

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 26 June 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, 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.

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

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Name : Dr. MUHILAN KANAGARATHNAM

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council		✓			
Local government			✓		
Civil service		✓			
Professional skills					
Experience of chairing board / committee meetings				✓	
Experience of professional leadership				✓	
Financial planning / management			✓		
Mediation			✓		
IT			✓		
Strategic planning				✓	
Training Received (please give brief details of specific area of training)					
Skills that may be useful on Parish Council Committees					
Financial planning / management		✓			
Procurement / tenders		✓			
Health and Safety			✓		
Insurance		✓			
Pensions		✓			
HR			✓		
Legal [please give brief details of specific area of expertise]	✓				
Premises and facilities management		✓			
Please give brief details of particular local interest / knowledge					
<u>Planning</u>					
<u>Youth work</u>	I was aware of the work gone into the planning of the park in the Moor and the speed limit dropping to 20mph in Melbourne				
<u>Conservation</u>					
<u>Volunteering</u>					

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training					
I would need support, in observing few council/parish meetings.					
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:					
<p>Selflessness : you should act in the public interest</p> <p>Whenever I am in the park, I clear up as much mess as I can along with my kids.</p>					
<p>Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates</p> <p>As I work in NHS, I do give advice and guidance to reach out to the right service but following the normal NHS pathways.</p>					
<p>Objectivity : you should act impartially, fairly and on merit</p> <p>In my previous role as the rota organiser for a workforce of 150, I balanced the needs of the service and the staffs well being.</p>					
<p>Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability</p> <p>Annually in my clinical appraisal, I have to submit my hospitality, gifts or anything else received from public or private companies</p>					
<p>Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure .</p> <p>Every day in my clinical role, I discuss benefits, risks and complications of the interventions to the patients.</p>					
<p>Honesty : you should always be truthful</p> <p>Duty of candour is part of NHS culture, to be honest and apologise for complications, expected & unexpected arising in the care of the patients.</p>					
<p>Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour</p> <p>My non-clinical role in NHS, is as a clinical Director provide operational, financial and clinical leadership to four surgical services. Whenever we come across difficult decisions due to financial & workforce constraints I step up to challenge behaviour arising due to the pressures.</p>					

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Name : Dr. MUHILAN KAMARARATHNAM

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR	
(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)	
Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No
(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)	
Are you on the electoral register for Melbourn?	Yes / No
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / No
Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No

DISQUALIFICATIONS	
(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)	
Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

A meeting of this Council was held on Monday 22 May 2023 at 7.30pm in the Austen Room of the Hub, 30 High Street, Melbourn, SG8 6DZ

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

Present: Cllrs Clark, Wilson, Alexander, Barley, Cowley, Travis, Hart, Kilmurray, Davey and Campbell.

Absent:

In attendance: Sophie Marriage (Parish Clerk), and Abigail Williams (Assistant to the Parish Clerk)

PC001/23 To receive nominations and to elect the Chair of the Parish Council

Cllr Clark was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year.

Proposed by Cllr Alexander, seconded by Cllr Barnes.

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

Against:

Abstained: Cllr Clark

PC002/23 To receive nominations and to elect the Vice Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Cowley as Vice Chair of the Parish Council for the new civic year.

Proposed by Cllr Wilson, seconded by Cllr Kilmurray.

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

Against:

Abstained: Cllr Cowley

PC003/23 To receive and approve apologies for absence

There were no apologies for absence.

PC004/23 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

Cllr Alexander declared an interest in item PC022/23b and was granted dispensation to remain for the discussion but not to voted.

Cllrs Kilmurray and Travis declared interests in items PC017/23f and in all items under PC023/23. They were granted dispensation to remain for the discussion but not to voted.

PC005/23 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.

PC006/23 To approve the minutes of the Parish Council meeting on 3 May 2023

It was RESOLVED to approve the minutes of the Parish Council meeting on 3 May 2023 as an accurate record.

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

PC007/23 To report back on the minutes of the Parish Council meeting on 3 May 2023

It was noted that payments to grant recipients were on the approval list.

PC008/23 Chair's Announcements

The Chair reminded signatories to release payments in a timely manner.

PC009/23 Appointment of Standing Committees

a) Planning Committee (max eight cllrs)

- Cllr Hart

- Cllr Kilmurray

- Cllr Barnes
- Cllr Barley
- Cllr Alexander
- Cllr Wilson
- Cllr Clark

b) Finance & Good Governance Committee (max seven cllrs)

- Cllr Kilmurray
- Cllr Campbell
- Cllr Barley
- Cllr Alexander
- Cllr Clark
- Cllr Hart

c) Maintenance Committee (max six cllrs)

- Cllr Travis,
- Cllr Alexander
- Cllr Barnes
- Cllr Kilmurray
- Cllr Clark

d) MAYD Joint Committee (max three Melbourn cllrs)

- Cllr Travis
- Cllr Davey
- Cllr Barnes

PC010/23 Appointment of Standing Working Parties

a) Melbourn Futures Working Party (min three cllrs)

- Cllr Davey
- Cllr Clark
- Cllr Campbell
- Cllr Barnes

b) Melbourn Play Parks Working Party (max five cllrs)

It was agreed that the Melbourn Play Parks Working Party has fulfilled its remit and at present there are no projects for the working party to take on. Therefore, it was noted that the working party will be dissolved but that it can be reinstated at a later date if required.

c) Skate Park Working Party (max five cllrs)

- Cllr Travis
- Cllr Davey
- Cllr Campbell
- Cllr Clark

d) Website Working Party (max four cllrs)

- Cllr Barnes
- Cllr Kilmurray
- Cllr Hart

e) HR Panel (max five cllrs)

- Cllr Travis
- Cllr Alexander
- Cllr Hart
- Cllr Clark

PC011/23 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses
- b) Board of Trustees of Martin's Charity
- c) Board of Trustees of Triggs Charity Trust
- d) Melbourn Mobile Warden Scheme
- e) Melbourn Community Hub Lunch Club

All reports from the Parish Council Liaisons had been noted in the Annual Report.

- PC012/23 To consider approving the calendar of meetings for the new civic year**
 It was noted that following the meeting on the 24 April, the Parish Office had identified that it was not suitable to change the position of the Parish Council Meetings to earlier in the month.
 It was RESOLVED to approve the calendar of meetings for the new civic year.
 Proposed by Cllr Wilson, seconded by Cllr Hart. All in favour.
- PC013/23 To review the schedule of policies and procedures**
 It was clarified that the “review date” refers to when the policy is due for review and this will be made clearer on the document.
 It was RESOLVED to approve the schedule of policies and procedures.
 Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- PC014/23 To consider adopting the General of Power of Competence** (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011)
 Typo noted in the agenda item and it should read “General Power of Competence”.
 It was RESOLVED to adopt the General Power of Competence (*Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011*).
 Proposed by Cllr Barley, seconded by Cllr Barnes. All in favour.
- PC015/23 Annual Governance and Accountability Return 2022/2023**
- a) To consider Annual Governance Statements 1-9 in turn
 It was RESOLVED to agree Annual Governance Statements 1-9 on the AGAR.
 Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration
 It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2022/23 by the Parish Chair and the Parish Clerk.
 In favour: Cllrs Wilson, Alexander, Barley, Cowley, Travis, Hart, Kilmurray, Davey and Campbell
 Against:
 Abstained: Cllr Clark
- PC016/23 Annual Governance and Accountability Return 2022/2023:**
- a) To consider signing the Accounting Statements 2022/23
 It was RESOLVED to sign the Accounting Statements 2022/23.
 Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.
- PC017/23 Finance Matters:**
- a) To receive and consider the finance reports for April 2023
 The report was received.
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
 Deferred. Awaiting quotes.
- c) To quotations for the work to concrete areas of Littlehands car park following the drainage work
 Deferred. Awaiting quotes.
- d) To consider approving the payment to the Melbourn mobile wardens’ scheme from precepted funds
 It was noted that there is £7,500 in the precept to support the Melbourn Mobile Wardens’ scheme.
 It was RESOLVED to approve the payment of £7,500 to the Melbourn Mobile Wardens’ scheme from precepted funds.
 Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- e) To consider approving the Assistants to the Parish Clerk’s SLCC membership
 It was noted that there are sufficient funds in the budget and that the SLCC (Society of Local Council Clerk) provides training, advice, and templates to help carry out work efficiently.
 It was RESOLVED to approve membership of both assistants to the Parish Clerk for £389.
 Proposed by Cllr Davey, seconded by Cllr Hart. All in favour.
- f) To consider approving an invoice relating to PCN at the Hub
 It was noted that there are several invoices because the money from the PCN only came to the Parish Council in April. The Parish Council has £50,000 from the PCN for the provision of PCN services at the Hub. All the invoices relate to the set up and carrying out of PCN services in the Hub.

It was RESOLVED to approve all the invoices (1660,1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674) for a total of £7376.72.

Proposed by Cllr, Davey, seconded by Cllr Barley.

In favour: Cllrs Clark, Wilson, Alexander, Barley, Cowley, Hart, Davey and Campbell.

Against:

Abstained: Cllr Travis and Kilmurray.

- g) To consider approving the approvals list for May 2023

It was RESOLVED to approve the approvals list for May 2023.

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

PC018/23 Governance:

- a) To consider the documentation for the local council award scheme

It was RESOLVED to confirm that all documentation is in place for in accordance with the Foundation Award criteria.

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

- b) To receive updates and consider actions

None to received.

PC019/23 Bank reconciliations

- a) To note bank reconciliation for March and April 2023

The bank reconciliations are with the councillor to carry out.

PC020/23 Email Decisions

- a) To note co-approved payment of the Ricoh UK Ltd invoice

It was noted.

PC021/23 Maintenance Matters:

- a) To receive updates and consider actions

None to receive.

PC022/23 Planning Matters:

- a) To consider approving the script for the Parish Council representative who will attend the SCDC planning meeting

A script has been drafted and councillors are encouraged to contact the Clerk regarding any amendments and changes. It was noted that officers at SCDC have suggested that it is unlikely that the application in question will be discussed at the SCDC planning meeting on the 14th June. ACTION: Clerk to seek clarification.

- b) To consider a licensing application relating to Mobile Street Trading Consent at the Black Horse

The Parish Council is a consultee regarding the Mobile Street Trading application. It was noted that there are some traders at this site who are unlicensed and traders who are licensed. It was noted that current traders are not only used by patrons of the black horse, but by others as a takeaway. Residents have raised concerns about the smells from the trucks, noise, illegal parking, anti-social behaviour, and littering. These issues have been reported to SCDC, however there appears to have been little consequence. It is understood the landlord of the pub is supportive of the street trading and it was noted that similar initiatives have worked well at other pubs that do not serve food.

It was RESOLVED to support the application from Slice of Price at the Black Horse.

Proposed by Cllr Cowley, seconded Cllr Campbell.

In favour: Cllr Cowley, Davey, Campbell

Against: Cllrs Clark, Hart, Kilmurray, Travis, Barnes, and Barley.

Abstained: Cllr Alexander.

The resolution fell.

It was RESOLVED to object the application from Slice of Price at the Black Horse on the grounds that it is not a suitable location due to the parking and traffic issues, smell from cooking, and litter with the comment that if permission is granted by SCDC that the site should be free of litter.

Proposed by Cllr Kilmurray, seconded by Cllr Barley

In favour: Cllrs Clark, Hart, Kilmurray, Travis, Barnes, and Barley.

Against:

Abstained: Cllr Alexander, Cowley, Davey, Campbell

The resolution carried.

- c) To receive updates and consider actions

None to receive.

PC023/23 Community Hub

- a) To consider quotations to repair tiles on the roof
It was noted that a company has offered to carry out the work, without charge in exchange for advertisement in the Hub. ACTION: Assistant to the Parish Clerk to find out more about this request and discuss with the Hub.
- b) To consider approving the call-out charge to repair the Wheelchair lift
It was RESOLVED to approve the payment of the call out charge of £250+VAT to repair the Wheelchair lift.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- c) To consider quotations for works to the sensors on the front and back doors
It was noted that, further to a service visit, more work had been recommended by the contractor and also that a new fault had arisen with respect to the internal door at the front entrance. If it was identified that remedial work is required urgently, the work could be approved under delegated authority. The Fire Strategy is being amended short term.

ACTION: Clerk to seek advice and, if necessary, to obtain and action a further quote for the corrective works.

It was RESOLVED to approve delegated authority between the clerk, the chair, and Financial Officer to approve the quote for £4,590+VAT from MGS if the works are required.

Proposed by Cllr Hart, seconded by Cllr Alexander.

In favour: Cllrs Clark, Wilson, Alexander, Barley, Cowley, Hart, Davey and Campbell.

Against:

Abstained: Cllr Travis and Kilmurray.

- d) To receive updates and consider actions
None to receive.

PC024/23 To discuss and consider the material for the Parish Council's stand at Melbourn Fete

It was noted that material is being prepared by the Parish Office and the Melbourn Fun Day is on the 24th June.

PC025/23 To consider permitting the kebab van to be stored in the village car park

It was noted that all the spaces in the car park are well used during the day and permitting storage of the kebab van permanently would reduce the number of spaces and encourage overnight parking that is not permitted.

It was RESOLVED to reject permission for the kebab van to be stored in the village car park.

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

PC026/23 To consider a proposal as part of the proposed Greenway initiative to improve pedestrian and cyclist provision at Melbourn High Street/Station Road junction

It was noted that the Greenways team would appreciate feedback on option 2.

It was RESOLVED to support the proposal in principle with comments seeking clarification on the bus boarder buildout and path to connect the war memorial and rear path.

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

PC027/23 Health, Safety, accessibility, and Wellbeing

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

PC028/23 Melbourn Timebank

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

PC029/23 To receive an update from the MAYD Joint Committee

- a) To consider quotations for the purchase of DJ kits to facilitate the DJ workshops
It was noted that MAYD have the sufficient funds but as it is a new initiative and Parish Council would own the equipment the committee decided to bring it to the council. The purchase of equipment is necessary to facilitate the workshops and they will be run be a

volunteer free of charge. It is hoped that the workshops will attract young people that the previous provisions have not attracted. It was noted that the equipment would need to be stored securely and a location should be identified prior to purchase. A few trial sessions and the inductions sessions would ensure that there is interest in the project.

It was RESOLVED to support the purchase of equipment by MAYD to facilitate the DJ Workshops.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

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

Against:

Abstained: Cllr Barley

PC030/23 To receive an update from the Futures Working Party

PC031/22 HR Matters:

a) To receive updates and consider actions

There are dates for staff appraisals and policies requiring an update are being worked on.

PC032/23 To note the date of the next meeting: 26 June 2023

It was noted that the date of the next meeting is the 26 June 2023.

Meeting closed at 21:26

PC038/23 – greenway response

Hi Sophie,

Thank you for getting back to me on this.

It is great to hear that the council supports the option 2 proposals in principle. As I'm sure you can appreciate, this option has the potential to provide a much better solution for all users of this junction.

In regards, to your points of clarification:

- I believe the bus boarder build out is designed to allow people a safer place to wait, whilst waiting for the bus (rather than on the existing pavement which is quite constrained in this area). The main benefit of this, is that users of the bus would be more visible to any oncoming bus (particularly if the existing car parking spaces were occupied) and would no longer be required to step into the carriageway in order to board the bus.
- If CCC desired, it may also allow for better bus stop provision in the future, such as a small shelter or more formal signage.
- In relation to the additional access to the war memorial, we can definitely consider this if it is considered necessary. However, what I would like to say is that the proposals associated with Option 2, which includes a new section of pavement on the western side and a widened section on the eastern side, would allow for adequate wheelchair access to the memorial via the existing access.

If there any further points of clarification, then please do let me know

Have a great weekend!

PC040/23

Email response from District Cllr Hart with a response from Cllr Dr Tumi Hawkins.

Your correct the EA has objected - belatedly - to a number of large applications including Bourn Airfield, Waterbeach, Darwin Green Ph2 and Ph3 and the Bidwell one in NEC currently under appeal. SCDC planning continue to emphasise that as the LPA their job is to manage the growth and development from it in a sustainable way, and deliver the current adopted local plan. Four of those sites to which EA is objecting are in the current adopted local plan. EA's narrative is trying to focus on the emerging joint local plan, which is mischievous to say the least. So SCDC focus on delivering the current plan which has 37,200 of the identified need already catered for in the sites in that plan. The responsibility for the delivery of sustainable water supplies rests with Cambridge Water and they are required to set out how they will do so through the Water Resources Management Plan (WRMP) process. This is their equivalent of SCDC's 25-year local plan. And in their current review of it, went out to consultation and we responded. Long term plan - Fen Reservoir (north of Chatteris) to come into operation mid 2030s. Short to medium term, pipe in water from Grafham Water and South Lincs. DEFRA/OFWAT recently rejected their plans to deliver the Grafham pipeline project. What EA is doing is belated - they know what is SCDC's local plan as they saw it back in 2013/14 before it was submitted for examination and since. Through their consultation responses, EA objections is really them asking for further information on the cumulative impact of development on water supply as part of the environmental assessment of proposals. SCDC as the Planning Authority have been taking a precautionary approach to proposals for new development based on the specific circumstances and information available in each case, on its own merit. SCDC have also been encouraging all applicants involving large-scale development to pay particular attention to this issue. People saying SCDC should slow down or stop is saying we should stop delivering the Local Plan. SCDC can't - its illegal and will mean SCDC may not be able to meet Housing Delivery targets and 5 year housing land supply targets - in planning terms. If SCDC don't, then DLUHC penalises the council by putting it in designation, removing SCDC planning rights. It also means housing shortage, both affordable and market, increasing house prices, increasing commuting and all that goes with it.'

County and District Councillor Report June 2023 – Melbourn PC

Historic Old Pond, Back Lane/High St junction

Last autumn we asked County and District flood risk/water management officers to come out again to Melbourn to look at the problem of highways drain capacity in parts of the village, following repeated reports of household flooding. Over the years, rapid silt build-up has been a problem in a number of highways drains. Our tour took us to the junction of Back Lane, High St and Royston Road where further investigation led to the identification of a historic pond at the junction. The assessment of the officers was that restoration of a pond at this location could act to helpfully intercept silt running down and prevent it from clogging drains further down the High Street and link roads. We then took the matter to Anglian Water to ask whether they could support. AW has a community fund which could be applied to by the parish council for further action; an expression of interest would need to be made. Would the PC would like to pursue this line of inquiry?

Royston Recycling Centre – access for Cambs residents

Following the decision earlier this spring by Hertfordshire County Council, which owns and operates the site, to restrict access to Herts residents only, Cambs County Council has been working hard with Herts CC to find a solution to allow access for Cambs residents. Everyone sees the common sense. There is a financial agreement to be worked out and this must work its way through the democratic process. Meanwhile, Herts CC have been clear that during this period Cambs residents' rights to use Royston Recycling Centre are protected. Do please remember to bring ID showing your home address.

Cycle Awareness Ride thanks

The annual A10 Awareness ride/walk/scoot took place June 11 and saw a huge turnout, including the Mayor of Royston, the GCP Greenway lead officer, Herts and Cambs councillors and GCP councillor representatives. Herts and Cambs Grounds Maintenance did some tidying up of the path in advance, as carefully as possible during nesting season, made possible by a 'Community Impact' grant from Melbourn Science Park.

Civil Parking Enforcement, South Cambridgeshire

This long-awaited scheme is coming into focus, expected but not guaranteed to be approved by Parliament in November. It should be ready to go pending current work updating enforceable lines and signs.

The scheme will see traffic wardens able to enforce illegal parking. The County Council is in the process of refreshing lines where parking enforcement is expected to be an issue and will administer the scheme. It is likely that activity will be concentrated in larger villages where services such as schools, doctors, and shops are located.

While Police have greater powers than traffic wardens will have, the scheme is necessary because police stopped enforcing parking offences about six years ago. The first five years of this scheme will cost more to administer than revenue generation by fines, mainly because this is rural district. The Greater Cambridge Partnership will subsidize the cost of the scheme initially.

An example of enforceable on-street parking is around Whittlesford Station and the list of anticipated lining works this summer includes areas around Meldreth Station. Please feed in any hot spot concerns in advance. Two officers will serve the whole district.

4-day-week trial update

This initiative by South Cambs District Council has generated intensive national press interest, positive and negative. Some inaccurate information has been perpetuated. The following is intended as a helpful summary. Please do read the reports on the South Cambs District Council website (following the link below), including the independent assessment of the trial by the Bennet Institute at Cambridge University, for an interesting and fuller picture.

The 4-day-week has been trialled quite extensively in the private sector; South Cambs District Council was the first local authority in the county to undertake a trial. This occurred between January-March 2023. In May, due to the positive results of the trial which indicated no negative impact on productivity and staff in better health, it was decided to extend the trial for a 12-month period to allow in-depth understanding of its potential benefits for the people of South Cambs.

The key impetus for the trial was a stubborn difficulty in recruiting to posts and reliance on more costly agency staff to fill vacancies. This cost to the public purse has been substantial, at a time when public sector budgets are under enormous strain. Some areas of council, for example planning, are especially prone to losing newly trained local authority staff to higher paid private sector jobs. Councils can't match private sector pay but they can offer different ways of working.

The premise of the four-day-week is that productivity must not be adversely affected and that a healthier and more rested workforce can perform in a more focused and productive way, making up that 'lost' time. The world really has changed and many factors have had a profound impact on the local authority workplace – not just Covid but also technology, the impacts of the 2008 financial crisis and ensuing austerity and deep cuts to public services, changes in the overseas workforce since departure from the EU, and a general decline in the health of the general population.

Disruption of staff turnover is something that people may recognize through their own experience in interaction with the council: multiple successive planning officers for example mean lost institutional memory in dealing with a planning application. Training new staff is expensive, and when staff don't remain in post for long that training cost is lost. This is public money.

Public sector workforce recruitment difficulties are widespread. Jobs are often more stressful than before the pandemic, for many reasons including because services might still be in recovery mode. This can cause understandable public frustration, as well as days lost to staff illness. In many of the sectors that your councillors come into contact with, workforce retention, and then recruitment, are cited as number one risk.

Prior to the announcement of the four-day week trial at South Cambs, a survey was undertaken to gauge staff health and wellbeing. When the trial concluded, results showed that health and wellbeing improved, while productivity was unaffected. Although the trial was not intended to measure improvement to recruitment, there was evidence of improvement with strong applications to a particularly hard-to-fill post.

On this basis it was decided to further the trial to a 12-month period, which will allow time to measure impacts on recruitment.

<https://www.scamb.gov.uk/your-council-and-democracy/four-day-working-week-trial/> Or search 'South Cambs District Council four-day week trial.'

If you have specific questions or concerns or are unhappy about any aspect of the trial and would like further information, please feel free to ask. I will collate questions asked, and answers, and share the results.

South Cambs District Council phone number

To contact South Cambs District Council, the main telephone line (**01954 713 000**) is open 8am to 5:30pm on Monday, Tuesday, Thursday and Friday; on Wednesday from 8am to 6:30pm.

Community Chest grants

This is an excellent, versatile funding source for community groups. Applications are easy to fill out and considered monthly. <https://www.scambs.gov.uk/community-safety-and-health/grants/community-chest-grants/> or just search South Cambs District Council Community Chest. Any questions to Jose who chairs the grants committee.

Post-16 education transport

Understandably, it often comes as a shock to parents of young people completing their GCSEs and moving on to post-16 education and training that there is no statutory provision for post-16 education transport. In years past before extreme cuts decimated local government public services there was some discretionary capacity to provide financial support (though not dedicated transport links). The cost of a season pass by bus or train is significant – and getting to the bus or train a huge challenge for communities outside of safe walking or cycling distance.

The last commercial bus service from the Mordens, Bassingbourn, Whaddon and Meldreth to Cambridge sixth form was withdrawn by the operator in 2017, citing congestion on Trumpington Road that caught buses in congestion, making the journey unreliable and causing ridership to plummet to just over one person per day. Some may remember that we tried to set up, with support from Royston and District Community Transport, a shuttle to Meldreth Station; when it came to it very few people signed up and this could not go forward.

Our local community rail partnership negotiated a Cambridgeshire 16-18 year-old student rail discount back in 2009 and this continues today, offering a season fare 50% off the adult price and notably, good during holidays and weekends. Travel must be within Cambridgeshire.

The 26 bus from Royston-Melbourn-Cambridge is another option though it is not clear how long the current government sponsored low fare will stay in place.

Greater Cambridge Partnership - Making Connections next steps

As set out last autumn during the 'Making Connections' consultation, our area has grown very significantly in the past ten years and is set to grow further – with growth expectations set nationally and largely down to the national economic potential of the areas bio-tech sector. However, we lack a decent mass transit system to allow people to travel to where they need to be, and over-reliance on private cars causes traffic jams that hinder the reliability of a public bus system.

The Greater Cambridge Partnership was established in 2014 as part of a legal agreement between central and local government, for the dispersal of government funds for infrastructure development. The GCP is a time-limited body – not a permanent institution. Components of infrastructure development include walking and cycling links, bus links, and various proposals to limit car use in and around Cambridge to alleviate congestion. The Making Connections proposal is multi-faceted,

including an improved bus network and a Cambridge road charge, the revenue from which would become the primary revenue stream for the bus network.

The public consultation closed in December with 24,000 responses. These have now been analyzed and results published. They were reviewed at the GCP's Assembly on June 8th, which scrutinizes and makes recommendations to the Board, which makes decisions (but not all decisions). Since the GCP came into being, government set up the Cambs and Peterborough Mayoral Combined Authority which assumed transport authority responsibility, including the power to introduce bus franchising - a system similar to Transport for London whereby public transport integration is possible and the local authority controls bus services as opposed to the status quo in most of the country, of deregulated buses dating from the 1980s. Local government can only subsidize services where commercial operators are absent, to ensure lifeline services. The Combined Authority favours bus franchising and is taking steps towards; this could come in next year. Meanwhile the County Council remains the Highway Authority and any road charge scheme would be its decision.

We are stuck with this complicated local government structure and must do our best!

Susan attended the June 8th GCP Assembly meeting to highlight representations to the Making Connections consultation made by the Cam Val Bus User Group and the Meldreth Shepreth and Foxton Rail User Group, on the need for village bus-rail links to take advantage of a good rail service and equalize access to it.

A number of thoughtful questions, concerns and suggestions were made by councillors and these will be collated for the Board meeting in late June. You can watch the meeting recording here:

<https://www.youtube.com/watch?v=iTs8x3Wk5Nk>

Cambridge and Peterborough Combined Authority – Electric Buses

On 12 May Cambridgeshire received 30 brand new electric buses, which will replace some of our older buses and will be used on our P&R sites from 15 May. Putting in a bid for this small fleet of electric buses- and winning it - was one of the first things Mayor Nik Johnson did and has taken time for Volvo to build them for us. You may have noticed these zero emission buses out and about in Cambridge.

East West Rail announcement

The southern route down from Cambourne and meeting up with Cambridge South Station has been announced. Details are here: <https://eastwestrail.co.uk/routeupdate>

The rail minister had been invited by the SCDC leader to visit South Cambs to best understand points of concern but unfortunately did not accept.

Pot holes

Many have been filled in – but some remain, so please do check the Highways Reporting System map for any you see without markings around them and if they're not there, please report. Search 'Cambridgeshire Report a Fault'

Cambridgeshire Priorities Capital Fund (CPCF)

Funding is being made available to improve community buildings across Cambridgeshire to bolster local services. Communities will be able to apply for grants of up to £40,000 for projects which will

improve community cohesion, especially caring for the elderly in the community. Applications can relate to capital funding projects which includes buildings, indoor and outdoor equipment and installation services. The application process will be open a bit later in the year – please watch this space.

Become a mentor for care leavers

The County Council annual meeting heard a stunning presentation from a young person who had grown up in care, about the disadvantage and stigma associated with anyone growing up in care. The council has an ongoing recruitment campaign for foster parents, and now also a mentoring programme to support young people in mapping out life choices and strategies.

Find out more: Become a volunteer mentor in Cambridgeshire for young care leavers.

<https://www.goal17.global/cam>

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 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	£0.00	-£3,850.00
Total Conservation		£6,650.00	£0.00	£31.01	-£6,618.99
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£885.00	-£3,315.00
Total Cemeteries		£4,200.00	£0.00	£885.00	-£3,315.00
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	£670.00	-£170.00
340	Pavilion Hire	£315.00	£0.00	£150.00	-£165.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,355.00	£0.00	£855.00	-£3,500.00
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	£0.00	-£6,000.00
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£895.58	£895.58
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	£8.00	£8.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£0.00	£0.00
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	£158,348.58	-£162,541.42
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	£4,500.00	-£22,500.00
Total Rental Property		£27,000.00	£0.00	£4,500.00	-£22,500.00
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	£218,091.32	-£198,475.41

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	£517.96	£12,692.04
1150	Stockbridge Meadows	£1,650.00	£0.00	£600.00	£1,050.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£1,245.00	£7,425.00
1300	Public Open Space Maintenance Contract	£6,420.00	£0.00	£920.00	£5,500.00
Total Conservation		£33,100.00	£0.00	£3,303.06	£29,796.94
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£276.33	£4,278.67
2100	Cemetery Grounds Maintenance Contract	£5,590.00	£0.00	£811.66	£4,778.34
Total Cemeteries		£10,145.00	£0.00	£1,087.99	£9,057.01
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	£4,447.79	£9,742.21
3400	Pavilion	£10,065.00	£0.00	£1,998.44	£8,066.56
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£8,276.73	£20,268.27
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	£607.55	£2,022.45
4500	Insurances	£15,950.00	£0.00	£638.55	£15,311.45
4700	Membership of Societies	£1,500.00	£0.00	£1,066.19	£433.81
4900	Parish Clock	£415.00	£0.00	£0.00	£415.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£1,764.22	£25,725.78
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£11,727.31	£70,272.69

5300	Sundry Expenses	£198.00	£0.00	£56.54	£141.46
5400	Training	£1,600.00	£0.00	£85.00	£1,515.00
5700	Pension Scheme Charges	£440.00	£0.00	£72.00	£368.00
5900	Bank Charges	£210.00	£0.00	£9.00	£201.00
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	£250.74	£9,959.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£0.00	£0.00
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	£0.00	£11.66	£378.34
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	£2,629.40	£13,270.60
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£0.00	£44,455.10	£201,679.90
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	£59.18	£940.82
Total Highways		£1,000.00	£0.00	£59.18	£940.82
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	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£0.00	£0.00	£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	£13,087.47	£13,087.47	£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	£19,146.86	£19,146.86	£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	£42,125.50	£99,532.56	£284,355.41
--------------------------	-------------	------------	------------	-------------

Total Income	£363,095.00	£53,471.73	£218,091.32	£-198,475.41
Total Expenditure	£328,675.00	£42,125.50	£99,532.56	£271,267.94
Total Net Balance	£34,420.00		£118,558.76	

Cash & Bank Balances 31st May 2023

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£273,568.54
Unity Bank Instant Access Deposit	£174,978.11

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	£681,568.50
--------------	--------------------

Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 31st May 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 31st May 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.

Shelley Coulman – FO Melbourn Parish Council

Doors:

The works carried out on job 13398 (quote 27783) have been completed to standard. This includes:

- Replacing existing finger guard and safety sensor replaced on rear door
- Safety sensor fitted to external main entrance
- Operating system replaced on internal main door (including new motor, control panel, battery back up, drive belt and pulley wheels)

When undertaking the work they discovered that all 3 doors 'talk' to each other and the current operating system was so out of date that it could not support this – hence why they say the doors are now non-compliant.

The exiting quote 28247 – is to bring the two external doors (front and back) up to specification and allow all three doors to work together again. MGS assured me that the sensors replaced on the rear and external doors will work with the 'new' system.

Jack offered another site survey could be carried out to clarify any concerns.

The alternative quote from BH Doors would have also missed the operating system issue as they were suggesting the installation of a barrier rather than upgrading the system.

The work they originally quoted was completed, the 'new' work is as a result of further investigations and was not identified on the first inspection.

WORKSHEET

JOB NUMBER	13398	DATE	17th April 2023
SITE ADDRESS	MELBORN PARISH COUNCIL, SG8 6DZ		
DOOR TYPE	AUTOMATIC SWING	ASSET NO.	
LOCATION	Main entrance		
FAULT REPORTED	Quoted works		
JOB TYPE	SURVEY		
DESCRIPTION & WORK CARRIED OUT	<p>Carried out works as per quote supplied and fit new swing operator and safety sensors to the main entrance inner door and finger guard to rear door.</p> <p>Quote required to upgrade main outer door.</p>		
The equipment is not in full working order and requires repairs / modifications	The equipment is in working order but requires repairs / modifications to reduce risk of personal injury	The equipment presents an unacceptable personal injury risk and been set in a safe position	
MATERIALS USED			QUANTITY
MATERIALS REQUIRED			QUANTITY
STATUS	REASON		
Time on site 08 :30	Time off site 17 :00		

Signatures

Engineer names(s) MARK PRICE	Customer name
Engineer(s) -Confirmation of the details above	Customer - please sign as completed to my satisfaction Date: 17th April 2023

Multi Glazing Systems Ltd

The Pensnett Estate
First Avenue, Building 83 Bay 4
Kingswinford
West Midlands
DY6 7FL
VAT Reg No: 887456463
Tel: 01384 293141 - Fax: 01384 671212
UTR No: 3777017105

Invoice

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

Invoice No: 19005
Invoice Date: 31/05/2023
Your Ref: Sophie Marraige
Account Ref: MELBOURN

Quantity	Details	Unit Price	Net Amt
1.00	Service works	4,130.00	4,130.00
0.00	JOB NO.13398		0.00
	SITE ADDRESS MELBOURN PARISH COUNCIL		
	ATTENDED SITE TO COMPLETE AS PER		
0.00	QUOTED WORKS, Q27783		0.00

Materials supplied in accordance with our terms and conditions of sale.
Barclays Bank Sort: 20-07-84, Acc: 63953440
If there is a dispute on this invoice you must notify them within 5 working days.
PAYMENT STRICTLY: 30 DAYS

Total Net 4,130.00
Carriage Net 0.00
Total Tax Amount 826.00
Invoice 4,956.00

Training – Assistant to Parish Clerk

Course	Date	Cost £	Link
Cemetery Legal Compliance	28/06/23 29/06/23	145.00	SLCC
Allotment Management	28/06/23	30.00	SLCC
New Clerk Webinar	19/07/23	FREE	SLCC
Clerk's – The Knowledge	06/09/23 13/09/23	250.00 (member price)	CAPALC
Agendas & Minutes	11/09/23 18/09/23	60.00	SLCC
ILCA <i>The Introduction to Local Council Administration (ILCA) is an online sector specific learning tool is designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors. The online programme can be studied in your own time while you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.</i>	Over 12 months	120.00	SLCC

£1,600 was precepted for 2023/24 year.

£85.00 has been spent so far, which leaves **£1,515** remaining.

The total cost for both assistants to attend the training sessions above is **£1,210**.

This would leave £305.00 in the training budget.

It should be noted that any new councillors must attend "councillor training sessions" which costs £75.00 per councillor. Also the finance officer is interested in doing the FiLCA qualification at a cost of £120.



HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

enquiries@hartsbooks.co.uk

tel: 01799 524552

INVOICE

18th May 2023

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire, SG8 6DZ

PO No. HB180523MPC

1 x The Best is yet to come.....Debbie Macomber @ £8.99
 1 x The Bookseller of Inverness.....Shona Maclean @ £9.99
 1 x The Exhibitionist.....Charlotte Mendelson @ £9.99
 1 x The Gift.....Alan Titchmarsh @ £8.99
 1 x The Great Passion.....James Runcie @ £8.99
 1 x The Letter.....Josephine Cox @ £14.99
 1 x Old God's Time.....Sebastian Barry @ £18.99
 1 x One Enchanted Evening.....Katie Fforde @ £16.99
 1 x A Secret garden affair.....Erica James @ £14.99
 1 x The Space Between usDouglas Johnstone @ £9.99
 1 x Demon Copperhead.....Barbara Kingsolver @ £9.99
 1 x Into the Dark.....Fiona Cummins @ £8.99
 1 x Apples Never Fall..... Lianne Moriarty @ £9.99
 1 x The Lincoln Highway.....Amor Towles @ £9.99
 1 x Mother's Boy.....Patrick Gale @ £9.99
 1 x The Lamplighters.....Emma Stonex @ £8.99
 1 x These Days.....Lucy Caldwell @ £8.99
 1 x I'm Sorry you feel that wayRebecca Wait @ £8.99
 1 x Companion Piece.....Ali Smith @ £9.99
 1 x The Empress and the English Doctor.....Lucy Ward @ £10.99
 1 x Pa Salt.....Lucinda Riley @ £22.00
 1 x The Unique Life of a Ranger.....Ajay Tegala @ £16.99
 1 x The Sunrise.....Victoria Hislop @ £9.99
 1 x A Day in the life of Poo, a Gnu and you.....Mike Barfield @ £10.99
 1 x DK Let's Get gardening Royal Horticultural Society @ £ 9.99

Total: £289.76

20%: £57.95

Discounted Total to pay: £231.81

Account name: Travel Buff LTD T/A Hart's Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25

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. 1677**DATE** 31/05/2023**DUE DATE** 30/06/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Austen Room for Carers' Cafe 14:00 to 16:30 Thursday 4th May 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
Catering - buffets, etc Catering for vaccinators and health check staff (21 May)	1	220.00	20.0% S	220.00
Cleaning Cleaning and resetting after vaccinators' visit	1	40.00	20.0% S	40.00

Monies to be drawn from the Health S106 fund

SUBTOTAL	337.50
VAT TOTAL	60.00
TOTAL	397.50
BALANCE DUE	£397.50

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	60.00	300.00

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. 1678**DATE** 31/05/2023**DUE DATE** 30/06/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for May 2023	19	60.00	No VAT	1,140.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 2nd May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 13:00 Thursday 4th May 2023	0.50	30.00	No VAT	15.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 9th May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 11th May 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 16th May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Dickens Room for PCN. 13:00 to 15:00 Tuesday 16th May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Wednesday 17th May 2023	1	0.00	No VAT	0.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	VAT	AMOUNT
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 18th May 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 13:00 to 15:00 Tuesday 23rd May 2023	0.50	60.00	No VAT	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 25th May 2023	1	60.00	No VAT	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 30th May 2023	0.50	60.00	No VAT	30.00
Rebill Medical-spec cupboards for the Bennett Room	1	1,640.88	20.0% S	1,640.88
Rebill Vinyl lettering on various medical waste bins	1	60.00	20.0% S	60.00
Rebill postage for medical chairs (chairs already invoiced for)	1	29.00	20.0% S	29.00
Rebill Refund of cost of leaflet printing (incorrectly charged last month)	1	-125.95	20.0% S	-125.95
Rebill Actual leaflet printing costs for PCN	1	44.95	20.0% S	44.95

Monies to be drawn from the ICB fund		SUBTOTAL		3,163.88
		VAT TOTAL		329.78
		TOTAL		3,493.66
		BALANCE DUE		£3,493.66

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		329.78	1,648.88

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

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Transaction Details
6014	DD230627THREE	17/05/2023	5.83	1.17	7.00	3 Business Services - Timebank phone up to 18 June 2023
6064	BACS230628AWILLIAMS	20/06/2023	13.75	2.75	16.50	Abigail Williams - Timpson Ltd Fire house key cutting - EXPENSES
6007	DD230607BRITISHGAS	24/05/2023	9.38	0.47	9.85	British Gas - Electricity bill - orchard road cemetery
6008	DD230607BRITISHGAS	24/05/2023	9.04	0.45	9.49	British Gas - Electricity bill - old recreation ground
6050	DD230628BGASPAV	14/06/2023	272.17	13.61	285.78	British Gas - Pavilion Electricity
6062	BACS230628CAMBACRE	20/06/2023	50.00	10.00	60.00	Cambridgeshire ACRE - Membership to Cambridgeshire ACRE
6016	BACS230628PETTIFER	31/05/2023	83.36	-	83.36	David William Pettifer - Litter picking June
6066	BACS230628ESPO	20/06/2023	108.60	21.72	130.32	ESPO - Purchase of: 2 x boxes A4 printer paper & 1 x box A3 printer paper
6035	BACS230627HARTS	18/05/2023	231.80	-	231.80	Harts Books - Purchase of 25 books for library
6009	BACS230627H&CGM	24/05/2023	755.00	151.00	906.00	Herts & Cambs Ground Maintenance Limited -Old Rec
6010	BACS230627H&CGM	24/05/2023	622.50	124.50	747.00	Herts & Cambs Ground Maintenance Limited - Verges
6011	BACS230627H&CGM	24/05/2023	460.00	92.00	552.00	Herts & Cambs Ground Maintenance Limited - Hub, Car park, chalkhill
6012	BACS230627H&CGM	24/05/2023	405.83	81.17	487.00	Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard
6017	BACS230628JTRUJEMAN	25/05/2023	140.00	-	140.00	Jason Trueman - May Pavilion Cleaning
6067	DD230701LLOYDS	19/06/2023	3.00	-	3.00	June Card charge
5933	BACS230531LUCID	01/05/2023	134.00	26.80	160.80	LUCID Systems - IT Support June 23
6024	BACS230627MARKWYER	01/06/2023	145.88	-	145.88	Mark Wyer - Litter Picking May
6052	BACS230628DEOLIV	19/06/2023	140.00	-	140.00	Matthew De Oliveira - June -Key Services
6018	BACS230628MITCHELL	26/05/2023	340.00	32.00	372.00	Mitchell & Mayle Ltd - Septic tank empty and drain jetting at the pavilion
6047	BACS230627JE	12/06/2023	150.00	-	150.00	Mr J Einchoomb - Delivery of Timebank leaflets for ITAV
6063	BACS230628MGS	31/05/2023	4,130.00	826.00	4,956.00	Multi Glazing Systems Ltd - Works on Hub external and internal doors
6015	BACS230627NORBURYS	24/05/2023	54.00	10.80	64.80	Norburs - Slabs for Stockbridge Meadows
6033	BACS230627NORBURYS	05/06/2023	6.30	1.26	7.56	Norburs - Brackets for fixing bench to Stockbridge boardwalk
6065	BACS230628NORBURYS	20/06/2023	4.25	0.85	5.10	Norburs - Washers for repair of taps at the allotments
6020	BACS230628NOW	01/06/2023	36.00	7.20	43.20	Now Pensions - June 2023 monthly employer service charge
5980	BACS230523PHILLIMORE	30/04/2023	100.00	20.00	120.00	Phillimore Garden Centre - Compost
6028	BACS230627PHS	31/05/2023	356.20	71.24	427.44	PHS Group - Sanitary disposal at The Pavilion
6048	BACS230613QUEST	13/06/2023	750.00	-	750.00	Quest Music Services - Provision of introduction to DJ'ing workshop and tutor training .
6030	BACS230627RSD	06/06/2023	251.40	50.28	301.68	Road Signs Direct - Custom Road Signs
6022	BACS230627SLCC	05/06/2023	149.00	-	149.00	Society Of Local Council Clerks - SLCC membership
6023	BACS230627SLCC	05/06/2023	237.00	-	237.00	Society Of Local Council Clerks - SLCC membership
6043	DD230527SFB	01/06/2023	43.16	-	43.16	Source for Business - Water services - The Moor
6044	DD230527SFB	01/06/2023	274.74	-	274.74	Source for Business - Water services - The Moor
6045	DD230527SFBNEWRD	01/06/2023	45.16	-	45.16	Source for Business - Water services - New Road Cemetery
6051	DD230609SFBWORK	09/06/2023	4.15	-	4.15	Source for Business - Water Workshop
6029	BACS230628SOUTHCAMBS	26/05/2023	4,400.00	880.00	5,280.00	South Cambs District Council - Charge for emptying of dog and litter bins
5873	DD	01/06/2023	32.28	-	32.28	South Cambs District Council - Waste Collection at the pavilion 3 of 12
5885	DD	01/06/2023	51.00	-	51.00	South Cambs District Council - Rates Burial Ground Orchard Road (3 OF 5)
5890	DD	01/06/2023	79.00	-	79.00	South Cambs District Council - Rates Victoria Way (3 of 10)
5899	DD	01/06/2023	259.00	-	259.00	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 3 of 10
5909	DD	01/06/2023	1,272.00	-	1,272.00	South Cambs District Council - Rates Car Park (3 of 10)
6031	CC230605SPREADSHIRT	06/06/2023	134.83	26.97	161.80	Spreadshirt - Purchase of 9 x mens t shirts
6021	BACS230613STANNAH	05/05/2023	250.74	50.15	300.89	Stannah Lift Services Limited - Service call for stair lift in The Hub
6046	DD230627UB	03/06/2023	42.45	-	42.45	Unity Bank - Account Charges
6027	DD230608YU	01/06/2023	45.54	2.28	47.82	Yu Energy - Street lighting account
6025	DD230627YU	01/06/2023	12.68	0.63	13.31	Yu Energy - Street lighting account
6026	DD230627YU	01/06/2023	11.79	0.59	12.38	Yu Energy - Street lighting account
Confidential items eg Salaries, NI & Pensions			7,087.14	-	7,087.14	
			24,199.95	2,505.89	26,705.84	

Signature _____ Date _____

Signature _____ Date _____

Email re Gemma's Tree in the Millennium Copse

Good afternoon Abi

I hope you are well.

I took my mum down to the Copse & she identified the tree herself as the tall Turkey Oak. She couldn't believe how much it had grown. Mum hadn't been there for 15 years or more.

We discussed about a plaque & she would like

Gemmas Tree

Roll With It.

Roll With It was Gemmas favourite Oasis song. We would also like to see if we could get the Nirvana smiley logo etched & wondered if that would be OK. It wouldn't be large obviously. I have enclosed a picture of the logo for consideration.

We are unsure whether to have a stake mounted plaque or one that ties around the tree. Maybe the wardens could advise.

Many thanks Matt

Mock-up of what they would like the plaque to look like.



ADDRESS:

[REDACTED]

PHONE:

EMAIL:

[REDACTED]

DATE: 6/26/2023

Dear Abi,

Firstly thank you for asking us to quote for Repairing the Slates, We would first need to erect a tower Scaffold to the front, and to the right hand side of the Door, as the Slate above here is difficult to access, that is most of the Costs.

Once Scaffold is in place, we can then fix the missing Slate, The Slate to the back of the Building is easy to access from a Ladder.

Total Cost £750.00

Regards

Wayne Hargreaves.

I

Air conditioning service

Good afternoon,

Would Friday 14th July be suitable for this visit?

The cost for this visit is **£280+VAT** and you will be invoiced on 1st July ready for your visit in July.

Many thanks,

Olivia Lewis

Maintenance Administrator

Melbourn Timebank Report: May & June '23

May & June activities

1	Vicky Lacey - Waste Projects Officer visited WH 22 ND May re Mooncups and Reusable wipes projects – 3 sets distributed by Timebank
	MACS Volunteer Party 9 th June
	MACS 'Laskava' (welcome) Tea for Ukrainian families and their hosts held on 20 th June attended by 6 adults and 7 children
1	'Doggie Disco' – 19 th June 14 attendees with 15 pooches
18	MACS Food Bank Sessions facilitated by Timebank
16	MACS Warm Hub sessions facilitated by Timebank
2	Memory Cafés – Indoor Bowling and Ukulele band
1	Lisa Chambers – ACRE visited WH 19 th June to explore new funding and branding
2	Solo Sunday Lunches and 2 Games Nights

On-going weekly activities

Mondays Food Bank 10-12 - Warm Hub 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

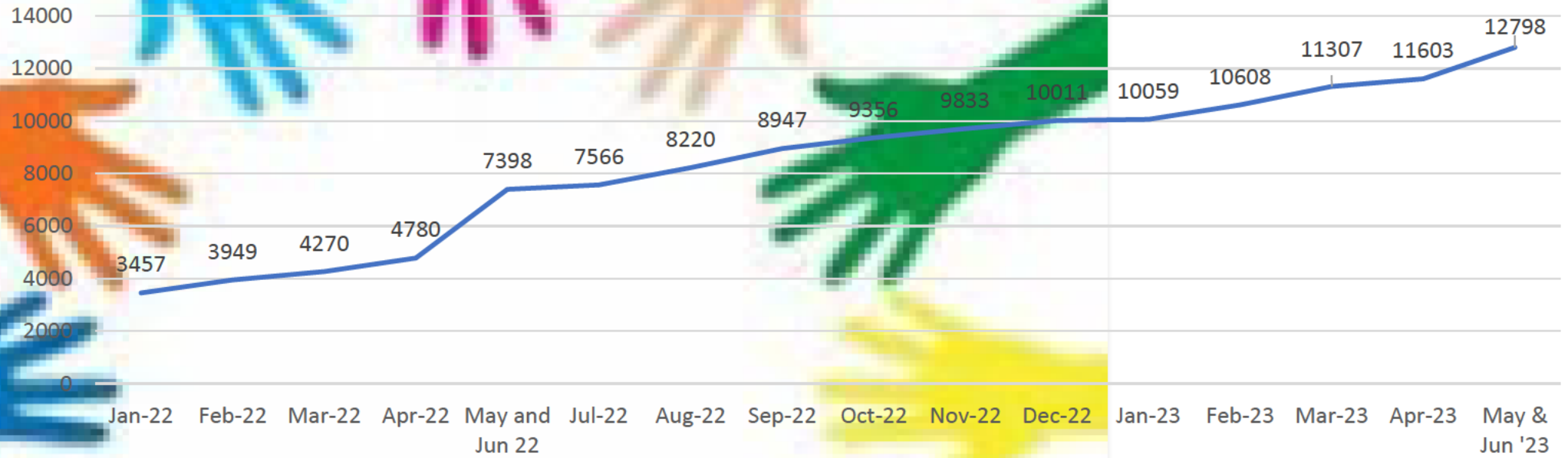
Membership growth data: to 21/6/23

	April	June	Conversion	Pipeline
Individual Members	117	119	2	8
Organisational Members	19	19		1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
3,100	468	909

Total Hours Exchanged To Date



AOB

Next 'Laskava' Tea - 11th July 

Big Picnic - 19th July



MACS Food Bank – 258 visits from 45 customers.



MACS Warm Hub – ACRE funding meeting and rebrand under discussion



Healthwatch to visit Warm Hub on July 6th

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

POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal audit

PURPOSE: Melbourn Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and used effectively. In doing this, the Council is responsible for ensuring that there is a sound system of internal control and that the systems are regularly examined by an independent Internal Auditor.

CRITERIA FOR EFFECTIVE INTERNAL CONTROL

	Achieved
The Parish Council has adopted Terms of Reference for the Internal Audit which are reviewed every 3 years.	
The Internal Audit is timed to comply with the Annual Return timescales.	
Full rights of access are given to the auditor regarding records and documentation.	
The Internal Auditor is independent and makes a report to the Parish Council.	
The report is reviewed by the next Parish Council meeting and any necessary actions resolved.	
The Internal Auditor will follow up any actions required by review in subsequent audits.	

ANNUAL REVIEW OF EFFECTIVENESS

Question: Did the Internal Auditor meet the Council’s Expectations (as set out in the Terms of Reference)?

Standards	Evidence of Achievement	Comments
Scope of internal examination	ToRs were approved by Council Scope of audit work takes into account risk management processes and wider internal control ToRs define audit responsibilities in relation to fraud	
Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity	

Relationships	<p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters</p> <p>The responsibilities of Council members are understood; training of members is undertaken as necessary</p>	
---------------	---	--

Question: Was the internal audit effective?

Characteristics of 'effectiveness'	Evidence of Achievement	Areas for Development
Internal audit work is planned	The IA is experienced and has a defined plan	
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	
Be forward looking	<p>When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered.</p> <p>IA maintains awareness of new developments in services, risk management and corporate governance</p>	
Be challenging	IA focuses on risks and encourages members to develop their own responses	
Ensure the right responses are available	<p>Adequate resource is made available for audit.</p> <p>The IA understands the body and the legal and corporate framework in which it operates</p>	

Question: Was the appointed Internal Auditor independent?

Independence	IA has direct access to those charged with governance Reports are made in own name to full Council Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council	
--------------	---	--

Question: Has the guidance received from the auditor been considered and incorporated into Council practice?

Internal auditor report	Has the auditor reported in writing? Has the internal auditor report been considered by the full Council?	
Guidance	Did the IA make recommendations for improvements in Council practice? Have the recommendations been considered and incorporated into the Council's internal controls?	

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 3 years

<u>POLICY AND PROCEDURE:</u>	COMMUNITY FACILITIES AND SERVICES: EQUAL OPPORTUNITY FOR ACCESS
-------------------------------------	--

PURPOSE: Melbourn Parish Council (MPC) has an Equality and Diversity Policy (Doc 5.02) that aims for equal opportunities for all and protection of right for all groups, and this policy works in conjunction with the Equality and Diversity policy to ensure that all members of the community have equal access to community facilities.

SCOPE: An inclusive community requires that all members of a community have fair and equal access to its resources and facilities. For example, improved access to buildings is beneficial to all members of the community, e.g. people pushing prams.

Under the Equality Act 2010, a disabled person is someone who has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to carry out normal daily activities. MPC will consider the building access requirements of all members of the community and will consider whether individuals might need other adjustments or enhancements to provide them with equal opportunities of access Council facilities and services.

This policy covers anyone with additional requirement in order to access council services and facilities.

POLICY: MPC has a policy of promoting greater access to all to Parish buildings and strives to progressively improve access to all services provided by the council.

PROCEDURE:

1. Existing Facilities and Services.

- 1.1 Melbourn Parish Council will ensure that its buildings comply with PART M, Volume 2 of the Building Regulations (2015 edition). Part M's requirements will be met if 'Reasonable provision is made to ensure that buildings are accessible and usable.'
- 1.2 Examples of accessibility requirement for disabled people, regardless of disability, age or gender include that people should be able to:
 - (a) Gain access to buildings and to gain access within buildings and use their facilities, both as visitors and people that live or work in them;
 - (b) Use sanitary conveniences in the principal storey of a new dwelling;

- (c) Where a member of the public is hearing impaired, the council should offer appropriate assistance when they attend and participate in public meetings of the Parish Council and visit the Parish Office. (prior arrangement to be made with the Parish Clerk).
 - (d) For members of the public who have English as a second language, to attend and participate in public meetings of the Parish Council and at the Parish Office with the support of a language interpreter or translation application (prior arrangement to be made with the Parish Clerk).
- 1.3 Melbourn Parish Council understand the importance of equal access for all to services and facilities and will continue to monitor the needs of those in the community. The council will strive to make any necessary changes to ensure services and facilities are accessible.
- 2. Future facilities and services**
- 2.1 MPC will plan future facilities and services with equal opportunities in mind.
- 2.2 MPC will constantly review existing facilities and services and enhance accessibility where either technology or standards change.2.3 MPC will ensure both staff and councillors take accessibility into account with both training and decision making.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 3 years

**POLICY AND PROCEDURE: COMMUNITY FACILITIES AND SERVICES:
EQUAL OPPORTUNITY FOR ACCESS**

PURPOSE: Melbourn Parish Council (MPC) has an Equality and Diversity Policy (Doc 5.02) for Equal Opportunities that aims for equal opportunities for all and protection of right for all groups, and this policy works in conjunction with the Equality and Diversity policy wishes to ensure that all members of the community have equal access to it is put into practice with users of community facilities.

SCOPE: An inclusive community requires that all members of a community have fair and equal access to its resources and facilities. For example, improved access to buildings is beneficial to all members of the community, e.g. people pushing prams.

~~Under the Equality Act 2010, a disabled person is someone who has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to carry out normal daily activities. In law, a disabled person is someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities. People with HIV, cancer and multiple sclerosis are deemed to be covered by the DDA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day to day activities.~~

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

MPC will consider the building access requirements ~~of other disabled people if their needs are not covered by the 3 areas listed above. We will also of all members of the community and will~~ consider whether individuals might need other adjustments or enhancements to provide them with equal opportunities ~~to~~ access Council facilities and services.

This policy ~~covers:~~

- ~~• physical access for people with mobility impairment~~
- ~~• help for members of the public with hearing impairment~~
- ~~• assistance with communication for those with English as a second language covers anyone with additional requirement in order to access council services and facilities.~~

Formatted: Normal, No bullets or numbering

POLICY: MPC has a policy of promoting greater access ~~for to disabled people~~ all to Parish buildings and ~~uses its authority~~ strives to progressively improve disabled people's access to public buildings. access to all services provided by the council.

PROCEDURE:

1. Existing Facilities and Services.

- 1.1 Melbourn Parish Council will ensure that its buildings comply with PART M, Volume 2 of the Building Regulations (2015 edition). Part M's requirements will be met if 'Reasonable provision is made to ensure that buildings are accessible and usable.'
- 1.2 ~~Currently the main legislation that controls access standards for disabled people is people~~ Examples of accessibility requirement for disabled people is people, regardless of disability, age or gender include that people should be able to:
- (a) Gain access to buildings and to gain access within buildings and use their facilities, both as visitors and people that live or work in them;
 - (b) Use sanitary conveniences in the ~~principle~~principal storey of a new dwelling;
 - (c) Where a member of the public is hearing impaired, the council should offer appropriate assistance when they -to attend and participate in public meetings of the Parish Council and at-visit the Parish Office, with the assistance of a hearing loop. (prior arrangement to be made with the Parish Clerk).
 - (d) For members of the public with-who have English as a second language, to attend and participate in public meetings of the Parish Council and at the Parish Office with the support of a language interpreter or translation application (prior arrangement to be made with the Parish Clerk).

1.3 Melbourn Parish Council understand the importance of equal access for all to services and facilities and will continue to monitor the needs of those in the community. The council will strive to make any necessary changes to ensure services and facilities are accessible.

Formatted: Indent: Left: 0 cm

2. Future facilities and services

2.1 MPC will plan future facilities and services with equal opportunities in mind.

2.2 MPC will constantly review existing facilities and services and enhance accessibility where either technology or standards change.

2.3 MPC will ensure both staff and councillors take accessibility into account with both training and decision making.

Formatted: Indent: Left: 0 cm, Hanging: 1.27 cm

MELBOURN PARISH COUNCIL

Doc. No.: 4.05
Version: 2
Date approved: 26 June 2023
Review date: June 2026

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 3 years

POLICY AND PROCEDURE : Petty Cash

Purpose: MPC cash float is currently £30 however it has been advised that this is reduced to a lower amount, or that there is no petty cash in the office. Petty cash use is extremely low in the office which is a consequence of the introduction of the debit and credit cards, and the acceptance of card payment in most establishments.

Recommendation: Petty cash float is reduced to nothing.

Melbourn Parish Council will no longer keep a cash float in the office. Any small operational expenses can be paid for by debit or credit card.

The need for a cash float will be reviewed from time to time, but if Petty cash needs to be reintroduced, it will be kept as small as possible. Requests for changes to the size of the float will be reviewed by Finance and Good Governance Committee.

Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2026

Review Policy: Every 3 years

POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal controls

Purpose

Melbourn Parish Council is required to make proper arrangements for safeguarding the public money and resources in its charge. It is responsible for ensuring that its affairs are managed in accordance with appropriate standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption (internal controls). The purpose of internal controls is to manage risk by reducing it to a manageable level. MPC undertakes to review those arrangements at least once every financial year, or after any significant change in circumstances, to ensure that they are working in an adequate and effective way. By undertaking this review, MPC has assurance when answering assertion 2 on the Annual Governance Statement – “we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”

The review exercise will be carried out by the FGGC with reference to the RFO, Parish Clerk and the internal and external audit reports. The outcome will be reported to MPC and any weaknesses and areas for improvement acted upon.

Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed		
MPC has adopted NALC Financial Regulations and these are regularly reviewed		
The RFO is tasked with proper administration of MPC’s financial affairs including implementing appropriate internal controls		
Internal Audit reports are seen by the Parish Council		
External Audit report is seen by the Parish Council		

Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
Expenditure Approval/Ordering Orders are made by appropriately delegated persons.			

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
 Version: 2
 Date approved: 26 June 2023
 Review date: June 2026

<p>Expenditure has been budgeted/appropriately approved. Value for money is obtained from suppliers through quote and tender procedures.</p>			
<p>Payment controls Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.</p>			
<p>Prepaid Debit Cards Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.</p>			
<p>Payroll and Employment Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.</p>			
<p>Taxes – PAYE/NI & VAT Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.</p>			
<p>Income collection Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded. Writing off of bad debts is appropriately authorised.</p>			
<p>Cash & banking</p>			

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
 Version: 2
 Date approved: 26 June 2023
 Review date: June 2026

Safe and efficient arrangements are in place for collection and banking of cash receipts.			
Bank Accounts MPC has approved every bank mandate. There is a list of approved signatories for every bank account.			
Cash balances/investments Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.			
Bank reconciliations All bank accounts are regularly reconciled. Bank reconciliations are checked.			
Assets MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt			
Insurance MPC is satisfied that it's insurance cover is sufficient for its assets and risks.			
Budget setting Robust process for budget setting. MPC has adequate funds to cover its spending plans.			
Budget monitoring MPC receives regular budget reports and explanations for budget variances.			
Reserves General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.			

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
Version: 2
Date approved: 26 June 2023
Review date: June 2026

Risk Assessments Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.			
---	--	--	--

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
Version: 2
Date approved: 26 June 2023
Review date: June 2026

Loans and Long-Term Liabilities MPC is satisfied that loans have the proper approval and that repayments can be afforded.			
Internal Audit Recommendations made by the Internal Auditor are acted on.			

Internal Controls are considered Adequate & Effective: Y/N

Review carried out by: [names/positions]

Date of Review: [date]

Date reported to MPC: [date]

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June

Review Policy: Every 3 years

Policy: Record of Processing Activities (ROPA)

Purpose: It’s a legal requirement to document the council’s processing activities. The documents complies the information the council has, where it is and what happens with it. It improves information governance and complies with other aspects of data protection law.

The ROPA is on a large excel spreadsheet and the numbering along the side assists the reading of the document in PDF form. The document will be regularly reviewed by council staff and any changes will be brought for consideration if needed before the review date.

Name and contact details		Controller	
Name	Melbourn Parish Council	Name	Sophie Marriage
Address	Melbourn Community Hub 30 High Street Melbourn Royston SG8 6DZ	Address	As previous
Email	assistantclerk@melbournparishcouncil.gov.uk	Email	parishclerk@melbournparishcouncil.gov.uk
Telephone	01763 263303	Telephone	01763 263303

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals
1	Finance Payroll	N/A	Employees
2	Finance Payroll	N/A	Employees
3	Finance Payroll	N/A	Employees
4	Finance Payroll	N/A	Employees
5	Human Resources Personnel File	N/A	Employees
6	Human Resources Personnel File	N/A	Employees
7	Human Resources Personnel File	N/A	Employees
8	Human Resources Personnel File	N/A	Employees
9	Human Resources Personnel File	N/A	Employees
10	Human Resources Personnel File	N/A	Councillors
11	Human Resources Personnel File	N/A	Committee Members
12	Human Resources Recruitment	N/A	Successful candidates
13	Human Resources Recruitment	N/A	Successful candidates
14	Human Resources Recruitment	N/A	Successful candidates
15	Human Resources Recruitment	N/A	Successful candidates
16	Human Resources Recruitment	N/A	Successful candidates
17	Human Resources Recruitment	N/A	Unsuccessful candidates
18	Human Resources Recruitment	N/A	Unsuccessful candidates
19	Human Resources Recruitment	N/A	Unsuccessful candidates
20	Human Resources Recruitment	N/A	Unsuccessful candidates
21	Human Resources Recruitment	N/A	Unsuccessful candidates
22	Allotments Billing	N/A	Allotment Holders
23	Allotments Plot Identity	N/A	Allotment Holders
24	Cemeteries Billing	N/A	Grave Plot Owners
25	Cemeteries Grave Plot Identity	N/A	Grave Plot Owners
26	Cemeteries Burials	N/A	Grave Plot Owners
27	Procurement Financial Records	N/A	Contractors
28	Procurement Outgoing Payments	N/A	Contractors
29	Procurement Contractual	N/A	Contractors

Privacy Notices						
Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data	Legitimate interests for the processing (if applicable)	Link to record of legitimate interests assessment (if applicable)	Rights available to individuals	Existence of automated decision-making, including profiling (if applicable)	The source of the personal data (if applicable)
1	Article 6(1)(c) - legal obligation	N/A	N/A	Access and rectification	No	Data Subject
2	Article 6(1)(c) - legal obligation	N/A	N/A	Access and rectification	No	Data Subject
3	Article 6(1)(c) - legal obligation	N/A	N/A	Access and rectification	No	Controller
4	Article 6(1)(c) - legal obligation	N/A	N/A	Access and rectification	No	Controller
5	Article 6(1)(b) - contract	N/A	N/A	Access and rectification	No	Data Subject
6	Article 6(1)(b) - contract	N/A	N/A	Access and rectification	No	Controller
7	Article 6(1)(b) - contract	N/A	N/A	Access and rectification	No	Controller
8	Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	Access and rectification	No	Controller
9	Article 6(1)(b) - contract	N/A	N/A	Access and rectification	No	Controller
10						Data Subject
11						Data Subject
12	Article 6(1)(b) - contract	N/A	N/A	Access data portability rectification	Yes	Data subject
13	Article 6(1)(b) - contract	N/A	N/A	Access data portability rectification	Yes	Data subject
14	Article 6(1)(b) - contract	N/A	N/A	Access data portability rectification	Yes	Data subject
15	Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	Access data portability rectification	No	Data subject
16	Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	Access data portability rectification	No	Data subject
17	Article 6(1)(b) - contract	N/A	N/A	Access data portability rectification	Yes	Data subject
18	Article 6(1)(b) - contract	N/A	N/A	Access data portability rectification	Yes	Data subject
19	Article 6(1)(b) - contract	N/A	N/A	Access data portability rectification	Yes	Data subject
20	Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	Access data portability rectification	No	Data subject
21	Article 6(1)(b) - contract	Article 9(2)(b) - employment	N/A	Access data portability rectification	No	Data subject
22						
23						
24						
25						
26						
27						
28						
29						

Breaches		Data Protection Act 2018 - Special Category or Criminal Conviction and Offence data				
Link to record of personal data breach	Data Protection Act 2018 Schedule 1 Condition for processing	GDPR Article 6 lawful basis for processing	Link to retention and erasure policy document	Is personal data retained and erased in accordance with the policy document?	Reasons for not adhering to policy document (if applicable)	
1	N/A	N/A	N/A	N/A	N/A	
2	N/A	N/A	N/A	N/A	N/A	
3	N/A	N/A	N/A	N/A	N/A	
4	N/A	N/A	N/A	N/A	N/A	
5	N/A	N/A	N/A	N/A	N/A	
6	N/A	N/A	N/A	N/A	N/A	
7	N/A	N/A	N/A	N/A	N/A	
8	N/A	Sch.1 Pt.1 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
9	N/A	N/A	N/A	N/A	N/A	
10						
11						
12	N/A	N/A	N/A	N/A	N/A	
13	N/A	N/A	N/A	N/A	N/A	
14	N/A	N/A	N/A	N/A	N/A	
15	N/A	Sch.1 Pt.1 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
16	N/A	Sch.1 Pt.1 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
17	N/A	N/A	N/A	N/A	N/A	
18	N/A	N/A	N/A	N/A	N/A	
19	N/A	N/A	N/A	N/A	N/A	
20	N/A	Sch.1 Pt.1 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
21	N/A	Sch.1 Pt.1 1 - Employment	Article 6(1)(b) - contract	Link	Yes	
22						
23						
24						
25						
26						
27						
28						
29						

Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL
ALLOTMENT RENTAL AGREEMENT
Revised on 26 June 2023

AN AGREEMENT made this _____ day of _____ between

MELBOURN PARISH COUNCIL (hereinafter called the Council) of the one part and
(hereinafter called the Tenant) of the other part.

WHEREBY the Council agrees to let and the Tenant agrees to take on a yearly tenancy from _____
_____ the Allotment Garden numbered _____ in the register of Allotments provided by
the Council at the yearly rental of £_____ payable yearly in advance and reviewed annually.

The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions

1. The rent is due from 1st October each year or at the date of the tenancy is granted and is payable to Melbourn Parish Council, The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.
2. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.
3. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.
4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
5. The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.
6. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
7. The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.
8. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared within 14 days, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.
9. The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.
10. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area. Tenants must follow the Asbestos Management Plan (Document 8.05) and should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.
11. The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.
12. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.
13. Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
14. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after **one month's notice** :
 - (a) If the rent is in arrears for more than 14 days OR
 - (b) If the Tenant is not duly observing the conditions of his or her tenancy. The first warning will give the tenant 14 days to observe the conditions in a proper manner. If the situation does not improve, a second warning will be issued that gives the tenant 7 days to observe the conditions in a proper manner. After the two warnings the tenancy will be terminated.
15. On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared within 2 weeks of a written request by the Parish Council, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any costs for the work shall be the responsibility of the outgoing Tenant.
16. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
17. The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the allotment gardens, with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Document 4.25).

The Parish Clerk: _____ Tenant: _____

ST GEORGE'S ALLOTMENT ASSOCIATION

MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

SPECIFICATION FOR SHEDS ON THE SITES

All sheds should be purchased from commercial suppliers, not constructed by plot holders.

The maximum size should be 2*3 metre foot print and 2,2 metre high. This would include smaller storage units for tools.

Sheds should only be made from wood, protected with preservative.

Roofs can be flat or gabled, using roof felt or equivalent. Pent is recommended as this is the most effective design for water capture from guttering into a water butt.

Windows will be allowed as long as they are not glass.

Sheds should be placed on appropriate footings to ensure that they are secure and will not be disturbed by normal wind conditions. This should not be concrete or bricks. Sand and slabs are suggested.

Sheds should be professionally installed.

Sheds must be properly maintained.

Only one shed will be allowed per plot (including half plots).

Installation should not disturb adjacent plots, without permission of the adjacent owner.

It is the responsibility of the departing plot holder to deal with transfer of their sheds to new plot owners or removal if requested by the new owner.

Sheds must be appropriately insured.

No fuel or flammable material should be kept in the shed. No toxic chemicals should be kept in the shed.

The shed should be kept secured with a padlock.

Sheds should be positioned so as not to unreasonably shade a neighbouring plot.

Plot holders should ensure that bonfires are not positioned near to a shed on their, or an adjacent, plot.

There will be a provision for a "dangerous shed notice" which will be part of the regular plot inspection system. This could be because the shed is leaning or has damaged, loose or rotten components. A plot holder served with such a notice will have to make the shed safe or remove it.

Glass greenhouses are not allowed. Polycarbonate greenhouses are permitted provided they are properly constructed and secured in place.