

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 July 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 Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Travis, Wilson

Absent:

In attendance: Sophie Marriage (Parish Clerk), Abigail Williams (Assistant to the Parish Clerk), and County Councillor Susan Van de Ven

PC055/23 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Barley and Campbell.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.
Apologies noted from District Councillor Hales.

PC056/23 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

Declaration of interests were made by Cllrs Travis and Kilmurray in items PC062/23d) and all items under PC068/23). Declaration of interests were declared by Cllr Wilson in items PC062/23b&c). Dispensations were granted to stay for the discussion but not vote.

PC057/23 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.

PC058/23 To approve the minutes of the Parish Council meeting on 26 June 2023

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26 June 2023 as an accurate record.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

19:33 Cllr Davey joined the meeting.

PC059/23 To report back on the minutes of the Parish Council meeting on 26 June 2023

There was nothing to report.

PC060/23 Chair's Announcements

The Chair noted that Cambridgeshire County Council have approved the suggested flyer re the 20mph zone for residents. The Chair noted that an additional letter could be sent to businesses to communicate with employees.

Cllrs to discuss communications over email and decide on best action.

The Chair noted a potential date change for the September Parish council meeting – to be confirmed.

The Chair reminded Cllrs to complete their road inspections and send to the office.

PC061/23 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from District Cllr Hart and County Cllr Van de Ven. The report was duly noted. *A copy of the report can be found in the supporting documents attached to the minutes.*

Cllr Hart mentioned the need for the Melbourn Village College sign on High Street to be replaced.

PC062/23 Finance Matters:

- a) To receive and consider the finance reports for June 2023
The report was noted.
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve.
3 quotes were received and considered.

Note was made to check the temporary toilet provision was acceptable in all quotes.

ACTION: Parish Office to confirm toilet provision is adequate for Little Hands needs, to remove clauses around drain inspection and to confirm guarantee of work.

Signed:..... Date:.....

It was RESOLVED to accept the quote from RG Carter for £11,038.75+VAT subject to the details as mentioned above being confirmed.

Proposed by Cllr Travis, seconded by Cllr Barnes

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Travis

Abstain: Cllr Wilson

- c) To consider quotations for the work to concrete areas of Littlehands car park following the drainage work

It was noted that cost for this work is high and alternative solutions should be investigated. It was agreed that no vote would take place and the item would be removed from the agenda and further investigation for a solution would be placed with the Maintenance Committee.

- d) To consider approving an invoice relating to PCN at the Hub

It was noted that PC062/23d) should state invoices not invoice.

It was RESOLVED to approve the invoice relating to PCN at the Hub at a cost of £1,785

Proposed by Cllr Davey, seconded by Cllr Hart

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson

Abstain: Cllrs Kilmurray, Travis

It was RESOLVED to approve the invoice relating to healthcare services at the Hub at a cost of £160.50

Proposed by Cllr Davey, seconded by Cllr Cowley

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson

Abstain: Cllrs Kilmurray, Travis

20:28 County Councillor Susan Van de Ven left the meeting.

- e) To consider approving expenditure for benches in the Moor play park from s106 funds

It was RESOLVED to approve up to £1000 spend from the s106 funds on 2 accessible benches subject to the Parish Office being satisfied they are the correct size. **£673.74 from Play Parks project pot and balance from S106 up to £1,000.**

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

- f) To consider approving the approvals list for July 2023

It was RESOLVED to approve the approvals for July 2023.

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

PC063/23 Governance:

- a) To receive updates and consider actions

None were received.

PC064/23 Bank reconciliations

- a) To note bank reconciliation for June 2023

It was noted that bank reconciliations are in progress.

PC065/23 Email Decisions

- a) To note decisions regarding allotment fees and pavilion hire fees

It was noted.

- b) To note decision to recruit a part-time Parish Clerk

It was noted.

- c) To receive updates and consider actions

None received.

PC066/23 Maintenance Matters:

- a) To receive updates and consider actions

It was noted that the last Maintenance Committee was inquorate – the next meeting will be held on Thursday 17 August 2023.

- b) To consider quotations to cut back the hedge at Thatcher Stanfords

It was RESOLVED to accept the quote from Majestic for £320+VAT.

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

PC067/23 Planning Matters:

- a) To receive updates and consider actions

None received.

PC068/23 Community Hub

- a) To receive an update on the repair to tiles on the roof

Parish Office confirmed that L. Aken Roofing are still wanting to fix the roof for an advertising opportunity – date to be set when workload is less.

It was noted that we should ensure that all relevant rules and regulations are taken into account. It was RESOLVED to accept the offer subject to the notes above.

Proposed by Cllr Hart, seconded by Cllr Alexander

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson
Abstain: Cllrs Kilmurray, Travis

- b) To consider quotations for works to the front and back doors
It was RESOLVED to accept the quotation for works from MGS for £4,590+VAT
Proposed by Cllr Davey, seconded by Cllr Cowley
In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson
Abstain: Cllrs Kilmurray, Travis
- c) To consider quotations for fire panel work in relation to the doors
It was RESOLVED to accept the quotation for works from County Fire Services for a £500+VAT day rate (probably used over 2 x half day rate at £250+VAT)
Proposed by Cllr Wilson, seconded by Cllr Alexander
In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson
Abstain: Cllrs Kilmurray, Travis
- d) To receive updates and consider actions
None received.

PC069/23 Health, Safety, accessibility, and Wellbeing

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

PC070/23 Melbourn Timebank

- a) To receive the Timebank's monthly report for July
The report was noted.
- b) To consider the approval of Timebank expenses
None received.
- c) To receive any updates and consider actions
None received.

PC071/23 To receive an update from the MAYD Joint Committee

- a) To receive updates and consider actions
MAYD meeting due to be held 25 July 2023. Work progressing on the introduction of the Connections Bus and Mix Music DJ workshops.

PC072/23 To receive an update from the Futures Working Party

Cllr Clark to work with the Parish Office to reinstate. Focus will include gateway on Cambridge Road to define the village.

PC073/23 HR Matters:

- a) To discuss and consider an increase in hours for the timebank coordinator
It was RESOLVED to increase hours to 20 hours per week.
Proposed by Cllr Davey, seconded by Cllr Travis. All in favour.
- b) To consider appointing the financial officer as Responsible financial officer
It was RESOLVED to appoint the financial officer as the Responsible Financial Officer.
Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.
- c) To receive an update of the recruitment of a Part-time Parish clerk
No applications received. Job re-advertised.
- d) To receive an update on the recruitment of a green open spaces warden
Four applications received. Short list and interviews to happen imminently.
- e) To receive updates and consider actions
None received.

PC074/23 Policies

- a) To consider updates to the financial regulations
It was RESOLVED to accept updates to financial regulations.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To consider updates to the Risk management policy
Deferred. Document still in progress.

PC075/23 To note the date of the next meeting: 25 September 2023

The date of the next meeting was noted as 25 September 2023.

Meeting ended 21:09

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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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 Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson, Kanagarathnam (Co-option)

Absent:

In attendance: Sophie Marriage (Parish Clerk), Abigail Williams (Assistant to the Parish Clerk), and County Councillor Susan Van de Ven

PC033/23 To receive and approve apologies for absence

Apologies were received from Cllrs Davey, Campbell and Barnes with acceptable reasons given.

It was RESOLVED to accept the apologies from Cllrs Davey, Campbell and Barnes.

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

Apologies were noted from District Councillor Hales.

PC034/23 To consider applications for co-option

Application for co-option was received from Muhilan Kanagarathnam. Cllrs were given an opportunity to seek further information from Dr Kanagarathnam on his reasons for standing for co-option. Dr Kanagarathnam left the room and the Cllrs indicated by a show of hands unanimous support to co-opt Dr Kanagarathnam. The Declaration of Acceptance of Office was made and signed before the Clerk and Chairman.

Dr Kanagarathnam left the meeting to allow Council to vote on co-option.

New Cllr Kanagarathnam re-joined the meeting.

PC035/23 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

Declaration of interests were made by Cllrs Travis and Kilmurray in items PC041/23d), PC041/23g) and all items under PC047/23). Dispensations were granted to stay for the discussion but not vote.

PC036/23 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.

PC037/23 To approve the minutes of the Annual Parish Council meeting on 22 May 2023

It was RESOLVED to approve the minutes of the Annual Parish Council Meeting held on 22 May 2023 as an accurate record.

Proposed by Cllr Kilmurray, seconded by Cllr Barley

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

Abstain: Cllr Kanagarathnam

PC038/23 To report back on the minutes of the Annual Parish Council meeting on 22 May 2023

The Clerk reported that they had received confirmation from the Greenway project that the bus stop on the plan on Station Road was to future proof any bus provision. Consideration was also being given to the path near the war memorial.

County Cllr Van de Ven confirmed timescales for the project were not imminent but it is understood that all works has to be completed by 2025.

PC039/23 Chair's Announcements

The Chair noted that the Futures Working Party would be reinstated.

Signed:..... Date:.....

The Chair noted thanks to all that were involved in the Melbourn Family Fun Day and reported positive engagement from all who attended.

ACTION: Parish Office to send formal thanks to David and the Fete Committee for the event.

PC040/23 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from District Cllr Hart and County Cllr Van de Ven. The report was duly noted. *A copy of the report can be found in the supporting documents attached to the minutes.*

Cllr Kilmurray asked District Cllr Hart how the Environment Agency's objections would reflect on the ability of SCDC to build out fast enough to comply with their Local Plan and whether this would result in the Local Plan being declared in breach thus negating things like the 5 year land supply and allow wildcat planning applications again.

Cllr Kilmurray said it was good to see the EA objecting to ever more building on environmental grounds i.e. a lack of water in this region.

(District Cllr Hart provided a written response from Cllr Dr Tumi Hawkins after the meeting.) *This response can be found in the supporting documents attached to the minutes.*

20.04 County Cllr Van de Ven left the meeting.

PC041/23 Finance Matters:

- a) To receive and consider the finance reports for May 2023
The report was noted.
- b) To consider quotations to repair the drains at Little Hands to be funded from the Asset Management Reserve
Only one quote has been received. **ACTION:** Parish Office to continue to chase second supplier for quote and contact Cllr Wilson for suggestions of other suppliers. This item was deferred.
- c) To consider quotations for the work to concrete areas of Little Hands car park following the drainage work
Quotes being gathered for consideration. Could look at alternative solutions such as ecogrid. This item was deferred.
- d) To consider approving payment for work relating to the hub doors
It was noted that MGS are due to attend site to clarify further works required to ensure the works are completed to the required standard.
It was RESOLVED to approve the payment of works already carried out on the hub doors at the cost of £4956.00 inc VAT.
Proposed by Cllr Wilson, seconded by Cllr Alexander
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Wilson
Abstain: Cllrs Kilmurray, Travis, Kanagarathnam
- e) To consider approving training expenditure for council employees
It was RESOLVED to approve training expenditure of up to £1,210 for council employees.
Proposed by Cllr Travis, seconded by Cllr Hart
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- f) To consider approving an invoice for library books from s106
It was RESOLVED to approve the invoice for library books from s106 money at a cost of £231.81.
Proposed by Cllr Hart, seconded by Cllr Alexander
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Wilson
Abstain: Cllrs Kilmurray, Travis, Kanagarathnam
- g) To consider approving an invoice relating to PCN at the Hub
It was RESOLVED to approve the invoice relating to PCN at the Hub at a cost of £3,493.66.
Proposed by Cllr Hart, seconded by Cllr Barley
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Wilson
Abstain: Cllrs Kilmurray, Travis, Kanagarathnam
It was RESOLVED to approve the invoice relating to healthcare service at the Hub at a cost of £397.50.
Proposed by Cllr Hart, seconded by Cllr Clark
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Wilson.
Abstain: Cllrs Kilmurray, Travis, Kanagarathnam
- h) To consider approving the approvals list for June 2023
It was RESOLVED to approve the approvals list for June 2023.

Proposed by Cllr Cowley, seconded by Cllr Kilmurray
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam

PC042/23 Governance:

- a) To receive the internal auditors report
It was noted that the internal auditor has attended but has not yet sent the report. This item was deferred.
- b) To receive updates and consider actions
None were received.

PC043/23 Bank reconciliations

- a) To note bank reconciliation for March, April and May 2023
It was noted.

PC044/23 Email Decisions

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

PC045/23 Maintenance Matters:

- a) To consider a request to install a plaque in the millennium copse.
Cllrs discussed the installation of the plaque. The design suggested was noted. Further correspondence with the applicant is needed. **ACTION:** Parish Office to contact applicant and confirm installation of the plaque is dependent on change to inscription. Not to include copyright logo.
- b) To receive updates and consider actions
An update was received regarding recent works to the River Mel, carried out by Rob Mungovan and RMRG.

PC046/23 Planning Matters:

- a) To receive updates and consider actions
At the Orchard Gardens development outstanding landscaping work is to be carried out by the developer before the council takes over the green space on the site.

PC047/23 Community Hub

- a) To consider quotations to repair tiles on the roof
Two quotes received. One was an offer to fix for advertising in the Hub. Second quote was totalling £750.
ACTION: Parish Office to chase L.Aken Roofing to confirm what advertising they would need in order to carry out the work.
- b) To consider a quotation for the servicing of the air conditioning units
It was RESOLVED to accept the quote from Airway to service the air conditioning units at a cost of £336.00.
Proposed by Cllr Barley, seconded by Cllr Alexander
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- c) To consider quotations for works to the front and back doors
As stated in PC041/23d) awaiting further clarification of work required.
- d) To receive updates and consider actions
None received.

PC048/23 Health, Safety, accessibility, and Wellbeing

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

PC049/23 Melbourn Timebank

- a) To receive the Timebank's monthly report for May and June
The report was noted.
- b) To consider the approval of Timebank expenses
None received.
- c) To receive any updates and consider actions
None received.

PC050/23 To receive an update from the MAYD Joint Committee

- a) To receive updates and consider actions
A free DJ Workshop demonstration is being held at The Hub on Sunday 2 July. The Connections Bus is due to start visits to Melbourn Village College from September term. Days and times to be confirmed following the next MAYD meeting

PC051/23 To receive an update from the Futures Working Party

Cllr Clark noted the Futures Working Party would meet. Focus will include the road issues, yellow lines, pot holes etc.

PC052/22 HR Matters:

- a) To note the resignation of the Parish Clerk
The Council noted the resignation of Sophie Marriage. Thanks and appreciation were noted for the work Sophie has undertaken over the last 3 years. It was noted that the Clerk role would be advertised. Hours to be confirmed.
- b) To receive updates and consider actions
Discussions have resumed about the recruitment of a Conservation Warden for 7 hours a week to look after conversation matters which will free up some of the Wardens current hours for other jobs. Role to be advertised.

PC053/23 Policies

- a) To consider updates to the Community Facilities and Services Equal Opportunities for Access policy
Noted a grammatical error in the 3rd paragraph.
It was RESOLVED to accept the Community Facilities and Services Equal Opportunities for Access policy with the stated grammatical change.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- b) To consider approving the Petty Cash policy
Cllr Kilmurray noted the policy had already been approved by Finance & Good Governance Committee.
It was RESOLVED to accept the Petty Cash policy.
Proposed by Cllr Wilson, seconded by Cllr Alexander
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- c) To consider approving the Effectiveness of Internal Audit policy
Cllr Kilmurray noted the policy had already been approved by Finance & Good Governance Committee.
It was RESOLVED to accept the Effectiveness of Internal Audit policy.
Proposed by Cllr Wilson, seconded by Cllr Travis
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- d) To consider approving the Effectiveness of Internal Controls policy
Cllr Kilmurray noted the policy had already been approved by Finance & Good Governance Committee.
It was RESOLVED to accept the Effectiveness of Internal Controls policy.
Proposed by Cllr Wilson, seconded by Cllr Kilmurray
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- e) To consider approving the Record of Processing Activities
It was RESOLVED to accept the Record of Processing Activities.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray
In favour: Cllrs Alexander, Barley, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam
- f) To consider approving the allotment Agreement
Cllr Kilmurray noted the policy had already been approved by Finance & Good Governance Committee.
It was RESOLVED to accept the Allotment Agreement.
Proposed by Cllr Kilmurray, seconded by Cllr Wilson
In favour: Cllrs Alexander, Clark (Chair), Cowley, Hart, Kilmurray, Travis, Wilson
Abstain: Cllr Kanagarathnam, Barley

PC054/23 To note the date of the next meeting: 24 July 2023

The date of the next meeting was noted as 24 July 2023.

Meeting ended 20.55

Melbourn Parish Council July 2023 – County and District Councillor Report

‘Old Pond’ expression of interest, Anglian Water funding, and next steps:

We will be meeting County and District officers next month to discuss opportunities for pursuing this restoration project at the corner of Back Lane/High St, for the purpose of alleviating silt build-up in Highways surface water drains.

20MPH follow-up

The County LHI and 20MPH team will inspect the implementation of this scheme for completeness.

Melbourn Primary School road markings

We have made an urgent request for refreshed road markings outside of Melbourn Primary School to be implemented during the summer holidays.

Royston Recycling Centre

As previously reported, Cambridgeshire and Hertfordshire County Councils are working hard to formalize an arrangement for South Cambs residents to continue using the Royston Recycling Centre, which is owned and operated by Herts CC. A Cambs County Council meeting on 13 July approved ‘the principle of exploring and implementing a reciprocal access and cost sharing arrangements with Hertfordshire County Council...to not disadvantage Cambridgeshire and Hertfordshire residents from using the nearest recycling centre to their homes in the Thriplow and Royston areas.’

This is a long way of saying we hope the Royston tip will remain available to Cambridgeshire residents in the long term.

Cambs County Council financial position:

Cambridgeshire County Council ended the past financial year (2022/23) with a overspend of just 0.2 per cent of its annual budget.

Despite growing inflation on all the goods and services the council buys, the council kept its overspend to just £728,000, a figure it had been predicting with some accuracy for the second half of the year.

The council set its 2022/3 budget in February 2022 at a time of great uncertainty, and during the year which followed inflation reached record highs, meaning that in-year the council had to manage more than £43M of additional pressures.

The final position shows that increases in some areas such as high levels of inflation in home to school transport, lower than expected income in some areas due to a slow recovery from COVID, and the impact of a national shortage (and consequent spiralling costs) of placements for children with very specialist mental health needs had largely been mitigated by underspends elsewhere.

The central issue remains however that Cambridgeshire County Council is woefully underfunded by central government, leaving residents of this county severely disadvantaged.

Cambridgeshire is a growing county, but despite this our funding formula remains fixed to population figures from more than ten years ago. In effect, while more Cambridgeshire residents are

contributing to national taxes, our settlement has not been updated to supporting the area's direct local needs, leaving the council with problems to fix that will need many years of detailed work, not just short-term patching. The leaders of all four political groups on the county council wrote again to the Secretary of State for Levelling Up earlier this year, putting the case for change and a funding settlement which truly meets Cambridgeshire's local needs, but received no acknowledgement.

Cross-party appeal to Levelling up Secretary – fair funding for Cambridgeshire

The leaders of all four political groups on the County Council wrote again to the Secretary of State for Levelling Up earlier this year, putting the case for change and a funding settlement which truly meets Cambridgeshire's local needs, but received no acknowledgement.

Earlier this month there was an historic national cross-party and cross-sector consensus of district and county councils, housebuilders, housing associations, charities and planners expressed in a joint letter and in a Ministerial Roundtable with the Minister for Housing, urging the government to not proceed with the proposed changes to the way in which affordable housing and vital infrastructure is paid for. The current planning system is not perfect, but it places an obligation on developers to provide upfront funding towards GP surgeries, schools, transport links and affordable housing alongside any new development.

Everyone, including housebuilders and housing associations, agree that existing and new communities need access to these services early in the development process. However, the proposed changes mean that developers would only pay this contribution once the first houses are built and sold, therefore leaving all the burden and financial risk on cash-strapped district and county councils. There is deep concern about the impacts on provision of vital transport infrastructure and affordable housing in our area.

Cambridgeshire NHS survey for the Royston area

Royston is within the Cambridgeshire NHS footprint, with all of its GP practices falling into South Cambridgeshire primary care networks. Much of the NHS and primary care estate in Royston is no longer new, prompting necessary thought and consideration of what next.

Please have a look at complete the survey, by Aug 11, if you can. The Integrated Care System, our local NHS, is considering best ways of delivering various levels of health care in the future, which also needs to take the current estate into consideration.

Let's talk Royston: <https://www.cpics.org.uk/lets-talk-royston>

Meldreth Station: announcement on nationwide station ticket office closures

The rail industry has announced a short consultation on closure of ticket offices – from July 5-26, allowing little time for meaningful public response. This comes at a time when ridership is struggling to recover to pre-Covid levels, which for Meldreth, Shepreth and Foxton Stations has meant the loss of the half-hourly off-peak service.

<https://www.thameslinkrailway.com/publicconsultation>

Please note that the proposal is not to close station premises - waiting rooms, toilets, etc – at Meldreth or any other station, but rather to deploy staff currently selling tickets behind the counter to a different set of responsibilities on site, and at the same hours that ticket offices are currently open. So, staff would be present to assist passengers with any manner of help needed, including buying tickets from the machine, and future trip planning. One of the reasons for the proposal is

that generally more tickets are sold from machines and the call on behind the counter ticket sales is dropping.

However, the Meldreth Shepreth and Foxton Rail User Group is concerned about any diminishing of confidence in using the railway, especially for anyone who doesn't use automated machines, or doesn't have access to a smart phone or the internet for travel planning. The Rail User Group will be asking for a clear, convincing picture as to how those people will be genuinely served and supported, especially given that station staff will not have access to computers for journey planning.

Meldreth Station offers a personal and warm welcome, encouraging train ridership – and human presence is cherished.

Ticket office closures will be considered on a station-by-station basis, so it is definitely worth having your say on this issue.

The watchdog group Transport Focus is asking for feedback here: <https://www.transportfocus.org.uk/train-station-ticket.../>

The Meldreth Shepreth and Foxton Rail User Group will be submitting a formal response to the consultation. If you have a view that you would like to be included, please comment below or contact railusergroup@gmail.com

A10 cycle/walk/scoot path vegetation maintenance grant

A new maintenance grant from Melbourn Science Park's Melbourn Community grant scheme will enable better vegetation cutback along the A10 path between Melbourn and Trumpington. This follows an earlier private business grant for the same purpose, from a tenant at Melbourn Science Park. Cambridgeshire Highways cuts the verges and does spot work where it can, but more is needed to keep the path in best condition. The grant was awarded in April; with nesting season nearly over, a late summer hard cutback is now being planned. The grant is held by the A10 Corridor Cycling Campaign and deployed in liaison with Cambridgeshire Highways. If you'd like to be involved in the Campaign, please get in touch.

Financial Budget Comparison

Comparison between 01/04/23 and 30/06/23 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/23

		2023/24 Budget	Reserve Movements	Actual Net	Balance
INCOME					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£31.01	-£2,768.99
101	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,650.00	£0.00	£3,879.73	-£2,770.27
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£985.00	-£3,215.00
Total Cemeteries		£4,200.00	£0.00	£985.00	-£3,215.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£35.00	-£3,165.00
320	Hire of Recreation Grounds	£840.00	£0.00	£770.09	-£69.91
340	Pavilion Hire	£315.00	£0.00	£450.00	£135.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,355.00	£0.00	£1,255.09	-£3,099.91
Finance & General Purpose					
410	Precept	£314,890.00	£0.00	£157,445.00	-£157,445.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£985.39	-£5,014.61
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£1,214.55	£1,214.55
435	Interest - Charity Bank	£0.00	£0.00	£0.00	£0.00
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£26.00	£26.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£168.27	£168.27
600	Grants Received	£0.00	£0.00	£0.00	£0.00
650	MCCR/Covid 19	£0.00	£0.00	£0.00	£0.00
660	Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£320,890.00	£0.00	£159,839.21	-£161,050.79
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	£27,000.00	£0.00	£6,750.00	-£20,250.00
Total Rental Property		£27,000.00	£0.00	£6,750.00	-£20,250.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£0.00	£0.00	£0.00

Community Benefit Reserve					
960	Solar Farm Grant Income	£0.00	£53,471.73	£53,471.73	£0.00
Total Community Benefit Reserve		£0.00	£53,471.73	£53,471.73	£0.00
S106 & Other Capital Grants Reserve					
140	S.106 Grants	£0.00	£0.00	£0.00	£0.00
141	S106 - Community Transport Service	£0.00	£0.00	£0.00	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£0.00	£0.00	£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		£363,095.00	£53,471.73	£226,180.76	£-190,385.97

EXPENDITURE

Conservation					
1000	Allotments	£3,150.00	£0.00	£20.10	£3,129.90
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£13,210.00	£0.00	£1,442.96	£11,767.04
1150	Stockbridge Meadows	£1,650.00	£0.00	£600.00	£1,050.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£1,867.50	£6,802.50
1300	Public Open Space Maintenance Contract	£6,420.00	£0.00	£1,380.00	£5,040.00
Total Conservation		£33,100.00	£0.00	£5,310.56	£27,789.44
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£460.90	£4,094.10
2100	Cemetery Grounds Maintenance Contract	£5,590.00	£0.00	£1,452.49	£4,137.51
Total Cemeteries		£10,145.00	£0.00	£1,913.39	£8,231.61
Play Areas & Recreation Grounds					
3000	Play Areas	£4,290.00	£0.00	£1,830.50	£2,459.50
3200	Recreation Grounds	£14,190.00	£0.00	£5,815.52	£8,374.48
3400	Pavilion	£10,065.00	£0.00	£2,724.56	£7,340.44
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£10,370.58	£18,174.42
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£0.00	£1,900.00
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£886.64	£1,743.36
4500	Insurances	£15,950.00	£0.00	£638.55	£15,311.45
4700	Membership of Societies	£1,500.00	£0.00	£1,502.19	£-2.19
4900	Parish Clock	£415.00	£0.00	£0.00	£415.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£2,398.31	£25,091.69
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£18,814.45	£63,185.55
5300	Sundry Expenses	£198.00	£0.00	£321.69	£-123.69

5400	Training	£1,600.00	£0.00	£385.00	£1,215.00
5700	Pension Scheme Charges	£440.00	£0.00	£108.00	£332.00
5900	Bank Charges	£210.00	£0.00	£55.35	£154.65
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£7,500.00	£2,750.00
6005	Grant funding - MAYD	£6,500.00	£0.00	£0.00	£6,500.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£4,380.74	£5,829.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£168.27	£-168.27
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£13,909.44	£13,733.56
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£2,567.66	£2,743.34
6452	PWLB Car Park - Interest	£4,986.00	£0.00	£0.00	£4,986.00
6453	PWLB Car Park - Capital	£11,902.00	£0.00	£0.00	£11,902.00
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£390.00	£436.67	£599.99	£226.68
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
6900	Community Events	£3,110.00	£0.00	£1,559.84	£1,550.16
7100	Village Car Park - Rates, Utilities & Maintenance	£15,900.00	£0.00	£4,283.69	£11,616.31
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£436.67	£60,079.81	£186,491.86

Planning

7000	Community Development	£3,200.00	£0.00	£0.00	£3,200.00
Total Planning		£3,200.00	£0.00	£0.00	£3,200.00

Highways

8000	Highways and Footpaths	£0.00	£0.00	£0.00	£0.00
8100	Street Lighting	£1,000.00	£0.00	£129.19	£870.81
Total Highways		£1,000.00	£0.00	£129.19	£870.81

Rental Property

9000	Little Hands Nursery	£6,550.00	£0.00	£225.00	£6,325.00
Total Rental Property		£6,550.00	£0.00	£225.00	£6,325.00

Melbourn Area Youth Develpt Reserve

9500	MAYD Youth Club Expenditure	£0.00	£1,134.24	£1,134.24	£0.00
Total Melbourn Area Youth Develpt		£0.00	£1,134.24	£1,134.24	£0.00

Community Benefit Reserve

9600	Community Benefit Donations	£0.00	£22,978.64	£22,978.64	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£22,978.64	£22,978.64	£0.00

S106 & Other Capital Grants Reserve

1400	S106 Expenditure	£0.00	£18,876.35	£18,876.35	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00

1450	Community Capital Fund Grant - Hub Extension	£0.00	£1,059.39	£1,059.39	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£24,935.74	£24,935.74	£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		£328,675.00	£49,485.29	£127,077.15	£269,959.49

Total Income	£363,095.00	£53,471.73	£226,180.76	-£190,385.97
Total Expenditure	£328,675.00	£49,485.29	£127,077.15	£251,083.14
Total Net Balance	£34,420.00		£99,103.61	

Cash & Bank Balances 30th June 2023

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£252,715.32
Unity Bank Instant Access Deposit	£175,963.50

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,424.21
Nationwide 45 day Business Saver	£116,967.67

Total	£661,700.70
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 30th June 2023

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 June 2023. 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:

The precept income is the first of two payments but relates to the 6 months to September. The increase in interest rates is continuing to have a positive effect on income. All expenditure seems to be in line with

Shelley Coulman – FO Melbourn Parish Council

Overview

Drainage works:

Quotes (detailed quotes can be found in the pack):

Carter : £11,038.75 +VAT

Semilong: £21,626.80 (£5,750 + £15,876.80) + VAT

Lanes: £18,630 + VAT

Asset Management Reserve (current value): £89,023.16

Our Ref: Estimate E23CAM0168/SA

4th July 2023

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

Dear Sir or Madam,

Re: Replacement of Foul Drainage at The Moor, Little Hands Car Park, The Moor, Melbourn SG8 6ED

We thank you for your valued enquiry in connection with the above project, we now have the pleasure in submitting our quotation to carry out the works as follows:

1. To provide a temporary toilet for the staff and children.
2. To barrier off the car park and side gate through to the playing field including along the line of the new foul drainage.
3. To excavate and remove the existing foul drain including the manholes.
4. To diamond cut through the concrete car park forming a trench up to the existing manhole.
5. To excavate down to form a new invert depth from the existing manhole back to the last run of foul pipes that come out of the building.
6. To form three manhole bases where the pipes come from the building and the change of direction to the existing manhole in the car park.
7. To lay 100mm of an 8 to 10mm pea shingle bed to the base of the trench.
8. To supply and lay 100mm plastic underground drainage pipes including forming slippers in the three manholes.
9. To form rocker slip couplers both sides of each manhole.
10. To build manholes from concrete oblong chambers.
11. To run in slippers from the existing foul pipes that come out of the building, 2 per manhole into the new manholes.
12. To form benching from sand and cement in and around the slipper pipes.
13. To provide and install three new manhole lids with a 17ton capacity.
14. To break into existing manhole, insert new pipe and make good around.
15. To provide and lay lean mix concrete around the three manholes.
16. To pea shingle around and over the new pipes up to 100mm above.
17. To back fill over the playing field pipes with excavated soil.
18. To backfill over car park trench with MOT type one hardcore.
19. To complete trench with C25 concrete 150mm thick.
20. To test drain for water leaks on completion.
21. To clean away all waste materials and subsoil.
22. To off hire toilet and fencing and leave site clean and tidy.

All for the sum of £11,038.75 (Eleven thousand and thirty eight pounds and seventy five pence) exclusive of VAT

Qualifications:-

We have allowed for a temporary toilet, however the hire terms are on a minimum of 2 weeks.

As the work will take around 4 days depending on weather and ground conditions we have only priced the works to be carried out during the working week.

We have not had the right equipment during our visit to take up the manhole lid within the car park to check the depth.

We assume the invert depth of this manhole is sufficient for a 1 in 60 fall from the furthest point away. Should this prove not to be the case it may require further investigation. This could be achieved by moving further along into the car park to get the correct fall.

Should our estimate be of interest, we can arrange for the manhole lid to be lifted and the invert depth surveyed.

Currently we are working on a 4 week lead in from orders received.

We trust that you will find our quotation meets your requirements and is of interest. Should you require clarification or further information on any item, please do not hesitate to contact the writer.

Assuring you of our best attention.

Yours faithfully
for R.G. Carter Cambridge Ltd



Steve Allen
Building Solutions Manager

1. Our quotation is open for acceptance for a period of 30 days. Acceptance of this quotation will not constitute a contract until confirmed in writing by us.
2. We have assumed all works will be carried out during our normal working hours, unless stated otherwise, without interruption and that free access will be allowed to the working areas.
3. We anticipate that the period for execution of the works is to be agreed and a suitable lead in period will be required which we shall be pleased to agree with you.
4. Our quotation is offered on the basis that the form of contract for the execution of the works will be standard JCT Minor Works Agreement 2016 Edition with the latest JCT amendments and subject to the inclusion of these exclusions and clarifications.
5. Payment – Where satisfactory credit references are obtained we will make interim applications for payment at a maximum of 4 week intervals. Payment will become due on the date of the invoice with the final date for payment being 14 days from the date of the invoice. Should the duration of the project be less than 4 weeks we will invoice the works on completion. Where satisfactory credit references are not obtained payment will be required in advance of work being carried out.
6. We have not allowed for retention to be held on these works. A retention bond may be offered if the value exceeds £50,000. Details available on request.
7. Liquidated damages will be limited to £100 per week up to a maximum of 1% of the Contract Sum.
8. No design responsibility or liability has been included in this quotation. Where designs and specifications have been supplied to us no guarantee is given or implied of their suitability for the purpose which they are used.
9. Insurance of the works by us is limited to £50,000 in aggregate. Where works are carried out in existing premises insurance of the works, the existing building and the contents is to be taken out by you in joint names.
10. Should any disputes arise they are to be resolved by adjudication/arbitration.
11. Our quotation is subject to adjustment due to changes in contribution, levy and tax. VAT will be charged at the rate applicable at time of invoicing.
12. With regard to work to existing structures we have excluded all works in respect of asbestos. We will require a type three intrusive asbestos survey for our inspection prior to commencement of any works to existing structures. Should one not be available we are happy to provide a separate quotation upon request.
13. We have assumed that where the works involve connections to existing mechanical / electrical / drainage installations that they are in good working order and are adequate to take the new works. Should you wish for the existing installations to be checked we can arrange for this to be carried out and provide a separate quotation.
14. Errors and omissions excepted.

Foul Water Pipe Renewal Works; Including FW pumping Station

Excavations & Demolitions

- 001 Floor saw existing concrete slab; ne 150mm say
- 002 Break out ditto; disposal offsite
- 003 e/o break out existing brick built manholes; including disposal
- 004 e/o break out existing UPVC Chamber; including disposal
- Excavate by machine 600mm wide trench to grass area to expose defective FW pipes; ne 800mm depth say;
- 005 including backfilling on completion; disposal of excess
- 006 e/o to remove pipes; including disposal
- 007 Level and compact base of excavation
- Excavate by machine to pumping station; including disposal of excess; inc supports; backfill on completion and
- 008 reseed affected ground only
- 009 Level and compact base of excavation
- Excavate by machine 300mm wide trench to grass area for Electrical Cable; ne 450mm depth say; including
- 010 backfilling on completion; disposal of excess
- 011 Level and compact base of excavation

Drainage

- 012 Supply & Lay new 110mm Polyethylene Pipework to ditto; all to correct fall
- 013 Supply & install UPVC access chamber; 450mm dia; ne 600mm depth say; inc. Cover & Frame; loading B125
- 014 e/o to connect existing pipes to ditto
- 015 Supply and lay well compacted granular bed & pipe surround
- 016 Supply and install FW Sewage Pumping Station; Twin Pumps; 800 Ltr tank; inc concrete base & backfill
- 017 Supply & install 63mm OD MDPE pipe; laid straight inside existing FW pipe; discharging through MH5 into MH7

Groundworks

- 018 Supply and lay well compacted granular bed & surround to electrical cable
- 019 MOT Type 1 Granular fill to concrete areas; ne 150mm depth say
- 020 Level and compact to ditto
- 021 Blind surface of hardcore to receive new concrete slab; ne 25mm depth
- 022 Concrete to carpark Slab; Gen 3 concrete say; ne 225mm thk; brushed finish

Services

- 023 Electrical supply & connection to pump station; Provisional Allowance £1000.00 + VAT

Total Value to Summary

£ 15,876.80 + VAT

Pricing Notes

- 1 We have assumed free and uninterrupted access to property with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 We have assumed that there is no restriction on the use of plant
- 4 We have made certain assumptions for pricing purposes. If proved incorrect Semilong Services reserve the right to reprice.
- 5 Assumed FW connection to MH5 is redundant
- 6 We have not allowed for anything not specifically stated within the above
- 7 If other services are found, that hinder the proposed works, Semilong Services reserve the right to reprice the works accordingly
- 8 We have not allowed for the trenchworks to be submerged in water due to water table or adverse weather conditions. If this proves to be the case this will incur additional costs
- 9 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

001	Temp Male WC Block; 3 Nr Cubicles; 1 Nr Urinal
002	Temp Female WC Block; 3 Nr Cubicles
003	Delivery/ collection to ditto
004	Temporary Water supply Works to ditto
005	Temporary Electrical Supply Works to ditto
006	FW Waste disposal; weekly say

Total Value to Summary**£****5,750.00 +VAT****Pricing Notes**

- 1 We have assumed free and uninterrupted access to site with no delays to completing the work beyond our control
- 2 We have allowed for the works to be done during normal working hours and in one continuous visit and have assumed no noise restrictions
- 3 Standing time for reasons beyond the control of Semilong Services Ltd. will be charged as extra
- 4 We have assumed that there is no restriction on the use of plant
- 5 We have made certain assumptions for pricing purposes. If proved incorrect Semilong Services reserve the right to reprice.
- 6 We have not allowed for anything not specifically stated within the above measure
- 7 The Price is exclusive of VAT and will be valid for 28 days from the date shown unless stated

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

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

Quote Reference SE11754
Date 19/4/2023

Dear Parish Clerk,

RE: Melbourn Parish Council, Melbourn Community Hub, 30 High Street , Melbourn, SG8 6DZ

Thank you for your recent enquiry regarding works for the above mentioned site. I now have the pleasure in detailing my quotation and pricing schedule for your consideration.

Scope of works

Further to your recent request and my site survey. Having reviewed the scope of works required, I am pleased to submit our proposed remedial operation below for your consideration and approval.

Excavation crew to remove old faulty and damaged drainage from external MH1 downstream to MH5 located as the first manhole chamber in the carpark area just off the grass, and reinstall new UPVC 100mm drainage system as per my site survey.

Excavation Plant:

1 x 3.5 tonne Excavator + Delivery Charges

1 x Excavator Pecker + Delivery Charges

Heras Fencing Delivery Charges

Floor Matting Protection

Wacker Plate + Delivery Charges

Floor Saw hire

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Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

6 yard ship X2

Trench Wacker 6inch plate

CAT 3 scan

Cement Mixer Hire

Portaloos x 3 Delivery/Collection Charge

Fencing Blanking off and Signage

Weekly Hire - Welfare Van

Materials

450mm Manhole Chamber Base 100mm Inlet

450mm Manhole Chamber Riser 225mm

450mm Manhole Chamber Round Cover+ Frame

450mm Manhole Rubber Seal

Bulk Bag Topsoil

Grass seed

1t 10mm Shingle

1t Type 1 MOT

1t Sharp Sand

Tarmac Repair x 8t (Hot Lay)

Cement 25kg bags x40

Floplast 110mm U/G Single Socket Pipe 3m

Floplast 110mm U/G Coupling Double Socket

Scope of works: Installation of replacement 450mm x 450mm manhole frame & cover

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

- Sign and guard the area around the existing frame and cover and make the work area safe.
- Break out the existing broken frame and cover and take away for correct disposal.
- Install new 450mm x 450mm inset type cover suitable for medium weights up to 500 weight pounds.
- Installation / reinstatement / reinforced lintels of informed flooring
- Correctly bed to existing floor surround level.
- Make good surround to match existing as best possible.
- Clear site, leave clean and tidy.

Break out / Installation of approximately 18 meters of 100mm underground wastepipe (Foul)

- Segregate work areas where necessary using correct signage and guarding.
- Break out waste pipework as directed by client drawings
- Supply and fit new sections of pipework waste only and seal to manhole chamber
- Signage and guarding to be left in place for a minimum of 24hrs and up to 48hrs to insure concrete is set before allowing foot traffic over.***
- Remove all associated waste from site and correctly dispose of.

Scope of Work: Labour Excavations Crew:

- Attend site fully equipped with parts, labour and materials
- Utilise all relevant PPE to ensure a safe working environment
- Carry out a CAT 3 scan of the work area to locate any below ground services (Power cables, gas main etc).

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

- Carry out the installation and replacement of required parts and capping off the drainage runs as directed by the client.
- Remove any waste from site
- Leave site clean and tidy and fully operational

Variations

Should any extraordinary ground conditions i.e. reinforced concrete, underground services etc. be encountered that threaten to extend the projected duration and cost, then we will revert to you for variation cost approval before proceeding further. The same would apply if the excavation needs to be extended to replace additional sections of pipework.

Special Notes;

1. Unrestricted access will be required to all areas that are to be inspected. We reserve the right to charge for any delays that would extend the duration as a consequence and it is strongly recommended that any restrictions are cleared prior to our attendance.
2. For the purposes of this exercise, it has been assumed that all work is to be undertaken at ground level and there is no requirement for Confined Spaces Entry. If this is deemed to be necessary it will be reported to you in the form of a variation request for the required manpower and equipment.
3. It is your legal duty to inform us of any known Asbestos within working areas.

In the event of any suspected Asbestos material being found on site we must in accordance with the "Control of Asbestos at Work Regulations", cease work immediately, identify the hazard and take action accordingly.

Conditions

- Subject to Lanes Group PLC standard terms and conditions which are attached. The terms and conditions can also be found on our website www.lanesfordrains.co.uk
- Value Added Tax will be applied at the standard rate
- Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.



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Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
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TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

- If wishing to proceed with the works could you please complete and sign the attached Confirmation of Order including an official order number. Following receipt of the completed Confirmation of Order, Lanes Group will agree a suitable time and date to carry out the works on your behalf.

- Quote valid until 19/5/2023

- E & OE

We trust this meets with your approval and await your official instruction before proceeding with the works. In the meantime should you require any further assistance or additional information please do not hesitate to contact me.

Yours sincerely,

Gavin Weeks
Area Development Manager
Lanes Group plc- Sevenoaks
01732 783110

Sevenoaks

Unit 8 Mill Place
Platt Industrial Estate, Maidstone Road
Platt, Sevenoaks, Kent
TN15 8FD
Tel: 01732 783 110
Email: sevenoaksops@lanesgroup.co.uk

Pricing Schedule

Date 19/4/2023

Quote # SE11754

Customer Address

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

Site Address

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

Item	Quantity	Unit	Description / Inclusions	Rate	Amount
Excavation	1	Total	As listed in quotation inclusive of Labour, Materials, Plant Hire and waste charges	£18,630.00	£18,630.00
				Subtotal	£18,630.00
				VAT	£3,726.00
				Total	£22,356.00

* Subject to Lanes Group PLC standard terms and conditions plus VAT. Lanes Terms and Conditions are attached and can be found on our website www.lanesfordrains.co.uk

* Following acceptance of an official order and signed confirmation of order which is attached and requires a signature

* Quote valid until 19/5/2023

* E & OE

* Prepared by - Gavin Weeks

* E-mail -

Sales Quotation/Confirmation of Order

Completed document to be faxed 01732 783111, or emailed back.
Please ensure any separate purchase order is made out to
Lanes Group Plc. Terms & Conditions have been supplied.

Full Company Name:	Tel:
Company Invoice Address:	

Please note that the address inserted here will be the address invoiced to and must include the correct and full company name (to match above) & company registration number.

Company Registered Office Address:
Company Reg Number:

All invoices will be forwarded to the head office associated with the company registration number.
A copy can be forwarded to depot / site address if required. **If required tick here**

Order Date: 19/4/2023	Customer Order Number or Reference:
Site Address: Melbourn Parish Council, Melbourn Community Hub, 30 High Street , Melbourn, SG8 6DZ	
Site Contact:	Site Contact Number:
Details/Scope Of Works: As per details of scope of works within quotation letter SE11754	
Value Of Works To Be Carried Out: £18,630.00	All prices are exclusive of VAT

PAYMENT TERMS: STRICTLY 30 DAYS FROM DATE OF INVOICE. PLEASE SEE ATTACHED TERMS & CONDITIONS

Quotation Reference Number: SE11754	
Customer Signature:	Lanes Signature:
Print Name:	Print Name:
Date:	Date:



1 Definitions and interpretation

1.1 The following terms shall have the following meanings for the purposes of this agreement:

- 1.1.1 'Services' means those specified in the Contractor's Quotation or other documentation, subject to amendment. 1.1.2 'Contractor' means Lanes Group plc
1.1.3 'Employer' means the person, firm or Company for whom works are carried out
1.1.4 'Engineer' means the person agreed by the Contractor and Employer or, failing agreement, nominated by the Contractor
1.2 Headings contained in this agreement are for reference purposes only and should not be incorporated into this agreement and shall not be deemed to be any indication of the meaning of the clauses to which they relate.
1.3 All agreements on the part of either of the parties which comprise more than one person or entity shall be joint and several and the neuter singular gender throughout this agreement shall include all genders and the plural and the successor in title to the parties.
1.4 Acceptance of the Contractor's Quotation, either by Employer's Official Order or by Letter of Intent is deemed as acceptance of these Terms and Conditions.

2 Appointment

The Employer appoints the Contractor to undertake the Services in return for the payments.

3 The Contractor's obligations

3.1 Delegation

Not to delegate any duties or obligations arising under this agreement otherwise than may be expressly permitted under its terms.

3.2 Notice

To comply with the terms of any Notice specifying a breach of the provisions of this agreement and requiring the breach to be remedied so far as it may be but nothing in this clause is intended to require the Employer to serve notice of any breach before taking action in respect of it.

4 The Employer's obligations

- 4.1 In consideration of the services to be rendered by the Contractor under this agreement the Employer agrees to make the Payments promptly without demand deduction or set-off.
4.2 Unless otherwise agreed, Payment of the Price and VAT shall be due within 30 days of the date of the invoice. Time for payment shall be of the essence. Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment at a rate of 8% above the Bank of England Base Rate from time to time in force and shall accrue at such a rate after as well as before any judgment. In the event that the Employer is acting in the course of a business, the Contractor reserves the right to claim compensation for late payment pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.
4.3 The Employer shall make available to the Contractor the whole of the site of the proposed works at the commencement on site unless otherwise agreed in writing.

5 Cancellation

Prior to commencement of the works on site the Employer may cancel this agreement at any time by giving the Contractor one week's written notice, and shall then be liable to pay to the Contractor for all work undertaken and expenses incurred in preparing for the works. Upon commencement of the works on site the Employer may not cancel this agreement, save as set out in clause 8.

6 VAT

- 6.1 All sums payable under this agreement unless otherwise stated are exclusive of VAT and other duties or taxes.
6.2 Any VAT or other duties or taxes payable in respect of such sums shall be payable in addition to such sums.

7 Liability and Liquidated damages

- 7.1 The Contractor shall not be liable to the Employer for loss or damage to the Employer unless due to the negligence of the Contractor.
7.2 In the event that Contractor is held to be in breach of its obligations under this agreement, due to negligence, the parties agree that the Contractor shall pay to the Employer as and by way of agreed liquidated damages an amount equal to the price of the services provided by the Contractor up to the date of breach.
7.3 In the event that the Employer disputes the work undertaken by the Contractor, all disputes must be notified to the Contractor within 14 days of the work being carried, or within 14 days of the invoice, whichever is the later. The Employer shall be prohibited from disputing the work undertaken or the amount of the invoice after this 14 day period, save where the Employer is dealing as a consumer.
7.4 Save as expressly referred to above, and except where the Employer is dealing as a consumer (as defined in the Unfair Contract Terms Act 1977 Section 12 as amended and/or the Unfair Terms in Consumer Contracts Regulations 1999 Regulation 3(1)), all other warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods and/or Services, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
7.5 For the sake of clarity, the Contractor will not be held liable for any consequential losses suffered by the Employer as a result of any breach of the Contractors obligations, whether reasonably foreseeable or otherwise.
7.6 The Employer shall indemnify defend and hold harmless the Contractor in full against all loss, costs, damages, charges, expenses and other liabilities awarded against or incurred as a result of or in connection with any claim made against the Contractor by a third party in respect of any matter caused by the Employer or for which liability has been assumed by the Employer.

8 Termination for breach

The following obligations are conditions of this agreement and any breach of them shall be

deemed a fundamental breach which shall determine this agreement immediately and the rights and liabilities of the parties shall then be determined in accordance with clause 9:

- 8.1 Failure on the part of the Employer to make punctual payment of all sums due to the Contractor under the terms of this agreement;
8.2 Failure on the part of the Contractor to observe any obligation under this agreement not requiring Notice to be served and in the case of obligations requiring Notice to be served failure to comply with the terms of any Notice;
8.3 The levying of any distress or execution against the Employer or the making by him of any composition or arrangement with creditors or being a company the Client's liquidation (other than a members' voluntary liquidation with the written consent of the Client);

9 Termination consequences

In the event of this agreement being determined whether by effluxion of time Notice breach or otherwise:

- 9.1 The Employer shall immediately pay to the Contractor:
9.1.1 all arrears of Payments and any other sums due under the terms of this agreement, and
9.1.2 all further sums which would but for the determination of this agreement have fallen due at the end of the works
9.2 Either party shall be entitled to exercise any one or more of the rights and remedies given to it under the terms of this agreement and the determination of this agreement shall not affect or prejudice such rights and remedies and each party shall be and remain liable to perform all outstanding liabilities under this agreement notwithstanding that the other may have exercised one or more of the rights and remedies against it; and
9.3 Any right or remedy to which either party is or may become entitled under this agreement or in consequence of the other's conduct may be enforced from time to time separately or concurrently with any right or remedy given by this agreement or now or afterwards provided for and arising by operation of law so that such rights and remedies are not exclusive of the other or others but are cumulative.

10 The Works

- 10.1 The works, unless otherwise notified, have been priced to be carried out between the hours of 08:00 and 16:30 unless agreed prior to commencement and allowed for and agreed in the Contractor's quotation. In the event that the Employer changes the hours within which the works are to be undertaken, the Employer shall be liable for the Contractor's additional costs.
10.2 In the event that working time is lost on site due to delays caused either by the actions of the Employer, his Representative or by other Contractors employed by the Employer, or by sewer surcharge caused by storm, flood, tidal or pump failure, the Employer shall be liable for the additional costs incurred by the Contractor. In addition, in the event that the Contractor experiences delays for which they are not responsible, the Employer shall be liable for the Contractor's additional costs in relation to the additional setting up or out of sequence working.
10.3 Unless otherwise stated in writing it is assumed that vehicular access is possible to all manholes on every sewer length on which work is being undertaken. In the event that this is not possible the Employer shall be liable for an extra costs incurred due to lack of access.
10.4 If access is required onto private land it will be the Employer's responsibility to ensure all relevant permissions have been obtained
10.5 In the event that the Contractor is required to work in any confined spaces as defined by the Health and Safety at Work Act or any manhole deeper than 1.4 metres the Contractor reserves the right to charge the Employer for the required additional safety equipment.

11 Specific Works (to be read in conjunction with the above Conditions)

11.1 Cleaning

Removal of silt/debris in excess of 10%, or which requires additional equipment for the removal of fat deposits, grout, encrustation, concrete, builders rubble or roots will be charged additionally unless otherwise stated in writing.

11.2 CCTV/Sonar Inspection Works

Due to the nature of CCTV inspection, the Contractor cannot guarantee the accuracy of any CCTV inspection or measurement. A CCTV Survey will only show the interior of the sewer or pipe, and will not show the exterior. Alternatively Sonar may be used to track the route of a pipe, however Sonar by its nature may be up to 1 metre out in accuracy. Any interpretation and advice as a result of CCTV inspection shall not be binding on the Contractor, and is the sole responsibility of the Employer. In the event that the measurements or advice given is inaccurate, the Contractor shall not be responsible for any loss or damage howsoever caused.

11.3 Sewer Condition

Where information is provided or implied either verbally or in writing or through CCTV recordings concerning the condition of the sewers and this is found to be inaccurate or out of date the Employer shall be responsible for any extras costs incurred for additional work that may be required to complete the works. The Contractor shall not be liable for any deterioration, structural or otherwise, that develops or becomes apparent on any pipe they are working on howsoever caused.

11.4 Waste Disposal

Unless otherwise stated the Contractor has not quoted for the removal of waste or debris from site. If disposal is found to be necessary the Employer will be responsible for the additional costs incurred by the Contractor in the removal, transporting and disposal of waste to a registered site, together with additional administrative costs.

11.5 Re-lining

Due to the nature of relining there can be no delays once the linings have been impregnated. In the event that there are delays beyond the Contractor's control any linings impregnated may have to be discarded and new linings provided. Further the Employer warrants that the sewers or pipes will be free of live water prior to the works being undertaken by the Contractor. In the event that live water is present, the linings used by the Contractor will not function. The Employer will be



liable for the additional costs incurred should new linings be required in any event.

11.6 Excavation

11.6.1 The Contractor must rely upon Utility Company records as to the location of underground services before undertaking any excavation work. The Employer is placed on notice that the accuracy of the Utility Company records may be suspect; however the Contractor must rely upon them. In the event that the Utility Company Records are inaccurate and damage is caused to an underground service, the Employer will hold the Contractor fully indemnified in respect of any claim which may arise from such damage.

11.6.2 The Contractor may rely upon scans of the area before undertaking excavation. A scan will not identify an obstruction such as, but not limited to, concrete, bedrock or other such obstructions. Likewise a scan will not show whether a pipe is encased in concrete. In the event that the Contractor discovers such an obstruction the Employer shall be liable for any additional costs incurred.

11.6.3 In the event that a pipe being excavated is encased in concrete, further damage may be caused to pipework connected to the section being excavated, due to shockwaves travelling down the concrete. Such damage is unavoidable. The Employer will be liable for the additional costs incurred in repairing any pipework so damaged.

12 Damage or Loss to Equipment

If damage or loss is sustained to the Contractors equipment due to reasons beyond their control, or due to the condition of the pipe work or some other known or unknown risk, the Contractor reserves the right to charge for the costs in retrieving the Equipment, including the instruction of another contractor and/or the costs of replacing the Equipment. The Contractor also reserves the right to charge for loss of profits and down time whilst the items are recovered or replaced.

13 Miscellaneous

13.1 Warranty

Each of the parties warrants its power to enter into this agreement and has obtained all necessary approvals to do so.

13.2 Force majeure

In the event of national emergency, war, prohibitive governmental regulation or any other cause beyond the control of the parties ('force majeure event') the obligations of the parties shall be suspended for so long as the force majeure event renders performance of the agreement impossible and upon the occurrence of a force majeure event all money then due to the Contractor shall be paid immediately

13.3 Severance

If any provision of this agreement is declared by any judicial or other competent authority to be void voidable illegal or otherwise unenforceable or indications to that effect are received by either of the parties from any competent authority the remaining provisions of this agreement shall remain in full force and effect unless the Contractor in the Contractor's discretion decides that the effect of such declaration is to defeat the original intention of the parties in which event the Contractor shall be entitled to terminate this agreement by 30 days notice to the Client and the provisions of clause 10 shall apply accordingly.

13.4 Whole agreement

Each party acknowledges that this agreement contains the whole agreement between the parties and that it has not relied upon any oral or written representation made to it by the other or its employees or agents and has made its own independent investigations into all matters relevant to it.

13.5 Notices

All notices to be given under this agreement shall be in writing and shall either be delivered personally or sent by first class or airmail prepaid post or by telex, cable or facsimile transmission and shall be deemed duly served:

- In the case of a notice delivered personally, at the time of delivery;
- In the case of a notice sent inland by first class prepaid post, 2 clear business days after the date of dispatch;
- In the case of a telex, cable or facsimile transmission, if sent during normal business hours then at the time of transmission and if sent outside normal business hours then on the next following business day provided (in each case) that a confirmatory copy is sent by first class prepaid post or by hand by the end of the next business day.

Each notice shall be addressed to the address of the party concerned set out in this agreement or to such other address as that party shall have previously notified to the sender.

13.6 Proper law and jurisdiction

This agreement shall be governed by and construed in accordance with the law of England and Wales and each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

13.7 Waiver

The failure by either party to enforce at any time or for any period any one or more of the terms or conditions of this agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this agreement.

13.8 Third party rights

A person who is not a party to this agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this agreement.

Revised Jan 2020

Overview

Surfacing works:

Quotes (detailed quotes can be found in the pack):

Carter : £20,499.62+VAT (cell grid option)

John Cobb & Sons Ltd : £10,920.00+VAT (asphalt option) or £14,291.00+VAT (cell grid option)

Asset Management Reserve (current value): £89,023.16

Our Ref: Estimate E23CAM0171/SA

5th July 2023

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

Dear Sir or Madam,

**Re: Extension of Existing Car Park at The Little Hands Nursery School
The Moors, Melbourn**

We thank you for your valued enquiry in connection with the above project, we now have the pleasure in submitting our quotation to carry out the works as follows:

We have opted for Cell grid car parking area rather than concrete. The reason behind this is twofold.

Firstly, the existing concrete parking and hardstanding has no surface drainage and would need a drainage system if the concrete was extended.

The Cell grid system is a self-draining surface and will take surface water away across the whole area including the existing concrete without the need of separate drainage and the maintenance that goes with it.

Secondly, with the close proximity of mature trees close to the boundary of the play park, the Cell grid system is a recognised method of laying hardstanding over tree roots, without damaging the fibrous roots that extend out beyond the canopy of the trees.

We have used this system successfully to a nursery car park at Genome Campus at Hinxton where the car park was built among trees and again to a service road for Perse school in Cambridge.

The Works

1. To provide fencing along the edge of the existing hardstanding and a section of the concrete hardstanding to the playing field side for a compound.
2. To provide an Oasis welfare stand alone combined mess room and toilet for the duration of the works.
3. To excavate down 300mm and remove the soil from site to the triangle area of the grass area.
4. The extent of the car park will be left 450mm away from the existing fence line to prevent vehicles getting too close to the fence.
5. To lay geotextile membrane across the whole area.
6. To import and lay 50mm crushed concrete 200mm thick across the whole site.

7. To provide and lay path edgings along the long boundary laid in lean mix concrete.
8. To import and lay 50mm bed of sharp sand over the whole area.
9. To supply and lay Cell pave 50mm thick grids cut in tight between existing concrete and new path edgings.
10. To fill grids with $\frac{3}{4}$ angle golden shingle.
11. To vibrate into place with a wacker plate.

All for the sum of £20,499.62 (Twenty thousand, four hundred and ninety nine pounds and sixty two pence) excluding VAT

We have assumed the works can be carried out following on from the replacement of the foul drainage.

The works will take 10 working days to complete which is weather dependent.

We hope our method of construction and finish is up to your expectations.

Below is an illustration of the Cell Pave 50.



Please refer to the attached exclusions and clarifications.

We trust that you will find our quotation meets your requirements and is of interest. Should you require clarification or further information on any item, please do not hesitate to contact the writer.

Assuring you of our best attention.

Yours faithfully
for R.G. Carter Cambridge Ltd



Steve Allen
Building Solutions Manager



EXCLUSIONS AND CLARIFICATIONS

1. Our quotation is open for acceptance for a period of 30 days. Acceptance of this quotation will not constitute a contract until confirmed in writing by us.
2. We have assumed all works will be carried out during our normal working hours, unless stated otherwise, without interruption and that free access will be allowed to the working areas.
3. We anticipate that the period for execution of the works is to be agreed and a suitable lead in period will be required which we shall be pleased to agree with you.
4. Our quotation is offered on the basis that the form of contract for the execution of the works will be standard JCT Minor Works Agreement 2016 Edition with the latest JCT amendments and subject to the inclusion of these exclusions and clarifications.
5. Payment – Where satisfactory credit references are obtained we will make interim applications for payment at a maximum of 4 week intervals. Payment will become due on the date of the invoice with the final date for payment being 14 days from the date of the invoice. Should the duration of the project be less than 4 weeks we will invoice the works on completion. Where satisfactory credit references are not obtained payment will be required in advance of work being carried out.
6. We have not allowed for retention to be held on these works. A retention bond may be offered if the value exceeds £50,000. Details available on request.
7. Liquidated damages will be limited to £100 per week up to a maximum of 1% of the Contract Sum.
8. No design responsibility or liability has been included in this quotation. Where designs and specifications have been supplied to us no guarantee is given or implied of their suitability for the purpose which they are used.
9. Insurance of the works by us is limited to £50,000 in aggregate. Where works are carried out in existing premises insurance of the works, the existing building and the contents is to be taken out by you in joint names.
10. Should any disputes arise they are to be resolved by adjudication/arbitration.
11. Our quotation is subject to adjustment due to changes in contribution, levy and tax. VAT will be charged at the rate applicable at time of invoicing.
12. With regard to work to existing structures we have excluded all works in respect of asbestos. We will require a type three intrusive asbestos survey for our inspection prior to commencement of any works to existing structures. Should one not be available we are happy to provide a separate quotation upon request.
13. We have assumed that where the works involve connections to existing mechanical / electrical / drainage installations that they are in good working order and are adequate to take the new works. Should you wish for the existing installations to be checked we can arrange for this to be carried out and provide a separate quotation.
14. Errors and omissions excepted.



JOHN COBB & SONS LTD.

Surfacing Contractors
Family Business Established 1947

Barrington Road
Orwell, Royston
Herts SG8 5QP
Tel: 01223 208108
Fax: 01223 207988

Our Ref: JFC/KC/14640/8285

17th July 2023

Email: admin@johncobbandsons.com
Web: www.johncobbandsons.com

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ
F.A.O: Mr A. Coxall

Dear Sirs,

RE: Bowl Club car park extension

We thank you for your recent enquiry and have pleasure in submitting the following estimate which we trust will prove acceptable, and would draw your attention to our conditions overleaf.

Yours faithfully,
for and on behalf of;
JOHN COBB & SONS LTD.

Mr J.F. Cobb BSc (Hons)

Option 1:

Excavate area to required depth, load spoil onto lorry and remove from site.

Form suitable foundation with approximately 150mm of clean hardcore laid to falls and cross-falls.

Supply and lay terram.

Upon foundation thus formed supply and lay 60mm of 10mm stone mastic asphalt surface course and consolidate by rolling.

For the sum of £10,920.00

Plus VAT

Option 2:

Excavate area to required depth, load spoil onto lorry and remove from site.

Form suitable foundation with approximately 150mm of clean hardcore laid to falls and cross-falls.

Supply and lay terram.

Supply and lay Aco groundguard blocks and infill with gravel.

For the sum of £14,291.00

Plus VAT

Terms & Conditions:

Nett, payment within 21 days of invoice date.

No allowance has been made for the application of weed killer.

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

Sophie Marriage
Melbourn Parish Council
30 High Street
Melbourn
Cams
SG8 6DZ

INVOICE NO. 1683**DATE** 30/06/2023**DUE DATE** 30/07/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for June 2023	22	60.00	1,320.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 13:00 Thursday 1st June 2023	0.50	30.00	15.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 6th June 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 8th June 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 13th June 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 15th June 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 20th June 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Dickins Room for PCN. 13:00 to 15:00 Tuesday 20th June 2023	0.50	60.00	30.00

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	AMOUNT
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 22nd June 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 27th June 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 17:30 Wednesday 28th June 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 29th June 2023	1	60.00	60.00

Monies to be drawn from the ICB fund

BALANCE DUE

£1,785.00

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

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. 1684**DATE** 30/06/2023**DUE DATE** 30/07/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:30 Wednesday 31st May 2023 (not included last month)	2.50	15.00	No VAT	37.50
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:30 Thursday 1st June 2023	2.50	15.00	No VAT	37.50
Catering booked to room Catering for Carers' Cafe	1	40.00	20.0% S	40.00
Room Rental - commercial Hire of Austen Room for Menopause Cafe 10:00 to 12:30 Wednesday 21st June 2023	2.50	15.00	No VAT	37.50

Monies to be drawn from the Health S106 fund

SUBTOTAL	152.50
VAT TOTAL	8.00
TOTAL	160.50
BALANCE DUE	£160.50

VAT SUMMARY

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

RATE	VAT	NET
VAT @ 20%	8.00	40.00

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

Date allocated	Item allocated under	What the funds are allocated for	Amount allocated	Amount spent	Amount remaining
25/04/2022	PC201/21a	Play Park refit at The Moor	103,719.85	103,046.11	673.74
24/10/2022	PC/124/22a	Play park - gate at entrance	1,595.80	1,595.80	

£4,347.02 remaining to be awarded in play areas s106

Cost of benches (see quotes below)

At the maintenance committee meeting of 15 June 2023:

MA013/23f) To consider quotations for additional picnic benches in the Moor Play Park

Three quotes were obtained. Cllr Travis suggested adding accessible table to quote.

It was RESOLVED to approve expenditure of up to £1000 for one accessible bench and one standard bench

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

There is £673.74 remaining in the funds which are allocated to the play park refit which can be used to purchase one of the benches. The remaining funds would need to be allocated by council from the play areas s106 to purchase the second bench.

Quotes for accessible benches

NBB Recycled Furniture 0800 1777 052 [Login](#) [0 item\(s\), £0.00](#)

100% Recycled Plastic 25-Year Guarantee Completely Maintenance-Free 120 Million Plastic Bottles Recycled

New Products

Special Bundle Offers

Picnic Tables

Benches and Seating

Planters and Raised Beds

Table and Chair Sets

Outdoor Play Furniture

Garden Furniture

Outdoor Dining

Bins and Bollards

Fencing and Raw Materials

Memorial

Disabled Access Furniture

Sports and Changing Rooms

Early Years and Junior

Accessories and Spare Parts

SEN Range

Home » Picnic Tables » Wheelchair Access Junior Picnic Table

Wheelchair Access Junior Picnic Table

Description Specifications Colours

- Design derived from our best selling Junior Picnic Tables, adapted to provide additional space for wheelchairs
- Provides seating for all
- Suitable for SEN schools to encourage pupils' communication and interaction with one another
- Manufactured from 100% recycled plastic
- Strong, durable and wear resistant
- Does not splinter and is resistant to insects & bacteria
- Completely maintenance free
- Will not break, even in extremely hot or cold conditions
- Parasol holes available upon request
- Delivered part assembled with assembly instructions
- Free Delivery to all UK Mainland addresses**

We guarantee that our recycled plastic products will be delivered free from material defects and will not show any natural defects for at least 25 years. This includes splintering, rotting or decay. [Click here to see our full Terms & Conditions](#)

NBB are members of the Made In Britain Organisation. The collective trade mark brings together the British manufacturing community, which can only be used by members who meet the strict criteria. [Click here for further information](#)

Operations and Maintenance Manual

Request a quote

Prices exclude VAT at 20%

Product Code	Dimensions	Capacity	PDF	Colour	Per Table	
					1+	Quantity
RFDJP01	L1840 x W1200mm	4 Person & 1 Wheelchair		Black	£480.00	0

£475-£480

NBB Recycled Furniture 0800 1777 052 [Login](#) [0 item\(s\), £0.00](#)

100% Recycled Plastic 25-Year Guarantee Completely Maintenance-Free 120 Million Plastic Bottles Recycled

New Products

Special Bundle Offers

Picnic Tables

Benches and Seating

Planters and Raised Beds

Table and Chair Sets

Outdoor Play Furniture

Garden Furniture

Outdoor Dining

Bins and Bollards

Fencing and Raw Materials

Memorial

Disabled Access Furniture

Sports and Changing Rooms

Early Years and Junior

Accessories and Spare Parts

SEN Range

Home » Picnic Tables » Wheelchair Access Picnic Tables » Wheelchair Access Picnic Tables - Standard 1 review

Wheelchair Access Picnic Tables - Standard

Description Specifications Colours

- High quality picnic tables, customized to provide space for wheelchair users
- Provides seating for all
- Spacious, can comfortably accommodate most wheelchairs
- Suitable for SEN schools to encourage pupils' communication and interaction with one another
- Manufactured from 100% recycled plastic
- Strong, durable and wear resistant
- Does not splinter and is resistant to insects & bacteria
- Completely maintenance free
- Will not break, even in extremely hot or cold conditions
- Supplied with parasol hole as standard
- Delivered part assembled with assembly instructions
- Further to our 25 year guarantee, we also offer replacement parts for all our standard furniture products should they become damaged. For more information on what is available, [click here](#)
- Free Delivery to all UK Mainland* addresses**

We guarantee that our recycled plastic products will be delivered free from material defects and will not show any natural defects for at least 25 years. This includes splintering, rotting or decay. [Click here to see our full Terms & Conditions](#)

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Operations and Maintenance Manual

Request a quote

Prices exclude VAT at 20%

Product Code	Dimensions	Capacity	PDF	Colour	Per Table	
					1+	Quantity
RFDMP01	L1500 x W1460mm	3 Person & 1 Wheelchair		Black	£475.00	0



0333 253
1266

What are you looking for? e.g. Picnic Tables, Benches, Planters



Login

2 item(s), £990.00



100% Recycled Plastic



25-Year Guarantee



Completely Maintenance-Free



120 Million Plastic Bottles Recycled

New Products

Special Bundle Offers

Picnic Tables

Benches and Seating

Planters and Raised Beds

Table and Chair Sets

Outdoor Play Furniture

Garden Furniture

Outdoor Dining

Bins and Bollards

Fencing and Raw Materials

Memorial

Disabled Access Furniture

Sports and Changing Rooms

Early Years and Junior

Accessories and Spare Parts

Basket

Buying from recycledfurniture.co.uk is safe. Your order will be processed on our secure servers.



You qualify for FREE delivery

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SHOPPING GUARANTEE ID Theft Recovery Assistance Satisfaction Guarantee Price Protection FREE with your purchase

Item	Price Each	Qty	Total
 <p>RFHAL01-BRN x 2 - Large Picnic Table - 2000 X 1460 - Brown Size: Large Dimensions: L2000 x D1460mm Capacity: 6 Person</p>	£495.00	<div style="display: flex; align-items: center;"> − <input style="width: 30px; text-align: center;" type="text" value="2"/> + </div> <p>Update</p>	£990.00
Subtotal			£990.00

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Promotional Code

Apply

Suggested products



02/06/2023

Best Selling Cigarette Bin

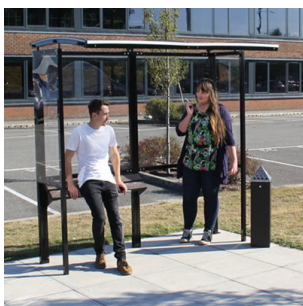


Shelters, Walkways & Canopies

Shelters, Walkways & Canopies

- Smoking Shelters
- Waiting Shelters
- Entrance Shelters & Walkways
- Buggy Shelters
- Canopies & Porches
- Dug Out Shelters
- Bus Shelters
- Outdoor Dining Shelters
- Secure Shelters
- Accessories

Best Selling Smoking Shelter



New Products

Cigarette Bins

Custom Shelters

Education Essentials

Basket



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You qualify for **FREE** delivery

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SHOPPING GUARANTEE



ID Theft Recovery Assistance





Satisfaction Guarantee



Price Protection

FREE with your purchase



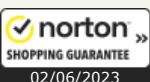
Item	Price Each	Qty	Total
 <p>Brown HAP01-BRN - Standard Picnic Table Description : Standard Picnic Table Size : Medium Dimensions : H780 x L1460 x W1500mm Capacity : 4 Person Weight : 75kg Seat Height : Seat - H440mm</p>	£445.00	 <input type="text" value="2"/> Update	£890.00
Subtotal			£890.00

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About



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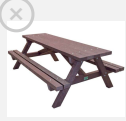

MENU

2

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

✓ 2 x "Springbank Picnic Table" have been added to your basket.

Our Free Delivery option does not include an AM, PM or timed delivery slot, and is generally made between 8am and 6pm Monday to Friday. For more information please see our [delivery page](#) or contact our sales team on 01629 820011 or info@tdp.co.uk.

PRODUCT	PRICE	QUANTITY	SUBTOTAL
 <p>Springbank Picnic Table - Brown, 2000mm  Estimated delivery date is 10/07/23</p>	£791.11	- 2 +	£1,582.22 (incl. VAT)


← CONTINUE SHOPPING

UPDATE BASKET

You may be interested in...



Anchor For Soft Ground
£90.79



Anchor For Hard Ground
£37.81

BASKET TOTALS

Subtotal	£1,582.22 (incl. VAT)
Total	£1,582.22 (includes £263.70 VAT)

PROCEED TO CHECKOUT

Coupon




MENU

2

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

Our Free Delivery option does not include an AM, PM or timed delivery slot, and is generally made between 8am and 6pm Monday to Friday. For more information please see our [delivery page](#) or contact our sales team on 01629 820011 or info@tdp.co.uk.

PRODUCT	PRICE	QUANTITY	SUBTOTAL
 <p>Springbank Picnic Table - Brown, 1500mm Estimated delivery date is 10/07/23</p>	£610.15	- 2 +	£1,220.30 (incl. VAT)

← CONTINUE SHOPPING

UPDATE BASKET

You may be interested in...



Anchor For Soft Ground
 £90.79



Anchor For Hard Ground
 £37.81



BASKET TOTALS

Subtotal	£1,220.30 (incl. VAT)
Total	£1,220.30 (includes £203.38 VAT)

PROCEED TO CHECKOUT

Coupon


Browse Categories

- Why Recycled Plastic is Better
-  Environmentally Friendly
-  Extremely Durable
-  Long Lasting
-  No Maintenance Required


 **FREE DELIVERY*** UK mainland only

Basket

Buying from vprecydplastic.co.uk is safe.
Your order will be processed on our secure servers.

 You qualify for **FREE** delivery

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Item	Price Each	Qty	Total
 <p>Brown VRFPY113-BRN - Pass Through Picnic Table Set Description : Table/Backless Benches Dimensions : H780 x L1495 x W1700mm Capacity : 6 Person PDF : AssemblyGuide</p>	£765.00	<div style="text-align: center;"> - 2 + Update </div>	£1,530.00
Subtotal			£1,530.00

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PAYMENTS



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Transaction number	Payment Reference	Invoice Date	Net	VAT	Gross	Payment	Transaction Details
6086	DD230718THREE	17/06/2023	£25.58	£5.12	£30.70	£30.70	3 Business Services - Up to 17 June 2023
6105	BACS230725AIRWAY	01/07/2023	£280.00	£56.00	£336.00	£336.00	Airway - Annual maintenance of air conditioning for period 01/07/23 - 30/06/24
6077	DD230708BGAS2	02/05/2023	£107.71	£5.39	£113.10		British Gas - Old Recreation Ground
6078	DD230708BGAS	24/06/2023	£9.41	£0.47	£9.88		British Gas - Electricity bill - orchard road cemetery
6128	DD230730BGASPAV	16/07/2023	£113.44	£19.96	£133.40	£256.38	British Gas - Pavilion Electricity
6107	BACS230725CAPALC	11/07/2023	£120.30	-	£120.30	£120.30	CAPALC - Internal audit
6082	BACS230725PETTIFER	28/06/2023	£72.94	-	£72.94	£72.94	David William Pettifer - Litter picking July
6087	BACS230725H&CGM	30/06/2023	£755.00	£151.00	£906.00		Herts & Cambs Ground Maintenance Limited - Rec
6088	BACS230725H&CGM	30/06/2023	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries & Church Yard
6089	BACS230725H&CGM	30/06/2023	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Verges
6090	BACS230725H&CGM	30/06/2023	£460.00	£92.00	£552.00	£2,692.00	Herts & Cambs Ground Maintenance Limited - Hub Car Park & Chalk Hill
6093	BACS230725HUNTREE	15/06/2023	£925.00	£185.00	£1,110.00	£1,110.00	Huntree Fencing LTD - Fencing work carried out at Worcester Way
6083	BACS230725JHE	29/06/2023	£235.00	£47.00	£282.00	£282.00	J H E Electrical Contractors - Orchard Cemetery Remedial work
6080	BACS230725JTRUEMAN	25/06/2023	£28.00	-	£28.00	£28.00	Jason Trueman - June Pavilion Cleaning
6097	BACS230725MAJESTIC	06/07/2023	£40.00	£8.00	£48.00	£48.00	Majestic Garden Services - Cut the grass in the central walkway at St Georges allotments
6101	BACS230725MARKWYER	03/07/2023	£62.52	-	£62.52	£62.52	Mark Wyer - Litter Picking June & July
6127	BACS230725DEOLIV	14/07/2023	£92.20	-	£92.20	£92.20	Matthew De Oliveira - July -Key Services
6106	BACS230725FIT	02/06/2023	£168.27	£0.00	£168.27		Melbourn Community Hub Management Group - Feed In Tarriff
6092	BACS230725HUB	27/06/2023	£350.00	£70.00	£420.00		Melbourn Community Hub Management Group - Rebill - book supports for library shelving - S106 monies
6095	BACS230725HUB	30/06/2023	£1,785.00	£0.00	£1,785.00		Melbourn Community Hub Management Group - PCN room rental - June 2023
6096	BACS230725HUB	30/06/2023	£152.50	£3.00	£160.50	£2,533.77	Melbourn Community Hub Management Group - PCN Menopause café, carers café etc
6094	BACS230725MIN	30/06/2023	£225.00	£45.00	£270.00	£270.00	Minuteman Press Cambridge - Mix Music banner printing (1x flag, 1 x vinyl banner)
6081	DD230701NOW	01/07/2023	£36.00	£7.20	£43.20	£43.20	Now Pensions - July 2023 monthly
6079	BACS230725SECONDLIFE	27/06/2023	£233.20	£46.64	£279.84	£279.84	Second Life Products Wales Ltd - Benches at the Moor Play Park
6126	BACS230725SHIRE	14/07/2023	£100.00	£20.00	£120.00	£120.00	Shire Trees Limited - Broken branch at scout hut
6109	BACS230725SHELFORD	06/07/2023	£286.06	£57.21	£343.27	£343.27	Shelford Heating - Installation of valves to showers at Pavilion
6084	BACS230725SLCC	29/06/2023	£120.00	£24.00	£144.00		SLCC Enterprises LTD - ILCA Qualification
6085	BACS230725SLCC	29/06/2023	£60.00	£12.00	£72.00		SLCC Enterprises LTD - Agendas and minutes training
6110	BACS230725SLCC	29/06/2023	£120.00	£24.00	£144.00	£360.00	SLCC Enterprises LTD - ILCA Qualification
6091	DD230727SFB	20/06/2023	£187.12	-	£187.12	£187.12	Source for Business (Cambridge Water) - The Moor, Melbourn
5891	DD230703SCDC5	01/07/2023	£79.00	-	£79.00		South Cambs District Council - Rates Victoria Way (4 of 10)
5900	DD230723SCDC4	01/07/2023	£259.00	-	£259.00		South Cambs District Council - Rates Pavilion Rec Ground Instalment 4 of 10
5910	DD230703SCDC3	01/07/2023	£1,272.00	-	£1,272.00		South Cambs District Council - Rates Car Park (4 of 10)
5886	DD230703SCDC2	01/07/2023	£51.00	-	£51.00		South Cambs District Council - Rates Busrial Ground Orchard Road (4 OF 5)
5874	DD230723SCDC1	01/07/2023	£32.28	-	£32.28	£1,693.28	South Cambs District Council - Waste Collection at the pavilion 4 of 12
6076	BACS230725WAVE	16/06/2023	£59.87	-	£59.87	£59.87	Wave - Workshop water - 16 Dec 2022 - 15 Jun 2023
6098	DD230710YU1	03/07/2023	£12.30	£0.62	£12.92		Yu Energy - Street lighting account
6099	DD230710YU1	03/07/2023	£41.12	£2.06	£43.18		Yu Energy - Street lighting account
6103	DD230710YU1	03/07/2023	£11.41	£0.57	£11.98	£68.08	Yu Energy - Street lighting account
Confidential items eg Salaries, NI & Pensions			£6,699.65	-	£6,699.65	£6,699.65	
			£16,696.21	£1,092.91	£17,789.12	£17,789.12	

Signature _____ Date _____

Signature _____ Date _____

Email decision

Dear all,

Thanks to those who responded to this email decision.

It was RESOLVED that Council approves to keep the allotment fees at the current cost of £21.50 for the Gray's site and £27 for the St George's site.

In favour: Cllrs Alexander, Barley, Kilmurray, Travis, Cowley, Hart and Clark

Against:

Abstain:

It was RESOLVED that Council approves keep the standard rate and community rate for the hire of the pavilion at the same price, and to increase the football pitch hire from £35 per match to £40.

In favour: Cllrs Alexander, Barley, Kilmurray, Travis, Cowley, Hart and Clark

Against:

Abstain:

Email Decision – recruitment of a part-time parish clerk

Dear Councillors,

Thank you to those who responded to the email decision.

It was RESOLVED that Council approves for HR to carry out the recruitment process to recruit a part-time (14-18 hours) parish clerk.

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

Against:

Abstain:



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Sophie Marriage
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

8th July 2023

Dear Sophie
We're quoting for works listed below

Thatcher Stanford hedge, top & both sides, we would cut the hedge back as far as usual, clearing all debris away from site

Total £430.00 x Vat

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

Kind Regards

Justin Willmott

From: Enquiries Lawrence <enquiries@majesticgardenservices.co.uk>
Sent: 12 July 2023 17:53
To: assistantclerk
Subject: Re: Gray's Allotments, Melbourn - Hedge

Hi Alex

Cost to trim hedge both sides and top £320+ vat

Kenny

On Mon, 10 Jul 2023 at 11:49, assistantclerk <assistantclerk@melbournparishcouncil.gov.uk> wrote:

Hi Kenny,

We believe that it is the hedge highlighted in the attached aerial photo.

Thanks

Best Wishes

Alex Coxall

Assistant to the Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

[30 High Street](#)

Melbourn

[Cambridgeshire](#)

[SG8 6DZ](#)

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday (9.30 - 2.30), Tuesday (9.30 to 11.30) and Thursday (9.30 to 2.30).

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

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You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk
You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: Enquiries Lawrence <enquiries@majesticgardenservices.co.uk>
Sent: 10 July 2023 10:58
To: assistantclerk <assistantclerk@melbournparishcouncil.gov.uk>
Subject: Re: Gray's Allotments, Melbourn - Hedge

Hi Alex

Can you mark this hedge on a plan please ? I couldn't find it

Kenny

On Mon, 3 Jul 2023 at 10:29, assistantclerk <assistantclerk@melbournparishcouncil.gov.uk> wrote:

Hi Kenny,

Me again!

There is a hedge that borders Gray's allotments and Thatcher Stanford's Close that has become overgrown. Please could you also provide a quote for this work?

Thank you

Best Wishes

Alex Coxall

Assistant to the Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

[30 High Street](#)

Melbourn

[Cambridgeshire](#)

[SG8 6DZ](#)

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A Different Type of Door Company

Building 83, Bay 4, First Avenue
The Pensnett Estate, Kingswinford
West Midlands, DY6 7FL
Tel: 01384 293141
Fax: 01384 671212
E-mail: sales@mgsuk.com
www.mgsuk.com
Reg. Number: 02628441
VAT Number: 887 4564 63

MGS SERVICE QUOTATION

Date: 19th July 2023 REV A

Customer: Melbourn Parish Council

Customer Email: assistantclerk@melbournparishcouncil.gov.uk

MGS Ref: Q28247 Revision A

Site: Melbourne Parish Council

Dear Sir/ Madam

We thank you for this enquiry and have pleasure in submitting our report and quotation as attached.

We look forward to receiving your further instructions in due course. If however you have any questions then please do not hesitate to contact the undersigned at your convenience

MGS offer a wide range of services, please visit our website for further details please visit www.mgsuk.com

Assuring you of our best attention at all time

Yours Sincerely,
Jack Cox

For and on behalf of Multi Glazing Systems Ltd.

E & OE

MGS Services
Email: Service@mgsuk.com
Telephone: 01384 293141

SPECIFICATION:

Following our recent site visit, we have pleasure in submitting the following report and costs

	Description	QTY	Total Price excl VAT
1	<p>AUTOMATION:</p> <p>Further to our recent attendance, we noticed that the existing operating units are not compatible with the upgraded safety sensors. Current operating units are meeting the old regulation standards.</p> <p>MGS proposes to attend site in normal working hours, remove and dispose of the existing operating system from both front OUTER and rear entrance(s)</p> <p>MGS to supply and install new single swing ED100A operating systems. MGS to re-use the existing activation. Operating systems to be completed with the below:-</p> <p><u>Outer Main Entrance:</u></p> <p>1 x ED100A Unit, 2 x Safety Sensors, 2 x Auto door & 1 x Keep Clear Signage.</p> <p><u>Rear Entrance:</u></p> <p>1 x ED100A Unit, 2 x Safety Sensors, 2 x Auto door & 1 x Keep Clear Signage, and 4 Position Key switch.</p> <p>MGS engineer to test for correct operation once works are completed and leave in good working order</p> <p>Doors have existing Roller Blind safety devices</p> <p>Notes (as discussed)</p> <ol style="list-style-type: none"> 1. Fire Alarm Engineer required to attend on day 1 and 2 to check interfaces and ensure correct and then test when works completed 2. Lead time circa 6 weeks from order 3. Service contract submitted under separate cover 4. With regards the main entrance (inner) door, please note our comments that this door should be fitted with a barrier rail and it is therefore your choice/risk not to do so. As discussed, we recommend you (yourselves) install some form of physical barrier to this area 5. Quote assumes normal working hours and works to be done over consecutive days, with the FA engineer in attendance as discussed <p>End of Specification / Quotation</p>	1	£4,590.00

CONDITIONS OF SALE

1 APPLICATION

These terms and conditions shall apply to all contracts entered into by MGS Limited hereafter called 'the Company'. These terms and conditions shall override any terms and conditions sought to be imposed by the Customer.

2 VARIATION

No variation of the contract or of these terms and conditions shall be effective unless agreed in writing by an authorised officer of the Company.

3 PROPERTY IN GOODS

Until the Company has been paid in full for the goods comprised in this or any other sale contract between the Company and the Customer:

- (a) The goods comprised in this contract remain the full property of the Company.
- (b) The Company may recover those goods at any time from the customer of his successors or from any liquidator or receiver if the Customer is in default of payment under the terms of his contract with the Company, or conveys inability or unwillingness to pay, and for that purpose the Company may by its servants or agents enter upon any land or premises where the goods are situated.
- (c) If the Customer incorporates the goods into other goods or uses them as material for other goods, the property in those other goods become that of the Company.

4 PAYMENT

- (a) Pro forma if no account held
- (b) Where repeat business is anticipated credit terms may be granted subject to the Customer credit worthiness being approved by the Company. Under these circumstances invoices shall be payable on or before the 20th of the month following the month of delivery or completion (or if delays on site at no fault of MGS). Time of payment is of the essence and we reserve the right to charge interest at 6% on overdue invoices
- (c) Payment with order or against pro-forma invoice may be required at the discretion of the Company.
- (d) In the event that the Customer and/or its agents are unable to accept delivery of any goods and/or completion of any works the Company reserves the right to secure payment for such goods and/or works in the same terms as in Clause 4(a) or (b) save that if the Company price is for supply delivery and erection, the invoice sum under this Clause 4(d) shall not exceed 90% of the total price.
- (e) In the event of cancellation of an order by the Customer and/or its agents, a minimum charge of 15% will apply.

5 EXCLUSIONS

- (a) When removing and replacing plate glass doors there is always the chance the glass may shatter. MGS do not accept any responsibility for cost of replacement glass should this happen

6 WARRANTY

The Company shall pass on the benefit of or grant to the Customer the same warranties and/or guarantees as the Company received from its own supplier. The Company will replace free of charge any goods which were defective on delivery providing the Company is notified in writing of the defect within 1 month of delivery and the goods are returned to the Company carriage paid, assuming invoice(s) paid

Please note, we have made no allowance in our price for the provision of; Retention, Main Contractors Discount, Third Party Warranty or a Performance Bond, if any of these items are required, then MGS must be notified prior to any orders being placed and requests must be in writing.

7 COMPANY TERMS AND CONDITIONS:

A copy of our "Terms and Conditions of Sale" can be supplied upon request and will apply throughout the contract, without exclusion.

Please note that under MGS terms & conditions we do not except retention. Liquidated and Ascertained damages will be limited to a maximum 10% of the sub-contractor value, calculated at 1% per week. MGS will only agree to the deduction of liquidated damages where the client has deducted them from the Contractor and MGS have caused a delay. We have made no allowance in our price for the provision of; Main Contractors Discount, Third Party Warranty or a Performance Bond, if any of these items are required, then MGS must be notified prior to any orders being placed and requests must be in writing. In addition MGS Public Liability insurance indemnity is limited to £5m, and Employers Liability indemnity to £10m, Professional Indemnity insurance is limited to £1m.

assistant clerk gov

From: Lisa Vanner <lisavanner@countyfireservicesltd.co.uk>
Sent: 21 July 2023 14:28
To: assistantclerk@melbournparishcouncil.gov.uk
Subject: FW: Control panel call out

Good afternoon Abi,

We carried out the works via Ben Tilley Electrical Services. No service agreement was ever signed or made with us, so we do not maintain the system.

To come out and liaise with a door engineer at a pre-defined time and day, our day rate charge would be £500.00 Plus VAT.

Kind Regards,

Lisa Vanner
County Fire Services Ltd
204 Wellingborough Road
Rushden
Northants NN10 9SX
lisavanner@countyfireservicesltd.co.uk
www.countyfireservicesltd.co.uk

From: paul@countyfireservicesltd.co.uk <paul@countyfireservicesltd.co.uk>
Sent: Friday, July 21, 2023 10:44 AM
To: 'Lisa Vanner' <lisavanner@countyfireservicesltd.co.uk>
Subject: FW: Control panel call out

Many thanks
Paul Davis
paul@countyfireservicesltd.co.uk
www.countyfireservicesltd.co.uk

From: assistant clerk gov <assistantclerk@melbournparishcouncil.gov.uk>
Sent: Friday, July 21, 2023 10:23 AM
To: support@countyfireservicesltd.co.uk
Subject: Control panel call out

Good morning

You currently provide out fire control panel at The Hub in Melbourn.

We are having some work done to our automatic doors and we need an engineer to work with the door engineer (at a pre-defined time and day) to ensure that the work is compatible with the panel and make sure the panel is set up correctly.

Could you let me know the fees associated with this type of call out?

Many thanks

Abi Williams

Abi Williams
Assistant to the Parish Clerk

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

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

Please note: My working hours are usually Monday to Friday, 9am - 4pm

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

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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@melbournparishcouncil.gov.uk
You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please [click here](#)

MACS Volunteers Party



Bingo - 'Eyes down' at Cozy Corner



**Well being Walk Leaders
Afternoon tea**

**Dog Café with Coffee and
Crosswords**



'Anyone for Crafting?'



Melbourn Timebank Report: July ' 23

July activities

1	Cambridge Timebank Partnership meeting
1	Wellbeing Walk leader afternoon tea
9	MACS Food Bank Sessions facilitated by Timebank
9	MACS Warm Hub sessions facilitated by Timebank
1	Memory Café – with Saxophonist and flower arranging
1	Games Night
1	Healthwatch visit to Warm Hub (Cozy Corner)
1	MACS Laskava Tea for Ukrainian families and their hosts
1	South Cambs Food banks meeting
1	Youth Art Development project meeting

On-going weekly activities

Mondays	Food Bank 10-12 - Warm Hub/Cozy Corner 12-3
Tuesdays	Dog Café 10-12
Wednesdays	Wellbeing Walk 10.30
Thursdays	Coffee Morning at the Dolphin and Food Bank 10-12 Warm Hub 12-3.00 both at Vicarage Close Community Hall

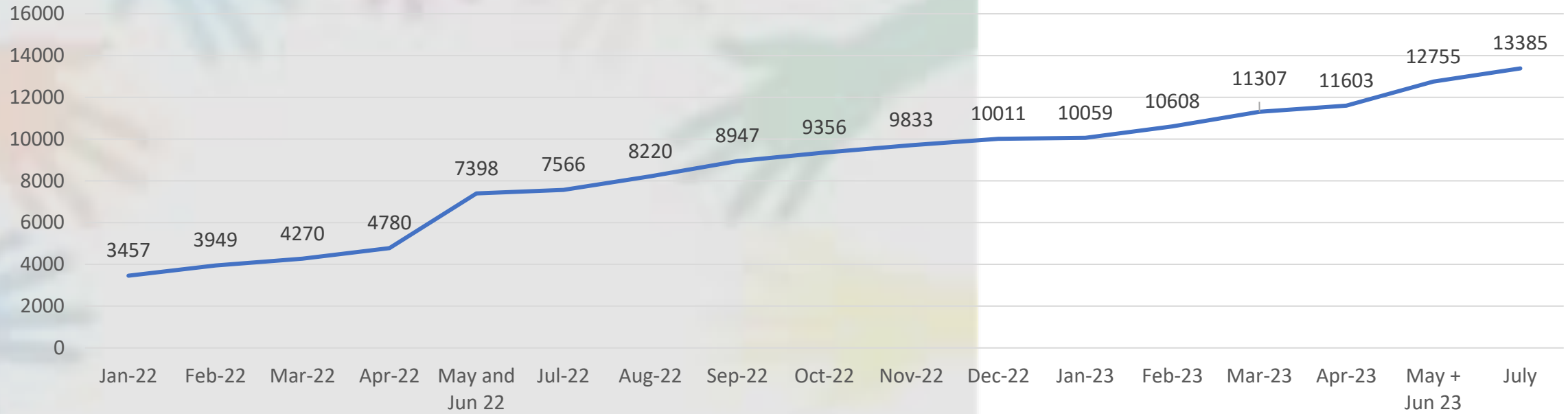
Membership growth data: to /7/23

	June	July	Conversion	Pipeline
Individual Members	118	122	4	5
Organisational Members	18	18		1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
2700	468	395

Total Hours Exchanged To Date



AOB

Co-op donated food to **MACS**

MACS Warm Hub – rebranded to **Cozy Corner**

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



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Melbourn Timebank Coordinator (TC)

1. Original Purpose of Role

- Be a resource for the parish, a way of bringing people together, reduce isolation and increase community engagement and focus on what the community needs
- To be a central contact for time-banking members and to facilitate interaction between members
- The Coordinator will organise social events, manage social media pages and other opportunities for members to get to know each other and get talking
- Continue to grow the Melbourn Timebank through the planning and delivery of community events

What does success look like in this role:

- It is the community, togetherness, friendships and connections you make that is the success of a timebank

2. Development of Role

The organic development of the role into the position it is in today, has been through changing to meet the needs of the community

These needs have been ascertained through embedding the role into the community and understanding support requirements

The original KPI's of the role continue to be delivered upon (e.g., growing membership) but as the community's needs have been better understood, the role has inevitably had to change to serve it

TC Activities as of March '21

1. Socially distanced Coffee mornings
2. Walk and Talk
3. Planned Dog Café
4. Solo Sunday lunches
5. Games Nights
6. Arts & Crafts group
7. Ad hoc member requested events

TC Activities as of July '23

1. Coffee Mornings
2. Dog Cafe
3. Arts and Crafts group
4. Solo Sunday Lunches
5. Memory Café/CS4D Support
6. CamSight Support Meetings
7. Games Nights
8. Wellbeing Walks
9. Support local community groups with volunteers
10. Social media presence
11. Warm Hub
12. Food Bank
13. Tea for Ukrainian families and hosts
14. Seasonal activities e.g., Xmas lunch and picnics
15. Forever cycling event
16. Seated yoga events

3. Future of the Role

I am a passionate advocate for this role and the community it works to serve. The expansion of the role has been necessary as the community demographics and needs have been better understood

Going over and above to fill these gaps has meant that I have spent time outside my contracted hours to accommodate these requirements

If the Parish Council feels that this means that the title of the role and hours allocated to it, are no longer relevant, I would be happy to consider how this is adjusted to reflect the reality of the role.

However, if the Parish Council decides that the scope of the role must be shrunk to its original proposal it would leave a gap that would need to be filled. These additional activities require a/another person with the capabilities and capacity to manage, train and report on them, as they cannot be delivered appropriately otherwise.

Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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These Financial Regulations were adopted by the Council at its Meeting held on 25 November 2019

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The Financial Officer will assist and support the RFO.
- 1.9. The RFO;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association

of Local Councils

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory (if practical) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Or duly constituted Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000 excluding VAT;
- a duly delegated committee of the council for items over £500 up to £5,000
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500. However, expenditure up to £1,000 may be authorised by the Clerk in circumstances outlined in 4.5 below.
- On items required for the Parish Office or to allow them to carry out the functions of the parish office, the Clerk shall be allowed to spend up to **£200 excluding VAT** without prior approval of the Council.
- For items of budgeted expenditure on the Hub, the Clerk and Chair (provided the Chair is not director of the Hub Management Group) up to £1,000. For items of expenditure relating to emergency maintenance, the Clerk and Chair up to £1,000 provided retrospective approval of full Council is obtained.

Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by an email confirming such review by the Chair of HR Panel. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval

has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting Finance and General Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible overtime.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be authorised by 2 Members.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be

made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council and are set out in the Policy and Procedure for Prepaid Debit Cards. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Clerk or RFO.
- 6.19. Any pre-paid debit card issued will be specifically restricted to the person or persons authorised to use it and will also be restricted to a single transaction maximum value of £200 unless authorised in accordance with the Council's Policy and Procedure for Prepaid Debit Cards.
- 6.20. A corporate credit card in the name of Melbourn Parish Council will be specifically

restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. The credit card limit will be £5,000, as set out in the Credit Card Policy and Procedure (document 4.35). Expenditure must be approved in advance by Council and shall be in accordance with the Council's Policy and Procedure for Credit Cards. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the RFO with a claim for reimbursement in accordance with the Policy and Procedure for Petty Cash.
- a) The RFO may maintain a petty cash float of up to £30 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept to substantiate the payment. The maximum amount that can be repaid from petty cash is £10.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or

- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by

obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations ~~2015-2022~~ ("the Regulations") which is valued at ~~£25,000~~£30,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post or email. Each tendering firm shall be invited to submit their tender in a marked sealed envelope and which shall remain sealed until the prescribed date for opening tenders for that contract. Tenders submitted by email should clearly state the specific reference and title of the tender in the email heading.
- f. All sealed tenders shall be opened by the Proper Officer, after the deadline for submission of tenders has passed, at a council or committee meeting at least one week before consideration by Councillors.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 c-f, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £2305,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall use their reasonable endeavours to obtain 3 quotations (priced descriptions of the proposed supply). If fewer than 3 tenders have been received by the deadline, the Chair of the Council or of the relevant Committee will consider extending the tender deadline as set out in Policy and Procedure for Procurement of Goods and Services (document 3.34) and Policy and Procedure for the Appointment of Contractors (document 4.22);
- i. where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing

Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

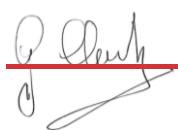
18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

19. GENERAL RESERVES

The Council shall hold General Reserves at a level which is consistent with its Reserves Policy (currently six months of annual expenditure). At such times as the Council's General Reserves are below this level, it shall take reasonable measures to build them back up to the recommended level. Such measures may include precepting for a contribution to the Council's General Reserve.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~24 April~~ 24 July 2023

Document Review Policy: ~~4~~ 3 Year from last approval