

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 16 January at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Alexander, Wilson, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent: Cllr Barley

In attendance: Sophie Marriage (Acting Parish Clerk), District Cllr Hales, and County Councillor Susan Van de Ven

PC152/22 To receive and approve apologies for absence

None were received

PC153/22 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 PC160/22c, PC160/22f, and PC167/22a. They were granted dispensation to participate in discussion but not to vote.

PC154/22 Chairs' Announcements – For information only

The chair highlighted that the Futures working party are looking to recruit some new members.

The Chair thanked the Parish Clerk for all her hard work and expressed the council's gratitude for all that she did during her time with the council. The council wish her all the best for the future.

PC155/22 To approve the minutes of the Parish Council Meeting held on 28 November 2022

Under PC150/22b should refer to document number 4.36

Under PC135/22] "provide" to be corrected to "provided"

Under PC142/22 "should" to be removed.

It was RESOLVED, subject to the noted amendments, to approve the minutes of the Parish Council meeting held on 28 November 2022 as an accurate record.

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

PC156/22 To report back on the minutes of the Parish Council Meeting held on 28 November 2022

There was nothing to report.

PC157/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

PC158/22 To receive reports from the District and County Cllrs for Melbourn

The report was received.

It was noted that potholes are a problem in Melbourn and surrounding villages. Residents are encouraged to continue reporting potholes through the County Council website.

It was highlighted that the deadline to make a road closure application for the King's coronation is 10th February.

In addition to the report, it was noted that SCDC are starting a campaign to encourage more people to house Ukrainian refugees.

[County Councillor Van de Ven and District Councillor Hales left the meeting]

PC159/22 Asset Management Reserve

- a) To consider and discuss the report from Croyland Building Surveyors

The report was received. It was noted that the report is a good base for the council to work from to put together an appropriate maintenance programme for Parish Council assets.

- b) To consider and discuss the proposed maintenance programme

Cllr Wilson and Cllr Clark will be meeting to go through the Surveyor's report to facilitate the production of an appropriate maintenance programme. Representatives for the Hub management group will be included in discussions related to Hub maintenance.

- c) To consider approving a quotation for a survey of All Saints Church wall to be funded from AMR

It was noted that a survey of the All Saints Church wall is needed to identify what maintenance is required.

The contractor was recommended by All Saints Church and is familiar with the building. As it is a specialised item of work the Parish Office struggled to obtain multiple quotes. Cllrs with experience in the field agreed that the quote from the surveyor was a fair price.

It was RESOLVED to accept the quote of £900 (not VAT registered) from Jeremy Lander Architect to carry out a survey of the All Saints Church wall funded from AMR.

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

- d) To receive any updates and consider actions

There was nothing further to discuss.

PC160/22 Finance Matters:

- a) To receive and consider the finance reports for November and December 2022

The reports were noted and the chair expressed thanks to the RFO.

- b) To consider retrospectively approving the approvals list for December 2022

It was noted that there was no meeting in December.

It was RESOLVED to retrospectively approve the approvals list for December 2022.

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

- c) To consider approving invoices for Meridian PCN provision at the Hub

It was RESOLVED to approve payments of invoices 1644 and 1646 from the Hub for the room hire and associate costs for Meridian PCN provision in the sum of £488.00+VAT and £1,004.65+VAT to be funded from s106 monies.

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

- d) To consider approving payment of the precepted grant to Melbourn Area Youth Development

It was RESOLVED to approve payment of the precepted £6,000 grant to the Melbourn Area Youth Development.

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

- e) To consider retrospectively approving spend from s106 monies for the boardwalk project

It was RESOLVED to retrospectively approve spend totalling £3,775 from S106 monies for the boardwalk project.

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

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

It was clarified that the annual licence fee covers the costs incurred by the council for use of the Hub, for things such as the office, meeting rooms, phones, electricity etc.

It was RESOLVED to approve payment of £14,000 for the annual licence fee to the Hub.

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

- g) To consider approving an increase in annual rental for Littlehands Nursery

It was noted that the last increase was in 2018.

It was RESOLVED to approve the increase of £1,000 in annual rental for Littlehands Nursery, as recommended by Finance and Good Governance.

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

ACTION: Acting Parish Clerk to contact Littlehands to inform them of the increase.

- h) To discuss and consider approving expenditure on a new laptop for the Timebank Coordinator
Two quotes were obtained and it was noted that the only difference in price was that Curry's offered free delivery.
It was RESOLVED to approve the quote from Curry's for £399.00 (including VAT) for a new laptop.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

PC161/22 To consider setting the precept for the financial year 2023/24

Finance and Good Governance Committee considered the draft precept at the December meeting and recommended it to full council for approval. The increase to the precept is 3.32% (£4.65 per band D household). Councillors were given the opportunity to raise any queries about the draft precept and none were received.

It was RESOLVED to approve the budget for 2023/24 as recommended by Finance and Good Governance Committee.

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

PC162/22 Governance:

- a) To receive nominations for members of the Finance and Good Governance Committee
A nomination was received from Cllr Alexander.
- b) To consider approving an amendment to the calendar of meetings
It was noted that due to the additional bank holiday on 8 May, the planning meeting would need to be moved to the 9 May.
It was RESOLVED to approve the amendment to the calendar of meetings.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- c) To consider approving payment of the Local Councils Award Scheme registration fee
It was noted that previously council agreed to apply for the Local Councils Award Scheme. The award scheme illustrate the Council's commitment to good practice. NALC have advised submitting once the new Clerk is in post. The registration will remain valid for a year.
It was RESOLVED to approving payment of £50 +VAT for the Local Councils Award Scheme registration fee.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To receive any updates and consider actions
None were received.

PC163/22 Email Decisions

- a) To note an email decision regarding Melbourn Action Community Support
The decision was noted.
- b) To note an email decision regarding expenditure to replace the parish van
The decision was noted. The Chair thanked Cllr Alexander for sourcing the van.

PC164/22 Bank reconciliations

- a) To note bank reconciliation for October, November and December 2022
The bank reconciliations were noted. The Chair thanked Cllr Davey.

PC165/22 Maintenance Matters:

- a) To receive any updates and consider actions.
None were received.

PC166/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the SGB on Kingley Grove, New Road

The Chair of the Planning Committee highlighted that the original commuted sum offer was £37,000 but after further discussions and work by officers at Parish and District level, this has increased to £50,000. This figure is to cover a 10 year maintenance period. The Chair reiterated that a lot of work has gone into reaching this point and thanked all involved.

It was RESOLVED to accept the commuted sum of £50,000 and the transfer of the SGB on Kingley Grove, New Road.

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

ACTION: Acting Clerk to obtain quotes for the maintenance of the SGB.

- b) To receive any updates and consider actions

None were received.

PC167/22 Community Hub

- a) To consider approving a quotation from 4i Water Services

This is a maintenance requirement of the building. All Parish Buildings with water must comply with legionella requirements. Cllr Travis expressed that he felt that himself and Cllr Kilmurray could vote on this item as it is related to the maintenance of a Parish Building and was not linked to Hub management activities.

It was RESOLVED to approve the quotation from 4i Water Services for 730.00+VAT.

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

- b) To receive any updates and consider actions

None were received.

PC168/22 To note the response to the proposed revised 20mph zone

The response was noted.

PC169/22 Melbourn Timebank

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

The report was received. It was noted that the Timebank coordinator is doing an excellent job and facilitating many activities. It was noted that the indoor bowls and afternoon tea is arranged for the 19th January, not 19th December as stated in the report.

- b) To receive any updates and consider actions

None were received.

PC170/22 To receive an update from the Melbourn Play Park Working Party

The rocking horse was painted prior to the Christmas break and the project has now finished. The council expressed its thanks to the working party which included members of the public and the Acting Clerk for all their work on the project. It was noted that there has been a very positive response from residents.

PC171/22 To receive an update from the MAYD Joint Committee

The Chair of MAYD highlighted that the committee is looking at the possibility of using a Connections Bus. MAYD will need to evaluate if the Connections Bus is appropriate and how this will work in conjunction with the current arrangements.

PC172/22 To receive an update from the Futures Working Party

It was noted that the working party will be looking at the possibility of installing village maps in two locations within the village and will be reviewing the possibility of introducing outdoor film nights in the summer.

PC173/22 Policies and Terms of Reference:

- a) To consider approving the updated Press and Media Policy (document 4.10)

It was RESOLVED to approve the update Press and Media Policy (document 4.10).

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

- b) To consider approving the Asbestos Management Plan (document 8.05)

It was RESOLVED to approve the Asbestos Management Plan (document 8.05)

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

PC174/22 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC175/22a)

It was noted that the meeting did not need to be closed for agenda item PC175/22 because no confidential information needed to be discussed.

PC175/22 HR Matters:

- a) To consider approving the appointment of a new part time Finance Officer

HR sought to recruit a Finance Office as the advert for the RFO did not receive any applications. The Clerk's position now incorporates the RFO role. At many councils the Clerk carries out the roles of Clerk and RFO as the proper officer of the Council. Applications were received for the finance officer role and HR carried out interviews. The candidate recommended by HR has a lot of experience and is a strong candidate. There will be a 6 months probationary period as recommended by NALC.

It was RESOLVED to approve, subject to references, the appointment of the new part time Finance Officer.

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

- b) To consider approving increasing wardens' hours

This was previously approved under item PC145/22c.

PC176/22 Motion to re-open the meeting to Public and Press:

The meeting was not closed.

PC177/22 HR Matters

- a) To retrospectively note the resignation of the Parish Clerk (effective 12 January 2023)

The resignation was noted. The Chair took this opportunity to thank the Parish Clerk for all her hard work and wished her well for the future. Members of the council reiterated the chair's sentiments. HR carried out an exit interview. The Parish Clerk has offered to work a few extra days until the end of January to facilitate the hand over to the Acting Parish Clerk.

- b) To receive an update on recruitment of a Parish Clerk/RFO

The council are currently attempting to recruit a Parish Clerk/RFO. The Assistant to the Parish Clerk has taken on the role of Acting Parish Clerk until the Parish Clerk/RFO position is filled. At the moment there have been no applications for the role. The role will continue to be advertised.

- c) To note arrangements for temporary warden cover

It was noted that there is an independent service provider in place for two days a week and the arrangements are going very well at the moment.

- d) To receive any updates and consider actions

Policies requiring updates and review will be brought to future meetings for approval.

PC178/22 To note the date of the next meeting : 27 February 2023

The date of the next meeting was noted as 27 February 2023.

Meeting closed at 20:46

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 28 November 2022 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Alexander, Barley, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent:

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

PC128/22 To receive and approve apologies for absence

Apologies were received from Cllr Wilson with appropriate reasons.

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

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

Apologies were also noted from County Cllr van de Ven.

PC129/22 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 Travis and Kilmurray declared an interest in items PC135/22f), PC136/22f), PC141/22a) – f) as directors of the Hub Management Group.

Cllrs Barnes, Hart and Travis declared an interest in items PC135/22j) as members of the MAYD Joint Committee

Cllr Hart declared an interest in PC135/22b) as a member of the Community Rail Partnership. Cllr Barnes declared a pecuniary interest in PC135/22b) due to involvement in the proposed artwork +project.

Cllrs Alexander and Cowley declared an interest in PC135/22i) due to connections with the Scouts.

PC130/22 Chairs' Announcements – For information only

No announcements were made under this item.

PC131/22 To approve the minutes of the Parish Council Meeting held on 24 October 2022

It was RESOLVED to approve the minutes of the Parish Council meeting held on 24 October 2022 as an accurate record.

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

PC132/22 To report back on the minutes of the Parish Council Meeting held on 24 October 2022

PC111/22 Noted that there is no funding available for a survey of the car park but EVC installers often include a survey in their costings.

PC133/22 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no questions or comments at this time.

PC134/22 To receive reports from the District and County Cllrs for Melbourn

The report was received.

PC135/22 To consider applications for community benefit grant funding

Chair noted insufficient funds available to award all grants under consideration. Each application would be considered on its own merits with agreement in principle to support and a decision as to the amount awarded. Chair amended the order of the agenda for consideration of grants but decisions are minuted in order of the published agenda.

- a) Wild Trout Trust

A representative was in attendance and provided an overview of proposed project. Noted that significant additional funding has been secured from another source. Applicant indicated that the project could be adapted depending on funding available but that materials costs were increasing. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Open Spaces Act 1906, ss9-10 and s6 to award the sum of £3,855.45 to the Wild Trout Trust.

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

b) Meldreth Shepreth and Foxton Community Rail Partnership

District Cllr Hart was the representative in attendance and provided an overview of the proposed project which is a joint venture between SCDC, the Community Safety Partnership and the applicant to improve the look and feel of the A10 underpass. The online survey showed that users often feel unsafe using the underpass. Concern was expressed as to graffiti on proposed artwork and the need for improved lighting. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Authority (Miscellaneous Provisions) Act 1976 s19 to award the sum of £2,000 to the Meldreth Shepreth and Foxton Community Rail Partnership.

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

c) John Impey Way Residents Association

A representative was in attendance. The Residents Association have received a donation of a TV and would like a television licence for their communal room. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £159 to the John Impey Way Residents Association.

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

d) HomeStart

A representative was in attendance and provided an update regarding support for local families. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s142(2A) to award the sum of £2,742.32 to HomeStart Royston, Buntingford & South Cambridgeshire.

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

e) Relate

There was no representative in attendance. Noted that Relate provides support to a number of families in Melbourn. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s142(2A) to award the sum of £1,750 to Relate Cambridgeshire.

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

f) Hub Lunch Club

Cllr Travis was the representative for the Hub. Noted that weekly lunches are oversubscribed with a waiting list. There is a possibility of holding an additional monthly lunch. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s145(1)(a) to award the sum of £2,500 to the Hub Lunch Club.

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

g) Melbourn Action Community Support

Representatives were in attendance and provided information regarding the foodbank being set up in response to the cost of living crisis and plans to establish a regular warm space in Vicarage Close Community Room. Donation boxes would be available at locations around the village. The food bank will open on Thursday, 1 December 2022. A member suggested setting up a JustGiving page for donations. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s137 to award the sum of £2,786 to Melbourn Action Community Support.

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

h) Melbourn Squash Club

A representative was in attendance. Noted that there are lower proportion of members from Melbourn since Royston Squash Club closed. Melbourn is now the only community squash club in the area. Insufficient funds for coaching due to increased membership. The club is hoping to attract more women and young people. Noted that financials show a healthy position but that approx. £7,000-8,000 of electricity costs still be deducted as well as repairs to squash court roof. Members suggested seeking funds from other sources such as CCF and SCDC Community Chest. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £1,200 to Melbourn Squash Club.

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

i) 1st Orwell Scouts

A representative was in attendance. Approximately 60% of members are from Melbourn. Applications for alternative sources of funding have not been made due to time constraints. Fund raising by the Scouts has been reduced in recent years but they plan to do more in future. Representative indicated that Scouts application would be withdrawn at this time. A fresh application to be made in April 2023.

j) Melbourn Area Youth Development

Cllr Travis was the representative in attendance and provide more details of the planned project to establish a gaming café. Equipment purchased will remain the property of Melbourn Parish Council. Project can be adapted depending on funds available. Youth club is not currently fund raising. Attendance has been low but consultation showed that young people would engage with a gaming café. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £3,000 to Melbourn Area Youth Development.

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

k) Grinnell Hill BMX insurance premium (precepted funds)

It was RESOLVED to approve payment of the annual insurance for Grinnell Hill BMX from precepted funds.

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

l) Melbourn FC

A representative was in attendance. Approximately 50 out of 60 active members are from Melbourn. No application has been made for alternative sources of funding. A member noted that most of the grant would go towards running costs including insurance and queried if this could be covered by members' subs. Also noted significant amount allocated to laundering kit. Representative explained that kit is shared and the club cannot afford to supply kit to all members. Weekly running costs for the club are c£180pw. On a show of hands, Cllrs indicated support for this application. On further consideration the representative indicated that Melbourn FC application would be withdrawn at this time. A fresh application to be made in April 2023. A member suggested that the applicant could apply to SCDC Community Chest for funding.

[20:54 Discussion regarding grants concluded and grant applicants left the meeting]

m) To receive any updates and consider actions

There was nothing further to discuss.

PC136/22 Finance Matters:

a) To receive and consider the finance reports for October 2022

The finance reports were received.

b) To consider approving payment of the Timebanking UK invoice

It was RESOLVED to approve payment of the Timebanking UK invoice in the sum of £150. Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

c) To consider approving the final invoice from HAGS

Noted that repainting of the rocking horse is outstanding.

It was RESOLVED to approve payment of the final invoice number 085709 from HAGS in the sum of £16,498.82 + VAT to be funded from s106 monies.

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

- d) To approve payment of the final invoices from Maydencroft

It was RESOLVED to approve payment of the final invoices numbered 15952 and 16048 from Maydencroft in the sums of £15,400 + VAT and £3,809 + VAT respectively to be funded from s106 monies.

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

- e) To consider retrospectively approving expenditure on drain investigation at The Moor

It was RESOLVED to retrospectively approve expenditure on drain investigation at The Moor by Semilong in the sum of £400 + VAT to be funded from reserves.

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

- f) To consider approving invoices for Meridian PCN provision at the Hub

It was RESOLVED to approve payment of invoices numbered 1637, 1638, 1639, 1640 from the Hub for room hire and associated costs for Meridian PCN provision in the sum of £715.95 + VAT, £375, £938.40 + VAT, £1,018.09 + VAT to be funded from s106 monies.

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

- g) To consider approving NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022

It was RESOLVED to approve NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022.

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

- h) To consider approving the approvals list for November 2022

The following queries were raised:

- Zoom subscription. **ACTION:** Clerk to cancel as no longer required.
- Additional costs for relocating MVAS units. This was necessary during period of temporary warden cover.
- Estimated energy bills. Noted that not all smart meters are compatible with new suppliers. Parish office endeavour to provide readings where possible.
- Removal of barrier at entrance to The Moor play park. Noted that RoSPA advice had been sought and the barrier was not a legal requirement.
- Fraudulent payments on debit card. Parish office will continue to challenge. **ACTION:** Clerk to set up future subscriptions on corporate credit card.
- Payment of rates over 10 months rather than 12. To remain unchanged.

It was RESOLVED to approve the approvals list for November.

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

Cllrs were requested to release payments from the bank following the meeting.

- i) To receive any updates and consider actions

There was nothing further to discuss.

PC137/22 Governance:

- a) To consider extending the provision of a small electrical appliance bin on the village car park

It was RESOLVED to retain the small electrical appliance bin on the village car park.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC138/22 Bank reconciliations

- a) To note bank reconciliation for October 2022

Bank reconciliation verifications for October has not been carried out. To be deferred.

PC139/22 Maintenance Matters:

- a) To consider approving a quotation from Huntree Fencing

It was RESOLVED to approve the quotation number H7423 from Huntree Fencing in the sum of £925 + VAT to be funded from reserves.

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

- b) To consider approving quotations for supply and installation of a restart motor to the pavilion clock

It was RESOLVED to approve the quotation from Smith of Derby for a restart motor in the sum of £523 + VAT and installation costs of £175 + VAT from JHE Electrical.

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

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC140/22 Planning Matters:

- a) To note correspondence regarding adoption of the North Herts Local Plan 2011-2031

This was noted.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC141/22 Community Hub

- a) To consider quotations for replacement toaster

It was RESOLVED to approve the quotation from Nisbets in the sum of £179.99 + VAT to be funded from s106 monies.

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

- b) To consider retrospectively approving additional works to the patio extension

Noted that some further works in addition to the quote previously approved (PC096/22a) were required resulting in additional costs of £450 + VAT.

It was RESOLVED to retrospectively approve invoice number SI-2020 from Herts & Cambs Grounds Maintenance for a total sum of £1,392.95 + VAT to be funded from s106 monies.

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

- c) To consider retrospectively approving purchase of materials from Norburys

It was RESOLVED to approve invoices from Norburys totalling £1,536.75 + VAT to be funded from s106 monies.

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

- d) To consider a quotation for installation of convection oven and coffee machine

It was RESOLVED to approve invoice number 3988 from Cores Electrical in the sum of £120 + VAT for installation of convection oven and coffee machine to be funded from precept.

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

- e) To consider a quotation for additional shelving in the Hub

It was RESOLVED to approve the quotation number from Gratte Brothers in the sum of £232.60 + VAT to be funded from precept.

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

- f) To consider a quotation to increase hard standing for Hub waste bins

It was RESOLVED to approve the quotation from Herts & Cambs Ground Maintenance in the sum of £400 + VAT to be funded from s106 monies.

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

- g) To receive any updates and consider actions

There was nothing further to discuss.

PC142/22 To discuss and consider a response to the proposed revised 20mph zone

Discussion regarding revised proposed 20mph zone. Concern was raised regarding differing speed limits on Cambridge Road from Frog End. A member noted concern that the scope of the proposed project appears to be increasing beyond the initial 20mph zone. Other areas under discussion are Station Road and Dunsbridge Turnpike (reduction from 60mph to 30mph). Noted that some areas fall outside of Melbourn village boundary. District Cllrs were asked to address this with Meldreth and Shepreth Parish Councils to try and ensure their LHI bids should dovetail with ours.

It was RESOLVED to support the proposed revised 20mph zone with the following comments:

- Cambridge Road speed limit to be reduced to 50mph from Frog End to the proposed 40mph buffer, which will lead into the new 20mph zone.

- Station Road speed limited to be reduced to 30mph from A10 on approach to new 20mph zone. District Cllrs to engage with Meldreth and Shepreth Parish Councils to try and dovetail their LHI bids with planned works in Melbourn.

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

PC143/22 To consider making a response to the Making Connections Survey 2022

Noted that the consultation runs until 23 December 2022. Members were encouraged to respond.

PC144/22 To note the response to the Greenways consultation

This was noted.

PC145/22 HR Matters:

a) To note the resignation of the RFO

Chair noted the resignation of the RFO with regret, and expressed thanks for all her hard work and wished her well for the future.

b) To receive an update on RFO recruitment

Chair of the HR Panel noted RFO's resignation with sadness. The position is being advertised with a closing date of 1 December 2022. The RFO has indicated she can stay in post until the end of January unless a new RFO is recruited before then. CAPALC are advising on recruitment. Noted that a locum may be required in the interim.

c) To discuss and consider increasing wardens' hours

HR Panel noted that an increase of 7 hours per week in wardens' hours is needed. Also noted that temporary warden cover will be required later in the year to cover a period of absence at the end of the year. ACTION: Clerk to advertise for the post of temporary warden.

It was RESOLVED that a temporary warden role of 21 hours per week should be advertised.

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

d) To discuss and consider arrangements for temporary warden cover

See PC1345/22c) above.

e) To receive any updates and consider actions

There was nothing further to discuss.

Due to the length of the meeting Chair altered the order of the agenda to consider item PC15022a)

PC150/22 Policies and Terms of Reference:

a) To consider approving revised Standing Orders (Doc 2.0 s4.d.v substitutes for committees)

It was RESOLVED to approve the Standing Orders as amended.

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

PC146/22 Melbourn Timebank

a) To receive the Timebank's monthly report for November

The report was received.

b) To receive any updates and consider actions

There was nothing further to discuss.

PC147/22 To receive an update from the Melbourn Play Park Working Party

Noted that the project is complete. Feedback from users has been excellent. Additional seating still to be installed. Standing item no longer to be included on future agendas.

PC148/22 To receive and consider an update from the MAYD Joint Committee

There was nothing to report.

PC149/22 To receive and consider an update from the Futures Working Party

Various designs for village gateways circulated. A member queried whether we should wait until proposed 20mph zones are established before installing gateways to avoid duplicate signage.

a) To consider quotations for village gateways

Noted that gateways are not to be installed at this time but allowance should be made in 2023/24 budget.

It was RESOLVED to allow up to £3,000 in the 2023/24 budget for village gateways. Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

b) To consider any updates and consider actions

There was nothing further to discuss.

PC150/22 Policies and Terms of Reference:

b) To consider approving the draft Information Data Protection Policy (Doc 4.36)

It was RESOLVED to approve the Information Data Protection Policy as drafted. Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

c) To consider approving the revised Community Engagement Policy (Doc 4.15)

It was RESOLVED to approve the revised Community Engagement Policy. Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

d) To consider approving the revised Policy and Procedure for use of Social Media (Doc 4.16)

It was RESOLVED to approve the revised Policy and Procedure for use of Social Media. Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

e) To consider approving the revised Policy and Procedure for Appointment and Management of Contractors (Doc 4.22)

It was RESOLVED to approve the revised Policy and Procedure for the Appointment and Management of Contractors (as recommended by the Maintenance Committee). Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

PC151/22 To note the date of the next meeting : 16 January 2023

The date of the next meeting was noted as Monday, 16 January 2023.

End of Meeting : 22:21

January 2023 Melbourn Parish Council – District and County Councillor report

Question for my health visitor about my baby or child

Parents of young children with a health visitor question can get in touch with the Cambridgeshire Healthy Child Programme any time, via phone or text:

- Call 0300 0295050
- Text 07520 649887

The Healthy Child programme is still catching up post-Covid but all children are being seen, albeit sometimes a bit late.

Much practical information is available here: <https://www.cambscommunityservices.nhs.uk/what-we-do/children-young-people-health-services-cambridgeshire/cambridgeshire-0-19-healthy-child-programme>

Anglian Water

We will report back after our meeting with AW on 16 January, in which we have collate detailed questions on infrastructure concerns and water quality monitoring in the River Mel.

Grants available: riparian owners and ditch maintenance

The County Council is offering a 'riparian grant' to help with maintenance of privately owned watercourses, that would benefit adjoining networks for overall community drainage benefit.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/community-flood-action-programme/watercourse-maintenance-grant>

Platinum Jubilee Village Hall Fund

Village halls in England can now apply for central government grants to improve and modernise their facilities through the [Platinum Jubilee Village Hall Fund](#). Village halls interested in applying for this national scheme can request grants from £7,500 to £75,000, and up to a maximum of 20 per cent of eligible project costs. Capital grants will be allocated to support infrastructure improvements, the refurbishment of facilities, such as kitchens and toilets, and measures to improve energy efficiency. The application window was announced by central govt on Dec 20 and will close on 20 January 2023. Successful applicants being able to draw on the funding from April 2023. We have shared this with members of the village hall committee.

Police on-line community meetings

Police now holding quarterly on-line community meeting. These are a good opportunity to raise any local case work. Next one is 7 Feb:

<https://www.eventbrite.co.uk/o/cambridgeshire-constabulary-14356769797>

Potholes

Potholes have worsened dramatically following the December freeze and continuing wet weather, unsurprisingly given the effects of freezing temperatures and water on long neglected infrastructure resulting from decades of

underfunding and a policy of 'managed decline.' Last summer's drought has had an additional impact on soil beneath road structures, causing further problems.

Your councillors have been working closely with our Local Highways Officer to log potholes for action and we would encourage everyone to please check on the 'Cambridgeshire Report a Fault' webpage (just google those words to find it) to find out whether potholes you are concerned about have already been logged. If not, please do log the pothole and note the reference number. If there is a problem with the reporting page do let me know. Please note that currently, when the subcontractors go out to fill potholes, they can only address what has been logged on the system, though the council is looking at whether this can be changed.

Believe it or not, for Cambridgeshire as a whole, this year has seen a reduction in the numbers of potholes, despite further real term budget cuts from Government. Over the past year the council has adopted the use of new scanning technologies to identify surface defects so it can intervene earlier and also have larger area patching systems – but it still needs sufficient people and funding in place. Our Local Highways Officer, who reads the log and creates the work list, manages a 'patch' consisting of 22 villages.

The RAC has a good write-up on what has become a national emergency: <https://media.rac.co.uk/pressreleases/rac-pothole-related-breakdowns-leap-during-last-three-months-of-2022-3227597>

Government settlement to Local Authorities

Just before Christmas the Government issued its 'provisional local government finance settlement'—the annual indication to councils of the money they will have available for local services next year. The Government proposes that Cambridgeshire County Council's 'core spending power' (the overall revenue funding available for council services) should increase by 9.5 per cent. Unfortunately however that is less than the current rate of inflation, so overall it will buy less. Half of the 9.5 per cent is from the council's power to raise council tax—in other words, the Government expects local tax payers to shoulder a lot of the extra costs.

For the District Council the settlement is somewhat better than expected. New Homes Bonus stays and SCDC will get more than we thought from the Rural Settlement Grant as well as from Business Rates. Council tax is likely to be increased by £5 for a band D house (equivalent to 3.5%) which represents a reduction in income with inflation running above 10%. Council house rent will also need to increase by the maximum of 7% in order for us to continue delivering the new council house building programme though housing benefit does increase in line with inflation so 40% of tenants will not be affected by the increase.

The Police & Crime Commissioner advises that with the current cost-of-living pressures impacting on people's incomes "asking you to contribute more to police funding is not something I want to do." but proceeds to do so in any case because "inflation applies to policing as well – with police vehicles, fuel and training all costing more than they did this time last year" thus proposing a 19p weekly increase (for Band A properties), 29p for Band D properties.

Business planning for the next financial year continues.

Greater Cambridge Local Plan

The First Proposals for the emerging Greater Cambridge Local Plan were published in 2021. Following a full consultation on these proposals, the planning authority has been moving towards producing a draft Local Plan this year. A report with an update on the development strategy has just been published by the Joint Director of Planning, and this will be considered by the District Council's Scrutiny and Overview Committee on 12 January and by Cabinet on 6 February.

This report confirms the development strategy from the First Proposals, with its focus on delivering the required housing and infrastructure in a sustainable manner, and on environmental protection, particular with regard to water supply. It confirms key strategic sites in Northeast Cambridge, East Cambridge and near the Biomedical Campus.

As required by the National Planning Policy Framework, the report includes an objective assessment of development needs for the plan period. This has identified an increase in the expected number of jobs of around 8000 over the First Proposals, principally due to the unexpected resilience of our local economy throughout the pandemic, with a corresponding increase in the housing requirement.

Residents who would like more information about the Greater Cambridge Local Plan Development Strategy Update are invited to [join a Zoom webinar](#) about the topic on **Wednesday 18 January at 12pm**. The webinar will be recorded and made available online, so those not able to attend can watch it back at their convenience.

Domestic Abuse Housing Accreditation

Two years ago, the Council signed up to complete its Domestic Abuse Housing Accreditation (DAHA). The accreditation was not limited to Housing Services but covered the whole organisation and involved a thorough review of policies and procedures for staff and customers. More importantly, the accreditation was part of the Council's goal to change the culture around domestic abuse and embed a survivor led approach. This included training for staff and members, publicity and awareness campaigns and the introduction of Domestic Abuse Support Champions within teams. At the start of December, the Council was officially assessed against the DAHA standards, and has been officially accredited.

Useful resources to share are located here:

<https://www.scams.gov.uk/housing/housing-advice/domestic-abuse-advice-and-information/>

Disability home adaptation grants

Cambs Home Improvement Agency (HIA) has a range of grants available to people with disabilities to help adapt homes. This may be particularly relevant to those who are elderly, vulnerable or have family members with disabilities as well as friends or neighbours.

The Disabled Facilities Grant is a mandatory Government grant aimed at people with disabilities and older people on low incomes or low-income benefits, which helps towards the costs of making changes to their home to allow them to continue living there safely and comfortably. Each year Cambs HIA enables around 300 older people and people with disabilities to adapt their homes. Although some work such as ramps, stairlifts, specialist toilets, automated door entry systems and level access showers require an Occupational Therapist's referral, other work such as new boilers, roofing repairs, new doors and windows do not. The agency can help homeowners or those in housing association properties make a wide variety of adaptations and repairs.

HIA can also help self-funders who are unable to organise and oversee the work themselves. All info is here: www.cambshia.org – or ring the council direct on **01954 713330** or email hia@cambshia.org

Recycling batteries

Effective immediately residents can leave out their batteries weekly on top of their green, black or blue bins.

Please note that to make collections more efficient we now ask that residents place a small tied plastic bag containing the batteries loosely on top of their bin, rather than tying it to the bin handle.

Greater Cambridge Partnership - Making Connections Consultation

The Greater Cambridge Partnership Making Connections 2022 consultation closed on 23 December. Around 23,000 responses were received, and the Greater Cambridge Partnership expects to publish a final report on the consultation outcomes and next steps for consideration by its Board in June 2023. Significant work in the coming weeks to take on board the consultation responses will then inform that report. From our area, the Cam Vale Bus User Group, Community Rail Partnership and A10 Corridor Cycling Campaign lodged responses focusing on ways in which bus services, access to rail and cycle/walking links could be improved.

Transport work on the Combined Authority

Buses continue to be a hot topic across Cambridgeshire. The Combined Authority is the transport authority responsible for passenger transport across our area, working within a legislative framework and a deregulated bus system. The Combined Authority Board agreed a draft Bus Strategy now out for consultation till 22 February:

<https://cambridgeshirepeterborough-ca.gov.uk/news/public-to-have-their-say-on-draft-strategy-for-a-better-regional-bus-network/>

Cambridgeshire & Peterborough was one of a majority of local transport authorities to be given no funding by Government for its Bus Service Improvement Plan. The Combined Authority is working with partners to prepare a revised Plan reflecting the priorities of the emerging LTCP and the draft Bus Strategy.

Bus franchising is the Mayor's preferred solution for bus services in Cambridgeshire & Peterborough. Under this model the local transport authority takes control of the public transport network, specifying and contracting bus services, as opposed to the deregulated free-for-all in place since 1986. Work is ongoing to refresh the outline business case for franchising. This will explore all potential funding options and assess the benefits of franchising against the current system. The business case will also review other issues including geography, contracting, depots, vehicles, and branding. The majority of bus services in Cambridgeshire & Peterborough are run commercially by private operators, and the Combined Authority has no control over these.

The Combined Authority currently subsidises 73 services across its area. Full support for eighteen services and partial support for a further five began in October 2022 after Stagecoach withdrew from these services. There is an option to extend the contracts for these by one year from the end of March, and final decisions on these will be taken in February or March following the setting of the Combined Authority's budget and taking account of the draft Bus Strategy. Contracts for a further six of the 73 services expire at the end of March 2023 and a procurement process has begun to retender these. The Combined Authority will set its budget for 2023/24, including bus support, at its Board meeting on 25 January. to be available from March.

King Charles III coronation street parties

Cambridgeshire County Council has published guidance for local groups seeking to organise street parties and highways events to mark the coronation of King Charles III in May 2023. All street party applications must be received by the County Council at least eight weeks in advance (Friday 10 March 2023) via the Council's website. Highway Events applications must be submitted at least twelve weeks in advance (Friday 10 February 2023). More information about the process can be found at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roadsand-pathways/highway-events/coronation-events>

Melbourn Parish Council Properties
Planned Maintenance Report

153-155 St Neots Road
Hardwick
Cambridge
CB23 7QJ

Registered Office
4th Floor
4 Tabernacle Street
London
EC2A 4LU

Registered in England and Wales
Registration number 7459659

T 01223 955611
M 07720 451661
gri@croyland.co.uk



RICS

the mark of
property
professionalism
worldwide

This page is blank

C O N T E N T S

1.00	INTRODUCTION
2.00	SPORTS PAVILION
3.00	CEMETERY SHED
4.00	CEMETERY LYCHGATE
5.00	FIRE ENGINE HOUSE
6.00	LITTLE HANDS NURSERY
7.00	COMMUNITY HUB
8.00	HIGH STREET GARDEN
9.00	HIGH STREET CAR PARK
10.00	CLEAR CRESCENT PLAY AREA
11.00	CAR PARK AT LITTLE HANDS
12.00	NEW ROAD CEMETERY GATES
13.00	STOCKBRIDGE MEADOWS
14.00	PLAY AREA AT THE MOOR
15.00	WAR MEMORIAL AND CHURCH WALLS
16.00	PLANNED MAINTENANCE PROGRAMME
17.00	QUALIFICATIONS AND RESERVATIONS

1.00 INTRODUCTION

1.01 Scope of Instructions

We are instructed to inspect and report on the condition of the various properties held by Melbourn Parish Council. These instructions were confirmed by email on 19 July 2022.

1.02 Inspection

Inspections were carried out on 14 and 15 September 2022. Weather conditions were dry without recent rainfall.

We were able to gain access to all properties although not to the interior of the Little Hands Nursery.

In keeping with our instructions, we have not undertaken any destructive opening up and we have not dismantled any services installations or carried out any tests. Where considered appropriate, further recommendations are made in our report. We understand that the council has ongoing maintenance contracts in place for statutory and regulatory testing, as well as usual grounds keeping, cleaning and similar services. These are to be integrated into the planned maintenance programme as appropriate.

1.03 Accommodation

As our clients are familiar with the properties and with the accommodation and facilities available, we have not taken detailed measurements or prepared schedules of accommodation.

2.00 SPORTS PAVILION



2.01 Description

The sports pavilion is a purpose built facility providing changing rooms, toilets and showers, as well as a large recreation room and ancillary accommodation. It is of conventional masonry construction with a pitched roof covered with tiles. There is a front veranda enclosed with steel balustrading and screens.

Extensive refurbishment has been carried out in recent times with modern double glazing and mechanical and electrical services.

2.02 Roof

The roof is of timber framing, pitched and covered with tiles. There is a clock tower set into the ridge with timber cladding.

We would expect the tiling to be vulnerable to impact damage from footballs etc but, at the time of inspection, the roof coverings were intact and the roof in good condition.

The cladding to the clock tower will need regular re-coating with preservative.

2.03 **Gutters and Downpipes**

Gutters and downpipes have been renewed in modern upvc components. Several sections have been replaced recently but there is no sign of any leakage or other defects.

Gutters will need to be cleaned out from time to time to remove leaf litter and any stray balls.

2.04 **Main Walls**

The main walls have been finished with cement render and painted with masonry paint and "graffiti" style murals.

The main walls are in good structural condition with no significant fractures or bulges. Periodic redecoration will be necessary to maintain appearance or to refresh the murals.

2.05 **Windows and Doors**

Windows and doors have been renewed with modern components.

Windows and doors are in satisfactory working order. Due to likely heavy use, it is advisable to arrange for routine inspection and lubrication of locks etc.

The paint finishes on the steel gates and screens to the veranda will need to be re-coated periodically.

2.06 **Boundaries and Landscaping**

There is a small patio area to the rear, laid with concrete slabs and bounded with timber fencing.

The patio and fencing is in good overall condition. The timber fencing will need to be re-treated with preservative from time to time.

We have not inspected the wider sports fields or the orchard area behind the building.

2.07 **Fixtures, Fittings and Finishes**

The building is fitted out with basic quality but robust fixtures, fittings and finishes.

We noted a number of glazed internal doors where the glazing has no visible identification to confirm that it is safety glass. This is a potential hazard to anyone who might fall against the doors and should be investigated and remedied as a matter of urgency.

The interiors are otherwise in good order. Due to anticipated heavy usage, provision should be made for some interior re-decoration but we do not anticipate replacement of floor finishes or other components within the next 5 years.

2.08 **Services Installations**

Mains electrical and water utilities are connected. There is no mains gas. Foul drains appear to connect to a sewage treatment plant at the rear. Heating and hot water is supplied by air source heat pumps and electric immersion heaters.

We presume that statutory and regulatory testing of the electrical and water supplies is in hand, although there was no evidence of this on site.

There are exterior floodlights. These are modern LED components with a reputation for long term durability. They should be tested on a regular basis but we recommend they be renewed on failure rather than on a planned basis.

Routine servicing of the heat pump installation should be carried out as recommended by the manufacturers. It would also be prudent to arrange for routine inspection of the hot water supplies.

The sewage treatment plant will also need routine inspection and occasional replacement of pumps etc. This might already be under a maintenance contract.

We recommend that gullies and surface water drainage are checked and flushed through periodically.

3.00 CEMETERY SHED



3.01 Description

The cemetery shed is a small brick building with a clay tiled roof and pair of timber gates.

We have not inspected the interior as no keys were provided.

3.02 Roof

The roof is of simple timber framing with clay tiles and matching clay ridge.

There is some minor damage to the tiling on the neighbours side. This requires patch repair.

Otherwise the roof framing appears sound and shows no sign of any sagging or deterioration.

3.03 Gutters and Downpipes

There are no gutters or downpipes fitted.

3.04 Main Walls

The main walls are of solid brickwork. One of the flank walls is screened by the neighbours fence and was not accessible for inspection. Otherwise, the walls are sound and plumb with no significant fractures or other apparent defects.

3.05 Windows and Doors

There are no windows but there is a pair of timber and painted doors. These are in good condition but will require periodic re-decoration, which is now overdue.

3.06 **Boundaries and Landscaping**

We have not inspected the boundaries or landscaping.

3.07 **Fixtures, Fittings and Finishes**

We have not inspected the interior and are not aware of any fixtures, fittings or finishes.

3.08 **Services Installations**

Mains electrical supply appears to be connected to a light over the entrance. There is no evidence of any gas or drainage connections. There is a stand pipe for water.

Routine statutory inspection of the fixed electrical installation will need to be carried out. We assume that this has not be done recently.

4.00 CEMETERY LYCHGATE



4.01 Description

The lychgate is of traditional oak framed construction with a pitched roof covered with clay tiles. There are oak entrance gates and short brick walls.

4.02 Roof

The roof is of oak framing, pitched and covered with clay tiles. The roof frame and coverings are intact and in good condition.

4.03 Gutters and Downpipes

No gutters or downpipes are fitted.

4.04 Main Walls

The main walls and oak framing are in good condition. The original protective coating has degraded and worn away. This will need to be revived.

The brickwork and masonry is in good condition.

4.05 Windows and Doors

There are no windows.

The entrance gates are worn and loose. These require adjustment and will need to be re-coated as with the main frame.

4.06 **Boundaries and Landscaping**

We have not inspected the boundaries or landscaping.

4.07 **Fixtures, Fittings and Finishes**

There are no fixtures, fittings or finishes.

4.08 **Services Installations**

There are no services installations.

5.00 FIRE ENGINE HOUSE



5.01 Description

The fire engine house is of simple brickwork construction with a gabled roof covered with natural slates.

5.02 Roof

The roof is of timber framing, pitched and covered with slates.

A number of the slates are loose and require patch repair. The roof framing is otherwise intact and in good condition.

5.03 Gutters and Downpipes

Eaves gutters and downpipes are fitted along each flank elevation.

The gutters are partially choked with leaf litter and will require periodic cleaning.

5.04 Main Walls

The main walls are of solid clay brickwork. There is an opening with double gates leading onto the passing road.

The main walls are in good structural condition with no significant fractures or bulges.

A quantity of garden compost and other items have been stored up against the right hand flank wall by the neighbour. These ought to be cleared.

5.05 **Windows and Doors**

There is a small fanlight window in the front gable and a pair of wooden doors leading onto the street. There is also a pair of steel mesh doors immediately behind the wooden doors.

The access doors are difficult to operate and would benefit from routine adjustment and lubrication of the locks.

Exterior paintwork will require periodic re-decoration.

5.06 **Boundaries and Landscaping**

There are no external boundaries or landscaping.

5.07 **Fixtures, Fittings and Finishes**

There are no interior fixtures, fittings or finishes.

There is an accumulation of items and general rubbish. We recommend that this is cleared to prevent harbourage of vermin.

5.08 **Services Installations**

There are no services installations or utilities connected.

6.00 LITTLE HANDS NURSERY



6.01 Description

Little Hands Nursery comprises a single storey building with a flat roof over brickwork and timber panelled external walls. There is a car park to the front and a fenced play area to the rear.

6.02 Roof

The roof is of timber framing, flat and covered with a modern EPDM or similar roofing membrane. There is a small raised area over what appears to be a plant room, of similar construction.

The roof coverings are recent. They remain in good condition. They may be under warranty, in which case periodic inspection might be necessary to maintain cover.

During our inspection we found a number of balls and other extraneous items on the roof. It seems likely that trespassers might have climbed onto the roof in order to retrieve balls, thereby causing accidental damage. We therefore recommend that climbing aids such as refuse bins and store sheds be moved away from the perimeter of the building.

6.03 Gutters and Downpipes

The roof drains to external hoppers and downpipes, of modern UPVC construction.

The gutters and downpipes are in good overall condition but will require periodic cleaning to avoid blockages and over-spilling.

6.04 **Main Walls**

The main walls are of plain cavity brickwork but there are panels of painted joinery shiplap cladding. The top sections are finished with deep fascias, mostly of painted render although some sections are of painted plywood.

The brickwork is generally in sound condition. The shiplap cladding will require periodic re-decoration.

The ply fascias are beginning to warp and disintegrate. We recommend that these be renewed and then all fascias re-decorated to maintain appearance.

6.05 **Windows and Doors**

Most of the windows and doors have been replaced with modern UPVC framed double glazing. There are older ply faced painted flush doors, presumably remaining from when the building was used as a sports pavilion. These are in fair condition and will require re-decoration in order to prevent further decay.

6.06 **Boundaries and Landscaping**

The rear playground is bordered by low timber picket fencing. There are various items of play equipment that have not been inspected. There is a small garden shed, apparently used for play equipment storage.

The timber fencing is in sound condition but will require periodic re-coating of preservative.

The garden shed is in poor condition. The roof sheeting is degraded and appears to be leaking. The exterior cladding is weathered but intact.

The shed provides a climbing aid for anyone wanting to get onto the roof so we recommend that it be re-sited if possible. Ideally, it should be renewed or substantially overhauled.

Full inspection of the playground surface was not possible but staff report no significant defects or problems.

6.07 **Fixtures, Fittings and Finishes**

As the nursery was in full occupation we have not made an inspection of the interiors. Staff reported no major defects or problems but we recommend a further inspection when children are not present.

6.08 **Services Installations**

Mains electrical and water utilities are connected. There is no mains gas but there is an oil tank supplying the central heating. Foul drains appear to be connected to underground drainage at the front and we presume this connects to the Local Authority sewer under the passing road.

We presume that statutory and regulatory testing of the electrical and water supplies is in hand. This should be checked and confirmed.

There are exterior floodlights. These are modern LED components with a reputation for long term durability. They should be tested on a regular basis but we recommend that they are renewed on failure rather than on a planned basis.

The central heating boiler installation appears to be quite recent. Routine servicing should be carried out as recommended by the manufacturers. It would also be prudent to arrange for routine inspection of the hot water supplies.

The oil storage tank is an obsolete steel type without adequate bunding to contain any spillage. This is contrary to best practice and current regulations to control pollution risk. As the tank is showing signs of corrosion, we recommend that it be replaced as soon as convenient.

External drainage shows signs of silting up and possible damage to gullies etc. These will require routine clearance to avoid risk of flooding and potential freezing and slippage in icy weather.

7.00 COMMUNITY HUB



7.01 Description

The Community Hub is a purpose-built library and community centre, of brick and timber framing beneath pitched roofs covered with slates.

7.02 Roof

The roof is of timber framing, pitched and covered with slates. There is lantern skylight set into the main ridge. The south pitch has a large PV array.

The roof coverings are intact and in good condition. There are signs of corrosion of embedded impurities in the slates, but this is unlikely to be of more than cosmetic significance. There is one slipped slate on the rear.

The valleys have an accumulation of leaf litter and will need to be cleared from time to time.

The PV array should be cleaned regularly to maintain efficiency.

7.03 Gutters and Downpipes

Gutters and downpipes are modern upvc components. They have been fitted with brushes to prevent blockage by leaves.

Gutters appear free-flowing but ought to be checked regularly and the brushes will need cleaning.

7.04 **Main Walls**

The main walls are of brickwork or timber cladding.

The brickwork is in good condition. The timber cladding shows some signs of warping and early degradation of the preservative finish. We recommend that localised repairs are carried out and the finish re-coated.

7.05 **Windows and Doors**

Windows and doors are of plain joinery, double-glazed and finished with preservative woodstain. The lantern windows have motorised openers.

Windows and doors are in satisfactory working order. Due to likely heavy use, it is advisable to arrange for routine inspection and lubrication of locks etc.

The woodstain will need to be re-coated periodically.

7.06 **Boundaries and Landscaping**

There is a small patio area to the front, laid with concrete slabs and bounded with timber fencing. A marquee has been erected but we understand this is to be removed shortly.

The patio and fencing is in good overall condition. The timber fencing will need to be re-treated with preservative from time to time.

There is a narrow passageway on the western side. This has been used to store odd materials. As this is a potential arson risk, and might harbour vermin, we recommend that it is kept clear.

7.07 **Fixtures, Fittings and Finishes**

The building is fitted out good quality fixtures, fittings and finishes. These include a commercial kitchen and a library on moveable shelves. There are offices and meeting rooms on a mezzanine floor above.

The interiors are in good order. Door mechanisms and smoke seals should be checked regularly. The library shelves should also be inspected to ensure that their mechanisms remain in good condition.

Due to anticipated heavy usage, provision should be made for some interior re-decoration but we do not anticipate replacement of floor finishes or other components within the next 5 years.

7.08 **Services Installations**

Mains electrical, gas and water utilities are connected. Foul drains appear to connect to the local authority sewer under the High Street.

Heating and cooling is provided by the central boiler plant and by a range of heat pump condenser units along the western elevation. Hot water is supplied by the boiler plant.

There is an automatic fire detection and alarm system.

CCTV is arranged to cover the public areas.

We presume that statutory and regulatory testing of the electrical, gas, and water supplies is in hand, but this should be confirmed.

Routine testing of the fire alarm and emergency lighting is also required.

There are exterior floodlights. These are modern LED components with a reputation for long term durability. They should be tested on a regular basis but we recommend they be renewed on failure rather than on a planned basis.

Routine servicing of the boiler and heat pump installations should be carried out as recommended by the manufacturers.

We recommend that gullies and surface water drainage are checked and flushed through periodically.

8.00 83 HIGH STREET, GARDEN



8.01 Description

The garden at 83 High Street comprises planting, small area of paving, some benching and perimeter walls and fencing. There are no buildings as such.

8.02 Boundaries and Landscaping

Boundaries and landscaping are in good overall condition but the left hand brick wall, bordering the neighbours driveway, is cracked and sections appear to be loose. Ownership is unclear but, as a pier stands on 83 side, we presume that it belongs to the Parish Council. Re-building or replacement of the wall will be necessary within the next few years.

9.00 HIGH STREET CAR PARK



9.01 Description

The high street car park is laid out with tarmacadam marked as parking bays. There is perimeter fencing and timber safety rails, street lights and a small workshop building at the rear.

9.02 Roof

The workshop roof is of timber framing overlaid with artificial slates. There are Velux skylights set into the rear pitch.

The roof is in good overall condition but a number of slates have been damaged, apparently by branches falling from a nearby tree. These will require patch repair.

9.03 Gutters and Downpipes

There are UPVC gutters and downpipes to the workshop building.

The gutters and downpipes are in good condition but will require periodic clearance to avoid over-spilling.

9.04 Main Walls

The main walls of the workshop building are of painted render.

There is some minor hairline cracking in the render but this is of cosmetic significance only. The render will require periodic re-decoration to maintain its appearance.

9.05 **Windows and Doors**

There are no windows.

There is a pedestrian entrance door and a steel roller shutter door to the front.

Both doors are in good working order but will require periodic maintenance, adjustment and lubrication.

9.06 **Boundaries and Landscaping**

Timber safety rails and perimeter fencing have been provided. Condition is mixed but most are in good order. They will require periodic re-coating of the woodwork in order to prevent decay.

Car parking bays, road markings and speed bumps will need re-painting so as to remain visible and effective.

9.07 **Fixtures, Fittings and Finishes**

The workshop is fitted out with shelving, WC and washing facilities, to a good basic standard.

Re-painting of the wall and floor surfaces are recommended to maintain satisfactory appearance.

9.08 **Services Installations**

Mains electrical and water utilities are connected. There is no mains gas. Foul drains appear to connect to a sewage treatment plant beneath the car park surface. There may also be a fuel separator to limit pollution run-off from the car park.

Further information is requested but provision should be made for routine servicing of the treatment plant, and for routine clearance of gullies and drains.

Street lighting will require periodic cleaning. Cherry picker or similar access will be necessary so it may be expedient to provide for comprehensive re-lamping within the anticipated lifespan of the existing fittings.

There is CCTV coverage. This has not been tested. Arrangements should be made for routine inspection and cleaning of lenses etc.

10.00 CLEAER CRESCENT PLAY AREA



10.01 Description

Clear Crescent play area comprises an open space laid out with soft landscaping and children's play equipment. It is bordered by mature hedging with a single steel access gate.

10.02 Boundaries and Landscaping

Boundaries and landscaping, including play surfaces and equipment all appear to be in good order.

We presume that routine inspection and maintenance of the play equipment is in hand to comply with health and safety requirements.

11.00 CAR PARK AT LITTLE HANDS



11.01 Description

The car park and access road to the Little Hands Nursery is of cast-in situ concrete laid in bays. There is boundary fencing, generally of timber panel construction.

11.02 Boundaries and Landscaping

The car park paving is disintegrating in places, possibly due to frost action. We noted that the surface water drainage is partially silted up and this may be causing ponding and freezing under adverse weather conditions. We recommend that the gullies and drainage is cleared so as to minimise this risk, and the situation should then be monitored for signs of continuing deterioration. It would be prudent to allow for at least partial re-laying of the car park surface within the next few years, should finances allow.

Ownership of the fencing along the boundary should be checked and confirmed. It is generally in sound condition but some sections may need to be replaced or overhauled.

Street lighting to the roadway will need routine cleaning and re-lamping.

12.00 NEW ROAD CEMETERY GATES



12.01 Description

The New Road Cemetery has a set of ornamental steel gates.

12.02 Boundaries and Landscaping

We have not inspected the boundaries or landscaping of the cemetery.

The gates are recent and in good condition. We recommend that locks and hinges are inspected and lubricated on a routine basis in order to maintain serviceability.

The coating of the steelwork will need to be re-decorated within the next few years.

13.00 STOCKBRIDGE MEADOWS



13.01 Description

Stockbridge Meadows comprise access gates and a small parking area leading to pathways, a nature reserve, stream banks and benches. A new boardwalk was in the process of construction at the time of inspection.

13.02 Boundaries and Landscaping

The entrance gates, fencing and associated noticeboard etc should be checked on a periodic basis to ensure that locks, hinges etc are in good working order.

Timber components should be re-coated with preservative in order to prevent decay.

We presume that the new boardwalk will also need to be cleaned and re-coated periodically. This may need to include measures to avoid it becoming slippery.

Occasional benches have been fitted with resin composite seats but the steel supports will require occasional cleaning and re-decoration to prevent rusting.

Some of the stream banks have been protected with timber posts and walings. These should be inspected periodically to ensure continuing stability.

14.00 PLAY AREA AT THE MOOR



14.01 Description

The play area at The Moor consists of soft landscaping and play surfacing with children's play equipment. Boundaries are marked with steel hoop railings and close boarded fencing. There is a steel access gate off the pavement, and further gates leading onto the sports pitches behind.

14.02 Boundaries and Landscaping

We presume that the play equipment is subject to routine safety inspections.

We noted that some of the play surfaces are deteriorating. We understand that works are proposed to repair and refurbish this equipment but we have not been provided with any details.

The boundary railings and gates are in poor condition and paintwork has deteriorated. Some of the gates at the rear will need to be replaced and all the railings will need to be re-painted.

Ownership and responsibility for the timber fencing should be checked and confirmed. Subject to that, some allowance should be made for overhauling and re-coating.

15.00 WAR MEMORIAL LAND AND CHURCH WALLS



15.01 Description

The crossroads at the centre of the village features a stone wall memorial with surroundings, soft landscaping and Parish noticeboards with occasional benching.

The adjoining churchyard has a perimeter wall around the churchyard at a retained level of approximately 1 metre height. There are large and mature trees in close proximity.

15.02 Boundaries and Landscaping

The war memorial and surroundings are maintained in good order. Perimeter oak rails have been renewed recently and these are also in good order.

The village sign, noticeboards and planters etc will need occasional cleaning and re-coating with preservative.

The churchyard gates will need re-painting in order to protect the metalwork.

The condition of the churchyard boundary walls is cause for concern. Sections are disintegrating and significant lengths of wall are leaning out of plumb to the extent that we consider them to be unstable.

The wall on the southern side is of mixed brickwork, flint and rubble. There are stone copings but patching has been attempted with crude concrete repairs. There is ivy and tree root incursion contributing to the disintegration of the masonry. The western section of this wall has been re-built in 9 inch brickwork with concrete copings cast-in situ. This section of wall shows some frost damage and disintegration of the copings. There is cracking induced by the large Horse Chestnut.

The eastern boundary wall is mostly of 9 inch brickwork, also retaining up to 1 metre height of the churchyard. The wall is distorted and leaning, particularly towards the northern end.

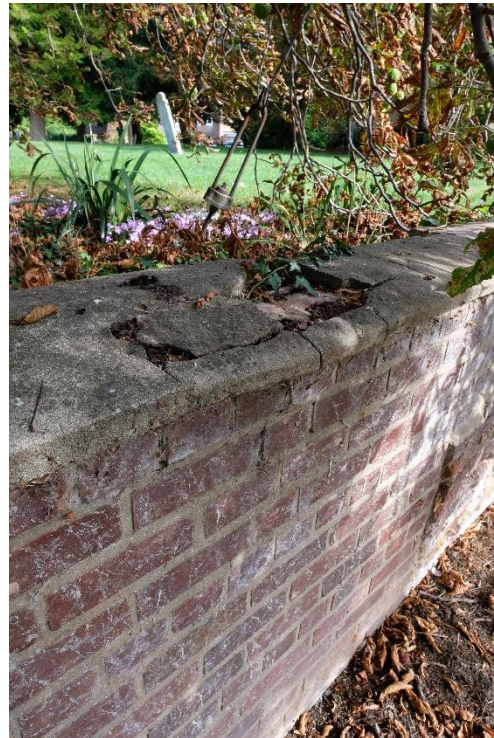
The boundary wall on the northern side is of modern 9 inch brickwork. This is generally in good condition.

The wall along the western side is also of 9 inch brickwork. This shows some distortion with piers added along the adjacent garden.

The wall along the western Station Road side is predominantly of 13 inch brickwork with stone copings. This also retains approximately 1 metre height of the churchyard side.

This wall has been re-built in sections, possibly due to accidental vehicle impact. The middle section is leaning outwards approximately 50mm at the top. There is evidence of frost damage and salt erosion.

Repairs and re-building of these walls will be necessary and should be put in hand as soon as possible. Discussions and agreement will be necessary with the church and local conservation authorities. We suggest that works are undertaken on a rolling programme basis over several years.



16.00 PLANNED MAINTENANCE PROGRAMME

A draft Planned Maintenance Programme is attached as an appendix.

17.00 QUALIFICATIONS AND RESERVATIONS

The Service

Our Building Survey includes a thorough inspection of the property (“the inspection”) and a detailed report based on the inspection (“the report”). We aim to:

- help you make a reasoned and informed decision when acquiring the property or when planning for repairs, maintenance or upgrading the property
- provide detailed advice on condition
- describe the identifiable risk of potential or hidden defects
- where practicable and agreed, provide an estimate of costs for identified repairs, and
- make recommendations as to any further actions or advice which need to be obtained before committing to lease or purchase

Any extra services provided that are not covered by the terms and conditions of this report must be covered by a separate contract. Reference should be made to our Conditions of Engagement, which are normally issued when we take your instructions.

The Inspection

The surveyor carefully and thoroughly inspects the inside and outside of the main building and all permanent outbuildings recording the construction and defects (both major and minor) that are evident. This inspection is intended to cover as much of the property as physically accessible. Where this is not possible an explanation is provided in the report.

The surveyor does not force or open up the fabric without owner consent, or if there is a risk of causing personal injury or damage. This includes taking up fitted carpets, fitted floor coverings or floorboards, moving heavy furniture, removing the content of cupboards, roof spaces, etc., removing secured panels and / or hatches or undoing electrical fittings. The under-floor areas are inspected where there is a safe access.

If necessary, the surveyor carries out parts of the inspection when standing at ground level from adjoining public property where accessible. This means the extent of the inspection will depend on a range of individual circumstances at the time of inspection and the surveyor judges each case on an individual basis.

The surveyor uses equipment such as a damp-meter, binoculars and a torch, and uses a ladder for flat roofs and for hatches no more than 3m above level ground (outside) or floor surfaces (inside) if it is safe to do so.

The surveyor also carries out a desk-top study and makes oral enquiries for information about matters affecting the property.

Services to the Property

Services are generally hidden within the construction of the property. This means that only the visible parts of the available services can be inspected, and the surveyor does not carry out specialist tests other than through their normal operation in every-day use. The visual inspection cannot assess the efficiency or safety of electrical, gas or other energy sources, the plumbing, heating or drainage installations (or whether they meet current regulations), or the internal condition of any chimney, boiler or other flue, intermittent faults of services may not be apparent on the day of inspection.

If requested, we have arranged for specialists to inspect and report on services installations. Their reports are made directly to you under separate contract, but may be appended to the report.

Outside the Property

The surveyor inspects the condition of boundary walls, fences, permanent outbuildings and areas in common (shared) use. To inspect these areas, the surveyor walks around the grounds and any neighbouring public property where access can be obtained. Where there are restrictions to access, these are reported and advice is given on any potential underlying risks that may require further investigation.

Buildings with swimming pools and sports facilities are treated as permanent outbuildings and therefore are inspected, but the surveyor does not report on the leisure facilities, such as the pool itself and its equipment internally and externally, landscaping and other facilities (for example, tennis courts and temporary outbuildings).

Dangerous materials, contamination and environmental issues

The surveyor makes enquiries about contamination or other environmental dangers, but does not test for their presence. If the surveyor suspects a problem, he or she recommends further investigation.

The surveyor may assume that no harmful or dangerous materials have been used in the construction and does not have a duty to justify making this assumption. However, if the inspection shows that these materials have been used, the surveyor must report this and ask for further instructions.

The surveyor does not carry out an asbestos inspection and does not act as an asbestos inspector when inspecting properties that may fall within the Control of Asbestos Regulations 2012. With flats or commercial buildings, the surveyor assumes that there is a "dutyholder" (as defined in the Regulations), and that in place are an asbestos register and an effective management plan which does not present a significant risk to health or need any immediate payment. The surveyor does not consult the dutyholder.

The report

The surveyor produces a report of the results of inspection for you to use, but cannot accept any liability if it is used by anyone else. If you decide not to act on the advice in the report, you do this at your own risk. The report is aimed at providing you with a detailed understanding of the conditions of the property to allow you to make an informed decision on serious or urgent repairs, and on maintenance of a wide range of issues reported. Purely cosmetic and minor maintenance defects that have no effect on performance might not be reported. The report is not a warranty.

The surveyor notes in the report if it was not possible to check any parts of the property that the inspection would normally cover. If the surveyor is concerned about these parts, the report tells you about any further investigations that are needed.

The surveyor may report on the cost of any work to put right defects (where agreed), but does not make recommendations on how these repairs should be carried out. However, there is general advice in the "Surveyor's Overall Assessment" section towards the end of the report.

Energy

The surveyor has not prepared the Energy Performance Certificate (EPC). If we have seen the current EPC, we will provide the Energy Efficiency Rating in this report, but will not check the rating and so cannot comment on its accuracy. Where possible and appropriate, we will include additional commentary on energy related matters for the property as a whole in the "Environmental and Other Issues" section of the report, but this is not a formal energy assessment of the building.

Matters for Legal Advisors

The surveyor does not act as "the legal adviser" and does not comment on any legal documents. If, during the inspection, the surveyor identifies issues that your legal advisers may need to investigate further, the surveyor may refer to these in the report (for example, check whether there is a warranty covering replacement windows).

The report has been prepared by a surveyor ("the Employee") on behalf of a firm or company of surveyors ("The Employer"). The statements and opinions expressed in the report are expressed on behalf of the Employer, who accepts full responsibility for these.

Without prejudice and separately to the above, the Employee will have no personal liability in respect of any statements and opinions contained in this report, which shall at all times remain the sole responsibility of the Employer to the exclusion of the Employee.

In the case of sole practitioners, the surveyor may produce the report in his or her own name unless the surveyor operates as a sole trader limited liability company.

To the extent that any part of this notification is a restriction of liability within the meaning of the Unfair Contract Terms Act 1977 it does not apply to death or personal injury resulting from negligence.

If the property is leasehold, the surveyor gives you general advice and details of questions you should ask your legal advisers. This general advice is given in the "Matters for the Legal Advisor's Attention" section of the report.

Standard Conditions of Engagement

We operate under regulations imposed by our professional body, the RICS. In addition, our standard Conditions of Engagement form the basis of our contract with you. These are normally issued when we take instructions but sometimes we are instructed by a client's professional advisors, or at very short notice. If you have not read these Conditions of Engagement, you should do so before proceeding. We would be pleased to supply a further copy if asked.

Complaints Handling Procedure

We have an RICS-compliant complaints handling procedure and will give you a copy if you ask.

21 October 2022

Prepared on behalf of Croyland Building Surveyors Ltd by
Geoffrey Isitt, MRICS

Signature:

This page is blank

APPENDIX

PLANNED MAINTENANCE PROGRAMME 2023-2027

This page is blank

Address: Melbourn PC

Ref:	Element	Priority Classification					Total
		Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	
	<u>COLLECTION</u>						
84	Sports Pavilion	5,400	9,400	3,400	13,400	3,900	35,500
85	Cemetery Shed	1,250	0	0	0	600	1,850
86	Cemetery Lychgate	1,700	200	200	200	200	2,500
87	Fire Engine House	1,000	2,300	300	300	300	4,200
88	Little Hands Nursery	4,600	14,600	2,600	2,600	2,600	27,000
89	Community Hub	11,000	27,800	10,000	35,000	11,000	94,800
165	83 High St Garden	0	0	2,500	0	0	2,500
170	High St Car Park	4,300	3,400	7,400	9,400	5,300	29,800
172	Clear Crescent Play Area	1,000	1,000	1,000	1,000	1,000	5,000
178	Car Park Little Hands	800	500	20,500	5,500	800	28,100
179	New Road Cemetery Gates	200	200	2,200	200	200	3,000
182	Stockbridge Meadows	1,700	1,700	1,700	4,200	1,700	11,000
183	Play Area The Moor	28,000	1,000	1,000	1,000	1,000	32,000
185	War Memorial and Church Walls	0	27,200	25,000	25,000	25,000	102,200
	TOTAL	60,950	89,300	77,800	97,800	53,600	379,450

Notes

Items are based on our report and do not include routine maintenance items such as cleaning, ground keeping, or day-to-day maintenance
 Costs are estimates and must be confirmed against tenders based on detailed specification
 Costs include an allowance for fees at 10% and VAT at 20%
 No allowance has been made for inflation

Address: Melbourn PC		Yr1	2023	Yr2	2024	Yr3	2025	Yr4	2026	Yr5	2027						
Address	Priority Rating																
Sports Pavilion	A	2,400	B	C	A	A	B	A	B	A	B						
Cemetery Shed	200	900	150	0	0	0	0	0	0	200	400						
Cemetery Lychgate	0	1,700	0	200	0	0	200	0	200	0	200						
Fire Engine House	0	600	400	0	200	0	100	0	100	0	100						
Little Hands Nursery	900	3,300	400	400	10,800	400	1,800	400	1,800	400	1,800						
Community Hub	2,600	7,600	800	1,600	25,400	1,600	7,600	1,600	7,600	2,600	7,600						
83 High St Garden	0	0	0	0	0	0	2,500	0	0	0	0						
High St Car Park	500	3,100	700	100	2,600	100	4,600	100	7,100	500	2,600						
Clear Crescent Play Area	1,000	0	0	1,000	0	1,000	0	1,000	0	1,000	0						
Car Park Little Hands	0	500	300	0	200	0	200	0	5,200	0	500						
New Road Cemetery Gates	0	200	0	0	200	0	2,200	0	200	0	200						
Stockbridge Meadows	0	1,700	0	0	1,700	0	1,700	0	4,200	0	1,700						
Play Area The Moor	1,000	27,000	0	1,000	0	1,000	0	1,000	0	1,000	0						
War Memorial and Church Walls	0	0	0	0	27,200	0	25,000	0	25,000	0	25,000						
Total		8,600	49,200	3,150	74,200	4,500	74,200	10,600	4,500	48,500	24,800	4,500	54,000	39,300	6,600	42,700	4,300

Cumulative total per year

57,800 60,950 78,700 89,300 53,000 77,800 58,500 97,800 49,300 53,600

Definition of priority ratings:

- A Loss of serviceability, regulatory breach, health & safety matter
- B Accelerated deterioration may lead to increased costs if deferred
- C Good estate management

Address: Sports Pavilion, The Moor										
Ref:	Element	Fault Solution	Priority Rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00 EXTERNALLY										
Roof	Clack cladding will need recoating	Recoat timber cladding	B	1,200						Decay to timber. Leaks
Gutters and Downpipes	Routine clearance	Clean out gutters and flush through	C	400	400	400	400	400		Blockages and damage to finishes
Main Walls	Murals and general surfaces will need redecoration	Redecoration	C	2,000						Cosmetic
Windows and Doors	Routine adjustment and lubrication Steel gates and screens will need recoating	Check and service locks Recoat steelwork	B C	200 2,000	200	200	200	200		Loss of service/security
Boundaries and Landscaping	Timber fencing to rear patio will need re-coating	Renewal of preservative coating	C	800						Decay to timber
2.00 INTERNALLY										
Ceilings										
Walls										
Floors										
Fixtures Fittings and Finishes	Glazed doors might not be safety glass Routine redecoration	Check and upgrade as necessary Redecorate ceilings, walls and joinery	A C	1,500				10,000		Safety hazard Cosmetic

Address: Sports Pavilion, The Moor										
Ref:	Element	Fault Solution	Priority Rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
3.00 SERVICES										
Electrical	Statutory testing	Portable appliances Fixed electrical installations	A A	200 500	200	200	200	200 500	Safety hazard Safety hazard	
Gas		N/A								
Water	Statutory testing	Water quality testing	A	200	200	200	200	200	Safety hazard	
Heating and Hot Water	Routine service of heat pumps	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1000	Loss of service	
	Routine service of HWCs	Service as manufacturer's recommendation	B	200	200	200	200	200	Loss of service	
Drains	Routine service of treatment plant	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1000	Loss of service	
	Routine clearance of gullies and drains	Clean out gullies and flush through	B	200	200	200	200	200	Flooding	
Other										
		Total		5,400	9,400	3,400	13,400	3900		

Address: Cemetery Shed, New Rd Cemetery										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof Tiles damaged Ivy encroaching onto roof	Patch repair Remove ivy	B C	500 150						Damafe to timber frame Disruption of roof tiles
	Gutters and Downpipes None fitted									
	Main Walls									
	Windows and Doors Timber gates and joinery will need recoating	Recoat woodwork	B	400				400		Decay to timber
	Boundaries and Landscaping									
2.00	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes									

Address: Cemetery Shed, New Rd Cemetery										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
3.00 SERVICES										
Electrical	Statutory testing	Fixed electrical installations	A	200					200	Safety hazard
Gas		N/A								
Water	Statutory testing	N/A								
	Heating and Hot Water	N/A								
	Drains	N/A								
	Other	N/A								
	Total			1250	0	0	0	0	600	

Address: Cemetery Lychgate, Orchard Rd										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls Oak frame coating has degraded	Redecorate	B	1,000						Decay to timber
	Windows and Doors Gates worn and loose Oak gates will need recoating	Routine adjustment and lubrication Redecorate	B B	200 500	200	200	200	200		Loss of service/security Decay to timber
	Boundaries and Landscaping									
	Other									
		Total		1,700	200	200	200	200	200	

Address: Old Fire Engine House, Station Rd									
Ref:	Element	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00 EXTERNALLY									
Roof									
Loose slates	Overhaul	B	500					Leaks, decay to timbers	
Gutters and Downpipes									
Routine clearance	Clean and flush through	C	200	200	200	200		Blockage	
Main Walls									
Build up of material on neighbour's side	Arrange clearance								
Windows and Doors									
Routine adjustment and lubrication	Overhaul	B	100	100	100	100	100	Loss of service/security	
Timber and steel gates will need recoating	Redecorate	B		2,000					
Boundaries and Landscaping									
INTERNALLY									
Ceilings									
Walls									
Floors									
Fixtures Fittings and Finishes									
Rubbish needs clearing	Clear and clean	C	200					Vermin	
SERVICES									
	None								
Total			1000	2300	300	300	300		

Address: Little Hands Nursery, The Moor		Priority Classification							Effect if	Action
Ref:	Element	Priority Rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Deferred		
	Fault Analysis	Fault Solution								
1.00 EXTERNALLY										
Roof	Flat roof will need inspection and clearing	Inspect and clear roof surfaces	200	200	200	200	200	200	Premature deterioration	
Gutters and Downpipes	Routine clearance	Clean out gutters and flush through	200	200	200	200	200	200	Overspilling	
Main Walls	Rendered and boarded finishes will need recoating	Redecoration		3,000					Cosmetic	
	Ply fascias degraded	Replace panels		2,000					Disintegration and leaks	
Windows and Doors	Routine adjustment and lubrication	Check and service locks	200	200	200	200	200	200	Loss of service/security	
	Timber doors and joinery will need recoating	Recoat woodwork		2,000						
Boundaries and Landscaping	Timber fencing to rear patio will need re-coating	Renewal of preservative coating		1,000					Decay to timber	
	Garden shed in poor condition	Renew and re-site shed	1,500						Loss of service/collapse	
2.00 INTERNALLY										
Ceilings		Not inspected								
Walls										
Floors										
Fixtures Fittings and Finishes										

Address: Little Hands Nursery, The Moor										
Ref:	Element	Fault Solution	Priority Rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
3.00 SERVICES										
Electrical	Statutory testing	Portable appliances Fixed electrical installations	A A	200 500	200	200	200	200	200	Safety hazard Safety hazard
Oil Supply	Steel storage tank corroding, non-compliant	Replace oil storage tank	B		4,000					Pollution risk
Water	Statutory testing	Water quality testing	A	200	200	200	200	200	200	Safety hazard
Heating and Hot Water	Routine service of boiler plant	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1,000	1000	Loss of service
	Routine service of HWCs	Service as manufacturer's recommendation	B	200	200	200	200	200	200	Loss of service
Drains	Routine clearance of gullies and drains	Clean out gullies and flush through	B	400	400	400	400	400	400	Flooding
Other										
		Total		4,600	14,600	2,600	2,600	2,600	2600	

Address: Community Hub, High St										
Ref:	Element	Fault Solution	Priority Rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00 EXTERNALLY										
	Roof PV array will need cleaning	Clean PV array	C	200	200	200	200	200	200	Reduced performance
	Gutters and Downpipes Routine clearance	Clean out valley gutters, clear gutter brushes, and flush through	C	400	400	400	400	400	400	Overspilling
	Main Walls Timber cladding to walls, gables and lantern will need recoating Isolated sections of cladding warped	Redecoration Refix or renew	B B	 2,000	15,000					Decay to timber Premature deterioration
	Windows and Doors Routine adjustment and lubrication door ironmongery Routine adjustment and lubrication window mechanisms and ironmongery	Check and service locks Service as manufacturer's recommendation	B B	200 500	200 500	200 500	200 500	200 500	200 500	Loss of service/security Loss of service
	Boundaries and Landscaping Timber fencing and gates will need re-coating	Renewal of preservative coating	B		800					Decay of timber

Address: Community Hub, High St										
Ref:	Element	Fault Solution	Priority Rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
2.00 INTERNALLY										
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes									
	Interior doors will need adjustment and renewal of smoke seals	Check and repair as necessary	B	200	200	200	200	200	200	Loss of service
	Servicing library fittings	Service as manufacturer's recommendation	B	500	500	500	500	500	500	Loss of service
	Routine redecoration	Redecorate ceilings, walls and joinery	C				25,000			Cosmetic

Address: Community Hub, High St										
Ref:	Element	Fault Solution	Priority Rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
3.00 SERVICES										
Electrical										
Statutory testing	Portable appliances	A	200	200	200	200	200	200	Safety hazard	
Routine service of ventilation plant	Fixed electrical installations	A	1,000	500	500	500	500	1000	Safety hazard	
	Service as manufacturer's recommendation	B	500	500	500	500	500	500	Loss of service	
Gas										
Statutory testing	Boiler and catering plant	A	400	400	400	400	400	400	Safety hazard	
Water										
Statutory testing	Water quality testing	A	500	500	500	500	500	500	Safety hazard	
Heating and Hot Water										
Routine service of heat pumps	Service as manufacturer's recommendation	B	3,000	3,000	3,000	3,000	3,000	3000	Loss of service	
Routine service of boiler plant	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1,000	1000	Loss of service	
Routine service of HWCs	Service as manufacturer's recommendation	B	200	200	200	200	200	200	Loss of service	
Drains										
Routine clearance of gullies and drains	Clean out gullies and flush through	C	200	200	200	200	200	200	Overspilling	
Other										
FDAS statutory testing	Fire alarm and emergency lighting tests	A	500	500	500	500	500	500	Safety hazard	
Routine service of kitchen extract plant	Routine cleaning and servicing	B	1,000	1,000	1,000	1,000	1,000	1000	Loss of service. Hygiene	
Routine service of CCTV	Service as manufacturer's recommendation	B	500	500	500	500	500	500	Loss of service	
	Total		11,000	27,800	10,000	35,000	11000			

Address: 83 High St Garden										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Left hand brick wall in poor condition	Partial rebuilding	B			2,500				Eventual collapse
	Other									
		Total		-	-	2,500	-	-	-	

Address: High St Car Park										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof Minor damage to slates	Patch repair	B	500						Roof leaks
	Gutters and Downpipes Routine clearance	Clean and flush through	C	200	200	200	200	200		Overspilling
	Main Walls Workshop surfaces will need redecoration	Redecorate	C				1,500			Cosmetic
	Windows and Doors Routine adjustment and lubrication Steel roller shutter will need servicing	Check and lubricate Inspect and service	B B	100 400	100 400	100 400	100 400	100 400		Loss of service/security Loss of service/security
	Boundaries and Landscaping Timber rails and fencing to boundaries will need re-coating Road markings and speed bumps will need recoating Lighting will need cleaning and re-lamping	Recoat woodwork	B C B	500	500	2,000 2,000 500				Decay to timber Eventual safety hazard Loss of service
	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes Routine redecoration		C					1500		Cosmetic

Address: High St Car Park										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
	SERVICES									
	Electrical Statutory testing		A	400				400		Safety hazard
	Gas	N/A								
	Water Statutory testing		A	100	100	100	100	100		Safety hazard
	Heating and Hot Water Routine service of HW heater		B	100	100	100	100	100		Loss of service
	Drains Routine service of treatment plant Routine clearance of gullies and drains		B C	1,000 500	1,000 500	1,000 500	1,000 500	1000 500		Loss of service Overspilling. Ice in winter
	Other CCTV routine maintenance		B	500	500	500	500	500		Loss of service
		Total		4,300	3,400	7,400	9,400	5300		

Address: Clear Crescent Play Area										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Play equipment safety	Routine inspection and maintenance	A	1,000	1,000	1,000	1,000	1,000	1000	Safety hazard
	Other									
		Total		1,000	1,000	1,000	1,000	1,000	1000	

Address: Car Park at Little Hands										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Concrete paving worn and disintegrating	Break up and re-lay selected bays	C		20,000					Continuing deterioration. Eventual safety hazard
	Surface water drainage obstructed	Clear out silt	C	300	300	300	300	300	300	Overspilling. Ice in winter Decay to timber
	Boundary fencing in poor condition	Overhaul or renew	B							
	Other									
	Routine maintenance of street lights	Clean and re-lamp	B	500	200	200	200	500	500	Loss of service
		Total		800	500	20,500	5,500	800	800	

Address: New Rd Cemetery Gates										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Routine maintenance of gates	Overhaul and lubricate locks	B	200	200	200	200	200	200	Loss of service
	Deterioration of metalwork coatings	Clean and redecorate	B			2,000				Premature deterioration
	Other									
		Total		200	200	2,200	200	200	200	

Address: Stockbridge Meadows										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof	N/A								
	Gutters and Downpipes	N/A								
	Main Walls	N/A								
	Windows and Doors	N/A								
	Boundaries and Landscaping									
	Routine maintenance of gates and noticeboards	Check overhaul and adjust	B	200	200	200	200	200	200	Loss of service
	Routine maintenance of car park fencing and gates	Recoat preservative	B				1,500			Decay of timber
	Routine maintenance of boardwalks	Clean and recoat preservative	B	500	500	500	1,500	500	500	Decay of timber. Slip hazard
	Routine maintenance of banksides	Check stability	B	500	500	500	500	500	500	Premature failure
	Routine maintenance of benches	Clean and recoat	B	500	500	500	500	500	500	Corrosion and decay
	Other									
	Total			1,700	1,700	1,700	4,200	1,700	1,700	

Address: Play Area, The Moor										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Play equipment safety	Routine inspection and maintenance	A	1,000	1,000	1,000	1,000	1,000	1000	Safety hazard
	Play surface deteriorating	Take up and renew	B	15,000						Loss of service. Eventual safety hazard
	Boundary railings and gates deteriorating	Overhaul, repair and redecorate	B	10,000						Premature failure
	Timber fencing will need recoating	Overhaul and recoat with preservative	B	2,000						Decay of timber
	Other									
		Total		28,000	1,000	1,000	1,000	1,000	1000	

Address: War Memorial land and church walls										
Ref:	Element	Fault Solution	Priority rating	Priority Classification					Effect if Deferred	Action
				Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Signage, notice boards, planters etc will need re-coating	Redecorate	B	1,200						Loss of service
	Churchyard walls in poor condition	Programme of repairs	B	25,000	25,000	25,000	25,000	25,000	25,000	Progressive deterioration. Eventual collapse
	Gates and metalwork will need re-coating	Redecorate	B	1,000						Premature failure
	Other									
	Total			-	27,200	25,000	25,000	25,000	25,000	

Address: Melbourn PC								
Ref:	Element	Priority Classification					Total	
		Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
	<u>COLLECTION</u>							
84	Sports Pavilion	5,400	9,400	3,400	13,400	3,900	35,500	
85	Cemetery Shed	1,250	0	0	0	600	1,850	
86	Cemetery Lychgate	1,700	200	200	200	200	2,500	
87	Fire Engine House	1,000	2,300	300	300	300	4,200	
88	Little Hands Nursery	4,600	14,600	2,600	2,600	2,600	27,000	
89	Community Hub	11,000	27,800	10,000	35,000	11,000	94,800	
165	83 High St Garden	0	0	2,500	0	0	2,500	
170	High St Car Park	4,300	3,400	7,400	9,400	5,300	29,800	
172	Clear Crescent Play Area	1,000	1,000	1,000	1,000	1,000	5,000	
178	Car Park Little Hands	800	500	20,500	5,500	800	28,100	
179	New Road Cemetery Gates	200	200	2,200	200	200	3,000	
182	Stockbridge Meadows	1,700	1,700	1,700	4,200	1,700	11,000	
183	Play Area The Moor	28,000	1,000	1,000	1,000	1,000	32,000	
185	War Memorial and Church Walls	0	27,200	25,000	25,000	25,000	102,200	
TOTAL		60,950	89,300	77,800	97,800	53,600	379,450	

Notes

Items are based on our report and do not include routine maintenance items such as cleaning, ground keeping, or day-to-day maintenance

Costs are estimates and must be confirmed against tenders based on detailed specification

Costs include an allowance for fees at 10% and VAT at 20%

No allowance has been made for inflation

Address: Sports Pavilion, The Moor										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof Clock cladding will need recoating	Recoat timber cladding	B		1,200				Decay to timber. Leaks	
	Gutters and Downpipes Routine clearance	Clean out gutters and flush through	C	400	400	400	400	400	Blockages and damage to finishes	
	Main Walls Murals and general surfaces will need redecoration	Redecoration	C		2,000				Cosmetic	
	Windows and Doors Routine adjustment and lubrication Steel gates and screens will need recoating	Check and service locks Recoat steelwork	B C	200	200 2,000	200	200	200	Loss of service/security	
	Boundaries and Landscaping Timber fencing to rear patio will need re-coating	Renewal of preservative coating	C		800				Decay to timber	
2.00	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes Glazed doors might not be safety glass Routine redecoration	Check and upgrade as necessary Redecorate ceilings, walls and joinery	A C	1,500					Safety hazard Cosmetic	
							10,000			

Address: Sports Pavilion, The Moor										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
3.00	SERVICES									
	Electrical									
	Statutory testing	Portable appliances	A	200	200	200	200	200	Safety hazard	
		Fixed electrical installations	A	500				500	Safety hazard	
	Gas	N/A								
	Water									
	Statutory testing	Water quality testing	A	200	200	200	200	200	Safety hazard	
	Heating and Hot Water									
	Routine service of heat pumps	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1000	Loss of service	
	Routine service of HWCs	Service as manufacturer's recommendation	B	200	200	200	200	200	Loss of service	
	Drains									
	Routine service of treatment plant	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1000	Loss of service	
	Routine clearance of gullies and drains	Clean out gullies and flush through	B	200	200	200	200	200	Flooding	
	Other									
	Total			5,400	9,400	3,400	13,400	3900		

Address: Cemetery Shed, New Rd Cemetery										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Tiles damaged	Patch repair	B	500					Damafe to timber frame Disruption of roof tiles	
	Ivy encroaching onto roof	Remove ivy	C	150						
	Gutters and Downpipes									
	None fitted									
	Main Walls									
	Windows and Doors									
	Timber gates and joinery will need recoating	Recoat woodwork	B	400				400	Decay to timber	
	Boundaries and Landscaping									
2.00	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes									

Address: Cemetery Shed, New Rd Cemetery										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
3.00	SERVICES									
	Electrical Statutory testing	Fixed electrical installations	A	200				200	Safety hazard	
	Gas	N/A								
	Water Statutory testing	N/A								
	Heating and Hot Water	N/A								
	Drains	N/A								
	Other	N/A								
	Total			1250	0	0	0	600		

Address: Cemetery Lychgate, Orchard Rd										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Oak frame coating has degraded	Redecorate	B	1,000					Decay to timber	
	Windows and Doors									
	Gates worn and loose	Routine adjustment and lubrication	B	200	200	200	200	200	Loss of service/security	
	Oak gates will need recoating	Redecorate	B	500					Decay to timber	
	Boundaries and Landscaping									
	Other									
	Total			1,700	200	200	200	200		

Address: Old Fire Engine House, Station Rd										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof Loose slates	Overhaul	B	500					Leaks, decay to timbers	
	Gutters and Downpipes Routine clearance	Clean and flush through	C	200	200	200	200	200	Blockage	
	Main Walls Build up of material on neighbour's side	Arrange clearance								
	Windows and Doors Routine adjustment and lubrication Timber and steel gates will need recoating	Overhaul Redecorate	B B	100	100 2,000	100	100	100	Loss of service/security	
	Boundaries and Landscaping									
	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes Rubbish needs clearing	Clear and clean	C	200					Vermin	
	SERVICES	None								
	Total			1000	2300	300	300	300		

Address: Little Hands Nursery, The Moor										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof Flat roof will need inspection and clearing	Inspect and clear roof surfaces	C	200	200	200	200	200	Premature deterioration	
	Gutters and Downpipes Routine clearance	Clean out gutters and flush through	C	200	200	200	200	200	Overspilling	
	Main Walls Rendered and boarded finishes will need recoating	Redecoration	C		3,000				Cosmetic	
	Ply fascias degraded	Replace panels	B		2,000				Disintegration and leaks	
	Windows and Doors Routine adjustment and lubrication	Check and service locks	B	200	200	200	200	200	Loss of service/security	
	Timber doors and joinery will need recoating	Recoat woodwork	B		2,000					
	Boundaries and Landscaping Timber fencing to rear patio will need re-coating	Renewal of preservative coating	B		1,000				Decay to timber	
	Garden shed in poor condition	Renew and re-site shed	B	1,500					Loss of service/collapse	
2.00	INTERNALLY	Not inspected								
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes									

Address: Little Hands Nursery, The Moor										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
3.00	SERVICES									
	Electrical									
	Statutory testing	Portable appliances	A	200	200	200	200	200	Safety hazard	
		Fixed electrical installations	A	500					Safety hazard	
	Oil Supply									
	Steel storage tank corroding, non-compliant	Replace oil storage tank	B		4,000				Pollution risk	
	Water									
	Statutory testing	Water quality testing	A	200	200	200	200	200	Safety hazard	
	Heating and Hot Water									
	Routine service of boiler plant	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1000	Loss of service	
	Routine service of HWCs	Service as manufacturer's recommendation	B	200	200	200	200	200	Loss of service	
	Drains									
	Routine clearance of gullies and drains	Clean out gullies and flush through	B	400	400	400	400	400	Flooding	
	Other									
	Total			4,600	14,600	2,600	2,600	2600		

Address: Community Hub, High St										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof PV array will need cleaning	Clean PV array	C	200	200	200	200	200	Reduced performance	
	Gutters and Downpipes Routine clearance	Clean out valley gutters, clear gutter brushes, and flush through	C	400	400	400	400	400	Overspilling	
	Main Walls Timber cladding to walls, gables and lantern will need recoating	Redecoration	B		15,000				Decay to timber	
	Isolated sections of cladding warped	Refix or renew	B		2,000				Premature deterioration	
	Windows and Doors Routine adjustment and lubrication door ironmongery	Check and service locks	B	200	200	200	200	200	Loss of service/security	
	Routine adjustment and lubrication window mechanisms and ironmongery	Service as manufacturer's recommendation	B	500	500	500	500	500	Loss of service	
	Boundaries and Landscaping Timber fencing and gates will need re-coating	Renewal of preservative coating	B		800				Decay of timber	

Address: Community Hub, High St										
Ref:	Element		Priority Classification					Effect if Deferred	Action	
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027		
2.00	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes									
	Interior doors will need adjustment and renewal of smoke seals	Check and repair as necessary	B	200	200	200	200	200	Loss of service	
	Servicing library fittings	Service as manufacturer's recommendation	B	500	500	500	500	500	Loss of service	
	Routine redecoration	Redecorate ceilings, walls and joinery	C				25,000		Cosmetic	Hub responsibility

Address: Community Hub, High St										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
3.00	SERVICES									
	Electrical									
	Statutory testing	Portable appliances	A	200	200	200	200	200	Safety hazard	
		Fixed electrical installations	A	1,000				1000	Safety hazard	
	Routine service of ventilation plant	Service as manufacturer's recommendation	B	500	500	500	500	500	Loss of service	
	Gas									
	Statutory testing	Boiler and catering plant	A	400	400	400	400	400	Safety hazard	
	Water									
	Statutory testing	Water quality testing	A	500	500	500	500	500	Safety hazard	
	Heating and Hot Water									
	Routine service of heat pumps	Service as manufacturer's recommendation	B	3,000	3,000	3,000	3,000	3000	Loss of service	
	Routine service of boiler plant	Service as manufacturer's recommendation	B	1,000	1,000	1,000	1,000	1000	Loss of service	
	Routine service of HWCs	Service as manufacturer's recommendation	B	200	200	200	200	200	Loss of service	
	Drains									
	Routine clearance of gullies and drains	Clean out gullies and flush through	C	200	200	200	200	200	Overspilling	
	Other									
	FDAS statutory testing	Fire alarm and emergency lighting tests	A	500	500	500	500	500	Safety hazard	
	Routine service of kitchen extract plant	Routine cleaning and servicing	B	1,000	1,000	1,000	1,000	1000	Loss of service. Hygiene	
	Routine service of CCTV	Service as manufacturer's recommendation	B	500	500	500	500	500	Loss of service	
	Total			11,000	27,800	10,000	35,000	11000		

Address: 83 High St Garden										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY Roof Gutters and Downpipes Main Walls Windows and Doors Boundaries and Landscaping Left hand brick wall in poor condition Other	Partial rebuilding	B			2,500			Eventual collapse	
	Total			-	-	2,500	-	-		

Address: High St Car Park										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof Minor damage to slates	Patch repair	B	500					Roof leaks	
	Gutters and Downpipes Routine clearance	Clean and flush through	C	200	200	200	200	200	Overspilling	
	Main Walls Workshop surfaces will need redecoration	Redecorate	C				1,500		Cosmetic	
	Windows and Doors Routine adjustment and lubrication	Check and lubricate	B	100	100	100	100	100	Loss of service/security	
	Steel roller shutter will need servicing	Inspect and service	B	400	400	400	400	400	Loss of service/security	
	Boundaries and Landscaping Timber rails and fencing to boundaries will need re-coating	Recoat woodwork	B			2,000			Decay to timber	
	Road markings and speed bumps will need recoating		C			2,000			Eventual safety hazard	
	Lighting will need cleaning and re-lamping		B	500	500	500	5,000	500	Loss of service	
									Is this MPC repsonsibility?	
	INTERNALLY									
	Ceilings									
	Walls									
	Floors									
	Fixtures Fittings and Finishes Routine redecoration		C					1500	Cosmetic	

Address: High St Car Park										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
	SERVICES									
	Electrical Statutory testing	N/A	A	400				400	Safety hazard	
	Gas									
	Water Statutory testing		A	100	100	100	100	100	Safety hazard	
	Heating and Hot Water Routine service of HW heater		B	100	100	100	100	100	Loss of service	
	Drains Routine service of treatment plant Routine clearance of gullies and drains		B C	1,000 500	1,000 500	1,000 500	1,000 500	1000 500	Loss of service Overspilling. Ice in winter	
	Other CCTV routine maintenace		B	500	500	500	500	500	Loss of service	
	Total			4,300	3,400	7,400	9,400	5300		

Address: Clear Crescent Play Area										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Play equipment safety	Routine inspection and maintenance	A	1,000	1,000	1,000	1,000	1000	Safety hazard	
	Other									
	Total			1,000	1,000	1,000	1,000	1000		

Address: Car Park at Little Hands										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Concrete paving worn and disintegrating	Break up and re-lay selected bays	C			20,000			Continuing deterioration. Eventual safety hazard	
	Surface water drainage obstructed	Clear out silt	C	300	300	300	300	300	Overspilling. Ice in winter	
	Boundary fencing in poor condition	Overhaul or renew	B				5,000		Decay to timber	
	Other									
	Routine maintenance of street lights	Clean and re-lamp	B	500	200	200	200	500	Loss of service	
	Total			800	500	20,500	5,500	800		

Address: New Rd Cemetery Gates										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Routine maintenace of gates	Overhaul and lubricate locks	B	200	200	200	200	200	Loss of service Premature deterioration	
	Deterioration of metalwork coatings	Clean and redecorate	B			2,000				
	Other									
	Total			200	200	2,200	200	200		

Address: Stockbridge Meadows										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof	N/A								
	Gutters and Downpipes	N/A								
	Main Walls	N/A								
	Windows and Doors	N/A								
	Boundaries and Landscaping									
	Routine maintenance of gates and noticeboards	Check overhaul and adjust	B	200	200	200	200	200	Loss of service	
	Routine maintenance of car park fencing and gates	Recoat preservative	B				1,500		Decay of timber	
	Routine maintenance of boardwalks	Clean and recoat preservative	B	500	500	500	1,500	500	Decay of timber. Slip hazard	
	Routine maintenance of banksides	Check stability	B	500	500	500	500	500	Premature failure	
	Routine maintenance of benches	Clean and recoat	B	500	500	500	500	500	Corrosion and decay	
	Other									
	Total			1,700	1,700	1,700	4,200	1700		

Address: Play Area, The Moor										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Play equipment safety	Routine inspection and maintenance	A	1,000	1,000	1,000	1,000	1000	Safety hazard	
	Play surface deteriorating	Take up and renew	B	15,000					Loss of service. Eventual safety hazard	
	Boundary railings and gates deteriorating	Overhaul, repair and redecorate	B	10,000					Premature failure	
	Timber fencing will need recoating	Overhaul and recoat with preservative	B	2,000					Decay of timber	
	Other									
	Total			28,000	1,000	1,000	1,000	1000		

Address: War Memorial land and church walls										
Ref:	Element		Priority Classification							
	Fault Analysis	Fault Solution	Priority rating	Yr1 2023	Yr2 2024	Yr3 2025	Yr4 2026	Yr5 2027	Effect if Deferred	Action
1.00	EXTERNALLY									
	Roof									
	Gutters and Downpipes									
	Main Walls									
	Windows and Doors									
	Boundaries and Landscaping									
	Signage, notice boards, planters etc will need re-coating	Redecorate	B		1,200				Loss of service	
	Churchyard walls in poor condition	Programme of repairs	B		25,000	25,000	25,000	25000	Progressive deterioration. Eventual collapse	
	Gates and metalwork will need re-coating	Redecorate	B		1,000				Premature failure	
	Other									
	Total			-	27,200	25,000	25,000	25,000		

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 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	£2,548.21	£148.21
101 Allotment Insurance Premiums	£0.00	£0.00	£365.00	£365.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation	£6,250.00	£0.00	£6,761.93	£511.93
Cemeteries				
200 Burial Fees	£4,000.00	£0.00	£3,440.00	-£560.00
Total Cemeteries	£4,000.00	£0.00	£3,440.00	-£560.00
Play Areas & Recreation Grounds				
300 Match Fees	£3,200.00	£0.00	£805.00	-£2,395.00
320 Hire of Recreation Grounds	£800.00	£0.00	£732.47	-£67.53
340 Pavilion Hire	£300.00	£0.00	£267.00	-£33.00
Total Play Areas & Recreation Grounds	£4,300.00	£0.00	£1,804.47	-£2,495.53
Finance & General Purpose				
410 Precept	£293,430.00	£0.00	£293,430.00	£0.00
420 Interest - Deposit Account Unity	£100.00	£0.00	£479.67	£379.67
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£50.00	£0.00	£313.97	£263.97
435 Interest - Charity Bank	£100.00	£0.00	£141.00	£41.00
440 Interest - HTB	£150.00	£0.00	£483.70	£333.70
460 Miscellaneous Income	£0.00	£5,000.00	£5,048.85	£48.85
485 Feed In Tariff	£0.00	£0.00	£1,129.84	£1,129.84
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	£302,427.03	£2,547.03
Highways				
800 Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£17,333.36	-£8,666.64
Total Rental Property	£26,000.00	£0.00	£17,333.36	-£8,666.64
Melbourn Area Youth Develpt Reserve				
950 MAYD Partner Contributions	£0.00	£1,941.00	£1,941.00	£0.00
Total Melbourn Area Youth Develpt	£0.00	£1,941.00	£1,941.00	£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	£0.00	£14,899.75	£14,899.75	£0.00
Celebrating Ages Reserve				
990 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£334,730.00	£69,648.88	£395,715.67	-£8,663.21

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 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	£1,765.83	£124.17
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£11,300.00	£5,287.00	£11,185.80	£5,401.20
1150	Stockbridge Meadows	£1,290.00	£0.00	£512.60	£777.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£4,980.00	£3,690.00
1300	Public Open Space Maintenance Contract	£7,670.00	£0.00	£3,680.00	£3,990.00
Total Conservation		£30,820.00	£5,287.00	£22,124.23	£13,982.77
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,765.00	£0.00	£1,497.52	£3,267.48
2100	Cemetery Grounds Maintenance Contract	£5,950.00	£0.00	£3,246.64	£2,703.36
Total Cemeteries		£10,715.00	£0.00	£4,744.16	£5,970.84
Play Areas & Recreation Grounds					
3000	Play Areas	£4,220.00	£0.00	£2,312.25	£1,907.75
3200	Recreation Grounds	£12,720.00	£0.00	£10,079.63	£2,640.37
3400	Pavilion	£9,160.00	£2,000.00	£7,684.53	£3,475.47
Total Play Areas & Recreation Grounds		£26,100.00	£2,000.00	£20,076.41	£8,023.59
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,750.00	£0.00	£1,647.44	£102.56
4300	Wardens' Materials, Equipment & Van	£2,400.00	£0.00	£1,760.51	£639.49
4500	Insurances	£12,550.00	£0.00	£14,888.10	£-2,338.10
4700	Membership of Societies	£1,370.00	£0.00	£152.00	£1,218.00
4900	Parish Clock	£400.00	£0.00	£205.00	£195.00
5000	Parish Office, IT & Contractors	£26,688.00	£0.00	£7,650.27	£19,037.73
5100	Salaries, NI & Pensions	£73,600.00	£0.00	£46,530.09	£27,069.91
5300	Sundry Expenses	£150.00	£0.00	£174.99	£-24.99
5400	Training	£1,500.00	£0.00	£610.00	£890.00
5700	Pension Scheme Charges	£440.00	£0.00	£288.00	£152.00
5900	Bank Charges	£400.00	£0.00	£144.70	£255.30
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,600.00	£0.00	£7,625.40	£-25.40
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£37.80	£162.20
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£11,870.00	£1,230.58	£9,259.29	£3,841.29
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£631.32	£-631.32

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 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
6450	PWLB Community Hub - Interest	£27,876.00	£0.00	£27,875.75	£0.25
6451	PWLB Community Hub - Capital	£5,078.00	£0.00	£5,078.45	-£0.45
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
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£470.00	£264.51	£491.15	£243.36
6700	War Memorial	£0.00	£0.00	£645.00	-£645.00
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	£10,708.64	£5,146.36
Total Finance & General Purpose		£232,325.00	£1,495.09	£162,107.18	£71,712.91
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	£390.42	£2,109.58
Total Highways		£14,000.00	£0.00	£390.42	£13,609.58
Rental Property					
9000	Little Hands Nursery	£5,470.00	£0.00	£5,188.88	£281.12
Total Rental Property		£5,470.00	£0.00	£5,188.88	£281.12
Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club Expenditure	£0.00	£8,171.00	£8,171.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£8,171.00	£8,171.00	£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	£180,296.97	£180,296.97	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
Total S106 & Other Capital Grants		£0.00	£185,296.97	£185,296.97	£0.00
Celebrating Ages Reserve					
4800	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Expenditure		£320,430.00	£237,570.29	£443,725.43	£114,274.86
Total Income		£334,730.00	£69,648.88	£395,715.67	-£8,663.21
Total Expenditure		£320,430.00	£237,570.29	£443,725.43	£114,274.86
Total Net Balance		£14,300.00		-£48,009.76	

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive.

Cash & Bank Balances 30th November 2022

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£103,021.24
Unity Bank Instant Access Deposit	£173,506.21

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	£135,483.70
Nationwide 45 day Business Saver	£115,146.31

Total **£602,928.46**

Melbourn Parish Council Finance Report 30th November 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 30th November 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:

Interest on Deposit Accounts – this is expected to significantly exceed budget due to the increase in interest rates that has occurred during the year.

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.

Expenditure:

Insurances – the insurance policy has been reviewed and items added or cover increased. The revised premium is above the budget.

Maintenance Expenditure – there has been unplanned expenditure on removing asbestos from the allotments and repairing the goal mouths on the football pitches. There has also been unplanned expenditure on Littlehands drains. The Maintenance Committee believe that it should be possible to offset this with underspends elsewhere within the maintenance budget headings.

Gabrielle van Poortvliet – RFO Melbourn Parish Council

16th December 2022

Melbourn Parish Council

Expenditure transactions - approval list December 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5625	DD221219 THREE	£7.00	£1.17	£5.83	18/11/22 3 Business Services - Timebank phone - up to 17 Nov	AKQ1368746063
		£7.00	£1.17	£5.83	3 Business Services - Total	
5634	BACS2212 22IWATER	£387.60	£64.60	£323.00	25/11/22 4i Water Services Ltd - Legionella RA and sample at HUB	17768
		£387.60	£64.60	£323.00	4i Water Services Ltd - Total	
5680	BACS2212 22BHIB	£282.53	£30.27	£252.26	20/12/22 BHIB Ltd - addition of risk - increased value. (Local council insurance premium 2022-23)	LCO02385
		£282.53	£30.27	£252.26	BHIB Ltd - Total	
5661	DD221228 BGASPAV	£120.38	£5.73	£114.65	14/12/22 British Gas - Pavilion Electricity - 14/11 to 14/12/22 - estimated	3854479
		£120.38	£5.73	£114.65	British Gas - Total	
5663	BACS2212 22CAPALC	£80.00	£0.00	£80.00	08/12/22 CAPALC - Code of Conduct Training Nov 2022 Cllrs Alexander and Campbell	3667
		£80.00	£0.00	£80.00	CAPALC - Total	
5628	BACS2212 22CLEXPS	£8.00	£0.00	£8.00	26/11/22 Claire Littlewood - Key for Steph from Timpsons paid for on personal card	EXPENSE
		£8.00	£0.00	£8.00	Claire Littlewood - Total	
5631	BACS2212 22DPETTIF ER	£76.00	£0.00	£76.00	30/11/22 David William Pettifer - November Litter picking	
		£76.00	£0.00	£76.00	David William Pettifer - Total	
5654	BACS2212 22ESPO	£32.00	£5.33	£26.67	08/12/22 ESPO - Paper A3 , laminating pouches, and wallets	
		£32.00	£5.33	£26.67	ESPO - Total	
5638	BACS2212 22FIELDG ATE	£168.00	£28.00	£140.00	02/12/22 Fieldgate Nurseries - Xmas tree	491202
		£168.00	£28.00	£140.00	Fieldgate Nurseries - Total	
5650	BACS2212 22FRONTL INE	£127.19	£21.20	£105.99	07/12/22 Frontline Safety UK Ltd - Legionnaires' Thermometer Kit	
		£127.19	£21.20	£105.99	Frontline Safety UK Ltd - Total	
5629	BACS2212 22GROUN DWORK	£9,805.20	£1,634.20	£8,171.00	30/11/22 Groundwork East - MAYD - Summer provision, July- Nov 2022	1000009054
		£9,805.20	£1,634.20	£8,171.00	Groundwork East - Total	

Signature

Date

21/12/22

Signature

01:31 PM Vs: 8.79.05

Page 1

Melbourn Parish Council

Expenditure transactions - approval list December 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5653	BACS2212 22HBOOK S	£135.09	£0.00	£135.09	07/12/22 Hart's Books - 15 books for Library - funded by S106	021222Mlib
5659	BACS2212 22HBOOK	£11.99	£0.00	£11.99	12/12/22 Hart's Books - 1 books for Library - funded by S106 S	021222Mlib
		£147.08	£0.00	£147.08	Hart's Books - Total	
5621	BACS2212 22H&CGM	£487.00	£81.17	£405.83	25/11/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance Nov 8 of 12	SI-2046
5622	BACS2212 22H&CGM	£747.00	£124.50	£622.50	25/11/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Oct(7 of 12)	SI-2045
5623	BACS2212 22H&CGM	£552.00	£92.00	£460.00	25/11/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Nov 8 of 12	SI-2044
5624	BACS2212 22H&CGM	£906.00	£151.00	£755.00	25/11/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds Nov (8 of 12)	SI-2043
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
5626	BACS2212 22JTRUEM AN	£168.00	£0.00	£168.00	27/11/22 Jason Trueman - November Pavilion Cleaning - 12 hour @ £14 per hour	000158
		£168.00	£0.00	£168.00	Jason Trueman - Total	
5632	BACS2212 22LUCID	£160.80	£26.80	£134.00	01/12/22 LUCID Systems - Covered agreement - January	27099
		£160.80	£26.80	£134.00	LUCID Systems - Total	
5639	BACS2212 22MWYER	£52.25	£0.00	£52.25	04/12/22 Mark Wyer - Litter picking Nov 2022	238
		£52.25	£0.00	£52.25	Mark Wyer - Total	
5660	BACS2212 22MDEOLI VERA	£125.00	£0.00	£125.00	15/12/22 Matthew De Oliveira - Key holder service - December	#6 DECEMBER
		£125.00	£0.00	£125.00	Matthew De Oliveira - Total	

Signature

Signature

Date

21/12/22 01:31 PM Vs: 8.79.05

Page 2

Melbourn Parish Council

Expenditure transactions - approval list December 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5630	BACS2212 22HUB	£215.99	£36.00	£179.99	29/11/22 Melbourn Community Hub Management Group - Rebill for toaster	1641
5649	BACS2212 22HUB	£498.52	£0.00	£498.52	01/12/22 Melbourn Community Hub Management Group - FiT - Hub solar panel energy 16/06/22-14/09/22	FiT
		£714.51	£36.00	£678.51	Melbourn Community Hub Management Group - Total	
5627	DD221203 NOW	£43.20	£7.20	£36.00	01/12/22 Now Pensions - Employer Service Charge December 2022	NPL231771
5655	BACS2212 22RICOH	£285.20	£47.53	£237.67	04/11/22 Ricoh UK Limited - Photocopier Rent 01/11/22-31/01/23 and Printing Costs 01/08/22-31/10/22	102137952
		£285.20	£47.53	£237.67	Ricoh UK Limited - Total	
5658	BACS2212 22SEMILO NG	£540.00	£90.00	£450.00	08/12/22 Semilong Services Ltd - CCTV survey	31456
		£540.00	£90.00	£450.00	Semilong Services Ltd - Total	
5679	BACS2212 22SHELFO RDTR	£1,920.00	£320.00	£1,600.00	20/12/22 Shelford Tree Service - Remedial Work in Orchard Road Cemetery following tree inspections	1462
		£1,920.00	£320.00	£1,600.00	Shelford Tree Service - Total	
5656	BACS2212 2SoDERB	£627.60	£104.60	£523.00	12/12/22 Smith Of Derby - Supply auto restart motor for pavilion clock	0000125798
		£627.60	£104.60	£523.00	Smith Of Derby - Total	
5633	BACS2212 2SLCC	£177.00	£0.00	£177.00	01/12/22 Society Of Local Council Clerks - S Marriage SLCC membership - 01/01/2023 to 31/12/2024	MEM242200-1
		£177.00	£0.00	£177.00	Society Of Local Council Clerks - Total	
5613	DD221208 SOURCEC ARPK	£7.00	£0.00	£7.00	01/12/22 Source for Business (Cambridge Water) - Water - car park workshop	30781922541

Signature

Date

Signature

21/12/22 01:31 PM Vs: 8.79.05

Page 3

Melbourn Parish Council

Expenditure transactions - approval list December 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
5678	DD230109 SOURCEA LLOT	£359.84	£0.00	£359.84	09/12/22 Source for Business (Cambridge Water) - Water - allotments 1 18/05/22-30/11/22	3030357282
5682	DD230109 SOURCEA LLOT1	£241.59	£0.00	£241.59	01/12/22 Source for Business (Cambridge Water) - Water - allotments 2 18/05/21-29/11/22	3080196797
5683	DD230109 SOURCEN RC	£52.14	£0.00	£52.14	01/12/22 Source for Business (Cambridge Water) - Water - New Road Cemetery 20/05/22-29/11/22	3080195110
5681	DD230109 SOUREPA V	£99.10	£0.00	£99.10	01/12/22 Source for Business (Cambridge Water) - Water - Pavilion 18/05/21-29/11/22	3080196616
		£759.67	£0.00	£759.67	Source for Business (Cambridge Water) - Total	
5517	DD221101 SCAMBS	£29.90	£0.00	£29.90	01/11/22 South Cambs District Council - Pavilion Fortnightly collections - 8 of	80048384
5601	DD221201 SCDCCP	£1,198.00	£0.00	£1,198.00	01/12/22 South Cambs District Council - Rates- Car Park Instalment 9 of 10	RATES
5603	DD221201 SCDCNR	£75.00	£0.00	£75.00	01/12/22 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 9 of 10	RATES
5515	DD221201 SCDCPAV	£259.00	£0.00	£259.00	01/12/22 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 9 of 10	RATES
		£1,561.90	£0.00	£1,561.90	South Cambs District Council - Total	
5684	BACS221222 WAVE	£58.03	£0.00	£58.03	16/12/22 Wave – water bill workshop 16/06/22-15/12/22	11403278
		£58.03	£0.00	£58.03	Yu Energy - Total	
5635	DD221208 YU	£12.92	£0.62	£12.30	01/12/22 Yu Energy - Street lighting account 2000107118 01/11/22-30/11/22	00986128
5636	DD221208 YU	£11.98	£0.57	£11.41	01/12/22 Yu Energy - Street lighting account 2000107116 01/11/22-30/11/22	00986126
5637	DD221208 YU	£53.19	£2.53	£50.66	01/12/22 Yu Energy - Street lighting account 2000107117 01/11/22-30/11/22	00986127
		£78.09	£3.72	£74.37	Yu Energy - Total	
		£9,945.39	£0.00	£9,945.39	Confidential items: salaries, NI & pensions	

Signature

Signature

Date

21/12/22 01:31 PM Vs: 8.79.05

Page 4

Melbourn Parish Council

Expenditure transactions - approval list December 2022

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net Invoice	Details	Invoice
Items already paid (under Clerk & RFO delegated authority):						
5619	BACS2211 24MDEOLI	£125.00	£0.00	£125.00	21/11/22 Matthew De Oliveira - Key holder service - December	#4NOVEMBER VERA
		£125.00	£0.00	£125.00	Matthew De Oliveira - Total	
5644	BACS2212 07HOMEST ART	£2,742.32	£0.00	£2,742.32	07/12/22 Home Start (Royston) - Community Benefit Grant NOV	GRANT
		£2,742.32	£0.00	£2,742.32	Home Start (Royston) - Total	
5646	BACS2212 07HUB	£2,500.00	£0.00	£2,500.00	07/12/22 Melbourn Community Hub Management Group - Community Benefit Grant NOV	GRANT
		£2,500.00	£0.00	£2,500.00	Melbourn Community Hub Management Group - Total	
5643	BACS2212 07MSC	£1,200.00	£0.00	£1,200.00	07/12/22 Melbourn Squash Club - Community Benefit Grant NOV	GRANT
		£1,200.00	£0.00	£1,200.00	Melbourn Squash Club - Total	
5645	BACS2212 07CRP	£2,000.00	£0.00	£2,000.00	07/12/22 Meldreth Melbourn Shepreth and Foxton Community Interest Company - Community Benefit Grant NOV	GRANT
		£2,000.00	£0.00	£2,000.00	Meldreth Melbourn Shepreth and Foxton Community Interest Company - Total	
5651	BACS2212 07TENINS	£1,925.40	£0.00	£1,925.40	13/10/22 Mark Hayman Insurance Services Ltd - Grinnel Hill BMX insurance	518716270
		£1,925.40	£0.00	£1,925.40	Mark Hayman Insurance Services Ltd - Total	
5642	BACS2212 07RELATE	£1,750.00	£0.00	£1,750.00	07/12/22 Relate Cambridgeshire - Community Benefit Grant NOV	GRANT
		£1,750.00	£0.00	£1,750.00	Relate Cambridgeshire - Total	
5641	BACS2212 07WTT	£3,855.45	£0.00	£3,855.45	07/12/22 Wild Trout Trust - Community Benefit Grant NOV	GRANT
		£3,855.45	£0.00	£3,855.45	Wild Trout Trust - Total	
Total		£47,247.79	£2,875.02	£44,372.77		

Signature

Date

21/12/22 01:31 PM Vs: 8.79.05

Signature

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

INVOICE NO. 1644**DATE** 30/11/2022**DUE DATE** 31/12/2022**TERMS** Net 15

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for November 2022	13	25.00	No VAT	325.00
Rebill Vaccination leaflets printing	1	206.00	No VAT	206.00
Rebill postage	1	5.95	No VAT	5.95
Rebill Vaccinator leaflets delivery	1	150.00	No VAT	150.00
Catering - buffets, etc Catering for vaccinators (6 Nov)	1	120.00	20.0% S	120.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:00 Thursday 3rd November 2022	2	15.00	No VAT	30.00
Room Rental - commercial Hire of Austen Room for Carers Cafe 14:00 to 15:30 Thursday 3rd November 2022	1.50	15.00	No VAT	22.50
Catering booked to room Catering for Carers Cafe	1	55.20		55.20
Room Rental - commercial Hire of Dickens Room for group meeting. 09:00 to 10:00 Tuesday 8th November 2022	1	12.00	No VAT	12.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Dickens Room for group meeting. 08:30 to 17:00 Tuesday 15th November 2022	6.50	12.00	No VAT	78.00

Monies to be drawn from the Health S106 fund

SUBTOTAL	1,004.65
VAT TOTAL	24.00
TOTAL	1,028.65
BALANCE DUE	£1,028.65

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		24.00	120.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

PC050/22 Maintenance Matters:

a) To consider awarding the tender for Stockbridge Meadows boardwalk

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

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

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

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

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

Expenditure to date:

Boardwalk

02/10/2020	3863	1731 Ltd	Project Management - boardwalk documents & drawings	1,050.00
25/08/2021	4632	1731 Ltd	Project Management - boardwalk coordinating engineers & revising design brief	475.00
23/08/2021	4643	Structural Engineers Ltd	Consultancy, design & detailing	2,250.00
				<u>£3,775.00</u>
04/05/2022	5158	Reach	Tender advert - Boardwalk	152.88
23/05/2022	5197	Sheriff Tiplady	Project costing prior to tender	750.00
04/08/2022	5369	Maydencroft Ltd	30% deposit - boardwalk	19,209.00
28/09/2022	5457	Maydencroft Ltd	40% interim payment - boardwalk	25,612.00
31/10/2022	5617	Maydencroft Ltd	3rd interim payment - boardwalk	15,400.00
16/11/2022	5618	Maydencroft Ltd	4th interim payment- boardwalk	3,809.00
				<u>£64,932.88</u>
			Total	<u>£68,707.88</u>

Approval was given for up to £65,000 of s106 monies for the boardwalk replacement. Retrospective approval for the additional spend totalling **£3,775** is required

Expenditure on highlighted items was incurred prior to the tender being awarded to Maydencroft. These items were approved for payment but do not fall within the £65,000 approved for the main project. There is sufficient money in the s106 pot to cover this – just needs formal approval.

Approvals for preliminary works already given but no specifically for payment from s106:

Full Council 26 June 2021

PC046/21 Maintenance Matters:

a) To consider approving engineers costs for design of Stockbridge Meadows boardwalk. Noted that a Structural Engineer's report is required to progress the project. Recommendation from Maintenance Committee is for approval of the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

It was:

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

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

Maintenance Committee 23 July 2020

MA008/20e) To consider quotation for Stockbridge Meadows boardwalk project

Quote from 1731 Ltd including planning and design of the boardwalk and project management was considered. Discussion as to seeking grant funding to match s106 monies available for the project.

It was:

RESOLVED to accept the quote from 1731 Ltd for £1,500 to carry out project management and preparation of drawings, schedule of works and manage tender process for replacement of the boardwalk at Stockbridge Meadows.

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

Melbourn Community Hub

30 High Street
Melbourn
Cambridgeshire
SG8 6DZ
hubadmin@melbournhub.co.uk
Company Registration No. 08320569



INVOICE

INVOICE TO

30 High Street
Melbourn
Hertfordshire
SG8 6DZ

INVOICE NO. 1648

DATE 01/01/2023

DUE DATE 31/01/2023

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Services Annual Licence Fee for 2023	1	14,000.00	14,000.00

BALANCE DUE

£14,000.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

PC160/22g)

Littlehands Nursey Rent

Extract from Finance and Good Governance Meeting 19th December 2022 Minutes
DRAFT

FG046/22

**To consider a review
of Littlehands rent**

Noted that a rent review is due in April 2023. The rent has remained at its current level of £26,000 since it was increased from £13,860 in 2018. Noted that improvements to the building have been carried out including new windows and external decoration.

It was RESOLVED to recommend to full Council that the annual rental for Littlehands Nursery should be increased by £1,000 (representing approximately a 4% increase).
Proposed by Cllr Barley, seconded by Cllr Clark. All in favour.

PC160/22h)

New laptop for timebank Coordinator


There is money in the budget to purchase a laptop. The LENOVO IdeaPad 3i 15.6" Laptop - Intel® Core™ i5, 256 GB SSD has been recommended.

Quote one: Curry's - £399.00 + free delivery

LENOVO IdeaPad 3i 15.6" Laptop - Intel® Core™ i5, 256 GB SSD, Blue

★★★★☆ (72) - Ask an owner

Side Buy now pay within 9 months* Free next day delivery



Windows 11

Intel® Core™ i5-1155G7 Processor

RAM: 8 GB / Storage: 256 GB SSD

Full HD screen

Battery life: Up to 5.5 hours

£399.00 **Save £100.00**

Was £499.00 (from 19/09/22 to 18/11/22)

£399.00 One-off payment

£15.32 per month*

*Representative example: Credit amount £399.00. Pay 36 monthly payments of £15.32. Total amount payable £551.52. Rate of interest 24.9% (variable). 24.9% APR representative variable. [Store info](#)

Pay no interest when you pay your full balance within 9 months... [+5 more offers](#)

Check stock in your area

Enter town or full postcode

FREE FAST delivery on orders over £40

FREE collection from Store subject to Stock availability

[Add to basket](#)


Compare Save for later Share

Price promise

Quote two: Argos - £399.00 + £3.95 delivery

Lenovo IdeaPad 3i 15.6in i5 8GB 256GB Laptop 124/3718

★★★★★ [Read reviews \(2\)](#)



Selling Fast!
Ordered 18 times in the last 24 hours

1 [Add to trolley](#)

[Add to Your Wishlist](#)

£399.99

Flexible credit available [See credit options](#)

PayPal Pay in 3 interest-free payments of £133.33. [Learn more](#)

Collect 399 Nectar points [Find out more](#)

Check stock

Check stock to see your delivery and collection options:

Postcode or town [Check](#)

Argos Monthly Care +£6.89 per month

2yrs Breakdown Care was 84.89 now 10% off 22 Nov - 27th Jan + £85.49

Melbourn Parish Council Precept Requirement 2023/24

Precept 2022/23 £		Precept 2023/24 £	Change £	Change %
(41,300)	Total Income budget	(48,205)	(6,905)	16.72%
320,430	Total Expenditure budget	328,675	8,245	2.57%
14,300	Contributions to reserves	34,420	20,120	140.70%
293,430	Precept Requirement	314,890	21,460	7.31%
2,097.70	Tax Base (Band D households)	2,178.70	81.00	3.86%
139.88	Cost per household	144.53	4.65	3.32%

Recommended by FGGC 19/12/22

Approved by Melbourn Parish Council xx/xx/23

SCDC deadline 31/01/23

Indicative 2024/25	Indicative 2025/26
-----------------------	-----------------------

(48,475)	(48,800)
----------	----------

335,160	346,347
---------	---------

34,420	34,420
--------	--------

321,105	331,967
---------	---------

Melbourn Parish Council 2023/24 Net Income & Expenditure Budget

	2023-24 Income Budget £	2023-24 Expenditure Budget £	2023-24 Net Budget £
Allotments & Conservation	6,650	33,100	26,450
Cemeteries	4,200	10,145	5,945
Play Areas & Recreation Grounds	4,355	28,545	24,190
Finance & General Purpose	6,000	246,135	240,135
Future Planning		3,200	3,200
Highways		1,000	1,000
Rental Property (Littlehands)	27,000	6,550	(20,450)
Total excluding contributions to reserves	48,205	328,675	280,470
Asset Management Reserve		34,420	34,420
Total	48,205	363,095	314,890

Melbourn Parish Council 2023/24 Income Budget

2021-22 Actual £	EDGE budget code	Income Heading	2022-23 Budget £	2022-23 Forecast £	Forecast/ Actual	2023-24 Budget £	Notes:	2024-25 Forecast £	2025-26 Forecast £
		<u>Conservation:</u>							
2,543	100	Allotment rent	2,400	2,500	F	2,800	Assume increase to contribute towards increased costs	2,800	3,000
3,849	110	Grass cutting contribution from CCC Highways	3,850	3,849	A	3,850	Assume no increase	3,850	3,850
6,392		Total Conservation	6,250	6,349		6,650		6,650	6,850
		<u>Cemeteries:</u>							
6,585	200	1 Burial fees	2,500	3,500	F	2,625	Burials vary quite a lot; budget on prudent basis - next fee review Sept 2023	2,755	2,755
700	200	2 Memorials	500	1,100	F	525		550	550
2,145	200	3 Cremated remains	1,000	500	F	1,050		1,105	1,105
9,430		Total Cemeteries	4,000	5,100		4,200		4,410	4,410
		<u>Play & Rec:</u>							
	300	Match Fees							
720	300	1 Melbourn Saturdays	1,200	1,000	F	1,000	Assume continued agreement with Dynamos	1,050	1,050
2,200	300	2 Melbourn Dynamos	2,000	2,200	F	2,200		2,200	2,300
75	300	4 Other Local Clubs	-	-	F	-		-	-
2,995		Total Match Fees	3,200	3,200		3,200		3,250	3,350
801	320	Hire of Recreation Grounds	800	800	F	840	Fair (incl utilities) and boot camps	850	860
1,570	340	Pavilion hire	300	300	F	315	School hire has finished; ad-hoc bookings	315	330
-	370	Pavilion hire - MAYD recharge	-	-	F	-		-	-
5,366		Total Play Areas & Recreation Grounds	4,300	4,300		4,355		4,415	4,540
		<u>Finance & General Purpose:</u>							
581	420	Interest receivable	750	4,500	F	6,000	Interest rate increases	6,000	6,000
581		Total Finance & General Purpose	750	4,500		6,000		6,000	6,000
		<u>Rental Property:</u>							
26,000	900	Little Hands Property Rent	26,000	26,000	F	27,000	4% rent increase recommended - last increase Apr 2018	27,000	27,000
26,000		Total Rental Property	26,000	26,000		27,000		27,000	27,000
3,855		Income from unbudgeted sources		250	F				
51,624		Total income excluding Precept	41,300	46,499		48,205		48,475	48,800
275,300		Precept	293,430	293,430	A	314,890			
326,924		Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)	334,730	339,929		363,095			

2021/22 comparator shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g grants, FiT, allotment insurance, recharges etc.

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

Melbourn Parish Council 2022/23 Expenditure Budget

2021/22 Actual £	EDGE Budget code	EXPENDITURE	2022-23 Budget £	2022/23 Forecast £	2023-24 Budget £	Notes:	2024-25 Forecast £	2025-26 Forecast £
		<u>Conservation:</u>						
1,432	1000	Allotments	1,890	2,180	3,150	Annual asbestos inspections	2,675	2,805
6,272	1100	Conservation	11,300	12,800	13,210	2022/23 includes tree planting; 2023/24 benches and litter bins	11,405	14,220
1,140	1150	Stockbridge Meadows	1,290	1,628	1,650	Nature Reserve Management Plan	1,855	1,930
7,470	1200	Grass Cutting Contract	8,670	8,670	8,670	3 yr deal - due for renewal Apr 2024	10,000	10,000
5,980	1300	Public Open Space Maintenance Contract	7,670	6,320	6,420		7,050	7,090
22,294		Total Conservation	30,820	31,598	33,100		32,985	36,045
		<u>Cemeteries:</u>						
3,219	2000	Cemetery rates, utilities & upkeep	4,765	4,323	4,555		6,300	6,415
5,276	2100	Cemetery Grounds Maintenance Contract	5,950	5,590	5,590	3 yr deal - due for renewal Apr 2024	6,500	6,500
8,495		Total Cemeteries	10,715	9,913	10,145		12,800	12,915
		<u>Play Areas & Recreation Grounds:</u>						
6,027	3000	Play Areas	4,220	4,133	4,290		4,580	4,860
11,900	3200	Recreation Grounds	12,720	14,330	14,190	Goal mouth works	15,615	15,905
8,490	3400	Pavilion	9,160	10,227	10,065	Replace internal glazed doors (safety requirement)	10,380	11,020
26,417		Total Play Areas & Recreation Grounds	26,100	28,690	28,545		30,575	31,785
		<u>Finance & General Purpose:</u>						
3,256	4000	Audit, Legal and Professional Fees	1,750	1,750	1,900		2,000	2,100
2,505	4300	Wardens' Materials, Equipment & Van	2,400	2,450	2,630		2,560	2,680
13,472	4500	Insurances	12,550	15,181	15,950	Increased cover	16,748	17,585
1,243	4700	Membership of Societies	1,370	1,415	1,500		1,575	1,650
2,519	4900	Parish Clock	400	205	415		430	450
22,595	5000	Parish Office, IT & Contractors	26,688	28,822	27,490	New IT equipment 2022/23 plus temporary warden cover	24,245	27,020
68,653	5100	Salaries, NI & Pensions	73,600	76,200	82,000	NALC salary rate increase plus E'ee pension	86,100	90,400
418	5300	Sundry Expenses	150	300	198		210	220
1,460	5400	Training	1,500	1,500	1,600		1,680	1,765
432	5700	Pension Scheme Service Charge	440	432	440		440	440
192	5900	Bank Charges	400	200	210		220	230
7,502	6000	Grants Payable	7,600	7,625	10,250	CRP, Mobile Wardens, Grinnel Hill insurance - £2,500 increase requested by MMWS	10,760	11,300
6,000	6005	Grants Payable - MAYD	6,000	6,000	6,500		7,000	7,500
-	6200	Staff and Councillor expenses	200	100	200		200	200
15,000	6400	Community Hub - Grant	15,000	15,000	15,000		15,000	15,000
6,216	6401	Community Hub - Maintenance & Replacements (excl FIT)	11,870	11,740	10,210	Includes equipt replacement - see Project tab	13,365	14,000
28,098	6450	PWLB Community Hub - Interest	27,876	27,876	27,643		27,400	27,145
4,856	6451	PWLB Community Hub - Capital	5,078	5,078	5,311		5,554	5,809
5,632	6452	PWLB Car Park - Interest	5,314	5,314	4,986		4,649	4,302
11,255	6453	PWLB Car Park - Capital	11,574	11,574	11,902		12,239	12,585
357	6600	Timebanking Expenses	470	350	390		410	430
-	6700	War Memorial	-	645	-		2,000	-
-	6800	Election Costs	240	225	-	Every four yrs (next due 2026/27)	-	-
-	6900	Community Events	4,000	4,000	3,110	Queens Jubilee/Coronation	-	-
14,313	7100	Village Car Park - Rates, Utilities & Maintenance	15,855	15,374	15,900		15,940	19,985
-	7200	Fire Engine House	-	-	400		1,750	-
215,974		Total Finance & General Purpose	232,325	239,355	246,135		252,475	262,797
		<u>Planning:</u>						
2,244	7000	Community Development	-	-	3,000	Futures group - gateways 2023/34	-	-
-	7050	Parish Planning	1,000	-	200	Consultation events	-	-
2,244		Total Planning	1,000	-	3,200		-	-
		<u>Highways:</u>						
-	8000	Highways and Footpaths	11,500	11,500	-	LHI scheme 2022/23	-	-
843	8100	Street Lighting	2,500	1,000	1,000		1,000	1,100
843		Total Highways	14,000	12,500	1,000		1,000	1,100
		<u>Rental Property:</u>						
9,551	9000	Little Hands Nursery	5,470	5,725	6,550	2021/22 drains repair; 2022/23 replace windows; 2023/24 drains repair	5,325	1,705
9,551		Total Rental Property	5,470	5,725	6,550		5,325	1,705
285,818		Total expenditure	320,430	327,780	328,675		335,160	346,347
		<u>Contributions to reserves:</u>						
8,508		General Reserve	-	-	-		-	-
20,000		Asset Management	10,300	10,300	34,420	Build up Asset Management Reserve to fund major capital repairs/replacements	34,420	34,420
-		Election Reserve	-	-	-		-	-
3,000		Parish Van Replacement Reserve	4,000	4,000	-	Replace van 2022/23	-	-
31,508		Total Precept expenditure budget	14,300	14,300	34,420		-	-
317,326		Total Precept expenditure budget	334,730	342,080	363,095		369,580	380,767

2021/22 shows actual figures against budgeted items. Some additional expenditure was incurred that was not budgeted e.g FIT, allotment insurance, prior year reserve expenses etc. FIT receipts are paid to the Hub (net zero), allotment insurance is paid to the Allotment Association (net zero)

Melbourn Parish Council 2023/24 Detailed Expenditure Budget Workings by EDGE cost code

2021/22 (Actual)		EDGE	Expense Heading	Budget item	2022/23 Budget		2022/23 (Forecast)		Forecast/	2023/24 Budget		Notes and queries:	2024/25	2025/26
£	£	budget code			£	£	£	£	Actual	£	£		Forecast	Forecast
			<u>Conservation</u>											
802		1000	Allotments	Water (two meters)	790		800		F	850			890	935
450		1000	Allotments	Plot clearance	600		-		F	400			420	440
		1000	Allotments	Hedge Cutting			-			600			-	-
		1000	Allotments	Asbestos - annual check and clear			-			800			840	880
180		1000	Allotments	Unplanned maint e.g asbestos clearance/survey, water leak, signs etc	500		1,380		F	500		Asbestos clearance 2022/23	525	550
	1,432							2,180			3,150		2,675	2,805
180		1100	Conservation	Christmas Tree, plants for tubs/83 High Street	300		400		F	400			420	440
5,244		1100	Conservation	Tree survey/ inspection (£810) plus tree works/ivy (£5,350)	5,500		5,500		F	6,160			6,470	6,790
		1100	Conservation	Emergency tree works	3,000		3,000		F	3,300			3,465	3,640
		1100	Conservation	Project works - tree planting (2022/23), new litter bins (£650)/ benches x 2 (£1,700) (2023/24)	2,000		2,000		F	2,350		Note: ring fence and carry forward unspent 2022/23 tree planting budget	2,300	2,300
847		1100	Conservation	Unplanned e.g. River Mel Group projects, signage, fencing	500		1,900		F	1,000			1,050	1,050
	6,272					11,300		12,800			13,210		11,405	14,220
312		1150	Stockbridge Meadows	Refuse collection	490		328		A	350			510	530
140		1150	Stockbridge Meadows	Path cutting and rolling	300		300		F	300			310	320
		1150	Stockbridge Meadows	Nature Reserve Management Plan and FWAG grant works (pond testing)			500		F	500		Costs for ongoing management unsure at moment - monitor	525	550
688		1150	Stockbridge Meadows	Small repairs/Unplanned (2021/22 River Mel back project- £510)	500		500		F	500			510	530
	1,140					1,290		1,628			1,650		1,855	1,930
	7,470	1200	Grass Cutting Contract	Verges contract (£622.50 per month plus 2 x extra cuts @ £600)		8,670		8,670	F		8,670	No change - contract to be retendered 2024	10,000	10,000
5,980		1300	Public Open Space- Maintenance Contract	General Maintenance Contract (£460 per month)	6,420		5,520		F	5,520		£460 per month- contract to be retendered 2024.	6,100	6,100
-		1300	Public Open Space- Maintenance Contract	Hopkins Homes open space maintenance (to be funded from commuted sum for 10 yrs) in negotiation	-		-		F	-		Monitor for a few years and then include in precept as necessary	-	-
-		1300	Public Open Space- Maintenance Contract	Extra work eg extra cuts plus hedge and path cutting, leaf clearance etc	1,250		800		F	900			950	990
	5,980					7,670		6,320	F		6,420		7,050	7,090
	22,294		Total Conservation			30,820		31,598			33,100		32,985	36,045
		2000	<u>Cemeteries</u>											
245		2000	1 Orchard Road	Rates	255		245		A	255			265	275
198		2000	1 Orchard Road	Utilities - Electricity and water (£100)	430		300		F	300		Electricity 3 yr fixed deal ends May 2025	300	400
		2000	1 Orchard Road	Lychgate - recoat main walls (£835) and gates (£415)						1,000			-	-
		2000	1 Orchard Road	Fixed electrical installaion testing (£170 - every 5 yrs)						170			-	-
		2000	1 Orchard Road	Unplanned (eg path cleaning/moss spraying)	400		400		F	425			445	470
	443					1,085		945			2,150		1,010	1,145
749		2000	2 New Road	Rates	780		749		A	780			810	840
123		2000	2 New Road	Water	100		130		F	135			135	140
125		2000	2 New Road	Tree & hedge work (incl periodic hedge reduction)/path edging/weed treatment etc	500		500		F	550			2,600	600
420		2000	2 New Road	Soil store	500		400		F	440			-	-
		2000	2 New Road	Headstone bases	1,300		1,300		F			Installed every few years depending on usage	1,500	1,600
		2000	2 New Road	Maintenance plan repairs									-	1,840
1,360		2000	2 New Road	Other/Unplanned (2021/22 - bench bases/new rear gate)	500		300		F	500		Gate clean and redecorate	245	250
	2,777	3219				3,680		3,379			2,405		5,290	5,270
	5,276	2100	Cemetery Contracts	Grounds Maintenance (£405.83 per month = £4,870 plus 2 extra cuts @ £360 each)		5,950		5,590	F		5,590	Contract 12 x £405.83 monthly fee = £4,870 plus 2 x extra cuts - total £5,590. Contract to be retendered 2024	6,500	6,500
	8,495		Total Cemetery			10,715		9,913			10,145		12,800	12,915
			<u>Play Areas and Recreation Grounds</u>											
				2023/24 - Orchard Gardens play area - covered by commuted sum								Any additional playgrounds to be covered by commuted sum to start		
214		3000	3 Play Areas	Playground maintenance - ROSPA inspection (more items)	220		123		A	300			320	330
4,310		3000	3 Play Areas	Playground maintenance - equipment repairs/renewals	1,500		1,500		F	1,500			1,550	1,650
1,248		3000	3 Play Areas	Refuse & dog bin collection - Moor playground & skateboard park, Clear Cresc playground	1,300		1,310		A	1,440			1,440	1,550
		3000	3 Play Areas	Tree work plus edging	1,000		1,000		F	800			1,000	1,030
255		3000	3 Play Areas	Other/Unplanned	200		200		F	250			270	300
	6,027					4,220		4,133			4,290		4,580	4,860
135		3200	Recreation Grounds	Electricity - old Rec (includes Fair)	370		250		F	250		Electricity 3 yr fixed deal ends 2025	250	300
180		3200	Recreation Grounds	Pest control	650		200		F	500			550	600
1,560		3200	Recreation Grounds	Refuse & dog bin collection (10 bins)	1,620		1,560		A	1,620			1,690	1,755
9,815		3200	Recreation Grounds	Grounds Maintenance Contract (£755 x 12 = £9,060 plus 2 extra cuts @ £130)	9,580		9,320		F	9,320		Allow 2 x extra cuts. Contract to be retendered 2024	10,500	10,500
210		3200	Recreation Grounds	Other maintenance eg leaf collection, replacement bins, goal mouth drainage (2022/23 - goal mouth work)	500		3,000		F	2,500		£1,000 per pitch drainage - Dynamos might get a grant. Easement monies could be used for old rec	2,625	2,750
	11,900					12,720		14,330			14,190		15,615	15,905
510		3400	Pavilion	Cleaner	1,000		1,000		F	1,100			1,150	1,200
2,595		3400	Pavilion	Rates	2,700		2,595		A	2,700			2,800	2,900
947		3400	Pavilion	Utilities - electricity and water (£100)	2,500		2,500		F	2,500		Electricity 3 yr fixed deal ends 2025	2,500	2,800
348		3400	Pavilion	Refuse Collection	360		359		A	380			380	400
717		3400	Pavilion	Maintenance - sanitary disp (£300); septic tank (£150); drain clean (£300); cleaning mats/hand twls; gutters	900		900		F	1,350			1,420	1,490
821		3400	Pavilion	Maintenance - Legionella risk assessment	300		323		A	330			340	350
532		3400	Pavilion	Maintenance - Services - Burglar alarm £100/fire extinguishers/alarm £255/boiler service £300/PAT test £5	400		650		F	705			740	780
1,525		3400	Pavilion	Unplanned repairs & maint (repairs & replacements); 2022/23 clock	1,000		1,700		F	1,000		2021/22 shower repairs/descaling £800	1,050	1,100
495		3400	Pavilion	Maintenance projects - 2023/24 replace internal glazed doors (£1,000)/destratification pumps (£1,000) NF	-		200		A	-		Fire safety?	-	-
	8,490					9,160		10,227			10,065		10,380	11,020
	26,417		Total Play & Rec			26,100		28,690			28,545		30,575	31,785
			<u>Finance & General Purpose</u>											
	3,256	4000	Audit, Legal & Professional Fees	Internal Audit (£450) , External Audit (£1,400), land searches NOTE insurance valuation 5 yrly (done 2021/22)		1,750		1,750	F		1,900	Note: new auditors 2023/24 onwards. Building valuation every 5 yrs (due 2026/27)	2,000	2,100
		4300	Warden Materials and Equipment:											
489		4300	2 Materials	Materials, mower fuel	500		650		F	680			520	540
574		4300	3 Equipment	Equipment - PPE equipment, tools etc	500		400		F	500		Any specific equipt required next year?	520	540
1,442		4300	4 Parish Van Expenses	Insurance, tax, MOT, fuel, repairs	1,400		1,400		F	1,450		Van to be replaced 2022/23 (replacement cost funded from ring-fenced reserve)	1,520	1,600
	2,505					2,400		2,450			2,630		2,560	2,680
	13,472	4500	Insurances		12,550		15,181		A	15,950		New 3 yr deal from 2021 (includes revalued assets)	16,748	17,585
	1,243	4700	Membership of societies	CAPALC (£960), SLCC x2 (£370) , ICCM (£100), ACRE (£60)	1,370		1,415		F	1,500			1,575	1,650
	2,519	4900	Parish Clock	Service (£200); minor repairs (£200)	400		205		F		415	2020/21 major repairs	430	450
		5000	Parish Office:											
		5000	1 IT/phone	Phone top-ups eg key-holder			20			30			30	35
288		5000	1 IT/phone	Website hosting (£200)plus domain names (bi-yearly), Gov.uk (bi-yearly) plus Glasblade plug-in (£50)	250		344		F	250			350	265
1,361		5000	1 IT/phone	IT support /back-up(£142 p/m)	1,600		1,600		F	1,700			1,665	1,730
	1,649					1,850		1,964			1,980		2,045	2,030
353		5000	2 Office Supplies	Stationery, tea, coffee etc	500		400		F	430			450	470
1,076		5000	3 Photocopier Rent and Printing Costs	Rent (£550) plus printing	1,200		1,200		F	1,260			1,250	1,300
254		5000	4 Parish Office Sundries	Publications, awards, reference books, shredding , unplanned etc	198		198		F	210			210	220
14		5000	5 Postage		100		50		F	100			105	110
13,400		5000	6 Office Licence Fee		14,000		14,000		F	15,000		£1k increase proposed by Hub (7%)	14,000	14,600
300		5000	7 Office Cleaner		280		140		F	300			315	330
1,610		5000	8 Software Licences	Adobe acrobat £160/Payroll Software £80/Edge accounting software £1,600	2,000		1,820		F	1,850			1,930	2,030
		5000	9 Contractors											
2,654		5000	9.3 Litter Picker & Warden cover	Litter picking plus equipment (say £275 per month); temporary warden sickness cover	4,000		6,500		F	6,300		6 mnth temporary warden cover @ 21 hrs/week (3mths 2022/23; 3 mths 2023/24)	3,675	3,860
100		5000	9.4 DPO	CAPALC membership scheme	60		50		A	60			65	70

2,754		Total Contractors		4,060		6,550		6,360		3,740	3,930	
1,186		5000 10 Office furniture & equipment	Computer equipment & furniture	2,500		2,500	F			200	2,000	
	22,595		Total Parish Office		26,688		28,822		27,490		24,245	27,020
	68,653	5100	Salaries and Pensions	See salary budget	73,600		76,200	F	82,000		86,100	90,400
	418	5300	Sundry Expenses	ICo registration fee, defibrillator pads/batteries; Poppy Wreath etc, LCAS accreditation £130 (2022)	150		300	F	198		210	220
	1,460	5400	Training	Clr training programme plus staff training	1,500		1,500	F	1,600		1,680	1,765
	432	5700	Pension Scheme Service Charges		440		432	F	440		440	440
	192	5900	Bank charges - current a/c		400		200	F	210		220	230
	7,502	6000	Grants payable	Community Rail Partnership (£750) plus Grinnel Hill insurance (£2,000), mobile wardens (£7,500)	7,600		7,625	A	10,250		10,760	11,300
	6,000	6005	Grant funding MAYD	50% MAYD	6,000		6,000	A	6,500		7,000	7,500
	-	6200	Staff and Councillor expenses	Travel to training etc	200		100	F	200		200	200
	15,000		Community Hub:									
	120	6400	Community Hub -maintenance/replacements	Maintenance Grant	15,000		15,000	A	15,000		15,000	15,000
		6401	Community Hub -maintenance/replacements	Maintenance - services: fire alarms(£330), fire extinguishers (£165), boiler service (£145), burglar alarm (£1	1,430		2,300	F	2,060		2,200	2,300
				airconditioning x2 (£200) , stair lift (£330), PAT test (£200), legionella testing (£340), Gutter clearance (£80), PV cleaning (£160), circuit testing (5 yrs - due 2027)								
	922	6401	Community Hub -maintenance/replacements	Service charge - Hundred Houses	940		940	F	1,000		940	950
	886	6401	Community Hub -maintenance/replacements	Small repairs/replacements (minor repairs, equipt replacements)	500		500	F	550		525	550
	1,215	6401	Community Hub -maintenance/replacements	Unplanned and emergency e.g. major equipt repairs/leaks etc	2,500		1,500	F	1,600		1,700	1,800
	3,072	6401	Community Hub -maintenance/replacements	Maint Projects 2021/22 - per list (IT Server upgrade)								
		6401	Community Hub -maintenance/replacements	Maint Projects 2022/23 - per list (convection oven, coffee machine, coffee grinder)	6,500		6,500	F				
		6401	Community Hub -maintenance/replacements	Maint Projects 2023/24 - per list (see project tab)					5,000			
	6,216		Total Community Hub - maintenance/replacements		11,870		11,740		10,210		8,000	8,400
	28,098	6450	PWLB Hub Interest	Loan end date 16/10/63	27,876		27,876	A	27,643		13,365	14,000
	4,856	6451	PWLB Hub Capital	Loan end date 16/10/63	5,078		5,078	A	5,311		27,400	27,145
	5,632	6452	PWLB Car Park Interest	Loan 1 end date 20/09/35 Loan 2 end date 14/02/37	5,314		5,314	A	4,986		5,554	5,809
	11,255	6453	PWLB Car Park Capital	Loan 1 end date 20/09/35 Loan 2 end date 14/02/37	11,574		11,574	A	11,902		4,649	4,302
	357	6600	Timebanking expenses	Software (£150), phone (£140), mileage/travel/other (£100)	470		350	F	390		12,239	12,585
	-	6700	War memorial		-		645	A	-		410	430
	-	6800	Election costs	Election year 2022 - uncontested election costs SCDC (16 seats @ £15)	240		225	A	-		2,000	-
	-	6900	Community events	Queens Jubilee event(2022)/ Coronation (2023)	4,000		4,000	F	3,110		-	-
	11,976	7100	Car Park - rates, utilities and maintenance		-		-	A	-			
	2,163	7100	Car Park	Rates	12,450		11,976	A	12,450		12,450	12,450
	174	7100	Car Park	Electricity	2,700		2,700	F	2,700		2,700	2,700
		7100	Car Park	Water - sewerage and fresh	175		175	F	205		225	250
		7100	Car Park	PAT testing - workshop	30		23	A	30		35	35
		7100	Car Park	Maintenance schedule repairs - eg workshop roof								4,000
		7100	Car Park	Contingency eg signage/repairs	500		500	F	515		530	550
	14,314		Total Car Park		15,855		15,374		15,900		15,940	19,985
	-	7200	Fire Engine House	Roof repairs					400		1,750	-
	215,974		Total Finance and General		232,325		239,355		246,135		252,475	262,797
	2,244		Planning:									
		7000	Community Development	Futures Working Party eg gateways	-		-	F	3,000			
		7050	Community Development	Parish Planning - consultation event/leaflets re s106 etc	1,000		-	F	200			
	-		Highways:						3,200			
	843	8000	Highways and Footpaths	LHI scheme funding 2022/23	11,500		11,500	F	-			
	843	8100	Street Lighting	Electricity (retendered 2022 - 3yr fixed)	2,500		1,000	F	1,000		1,000	1,100
			Total Highways		14,000		12,500		1,000		1,000	1,100
	450		Rental Property:									
	1,139	9000	Littlehands	Annual drain clean (note: additional works 2022)	470		1,000	F	500		525	550
		9000	Littlehands	Legionella testing, Roof inspection	1,000		500	F	550		575	605
		9000	Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, emergency repairs			600	F	500		525	550
	7,962	9000	Littlehands	Maintenance projects - (2022/23 - replace windows); drain works in car park (2023/24)	4,000		3,625	A	5,000		3,700	-
	9,551	6023	Total Rental Property		5,470		5,725		6,550		5,325	1,705
	285,819		Total expenditure excluding contributions to Reserves		320,430		327,780		328,675		335,160	346,347
	8,508		Contributions to Reserves									
	20,000		General Reserve		-		-		-		-	-
	-		Asset Management		10,300		10,300	F	34,420		34,420	34,420
	3,000		Election Reserve		-		-		-		-	-
			Parish Van Replacement		4,000		4,000	F	-		-	-
	317,327		Total Expenditure including contributions to Reserves		334,730		342,080		363,095		369,580	380,767
			Allotments						3,150			
			Other Conservation						29,950			
			Cemeteries						10,145			
			Play & Recreation Grounds						28,545			
			Community Hub (incl finance costs)						73,164			
			Car Park (incl finance costs)						32,787			
			Staff costs						82,000			
			Parish Office						12,490			
			Other						49,893			
			Rental Property						6,550			
			Maintenance Projects (AMR)						328,675			
									34,420			
									363,095			

Approved HR panel: Assumes 5% increase
2021/22 included £360 meeting room hire during Hub refurb

£2,500 increase in MMWS grant requested
Proposal to increase funding by £500pa to reduce top-up request from Community Benefit

Includes services and safety checks
Note circuit testing needs to be done every 5 yrs (starting 2022/23) £1,000

Oven repairs not required - oven to be replaced 2023/24

Contested election costs to come from Election Reserve/General Reserve
Ring fence and c/fwd £890

3 yr deal 2022-25

LHI traffic calming scheme 2022/23
New certificate - LED lights. 3 yr fixed deal 2022-2025

Sign, noticeboards, gates and metalwork

Boundary treatments/road markings

Recoat timber/steel gates

Oil tank replacement

Van to be replaced 2022/23

Melbourn Parish Council

Project and Discretionary Items recommended for inclusion in 2023/24 budget

EDGE	Description	Precept	Funding Source			Notes
			£106	Asset Mgt	Comm Ben	
1100	Replacement bin - Old Post Office	650				Possibly Vicarage Close too. Including installation
1100	Benches - Norgetts Lane/Medcalf Way	1,700				Including installation
2000/1	Cemetery Lychgate Repairs	1,000				
3000/3	Moor play area - boundary railings & gates			8,333		
3000/3	Moor play area - benches/picnic table		2,000			£4,300 left in s106 play areas
3000/3	Outdoor gym		11,500			£11,500 left in POS s106
3000/4	Skate park		TBC			Still in discussion stage - additional funding would be required for this project
3400	Pavilion - upgrade glazed doors		1,000			s106 Pavilion monies
3400	Pavilion - fit destratification pumps		1,000			s106 Pavilion monies
3400	Pavilion - fire safety measures		3,000			s106 Pavilion monies - awaiting advice on measures required
6900	Coronation commemoration event/benches etc	3,110				
7000	Futures working party - gateways	3,500				Gateways
9000	Littlehands - drain works	5,000		10,000		
		14,960	18,500	18,333	-	
6401	Melbourn Hub 2023-24 Projects					
	Convection oven & deep fat fryer (incl installation)	5,000				Replace equip; oven £2,500; floor standing deep fat fryer £1,500/counter adjs & installation £1,000
	Steel storage unit & landscaping		6,000			
		5,000	6,000	-	-	
	Total projects 2022-23	19,960	24,500	18,333	-	
	Contributions to reserves:					
	Parish Van					New van expected to be purchased 2022/23 - no longer required
	AMR	34,420				See tab
	General reserve	-				
	Total Reserves contributions 2023/24	34,420				

Melbourn Parish Council Forecast Reserves at 31st March 2023

	General Reserve	Asset Management	Election Reserve	Parish Van
Opening Balance at 1st April 2022	158,507	71,813	2,775	6,000
2022/23 Income - forecast	339,929			
2022/23 Expenditure - forecast	(327,780)	(1,500)		
Reserve movements -tfr to Parish Van reserve (2022/23 budget)	(4,000)			4,000
Reserve movements - tfr AMA (2022/23 budget)	(10,300)	10,300		
Reserve movemensts - release of unused deferred expenditure	2,000			
Closing Balance at 31st March 2023 (forecast)	<u>158,356</u>	<u>80,613</u>	<u>2,775</u>	<u>10,000</u>
Budgeted 2022/23 contribution to General Reserve	-			
Forecast Movement in General Reserve	(151)			
Difference	(151)			
General reserve target = 6 mnths x budgeted expenditure	164,337	(Based on budgeted expenditure before contribs to Reserves)		
Forecast General Reserve	158,356	5.8 months	Assumed sufficient	
Difference	(5,982)			
Budgeted reserve contributions 2023/24	-	No contribution to general reserve required 2023/24; review at year end re actual:		

Melbourn Parish Council Asset Management Reserve Requirement ye 31st I

	Y/E 31/03/2024	Y/E 31/03/2025	Y/E 31/03/2026	Y/E 31/03/2027
Opening Balance at 1st April 2023	80,613	106,700	99,995	93,071
Expenditure - estimate	(8,333)	(41,125)	(41,344)	(38,588)
Transfers to AMR	34,420	34,420	34,420	34,420
Closing Balance(forecast)	106,700	99,995	93,071	88,903

Required closing balance (opening bal
adjusted by inflation)

Assumptions:

The AMR calculations give an approximate indication of the funding requirements for known asset based on the Planned Maintenance Report report drawn up by Croyland Ltd Buiding Surveyors in 21 Items included in AMR rather than the precept are those in excess of £5,000 (exc VAT)

Expendiure estimates per Planned Maintenance Programme have been adjusted to remove VAT wlf Expenditure estimates have been included at the estimates given although quotes will need to be approved by MPC.

Ependiture estimates had not been adjusted for inflation. An estimate of 5% per annum has been u

March 2024

Y/E
31/03/2028

88,903

(25,323) (154,713)

34,420

98,000

97,986

98,000

-

maintenance/replacemens over the next five years. This is 022.

rich can be reclaimed

obtained by MPC to firm up costs; works will also need to be

ised for this exercise but will need to be reviewed each year

Melbourn Parish Council Precept 2023-24**Detailed spending plans****(required by SCDC for precepts over £140,000)**

	2022-23	2022-23	2023-24	2023-24
	Gross	Net	Gross	Net
Recreation, conservation and planning	68,635	54,085	74,990	59,785
Highways, footpaths and lighting	14,000	14,000	1,000	1,000
Election costs	240	240	-	-
Corporate Management	237,555	210,805	252,685	219,685
Asset Management/Reserves	14,300	14,300	34,420	34,420
Total	334,730	293,430	363,095	314,890
Contribution from Balances		-		-
Amount of Precept	334,730	293,430	363,095	314,890

Melbourn Parish Council Meetings

Day	Date	Start Time	Meeting	Notes
	06 June 2022			
Mon	13 June 2022	19:30	Planning	
Thurs	16 June 2022	09:30	Maintenance	
Mon	20 June 2022	19:30	Finance & Good Governance	
Mon	27 June 2022	19:30	Full Council	
	04 July 2022			
Mon	11 July 2022	19:30	Planning	
	19 July 2022			
Thurs	21 July 2022	09:30	Maintenance	
Mon	25 July 2022	19:30	Full Council	
	01 August 2022			
Mon	08 August 2022	19:30	Planning	
Thurs	18 August 2022	09:30	Maintenance	
	22 August 2022			
	29 August 2022			BH
	05 September 2022			
Mon	12 September 2022	19:30	Planning	
Thurs	15 September 2022	09:30	Maintenance	
Mon	19 September 2022	19:30	Finance & Good Governance	
Mon	26 September 2022	19:30	Full Council	
	03 October 2022			
Mon	10 October 2022	19:30	Planning	
Thurs	20 October 2022	09:30	Maintenance	
Mon	24 October 2022	19:30	Full Council	
	31 October 2022			
	07 November 2022			
Mon	14 November 2022	19:30	Planning	
Thurs	17 November 2022	09:30	Maintenance	
	21 November 2022			
Mon	28 November 2022	19:30	Full Council	
	05 December 2022			
Mon	12 December 2022	19:30	Planning	
Thurs	15 December 2022	09:30	Maintenance	
Mon	19 December 2022	19:30	Finance & Good Governance	
	26 December 2022			BH
	02 January 2023			BH
Mon	09 January 2023	19:30	Planning	
Mon	16 January 2023		Full Council	Precept set
Thurs	19 January 2023	09:30	Maintenance	
	23 January 2023			
	06 February 2023			
Mon	13 February 2023	19:30	Planning	
Thurs	16 February 2023	09:30	Maintenance	
	20 February 2023			
Mon	27 February 2023	19:30	Full Council	
	06 March 2023			
Mon	13 March 2023	19:30	Planning	
Thurs	16 March 2023	09:30	Maintenance	
Mon	20 March 2023	19:30	Finance & Good Governance	
Mon	27 March 2023	19:30	Full Council	
	03 April 2023			
Mon	10 April 2023			BH
Tues	11 April 2023	19:30	Planning	
	17 April 2023			
Thurs	20 April 2023	09:30	Maintenance	
Mon	24 April 2023	19:30	Full Council	
	01 May 2023			BH
Mon	08 May 2023			BH
Tues	09 May 2023	19:30	Planning	
Mon	15 May 2023	19:30	Annual Parish Meeting	
Thurs	18 May 2023	09:30	Maintenance	
Mon	22 May 2023	19:30	Annual Parish Council Meeting	
	29 May 2023			BH

*Meeting start times will be subject to review.
Check the noticeboard and website prior to each meeting*



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

Sales Invoice

30 Day Settlement Terms

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

14277

04/01/2023

MELBOURE

Quantity	Details	Unit Price	Net Amt	VAT %	Total
	Local Councils Award Scheme - Registration Fee Foundation	50.00	50.00		
				20.00	10.00

Total Net Amount	50.00
Carriage Net	0.00
Total VAT Amount	10.00
Invoice Total	60.00

Vat Registration No: 233 4102 14

**Our Bank Details: Co Operative Bank
Account number: 61063277**

Sort Code no: 08-02-28

**Send payments/remittance to:
Nalc Address: 109 Great Russell Street
London WC1B 3LD**

14277

MELBOURE

60.00

MELBOURN PARISH COUNCIL
Parish Council Meeting : 16 January 2023

PC163 22a) Email Decision - MACS

From: Parish Clerk

Sent: 12 December 2022 13:15

To: councillors@melbournparishcouncil.co.uk; RFO <RFO@melbournpc.co.uk>

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

Subject: RE: EMAIL DECISION : Melbourn Action Community Support

Dear all

Many thanks for responding to this email decision.

As there is a clear majority in favour of the proposal, the resolution is carried as follows:

THAT the Parish Council administer the community benefit grant in the sum of £2,786 and other grant monies from Cambridgeshire ACRE and donations made to MACS for the foodbank and/or warm hub. Monies held will be ringfenced for use by MACS and requests for payment should be made by the Treasurer, in accordance with MACS Constitution. Unspent monies will be paid over to MACS once their bank account has been set up.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kilmurray, Travis

Against:

Abstain:

Many thanks

Claire

Claire Littlewood

Parish Clerk

MELBOURN PARISH COUNCIL
Parish Council Meeting : 16 January 2023

PC163 22b) Email Decision - Parish Van

From: Parish Clerk
Sent: 21 December 2022 10:41
To: councillors@melbournparishcouncil.co.uk
Cc: RFO <RFO@melbournpc.co.uk>; Assistant Clerk <assistantclerk@melbournpc.co.uk>
Subject: RE: EMAIL DECISION - Please respond : Parish van replacement

Dear all

Thanks for the responses received to this email decision. As there is a majority in favour of the proposal, the following resolution is carried:

THAT Council approve expenditure up to a maximum of £10,000 for purchase of a replacement parish van based on specification identified by the wardens with input from members of the Maintenance Committee, as discussed at the Maintenance Committee meeting on 15 December 2022.

MA137/22c) To receive an update on the parish van

The parish van needs replacing and the council need to start looking for a new van. The new van will need to have specific requirements.

ACTION: Wardens to create a specification for the new van. Parish Office/Cllr Alexander to use specification and contact dealers to see what vans are available.

In favour: Cllrs Alexander, Clark, Cowley, Davey, Hart, Kilmurray, Travis, Wilson

Against:

Abstain:

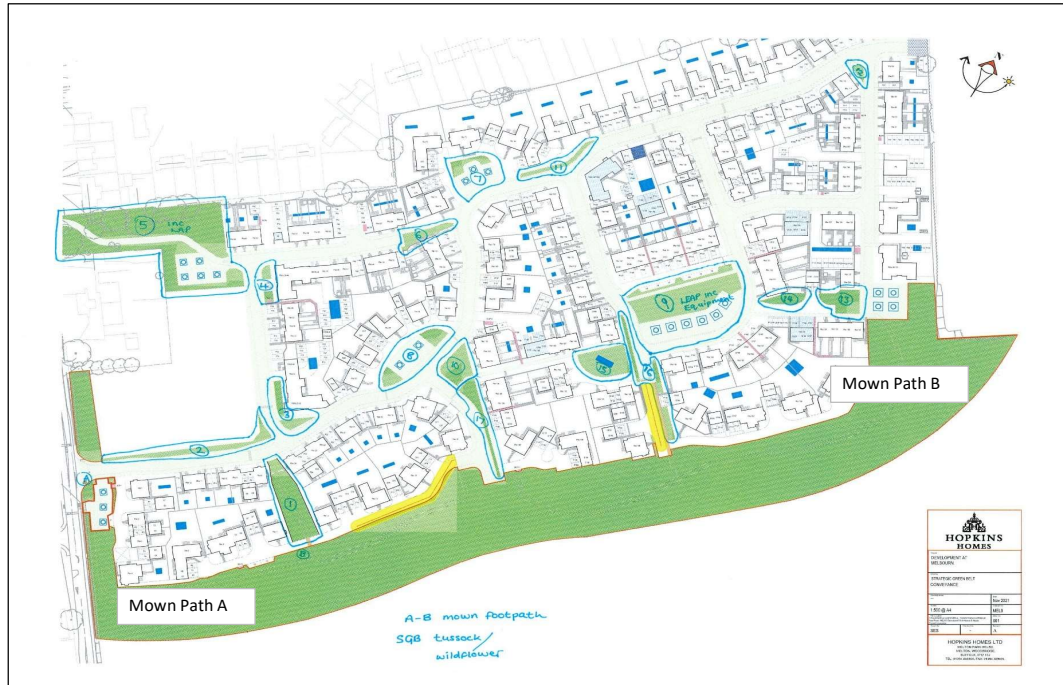
Many thanks
Claire

Claire Littlewood
Parish Clerk

LA3241 - SGB Maintenance areas

PLANTING	POS	AREA (m2)																	TOTAL		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17			
Tussock Grass	9609	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9609
Meadow Grass	2593	397	130	175	76	1244	160	89	92	210	162	93	45	212	91	280	210	109		6368	
Other Planting (Not including specimen trees/shrubs)	4466	110	127	26	19	550	0	0	54	73	55	0	0	0	0	64		29		5573	

Mown Paths	Length (m)
A	177
B	46
	223



From: [Sharon Levell](#)
To: [Fisher James](#)
Cc: [Parish Clerk](#)
Subject: Melbourn , New Road (SGB)
Date: 20 December 2022 14:26:05

Dear James

I acknowledge you have been waiting for a reply in relation to the proposed SGB contribution and apologise for the delay.

As mentioned, we have taken legal advice regarding the wording of the S106 in relation to payment of VAT on a commuted sum and suggestion of future indexation.

Whilst the quotation received by Melbourn Parish Council includes VAT, we are advised that obligations in accordance with Clause 12 of the Section 106 shall be exclusive of any valued added tax.

We are further advised that the purpose of indexation is to protect the value of a contribution sum against the effects of future inflation to ensure that the sum ultimately paid will be worth the same as on the date on which the contribution was originally agreed, not to add indexation years hence from the date of payment.

The quotation provided by MPC sourced from Herts & Cambs Ground Maintenance Ltd is £4,303 plus VAT per annum. An alternative local contractor has quoted a substantially lower price for these maintenance works and the independent report commissioned in May 2021 also came in at a lesser midpoint figure.

We appreciate your involvement to try to bring matters to a conclusion and the assistance of David Hamilton to clarify aspirations and cutting regimes for the area.

To progress matters without further delay, Hopkins Homes are prepared to increase the SGB Maintenance Contribution proposed previously in May 2021 of £37,587.13 to a without prejudice figure of £50,000.00 on the basis that this matter is concluded early in the New Year.

This figure has been calculated based on the annual quotation from HCGM plus adjustment for inflation and being mindful that contribution monies can be held in an interest bearing account for use during the 10 year maintenance period.

Our landscape contractors have replacement trees on order, as advised previously, they had been waiting for the optimum time for planting which is after the first frosts. As soon as I have a date for the replacement planting which I envisage will be in January 2023, I will let you know so we can arrange for a further inspection should you consider this necessary.

We trust this increased figure is acceptable with a view to progressing the transfer early in the New Year.

We look forward to hearing from you.

Kind regards,

Sharon

Quote

Number QU-9813
Issue Date 06 December 2022

Client Contact -
Client PO -
Subject Melbourn - Hub - LRA Remedial Works

Billing Address Melbourn Parish Council,
Melbourn Community Hub,
30 High Street,
Melbourn,
SG8 6DZ

Service Address 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 - Legionella Risk Assessment Remedial Works

TMV Maintenance x 2

HWSV Inspection x 1

Product Code	Description	Qty	Unit Cost	Amount
	Labour Estimate 1 days - Normal Hours. Site to temporarily lose hot water services during HWSV Inspection.	1.00	£350.00	£350.00
	TMV Maintenance Annual - 2 x TMV Fail-Safe + Adjust temperature to 41 degrees where possible - Where integral, inspect, clean + disinfect any filters or strainers associated with the TMV where accessible. Costed for one visit only.	2.00	£15.00	£30.00
	HWSV Inspection Inspect internally by removing the inspection hatch or using a boroscope and clean by draining the vessel. Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain. Site to temporarily lose hot water services during works. This is not a HWSV Clean.	1.00	£350.00	£350.00

Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. If applicable, site to install and supply power + plug socket at location(s) for any 2 or 3 port flushing valves and/or aforementioned equipment if advised. Contingency works not included, for which follow-up quotation would be applicable.

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

	Subtotal:	£730.00
	TAX:	£146.00
	TOTAL:	£876.00

Message

Site to ensure existing isolation valves hold prior to works commencing. Site to ensure rooms are accessible for works to be undertaken. If applicable, site to ensure drainage is sufficient in relevant locations for works involving disposal of water. If applicable, site to install and supply power + plug socket at location(s) for any 2 or 3 port flushing valves and/or aforementioned equipment if advised. Contingency works not included, for which follow-up quotation would be applicable.

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

From: [Daniel Nye](#)
To: [Parish Clerk](#)
Cc: [Joshua Rutherford \(he/him\)](#); [Councillor Clark](#); [Susan van de Ven Cllr](#); [Cllr SallyAnn Hart \(SCambs - Melbourn\)](#); [Jose Hales](#)
Subject: RE: Revised Melbourn 20MPH Zone including Traffic Calming (Speed Cushions and raised table)
Date: 05 December 2022 14:07:30

Good afternoon Susan

Thank you for your support for the revised proposal.

Regarding the other points you have made on Cambridge Road and Station Road, I'm afraid that these changes would be outside the scope of the current project and we wouldn't be able to do anything at this time.

You could submit a request in the future to make changes here once all the Parish Councils have been consulted and are in agreement.

Yours sincerely,

Daniel Nye
Interim Project Engineer,
Highway Projects Team
Project Delivery

M: 07950 233219

Cambridgeshire Highways



Place and Economy

Cambridgeshire County Council

A: New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE28 4YE

From: Parish Clerk <parishclerk@melbournpc.co.uk>
Sent: 05 December 2022 09:15
To: Daniel Nye <Daniel.Nye@cambridgeshire.gov.uk>
Cc: Joshua Rutherford (he/him) <Joshua.Rutherford@cambridgeshire.gov.uk>; Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>; Susan van de Ven Cllr <susanvandeven5@gmail.com>; Cllr SallyAnn Hart (SCambs - Melbourn) <cllr.hart@scambs.gov.uk>; Jose Hales <josehales@gmail.com>
Subject: RE: Revised Melbourn 20MPH Zone including Traffic Calming (Speed Cushions and raised table)

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments unless you recognise the sender and know the content is safe. If you believe this email to be spam please visit the CCC Intranet and search for 'SPAM' for instructions on how to report it.

Dear Daniel

Thank you for your email with details of the revised 20mph zone and traffic calming for Melbourn.

Council is grateful to you for taking on board their earlier comments and strongly supports the revised proposals which now address the following:

- 40mph buffer zones on Cambridge Road, Royston Road and New Road
- extending the 20mph zone to include Portway and Armingford Crescent.
- proposal to put HGV warning signs on Beechwood Avenue
- traffic calming cushions

Following the full Council meeting on Monday, 28 November, further comments were noted regarding Cambridge Road and Station Road. Council would appreciate your input on how the anomalies on these two approach roads might be tidied up. :

- **Cambridge Road**

The speed limit at the turning onto Cambridge Road from the A10 is 50mph, becoming 60mph until it reaches the proposed 40mph buffer which in turn leads into the 20mph zone.

- **Station Road**

At the turning onto Station Road from the A10 the speed limit is 60mph. Again, may we request that Highways consider a reduction of the speed limit at this point.

Whilst we appreciate that the A10 turnings on the Cambridge Road and Station Road fall within Shepreth and Meldreth parish boundaries respectively, our District Councillors will be engaging with those Parish Councils to seek support for the points made above.

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>

My working days are Monday to Thursday

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

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

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

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournpc.co.uk

You may request to be removed as a contact at any time: parishclerk@melbournpc.co.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: Daniel Nye <Daniel.Nye@cambridgeshire.gov.uk>

Sent: 21 November 2022 09:55

To: Parish Clerk <parishclerk@melbournpc.co.uk>; Susan van de Ven Cllr <susanvandeven5@gmail.com>

Cc: Joshua Rutherford (he/him) <Joshua.Rutherford@cambridgeshire.gov.uk>

Subject: RE: Revised Melbourn 20MPH Zone including Traffic Calming (Speed Cushions and raised table)

Good morning Claire

Another week is fine. Can we have you feedback by the 5th December please?

Regards,

Daniel Nye
Interim Project Engineer,
Highway Projects Team
Project Delivery

M: 07950 233219



Place and Economy

Cambridgeshire County Council

A: New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE28 4YE

From: Parish Clerk <parishclerk@melbournpc.co.uk>

Sent: 21 November 2022 09:20

To: Daniel Nye <Daniel.Nye@cambridgeshire.gov.uk>; Susan van de Ven Cllr <susanvandeven5@gmail.com>

Cc: Joshua Rutherford (he/him) <Joshua.Rutherford@cambridgeshire.gov.uk>

Subject: RE: Revised Melbourn 20MPH Zone including Traffic Calming (Speed Cushions and raised table)

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments unless you recognise the sender and know the content is safe. If you believe this email to be spam please visit the CCC Intranet and search for 'SPAM' for instructions on how to report it.

Good morning Daniel

Thank you for your email with the revised 20mph zone for Melbourn.

I have circulated the details to all cllrs but would request an extension of say, one week to submit any comments. Perhaps you could advise if this would be acceptable.

Kind regards
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>

My working days are Monday to Thursday

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

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

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

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournpc.co.uk

You may request to be removed as a contact at any time: parishclerk@melbournpc.co.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: Daniel Nye <Daniel.Nye@cambridgeshire.gov.uk>

Sent: 17 November 2022 10:10

To: Parish Clerk <parishclerk@melbournpc.co.uk>; Susan van de Ven Cllr <susanvanden5@gmail.com>

Cc: Joshua Rutherford (he/him) <Joshua.Rutherford@cambridgeshire.gov.uk>

Subject: Revised Melbourn 20MPH Zone including Traffic Calming (Speed Cushions and raised table)

Dear Applicants.

As you know we have recently carried out a Formal Consultation on a proposed 20MPH Zone in Melbourn.

The comments we received were mixed but most seem to be making the following points

- that the Zone didn't extend far enough and that they would like the Zone to be larger than advertised
- that a 40MPH speed limit on the approaches to the village would also be preferable.
- Speed cushions between the existing humps on New Road are un-necessary
- HGV using Beechwood Avenue

In light of the comments we have made some changes to the original design.

- We have extended the boundary points to include more properties. We have placed a Zone Entry/Exit point on Royston Road at the 3 way point with Back Lane and High Street. We are also proposing a 400m buffer zone of 40MPH on the approach to this point.
- We have moved the entry point on Cambridge Road so that Portway and Armingford Crescent are inside the zone. We are also proposing a 400m buffer zone of 40MPH on the approach to this point.
- On Station Road we have moved the entry/exit point to the bridge on the border with Meldreth.
- We will be installing signs to warn HGV drivers that Beechwood Avenue is unsuitable for their use.

After discussions with our Planning and Development Teams I can confirm that there is to be a raised table on new Road between Victoria Way and Rosemary place and that the existing speed humps at 12 and 24 New Road are to be replaced by speed cushions.

This means that the 5 cushions in total proposed by this scheme is now reduced to a single cushion at the give way point at Victoria Way

I have attached some revised drawings showing the new boundary points with 40MPH buffers on the approaches and the speed cushion location.

Could you please engage with all interested parties and share these drawings with them. The Zone is going to need to be advertised in its entirety again in light of these changes and we would like to avoid having to advertise for a third time.

The raised table work is due to begin in the New Year and we would ideally like to tie our work in with this.

Could we please have your feedback by the end of November?

If you have any questions or need clarification on anything please do not hesitate to contact me.

Daniel Nye
Interim Project Engineer,
Highway Projects Team
Project Delivery

M: 07950 233219

Cambridgeshire Highways



Place and Economy

Cambridgeshire County Council

A: New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE28 4YE

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of Cambridgeshire County Council. All sent and received email from Cambridgeshire County Council is automatically scanned for the presence of computer viruses and security issues. Any personal data will be processed in line with the Data Protection legislation, further details at

www.cambridgeshire.gov.uk/privacy Visit www.cambridgeshire.gov.uk

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of Cambridgeshire County Council. All sent and received email from Cambridgeshire County Council is automatically scanned for the presence of computer viruses and security issues. Any personal data will be processed in line with the Data Protection legislation, further details at

www.cambridgeshire.gov.uk/privacy Visit www.cambridgeshire.gov.uk

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of Cambridgeshire County Council. All sent and received email from Cambridgeshire County Council is automatically scanned for the presence of computer viruses and security issues. Any personal data will be processed in line with the Data Protection legislation, further details at www.cambridgeshire.gov.uk/privacy Visit www.cambridgeshire.gov.uk

MACS Food Bank team and Christmas FB deliveries



Ukele Christmas Memory cafe



Timebank Christmas lunch



Melbourn Timebank Report: December and January 2022

Melbourn Timebank Report: December and January 2022/23

December and January activities

1	Timebank Christmas lunch – 35 attendees and 2 lunches delivered to people unable to attend owing to illness
2	Arts & Crafts Group meetings
10	MACS Food Bank Sessions facilitated by Timebank
8	MACS Warm Hub sessions facilitated by Timebank
1	Memory Cafe
1	Cost Of Living Crisis Support Session – Think Communities
1	Healthwatch visit to Coffee morning
1	Living Sport Delivered Table Tennis Kit for Warm Hub

On-going weekly activities

Mondays	Food Bank 10-12 & Warm Hub 12-3
Tuesdays	Dog Cafe
Wednesdays	Wellbeing Walk
Thursdays	Coffee Morning/Food Bank & Warm Hub

Membership growth data: to 13/1/23

	Nov	Dec/Jan	Conversion	Pipeline
Individual Members	111	111	-	9
Organisational Members	17	18	1	1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
3,045	444	492

Total Hours Exchanged To Date



AOB

MACS Food bank opened at Vicarage Close Community Hall on 1st December 2022 and since then has had 47 visits from 25 customers.

Week commencing 19th December **MACS** prepared an additional 10 boxes of goods including Christmas items for delivery to families in Melbourn on 23rd December.

There is substantial local support of both Food and financial donations.



MACS Warm Hub opened 8th December at Vicarage Close Community Hall with free Hot drinks, biscuits, chat with activities including

Table Tennis, Word Games and 'Beetle drive' – we welcomed 8 visitors to play Indoor Bowls on 12th January. Indoor Bowls with Afternoon Tea arranged for

19th December.

MACS working with HomeStart, Melbourn Primary School, Tesco, ACRE and many local businesses to extend our offer and reach.

MACS – can be found at www.melbournfoodbank.co.uk on facebook @melbournactioncommunitysupport



MAYD JOINT COMMITTEE

MINUTES

Minutes of the MAYD Joint Committee held in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ at 14:00 on Wednesday, 14 December 2022

Present: Cllrs Travis (Chair), Barnes and Davey (Melbourn Parish Council), Cllr Garner (Meldreth Parish Council), Cllr Cartmell (Shepreth Parish Council)

In attendance: Claire Littlewood (Clerk to Melbourn Parish Council), Diana Hedley and Emily Ankers (Groundwork East), Amanda Silvester (CCC)

- MAYD34/22 To receive any apologies for absence
Apologies were received from County Cllr van de Ven and District Cllr Hart.
It was RESOLVED to approve the apologies for absence.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- MAYD35/22 To receive any declarations of pecuniary or non-pecuniary interests and reasons from members of the Joint Committee on any item on the agenda.
None received.
- MAYD36/22 To consider approving the Minutes of the Meeting held on 20 September 2022
It was RESOLVED to approve the minutes of the meeting held on 20 September 2022 as an accurate record.
Proposed by Cllr Garner, seconded by Cllr Clark. All in favour.
- MAYD37/22 Report on actions from the Meeting held on 20 September 2022
MAYD27/22 Noted that s106 Officer has indicated that s106 monies may not be used to set up the gaming café.
- MAYD38/22 To receive the MAYD accounts
The accounts were received.
- MAYD40/22 To note Groundwork's updated proposal for winter provision
Noted that the cost of the proposal for winter provision was reduced to £11,907 to take account of two sessions carried over from the summer sessions.
- MAYD41/22 To receive an update on youth club activities
Groundwork reported that project-based sessions are ongoing. Numbers are steady with a core group of 6-7 young people from yr8 attending regularly. Occasional attendance by young people from yrs9-10. Currently no yr7. Popular activities include craft activities and baking/food prep. Young people able to eat before going on to other clubs, including football. **ACTIONS:** Groundwork to provide a list of crockery required for the kitchen.
Groundwork is promoting youth club via posters shared with MVC and Parish Councils. **ACTION:** AS to arrange for Groundwork to meet with MVC pastoral care in January.
Discussion around maximum numbers of 15 young people able to attend when the gaming café is set up. If numbers increase beyond this, additional sessions may be considered.
Discussion around recruiting additional volunteers to help with youth club as this would allow session leaders to have more time to talk to young people. **ACTION:** Groundwork to provide volunteer information packs to AS.
[The Chair amended the order of the agenda]
- MAYD43/22 To receive an update on contributions from participating Parish Councils

Signed:.....
Dated:

Chair thanked Meldreth and Shepreth Parish Councils for their continued support for MAYD and noted their financial contributions were greatly appreciated. Unfortunately, Foxton Parish Council have withdrawn from the Joint Committee. It was noted that attendance from Foxton was very low. Groundwork explained that some young people have difficulties with transport. **ACTION:** Clerk to update Financial Agreement and Parish Councils Agreement and to circulate to current Joint Committee members for signature.

MAYD42/22 To report on the status of the Gaming Café proposal and grant funding

Cllr Travis noted that unfortunately Lottery Grant funding is not available to MAYD. However, noted that there are sufficient funds available to progress the gaming café. Efforts are ongoing to provide wi-fi to the pavilion. It is hoped that progress will be made soon. Subject to wi-fi being available, the gaming café should progress. AS noted that Community Reach Funding may be available to fund purchase of some equipment. Noted importance of highlighting youth provision in the area and also young people's support for gaming café as evidenced by consultation carried out by Groundwork in 2021.

ACTIONS:

- AS to forward information to Groundwork to submit an application for funding.
- MAYD Joint Committee to provide supporting statement

It was suggested that donations of equipment in working order would be welcomed. Secure storage of the equipment was discussed. Agreed that the equipment would be sourced by Groundwork and owned by Melbourn Parish Council.

[14:38 Emily Ankers left the meeting]

ACTION: Groundwork to research and prepare a list of equipment required to set up the gaming café.

It was RESOLVED that subject to wi-fi being available in the pavilion, expenditure up to £5,000 was approved for Groundwork to purchase gaming equipment. Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

MAYD44/22 To accept notices and matters for the future agendas.

Suggestions from Young People at Youth Club

None received

Suggestions from Councillors

None received

Suggestions from Members of the Public

AS highlighted the HAF programme which provides funding for activities through the holidays. Targets young people on FSM but may consider funding for groups where not all are in receipt of FSM. Examples of Waterbeach café that also benefits from Food Share.

ACTION: DH to provide further information.

Chair thanked AS for arranging and delivering youth training to Joint Committee members.

MAYD45/22 To note the date of the next meeting

Clerk to circulate dates for a meeting in mid-January 2023.

The meeting closed at 14:54

Futures Meeting 19th October 2022 (notes)

1. Apologises, no apologies received
2. The previous minutes were approved.
3. Greenway update, County Councillor Susan van de Ven provided a brief update of the status of the project. The consultation process has now commenced and various presentations are being arranged.
4. Road narrowing, it was identified that the Greenways initiative may offer a solution to the excessive speed of traffic entering Melbourn from the A10 near back lane. One of the options is to introduce a give way arrangement This is to be investigated if it does go ahead through the Greenways initiative then the Futures group will not need to campaign for this traffic calming measure to be introduced. We will continue to monitor this aspect of the Greenway initiative.
5. Gateways. We discussed the introduction of gateways at Cambridge Road and Royston Road ends of the village. We are looking to introduce 2 gateways at the Cambridge road end and one at the Royston road end. The cost of acquiring the gateways is approximately £3,000.00 plus installation costs. One of the Futures group has offered to contact their employers to see if there is any appetite to support this initiative financially. The request by the Futures group to introduce the gateways will be taken to full council in due course.
6. Other initiatives. The possibility of purchasing outdoor gym equipment was discussed. This is to be taken forward to the next Futures working party meeting.
7. Other initiatives, the group were asked to consider other initiatives that the working party could get involved with.

Actions

- a) Continue to liaise and monitor the Greenways initiative regarding road calming measures.
- b) Wait to hear from the Futures working party member regarding financial support for the gateways project.
- c) GSC to take the proposal to introduce gateways to full council for installation costs and or full purchase costs subject to (b) above.

PRESS AND MEDIA POLICY

1 Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 Key Aims

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet/social media – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the press have access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 The Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, and the Audit and Accountability Act 2014. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Parish Council's adopted Standing Orders should be adhered to.

4. Contact with the Media

- 4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 4.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 4.4 There are a number of personal privacy issues for the Clerk and Councillors that must be handled carefully and sensitively. These include the release of personal information,

such as home address and telephone number (although Councillor contact details are in the public domain); disciplinary procedures and any long-term sickness absences. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

4.5 When responding to approaches from the media, the Clerk and Chairman are authorised to make contact with the media. In specific cases the Clerk and/or Chairman may authorise other Member/s to respond to media requests.

4.6 Statements made by the Chairman and the Clerk should reflect the Council's opinion.

4.7 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

4.8 Should a Member decide to submit a letter to the press on any subject they should not use the term 'Parish Councillor' or give the impression, directly or implied, that they are writing on behalf of the Council.

5 Attendance of Media at Council Meetings

5.1 The Local Government Act 1972 and the Audit and Accountability Act 2014 requires that agendas, reports and minutes are sent to the media on request.

5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

5.3 The media are encouraged to give prior notice of filming or taping of Council proceedings to the Clerk and Chairman.

6 Press Releases

6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Councillors to look for opportunities where the issuing of a press release may be beneficial.

6.2 All press releases must be issued by the Clerk.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 16 January 2023

Review Policy: Every 2 years

MELBOURN PARISH COUNCIL

Asbestos Management Plan : St Georges and Grays Allotments

Purpose: To set out the management plan for reducing the risk of exposure to asbestos on the allotments and to set out the procedure for removing asbestos when it is found.

Section 1 – Overview:

Asbestos was widely used by the construction industry before 1995. Products such as cement sheets, roof panels, ceiling tiles, ceiling coatings and PVC floor tiles may all contain asbestos. Not all asbestos material presents the same risk.

The type of asbestos that is generally found on the allotment sites is white asbestos in the form of cement panels and usually found as fragments in the soil. The white asbestos is generally considered “low risk” because the asbestos fibres are bonded with the material so it is more difficult for them to be released into the air. Asbestos is not considered hazardous as long as it remains in place and undamaged. It is only when materials containing asbestos are damaged that there is potential for asbestos fibres to be released into the air and inhaled.

St George’s allotments historically had buildings on the site that are believed to have been constructed using asbestos cement. Due to the history of the allotment site, the Parish Council treats all materials suspected of containing asbestos as asbestos and will follow the protocol in section 4.

Section 2 - Responsibility:

As the land owner, the Parish Council is responsible for implementing the Asbestos Management Plan and the Allotment Association will help to facilitate the plan.

All plot holders are responsible for acting in accordance with the plan and reporting issues to the Allotment Association and Parish Council.

The contact details for the Parish Council and Allotment Association can be found below. When reporting asbestos, you must inform both organisations.

Name	Contact Details	Organisation
Sophie Marriage	assistantclerk@melbournpc.co.uk 01763 263303 (option 3)	Melbourn Parish Council
Graham Place (secretary) Chris Selway (chairman)	Gaplace10@gmail.com ; gardenrobot@AOL.com	Allotment Association

Section 3 - General safety advice:

Asbestos is only dangerous when it is disturbed and when managed safely and contained it does not present a hazard. If you do come across a piece of material that you suspect may contain asbestos, do not break or damage it to avoid release of hazardous fibres.

It should be noted that plants can only absorb water soluble minerals and asbestos is not water soluble, so it is safe to plant, grow, and consume produce from the allotments. It is advisable to wash produce with clean water before use. As always, children should be supervised at all times when they are on the allotments.

An Asbestos Survey Report was carried out on 2nd November 2022 to identify, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACMs) and to assess the risks during activities on the site. The materials found at the allotments were deemed “low” risk overall risk for the site was categorized as “very low”.

MELBOURN PARISH COUNCIL

ACMs within this category are predominantly not readily accessible, unlikely to be disturbed and due to their nature, condition, location or extent, and would lead to minimal fibre release if they were disturbed. The survey advises that visual inspections should be made on an annual basis to ascertain any change in condition and where such a change occurs, should be appropriately assessed, scored and re-prioritised. It has been recommended that any identified ACMs (bounded) are removed under partially controlled conditions by fully licensed contractors.

If you are unsure about whether a piece of material contains asbestos, you should presume it does and follow the steps set out in section 4.

Section 4 –What to do when material that may contain asbestos is found on a plot:

The steps in sections 4 have been guided by the findings and recommendations from the Asbestos Survey Report 2022 and information from the Health and Safety Executive.

Step 1: Holder identifies piece(s) of material that may contain asbestos on allotment plot

Step 2: Holder takes care not to disturb the material that may contain asbestos, by leaving the material where it is or by wetting the material thoroughly with water, then moving it with a trowel/spade to a more suitable area on their plot. The holder must mark the location of the material with a red marker. Red markers are kept in the box next to the noticeboard at the entrance to the site

Step 3: Holder informs Parish Office **and** Allotment Association (via contact details in Section 2) that they have identified material that may contain asbestos and have marked exact location of the material.

Step 4: The Parish Office will arrange clearance annually. It will be up to the discretion of the Clerk/Maintenance committee if more frequent clearances are required. The holder will not disturb the area where the material that may contain asbestos has been identified until the Parish Office confirms that clearance is complete.

Step 5: The Parish Office confirms clearance of the material and the holder can resume gardening in this area.

Section 5 – Long term plan to reduce the risk of exposure to asbestos:

Pieces of asbestos have been found across the allotments over several years. In order to reduce the amount of asbestos and in accordance with the recommendations from the Asbestos Survey Report, the Parish Council will arrange for a licensed contractor to carry out yearly site inspections in the spring time, to monitor the presence and extent of asbestos and to clear any visible asbestos. This will reduce the amount of asbestos at the allotments over time. The introduction of yearly site inspections will be reviewed annually to monitor its effectiveness.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Document Review Policy: 2 years from last approval