

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 25 March 2024 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

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

Absent: Cllr Wilson

In attendance: Abi Williams (Parish Clerk)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC203/24 To receive and approve apologies for absence

Apologies were noted from County Cllr van de Ven and District Cllr Hales.

PC204/24 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.

Declarations of interest were made by Cllrs Travis and Kilmurray in their capacity as Hub Directors in items PC212/24b) and PC217/24a-g) – dispensation was granted to stay for the discussion but not to vote.

PC205/24 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 present.

PC206/24 To approve the minutes of the Parish Council meeting held on 27 February 2024

It was RESOLVED to approve the minutes of the Parish Council meeting held on 27 February 2024 as an accurate record.

Proposed by Cllr Davey, seconded by Cllr Kanagarathnam.

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

PC207/24 To report back on the minutes of the Parish Council meeting held on 27 February 2024

Nothing to report.

PC208/24 Chair's Announcements

It was noted that the Chair attended a session with the local Cub pack and shared his thanks to the pack for their hard work on the badge they were working towards.

PC209/24 To receive reports from the District and County Cllrs for Melbourn

Cllr Hart provided a verbal report highlighting; works carried out to Station Rd, introduced the Take 5 County Council Road Safety scheme, reported on meetings with Anglian Water, noted a request for advice from the Melbourn Practical Solutions Group with regard to the future of the seating shelter on the New Rec and noted works are to start on the upgrade to the path between Meldreth station and the village. ACTION: Office to provide public information to report if they have not received the South Cambs Magazine. *A full copy of the report can be found in the supporting documents for this meeting.*

PC210/24 Correspondence

- a) To consider approving contract for H Harris Fun Fair to locate on the Old Rec 28 May to 3 June 2024.

It was RESOLVED to approve the contract for H Harris Fun Fair to locate on the Old Rec 28 May to 3 June 2024.

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

Signed..... Date.....

- b) To consider request from Melbourn Kebab Van for the use of electricity in the car park.

It was PROPOSED to defer any consideration on this request and respond with a request for a meeting so that Council can fully understand what is required. ACTION: Office to contact business owner and request a meeting.

- c) To consider an offer of Traffic Management Training Course from Cambridge County Council – offering the Hub as a possible location for training.

It was noted that The Hub could be suggested as a location to hold the training. ACTION: Office to contact Cambridge County Council with the suggestion including costs associated with hire of the room. It was noted that one of the Wardens would be best placed for training if accepted.

- d) To note closing remarks from EDGE with regard to the cyber incident in October 2023.

It was noted.

PC211/24 Email Decision

- a) To note email decision to fund Stannah stair lift fix at a cost of £315.90.

It was noted.

- b) To note email decision to appoint Cllr Travis as the representative of Melbourn Parish Council at the Planning Committee Meeting with regard to the Bruntwood science park planning application held on 13 March 2024.

It was noted.

Thanks were passed to Cllrs Travis, Hart and Hales for their efforts in representing the village on the topic.

PC212/24 Finance Matters

- a) To receive and consider the finance reports for February 2024.

It was noted.

- b) To consider approving invoices relating to PCN at the Hub.

It was RESOLVED to approve invoice 1712 at a cost of £37.50

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis.

It was RESOLVED to approve invoice 1711 at a cost of £1,710.00

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis.

- c) To note price increase from 1st April for Greater Cambridge Shared Waste of 5% on the general waste collection from New Rec.

It was noted.

- d) To note price increase from 1st May for Lucid Systems support offering – fixed for two years – at an additional cost of £4 (5%) rising from £74.00 to £78.00 a month.

It was noted.

- e) To consider approving CAPALC affiliation fees and Data Protection Officer Membership Scheme for 1 April 24 – 31 March 25 at a cost of £1,021.92

It was RESOLVED to approve the CAPALC affiliation fees and Data Protection Officer Membership Scheme for 1 April 24 – 31 March 25 at a cost of £1,021.92

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

- f) To consider approving the approvals list for March 2024.

It was RESOLVED to approve the approvals list for March 2024.

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

PC213/24 Bank reconciliations

- a) To note bank reconciliations for February 2024.

It was duly noted that the bank reconciliations had been completed.

PC214/24 Governance

- a) To receive and consider the updated fixed asset register as recommended by Finance & Good Governance Committee.

It was noted that it would be prudent to check insurance value prices before the next renewal of insurance.

Signed..... Date.....

It was RESOLVED to approve the updated fixed asset register as it stands today as correct.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

- b) To note the date of meeting to award the Community Benefit Grants as 8 May 2024.
It was noted.

- c) To consider the response from CAPALC regarding the hosting of Melbourn Magazine on the Melbourn Parish Council website.

It was noted that the response from CAPALC highlighted that Melbourn Parish Council cannot host the village magazine for a number of reasons. ACTION: Office to communicate with applicant that Melbourn Parish Council are unable to host the publication and suggest that they apply for a Community Grant to fund their own website and/or approach the Melbourn Hub as a possible host.

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

PC215/24 Maintenance Matters

- a) To receive updates and consider actions.

It was noted that the Grounds Maintenance Tender would be posted to Contracts Finder and via the website on Tuesday 26 March 2024.

PC216/24 Planning Matters

- a) To consider signing Deed of Covenant between Melbourn Parish Council and The Master and Fellows of Peterhouse in the University of Cambridge with regard to the Visibility Splay Area and Future Access Corridor at Land to the north-east side of New Road as recommended by Planning Committee.

It was RESOLVED to sign the Deed of Covenant between Melbourn Parish Council and The Master and Fellows of Peterhouse in the University of Cambridge with regard to the Visibility Splay Area and Future Access Corridor at Land to the north-east side of New Road.

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

- b) To consider signing the TP1 in relation to property CB426864 (SGB) – Land to the north-east side of New Road.

It was RESOLVED to sign the TP1 in relation to property CB426864 (SGB) – Land to the north-east side of New Road.

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

It was noted that at such time as all land transfers have taken place Melbourn Parish Council would communicate with all residents of the estate explaining the covenant in place and the fact that we were not able to remove it from the land transfer.

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

PC217/24 Community Hub

- a) To note the achievement of all staff and volunteers for maintaining a 5 star food hygiene rating.
It was noted and congratulations passed to all staff and volunteers.

- b) To consider quotes for servicing of rackline library system with possible replacement of locks.

It was RESOLVED to accept the quote from Rackline Limited at a cost of £965.00 as quoted.

Proposed by Cllr Cowley, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis.

- c) To note invoice for works required to rectify issue with reducing valve identified when carrying out boiler works at a cost of £210.00+VAT

It was noted.

- d) To note invoice for works to underfloor heating valve identified when heating stopped working in Norbury room at a cost of £90.00+VAT

It was noted.

- e) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.

It was RESOLVED to accept the quote from Richard Law Signwriter at a cost of £875.00 as quoted.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Hart, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis, Cowley.

- f) To consider renewal of MGS automatic doors service contract at an annual cost of £495.00

It was RESOLVED to accept the renewal of MGS automatic doors service contract at an annual cost of £495.00

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis.

- g) To consider quotation for replacing 2 x roof tiles to the front and rear of The Hub.

DEFERED. It was decided to defer the decision to enable the office to acquire more quotes due to high costs. ACTION: Cllrs Hart and Alexander to share contact of possible contractors.

- h) To receive updates and consider actions.

None received.

PC218/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC219/24 Melbourn Timebank

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

It was noted.

- b) To receive any updates and consider actions.

None received.

PC220/24 To receive an update from the MAYD Joint Committee

No updated to share at this time.

PC221/24 To receive an update from the Futures Working Party Committee

The Chair updated with the intention to hold meetings in mid April.

Topics to be covered include; village gateways, a village information map, road safety and condition.

Cllr Cowley enquired if all conditions had been met from the Hopkins Homes development. Including a cycleway along New Road. ACTION: Office to investigate if conditions are checked by Planning or Melbourn Parish Council.

PC222/24 To receive an update from the Skate Park Working Party Committee

- a) To note proposed agenda for meeting to be held on 15 April 2024 – time and venue to be confirmed.

It was noted.

PC223/24 HR Matters

- a) To note the introduction of a new model contract by NALC for any future Council employees.

It was noted.

- b) To receive updates and consider actions.

Cllr Hart confirmed that Wardens reviews would be taking place in May.

PC224/24 Policies

- a) To note that the Financial Regulations are currently being updated by NALC our approved regulations will be reviewed after these have been released.

It was noted.

- b) To consider approving the Subject Access Request Register as recommended by the Finance and Good Governance Committee.

It was RESOLVED to approve the Subject Access Request Register as recommended by the Finance and Good Governance Committee.

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

- c) To consider approving the draft Record of Processing Activities as recommended by the Finance and Good Governance Committee.

It was RESOLVED to approve the draft Record of Processing Activities as recommended by the Finance and Good Governance Committee.

Proposed by Cllr Hart, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Hart, Kanagarathnam, Kilmurray, Travis.
Abstain Cllr Davey

PC225/24 To note the date of the next meeting

The next Full Council Meeting will be held on Monday 22 April 2024 at 7.30pm

The date of the next meeting was noted as Monday 22 April 2024.

Meeting closed at 21:13

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Tuesday 27 February at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Alexander, Barnes, Campbell, Clark (Chair), Davey, Kanagarathnam, Travis

Absent:

In attendance: Abi Williams (Parish Clerk)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC178/24 To receive and approve apologies for absence

It was RESOLVED to accept the apologies from Cllrs Cowley, Hart, Kilmurray and Wilson. Proposed by Cllr Travis, seconded by Cllr Davey. All in favour. Apologies noted from County Cllr van de Ven and District Cllr Hales.

PC179/24 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.

Declarations of interest were made by Cllr Travis in items PC187/24d) and PC195/24a) – dispensation was granted to stay for the discussion but not to vote.

PC180/24 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 present.

PC181/24 To approve the minutes of the Parish Council meeting held on 15 January 2024

It was RESOLVED to approve the minutes of the Parish Council meeting held on 15 January 2024 as an accurate record.

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

PC182/24 To report back on the minutes of the Parish Council meeting held on 15 January 2024

Cllr Davey noted that dog lead hooks would be a useful addition to The Moor play park to help combat the dog fouling issue in the park (PC161/24).

PC183/24 Chair's Announcements

It was noted that the Chair is reinstating the Skate Park Working Party and arranging a meeting to discuss locations and initial questionnaire. The Futures Working Party will also be reinstated, initially looking at village gateways, road marking and road safety around the schools.

PC184/24 To receive reports from the District and County Cllrs for Melbourn

The report was noted.

Cllr Travis requested further information for The Hub about the 'Healthy Places' survey. ACTION: Office to request further information from County Cllr van de Ven.

PC185/24 Correspondence

- a) To consider request to add a link to the virtual issue of Melbourn Magazine to the Melbourn Parish Council website.

The request was discussed highlighting concerns about the Parish Council hosting a publication that they have not edited and the possibility of promoting issues that have nothing to do with the Council.

ACTION: Office to seek advice with regard to the use of disclaimers to cover these concerns.

Suggestion was made that The Hub website could be approached for hosting and Melbourn Magazine could be encouraged to apply for funding to host the publication themselves.

- b) To consider request from Melbourn Women’s Institute to install memorial poppies to the village sign around the period of Remembrance Day as in 2023.

It was RESOLVED to approve the request for the Melbourn Women’s Institute to install memorial poppies to the village sign for the period of Remembrance Day 2024.
It was noted that the 2023 display was a stunning display and thanks were given.

- c) To note request from 1st Orwell Scouts to nominate a Cllr representative to attend a Cub meeting on 22 March to enable three of their Cubs to present their activities in order to achieve the You Shaped Awards badge.

The request was noted. The Chair has accepted the invitation with thanks.

PC186/24 Email Decision

- a) To note email decision to accept increased charges from solicitors of £278 for land transfer at Greengage Rise.

It was noted.

PC187/24 Finance Matters

- a) To receive and consider the finance reports for January 2024.

It was noted.

- b) To consider approving the retrospective approvals list for January 2024.

It was RESOLVED to approve the retrospective approvals list for January 2024.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- c) To consider approving the approvals list for February 2024.

It was RESOLVED to approve the approvals list for February 2024.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

- d) To consider approving invoices relating to PCN at the Hub.

It was RESOLVED to approve invoice 1707 at a cost of £1650.00
Proposed by Cllr Davey, seconded by Cllr Kanagarathnam.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam.
Abstain: Cllr Travis.

It was RESOLVED to approve invoice 1708 at a cost of £37.50

Proposed by Cllr Barnes, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam.
Abstain: Cllr Travis.

PC188/24 Bank reconciliations

- a) To note bank reconciliations for January 2024.

It was duly noted that the bank reconciliations have been completed.

PC189/24 Governance

- a) To note update to Section 137 limit for 2024/25 - The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81 (£9.93 for 2023/24).

It was noted.

- b) To note new requirements in accessibility for websites, moving from WCAG2.1AA to WCAG2.2AA in October 2024. Need to update the current website to confirm to be noted.

It was noted.

- c) To consider sharing data with SCDC about persistent parking issues to inform enforcement officers where and when the issues are. Send office information to be sent by 8 March 2024.

It was noted. ACTION: Cllrs were requested to send any comments to the office before 8 March 2024.

- d) To consider taking up the offer of a free copy of the official Kings Portrait. To celebrate the new reign of His Majesty The King, the Cabinet Office has announced a government funded voluntary scheme throughout the UK to allow public authorities to apply for a free, framed portrait of the Monarch.

It was agreed that MPC would request the free copy of the official Kings portrait.

- e) To consider introducing an additional meeting to award the community benefit grants – to be added to the meeting diary for May and December every year going forward.

It was RESOLVED to two additional meetings to the annual meeting calendar to accommodate the Community Benefit Grant meetings to be held in December and April/May of each year.

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

PC190/24 Community Awards

- a) To note the launch of the Community Awards and to request Cllrs submit nominations to the office.
It was noted.

PC191/24 Melbourn Village Fete

- a) To consider Melbourn Parish Council requesting a stall at Melbourn Village Fete.
It was RESOLVED that Melbourn Parish Council would request a stall at Melbourn Village Fete.
Proposed by Cllr Travis, seconded by Cllr Campbell. All in favour.

PC192/24 Cemetery Matters

- a) To consider the proposal to allow interment in Orchard Road Cemetery.
It was RESOLVED to allow the sale of a cremated remains plot in Orchard Road Cemetery to allow the interment of remains in to the Fordham family plot.
Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

PC193/24 Maintenance Matters

- a) To consider approval and publication of the tender documents for village maintenance.
Drawing attention to the change from fixed price for 3 years to index linked rises over the period of the contract as well as additional tasks added to contract.
It was noted that the Millenium Copse cutting should be increased.
It was RESOLVED to approve the publication of the tender documents for village maintenance, including the change as recommended above.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- b) To consider the purchase of storage container and equipment for Stockbridge Meadows. Funds to be taken from Conservation (1100).
It was RESOLVED to purchase and install a storage container for Stockbridge Meadows from the supplier Portable Space at a cost of £2750.00+VAT.
Proposed by Cllr Travis, seconded by Cllr Alexander. All in favour.
It was RESOLVED to purchase the suggested equipment for Stockbridge Meadows use up to the value of £1500.00
Proposed by Cllr Travis, seconded by Cllr Campbell. All in favour.
- c) To receive updates and consider actions.
Cllr Travis reported that County Cllr van de Ven is working with SDC to repair the Wonderpass.

PC194/24 Planning Matters

- a) To consider response to consultation letter from Cambridgeshire County Council – Meldreth Link Bridleway Public Path Creation Agreement 2024. Comments needed by 6 March 2024.
It was noted that Cllrs are requested to send any comments to the office by 6 March 2024. ACTION: Office to enquire if lights are to be added to the bridleway.
- b) Note the attendance of Clerks at ‘Unlocking the Potential of Your Parish: How the Planning Team Can Support You as a Parish Clerk’ and consider Council response to question ‘How can the Planning Service help you and the residents in your parish?’
It was noted.
- c) To receive updates and consider actions.
It was noted that the works to Piggot Close are almost complete – on approval via inspection Stonebond will be informed that we are happy to proceed with the land transfer. ACTION: Office to arrange with Council representative to inspect are once works are complete.

PC195/24 Community Hub

- a) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.
This item was deferred to the next meeting.
It was noted that any quotes for works involving the Community Hub should be addressed to Melbourn Parish Council, quotes are only to be sourced via the office (unless agreed otherwise) in accordance to ‘Document 4.40 Melbourn Parish Council Policy and Procedure Hub Financial Controls Aug2023’.
ACTION: Office to contact suppliers and ask for readdressing of the quotes and seek a further quote for comparison.
- b) To receive updates and consider actions.
None received.

PC196/23 Health, Safety, accessibility, and Wellbeing

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

PC197/24 Melbourn Timebank

- a) To receive the Timebank’s monthly report for February, to include the monthly report sent to ACRE.
It was noted.
- b) To receive any updates and consider actions.
None received.

PC198/24 To receive an update from the MAYD Joint Committee

- a) To receive reports from Connections Bus and Mix Music initiatives.
Cllr Travis provided a ‘good news report’ with regard to the Connections Bus and Mix Music initiatives.
Thanks were passed to all involved for their hard work.

PC199/24 To receive an update from the Futures Working Party Committee

It was noted under PC183/24) that the Futures Working Party Committee would reconvene.

PC200/24 HR Matters

- a) To note that, in the opinion of the HR Committee, both Clerks have satisfactorily completed their probationary period.
It was noted.
- b) To receive updates and consider actions.
It was noted that the RFO has passed the FiLCA. Congratulations were passed to the RFO via the office.

PC201/24 Policies

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

PC202/24 To note the date of the next meeting

The next Full Council Meeting will be held on Monday 25 March 2024 at 7.30pm
The date of the next meeting was noted as Monday 25 March 2024.

Meeting closed 20:33

Melbourn Parish Council March 2024 - District and County Councillors' report

Repairs to worst bits of Station Road

We have flagged with Highways that the large patching job near the old fire house did not cover a large enough area, and developed a fault almost immediately, which was then improperly repaired. This has been taken up by senior officers for review.

Broken railings in front of Melbourn Primary School

We have chased this again with Highways as the damage is now several months old.

Road markings – white lines, Orchard Road junction New Road

These too were requested long ago – a year ago – and have been chased.

'Take 5' – Small County Road Safety Scheme for school areas

A small County Council Road Safety Scheme has come to light which may be of interest to the Traffic and Travel group: It's called 'Take 5.'

A walking zone around each school is researched by pupils, and adult volunteers and publicised to parents, carers, and families by a Take 5 map, banners outside the school, and special events. In most cases the Take 5 scheme is also marked out by easily identifiable signs on lamp columns. Families who live in, or near the zone are encouraged to walk, scoot or cycle to and from school every day, while those with longer journeys who need to drive are asked to park safely outside the zone and to walk the last five minutes of their journey. [Schemes to reduce school run traffic congestion - Cambridgeshire County Council](#)

Anglian Water

We met Anglian Water last week, as planned, to discuss the state of local services, focusing on the state of infrastructure, especially given the now steady impact of climate change with problematic surface and ground water infiltration, the impact of development on the system including permitted development and extensions but also large scale, and improving communication for residents who need to report household problems issues. At the moment we are not aware of any urgent unresolved issues in Melbourn. But we agreed, and district and county officers agreed, that a multi-agency prevention approach is needed across the area. Thank you to Cllr Travis, as chair of the Maintenance Committee, for joining the meeting.

Melbourn Flood Avoidance Group

Several years ago, we set up a small group associated with the parish council to meet annually with County and District Flood and Award Watercourse officers to understand hot spots in the village and take preventive action where possible. The formality of this group was lost although we have continued to invite our County and District officers out where we are aware of problems. Would the Maintenance Committee like send a representative to this group? We can schedule in a spring tour.

Request to Melbourn Practical Solutions Group

Thanks for an email to Susan from the clerk seeking advice response on the subject of the removal / refurbishment of the seating shelter on the New Rec in Melbourn, as raised at the Maintenance

Committee Meeting today (MA160/24c). It might be better to reach out to youth specialists for advice before any final decision is taken to remove a youth-related asset that has been in place for many years. Susan would be happy to approach them in the context of our long established work with the PSG and MAYD.

Royston Bus meeting March 12th

Susan attended this meeting convened by North Herts District Council, looking at services in the Royston area. At the moment, Cambs and Herts local authorities do not jointly fund services that run cross-border (both Melbourn services are funded by Cambs).

Start on path upgrade to Meldreth station

Final points on the legal agreement with the landowner are being worked out and it's hoped that work will start very shortly. Much consideration will be given to the diversion path along Station Road. Repair to paint work at the Wonderpass will take place after the path upgrade; SCD will be returning to Melbourn first to inspect the problem and discuss with us what exactly needs to be done.

Swim for Home-Start

The South Cambs 'Turtles' will be swimming at Royston Leisure Centre on April 28th, raising funds for South Cambs' Home-Start in support of young families. Would any Melbourn Parish Councillors like to join or sponsor the team this year?

Melbourn Parish Council

Funfair Booking Agreement

THIS FUNFAIR AGREEMENT (“the Agreement”) IS MADE ON THE _____ DAY OF _____ 2024, BETWEEN MELBOURN PARISH COUNCIL (“We” or “the Council”) and H HARRIS & SONS (“You”). WHEREAS We own the Old Recreation Ground on The Moor, Melbourn (“the Site”) and wish to have a funfair (“the Event”) provided at the Site from Tuesday, 28th May 2024 (“Start Date”) to Monday, 3rd June 2024 (“End Date”) and You have agreed to provide a funfair at the Site in accordance with the following Terms and Conditions. The period between the Start Date and End Date is the ‘Term’. The terms ‘we’, ‘our’ and ‘us’ will refer to the Council, and will be construed accordingly.

Data Protection & Customer Consent

By signing this form, I, the data subject, understand and agree that the information submitted may be shared across all relevant emergency Services.

Section 1 – Contact Details

Name of business: H HARRIS & SONS

Business Owner:

Event organiser (if different from above).....

Contact address: 15 SUN STREET, BIGGLESWADE, BEDFORDSHIRE, SG18 0BP

Postcode: SG18 0BP

Tel No: 01767 314617

Mobile No:

Fax No:.....

E-mail address: jwharris15@yahoo.com

Section 2 - Event Details

Proposed Date & time: THURSDAY, 30th MAY 2024 TO SUNDAY, 2nd JUNE 2024

Venue (name of park or open space where you would like to hold your event):

OLD REC, THE MOOR, MELBOURN CAMBRIDGESHIRE

- Date/time to enter site for preparation: TUESDAY, 28th MAY 2024
- Date/time the site will be vacated after the event: MONDAY, 3rd June 2024 (..... *time*)

Estimated Attendance: *[please complete]*.....

Public Liability Insurance

Each Funfair operator must have £10 million Public Liability Insurance. Copies of these must be submitted with your booking application.

Organisers are to be responsible for ensuring that any individual participant in the event has an adequate up to date Public Liability Insurance Policy.

Do you have Public Liability Insurance?

Yes No Please state value: £.....

Company / Insurer.....

Vehicle Movement

Please outline your procedures for vehicle movement restrictions and how this will be enforced.

.....
.....

Waste Management

Please state how you will manage all waste during and after your event, include details of bins, skips, recycling and litter picking.

.....
.....

Fire Fighting Equipment

Please outline what fire fighting equipment will be at your event and who will be responsible for that equipment.

.....
.....

I have enclosed, where necessary, the following:

Documentation	Yes	No
Insurance for Event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment*	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:

.....

.....
.....
.....

Declaration

I certify that, to the best of my knowledge, the above particulars are correct. I have read the terms and conditions of use, and agree to abide by them at all times.

I also hereby indemnify Melbourn Parish Council against claims, costs, losses, damages, liabilities and expenses (including personal injury and claims of Third Parties) arising from or through or in any way connected with the occupancy of the property.

Signed (must be the event organiser).....

Print Name.....

Date.....

Please return your application form and supporting documents to:
Melbourn Parish Council, Melbourn Community Hub, 30 High St, Melbourn, SG8 6DZ

All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant permission for the holding of the event.

Official use only		
Cost:.....		
Current Public Liability Insurance	Yes	No
Risk Assessment	Yes	No
Site plan received	Yes	No
Event Approved:	Yes	No

1. The fee for the event will be £100.00 per day or part day thereof, payable to Melbourn Parish Council prior to the event.
2. Prior to the event we may need to carry out a ground inspection to assess suitability of the ground and the current ground conditions.
3. For funfair bookings, the person making the application must be the provider of the devices. The sub-letting of devices will not be permitted.
4. Melbourn Parish Council is not obliged to enforce Showmans Guild rules.
5. A site layout plan of where you intend to position funfair devices within the park/space must be provided if requested. For larger events/activities where your own vehicles will require parking, you must include this as part of the layout.
6. You must NOT open the park gates to allow general vehicular admission to the site.
7. You may connect to amenities whilst in the venue. This includes, water and electrical connections. Meter readings will be taken pre and post event, and an invoice raised to you accordingly.
8. You will be allowed to promote your event/activity within the Parish and through our own websites and social media outlets. Please ensure you send all necessary promotional information to; parishclerk@melbournparishcouncil.gov.uk
9. You will be responsible for your own litter collection and removal whilst on site. Should litter be left on the site unattended, and the health and safety of site patrons is compromised, then the Council will clear the site and issue you with an invoice to cover the costs.
10. You will also be responsible for the ground you occupy on site. It is in your own interest to ensure the venue is treated with respect and that ground is not damaged unduly. Again, should this occur, the Council will issue you with an invoice to cover any ground reinstatement fees.
11. You must send copies of Risk Assessments and Insurance for each individual attraction to the Council on request.
12. Your activities must not cause any nuisance or annoyance to residents or the Council.
13. You are responsible for all aspects of the event including: crowd control, site set up, health and safety etc.
14. Applicants are required to abide by the Council's established event planning procedures where necessary.
15. The use of loud speakers and amplification equipment may only be used with the written permission of the Council.
16. The use of generators is permitted, although they must be located away from any source of ignition. All generators must be fenced to stop unauthorised access. Generators must be diesel, ultra-silent with a noise level of less than 50dBa.
17. The Council reserves the right to refuse any application or to cancel or withdraw any consent at any time, including the day of the event.
18. The Council will not be held responsible for any loss, damage, injury or third party claim arising from or through or in any way connected with the occupation of the property.

PC210/24b) Request for electricity from Kebab van

13 March 2024

In order to update the offering from Melbourn Kebab Van to include freshly cooked pizza I would like to request access to electricity.

Improvements being made to the Kebab Van will include a new van, this has the potential of including a pizza oven but would need electricity to run it.

I am requesting that Melbourn Parish Council look at the possibility of providing me with an electrical outlet to allow me to purchase the electricity required to run the pizza oven. All costs associated with the provision of the outlet and the energy itself would be covered by Melbourn Kebab Van.

The new offering will bring an affordable and delicious alternative source of food to Melbourn and the local community.

I thank you for your consideration.

Bulent Pekkelo

Update from Bulent Pekkelo 20 March 2024

Hi Dear parish councillor i start build my new drivable kebab van i need to small capacity electricity not for cooking i get advice from electiricion enough electricity to near to bus shelter only i use 2 LED flourecent ligt 1fridge 12 v water pump for doner machine not for cooking for turning if still enough electricity i put 1 pizza owen not for cooking for pallet turning i will pay for everything THANKS for help

We ask Council to consider the application above, taking into account the following considerations:

- Possible cost of installing external plug at the workshop or bus shelter - ~£250
- Possible cost of installing separate meter to ensure true costs are reflected - £500 - £2000
- Hazard of cables running across the car park if from workshop – *RA needed and liability risk*
- Potential of moving kebab van from the front to the rear of the car park
- If refused the potential use of a generator – *potential noise disruption*
- If refused the potential of the van having to find a new location – *loss of amenity available to community 7 days a week*
- What alternative could we suggest if not acceptable?

parish clerk

From: Highway Events <Highway.Events@cambridgeshire.gov.uk>
Sent: 19 March 2024 10:28
Subject: Traffic Management Training Courses 2024

Flag Status: Flagged

Good Morning,

Last year Cambridgeshire County Council received over 310 Highway Event applications. As a competently trained and qualified individual is required for each road closure associated with these events, Cambridgeshire County Council is organising three funded training courses this year.

Trainees will gain Traffic Management qualifications enabling them to close certain roads for events such as Remembrance parades and street parties. Once completed, attendees will gain the skills and ability to close roads without relying on expensive external TM companies.

Additionally, we are also looking for potential locations to host the training courses. Potential locations will need to include –

- Access to a training room for a full day for 12 delegates.
- Sufficient parking for attendees.

Should you, or anyone within your organisation wish to be considered for the training course/ be able to provide a suitable location, please contact highway.events@cambridgeshire.gov.uk as soon as possible.

Spaces will be limited and are expected to be filled quickly. Any organisation able to assist with providing a location will also be offered additional places on the course.

Kind regards,


Traffic Management Officer
Traffic Management Centre

Cambridgeshire County Council



@Cambs_Traffic

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parish clerk

From: Incident - EDGE IT Systems <incident@edgeitsystems.com>
Sent: 19 March 2024 11:49
Subject: AdvantEDGE & Epitaph Status

Flag Status: Flagged

Dear Clients,

We write further to our correspondence with you about the cyber incident that Edge IT Systems experienced last year.

Closing remarks

In our initial correspondence, we informed you that we experienced an unexpected service outage that affected our systems in October 2023. In response, our IT team worked round the clock to restore services, we hardened our security measures, and engaged external IT forensic investigators to conduct a thorough forensic investigation into the incident.

On 19 October 2023, we informed you that the system outage was due to a sophisticated cyber incident, as confirmed by the IT forensic experts.

Whilst the incident did cause some initial disruption to our operations, it did not hinder our ability to secure our systems and restore services to clients, including yourselves.

We are pleased to confirm that our investigations into the incident are complete, and we are now able to close off this incident. We are pleased to report that there is no definitive evidence that the data we have relating to your organisation has been directly impacted by this incident.

Thank you as ever for your business and support and we look forward to continuing to work with you throughout 2024.

Kind regards,

Shane Pelchat



EDGE IT Systems

Office:
+44(0)24 7666 7337
Email:
incident@edgeitsystems.com

www.edgeITsystems.com



EDGE IT Systems Limited, Enterprise House, Courtaulds Way, Coventry, CV6 5NX, United Kingdom
Office: +44(0)24 7666 7337 | EDGE IT Systems Limited is a member of the EDGE IT Holdings (UK) Ltd group

[Click Here](#) for a live update on our service status for AdvantEDGE & Epitaph

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parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 07 March 2024 13:36
To: 'councillors@melbournparishcouncil.gov.uk'; RFO Gov
Subject: RE: RESPONSE REQUIRED: Email decision - Approval of costs for repair to Hub stairlift

Thank you to all that responded to the email, eight councillors replied in support, two abstained, please note the resolution below:

It was RESOLVED to approve the payment of £315.90 to Stannah for the completion of works to return the stairlift to working order.

Many thanks for your consideration.

Abi

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 06 March 2024 09:42
To: 'councillors@melbournparishcouncil.gov.uk' <councillors@melbournparishcouncil.gov.uk>; parishclerk <parishclerk@melbournparishcouncil.gov.uk>; RFO Gov <RFO@melbournparishcouncil.gov.uk>
Subject: RESPONSE REQUIRED: Email decision - Approval of costs for repair to Hub stairlift
Importance: High

Dear Councillors,

Hub Stairlift – repair costs

The stairlift in The Hub has been out of action for a considerable period of time – during a recent maintenance inspection the issue was discovered to be the arm actuator switch.

In order to proceed with the work in a timely manner and return the stairlift to working order could I ask for you to vote on this approval via email.

Related information:

- Quote from supplier £315.90 to carry out the works attached.

Please respond with your vote:

To consider the payment of £315.90 to Stannah for the completion of works to return the stairlift to working order.

Many thanks

Abi & Alex

Abi Williams & Alex Coxall
Parish Clerk

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

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

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Melbourn Community Hub Management Group Ltd
30 High Street
Melbourn
SG8 6DZ

27 February 2024

Our Ref: 576065-1

Stannah

Dear Melbourn Community Hub Management Group Ltd

Re: Product code AS335031, Melbourn Community Hub, Melbourn, SG8 6DZ

Following a recent report on the above product, our engineer has advised work is required to maintain the safe and efficient operation. Therefore, please find our proposal, containing:

- Scope of works
- Quotation
- Supporting photographs (if applicable)
- Acceptance page, contact details and terms and conditions

Stannah Lift Services are ISO 9001, ISO 14001 and OHSAS 45001 accredited, ensuring quality, environmental and health and safety requirements are adhered to.

We trust our quotation for these works meet with your approval, however, should you require any additional information or have any other queries, please contact me Monday to Thursday 09:00 to 17:00 and Friday 09:00 to 16:30.

Yours sincerely,

Mr K Upton
Technical Sales Consultant (minors)
Email: Keith.Upton@Stannah.co.uk

Scope of works

Further to your recent planned maintenance visit the engineer has reported the following.

Left hand arm not lowering, tested the actuator OK, traced fault to a defective arm switch, a new switch must be fitted and set up.

Quotation

Supply and fit arm actuator switch	£315.90
Total (Excl. VAT)	£315.90

This quote is valid for 30 days from the date of this letter. All prices given are exclusive of VAT which will be charged at the current rate. Please ensure the quotation reference is on any correspondence.

Should you wish to proceed, then please follow the [quotation acceptance instructions.](#)

Supporting Photos



Quotation Acceptance

To accept this quotation, please email to brackley.quotes@stannah.co.uk or post this acceptance to Brackley Service Branch Stannah Lift Services Ltd, 4 Boundary Road, Buckingham Road Industrial Estate, Brackley, NN13 7ES

Quote Ref: KU/576065-1
Lift No: AS335031
Address: Melbourn Community Hub, Melbourn, SG8 6DZ
Location: No customer location

Please accept this email as confirmation to proceed with the works quoted on quotation reference KU/576065-1 dated 27 February 2024.

Name:
Signature:
Position:
Order number (if required):

Terms and Conditions

- This quotation does not include any additional materials or labour that may be incurred due to unforeseen circumstances; you will be notified immediately of any problems that present themselves.
- All prices are subject to the works being carried out during normal working hours. Mon-Fri 08:00-17:00 unless otherwise stated.
- All works to be carried out in a continuous single phase unless otherwise stated.
- Price is per product unless otherwise stated.
- Should you only wish to have elements of the work completed this may be subject to a revised quotation.
- All works subject to site survey and correct dimensions achievable.
- Should works accepted be prevented from completion, aborted or delayed by any party other than by Stannah Lift Services Ltd or its agents, you may be charged.
- All costs are NETT excluding VAT and subject to LEIA Conditions of contract L1, a copy of which is available upon request.
- Please note there is an 8-10 week lead time on all works currently.
- We have not included costs associated with asbestos works.
- For full terms and conditions please see: <http://terms.stannah.co.uk/LEIA-L1-Conditions-of-Contract-2014.pdf>

parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 07 March 2024 13:39
To: 'councillors@melbournparishcouncil.gov.uk'
Cc: 'John Travis'
Subject: RE: RESPONSE REQUIRED: To formally approve Cllr Travis as the Melbourn Parish Council representative at Planning Committee Meeting on 13 March 2024

Thank you again to all that responded to the email, eight councillors replied in favour:

To appoint Cllr Travis as representation of Melbourn Parish Council the Planning Committee Meeting on 13 March 2024.

Many thanks for your consideration.

Abi

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 06 March 2024 13:02
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Subject: RESPONSE REQUIRED: To formally approve Cllr Travis as the Melbourn Parish Council representative at Planning Committee Meeting on 13 March 2024
Importance: High

Good afternoon Councillors

Planning Committee Meeting 13 March 2024 – Bruntwood, Melbourn Science Park application

Please consider the formal appointment of Cllr Travis as the Melbourn Parish Council representative at Planning Committee Meeting to be held on 13 March 2024 with reference to application [23/01134/FUL](#) (Land At Melbourn Science Park Cambridge Road Melbourn Cambridgeshire) delivering previously agreed commentary about the application – DRAFT script attached for your reference.

Cllr Travis will be representing Melbourn Parish Council only.

Please respond with your vote:

To consider representation of Melbourn Parish Council by Cllr Travis at the Planning Committee Meeting on 13 March 2024.

If we could ask for a speedy reply on this one that would be great.

Many thanks

Abi & Alex

Abi Williams & Alex Coxall
Parish Clerk

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

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Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 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
<u>INCOME</u>					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£2,857.84	£57.84
101	Allotment Insurance Premiums	£0.00	£0.00	£10.00	£10.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,650.00	£0.00	£6,716.56	£66.56
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£5,090.00	£890.00
Total Cemeteries		£4,200.00	£0.00	£5,090.00	£890.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£3,555.00	£355.00
320	Hire of Recreation Grounds	£840.00	£0.00	£950.09	£110.09
340	Pavilion Hire	£315.00	£0.00	£480.00	£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	£4,985.09	£630.09
Finance & General Purpose					
410	Precept	£314,890.00	£0.00	£314,890.00	£0.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£3,408.48	-£2,591.52
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£3,800.16	£3,800.16
435	Interest - Charity Bank	£0.00	£0.00	£593.95	£593.95
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£4,014.51	£4,014.51
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£1,291.83	£1,291.83
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	£327,998.93	£7,108.93
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	£24,750.00	-£2,250.00
Total Rental Property		£27,000.00	£0.00	£24,750.00	-£2,250.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt Reserve		£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	£423,012.31	£6,445.58

EXPENDITURE

Conservation					
1000	Allotments	£3,150.00	£0.00	£897.52	£2,252.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£5.00	£-5.00
1100	Conservation	£13,210.00	£0.00	£6,314.49	£6,895.51
1150	Stockbridge Meadows	£1,650.00	£0.00	£769.92	£880.08
1200	Grass Cutting Contract	£8,670.00	£0.00	£6,525.00	£2,145.00
1300	Public Open Space Maintenance Contract	£6,420.00	£0.00	£5,845.00	£575.00
Total Conservation		£33,100.00	£0.00	£20,356.93	£12,743.07
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£1,698.37	£2,856.63
2100	Cemetery Grounds Maintenance Contract	£5,590.00	£0.00	£4,959.13	£630.87
Total Cemeteries		£10,145.00	£0.00	£6,657.50	£3,487.50
Play Areas & Recreation Grounds					
3000	Play Areas	£4,290.00	£0.00	£5,273.90	£-983.90
3200	Recreation Grounds	£14,190.00	£0.00	£12,056.04	£2,133.96
3400	Pavilion	£10,065.00	£0.00	£8,667.16	£1,397.84
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£25,997.10	£2,547.90
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£1,885.30	£14.70
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£2,516.57	£113.43
4500	Insurances	£15,950.00	£0.00	£16,097.77	£-147.77
4700	Membership of Societies	£1,500.00	£0.00	£1,502.19	£-2.19
4900	Parish Clock	£415.00	£0.00	£215.00	£200.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£23,863.07	£3,626.93
5100	Salaries, NI & Pensions	£82,000.00	£3,244.75	£85,354.27	£-109.52
5300	Sundry Expenses	£198.00	£0.00	£697.52	£-499.52
5400	Training	£1,600.00	£0.00	£1,240.00	£360.00
5700	Pension Scheme Charges	£440.00	£0.00	£396.00	£44.00

5900	Bank Charges	£210.00	£0.00	£180.85	£29.15
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£10,294.20	-£44.20
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	£4,590.00	£10,410.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£7,591.74	£2,618.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,291.83	-£1,291.83
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£27,701.25	-£58.25
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£5,252.95	£58.05
6452	PWLB Car Park - Interest	£4,986.00	£0.00	£4,985.87	£0.13
6453	PWLB Car Park - Capital	£11,902.00	£0.00	£11,901.59	£0.41
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£390.00	£458.42	£1,022.33	-£173.91
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	£15,143.40	£756.60
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£3,703.17	£225,283.54	£24,554.63
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	£9,537.00	-£9,537.00
8100	Street Lighting	£1,000.00	£0.00	£699.33	£300.67
Total Highways		£1,000.00	£0.00	£10,236.33	-£9,236.33
Rental Property					
9000	Little Hands Nursery	£6,550.00	£18,621.45	£18,846.45	£6,325.00
Total Rental Property		£6,550.00	£18,621.45	£18,846.45	£6,325.00
Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club Expenditure	£0.00	£8,717.77	£8,717.77	£0.00
Total Melbourn Area Youth Develpt Reserve		£0.00	£8,717.77	£8,717.77	£0.00
Community Benefit Reserve					
9600	Community Benefit Donations	£0.00	£48,416.37	£48,416.37	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£48,416.37	£48,416.37	£0.00
S106 & Other Capital Grants Reserve					
1400	S106 Expenditure	£0.00	£37,513.11	£37,513.11	£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		£0.00	£43,572.50	£43,572.50	£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	£123,031.26	£408,084.49	£84,379.63

Income	£363,095.00	£53,471.73	£423,012.31	£6,445.58
Total Expenditure	£328,675.00	£123,031.26	£408,084.49	£43,621.77
Total Net Balance	£34,420.00		£14,927.82	

Cash & Bank Balances 31st January 2024

Ordinary Accounts

Petty Cash	£45.00
Prepaid Debit Cards	£369.07
Unity Bank Current Account	£110,779.72
Unity Bank Instant Access Deposit	£178,386.59

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£31,018.16
Nationwide 45 day Business Saver	£116,967.67
Cambs & County 1 Yr Fixed Term	£60,000.00

Total	£582,566.21
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 29th February 2024

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 29th February 2024. 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:

Income is in excess of budget in which interest continues to be favourable.

Expenditure:

All expenditure seems to be in line with budget. Payroll will be in excess of the budgeted line as expected, there is some reserves ringfenced to mitigate this along with the underspend in the contractor's budget.

The expenditure for the contribution to Cambridgeshire County Council for the 20mph work has been coded to Highways and Footpaths. As yet I cannot see this being held in reserves. Some considerations need to be made with regards to precepted items and ringfencing these for future spend. Considerations include MAYD and Melbourn hub.

Shelley Coulman – RFO Melbourn Parish Council

Melbourn Community Hub

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



INVOICE

INVOICE TO

Melbourn Parish Council
30 High Street
Melbourn
Cams
SG8 6DZ

INVOICE NO. 1711

DATE 29/02/2024

DUE DATE 30/03/2024

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Bennett Room for February 2024	21	60.00	1,260.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 1st February 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 13:30 Friday 5th January 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 8th February 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 13th February 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Dickens Room for PCN. 13:00 to 15:00 Tuesday 13th February 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 15th February 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 22nd February 2024	1	60.00	60.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 27th February 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 29th February 2024	1	60.00	60.00

Monies to be drawn from the ICB fund

BALANCE DUE

£1,710.00

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
Company Registration No. 08320569



INVOICE

INVOICE TO

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

INVOICE NO. 1712

DATE 29/02/2024

DUE DATE 30/03/2024

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Menopause Cafe Hire of Austen Room 10:00 to 12:30 Wednesday 28th February 2024	2.50	15.00	37.50

To be drawn down from S106 health fund

BALANCE DUE

£37.50

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

quiries to:
Commercial Waste Service
T: 01954 713496
E: trade@scambs.gov.uk



13 March 2024

Dear Sir/ Madam,

Price Increase from April 2024

From 1st April 2024 the price we charge for the service will be increasing by 5%.

Like all businesses the costs for providing the service has increased. However, as your local authority contractor we are keeping our increase as low as possible to reduce to impact on our customers.

Changes to your current collection

It is too late to change (increase or reduce) your scheduled collections as it takes a full month to produce the invoices for everyone. We cannot make any changes immediately on issue, unless we have made an error, and ask you consider in April if the change is necessary.

From 1 April if a charge is reduced and then increased again within 6 months there will be a £50 administration fee.

If you need to change, please email Trade@scambs.gov.uk with the following information:

- Business name/ account & invoice number
- Which bins you are changing (general/ recycling/ food)
- A current contact name/ number/ email address

An account manager will then be in touch to arrange and/ or meet on site if necessary.


Payment methods can be discussed with our Finance Department: Sundry.Debtors@scambs.gov.uk

Please note the Finance team cannot help with operational queries.

Please ensure your bins are easily accessible on collection days – access is a significant issue at the moment due to codes/ keys changing and other things stopping us being able to reach your bins.

From March we'll be able to wash your bins as well – email us at BinCleaning@scambs.gov.uk for detail and booking. Thank you for your continued business.

Yours sincerely,



Greg Hutton-Squire
Commercial Waste Manager

parish clerk

From: Jamie Pope <Jamie@lucidsystems.co.uk>
Sent: 14 March 2024 13:36
To: assistantclerk@melbournpc.co.uk
Subject: Lucid Systems Support Agreement Increase

Flag Status: Flagged

Good morning Sophie

I hope you are well!

At Lucid Systems, we've always been about giving our clients top-notch, personalized service. We take pride in being there for you whenever you need it, with real people ready to help you get things sorted fast. To achieve this goal, we strive to attract and retain to best engineers available.

Many industries have seen salary inflation in recent years and the is especially true in the IT sector. That's why we've been making sure our team gets what they deserve. Over the past year, we've increased salaries by around 17%, showing our commitment to taking care of our people and recruiting the best available talent to provide your support and consultancy service.

Since October 2021, you've been an integral part of the Lucid family, entrusting us with your IT support and management needs. Throughout this journey, we've resisted from increasing the rate per asset supported, given your longstanding tenure with us.

It's worth noting that our IT Support and Management Agreements serve as the cornerstone of our revenue model, facilitating the seamless delivery of our unparalleled services.

Starting 1st May, we will be increasing the monthly fee by £1 for each user device covered in your support agreement. This mainly includes laptops, desktops and thin clients used by your team. Other items like servers, switches, wireless access points and firewalls won't be affected, and neither will the costs for Office 365 and SharePoint management.

We get that every penny counts, so we're offering to lock in your current pricing for the next 12 Months, with a 12 Month auto renew. This means you won't have to worry about any surprises for a while, this commitment from you will in turn help us to commit to recruiting and retaining the best staff to deliver your services.

For clarity if you chose not to commit to the two-year deal, the increase to your contract will be calculated using the following figures:

Device Type	Quantity	Old Contract per device cost	New Contract Per device cost	Total Uplift in cost for covered agreement
Laptops	1	£11	£12	£1
Desktops	3	£11	£12	£3
Thin Clients	0	£	£	£0

Your contract in total including any Informed Visits, Out of hours service and O365/SharePoint management will be increasing from £74 to £78 with a total increase of £4 just 5%.

Please let us know before 1st May if you wish to proceed with the two-year contract option.

Your partnership means a lot to us, and we're here to answer any questions you might have about these changes.

Kind Regards

Jamie Pope

Jamie Pope
Service Director

📞 01473 355199 🌐 lucidsystems.co.uk  



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Cambridgeshire & Peterborough
Association of Local Councils
The Norwood Building
Parkhall Road
Somersham
PE28 3HE
www.capalc.org.uk

March 2024

Empowering and Equipping Local Councils to Benefit their Communities

Dear Council Chair and Councillors,

Thank you for being members of CAPALC. I would like to invite you to renew for 2023-2024. Please find enclosed a membership renewal invitation.

The AGM agreed to a 5% fee increase. Like you, we saw significant cost increases last year and need to continue to pay our staff and suppliers fairly.

We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC and NALC websites on 1 July 2024. We will advise members of the new passwords on renewal, prior to 1 July.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will decide to be in membership of CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities and raise problems with us and be kept up to date with developments by email.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

Henry Clark, Chair



capalc
Cambridgeshire and Peterborough
Association of Local Councils

CAPALC
The Norwood Building
Parkhall Road
Somersham
Huntingdon
PE28 3HE
Tel: 07507 520849
www.capalc.org.uk
office@capalc.org.uk

Cambridgeshire & Peterborough Association of Local Councils
Empowering and Equipping Local Councils to Benefit their Communities

Affiliation Fee Invoice

For the period 1st April 2024 to 31st March 2025

Council Name	Number of Electorates as of 1 st January 2024	District
Melbourn	4,052	South Cambs

Your standard annual membership fee to be paid before 30th April 2024 is:

£971.92

Data Protection Officer Membership Scheme

For the period 1st April 2024 to 31st March 2025

Further information about our DPO scheme and other benefits can be found on our 2024/2025 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

TOTAL amount including DPO Membership Option:

£1021.92

Please make your cheque payable to **CAPALC Ltd** or
by BACs Payment details below
Sort Code: 60-83-01, Account No: 20449285

Please check the above bank details before making your payment.

**2024
2025**



capalc

Cambridgeshire and Peterborough
Association of Local Councils

In 2023

CAPALC provided over 233 teaching hours with 463 delegates.

For 2024 – over 250 teaching hours are already scheduled.

In 2023



CAPALCs membership helpdesk supported an average of 40 queries per month.

Queries are usually answered within 24 - 36 hours during the working week.

24/25



As a member of CAPALC your council is a member of NALC.

NALC holds the unique position as the representative body for local councils at Government level.



24/25

We provide indemnified legal advice through NALC and also through CAPALC's specialist consultants for HR, finance and data protection.

24/25



What we do for you

We support and represent local town, parish and parish meetings to be successful, effective and to act within the law.



24/25

Member councils have access to model statutory documents and other legal information through CAPALCs direct link to NALC

24/25



As a member, you will have the opportunity to network at Clerk and Councillor update sessions and CAPALC's annual conference.

Members will be informed with the latest legislative sector updates.



24/25

CAPALC services include.

Internal Audit, locum clerk, council health checks, Quality Council pre-application advice and we process borrowing applications for the DLUHC.

24/25



CAPALC send monthly e-bulletins and weekly email updates to members with topical information and legal advice.



24/25

Your council can obtain essential training, specialist subject training and bespoke council training opportunities at preferential membership rates.



**2024
2025**



capalc

Cambridgeshire and Peterborough
Association of Local Councils

Member Benefits 2024/2025

Legal, HR and Finance – *included in annual affiliation fee*

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

HR Consultants – WorkNest Advisory Service

Finance Consultants – Parkinson Partnerships

Data Protection Officer Scheme – *Opt-in*

Opt-in Member Benefits DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. For all the additional benefits detailed above, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

Ends.

Melbourn Parish Council
Expenditure Approval list March 2024
Start of year 01/04/2023

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Total	Transaction Details
6545	DD240217THREE	18/02/2024	£20.00	£4.00	£24.00	£24.00	3 Business Services - Up to 17 Feb 24
6581	BACSMAR24BRIAR	01/03/2024	£90.00	£18.00	£108.00	£108.00	Briar Security Systems - Intruder alarm annual maintenance charge
6547	DDBRITISHGASFEB24	24/02/2024	£9.61	£0.48	£10.09		British Gas - Electricity bill - orchard road cemetery
6548	DDFEB24GAS2	24/02/2024	£9.04	£0.45	£9.49		British Gas - Old Recreation Ground
6566	DDMAR24BGAS	06/03/2024	£445.43	£89.09	£534.52		British Gas - New Workshop
6588	DDMAR24BGASPAV	16/03/2024	£173.70	£8.68	£182.38	£736.48	British Gas - Pavilion Electricity
6571	BACSMar24CAMBSLOCK	20/02/2024	£4.17	£0.83	£5.00	£5.00	Cambs Lock and Safe - VAT-underpayment
6553	BACSMAR24PETTIFER	27/02/2024	£83.36	£0.00	£83.36	£83.36	David William Pettifer - Litter picking
6577	BACSMAR24ESPO	01/03/2024	£50.75	£10.15	£60.90		ESPO - Purchase of: 1 x labels for folders 1 x sticky notes 1 x copier paper 1 x dividers
6578	BACSMAR24ESPO	28/02/2024	£75.00	£15.00	£90.00	£150.90	ESPO - Purchase of: 1 x post mounted bin
6575	BACSMAR24GLASSBLADE	07/03/2024	£26.00	£5.20	£31.20	£31.20	Glassblade Ltd - Search WP plugin for one year
6558	BACSMAR24H2O	01/03/2024	£210.00	£42.00	£252.00		H2O Gas Heating & Plumbing Services Ltd - replaced pressure reducing valve
6591	BACSMAR24H2O	19/03/2024	£90.00	£18.00	£108.00	£360.00	H2O Gas Heating & Plumbing Services Ltd - Supply and fit replacemnet valve for underfloor heating
6579	BACSMAR24HARTS	11/03/2024	£136.66	£0.00	£136.66	£136.66	Harts Books - Purchase of 18 books for library
6597	BACSApr24H&CGM	22/03/2024	£1,520.00	£304.00	£1,824.00		Herts & Cambs Ground Maintenance Limited - Extra cuts across the village
6542	BACSMAR24H&CGM	23/02/2024	£755.00	£151.00	£906.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance and grass cutting, line marking to
6543	BACSMAR24H&CGM	23/02/2024	£460.00	£92.00	£552.00		Herts & Cambs Ground Maintenance Limited - Chalkhill Barrow
6544	BACSMAR24H&CGM	23/02/2024	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance
6555	BACSMAR24H&CGM	01/03/2024	£970.00	£194.00	£1,164.00		Herts & Cambs Ground Maintenance Limited - Vertidrain old and new rec
6556	BACSMAR24H&CGM	01/03/2024	£360.00	£72.00	£432.00		Herts & Cambs Ground Maintenance Limited - Removal of dead shrubs at new road cemetery
6557	BACSMAR24H&CGM	01/03/2024	£580.00	£116.00	£696.00	£6,061.00	Herts & Cambs Ground Maintenance Limited - hard cut back of boundary hedge in new road cemetery
6582	SOLDOMar24	12/03/2024	£21.14	£4.23	£25.37	£25.37	Ionos Cloud Ltd - Web Hosting March
6550	BACSMAR24JTRUEMAN	26/02/2024	£112.00	£0.00	£112.00	£112.00	Jason Trueman - January Pavilion Cleaning
6562	BACSMar24LUCID	01/03/2024	£133.50	£26.70	£160.20	£160.20	LUCID Systems - IT Support
6569	BACSMAR24MARKWYER	05/03/2024	£93.78	£0.00	£93.78	£93.78	Mark Wyer Litter Picking
6586	BACS24MARDEOLIV	15/03/2024	£137.00	£0.00	£137.00	£137.00	Matthew De Oliveira - MArch -Key Services
6580	BACSMAR24MELBOWLS	11/03/2024	£113.75	£22.75	£136.50	£136.50	Melbourn Bowls Club - Reimbursement of fencing materials for repairs to fence
6583	BACSmAr24FIT	23/02/2024	£186.90	£0.00	£186.90		Melbourn Community Hub Management Group - Feed In Tarriff
6564	BACSMAR24HUB	29/02/2024	£37.50	£0.00	£37.50		Melbourn Community Hub Management Group - Room rental NHS
6565	BACSMAR24HUB	29/02/2024	£1,710.00	£0.00	£1,710.00	£1,934.40	Melbourn Community Hub Management Group - PCN Feb
6561	BACSMar24NORBURYYS	04/03/2024	£2.40	£0.48	£2.88		Norburyys Building & Landscape Supplies Ltd - forgefix coach screw
6593	BACSMar24NORBURYYS	20/03/2024	£13.35	£2.67	£16.02	£18.90	Norburyys Building & Landscape Supplies Ltd - Ballastplastic cement

6551	DDMAR24NOW	01/03/2024	£36.00	£7.20	£43.20	£43.20	Now Pensions - March 2024 monthly employer service charge
6549	DD240325PWL	26/02/2024	£6,642.79	£0.00	£6,642.79		Public Works Loan Board - Loan and interest repayment - Car Park - instalment
6592	DD240416PWL	19/03/2024	£16,477.10	£0.00	£16,477.10	£23,119.89	Public Works Loan Board - Loan and interest repayment - Hub - instalment 1
6568	BACSMAR24RICOH	06/03/2024	£136.81	£27.36	£164.17	£164.17	Ricoh UK Limited - rental of photocopier 01/03/24 - 31/05/24
6554	BACS24MarSHIRES	29/02/2024	£1,250.00	£250.00	£1,500.00	£1,500.00	Shire Trees Limited - cut boundary shrubs and small trees at Worcester Way
6596	BACS24MARSMARR	19/03/2024	75.00	-	75.00	75.00	Sophie Marriage March Consultancy
5882	DD	01/03/2024	£32.32	£0.00	£32.32	£32.32	South Cambs District Council - Waste Collection at the pavilion 12 of 12
6589	CCMAR24STEROPLAST	18/03/2024	£64.95	£12.99	£77.94	£77.94	Steroplast Healthcare Limited - Purchase of defib pads for defib unit at pavilion
6607	DD240312UB	15/03/2024	£0.60	£0.00	£0.60	£0.60	Unity Bank - Account Charges 05/12/23 - 04/03/24
6546	BACSMAR24WICKSTEED	22/02/2024	£3,443.40	£688.68	£4,132.08	£4,132.08	Wicksteed Leisure - Labour & Parts to repair Clear Crescent Play Area
6560	DDMar24YU1	01/03/2024	£11.03	£0.55	£11.58		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/02/24 - 29/02/24 Acc 2000107116
6559	DDMar24YU2	01/03/2024	£11.92	£0.60	£12.52	£24.10	Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/02/24 - 29/02/24Acc 2000107118
Soldo Top Up			£451.69		£451.69	£451.69	
Confidential items eg Salaries, NI & Pensions			8,188.19		8,188.19	8,188.19	
			45,857.67	2,266.26	48,123.93	48,123.93	

Signature _____

Date _____

Signature _____

Date _____

Melbourn Parish Council
Asset Register
Total year ended 31 March 2023

Land	£36.00
Buildings	£1,754,122.97
Community Assets	£13,785.00
Plant, Equipment & Vehicles	£752,312.49
Total	<u>£2,520,256.46</u>

Fixed Asset reconciliation year ended 31 March 2023

Opening balance 01/04/23 £2,513,152.37

Changes in year:



Melbourn Hub Signs and Electricity	30/04/2023	£2,110.61
2 X King Charles bench	05/05/2023	£1,198.60
Book Supports For Library	27/06/2023	£420.00
Mix Music Flight Case, Subwoofer and DJ Booth	01/08/2023	£456.00
Mix Music Speakers and DJ Kit	07/08/2023	£2,328.00
Multi Matting	21/09/2023	£590.88

Closing Balance 31/03/23 **£2,520,256.46**

Difference **£0.00**

Melbourn Parish Council Asset Valuation Policy

Wherever possible assets are included at historic cost.

Where historic cost is not known a proxy estimated value has been used.

Assets that have been gifted to the parish or transferred from a principal authority eg via s106 agreements are included at a nominal value of £1.

Assets remain at historic cost/proxy value unless work has been done that significantly extends their useful life or enhances their size. In which case enhancement costs are added to the total asset value.

Assets under £200 cost are not included in the asset register but are noted on the inventory sheet.

MPC undertakes to carry out a professional valuation of its' buildings every 5 years for insurance purposes - this was last carried out in 2021/22. These assets will remain at historic cost value in the asset register.

Melbourn Parish Council Asset Register - Land						
		Asset Details				
Location	Address	Use	Area	Nominal Value	Maintenance	Statutory
83 High Street	High Street	Gardens	?	1.00	Yes	
All Saints Church Yard	Station Road	Burial	Owned by Church	Maintained by Parish council	Yes	Yes
Allotments	The Moor	Leisure activities	3.5 Acre	1.00	Yes	Yes
Allotments	Greys	Leisure activities	?	1.00	Yes	Yes
Armingford Crescent		Open Space	?	1.00	Yes	?
Beechwood Avenue	Beechwood Avenue			1.00	Yes	
Beechwood Avenue Verge 1	Junction Water Lane SE side	Verge		1.00	Yes	
Beechwood Avenue Verge 2	Junction Water Lane NW side	Verge		1.00	Yes	
Beechwood Avenue Verge 3	Junction Cedar Close SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 4	Junction Cedar Close N side	Verge		1.00	Yes	
Beechwood Avenue Verge 5	Junction Ash Grove S side	Verge		1.00	Yes	
Beechwood Avenue Verge 6	Opposite Ash Grove turning	Verge		1.00	Yes	
Beechwood Avenue Verge 7	Junction Ash Grove N side	Verge		1.00	Yes	
Beechwood Avenue Verge 8	Junction Maple Way SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 9	Junction Maple Way NW side	Verge		1.00	Yes	
BMX Site	London Way	Leisure activities	2.7 Acre	1.00	Yes	Yes
Car Park	High Street	Parking	0.6 Acre	1.00	Yes	Yes
Car park and access road	Little Hands	Parking/access		1.00		
Chalkhill Barrow	Water Lane	Open Space	?	1.00	Yes	?
Clear Crescent Play Area	Clear Crescent	Leisure activities	0.51 Acre	1.00	Yes	Yes
Elm Way	Elm Way	Leisure activities	0.5 Acre	1.00	Yes	?
Golden Jubilee Orchard		Orchard	?	1.00	Yes	?
Haggers Close	Land to SW side of Haggers Close	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Millenium Copse	Adjacent to Recreation Ground	Leisure activities	2.9 Acre	1.00	Yes	?
New Recreation Ground (1)	The Moor	Leisure activities	9.5 Acre	1.00	Yes	Yes
New Road Cemetery	Of Victoria Way	Burial	2.9 Acre	1.00	Yes	Yes
Old Recreation Ground		Leisure activities	3.0 Acre	1.00	Yes	Yes
Orchard Road	opposite Orchard Gate	Verge		1.00		
Old Fire Engine House	Station Road	Storage	Station Road	1.00	Yes	Yes
Orchard Road Cemetery	Orchard Road	Burial	2.0 Acre	1.00	Yes	Yes
Stockbridge Meadows	Dolphin Lane	Leisure activities	15 Acre	1.00	Yes	?
The Moor Play Area	The Moor	Leisure activities	Included in (1)	1.00	Yes	Yes
Village Hub - land	High Street	Local Community and Business Activity	0.3 Acre	1.00	Yes	Yes
War Memorial - land	The Cross	Memorial		1.00	Yes	Yes
Worcester Way	Worcester Way	Leisure activities	0.5 Acre	1.00	Yes	Yes
				TOTAL	36.00	

Insurance Value*

51,000.00

99 yr lease from SCDC from 03/08/10

* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Buildings											
Properties	Land location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
The Hub	30 High Street	Local community activities	£612,150.00	89	£1,994,000.00			18/12/2013	18/12/2014	Yes	Yes
The Hub extension - side, rear & front	30 High Street	Local community activities	£160,133.61	339	included above			01/10/2021		Yes	Yes
Little Hands Nursery	New Recreation Ground	Nursery tenancy	£490,751.00	88	£1,648,000.00					Yes	Yes
Sports Pavilion	New Recreation Ground	Sports and leisure activity	£208,425.00	84	£1,134,000.00	Pavilion Assets	037			Yes	Yes
Old Fire Engine House	Station Road	Storage	£31,660.93	87	£99,000.00					Yes	Yes
Workshop	Car park, High Street	General storage	£1,200.00	136	£171,000.00						
Cemetery Lychgate	Orchard Road cemetery	Entrance facility	£28,702.73	86	£154,000.00					Yes	
Cemetery Shed	Orchard Road cemetery	Cemetery maintenace	£6,899.70	85	£69,000.00					Yes	Yes
Church yard wall	Station Road and High Street	Earth retention	£214,200.00	134	£582,000.00					Yes	?
TOTAL			£1,754,122.97		£5,851,000.00						

* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Community Assets

Melbourn Parish Council Asset Register - Community Assets											
Asset	Location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
War Memorial	Cross	Memorial	£1.00	90	£114,000.00						Yes
Church Clock (not owned by PC)	Church tower	Parish Clock									Yes
Millenium Plaque	A10	Memorial	£1,000.00	189	£1,000.00						Yes
Village Sign	The Cross	Village Identity	£10,000.00	190	£10,000.00						Yes
Mix Music DJ, Booth Flight Case and Subwoofer	Pavillion	Mix Music	£456.00	376	£456.00						
Mix Music Speakers and DJ kit	Pavillion	Mix Music	£2,328.00	377	£2,328.00						

Owned by church; maintained by MPC

TOTAL	£13,785.00	£125,000.00
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* Insurance value based on professional valuation Sept 2021

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
83 High Street		Platinum Jubilee Bench 5 ft	1		01/04/2022				£1,075.00		344	£1,075.00		Yes		
83 High Street		Kohima Stone	1		16/11/2016				£3,760.00		142	£3,760.00		Yes		
Back Lane / High Street		Furnitube seat	2						£580.00		192	£580.00		Yes		
BMX Site		Picnic Table	1						£440.00		194	£440.00		Yes		
BMX Site		Fencing							£5,000.00		195	£5,000.00		Yes		
BMX Site		Gates							£500.00		196	£500.00		Yes		
Cambridge Road		Furnitube seat	1						£290.00		199	£290.00		Yes		
Car Park, High Street		Fencing							£5,560.00		198	£5,560.00				
Church Yard		Gates	1						£1,032.00		289	£1,032.00		Yes		
Church Yard, Station Road & High Street		Gates	1						£1,250.00		188	£1,250.00		Yes		
Church Yard, Station Road		Kissing gates	1						£825.00		138	£825.00		Yes		
Church Yard, Church Walk		Kissing gates	1						£825.00		138	£825.00		Yes		
Fire Engine House	1	Grass Cutter		Lateral					£750.00		31	£750.00		Yes		Yes
Fire Engine House	1	Vintage Carriage		Coffin Carriage?		Maint Equip Photos	34.jpg 35.jpg		£1,000.00		32	£1,000.00		Yes		
Fire Engine House	1	Waste Collection Bin		Street Cleaner Bin		Maint Equip Photos	38.jpg		£325.00		33	£325.00		Yes		
Fire Engine House	1	Wooden Furniture		Assorted					£500.00		34	£500.00				
Fire Engine House	1	Village Map		Framed					£250.00		35	£250.00				
Fire Engine House		Billy Goat Vacuum Cleaner	1			Maint Equip Photos	32.jpg 33.jpg		£250.00		204	£250.00				
Golden Jubilee Orchard		Heritage fruit trees	50						£500.00		205	£500.00		Yes		
High Street, Bus Stop		Wooden Slat Seat	1						£300.00		197	£300.00		Yes		
High Street/Vicarage Close		Wooden Slat Seat	1						£800.00		206	£800.00		Yes		
High Street/Vicarage Close		Bus Shelter - perspex	1	TBC	01/02/2021				£1.00		311	£7,500.00		Yes		Yes
High Street/The Cross		Village Noticeboards	3						£6,000.00		161	£6,000.00				
Highways - various		MVAS unit	1		16/07/2021				£2,006.17		326	£2,006.17		Yes		
Highways - various		MVAS unit	1		13/05/2022				£2,200.00		343	£2,200.00		Yes		
Jubilee Orchard		Interpretation Board - recycled plastic	1		25/03/2021				£740.00		325	£740.00		Yes		
Medcalfe Way / Palmers Way		Furnitube seat	1						£290.00		208	£290.00		Yes		
New Road		Oak Seat	4						£500.00		211	£500.00		Yes		
Norgetts Lane/ Orchard Road		Furnitube seat	1						£290.00		220	£290.00		Yes		
Opposite Sheeps Head Road		Furnitube seat	1						£290.00		212	£290.00		Yes		
New Road Cemetery		Oak Noticeboard	1						£1,500.00		213	£1,500.00		Yes		
New Road Cemetery		Litter bins - circular timber slat	2		14/03/2019				£328.00		159	£328.00				
New Road Cemetery		5 bar gate to rear entrance of cemetery	1		07/10/2021				£460.00		341	£460.00		Yes		
New Road Cemetery		Interpretation Board - recycled plastic	1		26/11/2020				£740.00		290	£740.00		Yes		
Orchard Road Cemetery		Oak Seat	1						£500.00		214	£500.00		Yes		
Orchard Road Cemetery		Furnitube seat	1						£290.00		247	£290.00		Yes		
Orchard Road Cemetery		Cemetery Gates	2	Wrought iron	2011				£22,500.00		327	£22,500.00				
Orchard Road Cemetery - Lychgate		Noticeboard	1						£1,000.00		207	£1,000.00		Yes		
Orchard Surgery		Outdoor polycarbonate defib cabinet	1						£495.00		333	£495.00				Yes
Recreation Ground		Wavy Line Metal Bench	3						£290.00		215	£290.00				
Riverside Corner Rec		Picnic Table	1						£440.00		216	£440.00		Yes		
		2 X King Charles benches	2						£1,198.60		380	£1,198.60				
The Moor - corner of		Furnitube seat	1						£290.00		203	£290.00		Yes		

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Sports Pavilion	Main room	Pool table	1			Pavilion Assets	002.JPG	2015	£800.00		36	£800.00		?		
Sports Pavilion	Main room	Plastic Chairs	32	Plastic		Pavilion Assets	001.JPG		£320.00		38	£320.00				
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	£400.00		42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	-£400.00	Replaced	42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1					09/08/2022	£727.43		353	£727.43		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Hand driers	5			Pavilion Assets	010	2015	£500.00		43	£500.00		Yes	Electricity	?
Sports Pavilion	Outside	Bench game table	1						£299.00		44	£299.00		Yes		
Sports Pavilion	Outside	Picnic table	2			Pavilion Assets	009		£880.00		45	£880.00		Yes		
Sports Pavilion	Outside	Metal galvanised table	2						£1,500.00		46	£1,500.00		Yes		
Sports Pavilion	Outside	Chess set and table	1			Pavilion Assets	025		£1,500.00		47	£1,500.00				
Sports Pavilion	Outside	Air source heat pumps	2			Pavilion Assets	011		£6,000.00		48	£6,000.00		Yes	Water & Electricity	Yes
Sports Pavilion	Outside	Flood lights for sports pitches	3		25/10/2018				£1,325.00		152	£1,325.00				
Sports Pavilion	Main area	Notice boards	5			Pavilion Assets	004.JPG		£450.00		50	£450.00				
Sports Pavilion	Main area	Security system	1						£3,000.00		52	£3,000.00		Yes	Electricity	
Sports Pavilion	Outside	Clock	1						£500.00		53	£500.00			Electricity	
Sports Pavilion	Outside	Metal framework	1						£1,000.00		54	£1,000.00		Yes		
Sports Pavilion	Outside	Wavy Line Metal Bench	1						£290.00		217	£290.00				
Sports Pavilion		Heating System and Controls	1			Pavilion Assets	039,041		£1,500.00		218	£1,500.00				
Sports Pavilion		Electric Cooker	1						£350.00		221	£350.00				
Sports Pavilion		Fittings in Home and Away Changing Rooms (sanitary ware and slatted benches and clothes hooks)	2			Pavilion Assets	008		£5,100.00		227	£5,100.00				
Sports Pavilion		Fittings in disabled, mens and women's toilets	3			Pavilion Assets	005, 006, 007, 012, 013, 014		£3,000.00		228	£3,000.00				
Sports Pavilion		Extractor fans in kitchen and home and away changing rooms	3						£450.00		229	£450.00				
Sports Pavilion		Kitchen fittings, sink, 3 wall cupboards, 2 corner units, 1 cupboard base unit, 3 drawer base unit	1			Pavilion Assets	016,017		£5,000.00		230	£5,000.00				
Sports Pavilion	Outside	Septic Tank	1						£5,200.00		231	£5,200.00				
Sports Pavilion	Outside	Goal Posts	4			Pavilion Assets	026		£1,000.00		232	£1,000.00				
Sports Pavilion	Outside	Decorative metal grille to veranda	1						£500.00		234	£500.00				
Sports Pavilion	Outside	Cycle Rack	1			Pavilion Assets	040		£1,000.00		235	£1,000.00				
Sports Pavilion	Outside	Storage shed	1		20/11/2020				£1,186.71		288	£1,186.71		Yes		
Sports Pavilion - Net Store		Large Grass Cutter Allen (Flymo)				Maint Equip Photos	26.jpg 27.jpg 28.jpg		£500.00		269	£500.00				
Sports Pavilion - Net Store		Grass Cutter Masport 300 AL				Maint Equip Photos	29.jpg 30.jpg 31.jpg		£350.00		270	£350.00				
Sports Pavilion - Net Store		Scythe Mower	1			Maint Equip Photos	36.jpg 37.jpg		£1,000.00		272	£1,000.00				
Stockbridge Meadows		Boardwalk - recycled plastic	1		16/11/2022				£68,708.00		352	£68,708.00		Yes		
Stockbridge Meadows		Metal Picnic Tables	2		15/01/2018				£2,000.00		140	£2,000.00				
Stockbridge Meadows		Steel Sculptures	3						£20,000.00		133	£20,000.00		Yes		
Stockbridge Meadows		Oak Seat	3						£500.00		239	£500.00		Yes		
Stockbridge Meadows		Teak half tree bench & commemorative brass plaque	1		17/08/2021				£749.98		329	£749.98		Yes		
Stockbridge Meadows		Groundwork for memorial bench	1		21/11/2021				£480.00		340	£480.00				
Stockbridge Meadows		Picnic Table	2						£440.00		240	£440.00		Yes		
Stockbridge Meadows		Wavy Line Metal Bench	1						£290.00		241	£290.00				
Stockbridge Meadows		Vehicular Gates	2						£5,000.00		242	£5,000.00		Yes		
Stockbridge Meadows		Pedestrian Gates	2						£2,500.00		243	£2,500.00		Yes		
Stockbridge Meadows		Boardwalk	X Mtrs						£5,000.00		244	£5,000.00		Yes		

Location		Asset Details															Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	Statutory	
Village Hub		Coffee Grinder	1						£500.00		92	0		Yes		Yes	
Village Hub		Coffee Grinder							-£500.00	Replaced	92	0		Yes		Yes	Y
Village Hub		Coffee Machine							£5,000.00		93	0		Yes		Yes	
Village Hub		Coffee Machine							-£5,000.00	Replaced	93	0		Yes		Yes	Y
Village Hub		Espresso macine	1		18/10/2022				£4,066.25		349	£4,066.25		Yes			
Village Hub		Coffee Grinder	1		18/10/2022				£581.88		350	£581.88		Yes			
Village Hub		Water Still							£2,500.00		94	£2,500.00		Yes		Yes	
Village Hub		Convection Oven	1						£2,500.00		95	0		Yes		Yes	
Village Hub		Convection Oven	1						-£2,500.00	Replaced	95	0		Yes		Yes	Y
Village Hub		Convection Oven	1		18/10/2022				£1,390.83		348	£1,390.83		Yes			
Village Hub		Standard Oven							£3,000.00		96	£3,000.00		Yes		Yes	
Village Hub		Dishwasher			30/09/2017				£2,824.00		137	£2,824.00					
Village Hub		3 Door Fridge							£2,500.00		98	£2,500.00		Yes		Yes	
Village Hub		2 Door Freezer							£2,500.00		99	£2,500.00		Yes		Yes	
Village Hub		LAS counter freezer	1		44041				£2,468.32		286	£2,468.32		Yes		Yes	
Village Hub		Under Counter Fridge - LH Hinged			44041				£903.10	No.1	285	£903.10					
Village Hub		Under Counter Fridge							£1,000.00	No.2	101	£1,000.00		Yes		Yes	
Village Hub		Single door upright cooler 336L - grey	1		16/01/2020				£392.00		276	£392.00					
Village Hub		Panini Grill							£300.00		102	£300.00		Yes		Yes	
Village Hub		Refrigerated Display							£1,800.00		103	£1,800.00		Yes		Yes	
Village Hub		Counter							£9,000.00		104	£9,000.00					
Village Hub		Air Conditioning unit - kitchen	1		26/02/2020				£2,260.00		277	£2,260.00		Yes			
Village Hub		Water Dispenser							£500.00		105	£500.00		Yes		Yes	
Village Hub		Social distance screens	1		24/07/2020				£2,380.00		284	£2,380.00				Yes	
Village Hub		EPOS system hardware - 1 x cashdrawer, 1 x printer, 2 x handheld devices			02/11/2020				£392.59		287	£392.59					
Village Hub		Crockery and Utensils							£5,000.00		106	£5,000.00					
Village Hub		Kenwood Mixer	1		28/10/2021				£428.34		330	£428.34					
Village Hub		Kitchenaid Hand Blender	1		30/06/2022				£565.83		346	£565.83					
Village Hub		Buffalo countertop fryer	1		30/06/2022				£249.99		347	£249.99					
Village Hub		Upright Freezer							£1,400.00		107	£1,400.00		Yes		Yes	
Village Hub		Cooker Hood							£13,500.00		108	£13,500.00		Yes		Yes	
Village Hub		Library Racking							£11,500.00		109	£11,500.00		Yes		Yes	
Village Hub		Computer Equipment (itemised)							£11,000.00		112	£11,000.00		Yes		Yes	
Village Hub		Desk Top PC	5						£5,000.00		113	£5,000.00		Yes		Yes	
Village Hub		Laptop PC	5						£5,000.00		114	£5,000.00		Yes		Yes	
Village Hub		Network printer	1						£500.00		115	£500.00		Yes		Yes	
Village Hub		Server - HPE Proliant ML30	1						£3,072.40		342	£3,072.40		Yes		Yes	
Village Hub		UPS	1						£2,000.00		117	£2,000.00		Yes			
Village Hub		Server cabinet	1						£1,500.00		118	£1,500.00					
Village Hub		HD CCTV system	1		22/07/2019				£3,750.00		273	£3,750.00					
Village Hub		22" HD CCTV monitor	1		15/07/2019				£130.00		273	£130.00					
Village Hub		Telephone System (BT)	1		17/10/2018				£1,073.00		160	£1,073.00		Yes		Yes	
Village Hub		Lighting System							£33,000.00		121	£33,000.00		Yes		Yes	
Village Hub		Stair Lift	1						£11,500.00		122	£11,500.00		Yes		Yes	
Village Hub		Boiler							£3,000.00		131	£3,000.00		Yes		Yes	
Village Hub		Furniture (Various items)							£12,000.00		123	£12,000.00		Yes		Yes	
Village Hub		Furniture for new rooms - 17 x chairs, staff room desk, 4 x desks			07/09/2021				£2,528.00		338	£2,528.00					
Village Hub		Blinds (Multiple)							£4,500.00		124	£4,500.00		Yes			
Village Hub		Safe							£900.00		125	£900.00					
Village Hub		Keysafe							£200.00		126	£200.00					
Village Hub		Lockers							£450.00		127	£450.00					
Village Hub		Projector							£1,400.00		128	£1,400.00		Yes		Yes	
Village Hub		Projectors & screens, ceiling mounts	3		18/05/2021				£2,555.44		335	£2,555.44					
Village Hub		Air Conditioning & base- Parish Office/large meeting room	1		13/06/2019				£4,390.00		163/164	£4,390.00					
Village Hub		Daikin Wall mounted a/c units (extension rooms)	4		22/07/2021				£5,090.00		336	£5,090.00		Yes			
Village Hub		Mitsubishi HRV unit	1		22/07/2021				£3,965.00		3377	£3,965.00		Yes			
Village Hub		Television Stand							£300.00		129	£300.00					
Village Hub		PA system - atrium	1		07/07/2020				£1,290.50		282	£1,290.50					
Village Hub	Outside	Disability access railings - Hub steps	2		17/07/2020				£710.00		283	£710.00					
Village Hub		Marquee, flooring & guttering	1		01/02/2021				£1,573.66		310	£1,573.66		Yes			
Village Hub	Outside	Front Hub Sign							£2,500.00		130	£2,500.00					
Village Hub	Outside	Defibrillator Cabinet			19/06/2018				£495.00		149	£495.00					
Village Hub	Roof	Photovoltaic (PV) Installation							£25,000.00		132	£25,000.00		Yes		Yes	
Village Hub		Office Contents*							£16,153.55			£16,153.55					
Village Hub		Magnetic Board library	1		06/11/2022				£415.75		354	£415.75					
Village Hub		3 * Ipads	3		30/01/2023				£1.00		369	£407.00					
Village Hub		1 Laptop used at reception	1		30/01/2023				£1.00		370	£559.00					
Village Hub		Washing machine & Drier	1		30/01/2023				£1.00		371	£907.00					
Village Hub		Refrigerator	1		30/01/2023				£1.00		372	£1,367.00					
Village Hub		Lights & Electricity	1		23/05/2023				£2,110.61								
Village Hub		Book Supports for the Library	1		27/06/2023				£420.00								
Memorial		Oak Seat	1						£500.00		209	£500.00		Yes			
Memorial		Wooden Slat Seat	1						£300.00		210	£300.00		Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Memorial		Oak railing	1		24/01/2022				£8,377.50		332	£8,377.50		Yes		
Workshop	1	Trailer		2 Wheel		Maint Equip Photos	12.jpg		£750.00		1	£750.00		Yes		Yes
Workshop	1	Hedge Trimmer		STIHL 86R		Maint Equip Photos	13.jpg 14.jpg		£439.00		3	£439.00		Yes		Yes
Workshop	1	Garden Vacuum		STIHL SH55		Maint Equip Photos	07.jpg 08.jpg		£240.00		5	£240.00		No		No
Workshop	1	Portable generator		Robin		Maint Equip Photos	11.jpg		£350.00		8	£350.00		Yes		Yes
Workshop		Shelf Racks	4			Maint Equip Photos	02.jpg		£600.00		249	£600.00				
Workshop		Workbench	1			Maint Equip Photos	01.jpg		£250.00		250	£250.00				
Workshop		Stihl FS130 Strimmer	1			Maint Equip Photos	18.jpg 19.jpg		£450.00		253	£450.00				
Workshop		Fire Safe Filing Cabinets	2			Maint Equip Photos	25.jpg		£700.00		267	£700.00				
Workshop	1	Grit Spreader				Maint Equip Photos	23.jpg		£275.00		30	£275.00		Yes		
Workshop		Draper 83818 Pressure Washer	1		09/07/2018				£295.54		150	£295.54				
Workshop		Pressure Washer Water Tank	1		01/08/2018				£249.00		151	£249.00				
Workshop		Hikvision 16CH 5.0MP ultra HD DVR CCTV	1		24/06/2020				£245.83		281	£245.83				
Workshop		Heavy duty tripod ladder 8 ft	1		03/03/2022				£325.00		334	£325.00				
Workshop		Electric bike Batri Bike, Diamond Pro	1		10/08/2021				£400.00		328	£400.00		Yes		
Workshop		Multi Matting	1		21/09/2023				£590.88			£590.88				
		*see office contents sheet														
								TOTAL	£752,312.49			£760,516.88				

Office Contents-Audit Sheet

Asset Details

Description	Quantity	Picture	Warranty Expiry	Historic Cost 2022/23	Ident Number	Edge Asset No.	Serial number	Maintenance	Services	Statutory
Desks With Pedestals	2									
Tall, 2 Door, Storage Cupboards	3									
4 Drawer Filing Cabinets	2									
4 Drawer Filing Cabinets	-1									
Office Swivel Chairs	2									
Small Round Meeting Table	1									
Chairs (Might Be Hub Chairs?)	3									
Wall Shelving	1									
Rectangular Table	1									
Table-Top Fridge	1									
Large Fan	1									
Telephones	2									
Desktop Computers	1				Replaced 28/04/21	Original cost estimate unknown				
Hp Laptop	1									
Smart UPS	1									
Olympus Digital Voice Recorder And Speakers	1									
PC Speakers	2									
Shredder (New This Year - Already On Edge)	1									
Plastic Comb Binder	1									
Guillotine	1									
Laminator	1									
Heavy Duty Stapler	1									
TOTAL*				£12,013.42		91				
2017/18 additions										
18/07/2017 Shredder	1			£322.00		139				
2018/19 additions: (£1,121)										
15/01/2019 HP desktop, 24" monitor and speakers	1			768.56		153		W/s 3		
21/01/2019 Windows 10 Pro for HP desktop	1			122.22		158		W/s 3		
21/01/2019 Rectangular panel 1200mm beech desk	1			135.00		156				
11/01/2019 High back office chair with adjustable arms - blue	1			95.00		157				
2019/20 additions: (£644.33)										
24/03/2020 Synology DS918 and 4 bay desktop NAS enclosures	1			411.05		279				
24/03/2020 WD2 2B NAS hard drive - red	1			233.28		280				
2021/22 additions										
22/12/2021 ASUS laptop	1			399.16		331		Timebank		
22/12/2021 Office 2021 Professional Software for laptop	1			85.00		331				
2022/23 additions										
07/06/2022 HP Desktop core i5 10505/3.2 GHz - RAM 8 GB - SSD 256 GB	1			494.00		345		Assistant Clerk		
26/10/2022 HP Desktop 295 G6 Ryzen 5 4600/3.7 Ghz RAM 8GB	1			625.87		351		Clerk		
21/01/2022 Timebank Laptop	1			448.99		356		Timebank		
TOTAL*				£16,153.55						

Disposed Apr 2022 - replaced with 2 drawer version (items under £200)

* see Office Contents on Contents and Total Tab

parish clerk

From: helpdesk@capalc.org.uk
Sent: 19 March 2024 11:00
To: parishclerk@melbournparishcouncil.gov.uk
Subject: RE: Advice on hosting a village magazine
Attachments: website-accessibility-requirements.pdf; the-good-councillors-guide-to-cyber-security.pdf

Flag Status: Flagged

Morning Abi

Whilst in essence this may sound like a good idea there are a number of factors the council must consider including the very important matter you have already made. The council do not necessarily agree with the content being published and that potentially is a valid reason not offer the village magazine a webpage or link from the councils website.

Other thoughts.

The council are a local authority in law, first tier.

The village magazine is run by a volunteer group of members of the public and not a magazine issued or financed by the council.

Is the council expected to service this webpage/link or will the village magazine editors be given access? This is a security risk.

The council has a duty to comply with website accessibility, can they be sure everything published on this village newsletter webpage will comply with the councils duty?

Do the editors publish political material? if so or there is a concern they may do, then the council is not permitted to *'publish or assist anyone, financially or otherwise, to publish, by any means, any material which in whole or part appears to be designed to affect public support for a political party'*.

There is more on this in Local Council Administration 13th Edition page 190, para 20.4

Members of the public may wrongly assume the webpage/link is council business and get confused between the village magazine editors and council business/opinion.

I don't know whether the village magazine has advertisements but a .gov.uk domain cannot have business advertising.

I have attached a couple of guidance booklets for you.

Perhaps the council may need to undertake a risk assessment before going any further.

I don't understand why they don't have their own website and promote that themselves.

Kind regards

Penny

Penny Bryant BA(Hons) FSLCC
County Executive Officer

Cambridgeshire & Peterborough Association of Local Councils Ltd (CAPALC)
The Norwood Building, Parkhall Road, Somersham, Cambridgeshire PE28 3HE

CEO telephone number: 07594 766229
website: www.capalc.org.uk
Company number 12585308

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-----Original Message-----

From: "parish clerk" <parishclerk@melbournparishcouncil.gov.uk>
Sent: Monday, 18 March, 2024 09:16
To: helpdesk@capalc.org.uk
Subject: Advice on hosting a village magazine

Good morning

I am hoping you can help me with a query.

We have been approached to host the local village magazine via our website – they do not have a hosting platform available to them at this time and thought it would be a good place to point people.

The magazine is not associated with the Parish Council in any way and will often publish articles of local interest that the Parish Council are not in support of etc etc. Council would like to take advice on if you think it is a good idea to provide the link via our website.

My intention would be to include a disclaimer along the lines of:

Melbourn Parish Council provides the link to the Melbourn Magazine for the convenience of our community members. While we facilitate access to this publication, we want to clarify that the opinions, views, and content expressed within the magazine are those of the respective authors and do not necessarily represent the views of Melbourn Parish Council.

We do not endorse or take responsibility for the accuracy, completeness, or reliability of any information contained in the Melbourn Magazine.

Your thoughts on the matter would be greatly appreciated.

Many thanks

Abi

Abi Williams & Alex Coxall
Parish Clerk

Melbourn Parish Council

Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

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

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

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

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

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

DATED

2023

MELBOURN PARISH COUNCIL

(1)

**THE MASTER (OR KEEPER) AND FELLOWS OF
PETERHOUSE IN THE UNIVERSITY OF CAMBRIDGE**

(2)

DEED OF COVENANT

Relating to

Land on the north-east side of New Road, Melbourn, Royston

PARTIES

1. **THE MASTER (OR KEEPER) AND FELLOWS OF PETERHOUSE IN THE UNIVERSITY OF CAMBRIDGE** of The Bursary, Peterhouse, Trumpington Street, Cambridge CB2 1RD (the "**Covenantee**"); and
2. **MELBOURN PARISH COUNCIL** of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ (the "**Buyer**")

RECITALS

- (A) This deed is supplemental to a Contract dated 14th July 2017 as made between (1) the Covenantee, (2) Hopkins Homes Limited and (3) Endurance Estates Strategic Land Limited ("Contract") in respect of Land on the east side of New Road, Melbourn, Royston now registered at HM Land Registry with title number CB426864 ("Property").
- (B) The Contract contains obligations in respect of the Visibility Splay Area and Future Access Corridor which have been replicated in this deed.
- (C) The Visibility Splay Area is the land tinted green and edged and cross hatched in red on the attached Plan 2.
- (D) The Future Access Corridor is the 15m wide strip of land shown coloured green and edged and hatched red on the attached Plan 2.
- (E) The Buyer has by a transfer dated with the same date as this deed acquired part of the Property as is identified on the attached Plan 1 ("**Acquired Property**") and has agreed to be bound by the covenants.

NOW THIS DEED WITNESSES:

As required pursuant to the Contract, the Buyer covenants with the Covenantee to:

1. to keep the Visibility Splay Area and the Future Access Corridor properly cultivated and maintained and clear from vegetation other than normal planting or as required by any planning permission and/or reserved matters approval in relation to which the landscape strategy shall provide for proper cultivation and maintenance and for the Visibility Splay Area and Future Access Corridor being kept clear of anything other than normal planting.
2. at the request of the Covenantee to enter into any agreements reasonably necessary to facilitate the grant of planning permission to enable development on the land comprised in Title Number CB357853 or the land to the north east of the Property, which may for the avoidance of doubt require the Visibility Splay Area to serve as a visibility splay for such development or any other reasonable use subject to the

Covenantee paying the Buyer's reasonable and proper legal fees relating thereto and any such agreements shall contain indemnity covenants in a form reasonably approved by the Buyer's Conveyancer.

3. to enter into such deeds of grant for rights of access and the running and passage of services through the roads and service media as may reasonably be required to serve development on the land comprised in Title Number CB357853 via the Future Access Corridor and/or to the land to the north east of the Property subject to the Covenantee paying the Buyer's reasonable and proper legal fees relating thereto and any such agreements shall contain indemnity covenants in a form reasonably approved by the Buyer's Conveyancer.

The Buyer further covenants to enter a restriction on the Acquired Property in the following form:

"No disposition of the registered estate by the proprietor of the registered estate or the proprietor of any registered charge not being a charge registered before the entry of this restriction is to be registered without a certificate signed by a conveyancer that the provisions of the Deed of Covenant dated 2023 and made between (1) THE MASTER (OR KEEPER) AND FELLOWS OF PETERHOUSE IN THE UNIVERSITY OF CAMBRIDGE and (2) MELBOURN PARISH COUNCIL have been complied with or do not apply to the disposition."

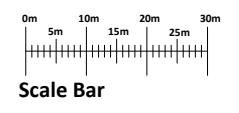
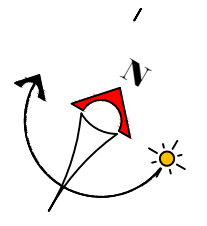
This deed is executed and delivered as a deed and is not delivered until it is dated.


EXECUTED as a **DEED** by **MELBOURN PARISH COUNCIL** acting by
Councillor [] and
Councillor [],
as two authorised signatories on behalf
of Melbourn Parish Council in the presence of the Clerk

.....
Councillor

.....
Councillor

Clerk





**HOPKINS
HOMES**

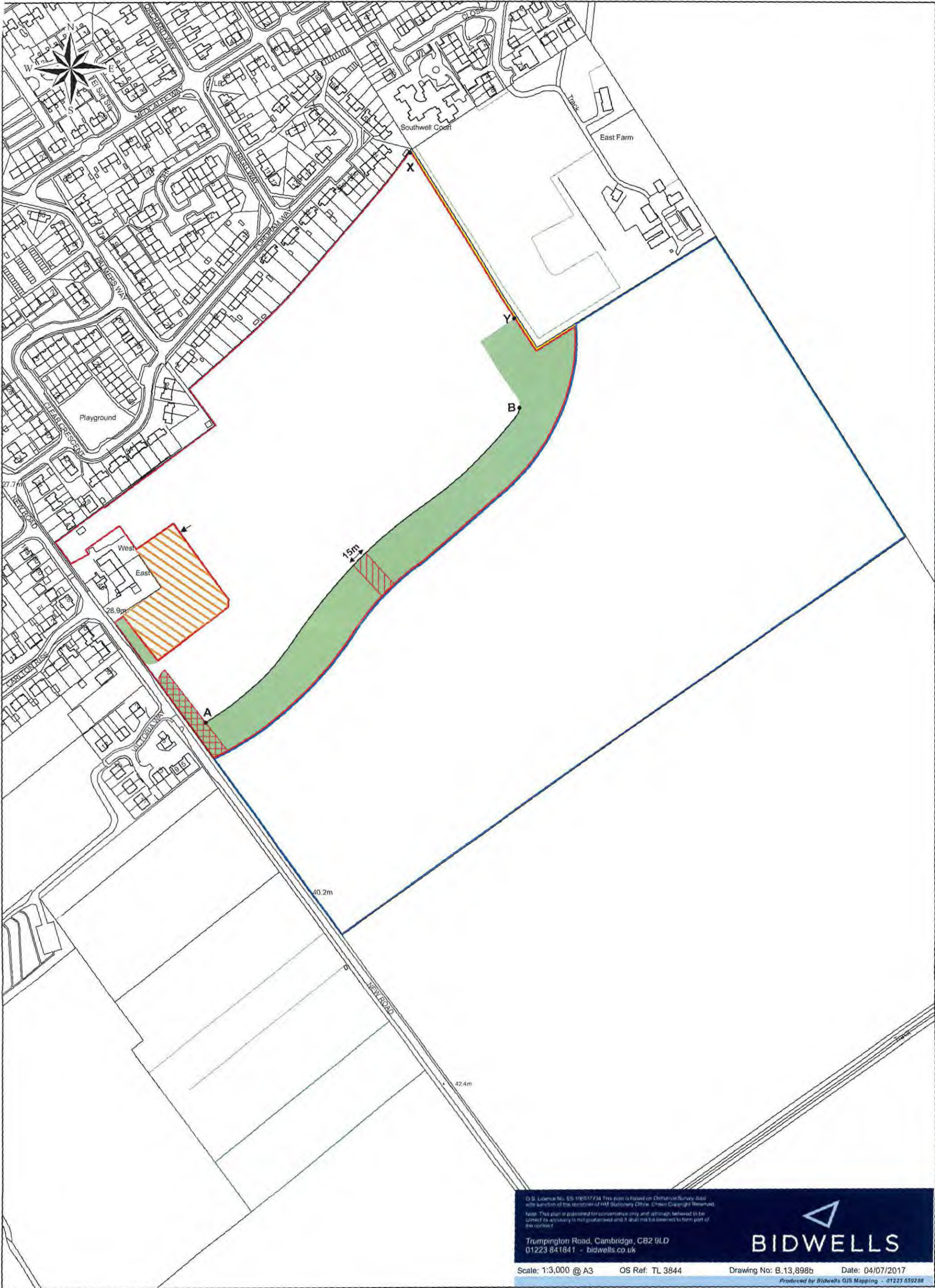
Project:
**DEVELOPMENT AT
MELBOURN, NEW ROAD.**

Drawn:
**STRATEGIC GREEN BELT
CONVEYANCE**

Drawing Area	Date
1:1250 @ A3	Nov 2021
Client	MEL9
Drawn By	001
Checked By	F

HOPKINS HOMES LTD
MELTON PARK HOUSE,
MELTON, WOODBRIDGE,
SUFFOLK, IP12 1TJ
TEL: 01394 446800, FAX: 01394 389605.

Plan A



OS Licence No. E5 100517734 This plan is based on Ordnance Survey data with sanction of the controller of HM Stationery Office. Crown Copyright Reserved.
Note: This plan is prepared for information only and although believed to be correct its accuracy is not guaranteed and it shall not be deemed to form part of the contract.

Trumpington Road, Cambridge, CB2 9LD
01223 841841 - bidwells.co.uk



Scale: 1:3,000 @ A3 OS Ref: TL 3844 Drawing No: B.13,898b Date: 04/07/2017
Produced by Bidwells GIS Mapping - 01223 559288

Land Registry

Transfer of part of registered title(s)

TP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Give full name(s) of **all** of the persons transferring the property.

Complete as appropriate where the transferor is a company.

Give full name(s) of **all** the persons to be shown as registered proprietors.

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

1	Title number(s) out of which the property is transferred: CB426864
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	Property: Land on the north-east side of New Road, Melbourn, Royston The property is identified: <input checked="" type="checkbox"/> on the attached plan and shown: edged red <input type="checkbox"/> on the title plan(s) of the above titles and shown:
4	Date:
5	Transferor: HOPKINS HOMES LIMITED <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: 02875798 <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:
6	Transferee for entry in the register: MELBOURN PARISH COUNCIL <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
 - in the first box, or
 - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, or
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance. These are both available on the GOV.UK website.

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

7	Transferee's intended address(es) for service for entry in the register: 30 High Street, Melbourn, Royston SG8 6DZ
8	The transferor transfers the property to the transferee
9	Consideration <input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures): £1.00 (ONE POUND) <input type="checkbox"/> The transfer is not for money or anything that has a monetary value <input type="checkbox"/> Insert other receipt as appropriate:
10	The transferor transfers with <input checked="" type="checkbox"/> full title guarantee <input type="checkbox"/> limited title guarantee
11	Declaration of trust. The transferee is more than one person and <input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants <input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares <input type="checkbox"/> they are to hold the property on trust:
12	Definitions 12.1 In this Transfer the following words and expressions shall have the following meanings: "Estate" means all the land (except the Property) now or formerly invested in the Transferor under the Title Number above and any buildings on that land. "Estate Sewers" means all main foul and surface water sewers now or within the perpetuity period constructed within the Estate or the Property that are intended to become public sewers.

“Planning Obligation” means the agreement made under s106 of the Town and Country Planning Act 1990 (as amended) dated 21st July 2016 between the Transferee (1) South Cambridgeshire District Council (2) Cambridgeshire County Council (3) The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge (4) and Endurance Estates Strategic Land Limited and shall include any amendment or variation of it so far as it affects the Estate and the Property.

“Plan” means the plan attached to this Transfer.

“Services” means all foul and surface water drainage (excluding the Estate Sewers) gas light water oil electricity telephone electronic transmissions and similar services.

“Service Installations” means all drains, channels, sewers (excluding the Estate Sewers) pipes, wires, cables, water courses, gutters, soakaways and other similar installations for the supply of the Services now on or constructed within the perpetuity period within the Estate or the Property.

“Sewer Easement” means the sewer easement route as shown coloured yellow on the Plan.

12.2 Interpretation

1. Reference to the “Transferor” and the “Transferee” will be deemed to include their respective successors in title and assigns unless stated otherwise.
2. Words importing the singular import the plural and vice versa and any reference to a person includes a reference to a company authority board department or other body.
3. Clause headings shall not be taken into account for the purposes of construction or interpretation of this Transfer.

12.3 Declarations

The parties to this Transfer agree and declare:

- (a) the Property does not have any rights of light air other rights (other than as expressly provided by this Transfer) which would or might restrict or interfere with the way in which the Estate or any other adjoining land in which the Transferor has an interest or acquires such interest in the future can be used or developed.
- (b) except where specifically stated in this Transfer it is not intended that any term of this Transfer is enforceable by a third party under Section 1 of the Contract (Rights of Third Parties) Act 1999.
- (c) this Transfer is made pursuant to s9 of the Open Spaces Act 1906, s111 of the Local Government Act 1972 and s33 of the Local Government (Miscellaneous Provisions) Act 1982 and the agreement contained in the Planning Obligation.
- (d) the Property is sold subject to and with the benefit of existing encumbrances and rights contained or referred to in the Property and Charges Register of Title Number CB426864 in so far as the same are still

subsisting and are capable of being enforced and affect the Property.

12.4 **Rights reserved for the Estate**

The rights for the Transferor and all persons authorised by the Transferor (including where appropriate the drainage authority and service companies responsible for the supply of the Services) and owners of any parts of the Estate (in common with the Transferee):-

- (a) of retaining in place any building on the Estate now or within the perpetuity period constructed by the Transferor which protrude into the Property;
- (b) of support and protection of the Estate by the Property;
- (c) of entry upon the Property at all reasonable times upon giving reasonable notice (and at any time in an emergency) for the purposes of laying, connect into, inspecting, maintaining, repairing, and renewing buildings comprised in the Estate, the Service Installations and the Estate Sewers subject to making good any damage caused to the Property to the reasonable satisfaction of the Transferee;
- (d) to construct any buildings on the Estate to the boundaries of the Property (including the right to erect temporary scaffolding such that the eaves gutters downspouts foundations or other similar protrusions may protrude into the Property);
- (e) of entry upon the Property for the exercise of the above rights; and
- (f) to connect into and use the Estate Sewers (until they become maintainable at the public expense) and the Service Installations at the Property which serve the Estate, and which are in existence at the date of this transfer or are installed or constructed after the date of the transfer.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

12.5 **Rights granted for the benefit of the Property**

The rights for the Transferee and all persons authorised by the Transferee (in common with all other persons having a similar right):

- (a) to pass and repass with or without vehicles (but in the case of any footpath on foot only) at all times for all reasonable purposes connected with the use and occupation of the Property over and along any roadways and any footpaths which are now or may hereafter be constructed giving access to the Estate until they become maintainable at the public expense;
- (b) to subjacent and lateral support shelter and protection from the elements for the Property from the adjoining parts of the Estate; and
- (c) all such other rights, liberties, easements and quasi-easements as are necessary for the better use, occupation and development of the Property provided that such rights, liberties and easements shall where

applicable be in such position as shall be approved by the Transferor (such approval not to be unreasonably withheld or delayed) and shall not (subject to the proviso as aforesaid) interfere with the development of the land over which they are granted;

PROVIDED ALWAYS that none of the rights hereinbefore granted shall apply to or be exercised over any land comprising an electricity sub-station or similar installation.

Include words of covenant.

12.6 Restrictive covenants by the Transferee

1. With the object of affording the Transferor a full and sufficient indemnity but not further or otherwise the Transferee hereby covenants with the Transferor that it will at all times hereafter observe and perform such of the restrictive covenants (if any) referred to in the Charges Register of the said Title as relate to the Property hereby transferred and will keep the Transferor fully indemnified in respect of any future breach thereof.

2. The Transferee hereby covenants with the Transferor to the intent that this covenant shall benefit the remainder of the Estate now or formerly comprised in the above title and each and every part thereof to the intent so as to bind the Property into whosoever hands the same may come:-

(a) at its own expense to maintain the Property as open space in accordance with the powers granted to the Transferee by the Open Spaces Act 1906 to which this Transfer is inter alia made pursuant for the recreation and enjoyment of the public at large

(b) not to construct or erect or allow or suffer to be constructed or erected any building, road or other structure on the remainder of the Property, save for recreative structures that may be replaced from time to time

(c) not to use the Property other than as open space in accordance with the powers granted to the Transferee by the aforementioned Acts to which the Transfer is made pursuant

(d) not at any time to erect any building or part thereof or any structure whatsoever over the Sewer Easement.

Include words of covenant.

12.7 Restrictive covenants by the Transferor

NONE

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

12.8 Positive Covenant by the Transferee

The Transferee will upon request from the Transferor without delay grant to any statutory undertaker, or any service authority, rights to lay any Service Installations or the Estate Sewers in over or under the Property, such Service Installations or Estate Sewers being for the purpose of serving the Property and the Estate and to enter into any deeds required by any statutory undertaker or service authority including agreements under Section 38 of the Highways Act 1980 and Section 104 of the Water Industries Act 1991.

12.9 **Positive Covenants by the Transferor**

The Transferor covenants with the Transferee that it will on the date hereof pay to the Transferee the sum of Fifty Thousand Pounds (£50,000.00) in respect of the future maintenance of the grassed areas, paved areas, play areas, trees, hedges, shrubs and knee rail fencing on the Property and the Transferee acknowledges that upon payment of this sum the obligations under the Planning Obligation so far as they relate to or affect the provision and dedication of the Property as public open space have been complied with.

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance.

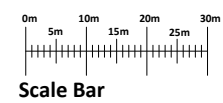
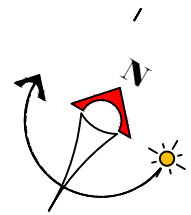
13	<p>Execution</p> <p>EXECUTED as a deed by) BIRKETTS) as attorney for) HOPKINS HOMES LIMITED)</p> <p>In the presence of:</p> <p>Attorney's signature:</p> <p>Designated Member of Birketts LLP, as attorney for Hopkins Homes Limited</p> <p>Witness' signature:</p> <p>Witness' name:</p> <p>Witness' address:</p> <p>Witness' occupation:</p> <p>EXECUTED as a DEED by MELBOURN PARISH COUNCIL acting by Councillor [] and Councillor [], as two authorised signatories on behalf of Melbourn Parish Council in the presence of the Clerk</p> <p>..... Councillor</p> <p>..... Councillor</p> <p>Clerk</p>
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WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.





**HOPKINS
HOMES**

Project:
**DEVELOPMENT AT
MELBOURN, NEW ROAD.**

Drawn:
**STRATEGIC GREEN BELT
CONVEYANCE**

Drawing Area	Date
1:1250 @ A3	Nov 2021
Client	MEL9
Drawn By	001
Checked By	F

HOPKINS HOMES LTD
MELTON PARK HOUSE,
MELTON, WOODBRIDGE,
SUFFOLK, IP12 1TJ
TEL: 01394 446800, FAX: 01394 389605.



Our Reference: 263580r1/gp

29 February 2024

**Abi Williams
Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ**

Dear Abi

RE: Service

Further to your recent request to attend site to service your Rackline shelving system, please find below our quotation which includes two new locks. Please note that any parts that may be required will be at an additional cost.

For mobile shelving the bottom level of the shelving on the right hand side (where the handle is located) should be emptied prior to our engineers arrival on site, to allow access to the base.

QUOTATION

To carry out a service, during normal working hours, the price will be:
£965.00

Terms of Payment

100% with order (due within 7 days from date of the invoice).

VAT

The quoted price is exclusive of VAT which will be charged at the rate ruling on the date of despatch.

Validity: The quoted prices are valid for a period of 14 days from the date of this quotation.

A copy of our standard terms and conditions can be found on our website www.rackline.co.uk.

Rackline Limited, Oaktree Lane, Talke, Newcastle under Lyme, Staffordshire ST7 1RX

t: 01782 777666 f: 01782 777444

e: now@rackline.co.uk www.rackline.co.uk

Rackline Limited, Registered in England No. 4697883



Assumptions

Site Requirements

The site will be clear and level and will be provided with adequate lighting and power supply. Our Monotrak/Static systems are installed on a finished floor. Please be reminded that it is the client's responsibility to ensure that the floor is in a finished state before installation commences. The installation operatives will work between 8.00am to 6.00pm each day during normal working hours.

If the client intends to impose any restrictions on the installation operatives' working hours on site, this should be agreed prior to order. If these restrictions are not agreed prior to the installation period and the installers are not able to complete the installation in the time allocated as a result, Rackline will pass on any additional costs incurred to the client.

There must be a clear site access for Large Goods Vehicles of 32' minimum length and clear access throughout the premises for shelving sections of 3 metres in length. Whilst unloading and installing the installation operatives shall have priority use of lifts, corridors and the installation area.

If site access is not as specified above, the client should inform Rackline prior to order so that appropriate arrangements can be made. If Rackline is not made aware of any potential restrictions affecting site access then unloading and installation may be delayed and any additional costs incurred will be passed on to the client.

Clients should be made aware that unfortunately there is always a level of noise associated with the installation of our storage systems which cannot be avoided. Whilst we will do all we can to minimise noise, we would be grateful if you would pre-warn those to be affected of the scale and duration of the installation.

Rackline will advise the client by email of any additional costs incurred due to restrictions to working hours or access to site, and a timely confirmation will be required to avoid delays to the installation and/or further costs being incurred.

Rackline cannot be held responsible for damage to pipes (including underfloor), wiring etc. or problems resulting from them being damaged where these have not been identified.





making space work for you

Job Completion

On completion, debris and surplus material (resulting from Rackline operations) will be removed to the client's waste disposal area and the site left clear; excluding the clearing of debris caused by others. All packaging will be removed from site and reused by Rackline. We have not allowed in our proposal any costs for cleaning down the installation after completion. Neither have we allowed for the protection of our works from damage by other trades or contractors.

I trust that the above quotation is to your satisfaction and ask that should you require any further information, please do not hesitate to contact this office where the matter will receive my urgent attention.

Kind regards

████████████████████

Rackline Limited, Oaktree Lane, Talke, Newcastle under Lyme, Staffordshire ST7 1RX

t: 01782 777666 f: 01782 777444

e: now@rackline.co.uk www.rackline.co.uk

Rackline Limited, Registered in England No. 4697883



parish clerk

From: Info Storage Aspects <info@storageaspects.co.uk>
Sent: 01 March 2024 11:34
To: parishclerk@melbournparishcouncil.gov.uk
Subject: RE: Rackline system

Hi Abi,

Please see below quote to carry out the roller racking service. We aim to fix any minor issues on the day, if there is anything major we will advise prior to carrying out works. We would need to investigate the locks, potentially can be fixed on site and if so we will do this on the day. If not possible we would need to collect some information on the lock and can then advise price to replace.

Any questions please let me know. If you'd like to book this in please advise and we can schedule in a date.

Scope of Works – Service and Safety Inspection

Remove hand wheel and up stand guarding, check drive chain, adjust and lubricate as required.

Check and adjust safety stop button and lubricate as required.

Check main drive system, check alignment and lubricate as required.

Check and tighten as required the drive tube system, ensuring all bolts are correctly aligned.

Check wheel alignment

Scrape and clean the track, vacuum as required.

Check and adjust anti tilt if fitted.

Inspect shelving for damage

Complete and apply service label to each system

Complete and issue service safety inspection report

Our price to carry out the service and safety inspection is £415 + VAT

Best regards,

[Redacted signature]



T: [Redacted]
W: www.storageaspects.co.uk

Storage Aspects Ltd are a leading supplier of: Mobile Roller Shelving • Warehouse Racking and Shelving • Laboratory Storage • Pharmaceutical Storage • Office Filing and Archiving Systems • Hospital Storage and Productive Ward Systems • Trolleys • Picture Racking • Workshop Equipment • Mezzanine Floors • Gas Cylinder Racks and Cabinets • Train Depot Storage • Security Cages • Servicing and Repairs • SEMA Rack Inspections

 As part of our environment policy please consider the environment before printing this e-mail or any attachments.

E-Mail Disclaimer:

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From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: Friday, March 1, 2024 9:17 AM

**H2O Gas Heating and Plumbing
Services Ltd.**

76 Redwing Rise

Royston

Hertfordshire

SG8 7XE

01763 248283

h2oplumbers@outlook.com

VAT Registration No.: 796654760

Company Registration No. 04830943



VAT Invoice

INVOICE TO

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

INVOICE NO. 5237

DATE 01/03/2024

ACTIVITY	VAT	QTY	RATE	AMOUNT
Sales Replaced pressure reducing valve, checked valve and re- routed PR pipework	20.0% S	1	210.00	210.00
SUBTOTAL				210.00
VAT TOTAL				42.00
TOTAL				252.00
BALANCE DUE				£252.00

VAT No. 796 6547 60

Terms of Payment: Payment in full upon completion of work carried out.

Payments may be made directly into our bank account.

Santander Bank, Sort Code 09-01-50, Account Number 04597591

Account Name H2O GAS HEATING & PLUMBING SERVICES LIMITED. Please make cheques payable to: H2O Ltd.

Please use invoice number as reference.

**H2O Gas Heating and Plumbing
Services Ltd.**

76 Redwing Rise

Royston

Hertfordshire

SG8 7XE

01763 248283

h2oplumbers@outlook.com

VAT Registration No.: 796654760

Company Registration No. 04830943



VAT Invoice

INVOICE TO

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

INVOICE NO. 5334

DATE 19/03/2024

ACTIVITY	VAT	QTY	RATE	AMOUNT
Sales Supply and fit replacement valve for underfloor heating	20.0% S	1	90.00	90.00
SUBTOTAL				90.00
VAT TOTAL				18.00
TOTAL				108.00
BALANCE DUE				£108.00

VAT No. 796 6547 60

Terms of Payment: Payment in full upon completion of work carried out.

Payments may be made directly into our bank account.

Santander Bank, Sort Code 09-01-50, Account Number 04597591

Account Name H2O GAS HEATING & PLUMBING SERVICES LIMITED. Please make cheques payable to: H2O Ltd.

Please use invoice number as reference.



QUOTE

Melbourn Parish Council
Attention: Abi Williams
Melbourn Parish Council (Melbourn Community Hub)
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Date
28 Feb 2024

Expiry
30 Mar 2024

Quote Number
QU-00800

Reference
New Signs

VAT Number
333109044

Metric Media Ltd
Attention: Metric Media Ltd
355 Newmarket Road
CAMBRIDGE
Cambridgeshire
CB5 8JG
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
1 x 600x300mm finger sign, cut graphics to both sides 'Library' – fixed to external lamp post.	1.00	1,374.00	20%	1,374.00
6 x 250x250mm 5mm clear acrylic signs with reverse graphics applied – fixed with chrome stand offs. 4 different designs.				
1 x 2030x500mm 5mm acrylic sign with rounded corners with graphics applied to rear – fitted with chrome stand offs to exterior of building.				
Includes design layout and installation.				
			Subtotal	1,374.00
			TOTAL VAT 20%	274.80
			TOTAL GBP	1,648.80

Terms

Payment: Initial orders must be paid prior to despatch. Further orders to be paid 30 days from date of invoice subject to individual company credit check.

All products supplied by Metric Media Ltd will remain the property of Metric Media Ltd until full payment has been issued.

Quotation

28/02/2024

Bill to: Bill
Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Ship to: ship
Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Phone: 01763 263 303
Email:
parishclerk@melbournparishcouncil.gov.uk

Phone: 01763 263 303
Email:
parishclerk@melbournparishcouncil.gov.uk

Being 'print ready' at  **Your local printer**

If you are supplying your own artwork, please check these 5 requirements are met to avoid delays

- 1 **FILE TYPE**
PDF is the industry standard. Image files (JPEG) may be suitable but not recommended.
- 2 **3MM BLEED**
If you want artwork to print to the edge you must add 3mm bleed (an excess of artwork to be trimmed away).
- 3 **RESOLUTION**
Prepare artwork at the correct size and resolution. Images should be at least 300dpi at 100%.
- 4 **COLOUR**
All colours need to be CMYK defined (do not use RGB). All printers use CMYK.
- 5 **PAGINATION**
We will take care of the pagination of booklets etc. Supply us with single pages (not spreads)

Can you help?

Of course! If you need some advice or help setting up your file, that's why we're here - just give us a call on **01223 312 688**. Please be aware that recreation of artwork or major fixes by one of our designers can take time, and is charged at our hourly rate of **£60+VAT** an hour. We will always give you a quote first, so please book some time with one of our designers if you need help (this is not an on-the-spot service).

1 2030x500mm 8mm thick acrylic sign with rounded corners. Reverse graphics applied to rear. Fitted with chrome stand offs (Job ID 63900)	Subtotal:	£209.50
	VAT:	£41.90
	Total:	£251.40

1 Aluminum finger sign 600x300mm. Applied with cut graphics to both sides. Supplied with fixing kit (Job ID 63901)	Subtotal:	£137.00
	VAT:	£27.40
	Total:	£164.40

6 250x250mm 8mm Clear acrylic signs. Reverse graphics applied. fixed with chrome screw caps (Job ID 63902)	Subtotal:	£172.50
	VAT:	£34.50
	Total:	£207.00

2 hour installation of acrylic signage (Job ID 63903)

Subtotal: £150.00

VAT: £30.00

Total: £180.00

Salesperson: Tony Fulton

Taxes are included.

This quote is valid for 30 days.

Terms: Net 30 Days

We are an owner operated company and value your business. If you have received a great service tell a friend. If you have not, tell me.

Thank you,

RICHARD LAW SIGNWRITER

Sign writing • Vehicles • Signboards • Honours Boards • Presentation Work
Silk Screen Printing

www.trophyblades.co.uk

To: Melbourn Parish Council
30 High Street
Melbourn, Cambs. SG8 6DZ

Date: 23 January 2024

The estimate to produce and fit the following signs will be

- 1, Wayfinding sign for Library @ £165.00
- 2, Internal toilet signs @ £265.00
- 3, Outside front building sign @ £390.00
- 4, Delivery @ £55.00

All to be as Instructed.

Cost inclusive of all materials and labour.

Total £875:00

19 Elm Way, Melbourn, Royston, Herts. SG8 6UH
Telephone: Workshop 07973 616404 / Tel or Fax 01763 222363

PPM RENEWAL

Dear Sir/Madam,

RE: PPM CONTRACT MGS-1482-SR FOR Melbourn Parish Council.

Many thanks for your previous instruction to carry out planned maintenance works. The current order expires in March 2024.

With the above in mind, we are pleased to offer a PPM renewal contract for the sum of £495.00 to commence under contract reference 739. A copy of the renewal acceptance is attached for your consideration. Upon renewal you will of course continue to benefit from our guaranteed response times, 24 hour emergency cover service, and preferential attendance and hourly rates.

We hope to be of service to you again in the future. For more details of products and services that we can offer please visit our website at www.mgsuk.com.

Kind Regards

Lucy Wyatt | Administrator
T: 01384 293141 | lwyatt@mgsuk.com
www.mgsuk.com

If you would like to proceed with the PPM renewal, please complete the below section and return via email to service@mgsuk.com or by post at the above address, or simply email us a new Purchase Order or instruction. Alternatively, please do not hesitate to contact us on **01384 293141** should you require any further information

Please accept our ORDER No. _____

Date _____

Company Name _____

Billing Address: _____

Town / City: _____ County _____ Post Code: _____

Contact Name: _____ Signature _____

Telephone No: _____ Fax No

Email: _____

To carry out service visits:

MAINTENANCE PROGRAMME

SITE ADDRESS: Melbourn Parish Council

3 X AUTO DOORS

Total cost £495.00 PER ANNUM (excluding VAT)

2 no visits per annum

WHITE

Roofing Services Ltd

**Studio 8, Penn Farm Studios, Harston Road,
Haslingfield, Cambridge CB23 1JZ**

Telephone 01223 872100

Fax 01223 872900

Tuesday 5th March 2024

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

Quotation Number Q12156

Dear Abi,

We thank you for your enquiry and have pleasure in quoting you as under.
Yours Sincerely

Craig Barnes, for White Roofing Services Ltd.

Re: Slate Repairs @ Above Address

Gain access to roof via ladders and independent scaffolding, including hop ups provided by White Roofing Services with a safe, fully boarded working platform not to exceed **300mm** below eaves level. Erected and maintained in accordance with current safety regulations and legal requirements.

Undertake slate repairs as per photos provided using new slates to best match existing. Clear site of all debris and leave site clean and tidy.

Complete: For the sum of**£1040.00** plus VAT @
Standard Rate

TERMS: Nett settlement 14 days from date of invoice.

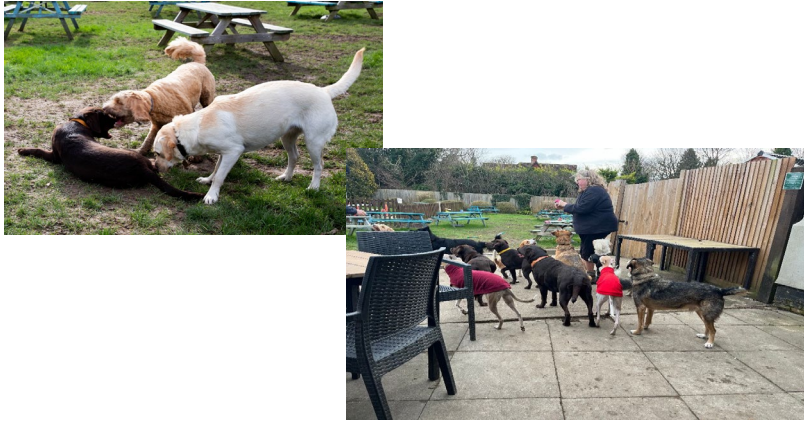
Price fixed until 30/06/2024.

We have not allowed for any structural timber works.
We have not allowed for any internal works.
We have not allowed for any stripping works.
We have not allowed for any works to fascia/soffit or bargeboards.
We have not allowed for any replacement guttering or downpipes.
We have not allowed for any works to existing high level roof areas.

www.whiteroofingservices.co.uk

Whiteroofingservices@hotmail.co.uk

Dog Café fun at the Dolphin



Easter Craft stall at The Hub in aid of MACS



Tuna Pasta bake oven ready for Hot Lunch



Well-being walkers at the Moat House



Melbourn Timebank Report: March '24



Melbourn Timebank Report: March '24

March activities

1	Karen Davey PSCO visits Dog Café 27 Feb
1	Katy Edmans Child & Family Centre SCDC visited Food Bank 29 Feb
1	Attended Royston Bus Services Workshop 12 March
8	MACS Food Bank Sessions facilitated by Timebank
8	MACS Cozy Corner sessions facilitated by Timebank
1	Dementia Workshop 15 March
1	Memory Café Mar 23 March at Meldreth Village Hall
5	MACS Hot lunches at Cozy Corner average 17 attendees
22	Trusted Partner Household Support fund applications processed
2	MACS Craft stalls at The Hub

On-going weekly activities

Mondays	Food Bank 10-12 & Cozy Corner with Craft Corner and Craft group 12-3
Tuesdays	Dog Café 10-12 🐕
Wednesdays	Wellbeing Walk 10.30 🚶
Thursdays	Coffee Morning 10-12 at the Dolphin and Food Bank 10-12 at Vicarage Close then Cozy Corner 12-3 Hot Lunch 12-1

Membership growth data: to 20/03/24

	Feb 21	March 20	Conversion	Pipeline
Individual Members	137	138	1	3
Organisational Members	18	18	-	1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
3500	496	333

Total Hours Exchanged To Date



AOB and forthcoming events

ACRE February report attached for information

www.melbournfoodbank.co.uk



melbournactioncommunitysupport





Cambridgeshire Community Hubs Network

Activity reporting form for February 2024

Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	4 th March 2024

About your Hub

Have you provided any activities at your Hub (apart from standard free refreshments) or have any other service providers attended to talk your Hub attendees?

Hot lunches, Indoor Bowls, Craft group, Bingo
Rachel Mason ACRE visited

Can you estimate how much you fundraised for your Community Hub in January 2024 to supplement the funding provided to you via Cambridgeshire ACRE. Please give sources of funding if possible.

£ 80 from Donations for Hot lunch and refreshments at Cozy Corner

Your Hub's operating dates and times during February 2024

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thurs 1 st February Hot lunch (15)	12.00	3.00	16	19
Mon 5 th Feb	12.00	3.00	13	5
Thurs 8 th Feb Hot Lunch (15)	12.00	3.00	17	5
Mon 12 th Feb	12.00	3.00	8	3



Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thurs 15 th Feb Hot Lunch (15)	12.00	3.00	18	7
Mon 19 th Feb	12.00	3.00	16	6
Thurs 22 nd Hot lunch (19)	12.00	13.30	19	5
Mon 26 th Feb	12.00	3.00	7	4
Thurs 29 th Feb Hot Lunch (17)	12.00	3.00	30	7

Submitting your form

Please email your completed form to Rachel Mason, Community Wellbeing Manager via rachel.mason@camsacre.org.uk

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi
Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

Opening hours:

Monday - Friday: 10:00 – 13:00 / 14:00 – 15:00

Please call in advance to arrange an appointment

10 April 2024

Dear Working Party Member

You are invited to attend a meeting of the **Skate Park Working Party** to be held in the Austen Room of the Hub on Monday 15 April at 19:30 to discuss the following:

AGENDA

- 1 Introductions
- 2 S106 grant money – clarification of use and funds
- 3 Site options – locations identified
- 4 Village wide questionnaire – letterbox drop to all residents
- 5 Funding initiatives
- 6 To decide frequency and location of meetings (physical/zoom)

Abi Williams & Alex Coxall
Parish Clerks

MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

INTRODUCTION

This model contract of employment has been drafted for NALC by WorkNest HR. It is endorsed by SLCC and One Voice Wales (OVW). It is intended as a guide to be adapted to each council's circumstances and is not intended to provide legal advice. If councils require legal advice, they can contact their county association or OVW. If councils require HR advice they can also contact their county association or OVW. We strongly recommend that HR advice is sought by councils in drawing up a contract of employment. Clerks are advised to contact the SLCC for advice. Depending on the nature of the advice needed the council may need to engage their own advisers. WorkNest provides employment support to town and parish councils on a range of employment matters and councils can engage them directly for further support.

Terms and conditions

NALC and SLCC recommends councils to offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer which values its staff.

This model contract incorporates Green Book terms. The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms and conditions are agreed nationally and any changes (such as pay) should be automatically applied to council staff if their contract incorporates Green Book terms. In other words, the salary of a clerk on Green Book terms must be increased in accordance with nationally agreed terms. Green Book terms provide entitlements that are in excess of those set as statutory minimum under employment legislation. Councils should be aware of the full terms and conditions contained in the Green Book and will need a subscription to access this. Councils can access further information on the Green Book at <https://www.local.gov.uk/local-government-terms-and-conditions-green-book>

This template provides councils a contract with the Green Book terms already reflected in the relevant sections. Please note there are still choices for the council to make in this document, these are shown in **[bold square brackets]**.

NALC and SLCC encourage the use of the Green Book terms for all staff. If a council decides to offer enhanced terms and conditions for some staff but not others, care must be taken to ensure the differentiation is not unlawfully discriminatory. It would be unlawfully discriminatory if such a decision favoured one group of staff over another, where that group of staff is protected against unfavourable treatment by the Equality Act. For example, if the pay and benefits for men were better than the pay and benefits for women doing comparable work.

This model contract can be used for any council employee. It is a basic template that will require specific adaptation.

A Council must check that job applicants have the right to work in the UK before it can employ them. It is best practice to obtain the appropriate evidence at the interview stage. See [Gov.Uk](https://www.gov.uk) for more information.

Managers

Recognising that Councils are of varying sizes, where the term manager is used it is recognised this could be the clerk, chief officer, another employee of the council, full council or the staffing committee depending on the situation.

It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on who the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk this could be the staffing/personnel committee who may nominate a key contact such as the chair for daily matters (such a leave approval/reporting sickness) that cannot wait for a meeting, but can be ratified retrospectively. It is NALCs recommendation that a local council appoints a staffing committee to be responsible for staffing, employment and HR matters.

How to use this model

This document contains a template for the council to edit/complete. There is an accompanying set of guidance notes that the council should refer to, while drafting a contract, to make sure they understand the terms they are committing to in the contract, and they are reflecting what is appropriate for the role and the council. It is strongly recommended that the council considers this document with the accompanying notes and seeks additional HR support when drawing up a contract of employment.

Where there are **[bold square brackets]** the council need to review and complete the appropriate information and so remove the square brackets. The council should ensure they edit the options to reflect the terms they are offering to their employee/s.

This document provides a current template that councils can issue to new employees. It is not intended to replace the contracts of existing employees. Any requirement to change the contractual terms of existing employees would require consultation and councils are advised to seek specialist advice before proceeding.

This document has been written with local councils of all sizes in mind. The same employment legislation applies whether you are a large or small local council so the contract and the legislation it cites is applicable if you have one employee or twenty employees. The contract can be used for any member of staff employed by the council.

CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

Name of Employer: **[Insert Name]** referred to as ‘the Council’ ‘us’ or ‘we’ or ‘our’
Address of Employer: **[Insert Address of Employer]**

Name of Employee: **[Insert Name]** referred to as ‘You’
Address of Employee: **Insert Address of Employee**
(Please advise us of any change of name and/or address in writing).

Dated: **[Insert the date when this document is given]**

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, **[which do not/which do]** form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

[Options for temporary appointments]

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on **[insert end date]** without the need for notice unless previously ended by either party giving the required notice in writing as defined in the Notice Clause below.

OR

[Your employment under this contract is to cover for maternity leave. It will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on or around **[insert end date]** when the person you are covering for is due to return to work. You will receive the notice set out in the Notice Clause below.

Please note that your contract will not automatically renew if the person on maternity leave decides not to return to work or returns on a part time basis. We reserve the right to review the continuation and duties of the post and / or test the market at that time].

2. CONTINUOUS SERVICE

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on **[insert start date for this contract]**. Your previous service, starting on **[insert continuous service start date]** counts towards your continuous service with the council.

3. JOB TITLE

You are employed as **[insert job title]**.

4. DUTIES

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amend your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i. unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii. diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii. conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv. comply with all reasonable and lawful directions given to you by the Council;
- v. report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vii. consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

5. PLACE OF WORK

You will be based at you home address **[insert home address]** and the office, **[insert address of workplace]** which are your normal places of work. The council reserves the right to require you to work from the office for **[insert number of days]** day per week and on occasion to require you to work additional days up to **[five]** days per week from the office. On days where you are working from the office this will be considered your place of work for the day and no further payments will be made in relation to your commuting to the office.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with us you may be required to travel **[Specify the approximate parameters]**. You will not be required to work outside of the United Kingdom.

6. WORKING HOURS

Your normal working hours total **[insert number of hours]** per week and are worked from **[Monday to Friday]** from **[insert working times]** with an unpaid break of **[insert duration]** for lunch and such additional hours as necessary for the proper performance of your duties.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

7. PROBATIONARY PERIOD

The first **[insert number]** months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one weeks' notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed and we will write to you to tell you if your probation has been successful or not. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

8. TRAINING

During your employment, we will provide training in relation to **[Insert detail of training provided]**. This training will be paid for by the council. We will also provide ongoing training, as identified, to support you in your role.

Your continued employment shall be conditional upon you completing **[specify training course/qualification]** within **[date/timeframe]**. We reserve the right in our absolute discretion to terminate your employment without notice or payment in lieu thereof if the training is not completed within the specified timeframe.

9. PAY AND BENEFITS

Your salary is £**[00,000]** per annum being the current salary point **[X]** within the **[X]** range in scale **[X]** as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. **[The pro-rata salary is £[00,000] p.a.]**

Subject to satisfactory performance, you will progress automatically through the range **[X]** in salary scale **[X]** by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April **[20XX]** and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

[Optional for relevant roles][In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- 1. The Certificate in Local Council Administration (CiLCA)**
- 2. The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession**
- 3. The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession**
- 4. BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession]**

Your salary will be payable monthly in arrears on or about **[Insert date]** of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

[Remove for hourly paid employees - Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260].

You will also be entitled to the following benefits:

- i. [Insert benefit(s) and other remuneration and whether each is contractual or non-contractual]**

We retain the right to remove your entitlement to the above non-contractual benefits at any time.

[Additional Hours – below salary point 22 employees

If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.]

[Additional Hours – other employees

If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu at a time to be agreed between you and the Council.]

10. DEDUCTION OF WAGES

If you owe us money at any time, you authorise us to deduct any sums due to us from your salary including, without limitation, any over payment of salary; any advances or loans we have made to you; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is not turning up for work unless your absence is due to genuine sickness and you have notified us as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to us.

If you owe us money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to us within one month of leaving us.

11. EXPENSES

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised in advance, receipted and approved in accordance with the Council's expenses policy. You shall abide by our policies on expenses as communicated from time to time.

Mileage payments at the NJC rate in force will be paid as long as they are approved by the Council. Please see the current rates below, unless otherwise updated by an updated agreement.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

Home Working Allowance – Where you are required to work from home we will pay a home working allowance at the tax-free value set by HMRC as in force at the time. In the event that you choose to work from home, the allowance is not payable for any such period of time.

12. HOLIDAY ENTITLEMENT AND PAID LEAVE

Our holiday year runs from [insert dates e.g. 1st April to 31st March] and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, we will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

If we need you to work on one of those bank holidays, you will be able to take your holiday on a different day.

You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager. The dates of your annual leave require the prior written agreement of your Manager.

Annual leave must be taken at times agreed with your Manager. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of your Manager. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

Details of all other types of paid leave that you may be entitled to including Maternity, Paternity, Adoption and Shared Parental Leave, can be found in the [Staff Handbook/council policies].

13. PERFORMANCE AND DEVELOPMENT REVIEW

You will receive an annual performance and development review

14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY

You must follow the procedure set out in the Council's sickness absence policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your Manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record.

Occupational Sick Pay

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

- During 1st year of service 1 months full pay, and (after 4 months' service)
• 2 months half pay
- During 2nd year of service 2 months full pay, 2 months half pay
- During 3rd year of service 4 months full pay, 4 months half pay
- During 4th & 5th year 5 months full pay, 5 months half pay
- After 5 years service 6 months full pay, 6 months half pay

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

15. PENSION

We will comply with our auto-enrolment duties under Part 1 of the *Pensions Act 2008*. If you are an eligible job holder, you will be automatically enrolled in our auto-enrolment scheme. Further details of the scheme are available from **[insert details]**

16. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with your **[nominated line manager or chair of staffing committee]** in the first instance (or their manager where a grievance relates to your immediate manager). If you are unable to resolve

your grievance informally, the full grievance procedure is contained within the council's polices. The Grievance procedure is for guidance only and does not form part of the contract of employment.

17. DISCIPLINARY RULES AND PROCEDURE

Our disciplinary procedure and rules can be found within the council's polices. If you wish to appeal against a disciplinary decision you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the timeframe for doing that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

The list of rules is not to be regarded as exclusive or exhaustive and these may be added to, amended or deleted at any point. Any breach of disciplinary rules will normally result in disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

18. NOTICE

During your probation period, you are entitled to be given and required to give **[1 weeks]** notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give **[1 months]** notice in writing.

Notice given by us will be **[1 months]** following your probationary period and increase to **[5 weeks]** notice after **[5 years]** continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 weeks' notice after 5 years' service)
- 12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

19. PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

20. OBLIGATIONS ON TERMINATION

On termination of your contract with us, you will:

- i. Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- ii. Irretrievably delete any information relating to us which is in your control outside our premises.
- iii. If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

21. WORK DURING NOTICE PERIOD / GARDEN LEAVE

We may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

We will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

22. HEALTH AND SAFETY

You have a duty to ensure the health and safety of yourself and others. You must also cooperate with the Council so that it can comply with its health and safety obligations. You will be given a copy of the Council's Health and Safety Policy.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

23. CONFIDENTIALITY

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is

being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us. These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

24. DATA PROTECTION

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

25. COUNCIL PROPERTY

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including **[mobile phone], [laptop/desktop computer], [keys/pass card], [social media accounts]**.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

26. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the relevant legislation and in the Green Book.

[Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the council's staff handbook/policies available at [add Link to documents].

27. REFERENCE DOCUMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council’s policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council’s policies.

28. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This agreement sets out everything we have agreed. You and we are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor we will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn’t exclude liability for fraud).

This contract may be altered by us in writing at any time after the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change. Changes to non-contractual policies, rules and procedures will be notified to you with one month’s notice.

I have read and understood the above clauses and accept the offer of employment on these terms.

SIGNED _____ DATE _____
for and on behalf of **[Insert name]** Council

I accept the terms and conditions of my employment as set out above.

SIGNED _____ DATE _____
Employee

Melbourn Parish Council
Subject Access Request
Form

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		

Changes requested to data/ or removal	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 25 March 2024

Document Review Policy: 1 Year from last approval

