

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 26 September 2022 at 7.36pm 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, Barley, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales and 9 members of the public

PC083/22 To receive and approve apologies for absence

Apologies received from Cllr Wilson with acceptable reasons provided.

It was RESOLVED to approve Cllr Wilson's apologies for absence.

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

PC084/22 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 PC096/22a)-h). They were given dispensation to remain for the discussion but not to vote.

PC085/22 Chairs' Announcements – For information only

No announcements

PC086/22 To approve the minutes of the Parish Council Meeting held on 25 July 2022

It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 July 2022 as an accurate record.

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

PC087/22 To report back on the minutes of the Parish Council Meeting held on 25 July 2022

PC073/22b) To be discussed further under PC094/22b)
 PC074/22a) Map of parish boundary has been circulated
 PC075/22 To be discuss further under PC098/22a)

The Chair amended the order of the agenda

PC089/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven updated the meeting with regard to the proposed withdrawal of the 915 bus service as noted in her report. Thanks were noted to members of the public who have written expressing their concerns and the impact to them of the withdrawal of this service. The matter is being considered by the Combined Authority (Cambridgeshire and Peterborough). It is hoped they will seek an alternative commercial operator for the service but there are no guarantees. Possibility that the Combined Authority could subsidise a service. Noted that the No 17 service continues to operate once per day - this service is subsidised via council tax. Members of the public were encouraged to fill in a petition available at the meeting setting out how the loss of the bus service will impact them.

PC090/22 To consider and discuss proposed withdrawal of 915 bus service

Discussion with regard to the Parish Council writing formally to Anthony Brown MP, Combined Authority and Stagecoach noting our concerns with regard to proposed withdrawal of the service and requesting that Stagecoach reconsider. A vote to follow public participation.

PC088/22 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.

Members of the public were invited to address the meeting.

- A member of the public noted concern that there is no alternative transport provision available for hospital appointments and that this will have an adverse effect on peoples physical and mental health.
- A member of the public noted that the buses are often unreliable and believes the bus operator is treating people with contempt. Many areas of Cambridgeshire will no longer have a bus service - this is a wide-ranging issue.
- A member of the public highlighted the Greenways public consultation announced by the GCP to be held at the Hub on 17 October. Noted concern that some previous consultations have not been well organised and requested the Parish Council to prepare a report on the upcoming consultation ahead of the next full Council meeting.
- A member of the public requested confirmation that the 915 service is not subsidised – this was confirmed. Also noted that the No 17 service provided by A2B is subsidised. Further information on the involvement of DCW was requested. A query was made with regard to the Council subsidising an alternate bus service. Concern was noted as the impact on local people on withdrawal of the bus service.
- A member of the public noted the impact that withdrawal of this will have on them as they have a disability and use the 915 service to travel to Fowlmere several times a week and unable to afford to take a taxi. Loss of a bus service will have a real impact on people with disabilities.
- A member of the public noted that there are currently three other bus operators (A2B, Miles, Richmonds). Intends to contact Miles to enquire if they would be interested in taking on this route. Noted that DWC is not local and has no interest in difficulties faced by local people. Suggested that financial support should be given to private bus companies.
- A member of the public noted regular essential hospital appointments. Other community transport options are expensive and less available as there is a shortage of drivers. The bus service is extremely important.
- A member of the public suggested a reduced service running 2 hourly would be better than nothing and noted that Richmonds have been approached in this regard.

Members of the public were encouraged to sign the petition organised by County and District Cllrs before leaving the meeting. This will provide a detailed picture of the impact of withdrawal of the service. It was again noted that Stagecoach is a private company and their decision will be a commercial one. Information is also being gathered from neighbouring villages. Details will be sent to the parish office and shared via parish website and social media.

PC090/22 To consider and discuss proposed withdrawal of 915 bus service

Following the public participation, cllrs took a resolution on how to respond to planned withdrawal of the bus service.

It was RESOLVED that the Parish Council will write on behalf of local residents to Anthony Brown MP, the Combined Authority for Cambridgeshire and Peterborough and to Stagecoach expressing concern with regard to the planned withdrawal of the 915 bus service and requesting that the service be reinstated.

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

A member of the public noted that it is essential any future bus service is well promoted and advertised.

PC089/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven reported:

The Greenway consultation briefing on 17 October was noted.

Flood resilience and avoidance was highlighted – residents' concerns should be noted with County and District Cllrs.

Cambridge City Access Strategy was noted as this relates to congestion charging. Noted that congestion charging cannot be implemented without a good bus service

Work on the A10 underpass project is ongoing. Thanks noted to SDC for their helpful advice.

District Cllr Hales and Hart reported:

SCDC are trialling 4 day week from January to March 2023. If successful, the trial will be extended. It is hoped that this will resolve challenges with staff recruitment and retention and will also save SCDC money as there will be less need for agency staff. Feedback from staff has been positive. Hoped that the trial will also be rolled out to non-desk based staff.

A member queried introduction of the congestion charge at a time when the bus service is being withdrawn. Also noted that congestion charge maps include ParknRide sites. County Cllr van de Ven encouraged a response to be made highlighting these concerns.

A member noted that 4 day working week is essentially 25% pay increase. How will officers maintain a good level of service when the Planning Department particularly is already under great pressure. A District Cllr responded that this point had been considered. Noted that evidence gathered highlighted peaks and troughs in productivity of staff and new working patterns would focus on avoiding unnecessary and unproductive practices.

A member queried the potential for observed behaviour to present artificial results during the trial. A District Cllr noted that some members of staff were unaware of the data being gathered through observation. Also noted that useful data on KPIs were gathered prior to the commencement of the 4 day week trial.

PC091/22 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee
Noted that Cllr Cowley intended to step down from the Finance and Good Governance Committee after the October meeting. Nominations were invited for new members of the Finance and Good Governance Meeting. Cllrs Barley and Campbell indicated that they would like to join. Cllr Cowley was thanked for his contribution to this Committee.
- b) To note an email decision with regard to initial payment to Maydencroft
This was noted.
- c) To note an email decision with regard to payment of grant monies
This was noted.
- d) To receive the external Auditors' report
The report was received. Thanks were noted to the RFO, Clerk and Assistant Clerk for their work.
It was RESOLVED to continue to opt in to the SAA central external auditor appointment arrangements.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.
- e) To consider applying for a Unity Bank credit card
Noted that a Credit Card Policy is already in place.
It was RESOLVED to apply for a Unity Bank credit card for use by the parish office.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- f) To discuss and consider an agreement with Dynamos for use of the football pitches
Chair of Maintenance provided an update with regard to sources of grant funding available to users of the football pitches. Grant funder requires confirmation that the user has ongoing permission to use the pitches for the duration of the project to be funded.
It was RESOLVED to approve entering into the agreement for use of the football pitches with Melbourn Dynamos to support their application for grant funding for pitch improvements.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.
- g) To receive any updates and consider actions
There was nothing further to discuss.

PC092/22 Finance Matters:

- a) To receive and consider the finance reports for July and August 2022.
The reports were received.
The Chair altered the order of the agenda

PC094/22 Maintenance Matters

- a) To receive an update on the boardwalk replacement project and approve payment of interim invoice
Approval of the interim invoice was considered as it is included in the approval lists to be discussed at PC092/22b).

It was RESOLVED to approve the second interim payment to Maydencroft in the sum of £25,612 + VAT.

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

PC092/22 Finance Matters

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

Noted that the approvals lists for consideration were for August and September.

It was RESOLVED to approve the approvals lists for August and September.

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

- c) To receive any updates and consider actions

There was nothing further to discuss

PC093/22 Bank reconciliations

- a) To note bank reconciliations for June, July and August 2022

Bank reconciliations that have been verified for June and July were noted. Bank reconciliation verification for August to be completed.

- b) To receive nominations for a councillor to carry out future bank reconciliations

Thanks were noted to Cllr Cowley for undertaking bank reconciliation verifications. Nominations were invited for a cllr to take over this task. Cllrs Travis and Davey kindly offered to take on bank reconciliation verification from September.

It was RESOLVED to approve Cllrs Travis and Davey to carry out bank reconciliation verification from September 2022.

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

PC094/22 Maintenance Matters:

- a) To receive an update on the boardwalk replacement project and approve payment of interim invoice

Chair of Maintenance Committee provided an update on the boardwalk replacement. An application for grant funding has been submitted – decision awaited.

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

Two quotes have been obtained for this work. Trees to be reduced to gutter height. Cost to be split between Parish Council and Hundred Houses. Cost is £2,460 + VAT with HH paying £1,500 and MPC paying £960 + VAT.

It was RESOLVED to approve the Majestic Trees quotation in the sum of £2,460 + VAT for reducing the height of the trees. Cost to be split between HH paying £1,500 and MPC paying £960 + VAT.

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

- c) To receive any updates and consider actions.

There was nothing further to report.

PC095/22 Planning Matters:

- a) To consider approving vendor's legal fees for purchase of open space at Greengage Rise

Chair of Planning Committee provided an update. S106 Officer has confirmed that legal fees can be paid from s106 monies as this is to secure open space for the benefit of the village.

It was RESOLVED to approve payment of vendor's legal fees in the sum of £560 + VAT to be funded from s106 monies.

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

ACTION: Clerk to publicise purchase of this open space for future enjoyment by the village.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC096/22 Community Hub

- a) To consider quotations for extending the patio to be funded from s106 monies

It was RESOLVED to accept the quotation from Herts & Cambs Grounds Maintenance in the sum of £2,480 + VAT to be funded from s106 monies.

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

b) To consider quotations for a new coffee machine

It was RESOLVED to accept the quotation from Hessian Coffee in the sum of £4,648.13 + VAT Proposed by Cllr Hart, seconded by Cllr Barnes. In favour: Cllrs Alexander, Barley, Barnes, Campbell, Clark, Cowley, Davey, Hart. Abstain: Cllrs Kilmurray and Travis.

c) To consider quotations for a new convection oven

It was RESOLVED to accept the quotation from Next Day for an E31D4 Oven in the sum of £1,330 + VAT.

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

d) To consider quotation for Legionella Risk Assessment Review and sample

It was RESOLVED to accept the quotation from 4i Water Services in the sum of £323 + VAT.

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

e) To consider quotations for replacement of damaged double-glazing units

It was RESOLVED to accept the quotation from First Glass Services in the sum of £357.75 + VAT.

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

f) To consider approving wording for street signage for The Hub

Noted that final layout and design of the sign will be undertaken by a professional design company. Draft in the pack is for illustrative purposes.

It was RESOLVED to approve employing professional design company to finalise design and layout of advertising sign.

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

g) To consider quotations for procurement and installation of street signage for The Hub

It was RESOLVED to accept the quotations from Ashby Trade Sign Supplies in the sum of £1,536.99 + VAT (fabrication), Herts & Cambs Grounds Maintenance in the sum of £260 + VAT (installation) and Cores Electrical in the sum of £100 + VAT (electrical installation) to be funded from precept and s106 monies.

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

h) To consider approving monthly expenditure by the library to be funded from s106 monies

It was RESOLVED to approve monthly expenditure by the library with Harts Books in Saffron Walden to be funded from s106 monies.

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

i) To receive any updates and consider actions

There was nothing further to discuss.

PC097/22 To receive an update with regard to works under the LHI grant

The update was received. **ACTION:** Parish office to share details of the projects and the financial contribution of 43.3% of total cost to be made by the Parish Council.

PC098/22 Signage for village amenities

a) To discuss and consider a joint sign with Kingsway Golf

An update was provided following a meeting with a representative of Kingsway Golf and the local Highways Officer. A suitable lamppost on the A10 at the Cambridge Road junction has been identified for the sign. Cost of the sign to be split 50/50 with Kingsway Golf.

It was RESOLVED to approve the quotation from DHF Products for 2 x aluminium signs at a cost of £251.40 + VAT.

Proposed by Cllr Hart, seconded by Cllr Kilmurray. In favour: Cllrs Alexander, Barley, Barnes, Campbell, Clark, Davey, Hart, Kilmurray, Travis. Against: Cllr Cowley.

b) To discuss and consider wording for proposed sign at Grinnell Hill pump track

Cllrs queried location, size and proposed wording for the sign. May require permission from Highways or planning permission. **ACTION:** Clerk to seek more information and report back.

PC099/22 HR Matters:

- a) To receive any updates and consider actions

There was no update from the HR Panel.

PC100/22 Melbourn Timebank

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

The Timebank reports were noted. A member asked if there was a plan to set up warm spaces. Noted that Cambridgeshire ACRE may be looking into this but there is currently no local funding available. Noted that the Hub welcomes people during opening hours.

- b) To consider approving reimbursement of expenditure to the Timebank Coordinator

It was RESOLVED to approve reimbursement to the Timebank Coordinator in the sum of £199.48 in respect of the Timebank summer picnic
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC101/22 To receive an update from the Melbourn Play Park Working Party

Noted that work to refit the play park at The Moor has started. A member queried whether benches will be removed. Noted that benches will be retained with a decision as to their final location still to be taken.

PC102/22 To receive an update from the MAYD Joint Committee

An update from the Chair of the MAYD Joint Committee was received.

PC103/22 Policies and Terms of Reference:

- a) To consider approving updated Standing Orders

Noted that NALC has published new Model Standing Orders reflecting changes to SO 18 (European Union and procurement thresholds). Model Standing Orders have been updated to mirror existing Standing Orders with NALC updates.

It was RESOLVED to approve the Model Standing Orders as drafted.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- b) To consider any other updates and consider actions

There was nothing further to discuss.

PC104/22 To note the date of the next meeting : 24 October 2022

The date of the next meeting was noted as 24 October 2022.

[Post meeting note: Members discussed marking the Coronation of King Charles III. To be included on an agenda for future discussion with a view to some public consultation.]

End of Meeting : 21:35

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 26 Sept 2022 District and County Councillors' Report

Stagecoach cuts and 915

Like all who depend on this vital service we are aghast at the prospect of Stagecoach's announcement that together with many other bus services in Cambs, the 915 connecting Royston to Cambridge is to be discontinued. Without question, people's daily lives depend on this service. The 915 is a commercially run service, not supported by Local Transport Authority subsidies, though Stagecoach has benefitted from government subsidies during Covid. As a private service we don't have access to ridership figures.

Please let us know of individual circumstances regarding essential use of the 915 for us to feed back to the operator and the Mayoral Combined Authority.

Hopefully another operator will come forward to run this service on a commercial basis. Some existing services are deemed not commercially viable, like the 17 between Royston Melbourn and Meldreth, and these are paid for through our Council Tax.

Melbourn Greenway briefing, and public event at Melbourn Hub

Please note that the Greater Cambridge Partnership's Melbourn Greenway moves into a new public engagement phase next week. Key dates are October 11 evening for a public Zoom meeting, and an in-person event at the Melbourn Hub on October 17. We'll confirm exact times and joining details asap – these are about to be published. A GCP officer attended the annual A10 cycle and walk event on Sept 25 to hear thoughts and ideas.

Flood avoidance tour

Following the deluge rainfall earlier this month we were made aware that while drains were working, the volume of water was in places more than the system could cope with. We will be doing a walking tour of areas of concern, with County and District officers who deal with flood avoidance.

South Cambs: radical thinking on addressing workforce shortages

A three-month trial of a four-day week will begin in January for desk-based staff at South Cambridgeshire District Council – as a similar pilot of over 3,300 staff continues at more than 70 UK organisations. People now think differently about work-life priorities; nationally and locally it is harder than ever to recruit and retain staff.

In our interactions with the district and county councils, as well as a whole range of service organizations including rail and bus operators, health and care providers, schools, and many others, workforce shortages are a headline concern hampering the delivery of key public services.

What impact the trial has on services for residents and businesses will be carefully monitored. Service levels cannot drop if a four-day week is to be considered as a viable option in the longer term. The Council will keep a check on things like how long it takes the Council to process benefits claims, Council house rent collections, how fast planning applications are determined, staff turnover, call answering times and more.

For more than a year, the Council has only been able to fill around eight out of every ten (or fewer) of its vacancies. Between January and March 2022, only around half were filled. There are currently 23 agency staff covering office-based roles, which should ideally be filled by people in permanent positions. Over a whole year, these agency staff could cost the Council more than £2million. If the Council filled all these posts with permanent staff, it would only cost around £1million per year.

Not being able to fill vacant posts – or switching between agency staff to cover them – is also disruptive to services for residents. For example, when case officers change during the process of a planning application, it can cause delays and frustration because a lot of context and institutional memory is lost.

This has led to the Council looking at the viability of a four-day week through a proposed trial between January and March next year. A four-day week is when people work one less day per week but still get paid the same salary. A four-day week, which for a full-time employee at the Council would consist of 30 hours, can make an organisation stand out from others and be more attractive to talent. It is also seen as a tangible incentive to encourage staff to stay.

Another aspiration of the trial is to investigate whether it would help the Council to attract a more diverse workforce. For example, for those families where childcare costs can be a big blocker from working, or those people with caring responsibilities, it could be a more attractive option than the traditional five-day working week model. This is because the cost of childcare or caring could be reduced, which can also help support wider cost of living rises.

Cambridge 'City Access' strategy proposed

A Cambridge 'City Access' strategy has been put forward by the Greater Cambridge Partnership, to deliver improvements to public transport, reduce congestion, and improve the environment through lower emissions.

The outline looks like this: Following the introduction of a significantly improved and cheaper bus network in the wider area, a Cambridge congestion charge focusing on the morning peak time would be introduced. Funding an improved bus network would be taken on first by the GCP; thereafter it would be paid for by the congestion charge revenue.

While driving in the city could get more expensive, the scheme aims make bus travel cheaper and more accessible. Indeed, a key principle is for bus travel to be the most affordable travel option. Flat fares have been proposed; in Cambridge a ticket could cost £1 to travel in the city, with a ticket in the wider 'travel to work' area proposed to cost £2. The bus network would be extended, vitally important in the villages and for those who rely on travelling with a bus pass.

The concept of a Cambridge congestion charge, for the purpose of mitigating against road congestion and worsening air pollution and providing revenue to help fund a vastly improved public bus network for the wider area, is something Cambridgeshire County Council formally voted to approve, with support from all political parties, back in 2009 under a central government scheme called 'Transport Innovation Fund.' This was based on transport modelling showing that gridlock congestion would eventually choke the local area and make it impossible for buses to provide reliable journey times. The investment of the Fund would have created a network of cycle paths into the city and provided start-up funding for a new bus network, before a congestion charge was introduced, in order to fund the network long-term. In the event, the Fund disappeared in the wake of the financial crisis and huge cuts to public services. But the factors which had led to its inception remained.

Since then, bus services have significantly reduced – including some services from this area which disappeared completely, in part due to dwindling ridership. For villages without train services bus services provide an even greater breadth of vital connections, including to secondary education. Hopes for game-changing government funded bus improvements have been dashed; this year’s government Bus Improvement Fund saw nothing at all for Cambridgeshire.

There are many, many points of local detail and personal concern which are essential to flush out and bring to attention. So, we strongly urge people to take part in the upcoming public consultation, details to be confirmed pending the GCP Board meeting shortly.

A10 Underpass progress

Much work has been done over the summer to analyse the underpass survey results (375 responses received) and gain advice from CCC Highways, Melbourn Village College Art Dept and SCD contractors (currently at Melbourn Science Park) on optimal measures to improve lighting and the overall environment of the underpass. These include jet washing, painting walls, ceiling and floor white, and providing new panels of original community art, plus improvements to the electric light provision. Some funding has been secured via the Community Rail Partnership from Govia Thameslink Railway, the Community Safety Partnership (Cambs Police) and SDC; and the CRP is coordinating further funding applications.

Local recycling of small electricals: Melbourn High Street car park

Easy local recycling of small electricals at the Melbourn car park saves a trip to the recycling centre – and can be transported on foot or by bike! The new pink recycling container can take the following:

Anything up to 29cm in its largest dimension, which has a plug, battery or cable. If batteries are removeable, take these out and recycle them separately. Some examples of suitable items include:

- Kettles, toasters, sandwich toasters, stick blenders
- Games consoles, DVD players
- Hand-held vacuum cleaners, electric toothbrushes
- Mobile phones, tablets and smart devices
- Cables and headphones
- Printers and scanners
- Laptops, keyboards and IT accessories

Please note that smoke detectors, light bulbs, e-cigarettes, batteries, paints, chemicals or aerosols are not accepted in these banks.

‘Wimpole for Everyone’ – free access pass for community groups

The General Manager of Wimpole Hall is passionate that everyone can enjoy all that Wimpole has to offer and recognises that National Trust membership or the standard admission charges are not accessible to everyone. Community Group free access passes issued under this initiative would provide free access for up to 16 people. Passes may be used on any day except on bank holidays and the weekends preceding bank holidays. Those intending to use the pass are asked to email wimpolehall@nationaltrust.org.uk or call the estate before coming, stating the name of your group, the number of people and approximate time of arrival.

MELBOURN PARISH COUNCIL

Full Council Meeting : 26 September 2022

PC090 22b) Email decision – Maydencroft initial payment

Dear all

Thanks for the responses to this email decision. There is a clear majority in favour of the proposal to make payment of 30% of the approved contractor's quote as set out below.

That the invoice from Maydencroft (the contractor appointed to replace the boardwalk at Stockbridge Meadow) in respect of materials and site set-up costs in the sum of £19,209 + VAT (representing 30% of the total value of the project being £64,030 + VAT) is approved for payment.

In favour	Cllrs Hart, Davey, Clark, Wilson, Travis, Kilmurray, Barnes.
Against	
Abstain	

I will circulate an email to signatories to release the payment today.

Maydencroft Limited
Maydencroft Manor
Gosmore
Hitchin
Hertfordshire
SG4 7QA

VAT Reg No: 914 6695 00

MAYDENCROFT

Head Office: 01462 420851
accounts@maydencroft.co.uk | www.maydencroft.co.uk

PROFORMA

Melbourn Parish Council Melbourn Community Hub 30 High Street Melbourn SG8 6DZ VAT Reg No:

Invoice No.	15476
Invoice/Tax Date	04/08/2022
Cust. Order No.	Stockbridge Meadows
Account No.	MEL002

Details	£ Net	% VAT	£ VAT
30% initial mobilisation invoice for the works as agreed on Quote Supplied	19,209.00	20.00	3,841.80

BACS/Cheques payable to: Maydencroft Limited	
Bank Name: Handelsbanken	Currency: GBP
Account No: 50073886	Sort Code: 40-51-62
IBAN: GB15HAND40516250073886	SWIFT: HANDGB22
Payment terms: IMMEDIATE	
Remittance advices to: accounts@maydencroft.co.uk	

£ Total Net	19,209.00
£ Total VAT	3,841.80
£ Invoice Total	23,050.80

From: [Parish Clerk](#)
To: [MPC Councillors All Councillors](#)
Cc: [RFQ; Assistant Clerk](#)
Subject: RE: EMAIL DECISION : Payment of grant monies
Date: 01 August 2022 14:45:00

Dear all

Thank you for the responses to this email decision. I have now heard back from a majority of cllrs who have indicated clear support for the following proposals:

That Council approves payment of the following grants from the precept:

- **Melbourn Mobile Wardens Scheme (Local Government Act 1972 s142 (2A)) : £5,000**
- **Community Rail Partnership (Local Government (Miscellaneous Provisions) Act 1976 s19 (3a)) : £700**

As to payment of the grant of £5,000 to the Melbourn Mobile Wardens Scheme	
In favour	Cllrs Alexander, Barnes, Clark, Davey, Hart, Kilmurray, Travis, Wilson
Against	
Abstain	

As to payment of the grant of £700 to the Community Rail Partnership	
In favour	Cllrs Alexander, Barnes, Clark, Davey, Hart, Kilmurray, Travis, Wilson
Against	
Abstain	

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

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

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From: Parish Clerk

Sent: 25 July 2022 12:55

To: MPC Councillors All Councillors <councillors@melbournparishcouncil.co.uk>

Cc: RFO <RFO@melbournpc.co.uk>

Subject: EMAIL DECISION : Payment of grant monies

Dear all

The Council has precepted for the following amounts to be paid by way of grants during 2022:

- Melbourn Mobile Wardens Scheme £5,000
- Community Rail Partnership £700

As these groups do not submit an application when the community benefit monies are distributed in April and November, (and bearing in mind there is no full Council meeting in August) can I please ask Councillors to respond to this request for an email decision so that payment can be made over the summer and before the next grant funding round:

That Council approves payment of the following grants from the precept:

- **Melbourn Mobile Wardens Scheme (Local Government Act 1972 s142 (2A)) : £5,000**
- **Community Rail Partnership (Local Government (Miscellaneous Provisions) Act 1976 s19 (3a)) : £700**

As to payment of the grant of £5,000 to the Melbourn Mobile Wardens Scheme	
In favour	
Against	
Abstain	

As to payment of the grant of £700 to the Community Rail Partnership	
---	--

In favour	
Against	
Abstain	

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

Tel (01763) 263303 option 3
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Melbourn Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Melbourn Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Melbourn Parish Council on application to:</p> <p>(a) <u>PARISH CLERK - CLARE LITTLEWOOD</u> <u>MELBOURN PARISH COUNCIL</u> <u>30 HIGH STREET</u> <u>MELBOURN SG8 6HT</u></p> <p>(b) <u>MON - FRI 09:00 - 13:00</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £<u>1.00</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>CLARE LITTLEWOOD - PARISH CLERK</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>01/09/2022</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Melbourn Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/05/2022

and recorded as minute reference:

PC027/22b

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature]
[Signature]

ENTER PUBLICLY AVAILABLE WEBSITE PAGE ADDRESS
melbournparishcouncil.co.uk

Section 2 – Accounting Statements 2021/22 for

Melbourn Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	445,894	605,262	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	267,870	275,300	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	243,041	290,977	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	77,544	68,653	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	49,842	49,842	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	224,157	371,542	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	605,262	681,502	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	600,815	663,777	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	2,141,178	2,353,229	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	825,160	809,049	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

18/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

23/5/2022

as recorded in minute reference:

PC028/22(a)

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Melbourn Parish Council – CA0179**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

12/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/07/22 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
INCOME				
Conservation				
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	£3,848.72	-£1.28
Total Conservation	£6,250.00	£0.00	£3,898.93	-£2,351.07
Cemeteries				
200 Burial Fees	£4,000.00	£0.00	£3,425.00	-£575.00
Total Cemeteries	£4,000.00	£0.00	£3,425.00	-£575.00
Play Areas & Recreation Grounds				
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	£183.00	-£117.00
Total Play Areas & Recreation Grounds	£4,300.00	£0.00	£1,115.47	-£3,184.53
Finance & General Purpose				
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	£69.01	£19.01
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	£5,015.00	£15.00
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
Total Finance & General Purpose	£294,180.00	£5,700.00	£153,498.34	-£146,381.66
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£8,666.68	-£17,333.32
Total Rental Property	£26,000.00	£0.00	£8,666.68	-£17,333.32
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
Total Community Benefit Reserve	£0.00	£47,108.13	£47,108.13	£0.00
S106 & Other Capital Grants Reserve				
140 S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£14,899.75	£14,899.75	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£334,730.00	£67,707.88	£232,612.30	-£169,825.58

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/07/22 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
EXPENDITURE					
Conservation					
1000	Allotments	£1,890.00	£0.00	£1,320.83	£569.17
1100	Conservation	£11,300.00	£5,287.00	£7,912.32	£8,674.68
1150	Stockbridge Meadows	£1,290.00	£0.00	£512.60	£777.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£2,490.00	£6,180.00
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£1,840.00	£5,830.00
Total Conservation		£30,820.00	£5,287.00	£14,075.75	£22,031.25
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£1,170.20	£3,594.80
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£1,623.32	£4,326.68
Total Cemeteries		£10,715.00	£0.00	£2,793.52	£7,921.48
Play Areas & Recreation Grounds					
3000	Play Areas	£4,220.00	£0.00	£2,162.25	£2,057.75
3200	Recreation Grounds	£12,720.00	£0.00	£6,051.27	£6,668.73
3400	Pavilion	£9,160.00	£2,000.00	£4,723.76	£6,436.24
Total Play Areas & Recreation Grounds		£26,100.00	£2,000.00	£12,937.28	£15,162.72
Finance & General Purpose					
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	£1,373.79	£1,026.21
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	£3,223.30	£23,464.70
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£23,232.45	£50,367.55
5300	Sundry Expenses	£150.00	£0.00	£24.00	£126.00
5400	Training	£1,500.00	£0.00	£325.00	£1,175.00
5700	Pension Scheme Charges	£440.00	£0.00	£144.00	£296.00
5900	Bank Charges	£400.00	£0.00	£51.05	£348.95
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	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£11,870.00	£872.83	£1,180.58	£11,562.25
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	£539.90	£4,774.10
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£1,261.04	£10,312.96
6600	Timebanking Expenses	£470.00	£65.03	£108.35	£426.68
6800	Election Costs	£240.00	£0.00	£450.00	£-210.00
6900	Community Events	£4,000.00	£0.00	£2,034.55	£1,965.45
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£5,522.77	£10,332.23
Total Finance & General Purpose		£232,325.00	£937.86	£71,398.48	£161,864.38

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/07/22 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
Planning				
7000 Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
Total Planning	£1,000.00	£2,200.00	£2,200.00	£1,000.00
Highways				
8000 Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100 Street Lighting	£2,500.00	£0.00	£119.93	£2,380.07
Total Highways	£14,000.00	£0.00	£119.93	£13,880.07
Rental Property				
9000 Little Hands Nursery	£5,470.00	£0.00	£1,750.13	£3,719.87
Total Rental Property	£5,470.00	£0.00	£1,750.13	£3,719.87
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£33,426.18	£33,426.18	£0.00
Total Community Benefit Reserve	£0.00	£33,426.18	£33,426.18	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£4,224.91	£4,224.91	£0.00
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£9,224.91	£9,224.91	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£320,430.00	£53,075.95	£147,926.18	£225,579.77
Total Income	£334,730.00	£67,707.88	£232,612.30	-£169,825.58
Total Expenditure	£320,430.00	£53,075.95	£147,926.18	£225,579.77
Total Net Balance	£14,300.00		£84,686.12	

Cash & Bank Balances 31 July 2022

Ordinary Accounts

Petty Cash	£30.00
Petty cash - Timebank	£0.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£204,730.32
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 **£753,675.34**

Melbourn Parish Council Finance Report 31 July 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 1st April to 31st July 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

15th August 2022

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 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
INCOME				
Conservation				
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	£3,848.72	-£1.28
Total Conservation	£6,250.00	£0.00	£3,898.93	-£2,351.07
Cemeteries				
200 Burial Fees	£4,000.00	£0.00	£3,725.00	-£275.00
Total Cemeteries	£4,000.00	£0.00	£3,725.00	-£275.00
Play Areas & Recreation Grounds				
300 Match Fees	£3,200.00	£0.00	£350.00	-£2,850.00
320 Hire of Recreation Grounds	£800.00	£0.00	£662.47	-£137.53
340 Pavilion Hire	£300.00	£0.00	£207.00	-£93.00
Total Play Areas & Recreation Grounds	£4,300.00	£0.00	£1,219.47	-£3,080.53
Finance & General Purpose				
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	£110.04	£60.04
435 Interest - Charity Bank	£100.00	£0.00	£141.00	£41.00
440 Interest - HTB	£150.00	£0.00	£0.00	-£150.00
460 Miscellaneous Income	£0.00	£5,000.00	£5,015.00	£15.00
485 Feed In Tariff	£0.00	£0.00	£631.32	£631.32
600 Grants Received	£0.00	£0.00	£700.00	£700.00
660 Timebanking Income	£0.00	£700.00	£700.00	£0.00
Total Finance & General Purpose	£294,180.00	£5,700.00	£154,154.53	-£145,725.47
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£10,833.35	-£15,166.65
Total Rental Property	£26,000.00	£0.00	£10,833.35	-£15,166.65
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£47,108.13	£47,108.13	£0.00
Total Community Benefit Reserve	£0.00	£47,108.13	£47,108.13	£0.00
S106 & Other Capital Grants Reserve				
140 S.106 Grants	£0.00	£14,899.75	£14,899.75	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£14,899.75	£14,899.75	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£334,730.00	£67,707.88	£235,839.16	-£166,598.72

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 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
EXPENDITURE					
Conservation					
1000	Allotments	£1,890.00	£0.00	£1,540.83	£349.17
1100	Conservation	£11,300.00	£5,287.00	£9,212.32	£7,374.68
1150	Stockbridge Meadows	£1,290.00	£0.00	£512.60	£777.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£3,112.50	£5,557.50
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£2,300.00	£5,370.00
Total Conservation		£30,820.00	£5,287.00	£16,678.25	£19,428.75
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£1,254.31	£3,510.69
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£2,029.15	£3,920.85
Total Cemeteries		£10,715.00	£0.00	£3,283.46	£7,431.54
Play Areas & Recreation Grounds					
3000	Play Areas	£4,220.00	£0.00	£2,162.25	£2,057.75
3200	Recreation Grounds	£12,720.00	£0.00	£7,399.63	£5,320.37
3400	Pavilion	£9,160.00	£2,000.00	£5,720.22	£5,439.78
Total Play Areas & Recreation Grounds		£26,100.00	£2,000.00	£15,282.10	£12,817.90
Finance & General Purpose					
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	£1,461.55	£938.45
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	£3,986.02	£22,701.98
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£28,835.12	£44,764.88
5300	Sundry Expenses	£150.00	£0.00	£59.00	£91.00
5400	Training	£1,500.00	£0.00	£325.00	£1,175.00
5700	Pension Scheme Charges	£440.00	£0.00	£180.00	£260.00
5900	Bank Charges	£400.00	£0.00	£51.05	£348.95
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£5,000.00	£2,600.00
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	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£11,870.00	£872.83	£1,180.58	£11,562.25
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£631.32	£-631.32
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	£2,697.18	£2,616.82
6453	PWLB Car Park - Capital	£11,574.00	£0.00	£5,746.55	£5,827.45
6600	Timebanking Expenses	£470.00	£65.03	£318.66	£216.37
6800	Election Costs	£240.00	£0.00	£225.00	£15.00
6900	Community Events	£4,000.00	£0.00	£2,034.55	£1,965.45
7100	Village Car Park - Rates, Utilities & Maintenance	£15,855.00	£0.00	£7,272.81	£8,582.19
Total Finance & General Purpose		£232,325.00	£937.86	£91,774.93	£141,487.93

Melbourn Parish Council Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 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
Planning				
7000 Community Development	£1,000.00	£2,200.00	£2,200.00	£1,000.00
Total Planning	£1,000.00	£2,200.00	£2,200.00	£1,000.00
Highways				
8000 Highways and Footpaths	£11,500.00	£0.00	£0.00	£11,500.00
8100 Street Lighting	£2,500.00	£0.00	£186.47	£2,313.53
Total Highways	£14,000.00	£0.00	£186.47	£13,813.53
Rental Property				
9000 Little Hands Nursery	£5,470.00	£0.00	£1,750.13	£3,719.87
Total Rental Property	£5,470.00	£0.00	£1,750.13	£3,719.87
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£33,426.18	£33,426.18	£0.00
Total Community Benefit Reserve	£0.00	£33,426.18	£33,426.18	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£24,161.34	£24,161.34	£0.00
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£29,161.34	£29,161.34	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£320,430.00	£73,012.38	£193,742.86	£199,699.52
Total Income	£334,730.00	£67,707.88	£235,839.16	-£166,598.72
Total Expenditure	£320,430.00	£73,012.38	£193,742.86	£199,699.52
Total Net Balance	£14,300.00		£42,096.30	

Cash & Bank Balances 31st August 2022

Ordinary Accounts

Petty Cash	£30.00
Petty cash - Timebank	£0.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£163,453.80
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	£30,141.00
HTB 45 day Business Notice	£135,000.00
Nationwide 45 day Business Saver	£115,146.31

Total	£712,539.82
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Melbourn Parish Council Finance Report 31st August 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 1st April to 31st August 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

12th September 2022

Melbourn Parish Council Meeting Monday 26th September 2022

PC094/22 (a) To receive an Update on the Boardwalk replacement project and consider approving payment of an interim invoice

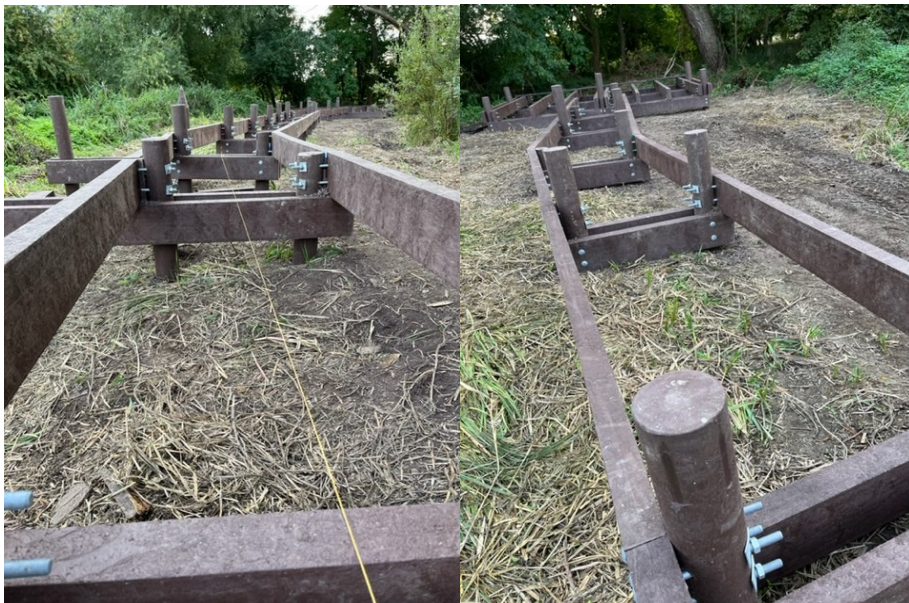
Status Report

Maydencroft, the selected contractor, has now been on site for about three weeks, first establishing a materials set down area and welfare station in the small car park that serves Stockbridge Meadows Nature reserve. A safe route has been determined to reach the work site and some small-scale digging and other relevant equipment is being employed.

Impact on the wider site is minimal and the work crew seem respectful of the natural environment they are in.

Work is progressing well. The old boardwalk has been demolished and removed from site. Construction on the new boardwalk is probably about 40% completed with the heavy work of driving in new support posts together with most of the substructure in place. The platform construction remains the major task.

The project was scheduled to take 6 -7 weeks and appears to be on schedule as they have had perfect weather conditions.



There has already been one stage payment (one of three in total) for upfront purchase of construction materials.

A second stage payment is now due.

The final payment will be withheld until the project is fully completed and signed off by the Parish Council.

Maydencroft Limited
 Maydencroft Manor
 Gosmore
 Hitchin
 Hertfordshire
 SG4 7QA

VAT Reg No: 914 6695 00



Head Office: 01462 420851
 accounts@maydencroft.co.uk | www.maydencroft.co.uk

INVOICE

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

VAT Reg No:

Invoice No.	15713
Invoice/Tax Date	21/09/2022
Cust. Order No.	
Account No.	MEL002

Details	£ Net	% VAT	£ VAT
40% interim mobilisation invoice for the works as agreed on Quote Supplied	25,612.00	20.00	5,122.40

BACS/Cheques payable to: Maydencroft Limited
Bank Name: Handelsbanken **Currency:** GBP
Account No: 50073886 **Sort Code:** 40-51-62
IBAN: GB15HAND40516250073886 **SWIFT:** HANDGB22
Payment terms: IMMEDIATE
Remittance advices to: accounts@maydencroft.co.uk

£ Total Net	25,612.00
£ Total VAT	5,122.40
£ Invoice Total	30,734.40

Melbourn Parish Council

Expenditure transactions - approval list August 2022

Start

of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5339	DD180822 THREE	£13.00	£2.17	£10.83	18/07/22 3 Business Services - Timebank phone - up to 17 July	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
5363	BACS2208 30AJGRAB	£216.00	£36.00	£180.00	26/07/22 AJ Grab Hire - Clear 9 waste bags following footpath clearance	£216.00
		£216.00	£36.00	£180.00	AJ Grab Hire - Total	
5366	BACS2208 30DPARTT	£551.88	£91.98	£459.90	02/08/22 Barley Property Maintenance - supply concrete base for electrical appliance bin in village car park (to be reimbursed by SCDC)	£551.88
		£551.88	£91.98	£459.90	Barley Property Maintenance - Total	
5334	DD220804 BGASPAV	£29.69	£1.41	£28.28	18/07/22 British Gas - Pavilion Electricity - 15/06/22 to 14/07/22 - actual	£29.69
5341	DD220807 BGASORC	£7.97	£0.38	£7.59	24/07/22 British Gas - Electricity bill - orchard road cemetery 24/05/22 - 21/07/22 - estimated	£7.97
5340	DD220808 BGASORC	£24.11	£1.15	£22.96	25/07/22 British Gas - Electricity bill - orchard road cemetery 24/06/22 - 24/07/22 - estimated	£24.11
5367	DD220823 BGASWSH OP	£73.02	£3.48	£69.54	09/08/22 British Gas - Workshop electricity - 03/07/22- 09/08/22	£73.02
		£134.79	£6.42	£128.37	British Gas - Total	
5371	BACS2208 30CASBES TOS	£264.00	£44.00	£220.00	09/08/22 Cambridge Asbestos Removal - To attend site to collect asbestos tiles	£264.00
		£264.00	£44.00	£220.00	Cambridge Asbestos Removal - Total	
5347	BACS2208 30CAPALC	£80.00	£0.00	£80.00	26/07/22 CAPALC - Code of conduct training Cllr Alexander and Campbell	
5348	BACS2208 30CAPALC	£150.00	£0.00	£150.00	26/07/22 CAPALC - Councillor training Cllr Clark and Barley	£230.00
		£230.00	£0.00	£230.00	CAPALC - Total	
5370	BACS2208 30CLEXPS	£10.00	£0.00	£10.00	04/08/22 Claire Littlewood - CL paid for Tesco mobile £10 top-up for key holder's phone	£10.00

Signature

Signature

Date

24/08/22 02:18 PM Vs: 8.75.05

Page 1

Melbourn Parish Council

Expenditure transactions - approval list August 2022

of year 01/04/22

Start

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5355	BACS2208 30DPETTIF ER	£85.50	£0.00	£85.50	02/08/22 David William Pettifer - July Litter picking	£85.50
		£85.50	£0.00	£85.50	David William Pettifer - Total	
5376	BACS2208 30EDGE	£91.80	£15.30	£76.50	28/07/22 Edge IT Systems - Edge - set up and licence fee (pro rata) for dual factor identification - 3 users	£91.80
		£91.80	£15.30	£76.50	Edge IT Systems - Total	
5350	BACS2208 30H&CGM	£552.00	£92.00	£460.00	29/07/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - July 4 of 12	
5351	BACS2208 30H&CGM	£487.00	£81.17	£405.83	29/07/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance July - 4 of 12	
5352	BACS2208 30H&CGM	£906.00	£151.00	£755.00	29/07/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds July (4 of 12)	
5353	BACS2208 30H&CGM	£747.00	£124.50	£622.50	29/07/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - June (3 of 12)	
5354	BACS2208 30H&CGM	£480.00	£80.00	£400.00	29/07/22 Herts & Cambs Ground Maintenance Limited - empty soil store New Rd Cem	
5395	BACS2208 30H&CGM	£468.00	£78.00	£390.00	19/08/22 Herts & Cambs Ground Maintenance Limited - Move goal sockets on main rec	
5396	BACS2208 30H&CGM	£216.00	£36.00	£180.00	19/08/22 Herts & Cambs Ground Maintenance Limited - cut bowls hedge (£80) and watering seeded areas (£100)	£3,856.00
		£3,856.00	£642.67	£3,213.33	Herts & Cambs Ground Maintenance Limited - Total	
5362	BACS2208 30JHE	£744.00	£124.00	£620.00	02/08/22 J H E Electrical Contractors - Install Defibrillators at Pavilion and Orchard Road Surgery	£744.00
		£744.00	£124.00	£620.00	J H E Electrical Contractors - Total	
5357	BACS2208 30JTRUEM AN	£42.00	£0.00	£42.00	24/07/22 Jason Trueman - July Pavilion Cleaning - 3 hour @ £14 per hour	£42.00
		£42.00	£0.00	£42.00	Jason Trueman - Total	

Signature

Date

24/08/22 02:18 PM Vs: 8.75.05

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Melbourn Parish Council

Expenditure transactions - approval list August 2022

Start

of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5374	BACS2208 30LUCID	£160.80	£26.80	£134.00	01/07/22 LUCID Systems - Covered agreement - August	
5375	BACS2208 30LUCID	£160.80	£26.80	£134.00	01/08/22 LUCID Systems - Covered agreement - September	£321.60
		£321.60	£53.60	£268.00	LUCID Systems - Total	
5356	BACS2208 30MWYER	£76.00	£0.00	£76.00	31/07/22 Mark Wyer - Litter picking July 2022	£76.00
		£76.00	£0.00	£76.00	Mark Wyer - Total	
5381	BACS2208 30DEOLIV EIRA	£125.00	£0.00	£125.00	17/08/22 Matthew De Oliveira - Key holder service - Aug 2022	£125.00
		£125.00	£0.00	£125.00	Matthew De Oliveira - Total	
5349	DD220801 NOW	£43.20	£7.20	£36.00	01/08/22 Now Pensions - Employer Service Charge August	£43.20
5098	BACS2208 30PKF	£1,560.00	£260.00	£1,300.00	31/03/22 PKF Littlejohn LLP - Limited Assurance Review Fee AGAR 2021/22	£1,560.00
		£1,560.00	£260.00	£1,300.00	PKF Littlejohn LLP - Total	
5380	BACS2208 30RICOH	£327.07	£54.51	£272.56	04/08/22 Ricoh UK Limited - Photocopier Rent 01/08/22-31/10/22 and Printing Costs 01/05/22-31/07/22	£327.07
		£327.07	£54.51	£272.56	Ricoh UK Limited - Total	
5330	DD220808 SOURCEC ARPK	£7.00	£0.00	£7.00	01/08/22 Source for Business (Cambridge Water) - Water - car park workshop	£7.00
		£7.00	£0.00	£7.00	Source for Business (Cambridge Water) - Total	
5327	DD220801 SCAMBS	£29.90	£0.00	£29.90	01/08/22 South Cambs District Council - Pavilion Fortnightly collections - 5 of 7	£29.90
5329	DD220801 SCDCCP	£1,198.00	£0.00	£1,198.00	01/08/22 South Cambs District Council - Rates- Car Park Instalment 5 of 10	£1,198.00
5328	DD220801 SCDCNR	£75.00	£0.00	£75.00	01/08/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 5 of 10	£75.00
5326	DD220801 SCDCPAV	£259.00	£0.00	£259.00	01/08/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 5 of 10	£259.00
		£1,561.90	£0.00	£1,561.90	South Cambs District Council - Total	

Signature

Signature

Date

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Melbourn Parish Council

Expenditure transactions - approval list August 2022

Start

of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5372	BACS2208 30TRISTA R	£872.92	£145.49	£727.43	09/08/22 Tristar Catering Solutions Ltd - Install and supply new water boiler in Pavilion Kitchen	£872.92
		£872.92	£145.49	£727.43	Tristar Catering Solutions Ltd - Total	
5358	DD220808 YU	£13.31	£0.63	£12.68	01/08/22 Yu Energy - Street lighting account 2000107118 01/07/22-31/07/22	
5359	DD220808 YU	£12.38	£0.59	£11.79	01/08/22 Yu Energy - Street lighting account 2000107116 01/07/22-31/07/22	
5360	DD220808 YU	£44.17	£2.10	£42.07	01/08/22 Yu Energy - Street lighting account 2000107117 01/07/22-31/07/22	£69.86
		£69.86	£3.32	£66.54	Yu Energy - Total	
		£5,602.67	£0.00	£5,602.67	Confidential items – salaries, NI & pensions	

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

5369	BACS2208 09MAYDE N	£23,050.80	£3,841.80	£19,209.00	04/08/22 Maydencroft Ltd - 30% deposit for boardwalk project	£23,050.80
		£23,050.80	£3,841.80	£19,209.00	Maydencroft Ltd - Total	
5343	BACS2208 23MMWS	£5,000.00	£0.00	£5,000.00	01/08/22 Melbourn Mobile Warden Scheme - Mobile Warden Scheme grant payment 2022-23	£5,000.00
		£5,000.00	£0.00	£5,000.00	Melbourn Mobile Warden Scheme - Total	
5361	BACS2208 04MGEXTE RIOR	£1,087.50	£181.25	£906.25	29/07/22 MG Exterior Home Improvements - 25% deposit for windows at Little Hands	£1,087.50
		£1,087.50	£181.25	£906.25	MG Exterior Home Improvements - Total	
5336	BACS2207 26TCOLLINS	£221.26	£0.00	£221.26	25/07/22 Terry Collins- Warden work 13/07/22-21/07/22	£221.26
		£221.26	£0.00	£221.26	Terry Collins - Total	
5335	BACS2207 26IANCROSS	£221.26	£0.00	£221.26	25/07/22 Ian Cross- Warden work 13/07/22-21/07/22	£221.26
		£221.26	£0.00	£221.26	Ian Cross - Total	
5337	BACS2207 26MCHUB	£1,094.09	£182.34	£911.75	01/07/22 Melbourn Community Hub - rebil items for Jubilee Event	£1,094.09
		£1,094.09	£182.34	£911.75	Melbourn Community Hub Management Group - Total	

Total £47,481.10 £5,692.05 £41,789.05

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list September 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5399	DD180919 THREE	£13.00	£2.17	£10.83	17/08/22 3 Business Services - Timebank phone - up to 17 Aug	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
5452	BACS2209 27ARGENTA	£485.88	£80.98	£404.90	19/09/22 Argenta Tree Surveys Ltd - Zoned tree health & safety report and baseline survey plus supply of OS Vectormap	£485.88
		£485.88	£80.98	£404.90	Argenta Tree Surveys Ltd - Total	
5414	DD220090 7BGASOR	£9.57	£0.46	£9.11	24/08/22 British Gas - Electricity bill - orchard road cemetery 21/07/22-21/08/22	£9.57
5400	DD220905 BGASPAV	£31.14	£1.48	£29.66	16/08/22 British Gas - Pavilion Electricity - 15/07/22 to 13/08/22 - estimated	£31.14
5413	DD220907 BGASORG	£24.53	£1.17	£23.36	24/08/22 British Gas - Electricity bill - old rec ground 25/07/22 - 24/08/22 - estimated	£24.53
5427	DD220919 BGASWSH OP	£58.89	£2.80	£56.09	05/09/22 British Gas - Workshop electricity -09/08/22-05/09/22	£58.89
		£124.13	£5.91	£118.22	British Gas - Total	
5429	BACS2209 26CAPALC	£225.00	£0.00	£225.00	12/09/22 CAPALC - CAPALC annual conference 09/09/22 - Clerk, Assistant Clerk, RFO	£225.00
		£225.00	£0.00	£225.00	CAPALC - Total	
5434	BACS2209 27CLEXPS	£19.80	£0.00	£19.80	14/09/22 Claire Littlewood - CL mileage to CAPALC annual conference Wyboston Lakes 09/09/22	£19.80
5412	BACS2209 27DPETTIF ER	£95.00	£0.00	£95.00	31/08/22 David William Pettifer - August Litter picking	£95.00
		£95.00	£0.00	£95.00	David William Pettifer - Total	
5443	BACS2209 27ESPO	£31.37	£5.23	£26.14	08/09/22 ESPO - Stationery for office: Envelopes, Staples, Year Planners, Labels. Order no#000293203 (order to arrive 20/09/22)	£37.65
		£37.65	£6.28	£31.37	ESPO - Total	
5435	BACS2209 27GVPEXPS	£18.00	£0.00	£18.00	14/09/22 Gabrielle van Poortvliet - GvP mileage to CAPALC annual conference Wyboston Lakes 09/09/22	£18.00

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Melbourn Parish Council

Expenditure transactions - approval list September 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5403	BACS2209 27H&CGM	£747.00	£124.50	£622.50	26/08/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - July (4 of 12)	
5404	BACS2209 27H&CGM	£487.00	£81.17	£405.83	26/08/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance August - 5 of 12	
5405	BACS2209 27H&CGM	£552.00	£92.00	£460.00	26/08/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - August 5 of 12	
5406	BACS2209 27H&CGM	£906.00	£151.00	£755.00	26/08/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds August (5 of 12)	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
5425	BACS2209 27IANCRO SS	£96.20	£0.00	£96.20	06/09/22 Ian Cross - August - Weekly change of MVAS batteries and relocation	
5455	BACS2209 27IANCRO SS	£76.96	£0.00	£76.96	21/09/22 Ian Cross - September - Weekly change of MVAS batteries and relocation	£173.16
		£173.16	£0.00	£173.16	Ian Cross - Total	
5415	DD2210071 CO	£35.00	£0.00	£35.00	31/08/22 ICO - Information Commission Subscription - tier 1	£35.00
		£35.00	£0.00	£35.00	ICO - Total	
5402	BACS2209 27JTRUEM AN	£42.00	£0.00	£42.00	25/08/22 Jason Trueman - August Pavilion Cleaning - 3 hour @ £14 per hour	£42.00
		£42.00	£0.00	£42.00	Jason Trueman - Total	
5422	BACS2209 27LUCID	£160.80	£26.80	£134.00	01/09/22 LUCID Systems - Covered agreement - October	£160.80
		£160.80	£26.80	£134.00	LUCID Systems - Total	
5430	BACS2209 27MWYER	£152.00	£0.00	£152.00	01/09/22 Mark Wyer - Litter picking Jun 2022	
5458	BACS2209 27MWYER	£171.00	£0.00	£171.00	08/09/22 Mark Wyer - Litter picking Aug 2022	£323.00
		£323.00	£0.00	£323.00	Mark Wyer - Total	

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Melbourn Parish Council

Expenditure transactions - approval list September 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5456	BACS2209 27DEOLIV EIRA	£131.00	£0.00	£131.00	19/09/22 Matthew De Oliveira - Key holder service - Sept 2022 plus additional service 29/08/22 & 19/09/2222	£131.00
		£131.00	£0.00	£131.00	Matthew De Oliveira - Total	
5457	BACS2209 27MAYDE N	£30,734.40	£5,122.40	£25,612.00	21/09/22 Maydencroft Ltd - 40% interim payment for boardwalk project	£30,734.40
		£30,734.40	£5,122.40	£25,612.00	Maydencroft Ltd - Total	
5421	BACS2209 27HUB	£474.16	£0.00	£474.16	26/08/22 Melbourn Community Hub Management Group - FiT - Hub solar panel energy 17/03/22-15/06/22	£474.16
		£474.16	£0.00	£474.16	Melbourn Community Hub Management Group - Total	
5440	BACS2209 27MGREE N	£3,262.50	£543.75	£2,718.75	14/09/22 MG Exterior Home Improvements - final payment for little hands windows	£3,262.50
		£3,262.50	£543.75	£2,718.75	MG Exterior Home Improvements - Total	
5431	BACS2209 27Norbury	£65.94	£10.99	£54.95	25/08/22 Norburys Building & Landscape Supplies Ltd - Haemmerlin barrow puncture free tyre	
5454	BACS2209 27Norbury	£10.20	£1.70	£8.50	21/09/22 Norburys Building & Landscape Supplies Ltd - Woodcheck ultra	£76.14
		£76.14	£12.69	£63.45	Norburys Building & Landscape Supplies Ltd - Total	
5407	DD220901 NOW	£43.20	£7.20	£36.00	01/09/22 Now Pensions - Employer Service Charge September 2022	£43.20
5411	DD220923 PWLb	£6,642.79	£0.00	£6,642.79	26/08/22 Public Works Loan Board - Loan and interest repayment - Car park loan 1 - instalment 1	£6,642.79
1		£4,485.51	£0.00	£4,485.51	F&GP Car park loan 1 repayment instalment 1 - principal	
2		£2,157.28	£0.00	£2,157.28	F&GP Car Park loan 1 repayment instalment 1 - interest	

Signature

Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list September 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5450	DD221017 PWLB	£16,477.10	£0.00	£16,477.10	19/09/22 Public Works Loan Board - Loan and interest repayment - Hub - instalment 2	£16,477.10
1		£2,567.66	£0.00	£2,567.66	F&GP Hub loan repayment instalment 2 - principal	
2		£13,909.44	£0.00	£13,909.44	F&GP Hub loan repayment instalment 2 - interest	
		£23,119.89	£0.00	£23,119.89	Public Works Loan Board - Total	
5408	BACS2209 27SHIRE	£180.00	£30.00	£150.00	31/08/22 Shire Trees Limited - lift crown of silver birch trees at the Moor Play Park	
5409	BACS2209 27SHIRE	£1,380.00	£230.00	£1,150.00	23/08/22 Shire Trees Limited - Re- pollard 2 silver maples next to the black horse	
5424	BACS2209 27SHIRE	£120.00	£20.00	£100.00	06/09/22 Shire Trees Limited - Clear fallen branch - church (cross)	
5451	BACS2209 27SHIRE	£288.00	£48.00	£240.00	20/09/22 Shire Trees Limited - Fell holly tree on allotments	£1,968.00
		£1,968.00	£328.00	£1,640.00	Shire Trees Limited - Total	
5390	DD220908 SOURCEC ARPK	£7.00	£0.00	£7.00	01/09/22 Source for Business (Cambridge Water) - Water - car park workshop	£7.00
		£7.00	£0.00	£7.00	Source for Business (Cambridge Water) - Total	
5327	DD220901 SCAMBS	£29.90	£0.00	£29.90	01/08/22 South Cambs District Council - Pavilion Fortnightly collections - 5 of	
5392	DD220901 SCAMBS	£29.90	£0.00	£29.90	01/09/22 South Cambs District Council - Pavilion Fortnightly collections - 6 of	£59.80
5394	DD220901 SCDCCP	£1,198.00	£0.00	£1,198.00	01/09/22 South Cambs District Council - Rates- Car Park Instalment 6 of 10	£1,198.00
5393	DD220901 SCDCNR	£75.00	£0.00	£75.00	01/09/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 5 of 10	£75.00
5391	DD220901 SCDCPAV	£259.00	£0.00	£259.00	01/09/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 6 of 10	£259.00
		£1,591.80	£0.00	£1,591.80	South Cambs District Council - Total	

Signature

Signature

Date

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Melbourn Parish Council

Expenditure transactions - approval list September 2022

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5401	BACS2209 27STEXPS	£199.48	£0.00	£199.48	25/08/22 Stephanie Trayhurn - Time bank expenses (Timebank Picnic, games night, supplies for events)	£199.48
5426	BACS2209 27TCOLLI NS	£76.96	£0.00	£76.96	21/09/22 Terry Collins - Sept Weekly MVAS batteries change, relocation of MVAS	
5459	BACS2209 27TCOLLI NS	£48.10	£0.00	£48.10	01/09/22 Terry Collins - Aug Weekly MVAS batteries change, relocation of MVAS	£125.06
		£125.06	£0.00	£125.06	Terry Collins - Total	
5410	BACS2209 27WRIGHTS	£46.80	£7.80	£39.00	19/08/22 Wrights Mower Centre - repair to ALKO Sythe and fit second hand carburettor	£46.80
		£46.80	£7.80	£39.00	Wright's Mower Centre - Total	
5418	DD220909 YU	£43.93	£2.09	£41.84	02/09/22 Yu Energy - Street lighting account 2000107117 01/08/22-31/08/22	
5419	DD220909 YU	£12.38	£0.59	£11.79	02/09/22 Yu Energy - Street lighting account 2000107116 01/08/22-31/08/22	
5420	DD220909 YU	£13.31	£0.63	£12.68	02/09/22 Yu Energy - Street lighting account 2000107118 01/08/22-31/08/22	£69.62
		£69.62	£3.31	£66.31	Yu Energy - Total	
		£5,772.11	£0.00	£5,772.11	Confidential items – salaries, NI & pensions	
Total		£72,065.58	£6,595.96	£65,469.62		

Signature

Date

Signature

Melbourn Parish Council Meeting Monday 26th September 2022

PC094/22 (a) To receive an Update on the Boardwalk replacement project and consider approving payment of an interim invoice

Status Report

Maydencroft, the selected contractor, has now been on site for about three weeks, first establishing a materials set down area and welfare station in the small car park that serves Stockbridge Meadows Nature reserve. A safe route has been determined to reach the work site and some small-scale digging and other relevant equipment is being employed.

Impact on the wider site is minimal and the work crew seem respectful of the natural environment they are in.

Work is progressing well. The old boardwalk has been demolished and removed from site. Construction on the new boardwalk is probably about 40% completed with the heavy work of driving in new support posts together with most of the substructure in place. The platform construction remains the major task.

The project was scheduled to take 6 -7 weeks and appears to be on schedule as they have had perfect weather conditions.



There has already been one stage payment (one of three in total) for upfront purchase of construction materials.

A second stage payment is now due.

The final payment will be withheld until the project is fully completed and signed off by the Parish Council.



20th May 2022

Anthony Moxey
Hundred Houses Society
51 Scotland Road
Cambridge
CB41QN

Dear Anthony

Please find below our quotation as requested. Should you have any questions please contact me.

Quotation
Site Address 4 , Brooksbank, Melbourn, SG8 6FQ
Item No Item Work Description Value

Mixed trees

Reduce height of trees along boundary to the height of gutter on the hub and 1
Brooks bank.

£2050.00

Elder

Fell to ground level and remove arisings
does not include stump removal

£280.00

Total Value: £2330.00
Vat(20%): £466.00
Total Inc Vat: £2,796.00

Yours Sincerely

Mr K J Lawrence
Director

Majestic Garden Services Limited

The Manse | Malting Lane | Litlington | Royston | Hertfordshire SG8 0QT
T: 01763 853 832 | M: 07702 358 249 | E: majesticgardens@tiscali.co.uk
Registered in England and Wales: Number 5882579. VAT Number 809 3920 19

Eversheds Sutherland (International) LLP
 115 Colmore Row,
 Birmingham,
 B3 3AL
 Tel 0207 497 9797
 Fax 0121 232 1900
 Int +44 121 232 1000
 DX 13004 Birmingham

Taylor Wimpey UK Limited (incidental land transfers)
 (Payable by Melbourn Parish Council)
 (ACCOUNTS PAYABLE)
 Head Office, Gate House
 Turnpike Road
 High Wycombe HP12 3NR

Date (Tax Point) 1 March 2022
 Our VRN (GB) 820 7045 59
 Client VRN GB226983434
 Invoice Number 92119353
 Matter Number 325884.000133
 Your Ref Alysha Burrell
 Our Ref Julie McGuigan

Invoice

£

Incidental Land Transfer - land at Greengage Rise, Melbourn, Cambridge

Professional fees in connection with advising you on the above matter 550.00
 Period of Invoice - : to February 2022

Disbursements liable to VAT (Paid)

Land Registry Fees 10.00

560.00

VAT @ 20%

112.00

Total Sum Payable

£672.00

Keith Froud

**Managing Partner
 For Eversheds Sutherland (International) LLP**

Please remit BACS payment to our account at National Westminster Bank PLC, Leeds City Office, PO Box 154, 8 Park Row, Leeds, LS1 2QS
 Sort Code: 60-60-05 Account Number: 00018961 Account Name: Eversheds Sutherland (International) LLP - Office SWIFT/BIC: NWBKGB2L IBAN: GB26NWBK6060 0500 0189 61
 PLEASE QUOTE OUR INVOICE NUMBER WHEN REMITTING FUNDS, REMITTANCE ADVICE SHOULD BE E-MAILED TO REMITTANCEADVICE@EVERSHEDS-SUTHERLAND.COM

Payment is due on presentation of this invoice. Settlement of this bill is expected directly from the client.
 For full terms and conditions, please see our standard Terms of Engagement issued on receipt of instructions. Further copies are available on request.

Please be aware of the risk of financial fraud. If you are notified of a change in our bank details, please confirm those details with your Eversheds Sutherland client partner before making payment.

If you need more details about the work we have done for you please contact the person with whom you usually deal.

If you wish to complain about this invoice please ask for a copy of our Client Complaints Handling Procedure. You may be entitled to complain to the Legal Ombudsman if you are not satisfied with our response to your complaint - please refer to the Complaints Handling Procedure for more detail.

You may also be entitled to apply to the court for an assessment of the invoice under Part III of the Solicitors Act 1974

We reserve the right to charge interest on the unpaid balance of the invoice at the judgment debt rate or any different rate we may have agreed with you.

Eversheds Sutherland (International) LLP is a limited liability partnership, registered in England and Wales, under registration number OC304065, registered office One Wood Street, London EC2V 7WS and is authorised and regulated by the Solicitors Regulation Authority. A list of the members' names, together with those who are non-members, but are designated as partners is available for inspection at the above office, together with details of their professional qualifications.

Eversheds Sutherland (International) LLP is part of a global legal practice, operating through various separate and distinct legal entities, under Eversheds Sutherland. For a full description of the structure and a list of offices, please visit www.eversheds-sutherland.com.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Jose Hales
Melbourn Hub
High St
Melbourn
Royston
Herts

8th July 2022

Dear Jose

We are quoting to supply & lay 450 by 450 slabs at the front as discussed, using the marquee footprint as a guide
We would dig the area, disposing of the spoil in a skip. We would then spread & compact type1 stone. Prep the ground ready & lay the slabs.

The works would be carried out to our usual standard, the site would be left clean & tidy afterwards

Total for works £2480.00 x Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott



QUOTE

Melbourn Hub
Attention: Joe
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ
UNITED KINGDOM

Date
1 Aug 2022

Expiry
30 Sep 2022

Quote Number
QU-0028

Reference
TCI POWDER COAT

VAT Number
181584979

Hessian Coffee Ltd
Latchmore Bank
Little Hallingbury
Hertfordshire
CM22 7PH

Conti X-One TCI 2 Group

2 Group Traditional Espresso Machine (inc 2 x double Portafilters, 1 x single Portafilter, baskets and cleaning blank, plus 2 x racks for espresso drop height
Quamar Touch Grind on Demand Grinder
Includes manufacture 12 month parts and labour

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
CONTI X-ONE TCI 2 Group, Tall Cup traditional espresso machine	1.00	4,430.00	12.50%	20%	3,876.25
Choice of Black, White or Red POWDER COAT COMPLETE Requires - Mains cold water feed Power - 20 amp / 3800W within a meter of machine on its own isolator Drainage					
Quamar Touch Grind on Demand Commercial Grinder 63mm burrs Choice of Black or Red Requires - Power - 13amp plug supply	1.00	665.00	12.50%	20%	581.88
Delivery & Installation	1.00	175.00	100.00%		0.00
New Grouds Knockout box	1.00	83.00	100.00%		0.00
Brita Purity C500 Cartridge Recommended annual change or as per water settings whichever comes first	1.00	190.00		20%	190.00
Brita Purity C Filter Head 0-70% Head	1.00	48.00	100.00%		0.00
Staff Training (per hour)	1.00	125.00	100.00%		0.00
Subtotal (includes a discount of 1,067.87)					4,648.13

TOTAL VAT 20%	929.63
TOTAL GBP	5,577.76

Melbourn Parish Council Meeting Monday 26th September 2022

PC096/22 (c) To consider quotations for replacement convection oven

There is provision in the precept (£1,500) for the purchase of a replacement Turbo Convection Oven for the Hub kitchen. All quotes are within budget.

Justification:

The present oven has been in constant daily use for nearly nine years. It is the workhorse 'rapid cooking' option.

However, the oven is now loses temperature control, sometimes once but often up to three times daily. When this happens it is necessary to switch off the oven completely and restart, creating long delays and problems with customer service and frustration to staff. Food is often wasted, for example cakes that have not been properly cooked, and has to then be re-prepared.

The reason for this problem is a progressive failure of the electronic controls that are not now replaceable, due to the age of the oven. The proposed alternatives are similar in specification to that being replaced and all fall within the budget.

Quotes Summary:

CaterLease E30M3 Oven ** £1,122.84 + VAT

Nisbets E30M3 Oven ** £1,149.99 + VAT

Next Day E31D4 Oven £1,330.00 + VAT

The preferred Quote is from Next Day. Although this is a slightly higher spec oven the oven is in stock and available. Items marked with ** are either currently out of stock or on 4 weeks+ lead-time.

From: John Travis
To: Parish Clerk
Cc: RFO; Jose Hales; gemma louise
Subject: Replacement Turbo Convection Oven
Date: 25 August 2022 13:55:57
Attachments: Screen Shot 2022-08-25 at 13.35.54.png
Screen Shot 2022-08-25 at 13.37.28.png
Screen Shot 2022-08-25 at 13.38.25.png

Hi Claire,

You will note that monies have been provided in the precept (£1,500) for the purchase of a replacement Turbo Convection Oven for the Hub kitchen.

Please will you include this as an item for consideration at the September meeting of the Parish Council.

I attach three quotes.

Justification:

The present oven has been in constant daily use for nearly nine years. It is the workhorse 'rapid cooking' option.

However, the oven is now loses temperature control, sometimes once but often up to three times daily. When this happens it is necessary to switch off the oven completely and restart, creating long delays and problems with customer service and frustration to staff. Food is often wasted, for example cakes that have not been properly cooked, and has to then be re-prepared. The reason for this problem is a progressive failure of the electronic controls that are not now replaceable, due to the age of the oven. The proposed alternatives are similar in specification to that being replaced and all fall within the budget.

Please let me know if you require more information.

John



Blue Seal Turbofan Convection Oven E30M3

Brand: Blue Seal

BLUE SEAL

~~£1,467.99~~ **£1,347.41** ~~£1,122.84~~ ex VAT

ⓘ Long Lead Time - [Click for info >>](#)

FREE DELIVERY

2.3kW Capacity: 3 X 1/1 GN

CaterLease Lease this from as little as **£26.12 per month**
[Apply](#) | [Learn More](#)

In stock

1

ADD TO BASKET

Add to list

SKU: CP987 Categories: Blue Seal Convection Ovens, Convection Ovens, Cooking Equipment. Tags: Blue Seal, Blue Seal Convection Ovens, Convection Ovens, Cooking Equipment.

Description	Additional information	Reviews (0)	Delivery & Refunds	Payment Information	More about Blue Seal	Longer lead times
-------------	------------------------	-------------	--------------------	---------------------	----------------------	-------------------

The E30M3 offer outstanding value, performance and reliability. Versatile as ever for baking and roasting the E30-313 amp plug in cord set makes it ideally suited to event catering where power and precision is needed for every crucial minute. Blue Seal products come with a full 1 Year Parts and Labour warranty. Please note some Blue Seal items are on long lead times, please check with us first.

INBOX DEALS
Sent directly to your email every month, simply sign up today. **SIGN UP**

Mailboxes
Inbox
50% off at Catering Centre with this code

NISBETS inc vat ex vat

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[Bedroom, Bathroom & Spa Supplies](#)
[Nisbets At Home](#)
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Home / Catering Appliances / Cooking Equipment

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[Cookie policy](#)



turbofan

2.3kW. Capacity: 3 X 1/1 GN

BLUE SEAL

★★★★★ 4.0 (1)

£1,149.99 ex VAT

Pay in 3 interest-free payments of £383.33 with **PayPal**. [Learn more](#)

3-4 Weeks Delivery

Reduced Price

List Price	Web Price	Save
£1,299.99	£1,149.99	12%

£1,149.99
Code: CP987

Warranty Included

CHEF Leasing Lease from **£10.48 per week**

[Lease Calculator](#) | [Apply for leasing](#)


Plug fitted

NEXTDAY CATERING EQUIPMENT Search our catalog Cart Empty

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[Consumables](#)
[Furniture](#)
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[Cleaning](#)
[Appliances](#)
[Refrigeration](#)
[PPE & Distancing Control](#)
[Shop by Brand](#)
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Sale

FREE UK SHIPPING On all orders over £150.00 + VAT
 EASY RETURNS We have a 14 Day return Policy
 WARRANTY Minimum 1 Year Parts Warranty
 SSL SECURED CHECKOUT Your data is secured & protected

Home / Appliances / Cooking Equipment / Convection Ovens / Blue Seal Turbofan E31D4 95 Ltr Digital Electric Convection Oven - CE088



Blue Seal Turbofan E31D4 95 Ltr Digital Electric Convection Oven - CE088

Reference BS-E31D4

✓ In Stock Now

£1,596.00 Incl. VAT


£1,330.00 Excl. VAT






Lease Blue Seal Turbofan E31D4 95 Ltr Digital Electric Convection Oven - CE088 from just **£1.1 a Day!** [Lease Calculator](#)

Blue Seal Turbofan Oven E31D4

1

We accept card payments



Melbourn Parish Council Meeting Monday 26th September 2022

PC096/22 (d) To consider a quotation for Legionella Risk Assessment review and sampling at the Hub

£1000 was carried over from the last year's precept to cover the cost of a legionella audit of the Hub and any follow up work if needed.

Justification:

The Hub has previously been audited for Legionella Risks but prior to the 2021 building upgrade and expansion. The building upgrade included configuration changes to the water supply. A re-audit of the Hub is therefore required for compliance reasons.

4i Water Services are the preferred contractor used by both Hub and Parish Council and alternative quotes are not considered necessary.

Quote:

4i Water Services: £323.00 + VAT

Quote

Number QU-9323
Issue Date 10 August 2022
Client Contact -
Client PO -
Subject Melbourn Hub c/o Mrs Claire Littlewood - Legionella Risk Assessment Review + Legionella Sample

Billing Address	Service Address
Melbourn Parish Council, Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ	Melbourne Hub 30 High Street Melbourn Cambridge SG86DZ



4i Water Services Ltd
4i Water Services Ltd.
Woolpit Business Park,
Woolpit,
Bury St. Edmunds,
IP30 9UP

Tel: 01359 242000

www.4iwaterservices.co.uk

Quote Created By:

Tom Stewart
01359 242000

tom.stewart@4iwaterservices.co.uk

Description

Melbourn Hub c/o Mrs Claire Littlewood - Legionella Risk Assessment Review + Legionella Sample

Product Code	Description	Qty	Unit Cost	Amount
	Melbourn Hub - Legionella Risk Assessment Review + Legionella Sample 4i Water Services Limited propose to complete a detailed site survey and report to ensure the maintenance of hygienic conditions within the above systems and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558:2011, C.O.S.H.H. Regulations and Water Regulations 1999. Includes time on site and office for write-up, including schematics generation.	1.00	£275.00	£275.00
	Legionella Legionella Sample x 1	1.00	£48.00	£48.00
			Subtotal:	£323.00
			TAX:	£64.60
			TOTAL:	£387.60

Page 1 of 1

Message

Site to ensure rooms are accessible for works to be undertaken.
Contingency works not included, for which follow-up quotation would be applicable.
If applicable, sampling recommendations to follow on from interpretation of results.

Disclaimer

This quotation is costed for completion during normal weekday working hours. Weekend uplift of 25% for Saturdays and 50% for Sundays and Bank Holidays. The above quotation is valid for a period of 31 days. Terms are strictly 30 days from date of invoice. Prices are exclusive of V.A.T. and delivery Please refer to our company's full terms and conditions at www.4iwaterservices.co.uk/further-info

mail@1stglassservices.co.uk

FW: glazing quote for Melbourn hub

To: John Travis

Dear Mr Travis

Thank you for your time the other day

Please find a price to manufacture and install 2 sealed units @ the Melbourn hub community centre

£357.75 plus vat

We estimate the works will take approx. 3 hours on site and we will require access to the interior and exterior of the hub.

If you have any questions or would like to proceed please give our office a call in the first instance

Best Wishes

1ST Glass Services

01763 245588

Melbourn Parish Council Meeting Monday 26th September 2022

PC096/22 (f) To consider approving Street Signage for the Hub Building

Planning consent is now in place for High Street signage, two signs placed as shown on a following page.

Our Ref: 22/01728/ADV
Your Ref: Melbourn Hub - Signage

29 June 2022



GREATER CAMBRIDGE
SHARED PLANNING

Mr Kon Ioannidis
AMA Chartered Architects
Suite 30
Sheraton House
Castle Park
Cambridge
CB3 0AX

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

www.scambs.gov.uk | www.cambridge.gov.uk

Dear Mr Ioannidis

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL **Application for Advertisement Consent**

Proposal: Installation of 2no externally illuminated signboards

Site address: 30 High Street Melbourn Cambridgeshire SG8 6DZ

Your client: Melbourn Parish Council c/o Mrs Claire Littlewood

Further in the above matter, please find enclosed our formal decision notice relating to your client's application for advertisement consent. Please be sure to remind your client that the scheme should be carried out in line with the approved plans. This will avoid the need for any enforcement action.

Important information regarding conditions

If you have been granted Planning Permission / Listed Building Consent / Advertisement Consent you may wish to get started immediately, however it is always important to carefully read the decision notice in full before any work begins.

The majority of planning decisions have conditions attached. Some conditions request further information that requires approval by the Local Planning Authority before any development takes place ('pre-commencement'). All conditions are set out on the decision notice.

Under Section 7 of the Planning (Listed Buildings and Conservation Areas) Act 1990, it is a criminal offence to carry out unauthorised works to a listed building. Under Section 9 of the Act, a person shall be guilty of an offence should they fail to comply with any condition attached to the consent.

The council previously discussed the format of the sign and Cllr Barnes has offered very useful comments. As a result of her advice, and that of others, professional assistance has been sought for the optimal text layout and presentation. This is in progress but the essential information shown will be:



Agreement in principle to this signage is requested from the Parish Council.

Hub management will keep the Parish Council fully informed as and when the layout is finalised, but the precise layout should be left for a professional to decide.



01 Proposed East Elevation



02 Proposed West Elevation

<p>Notes:</p> <p>This drawing is to be read in conjunction with all other drawings carrying the same drawing numbers.</p> <p>Contractor to check all dimensions on site and report any discrepancies before proceeding. Do not scale from this drawing.</p> <p>All relevant British standards and Codes of Practices to be complied with.</p>	<p>Project Title:</p> <p>Proposed Installation of 2no. New Signboards at Melbourn Community Hub, High St, Melbourn</p>		<p>Drawing Title:</p> <p>Proposed Signboard Visuals</p>		<p>Dwg No: P (0-1004)</p>	<p>Rev: -</p>	<p>ama</p> <p>CHARTERED ARCHITECTS</p> <p>51-53, Stenton Road, Goff Park, Cambridge, CB5 9JX. Tel: 01223 961 761</p> <p>email: ama@amarch.co.uk, web: www.amarch.co.uk</p>									
	<p>Client:</p> <p>Melbourn Community Hub Management Group</p>		<p>Drawing Status:</p> <table border="1"> <tr> <td>A</td> <td>B</td> <td>C</td> <td>P</td> <td>T</td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </table>		A	B		C	P	T				X		<p>Date: March 2022</p> <p>Scale @ A3 -</p>
A	B	C	P	T												
			X													
		<p>Client/Use/AMA Architect/Communicator/Client/Document/PROJECTS/Melbourn Hub/Drawing/Planning Drawings</p>														

Melbourn Parish Council Meeting Monday 26th September 2022

PC096/22 (g) To consider quotations for procurement and installation of street signage for the Hub

SUMMARY

The project aims to provide signage at each end of the Hub frontage to declare the purposes of the Hub building. This is a joint endeavour in the interests of both Hub and Parish Council.

The status at present is:

A precept budget of **£2000.00** was agreed for this project deferred and carried forward from last year to this.

AMA architects, acting as the agent of the Parish Council, has secured planning consent at a cost of **£873.00**

This leaves a precept balance of £1,127.00

We have quotes as appended to this email for:

Signs (fabrication of the graphics + physical signs) (Ashby)	£1,536.99
Installation Works @ cost 'per base' x 2 (Herts and Cambs)	£260.00
Electrical Connections (Cores Electrical)	£100.00

TOTAL

£1,896.99

On this basis we will exceed the budget, leaving a residual negative balance of **£769.99**

It is proposed that unused S106 funds that were allocated for the Hub expansion/upgrade be utilised for this project to fund the excess balance of £769.99. Justification in using these funds in that improved site signage is a key part of the wider building upgrade.

The proposed funds in question are from S/1032/17/FL (46/56 New Road) in the amount £12,370.62 that were received after the original funding package for Hub upgrade work had been formally agreed by council.

Notes: Single quotes for the three above cost elements are offered based on:

- Ashby:** Have produced all the preparation materials leading to planning consent
- Cores Electrical:** Have already installed the preparation wiring and circuits for the signage as part of the Hub Upgrade works.
- Herts and Cambs:** Are able to provide installation to our required timing.

1600mm

Face overall thickness

50mm

1800mm

melbourn hub

licensed café, library,
meeting rooms, parish council



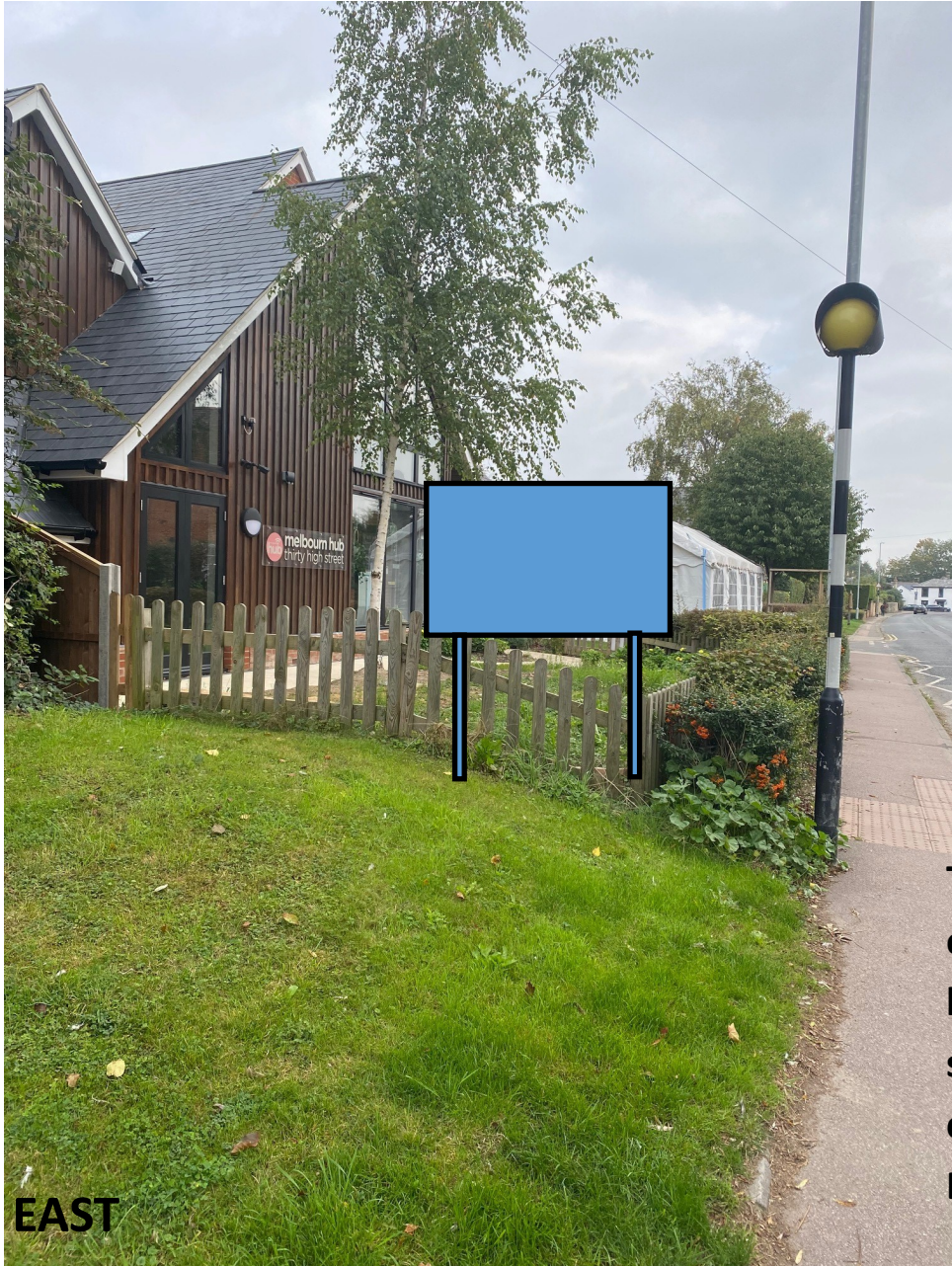
The Hub—Melbourn

01763 263303 www.melbournhub.co.uk



1000mm

LED illumination, soft white,
low level lux, switched with
existing building external
lighting

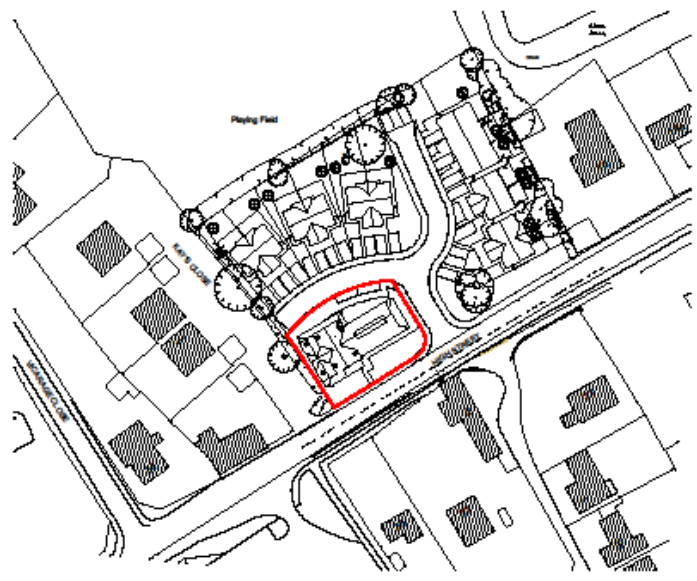


EAST

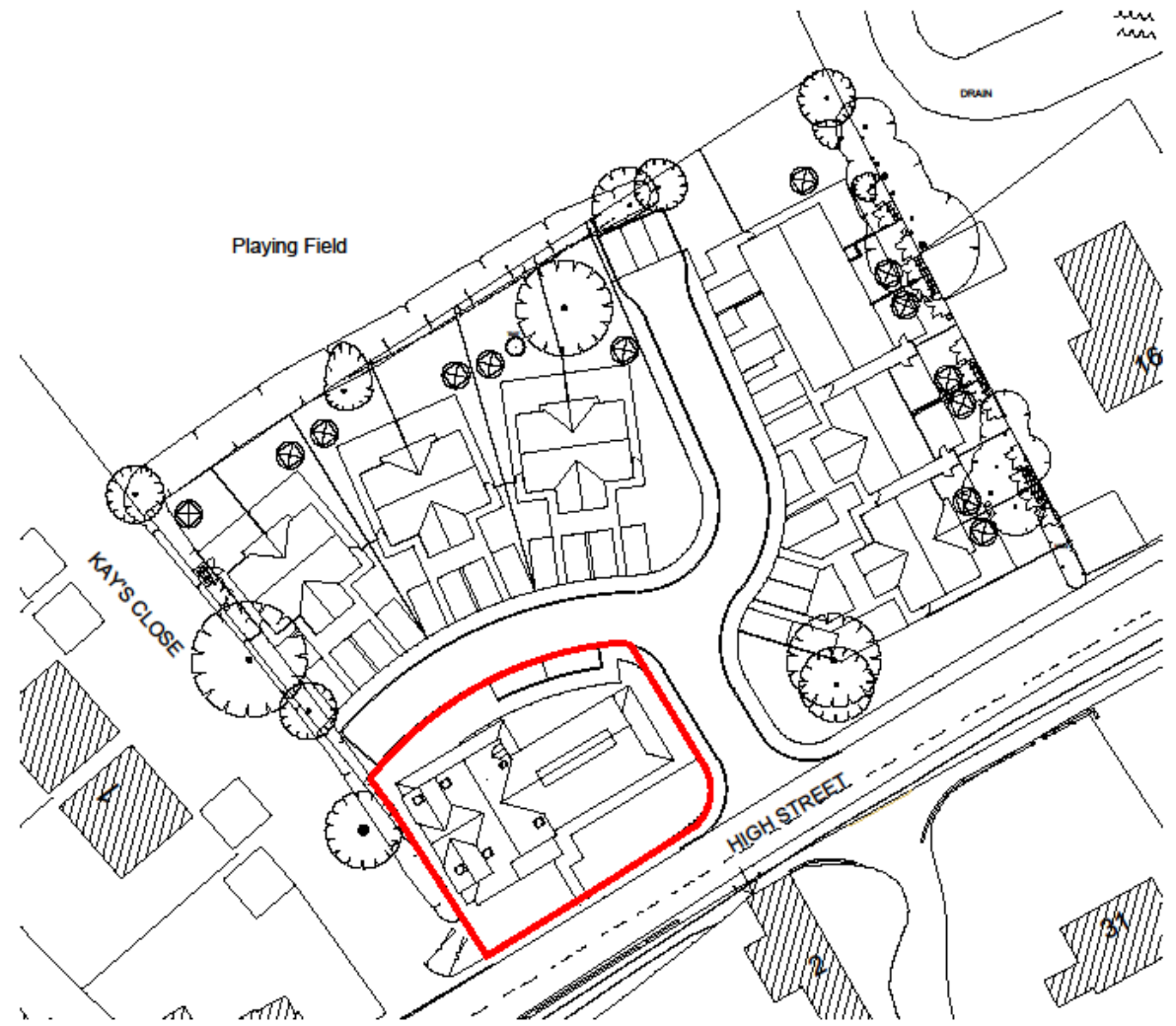


WEST

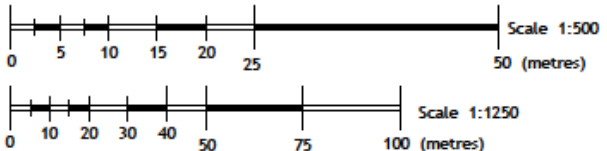
The sign legs will be placed behind fencing on the east side of the site and set back behind the hedging on the west side. The west side sign will also be set back so as not to cause sight line issues when turning out of Brooksbank



01 Proposed Location Plan
1:1250



02 Proposed Site Plan
1:500



Notes:
 This drawing is to be read in conjunction with all other drawings carrying the same drawing numbers.
 Contractor to check all dimensions on site and report any discrepancies before proceeding. Do not scale from this drawing.
 All relevant British standards and Codes of Practices to be complied with.

Project Title:
 Proposed Extensions and Internal Alterations at
 Melbourn Community Hub, High St, Melbourn

Client:
 Melbourn Community Hub Management Group

Drawing Title:
 Proposed Location Plan
 Proposed Site Plan

A	B	C	P	T
			X	

Drawing Status:

Dwg No: P (0-101) **Rev:** A

Date: March 2016

Scale @ A3: 1:1250 / 1:500

KVPROJECTSMelbourn HubDrawings

ama
 CHARTERED ARCHITECTS

52 Marston Road, Cambridge, CB1 2HY Tel: 01223 301 701
 email: ama@amarch.co.uk, web: www.amarch.co.uk

Copyright remains with AMA

RIBA 44
 Chartered Practice

YOUR QUOTATION

Quote Number: 688726/3

CUSTOMER NAME	C & R SIGNS
CONTACT NAME	RICHARD LAW
CUSTOMER ORDER REF.	MELBOURN HUB SIGNS 15/09
SALES PERSON	MADISON FLOOD
DATE RAISED	16/11/2021

MANUFACTURING DAYS	3-5
ESTIMATED DESPATCH	23/09/2022
STANDARD PACKAGING	
ITEM TOTAL	1464.20
DELIVERY TOTAL	72.79
TOTAL PRICE	1536.99
VAT	307.41
TOTAL (inc. VAT)	1844.40

System 1

Total weight: 96.6090kg Total Price: 1464.20

Qty	Description	Price	Total
2	Fabricated Aluminium Sign Tray - Landscape 1600mm x 1000mm (face to view) FOLDED Returns 90 Degrees (50mm all round) WELDED Corner Seams Size Before Folding: 1 @ 1700mm x 1100mm Powder Coated to a Non-Metallic Stock RAL or BS Colour (colour 1) (face & returns) - Bellow vinyl applied to the face	161.36	322.72
2	AS06 White Non-Reflective Vinyl Cut Graphics 1600mm x 1000mm (overall size) Hand Applied to the Above	116.69	233.38
2	Insert for the Above Fabricated Aluminium Sign Tray - Landscape FOLDED Returns 90 Degrees (46mm all round) WELDED Corner Seams Powder Coated to a Non-Metallic Stock RAL or BS Colour (colour 1) (face & returns) C/W 6 no. 9mm Fixing Holes in face (for bolting to posts)	167.39	334.78
4	75mm x 75mm Aluminium Square Post @ 2500mm Long C/W 3x M8 Nut Inserts Powder Coated to a Non-Metallic Stock RAL or BS Colour (colour 2)	71.92	287.68
4	75mm x 75mm Square Internal Black Post Cap	1.51	6.04
12	M8 x 20mm Hex Head Stainless Steel (A2) Bolt DIN 933 C/W Washer	0.10	1.20
2	Stryder Slimline Troughlight @ 1600mm C/W 24 Volt LED Ribbon (Output 1320 Lumens per metre, Consumption 9.6 Watts per metre) C/W 1x 24 Volt 30 Watt Power Supply C/W 2x Cast End Caps, Polycarbonate Lens C/W Rubber Gasket and Sheet Insulation C/W White Compression Gland and White 3 core 10 Metre Sheathed Cable Cable Exiting Left Powder Coated to a Non-Metallic Stock RAL or BS Colour (colour 1) (all over)	117.36	234.72
6	Stryder Troughlight Tray Bracket @ 185mm Long Comprising of: Powder Coated to a Non-Metallic Stock RAL or BS Colour (colour 1) (all over) Troughlight Bracket Extrusion @ 185mm Long C/W Tray Mount & Slider Bracket C/W Assorted Fixings	7.28	43.68

Delivery

Delivery Option	Delivery Address		Weight	Total
1. Tuffnells - UK Mainland - Next Day	C & R Signs 19 Elm Way Melbourn Royston Hertfordshire SG8 6UH England		96.61kg	72.79

Prices are subject to VAT at the UK standard rate (UK and Isle of Man customers only).

Registered in England 01439528

VAT Registration no. 642 0355 69



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

6th Feb 2022

Dear Claire

As requested by Jose Hales, were quoting to install 2 x signs at Melbourn Hub.

This is supplying materials & install 4x posts

Site would be left tidy

Total for works £130.00 x Vat per base

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328



CORES ELECTRICAL

QUOTE

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

Date
3 Feb 2022

Expiry
5 Mar 2022

Quote Number
QU-2674

Reference
Melbourn Community Hub

VAT Number
361197886

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

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Connection of all relevant cables for the new advertisement signs to the front of the hub	1.00	100.00	0.00%	20%	100.00
				Subtotal	100.00
				TOTAL VAT 20%	20.00
				TOTAL GBP	120.00

PRO-FORMA INVOICE / QUOTATION

Quote ID: RSD18509

Quote Date: 2021-09-24

Billing Details

FAO: Claire Littlewood
 Melbourn Parish Council
 Melbourn Community Hub
 30 High Street
 Melbourn
 SG8 6DZ
 United Kingdom

Shipping Address

FAO: Claire Littlewood
 Melbourn Parish Council
 Melbourn Community Hub
 30 High Street
 Melbourn
 SG8 6DZ
 United Kingdom

Title	Description	Unit price	Quantity	Total price
Custom Road Sign	Right Arrow (Brown) - TSRGD Ref: ARROW-L-W Required Text: Kingway Golf, Melbourn Hub & Free Parking (see draft) Material: Composite Aluminium substrate, Reflectivity: RA2 (HIP Grade), Mounting: Rail & 76mm Post Clips, Dimensions: 1190 x 370, (Our ID: 649). Customer Notes: ***1no left arrow - 1no right arrow***	£108.20	2.00	£216.40

Subtotal	£216.40
Shipping	£35.00
VAT (20%)	£50.28
Total	£301.68

How to Proceed

If you wish to proceed with this quote / Pro-Forma Invoice, simply contact our sales office, stating your Quote ID

- 0191 230 4411

- sales@dhfproducts.com

Payment Details

We no longer accept cheques. You can either call us and pay over the phone using a credit or debit card OR via BACS using the details below:

Sort code: 09-01-54

Account No: 63171985

DHF Products Ltd.

Units 2 and 3, Whinfield Industrial Estate, Rowlands Gill, NE39 1EH.

accounts@dhfproducts.com

Quotes are valid for 30 days and subject to our Standard Conditions of Sales available at roadsignsdirect.co.uk

The website encountered an unexpected error. Please try again later.



Melbourn Timebank Report – July 2022

Membership growth to July 2022

	As at 31 June	As at 13 July	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 1st 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



Melbourn Timebank Report – August 2022

Membership growth to August 2022

	As at 13 July	As at 30 August	Conversion	Pipeline
Individual Members	106	108	2	3
Organisational Members	17	17		

Total hours exchanged to date: 8220 hours



BIG Picnic



Felixstowe

Solo Sunday Lunch Activities

'Forever Cycling'

- 3 August Cam Sight meeting supported by Timebank
- 8 August Book/Reading Group meeting
- 9 August 'Forever Cycling' pilot session at The Dolphin
- 15 August Games Night
- 15 August Meeting with Sarah Mascall, Homestart
- 20 August CSD4D Coach trip to Felixstowe supported by Timebank
- 24 August BIG Picnic on the Moor following Wellbeing Walk
- 28 August 2484(Bassingbourn)Squadron commence Litter Picking, DofE volunteering
- 28 August Solo Sunday lunch at The Chequers, Fowlmere
- 30 August 'Forever Cycling' follow up meeting

One to one exchanges continue to take place organically

Melbourn Timebank Report – August 2022



Weekly Activities

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

Other groups and plans

Food bank/food share/Community Fridge for Melbourn under discussion

'Warm Space' for Melbourn under discussion

Seed/Produce group

Expenditure to be approved:

Big Picnic **£199.48** receipts submitted to Assistant Parish Clerk

Facebook statistics for last 28 days

- Max reach 1600
- Followers 435
- Post engagement 450



Melbourn Timebank Report – September 2022

Membership growth to 22 September 2022

	As at 31 Aug	As at 22 Sept	Conversion	Pipeline
Individual Members	108	109	1	5
Organisational Members	17	17		1

Total hours exchanged to date: 8947 hours



Memory Café

Wellbeing Walk - mobility scooter accessible

Activities

- 4 September Timebank members support 2484 (Bassingbourn) cadet to complete DofE expedition
- 6 September CS4D Meeting with Stepping Out with Carers
- 7 September Cam Sight supported by 4 Timebank members
- 10 September Litter Pick by 2484 (Bassingbourn) Squadron
- 13 September Arts & Crafts group meeting at The Hub
- 17 September Memory Café supported by 6 Timebank members
- 18 September Solo Sunday lunch at The Chequers, Fowlmere
- 21 September ITAV Meeting
- 22 September Food Bank/Community Fridge meeting with Scott Liddle, Community Connector
- 25 September Timebank members support A10 Corridor Cycle ride
- 26 September Games Night at The Black Horse

One to one exchanges continue to take place organically ie lifts to attend Timebank events etc

Weekly Activities

- Tuesday Dog Café
- Wednesday Wellbeing Walk
- Thursday Coffee Morning



Melbourn Timebank Report – September 2022

Other plans and groups

Community Fridge/Food bank/food share group and Warm Space under discussion

Seed Produce Group

Book/Reading Group

AOB

There is substantial concern about the loss of the 915 bus service

Facebook statistics for last 28 days

- Max reach 800
- Followers 435
- Post engagement 300

Expenditure to be approved:

NONE

Costco - £144.34
 Factory Shop - £28.50
 Tesco - £26.64
 TOTAL £199.48

COSTCO WHOLESALE

Stevenage Warehouse (01438 907580)
 Costco Wholesale UK Limited
 UK Home Office, Hartspring Lane
 Watford, Herts. WD25 8JS
 Reg. in England No: 2635489
 AWRs No: XVAW00000102593
 VAT No: 650 1862 52

Trade 98061381106

7.89 x 2 = 15.18

*****Bottom of Basket*****

FREIXENET C.N.CASE

2 bottles

59472 1x 37.99 37.99 A

*****BOB Count 1*****

SANDWICH PLATTER

6408 1x 18.99 18.99 Z

SANDWICH PLATTER

6408 1x 18.99 18.99 Z

SANDWICH PLATTER

6408 1x 18.99 18.99 Z

Sub-Total no. of items - 4

COCO MACARON 700G

210882 1x 3.89 3.89 Z

25CL PL GLASS 100P

3296 1x 3.29 3.29 A

NAPKIN 3P 33CM 250

91759 1x 3.89 3.89 A

WALKERS SNACK 60PK

287598 1x 6.59 6.59 A

DOOM BAR 8/500ML

164900 1x 8.49 8.49 A

16OZ CUP/LID 100PK

376369 1x 16.99 16.99 A

ECOPLATE X100

388392 1x 6.29 6.29 A

WRAP PLATTER 24PCE

5686 1x 14.49 14.49 Z

Total = £144.34

**** TOTAL (INCL VAT) ****

the original factory shop

Unit 1, Orchard Road, Royston, 01763257407

10313555 TIN CAN ALLEY GARDEN GAME	£10.00
10366276 BUBBLE COPTER	£4.00
10471060 FIDGET WIDGET BALL	£3.00
10475869 SQUEEZY GOO RAINBOW BALLS 3 A	£2.50
10468142 CLICK & CATCH GAME	£3.00
10468142 CLICK & CATCH GAME	£3.00
501072 BUBBLE SWORD	£1.50
501072 BUBBLE SWORD	£1.50

SUB-TOTAL	£28.50

VISA DEBIT	-£28.50

(*****3025)	

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Our refund policy is 14 days
For more information please visit
our website at www.tofs.com

Please retain your receipt
VAT number:607285635

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000079000300131405

You were served by: Anita

Date Time Store Till Trx Operator
23/08/22 17:26 00079 0003 131405 0792194

TESCO

Royston Extra
Any questions please visit
www.tesco.com/store-locator
VAT Number: GB 220 4302 31



2 T. Blue Reusable Table Cover ~~£12.00~~
£6.00 each



1 Tesco Stars Party Cake ~~£7.80~~

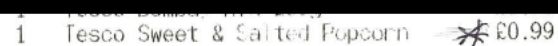


1 Mrs Crimbles 6 Gluten Free ~~£1.40~~
Vegan Chocolate Macaroon 195g

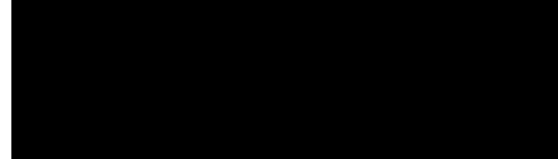
1 Genius Gluten Free Triple ~~£3.00~~
Seeded Farmhouse Loaf 535g



1 Tesco British Semi Skimmed Milk ~~£1.45~~
2.272l 4 Pints



1 Tesco Sweet & Salted Popcorn ~~£0.99~~
6x14g



Total = £26.64

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and collect 25 Clubcard points.
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5DJM-1TZU-U024-AK1W

23/08/2022 18:09 Store: 3108 Checkout: 056

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Offer valid while stocks last. Subject to availability.
Some restrictions may apply. See website for details.



MELBOURN PARISH COUNCIL

STANDING ORDERS 2022

**MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED
APRIL 2022**

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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STANDING ORDERS

PURPOSE: Standing Orders are the written rules of a Parish Council. The SOs confirm the statutory requirements (items in bold).

SCOPE: Standing Orders are used to confirm the council's internal, organisational, administrative and procurement procedures and procedural matters for meetings.

Standing Orders do not include financial regulations. These regulations have been adopted separately by Melbourn Parish Council.

Standing Orders are not the same as policies. Policies are adopted separately.

The Clerk is the Proper Officer (see section 15) of the Council. The Assistant Clerk may be nominated to perform the role in the absence of the Clerk.

Section 19 refers to the Clerk rather than the Proper Officer because the Assistant Clerk cannot perform the function as defined.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Meeting: 26 September 2022

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Doc. No. 2.0

Version 8

Review Date: September 2023

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

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- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e The Council shall make an audio recording of the Council and Committee meetings.
- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public who raise matters not on the

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agenda should be asked to put the matter before the Clerk in writing for future consideration.

- g The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 15 minutes unless directed by the chair of the meeting.
- h Subject to standing order 3(g), a member of the public shall not speak for more than 3 minutes.
- i In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- j A person shall raise their hand when requesting to speak
- k A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- m **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- q **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

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- rights present and voting.
- s **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

u The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/~~her~~/their right to participate and vote on that matter.**

- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- x **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting**

- shall be adjourned to another meeting.
- y A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **The Council may appoint working parties, whose terms of reference and members shall be determined by the Council.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of a working party may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference; any proposed changes in the light of experience must be referred back to Council for agreement;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a working party-and also the advance public notice requirements, if any, required for the meetings of a working party;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or working party.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and**

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shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. The code of conduct shall be signed by all Councillors.
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iv. Receipt of the minutes of the last meeting of a committee;
 - v. Consideration of the recommendations made by a committee;
 - vi. Agreement of Committee structures for the forthcoming year in accordance with standing order 4 above.
 - vii. Review of delegation arrangements to committees, working parties, staff and other local authorities;
 - viii. Review of the terms of reference for committees and working parties;
 - ix. Appointment of members to existing committees;
 - x. Appointment of any new committees in accordance with standing order 4;
 - xi. Review and adoption of appropriate standing orders and financial regulations;
 - xii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xiii. Review of representation on or work with external bodies and arrangements for reporting back;
 - xiv. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xv. Review of inventory of land and other assets including buildings and office equipment;
 - xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;

- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- ~~xix.~~ Review of the Council's policies, procedures and practices ~~in~~
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS AND CO-OPTION

- a Where more than two persons have been nominated for a position to be filled

by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

- b When voting on co-option proceedings, voting shall be by recorded ballot.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d The Proper Officer will ask for assurance that a motion is supported by an evidenced case before including it on the agenda.
- e If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- j It is the responsibility of the mover to provide supporting arguments and

documentation in time for publication with the agenda. If this is not done, the Proper Officer will remove the motion from the agenda.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e **Meetings held *in camera* will not be recorded. Minutes of *in camera* meetings will be considered for release once the matter under discussion has been finalised.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and

include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a

discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against**

him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) assistant clerk nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a working party,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;

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- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the next meeting of the Planning Committee. If the next meeting of the Planning Committee is too late, the Proper Officer consults with the Chair of the Planning Committee as to the necessity of holding an Extraordinary Planning Committee meeting.;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable each year a statement to summarise:
- i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special

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circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations (document 4.17) of the Council, the Council’s Policy and Procedure for Procurement of Goods and Services (document 4.34) and Policy and Procedure for the Appointment of Contractors (document 4.22), the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope or by email addressed to the Proper Officer; tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of**

those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the HR Panel is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the HR Panel or, if they are not available, the vice-chair of the HR Panel of absence occasioned by illness or other reason and that person shall report such absence to the HR Panel at its next meeting.
- c The HR Panel shall conduct a review of the performance and annual appraisal of the work of the Clerk and the RFO. The reviews and appraisal shall be reported in writing to the HR Panel for approval in writing.
- d Appraisal of other staff will be carried out by the Clerk, and reported in writing to the HR Panel for approval by resolution.
- e Any recommendation for pay progression arising from the appraisal (for any member of staff) shall be subject to approval by resolution by the Council.
- f Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the HR Panel or in their absence, the vice-chair of the HR Panel in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Panel.
- g Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chair or Vice-Chair of the HR Panel, this shall be communicated to another member of the HR Panel, which shall be reported back and progressed by resolution of the HR Panel.
- h Any persons responsible for all or part of the management of staff shall treat as confidential and secure the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

If gross annual income or expenditure (whichever is the higher) exceeds £200,000 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9.

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- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.