

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 27 June 2022 at 7.30pm in the Austen Room 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), Alexander, Campbell, Davey, Hart, Kilmurray, Travis, Wilson

**Absent:** Cllr Barnes

**In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales

### **PC040/22 To receive and approve apologies for absence**

Apologies were received from Cllrs Barley and Cowley with acceptable reasons.

It was RESOLVED to approve the apologies for absence from Cllrs Barley and Cowley. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

Apologies were noted from County Cllr van de Ven.

### **PC041/22 To receive any Declarations of Interest and Dispensations**

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

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

PC048/22e) Cllrs Kilmurray and Travis declared an interest as directors of the Hub Management Group. Dispensation was given for them to remain in the meeting but not to vote.

### **PC042/22 Chairs' Announcements – For information only**

Additional location for MVAS unit on Back Lane has been approved. This will be included in the routine rotation schedule to be drawn up.

Chair attended Melbourn Dynamos presentation event. Noted that the Dynamos expressed their thanks to the Parish Council for their support to the Club.

### **PC043/22 To approve the minutes of the Parish Council Meeting held on 23 May 2022**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 23 May 2022 as an accurate record.

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

### **PC044/22 To report back on the minutes of the Parish Council Meeting held on 23 May 2022**

PC030/22 A member queried if the investigation of electrical circuits had been carried. Hub Management to follow up and report back.

PC031/22b) Discussions underway with Kingsway Golf who had indicated that they were happy to share the sign. Highways Officer has also indicated he would have no objection subject to agreement of how costs would be split. To be discussed further at PC055/22.

### **PC045/22 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 none in attendance.

### **PC046/22 To receive reports from the District and County Cllrs for Melbourn**

County Cllr van de Ven's report was circulated. District Cllr Hart encouraged residents to contact District or County Cllrs if they require further assistance or support at this time. Two surveys currently live : Underpass survey and Transport survey - everyone is encouraged to

respond to the Underpass survey online. Cllrs to submit responses to the Transport survey to the parish office to be collated and submitted.

**PC047/22 Governance:**

- a) To approve nominations for Chair and Vice Chair of Planning and Finance & Good Governance Committees and HR Panel (s4.d.v of SO)

Nominations were:

- Finance and Good Governance Committee : Cllr Cowley – Chair, Cllr Kilmurray – Vice Chair
- HR Panel : Cllr Hart – Chair, Cllr Travis – Vice Chair

It was RESOLVED to approve the nominations as noted.

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

Nomination for Planning Committee : Cllr Kilmurray – Chair, Cllr Wilson – Vice Chair.

It was RESOLVED to approve the nomination as noted.

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

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

Noted that there are currently 3 vacancies on F&GG Committee. Cllr Campbell indicated that she would like to join the committee.

- c) To consider a recommendation from F&GG Committee with regard to allotment rentals

Cllr Campbell noted an interest in this item as an allotment holder.

It was RESOLVED to approve the recommendation from F&GG Committee to maintain allotment rental charges at their current levels (St Georges Allotments £27pa / Grays Allotments £21.50pa)

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

- d) To consider a recommendation from F&GG Committee with regard to Pavilion hire charges and match fees

Noted that we should be seeking block bookings for match fees in future.

It was RESOLVED to approve the recommendation from F&GG Committee to maintain match fees at £35 subject to block bookings, and that fees for use of the New Rec (£10 per session), the Old Rec (£10 p/h up to 4 hours, capped at £40) and the Pavilion (standard: £15 p/h capped at £60, community groups and charities: £12 p/h capped at £48) would remain unchanged.

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

**ACTION:** Clerk to discuss block bookings with users.

- e) To consider approving a credit card for use by the parish office

It was RESOLVED to approve a credit card for use by the parish office - Credit Card Policy to be discussed at PC061/22a).

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

It was FURTHER RESOLVED to apply for a Barclays Cashback credit card.

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

- f) To receive and consider the Internal Auditor's year-end report

The report was received. Thanks was noted to the parish office staff for their work over the year.

- g) To receive any updates and consider actions

There was nothing further to report.

**PC048/22 Finance Matters:**

- a) To receive and consider the finance reports for May 2022.

The finance report for May 2022 was received.

Chair altered the order of the agenda to consider item PC048/22f)

- f) To consider retrospectively approving expenditure on clearance of area to the rear of Worcester Way

Noted that the cost of clearance of the area and disposal of items to the rear of Worcester Way exceeded original quote.

It was RESOLVED to approve the invoice from Bens Barnes in the sum of £1,106.00. Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

- b) To consider approving the approvals list for June 2022

It was RESOLVED to approve the approvals list for June 2022. Proposed by Cllr Wilson, seconded by Cllr Davey. All in favour.

- c) To approve transfer of funds to from current to deposit account

It was RESOLVED to approve transfer of funds in the sum of £60,000 from the Parish Council's current account to the deposit account.

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

- d) To consider approving quotes for a water heater for the pavilion from s106 monies

It was RESOLVED to approve purchase and installation of a replacement water heater for the Pavilion kitchen in the sum of £727.43 + VAT to be funded from s106 monies.

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

- e) To consider approving payment of a support grant to the Community Hub

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

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

- g) To receive any updates and consider actions

Cllr Davey noted that the pavilion looks very good and the contractor has done a good job of external decoration.

**PC049/22 To note the bank reconciliations for May 2022**

To be deferred

**PC050/22 Maintenance Matters:**

- a) To consider awarding the tender for Stockbridge Meadows boardwalk

Chair of Maintenance Committee provided an update. Three tenders had been received and considered by the Maintenance Committee. Recommendation from Maintenance was to approve awarding the project to Contractor B subject to agreement of final specification and costs with a further resolution to approve expenditure up to £65,000 from s106 monies to fund the project. Noted that once spec and costs have been finalised with contractor, a grant application would be submitted to Amey for additional funding of £30,000. Noted that this would be a turn-key project and that costings were clearly set out in the overview document circulated.

It was RESOLVED to award the tender to Maydencroft (Company B) subject to finalisation of specification and costs for the project.

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

It was FURTHER RESOLVED to approve making up to £65,000 available from s106 monies to fund the project. In the event that further funds are required, this will be referred back to full Council for consideration.

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

- b) To receive any updates and consider actions.

Noted that double glazing quotes have been received for replacement of windows at Littlehands Nursery. To be discussed further.

A member queried if further action would be taken with regard to potholes at the entrance to the car park at Littlehands. Noted that the developer has declined to make good on previous offer to carry out remedial works.

**PC051/22 Planning Matters:**

- a) To receive an update with regard to transfer of the open spaces at Orchard Gardens

Chair of Planning Committee provided an update. District Council Landscape Architect has signed off the area with some recommendations. Developer has agreed that recommendations will be carried out in the autumn. Open spaces to be transferred to the Parish Council at which time we will take on maintenance.

- b) To receive an update with regard to transfer of the SGB at Kingley Grove

Chair of Planning Committee provided an update following a meeting with District Council s106 Officer, Landscape Architect and developer in an attempt to agree commuted sum. Concern was expressed that the commuted sum should be sufficient to fund necessary maintenance for 10 years. Noted that the Parish Council is not obliged to assume responsibility for maintenance of the open spaces. A District Cllr queried if the parish had engaged with residents of the development with regard to potential for future costs to be passed on in the event that the parish does not take on responsibility for maintenance. Caution was noted with regard to ensuring the parish is satisfied with the amount offered by the developer for future maintenance. Noted that there remains some debate as to what is required under the LEMP. District Council have indicated that more work is required than that set out in the developers costings for maintenance. A member suggested holding back with a letter to residents pending further discussions with the developer. A member noted that it would be useful to have a notice board close to the development to ensure that local residents were aware of the Parish Council's position. It was noted that the Parish Council has always indicated that it would take on the SGB but that for such a large area, the commuted sum must cover future costs.

It was RESOLVED to prepare a letter to residents of Kingley Grove to be sent only in the event that negotiations over the commuted sum are not successful (developer to be made aware of the Parish Council's intention to distribute the letter in advance).  
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

**PC052/22 To consider a response to the Combined Authority Transport Strategy Survey**

Noted that a response from the Parish Council is encouraged. Comments to be submitted to the Clerk for collating and submitting. Any queries with regard to the survey to be directed to County Cllr van de Ven. Noted that there may be a separate transfer survey also underway – details to follow.

**PC053/22 To consider and discuss installing gateways at village entrances**

Chair of Futures Working Party provided an update. Suggestion was to install 2 x gateways on Cambridge Road and 1 x gateway on Royston Road. Cost of signs and funding to be discussed further. Also further consideration as to a competition to design the sign.

It was RESOLVED to proceed with investigations into design, cost and installation of gateway signs at village entrances.

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

**PC054/22 To consider appointing a consultant to carry out a review of parish assets**

Discussion with regard to importance of having a proactive regime for inspections and maintenance of parish assets. Funds available from the asset management reserve but expenditure (levels and frequency) to be planned as this will inform future budget planning.

It was RESOLVED to give the parish office delegated authority to seek 3 quotes for this work and to award the work up to a value of £2,000 to be funded from the asset management reserve.

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

**PC055/22 To consider and discuss signage for village amenities**

To be deferred pending further consideration of information to be included. **ACTION:** Futures Working Party to consider and report back to full Council.

**PC056/22 Community Hub**

- a) To receive any updates and consider actions

A member of the Hub management team reported back. Hub is currently very busy. Successful event on Saturday to launch healthcare initiative. Vaccination event on 27/6 saw 120 vaccinated. Discussions with CCG ongoing re family vaccination events. Noted the intrinsic and important relationship between the Hub and the Parish Council.

**PC057/22 HR Matters:**

- a) To consider and discuss arrangements for securing the gate at The Moor car park and identify resources to do this

Noted that arrangements for securing the car park gate have been carried out voluntarily up to now but there is a need to formalise this as the current arrangement is unsustainable. A draft procedure was considered. Noted that discussions with current users are ongoing with a possibility of them taking on some responsibility for securing the gate. Ultimately it is expected that this will be a paid role with the salary still to be finalised. Thanks noted to Cllr Clark for carrying out this task for such a long time.

**ACTIONS:**

- HR Panel to prepare an advert to publicise the opportunity.
- Clerk to advertise and prepare draft ISP Agreement.

It was RESOLVED that the Clerk should advertise the role for key holder. Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

- b) To receive any updates and consider actions

Chair of HR Panel noted that revised policies would be presented to full Council at a future meeting.

**PC058/22 Melbourn Timebank**

- a) To receive the Timebank's monthly report for June

Timebank Coordinator's report was received. Noted that there was expenditure to be approved.

It was RESOLVED to approve expenditure in the sum of £65.03 in respect of Platinum Jubilee activities.

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

**ACTION:** Clerk to review Timebank Terms of Reference with regard to approvals for expenditure.

**PC059/22 To receive an update from the Melbourn Play Park Working Party**

There was nothing to update at this time.

**PC060/22 To receive an update from the MAYD Joint Committee**

MAYD Joint Committee meeting scheduled for 28 June 2022. Report to follow.

[21:37 District Cllr Hales left the meeting]

**PC061/22 Policies and Terms of Reference:**

- a) To consider approving the Credit Card Policy and Procedure (Document 4.35)

It was suggested that the wording 'over £150' on the first page should be deleted.

It was RESOLVED to approve the Credit Card Policy and Procedure as amended.

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

- b) To consider approving the CONFIDENTIAL Authorised Signatory List (Document 3.07)

It was RESOLVED to approve the CONFIDENTIAL Authorised Signatory List.

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

- c) To consider approving the Gifts and Hospitality Policy (Document 4.06)

It was RESOLVED to approve the Gifts and Hospitality Policy.  
Proposed by Cllr Wilson, seconded by Cllr Alexander. All in favour.

- d) To consider approving the revised Model Publication Scheme (Document 4.07)

It was RESOLVED to approve the Model Publication Scheme  
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.

- e) To consider the Terms of Reference for the MCCR (Document 6.07)

It was RESOLVED that the Terms of Reference for the MCCR would be archived as there is it is no longer required.

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

- f) To consider approving the revised Strategic Vision

A member suggested this should be revised to include the Parish Council's commitment to young people, conservation and the environment. To be deferred pending further consideration.

- g) To consider approving the Skills Audit (Document 3.04)

It was RESOLVED to approve the Skills Audit  
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

- h) To consider approving the Co-option Procedure (Document 3.05)

A member suggested that the Skills Audit should not be appended to the Co-option Procedure as reference is made to it in the document.

It was RESOLVED to approve the Co-option Procedure subject to the Skills Audit not being attached.

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

- i) To consider approving the Dispensation Procedure (Document 3.06)

It was RESOLVED to approve the Dispensation Procedure.  
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.

- j) To consider approving the updated Register of Interests (Document 3.02)

It was RESOLVED to approve the updated Register of Interests.  
Proposed by Cllr Davey, seconded by Cllr Hart. All in favour.

- k) To consider any other updates and consider actions

**PC062/22 To note the date of the next meeting : 25 July 2022**

End of Meeting : 21:51

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 23 May 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), Alexander, Barley, Barnes, Cowley, Davey, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RF0), District Cllr Hales, County Cllr van de Ven

### **PC018/22 To receive and approve apologies for absence**

Apologies were received from Cllrs Campbell and Hart with acceptable reasons provided.

It was:

RESOLVED to approve Cllrs Campbell and Hart's apologies for absence.

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

### **PC019/22 To receive any Declarations of Interest and Dispensations**

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

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

PC030/21a) Cllrs Kilmurray and Travis declared an interested in this item as Directors of the Hub Management Group. They were given dispensation to remain for the discussion but not to vote.

### **PC020/22 Chairs' Announcements – For information only**

Noted that a second MVAS camera has been purchased and will be installed on Cambridge Road. Data is being submitted regularly to the Speedwatch group at Cambridgeshire Constabulary.

### **PC021/22 To approve the minutes of the Annual Parish Council Meeting held on 10 May 2022**

The following comments were received:

- The meeting was in person not online (page 1)
- PC009/22 'Clerk to write to Josh Rutherford to thank *him* for his support'
- Cllr Davey expanded on her kind comment to the Clerk and Assistant to Clerk

It was:

RESOLVED that subject to the above corrections, the minutes of the Annual Parish Council Meeting held on 10 May 2022 be approved as an accurate record.

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

### **PC022/22 To report back on the minutes of the Annual Parish Council Meeting held on 10 May 2022**

PC009/22 A note of thanks has been sent to Josh Rutherford

### **PC023/22 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.

**Chair amended the order of the agenda**

### **PC027/22 Annual Governance and Accountability Return 2021/2022**

- a) To consider Annual Governance Statements 1-9 in turn

It was:

RESOLVED to agree Annual Governance Statements 1-9 on the AGAR.  
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration

It was:

RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2021/22 by the Parish Chair and the Parish Clerk.  
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

**PC028/22 Annual Governance and Accountability Return 2021/2022:**

- a) To consider signing the Accounting Statements 2021/22

It was:

RESOLVED to approve signature of the Accounting Statements on the Annual Governance and Accountability Return 2021/22 by the Parish Chair.  
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

**PC024/22 To receive reports from the District and County Cllrs for Melbourn**

County Cllr van de Ven thanks Cllrs Cowley and Davey for taking part in a sponsored swim for Homestart and reported that c£700 had been raised.

Update on grants available including Household Support Fund. Noted that some Corona Virus support groups are now working with families in need.

LHI bid was successful – awaiting to hear from County Council for project start.

Noted that County Council funding may be available to fund 20mph schemes.

Green spaces map now available online – details to be shared.

Further information will be shared with regard to transport strategy.

Half hourly train services have resumed.

Noted that no money has been received from Central Government for improvements to bus services.

Thanks to all who helped on Meldreth Station. Also noted that cycle parking is now protected by CCTV.

Event to be held in Meldreth Church at 3pm on 24/5 for those hosting people from Ukraine. A member noted that people from Ukraine are welcome at All Saints in Melbourn as well.

District Cllr Hales reported that cabinet was discussing current cost of living crisis with a request that queries are directed to local Cllrs rather than SCDC officers.

A member queried how many Ukrainian families are currently in Melbourn. Noted information not currently available.

A member queried if a similar support scheme was in place for Afghan refugees. Noted this was not the case. It was noted that Community Rail Partnership had decided not to offer free travel to Ukrainian refugees as this benefit was not widely available to other groups in need.

**PC025/22 Governance:**

- a) To approve nominations for Chair and Vice Chair of Maintenance Committee (s4.d.v of SO)

It was:

RESOLVED to approve the nominations of Cllr Travis as Chair and Cllr Clark as Vice Chair of the Maintenance Committee.

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

- b) To consider approving reimbursing the Library for book purchases from s106 monies

It was:

RESOLVED to approve reimbursing the Library in the sum of £120.93 for book purchases from s106 monies.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.



**PC026/22 Finance Matters:**

- a) To receive and consider the year end finance report and approval of ring-fenced reserves

It was:

RESOLVED to approve ring-fenced reserves to be carried forward.

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

- b) To receive and consider the finance reports for March and April 2022.

A member queried the duration of the Solar Farm Agreement (community benefit monies).  
Noted the Agreements were dated January 2015 with a duration of 20 years.

A member queried PWLB. It was explained that this was the Public Works Loan Board which provided low interest lending to local authorities.

The finance reports for March and April 2022 were received.

- c) To consider approving the approvals list for May 2022

It was:

RESOLVED to approve the approvals list for May 2022.

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

- d) To consider approving expenditure on defibrillator installation

It was:

RESOLVED to approve expenditure for electrical installation of the defibrillator at Orchard Surgery.

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

- e) To consider quotations for replacement computers for the parish office

It was:

RESOLVED to approve the quote from Lucid Systems for a replacement computer for the parish office in the sum of £653.95 + VAT including delivery, set up and installation.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

**PC029/22 To note the bank reconciliations for April 2022**

The bank reconciliations for April 2022 were noted.

**PC030/22 Community Hub**

- a) To consider a quotation for electrical work

A member queried if the electrical works were part of the recent Hub extension. Noted that the circuit under investigation was part of the original electrical works and had not been upgraded during the Hub extension.

It was:

RESOLVED to approve the quotation from Cores Electrical in the sum of £300 + VAT to carry out an inspection of the electrical circuits in the Hub kitchen.

Proposed by Cllr Barnes, seconded by Cllr Barley. In favour: Cllrs Alexander, Barley, Barnes, Clark, Cowley, Davey, Wilson. Abstain: Cllrs Kilmurray and Travis.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC031/22 Planning Matters:**

- a) To consider approving signature of an Indemnity in respect of Healthcare Contribution - 36 New Road

The meeting was updated as to how the healthcare contribution will be used to fund health related matters to be delivered by PCNs at the Hub. The services will be free at the point of delivery. Thanks was noted to all involved in setting this up. Also noted that this was a good example of s106 monies being used to directly benefit to the local community and that the

developer has indicated that they are fully supportive. Noted that this project is an exemplar of delivering healthcare to the community. Also noted that there is money available for health checks due to underspend during Covid. This project will help as it provides space not otherwise readily available.

It was:

RESOLVED to approve signature of the Indemnity in respect of Healthcare Contribution (36 New Road).

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

**b) To consider a request from Kingsway Golf relating to signage**

There was discussion as to the authority with responsibility for approving this signage. Noted that as A10 is no longer a truck road, responsible authority is County Highways. Noted that the signage is intended for the intersection of the A10 and Cambridge Road so is in Shepreth Parish. It was noted that Highways are disinclined to install excessive signage. A member suggested that any new brown Highways sign could include information on other facilities in Melbourn such as the Hub, Stockbridge Meadows.

**ACTIONS:**

- Clerk to write to Highways Authority to enquire if any proposed signage could include details of other facilities in Melbourn.

- Clerk to write to Kingsway Golf for more information on location of signage and to enquire if they would consider a combined sign with other information as noted above.

It was:

RESOLVED to support the request for additional signage subject to further information from both County Highways and Kingsway Golf on location and possibility of a combined sign.

Proposed by Cllr Travis, seconded by Cllr Kilmurray. In favour: Cllrs Alexander, Barley, Barnes, Clark, Davey, Kilmurray, Travis, Wilson. Again: Cllr Cowley.

**PC032/22 To note the Cambridgeshire County Council Transport Strategy**

**ACTION:** County Cllr van de Ven to provide further information as to Combined Authority Transport Strategy.

**PC033/22 Maintenance Matters:**

**a) To receive any updates and consider actions.**

There was nothing to discuss.

**PC034/22 To receive an update from the Melbourn Play Park Working Party**

Awaiting a date for the pre-start meeting.

**PC035/22 To receive an update from the MAYD Joint Committee**

Noted that Youth Club has restarted. Attendance and activities to be monitored regularly. Ongoing work being carried out to identify other activities for young people in the area. Next MAYD Joint Committee meeting scheduled for Tuesday, 28 June 2022.

*[20:42 County Cllr van de Ven and District Cllr Hales left the meeting]*

**PC036/22 HR Matters:**

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

There was nothing to discuss.

**PC037/22 Melbourn Timebank**

**a) To receive the Timebank's monthly report for May**

Year end report from the Timebank Coordinator was received.

**PC038/22 Policies and Terms of Reference:**

**a) To consider approving the revised Whistleblowing Policy and Procedure**

It was:

RESOLVED to recommend approval of the revised Whistleblowing Policy and Procedure to

full Council.

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

- b) To consider approving the revised Strategic Vision

This was deferred to a future meeting.

- c) To consider any other updates and consider actions

There was nothing further to discuss.

**PC039/22 To note the date of the next meetings**

28 June 2022

Noted that the date of the next meeting is **Monday, 27 June 2022** (not 28 June as noted)

End of Meeting : 20:46

## **Melbourn Parish Council District and County Councillors' Report June 2022**

### **Melbourn Greenway consultation taking place in September**

We've been made aware that the Greenway consultation will take place in September but don't yet have a date or further details. I would suggest we request that a consultation event takes place at the Hub. The A10 Corridor Cycling Campaign will be organizing an A10 Awareness Walk and Ride, to highlight the various uses of the path, and this will be timed to coincide with the consultation period. More information coming soon.

The A10 Corridor Cycling Campaign will hold a meeting on July 7<sup>th</sup>, 6-7PM via Zoom, to share any updates and plan for the September Awareness Ride and Walk. Anyone is very welcome to join.

### **A10 Underpass**

There's been a very strong response to the A10 Underpass consultation, and a couple of sessions at the underpass itself to speak to people walking in either direction. MVC students have been aware of it and gave us many thumbs up on the project.

### **Community Rail Partnership**

The CRP steering group will be meeting on July 12. Parish council representatives have been invited.

### **County Council focus on Melbourn**

The County Council is looking at how to encourage more proactive community development from the ground up, and has chosen Melbourn as a case study from which to learn. This takes inspiration from a wide variety of community schemes in Melbourn, including the fantastic work being done with the Meridien Primary Care network and other groups at the Melbourn Hub. A paper is being developed the draft of which I will share.

### **Homes for Ukraine – latest stats**

As of 17 June, South Cambs have:

- 329 groups/families who have so far applied to the scheme in South Cambridgeshire, who have matched with a sponsor, and have applied for visas. Some groups have not yet arrived.
- 742 guests within those groups that have been matched to sponsors.
- 67 parishes in South Cambridgeshire with Ukrainian guests that have arrived.
- 682 visa applications made in South Cambridgeshire, and 633 visas issued.
- 221 groups/families that have arrived in South Cambridgeshire so far.
- 476 guests that have arrived in South Cambridgeshire so far.
- Completed a total of 445 DBS checks on occupants of sponsor homes.
- Completed a total of 138 welfare visits with groups who have arrived.

The [Support for Ukraine website pages](#) are regularly updated with the latest advice and guidance for hosts and guests.

### **Summer Holiday Activities and Food (HAF) Programme**

Cambridgeshire County Council is encouraging take-up of the summer holiday activities and food (HAF) programme funded by the Department for Education. There are nearly 3,000 free holiday scheme places available with over 130 providers across the county. Families in receipt of income-related free school meals can access up to 64 hours per child, and children will receive a meal as well. They have also opened their eligibility to Ukrainian and other refugee families.

Further details about the programme can be found here: <https://www.cambridgeshire.gov.uk/council/communities-localism/support-with-the-cost-of-living/holiday-activities-and-food-programme>

### **Help for older residents who are struggling with bills**

In March, the Government announced that councils would be provided with funding to continue operating the Household Support Fund because of the impact of the rising costs of living. Cambridgeshire has been allocated £3.58million, of which £1.2m will be used to support households that include a person who has reached state pension age (66) by 30 September 2022 and are experiencing financial hardship. Funding will also be used to continue providing food vouchers for eligible families with children and the Cambridgeshire Local Assistance Scheme which provides a safety net to individuals and families facing unexpected financial difficulties and hardship.

Under the Household Support Fund, there is funding available via the Council and Age UK to provide financial support within a few days, and help people find longer-term support if needed. This financial assistance is available to people born before 30 September 1956.

To apply call Age UK Cambridgeshire and Peterborough on 01223 221929 or visit <https://www.cambridgeshire.gov.uk/residents/coronavirus/household-support-fund>

### **Police and Crime Commissioner survey**

The Police and Crime Commissioner for Cambridgeshire and Peterborough has launched a survey to help understand what crimes are impacting businesses in our county.

Ensuring the voice of the business community is heard by community safety partners is a key priority and feedback from the survey will be used to drive the agenda for a countywide event planned to be held towards the end of the year. The survey will run until 5pm on 6 July and can be accessed via [www.cambridgeshire-pcc.gov.uk](http://www.cambridgeshire-pcc.gov.uk)



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

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

**canalbs**  
**ltd**

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

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27<sup>th</sup> May 2022

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2021/2022

I have undertaken a face to face audit session 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 54p per mile.

Yours sincerely

Jacquie Wilson (Mrs)  
Director

## REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

### ***From my previous reports I note that:***

#### THE COUNCIL

Seats 15 Vacancies 4 Election 2022.

- The Council have adopted the new Code of Conduct and all Councillors have a dedicated email account and signed their Declaration of Office and Register of Interest Forms.
- All Councillors who were returned unopposed at the recent election have undertaken training.
- Two new councillors are scheduled to undertake training.

#### EMPLOYMENT

- The Assistant Clerk has successfully completed her first unit of the CiLCA qualification.

#### TIME BANK

- The Co-ordinator is still in place and is doing excellent work.

#### INSURANCE

- Due to an increase in the cost of their policy following the re-valuing of their buildings, the Council now have their policy with BHIB and have a separate policy for data breach cover.
- I am re-assured that the Council have accepted their Broker's advice and have now confirmed that the Church Wall has been insured for its full value.

#### RISK ASSESSMENT AND RISK MANAGEMENT

- There is good evidence that the Council are making decisions and taking actions subject to their Risk Management Policy.

#### COUNCIL POLICIES

- I understand that all Policies are subject to a rotational schedule of review and update.

#### BURIAL FEES

- It was recommended that there will be no increase.

#### PAVILION

- The fees for use of the Pavilion were reviewed and there will be no increase.

#### PLAY GROUNDS

- ROSPA Annual Inspection undertaken in April for Clear Crescent but it was agreed that as the play equipment is due for refurbishment on the other playground it was not necessary to carry out an annual inspection. Both areas are regularly inspected and the Maintenance Committee continue to monitor the repairs to any faults found.

#### DEFIBULATOR

The Council are installing two more, one on the sports pavilion and the other on the doctor's surgery.

#### TRUSTEES

No

## FINANCIAL

VAT is reclaimed quarterly.

### PETTY CASH

This account is reconciled with an imprest float of £30 and is used for the purchase of small office items such as milk stamps etc. Although tenants are encouraged to pay rent by cheque or BACS there are still some who prefer to pay cash which is accounted for separately.

BANK with Unity Bank. Clerk to check that bank mandate has been updated if necessary.

PRECEPT	£275,300	FIXED ASSETS	£ 2,353,229
GENERAL RESERVES	£150,000		
EARMARKED RESERVES	£183,382		
S. 106 balance	£330,395	c.f BALANCE	£663,777.00



# Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23 Budget	Reserve Movements	Actual Net	Balance
<b>INCOME</b>				
<b>Conservation</b>				
100 Allotment Rent	£2,400.00	£0.00	£35.21	-£2,364.79
101 Allotment Insurance Premiums	£0.00	£0.00	£15.00	£15.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
<b>Total Conservation</b>	<b>£6,250.00</b>	<b>£0.00</b>	<b>£50.21</b>	<b>-£6,199.79</b>
<b>Cemeteries</b>				
200 Burial Fees	£4,000.00	£0.00	£1,820.00	-£2,180.00
<b>Total Cemeteries</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£1,820.00</b>	<b>-£2,180.00</b>
<b>Play Areas &amp; Recreation Grounds</b>				
300 Match Fees	£3,200.00	£0.00	£350.00	-£2,850.00
320 Hire of Recreation Grounds	£800.00	£0.00	£400.00	-£400.00
340 Pavilion Hire	£300.00	£0.00	£90.00	-£210.00
<b>Total Play Areas &amp; Recreation Grounds</b>	<b>£4,300.00</b>	<b>£0.00</b>	<b>£840.00</b>	<b>-£3,460.00</b>
<b>Finance &amp; General Purpose</b>				
410 Precept	£293,430.00	£0.00	£146,715.00	-£146,715.00
420 Interest - Deposit Account Unity	£100.00	£0.00	£0.00	-£100.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£50.00	£0.00	£12.69	-£37.31
435 Interest - Charity Bank	£100.00	£0.00	£0.00	-£100.00
440 Interest - HTB	£150.00	£0.00	£0.00	-£150.00
460 Miscellaneous Income	£0.00	£5,000.00	£5,000.00	£0.00
485 Feed In Tariff	£0.00	£0.00	£157.16	£157.16
<b>Total Finance &amp; General Purpose</b>	<b>£294,180.00</b>	<b>£5,000.00</b>	<b>£151,884.85</b>	<b>-£147,295.15</b>
<b>Highways</b>				
<b>Total Highways</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Rental Property</b>				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£4,333.34	-£21,666.66
<b>Total Rental Property</b>	<b>£26,000.00</b>	<b>£0.00</b>	<b>£4,333.34</b>	<b>-£21,666.66</b>
<b>Melbourn Area Youth Develpt Reserve</b>				
<b>Total Melbourn Area Youth Develpt</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Community Benefit Reserve</b>				
<b>Total Community Benefit Reserve</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>S106 &amp; Other Capital Grants Reserve</b>				
140 S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>	<b>£0.00</b>	<b>£14,899.75</b>	<b>£14,899.75</b>	<b>£0.00</b>
<b>Celebrating Ages Reserve</b>				
<b>Total Celebrating Ages Reserve</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Income</b>	<b>£334,730.00</b>	<b>£19,899.75</b>	<b>£173,828.15</b>	<b>-£180,801.60</b>

# Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23 Budget	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Conservation</b>					
1000	Allotments	£1,890.00	£0.00	£224.22	£1,665.78
1100	Conservation	£11,300.00	£1,578.00	£2,230.15	£10,647.85
1150	Stockbridge Meadows	£1,290.00	£0.00	£327.60	£962.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£1,245.00	£7,425.00
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£920.00	£6,750.00
<b>Total Conservation</b>		<b>£30,820.00</b>	<b>£1,578.00</b>	<b>£4,946.97</b>	<b>£27,451.03</b>
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£436.56	£4,328.44
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£811.66	£5,138.34
<b>Total Cemeteries</b>		<b>£10,715.00</b>	<b>£0.00</b>	<b>£1,248.22</b>	<b>£9,466.78</b>
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£4,220.00	£0.00	£2,162.25	£2,057.75
3200	Recreation Grounds	£12,720.00	£0.00	£3,217.25	£9,502.75
3400	Pavilion	£9,160.00	£0.00	£1,621.53	£7,538.47
<b>Total Play Areas &amp; Recreation Grounds</b>		<b>£26,100.00</b>	<b>£0.00</b>	<b>£7,001.03</b>	<b>£19,098.97</b>
<b>Finance &amp; General Purpose</b>					
4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£141.44	£1,608.56
4300	Wardens' Materials, Equipment & Van	£2,400.00	£0.00	£1,154.96	£1,245.04
4500	Insurances	£12,550.00	£0.00	£0.00	£12,550.00
4700	Membership of Societies	£1,370.00	£0.00	£95.00	£1,275.00
4900	Parish Clock	£400.00	£0.00	£0.00	£400.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£1,216.69	£25,471.31
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£11,630.73	£61,969.27
5300	Sundry Expenses	£150.00	£0.00	£104.58	£45.42
5400	Training	£1,500.00	£0.00	£0.00	£1,500.00
5700	Pension Scheme Charges	£440.00	£0.00	£72.00	£368.00
5900	Bank Charges	£400.00	£0.00	£0.00	£400.00
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£0.00	£7,600.00
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	£11,870.00	£872.83	£872.83	£11,870.00
6450	PWLB Community Hub - Interest	£27,876.00	£0.00	£13,966.31	£13,909.69
6451	PWLB Community Hub - Capital	£5,078.00	£0.00	£2,510.79	£2,567.21
6452	PWLB Car Park - Interest	£5,314.00	£0.00	£0.00	£5,314.00
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£0.00	£11,574.00
6600	Timebanking Expenses	£470.00	£0.00	£21.66	£448.34
6800	Election Costs	£240.00	£0.00	£225.00	£15.00
6900	Community Events	£4,000.00	£0.00	£885.00	£3,115.00
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£2,473.35	£13,381.65
<b>Total Finance &amp; General Purpose</b>		<b>£232,325.00</b>	<b>£872.83</b>	<b>£35,370.34</b>	<b>£197,827.49</b>

# Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/23 Budget</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Planning</b>				
7000 Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
<b>Total Planning</b>	<b>£1,000.00</b>	<b>£2,200.00</b>	<b>£2,200.00</b>	<b>£1,000.00</b>
<b>Highways</b>				
8000 Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100 Street Lighting	£2,500.00	£0.00	£70.22	£2,429.78
<b>Total Highways</b>	<b>£14,000.00</b>	<b>£0.00</b>	<b>£70.22</b>	<b>£13,929.78</b>
<b>Rental Property</b>				
9000 Little Hands Nursery	£5,470.00	£0.00	£323.00	£5,147.00
<b>Total Rental Property</b>	<b>£5,470.00</b>	<b>£0.00</b>	<b>£323.00</b>	<b>£5,147.00</b>
<b>Melbourn Area Youth Develpt Reserve</b>				
<b>Total Melbourn Area Youth Develpt</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Community Benefit Reserve</b>				
9600 Community Benefit Donations	£0.00	£3,000.00	£3,000.00	£0.00
<b>Total Community Benefit Reserve</b>	<b>£0.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£0.00</b>
<b>S106 &amp; Other Capital Grants Reserve</b>				
1400 S106 Expenditure	£0.00	£273.81	£1,501.81	£-1,228.00
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>	<b>£0.00</b>	<b>£5,273.81</b>	<b>£6,501.81</b>	<b>£-1,228.00</b>
<b>Celebrating Ages Reserve</b>				
<b>Total Celebrating Ages Reserve</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£320,430.00</b>	<b>£12,924.64</b>	<b>£60,661.59</b>	<b>£272,966.86</b>
Total Income	£334,730.00	£19,899.75	£173,828.15	£-180,801.60
Total Expenditure	£320,430.00	£12,924.64	£60,661.59	£272,693.05
<b>Total Net Balance</b>	<b>£14,300.00</b>		<b>£113,166.56</b>	

## Cash & Bank Balances 31 May 2022

### Ordinary Accounts

Petty Cash	£30.00
Petty cash - Timebank	£100.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£295,861.16
Unity Bank Instant Access Deposit	£163,026.54

### Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£45,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,000.00
HTB 45 day Business Notice	£135,000.00
Nationwide 45 day Business Saver	£115,146.31

**Total** **£784,764.01**

## **Melbourn Parish Council Finance Report 31 May 2022**

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include due and unpaid transactions with invoice dates from 1<sup>st</sup> April to 31<sup>st</sup> May 2022. 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:**

Miscellaneous Income – this is not budgeted. £5,000 has been received for an easement across the Old Recreation Ground. This money has been taken to a reserve and ring-fenced for future maintenance expenditure for the Old Rec.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

8<sup>th</sup> June 2022

# Ben's Barn

Established 1991

**House Clearance**

63 Station Road, Meldreth, Royston, Herts. SG8 6JP

Telephone: 01763 262186/07889 706540

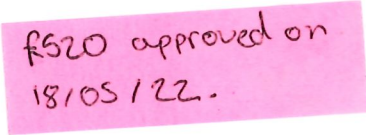
[Steven.coker1@ntlworld.com](mailto:Steven.coker1@ntlworld.com)

[www.bens-barnhouseclearance.co.uk](http://www.bens-barnhouseclearance.co.uk)

## INVOICE

Attention: Sophie Marriage  
Assistant to the Parish Clerk  
Melbourn Parish Council

Date: 8<sup>th</sup> June 2022

<b>RE:</b>	<b>Worcester Way, Melbourn</b>		
	2.5 days of labour for two men to clear and dispose of 3 van loads of rubbish and tree cuttings totalling 1.54 tonnes	£750	00
	Disposal charges: 2 Loads - £110 per load - £220 1 load - £136	£356	00
			
	<b>TOTAL</b>	<b>£1,106</b>	<b>00</b>

**Bank Details:**

Account Name: Ben's Barn

Sort Code: 40-39-22

Account No. 91173030

Environmental Agency Registration No. CB/PM3281MV

# Melbourn Parish Council

## Expenditure transactions - approval list June 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5201	DD170622 THREE	£13.00	£2.17	£10.83	18/05/22 3 Business Services - Timebank phone - up to 17 May	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
5235	BACS2206 284iWATE R	£387.60	£64.60	£323.00	31/05/22 4i Water Services Ltd - Legionella RA and sample at pavilion	
5236	BACS2206 284iWATE R	£387.60	£64.60	£323.00	31/05/22 4i Water Services Ltd - Legionella RA and sample at pavilion	£775.20
		£775.20	£129.20	£646.00	4i Water Services Ltd - Total	
5218	DD220606 BGASPAV	£14.06	£0.67	£13.39	16/05/22 British Gas - Pavilion Electricity - 22/04/22 to 14/05/22 - actual	£14.06
5220	DD220616 BGASORG	£63.85	£3.04	£60.81	26/05/22 British Gas - Electricity bill - old rec ground 29/04/22 - 23/05/22 - actual	£63.85
5233	DD220620 BGASWSH OP	£65.45	£3.12	£62.33	06/06/22 British Gas - Workshop electricity - 03/05/22- 03/06/22	£65.45
		£143.36	£6.83	£136.53	British Gas - Total	
5202	BACS2206 28CASBES TOS	£168.00	£28.00	£140.00	26/05/22 Cambridge Asbestos Removal - Removal of asbestos in red box from allotments	£168.00
		£168.00	£28.00	£140.00	Cambridge Asbestos Removal - Total	
5219	BACS2206 28ACRE	£57.00	£0.00	£57.00	01/06/22 Cambridgeshire ACRE - Membership 2022-23	£57.00
		£57.00	£0.00	£57.00	Cambridgeshire ACRE - Total	
5221	BACS2206 28CANALBS	£141.44	£0.00	£141.44	27/05/22 Canalbs Ltd - Internal audit for year end 2021/22 plus travel expenses	£141.44
1		£95.00	£0.00	£95.00	F&GP Internal audit for year end 2021/22	
2		£46.44	£0.00	£46.44	F&GP Internal auditor - mileage	
		£141.44	£0.00	£141.44	Canalbs Ltd - Total	
5242	BACS2706 28DHARW ARD	£2,200.00	£0.00	£2,200.00	14/06/22 Darren Harward - Exterior painting and decorating works at Pavilion	£2,200.00
		£2,200.00	£0.00	£2,200.00	Darren Harward - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list June 2022

of year 01/04/22

Start

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5217	BACS2206 28DPETTIF ER	£80.19	£0.00	£80.19	01/06/22 David William Pettifer - May Litter picking	£80.19
		£80.19	£0.00	£80.19	David William Pettifer - Total	
5147	BACS2206 28H&CGM	£747.00	£124.50	£622.50	27/05/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - May (2/12)	
5205	BACS2206 28H&CGM	£906.00	£151.00	£755.00	27/05/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
5206	BACS2206 28H&CGM	£552.00	£92.00	£460.00	27/05/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - May 1/12	
5207	BACS2206 28H&CGM	£487.00	£81.17	£405.83	27/05/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
5246	BACS2206 28H&CGM	£696.00	£116.00	£580.00	17/06/22 Herts & Cambs Ground Maintenance Limited - Extra work to goal mouths and pitches	£3,388.00
		£3,388.00	£564.67	£2,823.33	Herts & Cambs Ground Maintenance Limited - Total	
5203	BACS2206 28IANCRO SS	£48.10	£0.00	£48.10	25/05/22 Ian Cross - Warden work (5 hours in preparation of cover)	£48.10
		£48.10	£0.00	£48.10	Ian Cross - Total	
5215	BACS2206 28LANDMA RK	£402.00	£67.00	£335.00	30/05/22 Landmark - Replacement A1 panel for Orchard Lectern	£402.00
		£402.00	£67.00	£335.00	Landmark - Total	
5212	BACS2206 28LUCID	£0.10	£0.02	£0.08	01/05/22 LUCID Systems - Balance due, tn 5159 - Covered agreement - June	
5222	BACS2206 28LUCID	£160.80	£26.80	£134.00	01/06/22 LUCID Systems - Covered agreement - July	
5237	BACS2206 28LUCID	£784.74	£130.79	£653.95	07/06/22 LUCID Systems - HP Desktop - Core i5 10505/3.2 GHz - RAM 8 GB - SSD 256 GB plus set-up costs	£945.64
		£945.64	£157.61	£788.03	LUCID Systems - Total	

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Date

22/06/22 03:03 PM Vs: 8.74.00

Page 2

# Melbourn Parish Council

## Expenditure transactions - approval list June 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5232	BACS2206 28MWYER	£161.50	£0.00	£161.50	05/06/22 Mark Wyer - Litter picking May 2022	£161.50
		£161.50	£0.00	£161.50	Mark Wyer - Total	
5238	BACS2106 28HUB	£157.16	£0.00	£157.16	08/06/22 Melbourn Community Hub Management Group - FiT - Hub solar panel energy 08/12/21-17/03/22	£157.16
5198	BACS2206 28HUB	£18.00	£0.00	£18.00	25/05/22 Melbourn Community Hub Management Group - Hire of Dickens Room for MAYD meeting	£18.00
		£175.16	£0.00	£175.16	Melbourn Community Hub Management Group - Total	
5214	DD220601 NOW	£43.20	£7.20	£36.00	01/06/22 Now Pensions - Employer Service Charge June 2022	£43.20
5241	BACS2206 28PGC	£245.63	£40.94	£204.69	01/06/22 Phillimore Garden Centre - Hose and Hose cart for warden, and 90 begonias	£245.63
		£245.63	£40.94	£204.69	Phillimore Garden Centre - Total	
5213	BACS2206 28PHS	£384.72	£64.12	£320.60	31/05/22 PHS Group - Sanitary disposal	£384.72
		£384.72	£64.12	£320.60	PHS Group - Total	
5255	BACS2206 28RCHAR TER	£44.97	£0.00	£44.97	22/06/22 Richard Charter - Reimbursement for damaged Rabbit traps, 3 trap @ £14.99 each	£44.97
		£44.97	£0.00	£44.97	Richard Charter - Total	
5216	BACS2206 28RLAW	£478.00	£0.00	£478.00	26/05/22 Richard Law Signwriter - Supplying vinyl, preparing artwork, producing lettering, and applying to library bookcase in Hub	£478.00
		£478.00	£0.00	£478.00	Richard Law Signwriter - Total	
5197	BACS2206 28STIPLADY	£900.00	£150.00	£750.00	23/05/22 Sherriff Tiplady Associates Ltd - Stockbridge Neadows Boardwalk Project - perparation of estimate	£900.00
		£900.00	£150.00	£750.00	Sherriff Tiplady Associates Ltd - Total	

Signature  
Date

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22/06/22 03:03 PM Vs: 8.74.00

Page 3



# Melbourn Parish Council

## Expenditure transactions - approval list June 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5225	DD220608 SOURCEA LLOT1	£43.06	£0.00	£43.06	24/05/22 Source for Business (Cambridge Water) - Water - allotments 2 24/11/21-17/05/22	£43.06
5260	DD220608 SOURCEC ARPK	£5.50	£0.00	£5.50	01/06/22 Source for Business (Cambridge Water) - Water - car park workshop	£5.50
5227	DD220608 SOURCEC RC	£40.63	£0.00	£40.63	24/05/22 Source for Business (Cambridge Water) - Water - New Road Cemetery 24/11/21-19/05/22	£40.63
5239	DD220708 SOURCEP AV	£342.77	£0.00	£342.77	31/05/22 Source for Business (Cambridge Water) - Water - Pavilion,The Moor 1/12/21-30/05/22	£342.77
5224	DD220708 SOUREAL LOT2	£41.16	£0.00	£41.16	24/05/22 Source for Business (Cambridge Water) - Water - allotments 1 24/11/21-17/05/22	£41.16
		£480.12	£0.00	£480.12	Source for Business (Cambridge Water) - Total	
5200	BACS2206 28SCAMBS	£225.00	£0.00	£225.00	25/05/22 South Cambs District Council - Uncontested Election 15 seats @ £15 each	£225.00
5184	DD220601 SCAMBS	£29.90	£0.00	£29.90	01/06/22 South Cambs District Council - Pavilion Fortnightly collections - 3 of 10	£29.90
5187	DD220601 SCDCCP	£1,198.00	£0.00	£1,198.00	01/06/22 South Cambs District Council - Rates- Car Park Instalment 3 of 10	£1,198.00
5186	DD220601 SCDCNR	£75.00	£0.00	£75.00	01/06/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 3 of 10	£75.00
5185	DD220601 SCDCOR	£61.00	£0.00	£61.00	01/06/22 South Cambs District Council - Rates - Orchard Road Cemetery Instalment 3 of 4	£61.00
5188	DD220601 SCDCPAV	£259.00	£0.00	£259.00	01/06/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 3 of 10	£259.00
		£1,847.90	£0.00	£1,847.90	South Cambs District Council - Total	

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Date

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22/06/22 03:03 PM Vs: 8.74.00

Page 4

# Melbourn Parish Council

## Expenditure transactions - approval list June 2022

Start

of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5228	BACS2206 28TCOLLI NS	£38.48	£0.00	£38.48	25/05/22 Terry Collins - Warden work (4 hours in preparation of cover)	£38.48
		£38.48	£0.00	£38.48	Terry Collins - Total	
5245	BACS2206 28UL	£158.40	£26.40	£132.00	16/06/22 Unlimited Logos - 2 "no dogs" signs - for beechwood open space	£158.40
		£158.40	£26.40	£132.00	Unlimited Logos - Total	
5258	BACS2206 28WAVE	£56.35	£0.00	£56.35	16/06/22 Wave - Water bill - workshop car park 16 Dec 2021-15 June 2022	£56.35
		£56.35	£0.00	£56.35	Wave - Total	
5229	DD220609 YU	£13.31	£0.63	£12.68	02/06/22 Yu Energy - Street lighting account 2000107118 01/05/22-31/05/22	
5230	DD220609 YU	£47.97	£2.28	£45.69	01/06/22 Yu Energy - Street lighting account 2000107117 01/05/22-31/05/22	
5231	DD220609 YU	£12.38	£0.59	£11.79	02/06/22 Yu Energy - Street lighting account 2000107116 01/05/22-31/05/22	£73.66
		£73.66	£3.50	£70.16	Yu Energy - Total	
		£5,829.61	£0.00	£5,829.61	Confidential items – salaries, NI & pensions	

### Transfer to Unity Trust Bank Deposit Account

TFR220628	£60,000.00	£0.00	£60,000.00	Unity Trust Bank – transfer to interest earning a/c
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### Items already paid (under Clerk/RFO delegated authority):

5204	BACS2206 06JTRUEM AN	£84.00	£0.00	£84.00	26/05/22 Jason Trueman - May Pavilion Cleaning - 6 hours @ £14 per hour	£84.00
		£84.00	£0.00	£84.00	Jason Trueman - Total	
5195	BACS2206 05RICOH	£343.55	£57.26	£286.29	06/05/22 Ricoh UK Limited - Photocopier Rent and Printing Costs	£343.55
		£343.55	£57.26	£286.29	Ricoh UK Limited - Total	

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Date

22/06/22 03:03 PM Vs: 8.74.00

Page 5

# Melbourn Parish Council

## Expenditure transactions - approval list June 2022

Start

of year 01/04/22

Items already paid (under Clerk/RFO delegated authority) contd:

5199	BACS2205 26LIBRARY	£120.93	£0.00	£120.93	25/05/22	Melbourn Community Library - Books for library s106	£120.93
5193	BACS2205 26HUB	£3,000.00	£0.00	£3,000.00	06/05/22	Melbourn Community Hub - Community Benefit Grant Jubilee Event	£3,000.00
5269	BACS2206 06ASCH	£300.00	£0.00	£300.00	01/06/22	All Saints Community Hall - Community Benefit Grant Payment 2022/23	£300.00
5266	BACS2206 06DYNAM OS	£6,493.00	£0.00	£6,493.00	01/06/22	Melbourn Dynamos FC - Community Benefit Grant Payment 2022/23	£6,493.00
5267	BACS2206 06RIVERM EL	£1,522.14	£0.00	£1,522.14	01/06/22	River Mel Restoration Group - Community Benefit Grant Payment 2022/23	£1,522.14
5268	BACS2206 06MELPRI PTFA	£5,080.00	£0.00	£5,080.00	01/06/22	Melbourn County Primary School PTFA - Community Benefit Grant Payment 2022/23	£5,080.00
5270	BACS2206 06ALLOTA SS	£659.04	£0.00	£659.04	01/06/22	Allotment Association - Community Benefit Grant Payment 2022/23	£659.04
5271	BACS2206 06CAMSA R	£300.00	£0.00	£300.00	01/06/22	Cambridge Search & Rescue - Community Benefit Grant Payment 2022/23	£300.00
5272	BACS2206 06MELPLA YGRP	£9,000.00	£0.00	£9,000.00	01/06/22	Melbourn Playgroup - Community Benefit Grant Payment 2022/23	£9,000.00
<b>Total</b>		<b>£103,054.36</b>	<b>£1,304.90</b>	<b>£101,749.46</b>			

Signature

Signature

Date



# Tristar Catering Solutions Ltd

4 Broadmead Business Park, Broadmead Road, Stewartby, Bedfordshire MK43 9NX  
Telephone: 01234 327777 Facsimile: 01234 765761  
service@tristarcateringsolutions.co.uk  
www.tristarcateringsolutions.co.uk



## Quotation

**Att:** Sophie Marriage  
Melbourne Parish Council  
30 High Street  
Melbourne  
SG8 6DZ

Date: 01/06/22

**Ref:** New Lincat Water Boiler

Qty	Description	Each Unit	Price
1	Lincat EB3FX Water Boiler Inc. 2 year's warranty	£597.43	£597.43

Parking & Congestion charge will be charged if applicable

Sub Total	£597.43
Carriage	£0.00
Labour to attend and install	£130.00
Net	<b>£727.43</b>
VAT @ 20%	£145.49
<b>TOTAL</b>	<b>£872.92</b>

Please note: further parts may be required

**This quotation is valid for 28 days from date of issue, please sign and return**  
If order is cancelled after goods have been ordered a 25% restocking will be charged  
All quotes are subject to 20% vat

Customer Signature
Print Name

Contractor	COMPANY A	COMPANY B	COMPANY C
Material	1m Oak timber driven piles  Recycled plastic would be available at an additional cost of £200	Oak or recycled plastic ( <i>be to decided on award of contract*</i> ) Opt 1 – Green oak posts. Walk boards, stringers, bearers – treated softwood Opt 2 – Recycled plastic posts. Walk boards etc as opt 1.	Three options: - Opt 1 : Softwood - Opt 2 : Hardwood - Opt 3 : Composite
Expected lifespan of structure	20 years	Opt 2 – 20 year guarantee.	N/A
Length of boardwalk	54m with hand rails	? incl hand rails	? incl hand rails
Breakdown of costs			
	- Materials, equipment, plant (incl deveg & mob) (full breakdown of costs in tender docs) : £51,807.00	- RAMS : £250 - Site set up & maintain : £1,650	No details – costs provided for 'one excavator, a dumper and one labour plus materials'
	- Demolition and disposal of existing : £10,250.00	- Demo & disposal of existing : £5,550	
	- Installation of boardwalk supporting structure : £4,954.00	- Installation of b/walk : £48,000	
	- Making good of site and removal of waste : £5,238.00	- Site reinstatement : £380	
Total cost	£82,928.00 (not VAT registered) (*updated costing – see below)	£55,830 + VAT <i>*Depending on materials used but unlikely to be significant change</i>	Opt 1 : £30,803.66 + VAT Opt 2 : £38,540.55 + VAT Opt 3 : £37,082.46 + VAT
Estimated duration of project	5 weeks	5 weeks	N/A
Other	Incls project management with regular site visits.	Pre-works site scan for services. Will req updated ecology survey prior to commencement (cost ?) No sub-contractors	Ops manager will be site manager with site visits for progress. No sub-contractors
Experience of similar project	Yes – details in tender	Yes – details in tender	Yes – details in tender
References available	Yes – x 2	Yes – x 2	Yes – x 2
Quality competencies and schedule of works	Confirmed. No schedule of works available ' <i>due to open brief of project ... schedule of works ... not included</i> '	Confirmed.  Schedule of works included	Confirmed.  Schedule of works included (does not include timeline).

<p>Cost increases</p>	<p><i>'Apologies for the delay – it took a while to get the info back from our suppliers.</i></p> <p><i>There have been material cost increases since the original tender submission and the wood suppliers only hold their prices for 30 days, due to market uncertainty and fuel prices etc.</i></p> <p><i>*The increased cost when, taking into account, the supplier increases is £1,134.00 onto our original submission.(New total of £82,928.00). We have tried to get them to fix prices for longer than the 30 days but the only way that they can would be to increase the cost now in anticipation of future cost rises.</i></p> <p><i>To look at replacing the Oak uprights with Recycled plastic would add approximately £200.00 to the cost. You would probably also have to look at handrails and rails as well as part of the redesign.'</i></p>	<p><i>'Regarding how long it is valid for, whilst I don't want to increase costs any further it has to be said, costs are rising every day it seems. That said I will be happy to keep this valid until the 30<sup>th</sup> of June. From there after, I will have to recheck the costings which may or may not increase based upon the supply chain.'</i></p>	<p><i>'After big discussions with our suppliers, I am pleased to tell you that we will stick to our original prices as per quotation as I have now got my suppliers to hold to the original price given I can hold these prices for 30days and then will have to re quote.</i></p> <p><i>Please note on our hardwood option there is a 7 to 8 week lead time for materials and they also shut for summer for 4 weeks due to where we gain our materials from if we was successful I would be looking to place a order as soon as possible with our suppliers to ensure materials are available for the works to be carried out. '</i></p>
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# Transport Strategy Stakeholder Engagement 2022

## 1. Introduction

The following surveys are designed to be completed by stakeholders as part of our targeted stakeholder engagement into the three draft transport strategies currently being developed by Cambridgeshire County Council. The information you provide will help shape and develop the strategies. We are planning to hold a wide public consultation later in 2022. This engagement runs from 9 May 2022 to 19 June 2022.

The survey gives options to respond to any combination of the following strategies:

Draft Active Travel Strategy for Cambridgeshire

Draft Fenland Transport Strategy

Draft Huntingdonshire Transport Strategy

Please note that the Cambridgeshire and Peterborough Combined Authority are currently consulting on the Cambridgeshire and Peterborough Local Transport and Connectivity Plan. More information is available here: [yourltcp.co.uk](http://yourltcp.co.uk)

Your help and time is greatly appreciated.

Paper copies of the survey are available on request, if you would like a copy of this document either in Braille, large print or in other languages please contact us: email to [Transport.Plan@Cambridgeshire.gov.uk](mailto:Transport.Plan@Cambridgeshire.gov.uk) is our preferred method of contact but it is possible to telephone: 0345 045 5200.

We may share your information with our consultants, our partners (District Councils and Cambridgeshire and Peterborough Combined Authority) and with the County Council's analysis team.

You do not have to give us any personal information. We will not publish any personal details you do give us, but may publish your response, and include it in public reports, with personal details

removed. Personal data will be held securely, in accordance with data protection legislation. We will only store it for 12 months after the survey has been analysed.



**1. Are you responding as (please select all that apply) \***

- County Councillor
- District Councillor
- Organisation
- Parish / Town Council
- Other (please specify):

**2. Please specify your name and/or organisation / parish / town council. If you do not wish to provide your details please type NA here. \***



## 2. What draft transport strategies are you interested in commenting on?

3. What draft transport strategies are you interested in commenting on? Please tick all that apply. \*

- Draft Fenland Transport Strategy
- Draft Huntingdonshire Transport Strategy
- Draft Active Travel Strategy for Cambridgeshire

### 3. Draft Fenland Transport Strategy

This section focuses on the draft Fenland Transport Strategy

A draft of the Fenland Transport Strategy is available to view online here: [Draft Fenland Transport Strategy](#) and [Appendix 1 Accessibility Report](#)

#### 4. Do you agree with the Fenland Transport Strategy Vision?

To prioritise and develop a connected and inclusive transport network in Fenland. A network that will enable more people to access employment, education, healthcare and everyday services by a range of transport modes. There is a key focus on active or sustainable travel to improve opportunities, the health and wellbeing of Fenland residents and the environment they live in, now and for future generations. \*

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

#### 5. Please provide any comments on the draft vision for the Fenland Transport Strategy.

#### 6. Do you agree with the Fenland Transport Strategy Objectives?

Enable residents to live fit and healthy lifestyles, as they are able, by developing and promoting a connected, safe and viable active travel network and improving wellbeing

Support the needs of the local economy by developing better connectivity to places of education, retail, employment and healthcare

Reduce the impact of rural isolation on the day-to-day life and future prospects of Fenland residents by developing better access solutions to key services and facilities

Meet the challenge of climate change and enhance the natural environment by encouraging people to travel more sustainably

\*

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

**7. Please provide any comments on the draft objectives for the Fenland Transport Strategy.**

**8. Which of the following do you / your organisation consider to be the most important three (3) transport related issues in Fenland.**

- 1 Road safety
- 2 Lack of walking infrastructure
- 3 Lack of cycling infrastructure
- 4 Lack of public transport
- 5 Increasing volumes of traffic

- 6 Impact on the environment e.g. climate change, air quality
- 7 Noise disturbance
- 8 Rat-running of traffic and HGVs through villages
- 9 Lack of connectivity and accessibility
- 10 Health and wellbeing

**9. Do you agree the policies in the Fenland Transport Strategy are the right ones to deliver its vision and objectives? [add link]**

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

**10. Please provide any other comments on the draft policies. If there are any topics/issues not covered where a policy would be useful please include this below. Please refer to policy numbers or page numbers where applicable.**

**11. General Comments**

**We welcome your views. If you have any comments on any part of the draft strategy, please add them in the space available below. Please refer to page numbers or specific sections where applicable.**

**Suggestions for transport improvements in Fenland**

The Transport Strategy will be supported by an Action Plan of schemes/interventions to help meet the vision and objectives of the Strategy. Delivery of the Action Plan is dependent on availability of funding. Given your local and/or specialist knowledge your input is vital in the development of the Action Plan, which is the focus of the following questions.

Existing schemes/interventions from current Transport Strategies are included in the Transport Investment Plan (TIP), this is available online here: [TIP webpage](#) and the schemes are mapped on [My Cambridgeshire Map](#). Schemes from Fenland District Council's Walking Cycling and Mobility Aids Strategy will be included in the Action Plan, this is [available here](#). Once the Strategy is adopted by the County Council, schemes in the Action Plan will be added to the TIP.

There is the option at the end of the survey to upload files, if these would support your answers to these questions please use this option.

**12. Are there any aspects of the transport system in Fenland which do not work well?**

**13. Walking and Cycling**

Please let us know where in Fenland you think walking and/or cycling improvements are needed. If you could use a street name or postcode this would be of great help.

**14. Public Transport**

Please let us know where in Fenland you think public transport improvements are needed. If you could use a street name or postcode this would be of great help.

**15. Safety Improvements**

**Please let us know where in Fenland you think safety improvements are needed. If you could use a street name or postcode this would be of great help.**

**16. Other Transport Improvement**

**Please let us know where in Fenland you think other improvements are needed. If you could use a street name or postcode this would be of great help.**

## 4. Draft Huntingdonshire Transport Strategy

This section focuses on the draft Huntingdonshire Transport Strategy Vision and Objectives.

### 17. Do you agree with the Huntingdonshire Transport Strategy Vision?

*To help tackle climate change and support growth within Huntingdonshire, allowing the economy to thrive, while promoting and enhancing active travel and tackling existing congestion. \**

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

### 18. Please provide any comments on the draft vision for the Huntingdonshire Transport Strategy.

### 19. Do you agree with the Huntingdonshire Transport Strategy Objectives?

Enhancing the natural environment, tackling the challenges of climate change by meeting Cambridgeshire County Council's carbon targets, and supporting Huntingdonshire District Council's commitment of net zero carbon by 2040.

Enabling residents to access the services they need to enjoy a good quality of life.

Enabling residents to live a safe, fit and active lifestyle by supporting and investing in active travel infrastructure.

Supporting the needs of the local economy and potential growth and tackling existing traffic congestion.

\*

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

**20. Please provide any comments on the draft objectives for the Huntingdonshire Transport Strategy.**

**21. Which of the following do you / your organisation consider to be the most important three (3) transport related issues in Huntingdonshire.**

- 1 Road safety
- 2 Lack of walking infrastructure
- 3 Lack of cycling infrastructure
- 4 Lack of public transport
- 5 Increasing volumes of traffic
- 6 Impact on the environment e.g. climate change, air quality
- 7 Noise disturbance
- 8 Rat-running of traffic and HGVs through villages
- 9 Lack of connectivity and accessibility
- 10 Health and wellbeing



## 22. General Comments

We welcome your views. If you have any general comments on the development of the Huntingdonshire Transport Strategy please put them here.

### Suggestions for transport improvements in Huntingdonshire

The Transport Strategy will be supported by an Action Plan of schemes/interventions to help meet the vision and objectives of the Strategy. Delivery of the Action Plan is dependent on availability of funding. Given your local and/or specialist knowledge your input is vital in the development of the Action Plan, which is the focus of the following questions.

Existing schemes/interventions from current Transport Strategies are included in the Transport Investment Plan (TIP), this is available online here: [TIP webpage](#) and the schemes are mapped [My Cambridgeshire Map](#). Once the Strategy is adopted by the County Council, schemes in the Action Plan will be added to the TIP.

There is the option at the end of the survey to upload files, if these would support your answers to these questions please use this option.

23. Are there any aspects of the transport system in Huntingdonshire which do not work well?

## 24. Walking and Cycling

Please let us know where in Huntingdonshire you think walking and/or cycling improvements are needed. If you could use a street name or postcode this would be of great help.

**25. Public Transport**

**Please let us know where in Huntingdonshire you think public transport improvements are needed. If you could use a street name or postcode this would be of great help.**

**26. Safety Improvements**

**Please let us know where in Huntingdonshire you think safety improvements are needed. If you could use a street name or postcode this would be of great help.**

**27. Other Transport Improvement**

**Please let us know where in Huntingdonshire you think other improvements are needed. If you could use a street name or postcode this would be of great help.**

## 5. Draft Active Travel Strategy for Cambridgeshire

This section focuses on the Draft Active Travel Strategy for Cambridgeshire.

A draft of the Active Travel Strategy for Cambridgeshire is available to view online here:

[Draft Active Travel Strategy for Cambridgeshire](#)

### 28. Vision and Objectives

Do you agree with the Active Travel Strategy for Cambridgeshire Vision?

*Active travel will be embraced in all transport policies, projects, investment and development in Cambridgeshire, prioritising cycling and walking and associated travel modes. We will create a well-connected, safe and inclusive active travel network that will become the 'go-to' travel option for many local journeys.*

\*

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

29. Please provide any comments on the draft vision for the Active Travel Strategy for Cambridgeshire.

30. Do you agree with the Active Travel Strategy for Cambridgeshire Objectives?

1. Embrace a clear deliverable vision for a high quality, safe and connected active travel network across Cambridgeshire that will enable and encourage journeys currently being made by car to be taken by foot or cycle. This will support achieving Net Zero Carbon by

**2045, and a healthier, more active Cambridgeshire.**

**2. Focus on shorter local journeys, as well as capturing the increased potential for longer journeys to be taken by active or sustainable travel modes alongside e-bikes and public transport. An integrated network will better connect both urban and rural communities to local facilities, improving social inclusion, physical and mental health, and wellbeing.**

**3. Deliver significant step-change in active travel provision across the county, by improving internal processes and collaborative working with key partners and developers. We will ensure active travel is embedded and prioritised in all future decision-making, projects, schemes, and policies at all levels.**

**4. Ensure the existing and future Active Travel network is fit for purpose by;**

- a) Ensuring active travel is considered as part of all transport schemes and developments at the outset; and**
- b) Exploring new ways to prioritise maintenance of active travel infrastructure, addressing the importance that well maintained routes have on sustained use; and**
- c) Embedding a ‘whole life cycle’ approach to scheme development, ensuring all schemes are designed and funded to minimise the ongoing maintenance cost.**

**5. Explore new ways to promote and encourage active travel and support initiatives that create behaviour change and modal shift to active travel modes, including the issue of ‘knowing what’s out there’. Look holistically at the shared experience and influences that make walking or cycling an attractive option as a form of travel. \***

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

**31. Please provide any comments on the draft objectives for the Active Travel Strategy for Cambridgeshire.**

**32. Do you agree the policies in the Active Travel Strategy are the right ones to deliver its vision and objectives? \***

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

**33. Please provide any other comments on the draft policies. If there are any topics/issues not covered where a policy would be useful please include this below. Please refer to policy numbers or page numbers where applicable.**

#### **34. General Comments**

**We welcome your views. If you have any comments on any part of the draft strategy, please add them in the space available below. Please refer to page numbers or specific sections where applicable.**

#### **Suggestions for Active Travel Improvements**

**The Active Travel Strategy will be supported by an Action Plan of schemes/interventions to help meet the vision and objectives of the Strategy. Delivery of the Action Plan is dependent on availability of funding. Given your local and/or specialist knowledge your input is vital in the development of the Action Plan, which is the focus of the following questions.**

**Existing schemes/interventions from current Transport Strategies, Greater Cambridge Partnership and the draft [Cambridgeshire Local Cycling and Walking Infrastructure Plan \(LCWIP\)](#) are included in the Transport Investment Plan (TIP), this is available online here: [TIP webpage](#) and the schemes are mapped on [My Cambridgeshire Map](#). We are aware of suggested schemes from previous consultations, such as the LCWIP, and these have been compiled here: [Cycling and Walking Route Suggestions](#), and will be considered in the development of the action plan alongside feedback from this survey.**

There are also two district owned strategies that have identified schemes and interventions which will inform the action plan:

[Fenland Walking, Cycling and Mobility Aid Improvement Strategy](#)  
[East Cambridgeshire Cycling and Walking Routes Strategy](#)

Once the Strategy is adopted by the County Council, new schemes in the Action Plan will be added to the TIP.

There is the option at the end of the survey to upload files, if these would support your answers to these questions please use this option.

**35. Suggestions for improvements to the Active Travel network in Cambridgeshire**  
What aspect(s) of the active travel network in Cambridgeshire does not work well?

**36. Please let us know of any walking improvements or cycling improvements that are not already included in the Transport Investment Plan (including LCWIP schemes), within district owned strategies, or raised in past consultations (see list above) that would help achieve the vision and objectives of this Strategy. Please be specific, including locations where applicable.**

**37. Please let us know of any schemes or initiatives that you feel would encourage more people to leave their car at home and travel by active modes in Cambridgeshire. If you know of good examples whether locally or elsewhere, please provide details below.**

## 6. Future contact

**38. Please let us know if you would like to be contacted about future consultations by providing your email address below.**

**39. If you would to attach any documents, maps, etc. please do this here.**

- File: `{{filename}}`[delete](#)

Choose File

**40. We are looking for photographs to add to our Transport Strategies, if you have any that you would like to be considered for use please upload these here.**

**By providing photos you are giving permission to Cambridgeshire County Council to use them. If they identify people please ensure that the correct permissions are in place and by uploading the photos you are confirming that permissions are in place.**

- File: `{{filename}}`[delete](#)

Choose File







## Melbourn Timebank Report – May and June 2022

### Membership growth to June 2022

	As at 31 May	As at 26 June	Conversion	Pipeline
Individual Members	102	104	2	3
Organisational Members	16	17	1	2

Total exchanges to date: 7398 hours



2484 (Bassingbourn) Squadron loving life



Queen's Jubilee Crown and Tiara Coffee morning

### Activities

- 3 May Games night
- 4 May Cam Sight meeting supported by Timebank
- 15 May Meldreth station Planting supported by Timebank members
- 27 May Memory Café supported by Timebank
- 29 May Solo Sunday lunch at The Chequers, Fowlmere
- 1 June Cam Sight meeting supported by Timebank
- 2 June Crowns and Tiaras Coffee morning
- 4 June 2484 (Bassingbourn) Squadron support Bassingbourn, Mayhem
- 7 June Games Night at Black Horse
- 10 June Bruntswood Scitech join Timebank
- 13 June Book/Reading group meeting
- 14 June ITAV meeting with MVC and MPS
- 15 June Meeting with Sawston coordinator
- 25 June Timebank attended 'Health at The Hub' event
- 26 June Melbourn Dynamos Presentations supported by Timebank and Solo Sunday lunch at The Chequers, Fowlmere

One to one exchanges continue to take place organically

ST Annual leave 12-23 May and Covid 23-28 May



## Melbourn Timebank Report – May and June 2022

### **Weekly Activities**

- Tuesday Dog Café
- Wednesday Well-Being Walk
- Thursday Coffee Morning

### **Other groups and plans**

Seed/Produce group

Food bank/food share group under discussion

Air Cadets commence a programme of volunteer Litter Picking around the village in July as part of their Bronze DofE's Awards

### **Expenditure**

Queens Jubilee celebrations – Dog Biscuits, Chocolates, Crowns and Tiaras

**Total £65.03**

Facebook statistics for last 28 days

- Max reach 1600
- Followers 435
- Post engagement 450

## **POLICY AND PROCEDURE : Credit Card**

**PURPOSE:** Melbourn Parish Council recognises that cost savings may be made by purchasing some goods online. The vast majority of online purchases require payment by either credit or debit card. MPC's prepaid debit cards are best suited to purchases of relatively low value so that the agreed balance on the cards is not exceeded and the cards do not require constant topping up. Therefore, Melbourn Parish Council authorises the use of a Parish Council credit card, by designated individuals, for online purchases. The expenditure must be approved Parish Council expenditure and must not exceed a maximum balance of £2,000.

### **1. Card Holder**

- 1.1. A credit card will be issued for the Parish Office (for use by the Clerk). No other individuals may use the card.
- 1.2. The limit on the credit card, agreed by the Parish Council, is currently £2,000.

### **2. Spending Procedures**

- 2.1. The credit card can be used for approved Parish Council expenditure only. The credit card must not be used for non-Parish Council or personal expenditure.
- 2.2. Cash withdrawals are not permitted on the credit card.
- 2.3. Purchases on the credit card must comply with the approval limits set out in the Council's Financial Regulations. Purchases up to £200 can be made under the Clerk's delegated authority for items required for the Parish Office or to carry out their statutory duties. Expenditure over £200, or not relating to the Parish Office or statutory duty, must be approved by the Clerk and Chair of the Council, or

appropriate committee, before the purchase is made. Expenditure is limited to a maximum of £2,000 in any single transaction.

- 2.4. Receipts or invoices must be kept for every credit card transaction for approval by the RFO. The Clerk and Assistant Clerk are responsible for obtaining and submitting receipts.
- 2.5. The RFO will check receipts against the credit card statements and will investigate any discrepancies.
- 2.6. The RFO will be responsible for carrying out the monthly reconciliation of the credit card. The credit card balance will be cleared automatically in full each month.
- 2.7. Details of credit card transactions will be reported at the next Parish Council meeting.

### **3. Card Security**

- 3.1. The Parish Office card must be kept in the Parish Office. If it is necessary to take the card from the Parish Office to make a purchase, the card must be signed out and returned as soon as possible after the purchase has been made.
- 3.2. The credit card PIN number must be kept confidential at all times. Unauthorised individuals will not be permitted to use the cards.
- 3.3. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The RFO must also be informed immediately and will, in turn, advise the Chair.
- 3.4. The Clerk and RFO must have suitable access to the on-line credit card account (capable of adding and removing users, blocking cards and reporting lost and stolen cards).

3.5. In the event of termination of a card holder's employment, the RFO will immediately inform the card issuer with a request that a new card is issued.

**4. Misuse of a Credit Card**

4.1. If a cardholder misuses or fraudulently uses the credit card this may result in disciplinary action.

4.2. Failure of provide a receipt may result in the card holder being held liable to repay this sum.

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 27 June 2022**

*Review Policy: Every 12 months*

**POLICY AND PROCEDURE:****Gifts and Hospitality Policy**

**PURPOSE:** To set out the procedure to be followed so that Melbourn Parish Council adheres to the requirements of good governance.

**Criminal Law**

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving your parish council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from your parish council.

**SCOPE:** This guidance applies to Councillors only.

**POLICY:****1. Principles**

- 1.1 You are required to register any gifts or hospitality worth **£25 or over** that you receive in connection with your official duties as a member, and the source of the gift or hospitality. You must complete the registration within 28 days of receiving it.
- 1.2 As with other registered interests, you have a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving you a gift or hospitality. You must declare the existence and nature of the gift or hospitality as an interest at the meeting. You will also need to consider whether your interest is prejudicial.
- 1.3 If in doubt, any gift or offer made in kind should be politely declined.
- 1.4 Gifts of any kind should not be deliberately solicited or requested.

**2. General Caution**

- 2.1 The receipt of gifts or hospitality can be misinterpreted. This guidance is intended to help you to consider the implications of receiving gifts and hospitality and to make an appropriate judgement.
- 2.2 Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally which may possibly be perceived to be in connection with your position as a Parish Councillor.
- 2.3 Your personal reputation and that of your parish council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

2.4 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you, in every case, is whether or not it is appropriate to accept any gift or hospitality that might be offered to you having regard to how it might be perceived.

2.5 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. The following general principles will enable you to make your own decision.

### 3. Limits of Guidance

3.1 The Code of Conduct does not apply to:

- Gifts and hospitality you may receive from family and friends (as birthday or other festival presents) that are not related to your position as a Parish Council Member. You should however question any such gift or hospitality offered from an unusual source;
- The acceptance of facilities or hospitality provided to you by your parish council;
- Gifts given to your parish council that you accept formally on your parish council's behalf and are retained by the parish council and not by you personally.

### 4. Meaning of Gifts and Hospitality

4.1 The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.

4.2 Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases you should be cautious if additional services, privileges, discount cards or other advantages are offered which might be related to your position as a Member of your parish council.

### 5. Appropriate Gifts and Hospitality

5.1 There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a parish council member (e.g. tea, coffee and other normal beverages and biscuits);
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by your parish council or bodies to which you have been appointed by your parish council, and the tickets are offered in relation to that sponsorship or promotion;

- Small low value gifts (below £25 such as pens, calendars, diaries, flowers and other mementos and tokens);
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

## **6. Principles to Apply in Relation to Gifts and Hospitality**

6.1 In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a parish council member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- “Reward” includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
  - From parties involved with your parish council in a competitive tendering or other procurement process.
  - From applicants for planning permission and other applications for licences, consents and approvals in which your parish council has an involvement.
  - From applicants for grants, including voluntary bodies and other organisations applying for public funding from your parish council.
  - From parties in legal proceedings with your parish council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

## **7. Gifts Received and Donated to a Chair’s Appeal**

7.1 It may be customary for some members on receiving gifts of value not to retain these personally but to pass them to the Chair for use in relation to a charity appeal.

7.2 Members may continue to do this, but should indicate this intention to the provider and make this clear on the registration form.

## **8. Reporting of Inappropriate Gifts and Hospitality offered**

8.1 It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of your parish council.

8.2 You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.

8.3 You may thereafter be required to assist the Police in providing evidence.



**9. How to report gifts and hospitality**

9.1 Complete the registration form.

9.2 Send it to the Parish Clerk who will maintain a register.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 27 June 2022**

*Review Policy: Every 12 months*

MELBOURN PARISH COUNCIL

Gifts and Hospitality Registration Form

To: The Parish Clerk

(EMAIL ADDRESS)

**Notification of Receipt of Gifts or Hospitality**

What was the gift or hospitality? (Give full description)	
What is your best estimate of its market value or cost?	
Who provided it?	
When and where did you receive it?	

Signed	
Name in Capitals	
Dated	

**POLICY AND PROCEDURE: MODEL PUBLICATION SCHEME**

**PURPOSE:** This model publication scheme has been prepared by the Information Commissioner and must be adopted by parish councils. It commits a parish council to make information available to the public as part of its normal business activities. Its purpose is to make the maximum amount of information readily available at minimum inconvenience and cost to the public

**SCOPE:** The policy/procedure covers information **where it is held** by the authority. It includes the following classes of information:

- **Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and services.
- **What our priorities are and how we are doing:** strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- **Our policies and procedures:** current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or which is difficult to access for similar reasons.

**POLICY:** To make information available in compliance with the criteria set out by the Information Commissioner. These are set out in Annex 1.

**PROCEDURE:****Means of making information available**

- 1.1 The Melbourn Parish Council (MPC) website is the primary means of making information available. When important information is posted, attention will be drawn to it by the following means: Home page of the website, the council's Facebook page and the Parish Notice Boards.
- 1.2 Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, Melbourn Parish Council will indicate how the information can be obtained by other means and provide it by those means.
- 1.3 In exceptional circumstances, some information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 1.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where MPC is legally required to translate any information, it will do so.
- 1.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**2. Written Requests**

- 2.1 Information held by MPC which is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.. The procedure is set out in 'Policy and procedure for the publication of information and the public's right to request information'.

**3. Charges which may be made for information published under this scheme**

- 3.1 Material which is published and accessed on a website will be provided free of charge.
- 3.2 Charges made by MPC for routinely published material will be justified and transparent and kept to a minimum. If a charge is to be made, confirmation of the payment due will be given before the information is provided and MPC may request payment prior to the provision of the information.

- 3.3 Charges may be made where they are legally authorised, are justified and are in accordance with a published scheme or schedule of fees which is readily available to the public (see Section 4 below).
- 3.4 Charges may be made for the actual costs incurred, including:
- Photocopying
  - Postage and packaging
  - The costs incurred directly as a result of viewing information
- 3.5 A charge will not normally be incurred for the staff time involved in dealing with the request. However, if a large volume of hard copy material is requested, consideration will be given to making a charge<sup>1</sup>
- 3.6 Charges may also be made for making datasets (or part of datasets) that are relevant copyright works available for re-use<sup>2</sup>.

#### 4. Schedule of Charges

- 4.1 Photocopying will be charged at actual cost to the Parish Council, subject to a minimum of £1.
- 4.2 Postage will be charged at the standard rate for Royal Mail 2<sup>nd</sup> class.
- 4.3 The following specific charges will be made:
- Standing orders £2.00



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 27 June 2022**

*Review Policy: Every 12 months*

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<sup>1</sup> Calculated according to the procedure set out in 'Requests where the cost of compliance exceeds the appropriate limit. 20150909 Version 1.2' published by the Information Commissioner's Office.

<sup>2</sup> These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

## ANNEX 1

**CRITERIA FOR THE MODEL PUBLICATION SCHEME SET BY THE  
INFORMATION COMMISSIONER**

The scheme commits a Parish Council to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Information available from  
Melbourn Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). Current information only.		
Who's who on the Council and its Committees	Website or Hard Copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard Copy	
Location of main Council office and accessibility details	Website or Hard Copy	
Staffing structure	Website or Hard Copy	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website or Hard Copy	
Finalised budget	Website or Hard Copy	
Precept	Website or Hard Copy	



Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website or Hard Copy	
Grants given and received	Website or Hard Copy	
List of current contracts awarded and value of contract	Website or Hard Copy	
Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic plan and performance indicators (current and previous year as a minimum)	Website or Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or Hard Copy	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard Copy	
Agendas of meetings (as above)	Website or Hard Copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Website or Hard Copy	
Bye-laws	Hard Copy	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities). <i>Current information only</i>		
Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements	Website or Hard Copy	£2.00
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy	Hard Copy  Website or Hard Copy  Website or Hard Copy	

Recruitment policies (including current vacancies)	Website or Hard Copy	
Policies and procedures for handling requests for information	Website or Hard Copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy	
Information security policy	Website or Hard Copy	
Records management policies (records retention, destruction and archive)	Website or Hard Copy	
Data protection policies	Website or Hard Copy	
Schedule of charges (for the publication of information)	Website or Hard Copy	
<b>Class 6 – Lists and Registers</b>	<i>NB: some information may only be available by inspection</i>	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy / List of Registers on Website	
Assets register	Website or Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Website or Hard Copy	
Register of gifts and hospitality	Hard Copy	

<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). <i>Current information only</i></p>	<p><i>NB: some information may only be available by inspection</i></p>	
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or Hard Copy	
<p><b>Additional Information</b></p> <p>Some policies written for internal processes and procedures, are not be published on the website. However, copies may be requested from the Parish Office.</p>	Hard Copy	

**Contact details:**

Melbourn Parish Clerk  
 Melbourn Parish Council  
 Melbourn Community Hub  
 30 High Street, Melbourn  
 Cambridgeshire. SG8 6DZ  
 Email: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)  
 Website: [www.melbournparishcouncil.co.uk](http://www.melbournparishcouncil.co.uk)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	Standing Orders - £2.00	Cost of photocopying
<b>Statutory fee</b>	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and	£25 per hour up to a maximum of 18 hours

	Data Protection (Appropriate Limit and Fees) Regulations 2004/324	
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- The actual cost incurred by the Parish Council

# MELBOURN PARISH COUNCIL

Doc. No. 3.04  
Version 1  
Review Date: June 2024

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

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
<b>Understanding and/or experience of ...</b>					
Parish Council					
Local government					
Civil service					
<b>Professional skills</b>					
Experience of chairing board / committee meetings					
Experience of professional leadership					
Financial planning / management					
Mediation					
IT					
Strategic planning					
Training Received (please give brief details of specific area of training)					
<b>Skills that may be useful on Parish Council Committees</b>					
Financial planning / management					
Procurement / tenders					
Health and Safety					
Insurance					
Pensions					
HR					
Legal [please give brief details of specific area of expertise]					
Premises and facilities management					
<b>Please give brief details of particular local interest / knowledge</b>					
<u>Planning</u>					
<u>Youth work</u>					
<u>Conservation</u>					
<u>Volunteering</u>					

# MELBOURN PARISH COUNCIL

Doc. No. 3.04  
Version 1  
Review Date: June 2024

Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training

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There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:

Selflessness : you should act in the public interest

Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates

Objectivity : you should act impartially, fairly and on merit

Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability

Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure

Honesty : you should always be truthful

Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour



# MELBOURN PARISH COUNCIL

Doc. No. 3.04  
Version 1  
Review Date: June 2024

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

## LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
---	----------

Are you 18 or over?	Yes / No
---------------------	----------

(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)

Are you on the electoral register for Melbourn?	Yes / No
---	----------

Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / No
--	----------

Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / No
--	----------

Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No
---	----------

## DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)

Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
--	----------

Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
---	----------

Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No
--	----------

## Co-option Procedure for Melbourn Parish Council

**PURPOSE:** To provide a consistent approach to the co-option of Parish Councillors

**SCOPE:** To be used whenever a new Councillor is to be co-opted

### 1. Background

1.1 This procedure is based on NALC Legal Briefing L 15-08 (Co-option).

### 2. Procedure – application

2.1 When a vacancy arises, the Council will give public notice and will advertise the opportunity widely within the community.

2.2 The Clerk will invite ‘expressions of interest’ by a specified date from anyone who is eligible to stand.

2.3 All potential candidates will be asked to: submit a letter containing full contact details (telephone, postal address and e-mail) setting out why they are interested in becoming a Councillor; sign a declaration that they are eligible to become a Councillor and are not disqualified (as set out in the Local Government Act s79 and s80); complete a skills audit and confirm that they will undertake training within 6 months of becoming a Councillor.

2.4 The declaration and skills audit are attached to this policy at Annex A.

### 3. Procedure - selection


3.1 At the next full Council meeting following the closing date for applications:

- i. The Clerk to confirm that each candidate is eligible to become a councillor and is not disqualified;
- ii. The Chair to invite each candidate (in alphabetical order) to spend up to 3 minutes telling Councillors why they want to be co-opted and how their skills will complement those already present on the Council. If a candidate is not able to be present, the Chair will read out the candidate’s letter and skills audit. Councillors may question each candidate.
- iii. Each Councillor to write on a ballot sheet the names of up to [the number of vacancies] candidates. There is no obligation to vote for the same number of candidates as there are vacancies. The Clerk to count the votes and announce the number for each candidate.

# MELBOURN PARISH COUNCIL

Doc. No. 3.05  
Version 1  
Review Date: June 2023

- 
- iv. If a candidate receives a majority of votes from all members present and entitled to vote (LGA 1972 Sch. 12. Para. 39), they are duly co-opted so long as the number of candidates with a majority vote is equal to or less than the number of vacancies.
  - v. If after the first round of voting, there are more candidates than vacancies, the person with the fewest votes is eliminated, and the vote taken again.
  - vi. (iv) and (v) are repeated until the number of candidates with a majority equals the number of vacancies.
  - vii. If any of the accepted candidates declines the post, the candidate eliminated last will be approached.
  - viii. The Council ratifies the list of co-opted Councillors.
  - ix. The co-opted Councillors are invited to sign the Declaration of Office and take their place at the table.
  - x. The Register of Interests must be completed within 1 month of taking office.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 27 June 2022**

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

## **PROCEDURE: DISPENSATIONS FOR COUNCILLORS**

**PURPOSE:** To set out the process whereby Councillors who otherwise would not be able to take part in council business (because they have a disclosable interest) can seek a dispensation.

**SCOPE:** This procedure applies to councillors. It applies to Disclosable Pecuniary Interest, non-disclosable pecuniary interests and non-pecuniary interests.

### **I. Introduction**

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This procedure explains:-

- (a) the purpose and effect of dispensations
- (b) the procedure for requesting dispensations
- (c) the criteria which are applied in determining dispensation requests
- (d) the terms of dispensations

### **2. Purpose and effect of Dispensations**

In certain circumstances, Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Interest as set out in the ‘Scope’ above. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act states that dispensations may allow the Councillor:

- (a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- (b) to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.

# MELBOURN PARISH COUNCIL

Doc.No. 3.06

Version 1

Review Date: June 2023

**Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.**

## 3. Process for making requests

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the proper officer of the parish council (ie. the parish clerk) as soon as possible before the meeting which the dispensation is required. Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

The following wording for a new standing agenda item on declaration of interests and dispensations has been adopted as follows:

### **Declarations of interest and dispensations**

- 2.1 To receive declarations of interest from councillors on items on the agenda
- 2.2 To receive written requests for dispensations for disclosable interests (if any)
- 2.3 To grant any requests for dispensation as appropriate

A request for dispensation must be made on an individual basis.

## 4. Consideration by the Parish Council

The Parish Council has agreed to delegate to the parish clerk the authority to grant dispensations through a formal resolution to this effect:

"RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2). "

The parish clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest, a non-disclosable pecuniary interest or a non-pecuniary interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter (as per para. 2 above) if they consider that:

- (a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- (b) the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- (c) it is otherwise appropriate to grant a dispensation.

The terms of any dispensation shall be in accordance with paragraph 6.

The parish clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision.

## **5. Criteria for Determination of Requests**

In reaching a decision on a request for a dispensation the parish clerk will take into account:

- (a) the nature of the Councillor's prejudicial interest
- (b) the need to maintain public confidence in the conduct of the Council's business
- (c) the possible outcome of the proposed vote
- (d) the need for efficient and effective conduct of the Council's business
- (e) any other relevant circumstances.

## **6. Terms of Dispensations**

Dispensations may be granted:

- (a) for one meeting; or
- (b) for a period not exceeding 4 years.

## **7. Disclosure of Decision**

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Meeting: 27 June 2023**

*Review Policy: Every 12 months*

# MELBOURN PARISH COUNCIL

Doc.No. 3.06

Version 1

Review Date: June 2023

## MELBOURN PARISH COUNCIL DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. You should refer to the accompanying 'Dispensations Guidance'. If you need any help completing this form please contact the parish clerk.

Your name	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes/No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes/No
Full reasons why you consider a dispensation is necessary (use a continuation sheet if necessary)	

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

**Please give your completed form to the parish clerk . You will receive written notification of the parish council's decision within 5 working days of the decision.**



South  
Cambridgeshire  
District Council

# Register of Parish Members' Financial and other Interests

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name \_\_\_\_\_

Parish Council \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you require any assistance as to how to complete this document, please contact the Monitoring Office at [Monitoring.Officer@scambs.gov.uk](mailto:Monitoring.Officer@scambs.gov.uk)

## Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.



## Q1 Employment Office Trade Profession or Vocation

1.1 Are you employed – whether full or part-time?

(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 \_\_\_\_\_

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 \_\_\_\_\_

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

--	--

1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4\_\_\_\_\_

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2\_\_\_\_\_

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	

Your Civil Partner, spouse or partner you live with	
---	--

## Q2 Sponsorship

2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member?  
(This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)

Yes

No

If **No**, please go to Q2.2

If **Yes**, please provide details:

2.2 Has any person, or body, made a payment to you for your election expenses?

Yes

No

If **No**, please go to Question 2.3

If **Yes**, please provide details

2.3 Have you received any payment or financial benefit from a trade union?

Yes

No

If **No**, please go to Q3

If **Yes**, please provide details:

**Q3 Contracts**

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2 \_\_\_\_\_

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?  
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4. \_\_\_\_\_

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
-----	--

Your Civil Partner,  
spouse or partner  
you live with

#### Q4 Land Licences and Corporate Tenancies

4.1 Do you hold any beneficial interest in land within the Parish Council's area?  
(A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).

If **No**, please state here and go to Q4.2\_\_\_\_\_

If **Yes**, please give the address or a brief description of the land:

Does the information provided relate to:

You

Your Civil Partner,  
spouse or partner  
you live with

4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area?

(A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)

If **No**, please state here and go to Q4.3\_\_\_\_\_

If **Yes**, please give details of the licence (the address or a brief description of the land)

Does the information provided relate to:

You

Your Civil Partner, spouse or partner you live with	
4.3	<p>Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord?</p> <p>(Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)</p> <p>If <b>No</b>, please state here and go to Q5 _____</p> <p>If <b>Yes</b>, please provide the address(es) or other descriptions(s) of any land interest:</p> <p>Does the information provided relate to:</p>
You	
Your Civil Partner, spouse or partner you live with	

## Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. \_\_\_\_\_

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	



## Part 2

### Other registerable interests

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

These declarations only apply to you and not to your partner.

<b>Unpaid Directorships:</b>	
<b>You</b>	
<b>Membership of outside bodies appointed by the Council</b> Bodies of which I am a member or are in a position of general control or management and to which I am nominated or appointed by the Council:	
<b>You</b>	
<b>Membership of outside bodies</b> Bodies of which I am a member or am in a position of general control or management: (i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):	
<b>You</b>	

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice](#) is available at this link and can be found on South Cambridgeshire District Council website's Customer Privacy Notice section.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact [Democratic.Services@scambbs.gov.uk](mailto:Democratic.Services@scambbs.gov.uk)

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,  
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

[Monitoring.Officer@scambbs.gov.uk](mailto:Monitoring.Officer@scambbs.gov.uk)

A copy should also be retained by the parish clerk.

#### **Guidance notes**

Please refer overleaf to guidance notes on how to complete this form.

# Guidance notes for the Register of Members' Disclosable Pecuniary Interests and Other Registerable Interests

## Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (N.B. DCLG guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer, though if in doubt they can speak with the Monitoring Officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at [Monitoring.Officer@scambs.gov.uk](mailto:Monitoring.Officer@scambs.gov.uk) for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Council of any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/or disqualification as a South Cambridgeshire District Councillor for up to five years.

### **1. Employment Office Trade Profession or Vocation**

- 1.1 You should declare the name of you/your spouse, partner's employer
- 1.2 If you/your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you/your spouse, partner carry out or should declare for income tax purposes. This includes a taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.
- 1.4 You should include the name of any firm of which you/your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, any body which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not included any voluntary or unpaid post please remember that 'gain' could include other rewards e.g. bonus payments or share dividends, expenses payments etc.

### **2. Sponsorship (Note: this section only applies to you)**

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.  
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)

2.3 You should include any payment made to you by a trade union.

### **3. Contracts**

You should describe all contracts, of which you/ your spouse, partner are aware, which are not fully discharged, and which are:

3.1 contracts between the Parish Council and yourself/ your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and

3.2 contracts between a firm in which you/ your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

### **4. Land Licences and Corporate Tenancies**

4.1 You should declare any land in the Parish area in which you/your spouse, partner have a beneficial interest (that is, in which you/ your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you/your spouse, partner live in the Parish you should declare your home as owner, lessee, or tenant. You should also declare any property from which you/your spouse, partner receive rent, or of which you are the mortgagee.

4.2 You should declare land in the Parish which you/your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.

4.3 You should list any tenancies of property of which you/your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you/your spouse, partner are a partner or a company of which you/your spouse, partner are a Director or in which you/your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

### **5 Securities**

If you/ your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your/your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

## **Part 2 – Other Registerable Interests**

These are not Disclosable Pecuniary Interests.

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

(a) Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your local authority;

(b) Details of any body of which you are a member or in a position of general control or management and which –

- exercises functions of a public nature

- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an ‘other registerable interest’. Failure to register these interests is not covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?
- 

Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

#### **Do local campaigning or Facebook groups need to be registered?**

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

#### **What about membership of a political party or trade union?**

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and

Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

## **Sensitive Information**

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

### **What is sensitive information?**

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you.

For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

### **What happens if the monitoring officer does not agree that the information is sensitive?**

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

### **What happens if the information stops being sensitive?**

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

### **I haven't received a direct threat, but I am concerned about registering my home address.**

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the Localism Act 2011 allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The Committee on Standards in Public Life's review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.