

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 25 July 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), Barley, Barnes, Campbell, Davey, Hart, Kilmurray, Travis

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), County Cllr van de Ven

### **PC063/22 To receive and approve apologies for absence**

Apologies received from Cllrs Alexander, Cowley and Wilson with acceptable reasons provided.

It was RESOLVED to approve the apologies for Cllrs Alexander, Cowley and Wilson. Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

Apologies also noted for District Cllr Hales.

### **PC064/22 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

Cllrs Kilmurray and Travis declared an interest in items:

PC073/22 Maintenance Matters

c) To consider quotations for PAT testing (Hub, pavilion, workshop)

PC076/22 Community Hub

a) To approve arrangements for reimbursing s106 monies for healthcare provision at the Hub

b) To consider quotations for electrical circuit inspections

Dispensations granted for Cllrs Kilmurray and Travis to remain for the discussion but not to vote.

Cllr Barley noted that he is a member of the Liberal Democrats. **ACTION:** Clerk to update information on Cllr Barley's Register of Interests with SCDC.

### **PC065/22 Chairs' Announcements – For information only**

Futures Working Party are investigating design and cost of gateways to be installed at village entrances - ongoing.

### **PC066/22 To approve the minutes of the Parish Council Meeting held on 27 June 2022**

A member noted it would be helpful to include explanations of acronyms used in the minutes.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 27 June 2022 as an accurate record.

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

### **PC067/22 To report back on the minutes of the Parish Council Meeting held on 27 June 2022**

PC057/22a) Position has been advertised and to be discussed at PC077/22a)

PC058/22a) Timebank Steering Group Terms of Reference to be discussed at PC081/22d)

### **PC068/22 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.

None in attendance.

**PC069/22 To receive reports from the District and County Cllrs for Melbourn**

Combined report for County and District Cllrs was received. Highlighted matters included:  
County

- Links included in the report for various grants available.
- Update on adult and child social care.
- Update on unfinished footpaths and roads on Victoria Heights development. Also noted that developer did not include street lights on the development. Highways is not obliged to install these.
- Noted lots of reports to County Highways of faults on footpaths and roads around the village.
- Signage for Little Lane has been completed.
- Update on Greenways project – 25 Sept annual awareness ride.
- Financial pressures on County and District Councils and additional financial pressures on County Council for social care costs..
- Recent discussion with PCSO who was very positive about young people in Melbourn

District

- Information on support services for Ukrainian families to be shared. Suggested putting information on the board outside the Hub. Noted that there is useful information at <https://www.scamb.gov.uk/community-safety-and-health/support-for-ukraine/>
- Electric bin lorry is operating in the village

**PC070/22 Governance:**

- a) To approve nominations for Chair of the MAYD Joint Committee (s4.d.v of SO)

It was RESOLVED to approve Cllr Travis as Chair of the MAYD Joint Committee.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

*[19:52 Cllr Davey joined the meeting]*

- b) To discuss substitute committee members to cover absence

Cllrs indicated that this would be a useful option to avoid the possibility of meetings being inquorate. CAPALC has confirmed that this is permitted. Noted that new Model Standing Orders are to be considered for adoption at the next full Council meeting which includes a section relating to substitution.

- c) To receive any updates and consider actions

There was nothing further to discuss.

**PC071/22 Finance Matters:**

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

The financial report was received.

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

It was RESOLVED to approve the approvals list for July 2022.  
Proposed by Cllr Barnes, seconded by Cllr Barley. All in favour.

- c) To consider multi factor authentication for Edge

Discussion with regard to the benefits of MFA and the potential risk of not signing up for this additional protection. Noted that it is very unusual for an additional charge to be made for this service. To discuss with RFO other providers for financial accounting packages in future.

It was RESOLVED to sign up for MFA with Edge initially for one year for three users with set up cost of £7.50 per user and annual licence fee of £36 per user.

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

- d) To receive any updates and consider actions

There was nothing further to discuss.

**PC072/22 To note the bank reconciliations for May and June 2022**

This was noted.

**PC073/22 Maintenance Matters:**

- a) To receive an update on the boardwalk replacement project

Chair of Maintenance Committee provided an update on the project and reported a meeting has been scheduled with the contractor for 1 August 2022. Grant application for £30k match funding has been submitted to Amey.

- b) To consider quotations for tree work adjacent to the Hub

Three quotes were considered.

It was RESOLVED that the Parish Office should request Shires to update their quote to reduce trees to height of the guttering. Quotes for Shires and Majestic to be considered for decision by email.

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

**ACTIONS:**

- Clerk to clarify reduction to height of guttering with contractor and then circulate quotes for consideration.
- Parish Office to liaise with resident to confirm dates for the work.

- c) To consider quotations for PAT testing (Hub, pavilion, workshop)

Two quotes were considered.

It was RESOLVED to approve the quote from Cores Electrical for PAT testing in the sum of £258 + VAT.

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

- d) To consider approving quotation for replacement windows at Littlehands

Maintenance Committee had considered three quotes and recommended a quote from MG Exterior Home Improvements in the sum of £3,625 + VAT for replacement windows at Littlehands.

It was RESOLVED to approve the quotation from MG Exterior Home Improvements in the sum of £3,625 + VAT.

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

- e) To receive any updates and consider actions.

There was nothing further to discuss.

**PC074/22 Planning Matters:**

- a) To receive any updates and consider actions

Chair of Planning Committee noted that discussions over SGB on Kingley Grove are ongoing.

A member queried if an application relating to Bridgefoot Farm has yet been received. Noted that this will be considered at the next Planning Committee meeting on 8 August 2022.

**ACTION:** Clerk to circulate a map showing the Parish boundary.

**PC075/22 To discuss and consider signage for village amenities**

Discussion with regard to suggestions made by Futures Working Party. Suggested that we should include details for Melbourn Hub (with symbols for food/coffee and information) and Free Parking (with P symbol). Would need to discuss with Highways Officer and Kingsway Golf as this would form part of their application. Suggestion that an updated village map interpretation board could be located either on the car park or Hub with details of places of interest.

It was RESOLVED to contact County Highways to discuss eligibility for including suggested details on the sign. Subject to approval, there will be further consideration of village map.

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

**ACTION:** Clerk to contact County Highways Officer and Kingsway Golf to progress discussions with regard to the application and cost.

**PC076/22 Community Hub**

- a) To approve arrangements for reimbursing s106 monies for healthcare provision at the Hub

A paper was circulated setting out routine weekly room hire charges to be invoiced against the s106 monies available for healthcare provision at the Hub. Some expenses already incurred to be reimbursed as per details circulated.

It was RESOLVED to approve arrangements for reimbursing s106 monies for healthcare provision at the Hub and reimbursement of £1,403.96 already spent.

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

- b) To consider quotations for electrical circuit inspections

Noted that electrical circuits are to be inspected every 5 years. Two quotes were considered

It was RESOLVED to approve the quote from Cores Electrical in the sum of £960 + VAT for inspection of 43 circuits plus labelling.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

**PC077/22 HR Matters:**

- a) To consider approving the Independent Service Provider Agreement for key holder post

Discussions with regard to cover required by key holder under ISP Agreement. Position has been advertised and details sent to applicants. Noted that this position for an independent service provider not an employee and that responsibility for deductions of tax etc would for the service provider. A member suggested some amendments to the ISP Agreement.

**ACTION:** Cllr Barley to redraft the document to include full details of opening/closing times and to remove reference to 'employer' under Equal Opportunities section. Document to be for an initial period of one year. Marked up version to be made available to Council.

It was RESOLVED that subject to the amendments noted above, the Independent Service Provider Agreement is approved and the role can now be filled at the rate specified in the Agreement.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC078/22 Melbourn Timebank**

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

The report was received.

**PC079/22 To receive an update from the Melbourn Play Park Working Party**

Work is due to commence mid-September. Project will take approx. 4 weeks. Contractor will work with the Parish Council to promote the new play park. Some work required to trees along the access to the car park at the New Rec.

**PC080/22 To receive an update from the MAYD Joint Committee**

Youth club sessions ongoing. Awaiting proposal for autumn provision. Investigations into Connections Bus as an alternative provision over the summer. Bus is not currently available. Attendance numbers so far are steady and being monitored.

**PC081/22 Policies and Terms of Reference:**

- a) To consider approving the revised Strategic Plan

It was RESOLVED to approved the revised Strategic Plan as drafted  
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

Discussion with regard to focus on developing a Climate Action Plan. Cllrs were referred to information from District Council and other parish council who have declared a climate

emergency. Discussion as to importance of backing up any declaration with a plan that can be delivered. Noted that the parish council is already engaged in activities to reduce environmental impact and this should be highlighted and communicated to the village. A member noted this could be an opportunity to engage with younger people in the village. Noted that there is already engagement with MVC via the Practical Solutions Group and Underpass Project. Chair requested cllrs to look at the information circulated for further discussion in September.

**ACTION:** District Cllr Hart to discuss further with District Cllr Hales and County Cllr van de Ven.

- b) To consider approving the revised Disciplinary Policy and Procedure  
To be deferred to allow cllrs more time to consider the document.
- c) To consider approving the Employee Personal Information Policy  
It was RESOLVED to approve the Employee Personal Information Policy as drafted.  
Proposed by Cllr Barnes, seconded by Cllr Barley. All in favour.
- d) To consider withdrawing the Timebank Steering Group Terms of Reference  
It was RESOLVED to withdraw the Timebank Steering Group Terms of Reference.  
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.
- e) To consider approving the Policy and Procedure for Appointment of Contractors  
To be deferred for further consideration by Maintenance Committee.
- f) To consider approving the Policy and Procedure for Parish Safety Inspections  
It was RESOLVED to approve the Policy and Procedure for Parish Safety Inspections as drafted.  
Proposed by Cllr Travis, seconded by Cllr Barley. All in favour.
- g) To consider approving the Terms of Reference for the Skate Park Working Party  
It was RESOLVED to approve the Terms of Reference for the Skate Park Working Party as drafted.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- h) To consider approving the Weedkiller Spraying (Village Wardens) Risk Assessment  
It was RESOLVED to approve the Weedkiller Spraying (Village Wardens) Risk Assessment as drafted.  
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- i) To consider any other updates and consider actions  
There was nothing further to discuss.

**PC082/22 To note the date of the next meeting : 26 September 2022**

The date of the next meeting is 26 September 2022.

End of Meeting : 21:29

## 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 and County Councillors' Report July 2022**

### **Grant funding for individuals and communities**

In this report we've sought to amass grants information, focusing on children and young people, physical and mental health, social support, climate and environment, and support for people on lower incomes. Some of these are open to parish councils.

Please do keep an eye on the home page of the SCDC website – [www.scamb.gov.uk](http://www.scamb.gov.uk) – which contains a number of headings leading to grant opportunities, some of which is County Council funding dispersed via district councils.

#### ***Children and Young People Grant Fund***

<https://www.scamb.gov.uk/community-safety-and-health/grants/children-and-young-people-grant-fund-2022/>

*How much, when and who? Grants of £4-£8K, deadline November 30. Charitable groups, Parish Councils eligible to apply.*

*Case studies: Mobile Youth Club and Food Truck, Sensory Garden, Restoration of village recreation ground wildlife area.*

#### ***Wild Minds***

*This is a free outdoor activity scheme offered by South Cambs District Council designed for young people aged 12-17 with two programmes running in August at Milton Country Park and Wandlebury. Please spread the word:*

<https://www.scamb.gov.uk/community-safety-and-health/health-and-wellbeing/wild-minds/>

*Wild Minds was set up in response to the picture of young people's mental health in the UK, at a time when NHS mental health services have experienced increased referrals and wait times for specialist support, making it harder to access support.*

*Developed in 2019 by South Cambridgeshire District Council and Cambridge Sport Lakes Trust (which runs Milton Country Park where the course was first hosted), it is supported by a Clinical Psychologist and uses the THRIVE model (a national approach working to transform and integrate children's mental health services).*

- *Free outdoor activities in small groups in a park setting*
- *To support 12 to 17 year old's wellbeing*
- *Milton Country Park sessions are for young people ages 15 to 17*
- *Wandlebury Country Park sessions are for young people aged 12 to 14*
- *A range of outdoor activities make the most of the natural environment*
- *Sessions are an hour and a half and take place weekly, for eight weeks*
- *The course is run by skilled activity instructors and youth workers*

#### ***Childrens' Summer Sports Holiday Camps***

<https://www.scamb.gov.uk/community-safety-and-health/health-and-wellbeing/childrens-sports-holiday-camps/>

*Still some activities available, and early notice of October half-term events.*

### **Free Children's 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**

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>

### **Let's Get South Cambridgeshire Moving Grant**

<https://www.scambs.gov.uk/community-safety-and-health/health-and-wellbeing/lets-get-south-cambridgeshire-active-grant/>

Up to £300 for kickstarting physical activity programmes.

### **Cultivate Cambs**

Cambridgeshire County Council's Innovate & Cultivate Fund has been updated and is now called Cultivate Cambs. The first deadline for Cultivate Cambs grant applications is 16 September 2022.

Cultivate Cambs awards grants of £2,000 to £15,000 for new initiatives that support adults & older people with care and support needs, and children, young people & families, to live independently, safe and well in thriving and inclusive communities.

The fund is open to voluntary and social enterprise sector organisations based in and outside of Cambridgeshire, and public sector organisations in Cambridgeshire, for projects that benefit Cambridgeshire residents.

<https://www.supportcambridgeshire.org.uk/the-new-cultivate-cambs-fund/>

### **Energy retrofits Cambridgeshire**

Energy Retrofit Partnership is a collaboration between the County Council and Cambridgeshire's district councils. It is currently delivering energy efficiency projects in over 500 homes across the

county with the poorest energy efficiency and lowest incomes, using over £9M of Government grant. Information on eligibility and making an application is here:

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/how-you-can-take-action/home-energy/action-on-energy>

**Climate and environment action grants for communities:**

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/how-you-can-take-action>

## **Health and Social Care**

### **Social Care – are you finding it hard to know where to get support?**

These are the contact numbers for any matter relating to children's and adults' social care. The person who answers the phone should be able to direct the call appropriately. It can feel bewildering to work through social services for the first time. Please feel free to get in touch if any support is needed in navigating the system.

Adults: 0345 045 5202

Children: 0345 045 5203

### **Library@home award**

Cambridgeshire's Library@home volunteers are one of three voluntary groups in the county to be given the Queen's Award for Voluntary Service. The Library@home service provides books and audiobooks to residents who find it difficult to get to a library through disability, illness or caring responsibilities. Volunteers visit once a month to bring and return library books and to have a chat.

<https://www.cambridgeshire.gov.uk/residents/libraries-leisureculture/libraries/accessibility>

## **Village infrastructure**

### **Victoria Way completion of infrastructure ahead of road adoption.**

The developer will be starting all remedial works within the next week, renewing kerbs/edgings cutting back overgrown shrubs/hedgerows over hanging the footpaths. At the beginning of September they will be doing final surfacing to the carriageway and footpaths.

**Pavement and road faults** – a number of problems reported on the reporting website have been followed up for action. Thanks to those who've been in touch.

**Little Lane** outstanding 'road narrows' signage has been completed.

**Melbourn Greenway** – an update was brought to the A10 Corridor Cycling Campaign in early July. Slides from that meeting are attached. Please note 25 September in your diaries for the annual A10 Awareness Ride.

## **District and County Council finance – new pressures affecting public services**

### **Inflationary pressures on district and county councils**

The County Councils Network and the Society of County Treasurers have highlighted that inflation has left forty of England's largest councils with £729M of additional unfunded costs since they set their budgets in March. To balance their budgets—as they are legally required to—and control costs, councils warn they face a winter of 'difficult decisions'.

The increased costs nationally include • £428M for adult social care services • £72M for children's social care • £397M for capital projects • £107M for energy prices • £136M for external contract and labour costs • £77M for school transport services • £259M for staff pay

These inflationary costs far outstrip any increases in Government funding or council tax.

### **Social Care reform costs**

The cost of the Government's adult social care reforms could be a minimum of £10Bn higher than currently estimated, according to the County Councils Network. The reforms include a more generous means-test, a cap on care costs of £86,000, a move towards a 'fair' cost of care, and the ability for people who arrange and fund their own care to ask their council to do it on their behalf. The higher costs could create a further workforce crisis in social care, with over 5,000 extra staff projected to be required to carry out extra care and financial assessments for those seeking to benefit from the reforms.

### **General information**

#### **Energy Rebates:**

Information on the government's energy rebate scheme, plus an SCDC local scheme for additional support, including some households in bandings other than A-D – Local Council Tax Support and Disabled Band Reduction schemes.

<https://www.scams.gov.uk/council-tax/150-energy-rebate/>

#### **Electric Bin Lorries**

The second fully electric bin lorry to collect waste from residents in Cambridge and South Cambridgeshire has arrived, as local councils continue their fleet decarbonisation drive. Greater Cambridge Shared Waste, a partnership between South Cambridgeshire District and Cambridge City Councils, has just taken delivery of a fully electric Faun Zoeller E-Rotopress. Through their shared waste service, the councils are working to replace their bin lorries with electric or alternative fuel vehicles as existing diesel trucks come to the end of their working lives.

The Faun Zoeller E-Rotopress has a constantly revolving body that contains a corkscrew which compacts waste. This type of waste compaction process has far fewer moving parts than are used in a traditional bin lorry, where waste is pushed from one end of the vehicle to the other. The power saved in the waste compaction process means the E-Rotopress can travel longer distances, as the drain put on the vehicle's battery is reduced. The truck has a top speed of 56 miles per hour, meaning it is one of the fastest electric refuse vehicles on the market currently. It can carry up to 12 tonnes of waste.

Cambridgeshire's first electric bin lorry – a Dennis Eagle eCollect – has been collecting recycling from Cambridge and South Cambridgeshire residents since 2020. Greater Cambridge Shared Waste was one of the first waste collection services nationally to invest in green waste collection vehicles, which have zero emissions and contribute to delivering better air quality when out on the road.

There are already solar panels installed on top of the Greater Cambridge Shared Waste Service's Depot at Waterbeach, which are used to charge fully electric vans used by members of the team. In January this year, proposals for a solar farm to power electric bin lorries used by Greater Cambridge Shared Waste were included in Cambridgeshire and Peterborough Combined Authority's latest budget plans. Both councils will also contribute financially.

### **Anti-Social Behaviour**

Good to hear that South Cambs is bringing in a second Anti-Social Behaviour officer which should help in covering difficult case work across a very large patch. If you have issues you are concerned about, please get in touch.

### **Parish Liaison Forums**

SCDC is interested to know whether or not the parish council feels that this event is something they'd like to see continuing. The most recent forum was held in hybrid fashion.

### **Homes for Ukraine**

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

The focus now on providing housing beyond the original sixth month period arrangement with host families, who are being asked to respond to a survey to help SCDC plan ahead. Government's Thank You payment of £350 to host families would continue.

Financial help is now being offered to Ukrainian families to help them to integrate into British community life under a new SCDC grant scheme. Up to £300 per project is offered for a wide range of events to help reduce social isolation and encourage families to feel involved in their local community and life in Britain. A grant fund total of £20,000 is open for applicants until the end of the 2022/23 financial year funded by central government. Project ideas include buying books for English language classes, ingredients to fund a cookery day, venue hire or travel costs to take Ukrainian guests on a trip to Cambridge to see the sights. Parish councils, community groups, informal groups or individual hosts can apply. Applications will be assessed weekly to ensure a quick turnaround. Criteria, guidance and an application form can be found on our [website](#).

### **Census**

Cambridgeshire has seen one of the UK's biggest population increases over the past ten years, data just published from the 2021 Census shows. Overall the number of people living in the county rose by more than 57,000 in the last decade to 678,600. This 9.2 per cent rise is higher than the East of England average, in a national picture which saw the East grow faster than any part of the UK. The figures confirm the County Council's contention that previous Office of National Statistics figures—on which the government bases its grant allocations—under-estimated the size of the county's population. Included within the Cambridgeshire Census figures is an overall 26 per cent rise in the number of Cambridgeshire people aged 65+, against an 18.6 per cent national average rise—with a high percentage increase of people in the 70 to 74 age band in all districts.

While the more urban areas of the county like Cambridge have seen population growth across all age ranges, its more rural areas have seen small or no growth in the youngest age groups (0-19) but large increases in older populations. Last year's census took place in March 2021 and data from the census will be published in stages over the next two years. Future releases will include figures on



ethnicity, religion, the labour market, education and housing. Also, for the first time, there will be information on UK armed forces veterans, sexual orientation and gender identity.

[www.ons.gov.uk/census](http://www.ons.gov.uk/census)

'Cambridgeshire Insight' is a population information tool with ward level data:

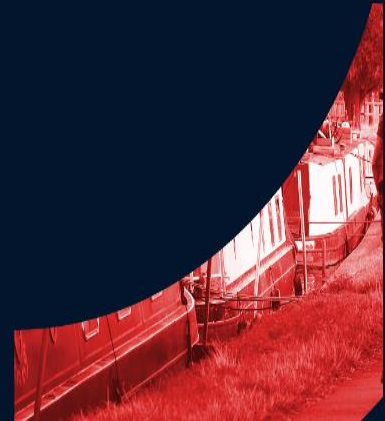
<https://cambridgeshireinsight.org.uk/>



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# Melbourn Greenway Update

## 7<sup>th</sup> July



# Greater Cambridge Greenways

Greenways network

Summer 2021

The Greater Cambridge Greenways are a network of 12 active travel routes into Cambridge from surrounding villages.

**Aim:** to provide safe, well-connected active travel links within Cambridgeshire for walkers, cyclists and where possible horse riders.

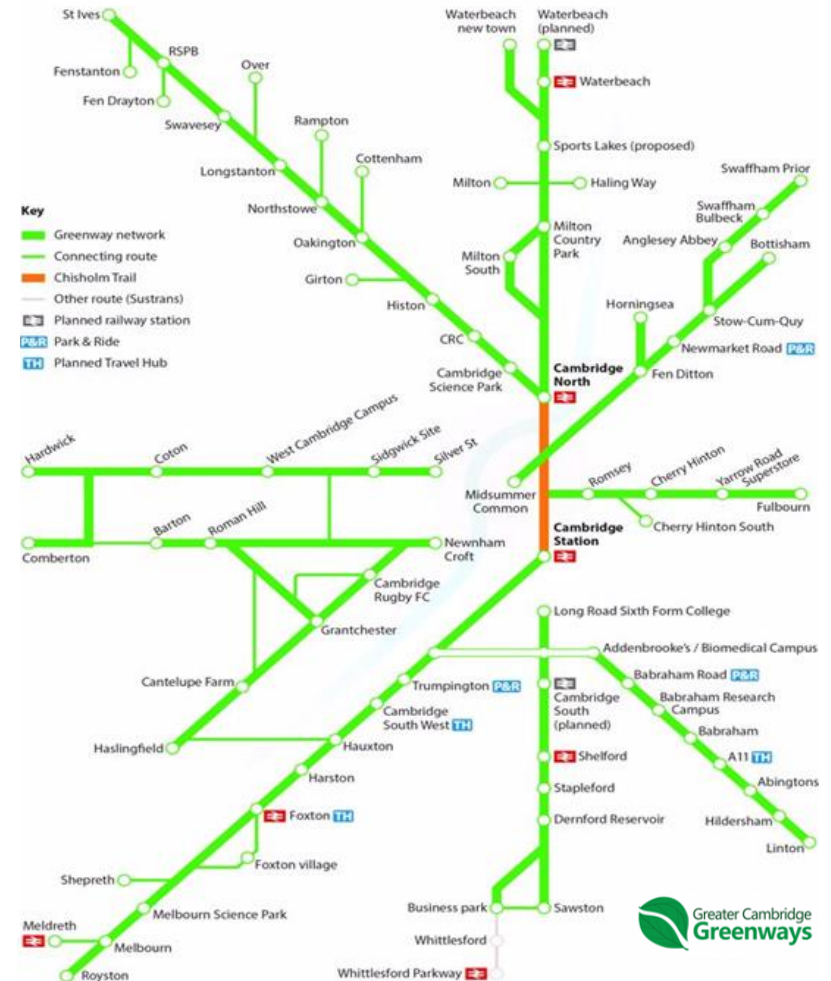
**Executive Board:** final Board approval for the Greenways project was granted in December 2020.

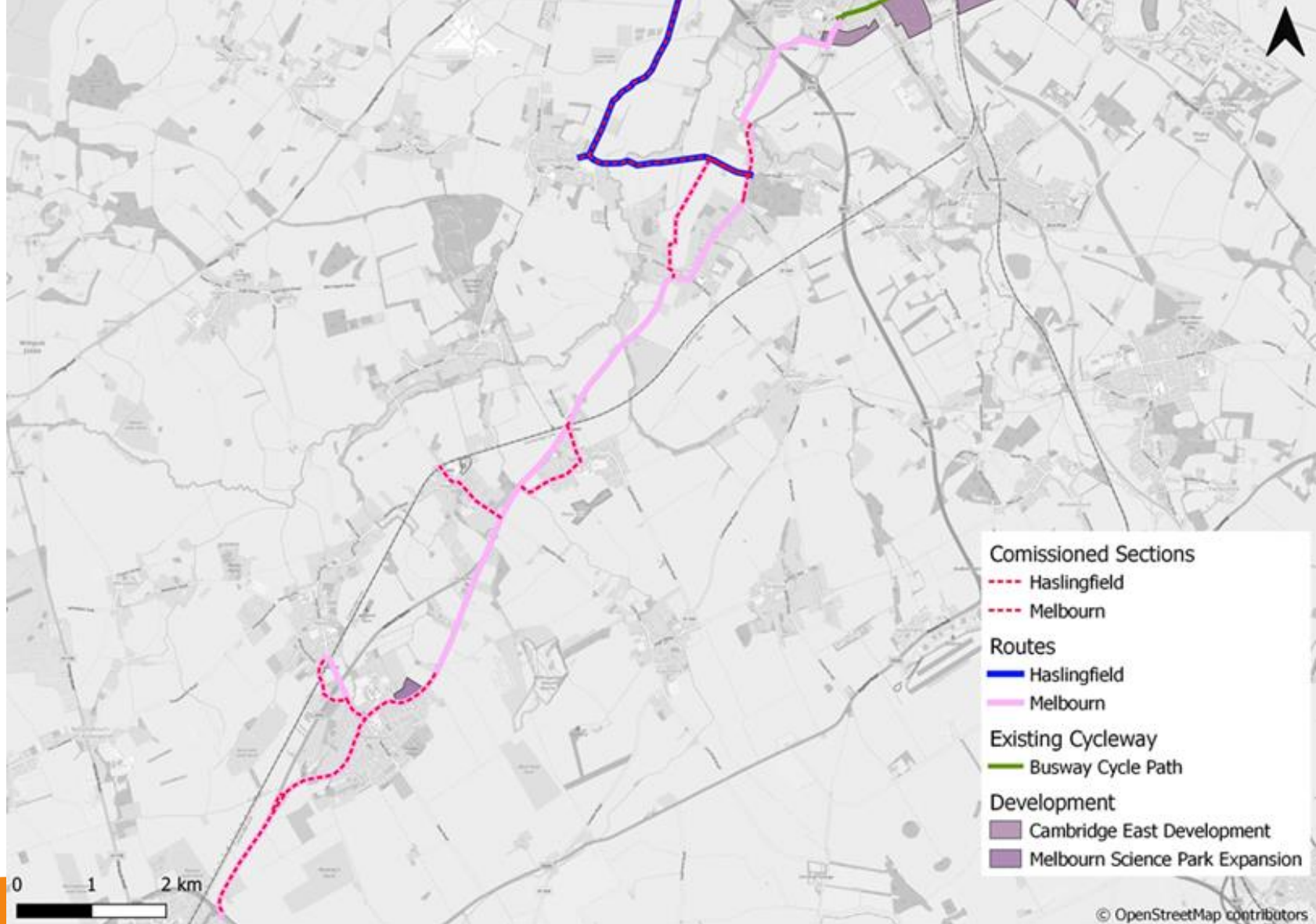
**General Progress:** Transport Consultants were appointed in Summer 2021 and the development of the Greenways has been advanced through concept design work and surveying into 2022. Specific details to follow.

## Routes include:

Atkins:	North routes -	St Ives, Waterbeach
Atkins:	South routes -	Sawston, Melbourn
WSP:	East routes -	Fulbourn, Horningsea Bottisham, Swaffhams
WSP:	West routes -	Haslingfield, Barton Comberton

\*Note - Linton Greenway is part of the CSET project and thus has been progressed separately.





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# Melbourn Greenway



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# Melbourn Greenway

## Current Position

**Concept designs have been completed**, following alignments agreed by Exec Board\*

**Focus now on the preliminary (operational) design stage.** Further technical work will include:

- Site walk/cycle throughs by the technical teams.
- Topographical surveys
- Utilities searches
- Technical assessment of proposed structures (incl. A505)
- Planning and environment strategy
- Environmental assessments (ecology, biodiversity, landscape, heritage, flooding, noise, carbon)
- Highways and drainage design
- Lighting
- Cost estimation
- Stakeholder engagement
- Identification of early works for delivery

Programme for this stage June 2022 to December 2022



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# Melbourn Greenway

## Public Engagement

Public engagement events will be held in the autumn to share the latest designs  
Combination of in-person and virtual forums.

## Stakeholder Engagement

In the run up to the public engagement, meetings and workshops will be held with key stakeholders including local authority officers, Non Motorised User forum, Parish Councils, Landowners, Network Rail and National Highways.



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# Greater Cambridge Greenways

Greenway		Approximate engagement timescale
West	Comberton	Summer 2022
	Haslingfield	Summer 2022
	Barton	Autumn 2022
South	Sawston	Autumn 2022
	<b>Melbourn</b>	<b>Autumn 2022</b>
North	Waterbeach	Autumn 2022
	St Ives	Autumn/Winter 2022
East	Fulbourn	Autumn/Winter 2022
	Horningsea	Winter 2022/3
	Bottisham	Winter 2022/3
	Swaffhams	Winter 2022/3





# Greater Cambridge Greenways

## Next Steps – Programme wide

- During 2022 further work will be conducted on the designs and the next set of public engagement events will take place (programme included on previous slide).
- The Programme Outline Business Case and Programme Delivery Timeline for all Greenways will be completed and submitted to the Executive Board in October 2022.
- Construction work may start on sections in late 2022/early 2023 where **only council land is required and where no additional planning permission is needed.**
- Completion of the Greenways network is currently programmed for 2025.

For more information about the overall project and each Greenway, visit [Greater Cambridge Greenways - Greater Cambridge Partnership.](#)



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# Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 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	£3,425.00	-£575.00
<b>Total Cemeteries</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£3,425.00</b>	<b>-£575.00</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	£582.47	-£217.53
340 Pavilion Hire	£300.00	£0.00	£135.00	-£165.00
<b>Total Play Areas &amp; Recreation Grounds</b>	<b>£4,300.00</b>	<b>£0.00</b>	<b>£1,067.47</b>	<b>-£3,232.53</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	£142.17	£42.17
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£50.00	£0.00	£33.61	-£16.39
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
600 Grants Received	£0.00	£0.00	£700.00	£700.00
660 Timebanking Income	£0.00	£700.00	£700.00	£0.00
<b>Total Finance &amp; General Purpose</b>	<b>£294,180.00</b>	<b>£5,700.00</b>	<b>£153,447.94</b>	<b>-£146,432.06</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	£6,500.01	-£19,499.99
<b>Total Rental Property</b>	<b>£26,000.00</b>	<b>£0.00</b>	<b>£6,500.01</b>	<b>-£19,499.99</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>				
960 Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
<b>Total Community Benefit Reserve</b>	<b>£0.00</b>	<b>£47,108.13</b>	<b>£47,108.13</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>£67,707.88</b>	<b>£226,498.51</b>	<b>-£175,939.37</b>

# Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 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	£525.83	£1,364.17
1100	Conservation	£11,300.00	£1,578.00	£4,023.32	£8,854.68
1150	Stockbridge Meadows	£1,290.00	£0.00	£327.60	£962.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£1,867.50	£6,802.50
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£1,380.00	£6,290.00
<b>Total Conservation</b>		<b>£30,820.00</b>	<b>£1,578.00</b>	<b>£8,124.25</b>	<b>£24,273.75</b>
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£582.31	£4,182.69
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£1,217.49	£4,732.51
<b>Total Cemeteries</b>		<b>£10,715.00</b>	<b>£0.00</b>	<b>£1,799.80</b>	<b>£8,915.20</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	£4,707.76	£8,012.24
3400	Pavilion	£9,160.00	£2,000.00	£4,364.58	£6,795.42
<b>Total Play Areas &amp; Recreation Grounds</b>		<b>£26,100.00</b>	<b>£2,000.00</b>	<b>£11,234.59</b>	<b>£16,865.41</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	£1,335.84	£1,064.16
4500	Insurances	£12,550.00	£0.00	£0.00	£12,550.00
4700	Membership of Societies	£1,370.00	£0.00	£152.00	£1,218.00
4900	Parish Clock	£400.00	£0.00	£0.00	£400.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£2,449.57	£24,238.43
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£17,460.34	£56,139.66
5300	Sundry Expenses	£150.00	£0.00	£24.00	£126.00
5400	Training	£1,500.00	£0.00	£50.00	£1,450.00
5700	Pension Scheme Charges	£440.00	£0.00	£108.00	£332.00
5900	Bank Charges	£400.00	£0.00	£46.05	£353.95
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
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£157.16	£-157.16
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	£32.49	£437.51
6800	Election Costs	£240.00	£0.00	£225.00	£15.00
6900	Community Events	£4,000.00	£0.00	£1,087.80	£2,912.20
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£4,260.53	£11,594.47
<b>Total Finance &amp; General Purpose</b>		<b>£232,325.00</b>	<b>£872.83</b>	<b>£44,880.15</b>	<b>£188,317.68</b>

# Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 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>Planning</b>				
7000 Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
<b>Total Planning</b>	£1,000.00	£2,200.00	£2,200.00	£1,000.00
<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	£140.38	£2,359.62
<b>Total Highways</b>	£14,000.00	£0.00	£140.38	£13,859.62
<b>Rental Property</b>				
9000 Little Hands Nursery	£5,470.00	£0.00	£323.00	£5,147.00
<b>Total Rental Property</b>	£5,470.00	£0.00	£323.00	£5,147.00
<b>Melbourn Area Youth Develpt Reserve</b>				
<b>Total Melbourn Area Youth Develpt</b>	£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>				
9600 Community Benefit Donations	£0.00	£32,926.18	£32,926.18	£0.00
<b>Total Community Benefit Reserve</b>	£0.00	£32,926.18	£32,926.18	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>				
1400 S106 Expenditure	£0.00	£1,501.81	£1,861.36	£-359.55
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
<b>Total S106 &amp; Other Capital Grants Reserve</b>	£0.00	£6,501.81	£6,861.36	£-359.55
<b>Celebrating Ages Reserve</b>				
<b>Total Celebrating Ages Reserve</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	£320,430.00	£46,078.82	£108,489.71	£258,019.11
Total Income	£334,730.00	£67,707.88	£226,498.51	£-175,939.37
Total Expenditure	£320,430.00	£46,078.82	£108,489.71	£258,019.11
<b>Total Net Balance</b>	<b>£14,300.00</b>		<b>£118,008.80</b>	

## Cash & Bank Balances 30 June 2022

### Ordinary Accounts

Petty Cash	£30.00
Petty cash - Timebank	£0.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£237,490.86
Unity Bank Instant Access Deposit	£223,168.71

### 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** **£786,435.88**

The Timebank petty cash float is no longer required and has been refunded to Unity Trust current account.

## Melbourn Parish Council Finance Report 30 June 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 30<sup>th</sup> June 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.  
Grants Received – a grant of £700 has been received from SCDC towards the Jubilee bench.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

11<sup>th</sup> July 2022

# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5281	DD180722 THREE	£13.00	£2.17	£10.83	18/06/22 3 Business Services - Timebank phone - up to 17 June	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
5298	BACS2207 26AIRWAY	£336.00	£56.00	£280.00	01/07/22 Airway - Annual maintenance of air conditioning in Hub 01/07/22-30/06/23	£336.00
		£336.00	£56.00	£280.00	Airway - Total	
5278	BACS2207 27ARGENTA	£240.00	£40.00	£200.00	27/06/22 Argenta Tree Surveys Ltd - Advice for 3 trees in Melbourn	£240.00
		£240.00	£40.00	£200.00	Argenta Tree Surveys Ltd - Total	
5306	BACS2207 26DPARTT	£625.06	£104.18	£520.88	01/07/22 Barley Property Maintenance - re-position downpipe at little hands.	
5314	BACS2207 26DPARTT	£634.21	£105.70	£528.51	06/07/22 Barley Property Maintenance - Remove and refit iron gate at little hands.	£1,259.27
		£1,502.63	£250.44	£1,252.19	Barley Property Maintenance - Total	
5283	DD220705 BGASPAV	£208.93	£9.94	£198.99	16/06/22 British Gas - Pavilion Electricity - 15/05/22 to 14/06/22 - actual	£208.93
5285	DD220712 BGASORC	£10.24	£0.49	£9.75	28/06/22 British Gas - Electricity bill - orchard road cemetery 24/05/22 - 24/06/22 - estimated	£10.24
5284	DD220712 BGASORG	£24.69	£1.18	£23.51	28/06/22 British Gas - Electricity bill - old rec ground 24/05/22 - 24/06/22 - estimated	£24.69
		£243.86	£11.61	£232.25	British Gas - Total	
5313	BACS2207 26CASBES TOS	£954.00	£159.00	£795.00	08/07/22 Cambridge Asbestos Removal - To attend site to collect asbestos	£954.00
		£954.00	£159.00	£795.00	Cambridge Asbestos Removal - Total	
5291	BACS2207 26DPETTIF ER	£76.00	£0.00	£76.00	30/06/22 David William Pettifer - June Litter picking	£76.00
		£76.00	£0.00	£76.00	David William Pettifer - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5315	DD220801 EONORC	£22.41	£1.07	£21.34	15/07/22 e.0n - Electricity - Orchard Road Cemetery 27/04/22-23/05/22 final bill	£22.41
		£22.41	£1.07	£21.34	e.0n - Total	
5300	BACS2207 26GC	£20.00	£0.00	£20.00	02/07/22 Graham Clark - cut keys at Timpsons paid by GC	£20.00
		£20.00	£0.00	£20.00	Graham Clark - Total	
5287	BACS2207 26H&CGM	£487.00	£81.17	£405.83	30/06/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance June - 3 of 12	
5288	BACS2207 26H&CGM	£906.00	£151.00	£755.00	30/06/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds June (3 of 12)	
5289	BACS2207 26H&CGM	£747.00	£124.50	£622.50	30/06/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - May (2 of 12)	
5290	BACS2207 26H&CGM	£552.00	£92.00	£460.00	30/06/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - June 3 of 12	
5309	BACS2207 26H&CGM	£48.00	£8.00	£40.00	08/07/22 Herts & Cambs Ground Maintenance Limited - Water goalmouth	£2,740.00
		£2,740.00	£456.67	£2,283.33	Herts & Cambs Ground Maintenance Limited - Total	
5325	BACS2207 26HIBBITT	£4,450.80	£741.80	£3,709.00	18/07/22 Hibbitt & Sons - Relocation of Kohima Stone memorial	£4,450.80
		£4,450.80	£741.80	£3,709.00	Hibbitt & Sons - Total	
5277	BACS2207 26JHE	£558.00	£93.00	£465.00	28/06/22 J H E Electrical Contractors - Carry out electrical works in carpark workshop	£558.00
		£558.00	£93.00	£465.00	J H E Electrical Contractors - Total	
5274	BACS2207 26JTRUEM AN	£14.00	£0.00	£14.00	24/06/22 Jason Trueman - May Pavilion Cleaning - 1 hour @ £14 per hour	£14.00
		£14.00	£0.00	£14.00	Jason Trueman - Total	

Signature  
Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5294	BACS2207 26HUB	£15,000.00	£0.00	£15,000.00	04/07/22 Melbourn Community Hub Management Group - Support grant 2022/23	
5308	BACS2207 26HUB	£1,430.96	£65.93	£1,365.03	30/06/22 Melbourn Community Hub Management Group - PCN event expenditure - room hire May & Jun 2022 plus recharge of leaflets, leaflet delivery, launch event catering	
1		£286.60	£47.77	£238.83	S106 Catering - PCN event	
2		£108.96	£18.16	£90.80	S106 PCN business cards, roller, postage	
3		£450.00	£0.00	£450.00	S106 Room Hire - PCN May and June 2022	
4		£585.40	£0.00	£585.40	S106 Leaflet printing and door to door delivery	
5310	BACS2207 26HUB	£978.98	£163.16	£815.82	11/07/22 Melbourn Community Hub Management Group - Kitchen aid hand blender/Buffalo countertop fryer - Hub kitchen	£17,409.94
1		£299.99	£50.00	£249.99	S106 Buffalo Countertop fryer	
2		£645.69	£107.61	£538.08	S106 Kitchen Aid hand blender (part)	
3		£33.30	£5.55	£27.75	F&GP Kitchen aid hand blender (part)	
		£17,409.94	£229.09	£17,180.85	Melbourn Community Hub Management Group - Total	
5282	DD220701 NOW	£43.20	£7.20	£36.00	01/07/22 Now Pensions - Employer Service Charge July 2022	£43.20
5276	BACS2207 26PMOXHAM £300.00	£300.00	£0.00	£300.00	25/06/22 Pete Moxham - Tidy up and cut back 83 High Street £0.00 £300.00 Pete Moxham - Total	£300.00
5324	DD220822 PWLb	£1,800.94	£0.00	£1,800.94	18/07/22 Public Works Loan Board - Loan and interest repayment - Car park loan 2 - instalment 1	£1,800.94
1		£1,261.04	£0.00	£1,261.04	F&GP Car park loan 2 repayment instalment 1 - principal	
2		£539.90	£0.00	£539.90	F&GP Car Park loan 2 repayment instalment 1 - interest	
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	

Signature

Signature

Date



# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5292	BACS2207 26SLCC	£60.00	£10.00	£50.00	30/06/22 Society Of Local Council Clerks - Water Compliance and Legionella Control training - SM	
5299	BACS2207 26SLCC	£54.00	£9.00	£45.00	06/07/22 Society Of Local Council Clerks - Finance Summit - SM	£114.00
		£114.00	£19.00	£95.00	Society Of Local Council Clerks - Total	
5226	DD220708 SOURCEC ARPK	£7.00	£0.00	£7.00	01/07/22 Source for Business (Cambridge Water) - Water - car park workshop	£7.00
		£7.00	£0.00	£7.00	Source for Business (Cambridge Water) - Total	
5262	DD220701 SCAMBS	£29.90	£0.00	£29.90	01/07/22 South Cambs District Council - Pavilion Fortnightly collections - 4 of 7	£29.90
5265	DD220701 SCDCCP	£1,198.00	£0.00	£1,198.00	01/07/22 South Cambs District Council - Rates- Car Park Instalment 4 of 10	£1,198.00
5264	DD220701 SCDCNR	£75.00	£0.00	£75.00	01/07/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 4 of 10	£75.00
5263	DD220701 SCDCOR	£61.00	£0.00	£61.00	01/07/22 South Cambs District Council - Rates - Orchard Road Cemetery Instalment 4 of 4	£61.00
5261	DD220701 SCDCPAV	£259.00	£0.00	£259.00	01/07/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 4 of 10	£259.00
		£1,622.90	£0.00	£1,622.90	South Cambs District Council - Total	
5305	BACS2207 26STEXPS	£65.03	£0.00	£65.03	05/07/22 Stephanie Trayhurn - Time bank expense	£65.03
5307	BACS2207 26TEW	£42.00	£7.00	£35.00	06/07/22 The Engraving Workshop LTD - Plaque for jubilee bench	£42.00
		£42.00	£7.00	£35.00	The Engraving Workshop LTD - Total	
5312	BACS2207 26UL	£222.00	£37.00	£185.00	01/07/22 Unlimited Logos - Post mounted sign Stockbridge Meadows	£222.00
		£222.00	£37.00	£185.00	Unlimited Logos - Total	

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Signature

Date

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# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5301	DD220708 YU	£11.98	£0.57	£11.41	01/07/22 Yu Energy - Street lighting account 2000107116 01/06/22-30/06/22	
5302	DD220708 YU	£43.29	£2.06	£41.23	01/07/22 Yu Energy - Street lighting account 2000107117 01/06/22-30/06/22	
5303	DD220708 YU	£12.88	£0.61	£12.27	01/07/22 Yu Energy - Street lighting account 2000107118 01/06/22-30/06/22	£68.15
		£68.15	£3.24	£64.91	Yu Energy - Total	
		£5,772.11	£0.00	£5,772.11	Confidential items – salaries, NI & Pensions	

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

5279	BACS2207 12DPARTT	£243.36	£40.56	£202.80	25/06/22 Barley Property Maintenance - Relocated existing bench and install new jubilee bench at 83 high street	£243.36
5279	BACS2208 28BENSARN	£1,106.00	£0.00	£1,106.00	08/06/22 Ben's Barn Clear & dispose rubbish & tree clearings	£1,106.00
5293	BACS2207 12ITAV	£500.00	£0.00	£500.00	01/07/22 It Takes A Village - Community Benefit Grant Payment 2022/23	£500.00
		£500.00	£0.00	£500.00	It Takes A Village - Total	
5304	BACS2207 12UF	£684.00	£114.00	£570.00	01/07/22 Universal Fencing Ltd - Gravel board supply and fix to war memorial	£684.00
		£684.00	£114.00	£570.00	Universal Fencing Ltd - Total	

### Prepaid Debit Card Expenditure:

5223	BACS2207 12SOLDO	£15.17	£2.53	£12.64	22/05/22 Adobe Systems Incorporated - Acropro monthly subscription - May 2022	
5297	BACS2207 12SOLDO	£15.17	£2.53	£12.64	24/06/22 Adobe Systems Incorporated - Acropro monthly subscription - Jun 2022	£30.34
		£30.34	£5.06	£25.28	Adobe Systems Incorporated - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Prepaid Debit Card Expenditure (continued):						
5150	BACS2207 12SOLDO	£17.39	£2.90	£14.49	03/05/22 Amazon Marketplace - Photo Frames -annual awards	
5166	BACS2207 12SOLDO	£23.43	£3.90	£19.53	09/05/22 Amazon Marketplace - Teak oil	
5234	BACS2207 12SOLDO	£11.99	£2.00	£9.99	07/06/22 Amazon Marketplace - Bungee cords	£52.81
		£52.81	£8.80	£44.01	Amazon Marketplace - Total	
5191	BACS2207 12SOLDO	£21.00	£3.50	£17.50	19/05/22 Asgard - Handle for Asgard shed - pavilion	£21.00
		£21.00	£3.50	£17.50	Asgard - Total	
5164	BACS2207 12SOLDO	£3.65	£0.00	£3.65	06/05/22 Co-op Supermarket - Tea+Milk	
5244	BACS2207 12SOLDO	£3.00	£0.00	£3.00	16/06/22 Co-op Supermarket - Tea	£6.65
		£6.65	£0.00	£6.65	Co-op Supermarket - Total	
5170	BACS2207 12SOLDO	£51.54	£8.59	£42.95	11/05/22 Earth Anchors - Bag rings for 3 dog bins	£51.54
		£51.54	£8.59	£42.95	Earth Anchors - Total	
5280	BACS2207 12SOLDO	£30.48	£5.08	£25.40	28/06/22 Flint Cross Service Station - Diesel for van	£30.48
		£30.48	£5.08	£25.40	Flint Cross Service Station - Total	
5256	BACS2207 12SOLDO	£6.00	£0.00	£6.00	20/06/22 H M Land Registry - Land Registry Search - ref 1000000463686	£6.00
		£6.00	£0.00	£6.00	H M Land Registry - Total	
5240	BACS2207 12SOLDO	£19.24	£3.21	£16.03	12/06/22 Ionos Cloud Ltd - Website Hosting & domain name	£19.24
		£19.24	£3.21	£16.03	Ionos Cloud Ltd - Total	
5243	BACS2207 12SOLDO	£61.80	£10.30	£51.50	15/06/22 Lockstop Warehouse - Padlocks	£61.80
		£61.80	£10.30	£51.50	Lockstop Warehouse - Total	
5275	BACS2207 12SOLDO	£37.80	£6.30	£31.50	22/06/22 Norburys Building & Landscape Supplies Ltd - masonry paint for bus	£37.80
		£37.80	£6.30	£31.50	Norburys Building & Landscape Supplies Ltd - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Expenditure transactions - approval list July 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Prepaid Debit Card Expenditure (continued):						
5208	BACS2207 12SOLDO	£7.00	£0.00	£7.00	27/05/22 Phillimore Garden Centre - Turf for cemetery	£7.00
		£7.00	£0.00	£7.00	Phillimore Garden Centre - Total	
5194	BACS2207 12SOLDO	£36.00	£6.00	£30.00	24/05/22 Tesco - Diesel for parish van	£36.00
		£36.00	£6.00	£30.00	Tesco - Total	
5196	BACS2207 12SOLDO	£14.39	£2.40	£11.99	20/05/22 Zoom Video Communications Inc. - Zoom pro 20 May 2022- 19 June 2022	
5257	BACS2207 12SOLDO	£14.39	£2.40	£11.99	20/06/22 Zoom Video Communications Inc. - Zoom pro 20 June 2022- 19 July 2022	£28.78
		£28.78	£4.80	£23.98	Zoom Video Communications Inc. - Total	
<b>Total</b>		<b>£41,317.41</b>	<b>£2,289.93</b>	<b>£39,027.48</b>		

Signature

Date

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Signature

[Accept](#) [Decline](#) [Comment](#) 1,461.60 GBP

## QUOTE

To **Melbourn Parish Council**  
*Melbourn Community Hub*  
*30 High Street*  
*Melbourn*  
**ROYSTON**  
*Royston*  
*Cambridgeshire*  
*SG8 6DZ*  
*GBR*

Quote Number QU-2963  
Reference Melborne Community Hub  
VAT Number 361197886  
Date 14 July 2022  
Expiry **13 August 2022**

From *Cores Electrical Ltd*  
*362 The Manor,*  
*Billing Garden Village*  
*Northampton*  
*NN3 9EX*

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Carry out periodic testing to all circuits throughout the building, price is charged at £20 per circuit, number of circuits tbc on site, if there is any remedial or repairs to be carried out this will be charged at a separate costing with a quote sent before commencing work, A full inspection report will be produced on completion, This is required every 5 years,	43.00	20.00	0.00%	20%	860.00
Portable appliance testing to all items throughout the hub, pavillion, workshop, 40 x £2.50 per item, item price will be reduced to £2.00 after 40 items have been tested 119 items in total, 79 items charged at £2.00, all failed items can be investigated and repaired at additional costs, A full device list	40.00	2.50	0.00%	20%	100.00

will be produced on completion of the portable appliance testing, This is required once a year on all commercial buildings

Portable appliance testing of 79 items charged at £2.00	79.00	2.00	0.00%	20%	158.00
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Labeling of all circuits to relate to the consumer unit to make identifying circuits easier for all staff,	1.00	100.00	0.00%	20%	100.00
--	------	--------	-------	-----	--------

<b>Subtotal</b>	<b>1,218.00</b>
<b>Total VAT 20%</b>	<b>243.60</b>
<b>Total GBP</b>	<b>1,461.60</b>



## MG Exterior Home Improvements

Mathew Daniel Green  
1 Keats Close, Royston  
Hertfordshire  
SG8 5AU  
mgexteriorhomeimprovements@gmail.com  
VAT Registration No.: 411821141

### Estimate

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

ESTIMATE 1003  
DATE 20/06/2022

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Quote	Quote for the works required at Little Hands Nursery, Melbourn  Cost to supply & fit 7 uPVC Liniar A-rated windows with toughened glass throughout and cladding replacement around 1 window.  Price includes an insurance backed guarantee and all waste disposal	1	3,625.00	3,625.00

Payment terms:	SUBTOTAL	3,625.00
25% deposit required on order	VAT TOTAL	725.00
Balance due on completion of fitting	<b>TOTAL</b>	<b>£4,350.00</b>

### VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	725.00	3,625.00

Accepted By

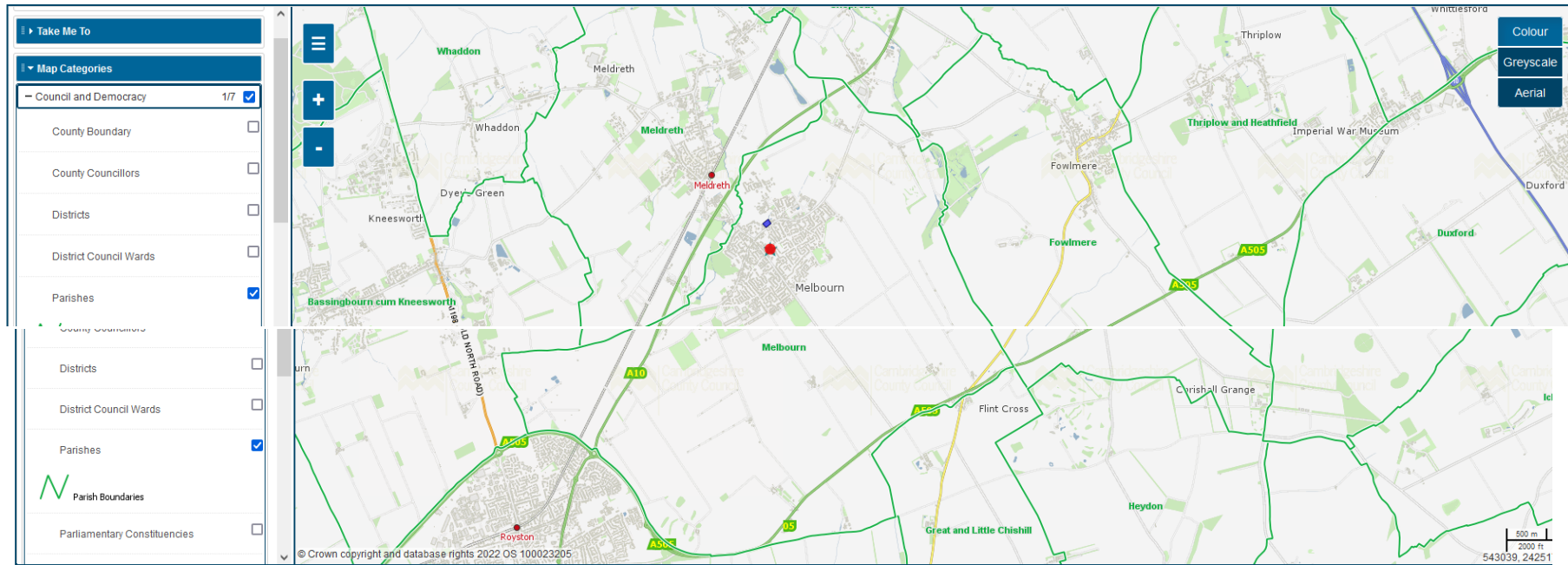
Accepted Date

Payments to be made to the following bank details:

Account Name: Mathew Green  
Sort Code: 20-73-26  
Account Number: 80425893



## MELBOURN PARISH BOUNDARY



The green outline denotes the parish boundary. Follow the link to access the map – it is possible to zoom in to see boundary more precisely - <https://maps.cambridgeshire.gov.uk/?tab=maps>



## The Meridian Primary Care Network (PCN) – Approval of Related Hub Costs

### **Background:**

- The Melbourn Hub has agreed with the Meridian PCN to provide room space for their clinical outreach facilities.
- The outreach catchment area includes six GP practices and Health centres, namely Bourne, Cambourne with Eversden, Harston, Melbourn, Roysia and the Royston Health Centre.
- Cost reimbursement will be made indirectly through the use of s106 funds that have been specifically approved for the Hub to use for healthcare purposes (S2424/18/FL). These monies are not for the exclusive use of the Meridian PCN but Meridian is likely to be main beneficiary.
- Melbourn Parish Council holds the funds and will need to be able to properly account for the drawdown.
- From time to time there will be other health-related events at the Hub that will be funded from the same s106 pot.
- The arrangement is unusual as the NHS normally funds Healthcare provision centrally. The Hub is therefore an important pilot scheme to test a more local approach and has very senior level interest within local healthcare structures. The vision is to bring services closer to the people who need it while at the same time removing traffic and workload from GP surgeries.
- The initiative exactly fits the charitable mission of the Melbourn Hub of providing benefits and services to the local communities.

### **Rate agreed with the PCN:**

- The Hub has agreed a flat rate with the PCN of £25 per day for three block-booked fixed days every week for a designated room (Bennett). Thus £75 per week will be charged irrespective of the room being occupied on the agreed days.
- From time to time there will be exceptional added bookings when the PCN or a related organisation hold a meeting or special clinic (e.g. menopause counselling, as held this month). These will be evidenced and invoiced against the S106 fund individually as needed.

### **Proposals for consideration by the Parish Council:**

**1. The PCN has been using the Hub during their early start up phase, booking rooms and other Hub promotional services. The Hub costs for these have been collected and the total is detailed on the attached schedule. The Hub seeks approval from the Parish Council for a one off payment from the s106 fund to cover these accumulated historical costs (£1,430.96).**

**2. The Hub seeks approval in principle from the Parish Council to cross charge against the s106 fund at £75 per week to cover routine room hire costs incurred as a result of the PCN activities. Invoicing for these costs will be consolidated as a quarterly cross charge.**



**Hub Costs related to *Health at the Hub* (Meridian PCN)  
16<sup>th</sup> May 2022 – 30<sup>th</sup> June 2022**

£

**Room Rental:**

Room rental (three fixed days per week block booking rate of £25 p/day or £75 p/week)

Six weeks @ £75 per week:

W/c 16 May to w/c 27 June 2022 (18 days)

£450.00

**Promotional Leaflets:**

Launch Event

Vaccination Events

Health at the Hub Services

Banner for Meridian PCN

Business Cards

Total

£394.36

**Leaflet Delivery**

17/05/2022

£150.00

23/06/2022

£150.00

**Catering for the Launch Event (25<sup>th</sup> June 2022)**

Food and Beverages supplied FOC to all comers

£286.60

**TOTAL:**

**£1,430.96**

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



## Tax Invoice

**INVOICE TO**

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

**INVOICE NO.** 1622**DATE** 30/06/2022**DUE DATE** 30/07/2022**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Catering booked to room</b> Catering for the PCN event See attached bill	1	238.83	20.0% S	238.83
<b>Rebill</b> Meridian PCN business cards	1	34.00	20.0% S	34.00
<b>Rebill</b> Meridian PCN vertical roller vinyl	1	33.00	20.0% S	33.00
<b>Rebill</b> postage for PCN materials	1	5.95	20.0% S	5.95
<b>Room Rental - commercial</b> Hire of Bennett Room by PCN for May and June 2022	18	25.00	No VAT	450.00
<b>Rebill</b> leaflets for vaccinations	1	55.00	No VAT	55.00
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> Health at the Hub leaflets	1	150.00	No VAT	150.00
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> Door to door delivery	1	150.00	No VAT	150.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Rebill</b> Vaccination leaflets	1	80.40	No VAT	80.40
<b>Rebill</b> postage	1	5.95	20.0% S	5.95
<b>Rebill</b> door to door delivery	1	150.00	No VAT	150.00

Monies to be drawn from the Health S106 fund

SUBTOTAL	1,365.03
VAT TOTAL	65.93
TOTAL	1,430.96
BALANCE DUE	<b>£1,430.96</b>

#### VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		65.93	329.63

Payment should be made by BACS to :  
 Unity Trust Bank  
 Account Number: 20380027  
 Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

[Accept](#) [Decline](#) [Comment](#) 1,461.60 GBP

## QUOTE

To **Melbourn Parish Council**  
*Melbourn Community Hub*  
*30 High Street*  
*Melbourn*  
**ROYSTON**  
*Royston*  
*Cambridgeshire*  
*SG8 6DZ*  
*GBR*

Quote Number QU-2963  
Reference Melborne Community Hub  
VAT Number 361197886  
Date 14 July 2022  
Expiry **13 August 2022**

From *Cores Electrical Ltd*  
*362 The Manor,*  
*Billing Garden Village*  
*Northampton*  
*NN3 9EX*

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Carry out periodic testing to all circuits throughout the building, price is charged at £20 per circuit, number of circuits tbc on site, if there is any remedial or repairs to be carried out this will be charged at a separate costing with a quote sent before commencing work, A full inspection report will be produced on completion, This is required every 5 years,	43.00	20.00	0.00%	20%	860.00
Portable appliance testing to all items throughout the hub, pavillion, workshop, 40 x £2.50 per item, item price will be reduced to £2.00 after 40 items have been tested 119 items in total, 79 items charged at £2.00, all failed items can be investigated and repaired at additional costs, A full device list	40.00	2.50	0.00%	20%	100.00

will be produced on completion of the portable appliance testing, This is required once a year on all commercial buildings

Portable appliance testing of 79 items charged at £2.00	79.00	2.00	0.00%	20%	158.00
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Labeling of all circuits to relate to the consumer unit to make identifying circuits easier for all staff,	1.00	100.00	0.00%	20%	100.00
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<b>Subtotal</b>	<b>1,218.00</b>
<b>Total VAT 20%</b>	<b>243.60</b>
<b>Total GBP</b>	<b>1,461.60</b>







## Melbourn Timebank Report – July 2022

### Membership growth to July 2022

	As at 31 June	As at 13 June	Conversion	Pipeline
Individual Members	104	106	2	5
Organisational Members	17	17		

Total exchanges to date: 7566 hours



*'Seaside Memory Café at Meldreth Village Hall*

### Activities

- 5 July ITAV Meeting
- 6 July Cam Sight meeting supported by Timebank
- 7 July Meeting with Sawston coordinator
- 9 July 'Seaside' Memory Café supported by Timebank
- 10 July Litter Pick along A10
- 25 July Games night at The Black Horse

*Some activities cancelled owing to extreme heat and Covid*



## Melbourn Timebank Report – July 2022

One to one exchanges continue to take place organically ie lifts to attend events, gardening. IT support

**ST Annual leave 14 July to 1<sup>st</sup> August**

### **Weekly Activities**

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

### **Other plans and groups**

‘Forever Cycling’ project pilot in August in conjunction with CS4D

Seed/Produce group

Food bank/food share group under discussion

Litter Picking will commence around the village in August as part of the Air Cadets Bronze DofE’s Awards

Facebook statistics for last 28 days

- Max reach 1560
- Followers 435
- Post engagement 400

## **STRATEGIC PLAN: JULY 2022 TO APRIL 2027**

**Purpose:** To ensure that the Parish Council continues to practise to the highest standards of professionalism and integrity in undertaking its duties and responsibilities

To achieve this goal by maintaining public confidence in the Parish Council through clear communication and actions, while ensuring that the views of the residents are understood and consequent action taken wherever practicable and possible.

**This Strategic Plan to be consulted as a routine part of precept-setting each year**

### **1. Openness, transparency, and engagement with the community.**

- To continue to develop the annual Melbourn Awards and use these as a measure to make the Annual Parish Meeting a 'must attend' event.
- To re-design the website making it more user friendly, up to date and practical, with the aim of encouraging more residents to see this as the 'go to place' for information regarding the village.
- To encourage more residents to attend Full Council and Committee meetings, thereby engaging with the community for all aspects of the Council's business.
- To seek opportunities for public consultation on the plans of the Parish Council, especially where money is being spent on new public facilities (see section 6).
- To ensure that the needs of all demographic groups are properly considered when setting financial plans and increases to the precept.

**Outcome: To develop further public engagement with the Council's business.**

### **2. Ensure the Parish Council operates with integrity through monitoring all aspects of good governance**

- Ensure that all Terms of Reference and Parish Council Policies are kept up to date and are reviewed on an ongoing regular basis.
- Continue to monitor the changing environment in which the Council operates. Ensure the Council remains proactive with respect to changing situations and ensuring a proportionate response.
- Continue to advertise for Co-option of new Councillors.
- Ensure all new Councillors have mandatory training within 3 months (or as soon as possible) after joining the Council.

- To publish in the local press and via the Parish website the minutes, recordings and general information that explains the work of Councillors and employees inside and outside of standard contracted tasks. Thus ensuring that residents value and are fully aware of the work of the Council.
- To be constantly vigilant that Councillors declare possible conflicts of interest and act accordingly to ensure the financial probity of public funds

**Outcomes: To attract and fill as many vacant Councillor positions as possible during the life of this plan and to conduct all council business according to best practice.**

**3. Be a good employer.**

- To employ staff with proper regard for employment law
- Ensure that staff are able to attend all relevant training courses applicable to their roles.
- To maintain clear employment documentation and contracts with conditions of employment that harmonise with local authority expectations of pay and benefits.
- To fulfil Health and Safety obligations through Risk Assessment of working conditions (both inside and outside work) and the implementation of preventative measures where these are needed.
- To fulfil pastoral obligations to staff through transparent access to line management and a regular supportive review and appraisal programme.

**Outcome: A workforce that is clear about what the council expects and is confident to raise ideas, suggestions or complaints.**

**4 The Council through the appropriate committees and the RFO ensure that budgets for its annual spending fully reflect current and future needs while minimising the taxpayer burden.**

- Maintain the level of reserves at an amount equivalent to the Council's 6-month spending obligations. In the event that reserves fall below the 6 months level, ensure that the 6-month reserves level is re-established at the earliest opportunity.
- Continue to review value for money in all the Council's activities, including ensuring contracts are competitive and fit for purpose.
- To seek ways of increasing the Council's income, including making grant applications.
- Continue to manage all general maintenance obligations through tendered maintenance contracts, where applicable.
- Differentiating clearly between assets owned by the Parish and assets maintained by the Parish, to ensure the information is openly available to residents.

- Ensure that the Parish Council's Asset Reserve Register is kept up to date and that there is a written and justified one, three, five and ten year maintenance program in place for key selected assets.
- Continue to build the Asset Reserve Fund to enable the Council to maintain all Parish owned assets through the Asset Reserve maintenance program.

**Outcomes:**

- **Parish Council with sufficient annual income to satisfy planned and unplanned expenditure, while minimising the tax burden on local residents.**
- **Parish Council that has a clear picture of its actual and committed spend at any point in the financial year.**
- **Parish Council that plans for and also carries sufficient asset reserves to ensure all key assets are secure and properly maintained or replaced when needed.**

**5 To support and develop the Community Hub in partnership with the Hub Management Group.**

- Maintain a reliable Hub Asset Register, supported by a costed maintenance and replacement plan.
- Propose benefits and services needed by Melbourn and the surrounding villages for inclusion in the Hub Business Plan, where these are consistent with the constraints of the business and its charter as a charity.
- To recognise the value and contribution made by the Hub to the shared objectives of both organisations and to protect the on-going Community Hub business model.

**Outcome: To sustain, protect and develop the potential of this key parish asset, underpinning the delivery of benefits and services to the local community.**

**6 Become a Council with clear understanding of what its community wants, working to satisfy this through both targeted projects and by tactical investment in areas of established need**

- To actively look for opportunities to learn more about the needs of key or vulnerable demographic groups such as young people, mothers with children and the elderly, ensuring steps are taken to support them when possible
- Continue to consult the community on where improvements to Melbourn are needed. To develop, publish and carry out consultation plans linked to proposed funded future objectives.
- Determine what is needed to best integrate all new homes into village life ensuring that the new developments become properly part of the village.

Continue to gather feedback from new residents by way of the questionnaire in the Welcome Pack.

- To develop and improve resources available to younger people in the area both in principle and through financial support. The scope of this will include support to organisations such as Melbourn Area Youth Development (MAYD), local football teams, cadets and scouts. Also to promote broader initiatives such as sustaining play parks for younger children and to target and develop other outside sports and activities by active engagement with local residents and organisations.
- To support the needs of the elderly and those with disabilities or mental health problems through positive decision-making, investment and through local organisations and groups.

**Outcome: A tangible plan, supported by the public that protects and enhances the needs of all parts of local society**

**7. To constantly seek ways to protect and improve the natural environment and play an active part in reaching a net zero carbon footprint by 2050**

- To encourage councillors, employees and residents to travel and conduct their lives in a way that minimises the carbon footprint.
- To promote opportunities to reduce and recycle waste.
- To provide support to initiatives that reduce food miles such as locally sourced produce and sustaining allotments in the village.
- To engage with the public on ideas and schemes that improve the natural environment such as tree planting, Greenways, cycling, use of rail and bus travel and protection of natural spaces such as the River Mel and the Stockbridge Meadows Nature Reserve
- To work with outside experts and organisations to help meet local objectives, such as the River Mel Restoration Group, The Wild Trout Trust, RSPB and Natural England.

**Outcome: Council policies and project outcomes that clearly demonstrate protection of the natural environment**



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 25 July 2022**

*Review Policy: Every three years.*

*Plan to be consulted **each October** prior to setting the Precept*

**POLICY AND PROCEDURE:    EMPLOYEE PERSONAL INFORMATION**

**PURPOSE:** This policy complements the Council's Data Protection and Information Security which deals with our approach to information obtained and held on members of the public and Councillors.

**SCOPE:** It sets the standards that govern the collection, use, storage, disclosure or disposal of all personal information relating to staff employed by the Council. Through adoption of this policy we make sure that the Council complies with the requirements of the Data Protection Act 1998.

**POLICY:** Information will be obtained fairly and lawfully, and will only be processed with the consent of the employee.

**PROCEDURE:****1. Obtaining Information**

- 1.1 Every effort will be made to ensure that personal information gathered is relevant to a purpose of the Council and does not exceed the amount of information required. Irrelevant or excessive data will be erased.
- 1.2 The purpose of collecting the information will be clearly stated, either through a note on any form used or by the person collecting the information. Appendix 1 shows the purpose of information currently held by the Council.

**2. Length of time retained and destruction**

- 2.1 Data will be retained only for the period that it is used and relevant. These timings are set out in Appendix 1. At the end of designated lifetime records of personal information will be securely destroyed. Paper records will be shredded and electronic records deleted so that all back-up copies are also removed.

**3. Disclosure of Information**

- 3.1 Personal information will be used only for the purpose for which it was gathered **unless** the consent of the people concerned has been obtained to a new or varied use.
- 3.2 Personal information will be disclosed only to those who, in the view of the Clerk, have a demonstrable need to know the information. Access to personal information will be refused if the data use is uncertain – even if the person requesting the information is entitled to it.

- 3.3 The explicit consent of the data subject will be obtained in writing. Confirmation of consent by telephone is acceptable if a written request has been received.

#### **4. Standards of Data Collection**

- 4.1 Information obtained from a third party will be marked to indicate its source. Information which has not been verified will be marked "Unverified: not to be used for decision". The period of retention is set out in Appendix 1.
- 4.2 Nothing in this policy is intended to limit the right of employees to record all the information needed to achieve stated and agreed objectives. Where possible, the information recorded will be restricted to the factual. However, employees whose responsibilities require them to record their opinions and impressions will do so by recording their observations, followed by the conclusions they have drawn.
- 4.3 Personal records will accurate and be kept up to date. Where necessary, the data subject will be asked to confirm that what has been recorded is accurate.

#### **5. Access to Personal Files**

- 5.1 Employees should know the types of information held and may have access to their personal records. Information that would disclose the identity of a third person is exempt from access unless the consent of the source is available. Nor will information be disclosed that would otherwise infringe upon the privacy of a third party.
- 5.1 In general, information will be made available when requested. However, the Council will restrict access where its disclosure could entail harm either to an individual or the interests of the Council. A charge will be made only if the Council incurs costs in complying with the request, and the charge will be notified in advance. The identity of people requesting access to the Council's records will be verified.

#### **6. Security**

- 6.1 The Council will determine and maintain an appropriate level of security for its premises, equipment, network, programs, data and documentation, and will ensure that access to them is restricted to appropriate employee. Ease of access to premises or information will be related to the sensitivity of the information processed or stored.



- 6.2 Council employees who have access to other employees' records will be made aware of the security regime and the reasons for it.
- 6.3 Appropriate back-up procedures will be maintained.
- 6.4 Sickness and accident records should be kept separately from absence records. Sickness records typically contain details of the illness or condition from which an employee is suffering. Accident records generally contain details of the injury suffered. Absence records contain only details of time away from work and a generic reason.

**7. Recruitment**

- 7.1 Only questions which help the Council decide whether or not to recruit a person will be asked. We do not collect at interview information that will be needed later to administer employment. This information is requested once the person has been recruited.
- 7.2 The Council recognises that interviewees have a right under the Data Protection Act to request access to their interview notes. These notes are kept securely. If the interviewee is rejected, they are shredded after 6 months. If the interviewee is taken on, information is extracted as set out in Appendix A, and the rest is shredded.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 25 July 2022**

*Review Policy: Every 12 months*

**PURPOSE AND RETENTION TIME FOR EMPLOYEE PERSONAL DATA**

<b>Category</b>	<b>Purpose</b>	<b>Length of time retained</b>
Application form	Employee's written confirmation of employment history  Suitability for Employment  Salary assessment	For the duration of the employment to which it relates, and 12 months thereafter.
Interview notes	Suitability for employment	6 months from date of appt
References	For present employment  For future employment	6 months from date of appt  6 months from date last requested
Copies of qualification certificates	Suitability for employment	Duration of employment and 6 months thereafter.
Contract of employment and any variation letters  Copy of contract acceptance	Written confirmation of the legal agreement between employer and employee.	For the period of employment and 12 months thereafter.
Administrative info eg address, payroll number	To communicate with the employee in matters relating to their employment	For the period of employment
Copy of one of the following: NI number, British certificate,	Employer's defence in relation to the Asylum and Immigration Act	Duration of employment and 6 months thereafter.

passport or Home Office documentation, work permit		
Performance records	Written confirmation of the employee's performance record.	3 years
Induction records	To show that employees have been given appropriate training	Duration of employment and 6 months thereafter.
Training records	Monitoring employee development	Duration of employment and 6 months thereafter.
Absence records, including self-certification, medical certificates and other leave of absence including parental leave.	Monitoring employee absence	For 3 years – including after the termination of employment.
Disciplinary records	Monitoring employee conduct and/or capability	In accordance with the Council's disciplinary procedures.
Letter of resignation and acceptance of resignation	Written confirmation of date of leaving Council's employ.	12 months after leaving
Exit interview notes	Record of view of Council. May include suggestions for improvements.	12 months after leaving

**POLICY AND PROCEDURE: Parish Estate – Safety Inspections**

**PURPOSE:** To ensure public spaces for which the Melbourn Parish Council (hereafter the Council) has responsibility, are routinely inspected and maintained such that users are offered safe access

**SCOPE:** All public spaces in the Melbourn Parish Estate for which the Council has direct accountability. Aspects of the public environment that are the responsibility of other agencies, for example public highways or school grounds, are not covered by the scope of this policy.

*Note: Appendix 1 lists those areas deemed in need of regular safety inspection, together with Risk Assessments defining the required frequency of inspection for each. Not all areas have similar risks, and inspection frequency varies accordingly.*

**1. POLICY:**

- 1.1 It is the policy of the Council that all areas listed in Appendix 1 of this document are regularly inspected for hazards.
- 1.2 Because different areas present different levels of risk, not all areas will be inspected at the same frequency.
- 1.3 In order to decide the inspection frequency a formal Risk Assessment will be carried out for each affected area as listed in Appendix 1.
- 1.4 Risk levels will be divided into 'High', 'Medium' and 'Low'. High Risk areas will be inspected weekly. Medium Risk areas will be inspected every two weeks. Low Risk areas will be inspected monthly. More frequent inspections can be carried out, depending on circumstances, for example an unusual spillage or a village public event.
- 1.5 Risk Score Bands: 0 – 11 Monthly; 12 – 19 Two Weekly; 20 + Weekly
- 1.6 It is the responsibility of the Clerk to the Council to administer the safety checking system through the Village Wardens.
- 1.7 It is the responsibility of the Village Wardens to ensure that proper inspection checks are carried out on all listed areas, according to the frequencies laid out in this document.
- 1.8 Where agreed, nominated Councillors may carry out area checks, provided such checks are properly and formally recorded.

**2. PROCEDURE:**

- 2.1 Village Wardens will agree each week those areas that will be inspected and by whom.
- 2.2 Inspections will be shared to make the work sensibly balanced. The timing of inspections can be varied during the working week to make the visiting of remote areas time-efficient.
- 2.3 Inspections will be recorded on the Inspection Record Sheet; this is included as Appendix 3 to this document.
- 2.4 Each inspection will be signed and dated. Any issues or actions required must be noted.
- 2.5 It is the objective to leave each area in a safe condition after inspection. Should this not be possible, due to some significant problem, the matter should be notified to the Clerk so that steps can be quickly taken to correct the deficiencies.
- 2.6 Completed monthly inspection sheets must be returned to the Clerk for retention

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 25 July 2022**

*Review Policy: Every 12 months*

## MELBOURN PARISH COUNCIL

### APPENDIX 1

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
<b>Moor Play Park</b>	5	5	0	1	5	5	21	High
<b>All Saints Churchyard</b>	0	5	0	0	3	5	13	Medium
<b>Orchard Road Cemetery</b>	1	2	0	0	5	5	13	High (due to bin emptying needs)
<b>Old Recreation Ground</b>	2	4	0	5	4	3	18	Medium
<b>New recreation Ground</b>	2	3	0	5	5	3	18	Medium
<b>Village Car Park</b>	5	5	5	0	5	5	25	High
<b>War Memorial</b>	4	5	2	0	5	5	21	High
<b>Littlehands and Access Way</b>	5	5	4	2	5	3	24	High
<b>Melbourn Hub and Gardens</b>	5	5	0	0	5	5	20	High
<b>Stockbridge Meadows</b>	3	5	0	0	3	4	15	Medium

## MELBOURN PARISH COUNCIL

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Cres.Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Avenue	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millenium Copse	2	5	0	0	3	1	11	Low
BMX Site	4	5	0	5	3	0	17	Medium
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High

## MELBOURN PARISH COUNCIL

### APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week4	
Moor Play Park					
Village Car Park					
War Memorial					
Littlehands and Access Way					
New Rec. Ground					
Clear Cres.Play Park					
Orchard Road Cemetery					
New Road C/metery					
Old Recreation Ground					
Pavilion					
Stockbridge M.					
Worcester Way					
BMX Site (Summer & only if open)					



## MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments				
All Saints' C/Yard				
Jubilee Orchard				
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue				
Chalkhill Barrow				
Elm Way				
Millennium Copse				

## MELBOURN PARISH COUNCIL

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens				
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

# MELBOURN PARISH COUNCIL

## HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

SERVICE	TASK	FREQUENCY
<b>HOT WATER SERVICE</b>	Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water.	<b>ANNUALLY</b>
	Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis.	<b>ANNUALLY</b>
	Check temperatures in flow and return at calorifiers.	<b>MONTHLY</b>
	Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare)	<b>MONTHLY</b>
<b>COLD WATER SERVICE</b>	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	<b>ANNUALLY</b>
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	<b>BI-ANNUAL</b>
	Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps.	<b>MONTHLY</b>
<b>SHOWER HEADS</b>	Dismantle, clean and descale shower heads and hoses.	<b>AS NECESSARY</b>
<b>LITTLE-USED OUTLETS</b>	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	<b>WEEKLY</b>

# MELBOURN PARISH COUNCIL

## HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

FREQUENCY	CHECK	ACQUIRED STANDARD		NOTES
		COLD	HOT	
MONTHLY	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required.
	If fitted, input to TMV's on sentinel basis.		The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to water heater/calorifier.		Outgoing water should be at least 60°C and the return at least 50°C.	If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system.
BI-ANNUAL	Incoming cold-water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel.
ANNUALLY	Representative number of taps on a rotational basis.	The water temperature should be below 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.

# MELBOURN PARISH COUNCIL

SUBJECTS REVIEWED	YES/NO	COMMENTS	DATE ACTIONED
<b>RISK ASSESSMENT</b>			<b>REVIEWED</b>
Are the current system details correct?	New risk assessment	Available within this Assessment	18/02/2021
Is there a current up to date cold water cistem/tank survey?	No water tanks found	Available within this Assessment	
Is there a current photograph of the cistem/tank(s)?	n/a	Available within this Assessment	
Is there a current up to date hot water survey?	YES	Available within this Assessment	
Is there a current photograph of the calorifier/water heater(s)?	YES	Available within this Assessment	
Are the schematic drawing details correct?	YES	Available within this Assessment	
Does the assessment need up dating?	NO	Available within this Assessment	
<b>LOG BOOK</b>			
Is the maintenance schedule up to date?	NO		
Are the Responsible Person details up to date?	YES		
Is the training log up to date?	NO		
Have any training requirements been identified?	YES		
Is there an annual review of the system?	YES		
Are the disinfection procedures being followed?	NO		
Are all the log sheet entries up to date?	NO		
Has any remedial works been identified and recorded?	YES		
Has identified remedial work been rectified?	NO		
Are outlets cleaned/disinfected on a minimum of annually and certified?	NO		
Has the system been tested for legionella and certified?	YES		
Has the annual mains water analysis been recorded and certified?	NO		
<b>SUMMARY OF COMPLIANCE WITH ACOP</b>			
Has the system been adequately risk assessed?	YES	Available within this Assessment	
Is the scheme satisfactory for minimising the risk?	No scheme in place		
Has the scheme been fully implemented?	NO		
Are the records being kept up to date by all responsible/competent personal?	NO		
Does the scheme effectively function in line with the requirements of the ACOP (L8)?	NO		

Client is to fill in actioned section to conform to current legislation.

## MELBOURN PARISH COUNCIL

Grounds Maintenance Contract						
Area	How many / when	Date inspected	Date inspected	Date inspected	Date inspected	Comments
Millennium Copse	3					
Jubilee Orchard	3					
New Rec - cuts	18					
Line marking	18 or when req'd					
Aeration, scarification	October					
Feed, level, repair, weed control	October					
<b>River bank:</b>						
Strim boundaries	4					
Hedge work	2					
Weed control	4					
Old rec - cuts	18 or when req'd					
Line marking	18 or when req'd					
Aeration, scarification	October					
Feed, level, repair, weed control	October					
Cemeteries Contract						
Area	How many / when	Date inspected	Date inspected	Date inspected	Date inspected	Comments
<b>New Road Cemetery</b>						

## MELBOURN PARISH COUNCIL

Water plants and newly lawned areas	Weekly - April to Sept					
Weed grassed area and mound, weed killer if necessary. Also inspect paths and car park.	Quarterly - April to Sept					
Cut grass including mound	Fortnightly - April to Oct					
<b>Orchard Road Cemetery</b>						
Water plants	Weekly - April to Sept					
Weed burial areas and paths (treat for moss)	Quarterly - April to Sept					
Cut grass and strim	Fortnightly - April to Sept					
<b>All Saints Church Yard</b>						
Weed grass areas and inspect paths for weeds, moss	Quarterley - April - March					
Cut Grass	Fortnightly - April to Sept					

### General Maintenance

Shrub and hedge maintenance	How often annually / when	Date inspected	Date inspected	Date inspected	Date inspected	Comments
Armingford Cres	2					
Cnr Beechwood (opp Elm Way)	2					
Clear Crescent park - boundary hedge (maintained at 4.5')	2					
Junction Back Lane & High Street	2					
Orchard Road Cemetery hedges (maintained at 7')	2					
Worcester Way open rec space, boundary hedges back and front	2					

## MELBOURN PARISH COUNCIL

Elm Way (and green to Orchard Road surgery)	2					
Chalkhill Barrow	2					
Hedge at junc Maple Way / Orchard Rd (opp Black Horse)	2					
23A Orchard Road - cutting back hedge bordering Orchard Road cemetery	1					

Grass cutting						
Grass verges and rec spaces	How often and when	Date inspected	Date inspected	Date inspected	Date inspected	Comments
	<i>Fortnightly - April to October</i>					
Armingford Cres						
Elm Way						
Rose Lane / Dolphin Lane						
Grassed area outside Leeches						
Grassed area around War Memorial						
Triangle at phone box by The Cross						
Chalkhill Barrow						
Clear Cres play park						
The Moor play park						
Grass verge Orchard Road cemetery in front of hedge						
Worcester Way open rec and grassed area leading to houses						
Lawn in front of Hub						



## MELBOURN PARISH COUNCIL

Greengage Rise (three areas) - road entrance, half way point and green space at end of road						
<b>Other Grass Spaces</b>	<i>Monthly - April to October</i>					
Triangle by bus stop and Vicarage Close						
Beechwood Ave grassed area opp Elm Way						
Verge on The Moor in front of park and bowls club						
Path beside Bowls Club						
Cnr of Medcalfe Way and Orchard Road						
Verge opposite Black Horse Pub						
Back Lane to Greengage Rise						
Car park perimeter area to LHS of entrance						
Royston Road to Bury turning, both sides						
Church Walk down to All Saints Community Hall						
Orchard Road opp Orchard Gate (approx 20 feet)						
Entrance to Grays Allotments						
Cnr Mortlock Close and Mortlock Street						
Cambridge Rd both sides to Garden Centre and Wrights						

## MELBOURN PARISH COUNCIL

Path Perimeters Stockbridge Meadows (by agreement with Clerk only)						
Verge next to Hub with notice board						
<b>Other grass spaces at village entrances</b>	<i>Every 8 weeks - April to Sept</i>					
From A10 Cambridge Road to Wrights Mowers (both sides)						
From A10 Station Road to village (both sides)						
From A10 (village sign) to Melbourn Bury turning (both sides)						
<b>Garden maintenance - Hub, car park apron area (not grass)</b>	<i>Every 8 weeks - April to Oct</i>					
Back and front areas of Hub gardens (weeding, pruning, dead heading and removing fallen leaves in autumn)						
Prune bushes at back of verge next to Hub with notice board						
Shrub bed in car park						

## MELBOURN PARISH COUNCIL

### TERMS OF REFERENCE: SKATE PARK WORKING PARTY

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Skate Park Working Party

**SCOPE:** This document covers all those activities related to the design and installation of a skate park

**DEFINITIONS:** **Skate Park Working Party – ‘SPWP’**  
**Melbourn Parish Council Maintenance Committee ‘the Committee’**  
**Melbourn Parish Council – ‘the Council’**  
**Melbourn Parish Councillors – ‘Councillors’**  
**Members of the Skate Park Working Party – ‘Members’**  
**Clerk to Melbourn Parish Council – ‘the Clerk’**

#### 1. Membership & Controls

1.1 The SKWP will consist of up to five Councillors and up to two members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the SPWP.

1.4 The SPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the SPWP will elect any Councillor member to act as chair for that meeting.

1.5 The SPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The SPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The SPWP will remain active for the duration of the project to install a skate park in Melbourn.

1.9 The SPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The SPWP has no authority to approve expenditure.

## MELBOURN PARISH COUNCIL

### 2. Reporting

2.1 Notes of meetings of the SPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

### 3. Terms of reference

3.1 To engage with the Maintenance Committee and full Council with regard to the location and provision of a skate park in Melbourn.

3.2 To engage with suppliers with regard to design and supply of a new skate park in Melbourn.

3.3 To engage the public and to seek their views with regard to the choice and layout of a new skate park.

3.4 To investigate sources of grant funding to support the project.

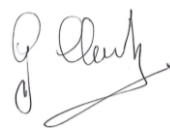
3.5 To oversee and manage the project to install a new skate park which will be funded by s106 funds and possible grant funding.

3.6 To ensure that the project is delivered on budget.

3.7 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.8 To seek opportunities to publicise and communicate throughout the project.

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of approval : 22 July 2022**

Review Policy: Annually

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## Weedkiller Spraying Melbourn Parish Council - Risk Assessment (Village Warden)

### RISK ASSESSMENT MATRIX

**Risk = Hazard Severity(A) x (B) Probability of Harm**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (Probability of Harm)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

### **Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the

task.

Activity: Weed Killer Spraying – Village Wardens Site location: Melbourn Village – All Areas					Name of assessor: John Travis Date of assessment: September 2017
Description of hazard	Severity of hazard (A) score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
General	N/A	N/A	N/A	Before starting the task ensure that the site has been checked and is accessible. Inform the Parish Clerk work is scheduled and when work is complete.	Check all paths are accessible, that no unforeseen obstructions exist such as fallen branches, tools left around or excavations, and that harm will not arise to members of the public who may be close to the work area
Weedkiller Concentrate Handling	2	2	4	Wear gloves and eye protection when dispensing and diluting concentrated weedkiller	Read Manufacturers instructions for use. Dilute concentrate according to directions for pressure spray equipment.
Pressurised Vessels	3	2	6	Wear appropriate clothing that covers, hands, exposed skin and a face mask or eye-goggles to avoid droplets entering the eyes	Eye protection is essential for this task where a pre-pressurised spray unit is used. Work should not be carried out if proper eye protection is not available.
Back strain from carrying filled spray container and bending to apply spray head	2	2	4	Take regular breaks from the task and maintain an upright stance if possible	If a body harness is available with the chosen spray unit it should be worn to support the weight of the spray vessel.
Tripping/twisting due to uneven ground	1	2	2	Look for potentially unseen obstacles and depressions during pre-work checks of the site. Wear stout footwear.	Report significant obstacles and avoid especially difficult to access areas
Spray-Drift due to windy conditions	2	2	4	Exercise caution when working if wind speed is noticeable. Consider only spraying in very calm conditions.	Take special care if working close to public places and near plants and gardens owned by residents or the council.
Cleaning of Pre-	2	1	2	Follow equipment manufacturers	Do not dispose of excess diluted weedkiller into

Pressurised Equipment				instruction on cleaning. Wear gloves and eye protection. Take special care when releasing pressure from pressure vessel.	public drains.
Lone Working, lack of communication, with restricted reporting or assistance in emergency situations (injury to operator or others)	3	2	6	Advise Parish Clerk when and where work is to be done. Advise when work is completed.	Wardens are advised to carry a mobile phone if working alone or ensure contact can be made when the need arises



**Document Approval:**  
**(Chair to Melbourn Parish Council)**

**Date of approval : 22 July 2022**

Review Policy: Annually