

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 17 January 2022 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

*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, Cowley, Hart, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO)

**PC126/21 To consider applications for co-option**

This item was deferred pending additional information requested to complete the skills audit.

**PC127/21 To receive and approve apologies for absence**

Apologies received from Cllr Davey – acceptable reasons were given.

It was:

RESOLVED to approve Cllr Davey's apologies for absence.

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

**PC128/21 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

Cllrs Baker, Kilmurray and Travis declared an interest in the following items as members of the Hub Management Group:

- PC136/21f)

- PC144/21a)

- PC146/21a) and b)

Cllrs were given dispensation to participate in the discussion but not to vote.

**PC129/21 Chairs' Announcements – For information only**

Chair reported that he is pursuing a request to Stonebond to repair the damage to the footpath at the entrance to Littlehands car park.

**PC130/21 To approve the minutes of the Parish Council Meeting held on 22 November 2021**

It was:

RESOLVED to approve the minutes of the Parish Council meeting on 22 November 2021 as an accurate record.

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

**PC131/21 To report back on the minutes of the Parish Council Meeting held on 22 November 2021**

Clerk reported back on the following actions:

PC113/21c) Clerk thanked Cllrs Kilmurray and Baker for their help in sourcing and setting up a new laptop for the parish office. Noted there is an item on the agenda for the meeting to retrospectively approve the expenditure.

PC117/21e) Comments on the draft Local Plan have been submitted

**PC132/21 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.

**PC133/21 To consider setting the precept for the financial year 2022/23**

Chair of Finance and Good Governance reported that the Committee had considered the draft precept at a meeting in December. Headline figures:

- Total increase in precept for the year : £18,130

- Equates to 1.98% increase per household (noted this is below rate of inflation)

- Reserves remain at a healthy level

- There is funding for a number of projects and discretionary spend
  - Allowance has been made for likely increases in energy costs and a contribution to the LHI project
- The draft budget was recommended to full Council for approval.

It was:

RESOLVED to approve the budget for 2022/23 as recommended by Finance and Good Governance Committee.

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

Councillors expressed their thanks to the RFO for her work on preparing a robust and detailed budget.

[19:43 The RFO left the meeting]

**PC134/21 To receive reports from the District and County Cllrs for Melbourn**

District Cllr Hart was in attendance and highlighted the following items from the report:

- Business support grants now available for Coronavirus relief
- Special stop order for Cambridge-bound trains passing through Meldreth station
- Requests for members of the public to report highways matters to the relevant authority
- Further discussions underway with regard to civil parking enforcement

Cllr Hart and County Cllr van de Ven to attend the LHI grant application hearing on 1 February. Noted that there will be a further opportunity for local residents to collect LFT kits from the High Street car park on 22 and 29 January (10 – 4pm or until stocks run out).

Online Health and Social Care webinar – 20 January 2022 available at <https://www.scambs.gov.uk/business/looking-after-your-mental-health/>

**PC135/21 Governance:**

- a) To note the Internal Auditor's report.

The report was noted.

- b) To note an email decision with regard to Hub signage

The decision was noted.

- c) To consider how the Parish Council will mark the Queen's Platinum Jubilee

Various ideas were suggested including an event at the Hub and also approaching the Fete Committee about a joint village-wide activity – possibly involving baking or Jubilee pudding competition. Noted that there will be an additional public holiday on Thursday, 2 June to be followed by the existing public holiday on 3 June. Suggested that ideas are collated and considered by a small group to progress.

**ACTIONS:**

- Clerk to investigate commemorative gifts for primary school children.
- Clerk to circulate ideas for further consideration.

- d) To note new arrangements for energy supply to Parish facilities

Noted that 3 year contracts for current energy supply with British Gas are coming to an end. Clear Utility Solutions working with CAPALC have identified alternative providers and a 3 year contract with British Gas Lite has been accepted.

- e) To receive any updates and consider actions

There was nothing further to discuss.

**PC136/21 Finance Matters:**

- a) To consider retrospectively approving the approvals list for December 2021

It was:

RESOLVED to retrospectively approve the approvals list for December 2021.

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

- b) To consider approving a quotation for 3 year contract with Edge

It was:

RESOLVED to approve the quotation for 3 year contract with Edge for provision of the finance,

allotments and cemeteries modules.

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

- c) To consider a recommendation from Maintenance Committee to approve expenditure on repairs to play equipment on Clear Crescent play area to be funded from reserves

It was:

RESOLVED to fund the shortfall in the maintenance budget required for repairs to play equipment on Clear Crescent from reserves.

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

- d) To consider a recommendation from Maintenance Committee to approve drainage repairs at Littlehands to be funded from reserves

It was:

RESOLVED to fund the shortfall in the maintenance budget required for remedial works to the drains at Littlehands

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

- e) To consider retrospectively approving expenditure on a new laptop and software for the Parish office

It was:

RESOLVED to retrospectively approve the sum of £490.49 (including VAT and delivery) in respect of a new laptop for the parish office.

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

- f) To consider approving payment of the licence fee to the Hub

It was:

RESOLVED to approve payment of the annual licence fee (in respect of rental and all services for the use of the parish office) to the Hub in the sum of £13,400.

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

- g) To receive any updates and consider actions

There was nothing further to discuss.

**PC137/21 To note the bank reconciliations for November and December 2021**

This was noted.

**PC138/21 Planning Matters:**

- a) To discuss and consider approving transfer of the open space at Victoria Heights

Chair of Planning Committee reported on a recent visit to the development and a recommendation from Planning Committee that the Parish Council should take transfer of the two open spaces once they are both completed to an acceptable standard. Noted that the commuted sum is already specified in the s106 Agreement and that the ongoing maintenance works will need to be incorporated into existing Maintenance Contracts.

It was:

RESOLVED to approve transfer of the two open spaces on satisfactory completion of both areas and subject to inspection.

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

- b) To discuss and consider adopting the access road to New Road Cemetery

Chair of Planning Committee reported on a recent visit and inspection of the access road. Noted that Highways will not adopt the road as it serves fewer than 5 houses. Currently, residents of the 3 properties on the access road are making an annual payment of £50 towards future maintenance. Road surface is unfinished but hardcore is visible on the surface. Although the road may not require maintenance for some time, there is potential for high maintenance or repair costs in the future. Planning Committee's recommendation is that the Parish Council does not accept transfer of the access road.

It was:

RESOLVED to approve adopting the access road to New Road Cemetery.

Proposed by Cllr Cowley, seconded by Cllr Kilmurray. In favour: None. Against: Cllrs Baker, Barnes, Clark, Hart, Travis, Wilson. The resolution fell.

A member suggested that we should be clear when considering future developments that it is not the Parish Council's policy to adopt roads and has not adopted any other roads in the village. Also noted that developers should be responsible for finishing roads so as to be compliant with County Highways requirements.

- c) To receive an update on transfer of the SGB from Hopkins Homes

Noted that the District Landscape Architect had indicated that the developer's costing for future maintenance of the SGB does not appear to include all the work contained in the LEMP. Further negotiations with the developer ongoing.

- d) To note the Parish Council's response to the draft Local Plan

This was noted.

- e) To consider signing an Indemnity in respect of 46-56 The Moor

Noted that the agenda incorrectly refers to the development as 46-46 The Moor.

It was:

RESOLVED to approve signature of the Indemnity on behalf of the Parish Council.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

**PC139/21 Maintenance Matters:**

- a) To discuss and consider unauthorised signage on the highways

Discussion with regard to complaints received about growing number of unauthorised advertising signs on the highways. Noted that many are for local businesses. Highways Officer has indicated that action is only taken if a complaint is received.

**ACTIONS:**

- Clerk to write to local businesses requesting that they remove the unauthorised signage

- Clerk to share the link to the District Council's Envirocrime online reporting page for people to report unauthorised signs on our website and social media pages

It was:

RESOLVED:

- to write to local businesses requesting that they remove the unauthorised signage

- to share the link to the District Council's Envirocrime online reporting page for people to report unauthorised signs on our website and social media pages

- that the Parish office should report unauthorised signage via the SCDC Envirocrime online reporting page

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

- b) To receive any updates and consider actions.

There was nothing further to discuss.

**PC140/21 HR Matters:**

- a) To discuss and consider funding Timebank activities for a further period of 3 years

Chair of the HR Panel provided an update. The Timebank has been in place for 3 years and the Timebank Coordinator's role has developed over time and in response to the current situation. It was noted that the past 2 years activities have been affected by Covid and the Timebank Coordinator has adapted activities accordingly. HR Panel's recommendation is that the Timebank Coordinator's role be funded from the precept for a further 3 years, to be reviewed annually.

It was:

RESOLVED to continue to support the Timebank and fund the Timebank Coordinator's salary for a further period of 3 years (reviewed annually).

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

- b) To receive a report from the HR Panel

Noted that there are currently 3 members of the HR Panel with 2 vacancies.

- c) To receive any updates and consider actions

There was nothing further to discuss.

**PC141/21 Melbourn Timebank**

- a) To receive an update and consider approving expenditure on current Timebank activities

The Timebank Coordinator's report was received with thanks. The report contained a request for a cash float of £100 to be made available to the Timebank Coordinator out of the Timebanking Together funding received. Receipts for any expenses will be made available prior to reimbursement of monies.

It was:

RESOLVED to approve a cash float of £100 to be made available to the Timebank Coordinator for various Timebank activities with expenditure to be supported by receipts.

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

**PC142/21 Policies and Terms of Reference:**

- a) To consider any other updates and consider actions

There was nothing to discuss.

**PC143/21 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC144/21a)**

It was:

RESOLVED under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting.

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

**PC144/21 Community Hub Extension Project**

- a) To discuss and consider Brownstone's final invoice for building works

This item was discussed in camera

**PC145/21 Motion to re-open the meeting to Public and Press:**

It was:

RESOLVED to re-open the meeting.

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

**PC146/21 Community Hub Extension Project**

- a) To consider approving reimbursement of the cost of electrical works to the Hub

Noted that subject to final settlement of Brownstone's invoice number 1184, there remain funds available in the budget which can be reimbursed to the Hub for electrical works ((PC123/21b) Full Council meeting 22 November 2021). A member queried if the project was within budget. A member of the Management Group confirmed that although some additional works had been ordered, these were funded by the Hub from various business re-start grants made available. The extension project budget will not be exceeded.

It was:

RESOLVED that a payment of £5,000 from the project budget surplus should be paid to the Hub in respect of the electrical works carried out.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC147/21 To note the date of the next meeting : 28 February 2022**

The meeting closed at 21:45

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 22 November 2021 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

*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), Steph Trayhurn (Timebank Coordinator), District Cllr Hales and County Cllr van de Ven and 8 members of the public

## **PC105/21 To receive and approve apologies for absence**

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

It was:

RESOLVED to approve the apologies for absence for Cllr Barnes and Cowley.

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

Cllr Wilson had sent apologies as he would be late to the meeting.

## **PC106/21 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 had been received from Cllrs Travis and Kilmurray relating to item PC123/21 as Directors of the Hub. This was noted and they were granted dispensation to remain for the discussion but not to vote.

Cllr Baker noted an interest in item PC118/21g) as a friend of the applicant. This was noted.

## **PC107/21 Chairs' Announcements – For information only**

Noted that Stonebond have been requested to make repairs to the entrance to Littlehands carpark following damage caused by heavy lorries. Their response is awaited.

Chair noted thanks to Cllrs Kilmurray and Baker for their help in installing the MVAS unit on New Road. The unit is live and collecting data which will be used to support the LHI application. The unit will be moved to other locations in the village from time to time.

## **PC108/21 To approve the minutes of the Parish Council Meeting held on 25 October 2021**

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 25 October 2021 as an accurate record.

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

## **PC109/21 To report back on the minutes of the Parish Council Meeting held on 25 October 2021**

PC093/21 Details of Local Plan consultation had been shared with cllrs and information made available to members of the public via notice boards, website and social media.

## **PC110/21 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.

A member of the public expressed concern with regard to the Local Plan and the proposed development of 20 houses on The Moor. Concern was raised as to the loss of a rare natural area within the village, including horse paddock. Noted that this is an area rich in biodiversity and that the potential loss of endangered wildlife in the area was a high price to pay for 20 additional houses. The resident noted his intention to respond to the Local Plan Consultation and requested the Parish Council to also make a response. The resident noted difficulties in navigating the Local Plan online. This comment would be fed back to the planners.

The Chair altered the order of the Agenda in order to accommodate grant applicants who were attending in person.

**PC118/21 Community Benefit Grants : To discuss and consider applications for grant funding from solar farm monies**

**a) Melbourn Community Library**

Application received for £600 to be used to purchase new library books for young people. Noted that the library would soon be receiving significant s106 funds but this does not preclude them from receiving community benefit funding.

It was:

RESOLVED under s19 of the Local Authority (Miscellaneous Provisions) Act 1976 to award the sum of £600 to Melbourn Community Library.

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

**b) Relate**

Application received for £1,500 to fund counselling and support to local residents.

It was:

RESOLVED under s142(2A) of the Local Government Act, 1972 to award the sum of £1,500 to Relate.

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

**c) River Mel Restoration Group**

Application received for £470 to be used to purchase tools for use by volunteers.

It was:

RESOLVED under ss9-10 and s6 of the Open Spaces Act 1906 to award the sum of £470 to the River Mel Restoration Group.

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

**d) Melbourn FC**

Application received for £3,183 to be used towards training and kit costs.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to award the sum of £3,183 to Melbourn FC.

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

**e) 1<sup>st</sup> Melbourn Rainbows**

Application received for £820.67 for crafting equipment and supplies. A member queried what type of badges would be produced with the equipment. A representative of Rainbows was in attendance with examples of the badges which would be used by Rainbows and for fundraising. The badge making equipment includes a good deal of consumables.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to award the sum of £820.67 to 1<sup>st</sup> Melbourn Rainbows.

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

**f) Melbourn Squash Club**

Application received for £1,560 for coaching costs. A representative in attendance advised that junior membership has grown from 0 to 9 since the club was able to fund coaching sessions. Female members were able to attend from women-only sessions for professional coaching.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to award the sum of £1,560 to Melbourn Squash Club.

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

**g) Melbourn Playgroup**

Application received for £160 to promote oral hygiene awareness.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to

award the sum of £160 to Melbourn Playgroup.

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

**h) Home-Start Royston Buntingford & South Cambridgeshire**

Application received for £2,402.56 to support local families.

It was:

RESOLVED under s142(2A) of the Local Government Act, 1972 to award the sum of £2,402.56 to Home-Start Royston Buntingford & South Cambridgeshire.

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

All grants were awarded in full. The total amount allocated was £10,696.00.

20:03 County Cllr van de Ven joined the meeting. Chair altered the order of the Agenda to receive County and District Cllrs Reports

**PC113/21 To receive reports from the District and County Cllrs for Melbourn**

County Cllr van de Ven highlighted the following from the report:

- Useful flooding meeting had been held
- Asset Mapping now received from Anglian Water
- A10 Underpass – meeting arranged with PSG, Police and District and County Cllrs. Grant funding received from Community Rail Partnership.
- Noted cycling consultations over the summer. Making Connections looking at improving bus services now live. Details to be circulated.

District Cllrs noted the importance of responding to the Local Plan Consultation. Event at the Hub was attended by 60-70 people. Noted that this is the first consultation which will feed into ongoing consultations.

It was suggested that the resident wishing to respond to the proposed development on The Moor should make comments available to the PC to incorporate these in a wider response.

Vast amount of information on the Local Plan is available in the online document library. A member suggested that, with the landowner's permission, it may be worth arranging for a survey of the horse paddock to identify wildlife in the area.

County Cllr van de Ven noted thanks to the Timebank Coordinator for her efforts.

District Cllrs noted that there would be no cuts from District Council due to the security of the budget.

20:21 County van de Ven left the meeting.

The order of the Agenda was resumed.

**PC111/21 Governance:**

**a) To retrospectively note emergency expenditure for Hub kitchen equipment**

This was noted.

**b) To retrospectively note expenditure for Fire Strategy document**

This was noted.

**c) To note an email decision with regard to expenditure relating to Boardwalk Project from s106**

This was noted.

**d) To considering approving expenditure on a wreath for Remembrance Day from s137**

It was:

RESOLVED to approve expenditure of £17 under s137 of the Local Government Act, 1972.

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

**e) To note membership of the Skate Park Working Party**

This was noted.

**f) To receive any updates and consider actions**

It was noted that Grinnell Hill BMX Club had new committee membership and would soon be contacting the parish office with regard to annual insurance.

**PC112/21 Finance Matters:**



- a) To consider the approvals list for November 2021

It was:

RESOLVED to approve the approvals list for November 2021.

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

- b) To receive and consider finance report for October 2021

The report was received.

- c) To consider approving a quotation for a new laptop for the Parish office

The quotation was considered. Members noted that software and set up costs appeared excessive.

It was:

RESOLVED to accept the quote from Lucid in the sum of £905.33 + VAT for laptop supply and set costs.

Proposed by Cllr Clark. There was no seconder. The proposal fell.

**ACTIONS:**

- Cllrs Kilmurray and Baker to investigate costs for purchase and set up of laptop.
- Clerk to query ongoing support with Lucid if the laptop is not purchased through them.

- d) To receive any updates and consider actions

There was nothing further to report.

**PC114/21 To consider approving the feasibility summary to support the LHI Application**

It was noted that the costs in the feasibility summary had increased to £26,324.63 with an application for LHI grant funding of £14,924.63 and the balance of £11,400 to be met by the Parish Council and precepted for in 2022/23.

It was:

RESOLVED to approve the LHI Project Feasibility Study and to precept for the Parish Council's contribution of £11,400 in 2022/23.

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

**PC115/21 To note the bank reconciliations for October 2021**

This was noted.

**PC116/21 To receive the Timebank Coordinator's report**

The Timebank Coordinator was in attendance. Members expressed their thanks for her hard work and noted the many different activities currently on offer to Timebank members. Timebank Coordinator reported on increased attendance at coffee groups and highlighted the success of the weekly Dog Café. Chair thanked the Timebank Coordinator for her report and for attending the meeting.

20:47 Cllr Wilson joined the meeting.

**PC117/21 Planning Matters:**

- a) To discuss and consider approving transfer of the open space at Victoria Heights

Chair of Planning provided an update on open spaces to be transferred. Noted the s106 Agreement provides for a commuted sum of £11,695.50 for future maintenance. Decision on transfer of the open spaces to be deferred pending further information. **ACTION:** Clerk to seek further information on drainage and easements over the land.

- b) To discuss and consider adopting the access road to New Road Cemetery

Chair of Planning provided an update with regard to the access road to New Road Cemetery. Developer has confirmed that the road will be finished to a high standard and has requested the Parish Council to take transfer of the road. Queries have been raised with Highways Department – awaiting response. Also query why the Parish Council is being asked to adopt this road. Decision on transfer of the access road to be deferred pending receipt of further information. **ACTION:** District Cllr Hales to follow up enquiries made of Vikki Keppey at Highways.

- c) To receive an update on transfer of the SGB from Hopkins Homes  
Awaiting a response from the developer.
- d) To consider approving signature of the Indemnity for the development at 36 New Road  
It was:  
RESOLVED to approve signature of the Indemnity for the development at 36 New Road.  
Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.
- e) To consider making a response to the draft Local Plan  
**ACTION:** Clerk to circulate questionnaire from the Local Plan website to cllrs for input.  
Comments to be collated by the Clerk and submitted as Parish Council response.
- f) To receive any updates and consider actions  
There was nothing further to discuss.

**PC119/21 Maintenance Matters:**

- a) To consider approving payment of a deposit for fencing works at The Cross  
It was:  
RESOLVED to approve payment from s106 monies of a deposit in the sum of £3,000 to Universal Fencing in relation to the replacement fencing at The Cross.  
Proposed by Cllr Davey, seconded by Cllr Travis. All in favour.
- b) To receive any updates and consider actions.  
There was nothing further to discuss.

**PC120/21 HR Matters:**

- a) To receive a report from the HR Panel  
Chair of HR Panel noted that there are still 2 vacancies on the Panel to fill. Staff appraisals are being carried out 6 monthly. Noted it is important to ensure staff have capacity to manage workloads. Noted that it is almost 3 years since the Timebank was set up and needs to be considered as an ongoing resource.
- b) To receive any updates and consider actions  
There was nothing further to discuss.

**PC121/21 Policies and Terms of Reference:**

- a) To consider approving Terms of Reference for the Skate Park Working Party  
It was:  
RESOLVED to approve the draft Terms of Reference for the Skate Park Working Party.  
Proposed by Cllr Baker, seconded by Cllr Travis. All in favour.
- b) To consider any other updates and consider actions  
There was nothing further to discuss.

**PC122/21 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC123/21**

It was:  
RESOLVED under s1(2) of the Public Bodies (Admission to Meetings) Act, 1960, to exclude the public and press from the meeting.  
Proposed by Cllr Hart, seconded by Cllr Baker. In favour: Cllrs Baker, Clark, Davey, Hart, Wilson. Abstain: Cllrs Kilmurray and Travis.

**PC123/21 Community Hub Extension Project**

**This item was discussed in camera.**

- a) To discuss and consider Brownstone's final invoice for building works
- b) To consider approving reimbursement of the cost of electrical works to the Hub
- c) To receive any updates and consider actions

There was nothing to report.

**PC124/21** Motion to re-open the meeting to Public and Press:

It was:

RESOLVED to re-open the meeting.

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

**PC125/21** **To note the date of the next meeting** : 17 January 2022

The date of the next meeting was noted as Monday, 17 January 2022

The meeting closed at 22.02

## Melbourn Parish Council Precept Requirement 2022/23

<b>Precept 2021/22 £</b>		<b>Precept 2022/23 £</b>	<b>Change £</b>	<b>Change %</b>
(42,470)	Total Income budget	(41,300)	1,170	-2.75%
294,770	Total Expenditure budget	320,430	25,660	8.71%
23,000	Contributions to reserves	14,300	(8,700)	-37.83%
<b>275,300</b>	<b>Precept Requirement</b>	<b>293,430</b>	<b>18,130</b>	<b>6.59%</b>
2,007.10	Tax Base (Band D households)	2,097.70	90.60	4.51%
<u>137.16</u>	<b>Cost per household</b>	<u>139.88</u>	2.72	1.98%

Recommended by FGGC 20/12/21

Approved by Melbourn Parish Council [date]

SCDC deadline 24/01/22

## Melbourn Parish Council 2022/23 Income Budget

2020-21 Actual £	EDGE budget code	Income Heading	2021-22 Budget £	2021-22 Forecast £	Forecast/ Actual	2022-23 Budget £	Notes:	2023-24 Forecast £	2024-25 Forecast £
		<u>Conservation:</u>							
2,516	100	Allotment rent	2,400	2,400	F	2,400	Rents increased 2020/21 (assume no increase 2022/23)	2,450	2,450
3,849	110	Grass cutting contribution from CCC Highways	3,850	3,849	A	3,850	Assume no increase	3,900	3,900
<b>6,365</b>		<b>Total Conservation</b>	<b>6,250</b>	<b>6,249</b>		<b>6,250</b>		<b>6,350</b>	<b>6,350</b>
		<u>Cemeteries:</u>							
2,440	200 1	Burial fees	1,800	4,830	F	2,500	Burials do vary quite a lot; budget on prudent basis	2,575	2,575
400	200 2	Memorials	1,000	500	F	500	Next fee review Sept 2022	515	515
1,260	200 3	Cremated remains	200	1,300	F	1,000		1,030	1,030
<b>4,100</b>		<b>Total Cemeteries</b>	<b>3,000</b>	<b>6,630</b>		<b>4,000</b>		<b>4,120</b>	<b>4,120</b>
		<u>Play &amp; Rec:</u>							
	300	Match Fees							
90	300 1	Melbourn Saturdays	320	1,000	F	1,200	Fee increase agreed Sept 2021	330	330
1,100	300 2	Melbourn Dynamos	2,000	2,000	F	2,000	Assume continued agreement with Dynamos	2,200	2,300
-	300 4	Other Local Clubs	-	100	F	-		-	-
1,190		Total Match Fees	2,320	3,100		3,200		2,530	2,630
70	320	Hire of Recreation Grounds	100	800	F	800	Fair (incl utilities) and boot camps	825	825
5,280	340	Pavilion hire	3,300	1,800	F	300	School hire has finished; £300 ad-hoc	310	320
-	370	Pavilion hire - MAYD recharge	1,000	-	F	-	If MAYD restarts likley to move away from Pavilion	-	-
<b>6,540</b>		<b>Total Play Areas &amp; Recreation Grounds</b>	<b>6,720</b>	<b>5,700</b>		<b>4,300</b>		<b>3,665</b>	<b>3,775</b>
		<u>Finance &amp; General Purpose:</u>							
635	420	Interest receivable	500	700	F	750	Assume very low interest rates again 2022/23	750	800
<b>635</b>		<b>Total Finance &amp; General Purpose</b>	<b>500</b>	<b>700</b>		<b>750</b>		<b>750</b>	<b>800</b>
		<u>Rental Property:</u>							
26,000	900	Little Hands Property Rent	26,000	26,000	F	26,000	Next rent review Apr 2023	26,800	26,800
<b>26,000</b>		<b>Total Rental Property</b>	<b>26,000</b>	<b>26,000</b>		<b>26,000</b>		<b>26,800</b>	<b>26,800</b>
10,942		Income from unbudgeted sources		250	F		2020/21 included covid grants re MCCR		
<b>54,582</b>		<b>Total income excluding Precept</b>	<b>42,470</b>	<b>45,529</b>		<b>41,300</b>		<b>41,685</b>	<b>41,845</b>
<b>267,870</b>		<b>Precept</b>	<b>275,300</b>	<b>275,300</b>	<b>A</b>	<b>293,430</b>			
<b>322,452</b>		<b>Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)</b>	<b>317,770</b>	<b>320,829</b>		<b>334,730</b>			

2020/21 shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g Covid/MCCR grants, FiT, allotment insurance, recharges etc.

FiT receipts are paid to the Hub, allotment insurance is paid to the Allotment Association (net zero) and other items cannot be budgeted as they are not predictable

Melbourn Parish Council 2022/23 Expenditure Budget

2020/21 Actual £	EDGE Budget code	EXPENDITURE	2021-22 Budget £	2021/22 Forecast £	2022-23 Budget £	Notes:	2023-24 Forecast £	2024-25 Forecast £
		<u>Conservation:</u>						
1,511	1000	Allotments	1,600	1,870	1,890		1,940	2,000
8,808	1100	Conservation	12,300	12,300	11,300	2021/22 and 2022/23 Tree inspections/tree work	8,490	8,740
505	1150	Stockbridge Meadows	1,125	990	1,290		1,330	1,380
7,770	1200	Grass Cutting Contract	8,670	8,670	8,670		8,670	9,000
6,995	1300	Public Open Space Maintenance Contract	7,620	7,620	7,670		7,720	8,570
<b>25,589</b>		<b>Total Conservation</b>	<b>31,315</b>	<b>31,450</b>	<b>30,820</b>		<b>28,150</b>	<b>29,690</b>
		<u>Cemeteries:</u>						
5,880	2000	Cemetery rates, utilities & upkeep	4,570	3,538	4,765		6,020	6,245
5,230	2100	Cemetery Grounds Maintenance Contract	6,950	5,950	5,950	2021/22 extra hedge work	5,950	6,200
<b>11,110</b>		<b>Total Cemeteries</b>	<b>11,520</b>	<b>9,488</b>	<b>10,715</b>		<b>11,970</b>	<b>12,445</b>
		<u>Play Areas &amp; Recreation Grounds:</u>						
1,822	3000	Play Areas	4,200	4,157	4,220	Includes allowance for tree inspection and works	4,330	4,580
11,987	3200	Recreation Grounds	12,475	12,825	12,720		12,825	13,345
6,224	3400	Pavilion	8,350	7,743	9,160	Increased cleaning and electricity 2022/23	9,305	9,650
<b>20,033</b>		<b>Total Play Areas &amp; Recreation Grounds</b>	<b>25,025</b>	<b>24,725</b>	<b>26,100</b>		<b>26,460</b>	<b>27,575</b>
		<u>Finance &amp; General Purpose:</u>						
1,525	4000	Audit, Legal and Professional Fees	3,400	3,400	1,750	Includes provision for valuation of assets 2021/22	1,800	1,900
-	4200	Contingency - unbudgeted works	1,500	1,500	-	Removed as contingency elements built into individual budget areas + reserves adequate	-	-
1,794	4300	Wardens' Materials, Equipment & Van	2,200	2,500	2,400		2,500	2,595
7,562	4500	Insurances	7,800	12,029	12,550	Large increase in premium 2021/22 following revaluations (3 yr deal)	13,000	13,530
1,192	4700	Membership of Societies	1,340	1,340	1,370		1,425	1,480
343	4900	Parish Clock	1,350	400	400	Repairs 2021/22	415	430
21,958	5000	Parish Office, IT & Contractors	23,725	23,549	26,688	New IT equipment needed 2021/22 and 2022/23; increased litter-picking 2022/23	24,865	25,840
72,689	5100	Salaries, NI & Pensions	71,750	67,700	73,600	Salary & E'er NI increase plus additional hours	76,500	79,600
52	5300	Sundry Expenses	113	450	150		155	160
535	5400	Training	1,500	1,600	1,500		1,550	1,600
432	5700	Pension Scheme Service Charge	440	432	440		440	440
187	5900	Bank Charges	400	200	400		405	410
700	6000	Grants Payable	7,450	7,450	7,600	CRP, Mobile Wardens, Grinnet Hill insurance	7,900	8,200
-	6005	Grants Payable - MAYD	6,000	6,000	6,000		12,000	12,000
-	6200	Staff and Councillor expenses	200	-	200		200	200
15,000	6400	Community Hub - Grant	15,000	15,000	15,000		15,000	15,000
7,703	6401	Community Hub - Maintenance & Replacements (excl FIT)	6,850	7,822	11,870	Includes equipit replacement - see Project tab	9,475	9,800
28,311	6450	PWLB Community Hub - Interest	28,098	28,098	27,876		27,643	27,400
4,643	6451	PWLB Community Hub - Capital	4,856	4,856	5,078		5,311	5,554
5,942	6452	PWLB Car Park - Interest	5,632	5,632	5,314		4,986	4,649
10,945	6453	PWLB Car Park - Capital	11,255	11,255	11,574		11,902	12,239
12,609	6500	Covid 19 and MCCR	-	-	-		-	-
459	6600	Timebanking Expenses	650	450	470		490	510
-	6700	War Memorial	-	-	-		-	-
-	6800	Election Costs	-	-	240	Every four yrs (assume no election called)	-	-
-	6900	Community Events	-	-	4,000	Queens Jubilee	-	-
13,871	7100	Village Car Park - Rates, Utilities & Maintenance	14,200	14,021	15,855		16,465	17,135
<b>208,452</b>		<b>Total Finance &amp; General Purpose</b>	<b>215,710</b>	<b>215,685</b>	<b>232,325</b>		<b>234,427</b>	<b>240,672</b>
		<u>Planning:</u>						
-	7000	Community Development	5,000	5,000	-	Futures group - traffic calming including MVAS/signage etc	-	-
-	7050	Parish Planning	-	-	1,000	Consultation events	-	-
-		<b>Total Planning</b>	<b>5,000</b>	<b>5,000</b>	<b>1,000</b>		<b>-</b>	<b>-</b>
		<u>Highways:</u>						
-	8000	Highways and Footpaths	3,000	3,000	11,500	Gulley cleaning (2021/22) reallocated to Little Hands drains ; LHI scheme 2022/23	-	-
2,415	8100	Street Lighting	1,750	1,200	2,500	Large increase in electric bills anticipated	2,575	2,675
<b>2,415</b>		<b>Total Highways</b>	<b>4,750</b>	<b>4,200</b>	<b>14,000</b>		<b>2,575</b>	<b>2,675</b>
		<u>Rental Property:</u>						
1,792	9000	Little Hands Nursery	1,450	5,450	5,470	2021/22 drains repair; 2022/23 replace windows	1,540	1,610
<b>1,792</b>		<b>Total Rental Property</b>	<b>1,450</b>	<b>5,450</b>	<b>5,470</b>		<b>1,540</b>	<b>1,610</b>
<b>269,391</b>		<b>Total expenditure</b>	<b>294,770</b>	<b>295,998</b>	<b>320,430</b>		<b>305,122</b>	<b>314,667</b>
		<u>Budgeted contributions to reserves:</u>						
23,127		General Reserve	-	-	-	No contribution to General Reserves anticipated	-	-
20,311		Asset Management	20,000	20,000	10,300	Build up Asset Management Reserve to fund major capital repairs/replacements from 2021/22 onwards	10,000	10,500
-		Election Reserve	-	-	-		-	-
1,500		Parish Van Replacement Reserve	3,000	3,000	4,000	Replace van 2022/23	-	-
<b>44,938</b>			<b>23,000</b>	<b>23,000</b>	<b>14,300</b>			
<b>314,329</b>		<b>Total Precept expenditure budget</b>	<b>317,770</b>	<b>318,998</b>	<b>334,730</b>		<b>315,122</b>	<b>325,167</b>

2020/21 shows actual figures against budgeted items. Some additional expenditure was incurred that was not budgeted e.g Covid/MCCR, FIT, allotment insurance, prior year reserve expenses etc. FIT receipts are paid to the Hub, allotment insurance is paid to the Allotment Association (net zero) and other items cannot be budgeted as they are not predictable



465	5000	7 Office Cleaner		280	260	F	280	2020 includes extra cleaning due to Covid 19	290	300
1,946	5000	8 Software Licences	Adobe acrobat £220/Payroll Software £75/Edge accounting software £1,500/ Zoom £135	2,200	1,930	F	2,000	Parish Online not needed (via ins); Zoom continuation preferred	2,100	2,150
	5000	9 Contractors								
2,447	5000	9.3 Litter Picker	Litter picking plus equipment (say 8 hours per week/48 weeks + equipt)	2,800	2,800	F	4,000	CL to check if more hours can be accommodated by litter pickers	4,160	4,330
-	5000	9.4 DPO	CAPALC membership scheme	75	50	A	60		65	70
2,447		Total Contractors		2,875	2,850		4,060		4,225	4,400
44		5000	10 Office furniture & equipment	1,500	1,500	F	2,500		200	220
			Total Parish Office	23,725	23,549		26,688		24,865	25,840
21,958	5100	Salaries and Pensions		71,750	67,700	F	73,600	Salary budget with HR panel for checking. Assumes 4% increase plus some extra hours	76,500	79,600
72,689	5300	Sundry Expenses	ICO registration fee, defibrillator pads/batteries; Poppy Wreath etc	113	450	F	150	2021/22 included £360 meeting room hire during Hub refurb	155	160
52	5400	Training	Clr training programme ( election 2022 - new counsellors?). Plus staff training	1,500	1,600	F	1,500	2020/21 low due to pandemic and Zoom delivery; 2021/22 includes CILCA reg/training	1,550	1,600
535	5700	Pension Scheme Service Charges		440	432	F	440		440	440
432	5900	Bank charges - current a/c	Potentially two current accounts?	400	200	F	400		405	410
187	6000	Grants payable	Community Rail Partnership (£700) plus Grinnell Hill insurance (£1,900), mobile wardens (£5,000)	7,450	7,450	F	7,600	Grinnell Hill Insurance (£1,900)/Mobile Wardens (£5,000), CRP (£700)	7,900	8,200
700	6200	Grant funding MAYD	50% MAYD	6,000	6,000	A	6,000	Research to be done by Groundwork. Excess costs can come from Community Ben application	12,000	12,000
-	6200	Staff and Councillor expenses	Travel to training etc	200	-	F	200	Assume f2f training 2022/23	200	200
		Community Hub:								
15,000	6400	Community Hub -maintenance/replacements	Maintenance Grant	15,000	15,000	A	15,000		15,000	15,000
406	6401	Community Hub -maintenance/replacements	Maintenance - services: fire alarms(£300), fire extinguishers (£150), boiler service (£130), burglar alarm (£1C	1,420	1,420	F	1,430		1,460	1,500
			airconditioning x2 (£180) , stair lift (£300), PAT test (£50), legionella risk assess (£220)							
930	6401	Community Hub -maintenance/replacements	Service charge - Hundred Houses	930	930	F	940		940	950
244	6401	Community Hub -maintenance/replacements	Small repairs/replacements (minor repairs, equipt replacements)	500	500	F	500		525	550
3,337	6401	Community Hub -maintenance/replacements	Unplanned and emergency e.g. major equipt repairs/leaks etc (2020/21 covid safety screens)	1,500	1,500	F	2,500	Oven repairs expected 2022/23	1,550	1,600
2,786	6401	Community Hub -maintenance/replacements	Maint Projects 2020/21 - per list (sign overspend in 2021/22)		1,000	F				
	6401	Community Hub -maintenance/replacements	Maint Projects 2021/22 - per list (IT Server upgrade)	2,500	2,472	A			5,000	5,200
	6401	Community Hub -maintenance/replacements	Maint Projects 2022/23 - per list (see project tab)				6,500			
		Total Community Hub - maintenance/replacements		6,850	7,822		11,870		9,475	9,800
7,703	6450	PWLB Hub Interest		28,098	28,098	A	27,876		27,643	27,400
28,311	6451	PWLB Hub Capital		4,856	4,856	A	5,078		5,311	5,554
4,643	6452	PWLB Car Park Interest		5,632	5,632	A	5,314		4,986	4,649
5,942	6453	PWLB Car Park Capital		11,255	11,255	A	11,574		11,902	12,239
10,945	6500	Covid 19 and MCCR		-	-	F	-		-	-
12,610	6600	Timebanking expenses	Software (£130), phone (£160), mileage/travel (£80), other (£100)	650	450	F	470	Cheaper phone deal/handset paid; assume some travel 2022/23	490	510
459	6700	War memorial		-	-		-		-	-
-	6800	Election costs	Election year 2022 - uncontested election costs SCDC (16 seats @ £15)		-		240	Contested election costs to come from Election Reserve/General Reserve CHECK No.of electors	-	-
-	6900	Community events	Queens Jubilee event/commemorative items/bench		-		4,000		-	-
	7100	Car Park - rates, utilities and maintenance			-		-			
11,976	7100	Car Park	Rates	12,350	11,976	A	12,450		12,950	13,470
1,483	7100	Car Park	Electricity	1,085	1,350	F	2,700	Assume large increase in electricity bills	2,800	2,920
136	7100	Car Park	Water - sewerage and fresh	175	175	F	175		180	185
30	7100	Car Park	PAT testing - workshop	100	30	F	30		35	35
246	7100	Car Park	Contingency eg signage/CCTV repairs	490	490	F	500		500	525
		Total Car Park		14,200	14,021		15,855		16,465	17,135
		<b>Total Finance and General</b>		<b>215,710</b>	<b>215,685</b>		<b>232,325</b>		<b>234,427</b>	<b>240,672</b>
		<b>Planning:</b>								
-	7000	Community Development	Futures Working Party - leafleting (£200), MVAS, signage etc (£4,800) (see project costs)	5,000	5,000	F		£2,244 to date (2021/22); bal to be reallocated to other traffic calming. No extra 2022/23		
	7050	Community Development	Parish Planning - consultation event/leaflets re s106 etc				1,000			
		<b>Highways:</b>								
-	8000	Highways and Footpaths	Gully cleaning (2021/22)	3,000	3,000	F		Gully cleaning budgeted 2021/22 - carried out by CCC Highways; funds to be reallocated to LH drains 2021/22	-	-
	8000	Highways and Footpaths	LHI scheme funding 2022/23				11,500	£11,500 agreed by MPC for traffic calming/LHI bid		
2,415	8100	Street Lighting	Electricity (to be retendered 2022)	1,750	1,200	F	2,500	Reduction in charges this year due to new certificate but large increase in electricity bills expected 2022/23	2,575	2,675
2,415		<b>Total Highways</b>		4,750	4,200		14,000		2,575	2,675
		<b>Rental Property:</b>								
450	9000	Littlehands	Annual drain clean	450	905	A	470		490	510
195	9000	Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, drain clearance and drainage patch	1,000	545	F	1,000		1,050	1,100
1,147	9000	Littlehands	Maintenance projects - see tab (2022/23 - replace windows)	-	4,000	F	4,000	2021/22: £4,000 unbudgeted spend for drains work anticipated (Total £8k but £4k from budget reallocations)	-	-
	6023	<b>Total Rental Property</b>		1,450	5,450		5,470		1,540	1,610
		<b>Total expenditure excluding contributions to Reserves</b>		<b>294,770</b>	<b>295,998</b>		<b>320,430</b>		<b>305,122</b>	<b>314,667</b>
		<b>Contributions to Reserves</b>								
23,127		General Reserve		-	-		-		-	-
20,311		Asset Management		20,000	20,000		10,300		10,000	10,500
-		Election Reserve		-	-		-		-	-
1,500		Parish Van Replacement		3,000	3,000		4,000	Van to be replaced 2022/23; £6,000 already in reserve.	-	-
		<b>Total Expenditure including contributions to Reserves</b>		<b>317,770</b>	<b>318,998</b>		<b>334,730</b>		<b>315,122</b>	<b>325,167</b>



**Melbourn Parish Council**

**Project and Discretionary Items recommended for inclusion in 2022/23 budget**

		Funding Source				
EDGE		Precept	£106	Asset Mgt	Comm Ben	
1100	Tree planting	2,000				
1150	Stockbridge Meadows Boardwalk		TBC			Any additional costs above original allocation to be funded from £106
3000/3	Major play equipment/ fitness equipt		TBC			£106
3000/3	Gate at entrance to The Moor			5,000		AMR
3400	Pavilion - air source heat pump			TBC	TBC	AMR
4900	Parish clock - repair chimes				TBC	Community Benefit - costs TBC
6700	War memorial - rear paths x 2		10,000			£106
6900	Queens Jubilee commemoration event/benches etc	4,000				
7050	Parish Consultation Event(s)	1,000				Consultation costs
9000	Little Hands windows replacement	4,000				
		<b>11,000</b>	<b>10,000</b>	<b>5,000</b>	<b>-</b>	
<b>6401</b>	<b>Melbourn Hub 2022-23 Projects</b>					
	Convection oven	1,500				
	Espresso Machine & Coffee Grinder	4,000				
	Coffee Grinder	1,000				
	Liquidiser & deep fat fryer				800	£106 kitchen refurb balance
		<b>6,500</b>	<b>-</b>	<b>-</b>	<b>800</b>	
		<b>17,500</b>	<b>10,000</b>	<b>5,000</b>	<b>800</b>	
	<b>Total projects 2022-23</b>	<b>17,500</b>	<b>10,000</b>	<b>5,000</b>	<b>800</b>	
	<b>Contributions to reserves:</b>					
	Parish Van	4,000				
	AMR - top up (potential large exp 2022/23)	10,300				
	General reserve	-				
	<b>Total Reserves contributions 2022/23</b>	<b>14,300</b>				

Forecast 5.7 mnths; review actuals at year end and decide if transfer needed from AMR



## Melbourn Parish Council Forecast Reserves at 31st March 2022

	General Reserve	Asset Management	Election Reserve	Parish Van
Opening Balance at 1st April 2021	150,000	51,813	2,775	3,000
2021/22 Income - forecast	320,829			
2021/22 Expenditure - forecast	(295,998)			
Reserve movements -tfr to Parish Van reserve (2021/22 budget)	(3,000)			3,000
Reserve movements - tfr AMA (2021/22 budget)	(20,000)	20,000		
Closing Balance at 31st March 2022 (forecast)	<u>151,831</u>	<u>71,813</u>	<u>2,775</u>	<u>6,000</u>
Budgeted 2021/22 contribution to General Reserve	-			
Forecast Movement in General Reserve	1,831			
Difference	1,831			
General reserve target = 6 mnths x budgeted expenditure	160,215	(Based on budgeted expenditure before contribs to Reserves)		
Forecast General Reserve	151,831	5.7 months		
Difference	(8,384)			
Budgeted reserve contributions 2022/23	-	No contribution to general reserve required 2022/23		
What to do with any surplus 2021/22 - AMR or reduce precept?				

**Melbourn Parish Council Precept 2022-23****Detailed spending plans****(required by SCDC for precepts over £140,000)**

	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
	<b>Gross</b>	<b>Net</b>	<b>Gross</b>	<b>Net</b>
Conservation, parks, recreation and planning	72,860	56,890	68,635	54,085
Highways, footpaths and lighting	4,750	4,750	14,000	14,000
Election costs	-	-	240	-
Corporate Management	217,160	190,660	237,795	211,045
Asset Management/Reserves	23,000	23,000	14,300	14,300
Total	317,770	275,300	334,970	293,430
Contribution from Balances		-		-
<b>Amount of Precept</b>	317,770	<b>275,300</b>	<b>334,970</b>	<b>293,430</b>

## **January 2022 Report from District and County Councillors**

We'd like to wish everyone a happy new year in these continuing challenging times!

### **South Cambs District Council**

#### **Resumption of green bin collections**

Collections are planned to resume on Wednesday 12 January, in-line with the previously published Christmas bin collection schedule. We are working on the plan for that resumption, and communicating it, now.

#### **Business grants update 1: Hospitality and Leisure Grant and Additional Restrictions Grant (ARG) top-up**

On 21st December The Chancellor, Rishi Sunak announced £1 billion in support for businesses most impacted by Omicron across the UK. Amongst other support, businesses in the hospitality and leisure sectors in England will be eligible for one-off grants of between £2,700- £6,000 depending on premises rateable value. Additional discretionary funding will be made available for Councils to support other businesses affected.

Our best guess is currently that businesses will be able to start applying during the latter part of January / early February. We are in the process of updating our website to reflect this information.

#### **Business grants update 2: Coronavirus Additional Relief Fund (CARF)**

Back in March, Government announced funding for a new business rates relief to help those business that had been impacted by Covid in 2020/21 but had been ineligible for the other business rates reliefs. The announcement was made in response to a number of businesses submitting appeals to the Valuation Office Agency (VOA), as they believed the pandemic constituted a "material change of circumstances" in relation to their premises' rateable value. Before the relief would be made available, Government first wanted to pass legislation to prevent Covid from being a reason for an appeal to the VOA. This legislation received royal assent on Wednesday 15 December.

S Cambs have now received guidance from Central Government regarding a new rates relief scheme – the Coronavirus Additional Relief Fund (CARF), along with a funding allocation of up to £6.3m for us at South Cambridgeshire District Council. The guidance sets out that we should design a new local relief scheme to distribute the funding, which is available to reduce the 2021/22 business rates bill. The guidance states that the scheme should:

- Not award relief to ratepayers that are, or would have been, eligible for the Extended Retail, Hospitality and Leisure Discount, or the Nursery Discount
- Not award relief in respect of a property when it is unoccupied
- Direct support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.

We are currently exploring options for scheme design to ensure support is targeted to those impacted, and will then need to turn our attention to the administrative details. This is a considerable piece of work and it may take some weeks before the scheme is launched. Please be assured that we will endeavour to launch the scheme as soon as possible. Details of the relief announcement are on our website.

## Business support events and webinars

S Cambs is offering a series of free to attend events and webinars that provide a chance for local businesses to engage with Council services and develop skills to help you run your business successfully.

## Looking after your mental health

The past year has been a difficult time to run a business and many people's mental health has suffered as a result. S Cambs are running a free webinar on 20 January from 12 noon to 1pm exploring how to look after yourself as well as your business.

In this inspirational and solution focused sessions, our guest speakers Nick Elston and Zoe Thompson will talk through their lived experience and ways to help you cope in these challenging times.

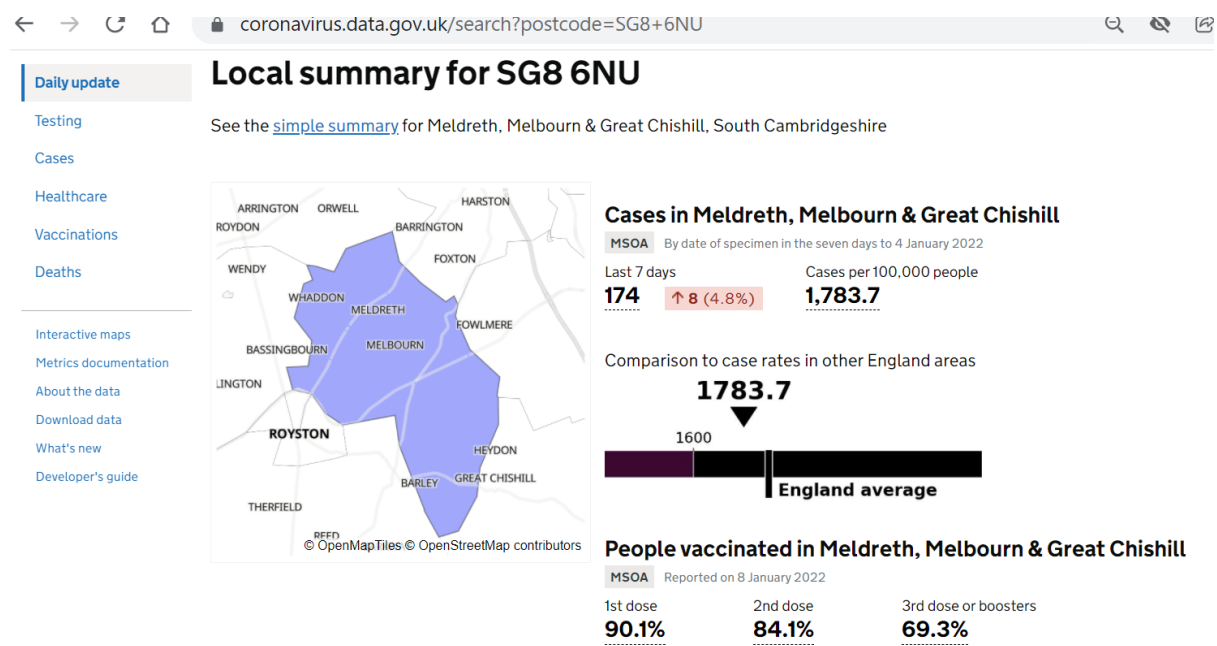
Themes include:

- Mental health and wellbeing
- 'What you do next that counts'
- Resilience, positivity and aspiration
- Acceptance and awareness.

More on all of these items on the Business page at SCDC: <https://www.scambs.gov.uk/business/>

## Cambridgeshire County Council

### Current Covid & Vaccination Status Locally



## Household Support Fund

A reminder on the new support fund which aims to help those struggling to pay for food, energy or other essential items this winter has been launched. Cambridgeshire County Council has been allocated £3.58 million as part of the Government's Household Support Fund to help people who need financial support.

From this coming week, letters will be sent out to approximately 6,000 residents who have been identified as being likely to be eligible for Household Support Fund grants. The letter will include reminders of existing financial support that is available during the year (such as our Discretionary Housing Payments to provide financial support towards housing costs, or our Council Tax hardship fund to provide support to those who are struggling financially because of the pandemic). Additionally, information will be included to encourage residents to contact our Welfare and Money Maximisation Officer, Lucy Tompkins, who can discuss residents' circumstances and identify any support that may be suitable.

The Household Support Fund itself is a new one-off grant, which is live until 31 March 2022. This usually provides £49 (for a family) or £29 (for an individual) to cover food or household energy costs, but more funding may be available for people who can demonstrate a higher need – for instance for higher costs of filling an oil tank or buying a new cooker. To be eligible for the Household Support Fund residents will need to earn less than £17,940 or receive any of the following: Income Support; Income-based Job Seekers Allowance; Income-related Employment and Support Allowance; Pension Credit; Universal Credit; Working Tax Credit. Residents can find out more, or apply online, on Cambridgeshire County Council's website. Details of how to access the scheme are available at: <https://www.cambridgeshire.gov.uk/residents/coronavirus/household-support-fund>

### **County Highways Issues**

The Jan 25<sup>th</sup> committee will look at:

- Civil Parking Enforcement
- 20 mph scheme funding & principles

### **County Health and Social Care**

The Jan 13<sup>th</sup> committee will consider:

- Workforce retention funding to help address the very concerning loss of staff in the social care workforce.
- Progress on the council's duties within the creation of the Integrated Care System, which is the local health and social care restructure mandated by government.

### **Other issues**

#### **Pot holes, traffic signals junction**

We are arguing the case for a good repair job to the junction where pot holes are getting worse. This is an expensive job due to road closure necessity. We're also aware of other key areas of road and pavement deterioration.

#### **LGA lobbying for councils to meet virtually**

The necessity for parish, district and county councils to meet in person for formal decision-making is having an adverse effect for many councils, with meetings cancelled or minimized in terms of people attending and business covered. The LGA is lobbying government to reinstate provision for meeting virtually, if needed.

#### **Rail services**

The enormous impact of Covid on staffing levels has meant that the half-hourly service reinstated on December 12 was pulled back again on January 4. GTR insists this is temporary and that the regular service will be reinstated as soon as possible. Meanwhile, GTR have arranged for a special stop order to allow an additional Cambridge-bound train to stop at Meldreth at 8:01 on weekdays, in order to help students get to school and college. This does not yet appear in planners. The situation is under constant review and GTR are also looking at the possibility of a special service for returning home late afternoon.

#### **Thakeham and South West Cambridge Action Group**

Parish council representatives in Thakeham's 'South West Cambridge' area have been invited by the South West Cambridge Action Group to an update meeting on the Local Plan and OxCam Arc with Stephen Kelly, Head of Greater Cambridge Shared Planning, on 3 Feb, 6-7PM. This will be held virtually.

#### **Weekly Zoom Cuppa**

We continue to hold a weekly Zoom Cuppa councillors' surgery on Wednesdays from 5-6.





URL: <http://www.canalbs.co.uk/>  
Email: [admin@canalbs.co.uk](mailto:admin@canalbs.co.uk)

**canalbs**  
**ltd**

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

## **Independent Internal Audit Service for Parish and Town Councils**

---

17<sup>th</sup> November 2021

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Mid Year 2021/2022

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 look forward to arranging my year end visit.

Yours sincerely

Jacquie Wilson (Mrs)  
Director

## REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

I am pleased to say that this report has only observations of good practice and a strong risk management policy found in my spot check. It is a pleasure to audit a Council that, after considerable work over the past few years, has managed to create a proactive regime.

### THE COUNCIL

It is therefore a pity that there are currently six vacancies but it is hoped that these will be filled with the next Elections due in 2022.

- All Declarations of Acceptance of Office and Register of Interest Forms have been updated.
- Councillors have attended on line training regarding the New Code of Conduct which has been adopted by the Council.
- The Assistant Clerk, Sophie, is making good progress with her CiLCA training on line.

### INSURANCE

The policy had reach the end of a three year contract Came and Co only provided one quote with an increase in premium of more than 100% so the Council went out to tender and have accepted a three year deal from BHIB with Aviva.

- The policy includes Data Breach cover
- All buildings have been re-valued
- The Council is under the population limit

### PLAYGROUNDS

- Weekly inspections have continued to be undertaken by the wardens.
- The Maintenance Committee have a robust tracking system for any repairs required.
- RoSPA undertook its Annual Inspection and picked up some faults in the new ground which are currently being addressed. The old ground was satisfactory.

### EMPLOYMENT

The six monthly staff appraisals have been undertaken with a view to achieving positive outcomes. Good risk management and record keeping.

### ALLOTMENTS AND BURIAL GROUND

The fees have remained at current levels with no problems reported.

There is currently a question about adopting the access road to the new cemetery.

Jacquie Wilson (Mrs)  
Director

## Parish Clerk

---

**From:** Parish Clerk  
**Sent:** 06 December 2021 13:54  
**To:** 'MPC Councillors All Councillors'  
**Cc:** RFO  
**Subject:** RE: EMAIL DECISION REQUIRED : Planning Consent - Sign Boards for the Hub building  
**Attachments:** Melbourn Hub\_Signage\_AMA Fee proposal\_20211117.pdf

Dear all

Thank you for responding to this email decision. The outcome is noted below from which you will note that there is a majority in favour of this proposal:

**That the quotation from AMA in the sum of £780 + VAT for architectural services for proposed signage at The Hub is approved. In addition, the Planning Authority's fees for planning permission in the sum of £66 plus £20 service fee are also approved.**

**In favour: Cllrs, Barnes, Clark, Wilson, Cowley, Baker**

**Against:**

**Abstain: Cllrs Kilmurray and Travis**

Supporting document: AMA Architects fee proposal

Many thanks  
Claire

Claire Littlewood  
Parish Clerk

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

Tel (01763) 263303 option 3  
<http://melbournparishcouncil.co.uk>

**Please note: My working days are Monday to Thursday**

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.



17 November 2021

Parish Clerk  
Melbourn Parish Council  
30 High Street  
Melbourn  
Royston Herts  
SG8 6DZ

*By email only: johntravis895@gmail.com / josehales@gmail.com*

Dear John and Jose,

## Melbourn Community Hub – Architectural Services for Proposed Signage

Thank you for inviting us to provide a fee proposal for providing Architectural Services in connection with the above.

### Schedule of Architectural Services

Our services include:

- Development of required documentation for submission to the Local Planning Authority (LPA)
- Preparation of site plan with proposed location for the sign boards
- Photomontage images, showing the sign boards in their approximate size / proposed location
- Submission of the all the above to the LPA through the Planning Portal and acting as your agents through the planning process.

Please note that the above will be based on the presentation document you sent us on 21<sup>st</sup> October and we have not allowed for any graphic design services.

### Architects Fees

Our fee for preparing the above is expressed as a lump sum figure of £780.00

The figure quoted above is based on the following assumptions:

1. No allowance has been made for site visits/attendance.
2. A mileage rate of 55p/mile will be charged for meetings held outside of Cambridge.
3. Extra work resulting from changes will be additional to the above figure based on our reduced rate of £55/hour or £440/day. These rates shall also apply if requiring additional architectural services beyond the scope described above.
4. No allowance has been made for statutory fees or other consultant fees. Please note that the LPA fee for a Consent to Display Advertisement application is £132 plus a service charge of approx. £20.
5. All drawings and documentation will be issued electronically in PDF format. Paper copies of drawings will be charged at the following rate: £1.50 per A1, 50p per A3 and 30p per A4.

Our fees attract VAT at the current rate.

Lastly, I wish to confirm that we have the necessary resources to start immediately should you instruct us to proceed.

If you were to appoint our services I would be grateful if you could confirm that the above is acceptable to you by email.

I trust that this provides you with sufficient information at this stage and meets with your acceptance, however should you require any further information or clarification regarding our fee please do not hesitate to contact me.

Yours sincerely



Konstantinos Ioannidis DipArch MSc RIBA  
Associate, AMA Chartered Architects

17 November 2021

Parish Clerk  
Melbourn Parish Council  
30 High Street  
Melbourn  
Royston Herts  
SG8 6DZ

*By email only: johntravis895@gmail.com / josehales@gmail.com*

Dear John and Jose,

## Melbourn Community Hub – Architectural Services for Proposed Signage

Thank you for inviting us to provide a fee proposal for providing Architectural Services in connection with the above.

### Schedule of Architectural Services

Our services include:

- Development of required documentation for submission to the Local Planning Authority (LPA)
- Preparation of site plan with proposed location for the sign boards
- Photomontage images, showing the sign boards in their approximate size / proposed location
- Submission of the all the above to the LPA through the Planning Portal and acting as your agents through the planning process.

Please note that the above will be based on the presentation document you sent us on 21<sup>st</sup> October and we have not allowed for any graphic design services.

### Architects Fees

Our fee for preparing the above is expressed as a lump sum figure of £780.00

The figure quoted above is based on the following assumptions:

1. No allowance has been made for site visits/attendance.
2. A mileage rate of 55p/mile will be charged for meetings held outside of Cambridge.
3. Extra work resulting from changes will be additional to the above figure based on our reduced rate of £55/hour or £440/day. These rates shall also apply if requiring additional architectural services beyond the scope described above.
4. No allowance has been made for statutory fees or other consultant fees. Please note that the LPA fee for a Consent to Display Advertisement application is £132 plus a service charge of approx. £20.
5. All drawings and documentation will be issued electronically in PDF format. Paper copies of drawings will be charged at the following rate: £1.50 per A1, 50p per A3 and 30p per A4.

Our fees attract VAT at the current rate.

Lastly, I wish to confirm that we have the necessary resources to start immediately should you instruct us to proceed.

If you were to appoint our services I would be grateful if you could confirm that the above is acceptable to you by email.

I trust that this provides you with sufficient information at this stage and meets with your acceptance, however should you require any further information or clarification regarding our fee please do not hesitate to contact me.

Yours sincerely



Konstantinos Ioannidis DipArch MSc RIBA  
Associate, AMA Chartered Architects



# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4829	BACS2112 201stGLASS	£93.00	£15.50	£77.50	16/11/21 1st Glass Services - Replace damaged window at pavilion (kitchen side)	£93.00
		£93.00	£15.50	£77.50	1st Glass Services - Total	
4859	DD211220 THREE	£13.00	£2.17	£10.83	18/11/21 3 Business Services - Timebank phone - up to 17 Nov	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
4871	DD211221 BGASORG	£10.12	£0.48	£9.64	02/12/21 British Gas - Electricity bill - old rec ground 30/10/21 - 30/11/21 - actual	£10.12
4872	DD211229 GASWSHOP	£350.10	£58.35	£291.75	13/12/21 British Gas - Workshop electricity - 09/11-09/12/21 read	£350.10
		£360.22	£58.83	£301.39	British Gas - Total	
4830	BACS2112 20CANALBS	£145.57	£0.00	£145.57	18/11/21 Canalbs Ltd - Independent Internal Audit for mid year 2021/2022	£145.57
		£145.57	£0.00	£145.57	Canalbs Ltd - Total	
4863	BACS2112 20DPETTI FER	£98.01	£0.00	£98.01	28/11/21 David William Pettifer - November Litter picking	£98.01
		£98.01	£0.00	£98.01	David William Pettifer - Total	
4852	DD211208 DRAX	£2.23	£0.11	£2.12	25/11/21 Drax (Haven Power) - Street lighting - unmetered supply 01/10-31/10/21	£2.23
4851	DD211209 DRAX	£2.50	£0.12	£2.38	25/11/21 Drax (Haven Power) - Street lighting - unmetered supply 01/10-31/10/21	
4853	DD211209 DRAX	£19.91	£0.95	£18.96	25/11/21 Drax (Haven Power) - Street lighting - unmetered supply 01/10- 31/10/21	£22.41
		£24.64	£1.18	£23.46	Drax (Haven Power) - Total	
4819	DD211205 DVLA	£24.06	£0.00	£24.06	05/12/21 DVLA - Parish Van road tax - instalment 9 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
4873	DD211221 EONORC	£12.75	£0.61	£12.14	06/12/21 e.0n - Electricity - Orchard Road Cemetery 01/11/21-30/11/21 estimated	£12.75
		£12.75	£0.61	£12.14	e.0n - Total	

Signature

Signature

Date

15/12/21 03:10 PM Vs: 8.66.00

Page 1

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4886	BACS2112 20	£216.00	£36.00	£180.00	25/11/21 Fieldgate Nurseries - Xmas tree	£216.00
		£216.00	£36.00	£180.00	Fieldgate Nurseries - Total	
4833	BACS2112 20H&CGM	£168.00	£28.00	£140.00	19/11/21 Herts & Cambs Ground Maintenance Limited - Clear leaves from old rec	
4847	BACS2112 20H&CGM	£487.00	£81.17	£405.83	26/11/21 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4848	BACS2112 20H&CGM	£747.00	£124.50	£622.50	26/11/21 Herts & Cambs Ground Maintenance Limited - Verge cutting - Sep (1/12)	
4849	BACS2112 20H&CGM	£906.00	£151.00	£755.00	26/11/21 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
4850	BACS2112 20H&CGM	£552.00	£92.00	£460.00	26/11/21 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Nov 1/12	£2,860.00
		£2,860.00	£476.67	£2,383.33	Herts & Cambs Ground Maintenance Limited - Total	
4862	BACS2112 20LUCID	£157.20	£26.20	£131.00	01/12/21 LUCID Systems - Covered agreement - Jan	£157.20
		£157.20	£26.20	£131.00	LUCID Systems - Total	
4865	BACS2112 20MWYER	£106.92	£0.00	£106.92	05/12/21 Mark Wyer - Litter picking	£106.92
		£106.92	£0.00	£106.92	Mark Wyer - Total	
4831	BACS2112 20HUB	£4.55	£0.76	£3.79	23/11/21 Melbourn Community Hub Management Group - Credit note - Timebank phone - refund for partial month	
4870	BACS2112 20HUB	£345.19	£0.00	£345.19	26/11/21 Melbourn Community Hub Management Group - FiT energy Hub solar panels 17/06/21-15/09/21	£340.64
		£12,340.64	£1,999.24	£10,341.40	Melbourn Community Hub Management Group - Total	
4837	BACS2112 20MLIBRARY	£600.00	£0.00	£600.00	25/11/21 Melbourn Community Library - Community Benefit Grant	£600.00
		£600.00	£0.00	£600.00	Melbourn Community Library - Total	

Signature

Signature

Date

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4858	DD211201 NOW	£43.20	£7.20	£36.00	01/12/21 Now Pensions - Employer Service Charge December 2021	£43.20
4828	BACS2112 05RICOH	£318.54	£53.09	£265.45	05/11/21 Ricoh UK Limited - Printing 01/08/21 -31/10/21 and copier rent 01/11/21-31/01/22	£318.54
		£318.54	£53.09	£265.45	Ricoh UK Limited - Total	
4784	DD211208 WBWS	£5.50	£0.00	£5.50	08/12/21 Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£5.50	£0.00	£5.50	Source for Business (Cambridge Water) - Total	
4782	DD211201 SCDCNR	£75.00	£0.00	£75.00	01/12/21 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 9 of 10	£75.00
4420	DD211201 SCDCPAV	£38.71	£0.00	£38.71	01/07/21 South Cambs District Council - Pavillion - Fortnightly waste collection installment 6 of 9	£38.71
		£113.71	£0.00	£113.71	South Cambs District Council - Total	
		£5,574.69	£0.00	£5,574.69	Confidential items – salaries, NI & pensions	

### Items Already Paid (Clerk and RFO delegated authority):

4841	BACS2112 01RAINBO WS	£820.67	£0.00	£820.67	25/11/21 1st Melbourn Rainbows - Community Benefit Grant	£820.67
		£820.67	£0.00	£820.67	1st Melbourn Rainbows - Total	
4860	BACS2112 01BROWN ST	£6,372.00	£1,062.00	£5,310.00	16/08/21 Brownstone Building Services Ltd - Part of invoice 1184 Works on Hub extension project	£6,372.00
		£6,372.00	£1,062.00	£5,310.00	Brownstone Building Services Ltd - Total	
4844	BACS2112 01HOMES TART	£2,402.56	£0.00	£2,402.56	25/11/21 Home Start (Royston) - Community Benefit Grant	£2,402.56
		£2,402.56	£0.00	£2,402.56	Home Start (Royston) - Total	
4861	BACS2112 01HAYMA N	£1,890.00	£315.00	£1,575.00	18/10/21 Mark Hayman Insurance Services Ltd - Grinnel hill BMX insurance	£1,890.00
		£1,890.00	£315.00	£1,575.00	Mark Hayman Insurance Services Ltd - Total	

Signature

Signature

Date

# Melbourn Parish Council

## December 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
<b>Items Already Paid (Clerk and RFO delegated authority) continued:</b>						
4855	BACS2112 01HUB	£12,000.00	£2,000.00	£10,000.00	18/10/21 Melbourn Community Hub Management Group - Rebill 46.41448% of initial Electrical works quote	£12,000.00
4840	BACS2112 01MELBO URNFC	£3,183.00	£0.00	£3,183.00	25/11/21 Melbourn Football Club - Community Benefit Grant	£3,183.00
		£3,183.00	£0.00	£3,183.00	Melbourn Football Club - Total	
4843	BACS2112 01MPLAY GROUP	£160.00	£0.00	£160.00	25/11/21 Melbourn Playgroup - Community Benefit Grant	£160.00
		£160.00	£0.00	£160.00	Melbourn Playgroup - Total	
4842	BACS2112 01SQUASH CL	£1,560.00	£0.00	£1,560.00	25/11/21 Melbourn Squash Club - Community Benefit Grant	£1,560.00
		£1,560.00	£0.00	£1,560.00	Melbourn Squash Club - Total	
4838	BACS2112 01RELATE	£1,500.00	£0.00	£1,500.00	25/11/21 Relate Cambridge - Community Benefit Grant	£1,500.00
		£1,500.00	£0.00	£1,500.00	Relate Cambridge - Total	
4839	BACS2112 01RMRG	£470.00	£0.00	£470.00	25/11/21 River Mel Restoration Group - Community Benefit Grant	£470.00
		£470.00	£0.00	£470.00	River Mel Restoration Group - Total	
4854	BACS2112 01RECO	£34.00	£0.00	£34.00	30/11/21 Royston Eco Cleaning Company - Pavilion Cleaning x 2	£34.00
		£34.00	£0.00	£34.00	Royston Eco Cleaning Company - Total	
4846	BACS2112 01TIMEBA NK	£120.00	£0.00	£120.00	25/11/21 Time Banks UK - Annual Bronze Membership	£120.00
		£120.00	£0.00	£120.00	Time Banks UK - Total	
4836	BACS2112 01UNIFEN CING	£3,600.00	£600.00	£3,000.00	13/11/21 Universal Fencing Ltd - Deposit for Oak Knee rail fencing	£3,600.00
		£3,600.00	£600.00	£3,000.00	Universal Fencing Ltd - Total	
<b>Total</b>		<b>£45,219.88</b>	<b>£4,653.69</b>	<b>£40,566.19</b>		

Signature  
Date

Signature

**TO** Mrs G. Van Poortvliet, RFO  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
Royston  
Hertfordshire  
SG8 6DZ

**Quote Date:** 22/12/21

**Quote No:** Q17115A

## QUOTE

### Epitaph & AdvantEDGE Online - 3 year contract

- 4 concurrent users
- 15/02/22 to 14/02/23 (1st year period)

Details	Qty	Unit Price	Net Amount
<b>HOSTED SERVICES (per annum)</b>			
AdvantEDGE Finance, Band 6, upto £1million pa, 3 Year Contract, annual fee	1	£851.00	£851.00
Epitaph Classic, Band 2, upto 50 interments pa, 3 year contract, annual fee	1	£300.00	£300.00
10% discount for additional module	1	-£30.00	-£30.00
AdvantEDGE Allotments, Band 3, upto 100 plots pa, 3 Year Contract, annual fee	1	£244.00	£244.00
10% discount for additional module	1	-£24.40	-£24.40
AdvantEDGE additional concurrent user	1	£117.00	£117.00

Net Total £1,457.60

VAT Total £291.52

Quote Total **£1,749.12**

I the undersigned accept this quotation:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please print, sign, scan/ email or fax the order.

**Invoice to:**

Melbourn Community Hub  
30 High Street  
Royston  
SG8 6DZ

**Invoice No:**

00E4778187

**Invoice Date:**

22 Dec 2021

**Order No:**

22122113008

**Account No:**

E-K68775

Qty	Unit Price	Link No	Description	Ex VAT	VAT	Inc VAT
1	£399.16	117588	ASUS Laptop X515EA-BQ170T	£399.16	£79.83	£478.99
1	£0.00	94486	Scan Baseball Cap Black/White	£0.00	£0.00	£0.00
1	£0.00	115919	Port L15 Black Notebook Case	£0.00	£0.00	£0.00
1	£9.58	237	E Carriage	£9.58	£1.92	£11.50
1	£0.00	2646	Auto. generated by E Orders	£0.00	£0.00	£0.00

**Deliver to:**

Melbourn Community Hub  
30 High Street  
Melbourn  
Royston  
SG8 6DZ

**Total:**

**Sub Total**

£399.16

**Carriage**

£9.58

**VAT**

£81.75

**Scan Protect (Inc IPT)**

**Total**

**£490.49**

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

centremanager@melbournhub.co.uk

Company Registration No. 08320569



# INVOICE

**INVOICE TO**

30 High Street

Melbourn

Hertfordshire

SG8 6DZ

**INVOICE NO.** 1610

**DATE** 11/01/2022

**DUE DATE** 10/02/2022

**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Services Annual Licence Fee for 2022	1	13,400.00	13,400.00

BALANCE DUE

**£13,400.00**

Expenditure Authorisation	
Approved by:	Date:
Goods/service received (initials):	
Invoice checked (initials):	
Accounts Entries	
Budget Code: 5000 / 6.	Ref No: 1425
Payment Authorisation	
Approved by:	Date:
Payment type:	Date Paid:

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

MELBOURN PARISH COUNCIL  
 MELBOURN COMMUNITY HUB 30 HIGH STREET,  
 MELBOURN  
 ROYSTON, CAMBRIDGESHIRE, SG8 6DZ  
 GB

**Paid**

Payment reference ID 1XVE1cWfJdrFx2E9cFbs  
 Sold by Dzeneta Vainauskaite t/a Elite Enterprise Software  
 VAT # GB388270462

Invoice date / Delivery date 22 December 2021  
 Invoice # INV-GB-1688982095-2021-5923  
 Total payable £85.00

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

Billing address	Delivery address	Sold by
Melbourn Parish Council MELBOURN COMMUNITY HUB 30 HIGH STREET, MELBOURN ROYSTON, CAMBRIDGESHIRE, SG8 6DZ GB	Claire Littlewood MELBOURN COMMUNITY HUB, 30 HIGH STREET MELBOURN ROYSTON, CAMBRIDGESHIRE, SG8 6DZ GB	Dzeneta Vainauskaite t/a Elite Enterprise Software 18 CARRON CLOSE 18 Corby, Northamptonshire, NN17 2LB GB VAT # GB388270462

**Order information**

Order date 22 December 2021  
 Order # 206-5330604-2363537

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Office 2021 Professional Plus   Lifetime License   For Windows 10/11 and Mac OS   Instant by Email ASIN: B09KMB5GDZ	1	£70.83	20%	£85.00	£85.00
Shipping Charges		£0.00		£0.00	£0.00

**Invoice total** £85.00

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£70.83	£14.17
<b>Total</b>	<b>£70.83</b>	<b>£14.17</b>



**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 2022  
**B E T W E E N** MELBOURN PARISH COUNCIL care of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, 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 Section 106 Agreement ("the Section 106 Agreement") dated 10 August 2018 and made between the District Council (1) Cambridgeshire County Council (2) John Graham Whitehead, Alastair Ward Whitehead and Moira June Morris (3) and Hanson Services Ltd (4) and Deed of Variation dated 13 May 2020 made between the District Council and Stonebond Properties Limited contributions of a) £31,629.55 (subject to indexation) is payable towards the provision, replacement, extension and/or improvement and/or maintenance of a skate park or other wheeled play facility or teenage play equipment on Melbourn recreation ground ("The Off-Site Play Contribution") b) £23,922.40 (subject to indexation) is payable towards the provision, refurbishment, extension and/or improvement at Melbourn pavilion and which include any or all of the following: improved kitchen, external storage for sports equipment, external lighting (footpath and on the pavilion), patio heaters and photo voltaic panels ("The Off-Site Sports Contribution") c) £10,892.56 is payable towards the provision of extension to Melbourn Hub ("The Off-Site Community Facilities Contribution") and d) £1,503.84 is payable towards Melbourn Library Access Point and the purchase of new computers and learning software to facilitate the running of adult learning courses at such location ("Libraries and Lifelong Learning Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Off-Site Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities Contribution and the Libraries and Lifelong Learning Contribution £35,921.49, £27,168.53, £12,370.62 and £1,707.90 respectively, were received by the District Council on 23 December 2021
- (3) The District Council agrees to transfer the Off-Site Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities Contribution and the Libraries and Lifelong Learning Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in Part I of the Fifth Schedule of the Section 106 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 Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities Contribution and the Libraries and Lifelong Learning Contribution the Parish Council covenants with the District Council

1. to use the Off-Site Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities Contribution and the Libraries and Lifelong Learning Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Off-Site Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities

Contribution and the Libraries and Lifelong Learning Contribution within ten years from 23 December 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 Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities Contribution and the Libraries and Lifelong Learning 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 Play Contribution, the Off-Site Sports Contribution, the Off-Site Community Facilities Contribution and the Libraries and Lifelong Learning 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

SIGNED AND DELIVERED as a Deed by: -  
Councillor

in the presence of :-

in the presence of : -

Witness Signature:

Witness Signature:

Witness Name: (Block Capitals)

Witness Name: (Block Capitals)

Witness Address:

Witness Address:

# Melbourn Timebank Report – December 2021



## Membership growth to December 2021

	As at 19 November	As at 21 December	Conversion	Pipeline
Individual Members	86	89	3	2
Organisational Members	16	16		1

Total exchanges to date: 4948 hours (of which MCCR = 1680.5 hours)

Non MCCR: 3267.5 hours

## Timebank activities



### Dog Café – Meeting new friends

### Christmas cheer at DC

- 25 Nov Timebank members attend local Quiz night
  - 28 Nov CS4D Organisers visit Carer
  - 01 Dec Arts & Crafts Group
  - 02 Dec **Timebanking Together SLA completed**
  - 04 Dec Memory Café at Coombes Centre supported by Timebank members
  - 06 Dec Well Being Walk Leader Training attended by Coordinator and 2 TB members
  - 08 Dec Well Being Walk, shadow walk leader and meet Rowena Bland Social Navigator
  - 09 Dec Timebank members attend local Quiz night
  - 09 Dec **Timebanking Together payment of £500 received from TBUK**
  - 15 Dec Christmas lunch for Timebank members at The Dolphin - Covid precautions taken, LFT etc
  - 15 Dec 'Small Acts of Kindness' bags delivered
  - 18 Dec Memory Café with Singer at Meldreth Village Hall in aid of CS4D supported by Timebank **POSTPONED**
  - 19 Dec Solo Sunday lunch at The Chequers **POSTPONED**
  - 22 Dec Wednesday Walk attended by 2 new Timebank members with TB Coordinator
- 1:1 exchanges, lifts to Tesco and help with EBay usage **Indoor Timebank activities suspended as from 16 December to 'save Christmas'**

***Dog Café weekly on Tuesdays 10-12, Coffee morning every Thursday 10-12 both at The Dolphin***

## Forthcoming Events:

**Timebank Well Being Walk** to be introduced on **Wednesday 12 January**, 10.30 from The Hub, as part of **Timebanking Together Project**

Facebook statistics for last 28 days

- Max reach 2711
- Followers 384
- Post engagement 526

**Planned Expenditure – £100 Float requested from Timebanking Together project payment, to cover incidental expenses such as Taxi fares incurred to undertake activities – receipts to be supplied**