

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 24 June 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, Campbell, Clark (Chair), Cowley (Vice Chair), Hart, Kilmurray, Travis

Absent: Cllr Kanagarathnam

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

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:32

PC030/24 To receive nominations and to elect the Vice Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations.

Proposed by Cllr Kilmurray, seconded by Cllr Travis.

All in favour.

PC031/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Barnes, Coulman, Davey, Wilson and District Cllr Hales.

Proposed by Cllr Cowley, seconded by Cllr Alexander.

All in favour.

PC032/24 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

Cllrs Kilmurray and Travis declared an interest in items PC038/24b and PC044/24a-c prior to the meeting and were granted dispensation to remain for discussions but not to vote.

PC033/24 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 in attendance.

PC034/24 To approve the minutes of the Annual Parish Council meeting held on 20 May 2024

It was RESOLVED to approve the minutes of the Annual Parish Council meeting held on 20 May 2024 as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Kilmurray.

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

Against:

Abstain: Cllr Campbell

PC035/24 To report back on the minutes of the Annual Parish Council meeting on 20 May 2024

Nothing to report.

PC036/24 Chair's Announcements

It was noted that Grace Brown sent a wonderful thank you card to MPC for receiving her 'The future in bright' award.

PC037/24 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was presented by County Cllr van de Ven and District Cllr Hart. A full copy of the report can be found in the supporting documents for this meeting.

ACTION: Office to look at promoting the HAY website from SCDC.

PC038/24 Finance Matters:

a) To receive and consider the finance report for May 2024.

It was noted.

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

It was RESOLVED to approve invoice 1723 at a cost of £1,710.00.

Proposed by Cllr Cowley, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Campbell, Clark, Cowley, Hart

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

Against:

Abstain: Cllrs Kilmurray and Travis

It was RESOLVED to approve invoice 1727 at a cost of £300.00.

Proposed by Cllr Cowley, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Campbell, Clark, Cowley, Hart

Against:

Abstain: Cllrs Kilmurray and Travis

- c) To note payment made to Wild Party Hire for re-approved hire of inflatable nightclub for Mix Music to use at the Fete at a cost of £280.

It was noted.

- d) To consider options for updating management of Cllrs email accounts.

Consideration was taken over option 1 and 2 for Cllrs email changes. It was RESOLVED to continue using IONONS as the email provider and adopt a sub domain for Cllrs emails.

ACTION: Office to work with Lucid to action changes.

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

- e) To note completed and signed AGAR and note dates of public notice as 17 June to 26 July 2024.

It was noted.

- f) To consider recommendation from Finance & Good Governance Committee to increase allotment fees.

Consideration was taken over the increased costs to maintain and provide service to the allotments. It was RESOLVED to increase the allotment fees for St Georges by £2.00 and increase the fees for Grays by £1.50 – effective from October 2024. ACTION: Office to communicate to Allotment Association about reason for increase.

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

County Cllr van de Ven left the meeting 20:04

- g) To consider recommendation from Finance & Good Governance Committee to increase pitch fees and retain pavilion hire fees.

Consideration was taken over the increased costs to clean and service the pavilion building and recreational grounds, primarily for football use. It was RESOLVED to increase pitch fees by £5.00 to £45.00 per game.

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

It was RESOLVED to keep pavilion hire costs at £15.00 per hour (£60 max hire fee).

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

- h) To consider approving the approvals list for May 2024.

It was noted that payment to BUK should be removed from the bank payments as credit card payment had already been paid.

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

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

PC039/24 Governance:

- a) To note Cllr Kanagarathnam has been elected Chair and Cllr Kilmurray has been elected Vice Chair of the Finance & Good Governance Committee.

It was noted.

- b) To note the recommendation from Finance & Good Governance to delay adopting the Model Financial Regulations released from NALC until the new finance system is installed and we can adopt more of the practices outlined in the regulations (FG016/24b).

It was noted.

- c) To consider the recommendation from Finance & Good Governance to accept the completed annual effectiveness of the system of internal controls review (FG011/24).

It was RESOLVED to accept the completed annual effectiveness of the system of internal controls for 2024 as accurate.

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

- d) To consider the recommendation from Finance & Good Governance to accept the completed annual effectiveness of the system of internal audit review (FG012/24).

It was RESOLVED to accept the completed annual effectiveness of the system of internal audit review as accurate.

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

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

- e) To receive updates and consider actions

None received.

PC040/24 Bank reconciliations

- a) To note bank reconciliation for May 2024

It was duly noted that bank reconciliations to date had been completed.

PC041/24 Correspondence

- a) To note correspondence from All Saints informing Council of the Christmas Tractor Train that will run through the village on 29 November 2024.

It was noted.

PC042/24 Maintenance Matters:

- a) To note Cllr Travis has been elected Chair and Cllr Clark has been elected Vice Chair of the Maintenance Committee.

It was noted.

- b) To receive update and consider quotes for works to The Moor car park.

Discussion took place over plan for suggested works and quotes received for protecting the area from parking and running a path to the gateway. It was noted that any works that included breaking ground would be prohibitively expensive due to costs for removing asbestos.

It was RESOLVED to accept the quote from Bespoke Ponds and Landscaping to provide 12 x rock filled cages, install woodchip path, trim grass and scatter wildflowers at a cost of £3,150.00. In addition the Wardens will install one, possible two, bug hotels.

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

- c) To note update on weed management from CCC and consider any actions needed.

It was noted. ACTION: Office to enquire as to what plans have been put in place to carry out works.

- d) To remind Cllrs that the road inspection allocations have been released and should be completed and returned to the office ASAP.

It was noted.

- e) To receive updates and consider actions

None received.

PC043/24 Planning Matters:

- a) To note Cllr Kilmurray has been elected Chair and Cllr Wilson has been elected Vice Chair of the Planning Committee.

It was noted.

- b) To note the Planning Committee RESOLVED to support the planning application for the construction of a scout storage hut on the old rec – as RESOLVED in principle under item PC138/23a).

It was noted.

- c) To note the completion and funds transferred (£50,000) for the strategic green buffer land at the Hopkins Homes development.

It was noted. ACTION: Office to work with contractor to ensure works are scheduled – if needed re tender for works as required.

PC044/24 Community Hub

- a) To consider proposal for replacing café chairs.

Cllr Travis highlighted the need to replace the café chairs in the Hub due to repeated incidents that could have caused injury. Temporary measures are in place to inspect chairs to reduce the risk to users. It was noted that a project between MPC and The Hub would be completed to present to council a proposal to replace all chairs. ACTION: Office and Hub to investigate suitable replacements. It was noted that any replacement should be independently verified as suitable for use.

- b) To consider quotations for repair work to kitchen floor.

It was RESOLVED to budget up to £915+VAT for the removal and replace of kitchen flooring as quoted.

Proposed by Cllr Alexander, seconded by Cllr Hart.

In favour: Cllrs Alexander, Campbell, Clark, Cowley, Hart

Against:

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

Abstain: Cllrs Kilmurray and Travis

- c) To receive updates and consider actions.

It was noted that the Integrated Care Trust would be attending a review meeting of the PCN activities that take place at the Hub. Cllr Hart noted that the Hub exterior was looking very nice and was a focal point for the centre of the village.

PC045/24 To discuss Melbourn Sports Centre Closure

It was noted that Cam Academy Trust are intending to open the pool by the end of August after remedial works have been completed.

ACTION: Office to arrange a meeting to confirm actions that are to be taken to re-open all facilities to the community. To include representation from South Cambs District Council.

PC046/24 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions

None received.

PC047/24 Melbourn Timebank

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

It was noted.

- b) To receive any updates and consider actions

Cllr Travis noted lack of communication between ACRE and others around activities being undertaken across the village (MACS, Timebank and the Hub). ACTION: Office to talk to Community and Timebank Coordinator to ensure communication channels are highlighted.

PC048/24 To receive an update from the MAYD Joint Committee

- a) To consider intention to look at alternative options for removal of the seating shelter on the New Rec. Advice from 3rd parties is that it would be more beneficial to work with young people to restore the seating to educate about behaviour rather than remove the structure deferring the RESOLUTION to remove the shelter made at PC in November 2023 under item PC114/23a).

It was noted that the agenda should have referenced October 2023 and not November 2023. Consideration was taken to the new information provided about the removal/renovation of the seating shelter on the new rec. It was proposed that the office explore the alternative options and report back to council.

It was RESOLVED to delay the resolution to remove the seating shelter (PC114/23a) and to investigate alternative actions and report back to council.

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

- b) To propose a project to extend the pavilion to update facilities and provide more options for use.

Cllr Travis presented a verbal report on the possibility of extending the pavilion to provide a more suitable space for youth engagement activities. Discussions took place about possible alternative sites, and the impact the capital outlay could have on precept. Cllr Hart suggested adding a specific question to the skate park questionnaire to highlight what the village feels should be provided for youth engagement. ACTION: Office to edit the questionnaire for inclusion of the broader question. ACTION: Office and Cllr Travis to work on feasibility study and methods of working for the project and report back to council.

- c) To receive any updates and consider actions

A report about youth services from the Connections Bus was noted. Cllr Hart requested a breakdown of the number of times the bus was unable to attend site.

PC049/24 To receive an update from the Futures Working Party

- a) To consider the installation of village gateways as recommended by the Futures Working Party.

It was RESOLVED to approve the installation of village gateways on Cambridge Road, up to the cost of £3,000 (estimated at £1,751.61) with wording agreed as Welcome to the village of Melbourn Please drive carefully, installation to be undertaken by the Village Wardens.

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

- b) To consider project to install two 'village map' information boards.

It was proposed that a village map (or two) be installed in the centre of the village. Cllr Clark requested comment on the proposed map be sent to him to then be reviewed by the Futures Working Party with final approval at Full Council.

PC050/24 To receive an update from the Skate Park Working Party

- a) To consider spend of up to £250 for the production and delivery of a village wide door drop skate park questionnaire.

It was RESOLVED spend up to £250 on the production and village wide door drop delivery of a skate park questionnaire. To include the general question about youth services in the village as stated in PC048/24b).

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

PC051/24 HR Matters

- a) To receive updates and consider actions

It was noted that Cllr Hart has been elected Chair and Cllr Travis has been elected Vice Chair of the HR Panel.

PC052/24 Policies

- a) To consider updates to the Parish Estate Safety Inspections Policy as recommended by Maintenance Committee.

It was RESOLVED to approve the updated Parish Estate Safety Inspections Policy as recommended by the Maintenance Committee.

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

PC053/24 To note the date of the next meeting as Monday 22 July 2024

It was noted that the date of the next meeting is Monday 22 July 2024.

Meeting closed at 21:42

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

A meeting of this Council was held on Monday 20 May 2024 at 7.30pm in the Austen Room of the Hub, 30 High Street, Melbourn, SG8 6DZ

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

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

Absent:

In attendance: Abigail Williams and Alexandra Coxall (Parish Clerks), Jason Coulman

Meeting started 19:32

PC001/24 To receive nominations and to elect the Chair of the Parish Council

Cllr Clark was nominated. There were no other nominations.

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

Proposed by Cllr Davey, seconded by Cllr Hart.

In favour: Cllrs Alexander, Cowley, Travis, and Kilmurray

Against:

Abstain: Cllr Clark

PC002/24 To receive nominations and to elect the Vice Chair of the Parish Council

There were no nominations. DEFERRED to next Parish Council meeting.

PC003/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Barnes, Wilson, Campbell and Kanagarathnam.

Proposed by Cllr Travis, seconded by Cllr Hart

All in favour.

PC004/24 To consider application for co-option

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

19:46 Mr Coulman left the meeting to allow Council to vote on co-option.

19:50 New Cllr Coulman re-joined the meeting.

PC005/24 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

Cllrs Travis and Kilmurray declared an interest in items PC016/24d) and PC021/24a-c)

and were granted dispensation to remain for the discussions but not to vote.

PC006/24 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 in attendance.

PC007/24 To approve the minutes of the Parish Council meeting on 8 May 2024 (Community Benefit Grants)

It was RESOLVED to approve the minutes of the Parish Council meeting on 8 May 2024 (Community Benefit Grants) as an accurate record.

Proposed by Cllr Cowley, seconded by Cllr Davey.

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

Against:

Abstain: Cllr Coulman

PC008/24 To report back on the minutes of the Parish Council meeting on 8 May 2024

None received

PC009/24 Chair's Announcements

The Chair mentioned that the installation of the village speed limit gateways was a current project for the Futures Committee (awaiting final confirmation from Highways).

PC010/24 Appointment of Standing Committees

Cllrs that were not present at this meeting will be confirmed at a later date.

a) Planning Committee (max eight cllrs)

- Cllr Hart
- Cllr Kilmurray
- Cllr Barnes (not present)
- Cllr Coulman
- Cllr Alexander
- Cllr Wilson (not present)
- Cllr Clark

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

- Cllr Kilmurray
- Cllr Campbell (not present)
- Cllr Alexander
- Cllr Clark
- Cllr Hart
- Cllr Kanagarathnam (not present)

c) Maintenance Committee (max six cllrs)

- Cllr Travis
- Cllr Alexander
- Cllr Barnes (not present)
- Cllr Kilmurray
- Cllr Clark

d) MAYD Joint Committee (max three Melbourn cllrs)

- Cllr Travis
- Cllr Davey
- Cllr Barnes (not present)

PC011/24 Appointment of Standing Working Parties

Cllrs that were not present at this meeting will be confirmed at a later date.

a) Melbourn Futures Working Party (min three cllrs)

- Cllr Davey
- Cllr Clark
- Cllr Campbell (not present)
- Cllr Barnes (not present)

b) Skate Park Working Party (max five cllrs)

- Cllr Travis
- Cllr Davey
- Cllr Campbell (not present)
- Cllr Clark

c) HR Panel (max five cllrs)

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

d) Website Working Party (max four cllrs)

- Cllr Cowley
- Cllr Barnes (not present)
- Cllr Hart

- Cllr Kilmurray

PC012/24 To note Parish Council Liaisons on the following:-

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

Note all reports are available in the Annual Report.

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

PC013/24 To make note the approved calendar of meetings for the new civic year (PC235/24c).

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

Proposed by Cllr Hart, seconded by Cllr Cowley.

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

Against:

Abstain: Cllr Coulman

PC014/24 Policy Review

- a) To review, approve and adopt updated Standing Orders

It was RESOLVED to approve the updated Standing Orders.

Proposed by Cllr Travis, seconded by Cllr Davey

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

Against:

Abstain: Cllr Coulman

- b) To review, approve and adopt the updated Terms of Reference for Planning Committee

It was RESOLVED to approve the updated Terms of Reference for Planning Committee.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander

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

Against:

Abstain: Cllr Coulman

- c) To review, approve and adopt the updated Terms of Reference for HR Panel

It was noted that review term could be extended to two years.

It was RESOLVED to approve the updated Terms of Reference for HR Panel.

Proposed by Cllr Davey, seconded by Cllr Cowley

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

Against:

Abstain: Cllr Coulman

- d) To review, approve and adopt the updated Terms of Reference for Maintenance Committee

It was noted that review term could be extended to two years.

It was RESOLVED to approve the updated Terms of Reference for Maintenance.

Proposed by Cllr Travis, seconded by Cllr Hart

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

Against:

Abstain: Cllr Coulman

- e) To review, approve and adopt the updated Terms of Reference for Skate Park Working Party as recommended by the Skate Park Working Party.

It was RESOLVED to approve the updated Terms of Reference for Skate Park Working Party.

Proposed by Cllr Davey, seconded by Cllr Alexander

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

Against:

Abstain: Cllr Coulman

PC015/24 Annual Governance and Accountability Return (AGAR) 2023/2024

a) To consider Annual Governance Statements 1-9 in turn

It was RESOLVED to agree Annual Governance Statement 1.

Proposed by Cllr Cowley, seconded by Cllr Kilmurray.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 2.

Proposed by Cllr Hart, seconded by Cllr Travis.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 3.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 4.

Proposed by Cllr Travis, seconded by Cllr Cowley.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 5.

Proposed by Cllr Hart, seconded by Cllr Cowley.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 6.

Proposed by Cllr Hart, seconded by Cllr Kilmurray.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 7.

Proposed by Cllr Travis, seconded by Cllr Davey.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree Annual Governance Statement 8.

Proposed by Cllr Davey, seconded by Cllr Hart.

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

Against:

Abstain: Cllr Coulman

It was RESOLVED to agree that Annual Governance Statement 9 is non-applicable to Melbourn Parish Council.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley.

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

Against:

Abstain: Cllr Coulman

- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration
It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2023/24 by the Parish Chair and the Parish Clerk.

Proposed by Cllr Travis, seconded by Cllr Hart

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

Against:

Abstain: Cllr Coulman

- c) **To consider signing the Accounting Statements 2023/24**

The Accounting Statements 2023/24 were signed as above at meeting close.

PC016/24 Finance Matters:

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

The report was received. It was RESOLVED to accept the finance reports for April 2024.

Proposed by Cllr Hart, seconded by Cllr Davey

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

Against:

Abstain: Cllr Coulman

- b) To note 4.5% increase to 3 Business Services provision (Timebank mobile and wifi in the pavilion)
It was noted.

- c) To consider approving the Parish Clerk AW SLCC membership at a cost of £229.00

It was RESOLVED to approve the Parish Clerk AW SLCC membership at £229.00.

Proposed by Cllr Kilmurray, seconded by Cllr Hart

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

Against:

Abstain: Cllr Coulman

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

It was RESOLVED to approve the payment of invoice 1719 for £1,650.00 relating to PCN at the PCN.

Proposed by Cllr Davey, seconded by Cllr Alexander

In favour: Cllrs Alexander, Clark, Cowley, Davey and Hart

Against:

Abstain: Cllrs Coulman, Kilmurray and Travis

It was RESOLVED to approve the payment of invoice 1720 for £30.00 relating to the PCN at the Hub.

Proposed by Cllr Davey, seconded by Cllr Alexander

In favour: Cllrs Alexander, Clark, Cowley, Davey and Hart

Against:

Abstain: Cllrs Coulman, Kilmurray and Travis

- e) To note adjusted Community Benefit Award 2024 amount from Melbourn Solar.

It was noted.

- f) To consider approving the approvals list for May 2024

It was RESOLVED to approve the approvals list for May 2024

Proposed by Cllr Davey, seconded by Cllr Cowley.

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

Against:

Abstain: Cllr Coulman

PC017/24 Governance:

- a) To note updated Model Financial Regulations from NALC – to be reviewed at next Finance & Good Governance Meeting in June.

It was noted.

- b) To receive updates and consider actions

None were received.

PC018/24 Bank reconciliations:

- a) To note bank reconciliation for April 2024

It was noted.

PC019/24 Maintenance Matters:

- a) To consider approving the recommendation of the Maintenance Committee to award the village maintenance tender.

It was RESOLVED to approve the recommendation of the Maintenance Committee to award the village maintenance tender. Noting Company A is named as Herts & Cambs Ground Maintenance Limited.

Proposed by Cllr Davey, seconded by Cllr Hart.

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

Against:

Abstain: Cllr Coulman

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

PC020/24 Planning Matters:

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

PC021/24 Community Hub

- a) To consider approving costs for café furniture.
It was RESOLVED to approve the costs for café furniture up to an estimated value of £2,760.24+VAT.

Proposed by Cllr Davey, seconded by Cllr Hart.

In favour: Cllrs Alexander, Clark, Cowley, Davey and Hart

Against:

Abstain: Cllrs Coulman, Kilmurray and Travis

- b) To consider quotations for repair work to kitchen floor.
DEFERRED (Quotes not received to date)

- c) To receive updates and consider actions

To note that the Integrated Care Board will be visiting Melbourn Hub on 26th June.

PC022/24 To discuss Melbourn Sports Centre Closure and actions taken by Melbourn Parish Council.

It was noted that Melbourn Parish Council had sent communications to CAM Academy Trust to offer support and highlight the issues faced by the community as a result of the closure. Communication between the parties is now active and Melbourn Parish Council will report on any progress made.

PC023/24 To discuss representation at Melbourn Village Fete, 15 June 2024

It was noted that Cllr representation was required for the fete stand. ACTION: Office to confirm who will be attending the stand.

PC024/24 Health, Safety, accessibility, and Wellbeing

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

PC025/24 Melbourn Timebank

- a) To receive the Timebank's Annual report and monthly report for May.
It was noted

- b) To consider the approval of Timebank expenses
It was RESOLVED to approve the Timebank expenses amounting to £5.50.

Proposed by Cllr Davey, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Coulman

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

PC026/24 To receive an update from the MAYD Joint Committee

- a) To receive any updates and consider actions
All updates in the report. No updates to add.

PC027/24 To receive an update from the Futures Working Party

There will be an onsite meeting 7th June with Josh Rutherford and County Cllr Van De Ven to look at the road markings outside the primary school and secondary school etc.

PC028/24 HR Matters:

- a) To receive updates and consider actions
Performance reviews are being conducted for the Timebank Co-ordinator and Wardens. The HR panel will also be reviewing the job title of the Timebank Co-ordinator.

PC029/24 To note the date of the next meeting as Monday 24 June 2024

It was noted that the date of the next meeting is the 24 June 2024.

Meeting closed at 21:00

Thank
you
so
much!



To Abi / Alex, Graham
and everyone at MPC,

Thank you so much for my
Future is Bright award.

I am delighted with it
and I hope I can
continue to help our
community.

It was a pleasure
to meet you all.

Best wishes

Grace Brown

June 2024 Parish Councils – District and County Council reports

With the General Election pre-election period underway, district and county council communications have been restricted in order to comply with election period rules.

Royston-Cambridge 26 bus new route to include Meldreth and Shepreth

Following a conversation with the new operator and publication of a new timetable:

The Melbourn-based operator A2B took up the Royston-Cambridge service commercially from June 3rd, aiming to build on strengths and expand where possible to provide a wider service.

Core service runs through Melbourn, Foxton/Fowlmere, Harston and Trumpington Park and Ride, with Drummer Street Bus Station Cambridge the final destination.

There is good news for Meldreth and Shepreth, where the 26 will divert once a day (late morning) via the High Streets to Drummer Street, returning mid-afternoon – bringing back a service to Cambridge that has been dormant since 2017.

Fowlmere services are retained, a critical point of concern and where bus ridership has gone from strength to strength.

All fares are £2 each way.

Timings have been tweaked but all will be kept under review, and your councillors will be keeping in touch with the operator at the service beds in.

In addition to stops on the published timetable, historic stops will continue to be served - so if there's a bus flag, bus shelter or an unflagged stop place you have used in the past, please hail the bus as it approaches.

Several additional modern buses will be added to the fleet over the course of the next few weeks.

The A2B free phone number 0800 001 6255 should be back in order by June 3rd. Your councillors and the Cam Vale Bus User Group will be happy to forward any concerns directly to the operator. A2B have said that they welcome all feedback, as this gives them the best way of getting things right.

Meldreth Shepreth Foxton Community Rail Partnership and Rail User Group AGMs

These will take place on 2 July, 2:15, at the British Queen pub, Meldreth. Please contact Susan with any questions.

Anglian Water March meeting notes complete

Please find attached a copy of notes of the meeting held with AW, for information.

Adjustments to South Cambs Magazine summer 2024 edition

South Cambs District Council has had to adjust its approach to the delivery of the summer 2024 issue of South Cambs Magazine, to ensure it complies with pre-election period guidelines. Just prior to the announcement, all 73,600 copies of the magazine had already been printed and were due to be delivered to residents, with the majority of the magazines being put through letterboxes during the w/c Monday 3 June. However, this would have fallen inside the pre-election period. It was not possible not allow these deliveries to take place, because the magazine contains quotes and images of many Cllrs.

A small replacement for the magazine has been produced containing useful information around registering to vote / Voter ID and the usual middle page inserts from the magazine – i.e. the bin calendar and what goes in which bin. It is being printed in the current week and then will be delivered to residents during the week commencing Monday 10 June. The full magazine, already printed, will be sent out immediately following the general election.

Quality of Life Survey

Cambridgeshire County Council have launched their second annual countywide Quality of Life survey, speaking to a random sample of 5,500 residents to understand their views on the quality of their lives. The survey – run by an independent market research company Thinks Insight – aims to speak to 1,100 people aged 18+ living in each of the five Cambridgeshire district areas. In addition, they will be talking to people from specific groups who are less often heard from including people who may have been homeless or are from migrant or Gypsy/Roma/Traveller communities.

The online version of the survey can be found [here](#) so any resident who wants to can take part can.

Correct disposal of batteries – avoiding fires

Lithium-ion batteries found in mobile phones, vapes, and power packs on electric bikes or scooters have all caused fires in the back of local bin lorries since January – disrupting collection rounds and putting crews and the public in danger. This has included recent fires that have broken out in the back of trucks in Great Shelford, near Rose Crescent in the centre of Cambridge and on the edge of Orchard Park / King's Hedges.

When batteries are put into a wheelie bin, they can go on to get crushed or damaged in bin lorries, which can cause explosions and trigger fires.

Greater Cambridge Shared Waste – a partnership between Cambridge City and South Cambridgeshire District councils – is now reminding residents to ensure they dispose of batteries correctly.

- Vapes should be taken back to vape shops or to the large Household Recycling Centres, like those at Milton or Thriplow, for recycling.
- Larger batteries – such as e-bike batteries, those from a mobile phone, laptop batteries or those that are attached to a device – must also be taken to a Household Recycling Centre.
- Small household batteries can be put in a small plastic bag, tied shut and left on top of any of your wheelie bins (green, black, or blue) on collection day. Most small common household portable batteries can be placed in that plastic bag for collection at the kerbside, including AA and AAA, C and D and button cells. These used batteries are then recycled.
- Residents of flats with shared bins should not leave small household batteries on these but instead, can take them to one of the many public battery collection points at corner shop chains, supermarkets, chemists, and petrol stations as well as those at recycling points and Household Recycling Centres. Visit www.recyclenow.com to see all locations.

Watercourse maps

The LLFA (Lead Local Flood Authority – County Council) have just produced a very useful mapping tool on their website which identifies who has responsibility for all watercourses (i.e Ordinary (riparian) / IDB / awarded etc).

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/watercourse-management>

Good Life Fund, CPSL Mind

Information on this small community fund, part-funded by Cambs County Council, from CPSL Mind:

[Good Life Fund | CPSL Mind](#)

The Good Life Fund offers grants of up to £1500 to people in our local community to help set up groups that connect people, such as book clubs, craft classes, or activities that encourage people to learn new skills.

The fund was developed with stakeholders, including those with lived experience of mental health, and grants will be distributed to local people for activities that support the Five Ways to Wellbeing, which are: Connect, Be Active, Take Notice, Keep Learning and Give.

Small grants can be a catalyst for encouraging people to take the first steps to become engaged in their communities, inspiring them to develop their ideas for groups and activities.

You can apply to the Good Life Fund if:

- Your activity is promoting wellbeing
- There are at least four people involved
- Everyone involved is prepared to volunteer their time, energy and strengths
- The activity is open to all, we encourage equality and diversity to reflect your community!

We regret that grants are not available to charities or organisations, such as Community Interest Companies, to set up groups on behalf of others.

If you would like to learn more about the Good Life Fund you can [watch our information video here](#) or get in touch by emailing goodlifefund@cpslmind.org.uk or by calling us on [0300 303 4363](tel:03003034363).

Anglian Water meeting notes 18 March 2024

2PM at Meldreth Recreation Ground pumping station.

2:30-4:00 at Melbourn Hub meeting room: 30 High Street Melbourn

Attendees – Melbourn area

- Susan van de Ven County Councillor
- Jose Hales District Councillor
- Sally Ann Hart District Councillor
- Nick Garner Meldreth Parish Council
- John Travis Melbourn Parish Council
- Sarah Phillips South Cambridgeshire District Council Environmental Health
- Brian Heffernan Cambridgeshire County Council Flood team

Attendees – Anglian Water

- Gavin Elliott – Water Recycling Network Manager
- Luke Murphy – Water Recycling Asset Performance Manager
- Colin Rogers – Network Support Technician
- Scott Weston – Regional Trenchless Manager
- Emily Linsdell – Regional Engagement Executive (Apologies – car broke down)

AGENDA

1. Welcome

2. Meldreth foul water back-up in about one dozen households in concentrated area: short and long-term solutions to ongoing household foul water back-up resulting in unusable plumbing, and some foul water flooding, as per ongoing correspondence.

3. Meldreth: Water infiltration issue identified in 2022.

4. Melbourn issues – Foul water back-up in small number of household properties in concentrated area: Understand from AW recommendation to steam clean the fat build up along the length of the sewer duct. One of the operatives sent a camera along the pipe and confirmed the significant fat build up was exacerbating the problem caused by the inadequate diameter of sewer pipe.

5. Communication and public reporting

6. Actions and follow-up

7. AOB

Meeting Notes

Response to action points awaited from AW

Response from councillors

Response from SCDC

Response from CCC

How Meldreth Pumping Station works:

Whaddon station pumps to Meldreth Station via Whitecroft Rd/Marys Way junction manhole.

But, Whaddon pumping station doesn't talk to Meldreth. Telemetry.

Problems under rainfall conditions with infiltration into system. Combination of things happening. Whaddon has infiltration too. When two villages both have it, pumping into same system, something gives. **Need to look at Whaddon too. Action: when?** Please see the section 'out of incident mode' below

Meldreth system is dual assist, pumps support each other. Working as it's designed to.

Capacity study of Meldreth pumping station is done via desktop exercise. Dry capacity. Action: Can we have a physical hydraulic modelling exercise?

As the team explained, the capacity of Meldreth pumping station is modelled via a desktop survey, which uses dry weather flows as this is what the system is designed for, and we are regulated on. Since the meeting, we have spoken to our modelling team about the possibility of doing physical modelling. Our Senior Modeller confirmed that we do not build physical models and that doing so would not have any benefits over the desktop exercises that we use.

Measuring system performance:

Would it be a good idea to actually measure the performance of the system? Have good information about the system you own.

Model done previously – trying to work out average flow rate. If surface water flows go into AW system it's terrible. Is that the root cause?

Planning and development, role and influence of Anglian Water:

AW has no power to prevent or control development.

Anglian Water are not statutory consultees but tend to comment if 10 dwellings or more. If specific concerns they probe.

Nor is LFA (Local Flood Authority, ie County Council) a statutory consultee. Needs to be a major development of ten or more. But wouldn't preclude making a representation.

Planning system at SCDC – regardless if one or 1000 homes, would it be helpful for AW to get sight of planning applications?

AW does not get notified of extensions. Nothing on permitted development.

Damson Close Meldreth (new development off Whitecroft near Chiswick End): AW have asked, where is their surface water going? Waiting to hear.

Developers might stick surface into foul water.

What measures exist, or need to exist, to make sure developer puts in proper surface water measures, to prevent surface water entering foul water system? (See below SCDC response)

Incident Mode:

AW has been in 'incident mode' much of the time since September 2023, the first of a series of storms/major rainfall events.

Incident is triggered by number of jobs coming in, flooding.

When ground water high it comes back quickly.

AW don't have capacity to respond to all incidents as they would wish. For example, they have a limited number of tankers to pump out; worst incidents will take priority and others will not get that service. **Does AW have plans to increase response capacity?**

We are focussing on tackling the causes of sewerage issues, such as removing water from our network that shouldn't be there, so that we can make positive impacts in the long term rather than treating the symptoms reactively in the short term.

Regarding tankering, our resources are unfortunately not limitless and we have to continue to prioritise using tankers to ensure we meet our permit conditions regarding sludge treatment and to protect the environment where our assets are impacted by high groundwater levels.

Out of Incident Mode:

When we're out of incident mode, the planned activity is to prioritize different areas with different actions – camera, cleaning, etc.

For Meldreth, to better understand the cause of the drainage issues in the village, we plan to carry out investigations into the root causes. This will involve using a camera to review different parts of our network to understand if there are areas where surface water flows could be influencing the issues being experienced. We are currently in the process of planning these investigations and obtaining required resources. We are unable to give timescales, as this investigation work is also subject to levels in the network. Unfortunately flow through the network is still too great for camera work to be undertaken - we don't have visibility of the state of the pipe work, extra flows and infiltration when the sewer is completely full.

We are also committed to carrying our investigation work in Whaddon to explore infiltration issues.

How much water from road can get into manhole/sewage system? Quite a lot.

Ditches: do you have a programme of assistance for ditches, and if so, how do we access? Can different authorities work together? **AW: we are happy to feed into a multi-agency approach.**

Understanding the local area ground water and springs:

Whaddon: Eternit used to extract water; closed down a few years ago so ground water level is higher, including springs.

Action: Get info from Whaddon Parish Council.

Response:

The rising spring is in Meldreth Road by the old Queen Adelaide site. It is right by the lay-by photo attached. The spring is in the garden with the blue car parked in it. The rising spring is feeding into the drain all the time.



Get clarification from EA when abstraction license expired.

Marys Way Meldreth manhole overflow: Could put forward an application to seal a manhole. That would only push the problem elsewhere. Big drainage ditch right nearby heading toward Whaddon. Effluent into water course: EA would say no. Discharge would be a problem.

Meldreth affected properties follow-up:

Returning Wednesday. Cleaning pipe, hopefully to complete. Need to see how it operates after cleaning completed. Spot check, camera checks. If it wasn't working as it should, problems would not be confined to heavy rainfall events.

Then because Whaddon pumps to Meldreth, AW will camera. When? - Please see section 'out of incident mode' above

Melbourn affected properties follow-up:

Logged report information to be shared by S van de Ven with AW. **Done – emailed to AW Public Affairs. Action: needs AW response.**

Finally, Gavin we alerted you to case work in Water Lane, Melbourn and you said reference numbers would be helpful:

19 March 2023: 23411378

Blockage cleared. Cause believed to be wipes and leaves. Left clear and free flowing. Customer happy.

11 June 2023: 23793829

Blockage cleared. Cause believed to be Fats, Oils and Grease (FOG) and silt. Additional high pressure Jetter ordered to attend and clean pipe.

25 December 2023: 24855910

Blockage cleared. Cause believed to be FOG. Left clear and free flowing. Customer happy.

Communication

Vital to get faults logged on AW website or there is no record and response won't happen; prioritization affected.

Best way of asking for help? Most people try call centre. Longer wait. 1000s of calls. Try website. Called self-serve.

BUT: we tested the website during the meeting and it was not operating. Gavin to report this to AW.

If we know we have a problem with the online reporting system, to stop inconveniencing customers by only allowing them to only get so far with the system, we close it down while we sort out the problem and instead ask customers to ring our call centre. This was the case in the afternoon of the 18th March.

Reporting system is onerous. Make it simple.

ACTION: Use residents to test improved reporting system. (Response from AW – limited offer with of phone reporting only, which as stated above is not AW's recommended route. Can anything further be done, AW?)

We are looking into reporting procedures, but we would ask customers to continue to report issues online and over the phone. As explained above, if customers have experienced problems with reporting, this will be because we are fixing an issue with the online system.

We appreciated the feedback that Susan provided on the WhatsApp survey, and as a result we have removed the survey functionality as we appreciated that it is not always appropriate here.

Wider picture and similar problems elsewhere:

We're up against it with climate change and wet weather to this extent becoming the norm. Therefore need to think in new ways. Multi-agency approach needed.

Incumbent on all of us working collaboratively. New builds and how you retrofit solutions. Local attenuation ponds. Money needed.

Question: What is the state of the AW pipe system? Must be old, need better maintenance, and therefore be particularly susceptible to infiltration of ground water.

Anglian Water capital programme: Ten-year programme: various schemes. Five-year period with regulators.

Ground water problem as much as surface water. Planning, highways, sustainable drainage enforcement, riparian responsibilities carried out, surveys need to be real not desktop.

SCDC – sweeper teams getting called out for keeping drains clear of debris. Don't have the capacity to do as much as would be ideal. Five sweepers for 106 villages.

How can we bring agencies together to partner on solutions to deal with climate change? (What does AW see as practicable?)

We are very much aware that the threat of climate change is felt by the East of England region more than anywhere else in the UK. Almost a third of our region is below sea level and extreme weather is becoming more commonplace, with more frequent episodes of drought and flood. The final three months of 2023 alone saw more rainfall than for the whole of 2022, meaning it was the wettest year on record in the East of England. We've seen 10 named storms, and more than one and a half times the normal amount of rain in the last six months.

As you will know, flooding and drainage issues are complicated, with many different organisations having a range of roles and responsibilities. We look after the sewers and any flooding from manholes. The Environment Agency has responsibility for fluvial (main river) flooding and a strategic overview of all sources of flood risk. County Councils (or Unitary Authorities) have responsibility for groundwater, surface water, ordinary watercourses (anything not classed as a main river) and flooding from highways in their role as the Lead Local Flood Authority and the Highways Authority. The nature of the current challenges, and as part of their duties as flood risk management authorities, means all agencies need to work together to develop a plan for managing surface water and groundwater, and reducing the risk of issues like this in future.

Anglian Water is happy to be involved in future collaboration work between the different agencies.

Information, education and individual household action:

If every house had a water butt? Nice but enforceability is hard. Better would be physical infrastructure – balancing pond. But maintenance thereafter is a big problem.

More information and education needed.

Riparian ownership and responsibility – leaflet for local use circulated by CCC and distributed to all parish councils

Question to AW: If you had lots of money what would you do?

'Find out where all the extra water is coming from.'

Water scarcity group - now need foul water group.

Meldreth Village Flood Avoidance Committee. Annual tour of hotspots for all types of water issues. Annual meeting with AW. Always includes SCDC and CCC officers, parish council, SCDC and CCC Cllrs.

Collaborative work possible but needs action points responded to, or exercise is of no value.

Follow-up from SCDC:

- Building Control – we have requested informative regarding surface water discharges to be added to decision notices
- Planning – we will include the same informative on decision notices for householders etc.
- Anglian Water – GCSP will send weekly decision notices to AW
- County – HJ has forwarded email to Frank Jordan
- Intern Project – we will progress this with the UoC (aiming for 6 interns) in the summer
- Comms- GCSP to draft leaflet for Parish Councils to share with their residents (informative) with input from Lee Hillam

Follow-up from Cambs CC:

- It is understood that AW operate financially in pre-programmed spend regimes of Asset Management Plans (AMP's) and it would be good to know which version/incarnation they are currently working to and how any assets of theirs at your location (pumps, sewers etc.) feature with respect to the current AMP.
- In the event that no spending is programmed or ringfenced for the community, could they advise what assets of theirs might be likely to be considered for future AMP's and if there are any "in year opportunities" for unspent or underspent funding.
- Are there any plans to carry out surveys for ground water infiltration of their pipes and (foul) systems that would identify and eliminate superfluous/extraneous contributions to their foul systems?
- Similarly, are there any plans to cctv/survey the foul systems at Melbourn/Meldreth towards identifying mis-connections ([Water fittings regulations \(anglianwater.co.uk\)](http://www.waterfittingsregulations.co.uk)) towards educating the relevant customers and residents as well as reducing superfluous/extraneous contributions to their systems? It is appreciated there is a philosophy that one does not find problems until they are sought out by programmed/scheduled surveys, but if this could be considered it is yet another potential "marginal gain" in the battle against surface water flooding in respect of property flood alleviation!
- It is also understood that AW used to run an initiative where they would fund projects that could demonstrate a reduction in surface water contributions to their (foul) systems (e.g. construction of a pond or Natural Flood Management (NFM) initiatives, towards preventing access to AW's' systems. Are there any plans to revive this as previous applications were a bit unnecessarily bureaucratic and were future applications less so, they may invite more interest.

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25 Budget	Reserve Movements	Actual Net	Balance
<u>INCOME</u>					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£55.40	-£2,744.60
101	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,650.00	£0.00	£3,904.12	-£2,745.88
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£710.00	-£3,490.00
Total Cemeteries		£4,200.00	£0.00	£710.00	-£3,490.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£0.00	-£3,200.00
320	Hire of Recreation Grounds	£840.00	£0.00	£100.00	-£740.00
340	Pavilion Hire	£315.00	£0.00	£0.00	-£315.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,355.00	£0.00	£100.00	-£4,255.00
Finance & General Purpose					
410	Precept	£329,524.00	£0.00	£164,762.00	-£164,762.00
420	Interest - Deposit Account Unity	£1,000.00	£0.00	£0.00	-£1,000.00
425	Interest - Nationwide 45 Day	£600.00	£0.00	£0.00	-£600.00
430	Interest - Public Sector Deposit	£3,800.00	£0.00	£742.29	-£3,057.71
435	Interest - Charity Bank	£600.00	£0.00	£0.00	-£600.00
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£50,000.00	£53,592.00	£3,592.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£122.42	£122.42
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		£335,524.00	£50,000.00	£219,218.71	-£166,305.29
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£27,000.00	£0.00	£4,500.00	-£22,500.00
Total Rental Property		£27,000.00	£0.00	£4,500.00	-£22,500.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt Reserve		£0.00	£0.00	£0.00	£0.00

Community Benefit Reserve					
960	Solar Farm Grant Income	£0.00	£55,772.53	£55,772.53	£0.00
Total Community Benefit Reserve		£0.00	£55,772.53	£55,772.53	£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		£377,729.00	£105,772.53	£284,205.36	-£199,296.17

EXPENDITURE

Conservation					
1000	Allotments	£3,213.00	£2,252.48	£2,515.00	£2,950.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£13,305.00	£0.00	£1,271.37	£12,033.63
1150	Stockbridge Meadows	£1,992.00	£2,783.00	£3,827.00	£948.00
1200	Grass Cutting Contract	£9,971.00	£0.00	£1,245.00	£8,726.00
1300	Public Open Space Maintenance Contract	£7,583.00	£0.00	£1,544.00	£6,039.00
Total Conservation		£36,064.00	£5,035.48	£10,402.37	£30,697.11
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,781.00	£0.00	£884.04	£3,896.96
2100	Cemetery Grounds Maintenance Contract	£6,429.00	£0.00	£811.66	£5,617.34
Total Cemeteries		£11,210.00	£0.00	£1,695.70	£9,514.30
Play Areas & Recreation Grounds					
3000	Play Areas	£5,180.00	£0.00	£1,664.00	£3,516.00
3200	Recreation Grounds	£18,588.00	£0.00	£3,399.79	£15,188.21
3400	Pavilion	£10,811.00	£0.00	£1,899.20	£8,911.80
Total Play Areas & Recreation Grounds		£34,579.00	£0.00	£6,962.99	£27,616.01
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,350.00	£0.00	£0.00	£3,350.00
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£3,824.00	£0.00	£364.04	£3,459.96
4500	Insurances	£17,006.00	£0.00	£0.00	£17,006.00
4700	Membership of Societies	£1,575.00	£0.00	£1,538.92	£36.08
4900	Parish Clock	£435.00	£0.00	£0.00	£435.00
5000	Parish Office, IT & Contractors	£37,535.00	£0.00	£2,482.63	£35,052.37
5100	Salaries, NI & Pensions	£103,582.00	£0.00	£15,499.64	£88,082.36
5300	Sundry Expenses	£496.00	£0.00	£12.58	£483.42
5400	Training	£2,175.00	£0.00	£75.00	£2,100.00
5700	Pension Scheme Charges	£461.00	£0.00	£72.00	£389.00

5900	Bank Charges	£220.00	£0.00	£18.00	£202.00
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,778.00	£0.00	£7,500.00	£3,278.00
6005	Grant funding - MAYD	£6,500.00	£0.00	£0.00	£6,500.00
6200	Staff & Councillor Expenses	£0.00	£0.00	£0.00	£0.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£4,931.00	£0.00	£1,470.90	£3,460.10
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£122.42	-£122.42
6450	PWLB Community Hub - Interest	£27,701.00	£0.00	£13,730.99	£13,970.01
6451	PWLB Community Hub - Capital	£5,253.00	£0.00	£2,746.11	£2,506.89
6452	PWLB Car Park - Interest	£4,986.00	£0.00	£0.00	£4,986.00
6453	PWLB Car Park - Capital	£11,902.00	£0.00	£0.00	£11,902.00
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£572.00	£0.00	£17.66	£554.34
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
6900	Community Events	£1,634.00	£0.00	£0.00	£1,634.00
7100	Village Car Park - Rates, Utilities & Maintenance	£16,938.00	£0.00	£3,253.32	£13,684.68
7200	Fire Engine House	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£276,854.00	£0.00	£48,904.21	£227,949.79

Planning

7000	Community Development	£3,351.00	£0.00	£0.00	£3,351.00
Total Planning		£3,351.00	£0.00	£0.00	£3,351.00

Highways

8000	Highways and Footpaths	£0.00	£0.00	£0.00	£0.00
8100	Street Lighting	£1,047.00	£0.00	£146.60	£900.40
Total Highways		£1,047.00	£0.00	£146.60	£900.40

Rental Property

9000	Little Hands Nursery	£1,624.00	£0.00	£420.00	£1,204.00
Total Rental Property		£1,624.00	£0.00	£420.00	£1,204.00

Melbourn Area Youth Develpt Reserve

9500	MAYD Youth Club Expenditure	£0.00	£1,996.97	£1,996.97	£0.00
Total Melbourn Area Youth Develpt Reserve		£0.00	£1,996.97	£1,996.97	£0.00

Community Benefit Reserve

9600	Community Benefit Donations	£0.00	£27,408.45	£27,408.45	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£27,408.45	£27,408.45	£0.00

S106 & Other Capital Grants Reserve

1400	S106 Expenditure	£0.00	£3,521.07	£3,521.07	£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	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£8,521.07	£8,521.07	£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	£364,729.00	£42,961.97	£106,458.36	£304,753.68

Total Income	£377,729.00	£105,772.53	£284,205.36	-£199,296.17
Total Expenditure	£364,729.00	£42,961.97	£106,458.36	£301,232.61
Total Net Balance	£13,000.00		£177,747.00	

Cash & Bank Balances 31st May 2024

Ordinary Accounts

Petty Cash	£45.00
Prepaid Debit Cards	£489.00
Unity Bank Current Account	£255,116.40
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	£732,066.10
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 31st May 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 May 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:

£50,000.00 was received from Hopkins Home to support maintenance of land for 10 years, this has been moved to reserves.

Expenditure:

All expenditure seems to be in line with budget. Where applicable underspends in 2023/24 that relates to expenses completed in this financial year has been dealt with by the expenditure reserve.

Shelley Coulman – RFO Melbourn Parish Council

Melbourn Community Hub

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



INVOICE

INVOICE TO

Melbourn Parish Council
30 High Street
Melbourn
Cams
SG8 6DZ

INVOICE NO. 1723

DATE 31/05/2024

DUE DATE 30/06/2024

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Bennett Room for May 2024	21	60.00	1,260.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 2nd May 2024	1	60.00	60.00
Room Rental - NHS Hire of Dickens Room for PCN 11:30 to 14:00 Thursday 2nd May 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 12:30 Tuesday 7th May 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 9th May 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 12:30 Tuesday 14th May 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Dickens Room for PCN 13:00 to 14:30 Tuesday 14th May 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 16th May 2024	1	60.00	60.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 12:30 Tuesday 21st May 2024	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 23rd May 2024	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 30th May 2024	1	60.00	60.00

Monies to be drawn from the ICB fund		BALANCE DUE	£1,710.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

Abi/Alex/Shelley

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

INVOICE NO. 1727

DATE 31/05/2024

DUE DATE 30/06/2024

TERMS Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Catering - buffets, etc Catering provided for Covid vaccinations staff Sunday 28th April 2024	1	150.00	20.0% S	150.00
Catering - buffets, etc Catering provided for Covid vaccinations staff Sunday 19th May 2024	1	150.00	20.0% S	150.00
To be drawn down from the Heath at the Hub S106 fund			INCLUDES VAT TOTAL	50.00
			TOTAL	300.00
			BALANCE DUE	£300.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		50.00	250.00

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

parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 13 June 2024 13:55
To: 'councillors@melbournparishcouncil.co.uk'
Cc: RFO
Subject: RE: ACTION NEEDED: Payment authorisation required

Thank you both – payment made.

Much appreciated.

Abi

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: Thursday, June 13, 2024 11:47 AM
To: 'councillors@melbournparishcouncil.co.uk' <councillors@melbournparishcouncil.co.uk>
Cc: RFO <RFO@melbournparishcouncil.gov.uk>
Subject: ACTION NEEDED: Payment authorisation required
Importance: High

Good morning

Please could we ask **two signatories** to log on to Unity to authorise an approved payment of **£280** to Wild Party Hire for the hire of a DJ tent for the Fete – payment is required before Saturday and they are unable to accept credit cards. Monies will be coming from the awarded Community Benefit Grant that we hold on behalf of MAYD.

Payment details:

Your booking reference is **117**

Date & Times

Date: 15 Jun 2024
Delivery Time: 09:00
Collection Time: 15:30
Date Booked: 21 May 2024

Delivery Address

The Moor
Melbourn, Royston
Cambridgeshire
SG8 6EF



[VIP Inflatable Nightclub](#)

Product cost: £330.00
Deposit paid: £50.00
Balance: £280.00

Many thanks

Abi & Alex

Abi Williams & Alex Coxall
Parish Clerk

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

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

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

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

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

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

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

PC038/24d)

With the Office move over to Microsoft 365 Lucid have highlighted that there are two options with regard to how we manage Cllrs emails.

Option 1 Move all cllr emails to 365 at a cost of £3.60 per month per email (based on current emails £43.20pm)

Benefit = all emails are managed in the same way and we could receive support from Lucid if needed.

Drawback = costly compared to current fees (£25.37pm), Cllrs would have setup the account again in Outlook or use Microsoft 365 Outlook site to access emails.

Option 2 Create a sub domain for cllr emails such as name@cllr.melbournparishcouncil.gov.uk and continue to manage through IONOS.

Benefit = saving money, same email management process as currently

Drawback = no support (other than IONOS), introduction of a subdomain to an already very long domain!

Both options would incur a set up cost of £160 (charged by Lucid).

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July –Friday 9 August 2024); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **MELBOURN PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>14 June 2024</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) Shelley Coulman (RFO), Melbourn Parish Council, 01763 263303 rfo@melbournparishcouncil.gov.uk</p> <p>commencing on (c) <u>Monday 17 June 2024</u></p> <p>and ending on (d) <u>Friday 26 July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) <u>Shelley Coulman, RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- **Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;**
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- **Notice of conclusion of audit**
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Melbourn Parish Council

www.melbournparishcouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/03/2024 05/06/2024

Name of person who carried out the internal audit

VICTORIA TAYLOR

Signature of person who carried out the internal audit

V. Taylor

Date

05/06/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Melbourn Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2024

and recorded as minute reference:

PC015/24 a-c

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.melbournparishcouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

Melbourn Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	681,502	574,784	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	293,430	314,890	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	171,646	112,758	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	72,678	93,628	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	49,842	49,842	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	449,274	292,839	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	574,784	566,123	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	521,255	560,302	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,513,152	2,522,709	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	792,397	775,184	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Stoutman

Date 20/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2024

as recorded in minute reference:

PCO15/24c

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Melbourn Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Allotment Fees

FG0013/24) Comparison was made against other local allotment sites, consideration taken for rising upkeep costs.

It was RESOLVED to recommend to Full Council an increase of £2.00 for a St Georges plot (rising to £34.00) and £1.50 for a Grays plot (rising to £28.00).

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

Current notes:

The current fees at MPC: Gray's £21.50 +£5 insurance / St George's £27 + £5 insurance

Roughly 5 meters wide by ~25 meters long, so about 125 square meters. Water included.

Melbourn	£32.00 (St Georges), £26.50 (Grays)
Meldreth	Allotments closed
Foxton	£34
Comberton	£18
Great Shelford	£55
Whittlesford	£29
Baldock	£114 +£6 membership

Pavilion Hire Costs Review

FG014/24) Comparison was made against other local hall hire and pitch hire costs, consideration was taken for rising upkeep costs.

It was RESOLVED to recommend to Full Council to keep the current hire costs of the pavilion to £15.00 per hour (£60 max).

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

It was RESOLVED to recommend to Full Council to increase pitch hire costs by £5.00 (rising to £45 per game).

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

Current notes:

Hire costs state 'A £50 deposit is payable on booking and will be returned after the event if the facilities are left in good condition'. However, this is not currently enforced.

Standard Rate: £15 per hour up to 4 hours. After that there is a flat fee of £60.

Community Organisations and Charities: £12 per hour up to 4 hours. After that there is a flat fee of £48.

Football pitch hire (including use of Pavilion changing facilities) Melbourn Football Clubs only: £40 per game

Comparison pavilion hire costs – halls with similar facilities in the area

Melbourn Sports Pavilion	£15.00 per hour for up to four hours followed by £60 flat rate.
Meldreth Village Hall	£8.50 per hour (+£0.50 from 2023)
Foxtton Village Hall	£20.00 (whole unit £1100.00 for weekend)
Steeple Morden Village Hall	£12.00 per hour
Haslingfield Village Hall	£33.00 for 4 hours (£8.25 per hour) (charged in blocks only)
Orwell Village Hall	£4.00 – £10.65 per hour (charged in blocks)
Barkway Pavilion	Free to community groups, £50 four hours (£12.50 per hour), £15 each subsequent hour (+£2 per hour and +£5 subsequent from 2023)

Comparison pitch hire costs – with similar facilities in the area

Melbourn	£40.00 per game
Netherhall	£50.00 (+£2 from 2023)
Baldock	£90 per hour (+£42 from 2023)
Barkway	£25.00 – 4 hours
Cambourne (3G)	£85.00
Bottisham (3G)	£75.00
King James Academy (3G)	£100.00 (-£10 from 2023)

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Total	Transaction Details
6796	DD240520THREE	45430	20.89	4.18	25.07	25.07	3 Business Services - Up to 18 May 24
6749	BACSMAY24ACSTONEWORK	45429	574.37	114.87	689.24	689.24	A. C Stoneworks - Supply & fit New Portland memorial, letters cut and black x39 full balance
6762	DDJUN24BGAS	45436	9.19	0.46	9.65		British Gas - Orchard cemetery - invoice from smart meter reading 21 apr 24 - 21 may 24
6763	DDJUN24BGAS	45436	8.75	0.44	9.19		British Gas - Old Rec - invoice from smart meter reading 21 apr 24 - 21 may 24
6795	DDJUN24BGAS	45449	79.19	3.96	83.15		British Gas - New Workshop - invoice from smart meter reading 2/5/24 - 3/6/24
6810	DDJUN24BGAS	45459	100.43	5.02	105.45	207.44	British Gas - The Pavilion - invoice from smart meter reading 13 may 24 - 13 jun 24
6791	CCJUNE24BUK	45448	580.00	116.00	696.00	696.00	BUK Ltd - Purchase of 26 replacement chairs for use in The Hub
6686	BACSMAY24PETTIFER	45412	91.52	-	91.52	91.52	David William Pettifer - Litter picking
6774	BACSJUNE24ECLIPSE	45446	673.00	134.60	807.60	807.60	Eclipse Furniture - Tables for The Hub
6794	BACSJUN24ESPO	45442	48.45	9.69	58.14		ESPO - Purchase of: file arch folders, copier paper, dry wipe pens
6820	BACSJUN24ESPO	45456	51.80	10.38	62.16	120.30	ESPO - Purchase of: laminating pouches, staplers, staples, scissors, white tac
6802	BACSJUN24GLASSBLADE	45455	37.00	7.40	44.40	44.40	Glassblade Ltd - Annual update of agenda pages
6793	BACSJUN24H6CGM	45450	100.00	20.00	120.00		Herts & Cambs Ground Maintenance Limited - One off cut of Piggott Close
6767	BACSJUNE24H6CGM	45443	755.00	151.00	906.00		Herts & Cambs Ground Maintenance Limited - Recreation grounds
6768	BACSJUN24H6CGM	45443	460.00	92.00	552.00		Herts & Cambs Ground Maintenance Limited - Hub Car Park and Chalkhill Barrow
6769	BACSJUNE24H6CGM	45443	405.83	81.17	487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance
6770	BACSJUNE24H6CGM	45443	622.50	124.50	747.00	2,812.00	Herts & Cambs Ground Maintenance Limited - Verges cutting
6776	BACSJUNE24JTRUEMAN	45437	157.50	-	157.50	157.50	Jason Trueman - May Pavilion Cleaning - 9 hours @ £17.50 per hour
6771	BACSJUNE24MARKWYER	45442	171.60	-	171.60	171.60	Mark Wyer - Litterpicking
6756	BACSJUN24DEOLIV	45431	146.00	-	146.00		Matthew De Oliveira - May -Key Services
6808	BACSJUN24DEOLIV	45456	137.00	-	137.00	283.00	Matthew De Oliveira - June -Key Services
6758	BACSJUN24MACS	45434	75.00	-	75.00	75.00	Melbourn Action Community Support - 2 x mental health awareness training
6803	BACS240623MELBOURN	45443	122.42	-	122.42		Melbourn Community Hub Management Group - Feed in Tarrif Dec - March 24
6783	BACSJUN24HUB	45443	1,710.00	-	1,710.00		Melbourn Community Hub Management Group - PCN room rental - May 2024
6813	BACSJUN24HUB	45443	250.00	50.00	300.00	2,132.42	Melbourn Community Hub Management Group - catering provided for vaccinators -
6677	BACSMAY24MGAR	45411	57.59	11.52	69.11	69.11	Melbourn Garage - replacement spare tyre
6764	BACS062024KREXPENSES	45446	14.56	-	14.56	14.56	Keith Rudge Expenses Merlin Mica Hardware - Purchase of shelf brackets and shoes - Keith Expenses
6800	BACSJUNE24MGOS	45454	247.00	49.40	296.40	296.40	Multi Glazing Systems Ltd - pre planned maintenance visit for automatic doors
6753	BACSJUN24NORBURYS	45432	14.40	2.88	17.28		Norburys Building & Landscape Supplies Ltd - 6 x concrete solid block
6754	BACSJUN24NORBURYS	45432	14.40	2.88	17.28		Norburys Building & Landscape Supplies Ltd - 6 x concrete solid block "CREDIT"
6755	BACSJUN24NORBURYS	45432	11.40	2.28	13.68		Norburys Building & Landscape Supplies Ltd - 6 x concrete solid block - correct size
6817	BACSJUN24NORBURYS	45455	0.90	0.18	1.08	14.76	Norburys Building & Landscape Supplies Ltd - penny washers
6773	DDJUNE24NOW	45444	36.00	7.20	43.20	43.20	Now Pensions - May 2024 monthly employer service charge
6811	BACSJUN24PHILLIES	45406	64.88	12.99	77.87	77.97	Phillimore Garden Centre -
6766	BACSJUNE24PHS	45443	391.76	78.35	470.11	470.11	PHS Group - Sanitary Disposal to cover period 05/07/2024 to 04/07/2025
6830	BACS240624PLAY	45455	375.00	75.00	450.00	450.00	Playsafety Limited - Annual Rospa Inspection Clear Crescent and the moor
6759	BACSJUN24RACKLINE	45435	965.00	193.00	1,158.00	1,158.00	Rackline LTD - Service of existing mobile unit - library
6792	BACSJUN24RICOH	45449	248.28	49.65	297.93	297.93	Ricoh UK Limited Copier charges
6807	BACSJUN24SHELLEY	45457	672.83	83.17	756.00	756.00	Shelley Coulman - MAYD expenses - Amplifier, computer, nightclub hire deposit
6772	BACSJUNE24SHIRES	45440	150.00	30.00	180.00		Shire Trees Limited - Box Elder -
6782	BACSJUNE24SHIRES	45445	190.00	38.00	228.00	408.00	Shire Trees Limited - Little Hands Car Park
6814	BACSJUNE24MARRIAGE	MEL08/23	150.00	-	150.00	150.00	Consultancy May and June
6804	DDJULY245FB	45443	184.61	-	184.61		Source for Business (Cambridge Water) - Water services - Allotments 2, The Moor, Melbourn - 31 November 24 to 30 May 24
6805	DDJULY245FB	45447	8.28	-	8.28		Source for Business (Cambridge Water) - Water Car Park - workshop - 22 November 2024 to 30 May 2024
6806	DDJULY245FB	45443	51.31	-	51.31		Source for Business (Cambridge Water) - Water services - New Road Cemetery - 22 November 23 - 30 May 24
6829	DDJULY245FB	45443	51.31	-	51.31	295.51	Source for Business (Cambridge Water) - Water services - The Moor, Melbourn - 22 November 23 - 30 May 24
6739	DD	45444	33.91	-	33.91		South Cambs District Council - Waste Collection at the pavilion 3 of 12
6741	DD	45444	1,276.50	-	1,276.50		South Cambs District Council - Rates Car Park (3 of 10)
6743	DD240401CAMSBS3	45444	86.00	-	86.00		South Cambs District Council - Rates Victoria Way (3 of 10)
6745	DD240401SCAMBS2	45444	56.00	-	56.00		South Cambs District Council - Rates Busrial Ground Orchard Road (3 Of 5)
6747	DD240401SCDCPAV	45444	259.00	-	259.00	1,711.41	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 3 of 10
6757	BACSJUN24STEPH	45412	5.50	-	5.50	5.50	Stephanie Trayhurn - expenses - entertainment
6775	BACSJUNE24CONNECTION	45446	1,655.00	-	1,655.00	1,655.00	The Connections Bus Project - Provision of Youth Work Connections Bus Apr & May
6784	BACSJUNE24GAK	45436	1,707.50	341.50	2,049.00	2,049.00	The Guitar Amp and Keyboard Centre Ltd - Purchase of Pioneer DJ XDJ-XZ Professional system
6812	BACSJUNE24TRULIGHT	45447	340.00	68.00	408.00	408.00	Tnlight - Pavilion window repairs
6819	BACSJUN24WAVE	45459	64.24	-	64.24	64.24	Wave - Workshop water bill - 16/12/23 - 15/06/24
6748	BACSJUN24WRIGHTS	45429	51.67	10.33	62.00	62.00	Wrights Mower Centre - Purchase of 1 x shears, 1 x nylon line
6779	DDJUN24YU	45444	44.70	2.24	46.94		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/05/24 - 31/05/24
6780	DDJUN24YU1	45444	12.68	0.63	13.31		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/05/24 - 31/05/24 Acc 200010718
6781	DDJUN24YU2	45444	11.79	0.59	12.38	72.63	Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/05/24 - 31/05/24Acc 200010716
Soldo Top Up			182.35	-	182.35	182.35	Soldo top up for small expenses
Confidential items eg Salaries, NI & Pensions			7,877.34	-	7,877.34	7,877.34	

24,922.43 1979.68 26,902.11 26,902.11

Signature

Date

Signature

Date

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

Purpose

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

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

Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed	Y	Latest version. Approved 20 May 2024 (PC014/24a)
MPC has adopted NALC Financial Regulations and these are regularly reviewed	Y	Reviewed Jan 2024 – currently under review due to new model regs released by NALC
The RFO is tasked with proper administration of MPC’s financial affairs including implementing appropriate internal controls	Y	As stated within the job description
Internal Audit reports are seen by the Parish Council	Y	First part received by council April 24 (PC235/24a) – second part of audit completed 5 June 2024 – awaiting report
External Audit report is seen by the Parish Council	Y	Presented 27 September 2023 (PC087/23k)

Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
Expenditure Approval/Ordering	Orders are made by the Clerk. Expenditure approvals are as per Financial Regs.	N	

<p>Orders are made by appropriately delegated persons. Expenditure has been budgeted/appropriately approved. Value for money is obtained from suppliers through quote and tender procedures.</p>	<p>Checks against budget are made by RFO and presented to Council and relevant committees monthly. Approvals presented and voted by Council monthly. SOs set out tender / quote process.</p>		
<p>Payment controls Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.</p>	<p>Invoices for work done/goods received passed from Clerk to RFO. Invoices checked by RFO prior to payment. Invoice 'stamp' system used. Bank signatories check payees/payment amounts to approvals list. Bank accounts are password protected. Bank payments require 2 member signatories. Changes to payee details require 2 signatory approval.</p>	N	
<p>Prepaid Debit Cards Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.</p>	<p>Internal checks are in place by Clerk and RFO in accordance with policy.</p>	Y	Limits are placed on cards (£100 Wardens, £200 Clerks). Individual spend is not pulled out for council – approved as SOLDO costs. Does this continue to be acceptable?
<p>Payroll and Employment Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.</p>	<p>Payroll budget agreed by HR Panel & MPC approves precept budget. Gross salary calculations are checked to budget by signatories. Changes to salaries/employment agreed by HR/MPC. HR panel reviews employment legislation. RFO administers pension fund.</p>	N	
<p>Taxes – PAYE/NI & VAT Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.</p>	<p>SAGE payroll software is used for deductions and uploaded to HMRC monthly. VAT is reclaimed quarterly.</p>	N	

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
Version: 1
Date approved: 11 January 2021
Review date: January 2022

<p>Income collection Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded. Writing off of bad debts is appropriately authorised.</p>	<p>Invoices raised by Clerk and receipts monitored by RFO. Receipts reviewed and recorded by RFO. Separation of duties. No bad debts to date 2023/24.</p>	Y	<p>It may be beneficial to look into a card reader for income collection. Cash is still offered on some allotment renewals and a card machine may mitigate this.</p>
<p>Cash & banking Safe and efficient arrangements are in place for collection and banking of cash receipts.</p>	<p>Sequentially numbered receipts issued by Clerk and reconciled by RFO prior to banking. Unbanked cash locked away & insured.</p>	Y	<p>As above. Unity barcoded paying in book still not available so cash/cheque deposits are not easy.</p>
<p>Bank Accounts MPC has approved every bank mandate. There is a list of approved signatories for every bank account.</p>	<p>Yes. MPC approved bank signatories 27/06/22.</p>	Y	<p>Signatories should be reviewed by MPC.</p>
<p>Cash balances/investments Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.</p>	<p>RFO monitors cash balances. Investment Strategy in place – ONGOING review.</p>	N	
<p>Bank reconciliations All bank accounts are regularly reconciled. Bank reconciliations are checked.</p>	<p>Policy in place. Bank recs carried out monthly & reviewed by a designated Cllr. Checks reported at MPC meetings.</p>	N	
<p>Assets MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt</p>	<p>Asset register in place, regularly updated and reviewed annually by FGCC. Maintenance committee ensure assets are maintained. Insurance is reviewed by MPC annually.</p>	N	
<p>Insurance MPC is satisfied that it's insurance cover is sufficient for its assets and risks.</p>	<p>Policy is a specialist Parish Council policy and is reviewed annually by MPC. Last renewed 04/10/23</p>	N	
<p>Budget setting Robust process for budget setting. MPC has adequate funds to cover its spending plans.</p>	<p>Budget is a multi-stage process and reviewed by FGCC prior to being adopted by MPC. Spending plans are affordable.</p>	N	

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
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Budget monitoring MPC receives regular budget reports and explanations for budget variances.	Finance reports are made to MPC and Maintenance monthly including explanations of variances.	N	
Reserves General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.	Reserve policy in place to aim to bring General Reserve to 6 months expenditure (currently 4.6mnths). Reserves reviewed annually by MPC. Asset Management Reserve Policy in place.	N	Current general reserves stand at 4.6mnths.
Risk Assessments Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.	Risk assessments are a standing item on MPC agendas and included in the Policy Review Schedule. Maintenance Committee carry out risk reviews and take actions	N	
Loans and Long-Term Liabilities MPC is satisfied that loans have the proper approval and that repayments can be afforded.	MPC has three PWLB loans which have been properly approved. Repayments are included in precept budget and are affordable.	N	
Internal Audit Recommendations made by the Internal Auditor are acted on.	Reports shared with MPC and actions taken as required. Review of Effectiveness of Internal Audit review carried out.	N	

Internal Controls are considered Adequate & Effective: Yes

Review carried out by: Abi Williams (Clerk) and Shelley Coulman (RFO)

Date of Review: 12 June 2024

Date of Review by F&GG Committee: 17 June 2024

Date reported to MPC: 24 June 2024

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 11 January 2021

Review Policy: Every 12 months

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

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

CRITERIA FOR EFFECTIVE INTERNAL CONTROL

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

ANNUAL REVIEW OF EFFECTIVENESS

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

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

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

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

Question: Was the appointed Internal Auditor independent?

Independence	IA has direct access to those charged with governance Reports are made in own name to full Council Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council	
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Question: Has the guidance received from the auditor been considered and incorporated into Council practice?

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

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

MELBOURN PARISH COUNCIL

Doc. No.: 4.30
Version: 2
Date approved: 26 June 2023
Review date: 26 June 2026

Review Policy: Every 3 years

parish clerk

From: Andrew Birks [REDACTED]
Sent: 14 May 2024 14:44
Subject: Christmas Tractor Train - 29th November 2024

Flag Status: Flagged

Dear Parish Clerk.

I am writing to inform you of a Christmas Tractor Train which I would be grateful if you would bring to the attention of the council at the next meeting.

The Christmas Tractor Run will involve a number of Tractors (we hope at least 10), which will be sponsored by local businesses, who will decorate their tractors with Christmas lights and decorations in a fundraiser for the East Anglia Air Ambulance. The Tractors will form up in Bassingbourn (location TBC), before setting off along the A1198, turning right into Whaddon Gap, and then following the road through to Meldreth, Melbourn and ending up at the Science Park in Melbourn.

I had a small planning meeting yesterday to discuss the fundraiser with EAAA and the Science Park and we thought it would be useful to inform you at the earliest opportunity of the plan.

The event will take place on the 29th November 2024, leaving Bassingbourn at 17.45hrs and arriving in Melbourn at 18.15hrs. We will establish some 'viewing' locations along the route which will have a volunteer Marshall assigned, and a collection tin for the Air Ambulance. The fundraiser coincides with a Christmas Market on the same day for EAAA. The tractor train will end at the science park where there will be mulled wine and mince pies on offer, along with some carol singing.

We are in the process of contacting the police, highways, local authority etc to seek the permissions required and support.

I will keep you posted with more details as they emerge, but we would of course be glad to have your indication of support for this event.

We will also be seeking to have more members on the planning team, so if you would like to help and/or represent the Parish Council in this, please do get in touch.

With Best Wishes

Andrew.

Revd Andrew Birks. BA (Hons), LL.M.
Vicar of All Saints, Melbourn & Holy Trinity, Meldreth.

Vicarage, Vicarage Close, Melbourn, Royston. SG8 6DY

Email: [REDACTED]

Phone: [REDACTED]



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	£ 12,500.00	Plus VAT
	Summit Groundworks Cambridge	£ 20,590.00	Plus 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.



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

Our Ref: JFC/KC/15059/8453

11th April 2024

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

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 singe into grid system and compress.

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

Regards David Curtis

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

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

DPGC000010

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

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

- 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

Quotation from Cambridge Asbestos for clearance of 52 tonnes of contaminated waste:

Hi Alex

we estimate the disposal to be around £5000 + VAT. This does not allow for the digger who would need to excavate the earth into a pile

Barry [REDACTED]

On 11/04/2024 5:47 pm, info@cambridge-asbestos.co.uk wrote:

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 [REDACTED] we can give a price

Barry



Herts & Cambs Ground Maintenance Ltd Landscape Maintenance Solutions

15th May 2024

Alex Coxall
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear Alex

Thanks for taking the time to meet me yesterday at the car park. As discussed were quoting for the works mentioned. Create a path along the railings of the play area using round timber poles laid along the ground to create an edge (I have allowed for the edge both sides of the path or the woodchip will just spill out), spray off the grass, install membrane & fill with woodchip. This is the only real way of doing it without having to dig below the surface. I would suggest leaving the other grass, just cut it fairly short when the wild flower seeds are spread.

Total £1980.00 x Vat

Supply & install 2m x.3 x.3 gabion bricks infilled with black basalt stone, we would level the ground using type 1or cement mix under where each one was to sit, this way no ground disturbance will take place. Once level we would install the blocks at a distance around five foot, This will stop any cars being able to drive through them once in place. We would fill the cages with the rock ensuring they are all full to give them the effect needed.

Total £4240.00 x Vat

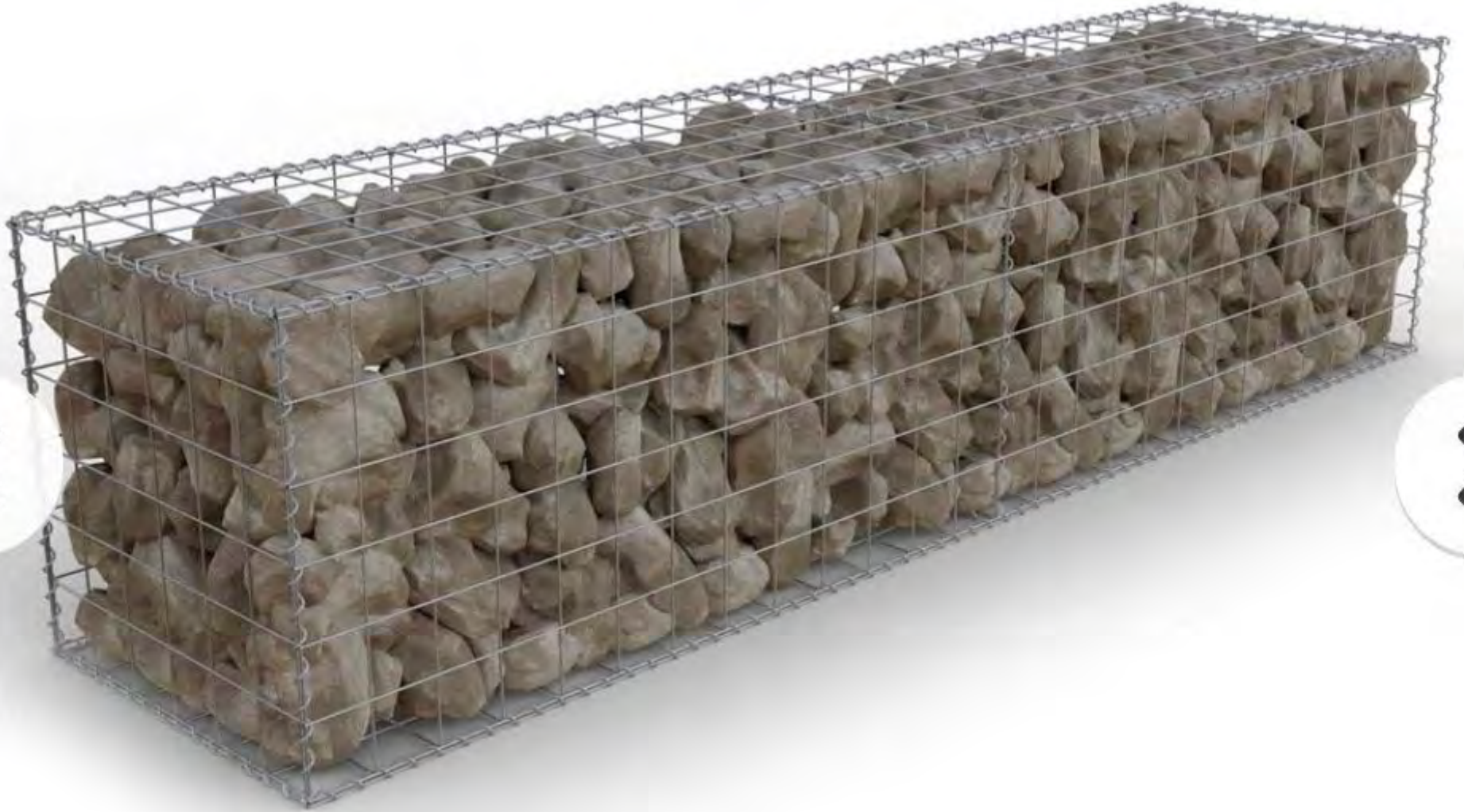
I cant think of anything else to use other than large rocks, but not sure about this as they can be a serious hazard when climbed etc. I also don't think they are as attractive.

All debris would be cleared from site on both jobs.

Let me know your thoughts

Kind Regards

Justin Willmott



ESTIMATE

From: Bespoke Ponds & Landscaping



To: melbourn council
Melbourn council
30 high street
Melbourn
sg86dz

Issue Date	24/06/2024
Estimate No.	000123

Accept/Decline online at: <https://bespokepondsandlandscaping.quickfile.co.uk>

Item	Description	Unit Cost	Qty	Total
	supply and install 12x rock cages, these will be 100cm x 50cm x 30cm we will fill these with Scottish pebbles at 80-120mm in size install wooden gravel boards, fixed with 2x2 that's hammered into the ground to create a pathway. fill the path with black membrane and then recycled wood chipping ontop cut the long grass back and scatter wild flower seeds either side of pathway the rock cages will be fixed using postmix 100mm below ground level all waste will be disposed of by us all materials supplied by us	3,150.00	1	3,150.00

We estimate it would take around 2 days

please feel free to get in touch if you have any questions

thanks

Sub Total: 3,150.00

Estimate Total (GBP): 3,150.00

To: 

Subject: Highways Operational Standards - Weeds

Dear Parishes

In January 2024, the County Council’s Highways and Transport Committee resolved to undertake a consultation with town, parish, city, and district councils, relating to proposed changes to the policy for the management of weeds.

This consultation was carried out in March and April with responses gratefully received and analysed.

Based on this consultation, a decision has been confirmed to change the County Council’s policy and we will now carry out planned chemical weed treatment two times a year (as a minimum) within built up areas in villages and towns inside the 40mph limits or below.

Six areas indicated that they did not wish to have chemical weed treatment applied in their areas and therefore the Council will engage with these parishes to agree the local approach and agree a pro-rata financial contribution.

The first chemical weed treatment will commence week beginning 24th June with the programme published in due course.

A second chemical treatment will be undertaken in October and a further update will be provided at that point.

A manual weed removal programme started in April in targeted areas in Huntingdon. We are currently awaiting quotes back from Fenland District Council and East Cambridgeshire District Council who are in dialogue with their contractors to manually remove the weeds within the main towns, and we are in discussion with our contractors regarding manual removal in South Cambridgeshire District Council.

The City Council has done extensive research and are trialling alternative methods to remove weeds without the use of chemicals. The effectiveness of alternative methods does depend on the type of street/pavement surface. The City Council is managing the weeds on our behalf of the County Council within the city boundary.

In the meantime, if you have any issues relating to weed growth these can be reported to the Green Infrastructure team on greeninfrastructure@cambridgeshire.gov.uk or report it by using the following link [Cambridgeshire County Council - ReportIt](#)

Kind regards


Green Infrastructure Team Manager- Highways Maintenance

M: [REDACTED]

Cambridgeshire Highways



Place & Sustainability

Cambridgeshire County Council

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

What 3 Words /// rolled.pops.benched

My working day may well differ from yours, so please don't feel obliged to reply to this email outside of your normal working hours.



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Melbourn Parish Council

General Maintenance – Inspection report form

Cllr. Name:

Date of inspection:

Road Name

Location of finding – e.g.
house number/street/
what3words

Findings / recommendations

Signature

Date:

Notes to Cllrs carrying out Area Road Inspections:

1. Only report issues that are **substantial** and definitely require **EITHER** action and/or resource from the Parish Council, **AND/OR** can be properly justified to a resident or the local authority as being required.
2. **Inspection report forms and photographs MUST be submitted to the parish office electronically.** A photograph is very helpful when identifying the extent or location of a problem.
3. You will have been allocated a group of roads to inspect at least twice a year. Please inspect them all. You need only report on substantial findings. It will be assumed all roads allocated to you will have been inspected, even if there is nothing to report on particular roads. However, please let the Clerk know if there is nothing at all to report at the end of a reporting period so that a check exists that all inspections have been completed. See below for examples of the information required.

Road Name	Location	Findings/Recommendations
Example Road	No. 2	Hedge overhanging pavement and obstructing/reducing width. Advise resident to cut hedge. Image supplied.

4. This checklist will help your inspection:

- Potholes / trip hazards on footpaths and roads*.
- Hedges. Look if these are overhanging public footpaths and roads or covering signs. Are they on private or public property? Do you have to step into the road or duck down to avoid overhanging branches?
- Trees. As above, and note dead, potentially dangerous branches.
- Graffiti. Unacceptable wherever it is.
- Vandalism of any kind.
- If you have a gritting container bin on your round, check it is full and the bin undamaged.

Please carry out inspections at least twice a year, or whenever a significant issue arises, for example recent storms and high winds. Return your findings to the parish office for consideration and action.

*** Issues that fall under the categories below are not the responsibility of the Parish Council but for the sake of expediency, please report issues to the parish office. Reports can then be made to the relevant authority by the office and a record kept for follow up purposes. Photographs are particularly useful when reporting any of the following:**

- Gullies. Blocked, broken or missing. Water leaks in unusual places.
- Lighting. Working or not, dirty, broken or opaque lens. Access covers broken/missing. Lights operating at the wrong time or constantly. **Add faulty light index number (on lighting column) to the report form.**
- Signage (public). Missing, defaced, broken, bent or dirty. Are signs clearly visible? Include road signs.
- Pavements. Dangerous trip hazards, encroaching grass reducing pavement width.
- Street furniture. Seats, state of repair/cleanliness, waste bins etc. damaged or missing.
- Potholes in highways and footpaths (40mm deep is the action level for roads, but less is reportable on footpaths).
- Missing or faint road markings. E.g. Double yellow lines, markings on speed bumps.
- Fly tipping.

Road Inspections - 2024

Road Name	Responsibility
Elm Way	ALEXANDER
Greengage Rise	ALEXANDER
Maple Way	ALEXANDER
Water Lane	ALEXANDER
Ash Grove	ALEXANDER
Beechwood Ave	BARNES
Carlton Rise	BARNES
Cedar Close	BARNES
New Road	BARNES
Victoria Way	BARNES
High Street (The Cross to Dolphin lane)	CAMPBELL
Mortlock Close	CAMPBELL
Mortlock Street	CAMPBELL
Orchard Rd (New Rd to Water Lane)	CAMPBELL
Cooks Garden	CLARK
Dickasons	CLARK
Lordship Lane	CLARK
Thatcher Stanfords Close	CLARK
The Moor	CLARK
Haggers Close	COULMAN
Medcalfe Way	COULMAN
Ogden Close	COULMAN
The Beeches	COULMAN
Chapel Lane	COWLEY
Little Lane	COWLEY
Meeting Lane	COWLEY
Orchard Gate	COWLEY
Orchard Rd (New Rd to Russet Way)	DAVEY
Orchard Way	DAVEY
Russet Way	DAVEY
Chapmans Close	HART
Cross Lane	HART
Dolphin Lane	HART
High Street (The cross to The Moor)	HART
Rose Lane	HART
Barham Court	KANAGARATHNAM
Beeton Close	KANAGARATHNAM
Drury Lane	KANAGARATHNAM
Norgetts Lane	KANAGARATHNAM
Spencer Drive	KANAGARATHNAM

Road Inspections - 2024

Back Lane	KILMURRAY
Chalkhill Barrow	KILMURRAY
Greenbanks	KILMURRAY
London Way	KILMURRAY
The Lawns	KILMURRAY
The Lawns Close	KILMURRAY

Brooksbank	Private
Cawdon Row	Private
Clover Way	Private
Daffodil Close	Private
Daisy Way	Private
Garden End	Private
Hyacinth Drive	Private
Lantern View	Private
Lavender Lane	Private
Meadow Way	Private
Moat Lane	Private
Moorlands Close	Private
Old Foundry Close	Private
Piggott Close	Private
Poppy Crescent	Private
Prime Close	Private
Pryors Orchard	Private
Rosemary Place	Private
Rupert Neve Close	Private
Saxon Way	Private
Star Mews	Private
Stockbridge Meadows	Private
Trayles	Private
Whiting Way	Private

Bury Lane	RUDGE/PITMAN/MUNCEY
Church Walk	RUDGE/PITMAN/MUNCEY
High Street (Dolphin Lane to Royston Rd)	RUDGE/PITMAN/MUNCEY
Royston Rd	RUDGE/PITMAN/MUNCEY
Station Rd	RUDGE/PITMAN/MUNCEY
Vicarage Close	RUDGE/PITMAN/MUNCEY

Armingford Crescent	TRAVIS
Bramley Ave	TRAVIS
Cambridge Rd (Portway to The Moor)	TRAVIS
Hale Close	TRAVIS
Hinkins Close	TRAVIS
Portway	TRAVIS
Worcester Way	TRAVIS

Clear Crescent	WILSON
Fordham Way	WILSON
John Impey Way	WILSON
Palmers Way	WILSON

Trigg Way

WILSON

Parish Council Meeting 24th June 2024

Item: PC044/24 (a) Proposal for Replacing Café Chairs

Summary

A serious safety problem with the existing stock of café chairs was brought to the Council's attention at a previous meeting (PC238/24 b). At the time of this discussion the matter was still being investigated.

A further potentially serious accident has occurred since the meeting (in early June), again involving a café chair suddenly fracturing and throwing the person concerned to the floor. Fortunately, the person was unhurt and there will be no injury claim.

Action was taken to assess the matter and a Risk Assessment written. This is attached. It requires present chair stock to be regularly inspected for stress cracking and the replacement of faulty chairs with new as a temporary measure. It also proposes the replacement of all café chairs with an alternative design. Café chairs are a Parish Council asset.

Chair numbers and outline history is:

Original chair stock:	117
Chairs failing for all reasons up to June 2024:	12
Chairs scrapped after inspection 5 June 2024:	55
Chairs scrapped after inspection 12 June 2024:	4
Chairs recently purchased:	26
Total now available:	72

Melbourn Hub – Risk Assessment Plastic Café Chairs

MATRIX

RISK ASSESSMENT

RA 003 Version 1
Review Date: Nov 2024

Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)

(A) Hazard Severity Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

(B) Likelihood of occurrence (probability) Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

Judgement of Risk Factors

1-3 Low, improve when/if possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If not reduceable, do not carry out the task.

Plastic Café Chairs – RA

Risk Assessment carried out against a background of increasing concern regarding the robustness of present chair stock

Description of hazard	Severity of hazard (A) score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Actions required	Notes
Chairs break due to stress cracking while in use by customers during trading	3	3	9	Inspect chairs for evidence of stress cracks and remove from service if faulty	Immediate action (Completed)
				Re-inspect chairs for stress cracks on a weekly basis, removing any items if discovered to be faulty	Weekly inspection and report findings to Hub management and Parish Council
				Purchase replacement chairs of similar design as a short-term measure in order to keep café business running	Progress existing order via Parish Council for 26 new chairs – to be stored on site
				Plan to replace chair stocks as soon as practicable with a more robust design	Develop plans and quotes in conjunction with the Parish Council.
				Ensure faulty chairs are removed from use and disposed of.	Consolidate all faulty chairs off site and arrange for collection/disposal.

PC044/24b)

Hub kitchen floor is highlighted as in need of repair.

Quotes:

Supplier 1	Cut, remove, prepare, fit and weld altro flooring (colour to suit). <i>Including out of hours fitting.</i>	£915
Supplier 2	Cut, remove, prepare, fit and weld altro flooring (colour to suit). <i>Including out of hours fitting.</i>	£880.14

parish clerk

From: [REDACTED]@catrust.co.uk>
Sent: 21 June 2024 11:55
To: parishclerk@melbournparishcouncil.gov.uk; [REDACTED]
Subject: RE: Melbourn Sports Centre closure

Dear Abi,

Renovation work is underway at the pool with an estimated end date of the end of August. Our plan is to be able to re-open the building at that point, although as might be expected there are a number of things which need to fall into place for that to happen. The Trust remains committed to re-opening the facility to the community as soon as possible and hopes to be able to give a more detailed update in the next couple of weeks.

Yours,

[REDACTED]

[REDACTED]
Trust Senior Officer



The Cam Academy Trust
West Street, Comberton, CB23 7DU



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Registered office: Comberton Village College, West Street, Comberton, Cambridge, CB23 7DU.

[REDACTED]

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Cambridgeshire Community Hubs Network

Activity reporting form for May 2024

Your details

Community Hub name:	Cozy Corner - Melbourn
Your name:	Stephanie Trayhurn
Date this form is being submitted:	3 rd June 2024

About your Hub

Would your hub attendees like any speakers/presentations about matters such as health, wellbeing or cost of living ?

Yes please

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

Bingo - £45
Visitor donations - £35

Your Hub's operating dates and times during May 2024

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
2 nd May	12.00	15.00	11	5
9 th	12.00	15.00	15	7
13 th	12.00	15.00	7	6
16 th	12.00	15.00	11	5

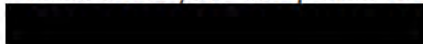


Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
20th	12.00	15.00	7	4
23rd	12.00	13.00	1	5
30 th Lunch (18)	12.00	13.00	22	5

Submitting your form

Please email your completed form to Rachel Mason, Community Wellbeing Manager via

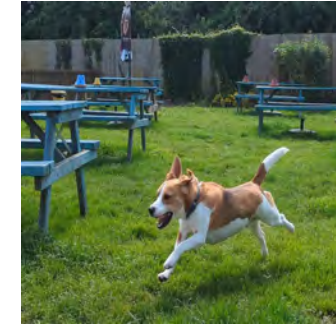




Coffee morning at the Dolphin



Dog Café



Melbourn Timebank Report: June '24

June activities

1	Doggy Happy Hour 🐕
13	Trusted Partner Household Support fund applications processed to date
7	MACS Cozy Corner sessions
8	MACS Food Bank Sessions
	Record number of 33 attend WellBeing Walk
1	Visit to Cozy Corner from Lisa Chambers, ACRE, Village Agent with Karina Choat, Social Prescriber on 3 rd leading to 3 referrals to Cozy Corner Craft group
1	Lisa Chambers also visited Dog Cafe 4 th
1	Games Night – 17 th 7 attendees
1	MACS Plant sale 19 th at the Hub
1	Volunteers made cakes and sold raffle tickets for Melbourn Fete
1	Community Support for Dementia, Memory Café AT Meldreth Village Hall – Supported by Timebank

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 with Lunch 12-1

Membership growth data: to 19/06/24

	May	June	Conversion	Pipeline
Individual Members	142	142		3
Organisational Members	18	18	-	1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
3100	501	226

Total Hours Exchanged To Date



AOB and forthcoming events

3 referrals to Village Agent – Lisa Chambers

2 referrals from Social Prescriber – Karina Choat

Parish Clerk surgery to be arranged at Cozy Corner

MACS Volunteer party July 5th

Seated Yoga and Henna Hand painting July 11th at Cozy Corner

ACRE May report attached for information



Parish Council Meeting 24th June 2024

Item: PC048/24 (a) Fate of the Youth Shelter on the Moor

Summary

A decision was taken in November 2023 (PC114/23(a)) to *either* dismantle and scrap or relocate the Youth Shelter following a vandalism event. The structure is dirty but still structurally sound. No suitable alternative site has been found therefore leaving scrapping as the default position.

The future of the Youth Shelter on the Moor playing field was discussed at a recent MAYD meeting (see minute copied below) at which a number of voices questioned the wisdom of removing and scrapping this facility. The reasons for a re-think were:

- The asset cost many thousands of pounds when installed. Scrapping is a waste of public money
- We have not provided much in the way of facilities for young people over the age of 12 (play parks are aimed at under 12's).
- The seating is used throughout the day by dog walkers and other members of the public. It is not just a youth shelter.
- Opinion from youth and crime professionals at SCDC is that removing this youth 'venue' as a measure for stopping anti-social behaviour will not work. The issue is the behaviour not the venue. If not addressed directly the ASB will just move somewhere else. (**Amanda Sylvester** – Community Co-ordinator - Youth South Cambs. Team; **Linda Gallagher** – Crime Safety Partnership SCDC)
- It was suggested the matter is addressed constructively by engaging young people in the restoration of the unit. This could be turned into a fun event with a local graffiti artist and music. Working with the young people might be more effective than penalising everyone by removing and scrapping the unit.

The original council decision should be reviewed.

MAYD21/24 Young people engagement with Youth Shelter Refurbishment / Reinstatement

It was noted that a previous decision by Melbourn Parish Council to remove the shelter on the New Rec after it was vandalised by fire is being questioned.

It was noted that an event, targeted at young people that may have been involved in the anti-social behaviour, would be beneficial and could encourage the correct behaviours in the area. Amanda Silvester provided information about behaviour change rather than removing the opportunity it would be more beneficial to foster new behaviours that could target the youth in the area.

It was suggested that an event be held to involve the youth in repainting and restoring the shelter – involving Mix Music and Kilo (a local artist that works with in youth services).

ACTION: Committee to work with 3rd parties to identify funding for the event / repairs and report back.

ACTION: Office to gather further quotes for preparation of structure (jet washing / sand blasting).

Options explored:

Removal by provider	£1,132.70
Removal by contractor 1	£700.00
Removal by contractor 2	£1,600.00
Make good by provider	£2,400.00
<i>No comparable quote at this time</i>	

Possible removal of the Youth Shelter in Melbourn

I was sorry to hear about the incident on the Rec with the youth shelter.

I agree with you that it is an asset we would really like to keep in place. The damage is unsightly but does look repairable.

My recommendation from a Cambridgeshire County Council Community Coordinator for Youth Perspective, would be to that we would encourage as many spaces for young people as possible in an area, to offer them a safe space to meet, which is visible to the community, so to keep this asset if possible.

The shelter I thought was well used, by many members of the community, younger and older from the Melbourn community, not just young people, so the loss of this asset would have an impact on all members of the community, and essentially the young people who use it and respect this asset. If this was to be taken away, the young people may still gather in that area, or move on into other areas of the village to meet and gather.

Ideally, we would encourage work with those Young People who may have damaged it, to build a relationship with them and facilitate behaviour change so this is not repeated anywhere else in the area, and encourage them to engage with other positive activities they could be participating in.

As in idea, If those responsible could be identified, as well as others who use the area and want to get involved. We would look to work with positive role models in the area and the young people and encourage them to help repair the damage that has been done, and help with a repaint so they feel some ownership over the shelter, and to respect and look after it as it's their work, to deter this from happening again.

This type of project was successful when we did the 'Graffiti 'Free wall' At the cricket Pavillion on the Rec, and is still used well today.

It could be a partnership event with Jay from MusicMix from the village who has developed a relationship with a number of young people in the area through their project, and Kilo - A graffiti artist who is experienced in working with young people who struggle and display challenging behaviours.

The Young people could work with Kilo to design what they would like to put on the panels during a couple of sessions, and spray this on the Shelter with Kilo at another session.

This would enable a change in behaviour for the young people, and promote growth and development of their social skills, helping them to build trusting relationships with positive male role models who work with young people, and take more ownership of the shelter and prevent it from being exposed to ASB.

It may be possible to apply for funds from the OPCC fund for this project as it was reported to Police, or we could look for other funds to support this project.



YOUNG PEOPLE'S USER SURVEY

May 2024

Survey of young people using the charity's youth facilities in
14 communities across Cambridgeshire

THE
CONNECTIONS
BUS PROJECT

Summary of Results

255 young people attended one of our youth work sessions from 13-24 May 2024 and 174 of these completed surveys.

Of those that completed the gender question, 54% identified as male, 44% as female and 2% as other.

The majority of those completing the survey were aged 11 to 12 (63%) with most of those aged 12. The project appears to be appealing to this age at the moment as this was very similar to last years results of 60% aged 11 to 12.

Attendance

100% of young people said they enjoy coming to our youth clubs and buses.

94% of young people said they attended every or fortnightly sessions (96% in 2023).

54% said that the youth clubs/buses are the only youth activities that they attend (a slight increase on last year of 52%).

Safety

99% of young people said that they feel safe attending our sessions.

26 young people (15%, same as 2023) said bullying was problem at our sessions. However, 25 of those said that they feel safe, and all said that they enjoy coming. Youth workers at the village where the remaining young person attends have been asked to keep a closer eye on interactions in and around the youth club.

Outcomes

94% of young people said that our youth workers are approachable and easy to talk to (consistent with previous years).

77% of young people said that attending helped to improve their mental health and wellbeing (identical to 2023).

Of the young people that has spoken to youth workers about a particular issue (30%), 80% said that it had helped. Very similar to 2023.

Only 24% of young people said that they use the sessions as a source of information. It was thought this may be low so a new question was included in the survey to help gauge the best topics we could include for specific attention. The most common themes were: bullying, vaping, mental health, drugs and education/school.

The final question was set to identify additional activities and equipment that young people would like included at their sessions. Some of these have already been acted upon; Willingham Youth Club held a successful curry tasting evening! Other suggests will be incorporated where possible and some new equipment will be included in the plans when we replace the youth buses this year.

Full Survey Results

Number of Surveys Completed

Age	11			12		13		14		15			16			17		Total			
	F	M	O	F	M	F	M	F	M	F	M	O	F	M	O	F	M	F	M	O	
Village																					
Cottenham	4			1			1	1										6	1	0	
Eversden	1	1		4		1												6	1	0	
Girton	1				1		2		2		1							1	6	0	
Haddenham	1			3	12													4	12	0	
Haslingfield	2	1		5	1		1											7	3	0	
Histon					2		1	3	8									3	11	0	
Melbourn	1			5	7	5	1			1								12	8	0	
Milton	1		1		6		1					1						1	7	2	
Oakington	2	1		2	2													4	3	0	
Orchard Pk				1	1		1			1								2	2	0	
Sawtry	1	1		6	4						1			2	1			7	8	1	
Somersham	1			2	1				1									3	2	0	
Warboys	2			5	5	3										1		10	6	0	
Willingham	1			2	9		3											3	12	0	
Total	18	4	1	36	51	9	11	4	11	2	2	1	0	2	1	0	1	69	82	3	
	23			87		20		15		5			3			1		154			

20 young people did not fully complete the gender/age section and so were not included in this table

How regularly do you come to the youth club/bus?

	No.	2024	2023	2018
Every session	99	83%	72%	74%
Fortnightly	13	11%	24%	20%
Once a month	5	4%	4%	2%
Less	3	2%	1%	5%

54 young people did not answer this question

The youth club/bus is the only youth activity or club I attend?

	No.	2024	2023	2018
Yes	64	54%	52%	62%
No	54	46%	48%	38%

56 young people did not answer this question

I enjoy coming to the youth club/bus.

	No.	2024	2023	2018
Yes	163	94%	93%	92%
Sort of	11	6%	7%	6%
Not really	0	0%	0%	0%
No	0	0%	0%	2%

I feel safe at the youth club/bus.

	No.	2024	2023	2018
Yes	141	82%	85%	83%
Sort of	30	17%	12%	14%
Not really	2	1%	3%	2%
No	0	0%	0%	1%

1 young person did not answer this question

Bullying is a problem at the youth club/bus.

	No.	2024	2023	2018
Yes	8	5%	8%	8%
Sort of	18	10%	7%	2%
Not really	28	16%	11%	8%
No	118	69%	74%	82%

2 young people did not answer this question

The youth workers are approachable and easy to talk to.

	No.	2024	2023	2018
Yes	140	83%	84%	89%
Sort of	21	12%	12%	6%
Not really	2	1%	2%	3%
No	6	4%	2%	2%

5 young people did not answer this question

I use the youth club/bus as a source of information about things (drugs, alcohol, smoking, careers and other topics).

	No.	2024	2023	2018
Yes	11	7%	12%	12%
Sort of	29	17%	11%	15%
Not really	52	30%	33%	28%
No	79	46%	44%	45%

3 young people did not answer this question

I believe attending youth club/bus improves my mental health and wellbeing.

	No.	2024	2023
Yes	61	36%	43%
Sort of	69	41%	34%
Not really	28	16%	15%
No	12	7%	8%

4 young people did not answer this question

I have talked to youth workers about something personal (family, friends, relationships, school, bullying, mental health, futures or any other topic).

	No.	2024	2023	2018
Yes	34	20%	19%	23%
Sort of	17	10%	8%	8%
Not really	35	20%	18%	9%
No	81	47%	55%	60%
Not applicable	6	3%		

1 young person did not answer this question

Conversations about personal issues with youth workers have helped me.

	No.	2024*	2023*	2018*
Yes	25	51%	50%	61%
Sort of	14	29%	32%	27%
Not really	7	14%	11%	0%
No	3	6%	7%	12%

* This is percentage of only those that said they had had a conversation (yes or sort of)

What is the biggest issue facing young people today.

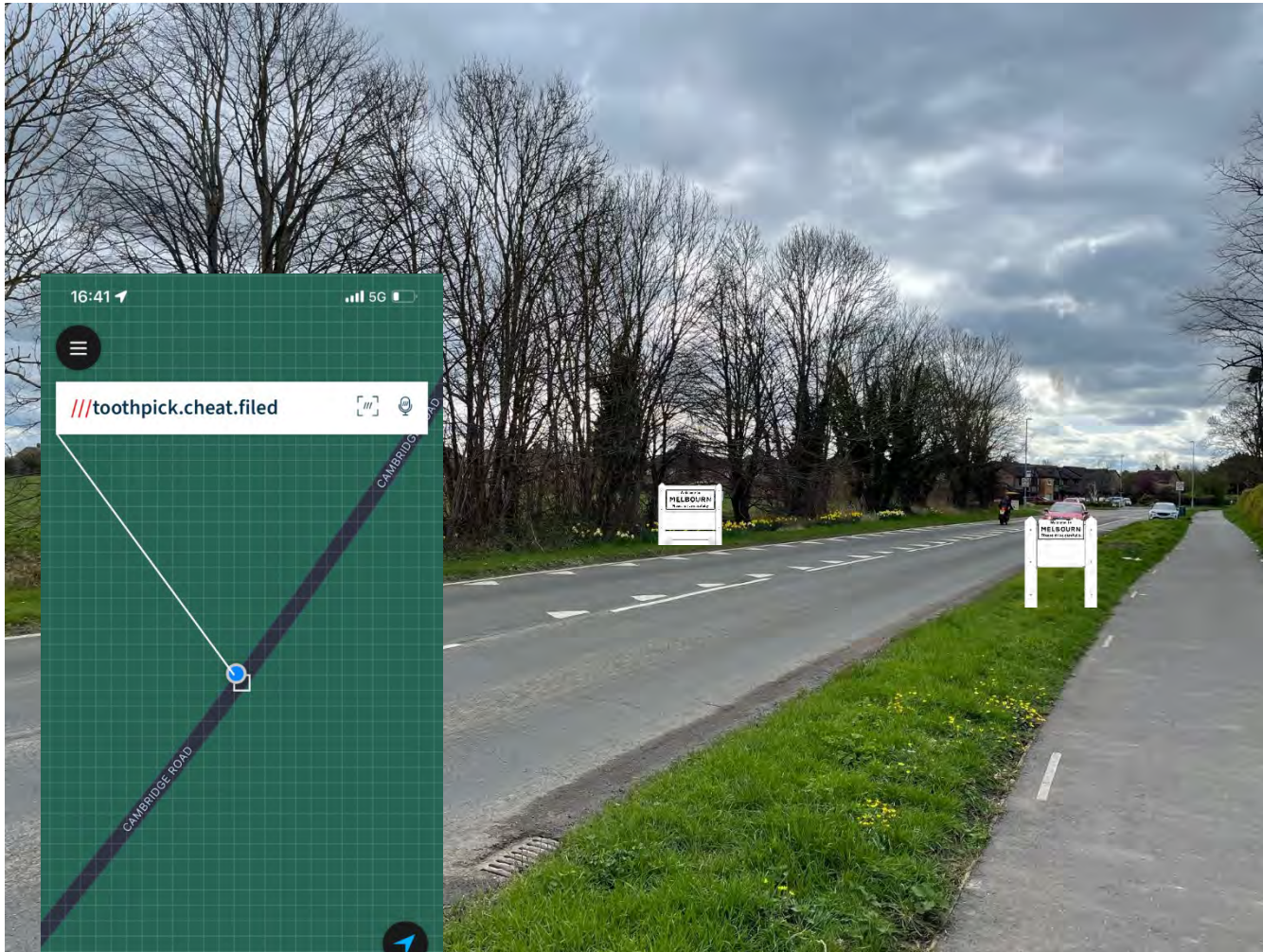
	No.
Ageism	2
Beauty Standards	1
Bullying	24
Can't really be heard & misinformation	1
Climate change	1
Cyber bullying	4
Depression	3
Drugs	5
Education / School	5
Exams	1
Forced to work too young	1
Gangs	1
Getting lost	1
Internet Content	1
Mental Health	11
Most people are mean	2
Not letting people be themselves	1
Not many people stay outside	1
Older teens using bad stuff	1
Periods	1
Phones	1
Porn	1
Saying the wrong thing	1
Screen addiction	1
Social Anxiety	2
Social media	2
Social pressure	1
Technology	1
Vaping	12

Are there any activities you would like at the youth club/bus sessions?

	No.
Art (Warboys & Oakington)	3
Baking/Cooking (Sawtry, Willingham, Histon, Girton, Milton)	5
Balloons (Melbourn)	1
Basketball (Orchard Park)	1
Bingo (Cottenham)	1
Board Games (Haddenham)	1
Candy floss/ice cream machine (Sawtry)	1
Chess (Cottenham)	1
Clay (Girton)	1
Cookie decorating (Haddenham)	1

Cricket (Haslingfield)	1
Curry (Willingham)	4
Darts (Sawtry)	1
Dodge Ball (Haddenham)	1
Drawing (Melbourn)	1
Football (Sawtry, Histon, Warboys, Willingham, Orchard Park, Haddenham, Milton)	14
Fortnite (Histon)	1
Go Karting (Sawtry)	1
Golf (Histon)	2
Horse riding (Cottenham)	1
Interacting Games (Eversden)	1
Jewellery making (Haslingfield)	1
Just Dance (Melbourn & Haddenham & Eversden)	3
Monkey Bars (Oakington)	2
More PlayStation games (Oakington)	1
Pizza (Histon)	2
Plants (Warboys)	1
PlayStation 5 (Somersham)	3
Pool table (Haddenham)	1
Seat ball (Melbourn)	1
Slime (Haddenham, Milton, Oakington)	5
Small talk (Willingham)	1
Table football (Warboys)	1
Table tennis (Haslingfield)	1
Trips (Milton, Histon)	3
Outdoor space (Girton)	1

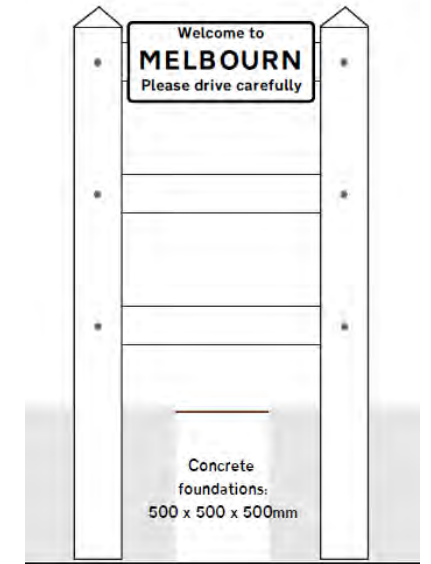
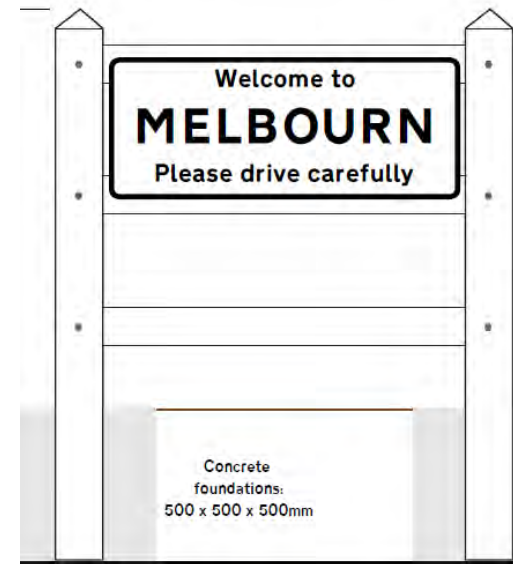
Melbourn Parish Council – Village gateways proposal



Notes

Replace current village sign

- <https://what3words.com/toothpick.cheat.filed>
- Plenty of width on both sides of the road to accommodate the wider option
- Suggest wide version on left hand side (replacing current village sign) and narrow version on the right hand side



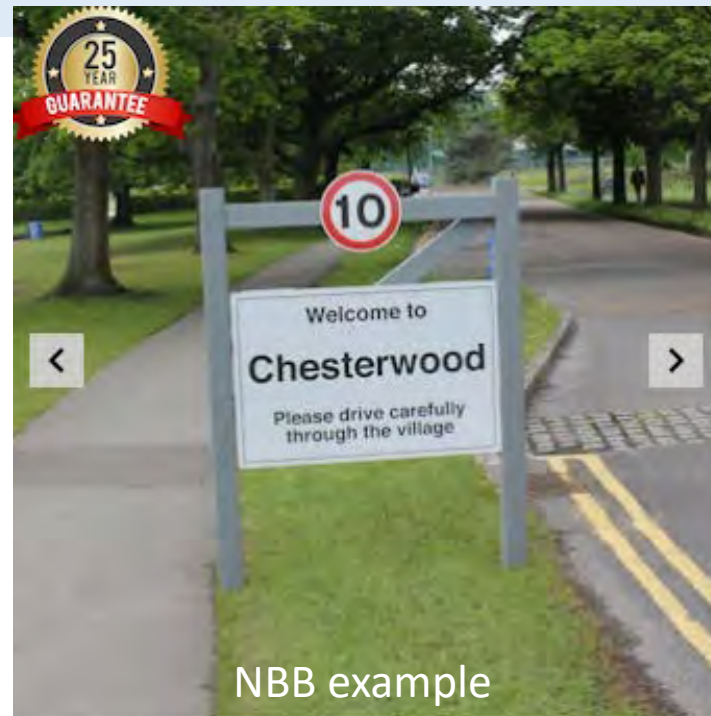
Melbourn Parish Council – Village gateways proposal SUPPLIERS

Notes

- Glasdon have provided the most comprehensive quote and seem to be the supplier of choice when asking around for advice.
- https://uk.glasdon.com/road-safety/gateway/glasdon-gateway?mx=1&gad_source=1&gclid=CjwKCAjw26KxBhBDEiwAu6KXt3N53E9d9INI-aOBrtO5n2TqV_FUBzpMmke4x1xxyA7u7jB1nZT5BoCo-8QAvD_BwE
- NBB Recycled Furniture were the other supplier to provide a quote – the gateways are not the same as Glasdon seem to be the only providers of the preferred style.
- Note the possible quality difference, also not available in white.
- <https://www.recycledfurniture.co.uk/Fencing-and-Raw-Materials/Town-Gates>



Glasdon example

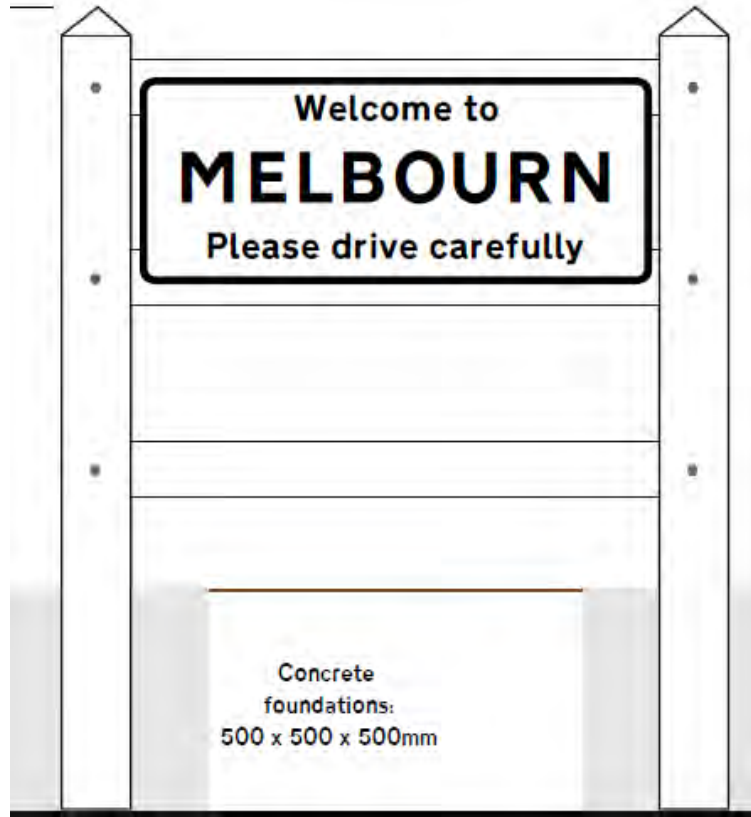


NBB example

QUOTES

Glasdon quote	£1,751.61
NBB quote	£834.50

Melbourn Parish Council – Wording options





Melbourn

Welcome to our village



- Footpath
- Food store
- Play park
- Church
- Car park
- Pharmacy
- Cafe/restaurant
- Library

MELBOURN PARISH COUNCIL

DO YOU WANT A SKATE PARK IN MELBOURN?

Melbourn Parish Council would like to know Melbourn residents thoughts. Do you think a skate park would be a good idea for Melbourn?

Have your say and either complete and return this form to the Parish Office, send the responses by email or complete the online form using the QR code below.

ABOUT YOU...

The boring bit first, tell us who you are, how old you are and how we can contact you.

Your name

Your age

The road you live on in Melbourn

If it is ok for us to contact you please add an email or phone number

Thank you for your help – you can return the form to the Parish Office in The Hub, or send your responses by email to parishclerk@melbournparishcouncil.gov.uk or use the QR code or link to the right and complete the online form.



<https://bit.ly/4cuRGB9>



NOW THE FUN STUFF...

We need to know how you feel about Melbourn Parish Council installing a skate park - there are no plans as yet and no defined locations but we need to know what you think about the idea - is this just what the village needs or do you have other suggestions?

Funding would come from monies paid by previous developers of housing and fund raising - there would be lots of work to do and we would need volunteers from around the community to help with the fund raising and more.

Please tick the relevant box and let us know your thoughts below.

YES

NO

MAYBE

Tell us the reason for your response below

If you are all in favour let us know the best skate parks around so we can take a look, if you are against tell us what you would like to see in the village for young people - if you are on the fence share your concerns...

PC050/24a) Skate Park Questionnaire costs

Production of 2,500 A5 flyers £58.76

Vistaprint

2500	£65.29 £58.76 £0.03 / unit 95% savings + sale
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Delivery of 2,500 flyers across the village £155.00

POLICY AND PROCEDURE: Parish Estate – Safety Inspections

PURPOSE: To ensure public spaces for which the Melbourn Parish Council (hereafter the Council) has responsibility, are routinely inspected and maintained such that users are offered safe access

SCOPE: All public spaces in the Melbourn Parish Estate for which the Council has direct accountability. Aspects of the public environment that are the responsibility of other agencies, for example public highways or school grounds, are not covered by the scope of this policy.

Note: *Appendix 1 lists those areas deemed in need of regular safety inspection, together with Risk Assessments defining the required frequency of inspection for each. Not all areas have similar risks, and inspection frequency varies accordingly.*

1. POLICY:

- 1.1 It is the policy of the Council that all areas listed in Appendix 1 of this document are regularly inspected for hazards.
- 1.2 Because different areas present different levels of risk, not all areas will be inspected at the same frequency.
- 1.3 In order to decide the inspection frequency a formal Risk Assessment will be carried out for each affected area as listed in Appendix 1.
- 1.4 Risk levels will be divided into 'High', 'Medium' and 'Low'. High Risk areas will be inspected weekly. Medium Risk areas will be inspected every two weeks. Low Risk areas will be inspected monthly. More frequent inspections can be carried out, depending on circumstances, for example an unusual spillage or a village public event.
- 1.5 Risk Score Bands: 0 – 11 Monthly; 12 – 19 Two Weekly; 20 + Weekly
- 1.6 It is the responsibility of the Clerk to the Council to administer the safety checking system through the Village Wardens.
- 1.7 It is the responsibility of the Village Wardens to ensure that proper inspection checks are carried out on all listed areas, according to the frequencies laid out in this document.
- 1.8 Where agreed, nominated Councillors may carry out area checks, provided such checks are properly and formally recorded.

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2. **PROCEDURE:**

- 2.1 Village Wardens will agree each week those areas that will be inspected and by whom.
- 2.2 Inspections will be shared to make the work sensibly balanced. The timing of inspections can be varied during the working week to make the visiting of remote areas time-efficient.
- 2.3 Inspections will be recorded on the Inspection Record Sheet; this is included as Appendix 3 to this document.
- 2.4 Each inspection will be signed and dated. Any issues or actions required must be noted.
- 2.5 It is the objective to leave each area in a safe condition after inspection. Should this not be possible, due to some significant problem, the matter should be notified to the Clerk so that steps can be quickly taken to correct the deficiencies.
- 2.6 Completed monthly inspection sheets must be returned to the Clerk for retention



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~25 July 2022~~ 13 June 2024

Review Policy: Every 12 months

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APPENDIX 1

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Moor Play Park	5	5	0	1	5	5	21	High
All Saints Churchyard	0	5	0	0	3	5	13	Medium
Orchard Road Cemetery	1	2	0	0	5	5	13	High (due to bin emptying needs)
Old Recreation Ground	2	4	0	5	4	3	18	Medium
New recreation Ground	2	3	0	5	5	3	18	Medium
Village Car Park	5	5	5	0	5	5	25	High
War Memorial	4	5	2	0	5	5	21	High
Littlehands and Access Way	5	5	4	2	5	3	24	High
Melbourn Hub and Gardens	5	5	0	0	5	5	20	High
Stockbridge Meadows	3	5	0	0	3	4	15	Medium

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Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Cres.Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Avenue	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millenium Copse	2	5	0	0	3	1	11	Low
BMX Site	4	5	0	5	3	0	17	Medium
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High

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APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week4	
Moor Play Park					
Village Car Park					
War Memorial					
Littlehands and Access Way					
New Rec. Ground					
Clear Cres.Play Park					
Orchard Road Cemetery					
New Road C/metery					
Old Recreation Ground					
Pavilion					
All Saints' C/Yard					
Jubilee Orchard					
Armingford Cres.					

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<u>Pavilion Defibrillator</u>					
<u>Doctors Surgery Defibrillator</u>					
Beechwood Avenue					
Millennium Copse					
Worcester Way					
Allotments					
Fire Engine Shed					
Chalkhill Barrow					
Elm Way					
Stockbridge M.					

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens				
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

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HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

SERVICE	TASK	FREQUENCY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water.	ANNUALLY
	Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis.	ANNUALLY
	Check temperatures in flow and return at calorifiers.	MONTHLY
	Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare)	MONTHLY
COLDWATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	ANNUALLY
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	BI-ANNUAL
	Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps.	MONTHLY
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses.	AS NECESSARY
LITTLE-USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	WEEKLY

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HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

FREQUENCY	CHECK	ACQUIRED STANDARD		NOTES
		COLD	HOT	
MONTHLY	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required.
	If fitted, input to TMV's on sentinel basis.		The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to water heater/calorifier.		Outgoing water should be at least 60°C and the return at least 50°C.	If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system.
BI-ANNUAL	Incoming cold-water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel.
ANNUALLY	Representative number of taps on a rotational basis.	The water temperature should be below 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.

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SUBJECTS REVIEWED	YES/NO	COMMENTS	DATE ACTIONED
RISK ASSESSMENT			
Are the current system details correct?	New risk assessment	Available within this Assessment	18/02/2021
Is there a current up to date cold water cistem/tank survey?	No water tanks found	Available within this Assessment	
Is there a current photograph of the cistem/tank(s)?	n/a	Available within this Assessment	
Is there a current up to date hot water survey?	YES	Available within this Assessment	
Is there a current photograph of the calorifier/water heater(s)?	YES	Available within this Assessment	
Are the schematic drawing details correct?	YES	Available within this Assessment	
Does the assessment need up dating?	NO	Available within this Assessment	
LOG BOOK			
Is the maintenaoe schedule up to date?	NO		
Are the Responsible Person details up to date?	YES		
Is the training log up to date?	NO		
Have any training requirements been identified?	YES		
Is there an annual review of the system?	YES		
Are the disinfection procedures being followed?	NO		
Are all the log sheet entries up to date?	NO		
Has any remedial works been identified and recorded?	YES		
Has identified remedial work been rectified?	NO		
Are outlets cleaned/disinfected on a minimum of annually and certified?	NO		
Has the system been tested for legionella and certified?	YES		
Has the annual mains water analysis been recorded and certified?	NO		
SUMMARY OF COMPLIANCE WITH ACOP			
Has the system been adequately risk assessed?	YES	Available within this Assessment	
Is the scheme satisfactory for minimising the risk?	No scheme in place		
Has the scheme been fully implemented?	NO		
Are the records being kept up to date by all responsible/competent personal?	NO		
Does the scheme effectively function in line with the requirements of the ACOP (L8)?	NO		

Client is to fill in actioned section to conform to current legislation.

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