

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 22 April 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 Barnes, Clark (Chair), Cowley (Vice Chair), Kilmurray, Kanagarathnam, Travis, Wilson

Absent: Cllr Alexander

In attendance: Abi Williams (Parish Clerk), County Cllr Susan van de Ven

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:33

PC226/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Campbell, Davey and Hart.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
Apologies were noted from District Cllr Hales.

PC227/24 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 items PC 233/24b) and items PC 238/24a-e) – dispensation was granted to stay for the discussion but not to vote.

PC228/24 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.

PC229/24 To approve the minutes of the Parish Council meeting held on 25 March 2024

It was RESOLVED to approved the minutes of the Parish Council meeting held on 25 March 2024 as an accurate record.

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

PC230/24 To report back on the minutes of the Parish Council meeting held on 25 March 2024

- a) To note that due to a clerical error in January 2024 the numbering of agendas has changed and so as not to duplicate will remain as ‘meeting-number/calendar year’ and not ‘meeting-number/civic year’.
Change in numbering going forward was noted. Suggested change from civic year 2024 to ‘meeting-civic year-item number’ ACTION: Office to discuss.

PC231/24 Chair’s Announcements

Nothing to note.

PC232/24 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was presented by County Cllr van de Ven.

A full copy of the report can be found in the supporting documents for this meeting.

ACTION: Office to investigate if Little Hands heating or Pavilion kitchen refit could be covered by the South Cambs District Council Zero Carbon Communities Grant.

It was noted that County Cllr van de Ven had ensured that Orchard Road pavements were back on the repair list. Potholes had also been re-added to the Highways reporting tool for the Back Lane area.

County Cllr van de Ven left the meeting 19:52

PC233/24 Finance Matters

- a) To receive and consider the finance reports for March 2024.
It was noted.
- b) To consider approving invoices relating to PCN at the Hub.
It was RESOLVED to approve invoice 1715 at a cost of £37.50
Proposed by Cllr Cowley, seconded by Cllr Wilson.
In favour: Cllrs Barnes, Clark, Cowley, Kanagarathnam, Wilson.

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

Abstain: Cllrs Kilmurray, Travis.

It was RESOLVED to approve invoice 1716 at a cost of £1,590.00

Proposed by Cllr Barnes, seconded by Cllr Cowley.

In favour: Cllrs Barnes, Clark, Cowley, Kanagarathnam, Wilson.

Abstain: Cllrs Kilmurray, Travis.

- c) To consider approving the annual payment to Royston and District Community Transport from s106 monies.

It was RESOLVED to approve the payment of £5,000 to Royston and District Community Transport from s106 monies held for community transport.

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

- d) To consider approving the approvals list for April 2024.

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

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

PC234/24 Bank reconciliations

- a) To note bank reconciliations for March 2024.

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

PC235/24 Governance

- a) To receive the first part of the Internal Audit report from CAPALC and receive the Clerks report on actions.

The report was noted.

- b) To note the second internal audit visit will take place on Wednesday 5 June 2024.

The date was noted.

- c) To consider the DRAFT calendar of meetings for the forthcoming civic year.

It was RESOLVED to approve the calendar of meetings for the forthcoming civic year.

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

- d) To note the importance of informing Clerks of absence from meetings as soon as possible to allow time for substitutes to be arranged if necessary and also to list volunteer substitutes for Planning and Maintenance.

It was noted. ACTION: Office to compile a list of substitutes who could be available if required.

- e) To receive any updates and consider actions.

None received.

PC236/24 Maintenance Matters

- a) To note the approval by Chair to proceed with Cambridge Asbestos quote for asbestos testing in The Moor car park.

It was noted.

- b) To receive an update on the asbestos survey carried out in The Moor car park prior to works being carried out.

Chair provided an update to confirm that chrysotile asbestos had been identified in the area of works.

- c) To consider quotes for remedial works to The Moor car park.

Discussion took place over suggested plan for works.

It was noted that the works including the removal of asbestos would be costly without deriving extra value for residents. It was decided to proceed with obtaining quotes for asbestos removal to add to the current quotes from John Cobb & Sons Ltd and Curtis and Sons and to look at alternative options in the event that the decision was taken not to proceed with resurfacing. To look at options such as boulders to stop parking etc, installing a wildflower garden and a path. ACTIONS: Office to request updated quotes from suppliers stated and obtain quote for removal by Cambridge Asbestos. To look at costs for alternative solutions. To request CDM regulation paperwork from suggested suppliers.

- d) To consider decision of covering costs of work quoted in PC237/24c) by general or asset reserves.

Deferred to such time as works are decided.

- e) To receive updates and consider actions.

None received.

PC237/24 Planning Matters

- a) To receive report from Clerks on attendance of recent planning meeting with Greater Cambridge Planning. The report was noted.

- b) To note completion of works to Piggott Close / Orchard Gardens area – works signed off and invoiced.

It was noted that works were complete. *After the meeting it was confirmed that the invoice for cost of remedial works had been paid by Stonebond.*

- c) To receive updates and consider actions.

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

None received.

PC238/24 Community Hub

- a) To note flooring upgrade requirement in the kitchen – quotes to be obtained.
It was noted. ACTION: Office to work with Hub Management team to obtain quotes for works and bring proposal back to full Council.
- b) To note request for spend on replacement chairs required.
It was noted. ACTION: Office to work with Hub Management team to secure numbers of chairs required and bring proposal back to full Council.
- c) To note payment of Gratte Brothers invoice for kitchen equipment at a cost of £6,594.00 as approved PC194/22c) – carried out in 2023 (not invoiced by company at the time).
Payment was noted.
- d) To note that roof tiles were replaced at a cost of £190+VAT.
Works were noted. Thanks passed to Cllr for introduction to supplier.
- e) To receive updates and consider actions.
None received.

PC239/23 Health, Safety, accessibility, and Wellbeing

- a) To note update on First Aid procedures.
Deferred.
- b) To receive updates and consider actions.
None received.

PC240/24 Melbourn Timebank

- a) To receive the Timebank’s monthly report for April.
It was noted.
- b) To note the Mental Health Awareness course being provided by the Timebank / MACS. Clerks to attend on 7 May 2024.
It was noted.
- c) To receive any updates and consider actions.
None received.

PC241/24 To receive an update from the MAYD Joint Committee

It was noted that the next MAYD Joint Committee meeting would be held on 22 May 2024.

PC242/24 To receive an update from the Futures Working Party Committee

It was noted that the next Futures Working Party meeting would be held on 25 April 2024 – covering gateways to the village, a village map and road marking.

PC243/24 To receive an update from the Skate Park Working Party Committee

- a) To confirm initial meeting to be held 29 April 2024 and to note potential change of Terms of Reference to allow up to four members of the public to sit on the working party.
It was RESOLVED to approve the change to the Terms of Reference for the Skate Park Working Party to permit up to four members of the public on the committee.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

PC244/24 HR Matters

- a) To note the increase in minimum wage for litter pickers – from £10.42 to £11.44 from 1st April 2024.
It was noted.
- b) To receive updates and consider actions.
None received.

PC245/24 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.

PC246/24 To note the date of the next meetings

The **Community Benefit Grant Meeting** will be held on **Wednesday 8 May 2024** at 7.30pm.

The **Annual Parish Meeting** will be held on **Monday 13 May 2024** at 7.30pm.

The **Annual Parish Council Meeting** will be held on **Monday 20 May 2024** at 7.30pm

The dates meetings were noted as Wednesday 8 May 2024 (Community Benefit Grant Meeting), Monday 13 May 2024 (Annual Parish Meeting) and Monday 20 May 2024 (Annual Parish Council Meeting).

Meeting closed at 20:59

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

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

Melbourn Parish Council April 2024 – District and County Councillors’ Report

LOCAL

Anglian Water meeting follow-up

We are still waiting to hear back from Anglian Water on some of our agreed actions, including ways of improving communications with the public.

As your district and county councillors, following we met with South Cambs planning and building control officers subsequently, to keep them informed and to consider any new points of action that the planning authority might be able to undertake in relation to foul and surface water systems. We’ll report more in due course.

Riparian ownership template letter for parishes:

A template letter has been provided by the Flood Risk team at County Council and is attached to this report, for parish councils.

Cambridge South Station: direct link from our stations?

While one might think that it could not be otherwise, a direct link from Meldreth, Shepreth and Foxton Stations to the upcoming new Cambridge South Station at the Cambridge Biomedical Campus (serving Addenbrooke’s etc), was not assumed. Due to the complexity of pressures on the overall Network Rail timetable, adding the time for this direct link was in doubt – in which case passengers from our three village stations would need to travel to Cambridge and then back-track to Cambridge South. We’re delighted to report now that a direct link from the stations to Cambridge South has been confirmed. This will be a transformative public transport link for our area. The new station is due to open in 2025.

East West Rail public engagement events

EWR has advertised the following – all to take place between 2-7PM

- May 22, Comberton Village Hall, : Green Ed CB23 7DY
- May 21, St Philips Church Centre Mill Road Cambridge CB1 3AN
- May 10, South Cambs District Council offices Cambourne

DISTRICT COUNCIL

Zero Carbon Communities Grant

This grant aims to empower community groups and parish councils to take local action on climate change. Applications are once again invited for projects under two themes: reducing carbon emissions or locking up carbon, and community engagement around climate change. Grants of between £2,000 and £15,000 are available to parish councils and community groups in South Cambridgeshire, with a total pot of £125,000 available.

Projects funded previously have included community building retrofits, food waste and climate-friendly cooking education, and e-bike rental schemes. You can find more past projects, case studies

and the application form on our website: [Zero Carbon Communities Grant - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk)

All applicants should review the updated application guidance and information documents (attached). Please note especially, all solar PV projects are now asked to have received 3 quotes.

We also encourage those wishing to apply to attend our grant application workshop (24 April 2024, 7-8:30pm, [sign up via Eventbrite](#)). You can also email zcc@scambs.gov.uk for support.

Applications close Sunday 2 June at 5pm.

Funding for councils to introduce weekly food waste collections

On 25 March, the Department for Environment, Food and Rural Affairs announced that councils in England will be supported with up to £295 million in government funding to introduce weekly food waste collections by 31 March 2026.

The funding will cover new food waste containers for homes and specialist collection vehicles, targeted at councils that have yet to fully put food waste service in place.

We are waiting to hear details for South Cambs.

How new properties are valued for Council Tax

The Valuation Office Agency (VOA) has recently published [a blog explaining how it values properties built after the Council Tax valuation date](#). The blog sets out what evidence the VOA uses when making banding decisions. Councils are encouraged to share the blog as appropriate. Any questions, please contact voamediaenquiries@voa.gov.uk.

Development Corporation to decide future of Cambridge

The Government has set out more details of its plans for a huge expansion of Cambridge and the areas around it. Originally called Cambridge 2050, then Cambridge 2040, it has now been set out in a document called The Case for Cambridge with plans for 150,000 more houses in and around Cambridge.

The Government's spring budget included £10.2M for the Cambridge Biomedical Campus and transport to it (the Cambridge South East Transport or CSET project). A major obstacle to growth in and around Cambridge is water scarcity, to which the Government's answer is to pilot a new system of 'water credits' where 'developers can offset their development through the purchase and sale of water credits to ensure they have a neutral impact on water scarcity within Cambridge'.

Last year, the Government appointed head of Homes England Peter Freeman to lead a new Development Corporation called the Cambridge Delivery Group to deliver the Government's vision

for Cambridge. Some locally elected representatives will be on an advisory board, but it appears that decisions will be taken elsewhere.

COUNTY COUNCIL

Cost of living

The County Council's Communities Social Mobility & Inclusion Committee has approved an additional £150,000 to Cambridge Housing Society to deliver the Cambridgeshire Local Assistance Scheme, which supports Cambridgeshire residents facing unexpected financial difficulties.

The council has also allocated £400,000 to Citizens Advice to deliver income maximisation across Cambridgeshire. By the end of the third quarter of 2023/2024, Citizens Advice had supported 2,251 people, against an annual target of 2,400.

Dear Sir or Madam,

IMPORTANT THIS LETTER AFFECTS YOUR PROPERTY

Section 25 Land Drainage Act 1991

Address/location of ditch/watercourse affected/requiring maintenance

I write in respect of land at [location] that may well be under your control. [It has been brought to our attention the lack of maintenance of the land for drainage purposes and how this has presented a risk of flooding to both neighbouring properties as well as the highway maintainable at the public expense.

You may not be aware that riparian owners are responsible for maintaining and clearing debris (even if this is not from their land) from the watercourse or ditch as well as vegetation on the banks in order to keep them clear and prevent flooding. You are a riparian owner of any watercourse within or adjacent to the boundaries of your land. This could be an open watercourse (river or stream), a ditch or a culvert for example.

The person who owns the land on or adjacent to which a watercourse flows through is commonly known as the "riparian owner" of the watercourse. The expression "riparian rights" refers to those common law powers and duties relating to the use of water associated with the ownership of the bank or bed of a watercourse. The deeds to a property may indicate who the riparian owner is but this is not always the case. The law therefore presumes, in the absence of "contrary evidence" that land adjoining a watercourse includes the watercourse. If there is nothing specific in the property deeds and unless there is something to establish "contrary intention", the riparian owner is responsible for the watercourse. For example, a ditch alongside a road is normally owned by the adjacent landowner.

As such you are required to carry out necessary works to ensure that the proper flow of water is not impeded on your land.

I am grateful for your cooperation and assistance in respect of this matter.

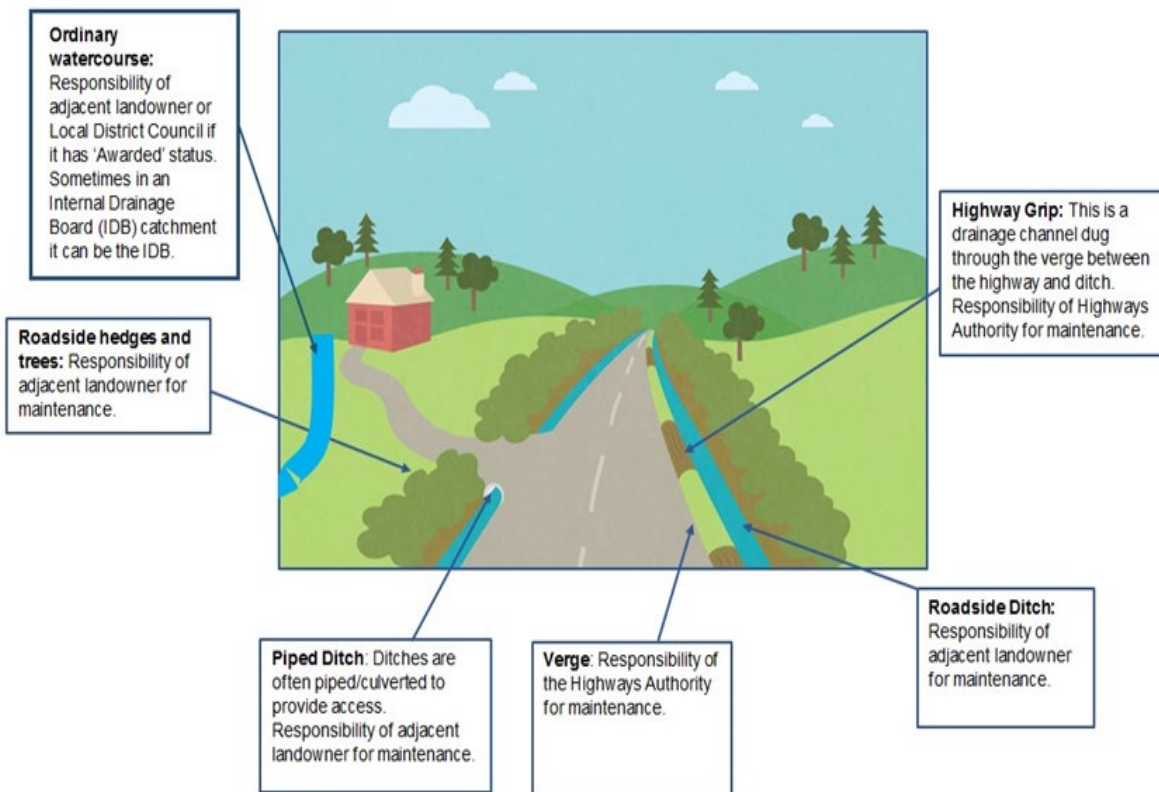
Watercourse maintenance includes, but is not limited to, removal of the following obstructions from the cross section of the watercourse:

- Brambles and other dense vegetation
- Self-seeded trees
- Any litter or fly tipping
- Fallen trees, trunks, branches etc.
- Unconsented structures (eg. decking, bridges, fences (wooden and wire) and boarding etc)
- Unconsented culverting/pipes
- Clearance of obstruction from any consented culverts

Where consented/unconsented refers to Ordinary Watercourse Consent under Section 23 of the Land Drainage Act 1991. Works within a watercourse in the UK require permission by law, see www.cambridgshire.gov.uk/business/planning-and-development/flood-and-water.

The diagram below outlines responsibilities in respect of rural drainage

Responsibilities for Rural Drainage



Yours sincerely,

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 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	£2,876.60	£76.60
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	£6,735.32	£85.32
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£5,670.00	£1,470.00
Total Cemeteries		£4,200.00	£0.00	£5,670.00	£1,470.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£2,915.00	-£285.00
320	Hire of Recreation Grounds	£840.00	£0.00	£1,500.09	£660.09
340	Pavilion Hire	£315.00	£0.00	£535.00	£220.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,355.00	£0.00	£4,950.09	£595.09
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	£4,631.53	-£1,368.47
425	Interest - Nationwide 45 Day	£0.00	£0.00	£3,568.15	£3,568.15
430	Interest - Public Sector Deposit	£0.00	£0.00	£4,154.45	£4,154.45
435	Interest - Charity Bank	£0.00	£0.00	£846.06	£846.06
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£438.51	£438.51
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	£329,820.53	£8,930.53
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	£27,000.00	£0.00
Total Rental Property		£27,000.00	£0.00	£27,000.00	£0.00
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	£427,647.67	£11,080.94

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	£6,428.24	£6,781.76
1150	Stockbridge Meadows	£1,650.00	£0.00	£775.70	£874.30
1200	Grass Cutting Contract	£8,670.00	£0.00	£7,707.50	£962.50
1300	Public Open Space Maintenance Contract	£6,420.00	£0.00	£9,885.00	£-3,465.00
Total Conservation		£33,100.00	£0.00	£25,698.96	£7,401.04
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£2,649.08	£1,905.92
2100	Cemetery Grounds Maintenance Contract	£5,590.00	£0.00	£5,724.96	£-134.96
Total Cemeteries		£10,145.00	£0.00	£8,374.04	£1,770.96
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	£13,789.50	£400.50
3400	Pavilion	£10,065.00	£0.00	£9,117.35	£947.65
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£28,180.75	£364.25
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	£2,562.87	£67.13
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	£24,795.68	£2,694.32
5100	Salaries, NI & Pensions	£82,000.00	£3,244.75	£93,627.89	£-8,383.14
5300	Sundry Expenses	£198.00	£0.00	£835.57	£-637.57
5400	Training	£1,600.00	£0.00	£1,240.00	£360.00
5700	Pension Scheme Charges	£440.00	£0.00	£432.00	£8.00

5900	Bank Charges	£210.00	£0.00	£224.35	-£14.35
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	£14,485.74	-£4,275.74
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	£662.37	£1,028.16	£24.21
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	£15,595.83	£304.17
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£3,907.12	£258,582.98	£9,818.22

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	£771.95	£228.05
Total Highways		£1,000.00	£0.00	£10,308.95	-£9,308.95

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	£9,689.77	£9,689.77	£0.00
Total Melbourn Area Youth Develpt Reserve		£0.00	£9,689.77	£9,689.77	£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	£39,277.27	£39,277.27	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450	Community Capital Fund Grant - Hub Extension	£0.00	£1,059.39	£1,059.39	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£45,336.66	£45,336.66	£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	£125,971.37	£453,434.93	£43,733.46
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Total Income	£363,095.00	£53,471.73	£427,647.67	£11,080.94
Total Expenditure	£328,675.00	£127,874.49	£436,978.97	£19,570.52
Total Net Balance	£34,420.00		-£9,331.30	

Cash & Bank Balances 31st March 2024

Ordinary Accounts

Petty Cash	£45.00
Prepaid Debit Cards	£645.63
Unity Bank Current Account	£83,195.27
Unity Bank Instant Access Deposit	£179,609.64

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£31,270.27
Nationwide 45 day Business Saver	£120,535.82
Cambs & County 1 Yr Fixed Term	£60,000.00

Total	£560,301.60
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 31st March 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 31st March 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 we received interest of £13,200.19 which is £7,200.19 in excess of what was budgeted. Burial Fees are £1,470.00 favourable.

Expenditure:

An overspend of £3,465.00 on the Public Open Space Maintenance Contract is for works completed at Orchard Gardens which has been invoiced to Stonebond in April.

Salaries were £6,480.02 from budget, however there was an underspend of £2,694.32 that was budgeted for contractors.

We are reporting an overspend for the community hub of £4,275.74 which has been offset by the underspend in the community hub grant of £10,410.00.

The expenditure for the contribution to Cambridgeshire County Council for the 20mph work has been coded to Highways and Footpaths resulting in an overspend.

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

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

INVOICE NO. 1715

DATE 28/03/2024

DUE DATE 27/04/2024

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Menopause Cafe Hire of Austen Room 10:00 to 12:30 Wednesday 27th March 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

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. 1716

DATE 28/03/2024

DUE DATE 27/04/2024

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Bennett Room for February 2024	20	60.00	1,200.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 7th March 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 12:30 Tuesday 12th March 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Dickens Room for PCN. 09:00 to 13:00 Tuesday 12th March 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 14th March 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 21st March 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 09:00 to 16:00 Monday 25th March 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 26th March 2024	0.50	60.00	30.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 28th March 2024	1	60.00	60.00

Monies to be drawn from the ICB fund	BALANCE DUE		£1,590.00

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



Royston & District Community Transport

We'll take you where you need to go

INVOICE

Melbourn PC
Attention: Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Invoice Date

11 Apr 2024

Invoice Number

IN3268

Reference

Agreement Year 4

Royston and District
Community Transport
Royston Hospital,
London Road
ROYSTON
Herts
SG8 9EN
Mail:
manager@roytrans.co.
uk
Tel: 01763 245228

Item	Description	Quantity	Unit Price	Amount GBP
	Provision of Community Transport services for residents from 1 April 2024 to 31 March 2025	1.00	5,000.00	5,000.00
			Subtotal	5,000.00
			TOTAL NO VAT	0.00
			TOTAL GBP	5,000.00

Due Date: 1 May 2024

Registered in England & Wales, No. 6744379, and limited by guarantee. Registered charity No. 1127052

Registered office: Royston Hospital, London Road, Royston, Herts. SG8 9EN

Supported by: Cambridgeshire & Peterborough Clinical Commissioning Group * Hertfordshire County Council * North Hertfordshire District Council * Cambridgeshire County Council * South Cambridgeshire District Council * and various local Parish Councils

Payment to our account Bank: National Westminster

Sort Code: 60-18-42

Account: 20561318



PAYMENT ADVICE

To: Royston and District Community Transport
Royston Hospital,
London Road
ROYSTON
Herts
SG8 9EN
Mail: manager@roytrans.co.uk
Tel: 01763 245228

Customer Melbourn PC

Invoice Number IN3268

Amount Due **5,000.00**

Due Date 1 May 2024

**Amount
Enclosed**

Enter the amount you are paying above

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Total	Transaction Details
6611	DD240417THREE	18/03/2024	£20.00	£4.00	£24.00	£24.00	3 Business Services - Up to 17 March 24
33	BACS240423BINSHOP	16/04/2024	£211.37	£42.27	£253.64	£253.64	Bin Shop - 1 x Trojan Bin
6609	DDMAR24BRITISHGAS	24/03/2024	£10.71	£0.54	£11.25		British Gas - Electricity bill - orchard road cemetery - 21/02/24 - 21/03/24
18	DDAPR24BRITISHGAS	06/04/2024	£381.87	£19.09	£400.96		British Gas Workshop 03.03.24 - 3.04.24
6608	DDMAR24GAS2	24/03/2024	£8.46	£0.42	£8.88	£421.09	British Gas - Old Recreation Ground - 21/02/24 - 21/03/24
19	BACS240423Ccams	09/04/2024	£310.00	£62.00	£372.00	£372.00	Cambridge Asbestos Removal - Asbestos testing in the moor car park
16	BACS240423CAPALC	01/04/2024	£1,021.92	£0.00	£1,021.92	£1,021.92	Capalc Affiliation fees and dpo membership
6627	BACSAPR24PETTIFER	31/03/2024	£52.10	£0.00	£52.10	£52.10	David William Pettifer - Litter picking
6623	BACSAPR24ESPO	21/03/2024	£23.30	£4.66	£27.96		ESPO - Purchase of: 2 x punched pockets 100pk1 x Usb headset x copier paper 1 x dividers
6628	BACSAPR24ESPO	28/03/2024	£50.20	£10.04	£60.24		ESPO - Purchase of: 1 x first aid kit2 x classic first aid kit
32	BACSAPR24ESPO	12/04/2024	£288.45	£57.69	£346.14	£434.34	Espo - Purchase of replacement boot cleaners brushes
6620	BACSAPR24GRATTE	25/03/2024	£6,594.00	£1,318.80	£7,912.80	£7,912.80	Gratte Brothers - Hub kitchen improvements March 23
6618	BACSAPR24H&SCGM	08/03/2024	£2,980.00	£596.00	£3,576.00		Herts & Cambs Ground Maintenance Limited - Various works to Pigotts Close
6621	BACSAPR24H&SCGM	28/03/2024	£755.00	£151.00	£906.00		Herts & Cambs Ground Maintenance Limited - Recreation grounds
6622	BACSAPR24H&SCGM	28/03/2024	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance
6624	BACSAPR24H&SCGM	28/03/2024	£460.00	£92.00	£552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Car park and Chalkhill Barrow
6625	BACSAPR24H&SCGM	28/03/2024	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Verge cutting - March 24
13	BACSAPR24H&SCGM	02/04/2024	£70.00	£14.00	£84.00		Herts & Cambs Ground Maintenance Limited - Rotivate allotment 19A
31	BACSAPR24H&SCGM	12/04/2024	£420.00	£84.00	£504.00	£6,856.00	Herts & Cambs Ground Maintenance Limited - Strim area and level rabbit Stockbridge Meadows
6612	BACSAPR24JTRUEMAN	25/03/2024	£140.00	£0.00	£140.00	£140.00	Jason Trueman - Pavillion Cleaning Mar24
7	BACS240423LUCID	01/04/2024	£133.50	£26.70	£160.20	£160.20	Lucid May 24 services
6629	BACSAPR24MARKWYER	31/03/2024	£114.62	£0.00	£114.62		Mark Wyer - Litterpicker
6630	BACSAPR24MARKWYER	26/03/2024	£60.83	£12.17	£73.00	£187.62	Mark Wyer - Litterpicker
26	BACS240423MDEOLIVIERA	15/04/2024	£152.00	£0.00	£152.00	£152.00	Matthew De-Oliviers April key services
6613	BACSAPR24HUB	28/03/2024	£37.50	£0.00	£37.50		Melbourn Community Hub Management Group - Room rental NHS - menopause café 27/03
6614	BACSAPR24HUB	28/03/2024	£1,590.00	£0.00	£1,590.00	£1,627.50	Melbourn Community Hub Management Group - PCN room rental - March 2024
17	BACS240423MMWS	01/04/2024	£7,500.00	£0.00	£7,500.00	£7,500.00	Melbourn Mobile Warden Scheme - Annual services 01.04.24 - 31.03.25
22	BACS240423NORBURYS	10/04/2024	£11.70	£2.34	£14.04	£14.04	Norburys - Postmix
43	DDNOW	01/04/2024	£36.00	£7.20	£43.20	£43.20	Now Pensions Apr 24 employer charge
20	BACS240423PREMIER	08/07/2024	£190.00	£38.00	£228.00	£228.00	Premier Roofing - Fix slates on hub roof
23	DDPWLB	19/04/2024	£16,477.10	£0.00	£16,477.10	£16,477.10	PWLB - Repayment of capital and interest on loan
25	BACS240423ROYSTON	01/04/2024	£5,000.00	£0.00	£5,000.00	£5,000.00	Royston District Contribution to community transports 01.04.24 - 31.03.25
	BACS240423MIXMUSIC	22/04/2024	£295.47	£0.00	£295.47	£295.47	Shelley Coulman - Expenses incurred for Mix Music
21	BACS240423SHIRE	08/04/2024	£300.00	£60.00	£360.00		Shire Trees - Re pollard tree on the Moor
29	BACS240423SHIRE	18/04/2024	£2,445.00	£489.00	£2,934.00	£3,294.00	Work to trees On St Georges Allotments
15	BACS240423SLCC	04/04/2024	£188.00	£0.00	£188.00	£188.00	SLCC Membership
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
12	BACS240423STEVE	03/04/2024	£17.51	£3.50	£21.01	£21.01	Fuel for Parish Van
6616	BACSAPR24CONNECTION	26/03/2024	£972.00	£0.00	£972.00	£972.00	The Connections Bus - provision of youth bus
27	BACS240423YOUNG	15/04/2024	£420.00	£0.00	£420.00	£420.00	Young Services - Supply & fit led floodlights at littlehands
8	DDYU1	03/04/2024	£12.75	£0.64	£13.39		Yu Energy A/c 2000107118
9	DDYU2	03/04/2024	£11.79	£0.59	£12.38		Yu Energy A/c 2000107116
9	DDYU3	03/04/2024	£51.54	£2.58	£54.12	£79.89	Yu Energy A/c 2000107117
Confidential items eg Salaries, NI & Pensions			£7,877.34		£7,877.34	£7,877.34	

58,785.31 3,317.89 62,103.20 62,103.20

Signature _____ Date _____

Signature _____ Date _____

Internal Audit, 20 March 2024 – Clerks actions

- Review Standing Orders – propose to bring this to Annual Parish Council meeting in May.
- Register of interest – to be completed and signed at Annual Parish Council meeting in May by all Cllrs.
- Clerks are reviewing the risk management policy – MPC have split policies across many topics the auditors encouraged we bring them together to cover all. Will bring the review to full council when it is ready.
- Budget to be uploaded to the website.
- Data breach log to be created.
- We have started work on reviewing the privacy policy on the website and will form part of the web site project going forward.
- Policies will be reviewed – the schedule is useful but doesn't ensure checks are carried out. Clerks are working on a timetable that will be more effective.
- Noted that the minute book should not be doubled sided!
- Going forward additional information such as approvals list etc will be added to minute book.
- GDPR training needed for Clerks.



Internal Audit Checklist ‘Year End 2023/24’

Name of Authority:Melbourn Parish Council

Date of Audit:

Audit Completed by: [redacted] & [redacted]

Governance & Procedure

Legislation

Process	Notes/Action to be Taken
Standing Orders	2018 NALC Model with 2022 update – adopted Nov 2022. Document has 12-month review date but doesn’t appear to have been reviewed in Nov 23
Financial Regulations	2019 NALC Model – reviewed January 2024
Code of Conduct	LGA 2020 Code – adopted 2021
Health & Safety Policy	Suitable H&S policy – adopted Mar 23 with 12-month review date
Disciplinary Policy with Procedures	Compliant policy – adopted Mar 23 with 2-year review date
Grievance Procedure	Compliant policy – adopted Mar 23 with 2-year review date
Data Protection Policy	Compliant policy – adopted Nov 22 with 2-year review date
Publication Scheme	Publication scheme based upon ICO template is available online.
ICO	Registration number ZA080261 (expires Oct 24)
Insurance	Resolved Sept 23 (Oct renewal) BHIB/Clear Councils £10 million public liability cover £250k fidelity guarantee limit £10 million employer liability cover Cover appears to be suitable for assets Building valued in Sept 2021 (listed on asset register)

	£25,000 data breach response cover Evidence of cyber cover not seen – being looked into
--	--

Councillors and Ethical Framework

Process	Notes
Clr Declarations of Office	Dec of acceptance of office for all councillors seen. No declaration of office for chairman from May 23 – advised to sign at May meeting each year.
Register of Interests Current	Links to all members ROI on SCDC website. Evidence of annual review not seen Advised to destroy when members leave
Evidence of Declarations of Interests at Meetings	Clear evidence of interests being declared. Libby advised can do longer lasting forms if desired No instances of pecuniary interest declaration seen but advised members should leave room in these cases.
Dispensation Grant Policy	Procedure document - adopted Jun 23 with a 12-month review date.
General Power of Competence (GPC)	Using GPC– adopted May 23 Two thirds apply (election results checked) & Clerk status confirmed by Libby. Different Clerk in place when declaration made. Noted that minute does not include confirmation of eligibility criteria.

Agendas and Minutes

Process	Notes
Agendas	
Is there evidence that correct procedures are in place?	Appropriate numbering commenced May 23 Three clear days’ notice evidenced. Electronic signature by clerks Location, time & summons evidenced Separate agenda pack is produced
Annual Meeting of Council	Annual meeting held on 22 nd May 23 Election of Chairman was first item GPC declaration noted
Annual Parish/Town Meeting	APM held on 15 th May 23 APM agenda published with 7 days’ notice APM called by Chairman
Matters Arising?	Matters Arising not used

Minutes	
Minute book	<p>Advised not to double side minutes. Advised to put payments/bank rec in body of minutes. Minutes are clear. Talked about consistency of minute formatting. Noted that year is not always included in minutes (example - 15th Jan).</p> <p>Each page of minutes is signed. Noted that minutes should be signed at meeting approved. Advised to make amendments in pen at time of meeting.</p> <p>Resolutions are clear in minutes</p> <p>Minute items match agenda</p> <p>Decisions in sample comply with SOs</p> <p>Evidence of declaration of interest being made</p> <p>Minutes are concise and not verbatim</p> <p>Evidence of public participation</p> <p>Evidence of planning considerations in public meetings</p> <p>S137 not seen but council are using GPC</p>

Policies and Processes

Process	Notes
Monitoring and Updating	<p>Ample evidence of regular policy reviews. Tracker document online, needs review. Need to implement policy review schedule to keep on track. Reviews information on policies could include minute the document was reviewed under.</p> <p>Advised some policies could be consolidated – possible employment policies into one handbook.</p>
Risk Management Policy	<p>Risk Management Policy review not seen in Annual Meeting minutes – advised needs actioning.</p> <p>Financial RA reviewed Nov 23 and General risk register reviewed Mar 23</p>
Asset Register	<p>Asset register on website dated to Mar 23. Has been reviewed by committee before going to FC in Mar 24</p> <p>Audit figures included as well as insurance values for buildings. Further insurance figures will be added when moved to Rialtas.</p>
Data Protection & GDPR	<p>Both clerks require GDPR training. Advised CAPALC can offer.</p> <p>Some members had GDPR training from other sources but not council specific.</p> <p>DPO appointed through CAPALC membership</p> <p>Noted personal information is stored in locked cabinets and on computers with password protection</p> <p>SARR in place</p> <p>Advised to put log of data breaches in place</p> <p>Privacy notice is online but not known when it was reviewed, advised to review ASAP and include date of review.</p> <p>ROPA in place</p>
Management of Information	<p>Record management and retention policy in place – adopted June 2021. Does not appear to have reviewed in June 23 as document review requires.</p> <p>Shredder present for destruction of documents and advised to destroy anything no longer required.</p>
Email Addresses	<p>Clerks/staff all have council specific email address</p> <p>Cllrs all have council specific email address</p> <p>.gov.uk in place for all including website</p> <p>Contact details for staff and members on website</p>

Privacy noted in footer of emails
 Advised re web accessibility. Some flags when website run through Wave accessibility tracker.

Risk Management

Process	Notes
Unusual Financial Activity	As previously noted, payment list should be included within minutes. PCN grant money is being held by council which is inadvisable. Memorandum of Understanding seen and Libby/Tor seeking advice on the set up. Rest of sample aligns with financial regulations and proper practices.
Risk Assessments	Risk Management policy needs urgent review
Annual Assessment of Current Procedures	As above, review of risk management processes is required.

Employment

Process	Notes
Clerk	NALC contracts in place for staff All relatively new staff. Clerks began Apr 23. JD reviewed at recruitment Performance reviews undertaken in Jan 23 and JDs reviewed as part of this Salaries reviewed in Nov with national agreement implemented. ILCA uplift also implemented. Advised to “report” contractual uplifts to council. No resolution is required. NOW pensions scheme in place. Registered with Pensions Regulator
Payroll	Spot check of HMRC payments undertaken Council runs its own payroll using SAGE
Other Staff	There are 6 members of staff, a mixture of full and part time, and employment contracts are in place for all.

Finance

Process	Notes
Precept	23/24 Precept was £314,890 – it would be helpful to list precept figure in minutes for clarity. Comprehensive budget features within agenda pack but advised it should be listed separately on website once approved. 23/24 Precept resolved by Full Council 16 th Jan 2023
	As above, budget available online in agenda information but should also be published separately online.

Budget	Budget is contained within agenda pack of FC 16 th Jan 2023 but no specific resolution to approve seen. No s137 allocation on budget but using GPC Budget appear to be reflective of assets Regular budgetary reporting evident in minutes Minutes evidence quotes being sought/considered
Reserves	£238,000 General Reserves – in line with recommendation of 3-12 months precept. £340,000 earmarked reserves held and justified Investment options discussed. Clear evidence of EMR's being current. PCN money contained within S106, advised to separate.
Bank	Bank reconciliation noted monthly within minutes Sample of bank recs checked.
Cashbook	Council currently uses EDGE but moving to Rialtas in Jun 24 Electronic cashbook up to date All payments within sample were properly authorised and supported with invoices/receipts. All income in sample was properly recorded Invoicing done by Clerks. Invoices done on Word and fees checked to match current rates. Receipts not sent unless cash. Then handwritten.
S137	Council not using S137 as have GPC
Petty Cash	£45 petty cash in place but aiming to remove petty cash as there is a pre-paid debit card in place.
Purchases	Sample test undertaken which evidence purchasing being undertaken in accordance with financial regulations and proper practices.
VAT	Council is not VAT registered. Quarterly 126 Form claims being made. VAT income noted on bank statement inspection.

Engaging Contractors

Process	Notes
Best Value	Minutes evidence multiple quotes when engaging contractors. The grounds maintenance contract expires in June 24 and plans are already in place to go to tender (including Contract Finder) No evidence seen of Cllrs undertaking work for the council
Contractor	All regular contractors have PL in place, and this sought at time of tender. Advised to do seek this when appointing one-off contracts too. Qualifications and H & S requirements are all checked at the time of appointment.

Services

Burial Authority Yes/~~No~~ **TO BE COVERED AT NEXT VISIT**

Process	Notes
Burial Records	
Processes	
Closed Churchyard	

Playground Yes/No

Process	Notes
Playground/LEAPs	<p>The council currently has two playgrounds and an annual ROSPA inspection takes place. Visual inspections are also conducted by wardens – Advised to check when they last attended training for undertaking visual inspections. Confirmed that LA have adequate PL insurance</p> <p>Risk Management processes for play areas to be reviewed. Play equipment is included on asset register Insurance includes play equipment cover Visual inspection sheets are filed with office and reviewed in maintenance meeting. Budget includes maintenance provision for play equipment</p>

Allotments Yes/No

Process	Notes
Allotments	<p>Tenants are invoiced on Edge.</p> <p>Insurance in place for allotments Payment is made ideally by BACS. Cheques and cash are also accepted.</p>

Defibrillators Yes/No - TO BE COVERED AT NEXT VISIT

Process	Notes
Defibrillators	

AGAR - TO BE COVERED AT NEXT VISIT

In order to be able to sign off the AGAR the following processes need to be checked and notes made where appropriate. Some areas refer back to the checks completed earlier in the internal audit process:

AGAR Box	Process	Notes
A	Appropriate Accounting Records have been kept throughout the year.	
I	Periodic bank reconciliations were properly carried out during the year <i>(Para 5.10 to 5.23)</i>	
B	The Authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for <i>(Para 5.39 to 5.47)</i>	

C	<p>The Authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these <i>(Para 5.84 to 5.93)</i></p>	
D	<p>The Precept resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate <i>(Para 5.24 to 5.27)</i></p>	
E	<p>Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for <i>(Para 5.46 to 5.47)</i></p>	
F	<p>Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for <i>(Para 5.44)</i></p>	
G	<p>Salaries to employees and allowances to members were paid in accordance with the</p>	

	<p>authority's approvals, and PAYE and NI requirements were properly applied <i>(Para 5.48 to 5.51)</i></p>	
H	<p>Asset and investment registers were complete and accurate and properly maintained. <i>(Para 5.56 to 5.66)</i> This section / assurance should be extended to include loans to or by the authority <i>(Para 5.67)</i></p>	
J	<p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate, debtors and creditors were properly recorded <i>(Para 5.120 to 5.199)</i></p>	
K	<p>If the Authority certified itself as exempt from a limited assurance review in the prior year, it met</p>	

	the exemption criteria and correctly declared itself exempt <i>(Para 5.200 to 5.204)</i>	
L	The Authority publishes information on a website/web page, and complies with the relevant Transparency Code <i>(Para 5.71 to 5.74)</i>	
M	The Authority has, during the previous year, correctly provided for the period for the exercise of public rights as required <i>(Para 5.75 to 5.83)</i>	
N	The Authority complied with the publication requirements for the prior year AGAR	
O	Trust Funds (including charitable) – the Council has met its responsibilities as a trustee <i>(Para 5.105 to 5.115)</i>	



capalc
Cambridgeshire and Peterborough
Association of Local Councils

CAPALC Ltd
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

3rd April 2024

By Email

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

Dear Chair and Cllrs

Melbourn Internal Audit- Interim Internal Audit Visit– 20th March 2024

Following our visit to Melbourn Parish Council on Wednesday 20th March 2024, we confirm we met with Alexandra Coxall, Abigail Williams and Shelley Coulman to complete the initial part of the 23/24 Internal Audit.

Overall, we were impressed by the efficiency of the office, the detail in the minutes and the information made available to the public. We would like to stress that finances were not considered in depth at this meeting, these will be reviewed after the Year End procedures have been carried out. We did review a sample of financial transactions throughout the year though and found all to be in accordance with Proper Practices.

We would like to raise the following matters with Melbourn Parish Council Councillors in advance of our next visit.

Legislation

- It would be prudent for the parish council to review the current Standing Orders; whilst these are based upon the 2018 NALC Model (including the 2022 update), they have not been reviewed since November 2022.
- We would suggest that all councillors review their Register of Interest annually and make any changes required.

Risk Management

- The council should urgently review the Risk Management Policy which was last reviewed in 2018. Review of this document, along with the risk register/risk assessments should take place annually. Adequate assessment of risk is a requirement of the Annual Governance and Accountability Return (AGAR).

Financial

- A copy of the approved budget should be easily accessible on the council's website; at present it is only accessible through the agenda pack for the meeting at which it was approved.

Data Protection

- Though there is a Data Protection Policy in place for the council, we would recommend a log of data breaches is implemented and maintained too.
- We suggest that the privacy policy is reviewed, and a review date added to the document.
- We would also recommend that the Clerks attend some Data Protection training where possible.

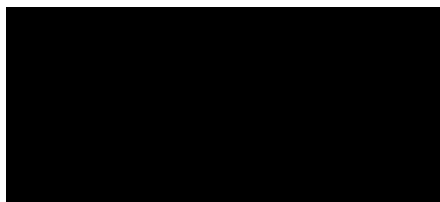
More generally

We have made some general recommendations to the staff team, including:

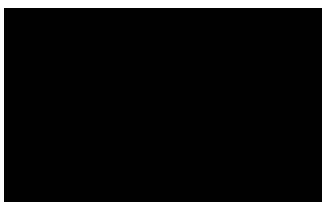
- Use of the policy tracker document would help to ensure that all policies and procedures are reviewed as required.
- The Chairman should sign a Declaration of Acceptance of Office at each annual meeting held in May.
- Signed copies of minutes should not be double sided and should be signed at the meeting at which they are approved.

A secondary visit has been arranged for Wednesday 5th June at 10am. We will undertake the remaining parts of the audit at this visit, before completing the Internal Auditors section of the AGAR for consideration by members.

Yours faithfully



Internal Auditor



Internal Auditor

Melbourn Parish Council Meetings 2024/25

Day	Date	Start Time	Meeting	Notes
JUNE				
	03 June 2024			
Monday	10 June 2024	19:30	Planning	
Thursday	13 June 2024	09:30	Maintenance	
Monday	17 June 2024	19:30	Finance & Good Governance	
Monday	24 June 2024	19:30	Full Council	
JULY				
	01 July 2024			
Monday	08 July 2024	19:30	Planning	
	15 July 2024			
Thursday	18 July 2024	09:30	Maintenance	
Monday	22 July 2024	19:30	Full Council	
	29 July 2024			
AUGUST				
	05 August 2024			
Monday	12 August 2024	19:30	Planning	
Thursday	15 August 2024	09:30	Maintenance	
	19 August 2024			
	26 August 2024			BH
SEPTEMBER				
	02 September 2024			
Monday	09 September 2024	19:30	Planning	
Thursday	12 September 2024	09:30	Maintenance	
	16 September 2023			
Monday	23 September 2024	19:30	Full Council	
	30 September 2024			
OCTOBER				
Monday	07 October 2024	19:30	Planning	
	14 October 2024			
Thursday	17 October 2024	09:30	Maintenance	
Monday	21 October 2024	19:30	Full Council	
	28 October 2024			
NOVEMBER				
Monday	04 November 2024	19:30	Finance & Good Governance	
Monday	11 November 2024	19:30	Planning	
	18 November 2024			
Thursday	21 November 2024	09:30	Maintenance	
Monday	25 November 2024	19:30	Full Council	
DECEMBER				
Monday	02 December 2024	19:30	Full Council (Community Benefit Grant)	
Monday	09 December 2024	19:30	Planning	
Thursday	12 December 2024	09:30	Maintenance	
Monday	16 December 2024	19:30	Finance & Good Governance	
	23 December 2024			
	30 December 2024			
JANUARY				
Monday	06 January 2025	19:30	Planning	
Monday	13 January 2025	19:30	Full Council	Precept setting
	20 January 2025			
Thursday	23 January 2025	09:30	Maintenance	
	27 January 2025			
FEBRUARY				
	03 February 2025			
Monday	10 February 2025	19:30	Planning	
Thursday	17 February 2025	09:30	Maintenance	
Monday	24 February 2025	19:30	Full Council	
MARCH				
	03 March 2025			
Monday	10 March 2025	19:30	Planning	
Thursday	13 March 2025	09:30	Maintenance	
Monday	17 March 2025	19:30	Finance & Good Governance	
Monday	24 March 2025	19:30	Full Council	
	31 March 2025			
APRIL				
Monday	07 April 2025	19:30	Planning	
Monday	14 April 2025	19:30	Full Council (Community Benefit Grant)	
Thursday	17 April 2025	09:30	Maintenance	
	21 April 2025			BH
Monday	28 April 2025	19:30	Full Council	
MAY				
	05 May 2025			
Tuesday	06 May 2025	19:30	Planning	
	12 May 2025	19:30	Annual Parish Meeting	
Thursday	15 May 2025	09:30	Maintenance	
Monday	19 May 2025	19:30	Annual Parish Council Meeting	
	26 May 2025			BH

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

parish clerk

From: parishclerk@melbournparishcouncil.gov.uk
Sent: 27 March 2024 14:25
To: 'John Travis'
Subject: FW: Testing - The Moor, Melbourn

Hi John,

Graham and Richard, along with a couple of contractors have agreed that it is sensible to obtain asbestos testing at the moor car park before getting quotes in for the work.

Cambridge asbestos are quoting £175 + VAT plus £45 + VAT per sample to carry out the testing – they suggest up to 3 samples.

As this tips us over the £200 clerk discretionary amount, Graham is happy to approve the quote but just emailing to keep you updated.

Thank you

Best wishes

Alex Coxall & Abi Williams

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 (option 3)

assistantclerk@melbournparishcouncil.gov.uk

<http://melbournparishcouncil.co.uk>

Please note: My working hours are usually Monday to Thursday, 9.30am – 2.30pm

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

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

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

From: info@cambridge-asbestos.co.uk <info@cambridge-asbestos.co.uk>

Sent: 27 March 2024 13:17

To: parishclerk@melbournparishcouncil.gov.uk

Subject: Re: Testing - The Moor, Melbourn

Hi Alex

I would suggest we take 3. but if we know its asbestos, we will state that the debris is throughout the area. however, if we dont find anything at all, we will take 1 so we can at least make a report based on a site visit. Hope this helps

Barry

On 27/03/2024 12:12 pm, parishclerk@melbournparishcouncil.gov.uk wrote:

Hi Barry,

As far as we know it is just a grassed area with earth some stones and general mud.

We are only digging down 250mm, for the resurfacing. I have attached a scope of works that we are sending to contractors, which has a plan on it.

How many samples would you suggest?

Thank you

Alex

Alex Coxall & Abi Williams

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

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From: info@cambridge-asbestos.co.uk <info@cambridge-asbestos.co.uk>
Sent: 25 March 2024 13:48

To: parishclerk@melbournparishcouncil.gov.uk

Subject: Re: Testing - The Moor, Melbourn

Hi Alex

This would involve some digging down. There may be asbestos used as hardcore. we can do this for £175 + VAT professional services and £45 + VAT per sample taken. I take its currently just earth to look at? If you send us a plan we can mark it up where the samples have been taken

Barry

On 25/03/2024 12:00 pm, parishclerk@melbournparishcouncil.gov.uk wrote:

Good Afternoon,

We are looking to have some work done to extend the car park at the Moor, Melbourn (used for Little Hands nursery), and it has been suggested to have the area tested for asbestos prior to work commencing. Please would you be able to provide a quote for this service?

Thank you

Best Wishes

Alex Coxall & Abi Williams

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 (option 3)

assistantclerk@melbournparishcouncil.gov.uk

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Cambridge Asbestos Removal Limited

Kings View, Queens Lane
Chevington, Bury St Edmunds
Suffolk
IP29 5RF
+44 1223240100
info@cambridge-asbestos.co.uk
https://www.cambridge-asbestos.co.uk/
VAT Registration No.: 854755588
Company Registration No. 06806784

VAT Invoice

INVOICE TO
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Cambs SG8 6DX
United Kingdom (GB)

INVOICE SI-20246488
DATE 09/04/2024
DUE DATE 23/04/2024

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Sales	to attend site, The Moor, Melbourn to carry out asbestos testing, produce single page ukas lab report £175 + VAT professional services 3 x samples @ £45 + VAT each	20.0% S	1	310.00	310.00
SUBTOTAL						310.00
VAT TOTAL						62.00
TOTAL						372.00
BALANCE DUE						£372.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	62.00	310.00

Payment Terms are 14 days
There will be a 4% monthly interest added to late payments

Please make payment by BACS using the following account details:

Cambridge Asbestos Removal Limited
Account number: 00428200
Sort code: 30-91-49

There will be an additional £4 charge for cheques

Hi

See attached results and photos. they are all asbestos.

Its extremely likely that there is asbestos throughout the whole area as its very common here. The old asbestos factory was so close by at Meldreth. They used to sell the broken pieces as hard core.

Im sorry to say that this would be an expensive exercise. If someone can estimate how many tonnes needs to be removed from site we can give a price

Barry





CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	
PREMIUM	
EMERGENCY	

Client:	CAMBRIDGE ASBESTOS REMOVAL
Address:	KINGS VIEW QUEENS LANE CHEVINGTON, BURY ST EDMUNDS SUFFOLK, IP29 5RF
Attention:	TECHNICAL MANAGER
Site Address:	LITTLE HANDS NURSERY THE MOOR MELBOURN
Date sample taken:	UNKNOWN
Date sample received:	11/04/24
Date of Analysis:	11/04/24

Analysis Report No.	SCO/24/10988		
Report Date.	11/04/24		
Site Ref No.	N/A		
Page No:	1	Of	1
No. of Samples:	3		
Obtained:	DELIVERED		

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE'S SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	1	GRASS CLEAR AREA NEAR CARPARK	CHRYSTOTILE
2	2	GRASS CLEAR AREA MIDWAY	CHRYSTOTILE
3	3	GRASS CLEAR AREA FAR	CHRYSTOTILE

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months. Reports & Records are retained for a minimum of 5 years.

Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Note: All Analysis is performed in House on the registered premises (below).

Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	S GIDDINGS	Authorised signatory:	
		Print name:	C.BOLTON – DEPUTY Q.C.M
BULK 001-VER 8 14-JUN-22-QCM			

Oldfields
Bury St Edmunds
IP30 0LS

Tel. 01223 782394
info@summitswimmingpools.co.uk
www.summitswimmingpools.co.uk
Company No. 09829704
VAT Reg. No. 457 4410 88



CUSTOMER QUOTATION NO. 10293

Alex Coxall
The Moor
Melbourn
Royston
SG8 6EF

Site: The Moor Melbourn Royston SG8 6EF
Site Contact: Alex Coxall
Phone: 01763263303
Valid For: 30 Day(s)

Car Park Extension

As per documentation

References

- **Bob Marshall - University Press Car Park, 07798667918**
- **David Hall - Fulbourne Hospital, 07984591544**

Preliminary Requirements

All items are required prior to undertaking the landscaping works.

To include 1 or more of the following:

- Portaloo hired to site
- Boarding area for waste away
- Heras Fencing

Site set out

- Site management
- Laser & string levels to mark out phases of construction
- Foreman & project management to have daily meetings & layout plans

DPCC00001/0

Sub-Total ex VAT	£1,200.00
VAT @ 20 %	£240.00
Total inc VAT	£1,440.00

Car Park

- 30m² Path edging
- Excavation 250mm
- SecuraGrid
- 150mm MOT Type 2 or MOT Type 3
- Eco-grid membrane

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Company No. 09829704
VAT Reg. No. 457 4410 88



CUSTOMER QUOTATION NO. 10293

- 20mm - 30mm fine 3mm stone
- ECOGrid
- 6mm - 30mm stone to finish

Sub-Total ex VAT	£19,390.00
VAT @ 20 %	£3,878.00
Total inc VAT	£23,268.00

Thank you.	Sub-Total ex VAT	£20,590.00
	VAT	£4,118.00
	Total inc VAT	£24,708.00

Definitions; In these terms:

'the Company' means Summit Pools and Landscapes.

'the Client' means the person, firm or company to whom the quote was addressed.

'the Assignment' means the job to be undertaken by the Company to supply to the Client goods or services.

Formation of the contract

These terms shall form the basis of the contract for the supply of goods or services by the Company to the Client and any associated company of the Client.

No representative of the Company has power to vary these terms orally, or to make representations or promises about the quality of the services, or any other matter whatsoever.

Any special conditions not specified in this agreement but included elsewhere in writing particularly regarding stage payments shall prevail.

This agreement constitutes the whole of the agreement between the parties and supersedes all prior negotiations, representations or agreements. Neither party shall assign any part of this agreement without the written consent of the other. No act or failure to act shall constitute a waiver of any right or duty under this agreement nor constitute an approval of or acquiescence in any breach of this agreement unless expressly agreed to in writing by both parties.

Price and payments

The Customer and Contract are named overleaf.

'Contractor' means 'Summit Pools and Landscapes'.

This quotation is based on prices ruling at the date of the quotation. All prices and nett and are valid for 30 days from the date of quotation, unless otherwise stated. Rates quoted are exclusive of VAT, which will be added to all invoices at the rate applying at the appropriate tax point.

Payment Terms**Pool Construction**

20% on deposit with order (order confirmation)
30% on completion of pool shell prior to render applications
30% on tiling completion
15% on insulation of filtration plant
5% on completion/handover

Remedial Works

33.3% deposit on placing order
33.3% interim valuation
33.3% on completion

Landscaping Works

30% deposit to confirm project
30% interim
30% interim
10% on completion

Niveko Pools

50% deposit to confirm order and factory production
40% on delivery of pool
5% on waterfill of pool
5% on handover of pool

Garden Rooms

40% deposit to confirm order and factory production
30% prior to delivery
20% once watertight
10% completion of building

Payments are due on receipt unless otherwise stated.

The Contractor reserves the right to withdraw from site if the contract payment schedule is not adhered to. Any variations on this quotation must be in writing and signed by both parties, with payment due in full completion of contract to which this variation applies. Title and ownership of the pool fixings and equipment will not pass until final payment has been made. In the event of non-payment, the Customer agrees to allow the

Contractor access to the site for the purpose of recovering any of their equipment.

The Client cannot offer our staff to do paid or unpaid work bypassing the office, if this is found to have taken place the client will be charged accordingly.

The Company's bank details are clearly detailed on the invoice and the Client is liable if an issue arises with the bank transaction.

Where other payment schedules have not been agreed in writing this schedule will prevail.

The Company's bank details are clearly detailed on the invoice and the Client is liable if an issue arises with the bank transaction.

No reduction will be applied for Client's registered with the CIS system and/or any other schemes, any retainers must be added to the quotation as they deemed to be excluded.

The Company will charge interest at 2% per month above the bank of England base rate on all overdue invoices from the date of invoice to the date of actual payment of the invoice, together with compensation for the costs suffered by the Company arising from late payment, in accordance with its rights under the late payment of Commercial Debts (Interest Act) 1998.

All reasonably incurred legal costs and expenses incurred by the Company in seeking to collect overdue invoices from the Client will be payable by the Client.

The Client shall not be entitled to withhold payment of any amount that is owed under this contract by reason of any dispute or claim by the Client, or for any other reason whatsoever.

Without prejudice to any other rights of the Company, if the Client shall fail to make prompt payments of any sum due under any contract between the Company and the Client, the Company may at its choice, either withhold the provision of its services until the total indebtedness of the Client to the Company has been discharged or cancel this contract without notice.

All materials remain the property of the Company until payment is received in full.

The Company is entitled to reclaim any materials provided to the Client to the value of any outstanding debt, plus the cost of the reclamation to offset any indebtedness of the Client to the Company.

If because of climatic or other conditions reasonably beyond the control of the Company work cannot be completed, payment in full for that portion of the work will become payable with the remainder due upon completion of the works.

All the prices quoted are based on cash payments. Cheque payments are due 7 days prior to the works completion.

Should the Client be insolvent, be judged bankrupt or default on any payment described in this contract, the Company will give notice of said default to the Client and should the default remain uncorrected for a period of ten (10) days. The Company without further notice to the Client may stop performance of the work or terminate this agreement. The Company's obligations will be suspended or terminated without limitation, the company will make the site safe before departure and the responsibility will fall onto the client at that point. The Company shall be entitled to be paid for the value of all work performed to the date of termination.

Planning applications/Design costs/Drawings

Any planning applications or design fees will be charged at £50.00 per hour plus costs. Copyright for drawings and specifications belonging to the Company shall not be used on any other project. The Client may retain copies of the drawings and specifications for information and reference providing the Company has been paid in full for all services rendered under this agreement.

Designs are payable in full regardless of our services being used or not.

If a client provides drawings A) That don't include levels and falls then additional costs will be incurred by the client for the Company to establish them B) on surfacing, if not specified, a nominal fall will be adopted for run off.

C) If information specific to the build or drawings is not provided in time, in full, or accurately, any increased work will be charged. D) Where measurements are not given we will build to what is normally adopted or standard size, for example, 1.8m high fence. Should the client have specific requirements or measurements the client must specify in writing at the time of quote or before work starts on the assignment. If the company is required to discuss or set out levels on site the works will be chargeable.

Quotes/Preparation works/Groundworks/Base Preparation

It is the client's responsibility to check prices and elements of the assignment listed on the quote, if it's not listed then it is not included. This also applies to alterations and subsequent quotes.

Where others have completed ground compression, preparation works and / or laying services prior to our work. The Company will not be responsible for any defects or damage during the works, this includes but not limited to excavation, disturbing services, 1st fix work, foundations, groundworks, or any other preparation whatsoever.

Prior to the commencement of the Assignment the Client will provide the Company with information as to the location of property lines, all subsurface utility and service lines, including but not limited to electrical, telephone, internet, gas, water, irrigation pipes, and conduits. The company shall rely on accuracy and completeness of all such information and shall not be liable for damages or costs resulting from any errors or omissions in that regard.

During preparation phase of a project if the client disturbs the works and it needs to be redone. It will be assumed that the cost of redoing this work falls between 25-50% of the cost of that item.

Where works quantities are calculated i.e. brickwork. Layers not visible count towards works and are chargeable.

If a camera is required to survey the drains this will be charged from £150.00 +VAT Works will be completed to an appropriate standard using the correct materials. Any unforeseen works will be treated as an extra and charged accordingly.

With specification and/or foundation build up on works or surfacing figures given by the company on depth and thickness are given within 30% tolerance and calculated as an average across the surface structure or structures.

If the client has given the working levels and it is found that more soil extraction and soil movement is required this will be charged inline without current rates.

When metrage's are disputed, any gravel border, French drain or Dutch drain will count towards metrage when measuring any area of paving or surfacing laid.

Delivery and quality of service

No liability will be accepted by the Company for any loss or indirect loss suffered by the Client or a third party caused through delays/ incompletion of the assignment for any reason. The Client shall indemnify the Company in respect of any claim of any person in respect of such indirect loss.

If the Company is delayed in the performance of work by an action or omission by the Client or by circumstances beyond control of the Company, then the schedule shall be extended for such reasonable period as is required to accommodate the delay.

When removing trees/plants/hedging/bushes and any cutting back the Client is responsible to provide either a drawing of what is to stay or be removed. Alternatively, the Client can mark plants to be retained with string. The Company will take no responsibility for items removed when the above is not followed. Where trees have preservation orders in place the Client is responsible to make the company aware. The Client will indemnify the company against any possible damages caused by inaccurate or incomplete data.

If subsurface or otherwise concealed physical conditions at the premises differ materially from those indicated in this agreement or from those ordinarily found to exist near the premises, including subsurface utilities, boulders, tree stumps, or construction debris, then the contract price will be adjusted to account for any changes required to this agreement or in the materials or methods of work required to carry out work.

If the Client and the Company cannot agree on any element of the assignment the Company withholds the right not to provide that element of the assignment, with the client incurring no cost for that element if work hasn't already started and/or any work up till that point is paid for.

The client must be contactable throughout the project or have a spokesperson in their absence. If the Client is uncontactable, we reserve the right to withdraw off site, this will extend any completion clauses agreed.

The Company will always ensure that the assignment is carried out with minimal impact to surrounding surfaces i.e. lawns, paving and edging, paths, but not limited to these surfaces. When damage does occur that is not reasonable to avoid. For example, poorly installed or quality surface. This will be reinstated at the Client's expense.

Should the Company cause accidental damage to the Clients property the Company has the right to choose either: A) Repair the damage 'in- house' to a professional standard B) Pay another company to rectify the work C) Go through our insurance company. The Client agrees to give free access to facilitate the repair and making good, this includes the supply of water and electricity. No discounts/reductions are to be/will be made against our invoice. It is the client's responsibility to notify their insurance company ahead of works.

It is the Company's responsibility to ensure that all health and safety precautions are adhered to. The Client is asked to respect the fact that while we are working there may be risks of physical endangerment and to take all necessary precautions in this regard. Barriers, fencing, cones, signs and health and safety can add cost to works and these are to be charged separately from any itemised works and are not included. If these are required during the project they will be quoted separately.

Should there be a disagreement over the quality of the work which cannot be agreed upon the Client and the Company agree to hire a surveyor to verify the claim, burdening 50% of the costs each. In the interests of transparency this will be selected by us going a google search and selecting the company top of the searches for the customers site location, e.g. 'architect Cambourne' Should the company be unavailable, or we mutually agree the company costs are too expensive we will call the next company on the list.

Materials

Building materials, unless otherwise stated, are new. The Company shall have total control of all work and shall be solely responsible for the construction means, methods, techniques, sequences and procedures. The Company shall comply with all laws, rules, regulations, building and fire codes which relate to work including applicable health and safety.

Holes created by screws, nails or hidden fixings during construction of carpentry or related trades are part of the construction process including so called 'hidden fixings'.

We will not be liable for such small imperfections. Not limited to millboard decking. When Clients amend product choices different from those quoted, they must confirm the change/selection in writing.

The Company cannot guarantee an exact colour match in materials i.e.

mortar, bricks, blocks, and in mixes, blends, paint and resin mixes that are made in batches. However, the Company will endeavour to get the closest match reasonably possible. The Company does not have jurisdiction on the supplies and manufacturing and therefore cannot be held accountable for any differences in materials and/or colours.

Where materials are damaged by us or we need to replace or order more on a job, no liability will be taken by the Company on colour match or availability.

If a delivery vehicle damages client's property or the public highway, this is a matter for the highway, delivery company and client, not the company.

Paving is susceptible to staining from various sources, bed mortar, ingredients in pointing compound and outside conditions. We recommend an extra cost is paid for sealing the slabs prior to pointing. The cost of which is not included in this quote. We especially recommend this is open course, calibrated or porous stone is being used.

Extras/Amendments

Any further alterations to the Assignment which are deemed by the Company to be excessive will result in charges of £50 plus VAT per hour for a site visit and £40 plus VAT for office administration.

Any component that is not on the original quotation is deemed as an extra and needs to be paid for as such, this includes any lighting, furniture or other items pictured in any material provided to the client by the company.

The payment of extras is not to be added to the end of the payment schedule and must be paid on demand.

Any unforeseen work below the ground that arises during excavation, not in the original proposal is deemed an extra. Any expansion in size of works will be charged at the same unit price as in the original proposal.

The Company cannot be held responsible for any other person disposing of unwanted items in the skips whilst it is on site. If any other additional items are placed in the skip a £80 charge will have to be implemented due to the cost incurred for disposing of 'mixed' waste. This also applies to fly tipped items.

Asbestos is treated as unforeseen in terms of both health and safety and specialist removal charge.

Guarantee/Completion

The Company agrees to remove all debris and leave the premises in broom clean condition following completion of the Assignment.

Where other contractors, the public or the client's customers have been working/walking near our work we will not be responsible for cleaning at the end of the project but can be quoted separately.

The Company is not responsible for any colour changes to any materials (including but not limited to block paving or paving slabs) which occur for any reason following completion of the Assignment.

The Company will not any guarantee work when using materials supplied by the Client.

The Company shall have access to the site, for taking photographs in relation to the work both prior to and after completion of the work and shall have and retain all copyright in said photographs which may be used by the Company at its sole discretion in reference and promotional materials, portfolios and/or publications.

This guarantee is invalid if: a) The customer fails to settle the final bill in total in accordance with this agreement;

b) The customer makes payments that are deemed unreasonably late;

c) The customer misuses, mistreats the structure, area, item;

d) Damage is caused by unusual weather conditions

The guarantee is valid only if all correspondence relating to the work is produced on demand.

This guarantee is for labour only and does not cover faulty materials, where other guarantees may be in place.

The guarantee is invalid if you or a third party have conducted any remedial work to any service we have provided.

The guarantee does not extend to lawns in any way, due to potential variations in soil quality which are beyond the Company's control. No guarantee regarding lawns is promised or implied by the Company.

The guarantee does not extend to plants, shrubs and trees after Completion unless there is a planned and agreed maintenance programme in place.

No compensation is offered in exchange for this guarantee, we will not pay for another Tradesman or company to rectify our work, and we will only offer to come back and rectify our work to its original high standard when all components of the guarantee are satisfied.

Cancellation

Should the Company fail to comply with the requirements of the agreement to a substantial degree, the Client may notify the Company in writing that the Company is in default of its contractual obligations and instruct the Company to correct the default. If the company fails to correct the default in the time specified or the time scale subsequently agreed upon, the client may commence terminating the contract. If the Client so terminates the agreement, the Company will be entitled to payment for the value of all work performed up to and including the date of termination.

Rights of cancellation, Cancellation can occur with no financial loss to the client up to the point of scheduling, thereafter we will only charge for costs incurred. The schedule isn't required to be agreed in writing and projects are scheduled at the deposit stage.

For details of our complaints procedure please request form CP01 from the office or see our website.

Rights of rescheduling, rescheduling can occur with no financial loss to the client up to 1 week prior to the appointment, thereafter we will only charge for the costs incurred. The required notice period also includes any remaining finishes, repair work and the main project.

Disputes/Arbitration

Should the company and the client not be able to agree to settle a dispute, we both agree to hire an independent Accredited Surveyor to agree on a settlement agreement. Any costs in meeting and/or mediation will be split 50-50.

Marketing Equipment

The Company reserves the right to install marketing equipment during the full duration of the project. This equipment is owned by the Company, and only people directly associated with the Company have the right to move or control the equipment.

On completion, the footage may be used for training and marketing purposes, this footage is owned by the Company and the Company reserves all copywriting rights and rights to circulate where the Company sees fit.

Resin Bound Gravel

Warranties are not provided, if Summit has not performed the full preparation works or base layer.

Services and tree roots can cause cracks to the resin surface.

Warranty on Resin Bound Gravel covers patch and localized repairs only. We do not complete full overlays under warranty, or cover outside issues, such as spillages.

Swimming Pool Terms and Conditions

GST

All prices are subject to GST at the rate in force at date of supply. Prices shown exclude GST, unless otherwise stated.

INSURANCE

All normal risks and insurance shall be the Contractor's responsibility until the installation is handed over to the Customer. After handing over, the Customer shall be responsible for the insurance, care, maintenance, and cleanliness of the pool and equipment. The Contractor shall not be liable for damages on the account of delays or losses due to fire, strikes, lockouts, exceptionally inclement weather, shipping delays or other causes beyond the Contractor's control. After handing over, the Contractor cannot be held responsible for Acts of God which affect the installation.

INSTALLATION

The Customer warrants that he owns the land or premises in which the pool is to be constructed. The Customer also agrees to obtain planning permission, building bye laws consent, and relaxation of any covenants on the property, where required. While the Contractor shall make every effort to carry out the work in a neat and efficient manner, this agreement does not cover the reinstatement of lawns, trees, shrubs, driveways, paths, and paving, etc., damaged during installation and access to the site.

EXCAVATION

The quotation price has been calculated on a surface inspection only of the site on the assumption that the digging will be normal and virgin ground. Any unforeseen

difficulties such as made up ground, rock, running sand, groundwater seepage, underground services requiring re-routing or unstable conditions for pool construction will be dealt with at an extra cost to the Customer at current machine, materials, and labour costs. In extreme cases, it may be necessary to alter the location, specification, or elevation. Ground test surveys, core samples and percolation tests are available on request, prior to work commencing and subject to cost, estimated £1,000 per test.

GENERAL

In the event of completion being delayed by the Customer, or awaiting completion of other works by the Customer or other contractors appointed by the Customer, or to avoid working in winter conditions, full payment for the work completed and any materials or equipment on site shall be due for payment. Any damage to the pool, fittings or equipment by other contractors appointed by the Customer shall be charged at current material and labour costs. The Customer will provide electricity and water required for this contract, free of charge.

No representative of the Company has power to vary these terms orally, or to make representations or promises about the quality of the services, or any other matter whatsoever.

Any special conditions not specified in this agreement but included elsewhere in writing particularly regarding stage payments shall prevail.

This agreement constitutes the whole of the agreement between the parties and supersedes all prior negotiations, representations or agreements.

INDEMNITY

Quotations for remedial pool works, repairing or fitting new liner, remarbelling or carrying out repairs, are calculated on a surface inspection only, and any extra works found necessary, which were unknown or hidden before work commenced, shall be charged at extra cost after prior consultation with the Customer. All such variations to be in writing and signed by both parties. When emptying pools, while exercising every precaution, external pressures can cause damage to the pool construction, and unforeseen delays can cause liner shrinkage, all such risks are the Customer's responsibility.

GUARANTEES

Manufacturer Warranty - Niveko

12 years on watertightness of the pool shell and pipe system.

12 years on the homogeneity and consistency of the pool's body material.

2 years on pool technology

30 days on warranty repairs

Manufacturer Warranty - Riviera

20 years on water tightness of the fibreglass pool shell

10 years on non-listering and non-delamination of the pool shell

5 years on defects of built-in components and pipes*

2 years on defect of electrical components like pumps, motors and heaters*

**Parts only supplied by Riviera*

Pool finishes other than specified above are limited by the manufacturer's guarantee, usually one year. Pool equipment other than specified and limited by the manufacturer's guarantee, usually one year. Defects from faulty design, workmanship or materials will be assessed, examined and agreed replacements by the Contractor where deemed necessary will be undertaken, within the stipulated periods. The guarantees exclude consequential losses of any kind whatsoever.

The Company cannot guarantee an exact colour match in materials i.e. mortar, bricks, blocks, and in mixes, blends, paint and resin mixes that are made in batches.

However, the Company will endeavour to get the closest match reasonably possible.

The Company does not have jurisdiction on the supplies and manufacturing and therefore cannot be held accountable for any differences in materials and/or colours. Where materials are damaged by us or we need to replace or order more on a job, no liability will be taken by the Company on colour match or availability.

Any disputes arising from this contract shall be submitted to a mutually agreed Arbitrator. If the choice of Arbitrator is not agreed within 28 days, then the President of the Chartered Institute of Arbitrators shall appoint a qualified arbitrator whose decision shall be final. Summit Swimming Pools are not liable for any delays due to inclement weather conditions, material delays or plant breakdowns, design changes or access difficulties.

All access requirements are provided by the client including wayleave and rights of way. Summit Pools and Landscapes do not allow for the provision of access roads or tracks across fields or gardens. Any preparation or make up is the responsibility of the Customer including inclement weather issues.

Services for the conduct of the works are to be provided by the Customer/Main Contractor, such as water supplies, electricity supplies, and waste facilities.

The pool will require two weeks of testing and heating and full running of air handling or heat recovery systems for two weeks. The pool is not deemed 'fit for purpose' until fully handed over to the client, tested, and signed off.

Any extras however, incurred due to design changes are the responsibility of the client and his/her assistants, however, we always conduct meetings in order to maintain site progress.

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

Melbourn Parish Council (MPC) – Little hands carpark reinstatement.

GENERAL INFORMATION and Clarifications

1) WAGE RATES - Prevailing national Wage Rates, as required by the National Minimum wages act1998, apply to this project. It is the responsibility of the Contractor to seek any additional information on tradespeople who are not covered by the applicable wage decision, but who may be employed for the proposed work under this contract.

2) INSURANCE - The Contractor shall supply Melbourn Village Parish with a copy of their insurance prior to starting of the project. The insurance shall cover comprehensive general liability, workers compensation, property damage insurance (covering the operation of all motor vehicles) and bodily injury insurance.

3) COMPLETION OF THE PROJECT - Once the project has begun it is understood that all work shall be completed within ten 10 working days, if for some reason this cannot be met a written request and explanation shall be forwarded to the MPC Clerk.

4) PRE-CONSTRUCTION CONFERENCE - A delegate of MPC and a representative for the Contractor shall meet at the site and determine grades, traffic control and any other issues that may arise.

5) SITE ADDRESS - What three words ///socket.headstone.fuzz

6) COMPLIANCE CDM REGS - The proposed works are CDM compliant and do not fall under general works.

7) WELFARE - is not provided and should be costed.

8) DBS - Standard DBS certificates are required.

9) WORK ZONE - Area of works 120 m2 as shown in Fig 1

10) ASBESTOS – No ground survey has been done in the area, MPC will undertake these works and issue the Asbestos reports.

DESCRIPTION and Scope

The work to be performed under this contract consists of the rehabilitation and reclamation of existing soiled/vegetation area as highlighted in Fig 1. All materials, construction and workmanship shall conform to manufacturers guidelines. Links provided.

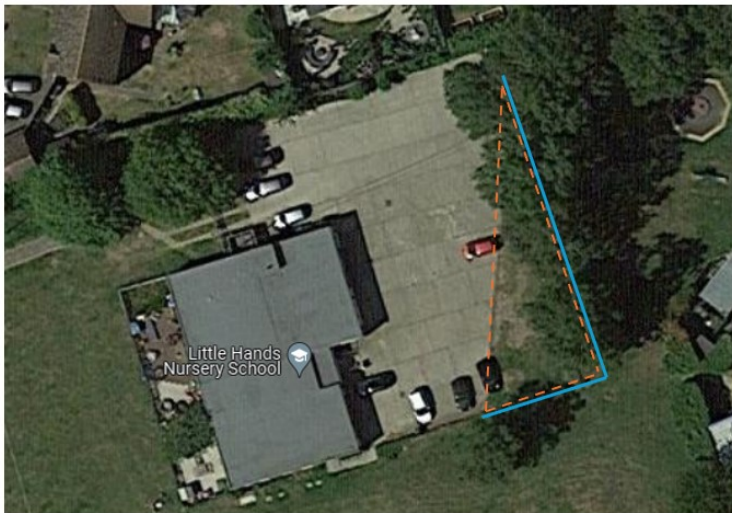
- Works area. **120m2**
- Excavate the work area shown in dash line section (fig1) to 250 mm below ground level.
- Reinststate 150 mm of type one MOT. Compressed at 75mmm layers.
- Reinststate 50mm of sharp sand.
- E50 Grid to suit area.
- Lay 20 mm singe into grid system and compress.

chrome-extension://efaidnbmnnnibpcajpcgiclfndmkaj/https://ecogrid.co.uk/wp-content/uploads/EcoGrid-Gravel-Fill-Installation-Sheet.pdf

MPC - would like contractors to use E50 for the purpose of costings.

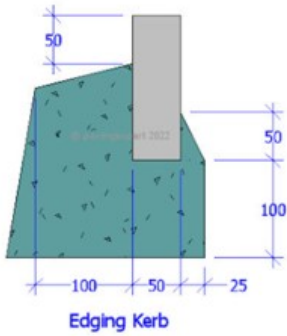
Ecogrid E50 <https://ecogrid.co.uk/products/ecogrid-e50/>

Fig 1

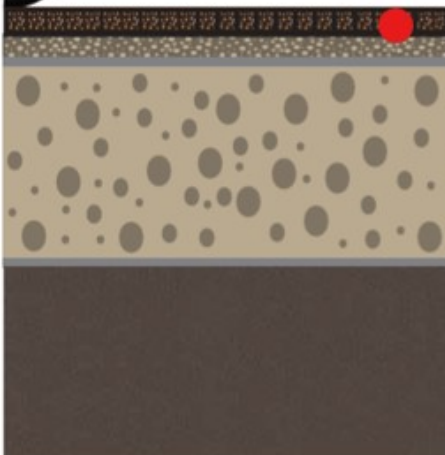


- Path edging 30m
- - - Work area 120m²

Typical cross section



Typical cross section



- ◀ EcoGrid stone infill (6-30mm sharp angular or slate)
- ◀ EcoGrid screed layer 20-30mm (fine stone or sharp sand)
- ◀ EcoGrid approved membrane
(Must be thermally bonded with a high permeability factor: EN ISO 11058
min 1500 puncture resistancy: EN ISO 12236)
- ◀ Drainage stone layer
(see CBR and plate testing, Type 3 reduced fines, Type 2 low fines,
or 20mm clean stone, compacted fully)
- ◀ EcoGrid Securagrid (Optional for areas with low CBR)
- ◀ Soil layer (Excavated 1-1.5% falls to a good drainage point)

The Moor Car Park – Quotation comparative, based on scope of works

The Moor Car Park	R C Carter	£ 22,549.58	Plus VAT
	Cobbs	£ 16,813.00	Plus VAT
	Curtis	£ 15,000.00	Inc. VAT
	Summit Groundworks Cambridge	£ 24,708.00	Inc. VAT

To be enable for the Parish Council to have a clear understanding of what the works might cost. I suggest you have the area tested by trial holes to ascertain if in fact there is any Asbestos buried in the area. By doing this you will get a cost certainty for this project.

My estimate of the 5th July 2023 for £20,499.62 will need to be updated due to pay rise and the cost of material increases from our suppliers.

Our revised estimate will come out at £22,549.58 which is a 10% increase.

If Asbestos is discovered. I believe the extension of the carpark will not be viable for you and your parishioners.

Steve

Steve Allen

Building Solutions Manager

CARTER



JOHN COBB & SONS LTD.

Surfacing Contractors

Family Business Established 1947

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

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

Our Ref: JFC/KC/15059/8453

11th April 2024

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

Dear Sirs,

RE: Little hands car park – 120m²

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

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

Mr J.F. Cobb BSc (Hons)

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

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

- Supply and lay 50mm sand bed.

Supply and lay E50 Grids.

Infill grids with 20mm gravel.

For the sum of £16,813.00 Plus VAT

Terms & Conditions:

Nett, payment within 30 days of invoice date.

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



Curtis & Sons

**SURFACING AND CIVIL
ENGINEERING CONTRACTORS**

VAT No. 855 2787 86

High Barns, Marlow Road, Cadmore End, High Wycombe, Bucks. HP14 3PP.

HIGH WYCOMBE: 01494 483184

David Curtis Jr: 07901 864183 - davidcurtistarmac@gmail.com



CUSTOMER ADDRESS:

Alex Coxall & Abi Williams

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn SG8 6DZ

QUOTATION

Date: 2.4.2024

REF: MELBOURN PARISH COUNCIL - LITTLE HANDS CARPARK REINSTATEMENT

DESCRIPTION AND SCOPE

The work to be performed under this contract consists of the rehabilitation and reclamation of existing soiled/vegetation area as highlighted in Fig 1. All materials, construction and workmanship shall conform to manufacturers guidelines.

Works as discussed on site and attached with this description will be included in the price

PLEASE NOTE: the quote does not include any removing of asbestos or includes any soil tests this would need to confirmed before works commenced?

Duration time of works: 5 working days - 7.30am to 4pm

- Works area. 120m²
- Excavate the work area shown in dash line section (fig 1) to 250mm below ground level
- Reinstate 150mm of type one MOT, compressed at 75mm layers.
- Reinstate 50mm sharp sand.
- E50 Grid to suit area.
- Lay 20mm single into grid system and compress.

Thank you for inviting us to advise and quote for the above works.

Regards David Curtis

UTR 2650169434 - NH 7954 55A

Curtis Surfacing

Bank: Lloyds - Acc: 13777662 - Sort: 30-99-50

Labour	£
Sub Total	£12,500.00
VAT	£2,500.00
Total	£15,000.00

www.curtisandsons.co.uk

Unlocking the potential of your parish: How the planning team can support you as a Parish Clerk

Meeting held by Greater Cambridge Shared Planning, 17 April 2024

The Clerks 'enjoyed' a full day hearing from the Greater Cambridge Shared Planning team – covering what they look after, how we can best contact them, plans for the future and ways to stay in touch.

It was great to put faces to names usually only encountered over many many emails! I met with Rebecca Smith, our areas Development Lead, along with Chris Bainbridge, Head of Compliance. Tumi Hawkins highlighted the importance of an open relationship between both South Cambs and potential developers.

Take home points

- Importance of using the consultee inbox for planning comments – we already do this.
- Strong focus on Parishes to develop a Neighbourhood Plan – should be noted that the average time to develop a Neighbourhood Plan is 6 years!
- Noted how hard it is to reject an application – penalties for rejected applications that go to appeal etc.
- Planning Officers should respond to requests for extensions of time – if this is not done follow up with Development Lead.
- Remember permitted development rights for Parish Council land BUT still involve planning and follow the Certificate of Lawfulness path when needed.
- ALWAYS talk to developers when they contact you. The best results for Parishes always come from open dialogue with developers.
- Compliance issues mentioned on planning applications are not passed to compliance – You MUST complete a new compliance form to have this taken into account.
- Conditions on granted applications are not monitored – any breaches MUST be reported via compliance or building control.

Suggestions for future sessions

- Explanation of the s106 process and how best to work with developers.
- More information on compliance and how to report breaches effectively – once they have happened it is nearly always too late to do anything about it.

Clerks pass their thanks to Greater Cambridge Shared Partnership for hosting the event.

A recording of the session should be available soon – if you would like to view it please let us know and we can share the details.

parish clerk

From: John Travis <cllr.travis@melbournparishcouncil.gov.uk>
Sent: 26 March 2024 16:49
To: parish clerk
Cc: Jose Hales
Subject: Hub Purchases

Flag Status: Flagged

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. **Hub Kitchen** - during the recent EHO inspection of the Hub facilities (resulting in the 5* rating) the only remedial comment was that the welds joining the vinyl sheet flooring in the kitchen area are coming apart and constitute a potential hygiene hazard. We will need to put this right by having a central oblong section of the present kitchen vinyl cut out and replaced with new welds. This is a building infrastructure repair and should be managed via the PC Office I'm afraid. It's not a super-technical matter and a company like Melbourn Flooring could do this. It should not be too expensive either but you will need a couple of quotes.

Again, the cost of this work could be taken from carryover funds related to the Hub.

3. **Replacement Cafe Chairs** - As I explained, we have widespread evidence that the chairs in use in the cafe area develop stress cracks over time. This has lead to a few instances of customers actually breaking the chair backs while in use. Fortunately nobody has been injured but we need to take some chairs out of service and replace them with new. Complete replacement of the chair stock is not needed and is not financially justifiable.

I have established that a small stock of this chair design is still available, although the design is now obsolete. There is only one supplier of the chairs so multiple quotes do not apply in this instance. I will liaise with the Hub team and decide on numbers and get back to you so a quote can be arranged.

As with the above items, the cost of this work could be taken from carryover funds related to the Hub.

[REDACTED]

[REDACTED]

Design, sales and service

3 Crompton Road
 Stevenage
 Hertfordshire SG1 2XP
 Telephone
 01438 750022
 Facsimile
 01438 760808
 VAT Reg. No. 232 3603 03

Account: 006995 I N V O I C E : I7076407 Date: 25/03/24

Invoice To:
 Melbourn Community Hub
 Melbourn Parish Council c/o
 Melbourn Hub
 30 High Street
 Melbourn, Royston, Herts

Deliver To:
 Melbourn Village College
 FA0 Jose Hales
 The Moor
 Melbourn
 Hertfordshire
 SG8 6EF

Our Reference : S0034811
 Your Reference: Email Jose
 Order Date : 12/10/23

 COPY OF ORIGINAL

Stk Code	Description	Qty	Pack	Price	Disc%	Total	VC
ZZFABR	St/Steel Work Bench 970x650x900mm	1		1602.00		1602.00	1
V10465	Unox XEFT-04HS-ELDV-GB Counter Top Convection Ove	1	each	884.00	each	884.00	1
V11378	Unox XWKHT-BCHS In Built Hood	1	each	381.00	each	381.00	1
V11379	Unox XWKRT-00HS-F Floor Stand	1	each	138.00	each	138.00	1
V6656	Lincat IH42 induction range	1	each	1685.00	each	1685.00	1
ZZFABR	Wall Bench Stand 800x800x850mm	1		467.00		467.00	1
V11377	Roller Grill REF 20 C Double Well Fryer	1	each	1119.00	each	1119.00	1
ZZFABR	Rodded Pot Shelf	1		318.00		318.00	1

VC Rate(%) Goods VAT
 1 20.00 6594.00 1318.80

Goods Total 6594.00
 VAT Total 1318.80

TERMS: 30 DAYS NETT

Amount Due 7912.80
 =====

Premier Roofing

INVOICE

INV327

Mr Mann

DATE

GST # VAT NO: 2801244434

08-04-2024

Suite 8 The Hive

DUE

Bell Lane

On Receipt

Letchworth - Stevenage

01438488775

BALANCE DUE

<http://www.checkatrade.com/>

GBP £228.00

[PremierRoofing/](#)

premierroof@live.co.uk



BILL TO

The Hub

30 The High Street

Melbourne

SG8 6DZ

☎ 01763263303

parishclerk@melbournparishcouncil.gov.uk

DESCRIPTION	RATE	QTY	AMOUNT
Missing Slates	£190.00	1	£190.00
1, To erect ladders to rear of property & fix in 1 new slate.			
2, To fix 2nd new slate to front left of building using rood ladders.			
Both tiles are low.			

Payment Info

PAYMENT INSTRUCTIONS

Premier Roofing Barclays Bank Sort: 20-05-73- Acc:
00992720

SUBTOTAL	£190.00
VAT (20%)	£38.00
TOTAL	£228.00
BALANCE DUE	GBP £228.00

A handwritten signature in black ink, consisting of a horizontal line at the top, a vertical line descending from its center, and a large, stylized loop that extends to the right and then curves back up and left.

DATE SIGNED

26-03-2024

Regards,

Mr Mann

<https://grouppremier.co.uk>

<http://www.checkatrade.com/PremierRoofing/>

<https://www.trustatrader.com/traders/premier-roofing-roofers-roofing-north-herts>

<https://www.facebook.com/jpremierroofing/?ref=bookmarks>



Dog Café fun at the Dolphin



**Twiddle Mats made by
Craft Corner member**



Hot Lunch



Well being walkers



Melbourn Timebank Report: April '24

Melbourn Timebank Report: April '24

April activities

- 1 ACRE Community Hub, Cozy Corner Networking meeting March 27th
- 2 Visits to Cozy Corner from Lisa Chambers, ACRE, Village Agent April 4th and 15th
- 1 Games Night - 15th
- 9 **MACS** Food Bank Sessions facilitated by Timebank
- 9 **MACS** Cozy Corner sessions facilitated by Timebank
- 1 **MACS** AGM 18th
- 1 Memory Café 20th at Meldreth Village Hall with Ukulele band
- 6 **MACS** Hot lunches at Cozy Corner average 17 attendees
- 32 Trusted Partner Household Support fund applications processed including 8 for Meldreth - **TP status renewed 10th April**
- 1 Aquathon 28th – 2 swimmers 🏊🏊

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

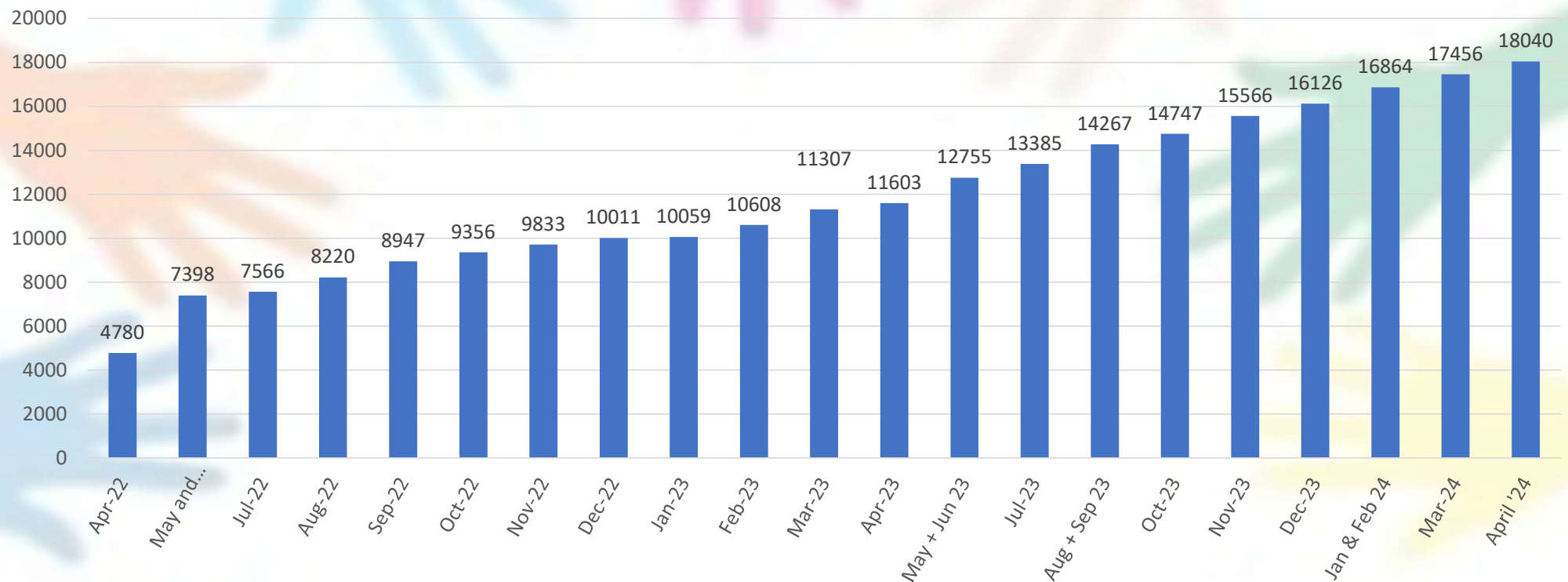
Membership growth data: to 16/04/24

	Mar 20th	April	Conversion	Pipeline
Individual Members	138	142	4	3
Organisational Members	18	18	-	1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
2237	500	121

Total Hours Exchanged To Date



AOB and forthcoming events

Mental Health Awareness training by CPSL Mind arranged for MACS Volunteers on May 7th

Parish Clerk surgery to be arranged at Cozy Corner

ACRE March report attached  information

www.melbournfoodbank.co.uk

melbournactioncommunitysupport





Cambridgeshire Community Hubs Network

Activity reporting form for March 2024

Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	Monday 8 th April '24

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
HSF applications completed.

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

£150 Craft group sales, Hot lunch & refreshment donations at Cozy Corner

Your Hub's operating dates and times during March 2024

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Mon 4 th March	12.00	3.00	8	6
Thurs 7 th Hot lunch (18)	12.00	3.00	14	8
Mon 11 th March	12.00	3.00	10	5
Thurs 14 th Hot Lunch (18)	12.00	3.00	25	6



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
Mon 18th	12.00	3.00	6	4
Thurs 21st	CLOSED	COVID	CLOSED	COVID
Mon 25 th	12.00	3.00	5	5
Thurs 28 th Volunteer Hot Lunch (9)	12.00	1.30	-	9

Submitting your form

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

Community Wellbeing Manager

TERMS OF REFERENCE: SKATE PARK WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Skate Park Working Party

SCOPE: This document covers all those activities related to the design and installation of a skate park

DEFINITIONS: **Skate Park Working Party** – ‘SPWP’
Melbourn Parish Council Maintenance Committee ‘the Committee’
Melbourn Parish Council – ‘the Council’
Melbourn Parish Councillors – ‘Councillors’
Members of the Skate Park Working Party – ‘Members’
Clerk to Melbourn Parish Council – ‘the Clerk’

1. Membership & Controls

1.1 The SKWP will consist of up to five Councillors and up to ~~two~~four members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the SPWP.

1.4 The SPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the SPWP will elect any Councillor member to act as chair for that meeting.

1.5 The SPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The SPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The SPWP will remain active for the duration of the project to install a skate park in Melbourn.

1.9 The SPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The SPWP has no authority to approve expenditure.

2. Reporting

2.1 Notes of meetings of the SPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

3. Terms of reference

3.1 To engage with the Maintenance Committee and full Council with regard to the location and provision of a skate park in Melbourn.

3.2 To engage with suppliers with regard to design and supply of a new skate park in Melbourn.

3.3 To engage the public and to seek their views with regard to the choice and layout of a new skate park.

3.4 To investigate sources of grant funding to support the project.

3.5 To oversee and manage the project to install a new skate park which will be funded by s106 funds and possible grant funding.

3.6 To ensure that the project is delivered on budget.

3.7 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.8 To seek opportunities to publicise and communicate throughout the project.

Document Approval:



(Chair to Melbourn Parish Council)

Date of approval : ~~22 July 2022~~ 20 May 2024

Review Policy: Annually

Page 2

Part of

[Employ someone: step by step \(/employ-someone\)](#)

National Minimum Wage and National Living Wage rates

The hourly rate for the minimum wage depends on your age and whether [you're an apprentice \(/become-apprentice\)](#).

This page is also available [in Welsh \(Cymraeg\) \(/cyfraddau-isafswm-cyflog-cenedlaethol\)](#).

Part of

[Employ someone: step by step \(/employ-someone\)](#)

You must be at least:

- [school leaving age \(/know-when-you-can-leave-school\)](#) to get the National Minimum Wage
- aged 21 to get the National Living Wage - the minimum wage will still apply for workers aged 20 and under

Current rates

These rates are for the National Living Wage (for those aged 21 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year.

	21 and over	18 to 20	Under 18	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

Apprentices

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Example

An apprentice aged 21 in the first year of their apprenticeship is entitled to a minimum hourly rate of £6.40.

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

Example

An apprentice aged 21 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £11.44.

Previous rates

The following rates were for the National Living Wage and the National Minimum Wage from April 2017.

Rates from 1 April 2021

Before 1 April 2024 the National Living Wage was for those aged 23 and over.

	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2023 to March 2024	£10.42	£10.18	£7.49	£5.28	£5.28
April 2022 to March 2023	£9.50	£9.18	£6.83	£4.81	£4.81
April 2021 to March 2022	£8.91	£8.36	£6.56	£4.62	£4.30

Rates before 1 April 2021

Before 1 April 2021 the National Living Wage was for those aged 25 and over.

	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2020 to March 2021	£8.72	£8.20	£6.45	£4.55	£4.15
April 2019 to March 2020	£8.21	£7.70	£6.15	£4.35	£3.90
April 2018 to March 2019	£7.83	£7.38	£5.90	£4.20	£3.70

Who gets the minimum wage

Read the information on [who is entitled to the minimum wage \(/national-minimum-wage/who-gets-the-minimum-wage\)](#).

You can use the [minimum wage calculator \(/am-i-getting-minimum-wage\)](#) to check whether the National Minimum Wage or National Living Wage is being paid.

[Contact Acas \(/pay-and-work-rights-helpline\)](#) if you're not getting the National Minimum Wage and think you should be.

OGI

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