



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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

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

**Present:** Cllrs Alexander, Barnes, Campbell, Clark (Chair), Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou

**Absent:**

**In attendance:** Abi Williams (Clerk), Pierre Redelinghuys

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

**PC029/2526 To receive and approve apologies for absence.**

It was RESOLVED to accept apologies of absence from Cllrs Davey, Cowley, Wilson, County Cllr Bostanci and District Cllr Hales.

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

**PC030/2526 To consider two applications for co-option.**

Application for co-option was received from two individuals. One applicant was unable to attend the meeting and will be deferred to the July meeting.

Application for co-option was considered from Pierre Redelinghuys. Cllrs were given the opportunity to seek further information from Mr Redelinghuys on his reasons for standing for co-option. Mr Redelinghuys left the room and the Cllrs indicated by ballot sheet unanimous support to co-opt Mr Redelinghuys.

*19:37 Mr Redelinghuys left the meeting to allow Council to vote on co-option.*

*19:39 New Cllr Redelinghuys re-joined the meeting.*

**PC031/2526 To receive any Declarations of Interest and Dispensations**

*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

Declaration of interest were received from Cllr Kilmurray for items PC038/2526c) and PC044/2526a). Dispensation was granted to remain for discussion but not to vote.

**PC032/2526 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. No members of the public present.

**PC033/2526 To approve the minutes of the Community Benefit Grants meeting held on 2 June 2025 –** noting correction to minute for item PC035/2526j) (All Saints Church corrected to Melbourn Primary School PTFA).

It was RESOLVED to approve the minutes of the Community Benefit Grants meeting held on 2 June 2025, including the correction shown above, as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Coulman.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

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

**PC034/2526 To report back on the minutes of the Community Benefit Grants meeting held on 2 June 2025**

It was noted that future reports on spend are to be addressed to Melbourn Solar and not Quintas Energy as previously.

**PC035/2526 Chair's Announcements**

The Chair officially confirmed the resignation of Cllr John Travis. Thanks were passed from all for the years of dedication that Cllr Travis poured into the Council. ACTION: Office to formally write to Mr Travis and pass thanks and gratitude.

It was noted that Cllrs should respond to requests for apologies so the office can ensure quorum at meetings.

It was noted that Cllr Clark met with the Chair of Meldreth Parish Council to look at ways in working together on a number of future projects.

The chair received the County and District report from District Cllr Hart. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC036/2526 Annual Governance and Accountability Return (AGAR) 2024/2025**

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

It was RESOLVED to agree Annual Governance Statement 1.

Proposed by Cllr Campbell, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 2.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 3.

Proposed by Cllr Campbell, seconded by Cllr Kyprianou.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 4.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 5.

Proposed by Cllr Kanagarathnam, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 6.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 7.

Proposed by Cllr Campbell, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 8.  
Proposed by Cllr Coulman, seconded by Cllr Hart.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

Annual Governance Statement 9 is non-applicable to Melbourn Parish Council.

- 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 2024/25 by the Parish Chair and Parish Clerk.  
Proposed by Cllr Kilmurray, seconded by Cllr Campbell.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

- c) To consider signing the Accounting Statements 2024/25.

It was RESOLVED to sign the Accounting Statements 2024/25.  
Proposed by Cllr Kilmurray, seconded by Cllr Coulman.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

**PC037/2526 To consider approving the updated calendar of meetings for the new civic year to reflect meeting day changes.**

It was RESOLVED to approve the updated calendar of meetings for the new civic year.  
Proposed by Cllr Coulman, seconded by Cllr Barnes.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

**PC038/2526 Finance Matters:**

- a) To receive and consider the finance reports for May 2025.

It was RESOLVED to receive the finance report for May 2025.  
Proposed by Cllr Kilmurray, seconded by Cllr Coulman.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

- b) To consider funding requirements of LHI application for safety around the Primary School.

Cllrs shared a presentation in support of the ongoing LHI application, letter to residents and survey. Presentation will be made to LHI decision panel on 11 July 2025 by Cllrs Campbell and Clark.

It was RESOLVED to commit up to £25,000 to LHI funds in precept year 26/27 to support the LHI application as presented. Within the £25,000 Council commit to fund the refreshing of street markings within the works area.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

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

It was RESOLVED to approve invoice 1767 at a cost of £180.00  
Proposed by Cllr Barnes, seconded by Cllr Alexander.

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

Against:

Abstain: Cllrs Kilmurray, Redelinghuys

It was RESOLVED to approve invoice 1768 at a cost of £1,260.00

Proposed by Cllr Kanagarathnam, seconded by Cllr Campbell.

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

Against:

Abstain: Cllrs Kilmurray, Redelinghuys

- d) To note duplicate payment made to Shelford Heating in May approvals of £2187.09.

It was noted.

- e) To note payments have been made to all Community Grant applicants. Value of fund for December round stands at £20,166.91.

It was noted.

- f) To note increase of Three Business contract for broadband at the Pavilion from £15.46 to £16.67 monthly.

It was noted.

- g) To note renewal of ACRE membership for 2025 at a cost of £86.40.

It was noted.

- h) To note staff expenses of £65.50 associated with travel to and from CiLCA training.

It was noted.

- i) To consider approving the approvals list for June 2025.

It was RESOLVED to approve the approvals list for June 2025.

Proposed by Cllr Kilmurray, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

**PC039/2526 Governance:**

- a) To consider accepting recommendation from the Maintenance Committee to approve the wording changes to Document 4.12 Allotment Lease.

It was RESOLVED to accept the changes to Document 4.12 Allotment Lease.

Proposed by Cllr Hart, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

- b) To note updated committee list as of 19 June 2025.

Updated committee list was noted.

- c) To consider actions relating to Practical Solutions Group.

It was noted that Practical Solutions Group would be picked up again in the autumn with the support of County Cllr Bostanci – Cllrs are encouraged to continue to raise issues with the office who will share with the Group for information / advice.

- d) To note notice of vacancy of councillor after John Travis resignation was displayed for the legislated period – no election called.

It was noted.

- e) To receive updates and consider actions.

None received.

**PC040/2526 Bank reconciliations**

- a) To note bank reconciliation for May 2025.

It was noted that the bank reconciliation had been completed. Cllr Hart will be completing the bank reconciliation going forward after a handover from Cllr Davey.

**PC041/2526 Correspondence:**

- a) To consider request to reconsider overnight parking in the High Street car park.

Discussion was held to try and offer alternative parking solutions.



It was RESOLVED to reply stating conditions of the lease as reason to not allow overnight parking in the car park, suggesting owner approach Medivet as a potential rental parking space.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

- b) To note CAPALC update on local government reorganisation and press release from Cambridgeshire County Council <https://www.cambridgeshire.gov.uk/news/three-options-announced-for-council-reorganisation-plans>  
Cllrs were requested to send response to the office by 6 July to enable a Parish response to be submitted. ACTION: Office to email all Cllrs with reminder.
- c) To note Groundwork East will be holding an 8 week course of Wellies in the Wood from The Moor, starting 25 September 2025.  
It was noted.

**PC042/2526 Maintenance Matters:**

- a) To share road allocations for road inspections – to be carried out by Cllrs by end of July.  
Road allocations were noted and door drop slips shared with Cllrs.
- b) To consider recommendation from Maintenance Committee for actions with regard to RTC in High Street car park.  
It was RESOLVED to approve the recommendation from the Maintenance Committee that given the unfortunate passing of the individual involved in the period since the accident, pursuing an insurance claim would not be in anyone's best interest. Council will proceed with obtaining quotes for capping off electrics and repairing damage to bollard at a reduced cost.  
Proposed by Cllr Barnes, seconded by Cllr Alexander.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.
- c) To receive updates and consider actions.  
None received.

**PC043/2526 Planning Matters:**

- a) To note the Chair of the Planning Committee is Cllr Kilmurray and the Vice Chair is Cllr Wilson.  
It was noted.
- b) To note complaint raised over application 25/01320/PRIOR.  
Complaint was noted. Cllr Dr Tumi Hawkins, Chair of Joint Local Planning Advisory Group will be invited to the Planning Committee Meeting on 9 July 2025.
- c) To note TTRO for New Road.  
The TTRO was noted. Concern was raised over the lack of traffic lights on the A505 junction during the closure. Action is being taken by Parish, District and County Cllrs to highlight the significant danger of this to Highways and Street Works. Residents are encouraged to raise their concerns.
- d) To receive updates and consider actions  
None received.

**PC044/2526 Community Hub**

- a) To consider approval of costs associated with labelling of electric circuits at The Hub at a cost of £864.00.  
Deferred. It was requested that The Hub provide a report as to why works were not carried out previously. Requested to be considered at a later date.
- b) To receive updates and consider actions.  
None received.

**PC045/2526 Health, Safety, accessibility, and Wellbeing**

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

**PC046/2526 Melbourn Timebank**

- a) To receive the Timebank's June report.  
Report received with thanks.

- b) To note expenses related to Timebank as approved.  
None received.
- c) To receive any updates and consider actions.  
None received.

**PC047/2526 To receive an update from the MAYD Joint Committee**

- a) To receive termly report from Connections Bus.  
Report received.
- b) To receive any updates and consider actions.  
None received.

**PC048/2526 To receive an update from the Futures Working Party**

It was noted that focus would be on the LHI application, potential youth spaces and outdoor gym/ ninja trail equipment.

**PC049/2526 To receive an update from the HR Panel**

- a) To note the Chair of the HR Panel is Cllr Hart and the Vice Chair is Cllr Alexander.  
It was noted.

**PC050/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 9 July** at 7.30pm.  
The date of the Planning Committee meeting was noted as Wednesday 9 July 2025 at 7.30pm.
- b) Maintenance Committee Meeting, **Thursday 17 July 2025** at 9.30am.  
The date of the Maintenance Committee Meeting was noted as Thursday 17 July 2025 at 9.30am.
- c) Finance & Good Governance Meeting, **Tuesday 22 July 2025** at 7.30pm.  
The date of the Finance & Good Governance Meeting was noted as Tuesday 22 July 2025 at 7.30pm.
- d) Full Council Meeting, **Wednesday 30 July 2025** at 7.30pm.  
The date of the Full Council meeting was noted as Wednesday 30 July 2025 at 7.30pm.

*Meeting closed 21:05*

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Melbourn Parish Council

To whom it may concern

Please find enclosed my application for the position of Parish Councillor.

I am a resident and homeowner in Melbourn. I am a project management professional with a senior position in a global organisation. This demanding role involves strategic thinking, planning, organisation and leadership.

I have previously served as a parish councillor in Foxton, where I was a resident. This was motivated by a desire to serve and contribute to the community in which I lived. During my tenure there, I was very active in the planning committee where I evaluated numerous planning applications including small housing developments such as the Old School and Foxton corner. I was also involved in assessing the long-running planning application for Burlington Press, now approved and in an advanced stage of development as a science facility. As member of the Parish Council, I was involved in the setting of the annual budget and participated in various decisions concerning the village playground and sporting facilities as well as the village hall trust.

Having moved to Melbourn exactly 1 year ago, I already feel part of the community and would very much like to continue serving as a councillor here. I strongly believe that my skills and experience will be of great benefit to the Melbourn Parish Council and in its service to the residents of this Parish.

Your consideration of this application is much appreciated, and I look forward to engaging members of the parish council if given an opportunity to put myself forward for selection.

Yours faithfully

[REDACTED]

Dr. Pierre Redelinghuys

# MELBOURN PARISH COUNCIL

Doc. No.: 3.04  
Version: 1  
Date approved: March 2025  
Review date: March 2026

Name: DR. PIERRE REDELINGHUY

Contact details

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council				✓	
Local government			✓		
Civil service	✓				
Professional skills					
Experience of chairing board / committee meetings					✓
Experience of professional leadership					✓
Financial planning / management				✓	
Mediation				✓	
IT				✓	
Strategic planning				✓	
Training Received (please give brief details of specific area of training)					
LOCAL GOVERNMENT TRAINING FOR PARISH COUNCILLORS RECEIVED IN 2022					
Skills that may be useful on Parish Council Committees					
Financial planning / management				✓	
Procurement / tenders		✓			
Health and Safety		✓			
Insurance		✓			
Pensions		✓			
HR	✓				
Legal [please give brief details of specific area of expertise]					
Premises and facilities management			✓		

# MELBOURN PARISH COUNCIL

Doc. No.: 3.04  
Version: 1  
Date approved: March 2025  
Review date: March 2026

Please give brief details of particular local interest / knowledge

## Planning

I AM A PROJECT MANAGEMENT PROFESSIONAL. I SERVED ON FOXTON P.C PLANNING COMMITTEE AND CHAIRED IT FOR A PERIOD OF TIME. I WAS INVOLVED IN THE EVALUATION OF NUMEROUS SMALL AND LARGE PLANNING APPLICATIONS INCL. BURLINGTON PRESS - SCIENCE PARK

## Youth work

## Conservation

I AM VERY KEEN ON CONSERVATION - BASED ACTIVITIES. I AM A MEMBER OF SEVERAL ENVIRONMENTAL CHARITIES INCLUDING WORLD LAND TRUST, FRIENDS OF MAGOG.

## Volunteering

Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training

LOCAL GOVERNMENT REFRESHED TRAINING INCL. PLANNING APPLICATIONS. PROCUREMENT TRAINING.



There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:

Selflessness : you should act in the public interest

- I HAVE DEMONSTRATED A PUBLICALLY-ORIENTED ETHOS IN MY PREVIOUS ROLE AS A PARISH COUNCILLOR. I DEMONSTRATED THIS IN APPLYING A FOCUS ON COMMUNITY INTERESTS IN PLANNING APPLICATIONS. I FOUGHT HARD FOR A FULL-TIME DAY CARE FACILITY AT FOXTON VILLAGE HALL AS A MEMBER OF THE VILLAGE HALL TRUST.

Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates

- I DEMONSTRATED THIS IN MY PREVIOUS ROLE AS PARISH COUNCILLOR.
- I APPLY THIS DAILY AS A DIRECTOR AT A LARGE GLOBAL ORGANISATION.

Objectivity : you should act impartially, fairly and on merit

- I HAVE SHOWN THIS IN MY PREVIOUS ROLE AS A PARISH COUNCILLOR ESP. WITH REGARD TO PLANNING APPLICATIONS AND OTHER PARISH-RELATED MATTERS.
- I AM A SENIOR PROFESSIONAL AND OBJECTIVITY IS EMBEDDED IN EVERYTHING I DO.

Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability

- I HAVE TAKEN ACCOUNTABILITY AS A PARISH COUNCILLOR FOR DECISIONS I HAVE TAKEN IN VARIOUS PLANNING AND OTHER MATTERS.
- I HAVE A ROLE IN MY DAY JOB WHICH DEMANDS HIGH LEVELS OF RESPONSIBILITY & ACCOUNTABILITY.

Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure

- I HAVE CONDUCTED MYSELF AS A PARISH COUNCILLOR TRANSPARENTLY AND DEMONSTRATE THIS IN MY PROFESSIONAL ROLE.

Honesty : you should always be truthful

- I HAVE DEMONSTRATED HONESTY AS A PARISH COUNCILLOR.
- AS A SENIOR PROFESSIONAL, HONESTY IS AN ESSENTIAL ASPECT OF MY ROLE AND I TAKE THIS FORWARD IN ALL OTHER ASPECTS OF MY LIFE.

Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour

- I AM A LEADER IN MY PROFESSIONAL ROLE
- I HAVE DEMONSTRATED LEADERSHIP CAPABILITIES IN MY PREVIOUS ROLE AS A PARISH COUNCILLOR.

Name: DR. PIERRE REDELINGHIJS

Contact details [REDACTED]

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR	
(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)	
Are you a <u>British citizen</u> , a Commonwealth citizen or a citizen of a European Union country?	Yes / No <u>Yes</u>
Are you 18 or over?	Yes / No <u>Yes</u>
(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)	
Are you on the electoral register for Melbourn?	Yes / No <u>Yes</u>
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year? <u>ONE YEAR ON 26-JUN-25</u>	Yes / No <u>Yes</u>
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year? <u>I AM A PROPERTY OWNER + RESIDENT SINCE 26-JUN-24</u>	Yes / No <u>Yes</u>
Have you had your only or main place of work in the Parish of Melbourn for at least a year? <u>I WORK IN CAMBRIDGE</u>	Yes / No <u>No</u>

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





🏠 **Melbourn Parish Council**  
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SG8 6DZ

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday 2 June 2025 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, Clark (Chair), Coulman, Davey, Hart, Kyprianou

**Absent:** Cllrs Campbell, Kanagarthnam

**In attendance:** Abi Williams (Clerk), eleven members of the public (grant applicants)

### PARISH COUNCIL MEETING – Community Benefit Grants: MINUTES

*Meeting started 19:31*

**PC029/2526 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllrs Barnes, Cowley, Kilmurray and Wilson.  
Proposed by Cllr Davey, seconded by Cllr Alexander.

**PC030/2526 To receive any Declarations of Interest and Dispensations**

*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

Declarations of interest were made by Cllr Kyprianou for item PC035/2526e) and by Cllr Clark for item PC035/2526i). Dispensation was granted to remain for discussion of the item but not to vote.

**PC031/2526 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.

Eleven members of the public were in attendance as representatives for the grant funding applications.

**PC032/2526 To approve the minutes of the Annual Parish Council meeting held on 19 May 2025**

It was RESOLVED to approve the minutes of Annual Parish Council meeting held on 19 May 2025 as an accurate record.

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

**PC033/2526 To report back on the minutes of the Annual Parish Council meeting on 19 May 2025**

Nothing to report.

**PC034/2526 To note report on previous Community Benefit Grants from 2024**

The report was noted.

**PC035/2526 To consider applications for Community Benefit Grant funding:**

**a) Melbourn Library**

**Requested £ 200.00**

A representative was in attendance and answered questions on the project.

Cllr Hart highlighted various grants available through South Cambridgeshire District Council as a future alternative source of funding.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£200.00** to Melbourn Library.

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

**b) Melbourn Hub Lunch Club**

**Requested £ 3,500.00**

Representatives were not in attendance.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£3,500.00** to Melbourn Hub Lunch Club.

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

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

**c) St Georges Allotment Association Requested £ 1,487.31**

A representative was in attendance and answered questions on the project.  
Cllr Hart highlighted allotment grant available through South Cambridgeshire District Council as a future alternative source of funding for larger projects.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£1,487.31** to St Georges Allotment Association.

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

**d) Melbourn Dynamos Football Club Requested £ 7,734.00**

A representative was due to be in attendance but could not attend due to transport issues.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£7,734.00** to Melbourn Dynamos Football Club.

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

**e) Community Support for Dementia Requested £ 5,798.00**

Two representatives were in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£5,798.00** to Community Support for Dementia.

Proposed by Cllr Hart, seconded by Cllr Davey.

In favour: Alexander, Clark, Coulman, Davey, Hart

Against:

Abstain: Cllr Kyprianou

**f) Melbourn Action Community Support (MACS) Requested £ 818.65**

This application was withdrawn.

**g) Melbourn Fete Committee Requested £ 3,000.00**

A representative was in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£3,000.00** to Melbourn Fete Committee.

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

**h) All Saints Church Requested £ 3,655.00**

Two representatives were in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£3,655.00** to All Saints Church.  
Questions were asked about the community benefit of the project as well as timing for works and other sources of funding.

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

**i) Melbourn District Warden Scheme Requested £ 3,000.00**

*Cllr Clark passed to Cllr Hart to Chair this item due to declaration of interest.*

Representatives were not in attendance.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£3,000.00** to Melbourn District Warden Scheme.

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Alexander, Coulman, Davey, Hart, Kyprianou

Against:

Abstain: Cllr Clark

**j) Melbourn Primary School PTFA Requested £ 6,003.99**

Two representatives were in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£6,003.99** to ~~All Saints Church~~ Melbourn Primary School PTFA.

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

**k) 1<sup>st</sup> Orwell Scouts Requested £ 3,475.12**

Two representatives were in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of up to **£3475.12** to 1<sup>st</sup> Orwell Scouts. Guaranteed award of £2,074.50 covering camping equipment and an agreement to fund £1,400.62 for archery equipment less any funds that Meldreth Parish Council commit to the fund. Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.

*Eleven members of the public left the meeting 20:30*



**PC036/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, Monday 9 June 2025 at 8.00pm

The date of the next planning meeting was noted as Monday 9 June at 8pm.

- b) Maintenance Committee Meeting, Thursday 19 June 2025 at 9.30am

The date of the next maintenance committee meeting was noted as Thursday 19 June at 9.30am.

- c) Full Parish Council Meeting, Wednesday 25 June at 7.30pm \* note day change going forward.

The date of the next full parish council meeting was noted as Wednesday 25 June at 7.30pm.

*Meeting closed 20.34*

## **County and District Councillor Report: June 2025**

### **Following the County Council elections, your new team of local councillors are:**

Sally Ann Hart and Jose Hales - South Cambs District Council

Adam Bostanci - Cambridgeshire County Council

### **Cambs County Council**

#### **Annual County Council Meeting and Committee Appointments**

The new council administration is led by the Liberal Democrat Group with Lucy Nethsingha as leader and Lorna Dupre as Deputy Leader. Adam has joined the Environment and Green Investment Committee for which he serves as vice chair, and Assets and Procurement Committee.

#### **Schools funding**

The Cambridgeshire Schools Forum received a report on the final closing balance of maintained schools, i.e. schools that are not academies, in the county. Some of our local schools are affected by funding and other pressures, and we are talking to principals to support schools where we can.

#### **Civil Parking Enforcement - quarter 4 report**

Cambridgeshire County Council's latest report (up until the end of March 2025) on Civil Parking Enforcement reports on recovery rate but also shows a continued decrease in the number of PCNs issued, which indicates that compliance is increasing.

Requests for parking enforcement can be made via: E-mail:

[parkingcontrol@cambridgeshire.gov.uk](mailto:parkingcontrol@cambridgeshire.gov.uk) or on- line: South Cambridgeshire Civil Parking Enforcement - Cambridgeshire County Council.

Further information regarding PCN codes, and their descriptions can be found on the PATROL website: <https://www.patrol-uk.info/contravention-codes/>

SCDC Scrutiny Committee will be looking at Civil Parking Enforcement at their June meeting.

### **Bus services**

Changes to the timetable of the 17 and 26 have come to our attention. We are liaising with the Cam Vale Bus User Group who are seeking further information from the Combined Authority.

### **Roads and footways**

With the better weather, maintenance work is being undertaken, but there is still a long backlog. We are liaising with officers to expedite maintenance where we can.

### **Third Cambridgeshire Quality of Life survey**

This third annual survey seeks to understand and track residents' views on a range of topics – such as life and community, transport, health and wellbeing, children and young people, the council and its services – to inform the work of the County Council. There is an opportunity for everyone to take part if they want to until Monday, 21 July, with the survey available via [www.cambridgeshire.gov.uk/quality-of-life-survey](http://www.cambridgeshire.gov.uk/quality-of-life-survey). Residents may also be approached by an independent market research company, on behalf of the council.

### **Reminder: NHS national vaccination booking system open for eligible people**

On 25 March, the NHS national booking system opened for 7.5 million eligible people to book in their COVID-19 vaccination. Those eligible for this year's spring Covid-19 vaccine include adults aged 75 years and over, residents in care homes for older adults, and people with a weakened immune system who are at a greater risk from severe illness. The offer closes 17 June

### **Find your family in the library**

Did you know that Cambridgeshire Libraries give you access to Ancestry, the database where you can search millions of historical documents and genealogy resources, including the 1921 census? Ancestry is available at the County Council's 33 libraries and is free to access with your library card.

### **South Cambridgeshire District Council**

### **Grant funding - Zero Carbon Communities Grant open for applications \**

South Cambs District Council's popular Zero Carbon Communities Grant is open for applications, closing Tuesday 1 July 2025. Parish councils and voluntary/community

organisations are invited to apply for grants of between £2,000 and £15,000 for projects that a) reduce carbon emissions e.g. from a community building, or b) foster greater community engagement on climate issues and encourage sustainable behaviour change. For full eligibility criteria, please consult the guidance documents on [the website](#).

Email [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk) for any further info.

### **Grant funding - Allotment Improvement Grant is open for applications**

The grant provides up to £10,000 in funding to support projects that enhance the productivity, sustainability, and social value of allotment spaces. Key priorities include:

- - improving water access through reliable connections and rainwater harvesting
- - implementing pest control measures, such as fencing
- - upgrading facilities such as waterless toilets
- - delivering measurable social benefits, such as promoting mental well-being, outdoor activity, and community engagement.

Other allotment improvements will also be considered, ensuring that allotments remain thriving, inclusive spaces for all.

For more information, visit the [Allotment Improvement Grant webpage](#).

### **Energy boost for hundreds of South Cambridgeshire Council homes**

More than 600 Council homes in South Cambridgeshire are set to benefit from major energy efficiency upgrades helping to cut tenants' energy bills. The project is part of a wider investment programme of around £19 million being delivered by South Cambridgeshire District Council in partnership with Mears. Almost half of the funding is from the Department for Energy Security and Net Zero under the Government's national Warm Homes Plan. A total of £8,280,376 is being provided for South Cambridgeshire under the latest wave of the Warm Homes: Social Housing Fund scheme. SCDC will contribute £10 million from its Housing Revenue Account – consisting of Council house rents – to the improvements too.

A total of 610 properties will be upgraded with more than 2,300 individual energy efficiency measures. These include:

- • Cavity Wall Insulation: 576 homes
- • Loft Insulation: 397 homes

- • Air Source Heat Pumps: 356 homes
- • Solar PV Panels: 388 homes
- • Ventilation Improvements: 596 homes
- • External Wall Insulation: 14 homes

The upgrades aim to bring every home involved in the programme up to at least an EPC (Energy Performance Certificate) rating of C helping tenants reduce their energy usage and lower their bills by over £200 a year.

### **Low Income Family Tracker scheme: helping residents secure unclaimed benefits**

The Council's innovative Low-Income Family Tracker (LIFT) software identifies households likely to be eligible for benefits but not claiming them. They are then sent a letter or text encouraging them to apply – with follow-up phone calls also made.

A report to be discussed at the upcoming [Scrutiny and Overview Committee](#) outlines how hundreds of South Cambridgeshire residents are now getting extra money as a direct result of the Council's support and advice.

For example, the Council has helped over 110 households who were eligible for Pension Credit but weren't claiming it. Pension Credit is a benefit for people over State Pension age (currently 66) with low incomes. It provides extra money for living costs and can lead to other support. If they remain eligible for the rest of their lives, these households will receive up to £3.2 million in Pension Credit between them.

Households that applied for Pension Credit before last Christmas were also eligible for the Winter Fuel Payment following a change in eligibility criteria last year. This is a payment of either £200 or £300, depending on a person's age. The projected extra income this Winter Fuel Payment will bring new claimants across South Cambridgeshire, as long as they remain eligible for it, is just over £229,000.

In addition, the programme has been used to promote the availability of the Household Support Fund. This is a one-off hardship payment of £110 administered by Cambridgeshire County Council. Just under 250 South Cambridgeshire households went on to claim it during the past 12 months – with a total claim value of £26,400.

The Council also identified nearly 70 households that only just missed out on being eligible for Pension Credit – and therefore the Winter Fuel Payment. They were all contacted and offered a free electric blanket and financial advice through 'Income Maximisation' appointments with Council officers. These appointments identified unclaimed benefits – that could be worth a total of more than £500,000 shared between just five households, as long as they remain eligible. Two of those claims have already been approved.

The next areas of focus for the Council's Data Team – using the LIFT software – will include encouraging more eligible residents to claim grants to retrofit their home with energy efficiency measures. There will also be a campaign to raise awareness of Cambridge Water's 'Assure Tariff' – which offers discounts on water bills for those eligible.

### **Residents feature on council bin lorries to give recycling advice**

The 'Let's Waste Less' campaign launched by Greater Cambridge Shared Waste Service (GCSWS) aims to shine a light on good recycling habits including rinsing out tins or not putting non-recyclable items like polystyrene into recycling bins.

Nearly a dozen volunteers from Cambridge and South Cambridgeshire took part, attending photo-shoots and sharing the actions they take which help to reduce waste or aid recycling. As part of the campaign volunteers have been featured on the side of nine new bin lorries to take their messages all around Cambridge and South Cambridgeshire.

Recent research\* on climate action shows that people usually underestimate how many other people care about environmental issues, and this affects how much action they are willing to take.

GCSWS staff also volunteered to help the campaign, with bin lorry driver Lee and loader Hayley giving tips on making space for recycling by flattening cardboard and remembering to recycle aerosol cans. Aerosol cans are often missed out of recycling collections but as they are made from aluminium there is a big environmental benefit to recycling them – it takes 95% less energy to make them into new products than using new material.

Some residents taking part in the campaign are Recycling Champions. These are volunteers who help communicate about recycling and reducing waste in their communities, for example by speaking to people at events.

Tell us what you do to waste less or make a pledge to take further action at [www.scambs.gov.uk/letswasteless](http://www.scambs.gov.uk/letswasteless) and you'll be entered into a prize draw to win one of three £50 vouchers for a supermarket, Cambridge Junction or Cambridge Corn Exchange.

### **South Cambridgeshire District Council Annual Meeting**

The SCDC Annual Meeting was held on 22 May 2025. At this meeting the following appointments were agreed:

- Appointment of the Chair and vice-Chair - Peter Sandford & Eileen Wilson
- Appointment of the Leader and Deputy Leader - Bridget Smith & Brian Milnes
- Appointments to the Cabinet: <https://www.scambs.gov.uk/councillors-and-committees/our-cabinet-members><https://www.scambs.gov.uk/councillors-and-committees/our-cabinet-members>
- Allocation of seats on Committees and appointment of Committee Chairs
- Appointments to the Cambridgeshire and Peterborough Combined Authority
- Appointments to other bodies including the Greater Cambridge Partnership

For more information see:

<https://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=410&MId=10037&Ver=4>

# Annual Governance and Accountability Return 2024/25 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 2024/25

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 2025**.
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 2025**. 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 2025
  - 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 2024/25

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 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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) 2024/25

- 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 2025.
- 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

El Melbourn Parish Council

<https://melbournparishcouncil.gov.uk> AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, 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 2024/25 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
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.	✓		
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 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Name of person who carried out the internal audit

26/03/2025 19/05/2025 DD/MM/YYYY

VICTORIA OF TAYLOR

Signature of person who carried out the internal audit

V. Taylor

Date

19/05/2025

**\*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 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

El Melbourn Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward	574,784	566,123	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.
<b>2.</b> (+) Precept or Rates and Levies	314,890	329,524	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	112,758	182,498	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	93,628	109,985	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.
<b>5.</b> (-) 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).
<b>6.</b> (-) All other payments	292,839	288,003	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	566,123	630,316	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	560,302	630,420	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	2,522,709	2,537,905	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.
<b>10.</b> Total borrowings	775,184	757,391	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> 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.
<b>11b.</b> 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 2025 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**

 SIGNED

Date

15/05/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

### 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 2025; 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 2024/25

(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 2024/25

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 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

**Meeting: 25 June 2025**

**Agenda Item: PC036/2526a)**

The following table sets out the annual governance statements and criteria for ticking yes for Cllrs to consider when deliberating

Governance Statement	Ticking 'Yes' Means this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
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.	Considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems..	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.
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.	Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. Not applicable to Melbourn Parish Council	



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

**Abi Williams, Clerk**  
**Alex Coxall, Deputy Clerk**  
 parishclerk@melbournparishcouncil.gov.uk  
 01763 263303, ext 3  
 melbournparishcouncil.gov.uk

## Melbourn Parish Council Meeting Schedule 2025-2026

Day	Date	Start time	Meeting	Notes
JUNE				
Monday	02 June 2025	19:30	Community Benefit Grants	
Monday	09 June 2025	20:00	Planning	
Thursday	19 June 2025	09:30	Maintenance	
Wednesday	25 June 2025	19:30	Full Council	
JULY				
Wednesday	09 July 2025	19:30	Planning	
Thursday	17 July 2025	09:30	Maintenance	
Tuesday	22 July 2025	19:30	Finance & Good Governance	
Wednesday	30 July 2025	19:30	Full Council	
AUGUST				
Wednesday	13 August 2025	19:30	Planning	No Full Council
Thursday	21 August 2025	09:30	Maintenance	
SEPTEMBER				
Wednesday	10 September 2025	19:30	Planning	
Thursday	18 September 2025	09:30	Maintenance	
Wednesday	24 September 2025	19:30	Full Council	
OCTOBER				
Wednesday	08 October 2025	19:30	Planning	
Thursday	16 October 2025	09:30	Maintenance	
Wednesday	22 October 2025	19:30	Full Council	
NOVEMBER				
Tuesday	04 November 2025	19:30	Finance & Good Governance	
Wednesday	12 November 2025	19:30	Planning	
Thursday	20 November 2025	09:30	Maintenance	
Wednesday	26 November 2025	19:30	Full Council	
DECEMBER				
Wednesday	03 December 2025	19:30	Community Benefit Grants	No Full Council, No Maintenance
Wednesday	10 December 2025	19:30	Planning	
Tuesday	16 December 2025	19:30	Finance & Good Governance	
JANUARY				
Wednesday	14 January 2026	19:30	Full Council	Precept setting
Thursday	15 January 2026	09:30	Maintenance	
Wednesday	21 January 2026	19:30	Planning	Not 2 <sup>nd</sup> Wednesday
FEBRUARY				
Wednesday	11 February 2026	19:30	Planning	
Thursday	19 February 2026	09:30	Maintenance	
Wednesday	25 February 2026	19:30	Full Council	
MARCH				
Wednesday	11 March 2026	19:30	Planning	
<b>Wednesday</b>	<b>18 March 2026</b>	<b>19:30</b>	<b>Annual Meeting of the Parish</b>	Parish Meeting
Thursday	19 March 2026	09:30	Maintenance	
Wednesday	25 March 2026	19:30	Full Council	
APRIL				
Wednesday	8 April 2026	19:30	Planning	
Thursday	16 April 2026	09:30	Maintenance	
Tuesday	21 April 2026	19:30	Finance & Good Governance	
Wednesday	22 April 2026	19:30	Full Council	
MAY				
Wednesday	13 May 2026	19:30	Planning	
Thursday	21 May 2026	09:30	Maintenance	
-	TBC due to elections	19:30	Annual Parish Council Meeting	Annual Meeting

Meeting dates and times may be subject to review – please check the noticeboard and website for the most up to date details.

**Melbourn Parish Council**  
**Responsible Financial Officer's Report – May 2025**

**Prepared by:** Shelley Coulman, RFO

**Date:** May 2025

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## **1. Introduction**

This report provides an overview of the Parish Council's financial position as of the end of May 2025, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to 31st May 2025 and have been produced using the council finance system.

## **2. Income Overview**

- **Total income to date:** £186,850.99
- **Key income item:** The primary source of income remains the precept payment received in April, accounting for the bulk of funds. The amount reflects 2 months of the total amount received so we can closely monitor the expenditure with the correct monthly income.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations.
- £57,963 was received for the community benefit fund and was transferred to the Earmarked reserves.

## **3. Expenditure Overview**

- **Total expenditure to date:** £55,135.11
- This represents approximately 21% of the annual budgeted expenditure, indicating that spending is currently within a reasonable range for this point in the financial year.

### **Key expenditure areas include:**

- **Salaries and staff-related costs** – on track with budget forecasts.
- **Grounds maintenance** – seasonal activities are reflected in spend levels.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations.

No significant overspends have been recorded, and all expenditure to date is supported by appropriate documentation.

## **4. Bank and Reserves Position**

- **Bank balance as of 31 May 2025:** £794,929 of which £305,593 relates to immediately available cash and £489,336 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.



- The general reserve of £161,661 remains healthy and covers 5.5 months month operating expenditure level.

## **5. VAT**

- VAT incurred to date is being tracked and will be reclaimed in due course. The next VAT return will be prepared at the end of the quarter.

## **6. Summary and Recommendations**

The Council's financial position as of the end of May 2025 remains strong. Spending is broadly in line with the annual budget and the Council maintains sufficient reserves to meet foreseeable commitments.

## Income &amp; Expenditure by Budget 31/05/2025

Month No: 2

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>						
1000 Interest Received	637	6,000	5,363			10.6%
1076 Precept	58,370	350,217	291,848			16.7%
1200 Allotment Rent received	26	3,154	3,128			0.8%
1210 Grass Cutting Contribution	0	3,850	3,850			0.0%
1300 Burial Fees	1,145	2,000	855			57.2%
1305 Memorials Fees	0	525	525			0.0%
1310 Internment Fees	0	1,500	1,500			0.0%
1400 Match Fees	0	3,350	3,350			0.0%
1500 Hire of Recreation Grounds	0	840	840			0.0%
1550 Hire of Pavilion	0	100	100			0.0%
1600 Property Rental Income	4,500	27,000	22,500			16.7%
1610 Misc Income	57,963	0	(57,963)			0.0%
<b>Total Income</b>	<b>122,641</b>	<b>398,536</b>	<b>275,895</b>			<b>30.8%</b>
<b><u>Overhead Expenditure</u></b>						
4000 Salaries & Pensions	21,133	135,348	114,215		114,215	15.6%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	72	591	519		519	12.2%
4065 Training	930	2,500	1,570		1,570	37.2%
4070 Timebank Expenses	115	587	472		472	19.5%
4100 Audit Fees	333	2,000	1,667		1,667	16.7%
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%
4110 Insurance	107	13,948	13,841		13,841	0.8%
4115 Memberships & Subscription	741	1,706	965		965	43.5%
4120 Parish Clock	0	447	447		447	0.0%
4125 Broadband & Telephone	31	177	146		146	17.8%
4130 Computer & IT	205	2,802	2,597		2,597	7.3%
4140 Software Licences	1,150	4,012	2,862		2,862	28.7%
4150 Printing Postage & Stationery	160	1,370	1,210		1,210	11.7%
4155 Office Costs	1,250	0	(1,250)		(1,250)	0.0%
4170 Office Rent	1,250	15,000	13,750		13,750	8.3%
4175 Subcontractors	1,069	9,846	8,777		8,777	10.9%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	110	758	648		648	14.5%
4200 Bank Charges	41	226	185		185	18.3%
4205 Grants	0	8,550	8,550		8,550	0.0%
4206 Hub Fund redistribution - Heal	2,920	0	(2,920)		(2,920)	0.0%
4207 Youth Expenditure (Mayd)	0	6,500	6,500		6,500	0.0%
4208 S106 Expenditure	5,087	0	(5,087)		(5,087)	0.0%
4225 Community Events	43	2,677	2,634		2,634	1.6%

## Income &amp; Expenditure by Budget 31/05/2025

Month No: 2

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4230 Van - Tax, MOT, Fuel, Repairs	36	647	612		612	5.5%
4235 Wardens Materials	31	0	(31)		(31)	0.0%
4240 Wardens Equipment	0	1,539	1,539		1,539	0.0%
4315 Maintenance & Reps - Planned	5,920	10,061	4,141		4,141	58.8%
4320 Maintenance & Reps- Unplanned	5,209	18,100	12,891		12,891	28.8%
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%
4365 Tree & Hedge Work - Unplanned	0	3,546	3,546		3,546	0.0%
4370 Project work	61	1,026	965		965	6.0%
4410 Nature Reserve management plan	0	513	513		513	0.0%
4420 Grounds Maintenance - Unplanned	0	3,058	3,058		3,058	0.0%
4430 Grounds Maintenance - Planned	0	8,415	8,415		8,415	0.0%
4500 Rates	2,792	17,616	14,824		14,824	15.9%
4505 Electricity	1,091	6,227	5,136		5,136	17.5%
4510 Water	192	1,145	953		953	16.8%
4605 Refuse & Dog Bin Collection	4,861	6,442	1,581		1,581	75.5%
4635 Village Maintenance Contract	5,640	34,177	28,537		28,537	16.5%
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	13,605	32,326	18,721		18,721	42.1%
4705 PWLB Capital	2,872	17,457	14,585		14,585	16.5%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	104	1,026	922		922	10.2%
<b>Total Overhead</b>	<b>80,586</b>	<b>385,984</b>	<b>305,398</b>	<b>0</b>	<b>305,398</b>	<b>20.9%</b>
<b>Total Income</b>	<b>122,641</b>	<b>398,536</b>	<b>275,895</b>			<b>30.8%</b>
<b>Total Expenditure</b>	<b>80,586</b>	<b>385,984</b>	<b>305,398</b>	<b>0</b>	<b>305,398</b>	<b>20.9%</b>
<b>Net Income over Expenditure</b>	<b>42,055</b>	<b>12,552</b>	<b>(29,503)</b>			
plus Transfer from EMR	16,491	0	(16,491)			
less Transfer to EMR	57,564	0	(57,564)			
<b>Movement to/(from) Gen Reserve</b>	<b>982</b>	<b>12,552</b>	<b>11,570</b>			



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
✉ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎ **01763 263303, ext 3**  
🌐 [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

Orchard Road / Mortlock Street / New Road Residents

June 2025

Dear Resident,

### **Safety improvements around the Primary School**

Melbourn Parish Council have recently submitted an application for a Local Highways Improvement Initiative (LHI) grant to improve the safety of the roadway and footpaths around the Primary School.

Having taken advice from the Highways department we are seeking works to:

- Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.
- Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

The proposed pinch point crossing on Orchard Road would take a similar form to the one installed in Mortlock Street – slowing traffic at key school hours and further defining parking restrictions along the carriageway. The added benefit of the pinch point would be the extended path width – helping with overcrowding at key times and shortening the distance children and carers are required to cross the road.

The re-installation of the bollards / fencing at the crossing would help to prevent vehicles mounting the pavement when turning the corner and causing a hazard for pedestrians.

Our initial application has been successful, and a feasibility study was carried out by the Highways team. This application will now go before the Local Highways Improvement Panel on Friday 11 July 2025.

If you wish to show your support or have any concerns about the proposed improvements please complete the form <https://forms.office.com/e/WRg5nFM6Y4>, or contact [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk).

Kind Regards

Graham Clark, on behalf of Melbourn Parish Council  
Melbourn Parish Council, Chair.



A photograph of five children from behind, walking away from the camera towards a school building. They are all wearing backpacks. The child on the far left has curly hair and a blue backpack. The child next to them has short hair and a blue backpack with orange straps. The child in the middle has short hair and a yellow backpack. The child next to them has long hair and a pink backpack. The child on the far right has curly hair and a blue backpack. The background shows a brick school building and trees with yellow leaves, suggesting autumn. The scene is brightly lit, possibly by sunlight filtering through the trees.

July 2025

# Melbourn Parish Council

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**Improving safety around Melbourn Primary School**



# Our Proposal

Repeated efforts by the PTFA and School to improve road safety around the Primary School, such as staff monitoring, highlighting safe parking and communication with users have not been successful, underscoring the need for robust action through this application.

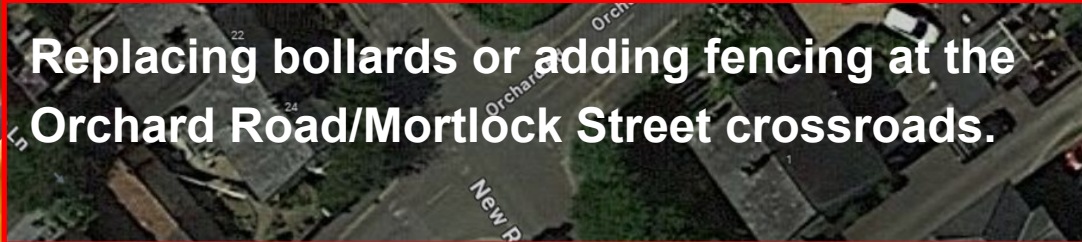
**This proposal aims to ensure safer access for children while addressing the long-term needs of a growing community.**



**Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.**

The pinch point crossing would slow traffic along Orchard Road – this would improve safety for pedestrians using the narrow pathways and crossing the throughfare.

- The more defined crossing area would improve safety by highlighting a safe crossing point to all carriageway users.
- Discouraging rat running along Orchard Road and reducing traffic around the Primary School.



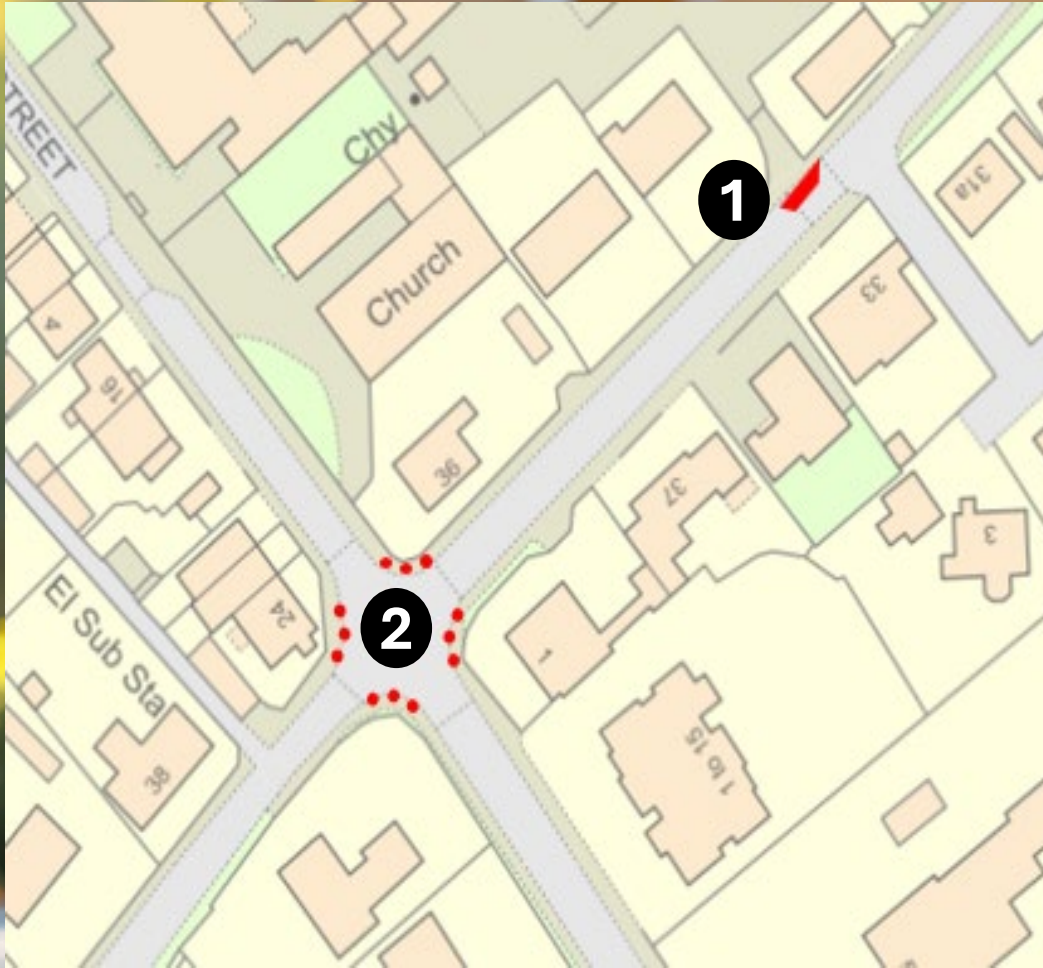
**Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.**

The re-installation of the bollards / fencing at the crossing would help to prevent vehicles mounting the pavement when turning the corner and causing a hazard for pedestrians.

- Supporting the Greenways by providing safer crossing and encouraging active travel to and from the school.
- Supporting other initiatives, such as the 20mph village wide speed limit, by reducing vehicle speed on a main pedestrian and vehicle thoroughfare.



# Our Proposal



1. Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.

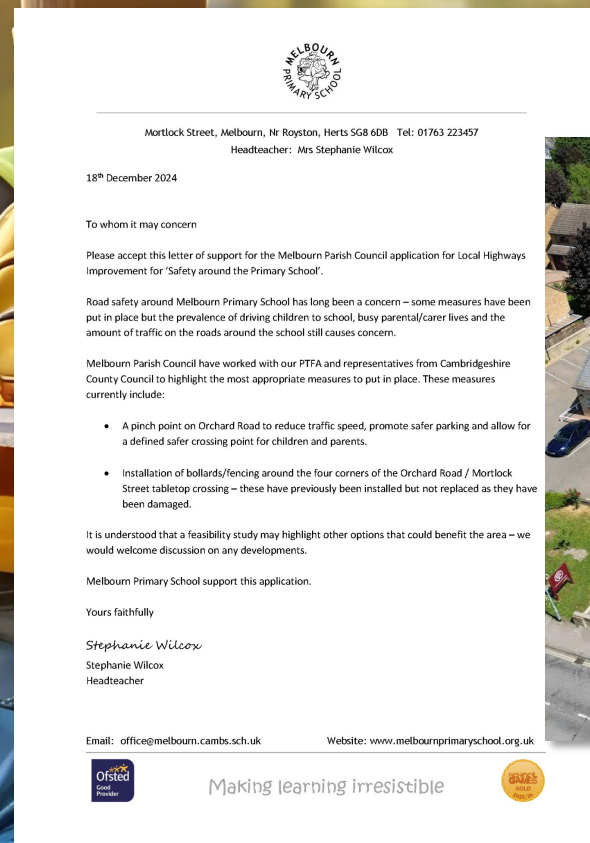
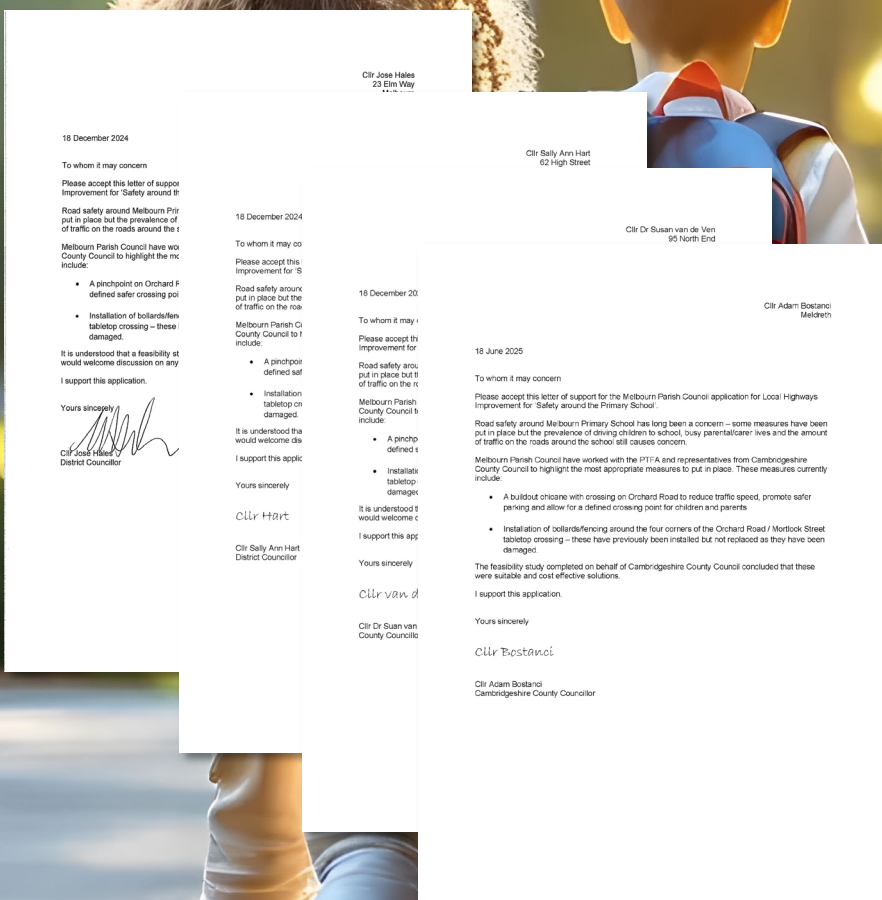
2. Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.



# Supporting the community

Local, District and County support has been demonstrated for the project – community engagement is currently underway to inform residents, parents and children of the plans.

**Delivery of this improvement would support the 20mph speed limit project, support the Melbourn Greenway developments and support the school in delivering improved safe passage to and from School for all.**





# Feasibility

Melbourn Parish Council worked with Highways to complete a feasibility study. Cllrs walked the route with Evans and discussed the options –ensuring proposals had the least impact on residents, parking and traffic flow, while delivery the most benefit.

It was concluded that the option for road marking refresh (which the Council intend on implementing), a chicane with build-out modifications and pedestrian guardrails at the crossroads would be the most beneficial.

**Melbourn Parish Council are committed to contributing 50% of the funds for these essential works.**

Melbourn Parish Council extend our thanks to the team at Highways and Local Projects for their advice and consideration of this application.

Any questions?



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Melbourn Community Hub  
30 High Street  
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SG8 6DZ

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
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Date of application:	January 2025 (updated June 2025)
Applicant name:	Melbourn Parish Council
Applicant address:	Melbourn Community Hub 30 High Street Melbourn SG8 6DZ
Contact name:	Abigail Williams, Parish Clerk
District:	South Cambridgeshire
Contact details:	<a href="mailto:parishclerk@melbournparishcouncil.gov.uk">parishclerk@melbournparishcouncil.gov.uk</a> 01763 263303 ext 3

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Please accept the following as supporting documentation for application to the 25/26 Local Highway Improvement Initiative from Melbourn Parish Council.

If you require any further information please do not hesitate to contact me.



Application form responses:

**District** South Cambridgeshire

**Parish/Town/City/Community Group?** Parish

**Applicant Name** Abigail Williams on behalf of Melbourn Parish Council

**Applicant Email Address** [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

**Applicant Contact Number** 01763263303

**What is the population of the area of your requested improvement?**

4772 - although considerably more since numbers stated from 2018 in link provided.

**What is the maximum budget you are able to contribute towards your requested improvements?**

Committee have committed to up to £20,000 contribution subject to approval of Full Council. This can be covered by a combination of precepted funds (2026/27) and reserves.

**What specific type of measure(s) are you applying for?**

Priority Chicane

Uncontrolled crossing point

Bollards / fencing

## Description

This application focuses on improving safety around the Primary School, addressing risks associated with high traffic and pedestrian activity. Based on discussions with Highways, proposed measures include:

- Installing a pinch point on Orchard Road.
- Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

These suggestions are preliminary and open to adjustment based on feasibility studies, which may also explore options like crossing patrol attendants, line painting, or different crossing types. Melbourn Parish Council is committed to collaborating with Highways to identify and implement the most effective solutions.

Evidence from an existing pinch point on Mortlock Street demonstrates its success in controlling traffic and improving safety. However, as the village grows and school intake increases, the busiest pedestrian entrance to the school on Orchard Road faces significant challenges. The narrow pathway often becomes congested, forcing pedestrians into the roadway.

Efforts by the PTFA to explore alternative solutions, such as lollipop attendants, zebra crossings, and volunteer helpers, have not been successful, underscoring the need for robust action through this application.

This proposal aims to ensure safer access for children and parents while addressing the long-term needs of the growing community.



**How does your application address a known safety issue?** Yes, in supporting documentation 1. **Known safety issues.**

**How will your application increase safety for highway users?**

The addition of bollards / fencing at the Mortlock / Orchard junction would help prevent vehicles from driving over the pavement when turning the corner, which currently occurs frequently, as the definition of the boundary between road and pavement is currently ill-defined. They would also be beneficial for all pedestrians in providing a physical and visible definition of where the pavement ends/road begins and prevent them from accidentally stepping out into the road, especially young children and the visually impaired. The bollards / fencing would also prevent vehicles from parking too close to the junction of the crossroads on Mortlock St / Orchard Rd – this would improve visibility for pedestrians, safer passage for cyclists as well as definition of the crossing for users with limited vision.

The pinch point would slow traffic along Orchard Road – this would improve safety for pedestrians using the narrow pathways and crossing the thoroughfare. Road users would also benefit from more defined parking restrictions and easing flow of navigating parked cars. The pinch point would also widen the pavement for pedestrians at the entrance/exit to the school where it can be busy whilst also shortening the width of the road needed to cross.

**How does your application contribute positively to sustainable transport, public transport, & health?**

Providing safer crossings on the busiest pedestrian routes to school will encourage active travel to/from school from a wider proportion of the school community. This would in turn reduce travel by car to school, reducing traffic on the roads, making local journeys safer for all road users and pedestrians. More active travel to school will encourage physical activity in school children who could choose to walk, cycle or scooter to school.

**Does your application have demonstrable local support?**

The application is submitted with letters of support from the Headteacher of Melbourn Primary School, District Cllr Hales and District Cllr Hart. As well as County Cllr van de Ven. As demonstrated in supporting documentation 2. **Local Support.**

**How will your requested changes result in localised environmental improvements?**

Improvements will result in positive reduction in speed of vehicles and may reduce the number of vehicles using a minor thoroughfare – moving more traffic to the major thoroughfares in the village, especially at key times for school access.

Reducing the amount of road traffic by encouraging active travel to school will reduce emissions from vehicles driving to/from school and reduce the number of waiting/idling vehicles.

**Location link** – in supporting documentation 3. **Location.**

**Have your requested improvements been shared with and approved by the respective County member(s) for the area?**

Yes. As demonstrated in supporting documentation 2. **Local Support**

**Has an informal consultation been undertaken for your proposed scheme, and does it have the support of the local residents and stakeholders that would be directly affected by it?**

No

Partly – consultation has taken place between key stakeholders of the Melbourn Primary School and the PTFA.

A consultation of local residents would take place on acceptance to the scheme with a better understanding of the measures to be put in place. As demonstrated in supporting documentation 2. **Local Support**





**Please confirm that you understand that your financial contribution should not be reliant on any subsequent requests by your (the applicant) to third parties to secure all of, or a proportion of the agreed funding allocation?**

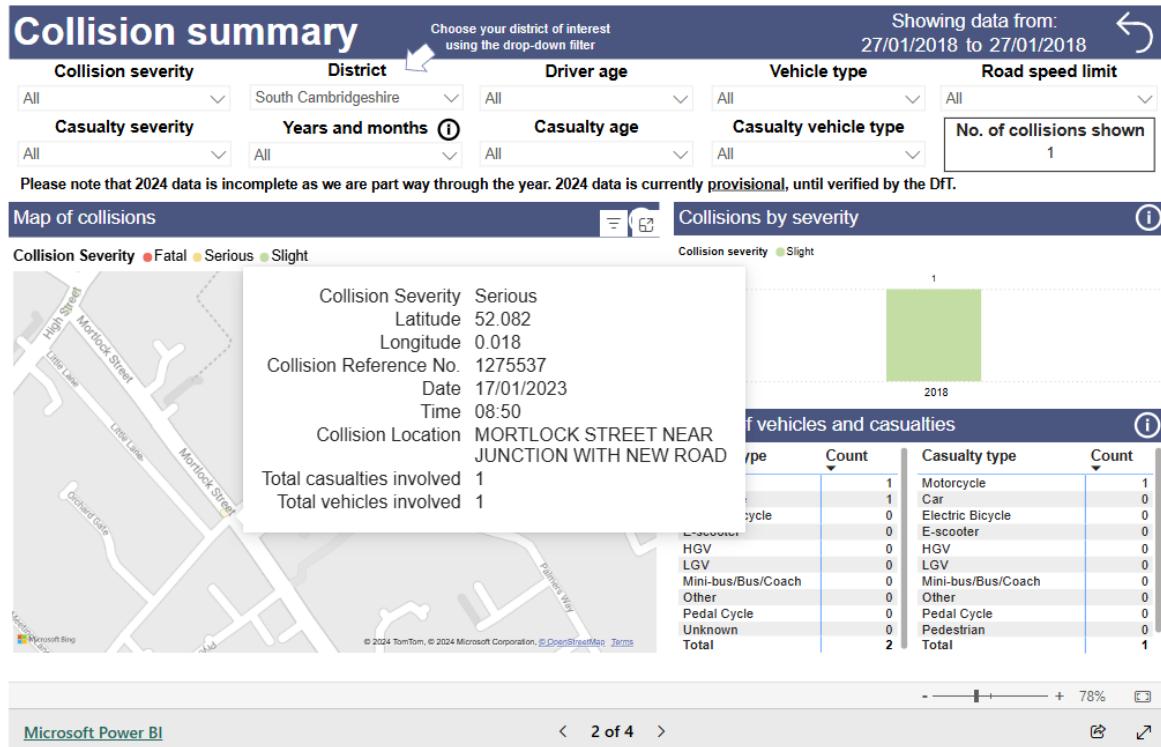
Yes





## 1. Known safety issues

One serious collision is recorded in recent times.



Other incidents have occurred without report or serious injury.

Anecdotal evidence can be seen in the recent email sent from Melbourn Primary School to parents:

**From:** Melbourn Primary School [REDACTED]  
**Date:** 5 November 2024 at 14:17:47 GMT  
**To:** [REDACTED]  
**Subject:** Accident on Orchard Road  
**Reply-To:** [office@melbourn.cambs.sch.uk](mailto:office@melbourn.cambs.sch.uk)

Dear Parents & Carers

We have had a wonderful day at school today with lots of fun on the inflatables.

However, during the school lunch break there was a road traffic accident just outside the school staff car park in Orchard Road. Sadly, a motorcyclist was injured and an ambulance had to be called.

Please be aware that many of the children saw the ambulance and are aware of what happened.

Obviously, our main concern is for those injured and their families; we hope they make a full recovery.

We feel it is important that you know about the accident should your children be worried about what they saw and talk about it this evening.

If you are worried about your child's response, please do not hesitate to contact your child's class teacher.

Yours faithfully

Mrs Stephanie Wilcox

Headteacher



## 2. Local Support

Cllr Jose Hales  
23 Elm Way  
Melbourn  
SG8 6UH

18 December 2024

To whom it may concern

Please accept this letter of support for the Melbourn Parish Council application for Local Highways Improvement for 'Safety around the Primary School'.

Road safety around Melbourn Primary School has long been a concern – some measures have been put in place but the prevalence of driving children to school, busy parental/carer lives and the amount of traffic on the roads around the school still causes concern.

Melbourn Parish Council have worked with our PTFA and representatives from Cambridgeshire County Council to highlight the most appropriate measures to put in place. These measures currently include:

- A pinchpoint on Orchard Road to reduce traffic speed, promote safer parking and allow for a defined safer crossing point for children and parents
- Installation of bollards/fencing around the four corners of the Orchard Road / Mortlock Street tabletop crossing – these have previously been installed but not replaced as they have been damaged.

It is understood that a feasibility study may highlight other options that could benefit the area – we would welcome discussion on any developments.

I support this application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'J. Hales', written over the printed name and title.

Cllr Jose Hales  
District Councillor



Cllr Sally Ann Hart  
62 High Street  
Melbourn  
SG8 6AJ

18 December 2024

To whom it may concern

Please accept this letter of support for the Melbourn Parish Council application for Local Highways Improvement for 'Safety around the Primary School'.

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It is understood that a feasibility study may highlight other options that could benefit the area – we would welcome discussion on any developments.

I support this application.

Yours sincerely

*Cllr Hart*

Cllr Sally Ann Hart  
District Councillor



Mortlock Street, Melbourn, Nr Royston, Herts SG8 6DB Tel: 01763 223457

Headteacher: Mrs Stephanie Wilcox

18<sup>th</sup> December 2024

To whom it may concern

Please accept this letter of support for the Melbourn Parish Council application for Local Highways Improvement for 'Safety around the Primary School'.

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- Installation of bollards/fencing around the four corners of the Orchard Road / Mortlock Street tabletop crossing – these have previously been installed but not replaced as they have been damaged.

It is understood that a feasibility study may highlight other options that could benefit the area – we would welcome discussion on any developments.

Melbourn Primary School support this application.

Yours faithfully

*Stephanie Wilcox*

Stephanie Wilcox  
Headteacher

Email: [office@melbourn.cambs.sch.uk](mailto:office@melbourn.cambs.sch.uk)

Website: [www.melbournprimaryschool.org.uk](http://www.melbournprimaryschool.org.uk)



Making learning irresistible





Cllr Dr Susan van de Ven  
95 North End  
Meldreth  
SG8 6NU

18 December 2024

To whom it may concern

Please accept this letter of support for the Melbourn Parish Council application for Local Highways Improvement for 'Safety around the Primary School'.

Road safety around Melbourn Primary School has long been a concern – some measures have been put in place but the prevalence of driving children to school, busy parental/carer lives and the amount of traffic on the roads around the school still causes concern.

Melbourn Parish Council have worked with our PTFA and representatives from Cambridgeshire County Council to highlight the most appropriate measures to put in place. These measures currently include:

- A pinchpoint on Orchard Road to reduce traffic speed, promote safer parking and allow for a defined safer crossing point for children and parents
- Installation of bollards/fencing around the four corners of the Orchard Road / Mortlock Street tabletop crossing – these have previously been installed but not replaced as they have been damaged.

It is understood that a feasibility study may highlight other options that could benefit the area – we would welcome discussion on any developments.

I support this application.

Yours sincerely

*Cllr van de Ven*

Cllr Dr Susan van de Ven  
County Councillor





Cllr Adam Bostanci  
Meldreth

18 June 2025

To whom it may concern

Please accept this letter of support for the Melbourn Parish Council application for Local Highways Improvement for 'Safety around the Primary School'.

Road safety around Melbourn Primary School has long been a concern – some measures have been put in place but the prevalence of driving children to school, busy parental/carer lives and the amount of traffic on the roads around the school still causes concern.

Melbourn Parish Council have worked with the PTFA and representatives from Cambridgeshire County Council to highlight the most appropriate measures to put in place. These measures currently include:

- A buildout chicane with crossing on Orchard Road to reduce traffic speed, promote safer parking and allow for a defined crossing point for children and parents
- Installation of bollards/fencing around the four corners of the Orchard Road / Mortlock Street tabletop crossing – these have previously been installed but not replaced as they have been damaged.

The feasibility study completed on behalf of Cambridgeshire County Council concluded that these were suitable and cost effective solutions.

I support this application.

Yours sincerely

*Cllr Bostanci*

Cllr Adam Bostanci  
Cambridgeshire County Councillor



## Letter to residents – June 2025



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

● **Abi Williams, Clerk**  
● **Alex Coxall, Deputy Clerk**  
✉ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎ 01763 263303, ext 3  
🌐 [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

Orchard Road / Mortlock Street / New Road Residents

June 2025

Dear Resident,

### **Safety improvements around the Primary School**

Melbourn Parish Council have recently submitted an application for a Local Highways Improvement Initiative (LHI) grant to improve the safety of the roadway and footpaths around the Primary School.

Having taken advice from the Highways department we are seeking works to:

- Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.
- Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

The proposed pinch point crossing on Orchard Road would take a similar form to the one installed in Mortlock Street – slowing traffic at key school hours and further defining parking restrictions along the carriageway. The added benefit of the pinch point would be the extended path width – helping with overcrowding at key times and shortening the distance children and carers are required to cross the road.

The re-installation of the bollards / fencing at the crossing would help to prevent vehicles mounting the pavement when turning the corner and causing a hazard for pedestrians.

Our initial application has been successful, and a feasibility study was carried out by the Highways team. This application will now go before the Local Highways Improvement Panel on Friday 11 July 2025.

If you wish to show your support or have any concerns about the proposed improvements please complete the form <https://forms.office.com/e/WRq5nFM6Y4>, or contact [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk).

Kind Regards

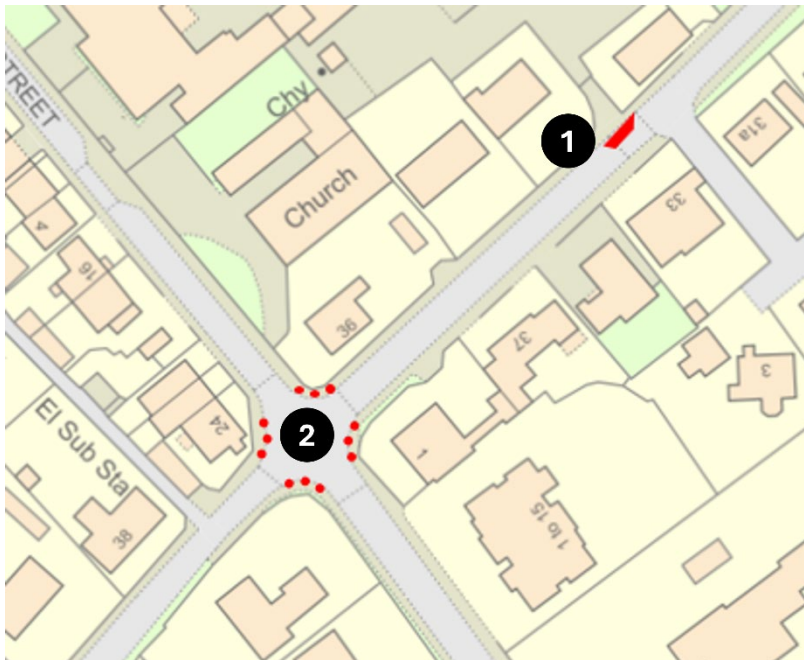
Graham Clark, on behalf of Melbourn Parish Council  
Melbourn Parish Council, Chair.



Opening hours: 1000 – 1600 Monday, Tuesday, Wednesday, Friday | CLOSED Thursday, Saturday, Sunday



### 3. Location



1. Pinch Point – Orchard Road [///imprints.term.titles](#)
2. Passively safe bollards / safety fencing – Orchard Road / Mortlock Street crossroads [///trinkets.shuttered.bids](#)

**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

Cams

SG8 6DZ

**INVOICE NO.** 1767**DATE** 31/05/2025**DUE DATE** 30/06/2025**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Room Rental - NHS</b> Menopause Clinic 09:00 to 13:00 on Wednesday 21st May 2025	0.50	60.00	No VAT	30.00
<b>Catering - buffets, etc</b> Food and drink for Vaccinators Sunday 1st June 2025	1	125.00	20.0% S	125.00

To be drawn down from S106 health fund

SUBTOTAL	155.00
VAT TOTAL	25.00
TOTAL	180.00
BALANCE DUE	<b>£180.00</b>

**VAT SUMMARY**

RATE	VAT	NET
VAT @ 20%	25.00	125.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group



**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



# INVOICE

**INVOICE TO**

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

**INVOICE NO.** 1768**DATE** 31/05/2025**DUE DATE** 30/06/2025**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Room Rental - NHS</b> Hire of Bennett Room for May 2025	19	60.00	1,140.00
<b>Room Rental - NHS</b> Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 6th May 2025	0.50	60.00	30.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 12th May 2025	0.50	60.00	30.00
<b>Room Rental - NHS</b> Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 19th May 2025	0.50	60.00	30.00
<b>Room Rental - NHS</b> Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 20th May 2025	0.50	60.00	30.00

Monies to be drawn from the ICB fund

**BALANCE DUE****£1,260.00**

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 Parish Council Community Grant Funding Reserve 2025/26

01/01/2025	Balance brought forward	£456.67
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Awarded for distribution 2025/26	£57,563.66
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Available for distribution 2025/26	<b>£58,020.33</b>
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June	<b>Community Benefit Grants applications for awarded on 2 June 2025</b>
------	---

	Requested
Melbourn Library	£200.00
Melbourn Hub Lunch Club	£3,500.00
St Georges Allotment	£1,487.31
Melbourn Dynamos Football Club	£7,734.00
Community Support for Dementia	£5,798.00
Melbourn Fete Committee	£3,000.00
All Saints Church	£3,655.00
Melbourn District Warden Scheme	£3,000.00
Melbourn Primary School PTFA	£6,003.99
1st Orwell Scouts	£3,475.12

<i>Possible total awarded for June</i>	<b>£37,853.42</b>
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Available for distribution December 2025:	<b>£20,166.91</b>
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December	<b>Community Benefit Grants applications applied for December 2025</b>
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Total awarded December 2025:	<b>£0.00</b>
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Balance to carry forward:	<b>£20,166.91</b>
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Memo: Funds supported by precept (2025/26)

MAYD	£6,500.00
Community Rail Partnership	£750.00
Grinnel Hill insurance	<b>£2,000.00</b>
MDWS	£7,500.00

# Cambridgeshire ACRE Membership Form 2025

**Please tell us about the membership you require and provide your details**

Please indicate the type of membership you require. Note that prices shown include VAT.

**Parish / Town Council with hall management** responsibility at **£86.40**

Please provide details for the named individual you wish to act as the membership contact:

<b>Name</b>	Abigail Williams
<b>Position (if applicable)</b>	Parish Clerk
<b>Organisation</b>	Melbourn Parish Council
<b>Postal address including postcode</b>	Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ
<b>Email</b>	parishclerk@melbournparishcouncil.gov.uk

Is this:

A renewal of an existing membership

## Payment

How do you plan to pay?

By BACS. Please set up a payment for the relevant amount to Cambridgeshire ACRE's bank account using Sort Code: 60-83-01 and Account Number: 20406448.

Our normal practice is to issue a VAT receipt once payment is received. If you require an invoice in order to make payment, please indicate below and we will send one to you.

We require an invoice in order to make payment

## Expenses Claim Form

Page 1 of 1

Please ensure you are authorised to incur the specific expenses before making any claim

Name: ...Abigail Williams .....

Address: .

**Mileage Claims** to be claimed at the appropriate rate in line with current HMRC guidance

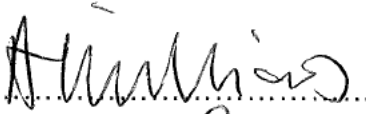
Date	To	From	Purpose of Visit	Total Miles
09/04/25	St Ives	Melbourn	CiLCA training	21
09/04/25	Melbourn	St Ives	Return journey – CiLCA training	21
07/05/25	St Ives	Melbourn	CiLCA training	21
07/05/25	Melbourn	St Ives	Return journey – CiLCA training	21
04/06/25	St Ives	Melbourn	CiLCA training	21
04/06/25	Melbourn	St Ives	Return journey – CiLCA training	21
Total Miles				126
Rate per Mile £				0.45
TOTAL of MILEAGE claimed on this sheet £				56.70

### Other Expenses

Date	Description	Amount (£)
09/04/25	Parking – St Ives, CiLCA training	4.00
07/05/25	Parking – St Ives, CiLCA training	2.40
04/06/25	Parking – St Ives, CiLCA training	2.40
TOTAL of OTHER EXPENSES claimed on this sheet £		8.80

<b>TOTAL EXPENSES CLAIMED ON THIS SHEET £</b>	<b>65.50</b>
---	--------------

Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant:  Date: 5/6/25Authorised by:  Date: 18/6/25

**NOTE: Continue on a second numbered sheet if necessary**



Receipt Number: I83651565  
Receipt Date: 09/04/2025  
Account ID: C13913577

Item Description	Item Cost	Quantity	VAT	Line Total
<b>Pay &amp; Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives</b>				
Vehicle [REDACTED] 09/04/2025 09:15 - 10/04/2025 08:15	£4.00	1	£0.6667 A	£4.00
<b>Total:</b>				<b>£0.67</b>
<b>£4.00</b>				

Code	Percentage	Total
A	20.00%	£0.67



Receipt Number: I85326420

Receipt Date: 07/05/2025

Account ID: C13913577

Item Description	Item Cost	Quantity	VAT	Line Total
<b>Pay &amp; Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives</b>				
Vehicle [REDACTED] 07/05/2025 09:48 - 13:48	£2.40	1	£0.4000 A	£2.40

Code	Percentage	Total	Total:	£0.40	£2.40
A	20.00%	£0.40			

Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
PE29 3TN

VAT Number: 214 4299 74

POWERED BY  
**MIPERMIT**



Receipt Number: I86996232

Receipt Date: 04/06/2025

Account ID: C13913577

Item Description	Item Cost	Quantity	VAT	Line Total
<b>Pay &amp; Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives</b>				
Vehicle [REDACTED] 04/06/2025 09:40 - 13:40	£2.40	1	£0.4000 A	£2.40
<b>Total:</b>				<b>£0.40</b>
<b>£2.40</b>				
Code	Percentage	Total		
A	20.00%	£0.40		

Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
PE29 3TN

VAT Number: 214 4299 74

POWERED BY  
**MIPERMIT**

Invoice Date		Net Value	VAT	Invoice Total
Abi Williams Expenses				
05/06/2025	Mileage	£ 56.70	£ -	£ 56.70
09/04/2025	Huntingdonshire District Council	£ 3.33	£ 0.67	£ 4.00
07/05/2025	Huntingdonshire District Council	£ 2.00	£ 0.40	£ 2.40
04/06/2025	Huntingdonshire District Council	£ 2.00	£ 0.40	£ 2.40
TOTAL INVOICES FOR ABI001		£ 64.03	£ -	£ 65.50
Adobe Systems Incorporated				
22/05/2025	Software license	£ 16.64	£ 3.33	£ 19.97
TOTAL INVOICES FOR ADO01		£ 16.64	£ 3.33	£ 19.97
Amazon				
09/06/2025	Tent pegs for gazebo	£ 4.99	£ 1.00	£ 5.99
TOTAL INVOICES FOR AMA001		£ 4.99	£ 1.00	£ 5.99
British Gas				
23/05/2025		£ 9.47	£ 0.47	£ 9.94
27/05/2025		£ 14.34	£ 1.23	£ 15.57
05/06/2025		£ 101.26	£ 5.06	£ 106.32
17/06/2025		£ 226.79	£ 11.34	£ 238.13
23/06/2025		£ 14.02	£ 0.70	£ 14.72
23/06/2025		£ 14.16	£ 0.71	£ 14.87
TOTAL INVOICES FOR BRI001		£ 380.04	£ 19.51	£ 399.55
Cambridgeshire Acre				
23/06/2025	Membership fees	£ 72.00	£ 14.40	£ 86.40
TOTAL INVOICES FOR CAM01		£ 72.00	£ 14.40	£ 86.40
David William Pettifer				
26/05/2025	Litterpicker	£ 85.47	£ -	£ 85.47
TOTAL INVOICES FOR DAV001		£ 85.47	£ -	£ 85.47
ESPO				
15/05/2025	Office supplies	£ 43.59	£ 8.72	£ 52.31
TOTAL INVOICES FOR ESP006		£ 43.59	£ 8.72	£ 52.31
Flint Cross Service Station				
06/05/2025	Fuel for van	£ 25.50	£ 5.00	£ 30.50
18/06/2025	Fuel for van	£ 25.01	£ 5.00	£ 30.01
TOTAL INVOICES FOR FLI001		£ 50.01	£ 10.00	£ 60.01
Fortuna Bambach ltd				
22/05/2025	Battery for mvas unit	£ 160.00	£ 32.00	£ 192.00
TOTAL INVOICES FOR FOR001		£ 160.00	£ 32.00	£ 192.00
Glassblade Ltd				
04/06/2025	Website edits	£ 37.00	£ 7.40	£ 44.40
TOTAL INVOICES FOR GLA001		£ 37.00	£ 7.40	£ 44.40
Herts and Cambs				
30/05/2025	Maintenance Contract	£ 2,864.66	£ 572.93	£ 3,437.59
TOTAL INVOICES FOR HAC007		£ 2,864.66	£ 572.93	£ 3,437.59
hewitsons				
28/05/2025	Fees for Greengage Rise land transfer	£ 800.00	£ 160.00	£ 960.00
TOTAL INVOICES FOR HEW001		£ 800.00	£ 160.00	£ 960.00
IONOS Cloud Ltd				

Approvals June 25

12/06/2025	Software license	£	27.62	£	5.52	£	33.14
TOTAL INVOICES FOR ION001		£	27.62	£	5.52	£	33.14
Jason Trueman							
25/05/2025	Cleaning	£	140.00	£	-	£	140.00
TOTAL INVOICES FOR JTL009		£	140.00	£	-	£	140.00
Lucid Systems Ltd							
01/06/2025	Website and software	£	150.20	£	30.04	£	180.24
TOTAL INVOICES FOR LUC001		£	150.20	£	30.04	£	180.24
Matt De Oliveira							
15/06/2025	Key holder	£	140.00	£	-	£	140.00
TOTAL INVOICES FOR MAT001		£	140.00	£	-	£	140.00
Melbourn Community Hub Management Group							
12/05/2025	MCH0853 - Catering	£	110.00	£	22.00	£	132.00
15/05/2025	Good Energy payment	£	2.19	£	-	£	2.19
27/05/2025	Good Energy payment	£	148.01	£	-	£	148.01
31/05/2025	1767 invoice	£	155.00	£	25.00	£	180.00
31/05/2025	1768 invoice	£	1,260.00	£	-	£	1,260.00
TOTAL INVOICES FOR MCH004		£	1,675.20	£	47.00	£	1,722.20
Melbourn Garage							
23/06/2025	Fuel for strimmer	£	9.45	£	-	£	9.45
TOTAL INVOICES FOR MEL001		£	9.45	£	-	£	9.45
Multi Glazing Systems Ltd							
27/05/2025	PPM service	£	259.00	£	51.80	£	310.80
TOTAL INVOICES FOR MGS001		£	259.00	£	51.80	£	310.80
Mark Wyer							
04/06/2025	Litterpicker	£	195.36	£	-	£	195.36
TOTAL INVOICES FOR MWY011		£	195.36	£	-	£	195.36
Norbury's Building & Landscape Supplies							
16/04/2025	Materials	£	17.16	£	3.43	£	20.59
21/05/2025	Materials	£	8.43	£	1.69	£	10.12
TOTAL INVOICES FOR NOR001		£	25.59	£	5.12	£	30.71
Phillimores Garden Centre							
31/05/2025	Materials for tubs on the Cross	£	300.47	£	-	£	300.47
TOTAL INVOICES FOR PHI001		£	300.47	£	-	£	300.47
PHS Group							
31/05/2025	Costs for pavilion	£	430.84	£	86.17	£	517.01
TOTAL INVOICES FOR PHS001		£	430.84	£	86.17	£	517.01
Ricoh UK Ltd							
04/06/2025	Photocopier	£	207.38	£	41.47	£	248.85
TOTAL INVOICES FOR RIC001		£	207.38	£	41.47	£	248.85
Sage Global Services Ltd							
19/05/2025	Payroll	£	15.00	£	3.00	£	18.00
TOTAL INVOICES FOR SAG001		£	15.00	£	3.00	£	18.00
South Cambridgeshire District Council							
30/04/2025	80090842 - Bin Collection	£	4,784.00	£	956.80	£	5,740.80
01/04/2025	Annual - collection of pavilion waste	£	459.42	£	-	£	459.42
01/04/2025	Annual - orchard road cemetery business rates	£	353.01	£	-	£	353.01
01/04/2025	Annual - New rd cemetery business rates	£	1,080.65	£	-	£	1,080.65
01/04/2025	Annual - car park business rates	£	12,724.50	£	-	£	12,724.50



Approvals June 25

01/04/2025 Annual - pavilion business rates	£ 2,594.80	£ -	£ 2,594.80
TOTAL INVOICES FOR SOU001	£ 21,996.38	£ 956.80	£ 22,953.18
Source for Business (Cambridge Water)			
30/05/2025 Water	£ 192.03	£ -	£ 192.03
02/06/2025 Water	£ 56.08	£ -	£ 56.08
02/06/2025 Water	£ 237.79	£ -	£ 237.79
02/06/2025 Water	£ 63.72	£ -	£ 63.72
02/06/2025 Water	£ 6.32	£ -	£ 6.32
TOTAL INVOICES FOR SOU002	£ 563.94	£ -	£ 563.94
The Connections Bus Project			
10/06/2025 Costs to half term - bus	£ 1,740.00	£ -	£ 1,740.00
TOTAL INVOICES FOR TCB005	£ 1,740.00	£ -	£ 1,740.00
Three Business Services			
18/05/2025 Phone and wifi	£ 21.82	£ 4.36	£ 26.18
TOTAL INVOICES FOR THR001	£ 21.82	£ 4.36	£ 26.18
Tomato Energy			
29/05/2025 Streetlights	£ 104.27	£ 5.21	£ 109.48
TOTAL INVOICES FOR TOM001	£ 104.27	£ 5.21	£ 109.48
Wages & Salaries			
	£ 10,566.51		£ 10,566.51
TOTAL APPROVALS	£ 43,147.46	£ 2,065.78	£ 45,214.71

**MELBOURN PARISH COUNCIL**  
**ALLOTMENT RENTAL AGREEMENT**  
**Revised on 2526 MarchNovember 20254**

AN AGREEMENT made on this                      day of                      between

MELBOURN PARISH COUNCIL (hereinafter called the Council) ~~of the one part~~ and  
(hereinafter called the Tenant) ~~by which it is agreed that: of the~~  
~~other part:~~

**WHEREBY 1. I** the Council agrees to let and the Tenant agrees to hiretake as a tenant on a yearly tenancy from  
\_\_\_\_\_ the Allotment, Garden numbered \_\_\_\_\_ the area being \_\_\_\_\_ and  
part of the Allotments in the register of Allotments provided by the Council at \_\_\_\_\_ and at the current yearly  
rental of £ \_\_\_\_\_ and numbered \_\_\_\_\_ in the Council Allotment Register, payable yearly in advance and  
reviewed annually.

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

- 1- ~~2.~~ The rent ~~shall be due from be paid on~~ 1<sup>st</sup> October \_\_\_\_\_ until 30 September \_\_\_\_\_ and shall be for  
~~a period of 12 months each year or at the date the tenancy is granted and is payable to Melbourn Parish Council,~~  
~~The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.~~
- 2- ~~3.~~ The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's  
Allotment Association or through individual Public Liability cover presented to the Clerk.
- 3- ~~4.~~ The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good  
condition.
- 4- ~~5.~~ The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or  
obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
- 5- ~~6.~~ The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part  
thereof without the written permission of the Council.
- 6- ~~7.~~ The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or  
take, sell or carry away any mineral, sand or clay.
- 7- ~~8.~~ The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment  
Garden properly cut and trimmed and keep all ditches properly cleansed.
- 8- ~~9.~~ In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or  
impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the  
area. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated  
and any costs for the work shall be the responsibility of the allotment holder.
- 9- ~~10.~~ The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the  
use of the occupants of the Allotment Garden.
- 10- ~~11.~~ Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has  
made efforts to remove all such material from the area and Tenants should notify the Council immediately if they  
find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot  
for the purpose of removing such material.
- 11- ~~12.~~ The Council gives permission for the erection of sheds on the allotments, providing they conform to the  
specifications as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.
- 12- ~~13.~~ The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants  
contained in this lease.
- 13- ~~14.~~ Any member of the Parish Council (whose names are available in the Parish Office) or any employee  
of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
- 14- ~~15.~~ The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant.  
It may also be terminated by the Council after one month's notice :
  - (a) If the rent is in arrears for more than 40 days OR
  - (b) If the Tenant is not duly observing the conditions of his or her tenancy after two warnings by the Council.
- 15- ~~16.~~ On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in  
good order. If the area is not cleared within 2 weeks of a request by the Parish Council, the Parish Council shall  
arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment and any  
costs for the work shall be the responsibility of the outgoing Tenant.
- 16- ~~17.~~ The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
- 17- ~~18.~~ The Council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the  
allotment gardens, with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy  
(Document 4.25).
- 18- ~~19.~~ Where possible, The Tenant shall use organic methods for weed control on their plot. Careful and  
considered use of chemical products containing glyphosate is permitted when needed, but care must be taken to  
ensure that no neighbouring plots are affected by glyphosate use.
- 19- ~~20.~~ From 1<sup>st</sup> October 2025, The Council will allocate up to two plots only per household, any further plot  
tenancies to the same household that are required, will only be allocated at the discretion of the Parish Clerk.

The Parish Clerk

Tenant

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## ST GEORGE'S ALLOTMENT ASSOCIATION

### MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

#### SPECIFICATION FOR SHEDS ON THE SITES

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

The maximum size should be 2\*3 metre foot print and 2.2 metre high. This would include smaller storage units for tools.

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

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

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

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

Sheds should be professionally installed.

Sheds must be properly maintained.

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

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

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

Sheds must be appropriately insured.

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

The shed should be kept secured with a padlock.

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

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

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

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

20.

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**MELBOURN PARISH COUNCIL**  
**COMMITTEES & WORKING PARTIES MEMBERSHIP (June 2025)**

Full Council and Committees	Working Party / Panels
<p><b>Full Council (12 members)</b>  Cllr Gloria Alexander  Cllr Bec Barnes  Cllr Audrey Campbell  Cllr Graham Clark (Chair)  Cllr Jason Coulman  Cllr Ian Cowley (Vice Chair)  Cllr Tina Davey  Cllr Sally Ann Hart  Cllr Steve Kilmurray  Cllr Andrew Kyprianou  Cllr Richard Wilson  Cllr Muhilan Kanagarathnam</p> <p><b>Vacancies x 3</b></p>	<p><b>HR Panel (max 5)</b>  Cllr Alexander (Vice Chair)  Cllr Barnes  Cllr Clark  Cllr Davey  Cllr Hart (Chair)</p> <p><b>Vacancies x 0</b></p>
<p><b>Finance and Good Governance (max 7)</b>  Cllr Alexander  Cllr Campbell  Cllr Clark  Cllr Hart  Cllr Kanagarathnam (Chair)  Cllr Kilmurray (Vice Chair)</p> <p><b>Vacancies x 1</b></p>	<p><b>Melbourn Futures Working Party (min 3)</b>  Cllr Barnes  Cllr Campbell  Cllr Clark (Chair)  Cllr Davey  District Cllr Hart  District Cllr Hales</p> <p><b>MPC vacancies x 0</b>  <i>Members of the public on a project by project basis</i></p>
<p><b>Maintenance Committee (max 6)</b>  Cllr Alexander  Cllr Barnes  Cllr Clark  Cllr Kilmurray  Maureen and Les Brierley  Christopher Selway  Keith Rudge  Steve Pitman</p> <p><b>Vacancies x 2</b></p>	
<p><b>Planning Committee (max 8)</b>  Cllr Alexander  Cllr Barnes  Cllr Clark  Cllr Hart  Cllr Kilmurray (Chair)  Cllr Kyprianou  Cllr Wilson (Vice Chair)</p> <p><b>Vacancies x 1</b></p>	
<p><b>MAYD Joint Committee (max 3)</b>  Cllr Barnes  Cllr Davey  District Cllr Hart  Plus representatives from:  - Meldreth Parish Council  - Shepreth Parish Council</p> <p><b>MPC vacancies x 1</b></p>	

## Abi Williams

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**From:** Sarah Freeman [REDACTED]  
**Sent:** 27 May 2025 17:00  
**To:** Abi Williams  
**Subject:** Melbourn PSG - date for 3rd June  
**Attachments:** Melbourn PSG 6th Feb notes.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Abi

I am sorry I meant to get in touch sooner, to ask if you are willing to support my decision to postpone the PSG until early September?

As with the change in county councillor and sadly Susan no longer around to chair this and Amanda Silvester has just left our team as well I do not really have the capacity at the moment to lead on this meeting.

The last meeting we had not many attending and there were not many outstanding minutes from the meeting (attached FYI).

Susan has spoken to Cllr Adam Botanci who is keen to support the PSG but has said that Autumn may be better for him so he can prioritise workloads etc. I am not sure how these meetings will look in the future as I have merely had an admin role, organised diaries and the agenda and taken notes. Susan has offered to support this meeting but not sure about her capacity now either.

If you have any thoughts about the PC leading or supporting this in another way, I would be happy to chat about it.

Thank you.

**Best wishes**

**Sarah**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



# PARISH COUNCIL OF

## Melbourn

# VACANCY FOR A COUNCILLOR

1. There is a vacancy on the above Council caused by  
The resignation of Cllr John Travis
2. A by-election to fill the vacancy will be held if within 14 days (computed in accordance with the Regulations) from the date below ten electors for the parish give notice in writing requesting that an election be held.
3. Such notice must be delivered to the Returning Officer at:  
*South Cambridgeshire District Council, South Cambridgeshire Hall,  
Cambourne Business Park, Cambourne, Cambridge CB23 6EA*
4. If no such notice is given the Parish Council will fill the vacancy by co-option.

Dated: 23 May 2025

Signed: Abigail Williams

Clerk

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

**From:** [REDACTED]  
**To:** [Abi Williams](#)  
**Subject:** Re: Website contact: Parking  
**Date:** 10 June 2025 14:00:12

---

Dear Melbourn Parish Council,

I hope this message finds you well. I am writing to respectfully request reconsideration of my application to park overnight in the village car park.

As a local resident and a veterinary surgeon who is regularly on call, I require reliable, 24/7 access to my vehicle. Over the past few months, I have tried multiple alternative parking options in the area, but unfortunately, none have proved suitable.

I initially parked on the High Street opposite my flat; however, the overhanging trees attract a large number of birds, and the droppings have already caused visible damage to my car's paintwork. Despite frequent washing, the acid in the faeces has started to affect the clear coat, resulting in costly and preventable damage.

I also tried parking further up the High Street near the car park entrance. However, I received a number of negative and even abusive comments on local social media, as the parked vehicle was perceived to obstruct visibility in the area.

I approached the local butcher to inquire about using their private car park and, while they kindly granted permission, the gates are not always left open—making it unreliable for emergency call-outs, which are a regular part of my professional duties.

I fully appreciate that the land used for the village car park is subject to restrictive covenants regarding overnight parking. If this remains the key barrier, I would be very willing to explore whether there is any possibility of obtaining permission directly from the landowners or working with the council to find a compliant solution. I would be grateful for any guidance or contact details that would allow me to pursue this properly and respectfully.

Given that I have exhausted the reasonable local options available to me, I would be extremely grateful if the council could reconsider allowing me to park overnight in the village car park. I am more than happy to pay a fee for the privilege, should that help to make the arrangement viable.

This would help preserve the condition of my vehicle, reduce street congestion, and ensure I can continue to respond promptly and reliably to out-of-hours veterinary emergencies.

Thank you very much for your time and understanding. I appreciate the council's position and hope we might be able to reach a practical solution.

Kind regards,

[REDACTED]

---

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## Abi Williams

---

**From:** CAPALC Office <office@cambs-peterborough-alc.gov.uk>  
**Sent:** 12 June 2025 10:38  
**To:** Abi Williams  
**Subject:** Local Government Reorganisation update

If you are not able to see this mail, click [here](#)

Dear Clerk and Chairman,

As you are aware, the Government has confirmed major changes to the way local services will be delivered across Cambridgeshire and Peterborough. From **April 2028**, the current two-tier system of county, city and district councils will be replaced by **new unitary councils**. This means residents will deal with just **one council** for all local services such as roads, bins, planning, education, housing, social care and more.

In response, local council leaders have come together to explore the best way to make this happen. After months of collaboration, they have identified **three preferred options** for how the new unitary councils could be structured. These options are based on existing boundaries and will be developed further before being submitted to the Government in **November 2025**.

### **What does this mean for parish and town councils?**

The good news is that **parish and town councils will not be affected** by the reorganisation. We will continue to serve our communities in the same way we do now. The aim of the changes is to make public services **simpler, more efficient**, and better able to support **local economic growth** and provide **much-needed housing**.

### **Have your say**

A **public engagement** exercise will **launch soon**, giving residents, businesses and local organisations a chance to share their views on what matters most in this transition. We strongly encourage you to take part and make your voice heard. We'll keep you updated as more information becomes available and look forward to working together through this period of change.

Best regards,  
CAPALC

## Options Table – Released 11<sup>th</sup> June 2025

All options will include County Council functions

Proposal A		
A North-West / South-East Option	Unitary 1	Peterborough City Council Huntingdonshire & Fenland DCs
	Unitary 2	Cambridge City Council, East Cambridgeshire & South Cambridgeshire DCs
Proposal B		
A North / South Option	Unitary 1	Peterborough City Council, East Cambridgeshire, Fenland & Huntingdonshire DCs
	Unitary 2	Cambridge City Council & South Cambridgeshire DC
Proposal C		
An East / West Option	Unitary 1	Peterborough City Council, East Cambridgeshire & Fenland DCs
	Unitary 2	Cambridgeshire City Council, Huntingdonshire & South Cambridgeshire DCs

**Cambridgeshire County Council  
Press Release**

[Click here to unsubscribe](#)





# Local Government Reorganisation Survey for Stakeholders (Questions for parish and town councils only – to help you talk through your proposed responses before you input them onto the online survey)

Thank you for participating in this important survey about the future of local government in Cambridgeshire and Peterborough.

Current county, city, and district councils in Cambridgeshire and Peterborough are being replaced with simpler unitary councils, instead of two tiers of local government.

From April 2028, rather than dealing with separate county, city, and district authorities organisations will access all services—from road maintenance and bin collections to education, planning, social housing, social care, and support with benefits—through a unitary council.

Where areas have parish and town councils, these will not be affected and will continue to operate as they do now. The national Government believes these changes will improve services, making them simpler and more efficient for residents and businesses, as well as supporting economic growth and delivering much needed housing.

Your input is vital to help ensure the new arrangements put in place by national government work effectively for your organisation and the communities you serve.

This survey should take approximately 15-20 minutes to complete.

**We need your help to understand how you think councils should be reorganised in Cambridgeshire and Peterborough.**

---

**What is your job title or role within your organisation?**

---

**Please provide the postcode of your primary area of operation or representation**

for example business location, parish area, main ward

---

**What are the three most critical areas new unitary councils could focus on to ensure a successful working relationship with your organisation?** Select your top 3 choices\*

- Access to council officers
  - Better representation of your organisation in council decision-making
  - Easier access to councillors
  - Giving more opportunities for parish and town councils to play a role in local place-shaping as a voice for the local community
  - Improving opportunities to bid for funding
  - Increasing investment in communities
  - Joint working on local projects and initiatives
  - Opportunities for devolution of services or assets, with appropriate funding
  - Opportunities for direct delivery of more council services by your organisation
  - Regular communication and engagement with your organisation with active listening to your feedback
  - Support for neighbourhood planning
  - Other – please state
- 

**Thinking about the need for local government to be transparent, democratic and accountable, which of the following do you think will be most important for the new unitary councils to implement?** Select your top 3 choices\*

- Clear mechanisms in place for parish and town councils to engage with the unitary council
- Effective local or community area committees with delegated powers
- Meaningful consultation and engagement processes with residents, parish or town councils, local groups or organisations

- Robust scrutiny functions to ensure decision-making is sound
  - Strong and clearly defined roles for ward councillors
  - Other – please state
- 

**Which are the most important to help ensure the success of the new unitary councils?** Select your top 3 choices\*

- Delivering more housing
  - Ensuring the new unitary council is financially sustainable
  - Having local councillors who understand the local area
  - Helping businesses grow and job numbers increase
  - Improving the efficiency and effectiveness of services
  - Increasing accountability and transparency of local government decision-making
  - Keeping services local
  - Protecting local identity and culture
  - Reducing the costs of delivering local government
  - Reducing the complexity of local government, simplifying council structures and processes.
- 

**Which council services does your organisation currently interact with?**

Please tick as many as apply

- adult social care
- benefits
- business support and jobs
- children's social services
- community centres, libraries and other community assets
- Council Tax and business rates

- education, schools, SEND and early years services
  - highways maintenance, parking, traffic management, street lighting
  - housing, temporary housing and homelessness support
  - nature, climate and environmental matters, including flood risk management
  - parks and open spaces
  - planning, building control and planning applications
  - regulatory services such as environmental health, licensing, Trading Standards
  - sports and leisure, parks and open spaces
  - waste and recycling collections and household recycling centres (the tip)
  - None of the above
  - Other – please state
- 

**To what extent do you agree or disagree with the following statements? My organisation...**

**(Response options for each statement: Strongly Agree, Agree, Neither, Disagree, Strongly Disagree)**

1. Feels a strong sense of belonging to its local community
2. Feels that local government decisions reflect the cultural values of the local community
3. Is concerned that some areas might be overlooked when councils are reorganised
4. Is satisfied with the quality of services provided by its local council(s)
5. Relies on council services
6. Trusts its local council(s) to make decisions in the best interests of the community
7. Would support changes to the current council structure if it improved services

---

**Thinking about the new unitary council, what matters most to your organisation?** Select your top 3 choices

- Ability to respond quickly to an issue
- Access to appropriate funding
- Access to councillors who know your organisation's local area
- Doing most transactions online and only meeting people face-to-face when necessary
- Having a single council to contact for all services
- Promoting equity and inclusion by supporting underrepresented groups
- Investing more in council services, such as education, social housing, roads and waste collection
- Investing more in organisations to help them become more environmentally sustainable
- Supporting organisations to access new technologies or use AI
- Using digital or AI to improve council services

---

**Thinking about future growth in your area, which three things do you think are the most important to invest in?** Select your top 3 choices

- Businesses and local economy
- Community centres, libraries and other community assets
- Digital improvements, such as improved connectivity, access to AI
- Green infrastructure like reservoirs or renewable energy projects
- Health such as hospitals, social care, doctor or dentist surgeries
- Housing and new development
- Sports and leisure, parks and open spaces



- Police and community safety
  - Railways, buses, cycling and walking links
  - Roads
  - Schools, early years, education and skills
  - Other – please state
- 

Currently district councils in Cambridgeshire and Peterborough (including Cambridge City Council) serve populations of about 90,000 to 180,000. Cambridgeshire County Council serves about 680,000 people and Peterborough City Council serves about 215,000 people. National Government recommends that new unitary councils ideally serve populations of around 500,000 to ensure effective service delivery and efficiency. However, the Government acknowledges that smaller unitary councils might work well for areas with fewer people, depending on what each local area needs.

**How big or small you think your new unitary council should be? Choose between 300,00 and 700,000 people.**

---

**During the last 12 months, which of the following geographical areas would you consider to be most relevant to your organisation?**

Tick as many as apply

- Cambridge City
- East Cambridgeshire District including Bottisham, Ely, Littleport and Soham
- Fenland District including Chatteris, March, Whittlesey and Wisbech
- Huntingdonshire District including Godmanchester, Huntingdon, Ramsey, St Ives and St Neots
- Peterborough
- South Cambridgeshire District including Cambourne, Histon, Sawston and Waterbeach

- None of the above
- 

**What are the most important factors that you think should be considered when determining the boundaries of the new unitary councils?** Select your top 3 choices

- Economic relationships and travel-to-work patterns
  - Existing community identities, culture and connections
  - Existing service delivery partnerships
  - Geographic coherence (natural boundaries, transport links)
  - Population size and distribution
  - Urban/rural balance
  - Other – please state
- 

**Based on your experience, what are the biggest risks or challenges that need to be addressed during the transition to unitary councils?**

maximum 150 words

---

**What opportunities do you see for improving local government services or local governance through this reorganisation?**

maximum 150 words

---

**Do you have any further comments, concerns, or specific suggestions regarding the local government reorganisation that you would like to share?**

maximum 150 words

---

**Please tick to indicate your consent to be re-contacted for matters related to local government reorganisation, and for us to hold your personal data.**

1. Yes I consent to be re-contacted and for you to hold my personal data for this purpose
2. No I do not consent to be re-contacted and for you to hold my personal data for this purpose

**If yes:**

First name

Last name

Telephone number

email address

---

**Would you like to receive communications about the transition to unitary councils?**

- Yes
- No

**If yes - how would your organisation prefer to be communicated with during the transition to unitary councils?**

Tick as many as apply

- Direct email updates
- Online information portal

- Regular stakeholder forums/meetings
  - Dedicated liaison officer for your sector
  - Consultation on specific service changes
  - Involvement in working groups or transition committees
  - Other – please state
- 

**Are you interested in sharing your opinions and helping shape future council services?**

Yes

No

**If yes - Which ways would you like to participate in local government reorganisation? Tick as many as apply**

- Direct email updates
  - Online information portal
  - Regular stakeholder forums/meetings
  - Dedicated liaison officer for your sector
  - Consultation on specific service changes
  - Involvement in working groups or transition committees
  - Other – please state
- 

**Thank you for taking the time to complete this survey.**

**Your input is valuable and will help shape the future of local government in Cambridgeshire and Peterborough.**

**Your responses will be processed in accordance with data protection legislation. For more information on how your data will be used, please see our Privacy Policy.**

**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 - 2025

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
Chapel Lane	COWLEY
Little Lane	COWLEY
Meeting Lane	COWLEY
Orchard Gate	COWLEY
Bramley Ave	DAVEY
Orchard Rd (New Rd to Russet Way)	DAVEY

## Road Inspections - 2025

Orchard Way	DAVEY
Russet Way	DAVEY
Worcester 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
Back Lane	KILMURRAY
Chalkhill Barrow	KILMURRAY
Greenbanks	KILMURRAY
London Way	KILMURRAY
The Lawns	KILMURRAY
The Lawns Close	KILMURRAY
Armingford Crescent	KYPRIANOU
Hale Close	KYPRIANOU
Hinkins Close	KYPRIANOU
Portway	KYPRIANOU
<i>Brooksbank</i>	<i>Private</i>
<i>Cawdon Row</i>	<i>Private</i>
<i>Clover Way</i>	<i>Private</i>
<i>Daffodil Close</i>	<i>Private</i>
<i>Daisy Way</i>	<i>Private</i>
<i>Garden End</i>	<i>Private</i>
<i>Hyacinth Drive</i>	<i>Private</i>

## Road Inspections - 2025

<i>Lantern View</i>	<i>Private</i>
<i>Lavender Lane</i>	<i>Private</i>
<i>Meadow Way</i>	<i>Private</i>
<i>Moat Lane</i>	<i>Private</i>
<i>Old Foundry Close</i>	<i>Private</i>
<i>Piggott Close</i>	<i>Private</i>
<i>Poppy Crescent</i>	<i>Private</i>
<i>Prime Close</i>	<i>Private</i>
<i>Pryors Orchard</i>	<i>Private</i>
<i>Rosemary Place</i>	<i>Private</i>
<i>Rupert Neve Close</i>	<i>Private</i>
<i>Saxon Way</i>	<i>Private</i>
<i>Star Mews</i>	<i>Private</i>
<i>Stockbridge Meadows</i>	<i>Private</i>
<i>Trayles</i>	<i>Private</i>
<i>Whiting Way</i>	<i>Private</i>

Bury Lane	WARDENS
Cambridge Rd (Portway to The Moor)	WARDENS
Church Walk	WARDENS
High Street (Dolphin Lane to Royston Rd	WARDENS
Royston Rd	WARDENS
Station Rd	WARDENS
Vicarage Close	WARDENS

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



# MELBOURN PARISH COUNCIL

Melbourn Parish Council are currently conducting road inspections to report any issues with our pathways and roadways.

During this inspection it has been noted that an area within or bordering your property is in need of work. Could you please tend to the vegetation to ensure the pathway and roadway are clear.

We thank you for your time in helping to keep the village safe.

If you are in need assistance with this work please contact the Parish Office who may be able to help you organise works required at your cost.



01763 263303 ext 3



parishclerk@melbournparishcouncil.gov.uk



melbournparishcouncil.gov.uk





As resolved under item PC20325c) to attempt to recover costs associated with rtc - correspondence was sent to parties involved in the damage of the lighting bollard in High Street car park.

---

Sent 6 May 2025

Dear [REDACTED]

Re: Damage to Parish Council Property

I am writing on behalf of Melbourn Parish Council in relation to damage caused to parish council property on at 15:50 on Monday 25 November 2024, specifically the driver of [REDACTED] hit and damaged a lighting bollard in the car park on Melbourn High Street.

We understand that accidents can happen, and we're sure no harm was intended. However, as the property is maintained with public funds, we do need to ensure that the cost of repairs is covered by those responsible. Following inspection and review of the incident, it has been determined that the damage resulted from the actions of an individual driving a vehicle registered to you.

The total cost of the necessary repairs has been estimated at £1,895.35, as outlined in the attached repair quote.

Could we please request that you contact us within 20 working days from the date of this letter (4 June 2025), to confirm receipt and progress the issue.

If you feel there are any circumstances we should be aware of or if you'd like to talk this through, please do not hesitate to get in touch. We're keen to resolve the matter amicably and appreciate your understanding and cooperation.

Thank you for your attention to this and appreciate your cooperation in maintaining our shared community spaces.

---

Response received 26 May 2025

Thank you for your letter of 6th May.

I originally said I was willing to pay for damage to the bollard in Melbourn car park, having no idea that the repair would amount to such a huge amount of money. There was no attachment outlining the work required as indicated in your letter and which might help me to understand the amount requested. The damage I caused (in November of last year), was a dent and the [REDACTED] marks caused by the scraping of the paint off the bumper of my car (photo attached). It appears that further damage may have since been caused to the same bollard which has now had black tape applied. Please see attached photo.

As you ask for any circumstances of which you should be aware, I would add that the police dropped charges against me including failure to report (to whom?) driving without due care and attention all of which seemed rather severe given that this was damage to a plastic bollard in a car park, not on the highway and no other vehicle or person was involved, as they were 'not in the public interest'. I can provide a copy of their letter should you wish to see it. [REDACTED]

I perhaps do not need to tell you that I am finding this all extremely stressful on top of what seems to me to be minor damage to a bollard. Proof of my state of health can be obtained should you require that.

I will be grateful for your reconsideration of this charge and for a copy of the attachment mentioned in your letter.

---

Reply sent from office 2 June 2025

Thank you for the reply [REDACTED], apologies for the delay in response I have been out of the office.

Unfortunately as this is a lighting bollard and not just a bollard this is the cost associated with the fix.

There has been no further damage since the incident in November – we taped it up just after the event as the electrics to the lamp were exposed from the impact.

Please allow me to take your response to Council for review and I will be back in contact.

Again, thank you for your response and do not hesitate to contact me in the meantime if you would like to discuss further.

*Further reply sent 13 June re-attaching the invoice for clarification and follow up.*

---

Email received 14 June 2025 from friend of individual.

Dear Abi Williams,

Re.: [REDACTED]

With reference to the damaged lighting bollard in Melbourn High Street car park, I am a friend of [REDACTED] and am aware of this issue because [REDACTED] was worried about it so confided in me.

I much regret to inform you that [REDACTED] passed away in Addenbrooke's Hospital [REDACTED].

Yours sincerely  
[REDACTED]

---

Response sent 16 June 2025

Thank you for reaching out [REDACTED].

Please accept my condolences for the loss of your friend along with my apologies for an email that was sent last week – unfortunately, I had reached out to [REDACTED] before I received this email.

I will inform Council and they will make a decision as to how to proceed.

Please do not hesitate to reach out if you would like to discuss further or if I can pass my apologies for the poorly timed communication to anyone else that may have had to deal with it.

---

Consideration from Committee to recommend next actions to Full Council.

**CAMBRIDGESHIRE COUNTY COUNCIL**  
**New Road, Melbourn**  
**(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)**  
**ORDER 2025-1080**

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along New Road, Melbourn as lies between Clear Crescent and Summerhouse Farm.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via New Road; Mortlock Street; High Street; Royston Road; A10; A505; New Road and vice versa.

The Order is made to facilitate Water main connections and associated works which are being carried out on or near this highway and it will come into operation on 24 July 2025 and continue until these works have finished or on the 23 January 2027 whichever is the earlier.

It is anticipated that these works will be carried out between 24 July 2025 and 31 August 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,  
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**



**[Redacted]**  
Melbourn Hub  
30 High Street  
Melbourn  
Herts SG8 6DZ

**QUOTE 31451**

**16 May 2025**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Labelling of Circuits - Re-label all accessories with new circuit details - All work will be carried out during out of office hours (Sunday)	720.00	20%	720.00
Net Total				720.00
VAT				144.00
<b>GBP Total</b>				<b>£864.00</b>

**Other Information**

**Company Registration Number:** 4944876



Melbourn Primary School show their appreciation of Breakfast foods provided by MACS Food Bank



CS4D Felixstowe trip to The Hut



# MACS VE Tea party



# Melbourn Timebank Report: May/June '25

## May/June activities

1	CS4D Singalong – 9 <sup>th</sup> May at Meldreth Village Hall
44	HSF applications processed and 15 for Meldreth Food Bank
1	VE Day 80 <sup>th</sup> commemoration Tea party at Cozy Corner 8 <sup>th</sup> May - 47 attendees
3	P3 Drop-in sessions at Food Bank
1	Daytime Disco 31 <sup>st</sup> May - 14 attendees Supported by Mix Music
4	Visits to Cozy Corner by ACRE Village Agents
1 2	MVC deliver period products and 2 new customers assisted Breakfast foods and Arts materials delivered to MPS
3	🧘 Yoga sessions at Elin Way
13/14	MACS Cozy Corner/Food Bank sessions
1	June 5 <sup>th</sup> Chris Riches SCDC event at Cozy Corner over 50 attendees
1	Community Support for dementia trip to Felixstowe 8 <sup>th</sup> June 48 attendees
1	Memory Café (Community Support for Dementia) at Meldreth Village Hall 21 <sup>st</sup> June 40 attendees

## On-going weekly activities

Mondays	Food Bank 12-2 & Cozy Corner 12-3 with Craft group
Wednesdays	Wellbeing Walk 10.30 🚶 Yoga at 17.00 🧘
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 21/6/25

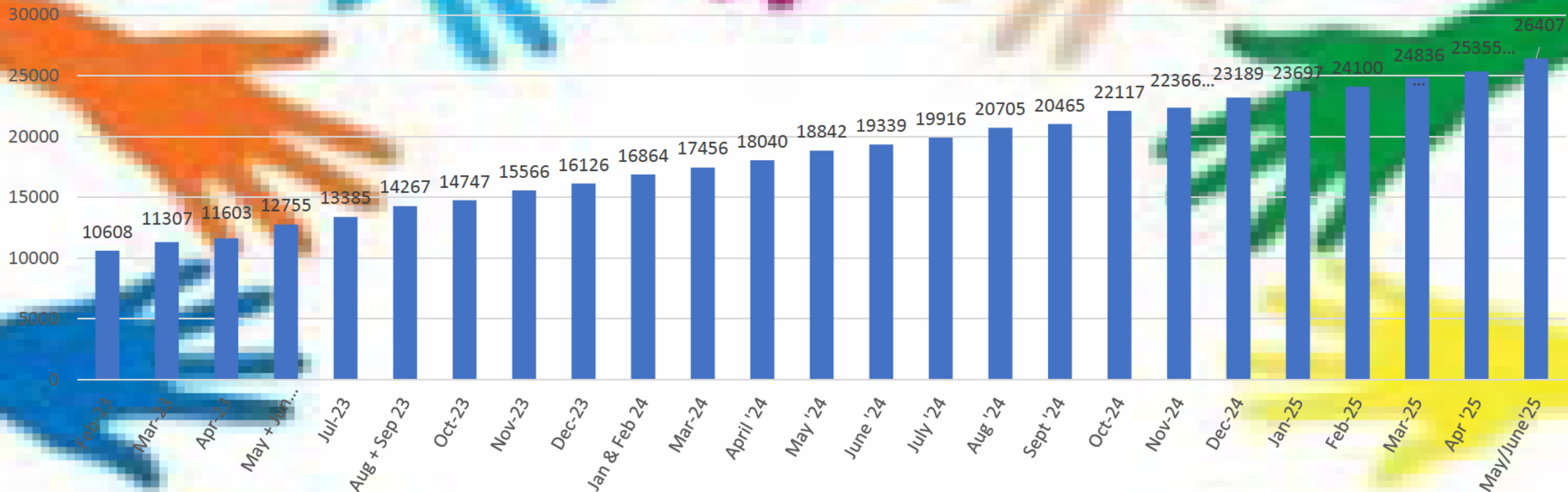
	May	June	Conversion	Pipeline
Individual Members	167	168	1	3
Organisational Members	18	18	-	-

## Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1700	536	427



## Total Hours Exchanged To Date



### AOB

Community Allotment providing food for Food Bank customers, Lettuces, Raspberries, Rhubarb, Gooseberries ©

Charlie Borrowdale nominated as Digital Champion

### Forthcoming events

Curling Taster at Cozy Corner 17<sup>th</sup> July

Afternoon tea and Bingo at Cozy Corner - 21<sup>st</sup> August

Big Picnic date TBC

ACRE May report attached for information



# Cambridgeshire Community Hubs Network

## Activity reporting form for May 2025

### Your details

<b>Community Hub name:</b>	Cozy Corner - Melbourn
<b>Your name:</b>	Stephanie Trayhurn
<b>Date this form is being submitted:</b>	3 <sup>rd</sup> June '25

### About your Hub's activities

<b>What activities have you (or other individuals/organisations) provided at your Hub?</b>
Indoor bowls, Games, Crafts. Weekly lunches. VE Day 80 <sup>th</sup> Celebratory lunch Daytime Disco

<b>What support does your local parish / town council give your Hub?</b> This could be financial support, use of premises for nil/reduced cost, something else or nothing at all. It would be useful for us to know how involved local councils are with their community's Hub.
We received a Community Grant from Melbourn Parish Council in 2023 to help with running costs. Our Parish Clerk and team support with admin and organisation as requested.

### Your Hub's operating dates and times during May 2025

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
1 <sup>st</sup> May Thurs	12.00	15.00	30	5
5 <sup>th</sup> May Mon	12.00	15.00	11	5
8 <sup>th</sup> VE Day lunch (47)	12.00	16.00	47	9



## 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
12th	12.00	15.00	8	5
15 <sup>th</sup>	12.00	15.00	13	7
19th	12.00	15.00	9	5
22nd	CLOSED Hearing Help			
29 <sup>th</sup> lunch (18)	12.00	15.00	19	9

### Submitting your form

Please email your completed form to [REDACTED], Head of Business Services via [REDACTED]

## Abi Williams

---

**From:** Connections Bus Project [REDACTED]  
**Sent:** 06 June 2025 11:05  
**To:** Abi Williams  
**Subject:** Half-term update  
**Attachments:** CBP User Survey Results 2025.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Abi

Please find attached the results of our user survey carried out just before half-term.

These are the attendance figures:

Week	No.
21 Apr	10
28 Apr	21
5 May	20
12 May	18
19 May	15

Any questions, please let me know.

Thanks  
Alan

Alan Webb - Project Manager

[REDACTED]



# THE CONNECTIONS BUS PROJECT

## YOUNG PEOPLE'S USER SURVEY

---

May 2025

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





205 young people completed a survey in one of our youth work sessions from 12-23 May 2025.

Of those that completed the gender question, 60% identified as female, 39% as male and 1 young person identified as other. This is a switch from last year when more attendees identified as male.

There is now a lower proportion of 11 to 12 years olds (47%) as we see the young people getting older and staying with us. 13 to 14 year olds represent 46% and those aged 15+, 6%. This is following the path we expected after the COVID restart. Over the next few months two more villages will be adding split age group sessions allowing school years 9+ to meet separately to the younger ones.

### Attendance

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

96% of young people said they attended every or fortnightly sessions (94% in 2024).

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

### Safety

98% of young people said that they feel safe attending our sessions.

14 young people (6%, down from 15% in 2024) said bullying was problem at our sessions. However, 12 of these said that they feel safe, and all said that they enjoy coming. Youth workers at the villages where the remaining 2 young people attend have been asked to keep a closer eye on interactions in and around the youth club.

### Outcomes

99% of young people said that our youth workers are approachable and easy to talk to (an increase on previous years).

84% of young people said that attending helped to improve their mental health and wellbeing (77% in 2024).

Of the young people that has spoken to youth workers about a particular issue (30%), 91% said that it had helped. An increase on 2024 of 80%.

28% of young people said that they use the sessions as a source of information. A slight increase on 2024 and we have continued to collect details on the themes

that we might cover. The most common themes were mental health, bullying, vaping and social media.

A question was included to identify additional activities and equipment that young people would like included at their sessions. These are listed below along with some action that has already been taken.

An additional question was included in villages where we replaced the youth buses with a building-based session while we waited for the new buses. This asked if the young people preferred the building or bus sessions. 7% said building and 93% said bus.

Finally, we had a few comments written on the forms from the young people:

- *"Great workers help me and patient"* - Warboys
- *"The new bus is amazing"* - Haslingfield
- *"I really enjoy coming and enjoy chilling with my friends"* - Haslingfield
- *"Everything here is good"* - Warboys

## Full Survey Results

### Number of Surveys Completed

Age	11	12	13	14	15	16	17	Total
Cottenham	7	16	3					26
Eversden	3		5					8
Girton	2	2	5	8	2		1	20
Haddenham	3	8	2					13
Haslingfield	11	10	7					28
Histon	5	2	5	12	4			28
Melbourn		2	5	7				14
Milton	1	1	4	1				7
Oakington		1	4					5
Sawtry		4	6			1	3	14
Warboys		5	9	3	1			18
Willingham	3	10	9					22
<b>Total</b>	35	61	64	31	7	1	4	203

Gender	Female	Male	Other	Not completed
Cottenham	17	9		
Eversden	5		1	2
Girton	13	6		1
Haddenham	11	2		1
Haslingfield	15	13		
Histon	15	13		
Melbourn	5	9		1
Milton	5	2		
Oakington	2	3		
Sawtry	4	6		3
Warboys	10	8		
Willingham	15	7		
<b>Total</b>	118	78	1	8

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

	No.	2025	2024	2023
Every session	133	75%	83%	72%
Fortnightly	38	21%	11%	24%
Once a month	3	2%	4%	4%
Less	3	2%	2%	1%

28 young people did not answer this question

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

	No.	2025	2024	2023
Yes	91	52%	54%	52%
No	84	48%	46%	48%

30 young people did not answer this question

I enjoy coming to the youth club/bus.

	No.	2025	2024	2023
Yes	196	96%	94%	93%
Sort of	9	4%	6%	7%
Not really	0	0%	0%	0%
No	0	0%	0%	0%

I feel safe at the youth club/bus.

	No.	2025	2024	2023
Yes	181	88%	82%	85%
Sort of	20	10%	17%	12%
Not really	2	1%	1%	3%
No	2	1%	0%	0%

Bullying is a problem at the youth club/bus.

	No.	2025	2024	2023
Yes	5	2%	5%	8%
Sort of	9	4%	10%	7%
Not really	35	17%	16%	11%
No	155	76%	69%	74%

1 young person did not answer this question

The youth workers are approachable and easy to talk to.

	No.	2025	2024	2023
Yes	173	87%	83%	84%
Sort of	24	12%	12%	12%
Not really	1	0.5%	1%	2%
No	2	1%	4%	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.	2025	2024	2023
Yes	20	10%	7%	12%
Sort of	36	18%	17%	11%
Not really	67	33%	30%	33%
No	81	39%	46%	44%

1 young person did not answer this question

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

	No.	2025	2024	2023
Yes	70	35%	36%	43%
Sort of	98	49%	41%	34%
Not really	25	12%	16%	15%
No	9	4%	7%	8%

3 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.	2025	2024	2023
Yes	34	17%	20%	19%
Sort of	27	13%	10%	8%
Not really	38	19%	20%	18%
No	99	48%	47%	55%
Not applicable	7	3%	3%	

Conversations about personal issues with youth workers have helped me.

	No.	2025	2024	2023
Yes	29	49%	51%	50%
Sort of	25	42%	29%	32%
Not really	3	5%	14%	11%
No	2	3%	6%	7%

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

2 young people did not answer

Do you prefer youth club in a building or on our youth bus?

	Oakington	Haslingfield	Cottenham	Warboys
Building	0	1	4	0
Bus	3	26	19	18

This is an additional question that was included in only our youth bus user surveys following a period of having building-based sessions whilst we had no operational youth buses.

What is the biggest issue facing young people today.

	No.
Aggression towards one another	1
Attitude	2
Behaviour	3
Beauty standards	1
Bullying	28
Climate change	1

Conform to society	1
Cyber bullying	9
Depression	1
Drugs	9
E-scooters	1
Exams	3
Family	3
Friends	3
Future	1
Homework	4
Homophobic language	1
Insecurity	1
Internet Content	1
Judging	3
Life	3
Loneliness	2
Mental Health	31
Not being social	2
Older teens using bad stuff	1
Peer Pressure	3
People	2
Personality	1
Phones	4
Racism	2
School	1
Self-consciousness	1
Self-loving	1
Smoking	2
Social media	11
Social pressure	1
Stress	2
Suicide (not me)	1
Tories	1
Trauma	1
Trust	1
Vaping	20

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

	No.	Notes
A Bouncy castle (Willingham)	1	
Archery (Haslingfield)	1	
Art (Sawtry, Haslingfield)	4	Crafts are provided in all of our sessions and extra art resources have been added
Athletics (Histon)	1	
Badminton (Histon)	3	Already sorted
Baking/Cooking (Milton, Sawtry, Willingham, Histon)	8	All of these clubs already include a cooking element, and we are looking to increase this
Bike Park (Histon)	2	
Bingo (Haddenham)	1	
Books/Reading (Haslingfield)	1	



Crafts (Cottenham, Willingham)	2	Crafts are provided in all of our sessions
Crocheting (Haddenham)	1	
Dance Competition (Haddenham, Willingham)	2	
Darts (Haslingfield)	1	
Football (Melbourn, Eversden, Haslingfield, Milton, Histon, Willingham, Cottenham)	9	Football is included in all of these sessions
Jewellery making (Haslingfield)	1	
Laser Tag (Haslingfield, Haddenham)	2	
Make Ice cream (Histon)	1	
Mini basketball (Haslingfield)	1	
More board and card games (Willingham, Haslingfield)	1	
Netball (Haddenham)	1	
Outside space/fun (Girton)	2	Unfortunately, the venue of this club does not provide outside space for activities. A summer holiday programme is being considered on the recreation ground.
PS5 (Cottenham)	1	
Poker (Girton)	1	
Slime making (Willingham, Milton)	2	
Tennis (Histon)	1	
Trips (Haddenham)	2	
Video Games (Haslingfield, Milton)	2	
Water fight (Willingham)	1	
Weekly Youth Club (Willingham)	1	

### Extra Comments

"Great workers help me and patient" - Warboys
"The new bus is amazing" - Haslingfield
"I really enjoy coming and enjoy chilling with my friends" - Haslingfield
"Everything here is good" - Warboys