

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 2 August 2021 at 7.30pm at All Saints
Community Hall, Station Road, Melbourn, SG8 6DY**

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), Baker, Barnes, Buxton, Cowley, Davey, Kilmurray

Absent:

In attendance: Claire Littlewood (Parish Clerk), two representatives from Stonebond Properties

PC051/21 To receive and approve apologies for absence

Apologies were received from Cllrs Hart, Travis and Wilson. Acceptable reasons were given.

It was:

RESOLVED to accept the apologies for Cllrs Hart, Travis and Wilson.

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

PC052/21 To receive any Declarations of Interest and Dispensations

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

Cllr Kilmurray declared an interest in item PC061/21a) – d) as a Director of the Hub Management Group. He was given dispensation to participate in the discussion but not to vote.

PC053/21 Chairs' Announcements – For information only

Chair advised that the MVAS boxes had been received and would be installed soon.

Chair advised that a used eBike had been identified and was available for inspection at the meeting.

PC054/21 To approve the minutes of the Parish Council Meeting held on 28 June 2021

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 28 June 2021 as an accurate record.

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

PC055/21 To report back on the minutes of the Parish Council Meeting held on 28 June 2021

Clerk reported that actions under items PC041/21b), PC041/21d), PC042/21d), PC045/21a), PC048/21a) were on the agenda for further discussion.

PC056/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

Two representatives from Stonebond Properties were in attendance.

The Chair altered the order of the Agenda to bring forward item PC062/21a)

PC062/21 Planning Matters:

- a) To note email decision to respond to Stonebond's offer to transfer the open spaces on the Orchard Gardens development

An email decision to respond to Stonebond's offer to transfer the open spaces was noted.

Chair welcome representatives of Stonebond. Stonebond Planning Manager requested a detailed breakdown of our contractor's estimate of ongoing costs. Indicated that estimated costs appeared excessive and they would seek a further quote for comparison. Discussion with regard to likely maintenance costs and concerns over drainage, particularly of the LAP. Noted that deadline for negotiations is 19 August 2021.

Further discussion with regard to non-adherence to agreed traffic and construction management plan. Noted that the parish office receives regular complaints regarding vehicle parking. Stonebond Site Manager indicated that contractor parking is being monitored. Additional on site parking is being made available. Parking will be monitored.

PC057/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. **ACTIONS:** Clerk to check whether Shared Services waste collection have capacity to incinerate disposable nappies. Also check how dog waste bags are disposed of.

PC058/21 Governance:

- a) To approve signature of an Indemnity relating to Supplementary s106 Agreement for Victoria Heights
It was:
RESOLVED to approved signature of the Indemnity relating to Supplementary s106 Agreement for Victoria Heights.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To note updated Internal Auditor's report
The updated reported was noted.
- c) To invite nominations for members of the Finance and Good Governance Committee
It was:
RESOLVED to approve Cllr Baker's nomination to join Finance and Good Governance Committee.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.
- d) To invite nominations for members of the Maintenance Committee
No nominations were received.
- e) To consider an application for Street Trading Licence
Discussion with regard to potential for increased littering in the area.
It was:
RESOLVED to support the application for a Street Trading Licence with a request that the vendor is responsible for clearing the area of litter.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- f) To discuss and consider making a LHI grant application
An update was provided following a meeting with Highways Project Manager. Area of concern is New Road approach to the village. Application for LHI grant to be submitted by September 2021. The proposed project will cost in the region of £20,000. Any shortfall in grant awarded could be precepted for next year. Grants go through preliminary stage before being approved for full consideration.
It was:
RESOLVED to make an application for an LHI grant based on Highways report. If initial grant application is accepted, a more detailed application is to be submitted. Any shortfall in the grant awarded to be precepted.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- g) To consider approving wording for memorial bench in Stockbridge Meadows
It was:
RESOLVED to approve the wording for the memorial bench in Stockbridge Meadows.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.
- h) To receive any updates and consider actions
There was nothing further to discuss.

PC059/21 Finance Matters:

- a) To consider retrospective approval for the approvals list for July 2021
It was:
RESOLVED to retrospectively approve the approvals list for July 2021.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To receive and consider finance report for June 2021
The finance report was received.
- c) To consider approving revised IT support costs
Discussion with regard to increased IT support costs for backup. Noted that costs are high but includes restoration in the event of a loss of data. Further research to be carried out and reviewed. Noted that it would be preferable to keep all IT support with one provider.

It was:
RESOLVED to approve the increase in IT support costs but to carry out a review the IT support package and seek comparative costs for consideration.
Proposed by Cllr Baker, seconded by Cllr Buxton. All in favour.
- d) To consider approving expenditure from reserves for an electric bike
eBike and trailer is to be made available for use by new litterpicker. A pre-owned eBike was available at the meeting for inspection (2-3 years old, only c.30 miles, excellent condition). Cllr Davey noted an interest as the eBike belongs to a family member.
It was
RESOLVED to purchase the pre-owned eBike at a cost of £400.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. In favour: Cllrs Kilmurray, Buxton, Baker, Barnes, Cowley, Clark. Abstain: Cllr Davey
- e) To receive any updates and consider actions
There was nothing further to discuss.

PC060/21 To note the bank reconciliations for June 2021

Item deferred until September meeting.

PC061/21 Community Hub Extension Project

- a) To receive an update on the Hub Extension Project

The report was received. Discussion with regard to additional electrical works over and above that already approved by Council (£3,931.48 - PC106/20a : meeting 22 February 2021 and £3,500 - Item 4 : meeting 10 May 2021). Noted that the Hub Management had agreed the fund additional electrical works likely to be in the region of £13,000 to avoid delaying the project. Full Council approval will be required for reimbursement of the additional electrical costs provided there Hub extension budget is not overspent.
- b) To consider retrospectively approving additional Structural Engineers fees
It was:
RESOLVED to retrospectively approve the additional Structural Engineers fees of £200.
Proposed by Cllr Davey, seconded by Cllr Barnes. In favour: Cllrs Davey, Barnes, Barker, Buxton, Clark, Cowley. Abstain: Cllr Kilmurray.
- c) To consider retrospectively approving additional scaffolding hire costs
It was:
RESOLVED to retrospectively approve additional scaffolding hire costs of £100.
Proposed by Cllr Baker, seconded by Cllr Davey. In favour: Cllrs Baker, Davey, Barnes, Buxton, Clark, Cowley. Abstain: Cllr Kilmurray.
- d) To receive any updates and consider actions
There was nothing further to discuss.

PC062/21 Planning Matters:

- b)** To consider purchase of open space on Greengage Rise from Taylor Wimpey
Noted that Taylor Wimpey's legal fees are capped at £550. Parish Council legal fees estimated to be in the region of £1,200-£1,400.
It was:
RESOLVED to approve purchase of the open space on Greengage Rise from Taylor Wimpey at the cost of £1 plus legal fees
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- c)** To receive an update on Hopkins Homes offer to transfer the SGB
Report from independent landscape architect highlights concerns with regard to SGB. Further questions to be raised with developer (cc s106 Officer and Landscape Officer). **ACTION:** Clerk to obtain quote for obtaining detailed horticulturalist report.
- d)** To receive an update on Dolphin Lane verge
Update received regarding a request to extend property boundary on Dolphin Lane. Resident has been advised that boundary must not be extended and verge to be returned to original condition.
- e)** To receive any updates and consider actions
There was nothing further to report.

PC063/21 Maintenance Matters:

- a)** To discuss and consider a suggestion relating to Ground Source Heat Pump heat network
Discussion with regard to GSHP network in Swaffham Prior. Noted that any similar project would be a much larger scale.
ACTIONS:
- Clerk to forward to County Cllr van de Ven to see if this is something that could be taken further.
- Clerk to respond and thank resident for their interest and provide an update on the discussion.
- b)** To receive an update on Pavilion heating costs
To be monitored. Discussion with regard to upgrading bulbs on footpath lights and Pavilion veranda to LED. **ACTION:** Clerk to follow up with wardens to change lightbulbs to LEDs.
- c)** To receive any updates and consider actions.
There was nothing further to report.

PC064/21 To receive the Timebank Coordinator's report

The report was received.

PC065/21 HR Matters:

- a)** To receive an update from the HR Panel
Nothing to report from the HR Panel.
- b)** To consider approving CILCA training course for Assistant to the Clerk
It was:
RESOLVED to approve Assistant to the Clerk registering for CiLCA training course at a cost of £400 + VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.
- c)** To consider approving Clerk's attendance at SLCC National Conference
It was:
RESOLVED to approve Clerk's attendance at the SLCC National Conference at a cost of £140 + VAT.
Proposed by Cllr Cowley, seconded by Cllr Baker. All in favour.
- d)** To consider approving amended Independent Service Provider Agreement

It was:

RESOLVED to approve the Independent Service Provider Agreement as amended.

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

- e) To receive any updates and consider actions

There was nothing further to report.

PC066/21 Policies and Terms of Reference:

- a) To consider adopting Terms of Reference for the Website Working Party

It was:

RESOLVED to adopt the Terms of Reference for the Website Working Party.

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

PC067/21 To note the date of the next meeting :

The date of the next meeting was noted as Monday, 27 September 2021

The meeting closed at 21:23

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 28 June 2021 at 7.30pm at All Saints

Community Hall, Station Road, Melbourn, SG8 6DY

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), Baker, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk)

PC034/21 To receive and approve apologies for absence

Apologies were received from Cllrs Barnes, Buxton and Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies received from Cllrs Barnes, Buxton and Cowley.

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

PC035/21 To receive any Declarations of Interest and Dispensations

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

Declarations of interest were received from Cllrs Kilmurray and Travis as directors of the Hub Management Group in respect of items PC042/21 and PC044/21. Dispensations were granted for them to remain and participate in the discussion but not to vote.

PC036/21 Chairs' Announcements – For information only

Chair noted thanks to a local business for their generous donation towards repair of the Parish clock.

PC037/21 To approve the minutes of the Parish Council Meeting held on 24 May 2021

Correction was noted to PC024/21a) as follows – '*Noted that the Parish Council has built up 6 months of general reserves (£150,000), with total reserves currently sitting at £605,262.00. ...*'

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 24 May 2021, as amended, as an accurate record.

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

PC038/21 To report back on the minutes of the Parish Council Meeting held on 24 May 2021

PC022/21 – Information relating to Cottenham and Histon Neighbourhood Plans had been circulated to councillors.

PC039/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

PC040/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. A member queried if there was any update available on the proposed Thakeham development. Noted that information is available via the SWACG website.

PC041/21 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee

Councillors were invited to contact the Clerk for further information. Noted that membership of F&GG Committee is currently 4 councillors out of a possible 7.

- b) To receive and consider the Internal Auditor's report

The report was received. **ACTION:** Clerk to follow up with IA for clarification with regard to dispensations.

- c) To consider and review allotment rentals for the year

Recommendation from Finance and Good Governance Committee for allotment rentals to remain at current levels.

It was:

RESOLVED to maintain allotment rentals at current levels for 2021/22 allotment year.

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

- d) To consider and review Pavilion hire charges for the year

Recommendation from Finance and Good Governance Committee for pavilion hire rates to remain at current levels. Noted that general hire rates are £15 p/h up to a maximum of £60 (equal to 4 hours hire) but there is no similar cap for community group rates.

It was:

RESOLVED to maintain pavilion hire charges at current rates subject to a cap on charges for community groups at £12 p/h up to a maximum of £48 (equal to 4 hours hire).

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

Further discussion with regard to high electricity costs. A member requested a report with cumulative electricity costs for the pavilion for 2020 to 2021.

ACTIONS:

- Clerk to include an item on July Maintenance Committee agenda for further investigation.
- Clerk to ask wardens to investigate where footpath lights are powered from.
- RFO to provide report 2020 to 2021 on electricity costs for the Pavilion.

- e) To note the District Council's review of Street Trading Policy

This was noted. A member raised concern with regard to increased advertising along the A10 particularly on Highways verges on entering the village. Highways Officer had indicated that action would only be taken if a complaint is made.

- f) To note any email decisions taken

The email decision relating to PC025/21 was noted.

- g) To receive any updates and consider actions

There was nothing further to discuss.

PC042/21 Finance Matters:

- a) To consider approving payment of the £15,000 grant to the Community Hub

It was:

RESOLVED to approve payment of the £15,000 grant to the Community Hub.

Proposed by Cllr Wilson, seconded by Cllr Hart. In favour: Cllrs Wilson, Hart, Davey, Baker, Clark. Abstain: Cllrs Kilmurray and Travis.

- b) To receive and consider the approvals list for June 2021

It was:

RESOLVED to approve the approvals list for June 2021.

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

- c) To receive and consider finance report for May 2021

The report was received.

- d) To consider approving purchase and installation of a memorial seat in Stockbridge Meadows to be funded from s106

It was:

RESOLVED to approve expenditure of £480 + VAT (Herts & Cambs Ground Maintenance) for preparation of the area and £770 + VAT for a Cyan semi-circular tree seat with arms.

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

ACTION: Clerk to contact Rosemary Gatward's family to discuss wording for memorial plaque.

- e) To consider approving expenditure on MVAS units

Noted that permission has been obtained for use of various lampposts around the village MVAS unit will be moved to different locations.

It was:

RESOLVED to approve expenditure up to £2,500 + VAT for the purchase of the MVAS unit from ElanCity.

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

- f) To receive any updates and consider actions.

There was nothing further to discuss.

PC043/21 To note the bank reconciliations for April and May 2021

This was noted.

PC044/21 To receive an update on the Community Hub Extension Project

The update report was received. Noted that project is well advanced and remains on budget although slightly behind schedule. Quality of work was noted. Currently anticipated that Hub will re-open mid-August. Thanks were noted to parish office staff for their forbearance during the building works.

PC045/21 Planning Matters:

- a) To consider Stonebond's offer to transfer the open spaces on the Orchard Gardens development

Recent site inspection was noted. Local grounds maintenance contractor has submitted a quote for ongoing maintenance of LAP and LEAP. Concern was noted with regard to drainage of the LAP. Also noted that 50% of maintenance costs submitted by developers contractor relating to insurance and equipment replacement. A member noted that replacement of play equipment on LEAP should be considered in 10 year commuted sum.

ACTIONS:

- Clerk to contact our grounds maintenance contractor to revisit quote.
- Clerk to seek further comparative quotes. Cllr Wilson to provide contact details of contractors.
- Clerk to write to Stonebond to advise that their offer of £2,005 per annum is insufficient and to advise that we are seeking comparative quotes.

Subject to above, Cllrs Kilmurray, Clark and Travis to reconsider and make recommendation to full Council for consideration and email decision.

- b) To consider Hopkins Homes offer to transfer the Strategic Green Belt on the New Road development

Site inspection carried out on 24/6/21. Concerns were noted with regard to current maintenance of the SGB as areas require remedial works. Also a significant number of dead trees were observed. Developer has indicated that the SGB has been maintained for 12 months but members noted that 12 month period only expires October 2021. Local grounds maintenance contractor attended site inspection and will prepare detailed costing for ongoing maintenance. Initial discussion that commuted sum offered by the developer is insufficient. A member queried who is responsible for hedge on the border of the development near the chicane as this is currently overgrown and causing visual obstruction for drivers exiting the development.

ACTIONS:

Action 1 Clerk to write to Hopkins Homes (cc s106 Officer) to advise:

- 12 month maintenance period will not expire until October 2021.
- area appears not to have been maintained and requires remedial works (as detailed in Action 2* below and including replacement of approximately 30 dead or failing trees). In view of this, the SGB is not in suitable condition to be transferred as it has not been sufficiently well maintained.
- if preferred, the Parish Council can seek quotes for undertaking required remedial works, which costs will be passed on to Hopkins Homes;
- the proposed commuted sum of £37,587.13 is insufficient for the ongoing maintenance works required

- quotes are being sought from other grounds maintenance contractors (including for remedial works required) which will be submitted to Hopkins Homes for consideration in due course.

Action 2 Clerk to obtain quotes for*:

- replacement of dead or failing trees
- cutting out scrub, clearing paths and shrub beds
- replacement wooden edging along gravel paths
- permanent close boarded wooden fence to be installed along the border with East Farm
- ongoing maintenance of ranch fencing along border of the development.

Action 3 Cllr Wilson to provide contact details for landscape architects for a report on status of the SGB and remedial works required.

Chair of the Planning Committee called for a proposer as to whether the Parish Council should take transfer of the SGB at this time. There was no proposer – the resolution fell.

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC046/21 Maintenance Matters:

- a) To consider approving engineers costs for design of Stockbridge Meadows boardwalk

Noted that a Structural Engineer's report is required to progress the project. Recommendation from Maintenance Committee is for approval of the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

It was:

RESOLVED to approve the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

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

- b) To consider approving updates to the weekly inspection sheet

It was:

RESOLVED to approve the revised weekly inspection sheet to include legionella monitoring at the Pavilion

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

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC047/21 To receive the Timebank Coordinator's report

The report was received.

PC048/21 HR Matters:

- a) To receive any updates and consider actions

An update was received to confirm Cllr Hart as Chair and Cllr Travis as Vice Chair of the HR Panel. Further update with regard to potential replacement litter-picker and plan to seek grant funding for an eBike. Discussion as to possible job share arrangement.

ACTIONS:

- Clerk to re-advertise job share opportunity.
- Cllr Hart to follow up suggestion as to approaching other PCs for sharing litter-picking role.

PC049/21 Policies and Terms of Reference:

- a) To consider approving revised Persistent, Vexatious or Abusive Complaints Policy

It was:

RESOLVED to approve the revised Persistent, Vexatious or Abusive Complaints Policy.

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

- b) To consider approving revised Terms of Reference for Finance and Good Governance Committee

It was:

RESOLVED to approve the revised Terms of Reference for the Finance and Good Governance

Committee.

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

- c) To consider approving revised Standing Orders

It was:

RESOLVED to approve the revised Standing Orders for Melbourn Parish Council.

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

- d) To consider approving revised Confidential Authorised Signatory List

It was:

RESOLVED to approve the revised Confidential Authorised Signatory List by removal of Claire Kent.

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

- e) To consider approving revised Policy for Creation and Revision of Documents

It was:

RESOLVED to approve the revised Policy for Creation and Revision of Documents

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

- f) To consider approving revised Policy and Procedure for Publication of Information

It was:

RESOLVED to approve the revised Policy and Procedure for Publication of Information.

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

- g) To consider approving revised Written Records Management and Disposal Policy

It was:

RESOLVED to approve the revised Written Records Management and Disposal Policy.

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

- h) To consider approving revised Allotment Rental Agreement

It was:

RESOLVED to approve the revised Allotment Rental Agreement, subject to reformatting of paragraph numbering.

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

- i) To consider withdrawing Unplanned Expenditure Decision Making Policy

It was:

RESOLVED to remove the Unplanned Expenditure Decision Making Policy

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

PC050/21 To note the date of the next meeting : 26 July 2021

The date of the next meeting was confirmed as 26 July 2021.

The meeting closed at 21:17

Melbourn Parish Council Aug 2, 2021 – District and County Councillors' Report

Little Lane: We have been working very closely with residents and Highways to refresh signage and get the messaging right for incoming traffic to make drivers aware of the 6ft-width restriction, to protect themselves and properties owners who's sustained costly property damage on account of excessively wide vehicles making their way down a lane that narrows as it goes along. New signage expected soon.

Orchard Road between Maple Way and Water Lane: We've sought assistance from Highways with regard to raising awareness of the stretch of Orchard Road without a pavement, and the path coming into that stretch from Ash Grove. Signage to warn drivers of children crossing the road is now on the Highways list and we hope that will be with us soon.

Drains: The Highways team has been back to investigate the system between the High St car park and the Cross. Work in progress.

Train services: semi-fasts to and from London, and half-hourly Saturday services: GTR are running a consultation on changes to the timetable in May 2022. The consultation is open until 5th August 2021. The highlights of the proposed timetable are:

- 6 semi-fast services from the village stations in the morning peak from 06:05 to 08:37. These services would take around 57 mins from Foxton to Kings Cross, 54 mins from Shepreth and 51 mins from Meldreth.
- 5 semi-fast services from Kings Cross to the village stations in the evening peak from 16.54 to 18.54. These services would take around 52 mins to Meldreth from Kings Cross, 55 mins to Shepreth and 58 mins to Foxton
- All day half hourly services on a Saturday

(The current hourly service on Sunday will remain as is.)

The Rail User Group and Community Rail Partnership have campaigned since the timetable change of May 2018 for these semi-fast services and half hourly weekend services, and we have been told that all feedback is useful to GTR to present a case to the DfT, so it would be great if our rail users could respond to the consultation in favour of the changes. You could also add that you support a half hourly service on Sundays if that would be useful to you.

Provide your feedback to gtr.timetableconsultation@gtrailway.com with the subject May 2022. For more information, you can visit the [Thameslink](#) website or download the [Consultation Booklet](#).

A10 Cycle Awareness Ride October 3: The A10 Awareness Ride will make a comeback on Sunday October 3rd, leaving Trumpington Park and Ride at 10:30AM bound for Melbourn. The ride will stick to the A10 cycle path and help familiarize cyclists of all ages with the current route and Melbourn Greenway plans to improve it. Road and Foxton level crossing junctions will be supervised by marshals, and we hope to conclude at Phillimore Garden Centre's front lawn with refreshments. If you can help volunteer as a marshal or in any other way, please get in touch. More information to come, and all subject to Covid of course. Any questions, please contact contacta10cycle@gmail.com.

Thakeham and South West Cambridge Action Group:

More helicopters: The SWCAG group has had confirmation that the late July helicopters over the villages were commissioned by Thakeham as part of its surveillance work.

Still no submission to Call for Sites: Nothing yet from Thakeham.

The OxCam Arc consultation has begun and runs for 12 weeks. This national growth scheme was brought in by central government following the 2019 General Election and conceptualizes population and economic growth in the 'arc' between Oxford and Cambridge. SWCAG's approach is that the most effective response will be one that engages in an informed and constructive way – let's make sure we do all we can to help ensure things are done in the best way possible. SCWAG is currently seeking advice from local experts who have offered to support SWCAG's aspirations to stop the Thakeham development on the grounds that it sits apart from principles of responsible, sustainable and strategic new population planning as established and implemented over decades by the Local Planning Authority.

You can read the recent announcement in full [on the Gov.uk website](#). The full consultation documents are also [available to view](#).

Possible disruption to green bin collections

From SCDC: Last week, [we gave advance warning](#) that fortnightly green bin collections could be disrupted in the weeks ahead due to the pandemic causing staff shortages – though collections remain as scheduled for now. If any changes to the schedule are needed the Greater Cambridge Shared Waste Service will let residents, parish councils and residents' associations know, and keep people up to date via the two councils' websites and social media channels.

New Washable Nappy Discount Scheme

Nappy and sanitary waste makes up nearly 10% of what we send to landfill from the black bins, and households with children in disposable nappies will know that they fill up their black bin very quickly. To encourage parents to switch to washable nappies, even for just one nappy change a day, the Recycling in Cambridgeshire and Peterborough (RECAP) partnership has teamed up with suppliers to offer a 10 to 15% discount off the cost of washable nappies, washable wipes, and reusable period products. The scheme is open to residents across Cambridgeshire and Peterborough, who can apply through their own council's website. [South Cambridgeshire residents can apply now](#).

Growth Fund

[New Growth Fund](#), using Government funding, is designed to support South Cambridgeshire based businesses' growth and expansion plans. These could be start-ups looking to scale and grow quickly, or established companies which can clearly demonstrate ambitious growth plans. Businesses from any sector can apply, including sole traders and partnerships, for one-off grants of £1,000 to £50,000. The scheme will end when all funds have been allocated. [Find out more details and apply now](#).

Walk-in vaccine clinics in Cambourne

Three new dates have been confirmed for further walk-in Covid-19 vaccination clinics at The Hub in Cambourne (The Hub, High Street, Cambourne, CB23 6GW). This is to help make it easier for people to access their first and second doses:

- Outdoors (mobile van) on Tuesday 3 August, from 1pm to 7pm
- Outdoors (mobile van) on Tuesday 10 August, from 1pm to 7pm
- Indoors at the Hub on Saturday 9 October, from 10am to 4pm (at which anyone who had their first jab at one of the July/August walk-ins will be able to have their second jab).

There are plenty of other walk-in clinic dates and locations – visit [The Vaccinators website](#) for the latest information. Alternatively, it's really easy to book an appointment at a convenient time and location through the [national booking service](#).

or [Twitter](#), or visit the [press release online](#).

New County Council administration: taking stock and looking ahead

The new County Council administration has been taking stock of the council's financial position and ways of working, at a time of continuing increasing financial and demographic pressures as well as new variables around Covid legacy and recovery. In other words: less income and continuing need to 'make savings'; inflation; economic costs of Covid to the council; people getting older and/or with increasingly complex health needs; a highways network in 'managed decline'; as well as issues around member conduct and transparency (see next item). Our as a council job is provide the best possible services for our residents. We will be reporting in more detail in weeks to come. The next round of committee meetings is in September, and all meetings are live-streamed and accessible on YouTube <https://www.youtube.com/user/CambsCountyCouncil/videos>

Conflict of interest guidance for County Council members to be strengthened

The County Council writes: "Changes to Cambridgeshire's conflicts of interest guidance for Members aim to improve transparency, build public confidence and ensure confidentiality where it's appropriate, the County Council's Constitution and Ethics Committee heard.

As part of the Council's responses to recommendations arising from the Manor Farm Audit, the Committee heard that training had taken place for all Members on the Members Code of Conduct, and approved the new guidance.

This will mean Members informing the Chief Executive in writing if they or their family are entering into a relationship with the council, such as receiving a complex social care service, entering into a dispute with the council or applying for a service which has an eligibility criteria – such as a tenancy.

As well as overseeing any decisions made in such instances, the Chief Executive, with the Monitoring officer and Head of Internal Audit will appoint a specific senior officer to oversee and support the relevant service to prevent delays and make sure the process is properly applied.

There will also be clear guidance about when a Member can and can't be identified.

This new guidance applies to all County Councillors, their immediate family, and when they are acting as a representative of another individual such as an executor.

It won't apply when Members are acting on behalf of a resident in their role as a councillor – unless they have a close personal relationship with them.

This guidance will now be recommended to Full Council as an appendix to the Members' Code of Conduct in the Council's Constitution to ensure the necessary level of visibility."

School Meal Vouchers: The Council has agreed to provide supermarket vouchers over the summer holidays for families entitled to free school meals. Up to £537K of council funds will be needed to make up the difference between Government funding and the cost of ensuring all eligible families have their needs met.

Apprenticeships Funding: Cambridgeshire County Council has agreed to transfer £273,000 of its apprenticeship levy fund to *K-10*, an organisation set up to support apprenticeships in the construction industry. *K-10* will work with award winning housebuilder Hill to find placements for the 21 apprentices in the county, allowing them to gain skills and qualifications in plumbing, electrical, carpentry, groundworks, dry-lining, bricklaying and painting.

As a levy paying employer, the council is able to transfer 25% of unused, annual levy funds to other employers that wish to utilise apprenticeships to train their staff. As the transfer of funds would support employment for Cambridgeshire residents on major construction projects with Hill, the funding transfer was approved. All of the apprenticeship positions are full time with the first year pay rate being £8.36 per hour. Apprentices will all be studying at colleges or training providers within the county for the duration of their apprenticeships.

K10 is recruiting now, so if you know of anyone aged 18 or above who may be interested in one of these fantastic opportunities, please encourage them to apply at www.k-10.co.uk/vacancies or send their CV directly to K10 at mahbub-uddin@k-10.co.uk.

Learning Disability Partnership – Employment Opportunities

The Cambridgeshire Learning Disability Partnership (LDP) brings together specialist health and social care services for people with a learning disability. The LDP is responsible for commissioning and providing these services on behalf of Cambridgeshire Primary Care Trust and Cambridgeshire County Council. Some staff are employed by the County Council and some by the Cambridgeshire and Peterborough Mental Health Trust, but they are all part of the LDP.

The roles we currently have available are:

- Nurses
- Lead Nurse for Adults with Learning Disabilities
- Senior Community Nurse
- Psychologists
- Principal Clinical/Counselling Psychologist
- Highly Specialist Clinical Psychologist- Huntingdon
- Highly Specialist Clinical Psychologist- March
- Occupational Therapists
- Specialist Occupational Therapist
- Physiotherapists
- Physiotherapist
- Lead Physiotherapist

Please click here to go to our vacancy home page for further information and to apply.

<https://www.cpft.nhs.uk/latest-vacancies>

Settled status for EU citizens

The deadline for EU citizens to apply to the EU Settlement Scheme has now passed. However, the process is difficult, many long-term residents have not realised they need to apply (they were promised in 2016 that their right to remain would be automatic), and there are a large number of residents who have therefore not completed or even begun their applications and who are therefore at risk of losing homes, jobs, and basic rights such as healthcare. Efforts are being made to ensure the County Council continues to support these residents.

THIS AGREEMENT is made the _____ day of _____ 2021
B E T W E E N Melbourn PARISH COUNCIL care of Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

W H E R E A S :

- (1) Under the terms of a Supplemental Agreement ("the Supplemental Agreement") dated 08 June 2021 and the main Section 106 Agreement dated 27 February 2015 ("the Section 106 Agreement") and made between the District Council (1) and Granary Developments Limited (2) additional contributions of a) £4,177.06 (subject to indexation) is payable for Children's Play Space and £2,680.35 (subject to indexation) is payable for other Sports Facilities (collectively known as the "Off-Site Public Open Space Contribution") and b) £1,268.88 (subject to indexation) is payable towards the off-site provision of community facilities (the "Community Space Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Off-Site Public Open Space Contribution being £4,177.06 and £2,680.35 respectively, and the Community Space Contribution being £1,268.88 were received by the District Council on 29 June 2021
- (3) The District Council agrees to transfer the Off-Site Public Open Space Contribution and the Community Space Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in the Fourth Schedule of the Section 106 Agreement and part 4 of the Supplemental Agreement as if those Covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Off-Site Public Open Space Contribution and the Community Space Contribution the Parish Council covenants with the District Council

1. to use the Off-Site Public Open Space Contribution and the Community Space Contribution solely for the purposes specified in the Section 106 Agreement and the Supplemental Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Off-Site Public Open Space Contribution and the Community Space Contribution within ten years from 29 June 2021 then those Contributions or unexpended proportion thereof (as the case may be) shall be payable to the Owner as provided in the Section 106 Agreement ("the Owner") with interest accrued from the date of receipt by the Parish Council until such sum is paid in full PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Off-Site Public Open Space Contribution or the Community Space Contribution are attributable and which contract or contracts shall be completed after the expiry of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts

3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Off-Site Public Open Space Contribution and the Community Space Contribution or any part thereof shall have been spent
4. that it will indemnify the District Council fully against any costs or claims which may arise in respect of any breach by the Parish Council of the terms of this Agreement.

IN WITNESS of which two members of the Parish Council have pursuant to a resolution of the Parish Council passed on _____ signed and delivered this Deed on the day and year first above written.

SIGNED AND DELIVERED as a Deed by)
 Councillor)
 in the presence of :-)

Witness Signature:

 Witness Name: (Block Capitals)

 Witness Address:

SIGNED AND DELIVERED as a Deed by)
 Councillor)
 in the presence of :-)

Witness Signature:

 Witness Name: (Block Capitals)

 Witness Address:



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

35 Westfield Road
Manea, Nr. March
Cambs. PE15 0LS
Tel 01354-680319

canalbs

ltd

Independent Internal Audit Service for Parish and Town Councils

10th June 2021

The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn Cambs SG8 6DZ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2020/2021

I have undertaken a face to face audit session subject to covid 19 regulations and the following observations and recommendations can be found in my attached report. I would remind the council that it is not in my remit to be responsible for the accuracy of the accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £47.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

From my previous reports I note that:

THE COUNCIL

The Parish Council is due for election in May 2022. The Council has 15 seats with currently 5 vacancies.

All Councillors have and operate a dedicated ".co.uk" email address that is advertised on the web site.

EMPLOYMENT

All areas are now operating correctly and the new Assistant Clerk is hoping to start her CiLCA training in September.

NEW CODE OF CONDUCT

The Council have adopted the new Code of Conduct and all related documents have been reviewed.

INSURANCE

Quotes are being sought to revalue all buildings prior to renewing insurance policy in September 2021 and will be precepted for in the next budget. Currently in 1st year of 3 year deal with Came & Co.

COUNCIL POLICIES

The Council have drawn up a new policy on Effectiveness of Internal Controls which has been passed by full council and have updated financial risk assessment policy. These are now fully documented on the web site.

From my latest year end visit I note:

The Council now hold two debit cards which are both regularly reconciled by the RFO with supporting invoices etc. One has a maximum of £100 and is used by the Wardens – the other is for Office use with a maximum of £200.

TIME BANK

A new recruit has been found for the post of Co-ordinator.

BUDGET CONTROL STATEMENTS

Are presented to the full council monthly.

DEFIBULATOR

This is owned, sited and maintained by the Hub.

GENERAL POWER OF COMPETENCE

Not used.

PLAYGROUNDS

Regular inspections have continued to be undertaken throughout the pandemic and the Maintenance Committee have created a rolling "to do list". RoSPA inspection carried out in May.

TRUSTEES

No.

DECLARATION OF INTERESTS AT MEETINGS.

The minuted procedure for the month of March was satisfactory. However care should be taken during the writing of other minutes to reflect the actual actions the councillors took before, during and after the debate as this is the only evidence (should there be a complaint) of what actually happened.

VAT

This is claimed quarterly.

FINANCE

The Petty Cash account has been reconciled with an imprest float of £30.

PRECEPT	£267,870	FIXED ASSETS	£2,141,178
General Reserves	£150,000		
Earmarked	£124,867		
S.106	£330,395		
		c/f balance	£ 605,262

Jacquie Wilson (Mrs)
Director

MELBOURN PARISH COUNCIL

Full Council

Date: 2 August 2021

Item: PC058/21e)

Dear Sir/Madam

Re: Application for Street Trading Consent

The following person has made an application for the above; we would appreciate your comments by 10 August 2021. If longer is required please contact us via return email. If approval is subject to specific locations, please indicate the locations acceptable.

Name: Ozgur Seker
Trading Name: Wild Dough Mobile Pizzeria
Location: Layby on A10 between Royston and Melbourn, SG8 6JP
Days: Monday to Saturday
Times: 07:00 – 14:00
Selling: Baked parties, savouries, sandwiches, pizza, coffee, soft drinks

Please do not hesitate to contact us if you require any further information.

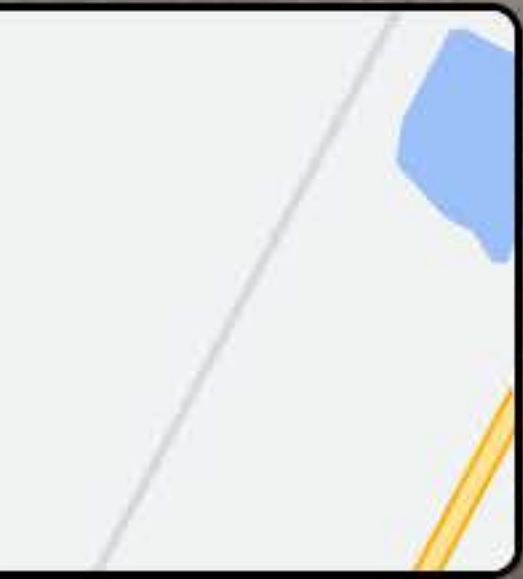
Kind regards

Brooke O'Neill | Technical Officer | **Licensing**

A10
Meldreth, İngiltere

Google

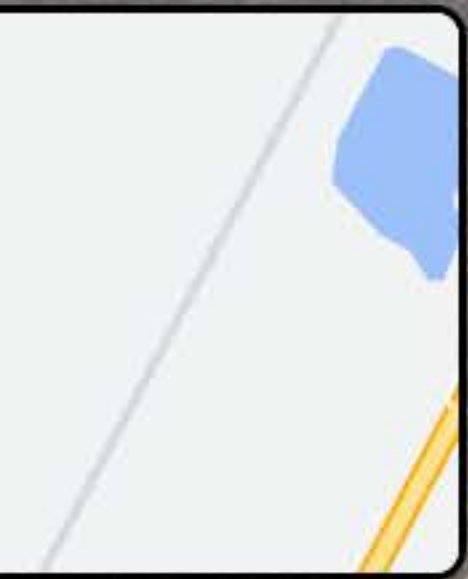
Street View



Navigation controls including a compass, a zoom-in (+) button, and a zoom-out (-) button.

Google

A10
Meldreth, İngiltere
Google
Street View



Google

52.083574, 0.006313 yakını

Seyahat sürelerini, trafiği ve yakındaki yerleri gör



Rota önizlemesini göster

Map navigation controls including a person icon, a grid icon, and a compass icon.

Sheene Mill



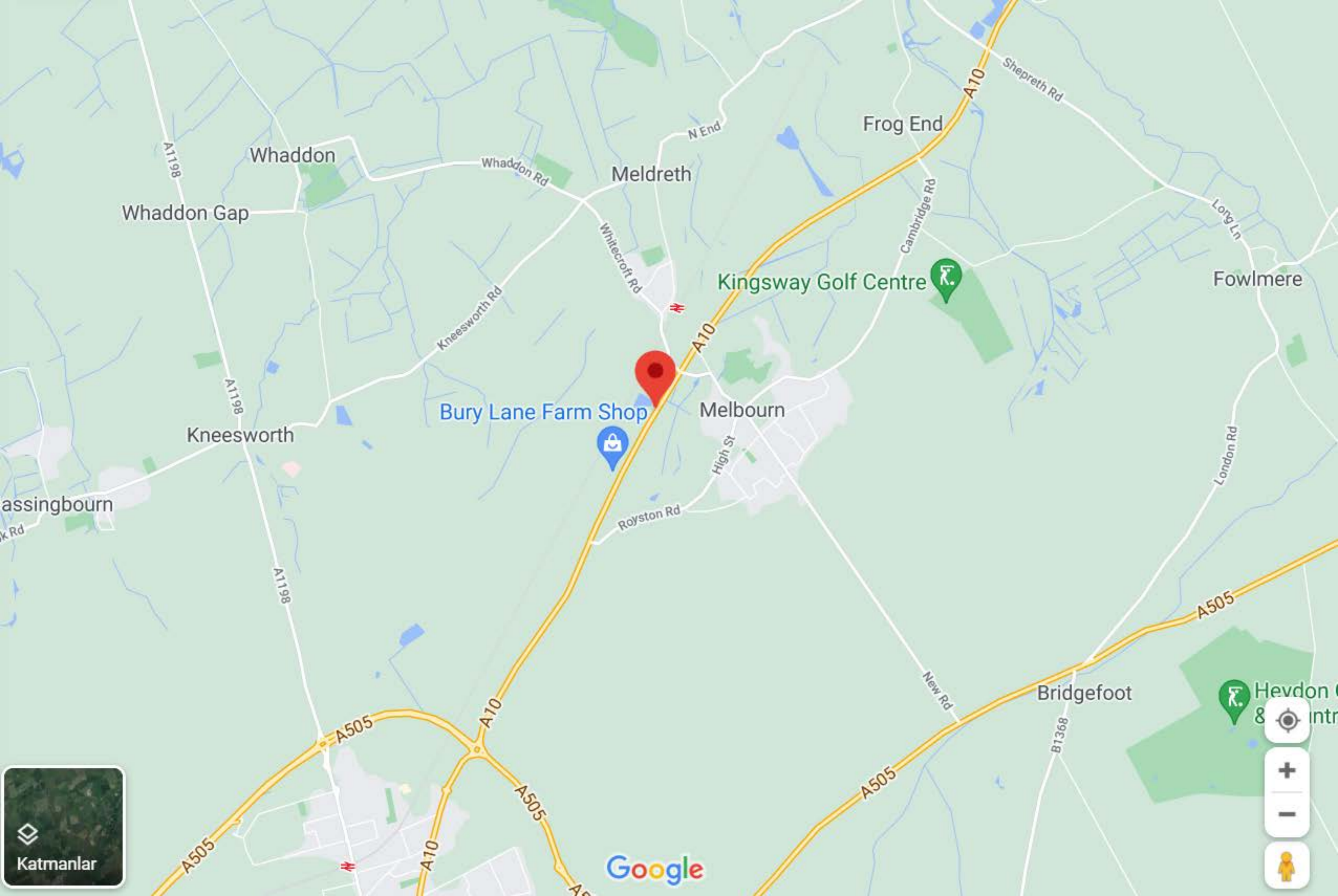
52.083574, 0.006313

A10

A10

River Mel

Stockbridge Me...



Whaddon
Whaddon Gap

Meldreth

Frog End

Kingsway Golf Centre

Fowlmere

Bury Lane Farm Shop

Melbourn

assingbourn

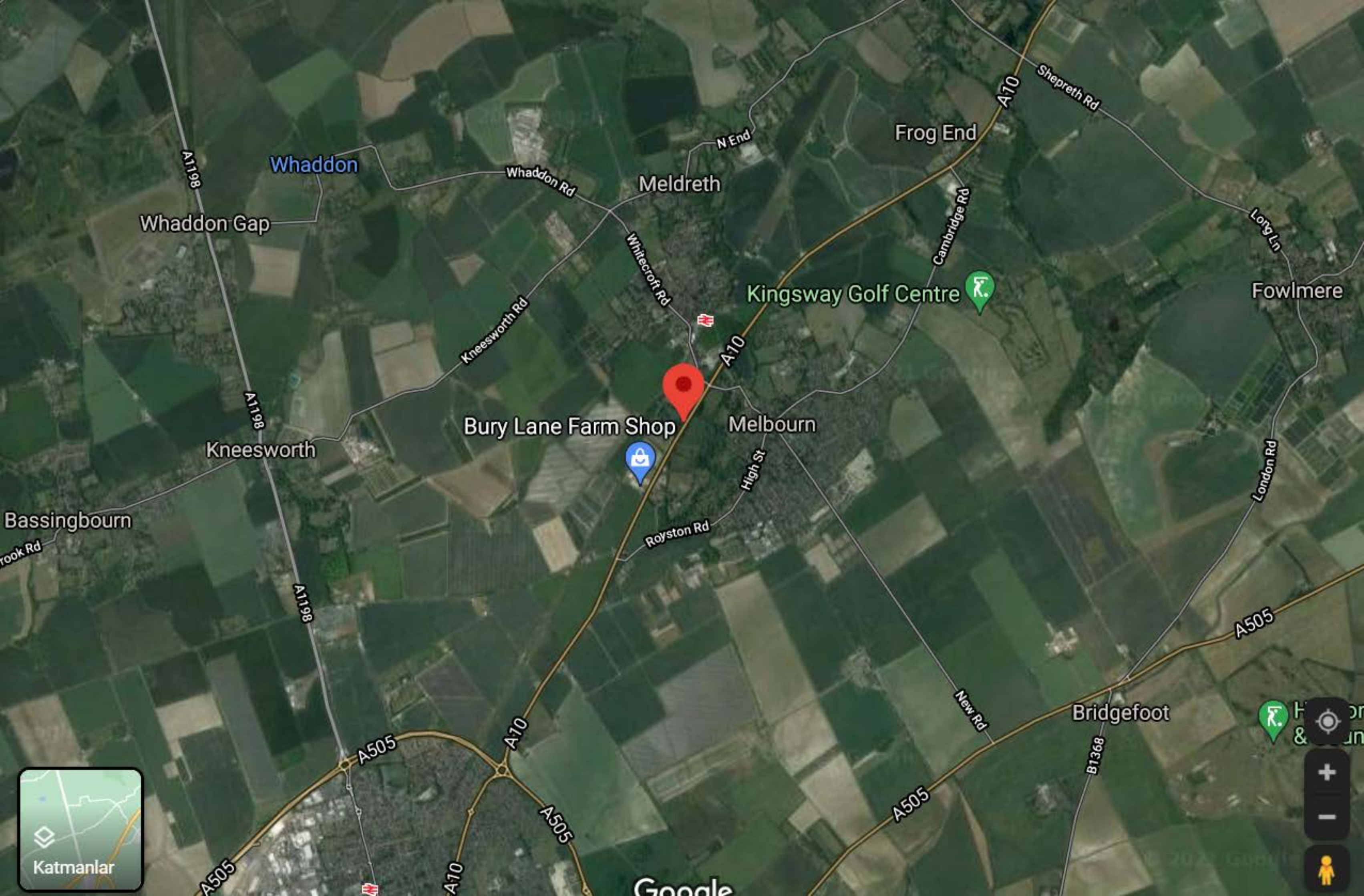
Kneesworth

Bridgefoot

Hevdon
& intr

Google

Katmanlar



Whaddon

Meldreth

Frog End

Whaddon Gap

Kneesworth Rd

Whitecroft Rd

Kingsway Golf Centre

Fowlmere

Kneesworth

Bury Lane Farm Shop

Melbourn

Bassingbourn

Royston Rd

High St

London Rd

ook Rd

A1198

A10

A10

A10

Shepreth Rd

A505

A505

A10

A505

New Rd

Bridgefoot

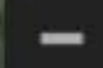
B1368

A505



Katmanlar

Google



Restoranlar

Oteller

Turistik Yerler

Toplu Taşıma



Bury Lane Farm Shop

Foulger's CVS
(Commercial Vehicle...)

Sheene Mill

Melbourn

The Dolphin

A170

A170

River Mel

Station Rd

High St

High St

Harita



Arazi



Trafik



Toplu
Taşıma



Daha
fazla

Google



Restoranlar

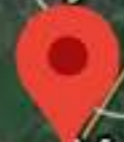
Oteller

Turistik Yerler

Toplu Taşıma

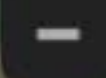


Arrington Orwell Harston Little Shelford
Croydon Wimpole Barrington Newton
adlow Wendy Shepreth Foxton
Shingay Whaddon Meldreth Frog End
Whaddon Gap Kingsway Golf Centre Fowlmere
Abington Pigotts Kneesworth Melbourn IWM Duxford
Bassingbourn Bridgefoot
Steeple Morden Litlington Royston
Thrift Hill Heydon
Thefield Barley Great Chishill
Smith's End
Little Chishill
Pond Street



Katmanlar

Google



WILD DOUGH

Pizzas 10"

Pepperoni (V) £ 7.50
(with Fresh Basil)

Margherita £ 8.50
(with Fresh Basil)

Supreme £ 8.50
(with Pineapple)

Spicy £ 9
(with spicy, Red Onion, Chillies)

Mushroom £ 9
(with Mushroom, Wild Mushrooms)

Meat £ 9
(with Peppers, Capers, Olives)

Meat £ 11
(with Pepperoni, Prosciutto, Ham)

Meat (V) £ 10
(with Mushrooms, Onions, Sweetcorn, Olives)

Meat (Ve) £ 11
(with Mushrooms, Onions, Sweetcorn, Capers)

Garlic Bread £ 5
(with Parsley, Thyme and Sea Salt)

Garlic Bread £ 6
(with Fior di Latte)

WILD DOUGH

Available For Private Hire
Parties
Events
Weddings
Birthdays



PREVENT CROSS CONTAMINATION

RAW MEAT
RAW FISH
EGGS
FRUITS
VEGETABLES

NOTICE

WILD DOUGH





Pizzas 10"

Margherita (V)	£ 7.50
<small>(Flor di Latte, Fresh Basil)</small>	
Pepperoni	£ 8.50
<small>(Flor di Latte, Pepperoni, Fresh Basil)</small>	
Hawaiian	£ 8.50
<small>(Flor di Latte, Ham, Pineapple)</small>	
Diavola	£ 9
<small>Flor di Latte, Nduja(spicy), Red Onion, Chillies)</small>	
Ham & Mushroom	£ 9
<small>(Flor di Latte, Prosciutto, Wild Mushrooms)</small>	
Napoli	£ 9
<small>(Flor di Latte, Anchovies, Capers, Olives)</small>	
Meatza	£ 11
<small>(Flor di Latte, Nduja, Pepperoni, Prosciutto, Ham)</small>	
Vegetarian (V)	£ 10
<small>(Flor di Latte, Mushrooms, Onions, Sweetcorn, Olives)</small>	
Vegan (Ve)	£ 11
<small>(Flor di Latte, Mushrooms, Onions, Sweetcorn, Capers)</small>	
Garlic Bread	£ 5
<small>(Garlic, Butter, Parsley, Thyme and Sea Salt)</small>	
Cheesy Garlic Bread	£ 6
<small>(Garlic Bread with Flor di Latte)</small>	



Available For Private Hire
Parties
Events
Weddings
Birthdays

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4473	BACS2107 27AJGRAB	£1,164.00	£194.00	£970.00	18/06/21 AJ Grab Hire - Mix rubbish and general waste away - Hub Extension	£1,164.00
		£1,164.00	£194.00	£970.00	AJ Grab Hire - Total	
4457	DD210716 BGASPAV	£206.07	£34.34	£171.73	29/06/21 British Gas - Pavilion Electricity - 22/5/21 to 21/06/21 - estimated	£206.07
4511	DD210729 GASWSHOP	£151.21	£7.20	£144.01	15/07/21 British Gas - Workshop electricity - 10/06-09/07/21 estimated	£151.21
		£357.28	£41.54	£315.74	British Gas - Total	
4330	DD210705 DVLA	£24.06	£0.00	£24.06	05/07/21 DVLA - Parish Van road tax - instalment 4 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
4543	DD210713 EON	£12.62	£0.60	£12.02	28/06/21 e.0n - Electricity - Orchard Road Cemetery 28/05/21-28/06/21 Actual	£12.62
		£12.62	£0.60	£12.02	e.0n - Total	
4468	BACS2107 27GR8	£200.64	£33.44	£167.20	30/06/21 GR8 Tool Hire Ltd - 1 portalo	
4469	BACS2107 27GR8	£261.60	£39.20	£222.40	30/06/21 GR8 Tool Hire Ltd - Scissor lift hire + plant insurance + delivery	
4470	BACS2107 27GR8	£392.64	£65.44	£327.20	30/06/21 GR8 Tool Hire Ltd - dehumidifier hire + delivery	
4471	BACS2107 27GR8	£316.80	£52.80	£264.00	30/06/21 GR8 Tool Hire Ltd - Heras fencing	£1,171.68
		£1,171.68	£190.88	£980.80	GR8 Tool Hire Ltd - Total	
4464	DD210716 HAVEN	£6.95	£0.33	£6.62	02/07/21 Haven Power - Street lighting - unmetered supply	
4465	DD210716 HAVEN	£122.42	£5.83	£116.59	02/07/21 Haven Power - Street lighting - unmetered supply	
4466	DD210716 HAVEN	£2.42	£0.12	£2.30	02/07/21 Haven Power - Street lighting - unmetered supply	£131.79
		£131.79	£6.28	£125.51	Haven Power - Total	
4445	BACS2107 27H&CGM	£747.00	£124.50	£622.50	25/06/21 Herts & Cambs Ground Maintenance Limited - Verge cutting - June (1/12)	
4446	BACS2107 27H&CGM	£552.00	£92.00	£460.00	25/06/21 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Jul 1/12	

Signature
Date

Signature

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

of year 01/04/21

Start

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4447	BACS2107 27H&CGM	£906.00	£151.00	£755.00	25/07/21 Herts & Cambs Ground Maintenance Limited - Ground maitenance - recreation grounds	
4448	BACS2107 27H&CGM	£487.00	£81.17	£405.83	24/07/21 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
4197	BACS2107 27HHS	£922.09	£0.00	£922.09	31/03/21 Hundred Houses Society - Service & maintenance charge - Melbourn Community Hub 2020/21	£922.09
		£922.09	£0.00	£922.09	Hundred Houses Society - Total	
4474	BACS2107 27RIDGEO NS	£34.80	£5.80	£29.00	29/06/21 Huws Gray Ridgeons - 2nd fix - intumescent fire and smoke seal	
4475	BACS2107 27RIDGEO NS	£262.94	£43.82	£219.12	23/06/21 Huws Gray Ridgeons - External	
4476	BACS2107 27RIDGEO NS	£130.22	£21.70	£108.52	08/06/21 Huws Gray Ridgeons - First fix	
4477	BACS2107 27RIDGEO NS	£50.21	£8.37	£41.84	11/06/21 Huws Gray Ridgeons - Second fix	
4478	BACS2107 27RIDGEO NS	£77.04	£12.84	£64.20	01/07/21 Huws Gray Ridgeons - Second fix	
4479	BACS2107 27RIDGEO NS	£29.62	£4.94	£24.68	01/07/21 Huws Gray Ridgeons - Second fix	
4480	BACS2107 27RIDGEO NS	£184.93	£30.82	£154.11	22/06/21 Huws Gray Ridgeons - External	
4533	BACS2107 27RIDGEO NS	£7.21	£1.20	£6.01	12/07/21 Huws Gray Ridgeons - 2nd Fix	
4534	BACS2107 27RIDGEO NS	£14.46	£2.41	£12.05	17/07/21 Huws Gray Ridgeons - 2nd Fix	£791.43
		£791.43	£131.90	£659.53	Huws Gray Ridgeons - Total	

Signature

Signature

Date

21/07/21 03:59 PM Vs: 8.58.02

Page 2

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4503	BACS2107 27JHE	£258.00	£43.00	£215.00	08/07/21 J H E Electrical Contractors - Replace flood light and bulk head light fitting at pavilion	£258.00
		£258.00	£43.00	£215.00	J H E Electrical Contractors - Total	
4463	DD210731 LUCID	£126.60	£21.10	£105.50	01/07/21 LUCID Systems - Covered greement - August 2021	£126.60
		£126.60	£21.10	£105.50	LUCID Systems - Total	
4455	BACS2107 27HUBGRA NT	£15,000.00	£0.00	£15,000.00	30/06/21 Melbourn Community Hub Management Group - Community Hub grant 2021- 22	£15,000.00
		£15,000.00	£0.00	£15,000.00	Melbourn Community Hub Management Group - Total	
4472	BACS2107 27MICKG	£234.00	£39.00	£195.00	30/06/21 Mick George - 8 yard skip	
4507	BACS2107 27MICKG	£234.00	£39.00	£195.00	16/06/21 Mick George - 8 yard skip	
4535	BACS2107 27MICKG	£234.00	£39.00	£195.00	16/07/21 Mick George - 8 yard skip	£702.00
		£702.00	£117.00	£585.00	Mick George - Total	
4508	BACS2107 27NEWFLA ME	£58.20	£9.70	£48.50	07/07/21 Newflame - Fire fighting equipment maintenance - pavilion	£58.20
		£58.20	£9.70	£48.50	Newflame - Total	
4459	BACS2107 27NORBUR YS	-£33.98	-£5.66	-£28.32	25/06/21 Norburys Building & Landscape Supplies Ltd - Credit note - returned goods tanalized nials	
4488	BACS2107 27NORBUR YS	£25.02	£4.17	£20.85	02/07/21 Norburys Building & Landscape Supplies Ltd - 2nd Fix	
4494	BACS2107 27NORBUR YS	£102.12	£17.02	£85.10	30/06/21 Norburys Building & Landscape Supplies Ltd - Roofing	
4495	BACS2107 27NORBUR YS	£118.62	£19.77	£98.85	30/06/21 Norburys Building & Landscape Supplies Ltd - 2nd Fix	
4496	BACS2107 27NORBUR YS	£9.00	£1.50	£7.50	28/06/21 Norburys Building & Landscape Supplies Ltd - Groundworks	

Signature

Date

21/07/21 03:59 PM Vs: 8.58.02

Signature

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4497	BACS2107 27NORBUR YS	£407.81	£67.97	£339.84	25/06/21 Norburys Building & Landscape Supplies Ltd - 1st Fix	
4498	BACS2107 27NORBUR YS	£262.50	£43.75	£218.75	25/06/21 Norburys Building & Landscape Supplies Ltd - Boarding	
4505	BACS2107 27NORBUR YS	£271.20	£45.20	£226.00	09/07/21 Norburys Building & Landscape Supplies Ltd - Sharp sand and cement - materials for floor screed	
4506	BACS2107 27NORBUR YS	£9.54	£1.59	£7.95	09/07/21 Norburys Building & Landscape Supplies Ltd - adhesive - 2nd fix	
4536	BACS2107 27NORBUR YS	£7.14	£1.19	£5.95	16/07/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4537	BACS2107 27NORBUR YS	£4.78	£0.80	£3.98	13/07/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4538	BACS2107 27NORBUR YS	£8.06	£1.34	£6.72	15/07/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4539	BACS2107 27NORBUR YS	£55.62	£9.27	£46.35	14/07/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4540	BACS2107 27NORBUR YS	£35.88	£5.98	£29.90	20/07/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4541	BACS2107 27NORBUR YS	-£8.40	-£1.40	-£7.00	20/07/21 Norburys Building & Landscape Supplies Ltd - Credit note - returned good Straight door bolts	£1,274.91
		£1,274.91	£212.48	£1,062.43	Norburys Building & Landscape Supplies Ltd - Total	
4450	DD210701 NOW	£43.20	£7.20	£36.00	29/06/21 Now Pensions - Employer Service Charge July 2021	£43.20
4542	DD210816 PWLB	£1,800.94	£0.00	£1,800.94	19/07/21 Public Works Loan Board - Car park loan 2 repayments - instalment 1	£1,800.94
1		£1,231.43	£0.00	£1,231.43	F&GP Car Park Loan 2 repayment - instalment 1 principal	
2		£569.51	£0.00	£569.51	F&GP Car park Loan 2 repayment - instalment 1 interest	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	

Signature

Signature

Date

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4400	DD210708 WBA2	£347.80	£0.00	£347.80	27/05/21 Source for Business (Cambridge Water) - Water services - Allotments 2	£347.80
4393	DD210708 WBNR	£77.69	£0.00	£77.69	25/05/21 Source for Business (Cambridge Water) - Water Services - New Road Cemetery	£77.69
4381	DD210708 WBWS	£5.50	£0.00	£5.50	20/05/21 Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£430.99	£0.00	£430.99	Source for Business (Cambridge Water) - Total	
4452	DD210701 SCDCCP	£1,198.00	£0.00	£1,198.00	01/07/21 South Cambs District Council - Rates - Car park instalment 4 of 10	£1,198.00
4453	DD210701 SCDCNR	£75.00	£0.00	£75.00	01/07/21 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 4 of 10	£75.00
4451	DD210701 SCDCOR	£61.00	£0.00	£61.00	01/07/21 South Cambs District Council - Rates - Orchard Road Cemetery Instalment 4 of 4	£61.00
4415	DD210701 SCDCPAV	£38.71	£0.00	£38.71	01/07/21 South Cambs District Council - Pavillion - Fortnightly waste collection installment 1 of 9	
4454	DD210701 SCDCPAV	£259.00	£0.00	£259.00	01/07/21 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 4 of 10	£297.71
		£1,631.71	£0.00	£1,631.71	South Cambs District Council - Total	
4521	BACS2107 27UP	£462.72	£77.12	£385.60	30/06/21 Urban Plastics - Plumbing parts - Hub extension; worktop, rails, seats	
4522	BACS2107 27UP	£9.24	£1.54	£7.70	22/06/21 Urban Plastics - Plumbing parts - Hub extension; lead mate	
4523	BACS2107 27UP	£33.70	£5.62	£28.08	17/06/21 Urban Plastics - Plumbing parts - Hub extension; lead	
4524	BACS2107 27UP	£267.01	£44.50	£222.51	11/06/21 Urban Plastics - Plumbing parts - Hub extension; Worcester flue kit/flashing	
4525	BACS2107 27UP	£64.44	£10.74	£53.70	11/06/21 Urban Plastics - Plumbing parts - Hub extension	
4526	BACS2107 27UP	£35.23	£5.87	£29.36	08/06/21 Urban Plastics - Plumbing parts - Hub extension	

Signature

Signature

Date

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4527	BACS2107 27UP	£169.38	£28.23	£141.15 08/06/21	Urban Plastics - Plumbing parts - Hub extension; tees, pipes, elbows	
4528	BACS2107 27UP	£337.43	£56.24	£281.19 08/06/21	Urban Plastics - Plumbing parts - Hub extension	
4529	BACS2107 27UP	£263.33	£43.89	£219.44 24/06/21	Urban Plastics - Plumbing parts - Hub extension	
4530	BACS2107 27UP	-£25.20	-£4.20	-£21.00 08/06/21	Urban Plastics - Plumbing parts - Hub extension; returned parts	£1,617.28
		£1,617.28	£269.55	£1,347.73	Urban Plastics - Total	
		£5,574.69	£0.00	£5,574.69	Confidential items – salaries, NI & pensions	

Items Already Paid (Clerk and RFO delegated authority)

4499	BACS2107 091731LT	£3,456.00	£576.00	£2,880.00 08/07/21	1731 Ltd - Hub joinery purchased in account - downpayment @ 65%	£3,456.00
		£3,456.00	£576.00	£2,880.00	1731 Ltd - Total	
4462	BACS2107 09ALLSAINT	£131.00	£0.00	£131.00 06/07/21	All Saints Community Hall - Hire of main hall for 2 meetings + projector	£131.00
		£131.00	£0.00	£131.00	All Saints Community Hall - Total	
4449	BACS2106 30BROWN ST	£18,000.00	£3000.00	£15,000.00 21/06/21	Brownstone Building Services Ltd - Work carried out 28/6/21 - 09/6/21 + Plaster board fixing supply	£18,000.00
		£5,530.85	£921.81	£4,609.04	Brownstone Building Services Ltd - Total	
4510	BACS2107 16BROWN ST	£5,530.85	£921.81	£4,609.04 29/06/21	Brownstone Building Services Ltd - Work carried out 28/6/21 - 09/6/21 + Plaster board fixing supply	£5,530.85
		£23,530.85	£3,921.81	£19,609.04	Brownstone Building Services Ltd - Total	
4481	BACS2107 12NORBUR YS	£21.48	£3.58	£17.90 17/06/21	Norburys Building & Landscape Supplies Ltd - groundworks	
4482	BACS2107 12NORBUR YS	£233.84	£38.97	£194.87 16/06/21	Norburys Building & Landscape Supplies Ltd - Roofing	
4483	BACS2107 12NORBUR YS	£85.68	£14.28	£71.40 15/06/21	Norburys Building & Landscape Supplies Ltd - Roofing	
4484	BACS2107 12NORBUR YS	£5.40	£0.90	£4.50 15/06/21	Norburys Building & Landscape Supplies Ltd - second fix	

Signature

Date

Signature

Melbourn Parish Council

July 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4485	BACS2107 12NORBUR YS	£613.28	£102.21	£511.07	15/06/21 Norburys Building & Landscape Supplies Ltd - external	
4486	BACS2107 12NORBUR YS	£72.84	£12.14	£60.70	15/06/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4487	BACS2107 12NORBUR YS	£197.28	£32.88	£164.40	14/06/21 Norburys Building & Landscape Supplies Ltd - 1st fix	
4489	BACS2107 12NORBUR YS	£19.62	£3.27	£16.35	01/06/21 Norburys Building & Landscape Supplies Ltd - 1st Fix	
4491	BACS2107 12NORBUR YS	£31.08	£5.18	£25.90	03/06/21 Norburys Building & Landscape Supplies Ltd - Roofing	
4492	BACS2107 12NORBUR YS	£821.22	£136.87	£684.35	11/06/21 Norburys Building & Landscape Supplies Ltd - Roofing and boarding	
4490	BACS2107 12NORBUR YS	£42.96	£7.16	£35.80	03/06/21 Norburys Building & Landscape Supplies Ltd - 2nd Fix	
4493	BACS2107 12NORBUR YS	£374.98	£62.50	£312.48	14/06/21 Norburys Building & Landscape Supplies Ltd - 1st Fix	£2,519.66
		£2,519.66	£419.94	£2,099.72	Norburys Building & Landscape Supplies Ltd - Total	
4456	BACS2106 30PAA	£2,053.75	£0.00	£2,053.75	29/06/21 PAA Maintenance - Decorating - 25% of Estimate	£2,053.75
		£2,053.75	£0.00	£2,053.75	PAA Maintenance - Total	
4461	BACS2107 14RE	£17.00	£0.00	£17.00	30/06/21 Royston Eco Cleaning Company - Pavilion cleaning (1 clean @ £17p/h)	£17.00
		£17.00	£0.00	£17.00	Royston Eco Cleaning Company - Total	
4467	BACS2107 08STRUCT ENG	£240.00	£40.00	£200.00	11/06/21 Structural Engineers Cambridge Ltd - First fix - second floor joists and floor trimmer	£240.00
		£240.00	£40.00	£200.00	Structural Engineers Cambridge Ltd - Total	
4532	BACS2107 22VICTOR SC	£504.00	£84.00	£420.00	09/07/21 Victor Screeding Ltd - Floor screeding	£504.00
		£504.00	£84.00	£420.00	Victor Screeding Ltd - Total	
Total		£68,237.73	£6,735.66	£61,502.07		

Signature

Signature

Date

Melbourn Parish Council Financial Budget Comparison

Three Months ended 30th June 2021

Comparison between 01/04/21 and 30/06/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,400.00	£0.00	£0.00	-£2,400.00
101 Allotment Insurance Premiums	£0.00	£0.00	£5.00	£5.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation	£6,250.00	£0.00	£5.00	-£6,245.00
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£1,995.00	-£1,005.00
Total Cemeteries	£3,000.00	£0.00	£1,995.00	-£1,005.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,320.00	£0.00	£0.00	-£2,320.00
320 Hire of Recreation Grounds	£100.00	£0.00	£0.00	-£100.00
340 Pavilion Hire	£3,300.00	£0.00	£1,540.00	-£1,760.00
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£6,720.00	£0.00	£1,540.00	-£5,180.00
Finance & General Purpose				
410 Precept	£275,300.00	£0.00	£137,650.00	-£137,650.00
420 Interest - Deposit Account Unity	£50.00	£0.00	£0.00	-£50.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£100.00	£0.00	£2.09	-£97.91
460 Miscellaneous Income	£0.00	£0.00	£1,341.00	£1,341.00
485 Feed In Tariff	£0.00	£0.00	£140.17	£140.17
Total Finance & General Purpose	£275,800.00	£0.00	£139,133.26	-£136,666.74
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£6,500.01	-£19,499.99
Total Rental Property	£26,000.00	£0.00	£6,500.01	-£19,499.99
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
Total Community Benefit Reserve	£0.00	£0.00	£43,234.63	£43,234.63
S106 & Other Capital Grants Reserve				
141 S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£0.00	£55,054.95	£55,054.95
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£317,770.00	£98,289.58	£247,462.85	-£168,596.73

Melbourn Parish Council Financial Budget Comparison

Three Months ended 30th June 2021

Comparison between 01/04/21 and 30/06/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Conservation					
1000	Allotments	£1,600.00	£0.00	£489.59	£1,110.41
1100	Conservation	£12,300.00	£0.00	£0.00	£12,300.00
1150	Stockbridge Meadows	£1,125.00	£0.00	£78.60	£1,046.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£1,245.00	£7,425.00
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£1,380.00	£6,240.00
Total Conservation		£31,315.00	£0.00	£3,193.19	£28,121.81
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£960.88	£3,609.12
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£1,217.49	£5,732.51
Total Cemeteries		£11,520.00	£0.00	£2,178.37	£9,341.63
Play Areas & Recreation Grounds					
3000	Play Areas	£4,200.00	£0.00	£364.79	£3,835.21
3200	Recreation Grounds	£12,475.00	£0.00	£2,455.40	£10,019.60
3400	Pavilion	£8,350.00	£0.00	£2,090.85	£6,259.15
Total Play Areas & Recreation Grounds		£25,025.00	£0.00	£4,911.04	£20,113.96
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£197.95	£3,202.05
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£845.37	£1,354.63
4500	Insurances	£7,800.00	£0.00	£0.00	£7,800.00
4700	Membership of Societies	£1,340.00	£0.00	£932.03	£407.97
4900	Parish Clock	£1,350.00	£0.00	£0.00	£1,350.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£1,614.94	£22,110.06
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£16,727.10	£55,022.90
5300	Sundry Expenses	£114.00	£0.00	£235.00	£-121.00
5400	Training	£1,500.00	£0.00	£120.00	£1,380.00
5700	Pension Scheme Charges	£440.00	£0.00	£108.00	£332.00
5900	Bank Charges	£400.00	£0.00	£46.85	£353.15
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£5,700.00	£1,750.00
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£457.75	£577.75	£6,730.00
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£140.17	£-140.17
6450	PWLB Community Hub -	£28,098.00	£0.00	£14,076.30	£14,021.70
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£2,400.80	£2,455.20
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£0.00	£5,632.00
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£0.00	£11,255.00
6600	Timebanking Expenses	£650.00	£0.00	£57.68	£592.32
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£4,026.85	£10,173.15
Total Finance & General Purpose		£215,710.00	£457.75	£47,806.79	£168,360.96

Melbourn Parish Council Financial Budget Comparison

Three Months ended 30th June 2021

Comparison between 01/04/21 and 30/06/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£5,000.00	£0.00	£150.00	£4,850.00
Total Planning	£5,000.00	£0.00	£150.00	£4,850.00
Highways				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£255.26	£1,494.74
Total Highways	£4,750.00	£0.00	£255.26	£4,494.74
Rental Property				
9000 Little Hands Nursery	£1,450.00	£0.00	£905.00	£545.00
Total Rental Property	£1,450.00	£0.00	£905.00	£545.00
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£27,031.95	£27,031.95	£0.00
Total Community Benefit Reserve	£0.00	£27,031.95	£27,031.95	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£29,840.69	£29,840.69	£0.00
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£75,607.36	£75,607.36	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£294,770.00	£103,097.06	£162,038.96	£235,828.10
Total Income	£317,770.00	£98,289.58	£247,462.85	-£168,596.73
Total Expenditure	£294,770.00	£103,097.06	£162,038.96	£235,828.10
Total Net Balance	£23,000.00		£85,423.89	

Cash and Bank Balances at 30th June 2021

Ordinary Accounts

Current Account Unity	£273,834.88
Deposit Account Unity (Instant Access)	£212,928.11
Petty Cash	£30.00
Prepaid Debit Cards	£600.00

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Nationwide 45 day Business Saver	£150,691.29
Total	£663,084.28

Melbourn Parish Council Finance Report 30th June 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 30th June 2021. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

Pavilion Hire – the budget assumption had been that Melbourn Village College would use the Pavilion until the end of the 2020/21 academic year. They did not require use for that length of time so this budget heading is expected to be under budget.

Miscellaneous Income – includes donations of £500 for tree planting and £717 for repairs to the Parish Clock.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

19th July 2021

PC061/21: Monthly Report July 2021 - Community Hub Expansion

Build Progress

Work on the Hub upgrade is nearly completed, with the Hub Bookmark Café reopening in one week on **August 9th 2021**. Meeting room space will also be available again for the Parish Council from that date, although the Hub will not be actively promoting room hire to other clients for a few more weeks to allow for bedding in of systems and staff training. To summarise, it is planned open in steps, beginning with the Café, adding the library service after one or two weeks and finally re-launching room hire, showcasing the expanded facilities.

A few tasks remain as of the date of this report, including some final snagging covering various trades. External landscaping work at the front is essentially complete, although some tidying up remains at the rear of the site where the property abuts Brooksbank and the side adjacent to Kays Close. Landscaping costs are projected to exceed budget by around £2,000. These have been adversely affected by unexpected surface drainage requirements from Building Inspection. Other savings should balance this overrun. Other minor elements of overspend relate to Structural Engineers Costs and for Scaffolding. These latter items are presented to this meeting for retrospective approval.

Project costs as of this meeting are reported in the summary spreadsheet and are expected to remain on budget overall as the project enters its last stage. A full and hopefully final report will be available for the next meeting of the council (September).

Governance

Weekly Steering Meetings involving various permutations of the Clerk, RFO, MPC Chair, 1731 Ltd and Hub management were held on

30th June 2021

7th June 2021

14th June 2021

28th June 2021

There were no issues arising that required the committee to urgently refer changes to the full council for either noting or formal ratification.

During 2020 the Hub was in receipt of additional government grants. The supplementary grants are being used in conjunction with the major Hub upgrade project grants administered via the Parish Council. This approach ensures all possible investment benefits are realised from the forced building closure arising due to Covid. Full building closure creates a unique opportunity to do work that would normally be impossible due to the interruption to services and trade. The electrical contracting for the project has been managed using the supplementary funds to smooth the overall logistics and particularly the availability of related key trades during the build.

Discussions will need to take place at the next Full Council meeting regarding the re-allocation of some main project-related costs, particularly the electrical installation, that are being carried in the short term by the Hub. Approval will be sought to charge these costs back to the main project account where this is both justified and within budget. This measure has had the effect of improving both overall cost control and critical aspects of the project management logistics, also allowing the fine balancing of two separate funding streams. It is confidently expected that the Hub upgrade project will be completed to budget.

Financial Status – Spend vs. Budget: See attached Schedule.

Key Events and Decisions

- Upper Floor completed and re-carpeted, with new first floor WC facilities commissioned for use.
- Atrium cleared and flooring replaced with new.
- All other ground floor spaces and new meeting rooms floored/re-floored.
- Kitchen cleaned and re-commissioned.
- Air-conditioning fitted and commissioned to all meeting rooms, with improved mechanical air replenishment and ventilation added to the Austen Room.
- Staff and volunteer training and familiarisation have begun and will continue through this week until 9th August.
- New or updated software is being implemented for Room Booking, Library Lending systems and Café Till operations with both on and off-site training planned for both staff and volunteers.
- Server Upgrade and re-commissioning completed with new mesh Wi-Fi throughout the building.
- Final decision to re-open for trading commencing August 9th 2021, followed stepwise with the re-opening of library services and room hire.

**Hub Extension Project
Budget Tracking – Spend Summary July 2021
(Invoices received at 28/07/21)**

Item	Budget	Expenditure to date	Balance Remaining	Balance %	Notes
Main Building Contractors	57,190.80	57,598.11	- 407.31	-1%	Some transfers of work between Jordan and Sons and Brownstone to reduce costs and elapsed time
Materials Supplies	39,615.00	35,742.75	3,872.25	10%	
Plumbing and Heating	10,819.20	1,347.73	9,471.47	88%	
Professional Services	11,100.00	11,261.67	-161.67	-1%	Added costs due to Gas Supply increased quote and further structural engineering fees.
Landscaping Works	3,900.00	3,230.00	670.00	17%	Will overspend. Unplanned Building Inspector requirements have increased this spend.
Contingency (8.4% of total)	13,455.80		13,455.80	100%	Amended contingency from May 10 th MPC meeting
Other Costs		373.42	- 373.42	-100%	Previously incurred MPC tender advertising costs
Internal Finishing	38,191.25	14,184.19	24,007.06	63%	Global costs agreed at MPC meeting 10 th May 2021
Totals	174,272.05	123,737.87	50,534.18	29%	
Funds Available	174,272.05				Community Capital Grant, TTP s106 grant & s106 funds allocated to Hub storage works

MELBOURN PARISH COUNCIL
Full Council

Date: 2 August 2021

PC061/21b) and c) Additional costs

From: RFO <RFO@melbournpc.co.uk>
Sent: 28 July 2021 17:25
To: Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>; Parish Clerk <parishclerk@melbournpc.co.uk>
Subject: Re: Hub extension project - approve for additional spend

Yes - I approve these too

Gabrielle van Poortvliet
Responsible Financial Officer
Melbourn Parish Council

From: Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>
Sent: 28 July 2021 15:26
To: Parish Clerk <parishclerk@melbournpc.co.uk>; RFO <RFO@melbournpc.co.uk>
Subject: Re: Hub extension project - approve for additional spend

I am happy to approve both of these items.

Regds Graham

On 28/07/2021 15:23 Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Dear Graham and Gabby

I understand that there will be additional costs relating to two elements of the project:

- Royston Scaffolding : £100 (adjustment of scaffolding for decorating purposes)
- Structural Engineers Cambridge : £200 (second floor joists and roof)

As both of these amounts are well within the £1,000 limit within which we can approve additional spend, can I ask you please to confirm that you are happy for these costs to be approved.

I will include an item on Monday's Agenda to retrospectively approve the amounts.

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

MELBOURN PARISH COUNCIL

Full Council

Date: 29 July 2021

Item: PC062 21a) Stonebond open space

Dear all

Thanks for responding to this email proposal.

There is a clear majority in favour of the proposal - therefore:

It is:

RESOLVED to approve a counter offer to be made to Stonebond for 10 year commuted sum to be paid for ongoing maintenance of the open spaces on the Orchard Gardens development.

IN FAVOUR: Cllrs Travis, Clark, Barnes, Cowley, Kilmurray, Davey, Hart, Wilson.

Many thanks

Claire

Claire Littlewood

Parish Clerk

From: Parish Clerk

Sent: 28 July 2021 10:38

To: councillors@melbournparishcouncil.co.uk

Cc: Assistant Clerk <assistantclerk@melbournpc.co.uk>

Subject: EMAIL DECISION REQUIRED : Transfer of open spaces - Orchard Gardens, The Moor

Importance: High

Dear all

At the Parish Council meeting on 26 June, there was discussion with regard to transfer of the open spaces on the Orchard Gardens development on The Moor. Councillors indicated that they are in favour of taking on responsibility for maintenance of the open spaces. Stonebond, the developer, has offered £2,005 as an annual sum to be paid for 10 years. On inspection of the site, a number of concerns were raised and we asked our grounds maintenance contractor to provide an independent quote for ongoing maintenance. He has now done this in the sum of £4,500 per annum.

Please see attached:

- Our letter to Stonebond with concerns raised at the full Council meeting on 28 June 2021;
- Note setting out current position;
- DRAFT letter to Stonebond with our counter offer.

At the meeting in June, it was agreed that Cllrs Kilmurray, Travis and Clark should consider this matter and make a recommendation to Council on how to proceed:

PC045/21 Planning Matters:

- a) To consider Stonebond's offer to transfer the open spaces on the Orchard Gardens development

Recent site inspection was noted. Local grounds maintenance contractor has submitted a quote for ongoing maintenance of LAP and LEAP. Concern was noted with regard to drainage of the LAP. Also noted that 50% of maintenance costs submitted by developers contractor relating to insurance and equipment replacement. A member noted that replacement of play equipment on LEAP should be considered in 10 year commuted sum.

ACTIONS:

- Clerk to contact our grounds maintenance contractor to revisit quote.
- Clerk to seek further comparative quotes. Cllr Wilson to provide contact details of contractors.
- Clerk to write to Stonebond to advise that their offer of £2,005 per annum is insufficient and to advise that we are seeking comparative quotes.

Subject to above, Cllrs Kilmurray, Clark and Travis to reconsider and make recommendation to full Council for consideration and email decision.

You will see from the attached note that we are fast approaching the deadline for our response. Cllrs Kilmurray, Travis and Clark have indicated that they are happy to recommend the proposal below to full Council for email approval.

In the circumstances, can I please ask councillors to consider the attached and to vote on the proposal below:

PROPOSAL: To consider approving a counter offer to be made to Stonebond for 10 year commuted sum to be paid for ongoing maintenance of the open spaces on the Orchard Gardens development.

IN FAVOUR:

AGAINST:

ABSTAIN:

I would appreciate councillors responding to this email decision by return - I would like to get the letter out to Stonebond today if possible.

Many thanks

Claire

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

Opening hours:
Monday - Friday : 10:00 – 13:00 / 14:00 – 15:30
Please call in advance to arrange an appointment

Sean Marten
Planning Manager
Stonebond Properties Ltd
Stonebond House
132-136 New London Road
Chelmsford
Essex
CM2 0RG

By email and Post

29 July 2021

Dear Sean

Land to the rear of 46 – 56 The Moor, Melbourn : s106 obligation : Open space and LAP

I write further to our letter dated 29 June 2021. Council has further considered the ongoing maintenance of the open spaces on the Orchard Gardens development and would like to respond as follows:

- 1 We have obtained a quotation from our grounds maintenance contractor for maintenance of the open spaces. The sum quoted includes all ongoing maintenance including insurance, repair and replacement of the equipment on the LEAP. The quote provides for regular, routine grass cutting of the LEAP and LAP including hedge and shrubs where required on the LEAP. Our contractor has noted that the LAP would need to be cut using a manual lawn mower due to the layout of the sloped banks.
- 2 We believe that an allowance is also required to cover ongoing remedial works required to the LAP as set out in the Stomor SUDS Maintenance and Management Plan (page 4) '*... when ground is damp in autumn or early*

spring ... transplant turf and overseed to original design levels.’

6.2. SWALES/ SHALLOW DEPRESSION

Regular Maintenance	Frequency
Grass Mow amenity grass access paths and verges surrounding swales and shallow depressions at 35-50mm minimum and 75mm maximum or as specified. Mow swales at 75mm with 150mm maximum to filter and control runoff in normal grass swales removing first and last cut in season if grass is longer than 150mm removing cuttings to wildlife piles on site.	Monthly or as required
Occasional Tasks	Frequency
Where there is a build-up of silt on the swale, or at inlets, i.e. 50mm or more above the design level, then remove and spread on site. Undertake when ground is damp in autumn or early spring and transplant turf and overseed to original design levels.	As required

To reiterate, the Parish Council wishes to take over ongoing maintenance of the open spaces on this development. However, we do not agree that the amount proposed in the quotation provided by DJC Property Management is sufficient to cover this. We would therefore propose an annual sum of £4,500 + VAT to cover all aspects of the ongoing maintenance as set out above.

I look forward to hearing from you in response.

Yours sincerely



Claire Littlewood
Parish Clerk

MELBOURN PARISH COUNCIL

Full Council

Date: 2 August 2021

Item: PC062/21c) Hopkins Homes SGB

Hello Claire,

Apologies for the delay but I've just come back from a good wander around your SGB. It looked to me that the layout conformed with the plans you sent - more or less.

The trees weren't very impressive though. Establishing larger trees can be difficult because nursery stock often has undersized roots compared to top growth. A few of the trees are dead but almost all of them are showing some signs of growth. A goodly number show signs of struggling to establish and some are deteriorating, especially the cherries, with leaves turning yellow and red in preparation for an early autumn. Signs of stress are smallish and/or pale leaves, dieback of branches, and peeling bark, all of which are present.

Insufficient watering in the establishment phase is the main cause of poor establishment. Were the trees well watered in the hot spell? The proximity of other planting (so called 'rain shadowing') increases the need for watering.

Weeds compete with trees for water and nutrients and I couldn't see that many of the trees had the required vegetation-free circle (4ft is ideal in the first three years). The first shrub bed I came to was overrun with weeds/ wild flowers and the plants were doing poorly. The next lot were in good health. Where the trees were mulched in the 'thickets' they were doing best. Where they were isolated in the meadow they were at their worst.

Wind rock was evident in places from tilting stakes and some broken ties also allowed this to happen. This can lead to fatal rotting.

Bark damage. From broken ties and rubbing on the stakes but I wondered if excessively tight tree ties were causing rubbing too. Generally ties need to be progressively slackened as trees grow.

It looks like the grass in the orchard was meant to be managed to allow harvesting of the fruit - I saw a late summer cut specified and mown path access; maybe they are yet to happen?. The sward is pretty high now and access wasn't easy. I noted the onset of dock and nettle in places which will need management. I would be interested to check which meadow mix was employed. The variety didn't seem great - but it may just be settling in.

The management plan you sent looked comprehensive and various management team members were identified. Were these people appointed? Have they kept records of what they did? What are they expecting to hand over to you in terms of paperwork as well as plant stock?

At the very least I would ask for dead trees to be replaced and the ones with extensive dieback too. There were several one-sided trees grown too close in the nursery which I would also reject. The staking status, bark damage, and tree stability all need to be checked in a comprehensive manner - I just did a walk through without the plans in my head but not to hand.

In the first instance I would ask the development team to go through the scheme and put right the defects and explain what they've done in the establishment period. If no joy, I would look to preparing a detailed comparison of what is there against what should be there so as to instruct the developer what needs to be done before you accept handover. I am an architect and garden designer with a landscape qualification and years of overseeing these types of development but ideally this would be done by a qualified horticulturalist in case you needed it to carry any legal weight. I work with a RHS-trained one whom I could ask to do this if you felt it necessary and he would charge a fee. I'm happy to continue to advise on an ad hoc basis and am not charging you for my 'wander' or this note.



Melbourn Timebank Report – July 2021



Membership growth to 19 July 2021

	As at 20 June	As at 19 July	Conversion	Pipeline
Individual Members	77	80	3	6
Organisational Members	12	13	1	1

Total exchanges to date: 3134 hours (of which MCCR = 1680.5 hours)

Non MCCR: 1453 hours

Timebank Coordinator activities

- 25 June – Memory Café, Flower arranging activity in support of our Community Support for Dementia group



- 29 June Meeting with MVC governors
- 1 July Meeting with Amanda Silvester, to explore NCS and DofE and ***Covid Enabler Grant application submitted***
- **2 July Melbourn Sports Centre joined Timebank**
- 4 July Melbourn Open Gardens attendance
- **5 July Games night reinstated at the Black Horse every month**
- 6 July Meeting with Sawston Coordinator to share information and initiatives
- 7 July #Wednesday Walk attended, introduced a Timebank member to the activity
And Connected again with Social Prescriber Rowena Bland to start to 'join the dots' of local support
- 8 July 'Stepping out with Carers' event at Hatfield House – attended with 3 TB members
- **11 July 'Solo Sunday Lunches' introduced with 11 attendees**
- 21 July #Wednesday Walk' coordinator to attend
- 22 July Meeting with **Cam Sight** to plan support of monthly group meetings
- 24 July Memory Café, Meldreth Village Hall in support of Community Support for Dementia group
- Coffee morning – every Thursday 10-12 at Jamaica Blue, Kingsway Golf centre
- Knitting of 'Fidget Mats' ongoing, 5 this month, 6 scarves for Christmas boxes for homeless, hats for premature babies on hold at the moment as no more required at present
- 1:1 exchanges, litter picking and remote support by Coordinator to combat loneliness all ongoing

Forthcoming Events and Administrative tasks:

- *Arts & Crafts Group relaunch and Quiz nights TBC*
 - 29 June TBUK meeting
 - 6, 20 & 27 July TBUK Training
- Facebook statistics for last 28 days
 - Followers 333
 - Maximum post reach 900
 - Post engagement 106

Proposed expenditure for approval

- None

CiLCA Training Course

 Zoom - Online

 18 spaces available

This is an **online event**.

Joining instructions will be provided after booking.

ONLINE EVENT INFORMATION

Zoom - Online

COURSE DATES

-  Wed, 8 Sep '21 9:30am – 12:30pm BST
-  Wed, 29 Sep '21 9:30am – 12:30pm BST
-  Wed, 20 Oct '21 9:30am – 12:30pm BST
-  Wed, 24 Nov '21 9:30am – 12:30pm GMT
-  Wed, 15 Dec '21 9:30am – 12:30pm GMT

INFORMATION

Details

Available for all Clerk's and council members in post for 1 year or more.

Instructions

Joining instructions will be sent prior to the course start date.

 [Terms And Conditions 2019 V2](#)
[Terms and Conditions 2019 V2.pdf](#) (161 KB)

TICKETS

	COST	
Member Course ticket - for all 5 dates. 18 available	£400.00	Select

MELBOURN PARISH COUNCIL

Full Council

Date: 2 August 2021

Item: PC065/21c)

Wednesday, 13 October

Time	Session
9.30 – 11.00	Delegate Registration
10.00 – 10.30	Meeting of First Time Delegates
11.00 – 11.40	Conference Opening & Awards Ceremony
11.45 – 12.45	Keynote Session The Rt Hon. The Lord Blunkett One-2-One Advisory Sessions
12.45 – 13.40	Lunch
13.40 – 14.40	Exciting session coming soon! Exciting session coming soon! One-2-One Advisory Sessions Careers Guidance Session
14.50 – 15.50	Connecting Communities Deana Wildgoose, THINK FC Helping Parish & Town Councils Access Apprenticeships Jamie Saddler, Senior Adviser (Workforce) & Apprenticeships Adviser, Local Government Association (LGA) Lighting to Fulfil your Climate Emergency Goals Katherine Owen & Garry Brown, Blachere Illumination One-2-One Advisory Sessions Careers Guidance Session
15.50 – 16.20	Refreshments
16.20 – 16.50	An SLCC Update Rob Smith, Chief Executive, SLCC
16.55 – 17.25	Councils at the Heart of Future Communities Sue Baxter, Chairman, National Association of Local Councils (NALC) Local Council Developments in Wales Lyn Cadwallader, Chief Executive, One Voice Wales (OVW) One-2-One Advisory Sessions
19.00 – 19.30	Pre-Dinner Drinks Rotunda
19.30	Incoming President's Dinner
Thursday 14 October	
Time	Session
8.30 – 9.00	Registration & Refreshments
9.00 – 10.00	Freedom Of Information Requests – The Good, The Bad, The Ugly Jonathan Goolden, Partner & Emma Hastings-Bray, Regulatory Solicitor for Wilkin Chapman LLP

Time	Session
10.00 – 10.45	Engaging with Principal Authorities to Facilitate Devolution Philip Clifford, Senior Advisor, Local Government Association (LGA)
10.45 – 11.15	Refreshments
11.15 – 12.15	The '5 P's' of Public Leadership Steven Griggs, De Montfort University (DMU)
12.15 – 13.15	Lunch
13.15 – 13.45	Update from the Civility Group Rob Smith, SLCC Chief Executive, Linda Larter MBE FSLCC, Clerk to Sevenoaks TC, Steve Trice, Clerk to Haywards Heath TC & SLCC Chairman and Lee Dunkley FSLCC, Clerk to St Agnes PC
14.00 – 14.45	One-2-One Advisory Sessions Exciting session coming soon!
14.45 – 15.45	One-2-One Advisory Sessions Exciting session coming soon!
15.45	Close of Conference

Benefits	Virtual Option	Face-to-Face Option			
	Virtual	Bronze (smaller councils under £40k precept)	Bronze	Silver	Gold
Access the main room conference sessions over the two days	Livestream	✓	✓	✓	✓
Join the live Q&A in the main room	✓	✓	✓	✓	✓
Access the breakout room sessions (13th Oct)	Recorded only	✓	✓	✓	✓
Join the live Q&A in the breakout rooms	✗	✓	✓	✓	✓
Access the session recordings after the event	Available for 30 days after the event	Available for 60 days after the event	Available for 60 days after the event	Available for 60 days after the event	Available for 60 days after the event
Access the one-to-one advice surgeries	✗	✓	✓	✓	✓
Interact with the sponsor & exhibitors	✗	✓	✓	✓	✓
Network with sector colleagues	✗	✓	✓	✓	✓
Network with expert speakers	✗	✓	✓	✓	✓
Network with international colleagues	✗	✓	✓	✓	✓
Access the SLCC Zone providing professional development advice	✗	✓	✓	✓	✓
Access the opening of the exhibitor area (12th Oct)	✗	✗	✗	✗	✓
Join the Outgoing President's Dinner (12th Oct)	✗	✗	✗	✓	✓
Join the Incoming President's Dinner (13th Oct)	✗	If attending 13th Oct (additional cost)	If attending 13th Oct (additional cost)	✓	✓
Take part in the Annual General Meeting (AGM) (12th Oct)	Virtually	✓	✓	✓	✓
Purchase from the SLCC bookshop without the delivery fee	✗	✓	✓	✓	✓
Take part in the luxury charity raffle	✗	✗	✗	✓	✓
Overnight Accommodation	✗	✗	✗	13th Oct	12th & 13th Oct
Breakfast	✗	✗	✗	14th Oct	13th & 14th Oct
Members Price	£100 + VAT	£100 + VAT	£140 + VAT	From £335 + £58.50 VAT	From £449 + £72.80 VAT
Non-members Price	£175 + VAT	£175 + VAT	£215 + VAT	From £435 + £72 VAT	From £549 + £79.80 VAT

Melbourn Parish Council - Independent Service Provider Agreement

INDEPENDENT SERVICE PROVIDER AGREEMENT (the "Agreement") dated this
..... 2021

between:

Melbourn Parish Council, The Hub, 30 High Street, Melbourn, Royston, Herts. SG8 6DZ

(the "Client")

AND

.....

(The "Service Provider")

IT IS AGREED AS FOLLOWS:

1 BACKGROUND

1.1 The Service Provider has the necessary skills, knowledge and experience to perform the Services required by the Client.

1.2 By accepting the Agreement, the Service Provider confirms they have the skills, knowledge and experience the Client wishes to appoint and agrees to accept the appointment on the following terms:

2 TIMESCALE AND EQUIPMENT

2.1 The Agreement will commence at the date of signing this Agreement. It will remain in force for a minimum of one year and will cease at a future date as agreed following discussion at a full Parish Council meeting or notice by the Service Provider (7.1).

2.2 The Parish Council will provide the following equipment to the Service Provider (such equipment will be insured by and will remain the property of the Parish Council for the duration of this Contract):

- eBike and trailer
- General litterpicking equipment including grabbers, rubbish bags, hi viz, gloves.

2.3 Upon expiry of the Agreement, the Service Provider will return all equipment to the Parish Council in good condition.

3 SERVICE REQUIREMENTS

3.1 The Service Provider will be required to deliver the following services:

- Litter Collection, bagging and drop-off at designated uplift sites
- Report fly tipping to the Parish Office for collection to be arranged
- Frequency rotations to cover all geographical sectors of the village
- To concentrate efforts on centre and core areas of the village where appearance is most important to public perception
- Report village maintenance issues such as overgrown hedges/shrubs

Melbourn Parish Council - Independent Service Provider Agreement

obstructing footpaths or road signs

- Check road gulleys for debris and reporting blocked gulleys to the Parish Office
- Provide detailed invoices logging daily routes worked, annotated to provide statistical information on types of litter, volumes, substance abuse materials, dead animals and fly tipping incidents
- Reporting to the Clerk and correction where possible of the results of vandalism
- Campaign against dog-fouling through signage and reporting

3.2 In addition, the Service Provider will -

- Provide occasional holiday cover to Village Wardens in carrying out insurance checks of village areas as available and as agreed with the Clerk
- Provide a service to the council in reporting public opinion on village upkeep in general and passing on suggestions/comments as these arise
- Manage the application of the services provided such that all parts of the village and nearby areas are kept in an orderly, clean and tidy condition

3.3 Melbourn Parish Council will:

- Provide a litter buggy and Free of Charge black disposable binbags
- Indemnify the Service Provider against accusations of fly tipping or littering in the delivery of services to Melbourn Parish Council and collation of collected waste at nominated pick-up points.
- Provide global insurance cover for the activities of the Service Provider as part of the Melbourn Parish Council Liability Insurance.

3.4 Any further service requirements identified in the carrying out of the above Service Requirements will be brought to the attention of the Client before being completed.

4 PLACE OF WORK

4.1 The usual place of work will be within the Parish of Melbourn and its immediate approaches, including local tracks and footpaths, cycle paths and verges.

5 PRICE AND PAYMENT

5.1 The hourly rate of pay will be £8.91 and include any associated costs, including any reasonable expenses arising in the course of work carried out.

5.2 Payments will be made on a monthly basis by cheque or bank order following submission of invoice(s).

6 HOURS OF WORK

6.1 Up to 6 hours per week, as required and as circumstances dictate, if justified, additional hours can be worked if pre-agreed with the Parish Office. In the event of a job share arrangement, the hours will be split equally with the other Service Provider. Where either of the Service Providers is unavailable to work due to illness or holiday, the other Service Provider will be offered the opportunity to cover the additional hours as agreed with the Clerk. Times of working are at the convenience of the Service Provider.

6.2 If a need for additional hours is identified in order to complete the Client's Service Requirements, these will be brought to the attention of the Client via monthly progress

Melbourn Parish Council - Independent Service Provider Agreement

reports or at full Parish Council meetings.

7 NOTICE OF TERMINATION OF SERVICE PROVIDER AGREEMENT

7.1 Either party may terminate the contract by giving one month notice in writing.

7.2 Within one week of the termination of the Agreement the Service Provider is required to surrender to the Client all Council property including any documents and other materials, including copies that have been held on behalf of the Client. The Service Provider shall irretrievably delete from all personal electronic devices all property of the Client and shall produce evidence of such as the Client may require.

8. DISPUTE RESOLUTION

8.1 Conciliation and Mediation: Before resorting to formal procedures from the Service Provider or from the Client it is the policy of the Client that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Client will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

8.2 Redress of Grievance: Applications in writing must be made to the Human Resources, (HR) Panel for redress of any grievance relating to the Independent Service Provider Agreement. The HR Panel shall report the application to a meeting of the parish council, held in the absence of the public and the press where the Service Provider will have an opportunity to set out their grievance. The grievance will then be considered and a decision reached. Should the Service Provider be dissatisfied with the decision they have the right to seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

9. HEALTH AND SAFETY

9.1 The Service Provider is expected to familiarise and comply with all relevant Regulations, Legislation and Policies applying to or made by the Client and ensure others comply with these as required.

10 EQUAL OPPORTUNITY & EQUALITY

10.1 The Client is an Equal Opportunity and Equality employer and observes current legislation. The Service Provider is expected to familiarise and comply with the Client's policies.

11. CONFIDENTIALITY

11.1 Confidential information relates to any data or information relating to the business of the Client which would reasonably be considered to belong to the Client including, but not limited to, accounting records, business processes and Client records and this is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

11.2 The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Service Provider has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.

Melbourn Parish Council - Independent Service Provider Agreement

Service Provider

Dated:

Signed:

Name:

Signed for and on behalf of Melbourn Parish Council

Dated:

Signed:

Name:

TERMS OF REFERENCE: WEBSITE WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Website Working Party

1. Membership and Controls

- 1.1 The Working Party will consist of up to 4 Parish Councillors.
- 1.4 The Working Party will elect a Chair from among its members. In the absence of the Chair at a meeting, the Working Party will elect any member to act as Chair for that meeting.
- 1.5 The Working Party will need a minimum of 3 Councillor members in attendance to be quorate.
- 1.6 The Working Party will meet as required.
- 1.7 The Working Party may invite non-members to attend meetings.
- 1.8 The Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.9 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.
- 1.10 Where the Working Party identifies a need for expenditure relating to improvements to the website, this must be referred to Full Council for formal approval.

2. Reporting

- 2.1 Notes of meetings will be made available to the Council and published on the Parish Council's website.
- 2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous year's activities.

3. Terms of Reference

- 3.1 To review the Parish Council's website from time to time with a view to ensuring compliance with relevant legislation and regulations.
- 3.2 To regularly monitor the Parish Council's website to ensure functionality and fitness for purpose.

- 3.3 To advise on design and aesthetic of the Parish Council's website.
- 3.4 To ensure the website is user friendly and that information can be easily accessed by members of the public.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 2 August 2021

Review Policy: Every 12 months