact on the wellbeing of those attending and the families of those people.

It is the intention to apply for further funding in 2021 so that when the national restrictions are completely lifted and it is deemed safe to hold the events again, which will hopefully be October/November 2021.

Funding that will be applied for will cover the above dates Oct/Nov 2021 and Feb/Mar 2022. I would like to take this opportunity to thank the Parish Council for its continued support of this very popular event.

Cllr Jose Hales



## Community Support for Dementia

|                                                          |                |                                                                                                   |
|----------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------|
| <b>Community Support for Dementia - Expenditure</b>      |                | <b>March 2020 - March 2021</b>                                                                    |
| Melbourn Parish Council Grant 10.02.20                   | 4491.32        |                                                                                                   |
|                                                          |                |                                                                                                   |
| <b>Projects</b>                                          | <b>Costs</b>   | <b>Details</b>                                                                                    |
| Dementia Cafés                                           | 706.00         | Seaside themed Dementia Café at the Hub, between lockdowns                                        |
| Equipment                                                | 1345.25        | Animated Cat & Dog, Advertising Sails, interactive games, speaker for Dementia cafes,             |
| Daily Sparkle Activity Coordinator                       | 619.50         | Monthly subscription for Dementia friendly activities                                             |
| Information Leaflets plus delivery includes Dr's postage | 540.00         | £100 - 2500 leaflets + delivery £120 + weekly printing/delivery of activity packs during lockdown |
| Specialist support/training for carers                   | 497.00         | Forget me Not Dementia Training                                                                   |
| Activity packs, home delivered during lockdown           | 961.74         | materials, cakes, food etc                                                                        |
| <b>Total expenditure:</b>                                | <b>4669.49</b> |                                                                                                   |
|                                                          |                |                                                                                                   |

## Home-Start Royston, Buntingford & South Cambridgeshire Report: Melbourn Parish Council Community Grant - April 2019

### Home-Start Royston, Buntingford & South Cambridgeshire

(incorporated as Home-Start Royston & South Cambridgeshire)

Unit 6 Valley Farm, Station Road, Meldreth, Royston, Herts, SG8 6JP  
www.hsrsc.org.uk • Email: admin@hsrsc.org.uk • Tel: 01763 262262



### Report: Melbourn Parish Council Community Grant - April 2019

We are so grateful to Melbourn Parish Council for their Community Grant awarded in April 2019. It has been used to enable one vulnerable Melbourn family to receive our Home-Visiting Service, as follows:

#### Family Composition

Gayle (Mum), Paul (Dad), Ben (son, 2 years old), Archie (2 months old)\*

#### Main Issue for Family

Gayle suffered from anxiety and depression which meant she felt unable to go out, which left her feeling isolated. The family live in a rural location which compounded Gayle's isolation.

#### Background

The local health visitor referred the family to us, as she was concerned about Gayle's depression, anxiety and isolation. Gayle felt too anxious to go out of the house and was struggling with an active two-year old and a new baby. The family had not lived Melbourn for long and friends and family did not live locally.

#### What did we do?

The volunteer quickly engaged with two-year old Ben and he loved her coming to visit and doing activities with him. As a result, Gayle felt at ease with the volunteer, but she was still worried that Ben's behaviour would be too difficult for the volunteer. The volunteer supported the family as follows:

- Gayle and the volunteer built a trusting relationship and the volunteer was able to reassure her that she was being a good Mum.
- Gayle talked through her anxieties with the volunteer and step by step they worked towards going out of the house to the park (Mum had been highly anxious that if she went out with the boys something bad might happen and she wouldn't be able to cope with an active toddler and a baby at the same time).
- The volunteer also went with Gayle to the baby clinic, park and the local shops.
- She modelled lots of play activities

cont./....

What difference did we make?

- As Gayle gained confidence in going out, she was able to go out alone and happily told the volunteer what she had achieved and the volunteer was able to celebrate with her. This helped to reduce her anxiety about something bad happening whilst she was out.
- As this developed, Gayle said that her confidence grew and when support ended she felt able to go out alone with the children to the park and other places.
- This also prepared Gayle for Ben going to nursery and helped her manage her anxiety and school drop-off and pick-up.
- At the end of support Gayle said that her family and friends had commented that she was much more confident.
- She did still have anxiety, but was much more able to overcome this and get out of the house. Gayle said that this would not have happened without the volunteer's support and that her visits were the highlight of her week.

Gayle said:

"I feel more confident to take the boys out by myself and approach 'Ben's' behaviour in a different way

"It has made a massive difference to our family"

"I have been able to get out to local groups with the boys since having support."

\*To protect confidentiality, these are not the family's real names

## Home-Start Royston, Buntingford & South Cambridgeshire

(incorporated as Home-Start Royston & South Cambridgeshire)

Unit 6 Valley Farm, Station Road, Meldreth, Royston, Herts, SG8 6JP  
[www.hsrsc.org.uk](http://www.hsrsc.org.uk) ▪ Email: [admin@hsrsc.org.uk](mailto:admin@hsrsc.org.uk) ▪ Tel: 01763 262262



### Report: Melbourn Parish Council Community Grant (May 2020)

**Prepared for:** Melbourn Parish Council

**Date:** 29 April 2021

As a result of your generous funding awarded in May 2020, we have been able to support two vulnerable Melbourn families with our Home-Visiting Service.

Due to COVID-19 Government restrictions, we have provided support to these families via a combination of **online/phone sessions** and **face-to-face support** when possible - ensuring the safety of the families, volunteers and staff during these challenging times.

In addition to our usual support, the volunteers have helped families to:

- Adjust to changing routines brought about by the on and off lockdowns
- Feel less anxious about children returning to school, or going out of the house
- Establish boundaries whilst everyone is at home together
- Feel able to connect with others using technology
- Participate in craft and other quality time activities with their children
- Feel more confident in their parenting and ability to cope during the pandemic
- Feel able to access support from other services

Here are more details about one of the Melbourn families we were able to support, as a result of your grant:

#### **Family Composition:**

The family included Jane (Mum), John (Dad) , James (son, 2 years old), Amy (daughter, 2 months old)

#### **Main Issues for this family at the start of our support:**

The family was new to the area and had no support network. Covid restrictions meant that Jane had been unable to get out and meet new people. She was feeling very lonely and isolated and had existing mental health difficulties, including anxiety and depression. She felt unable to share her worries with any of her extended family. The relationship between Jane and John was very strained and they struggled to communicate. Jane undertook all domestic roles at home, as well as all care for the children.

There was no preschool place available for James.

cont./....

### **What did we do?**

Our volunteer provided a **combination of online and face-to-face support**, including socially distanced walk and talk visits, when the family and volunteer were allowed to meet outdoors, enabling Jane to 'practise' being outside with her children again and develop improved confidence.

Initially, we supported Jane to learn to feel confident using Zoom, which enabled her to **engage online with the volunteer** and **better connect with friends and family**, virtually.

The volunteer **built a trusting relationship** with Jane and over time Jane disclosed some significant difficulties in her relationship with John. The volunteer:

- Signposted Jane to support around relationships
- Helped Jane to consider John's relationship with the children and think about routines that would increase John's engagement with the children, especially Amy, with whom he had not bonded.

Eventually the relationship between Jane and John broke down irretrievably, resulting in additional outside agency intervention. Our staff co-ordinator liaised with these outside agencies and the volunteer helped Jane to access services, and supported her to **make safety plans**, prioritising the children.

The volunteer was able to **support Jane to apply for two-year funding**, which meant that she was able to secure a preschool place for James.

The volunteer also provided **support around healthy eating**, particularly when Jane took on a very reduced calorie diet that was impinging on her physical ability and exacerbating tiredness.

When James's behaviour became challenging, the volunteer helped Jane to **develop strategies to manage**, whilst keeping consistency and routines in place. The volunteer provided Jane with **regular positive reassurance and praise**.

### **What difference did we make?**

- The relationship between Jane and John is being supported by outside agencies
- Jane and John are prioritising the children in order that they both maintain regular contact and the children are not exposed to arguments.
- James now has a preschool place and the volunteer has supported Jane to make plans around routines for getting him there.
- Jane is feeling less anxious as she has practised going out with the volunteer.

**\*Family names have been changed, to protect confidentiality.**

### **Report on grant funding from Melbourn Playgroup**

In November 2019, we received a Community Grant for £399, which was used to purchase 20 children's puddlesuits of varying sizes. These have enabled the playgroup children to get full use of our garden area all year round.

In May 2020 we applied for and received a Community Grant of £3000, which was put towards the purchase of a Clevertouch screen for our pre-school room. This equipment has been really beneficial for accessing children's yoga, interactive educational games and musical activities for the children.

Many thanks for all your help

## Report from Melbourn Bowls Club

April 2019

This grant was used to purchase a wooden shed for the storage of equipment and has proved a real boon. Being able to store all the match equipment together has made setting up the green and clearing afterwards much more convenient. An extra benefit came when it resisted attempts to break in when our main store was broken into by thieves.

May 2020

The new changing room building is a great success and we think it makes an attractive addition to our site. We managed to get it built, stained and fully fitted out with benching, curtains, light and power just in time for the start of our bowling season and it is already being well used by the members even before we start playing our league matches against visiting teams. Next year is the club centenary and this new facility will be invaluable, especially when we receive the promised visit from the Chelsea Pensioners which we expect to be the highlight of the year. We plan to install a wall plaque within incorporating an acknowledgement of the grant which made the purchase possible.



## Melbourn Dynamos : Confirmation of Grant Expenditure

Melbourn Dynamos FC made a successful application to the Parish in 2020 and was awarded £6,677.33.

I can confirm that this has all been spent in line with the grant themes as follows:

| Description                           | Amount           |
|---------------------------------------|------------------|
| Footballs                             | £329.00          |
| Goals (installed at Old and New Recs) | £2,402.80        |
| Kit and Equipment                     | £2,930.40        |
| First Aid                             | £386.35          |
| COVID PPE and Measures                | £718.66          |
| <b>Total</b>                          | <b>£6,767.21</b> |

The major benefits of this grant are listed below:

- 14 local families assisted with all or part payment of Fees this season;
- Reduced Fee level across the Club in recognition of the Grant and the impact of COVID19 – the council grant directly impacted our decision to only request 60% of normal Fee amount;
- New goals available for the community – these are accredited and safe to leave on site at all times enabling access for all; and
- The Grant money has enabled the Club to a) keep everyone secure and working under a COVID-safe regime; b) enabled our one-off costs associated with our response to the first curtailed season of football as a result of the pandemic, to be met through Council grants; and c) Embedded a culture of COVID-Secure working at training and matches – both for our own teams and those that visit us.

Yours faithfully,

Blake Carrington  
Chairman  
Melbourn Dynamos FC





## MELBOURN SQUASH CLUB

### Junior Coaching 2020/2021

Melbourn Squash Club received two grants from Melbourn Parish Council for providing free squash coaching for young people - £750 was awarded in November 2019 and £1200 awarded in November 2020. The money was used to pay the professional squash coach for his services whilst the Club funded the cost of providing squash courts and squash equipment.

Melbourn Squash Club appointed an England Squash Level 2 qualified coach, Chris Shaw, as club coach in 2019. As part of Chris' duties, the Melbourn Squash Club committee asked him to deliver free Junior coaching sessions for children in our local area in return for a retainer.

Coaching was provided in two streams – midweek (Wednesday afternoon) sessions that were targeted at Melbourn Village College pupils and advertised through the school PE department, and weekend (Sunday) sessions that were advertised to the wider community.

The midweek sessions ran weekly during term-times, whilst the weekend sessions were initially monthly on a trial basis taking place on the third Sunday of each month, with the intention to move to more frequent if sufficient interest was demonstrated.

All sessions ran as planned up to the Public Health emergency in Spring 2020 which resulted in the Government's order to close indoor Sports Facilities on 20<sup>th</sup> March 2020. Attendance at the midweek session varied, but generally averaged 6 children. Attendance on the Sunday session was 10 in January, 8 in February and 9 in March. In total 15 unique individuals, from 7 families, attended these sessions. Given the success of these Sunday sessions, the club were in the process of exploring running more frequent sessions when our activities were curtailed.

Melbourn Squash Club completed the necessary Risk Assessments and COVID safety work to re-open its doors again on Wednesday 12<sup>th</sup> August 2020. However, limitations on coaching meant the Junior sessions couldn't practically re-start until a further easing of government restrictions came into force on 1<sup>st</sup> September. The weekend Junior session ran again on Sunday 20<sup>th</sup> September and Sunday 17<sup>th</sup> October, but for COVID reasons the club was forced to require pre-registration of planned attendees and to have a limit of no more than two households per court. For that reason, these sessions were only advertised to parents of children who had attended back in the Spring. 6 children (from 3 families) came along in September and 4 (2 families) in October. Once again, talks were in progress with parents for a suitable time on a Saturday to run weekly sessions when the second lockdown was announced.

The Wednesday sessions did not recommence at the start of September due to practicality concerns with the school (Melbourn Squash Club is located on the Melbourn Village College site). These had been solved, and the Wednesday sessions had been arranged to restart on Wednesday 11<sup>th</sup> November... until the government ordered Indoor Sports facilities to close from 5<sup>th</sup> November to 2<sup>nd</sup> December 2020.

No sooner had the Club reopened when the order came to close the Club again at the end of December. For indoor sports facilities the third lockdown was in force until 12<sup>th</sup> April 2021. The Club is now open again with restricted squash for adults but pleasingly squash coaching for children is

permitted unrestricted. The first session for Melbourn Village College students is scheduled for 14th April and 18th April for the wider community. We will now run the weekend sessions every week so as to make up for lost time this year. The coach has been paid his retainer every month regardless of whether the club was open - we wanted to support his income to ensure he would be available to resume coaching. In return, the coach has agreed to run the extra weekend sessions at no extra cost.

So, after enduring 3 Government lockdowns, we remain committed and on track to deliver the free squash coaching for young people in this area. Melbourn Squash Club is most grateful to Melbourn Parish Council for its financial support which we acknowledge in our promotion of this coaching.

Attached is a copy of our latest poster which we use to advertise the squash coaching.

Roger Woodfield  
Club Chairman  
14th April 2021

## **Melbourn Primary School PTFA : ALLYANCE Play Therapy**

Play is a child's natural medium of self-expression, essential for enabling them to develop physically, emotionally and socially. It helps to develop their imagination and encourages creativity. Used therapeutically, play offers the opportunity for children to help themselves by 'playing out' feelings and problems. During the play therapy session, a trusting relationship develops with the therapist, in which children begin to feel safe enough to explore their difficulties and learn new ways of relating. Many children encounter challenging events and experiences in their early lives, which may lead to feelings of stress and anxiety. Children do not yet have the vocabulary or emotional maturity to express their feelings or to make sense of them. In the play therapy session, they can play out some of these anxieties and even find the words for them, or sometimes the process can be non-verbal.

### **Parish Council funding**

Thanks to the Parish Council funding, in the last 6 months 8 children have benefitted from a series of play therapy sessions.

The therapy gave much needed nurture to those most in need dealing with anger management, self-esteem, 'possible' abuse, parental separation and severe anxiety. During lockdown, when possible, sessions still took place via zoom. When face to face children used the sand, clay, creative arts and playing games as well as talking. Through play they were able to self-explore feelings and emotions that otherwise would become a block to them accessing an education.

Two examples of impact:

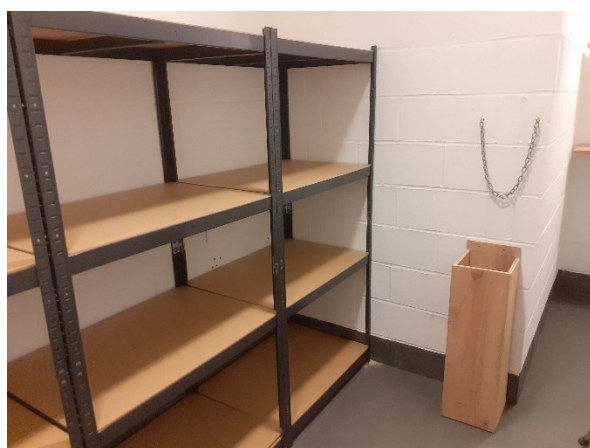
1. The child with self-esteem issues would, prior to therapy, miss chunks of learning because they did not feel good enough and could not manage to stay in the classroom all day. They have now shown increased self-esteem and they are better able to respond to their own emotions. They are now able to recognise what they need to do, for example if they need some time out, they are able to do this or ask for help if they need it. They are able to access more learning.
2. The child dealing with a complex parental separation, due to COVID-19, had their own box of resources to use and work with in sessions. They adapted well to this new way of working. They enjoyed using the creative arts, sand and construction in sessions. Through play they were able to self-explore feelings and emotions, gaining more confidence and understanding of their feelings as the sessions went on.

Throughout lockdown, play therapy has continued to support those children that have needed to have space, to self-express and use the space to help them regulate and a space to be able to express what they have needed to.

## Report from Melbourn Football Club

Awarded £600 in November 2020 to make improvements to storage room with work being carried out members of the club.

| Company               | Person        | Cost     |               |
|-----------------------|---------------|----------|---------------|
| Jewson                | Duncan        | £        | 43.08         |
| Urban Plastics        | Duncan        | £        | 12.30         |
| Norburys              | Duncan        | £        | 18.36         |
| Norburys              | Duncan        | £        | 34.80         |
| Norburys              | Duncan        | £        | 6.60          |
| Norburys              | Duncan        | £        | 105.11        |
| Express parts         | Duncan        | £        | 5.53          |
| Enfield               | Duncan        | £        | 21.94         |
| Mica                  | Duncan        | £        | 31.67         |
| <b>Sub-Total</b>      | <b>Duncan</b> | <b>£</b> | <b>279.39</b> |
|                       |               |          |               |
| Amazon Racks          | Stuart        | £        | 125.00        |
| Solent Plastics Boxes | Stuart        | £        | 193.08        |
| Coat Hooks            | Stuart        | £        | 3.90          |
| Draught Excluder      | Stuart        | £        | 6.69          |
| <b>Sub-Total</b>      | <b>Stuart</b> | <b>£</b> | <b>328.67</b> |
|                       |               |          |               |
| <b>Total</b>          |               | <b>£</b> | <b>608.06</b> |



## **Royston & District Transport Report April 2019 to March 2021**

|                                                      | <b>Apr 2019 -Mar 2020</b> |              | <b>Apr 2020-Mar2021</b> |              | <b>Change</b> |
|------------------------------------------------------|---------------------------|--------------|-------------------------|--------------|---------------|
|                                                      | <b>Trips</b>              | <b>Miles</b> | <b>Trips</b>            | <b>Miles</b> | <b>Trips</b>  |
| Melbourn Residents by car                            | 2043                      | 27756        | 614                     | 9870         | -70%          |
| Melbourn Residents by wheelchair accessible vehicle  | 389                       | 6012         | 48                      | 693          | -88%          |
| As above -excluding MVC Enrichment trips             | 24                        | 893          | 48                      | 693          | +100%         |
| Melbourn as a destination- all                       | 2861                      | 20842        | 509                     | 6538         | -82%          |
| Melbourn as a destination – non-resident of Melbourn | 696                       | 8106         | 194                     | 3121         | -72%          |
| <b>Total Trips</b>                                   | <b>3128</b>               | <b>41874</b> | <b>856</b>              | <b>13684</b> | <b>-72%</b>   |

NB 95% of these trips are return trips

As you can see from the figures above, the 2 years have been very different in the amount of business we have done. However, in 2020 we did keep the service going for those people who needed to get to their medical appointments, an achievement in itself. During the first Lockdown, we rang all our clients to check on their well-being and make sure they had the necessary contacts to help them during the pandemic. A useful relationship was formed with Jose Hales and the local Coronavirus help group.

In 2019 we had 5 drivers, all of whom stopped driving when the pandemic started. One of the good points of the pandemic is that it produced new volunteers. During the last year we have signed up 7 new volunteers from Melbourn, 6 of whom are still driving for us. We await to see if the others will return to driving at some point in the future. The demand in Melbourn is

covered by these drivers and others from Royston and surrounding villages. We are very grateful to those drivers prepared to put themselves in harms' way during the pandemic.

Trips in 2020 have been for mainly medical reasons, but we are available for any trip, either medical, social or shopping (according to the rules at the time). In 2019/20 we regularly helped Melbourn village College taking their children attending enrichment classes, back home to the villages. This has not restarted yet. The increase in our RDCT vehicles in 2020 is accounted for by one regular client who now has to use our wheelchair-accessible vehicle rather than a car. You will see that as well as helping Melbourn residents, we are helping Melbourn businesses, as we bring in clients from outside Melbourn to the surgery, dentists, chiropodists, physios, hairdressers and shops.

We look forward to continuing to supply transport during 2021/22.

# relatecambridge

**Melbourn statistics** (data below taken from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020)

| <u>Melbourn Residents: appointment data</u> |     |
|---------------------------------------------|-----|
| Number of appointments delivered            | 309 |
| Number of cases seen                        | 65  |
| Number of clients seen                      | 134 |

| <u>Most common presenting issues for Melbourn Residents</u> |                                    |
|-------------------------------------------------------------|------------------------------------|
| Presenting issue                                            | No. of cases with presenting issue |
| Communication Problems                                      | 36                                 |
| Trust                                                       | 15                                 |
| Children                                                    | 14                                 |
| Sexual Problems                                             | 12                                 |
| Separation/divorce                                          | 10                                 |
| Self-Esteem                                                 | 8                                  |
| Mental Illness                                              | 8                                  |
| Affair                                                      | 7                                  |
| Financial Problems                                          | 6                                  |
| Past Relationships                                          | 6                                  |
| Family Conflict                                             | 5                                  |
| Work Issues                                                 | 4                                  |
| Anger Management                                            | 2                                  |
| Domestic Violence                                           | 2                                  |
| Bereavement                                                 | 2                                  |
| Jealousy                                                    | 1                                  |
| Alcohol Related                                             | 1                                  |
| Physical Illness                                            | 1                                  |

| <u>Melbourn Outpost: appointment data</u> |     |
|-------------------------------------------|-----|
| Number of appointments delivered          | 279 |
| Number of cases seen                      | 59  |
| Number of clients seen                    | 110 |

| <u>Most common presenting issues for Melbourn Outpost</u> |                                    |
|-----------------------------------------------------------|------------------------------------|
| Presenting issue                                          | No. of cases with presenting issue |
| Communication Problems                                    | 33                                 |
| Children                                                  | 18                                 |
| Mental Illness                                            | 17                                 |
| Self- Esteem                                              | 14                                 |
| Trust                                                     | 11                                 |
| Affair                                                    | 9                                  |
| Family Conflict                                           | 9                                  |
| Financial Problems                                        | 8                                  |
| Separation/Divorce                                        | 7                                  |
| Physical illness                                          | 6                                  |
| Sexual Problems                                           | 5                                  |
| Step Family Issues                                        | 3                                  |
| Past Relationships                                        | 3                                  |
| Bereavement                                               | 2                                  |
| In-laws                                                   | 2                                  |
| Anger Management                                          | 1                                  |
| Domestic Violence                                         | 1                                  |

#### Client Feedback

*"Our counsellor was very quick to identify the causes of our communication issues and provided constructive advice to help us work through them together. I would recommend this service to anyone who feels they could benefit from relationship counselling."*

*"I am now happier, more confident, more in control and able to cope with my problems. I would not have been able to deal with these alone without the support of Relate Cambridge and am extremely grateful."*

*"Talking to skilled Relate counsellors was the right thing for us and our marriage is stronger than ever."*

*"I am feeling much more positive about our relationship in adopting a child and building a family together. Thank you Relate Cambridge"*





# relatecambridge

**Melbourn statistics** (data below taken from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021)

| <u>Melbourn Residents: appointment data</u> |     |
|---------------------------------------------|-----|
| Number of appointments delivered            | 226 |
| Number of cases seen                        | 32  |
| Number of clients seen                      | 54  |

| <u>Most common presenting issues for Melbourn Residents</u> |                                    |
|-------------------------------------------------------------|------------------------------------|
| Presenting issue                                            | No. of cases with presenting issue |
| Communication Problems                                      | 26                                 |
| COVID-19                                                    | 15                                 |
| Children                                                    | 12                                 |
| Financial Problems                                          | 11                                 |
| Trust                                                       | 9                                  |
| Self-Esteem                                                 | 8                                  |
| Past Relationships                                          | 8                                  |
| Separation/divorce                                          | 7                                  |
| Family Conflict                                             | 5                                  |
| Domestic Violence                                           | 4                                  |
| Sexual Problems                                             | 3                                  |
| Affair                                                      | 3                                  |
| Bereavement                                                 | 2                                  |
| Jealousy                                                    | 2                                  |
| Work Issues                                                 | 1                                  |
| Alcohol Related                                             | 1                                  |
| Mental / Physical Illness                                   | 1                                  |

## Client Feedback

*"Our counsellor was very quick to identify the causes of our communication issues and provided constructive advice to help us work through them together. I would recommend this service to anyone who feels they could benefit from relationship counselling."*

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*"I am feeling much more positive about our relationship in adopting a child and building a family together. Thank you Relate Cambridge"*

[www.relatecambridge.org.uk](http://www.relatecambridge.org.uk)

01302 347712



## **Turn on to Christmas**

In response to your request to provide a report for the Annual Parish Council Meeting concerning the grant of £1051 in 2019 I am happy to submit the following.

The grant of £1051 was used to buy a shed that was used for the Santa grotto. In previous years we had used a gazebo which proved too flimsy as it was damaged in 2018 by strong winds. The light construction of the gazebo meant that it could only be put up the day of the event and pulled down immediately afterwards. The new sturdy shed can be erected and dressed the day before and pulled down the day after thereby easing the set up pressure on the volunteers on the day of the event. It has also meant a more comfortable environment for Santa and his elves as well as the children and parents who visit him.

Turn on to Christmas 2020 was cancelled due to Covid restrictions but we very much hope to hold an event this year. The shed has been stored and will be reassembled for future events.

Turn on to Christmas has proved a real success and over the last few years that it has run we have been delighted by its popularity. The event offers a range of activities aimed at young families at no cost. These include storytelling, arts and craft activities, carols sung by local groups including Melbourn Primary School that lead up to the switching on of the Hub's Christmas Tree lights. It also provides the Hub with an opportunity to sell food and drink and showcases the facilities that it can offer. The event is run by the same team that organise the fete who work closely with the Hub management and volunteers.

I hope the above has provided you with sufficient information regarding what we did with the grant and what Turn on to Christmas is about.

As ever I am grateful for the support the Parish Council provides to our team's events which include, The Fete, Turn on to Christmas and Melbourn Open Gardens. This summer we are organising a simplified summer event which we have named Melbourn Fun Day. It is planned for Saturday 26 June, just a few days after the planned lifting of the Covid restrictions. We very much hope this can be a celebration for the village at the end of most of the social restrictions we have been under but is balanced by a simplified and shorter event which does not require the same levels of organisation, financial commitment and preparation compared to a normal fete in the event that circumstances change and the event can not go ahead.

On the following weekend, 4 July, we hope to hold Melbourn Open Gardens. This has proved a very popular way for our talented gardeners in the village to share their passion and success.

As can be seen we are determined to put on some events this year which are aimed at a cross section of our community and are kept at low or no cost.

Kind regards  
Trevor Purnell  
Chair, Turn on to Christmas

## AGENDA ITEM 7

### Report from District Cllr Hales

South Cambs District Council April 2021  
Councillor Jose Hales, Melbourn, Meldreth, Shepreth and Whaddon

## Key Changes 2020/2021

- Third year of New Administration in the Council from May 2018.
- Appointed Independent Councillor as Chairman.
- Appointed Conservative Councillor as Chairman of Scrutiny Group.
- Now 45 Councillors instead of 57.
  - Lower cost to residents
  - More work for us !
- Massive C19 support:
  - Community groups formed
  - Officers moved from normal duties to C19 support.
  - Business Grants paid:
    - Lockdown 1 of £30m
    - Nov-March 2021: £10m to 4,000 businesses, many hardship grants made.



# Financials

2021/22

- SCDC takes c.£155 of the £1,500 of Band D Council Tax.
- Council Tax Increased this year by 3.4% or £5 to £155.31
  - Correcting a deficit of £500k in 2019/20
  - C19 expenditure of £2,3m- received £1.9m from Government
  - Councillor expenses increased by 1%.
- County C Tax Increased by £40 or 2,99%.

## 5 yr Business Plan

- No Government grant.
- Savings planned of £5m next few years
  - £2m identified so additional £3m
- Plan to generate a quarter of the money the Council spends on services from investments within five years.
- By the end of March 2024, Council investments are forecasted to return an income of just over £5 million a year which will be used to protect the services people want and need.



# Services, Business Plan & Business Support

## 1. My South Cambs Portal

- To increase customer service.

## 2. Aim to improve planning with new shared service and IT platform

## 3. Higher number of planning delegations

- Previously <5%, now c 25%

## 4. Re structure of the Council Management

- New CEO
- New officer structure

## 5. Business Plan Focus

- Income generation - £5m investment income (from £20m).

## 6. Call for Sites Process

- Engaged with residents/Parishes
- 200+ people attended Guildhall meeting
- Roadshows all across S Cambs
- Looking at carbon & water resources.

## 7. New 6.1 yrs housing land supply

- prevents speculative development

## 8. New Business Support

- 4 new staff
- Focus on SME < 10 employees
- Focused on the business growth/expansion.



# My Priorities

- 1. Monitor & influence planning projects.
  - Influence the local plan process/call for sites.
  - Monitor the 5 year housing land supply
- 2. Keep residents up to date
  - Monthly newsletter, Facebook, active in the community, attend parish council meetings, keep parish informed of unfolding news.
- 3. Carry out effective case work on:
  - Planning
  - Housing
  - Highways
- 4. Represent the villages on Grants Advisory Committee (Chair of Committee).
  - New Covid grants - £30k
  - New Zero Carbon grants- £100k
  - Community Chest grants continue



## AGENDA ITEM 8

### Report from Cambridgeshire County Cllr van de Ven

#### Melbourn Annual Report 2021 – County Councillor Susan van de Ven

**The Covid year:** Against the backdrop of a very difficult year, it has been amazing to see our communities working together for the benefit of all. The County Council Public Health team has worked seamlessly with the District Council Communities Team and in turn with the Melbourn Coronavirus Community Response.

#### Local issues

**Drains:** After a very long wait and under considerable pressure, it was good to see Highways tackle the job of systematic drainage clearance in key roads identified as problematic (thanks to Tim Stebbing's meticulous recording). This was part of a pilot project also involving Meldreth and Shepreth. The next stage is to follow up on any drains showing continuing pooling problems; these will be further investigated. It's hoped this will become an annual exercise though Highways' extremely tight financial position is no secret.

**Road resurfacing Beechwood Avenue and side roads:** This work followed on from our public meeting in Oct 2019 when we looked at the Beechwood Ave rat running problems. It will be good to progress other action points now with the support of the Melbourn Futures Group and following the parish council's commissioning of traffic surveys all around the village.

**Melbourn Greenway funding approved:** In June the Greater Cambridge Partnership approved funding for the Melbourn Greenway, an off-road active travel link along the A10 corridor which will join up to Royston, and include new routes from Harston to Cambridge. Melbourn village will see investment in adaptations to the High St to make this a good place for all age groups to travel by bike – all pending a public consultation.

**East West Rail preferred route to Cambridge:** EWR Co has at last announced detailed routes for the new railway line from Bedford to Cambridge. This is a moment to thank all those who worked so hard to avoid the ill-thought-out Bassingbourn route which would have had a detrimental impact on the Melbourn area. Instead, EWR will serve Cambourne – a significant population area currently without rail links. This would then loop down to Toft, the Eversdens, Haslingfield, Harston and Shelford, to come up to a new Cambridge South Station, the conduit to the Cambridge Biomedical Campus. The proposal includes a dramatic embankment through the countryside and would involve significant community severance for our near neighbours. Please, have a look at and respond to the consultation, which concludes on June 9th: <https://eastwestrail.co.uk/consultation>

**Trains and buses:** In a year of dramatic loss of public transport patronage, it seems we are on a good footing for the next era. Thanks to all in the Cam Vale Bus User Group for helping to forge good relations with the bus operator: we now have a new commercial bus service, the number 17, with links to the Royston Gateway centre. Meanwhile, Govia Thameslink Railway timetable planners have been working closely with the Meldreth, Shepreth and Foxton Rail User Group to ensure that any temporary losses are not permanent. To that end, it is good to report that the half-hourly service for the small stations including Meldreth – only first achieved in 2018 – will be restored in May. That helps to facilitate next year's peak timetable and the student discount we have negotiated that is unique to Cambridgeshire station users.

**Thakeham and 'South West Cambridgeshire' new town:** A speculative developer, Thakeham, is proposing a new town of 25K homes in and around nine villages stretching from Bassingbourn to Melbourn and Foxton. The proposal sits outside the district's careful planning hierarchy and new town planning and appears to have its roots in the now

dismissed East West Rail Bassingbourn route. Thakeham has missed the Call for Sites deadline but proposes to make a late submission, which the Planning Authority is legally obliged to consider. It openly states its preference for a national channel, over-riding local authority decision-making powers. Together with Cllr Hales, I have helped set up the South West Cambridge Action Group working to prevent these ill-suited proposals from coming to fruition. A great deal of information is available to download from our website, [www.swcag.org.uk](http://www.swcag.org.uk). (Separate report to be presented.)

**Council meetings: in-person again?** It's not yet clear where County Council decision-making meetings will take place. Virtual meetings have seen far greater public participation, have been less polluting to the environment and less costly to the public purse. Meanwhile, Shire Hall in Cambridge, the long-time home of Cambridgeshire County Council, has now been closed and emptied and will be redeveloped for other purposes. A new building at Alconbury, up the A1, is under construction. It will be more economical to run but has no viable public transport links & will necessitate a great deal of driving – cycling is not permitted on the A1.

### **Cambridgeshire County Council responsibilities and future direction**

#### **Council officers and Council offices**

- The Chief Executive, Gillian Beasley, is shared with Peterborough as part of the policy of reducing back-office costs. All senior posts are now shared with Peterborough. The overall trend is to reduce council staff, often to unsustainable levels.

#### **Combined Authority**

Since May 2017 there has been a 'Combined Authority' for Cambridgeshire and Peterborough under a Mayor, comprising:

- Peterborough City Council (a unitary authority)
- District councils of Huntingdonshire, Fenland, East Cambs, South Cambs and Cambridge City
- Cambridgeshire County Council

The Mayor has a Cabinet comprising the Council Leaders from all the constituent councils. The Mayor has also been offered greater scope by central government in order to 'level up' to the Metro Mayors. This means adding adult education and the development of a university in Peterborough as well as oversight of strategic housing development.

#### **What the Council provides**

- Social services to children and young people, older people, people with mental health problems, physical and learning disabilities
- Planning of school places and some support for schools (although the funding for day-to-day running comes from central government); Coordinated Early Years provision, nurseries etc.
- Libraries
- Road maintenance; road safety measures
- Growth and wider development issues
- Trading standards
- Waste disposal and recycling centres
- *Transport strategy is gradually being taken over by the Combined Authority*

#### **Key issues faced: reduced funding, increasing costs, increasing demand, Covid**

The general pattern is for the cost of providing services to rise above general levels of inflation.

The reduction in general grants from central government has continued except that some extra money has been made available for Covid measures. The Local Government Association, a cross-party organisation, has been ringing alarm bells about the greater financial burden placed on local councils and several have become insolvent. The demand for services is increasing as the proportion of the population needing adult social care support increases. Although the total number of under-fives is not increasing at the moment, the severity of need of an increasing proportion is placing greater demands on a hard-pressed service.

### **Budget Headlines 2021**

- For 2021-22, Cambridgeshire is set to receive £645m of funding, excluding grants retained by its schools. But its total expected spending 2021-22 - despite finding savings and additional income of £4m, will be £655m - leaving a £9.6m gap.
- The costs of running the Council have risen by £42m (6.9%) compared to the last financial year. In particular, the impact of COVID-19 has led to increased challenges across all services areas but especially in Adult and Children's Social care which have seen increases in both the amount and complexity of need.
- Increasing the rate at which the Adult Social Care Precept is set: The council's current Business Plan is currently based on the council being able to set an Adult Social Care precept of 2% in each of the five years that the plan covers to 2025 – 26.
- The key sources of Cambridgeshire County Council's funding are council tax (£323m), business rates (£64m), central Government grants (£136m) and fees and charges income (£122m).
- 2021/22 Budget
  - £20 million extra for footpath maintenance
  - £2.73 million extra for flood attenuation and improving our biodiversity.
  - £6.97 million in improvements to the B1050, however
  - A cut of £7.5m to the roads programme (central govt grant)

### **Council Tax**

The government has again capped the levels by which local councils can increase tax for 2021-22:

- 3% over two years towards Adult Social Care and 1.99% towards other services.

Cambridgeshire CC has decided to limit the social care increase to 1%, followed by 2% next year and 1.99% for other services. So, for the coming year 2021-22, the total 2.99% increase will cost a Band D household an extra £54.22 per year. Over 60% of households in Cambridgeshire are in the lower bands A-C. In round figures, every 1% brings in about £3 million to the Council.

Since capping was introduced in 2014, the Council has not made use of the full flexibility allowed by central government. As a result of the compounding effect of those decisions, the Council's income is much less than it would have been.

### **The future for local government services and the implication for communities**

Central government has been decreasing its grants to local councils with the expectation is that services will be 'transformed' and local groups - parish councils and voluntary groups – will have a bigger role in supporting those people in the early stage of needing help. The County Council has continued to make savings in its procedures and in increasing income,



for example through setting itself up as a property company and trying to sell off some of its land holdings for housing.

**Thank you:** It has been an honour to serve as your County Councillor these past four years. I'll be standing for re-election on May 6<sup>th</sup>, but regardless of the outcome I'd like to thank all those I've worked with and met during the course of this time.

# South West Cambridgeshire Action Group



Update for Melbourn Annual Parish  
Meeting, 5 May 2021

## District & County Councillors

*Representing villages within the Thakeham proposal area,  
& promoting SWCAG objectives - 'Prevent the proposed Thakeham  
development'*

- ▶ Jose Hales - District Councillor for Melbourn, Meldreth, Whaddon, Shepreth
- ▶ Sebastian Kindersley - County Councillor for Barrington, Orwell, Wimpole & the Gamlingay Division villages
- ▶ Peter McDonald - County Councillor for Shepreth, Foxton & the Duxford Division villages
- ▶ Susan van de Ven - County Councillor for Bassingbourn-cum-Kneesworth, Whaddon, Meldreth, Melbourn
- ▶ Aidan Van De Weyer - District Councillor for Barrington, Orwell, Wimpole
- ▶ *(District Cllrs Nigel Cathcart and Deborah Roberts - Observers only, protecting their right to vote on the Local Plan)*



# South Cambs Local Plan Update

Click to add text

# Local Plan Status/Scope ('Greater Cambridge Shared Planning')

## Housing to support each growth level



- 10% buffer to give flexibility for the Plan to adapt to rapid change as required.
- Significant amount of housing supply from planning permissions already granted and sites included in the adopted 2018 Local Plans, that will be delivered during the period of the new Local Plan.

| Growth option<br>2020 to 2041 | Total housing (inc 10%<br>buffer) | Development already in<br>the pipeline (including<br>windfalls) | Additional housing to be<br>allocated sites in the<br>new Local Plan |
|-------------------------------|-----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------|
| Minimum                       | 40,300                            | 36,400                                                          | 3,900                                                                |
| Medium                        | 46,200                            | 36,400                                                          | 9,800                                                                |
| Maximum                       | 62,700                            | 36,400                                                          | 26,300                                                               |

# Hard to see how SW Cambridgeshire would fit the Spatial options

## Broad locations being tested



1: Density



2: Edge of Cambridge, not in Green Belt



3: Edge of Cambridge, in Green Belt



4: New settlements



5 Dispersal to villages



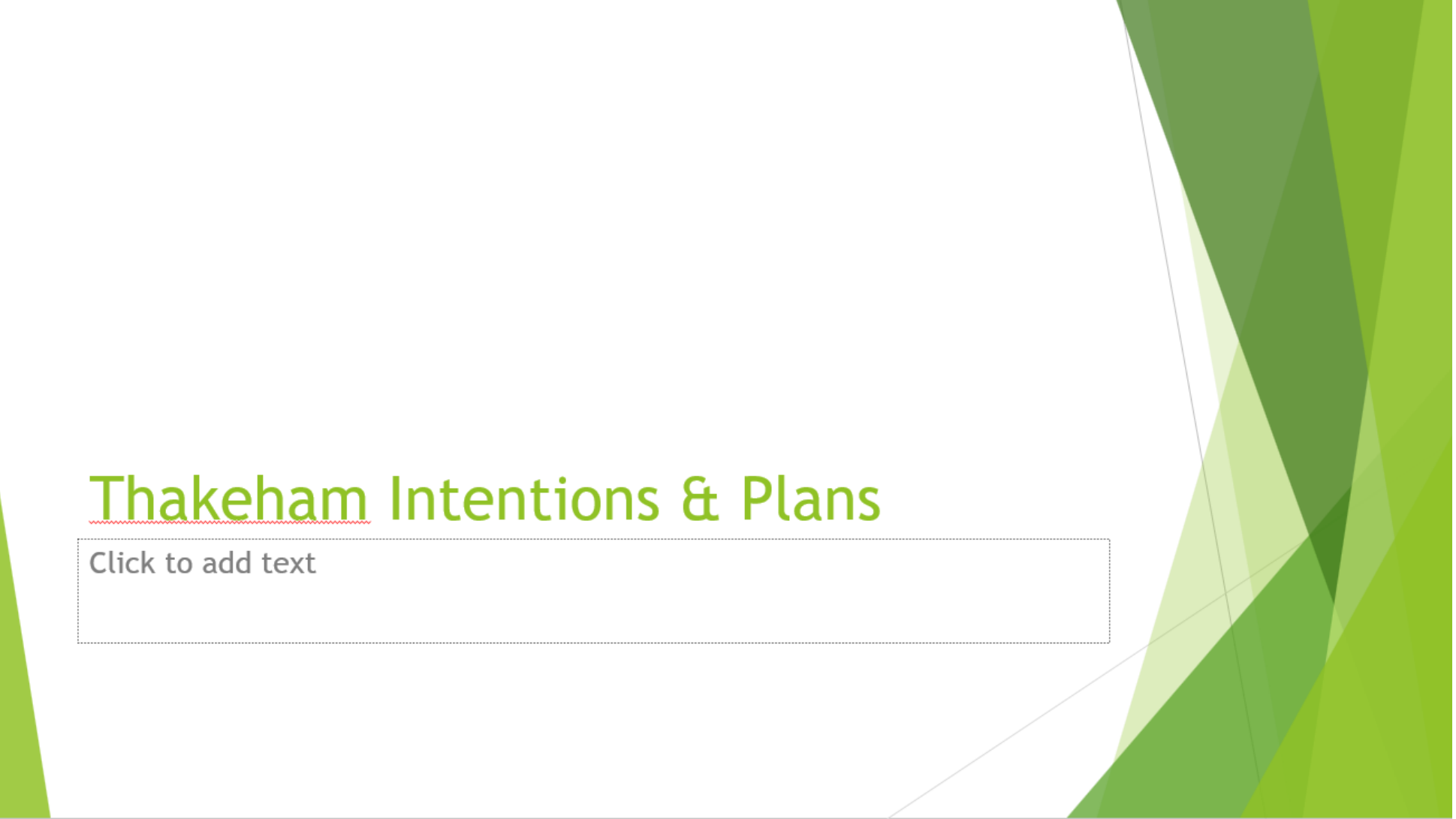
6: Focus on public transport corridors



7. Southern cluster (integrating jobs and homes)



8. Western cluster (focus on transport node)

The background of the slide features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic look. The shapes are primarily located on the right side and bottom of the slide, with some extending towards the center.

# Thakeham Intentions & Plans

Click to add text

## Thakeham's Plans for South West Cambridgeshire

### Thakeham said:

There hasn't been a change, and Thakeham simply confirmed in their letter to Mr Browne that they will be making representations to the Local Plan in the coming months. Thakeham remains in dialogue with regional and national stakeholders together with local decision makers and there is no fixed view on the preferred route.



# Save West Grinstead & The Weald... Petition signed by 19,000 People

## Save West Grinstead and The Weald



\*this image is not specific to Thakeham Homes and is for illustrative purposes only

# Government Developments

Click to add text

## Planning for sustainable growth in the Oxford- Cambridge Arc

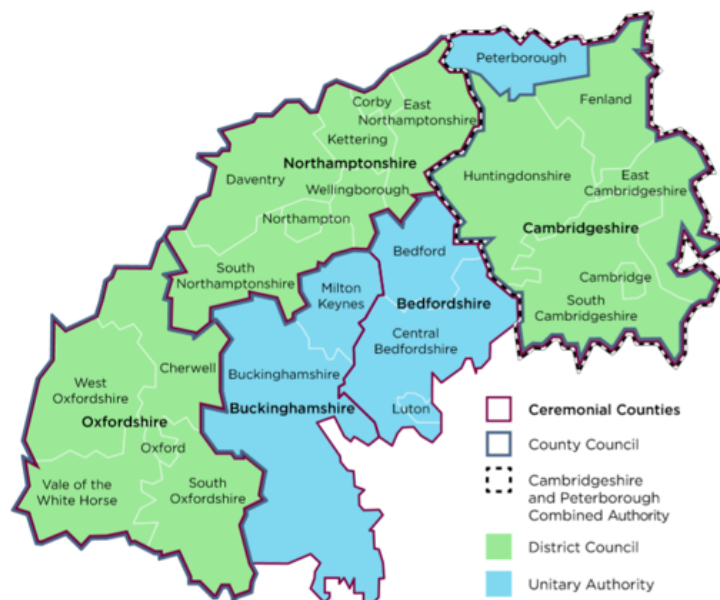
An introduction to the Oxford-Cambridge  
Arc Spatial Framework

# OxCam Spatial Framework:

## What is It?

A Government sponsored  
infrastructure, housing, environment &  
jobs plans for those counties within the  
OxCam Arc.

## Where is It & Why Is it Important?



### Economic Importance:

- ▶ Currently 7% of UK GDP
- ▶ With the right interventions and investment,
- ▶ economic forecasts suggest that by 2050 we would see economic output,
- ▶ growing by between £80.4 billion and £163 billion per annum, with between
- ▶ 476,500 and 1.1 million additional jobs.

# Ministry of Housing Communities & Local Government

- MHCLG have published a bid for £50k for "engagement of stakeholders" for up to 4 new or expanded settlements along East West Rail's central section.



## What SWCAG Have Done..

1. Engaged with 800+ people in a new Facebook page & website.
2. Filed FoI's with HM Government departments - HM Treasury, Ministry of Housing.
3. Lobbed Thakeham directly.
4. Started to engage with the 'Save West Grinstead & the Weald' campaign in Sussex.
5. Engaged with Anthony Browne.
6. Held 3 public meetings.
7. Held 2 parish meetings.
8. Now engaging with National Trust, RSPB



## Support we requested from Anthony Browne:

- ▶ 1. Get the Ministry of Housing, Communities and Local Government to make a Government statement that the stakeholder bid for 4 new settlements excludes Thakeham.
- ▶ 2. Represent us on the select committees with ref to OxCam Arc, that the 25,000 homes proposal is completely unsustainable.
- ▶ 3. Write to Environment Agency to ask them to highlight water resources are completely unsustainable for Thakeham.
- ▶ 4. Write to the Mayor to confirm his opposition to the Thakeham proposal, based on lack of infrastructure.
- ▶ 5. Write to the Greater Cambridge Partnership to secure opposition based on housing numbers and traffic (50,000 extra cars).
- ▶ 6. Ask The Chancellor to make a Government statement ruling out Thakeham as one of the 2020 budget stated development corporations.
- ▶ 7. Write to the NFU asking landowners not to engage with Thakeham as the plan will never come to fruition.

## AGENDA ITEM 11

### Nominations for Community Award

#### **Douglas Phipps for his generous donation of a beautiful handcrafted sign for the Millennium Copse**

Mr Phipps is a relative new-comer to Melbourn. He contacted the Parish Office in late 2020 with a request to plant a tree in the Millennium Copse and to make and install an oak bench around the tree. It was initially difficult to progress the request due to Covid restrictions but during November, Mr Phipps' tree was planted and, with the help of Dennis Bartle, one of the village wardens, the hexagonal oak bench with installed.



Mr Phipps then requested permission to design, make and install a further sign for the area near to the Millennium Copse also identifying the Jubilee Orchard and the River Mel. The sign was installed in March 2021 and is a wonderful addition to the area.

Mr Phipps has also worked with the village wardens to repair a picnic bench that can now take pride of place on the New Rec by the River. I hope this nomination for Community Award goes some way to thanking Mr Phipps for what he has shared with the village.





## **Ron and Gill Sutcliffe for their work in All Saints Churchyard**

Ron and Gill Sutcliffe are often seen working in All Saints Churchyard quietly working to maintain the flower gardens and grounds of the churchyard. They can often be seen clearing overgrown areas and re-seeding large areas of the lawn. I have worked with them on occasion clearing piles of tree cuttings which they have generated.

Their work has also benefitted the Parish Wardens in helping to keep the Churchyard trees under control and removing any danger from overhanging branches along the footpaths.

To my mind they have made the churchyard a very pleasant place to walk in, not just for the church goers but for the community as a whole.

I would therefore like to nominate them for a Community Award

## **Laura Nelson and Jemma Glennon – Melbourn & Meldreth Bear Hunt and the Melbourn Walking Market**

Laura Nelson and Jemma Glennon are nominated for organising the wonderful Melbourn & Meldreth Bear Hunt. Over 470 families took part displaying bears in their windows for children to find. What a wonderful idea during the first lockdown to give families a way of getting out and connecting with one another in safe but fun way.

They also organised the Melbourn Walking Market which provided yet another opportunity for families to enjoy a safe social activity at a time when Covid restrictions affected so many people.

## Melbourn Coronavirus Community Response (MCCR) for their tireless support when it was needed most

The whole of the MCCR team are nominated for their valuable work and tireless support during 2020 when restrictions prevented people from going about their lives. At a time when many felt isolated and unsure, the MCCR team including 193 volunteers helped by:



The work of the MCCR has also been recognised by the Chair of Cambridgeshire County Council for their remarkable efforts during the Covid-19 pandemic.