



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

👤 **Abi Williams, Clerk**
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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE (District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday 24 July 2025 at 09:30am
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Clark (Chair), Davey

Absent:

In attendance: Abigail Williams (Clerk), Alex Coxall (Deputy Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

In accordance with Melbourn Parish Council Standing Orders (4.d(v)) Cllr Davey attended as a substitute member.

In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA022/2526 To receive nominations and elect a Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

MA023/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

MA024/2526 To receive and approve apologies for absence

Apologies received from Cllrs Alexander and Kilmurray and Warden Keith Rudge with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA025/2526 To receive any Declarations of Interest and Dispensations

- 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

None received.

MA026/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025

Noting correction to draft minutes in reference to the Standing Orders.

A vote was taken to accept the minutes of the Maintenance Meeting held on 19 June 2025 as an accurate record – including the correction to the Standing Order reference.

For: Cllr Clark, Barnes

Against:

Abstain: Cllr Davey

No resolution from this vote – minutes to be brought back to next meeting.

MA027/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA028/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.

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

The finance report was noted.

MA029/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for June 2025.
The report was noted.
- b) To note the disturbance of wasp nest by the river and report on actions.
Thanks passed to RMRG for highlighting the issue. ACTION: Office to add emergency contact details poster to the pavilion.
- c) To consider quotes for removal of fallen tree on river walk and orchard behind the pavilion.
Item deferred to gather further quotes.
- d) To receive a report from River Mel Restoration Group (RMRG).
A verbal report was given by RMRG. It was noted that river levels continue to be acceptable, the weed is helping to retain levels. The volunteer group will be working on areas of bank erosion at the next working party.
- e) To note article to be submitted to Melbourn Magazine.
Article noted and submitted.
- f) To receive any other updates and consider actions.
None received.

MA030/2526 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
A verbal report was given by Stockbridge Meadows Volunteers. ACTION: Office to work with Warden to identify heritage trees to be purchased for planting at Stockbridge Meadows.
- b) To receive any other updates and consider actions.
None received.

Before Maureen left the meeting the Chair enquired if RMRG and Stockbridge representatives would be available for evening meetings – confirmed evenings were acceptable.

Maureen Brierley left the meeting 09:51

MA031/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
A verbal report was given by the Allotment Association. It was noted that the inspections had taken place and most plots were being worked sufficiently. 3 plots have been identified as requiring work. Allotment Association working through grant application – requiring confirmation of policy use. ACTION: Deputy Clerk to work with Allotment Association to progress. ACTION: Office to work with Wardens to assess the work needed to move the gate on plot 25b. ACTION: Full Council to consider quotes for removal of diseased tree at Grays.
- b) To note renewal of membership to National Allotment Society at a cost of £84.00.
Membership fee was noted.
- c) To reconsider quotes for works to hedges at St Georges Allotment resolved under item MA010 2526b) after further consideration.
After further information was gathered reconsideration of quotes was requested due to breakdown of work needed. It was RESOLVED to accept the quote from Herts & Cambs to carry out works to St Georges Allotment at a cost of £1,480+VAT.
- d) To receive any other updates and consider actions.
None received.

Before Chris left the meeting the Chair enquired if the Allotment Association representative would be available for evening meetings – confirmed evenings were acceptable.

Chris Selway left the meeting 10:02

MA032/2526 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.

Inspection reports were noted.

- b) To consider any updates on damage or vandalism in the Parish.

Incidents of damage and vandalism were noted. ACTION: Bench near the pavilion in need of replacement slats.

- c) To discuss proposal to present to Council for day and time changes for future Maintenance Committee meetings.

Consideration was given to moving the Maintenance Committee meetings to evenings to ensure quorum. It was noted that all Wardens should be encouraged to attend ensuring that one Warden is not expected to attend all meetings in the year. Consensus was gained to suggest to Full Council to move meetings to a Tuesday evening.

- d) To receive any other updates and consider actions.

None received.

MA033/2526 Correspondence:

- a) To receive any other updates and consider actions.

None received.

MA034/2526 Biodiversity:

- a) To receive any updates and consider actions.

None received. ACTION: Office to promote social media post by Cllr Barnes about insects seen on Hopkins strategic green belt.

MA035/2526 Cemetery Matters:

- a) To note Wardens to replace fencing around bins in Orchard Road Cemetery.

Noted.

- b) To consider recommending to Full Council a budget for memorials safety training / outsourcing.

It was agreed that a proposal should be submitted to Full Council around the introduction of memorials safety training and/or outsourcing of memorials testing. ACTION: Office to gather costs and investigate possibility of sharing training with neighbouring Parishes.

- c) To receive any other updates and consider actions.

None received.

MA036/2526 Village Maintenance Matters:

- a) To consider actions over complaint from Victoria Way around sight lines to highway due to vegetation in front garden.

Issue of sightlines from driveways discussed. Concluded that no action required. ACTION: Office to communicate with both parties to encourage reversing on to driveways, in accordance with advice in the Highway Code to 'reverse into driveway if possible'.

- b) To consider next bin upgrades.

It was RESOLVED to approve the purchase of one 100 litre covered bin for top of Beeton Close and one 56 litre dog waste bin for Cambridge Road at a cost of £427.43+VAT.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

- c) To consider quote for fix to Moor play park IAE gate.

It was RESOLVED to accept the quotation from HAGS to replace and install the IAE gate mechanism at The Moor play park at a cost of £681+VAT.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

- d) To consider quote for works to Water Lane verge as agreed on item MA012 2526b).

Item deferred to allow for further quotes to be gathered.

- e) To receive any other updates and consider actions.

It was noted that items on Fordham Way verge may be to discourage parking on the verges – Office to investigate.

MA037/2526 Pavilion/New Rec Matters:

- a) To receive a report and consider actions with regard to the heat pump fix at the Pavilion.

The report was received.

It was RESOLVED to retrospectively approve the costs for additional work previously miscalculated by the Clerk at a cost of £447.40+VAT.

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

It was RESOLVED to approve further costs to replace a pump as suggested by Shelford Heating at a cost of £854.75+VAT.

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

- b) To receive any other updates and consider actions.

Cllr Davey enquired about solar panels on the pavilion. ACTION: To be taken into consideration when investigating the redevelopment of the pavilion.

MA038/2526 Little Hands Matters:

- a) To consider request for additional car park key to be held by Little Hands and to add manager to key holders WhatsApp group.

It was RESOLVED to approve the request for an addition car park key to be provided to Little Hands.

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

- b) To note completed works by Trulight to replace outer doors, to consider recommendation of balance to be paid at £2,892.00. Spend approved under item PC231/25b).

Completion of works approved. It was RESOLVED to approve payment of the balance invoice at a cost of £2,892.00.

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

- c) To note completed works by Shelford Heating to replace oil tank, to consider recommendation of balance to be paid at £4,374.17 (taking into account overpayment of deposit). Spend approved under item PC231/25a).

Completion of works approved. It was RESOLVED to approve the payment of the balance invoice at a cost of £4,374.17.

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

- d) To receive any other updates and consider actions.

It was noted that youths have been accessing the roof of Little Hands via the shed against the back wall. ACTION: Wardens to look at installing anti-climb paint as required.

MA039/2526 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

None received.

MA040/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA041/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

Warden reminded Chair of issue on Water Lane Greengage Rise verge. ACTION: Warden and Chair to meet to review.

MA042/2526 To note date of next planned meeting: Thursday 21 August 2025.

The date of the next Maintenance Committee meeting was noted as Thursday 21 August 2025 with the potential for this to change after consideration of Full Council.

Meeting closed 10:51



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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE (District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday 19 June 2025 at 09:30am
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Alexander, Clark (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Alex Coxall (Deputy Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

In accordance with the Terms of Reference for the Planning Committee (3a) and the Melbourn Parish Council Standing Orders (3pp) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA001/2526 To receive nominations and elect a Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

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

MA002/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

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

MA003/2526 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.

It was omitted to resolve this item – no vote was taken.

MA004/2526 To receive any Declarations of Interest and Dispensations

- 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

None received.

MA005/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 May 2025

It was RESOLVED to accept the minutes from the Maintenance Committee Meeting held on 15 May 2025 as an accurate record.

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

MA006/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA007/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- The finance report was noted.

MA008/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for May 2025.

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

The report was noted.

- b) To receive a report from River Mel Restoration Group (RMRG).

A verbal report was given by RMRG. It was noted that the river levels were down but not concerning. An update from Cam Catchment Partnership (Rivers Matter) was shared (Information can be found here: <https://www.rivercam.org.uk/>). Concern was raised about an individual living on The Moor. ACTION: Office will continue to reach out to agencies that can aid the individual.

- c) To note concern from resident and consider actions about historical e.coli levels in the River Mel.

A representative from RMRG gave an update on the situation. It is stated that the group should receive any alerts about potential rises in e.coli levels etc, none have been received. It was noted that users should use caution when entering the river, knowing where the discharge points are etc. ACTION: Office to work with RMRG to produce an article about considerations that should be taken when people or animals are entering the river.

- d) To receive any other updates and consider actions.

None received.

MA009/2526 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.

Attempts to encourage volunteers through the magazine and fete were noted. It was noted that up to ~~none~~ nine of the heritage fruit trees should be replaced in the near future. ACTION: Work with Conservation Warden to plan replacements and bring proposal to Committee. This could be addressed by offering memorial tree planting in the area. The care and maintenance of memorial benches in the area was addressed. ACTION: Office to confirm rules and regulations around bench maintenance.

- b) To receive any other updates and consider actions.

None received.

Maureen Brierley left the meeting 09:57

MA010/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.

A verbal report was given by the Allotment Association. It was noted that inspections had taken place and most plots were being worked sufficiently. ACTION: Office to contact non-compliant plot holders and take appropriate action. Two issues with trees were raised with the Grays plots. ACTION: Office to gather quotes for cut back of large tree at entrance and work with plot owners to decide the fate of a tree on plot 5. It was requested that a gate on plot 25b be moved for easier access. ACTION: Wardens to review and move if appropriate.

- b) To consider quotes for works to hedge / walkway at St Georges Allotment.

Quotes for works were considered – quotes were not comparable. ACTION: Office to request comparable quotes. If works were comparable it was RESOLVED to proceed with the quote from Majestic. If quotes are not comparable issue will be brought back to Committee.

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

- c) To discuss actions for Allotment Association application for Allotment Improvement Grant from South Cambridgeshire District Council. <https://www.scambs.gov.uk/community-and-people/community-action/allotment-improvement-grant>

Chris Selway presented information on the grant applications and requested assistance with Environment and Safeguarding Policies. ACTION: Office to work with Allotment Association to support the grant applications and report back to Committee where necessary.

- d) To receive any other updates and consider actions.

None received.

Chris Selway left the meeting 10:21

MA011/2526 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.

Inspection reports were noted.

- b) To consider any updates on damage or vandalism in the Parish.

Incidents of damage or vandalism were noted.

- c) To consider approval of memorial bench style (new rec).

It was RESOLVED to request a brown version of the suggested bench be installed due to ongoing maintenance costs of a coloured bench. It was noted that the Committee supported the need to reflect the individual in the memorial and suggested a suitable plaque should be encouraged.

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

- d) To consider days and times for future Maintenance Committee meetings.

It was decided to conduct a survey amongst current and potential attendees to decide on the most suitable time and day going forward. ACTION: Office to communicate options and report back to Committee.

- e) To receive any other updates and consider actions.

None received.

MA012/2526 Correspondence:

- a) To receive complaint and consider actions about verge in Fordham Way.

The item was discussed. It was decided to contact residents in the area to highlight the need to keep verges clear. ACTION: Office to write to residents.

- b) To receive complaint and consider actions about high verge on Water Lane.

The item was discussed. ACTION: Office to gather quotes for one off work to strip back verge and then pass to contractors to maintain.

- c) To note correspondence about tree on Beechwood amenity area and note response from Wardens.

Item noted – already completed by Wardens.

- d) To receive any other updates and consider actions.

None received.

MA013/2526 Biodiversity:

- a) To receive any updates and consider actions

None received.

MA014/2526 Cemetery Matters:

- a) To receive report on tree in Orchard Road Cemetery and consider actions.

Reports were received and it was decided to wait to receive the full tree survey results in September to determine action.

- b) To consider cleaning works to New Road car park.

Wardens to add jet washing of New Road Cemetery car park to their job list.

- c) To receive any other updates and consider actions.

None received.

MA015/2526 Village Maintenance Matters:

- a) To report on metal work in ground at Clear Crescent park.

Works to remove metal spike from ground was noted. Completed by Wardens.

- b) To receive response and consider actions from driver in relation to the damage to lighting bollard in High Street car park.

In the circumstances it was RESOLVED to suggest to Full Council to proceed with a lower cost fix of capping the electric to the light and replacing with a non-lit bollard.

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

- c) To receive and consider ROSPA maintenance tracking reports for Clear Crescent and The Moor Play Parks.

The ROSPA tracker was presented. It was decided to proceed with gathering quotes for the broken Moor gate, investigating a fix for the zip wire at the Moor and investigating works to the rear gates to allow for self-closing mechanism to be fitted possibly introducing a single self-closing gate to allow for the double mower access gate to remain in situ and locked. ACTION: Office to collect quotes for works and present to committee.

- d) To receive any other updates and consider actions.

It was noted that the double swing at the Moor had been reported as broken. Wardens to investigate a potential fix.

MA016/2526 Pavilion/New Rec Matters:

- a) To receive a report and consider actions with regard to the heat pump fix / replacement at the Pavilion.

Item deferred until a suitable solution can be presented. ACTION: Office to ensure that heating has been turned off.

- b) To receive any other updates and consider actions.

None received.

MA017/2526 Little Hands Matters:

- a) To update on oil tank immersion issue.

No update available from Little Hands. Works to replace the oil tank to proceed late June as agreed.

- b) To consider budget of £25 to sow wildflower seeds in the car park verge in September.

It was RESOLVED to approve a budget of £25 to sow wildflowers in the car park verge. Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

- c) To receive any other updates and consider actions.

Confirmation of dates of works to Little Hands were noted.

MA018/2526 Policies and Risk Assessments:

- a) To review and consider wording changes to Document 4.12 Allotment Lease.

It was RESOLVED to recommend to Full Council to accept the wording changes to Document 4.12 Allotment Lease.

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

MA019/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA020/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA021/2526 To note date of next meeting: Thursday 17 July 2025.

The date of the next meeting was noted as Thursday 17 July 2025.

Meeting closed 11:09

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: June 25

1. Introduction

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2025 to 30 June 2025. The aim is to support informed decision-making by the Maintenance Committee.

2. Report Overview

All financial data is categorised into cost centres that correspond to different areas of village and the maintenance required. Where applicable expenditures have been split into two categories:

- **Planned** (budgeted)
- **Unplanned** (non-budgeted/emergency or unforeseen)

This classification helps to better track how the Council's financial resources are being used and to identify areas requiring attention.

3. Key Notes

- **There are a few minor amendments that need to be made these are:**
Refuse collection to be allocated to correct cost centres
Littlehands expenditure to be reviewed as potentially funded by a Earmarked reserve.
- **Maintenance Contract:** The Parish Council has entered into a village maintenance contract, which has helped in streamlining and effectively managing recurring costs. Associated costs have been appropriately distributed among relevant cost centres.
- **Stockbridge Meadows:** This area was added to the village maintenance contract **after the annual budget was approved**. Consequently, its associated costs are **not reflected in the original budget** and will require close monitoring to avoid overspending.
- **Reserves Management:** When reviewing expenses, it is important to assess whether they:
 - Fall within the planned budget,
 - Can be covered by any existing reserves held.
 - Or are unplanned.

4. Ongoing Improvements

As the Council continues to transition to more detailed financial reporting, the **Parish Clerk and the RFO** will work in closely to:

- Provide additional insights where needed,
- Flag any anticipated high-cost maintenance works,
- Ensure the Committee is fully informed to make sound financial decisions.

5. Conclusion

The financial reporting approach using Rialtas enhances transparency and accountability. Monitoring cost centres closely, especially for post-budget additions like Stockbridge Meadows, will be critical in the coming months.

For any further clarifications or questions regarding this report, please feel free to contact the RFO directly.

Prepared by:

Responsible Financial Officer (RFO)

Melbourn Parish Council

June 25

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Good Governance</u>							
<u>100 Finance & General Purpose</u>							
1000 Interest Received	2,276	6,000	3,724			37.9%	
1076 Precept	87,554	350,217	262,663			25.0%	
1610 Misc Income	57,564	0	(57,564)			0.0%	57,564
Finance & General Purpose :- Income	147,394	356,217	208,823			41.4%	57,564
4000 Salaries & Pensions	25,827	110,982	85,155		85,155	23.3%	
4010 Other Staff Costs	0	600	600		600	0.0%	
4055 Pension Scheme Costs	144	591	447		447	24.4%	
4060 Staff & Councillor Expenses	64	0	(64)		(64)	0.0%	
4065 Training	1,269	2,500	1,231		1,231	50.8%	
4070 Timebank Expenses	333	587	254		254	56.7%	115
4100 Audit Fees	500	2,000	1,500		1,500	25.0%	
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%	800
4110 Insurance	0	13,259	13,259		13,259	0.0%	
4115 Memberships & Subscription	797	1,706	909		909	46.7%	
4120 Parish Clock	0	447	447		447	0.0%	
4130 Computer & IT	270	2,802	2,532		2,532	9.6%	
4140 Software Licences	2,552	4,012	1,460		1,460	63.6%	
4150 Printing Postage & Stationery	367	1,370	1,003		1,003	26.8%	
4155 Office Costs	84	0	(84)		(84)	0.0%	
4170 Office Rent	3,750	15,000	11,250		11,250	25.0%	
4175 Subcontractors	714	62	(652)		(652)	1150.9%	
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%	
4195 Sundry Expenses	142	758	616		616	18.8%	
4200 Bank Charges	84	226	142		142	37.4%	
4205 Grants	37,853	8,550	(29,303)		(29,303)	442.7%	37,853
4208 S106 Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4225 Community Events	48	2,677	2,629		2,629	1.8%	
4235 Wardens Materials	22	0	(22)		(22)	0.0%	
4850 Parish Planning	0	1,000	1,000		1,000	0.0%	
Finance & General Purpose :- Indirect Expenditure	80,622	171,129	90,507	0	90,507	47.1%	43,768
Net Income over Expenditure	66,772	185,088	118,316				
6000 plus Transfer from EMR	5,903	0	(5,903)				
6001 less Transfer to EMR	57,564	0	(57,564)				
Movement to/(from) Gen Reserve	15,111	185,088	169,977				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Wardens							
4000 Salaries & Pensions	4,757	19,747	14,990		14,990	24.1%	
4110 Insurance	160	689	529		529	23.2%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	172	647	475		475	26.6%	
4235 Wardens Materials	41	0	(41)		(41)	0.0%	
4240 Wardens Equipment	0	1,539	1,539		1,539	0.0%	
4320 Maintenance & Reps- Unplanned	0	2,000	2,000		2,000	0.0%	
Wardens :- Indirect Expenditure	5,129	27,622	22,493	0	22,493	18.6%	0
Net Expenditure	(5,129)	(27,622)	(22,493)				
120 *							
4235 Wardens Materials	(0)	0	0		0	0.0%	
* :- Indirect Expenditure	(0)	0	0	0	0		0
Net Expenditure	0	0	(0)				
Finance & Good Governance :- Income	147,394	356,217	208,823			41.4%	
Expenditure	85,751	198,751	113,000	0	113,000	43.1%	
Net Income over Expenditure	61,643	157,466	95,823				
plus Transfer from EMR	5,902	0	(5,902)				
less Transfer to EMR	57,564	0	(57,564)				
Movement to/(from) Gen Reserve	9,982	157,466	147,484				
Maintenance							
200 General Conservation							
4605 Refuse & Dog Bin Collection	4,784	0	(4,784)		(4,784)	0.0%	
General Conservation :- Indirect Expenditure	4,784	0	(4,784)	0	(4,784)		0
Net Expenditure	(4,784)	0	4,784				
210 Allotments							
1200 Allotment Rent received	51	3,154	3,103			1.6%	
Allotments :- Income	51	3,154	3,103			1.6%	0
4320 Maintenance & Reps- Unplanned	0	538	538		538	0.0%	
4430 Grounds Maintenance - Planned	0	1,936	1,936		1,936	0.0%	
4510 Water	0	824	824		824	0.0%	
Allotments :- Indirect Expenditure	0	3,298	3,298	0	3,298	0.0%	0
Net Income over Expenditure	51	(144)	(195)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Conservation							
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%	
Conservation :- Income	3,939	3,850	(89)			102.3%	0
4000 Salaries & Pensions	1,116	4,619	3,503		3,503	24.2%	
4175 Subcontractors	815	3,300	2,485		2,485	24.7%	
4320 Maintenance & Reps- Unplanned	24	1,154	1,130		1,130	2.0%	
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%	623
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	2,032	2,032		2,032	0.0%	
4430 Grounds Maintenance - Planned	0	324	324		324	0.0%	
4605 Refuse & Dog Bin Collection	832	641	(191)		(191)	129.8%	
4635 Village Maintenance Contract	4,572	17,923	13,351		13,351	25.5%	
Conservation :- Indirect Expenditure	8,042	43,126	35,084	0	35,084	18.6%	623
Net Income over Expenditure	(4,103)	(39,276)	(35,173)				
6000 plus Transfer from EMR	623	0	(623)				
Movement to/(from) Gen Reserve	(3,480)	(39,276)	(35,796)				
230 Stockbridge Meadows							
4320 Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635 Village Maintenance Contract	220	0	(220)		(220)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	267	0	(267)	0	(267)		0
Net Expenditure	(267)	0	267				
250 Cemetery General							
1300 Burial Fees	610	2,000	1,390			30.5%	
1305 Memorials Fees	0	525	525			0.0%	
1310 Internment Fees	0	1,500	1,500			0.0%	
Cemetery General :- Income	610	4,025	3,415			15.2%	0
4635 Village Maintenance Contract	2,413	9,752	7,339		7,339	24.7%	
Cemetery General :- Indirect Expenditure	2,413	9,752	7,339	0	7,339	24.7%	0
Net Income over Expenditure	(1,803)	(5,727)	(3,924)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 Orchard Road Cemetery							
1305 Memorials Fees	100	0	(100)			0.0%	
Orchard Road Cemetery :- Income	100	0	(100)				0
4315 Maintenance & Reps - Planned	0	175	175		175	0.0%	
4430 Grounds Maintenance - Planned	0	457	457		457	0.0%	
4500 Rates	88	278	190		190	31.7%	
4505 Electricity	32	221	189		189	14.6%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	121	1,234	1,113	0	1,113	9.8%	0
Net Income over Expenditure	(21)	(1,234)	(1,213)				
270 New Road Cemetery							
1300 Burial Fees	1,500	0	(1,500)			0.0%	
1305 Memorials Fees	300	0	(300)			0.0%	
1310 Internment Fees	480	0	(480)			0.0%	
New Road Cemetery :- Income	2,280	0	(2,280)				0
4315 Maintenance & Reps - Planned	2,350	0	(2,350)		(2,350)	0.0%	2,350
4420 Grounds Maintenance - Unplanned	0	1,026	1,026		1,026	0.0%	
4430 Grounds Maintenance - Planned	0	2,473	2,473		2,473	0.0%	
4500 Rates	270	845	575		575	32.0%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	2,620	4,490	1,870	0	1,870	58.4%	2,350
Net Income over Expenditure	(340)	(4,490)	(4,150)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
Movement to/(from) Gen Reserve	2,010	(4,490)	(6,500)				
300 Play Areas							
4315 Maintenance & Reps - Planned	256	0	(256)		(256)	0.0%	
4320 Maintenance & Reps- Unplanned	0	3,357	3,357		3,357	0.0%	
4605 Refuse & Dog Bin Collection	1,248	2,771	1,523		1,523	45.0%	
Play Areas :- Indirect Expenditure	1,504	6,128	4,624	0	4,624	24.5%	0
Net Expenditure	(1,504)	(6,128)	(4,624)				
310 Recreation Ground							
1400 Match Fees	135	3,350	3,215			4.0%	
1500 Hire of Recreation Grounds	0	840	840			0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1610 Misc Income	646	0	(646)			0.0%	
Recreation Ground :- Income	781	4,190	3,409			18.6%	0
4430 Grounds Maintenance - Planned	0	3,225	3,225		3,225	0.0%	
4505 Electricity	38	518	480		480	7.4%	
4510 Water	64	0	(64)		(64)	0.0%	
4605 Refuse & Dog Bin Collection	2,704	2,364	(340)		(340)	114.4%	
4635 Village Maintenance Contract	1,609	6,502	4,893		4,893	24.7%	
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	4,415	14,579	10,164	0	10,164	30.3%	0
Net Income over Expenditure	(3,634)	(10,389)	(6,755)				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	0	100	100			0.0%	
Pavilion :- Income	0	100	100			0.0%	0
4125 Broadband & Telephone	60	177	117		117	34.1%	
4175 Subcontractors	315	1,728	1,413		1,413	18.2%	
4315 Maintenance & Reps - Planned	879	2,483	1,604		1,604	35.4%	
4320 Maintenance & Reps- Unplanned	1,148	513	(635)		(635)	223.7%	
4500 Rates	649	2,822	2,173		2,173	23.0%	
4505 Electricity	1,003	2,587	1,584		1,584	38.8%	
4510 Water	486	100	(386)		(386)	485.9%	
4605 Refuse & Dog Bin Collection	115	417	302		302	27.5%	
Pavilion :- Indirect Expenditure	4,654	10,827	6,173	0	6,173	43.0%	0
Net Income over Expenditure	(4,654)	(10,727)	(6,073)				
<u>410 Fire Engine House</u>							
4315 Maintenance & Reps - Planned	0	600	600		600	0.0%	
Fire Engine House :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Net Expenditure	0	(600)	(600)				
<u>510 Highways</u>							
4320 Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920 Street Lighting	198	1,026	828		828	19.3%	
Highways :- Indirect Expenditure	358	1,026	668	0	668	34.9%	0
Net Expenditure	(358)	(1,026)	(668)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520 Little Hands							
1600 Property Rental Income	9,000	27,000	18,000			33.3%	
Little Hands :- Income	9,000	27,000	18,000			33.3%	0
4175 Subcontractors	435	1,756	1,321		1,321	24.8%	
4315 Maintenance & Reps - Planned	1,588	1,129	(459)		(459)	140.7%	
4320 Maintenance & Reps- Unplanned	10,652	538	(10,114)		(10,114)	1980.0%	4,597
Little Hands :- Indirect Expenditure	12,675	3,423	(9,252)	0	(9,252)	370.3%	4,597
Net Income over Expenditure	(3,675)	23,577	27,252				
6000 plus Transfer from EMR	4,597	0	(4,597)				
Movement to/(from) Gen Reserve	922	23,577	22,655				
530 Workshop							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	3,181	13,671	10,490		10,490	23.3%	
4505 Electricity	649	2,901	2,252		2,252	22.4%	
4510 Water	72	221	149		149	32.8%	
4700 PWLB Interest	0	4,986	4,986		4,986	0.0%	
4705 PWLB Capital	0	11,902	11,902		11,902	0.0%	
Workshop :- Indirect Expenditure	3,902	34,269	30,367	0	30,367	11.4%	0
Net Expenditure	(3,902)	(34,269)	(30,367)				
Maintenance :- Income	16,761	42,319	25,558			39.6%	
Expenditure	45,755	132,752	86,997	0	86,997	34.5%	
Net Income over Expenditure	(28,994)	(90,433)	(61,439)				
plus Transfer from EMR	7,570	0	(7,570)				
Movement to/(from) Gen Reserve	(21,424)	(90,433)	(69,009)				
MAYD							
340 Melbourn Area Youth Developmen							
4207 Youth Expenditure (Mayd)	3,480	6,500	3,020		3,020	53.5%	
Melbourn Area Youth Developmen :- Indirect Expenditure	3,480	6,500	3,020	0	3,020	53.5%	0
Net Expenditure	(3,480)	(6,500)	(3,020)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Community Hub</u>							
1610 Misc Income	150	0	(150)			0.0%	
Community Hub :- Income	150	0	(150)				0
4206 Hub Fund redistribution - Heal	2,920	0	(2,920)		(2,920)	0.0%	2,920
4208 S106 Expenditure	87	0	(87)		(87)	0.0%	87
4315 Maintenance & Reps - Planned	1,433	5,086	3,653		3,653	28.2%	
4320 Maintenance & Reps- Unplanned	0	10,000	10,000		10,000	0.0%	
4505 Electricity	150	0	(150)		(150)	0.0%	
4700 PWLB Interest	14,052	27,340	13,288		13,288	51.4%	
4705 PWLB Capital	4,226	5,555	1,329		1,329	76.1%	
Community Hub :- Indirect Expenditure	22,869	47,981	25,112	0	25,112	47.7%	3,007
Net Income over Expenditure	(22,718)	(47,981)	(25,263)				
6000 plus Transfer from EMR	1,539	0	(1,539)				
Movement to/(from) Gen Reserve	(21,180)	(47,981)	(26,801)				
MAYD :- Income	150	0	(150)			0.0%	
Expenditure	26,349	54,481	28,132	0	28,132	48.4%	
Net Income over Expenditure	(26,198)	(54,481)	(28,283)				
plus Transfer from EMR	1,539	0	(1,539)				
Movement to/(from) Gen Reserve	(24,660)	(54,481)	(29,821)				
Grand Totals:- Income	164,305	398,536	234,231			41.2%	
Expenditure	157,854	385,984	228,130	0	228,130	40.9%	
Net Income over Expenditure	6,451	12,552	6,101				
plus Transfer from EMR	15,011	0	(15,011)				
less Transfer to EMR	57,564	0	(57,564)				
Movement to/(from) Gen Reserve	(36,102)	12,552	48,654				

Monthly water situation report: East Anglia

1 Summary – June 2025

June was a dry month for East Anglia, receiving between 44% and 86% of the long term average rainfall. Most rain fell in the first week of the month, allowing soil moisture deficits to briefly recover to notably high levels before returning to extremely high levels by the end of the month. River flows continue to recede with only the Rivers Rhee and Ivel maintaining normal rates, and all other rivers ranging from below normal to extremely low flows. Groundwater levels also continue to recede, most ranging between normal and notably low levels. Therfield Rectory is the exception which remains notably high, sustaining the high flows of the Rhee and Ivel. All public water supply reservoirs are above 75% supply capacity.

1.1 Rainfall

Rainfall this past month ranged from 44 to 86% of the long term average [LTA] for the month, over 60% of the regional average occurring between the 3rd and the 7th of the month. The eastern catchments of East Suffolk and Broadland Rivers were the wettest, receiving normal amounts of rainfall for the time of year while all other catchments received below normal rainfall. The cumulative 3 months and 6 month totals are notably or significantly low across all catchments. 12 month cumulative totals range from normal in western catchments to notably low in the south and northeast.

1.2 Soil moisture deficit and recharge

After decreasing briefly at the beginning of the month with the rainfall, soil moisture deficits [SMD] have continued to rise through June 2025. Most regions have an SMD of 101-130mm while Central Area Fenland and South Essex catchments are above 130mm. The SMD for East Essex is 6-25mm greater than the LTA for the month, and all other catchments are 26-50mm higher. While the brief decrease lowered regional average SMD to notably high, the average returned to exceptionally high, ending the month at 120.8mm.

1.3 River flows

River flows were varied across East Anglia during June, ranging between 15 and 82% of the LTA. With high groundwater levels around Therfield, both the Ivel and Rhee remain at normal flows with most other rivers now at below normal or notably low rates. The Waveney, Little

Ouse, Ely Ouse and Colne are all exceptionally low, but the Ely Ouse stands out for being 15% of the LTA while the other rivers sharing its banding range from 34% to 39%.

1.4 Groundwater levels

Groundwater levels continue to decline with the dry weather of recent months, receiving little recharge. More than half of our groundwater monitoring sites are now reading below normal or notably low levels for the time of year. Sites with normal levels are mostly found at the south of the chalk unit, and Therfield Rectory which is notably high for the time of year in the southwest.

1.5 Reservoir stocks

At the end of June all reservoir stocks were below their operational curves to the time of year. All were above 80% capacity with the exception of Hanningfield which is at 78.9% capacity.

1.6 Forward look

1.6.1 Probabilistic ensemble projections for river flows at key sites

River flow forecasts for September reflect the dry month we have just experienced, with an almost certain probability of exceptionally low. Flows are expected to recover by winter, with a high probability of above normal flows this December.

1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

As with river flows, the groundwater forecast for September reflects the current situation with most groundwater levels in the normal to below normal range. There is a good probability that Therfield will have fallen from notably high to above normal levels. The forecast for March 2026 shows a slight chance of above normal flows, but a higher probability of below normal or lower levels for all sites except Therfield, which has a high probability of normal levels.

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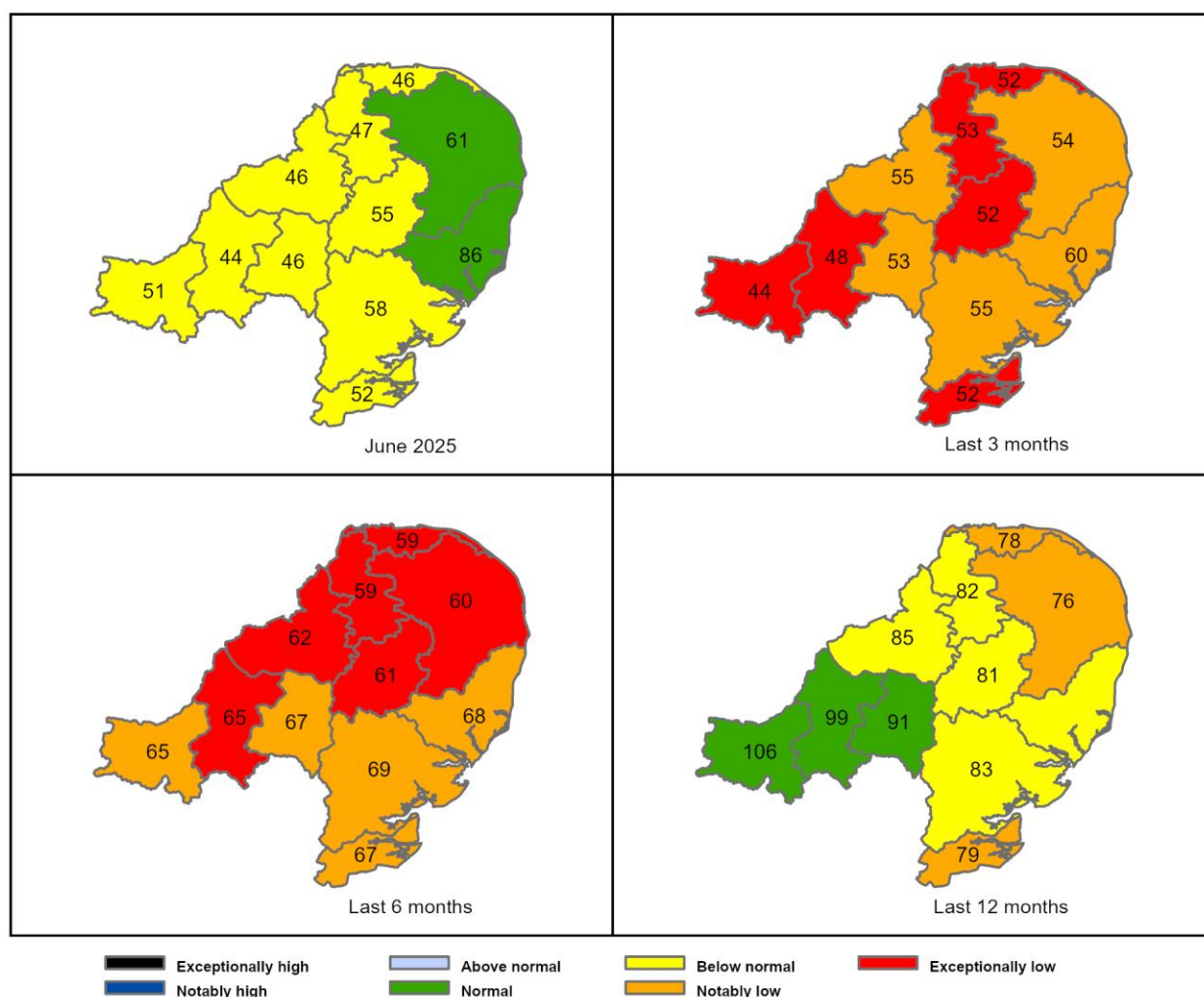
*[SMD]: soil moisture deficits

*[LTA]: long term average

2 Rainfall

2.1 Rainfall map

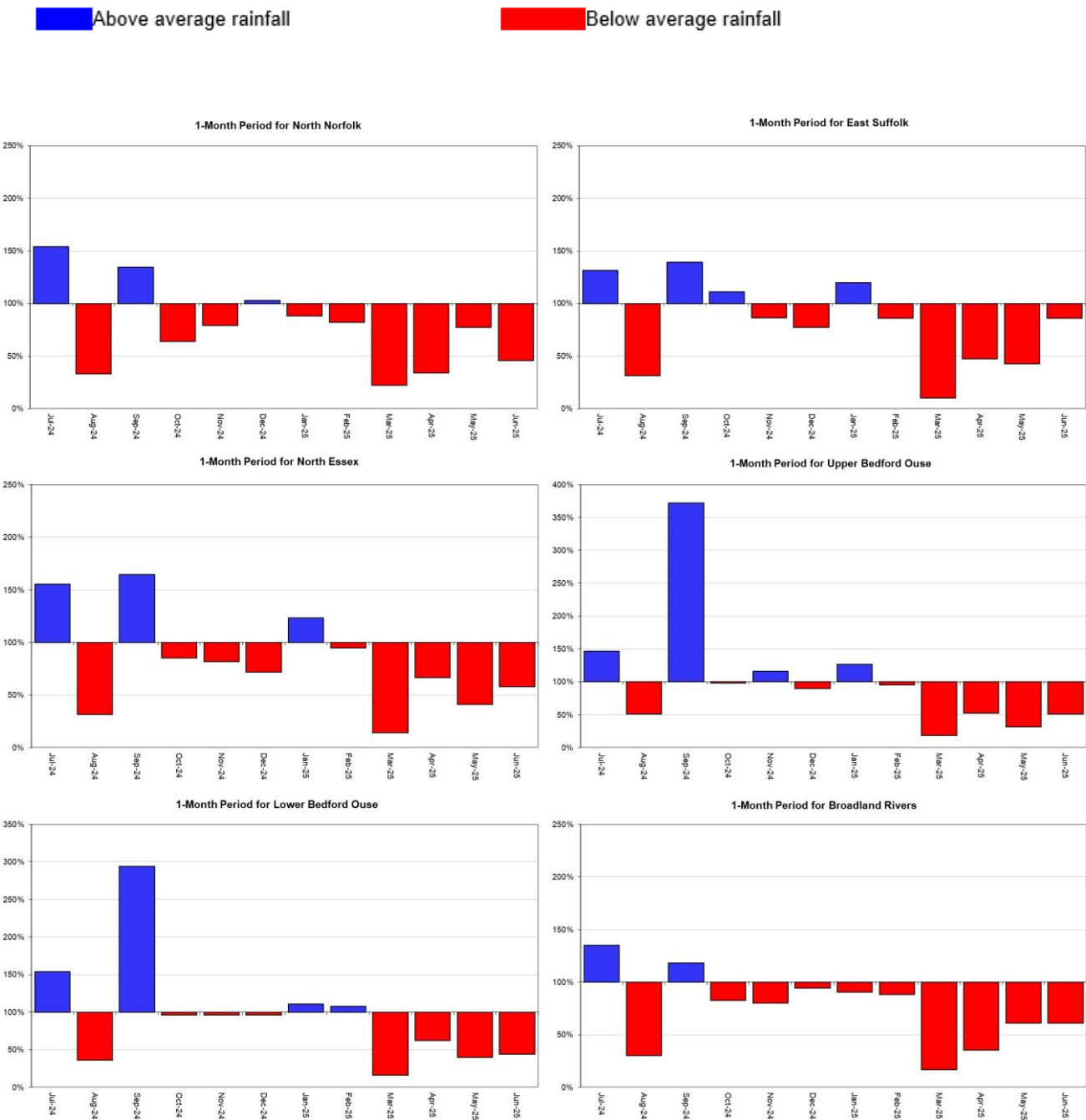
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 30 June 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

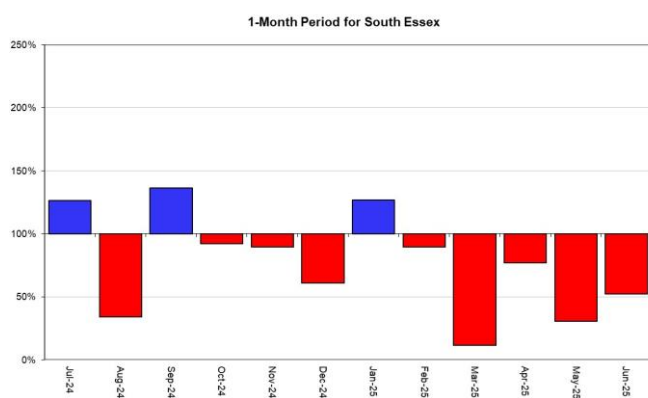
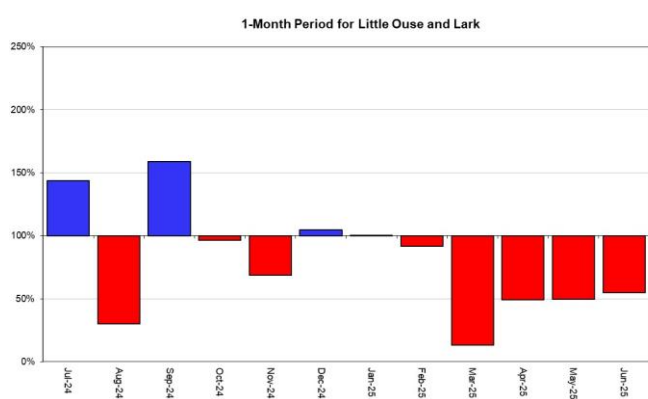
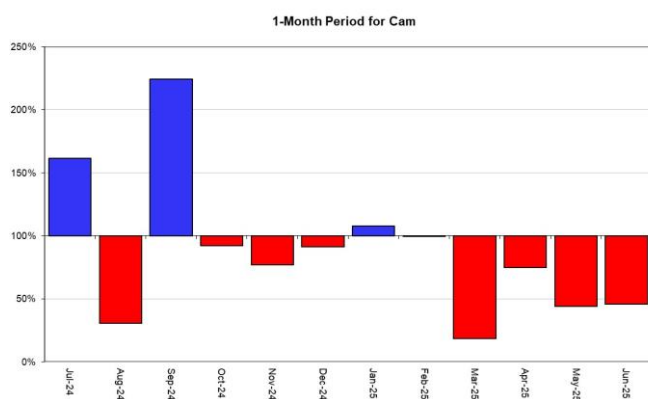
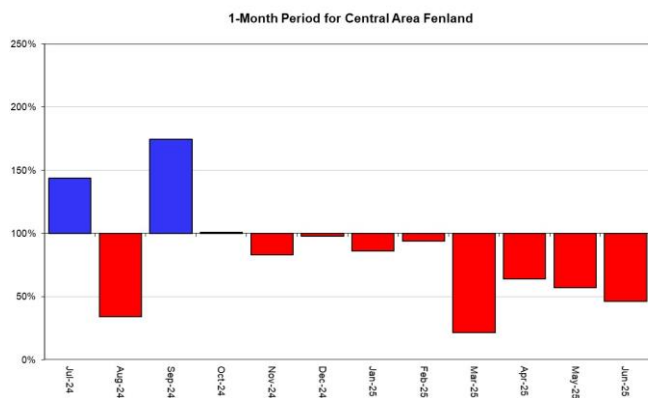
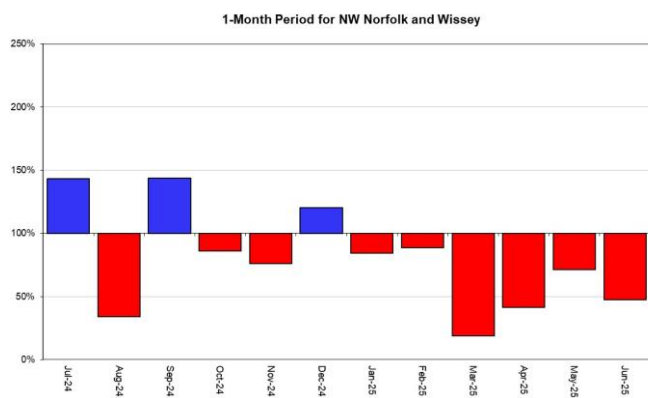


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

2.2 Rainfall charts

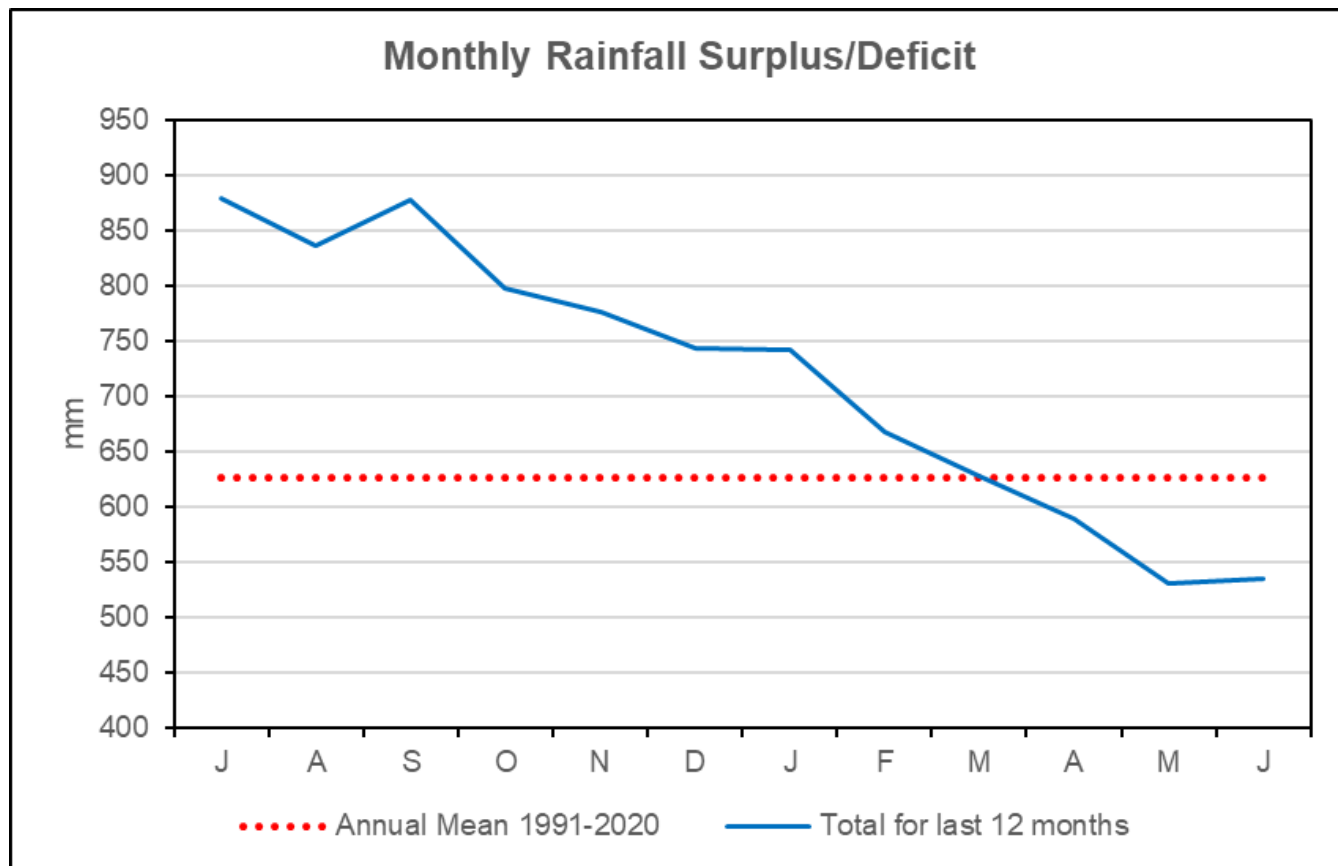
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





HadUK rainfall data. (Source: Met Office. Crown copyright, 2025).

2.3 Monthly rainfall surplus deficit chart

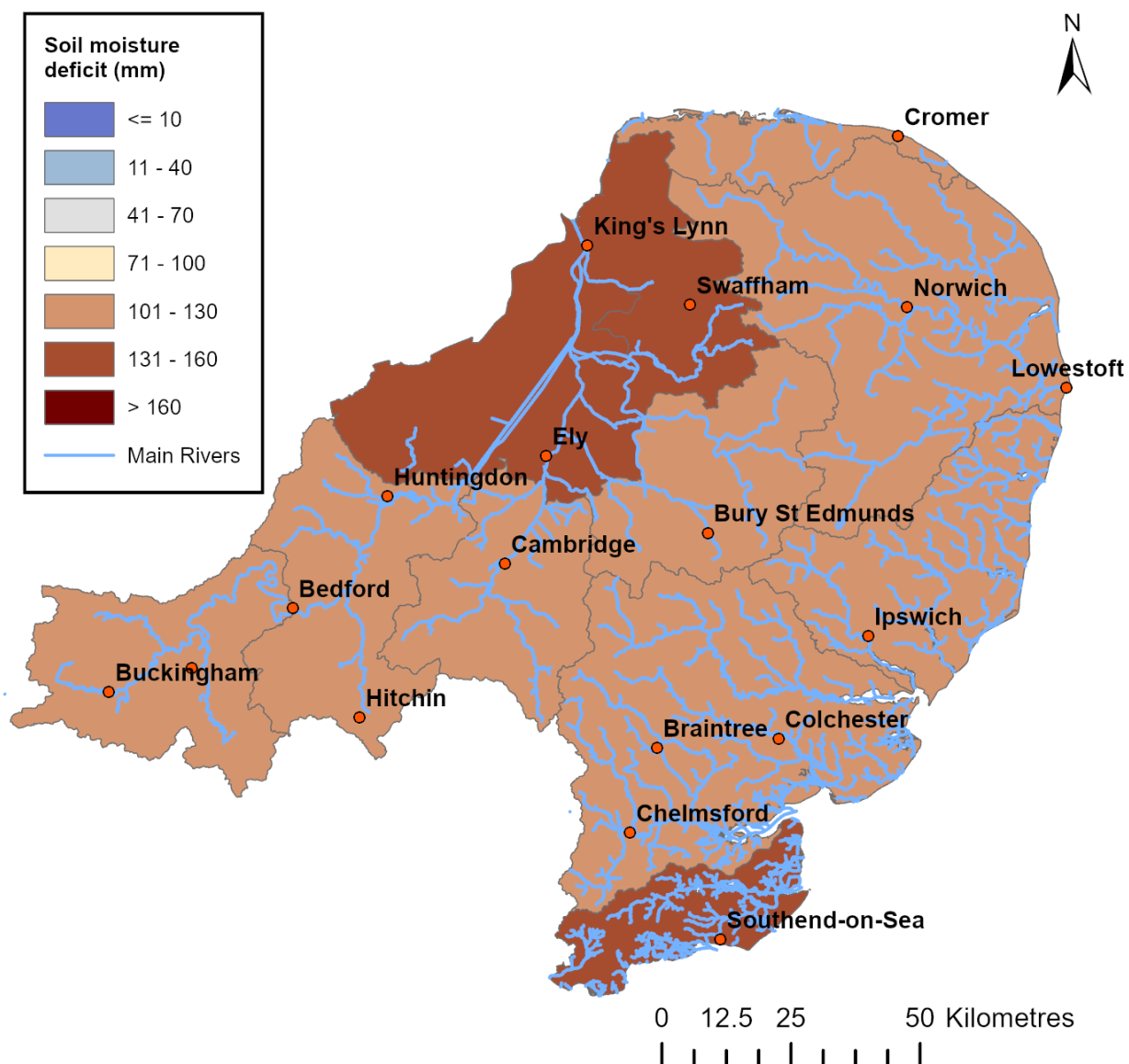


HadUK rainfall data. (Source: Met Office. Crown copyright, 2025).

3 Soil moisture deficit

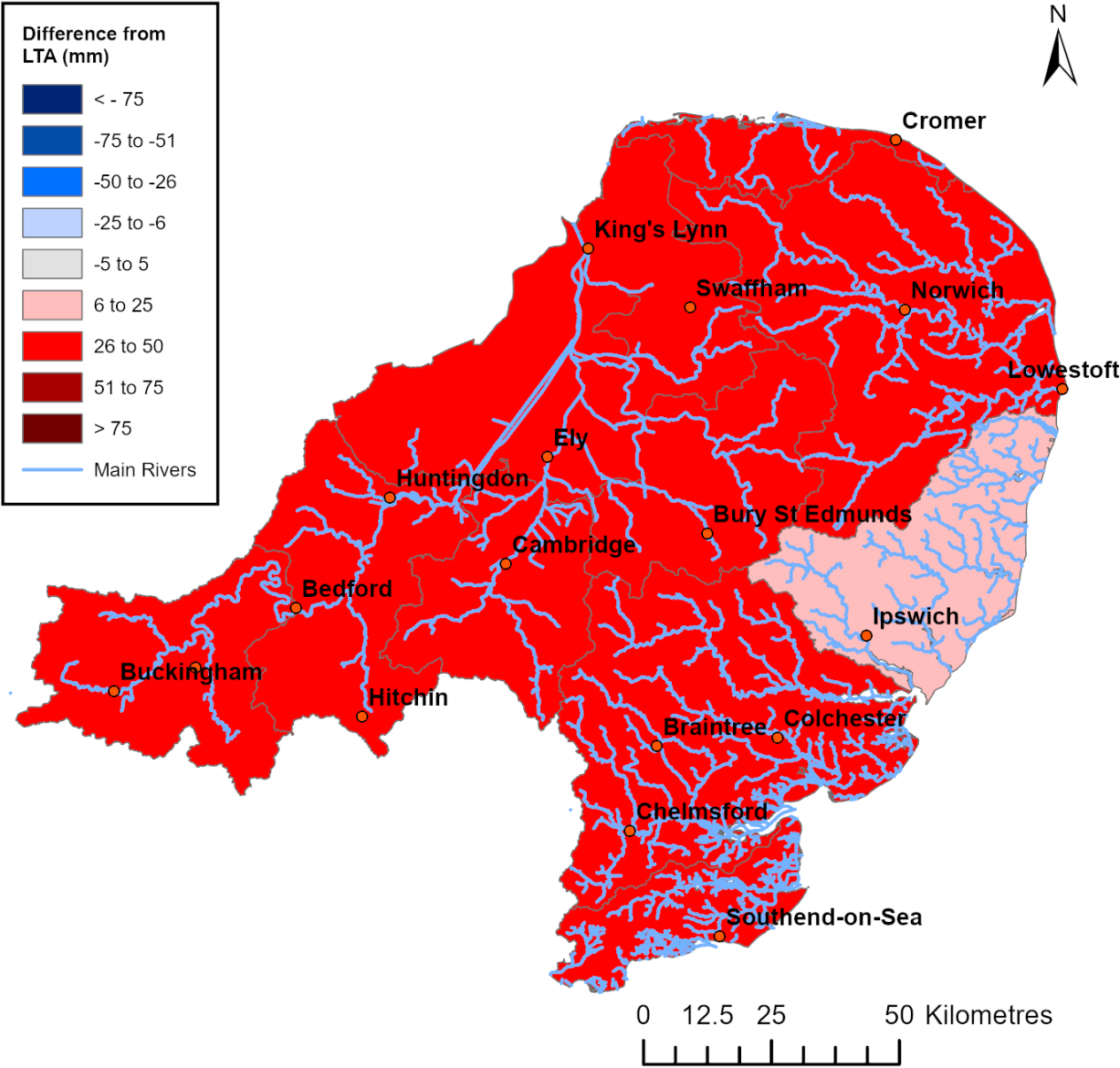
3.1 Soil moisture deficit map

Figure 3.1: Soil moisture deficit values for 30 September 2022. Values based on the weekly MORECS data for real land use.



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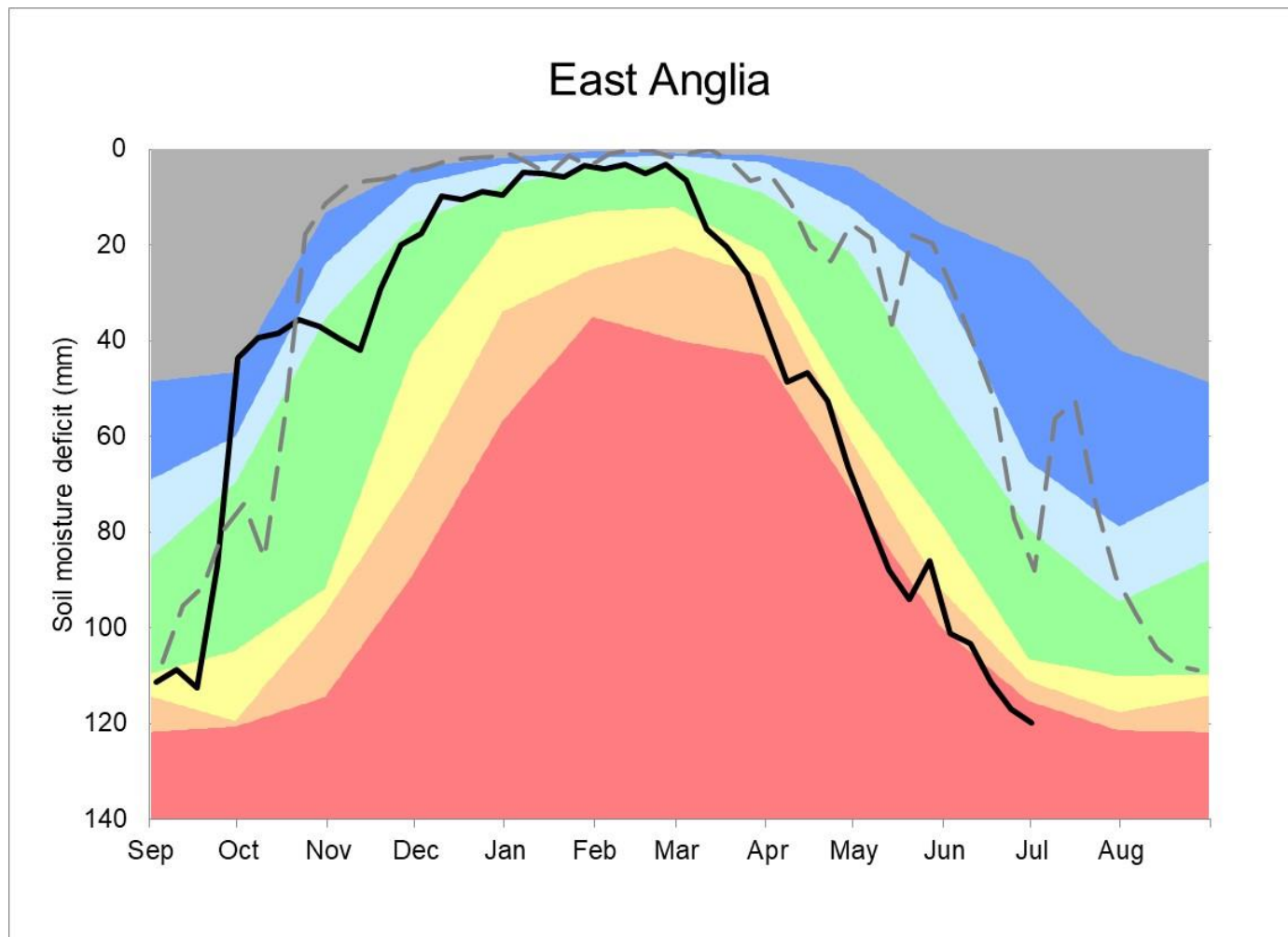
Figure 3.2: Soil moisture deficit difference from long term average for 30 June 2025. Values based on the weekly MORECS data for real land use.



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3.2 Soil moisture deficit charts

Figure 3.3: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.

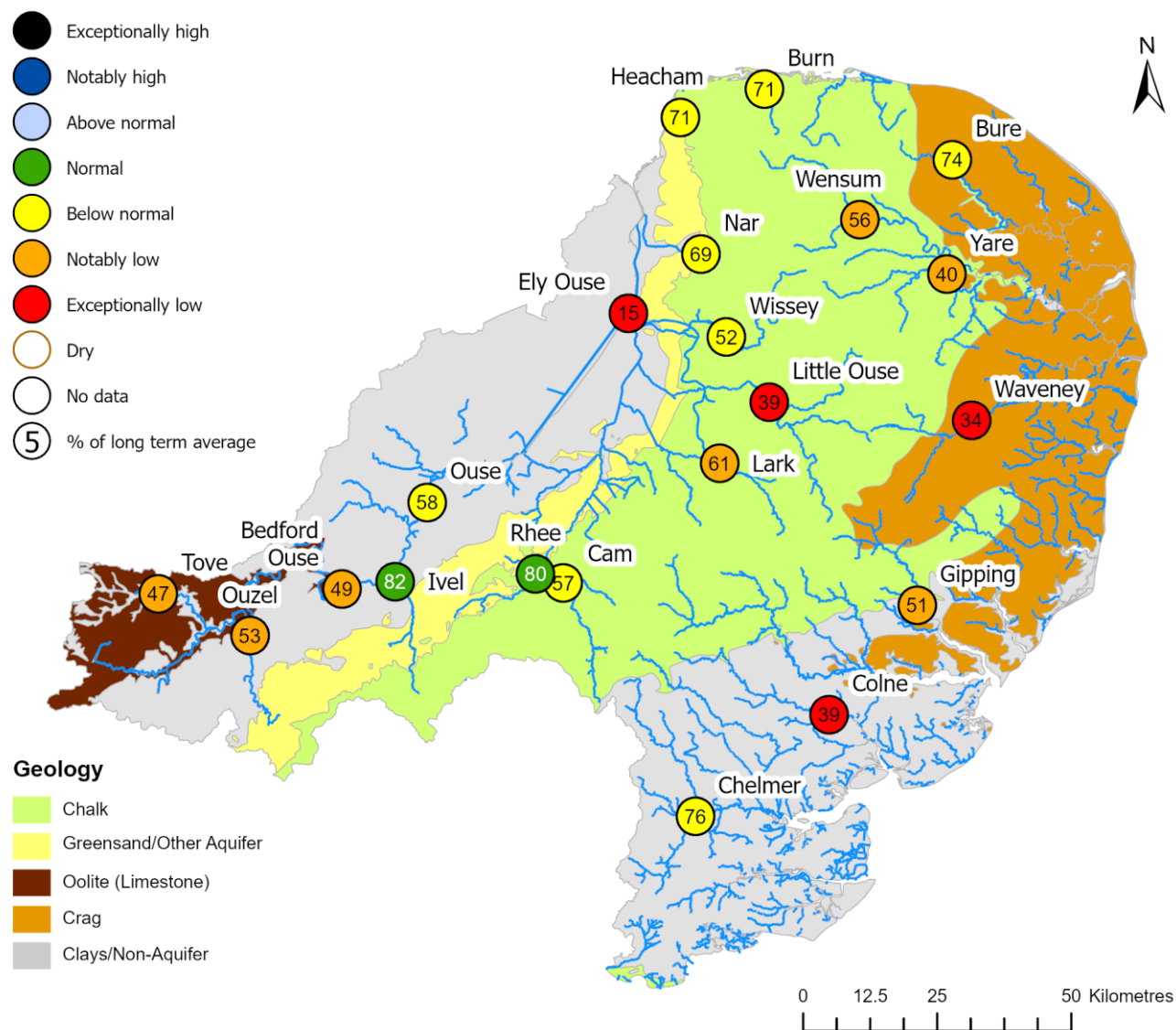


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4 River flows

4.1 River flows map

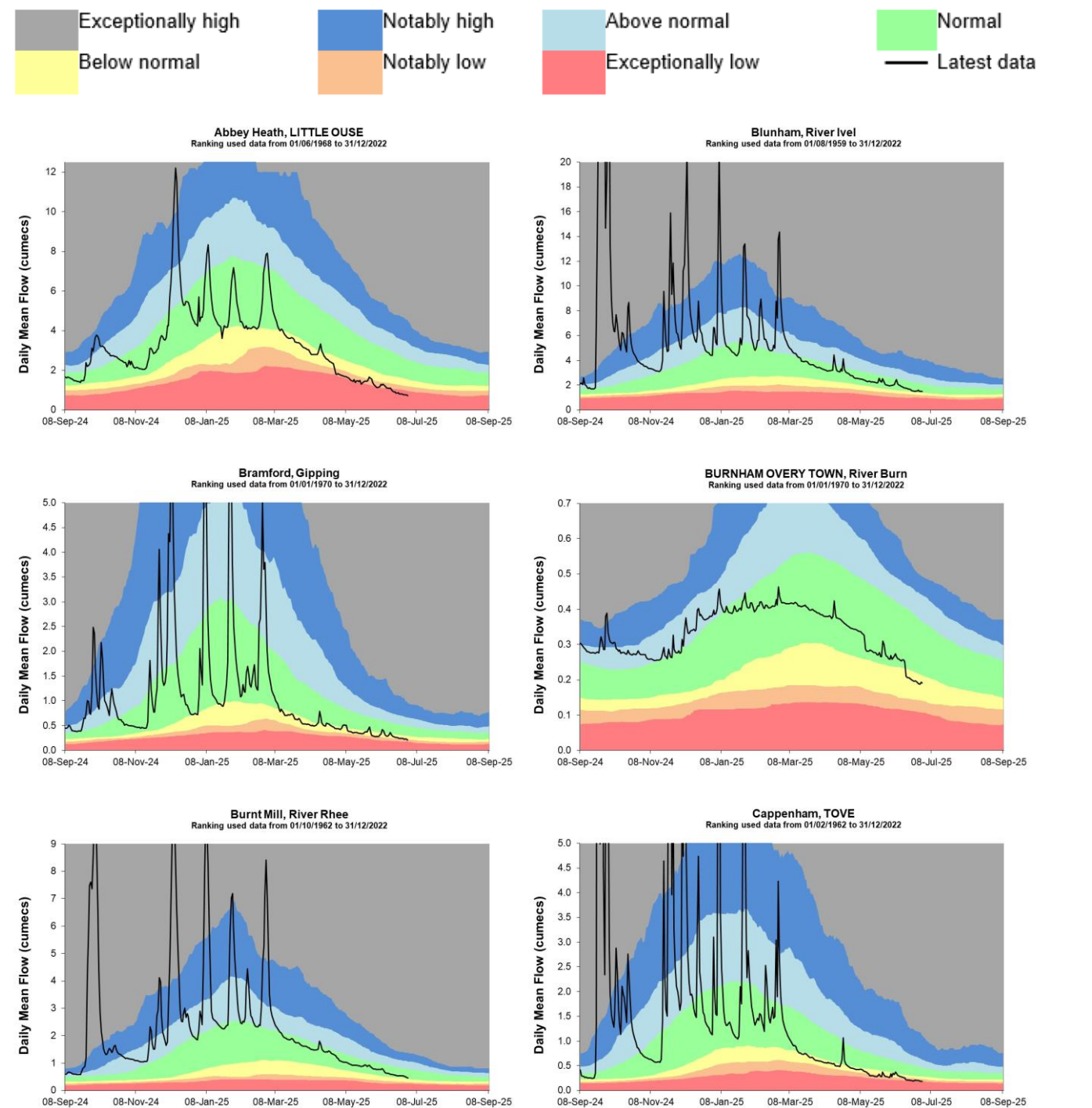
Figure 4.1: Monthly mean river flow for indicator sites for June 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic September monthly means Table available in the appendices with detailed information.

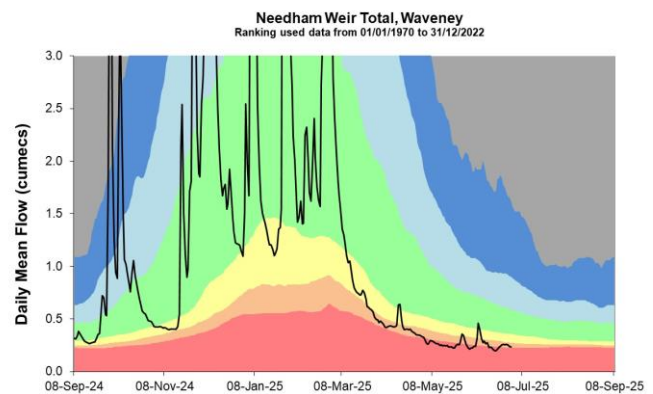
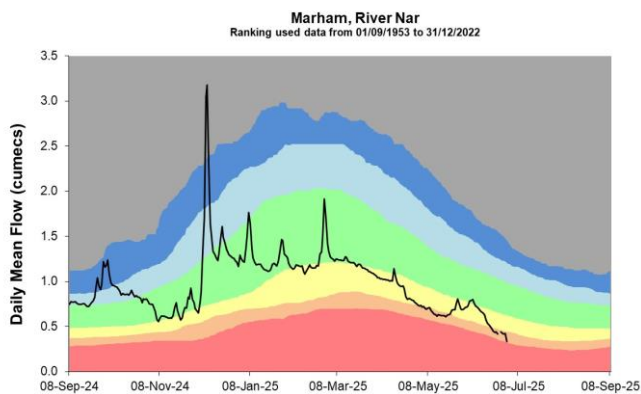
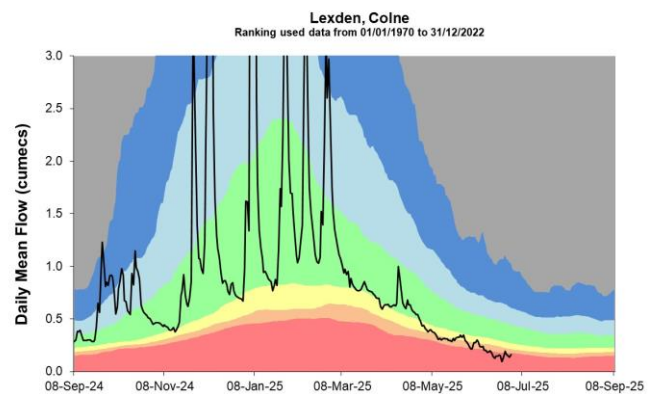
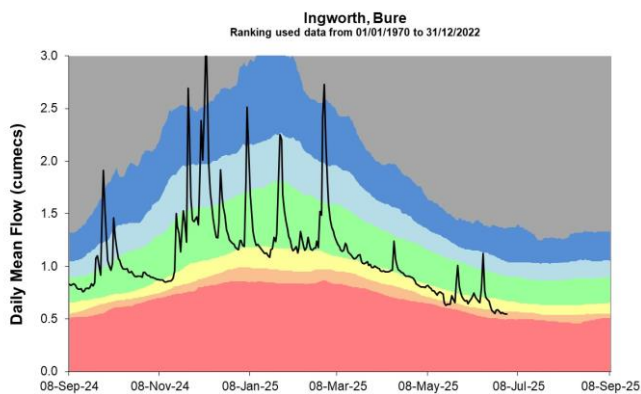
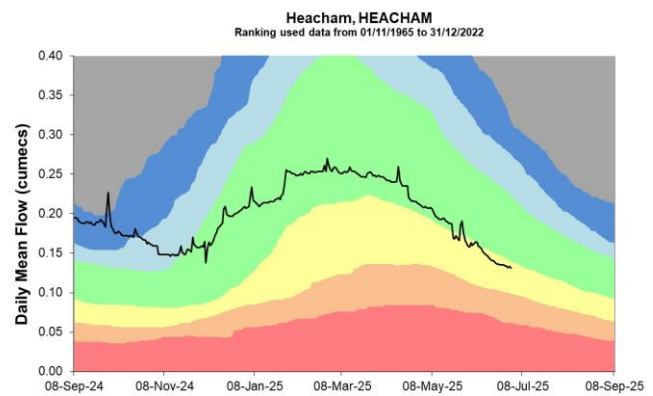
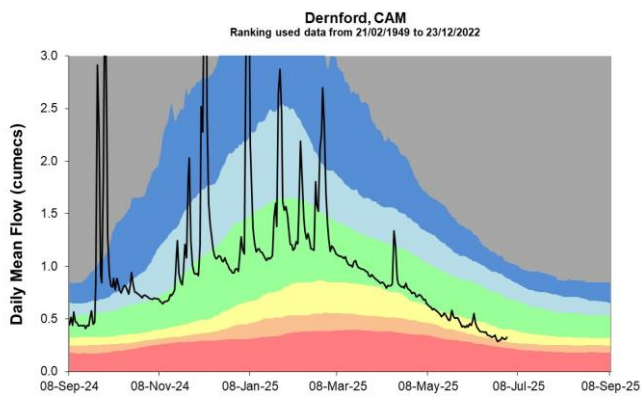
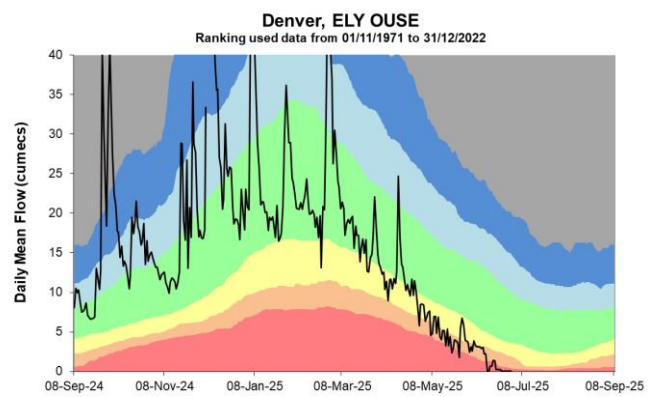
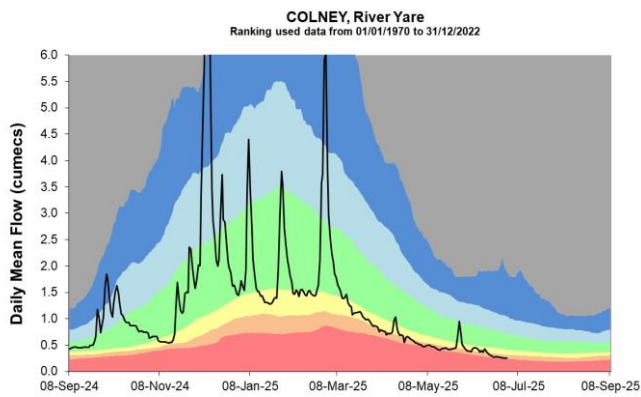


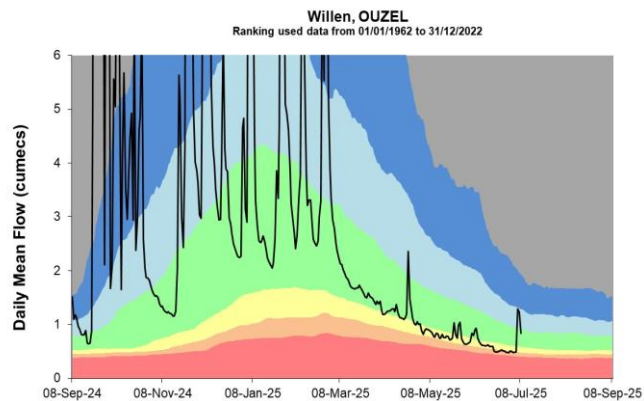
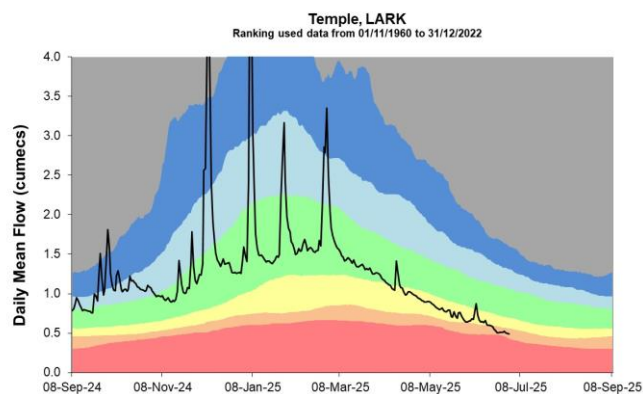
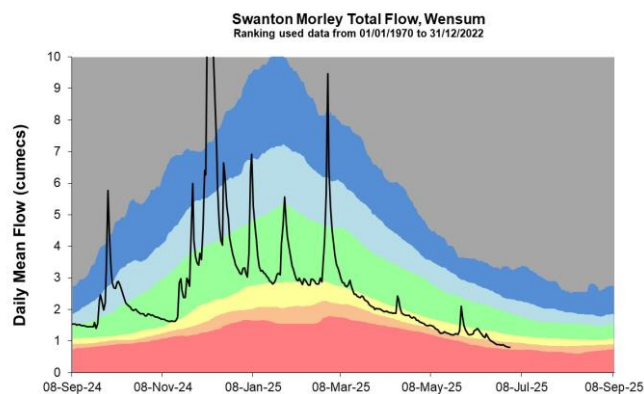
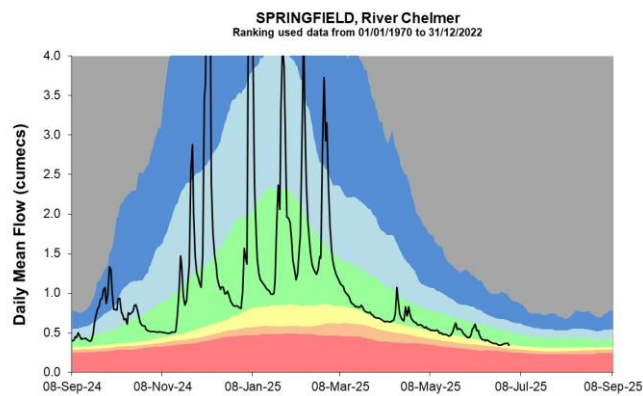
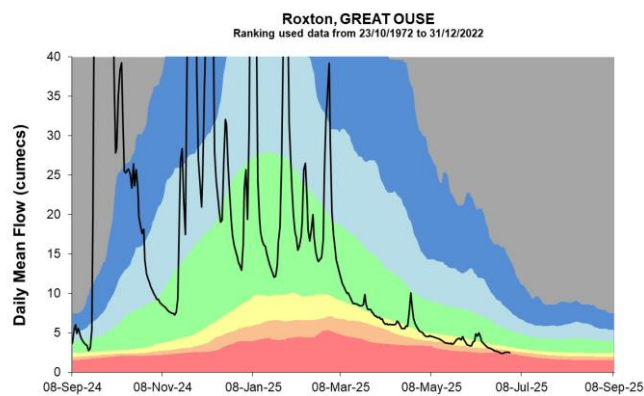
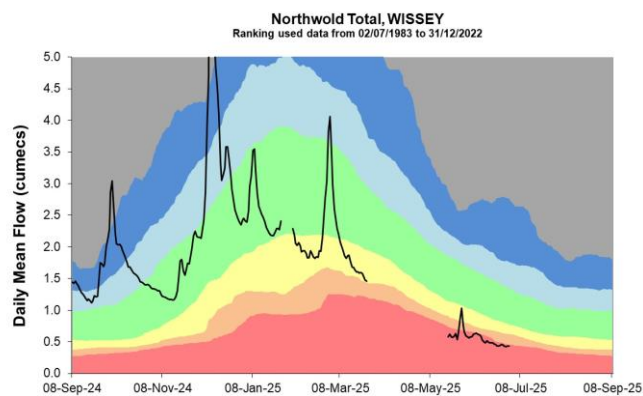
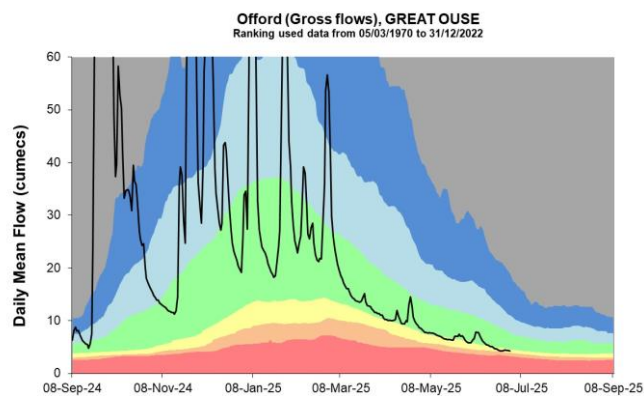
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4.2 River flow charts

Figure 4.2: Daily mean river flow for index sites over the past year, compared to an analysis of historic daily mean flows, and long term maximum and minimum flows.





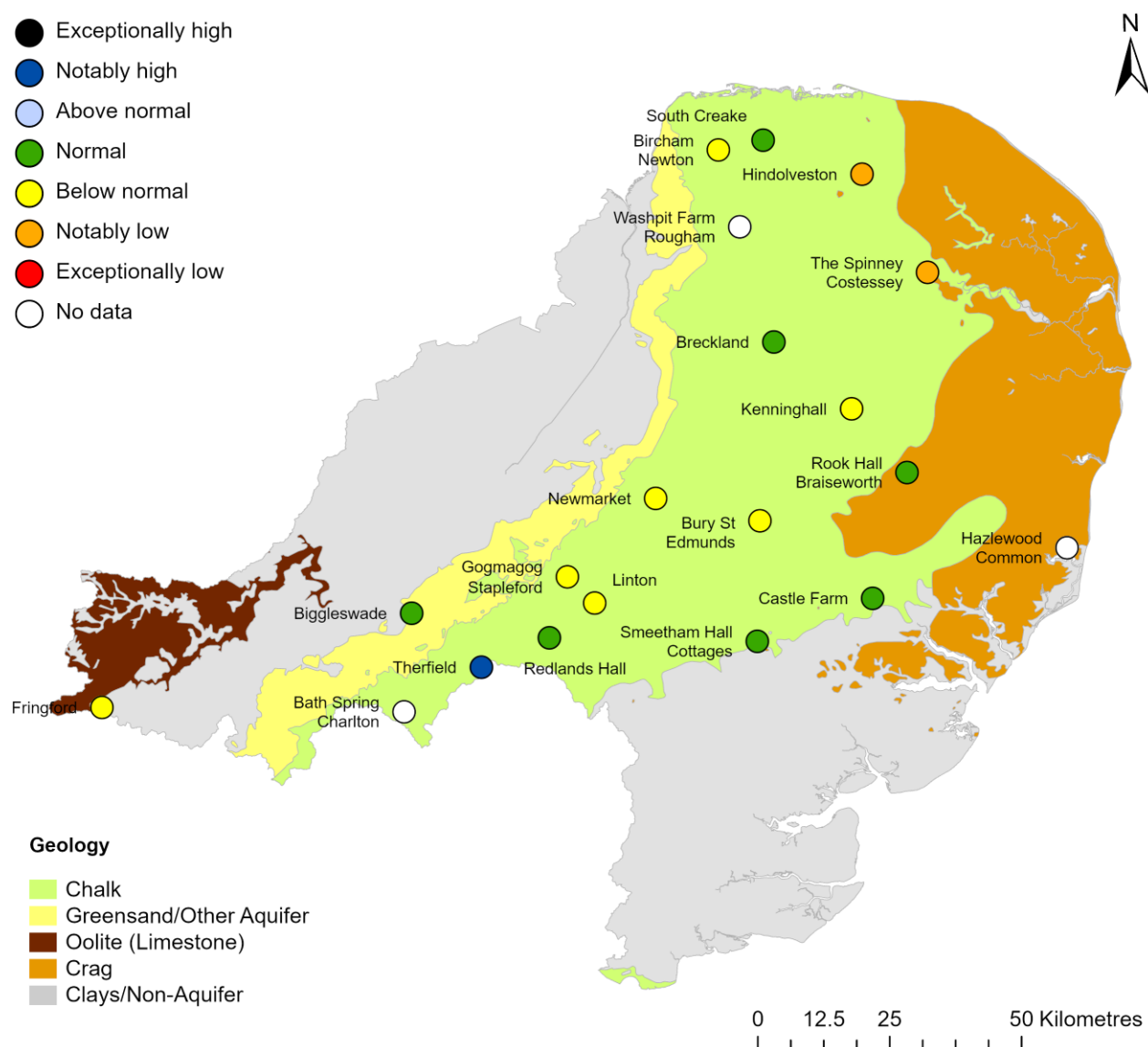


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

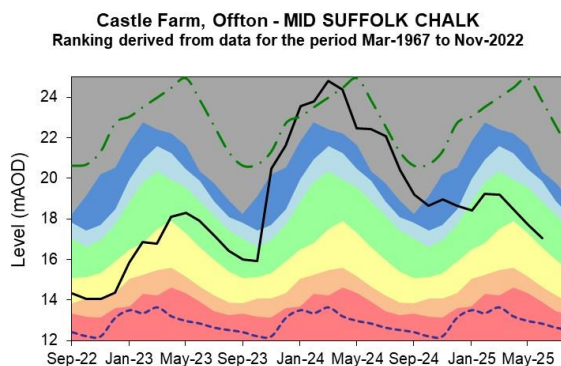
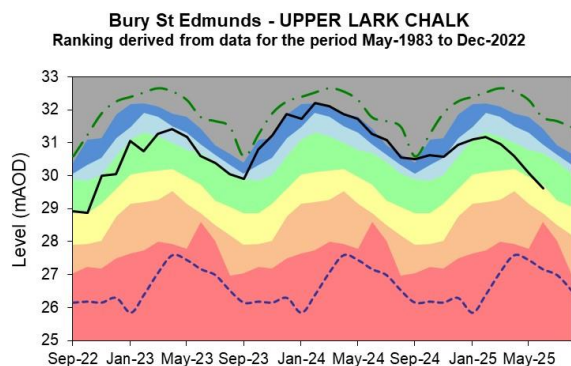
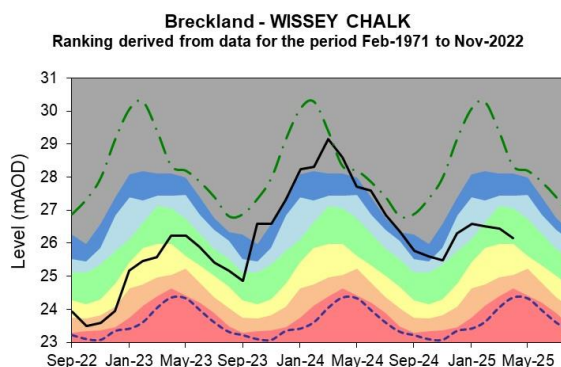
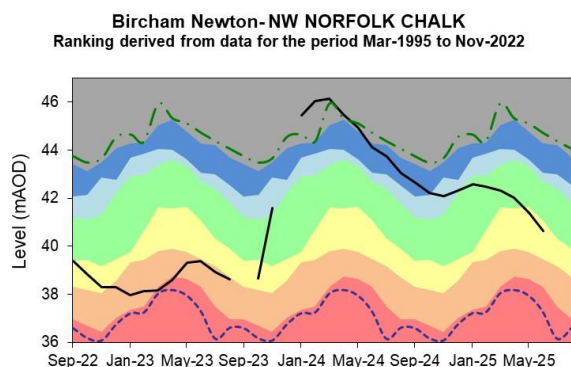
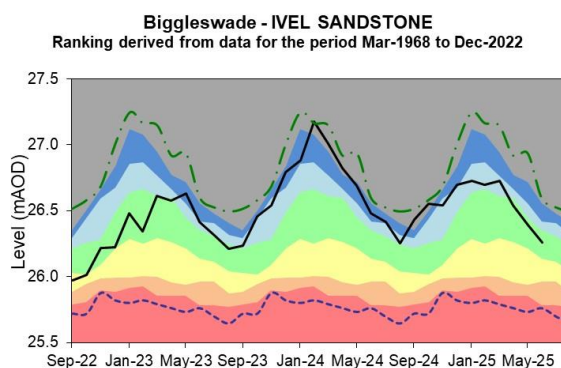
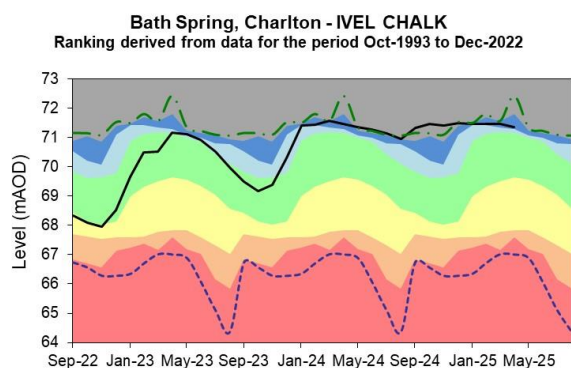
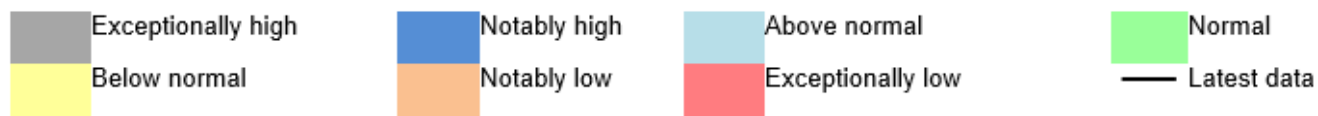
Figure 5.1: Groundwater levels for indicator sites at the end of June 2025, classed relative to an analysis of respective historic September levels. Table available in the appendices with detailed information.



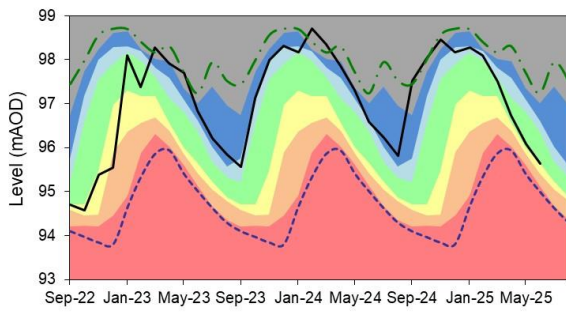
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

5.2 Groundwater level charts

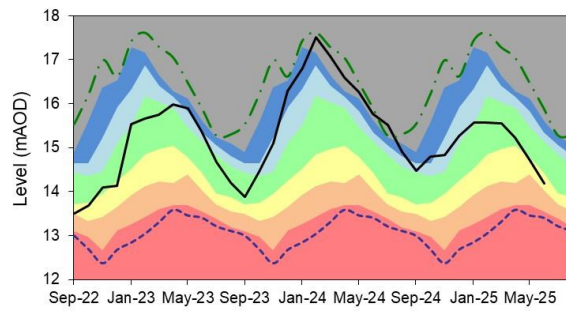
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



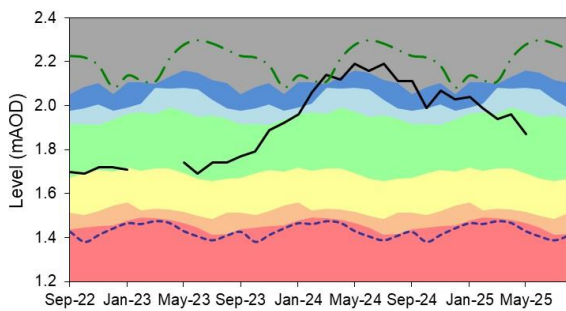
Fringford - GREAT OOLITE
 Ranking derived from data for the period Sep-1980 to Dec-2022



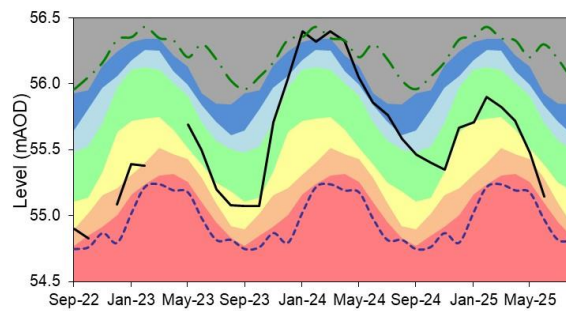
Gog Magog, Stapleford - CAM CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2022



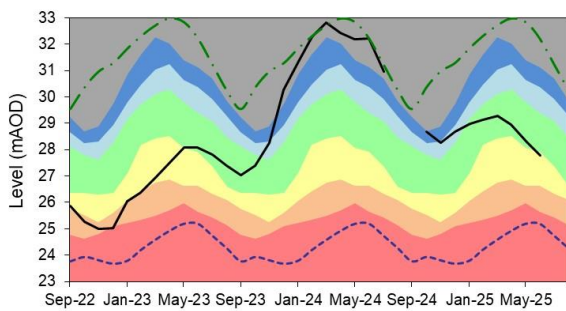
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Nov-2022



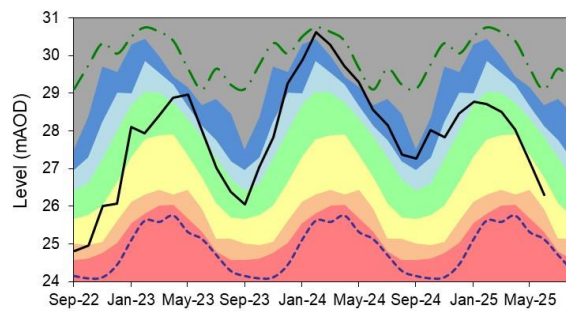
Hindolveston - NORFOLK CHALK
 Ranking derived from data for the period Sep-1984 to Nov-2022



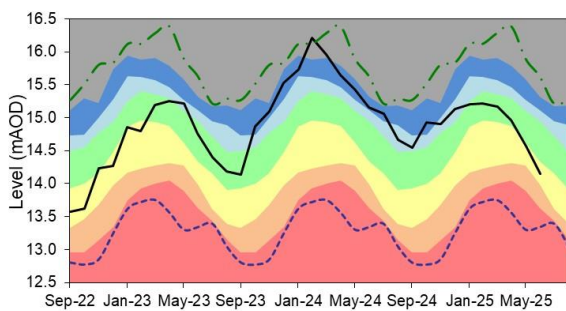
Kenninghall - LITTLE OUSE CHALK
 Ranking derived from data for the period Aug-1973 to Dec-2022



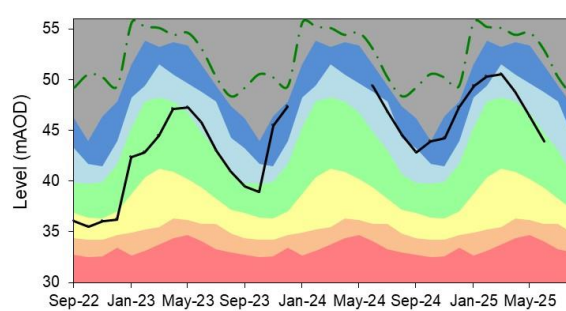
Linton-CAM CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2022

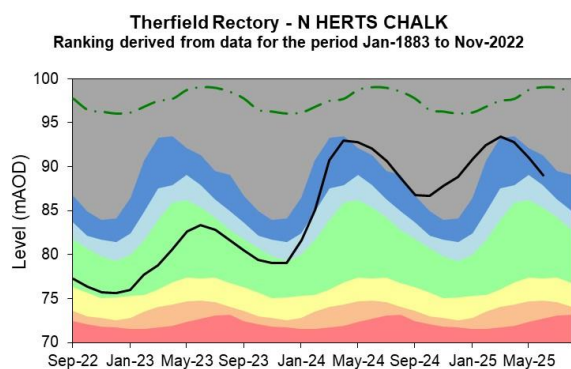
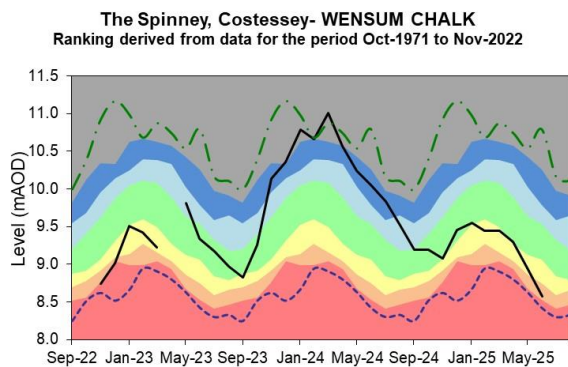
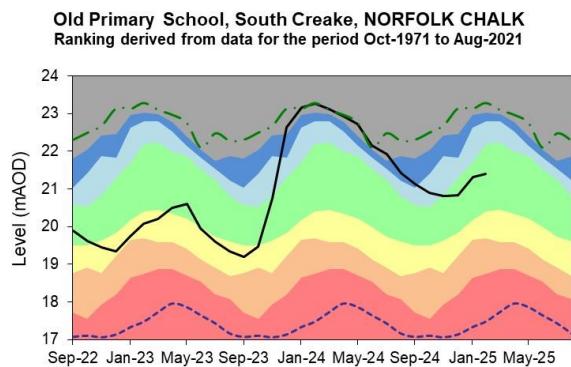
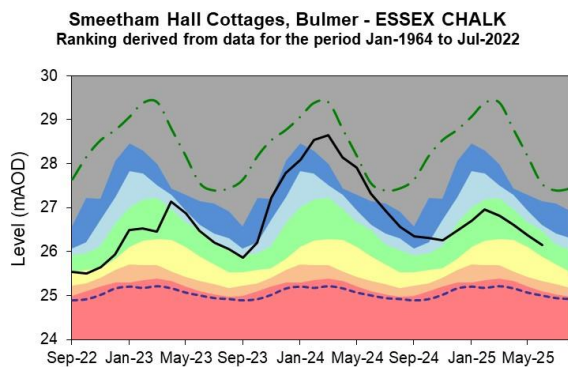
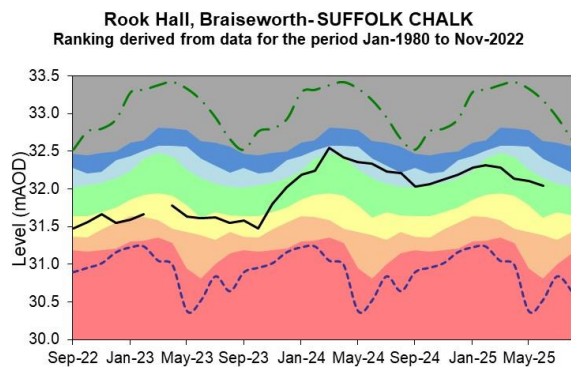


Newmarket - SNAIL CHALK
 Ranking derived from data for the period Feb-1983 to Dec-2022



Redlands Hall, Ickleton - CAM CHALK
 Ranking derived from data for the period Aug-1963 to Dec-2022

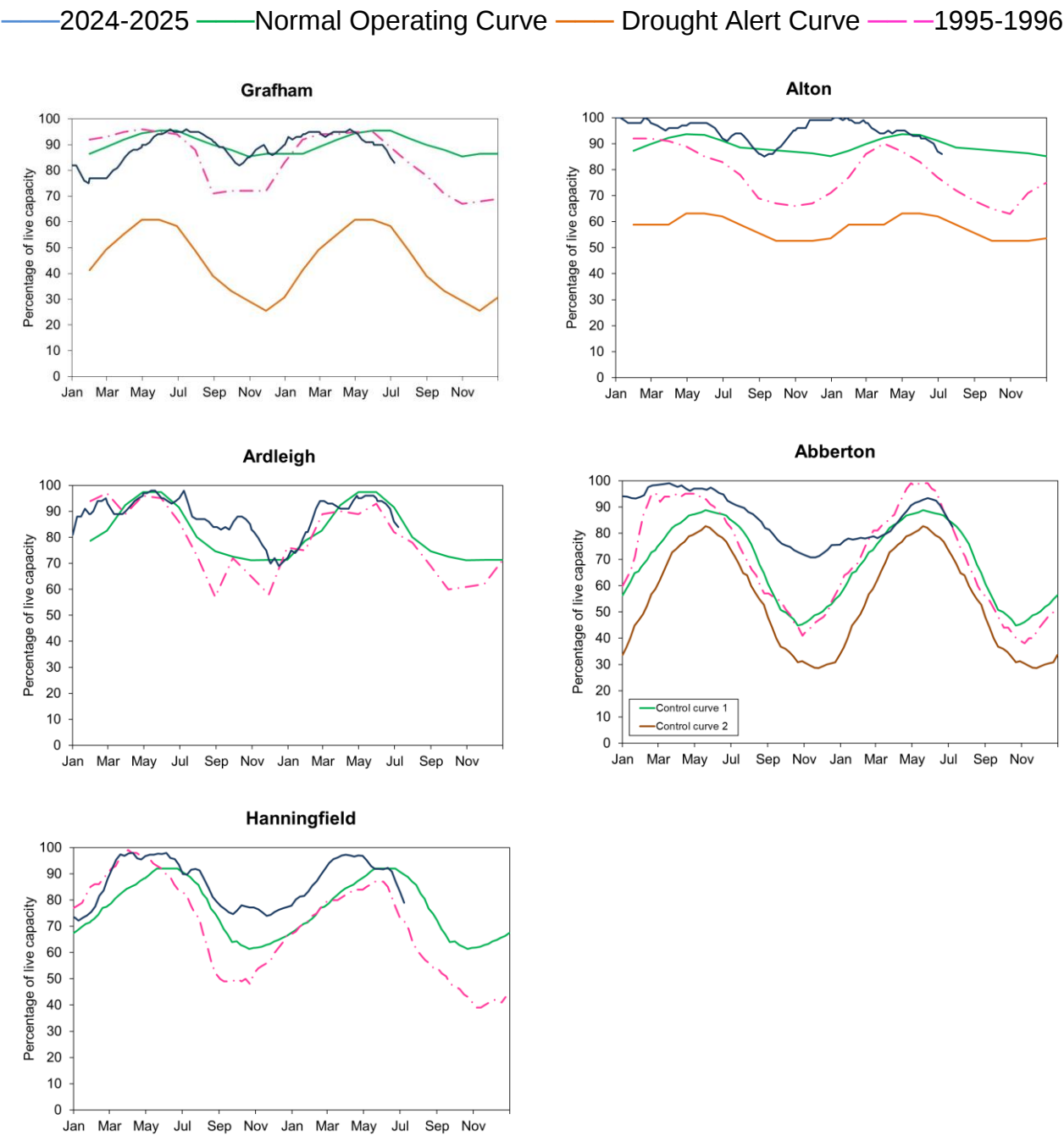




Source: Environment Agency, 2025.

6 Reservoir stocks

Figure 6.1: End of month regional reservoir stocks compared to the normal operating curve, drought curve and dry 1995-1996 stocks. Note: Historic records of individual reservoirs and reservoir groups making up the regional values vary in length.

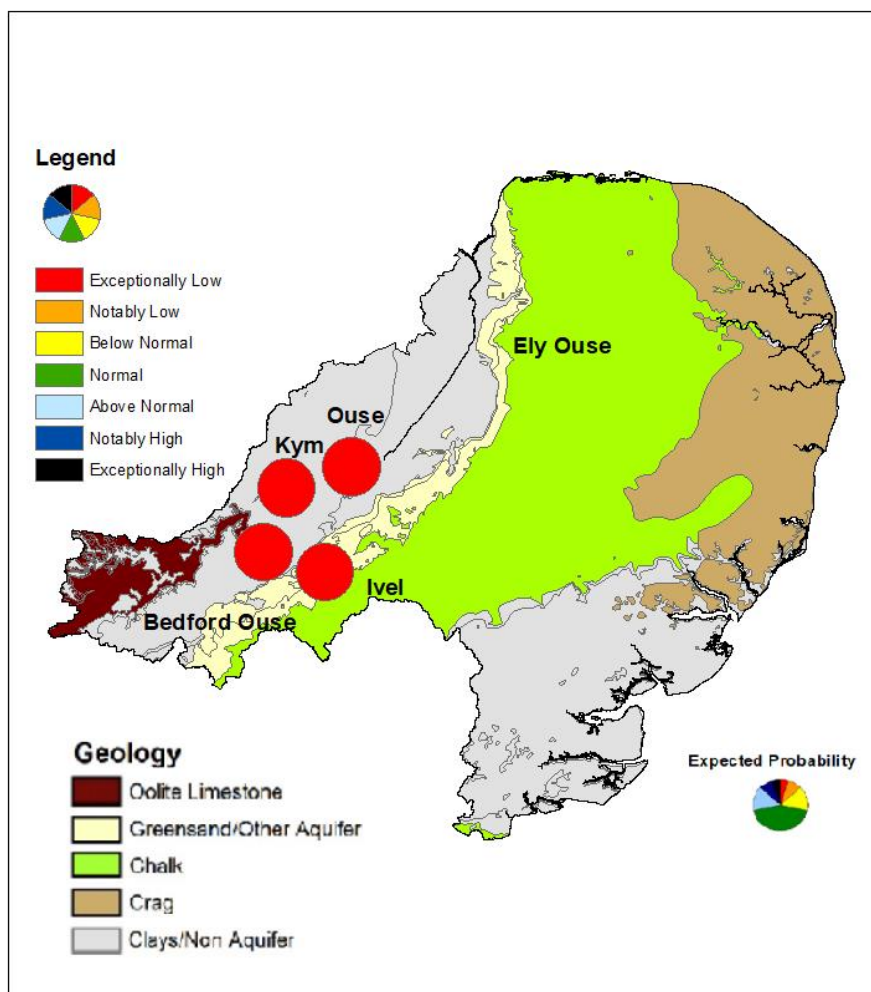


(Source: water companies).

7 Forward look

7.1 Probabilistic ensemble projection of river flows at key sites in September 2025

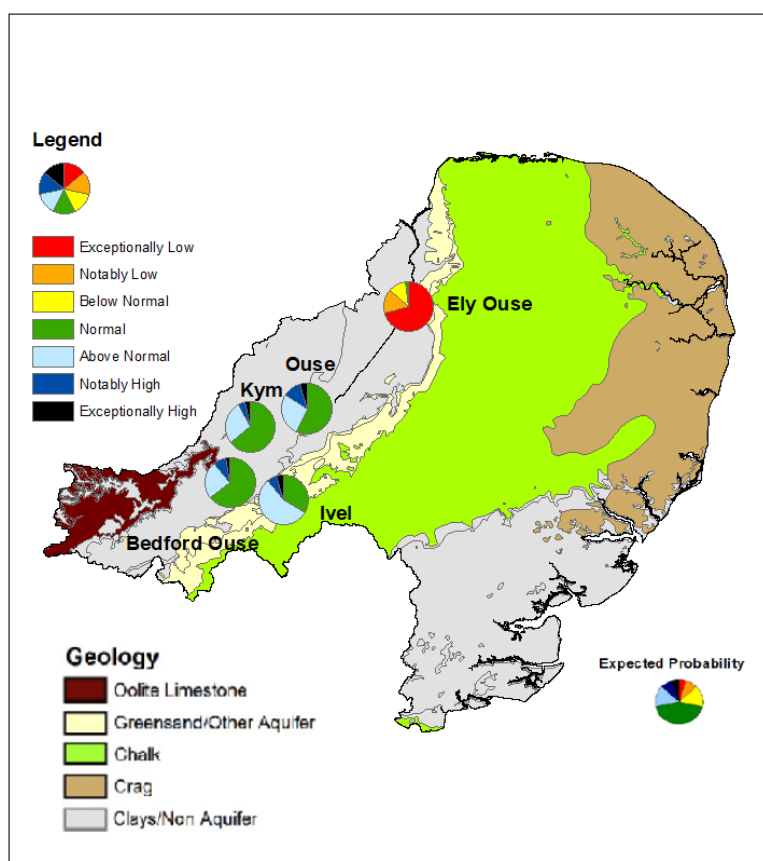
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025.

7.2 Probabilistic ensemble projection of river flows at key sites in December 2025

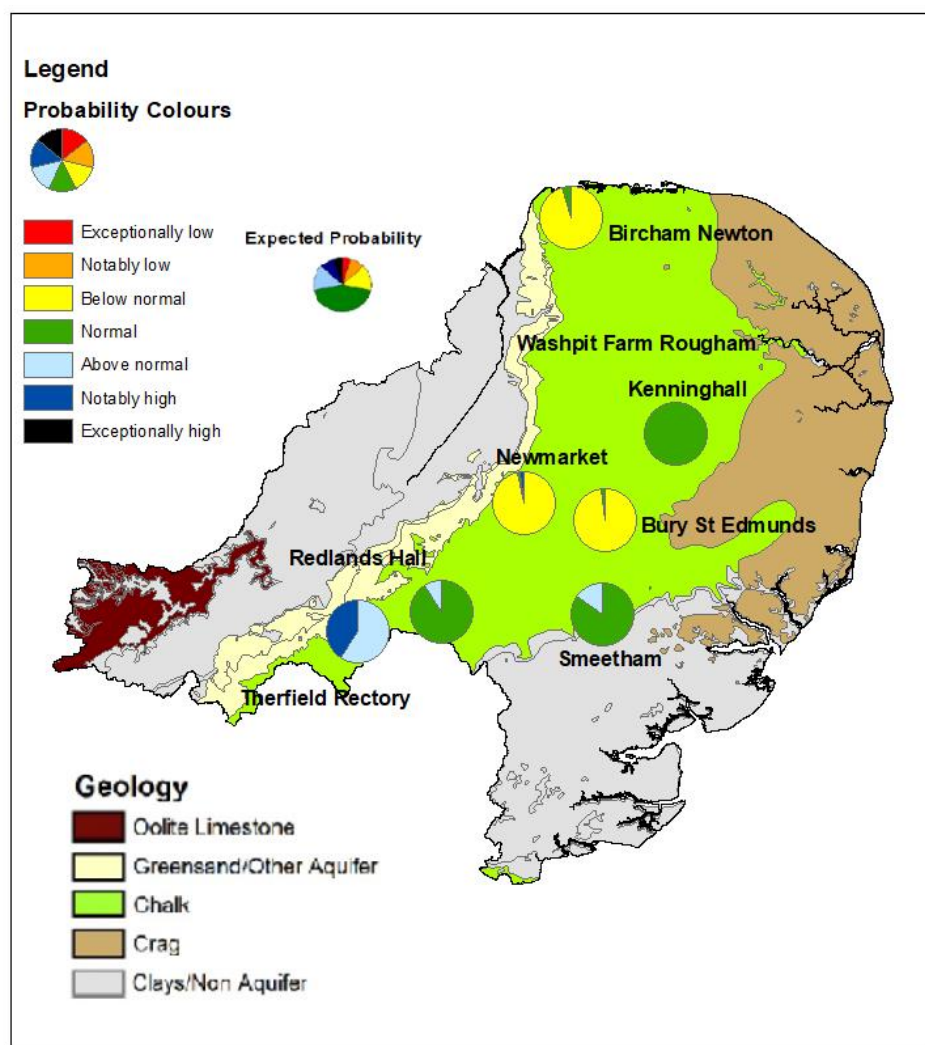
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the surface water flow at each site being, for example, exceptionally low for the time of year. (Source: Centre for Ecology and Hydrology, Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025

7.3 Probabilistic ensemble projection of groundwater levels at key sites in September 2025

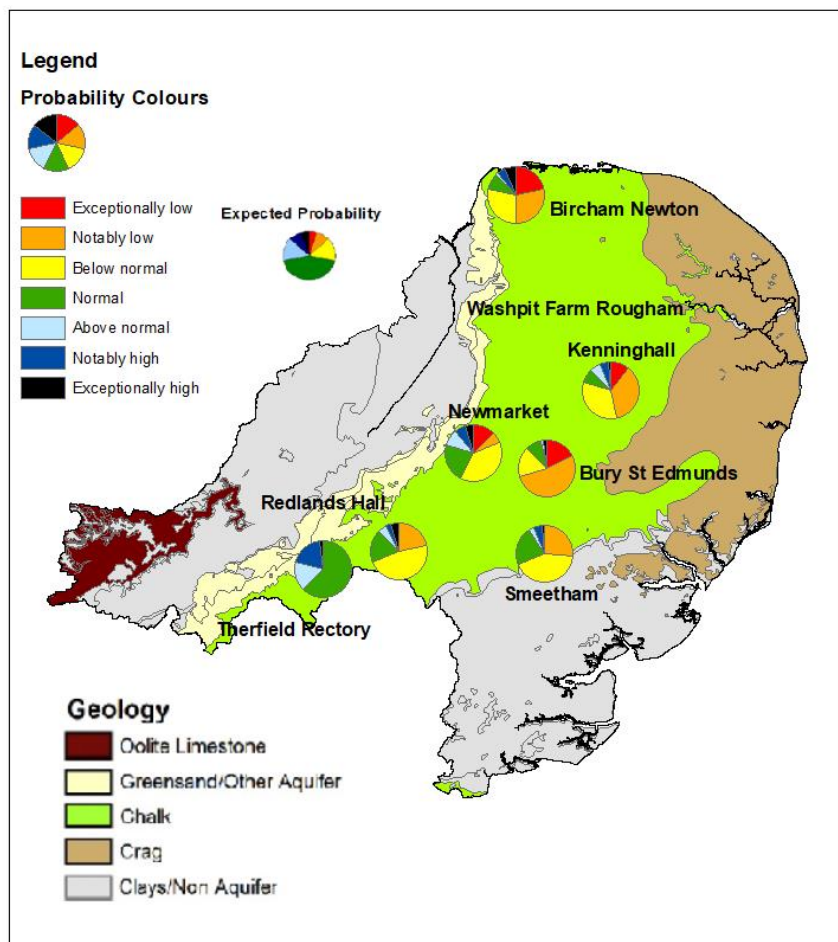
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency)
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7.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2026

Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.



Pie charts indicate probability, based on climatology, of the groundwater level at each site being, for example, exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025

8 Glossary

8.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).

Artesian

The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.

Artesian borehole

Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.

Cumecs

Cubic metres per second (m^3s^{-1}).

Effective rainfall

The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).

Flood alert and flood warning

Three levels of warnings may be issued by the Environment Agency. Flood alerts indicate flooding is possible. Flood warnings indicate flooding is expected. Severe flood warnings indicate severe flooding.

Groundwater

The water found in an aquifer.

Long term average (LTA)

The arithmetic mean calculated from the historic record, usually based on the period 1991 to 2020. However, the period used may vary by parameter being reported on (see figure captions for details).

mAOD

Metres above ordnance datum (mean sea level at Newlyn Cornwall).

MORECS

Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 by 40 km grid.

Naturalised flow

River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.

NCIC

National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.

Recharge

The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (for example, storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.

Soil moisture deficit (SMD)

The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

8.2 Categories

Exceptionally high

Value likely to fall within this band 5% of the time.

Notably high

Value likely to fall within this band 8% of the time.

Above normal

Value likely to fall within this band 15% of the time.

Normal

Value likely to fall within this band 44% of the time.

Below normal

Value likely to fall within this band 15% of the time.

Notably low

Value likely to fall within this band 8% of the time.

Exceptionally low

Value likely to fall within this band 5% of the time.

9 Appendices

9.1 Rainfall table

Hydrological area	June 2025 rainfall % of long term average 1991 to 2020	June 2025 band	April 2025 to June cumulative band	January 2025 to June cumulative band	July 2024 to June 2025 cumulative band
Broadland Rivers	61	Normal	Notably low	Exceptionally low	Notably low
Cam	46	Below Normal	Notably low	Notably low	Normal
Central Area Fenland	46	Below Normal	Notably low	Exceptionally low	Below normal
East Suffolk	86	Normal	Notably low	Notably low	Below normal
Little Ouse And Lark	55	Below Normal	Exceptionally low	Exceptionally low	Below normal
Lower Bedford Ouse	44	Below Normal	Exceptionally low	Exceptionally low	Normal
North Essex	58	Below Normal	Notably low	Notably low	Below normal
North Norfolk	46	Below Normal	Exceptionally low	Exceptionally low	Notably low
Nw Norfolk And Wissey	47	Below Normal	Exceptionally low	Exceptionally low	Below normal

South Essex	52	Below Normal	Exceptionally low	Notably low	Notably low
Upper Bedford Ouse	51	Below Normal	Exceptionally low	Notably low	Normal

9.2 River flows table

Site name	River	Catchment	June 2025 band	May 2025 band
Abbey Heath	Little Ouse	Little Ouse	Exceptionally low	Notably low
Blunham	Ivel	Ivel	Normal	Normal
Bramford	Gipping	Gipping	Notably low	Below normal
Burnham Overy	Burn	Burn	Below normal	Normal
Burnt Mill	Rhee	Rhee	Normal	Normal
Cappenham	Tove	Tove	Notably low	Below normal
Colney	Yare	Yare	Notably low	Notably low
Denver	Ely Ouse	Cutoff and Renew Channel	Exceptionally low	Notably low
Dernford	Cam	Cam	Below normal	Below normal
Heacham	Heacham	Heacham	Below normal	Normal
Ingworth	Bure	Bure	Below normal	Below normal
Lexden	Colne	Colne Essex	Exceptionally low	Notably low
Marham	Nar	Nar	Below normal	Below normal
Needham Weir Total	Waveney (lower)	Waveney	Exceptionally low	Exceptionally low

Northwold Total	Wissey	Wissey	Below normal	Normal
Offord (gross Flows)	Great Ouse	Ouse Beds	Below normal	Below normal
Roxton	Great Ouse	Ivel	Notably low	Notably low
Springfield	Chelmer	Chelmer Upper	Below normal	Normal
Swanton Morley Total	Wensum	Wensum	Notably low	Notably low
Temple	Lark	Lark	Notably low	Below normal
Willen	Ouzel	Ouzel	Notably low	Below normal

9.3 Groundwater table

Site name	Aquifer	End of June 2025 band	End of May 2025 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Below normal	Below normal
Breckland	Wissey Chalk	Normal	
Bury St Edmunds	Upper Lark Chalk	Below normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Below normal	Below normal
Hazlewood Common	East Suffolk Crag		Normal
Hindolveston	Norfolk Chalk	Notably low	Below normal
Kenninghall	Little Ouse Chalk	Below normal	Normal
Linton	Cam Chalk	Below normal	Below normal
Newmarket	Snail Chalk	Below normal	Below normal
Old Primary School, South Creak	North Norfolk Chalk	Normal	

Redlands Hall, Ickleton	Cam Chalk	Normal	Normal
Rook Hall, Braiseworth	East Suffolk Chalk	Normal	Normal
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	Notably low	Below normal
Washpit Farm, Rougham	North West Norfolk Chalk		
Therfield Rectory	Upper Lee Chalk	Notably high	Notably high
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Below normal	Normal

9.4 Ensemble projections tables

9.4.1 Probabilistic ensemble projection of river flows at key sites in September 2025

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	0	0	0	0	71
Notably low	0	0	0	0	16
Below normal	0	0	0	0	11
Normal	65	65	34	56	2
Above normal	24	27	55	27	0
Notably high	8	5	6	11	0
Exceptionally high	3	3	5	5	0

9.4.2 Probabilistic ensemble projection of river flows at key sites in December 2025

Percentage of pie chart for each band

Site	Bedford Ouse	Kym	Ivel	Ouse	Ely Ouse
Exceptionally low	8	8	2	10	16
Notably low	16	39	10	15	33
Below normal	45	26	27	47	20
Normal	13	11	37	11	11
Above normal	6	5	15	6	0
Notably high	6	3	3	6	9
Exceptionally high	5	8	6	5	11

9.4.3 Probabilistic ensemble projection of groundwater levels at key sites in September 2025

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Notably low	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Below normal	0.0	0.0	96.9	95.3	0.0	98.4	0.0
Normal	0.0	90.6	1.6	4.7	100.0	1.6	84.4
Above normal	59.0	9.4	0.0	0.0	0.0	0.0	15.6
Notably high	41.0	0.0	1.6	0.0	0.0	0.0	0.0
Exceptionally high	0.0	0.0	0.0	0.0	0.0	0.0	0.0

9.4.4 Probabilistic ensemble projection of groundwater levels at key sites in March 2026

Percentage of pie chart for each band

Site	Therfield Rectory	Redlands Hall	Newmarket	Bircham Newton	Kenninghall	Bury St Edmunds	Smeetham
Exceptionally low	0.0	0.0	12.5	21.9	10.9	17.2	0.0
Notably low	0.0	21.9	6.3	28.1	35.9	53.1	26.6
Below normal	0.0	46.9	39.1	28.1	32.8	17.2	42.2
Normal	62.3	18.8	21.9	9.4	7.8	9.4	21.9
Above normal	16.4	4.7	9.4	1.6	6.3	1.6	3.1
Notably high	19.7	3.1	6.3	4.7	4.7	0.0	4.7
Exceptionally high	1.6	4.7	4.7	6.3	1.6	1.6	1.6

From: [REDACTED]
To: [Abi Williams](#)
Subject: RE: Quotation for tree work from Shire Trees Playing field The Moor Melbourn Royston SG8 6ED
Date: 18 July 2025 05:52:56
Attachments: [REDACTED]

Hi Abi,

I looked at this and I think I am going to give you a few options to consider...

To clear the fallen trees in that area behind the pavilion will be £550+VAT.

To clear the fallen trees and reduce the overextended lateral branches (The ones that are likely to fail) it will be £895+VAT. This doesn't include reducing the height of all of the trees it's just to tidy the longer side branches up.

To prune all of the trees (and clear the fallen trees) it will be £1950+VAT.

I will send you a quote for the above, but I thought it would be easier to email the options for if you have any questions.

Many thanks

SHIRE TREES LIMITED



TRUSTMARK
Government Endorsed Quality



James Cantle
Cert Arb L2 (ABC)
Managing Director
Shire Trees Limited

✉ hello@shiretrees.co.uk

☎ [01763 220880](tel:01763220880)

☎ [07725 808887](tel:07725808887)

🔗 shiretrees.co.uk



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Shire Trees Limited is a company registered in England and Wales with company number 10546603 and VAT number 259613774
Registered Address: 1A Trigg Way, Melbourn, Royston, SG8 6HX

From: Abi Williams <parishclerk@melbournparishcouncil.gov.uk>
Sent: 17 July 2025 10:52
To: hello@shiretrees.co.uk
Subject: RE: Quotation for tree work from Shire Trees Playing field The Moor Melbourn Royston SG8 6ED

Sorry to be a pain James – would you be able to add to this quote?

Some of the fruit trees in the orchard behind the pavilion has lost branches and fallen – would you be able to add the clearance / tidy up of this area too? Piccies below.

Many thanks

Abi





Think before you splash: Helping to protect our chalk streams

Chalk streams are one of Britain's rarest and most precious natural habitats. With clear waters, gentle flows, and lush surroundings, they're an inviting place for walkers, paddlers, and dogs alike. But entering these delicate ecosystems, even just for a splash, can have unintended consequences.

Hidden dangers

Splashing in the river might seem like harmless fun, but it can be surprisingly dangerous due to hidden hazards beneath the water. Broken glass, sharp metal, discarded fishing hooks, and other litter often lurk on the riverbed, posing a serious risk of cuts and infections. Stepping on these hidden objects can lead to painful injuries.

Unintended damage

Every time a person or dog enters a chalk stream, the delicate riverbed can be disturbed. These beds are made of fine gravel and chalk that provide essential habitat for wildlife, including trout and aquatic plants. Even well-meaning activity like throwing sticks or paddling can erode banks, destabilise roots, and create long-term damage to the stream's structure.

Flea and tick treatments used on our beloved pets contain insecticides that are highly toxic to the aquatic environment. Rivers and streams can become contaminated as these treatments leach into the water from their coats when they swim.

Bank erosion

One of the biggest and often overlooked issues is damage to the riverbank. Frequent trampling by people or dogs can break down plant roots that hold the bank together. Over time, this leads to erosion and collapsing banks. The result would be loss of habitat, muddier waters, and a stream that is more vulnerable to pollution and flooding.

Bacteria and health risks

While the water may appear crystal clear, chalk streams can carry harmful bacteria such as *Leptospira* (which causes Weil's disease) and *E. coli*. These can enter the water from animal waste or nearby runoff. Dogs who drink from or swim in the stream risk illness, humans can be affected too, especially through cuts or accidental ingestion.

How you can help

- Stick to designated paths and avoid entering the stream.
- Let dogs play near the water, not in it.
- Never wash boots, bikes, or paws in the stream.
- Support local conservation efforts to protect these rare habitats.

Our local chalk stream is a natural treasure. With just a bit of extra care, we can all help keep it safe—for the wildlife that depends on it and for generations to come.



Protecting the delicate ecosystem of the River Mel.



Mrs Alexandra Coxall
Melbourn Community Hub, 30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Melbourn Parish Council
Membership No: S23506
Website Username:
parishclerk@melbournparishcouncil.gov.uk
Membership Renewal Date: 01 Aug 2025
Email address:
parishclerk@melbournparishcouncil.gov.uk
Tel No: 01763 263 303 opt.3

04 Jul 2025

Membership Renewal

Dear Member

Membership number	S23506
Affiliation fees due 01 Aug 2025	£70.00
VAT @ 20%	£14.00
Total	£84.00

Thank you for your support over the last year, we note that your membership will shortly be due for renewal and trust that you have found the range of benefits and services we provide to be valuable.

It is only by your continued support that we can fund these benefits and our fight to protect, preserve and promote allotments.

We also ask that you check all membership details at the top of this letter and to make any changes log in to the members area, using your email address, <https://www.thenas.org.uk/login>

Please see overleaf for instructions and methods of payment available, it is important that when making any payments or corresponding with the Society that your membership number is quoted.

The NAS will not share your data with any third party not listed in the data protection policy - Please see our website for full wording. <https://www.thenas.org.uk/dataprotection>

Should you have any questions or concerns please do not hesitate to contact us.

Yours sincerely

The NAS Administration Team



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

16th June 2025

Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear Alexi

As we discussed, were quoting for works to the perimeter path at the allotments

Were quoting to clear round to the right hand side & along the right hand side boundary coming back to the road.

We would cut back the hedges hard, lift any low branches ion trees to a good height, remove any selfset trees & cut down all ground foliage.

We would chip as much as possible back into the base of the hedge line for the wildlife, anything to big or not able to go through chipper would be removed from site.

Any bad areas of nettles can be sprayed off

£1480.00 x Vat

As discussed none of the piles of nebris built up over the years will be removed as part of this

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328



www.hcgmltd.co.uk



From:

Subject:

Date:

Re: FW: St Georges Allotments - Paths and Hedges

30 June 2025 22:18:50

Hi as quote I allowed to cut back to 3m in height , left branches where lower than 3m
Strim down the brambles etc to boundary

On Tue, 24 Jun 2025 at 13:28, Assistant Clerk
<assistantclerk@melbournparishcouncil.gov.uk> wrote:

Apologies for the delay, due to waiting for additional quotes for this work to come in, this is only just being presented to council.

Due to the delay, I wondered if you could let me know if this quote is still a true reflection of the value of the work? If not, please could you let me know your revised quote?

So we can ensure that the quotes are like for like, could you confirm that your quote includes the following:

- works to the perimeter path at the allotments
- to clear round to the right hand side rear path & along the right hand side boundary coming back to the road
- cut back the hedges hard, lift any low branches on trees to a good height, remove any selfset trees & cut down all ground foliage.

Many thanks

Best wishes

Alex Coxall | Deputy Clerk

Melbourn Parish Council

Melbourn Community Hub | [30 High Street](#) | [Melbourn](#) | [Cambridgeshire](#) | [SG8 6DZ](#)

01763 263303 (option 3) | assistantclerk@melbournparishcouncil.gov.uk |

melbournparishcouncil.gov.uk

My working hours are: Mon – Thursday 9.30am – 2.30pm

Parish Office opening hours: Mon, Tue, Wed, Fri – 10am – 4pm. Thursday CLOSED.

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You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

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

From: [REDACTED]
Sent: 05 March 2025 09:06
To: Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>
Subject: Re: FW: St Georges Allotments - Paths and Hedges

Cost to cut back allotment side to ditch up to 3m height

£1100.00+ vat

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

22.18-7-25

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
Village Car Park	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
War Memorial	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	14-7-25 ✓	
Littlehands and Access Way	23-6-25 ✓	1-7-25 ✓	7-7-25 ✓	14-7-25 ✓	
New Rec. Ground	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	14-7-25 ✓	
Clear Cres. Play Park	23-6-25 ✓	1-7-25 ✓	8-7-25 ✓	14-7-25 ✓	
Orchard Road Cemetery	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
New Road C/metry	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
Old Recreation Ground	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	14-7-25 ✓	
Pavilion	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
All Saints' C/Yard	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	15-7-25 ✓	
Jubilee Orchard	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
Armingford Cres.	23-6-25 ✓	1-7-25 ✓	8-7-25 ✓	14-7-25 ✓	

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Pavilion Defibrillator	23-6-25	30-6-25	7-7-25	14-7-25	
Doctors Surgery Defibrillator	23-6-25	30-6-25	8-7-25	14-7-25	
Beechwood Avenue	23-6-25		7-7-25		
Millennium Copse	23-6-25		7-7-25		
Worcester Way	23-6-25	30-6-25	8-7-25	14-7-25	
Allotments	23-6-25				
Fire Engine Shed				14-7-25	
Chalkhill Barrow		1-7-25			
Elm Way		30-6-25			
Stockbridge M.			KR		

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	23-6-25 <i>df</i>			
		30-6-25 <i>df</i>			
		7-7-25 <i>df</i>			
		14-7-25 <i>df</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		30-6-25		
Record cleaning and descaling	Cleaning contractor			✓	
Showers – descale and disinfect	Cleaning Contractor			✓	
Disinfect hot water unit in kitchen	Cleaning Contractor			✓	
Hot water cylinders – check water temp (should be 60c)	Wardens			7-7-25 <i>df</i>	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				14-7-25
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				✓
Check insulation to pipework where required	Heating contractor				✓

Damage and vandalism notes

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair	completed	ongoing
01/09/2024	All Saints	Damage to coping stones along wall	All Saints Member			Quotes to be gathered for remedial works. Larger wall project to be discussed for precept consideration.		
25/11/2024	Car Park	RTC - car vs bollard	MOP	PCSO	207-3985-25-3535-NE04	Viewed on CCTV - reported - no action being taken by the police. Owners details shared and contacted about paying for damage. Owner replied requesting circumstances be taken into consideration over costs.		
01/01/2025	Orchard Surgery	Extensive damage to footpath from tree roots	MOP			Contacted Drs surgery for assistance as this is a private road - awaiting response.		
06/02/2025	Wonderpass	SvdV reported a large area of paint had flaked off the wall.	Cllr			Practical Solutions Group looking at plan of action to set up 'Friends of the Wonderpass' to drive action.		
01/03/2025	Palmers Way	Damage to bench	MOP			On wardens job list.		
08/05/2025	Vicarge Close / rec	Gate and fencing fallen at entrance to rec	SCDC			SCDC reported to MVC on a couple of occasions and no action has been taken. Watch. Chased MVC for action after chase from Vicarge Close.		
17/07/2025	The Moor - New Rec	Memorial bench - bolts removed and bench moved	Cllr			Wardens to review.		

Issue The Maintenance Committee needs to encourage Cllr members to join to ensure quorum for meetings. It is proposed that the committee meeting be moved to an evening to enable more Cllrs to attend.

Consideration needs to be given to all that attend. It is essential that the committee includes the input from external sources such as the Allotment Association and RMRG, Stockbridge Volunteers.

Questions to consider

- Do current committee members support moving from day to evening meetings?
- Would Wardens be able to attend for evening meetings?
- If supported which evening should be proposed.
- If evening meetings not possible for some would it be acceptable to hold informal meetings with external parties and Wardens in the day and then report to committee in the evening?

Conclusion Committee to consider proposal for Full Council.

Issue Formal training would be beneficial to ensure memorial safety in cemeteries across the parish.

The Local Authorities' Cemeteries Order 1977 (LACO) and health and safety legislation place specific responsibilities on burial authorities. Inspections are currently carried out, but it would be beneficial to ensure training is up to date.

Alternatively, we could approach a third party to carry out inspections at a cost to the parish.

Training

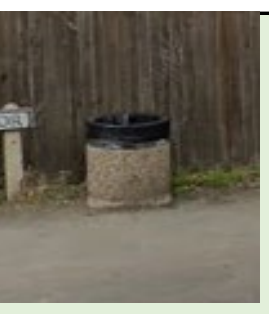
- ICCM Memorials Management Training (approx. costs £175+VAT + expenses) – November 2025 in Basildon. [MMW-Flyer-online-training-2024-5-prices.pdf](#)
- NAMM – bespoke training can be held on Melbourn but would need 6 attendees (could share with other local parishes to spread the cost) [NAMM | Memorial Safety Inspection](#) *Requested costs*

Consideration Committee to state preference of inhouse or outsourcing.

Committee to consider proposal for Full Council for providing funds to complete training as required for at least one employee or engage with a third party.

Bins Audit 2023

		Location	description	comment	2023/24	2024/25	2025/26	2026 onwards	NO ACTION	ACTION
1		83 High Street	Concrete with black bag	tucked behind bush and bench						
2		Back lane junction	Concrete with black bag	full/where litter pickers leave bags						
3		Black Horse	round wooden	recently replaced (2022) but suggested the need for a closed top bin. Bin replaced 2024.						
4		North end bus stop	Concrete with black bag							
5		Vicarage Close Bus Stop	Concrete with black bag	well used						
6		Car park bus stop	metal litter and recycling	highlight to south cambs for recycling pilot						
7		Bin left to car park entrance	black plastic bin with top							
8		Footpath from Sheene Mill	green metal no top	tucked in brambles						
9		footpath to vicarage close	Concrete with black bag	slightly tucked away						
10		North end of village	green plastic with top	along cycle path						
11		outside old post office	Concrete with black bag	very well used - often over flows Would like additional bin as part of recycling trial with SCDC. Bin replaced 2024.						

12		Primary School	Concrete with black bag					
13		Worcester Way	Concrete with black bag					
14		The Moor - new rec	recycling bin trial - SCDC	part of SCDC recyling trial				
15		War Memorial	Concrete with black bag					
16		Notice Boards	Concrete with black bag					
17		The Moor	Concrete with black bag	Complaint re litter blowing out into road / gardens. Bin replaced 2024				
18		Norgetts Lane	Concrete with black bag					
19		Palmers Way	round wooden					
20		Beton Close	Concrete with black bag					
21		Moor Play Park	Concrete with black bag					

22		Rose Lane / Cross Lane	Black metal					
23		MVC field / Vicarge Close	green plastic with top					
24		Orchard Rd / Ash Grove	Wood and metal Agreed replacement - bin on order.					
25		Maple Way / Beechwood Avenue	Wood and metal					
26		High Street / Leeches	Wood and metal	Wait until Greenway changes				
27		New Road / Clear Crescent	Concrete					
28 - 31		Clear Crescent Play Park x 4						
32		Station Road						
33 - 39		The Moor x 7	Concrete					
40		Stockbridge Meadows		car park				
41		Stockbridge Meadows		Meadow				

MA036 2526b) Replacement bins

Next suggested bin replacements

- Beeton Close – small capacity for regularly used bin. Regular complaints from residents.
- Cambridge Road – dog bin

	Bin	Capacity	Price	Link
	Trojan Litter Bin - 100 Litre Capacity Litter Bin	100l	Est £167.95+VAT (with fixing)	Trojan Litter Bin - 100 Litre Capacity - Bin Shop
	Polyethylene Post Mountable Litter Bin	56l	£175.98+VAT (with fixing)	Post Mountable Galvanised Steel Dog Waste Bin - Bin Shop
Delivery			£83.50	
TOTAL			£427.43+VAT	

Hi Alex,

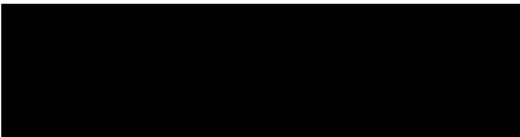
I have been to site the gate is a IAE's Prosafe® Hydraulic Self Closing Gate. The hydraulic has broken and leaked oil (see photos) the gate has also dropped from its fixings and should be like below



I have copied in our I&M team who will be able to quote directly to you for the works shortly in the coming days.

Also, there is some rust developing on the balcony of Unit SP74015 the main central item – I have put in a claim for this to be rectified - [@Claims HAGS UK](#) will be in contact in due course

Kind regards





Inspiring all generations

www.hags.co.uk, quotes@hags.co.uk

HAGS-SMP Ltd
Clockhouse Nurseries
Clockhouse Lane East
Egham
Surrey, TW20 8PG

SALES QUOTATION

Quote #	Quote Date	Page
2508582\000	13/06/2025	1

Invoice To:

Melbourn Parish Council
28 Station Road
Melbourn
Cambridgeshire
SG8 6DX
UK

Deliver To:

The Moors
Melbourn
Cambridgeshire
SG8 6ED
UK

ENQUIRY FROM Alex Coxall

QUOTED BY JG

CUSTOMER ID M0030

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
100000	1.0	EA	IAE0007	Pedestrian Gate - Remove and replace the gate closer IAE Gate Mechanism	386.00	£ 386.00
200000	1.0	EA	I&MREPMANN	Fitting/Installation	295.00	£ 295.00
					Total Price	£681.00

TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY
ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT



SOVEREIGN
Bringing Imagination into Play

YOUR QUOTATION

Melbourn Parish Council

BRINGING
IMAGINATION
INTO PLAY

Quotation - 37385

Qty	Ref	Equipment	Price
1	A	Replacement Mechanism for Parish Gate Installation	£1,497.70
Your Prompt Payment Offer:			£1,497.70



No allowance has been made for replacement parts. If parts fail during removal or relocation, additional costs will be incurred for parts and labour.

Prices shown are based on all works being ordered together. If some items on your quotation are not required, then a revised quotation will be required as minimum charges may apply.

Pro Forma Payment Terms are based on full payment by return before delivery/installation.

As a valued existing Sovereign customer, we have automatically applied our best price by default, which includes our prompt payment terms. These terms are based on a 25% deposit payable by return and balance invoice payable by return after delivery/installation. Should you not wish to benefit from our prompt payment option, we can requote upon request, which will remove approximately a 8% to 10% saving depending on the products.

15 Day Payment Offer Terms are based on full payment being received within 15 days of delivery/ installation.

All prices are valid for 30 days, include delivery, exclude VAT and may be subject to a technical pre-installation site survey. E & OE, subject to our Terms and Conditions.

Payment Terms

Your order confirmation will detail your chosen payment terms:

Pro Forma

All privately funded establishments ordering for the first time will be on pro-forma terms, based on full payment by return before delivery/installation.

Retail Price

Terms are based on full payment being received within 15 days of delivery/installation.

Your Discounted Prompt Payment Offer

If Private Nursery/Private School/Parish Council/Commercial Client: Terms are based on a 30% deposit payable by return, a 40% payment on delivery of goods and a 30% balance invoice payable by return after installation.

If Government Funded Education: Terms are based on a 25% deposit payable by return and a balance invoice payable by return after delivery/installation.

Spread Payment Plan

Terms are based on 5 singular payments. One payment after delivery/installation, one payment in 12 months' time and a payment every 12 months following for a further 3 payments. This is through one of our funding partners, Subject to status.

Direct Debit

Terms are based on a Direct Debit being set up.

FOC

The items are Free Of Charge.

Invoicing Process

Depending on the products and services you have selected, you may receive invoices from us as different stages of the work are completed. Each balance payment will be required within your agreed payment terms, but don't worry, because they will all add up to the total order value agreed.

Early Invoicing

Should you need an invoice ahead of works being completed to assist in organising payment, an early invoice can be issued. Prior to holiday periods, early invoices will be issued as standard to customers who have works due to be carried out and completed in the holiday period so payment terms can be adhered to.

Sending invoices

Invoices will be sent to you by email from our Accounts Department who will contact you to ensure you have received the invoice(s) and everything is satisfactory for payment to reach us within the agreed terms.

Late payment and charges

Please refer to section 10 of our terms and conditions for details.

Additional Information

Site security, Welfare, Power and Water

To keep costs to a minimum, no allowance has been made for site security, welfare facilities, power or water unless otherwise stated, so we ask that you provide these as required.

Our installation engineers will use a temporary 1 metre high orange barrier for excavated holes and unfinished works. Should more substantial fencing be preferred, there would be an additional charge for this as we will need to hire, assemble and dismantle upon completion.

If at any point during the installation in term time welfare facilities are not available, the client should advise us immediately, if we cannot find a local facility, a charge may be incurred for us to hire portable lavatory facilities.

Pre-Installation Surveys

If you are having old equipment / surfacing removed from the area of installation or groundwork's undertaken by any party other than Sovereign, we would recommend a pre-installation survey to confirm the area has been prepared correctly prior to our works commencing. The cost for the pre-installation survey is £149.00 plus VAT.

Should you not opt for a pre-installation survey, and works are not completed as required this may lead to either a suspension of the installation and an abortive visit charge, or alternatively we may be able to complete the preparation and charge accordingly.

Underground Services

All due care will be taken to locate underground services prior to excavation, however no responsibility can be accepted if any unknown or incorrectly sited services are damaged. Where possible, we ask you provide us with drawings or plans for services. Aborted/additional site visit charges may apply if we have to leave site following the finding of previously unknown services.

Supply Only / Installation by a Third Party

We are unable to accept duty of care for equipment sold supply only and installed by a third party and cannot verify the installation will be compliant to BS EN standards.

Please note that Sovereign supply the latest available instructions for supply only items. Due to constant design improvements some minor variances are to be expected. Bespoke/Customised Supply only items will have guidelines and images rather than full installation instructions, based on other similar products. Sovereign recommend the use of trained playground installers to fit playground equipment to ensure familiarity with safety standards and the design principles of the installation. These installers should be able to work with guidelines given for installation. Should you require assistance please call 01702-291129 to speak with one of our advisors.

Planning permission / Building regulations

It is your responsibility to obtain the necessary approval, and we recommend that you attain the appropriate advice from your local authority before proceeding, as requirements do vary.

Design changes that have occurred due to planning permission and building regulation requirements may incur additional costs. You will need to pay any fees relating to planning or building regulation applications, local authority and survey fees.

Additional Information

Removals / Repairs

Removal costs include clearance of waste from site and the statutory requirements of licensed disposal of rubber and commercial waste unless otherwise stated.

When removing or repairing existing equipment, sometimes the components parts can fail and additional costs maybe applicable to replace.

Any holes created by removals to be floated over flush with dyed concrete unless stated otherwise.

Wetpour / Band Repairs

We are unable to offer any guarantee when patch repairing existing wetpour/mulch, as we cannot anticipate the reaction of new materials with the existing. Colour between repair and existing wetpour/mulch may vary due to manufacturer and age.

Surfacing with groundworks will create a flat playing surface while following the existing ground profile. Surfacing without groundworks will follow the existing contours of the ground.

Additional Information

Although every care will be taken, our quotation does not cover any damages that may occur over the access route. We can provide ground protection costs for the access route if required and this will be itemised on your quotation.

Unless stated otherwise, levelling of the proposed installation area is not included with our quotation and new surfacing will follow the undulations of the ground.

Markings

Due to the installation process we are unable to lay markings onto a dirty surface, because it impacts the longevity of the product. If you are unable to clean or clear the surface prior to installation, Sovereign can provide a quote upon request.

Please note that when removing lines from old tarmac it is possible for uplift of surface due to age. Although we aim to remove all markings, we assess condition of surface while working and may leave areas if they may become too damaged.

Metalwork

If metalwork is called up as 'Stainless Steel' or 'Galvanised', this will apply to all major metal components & bracketry only.

Fixings unless otherwise specifically stated will be zinc-plated & yellow passivated.

If the product is majority timber based, the in ground posts will be our standard tanalised timbers, unless in-ground metal post feet has been specified.

note that metalwork warranty against structural failure excludes rot due to being installed in areas that retain water or are prone to flooding

note that timber warranty against structural failure excludes metal components which rust due to geographical location (e.g within 5 miles of the coast)

Sovereign Design Play Systems Limited Terms and Conditions

It shall be the duty of Sovereign Design Play Systems Limited (known hereafter as ‘the Company’) to provide You with the Goods and Services in accordance with the Order Confirmation provided to you and the terms and conditions (“T & C”) as laid out below.

1. Definitions

1.1 “Authorised Person” means the person who places the Order and who is duly authorised by You to enter into a binding contract with Us.

1.2 “We or Our or Us” means the Company whose registered office is 40 Towerfield Road, Shoeburyness, Essex SS3 9QT, registered number 5024016, a company registered in England.

1.3 “Contract” the contract between You and Us (in whatever terms for the supply of goods and/or provision of services) to which these T&C relate (whether incorporated, appended or attached).

1.4 “Goods” means the Goods that We have agreed to supply You (including but not restricted to the equipment and component parts) as shown on the Order Confirmation.

1.5 “Order” your order for the Goods and/or Services as set out in your Purchase Order.

1.6 “Order Confirmation” means the document provided by Us upon receipt of the Order which confirms your Order and which you are obliged to return signed by an Authorised Person and in the event that it is not returned within 48 hours of your receipt, the Order Confirmation shall be deemed accepted by You and You will have no ability to cancel the Contract without liability to Us as set out below.

1.7 “Order Value” means the price set out on the Order Confirmation.

1.8 “Site” means the premises where the Goods are to be supplied and/or installed by Us.

1.9 “Services” means the services that We have agreed to provide You (including but not restricted to installation and any other preparatory or ancillary work), as shown on the Order Confirmation.

1.10 “T&C” means these terms and T&C or any subsequent variation thereof.

1.11 “You or Your”, the person, company, firm or entity being party to the Contract and to whom Goods are supplied and/or Services are provided.

2. Offer and Acceptance

2.1 The Order constitutes the offer by You to purchase the Goods and/or Services in accordance with these T&C and You shall ensure that the Order is complete and accurate and has been placed by an Authorised Person.

2.2 The Order will not be accepted until We issue You with the Order Confirmation which will confirm the existence of the contract.

2.3 You are responsible for ensuring that the Order Confirmation provided by Us accurately reflects the Goods and/or Services that you wish Us to supply to You and to notify of any discrepancies within 48 hours of your receipt.

2.4 These T&Cs shall apply to all Goods and/or Services provided by Us to You to the exclusion of all other terms and T&C, including any terms or T&C which you may purport to apply to the Contract under any purchase order that you supply and no variation of these T&C shall be binding unless agreed in writing by Us and attached hereto.

2.5 The Company’s employees or agents are not authorised to make any representations concerning the Goods and/or Services unless confirmed by Us in writing and in entering into the Contract to purchase Goods and/or Services you acknowledge that you do not rely on any such representations which are not so confirmed.

2.6 If the Goods are to be manufactured or any process is to be applied to the Goods by the Company in accordance with a specification submitted by You, You shall indemnify Us against all losses, damages, costs and expenses incurred by us in connection with settlement of any claim for infringement of any patent, copyright, design right, trade mark or other intellectual property rights of any other person which results from our use of your specification.

2.7 The Company reserves the right to make changes in the specification of the Goods which are required to conform to any applicable statutory or EU requirements.

3. Commencement Date and Delay

3.1 You shall make all necessary arrangements to take delivery of the Goods whenever they are tendered for delivery by Us (including outside normal business hours), and You must ensure that an authorised representative is present at the time of delivery in order to ensure access to the site and to authorise and our enable delivery of the Goods.

3.2 Where the Goods are to be delivered in instalments, each instalment shall constitute a separate contract into which these T&Cs shall be incorporated. Failure by the Company to deliver any instalment shall not entitle You to treat these T&C as repudiated.

3.3 Any dates quoted for delivery or installation of the Goods are approximate only and the Company shall not be liable for any delay in the delivery or installation of the Goods howsoever caused, including any delay caused by Force Majeure Event, because of your failure to provide us with adequate delivery instructions or any other instructions that are relevant to the supply or installation of the Goods. Time for delivery shall not be of the essence unless previously agreed in writing by Us.

3.4 The Company may install or deliver the Goods in advance of the quoted delivery date upon giving You reasonable notice, and may also deliver at a date earlier than the proposed installation date, You must advise us at the time of placing your Order if this is not acceptable as subsequent variations may affect the delivery date, installation date and price.

3.5 If the Company fails to deliver the Goods (or any instalment) for any reason other than any cause beyond our reasonable control or Your fault, and We are accordingly liable to You for delay, Our liability shall be limited to the excess (if any) of the cost to You (in the cheapest available market) of similar goods to replace those not delivered over the price of the Goods,

3.6 If You fail to take delivery of the Goods, fail to give Us adequate delivery instructions at the time stated for delivery or fail to permit us to install the Goods, then the Company reserves the right to:

3.6.1 Store the Goods until delivery to You and charge You for the reasonable costs (including insurance) of storage; and/or

3.6.2 Sell the Goods at the best price readily obtainable and after deducting all reasonable storage and selling expenses or charge You for any shortfall below the agreed price;

3.6.3 Charge You an abortive fee of £200 per half-day or £400 per full day, deemed to exclude all applicable VAT. We will reschedule your delivery and/or installation, but there may be a consequential delay and charges applied.

4. Access for Installation

4.1 You must ensure that an authorised representative is present at the site at the time of installation or any preparatory work being carried out in order to ensure access to the Site and provide confirmation as to design and layout.

4.2 We will cordon off the installation area using temporary orange fencing (during works, replacing with barrier tape upon completion). If You require more substantial fencing, You must advise Us timeframe before the agreed delivery date, The Order Confirmation and price will be altered accordingly.

4.3 Any dates quoted for installation or any preparatory works are approximate only and We shall not be liable for any delay howsoever caused. Time for installation shall not be of the essence unless previously agreed in writing by Us. Where We need to change an installation or preparatory work date, We will provide You with at least 24 hours’ prior written notice, whenever practical,

4.4 You acknowledge that installation of floor markings, surface and other specialist goods are completed by different teams and may not take place on the same day as installation of the Goods.

4.5 You acknowledge that We may need access to the Site outside of normal business hours.

4.6 Although We shall take reasonable steps to avoid causing damage to floor, surfaces and access routes, We shall not be liable for such damage (unless caused by our negligence or wilful default) when You have given us permission to access such floor, surface or access routes.

5. Limitation of Liability

5.1 We warrant to you that any Goods purchased from Us are of satisfactory quality, and reasonably fit for purpose for which Goods of their kind are commonly supplied, and will be useable for a minimum period of 12 months from delivery, provided they are maintained in accordance with the relevant maintenance guidelines that we or the manufacturer of the Goods may provide.

5.2 We shall not be liable for the failure of the goods to comply with the warranty set out in clause 14.1 if:

5.2.1 the defect arises because you failed to follow our oral or written instructions as to the storage, commissioning, use and maintenance of the Goods or (if there are none) good trade practice; or

5.2.2 you alter or repair such Goods without our written consent; or

5.2.3 The defect arises as a result of fair wear and tear, wilful damage, negligence, or abnormal storage or working T&C.

5.3 Our liability for losses you suffer as a result of Us breaching the Contract is strictly limited to the purchase price of the Goods you purchased.

5.4 This does not include or limit in any way our liability: 5.4.1 For death or personal injury caused by our negligence;

5.4.2 Under section 2(3) of the Consumer Protection Act 1987;

5.4.3 For fraud or fraudulent misrepresentation; or

5.4.4 For any matter for which it would be illegal for us to exclude, or attempt to exclude, our liability.

5.5 We are not responsible for indirect losses which happen as a side effect of the main loss or damage and which are not foreseeable by you and us, including but not limited to any or all of the following: loss of income or revenue; loss of business; loss of profits or contracts; loss of anticipated savings; loss of data, or waste of management or office time however arising and whether caused by tort (including negligence), breach of contract or otherwise; provided that this clause 5.5 shall not prevent claims for loss of or damage to your tangible property that fall within the terms of clause 5.1 or clause 5.2 or any other claims for direct financial loss that are not excluded by any of the provisions of this clause 5.5.

5.6 Except as set out in these T&C, all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.

5.7 These T&C shall apply to any repaired or replacement Goods supplied by us.

5.8 No claim for damage in transit, shortage of delivery or loss of Goods shall be accepted by the Company for consideration unless:

5.8.1 In respect of damage in transit or short delivery, You provide notice to Us within three days of receipt of the Goods, and within five days thereof send a complete claim in writing to us; and/or

5.8.2 In respect of loss of Goods, You provide notice to Us in writing within ten days of the date of consignment of the Goods sends a complete claim in writing to Us; and

5.8.3 a written claim pursuant to this clause shall state the advice note number, condition of package, date consignment received and extent of damage or shortage.

5.9 All leaflets, specifications, drawings and particulars of prices, weights, dimensions, colours and performance issued by us are approximate only and are not intended to form the basis of any contract between you and us.

5.10 You undertake to comply with the General Goods Safety Regulations 1994 to the extent that they apply to the Goods.

5.11 It shall be Your responsibility to advise Us of any issues known to You in respect of the surface to which the Goods will be affixed, and in the event that it is later determined that such issues were not declared, We shall have no responsibility for any remedial works and/or losses.

5.11.1 You undertake to indemnify the Company in respect of any and all claims arising from the Goods being unsafe as a result of your activities.

Sovereign Design Play Systems Limited Terms and Conditions

5.11.2 You agree to monitor the safety of the Goods once installed, to pass on any information on the risks of the Goods and to co-operate in any action we may decide to take to avoid those risks.

5.11.3 You acknowledge receipt of any important health and safety notification that we may provide relating to the installation of the Goods and associated floor markings.

5.11.4 We will provide the Goods in accordance with BSEN 1176/1177, We do not warrant or represent that the Goods will comply with any other standard or quality mark.

5.11.5 Except in respect of death or personal injury caused by our negligence, the Company shall not be liable to You by reason of any representations (unless fraudulent), or compliance with any instruction or consent given by You or on Your behalf by an Authorised Person, or any implied warranty, condition or other term, or any duty at common law or under the express terms of the Contract, for any indirect, special or consequential loss or damage (whether for loss of profit or otherwise), costs, expenses or other claims for compensation whatsoever (whether caused by our negligence or our employees, agents or otherwise) which arise out of or in connection with the supply or installation of the Goods or their use by You, and our entire liability under or in connection with the Contract shall not exceed 110% of the price of the Goods, except as expressly provided in these T&Cs.

6 Passing Of Property and Risk

6.1 Whilst risk in the Goods shall pass to You from the time of delivery, legal and beneficial ownership of the Goods shall remain with Us until such time as we have received payment in full in respect of all sums owing from You to Us.

6.2 Until such time title to the Goods has passed to You, you shall:

6.2.1 keep the Goods separate from your property and that of any third party and clearly identified as being the property of the Company;

6.2.2 Until title to the Goods has passed to you, you shall: (a) hold the Goods on a fiduciary basis as the our bailee; (b) store the Goods separately from all other Goods held by you so that they remain readily identifiable as our property; (c) not remove, deface or obscure any identifying mark or packaging on or relating to the Goods; (d) maintain the Goods in satisfactory condition and keep them insured against all risks for their full price from the date of delivery; and (e) notify us immediately if it becomes subject to any of the events listed in clause 13.1. If before title to the Goods passes to you, you becomes subject to any of the events listed in clause 13.1, or we reasonably believe that any such event is about to happen and we notify you accordingly, then, provided that the Goods have not been resold, or irrevocably incorporated into another Goods, and without limiting any other right or remedy we may have, we may at any time require you to deliver up the Goods and, if you fail to do so promptly, enter any of your premises or of any third party where the Goods are stored in order to recover them.

6.3 Without prejudice to our warranty set out at clause 14, you must notify us within 48 hours of delivery if the Goods are defective or damaged or the delivery is short.

6.5 In the event that You engage any works to be undertaken to Goods supplied by Us by any third party not authorised by the Company, the Company will have no further responsibility or provide any warranty for the Goods and will not be responsible for any claims.

6.6 All transportation charges relating to the return of Goods will be borne by You unless otherwise agreed in writing, and the risk in the Goods shall remain with You until the Goods are received by us and any Goods so returned are despatched by you at your own risk.

6.7 You shall not be entitled to reject part only of the Goods delivered in accordance with these T&Cs.

6.8 Any claims against Us for Goods not credited or replaced will only be considered where you can provide proof of delivery to Us,

6.9 The Company will at our discretion replace whenever possible Goods found to be of faulty manufacture after examination provided that the Goods have been returned in accordance with these T&C, We will return goods after examination if they are found to have no fault or defect,

7 Instructions

If the signing-off of our installation of Goods is dependent on a third party (e.g, Council, H&S Executive), you must inform us upon placing your order and this will be confirmed in the Order Confirmation as subsequent and later notification may affect the delivery date, installation date, price and payment terms.

8 Cancellation of Order

8.1 No Order Confirmation once provided by Us may be cancelled by You without Our written consent once returned duly signed by an Authorised Person or after a period of 48 hours has elapsed following your receipt of the Order Confirmation, save for as set out in clause 8.3 below.

8.2 If an Order is cancelled by You within 48 hours of your receipt of the Order Confirmation, and our written consent is provided for the cancelled order, We are entitled to charge You a fee of 25% of the Order value, to a maximum of £1,000.

8.3 If an Order is cancelled after 48 hours from your receipt of Order Confirmation, and our written consent is given for a cancelled Order, We are entitled to charge You a fee of 50% of the full Order Value.

9 Defects

9.1 Any claim by You which is based on any defect in the quality or condition of the Goods or their failure to correspond with specification or the installation of the Goods shall be notified to Us within 48 hours of the date of delivery or (where the defect or failure was not apparent on reasonable

inspection) within a reasonable time after discovery of the defect or failure but not more than one year after delivery and such Goods shall be returned with written notification which must state the nature of the fault of each item and the invoice number in relation to the purchase of each item.

9.2 If delivery is not refused, and You do not notify us accordingly, You shall not be entitled to reject the Goods and we shall have no liability for such defect or failure, and You shall be bound to pay the Order Value as if the Goods had been delivered in accordance with the Order Confirmation.

9.3 Where any valid claim in respect of any of the Goods, which is based on any defect in the quantity or condition of the Goods or their failure to meet specification is notified to Us in accordance with these T&C, We shall be provided with the first opportunity to repair or replace the Goods (or the part in question) free of charge or, at our discretion, refund to you the price of the Goods (or a proportionate part of the price), but we shall have no further liability to you;

9.4 If you require Goods to be returned to Us because you claim that the Goods are in breach of clause 14.1, you must first contact our Customer Services team. For the avoidance of doubt, if any specific part of the Goods supplied is in breach of clause 14.1, your entitlement is for Us to inspect that or those parts, and not the entire Goods. We will arrange for an examination of the Goods to take place either at the place of delivery or the place of installation of the Goods and we will notify you whether we will repair or replace the Goods if they are defective, or alternatively whether we will provide a refund. If we are to provide you with a refund, we will usually process the refund due to you as soon as possible and, in any case, within 30 days of the day we confirmed to you that you were entitled to a refund for the defective Goods. Goods returned by you because of a defect will be refunded in full, including a refund of the delivery charges for sending the item to you and the cost incurred by you in returning the item to us. In the event that the Goods are collected by us, you will not receive payment for the costs incurred by Us in collecting the Goods. Goods returned for any other reason may be collected by Us although we will levy a collection charge which shall be confirmed to you in writing by our Customer Service Team when collection is arranged or if the Goods to be returned are able to be returned by You directly, there will be a minimum charge of twice the delivery rate appropriate for the Delivery Location and an administrative charge equal to 5% of the order value plus VAT, and such charges shall be confirmed to you by our Customer Service team. We will usually refund any money received from you using the same method originally used by you to pay for your purchase.

9.5 Where a defect is notified to us in accordance with the provision set out above, and you have not yet paid the full Price, you shall be entitled to retain up to 10% of the Price until the defects have been remedied.

10 Charges and Payments

10.1 Any price quoted on our Order Confirmation shall be deemed to exclude all applicable VAT unless otherwise stated. You shall, on receipt of a valid VAT invoice from Us, pay such additional amounts in respect of VAT as are chargeable on the supply of the Goods.

10.2 We reserve the right, by giving notice to you at any time before delivery, to increase the price of the Goods and will update our Order Confirmation to reflect any increase in the cost to Us which is due to any delay caused by your instructions, any change to those instructions or failure to provide adequate instructions,

10.3 All sums due to Us shall be payable in cleared funds within the timeframe agreed and as confirmed to You by Us within our Order Confirmation. If you fail to pay all sums due to Us on the due dates for payment then without prejudice to any other rights the Company may have, the company shall be entitled:

10.3.1 To cease taking further orders from You, and withhold further delivery of Goods for existing orders.

10.3.2 To demand immediate payment of all or any sums invoiced to You by the Company whether due at the date of the demand or not.

10.4 Payment shall be made by You without deduction or set-off, and shall be made notwithstanding any delay in obtaining such sign-off of the instalment by any third party (e.g, Council, H&S Executive).

10.5 If any any minor or remedial issues in relation to the delivered Goods are reported in accordance with clause 9.1 above, You may retain a maximum of 10% of the Contract Price until such time that the minor or remedial issue has been resolved.

10.6 Where We have agreed a special discount, payment or other terms with

You, these shall be strictly subject to your compliance with these T&C, and such T&C shall cease and revert to our standard terms upon your non-compliance.

10.7 We shall be entitled to charge interest (calculated pro rata on a daily basis

and claim compensation on overdue accounts from the date payment is due in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (as amended) until the date of actual payment,

10.8 If Goods are credited it will be at the invoice price stated on the return application sheet and agreed by Us in writing.

10.9 In the event that during the course of the Services provided by us and/or the provision of any Goods to be supplied, it is determined that due to unforeseen circumstances, additional costs will be incurred due to additional Goods and/or Services being required, We will notify You in writing of the additional costs and You will be liable to cover such additional costs in order to enable the original Services and/or Goods to be provided.

10.10 Single inspections cancelled by you within 10 working days of the scheduled inspection date offered will be 100% chargeable

11 Guarantees and Intellectual Property

11.1 We shall make reasonable endeavours to pass on to You the benefit of any guarantees or warranties given by any manufacturers of the Goods.

11.2 We hereby grant to You a non-exclusive and non-transferable licence to use such of our intellectual property rights as may be reasonably necessary for you to comply with your obligations under the contract. Such licence shall terminate automatically upon Your completion of the final act required of you to comply with such obligations.

11.3 If any claims are made or any action brought against You in respect of any infringement of an intellectual property right by the use or sale of Goods supplied by us, you must immediately give us written notice with full particulars of such claim or action.

Sovereign Design Play Systems Limited Terms and Conditions

12 Entire Agreement

These T&Cs (together with the terms (if any) set out in the Contract, the Order Confirmation constitute the entire agreement between the parties, supersede any previous agreement or understanding and may not be varied except in writing between the parties.

13 Termination

13.1 If You become subject to any of the events listed in clause 14.2, or we reasonably believe that you are about to become subject to them, then without prejudice to any other rights We may have, We shall be entitled

13.1.1 to withhold delivery of any undelivered Goods and to stop any Goods in transit and the installation of the Goods

13.1.2 we reserve the right to cancel the Contract or suspend any further deliveries under the Contract without any liability to you, and if the Goods have been delivered but not paid for, the price shall become immediately due and payable notwithstanding any previous agreement to the contrary.

13.1.3 to enter upon your premises and take possession of the Goods; and/or to re-sell the Goods or such of them as we deem necessary in order to recover the amount due and payable to us together with any costs incurred by us in taking such steps and you expressly and irrevocably authorise us to enter and take all necessary and reasonable steps upon your premises.

13.2 For the Purposes of clause 13.1, the relevant events are:

13.2.1 You suspend, or threaten to suspend, payment of your debts or are unable to pay your debts as they fall due or admit inability to pay your debts or (being a company) are deemed unable to pay your debts within the meaning of section 123 of the Insolvency Act 1986, or (being an individual) you are deemed either unable to pay your debts or have no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986, or (being a partnership) has a partner to whom any of the foregoing apply; or

13.2.2 you commence negotiations with all or any class of your creditors with a view to rescheduling any of your debts, or you make a proposal for or enter into any compromise or arrangement with your creditors; or

13.2.3 (being an individual) you are the subject of a bankruptcy petition or order; or

13.2.4 a creditor of yours attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of your assets and such attachment or process is not discharged within 14 days; or

13.2.5 (being a company) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over you; or

13.2.6 (being a company) a floating charge holder over your assets has become entitled to appoint or has appointed an administrative receiver; or

13.2.7 a person becomes entitled to appoint a receiver over your assets or a receiver is appointed over your assets; or

13.2.8 any event occurs, or proceeding are taken, with respect to you in any jurisdiction to which you are subject that has an effect equivalent or similar to any of the events mentioned in clause 13.2.1 to 13.2.8 (inclusive); or

13.2.9 You suspend, threaten to suspend, cease or threaten to cease to carry on all or substantially the whole of your business; or

13.2.10 your financial position deteriorates to such an extent that in our opinion your capability adequately to fulfill your obligations under the Contract has been placed in jeopardy

13.3 We will not be liable to you or deemed to be in breach of contract by reason of delay or failure to perform any of Our obligations if the delay or failure due to acts caused beyond Our reasonable control.

14 Warranty

14.1 We make no express warranties and specifically disclaim any implied warranties, including any implied warranty of merchantability or fitness for a particular purpose, with respect to the performance of Services and/or the supply of Goods under these T&Cs to the extent permissible by law.

14.2 We do not guarantee, and nothing contained in these T&Cs shall be construed as a guarantee, that the Services performed or to be performed by Us will achieve any projected level of results.

14.3 Should You for any reason need to make a warranty claim, You must complete and return a claim form which can be obtained by contacting Us.

15 Confidentiality

The parties agree not at any time during or after the Term to divulge or allow to be divulged to any person any Confidential Information relating to the business or affairs of the other party to the Contract except as permitted by law or with the other party's consent.

16 Force Majeure

16.1 The Company shall not be liable for any default (or be deemed to be in breach of contract) by reason of any delay due to any occurrence beyond its reasonable control ("Force Majeure Event").

16.2 A Force Majeure Event includes any act, event, omission or accident beyond our reasonable control and includes in particular (without limitation) the following:

(a) Strikes, lock-outs or other industrial action. (b) Civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war. (c) Fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster. (d) Impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport. (e) Impossibility of the use of public or private telecommunications networks. (f) The acts, decrees, legislation, regulations or restrictions of any government.

16.3 Our performance under any Contract is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period. We will use our reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which our obligations under the Contract may be performed despite the Force Majeure Event.

17 General Matters

17.1 No waiver by us of any breach of the contract by you shall be considered as a waiver of any subsequent breach of the same or any other provision,

17.2 If any provisions of these T&C are held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the remainder shall not be affected,

17.3 These T&C and the contract shall be governed by English law and any dispute shall be submitted to the exclusive jurisdiction of the English courts,

17.4 These T&C do not purport to confer a benefit on any third party.

17.5 The Contract between you and us is binding on you and us and on our respective successors and assigns.

17.6 You may not transfer, assign, charge or otherwise dispose of a Contract, or any of your rights or obligations arising under it, without our prior written consent.

17.7 We may transfer, assign, charge, sub-contract or otherwise dispose of a Contract, or any of our rights or obligations arising under it, at any time during the term of the Contract.

17.8 We have the right to revise and amend T&C at any time to reflect changes in market T&C affecting our business, changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

17.9 You will be subject to the policies and terms and T&C in force at the time that you order Goods from us, unless any change to those policies or these T&C is required to be made by law or governmental authority (in which case it will apply to orders previously placed by you), or if we notify you of the change to those policies or these T&C before we send you the written confirmation in accordance with clause 2.3 (in which case we have the right to assume that you have accepted the change to such T&C, unless you notify us to the contrary within 48 hours of receipt by you of the Goods).

18 Notices

Any notices required or permitted to be given by either party to the other under these T&C shall be in writing addressed to the other's principal place of business.



SOVEREIGN

Bringing imagination into play

Company Name

Sovereign Design Play Systems Limited

Registered Address

40 Towerfield Road

Shoeburyness

Essex

SS3 9QT

Company Registration No

5024016

Company VAT Registration No

832 5102 64

Insurance

Public Liability: £10,000,000

Professional Indemnity: £5,000,000

Employers Liability: £10,000,000

01702 291129

www.sovereignplayequipment.co.uk

Issue

Pavilion heating service highlighted issues (flow switch) resulting in further works needed.

Service costs PAID:	£321.60+VAT
Estimate flow switch costs:	£663.03+VAT (approved by Chair)
Additional costs for flow switch works:	£447.40+VAT (to be retrospectively approved) ¹

- Under circumstances of needing urgent repair the estimated costs were approved by Clerk and Chair.
- Repair to flow switch has been carried out but not solved the issue.
- Initial investigation led to report of needing to replace the PCB at a cost of £2,551.80 plus labour, plus VAT.
- Suppliers reviewed the issue and further investigation took place with other engineers and they concluded that the replacement of the PCB would not be economically sound for the system. Engineer has concluded that a new pump could solve the issue.
- Engineer is confident this would work but cannot offer guarantee.

Estimate pump replacement costs:	£854.75+VAT (to be approved)
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<i>Est total costs for fix:</i>	<i>£1,965.18+VAT (excluding service cost)</i>
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It is proposed that Council approve the additional works as required to reinstate working system.

¹ Clerk miscalculated the costs – estimated antifreeze costs calculated at 1 litre instead of 20 and predicted labour costs for investigation increased.

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Heating



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Bathrooms

MELBOURN PARISH COUNCIL THE PAVILLON THE MOOR MELBOURN HERTFORDSHIRE SG8-6ED	Job Number	M38195
	Account Ref:	32603
	Order Number	/
	Job Type	ANNUAL SERVICE :
	Visit Date	Thursday 01-May-2025 : No SLA
	Caller Name	
	Insured Name	
	Policy	
	Engineer	ALEX WARD
	Notes To Engineer	1pm 2 x HEAT PUMP SERVICE AND SYSTEM CHECK. The timing feature must be well and truly wrong as the heating was pumping out the other evening, so they will need to look at this too! We were wondering if it would be possible to fit it with a smart controller of some sort that we could control remotely?

ASSOCIATED JOB ITEMS		
Summary	Assigned	Qty Used
HEAT PUMP SERVICE AND SYSTEM CHECK	2	2
MONDAY TO SATURDAY ADDITIONAL LABOUR PER 15 MINUTES	2	2

ASSOCIATED APPLIANCES			PARTS & PRODUCTS ALLOCATED			
Product	Serial No	Location	Type	Number	Name	Qty
ASHP - VAILLANT - GEOTHERM VWL155/1		EXTERNAL FLOOR STANDING				
ASHP - VAILLANT - GEOTHERM VWL155/1		EXTERNAL FLOOR STANDING				

JOB DETAILS	IMPORTANT INFORMATION/FURTHER INSTRUCTIONS
6. PLEASE REVIEW SERVICE AND MAINTENANCE CHECKLIST DOCUMENT FOR SERVICE INFORMATION.	X2 ASHP SERVICE AND SYSTEM CHECK. FLUSHED BOTH TF1 FILTERS IN LOFT SPACE. RHS HEAT PUMP FAULTED ON ARRIVAL. 09 ERROR INDICATING NO FLOW DETECTED. CIRCULATING PUMP OK. TRACED FAULT TO FLOW SWITCH FAILURE. LINKED FLOW SWITCH OUT AND HEAT PUMP RAN. AFTER COMPLETING SERVICE, FOUND HEAT PUMP WOULD RUN WITH FLOW SWITCH PLUGGED BACK IN. SEEMS THE FLOW SWITCH FAULT IS INTERMITTENT. RECOMMEND REPLACING FLOW SWITCH AS A MATTER OF CAUTION. GLYCOL/ANTIFREEZE LEVEL IS AT -5 AND MANUFACTURERS INSTRUCTIONS STATE IT SHOULD BE AT -15°C. RECOMMEND ADDING 20 LITRES OF FERNOX HP15 (NOT HP15C) WHEN WE RETURN TO REPLACE FLOW SWITCH.
	OUTCOME Further Works

TIMESHEETS			Comments	Engineer Signature	
Start	End	Type			
01/05/25 14:11	01/05/25 16:35	WORKING			
01/05/25 13:06	01/05/25 13:39	WORKING			
01/05/25 12:15	01/05/25 13:05	WORKING	FAULT FINDING HOT WATER		
01/05/25 13:39	01/05/25 14:11	LUNCH		Customer Name	MELBOURN PARISH COUNCIL
				Customer Signature	



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CHECKLIST ANSWERS FOR SECTION : HEAT PUMP SERVICE REPORT

AREA	TASK	SUB-TASK	RESULT	COMMENTS
HEAT PUMP	HEAT PUMP	test	N/A	
VISUAL CHECK	VISUAL CHECKS			
HEAT PUMP	REMOVE		No	
VISUAL CHECK	ACCESS PANEL ON			
	EVAPORATOR UNIT - IS THERE ANY SIGNS OF REFRIGERANT LEAKS			
HEAT PUMP	IS THERE ANY		No	
VISUAL CHECK	SIGNS OF HEATING FLUID LEAK			
HEAT PUMP	IS THE		Yes	
VISUAL CHECK	AUTOMATIC AIR VENT OPERATING			
HEAT PUMP	IS THE		N/A	
VISUAL CHECK	PRESSURE RELIEF DISCHARGE ON THE HEAT PUMP OPERATIONAL			
HEAT PUMP	IS THE		Yes	
VISUAL CHECK	PIPEWORK INSULATED AND IN GOOD CONDITION			
HEAT PUMP	IS THE HEAT PUMP		Yes	
VISUAL CHECK	INSTALLED ON A SOLID SURFACE AREA			
HEAT PUMP	IS THE HEAT PUMP FITTED WITH ANTI VIBRATION FEET		Yes	
VISUAL CHECK	DOES THE HEAT PUMP HAVE ISOLATING VALVES		Yes	
HEAT PUMP	INSTALLED, AND ARE THEY FULLY OPEN			
VISUAL CHECK	DOES THE HEAT PUMP HAVE		N/A	



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HEAT PUMP VISUAL CHECK	ANTIFREEZE VALVES INSTALLED, LOCATED AT THE HEAT PUMP IF ANTIFREEZE VALVES HAVE BEEN INSTALLED, DO THEY SHOW SIGNS OF DISCHARGE - IF THEY DO RECOMMEND REPLACEMENT	N/A	
HEAT PUMP VISUAL CHECK	IS THIS PIPEWORK INSULATION IN GOOD CONDITION	Yes	
EVAPORATOR FINS	CLEAN THE EVAPORATOR COIL WITH CLEANING FLUID	Yes	
EVAPORATOR FINS	INSPECT THE EXTERNAL EVAPORATOR COIL FOR DAMAGE	Yes	
EVAPORATOR FINS	USING A FIN COMB ENSURE FINS ARE IN GOOD CONDITION	Yes	
SYSTEM FILTRATION	SYSTEM FILTRATION	Yes	FERNOX TF1 X2
SYSTEM FILTRATION	REMOVE AND CLEAN SYSTEM FILTER OF MAGNETITE/DEB RIS	Yes	FLUSHED BOTH TF1 FILTERS IN LOFT SPACE.
SYSTEM FILTRATION	IF AN INTEGRAL FILTER IS LOCATED WITHIN THE EXTERNAL HEAT PUMP, CHECK AND CLEAN. SOME ISOLATING	N/A	



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	VALVES ALSO HAVE INBUILT STRAINERS. test	N/A	
SYSTEM FILTRATION			
ANTIFREEZE CHECK	ANTIFREEZE CHECKS	N/A	
ANTIFREEZE CHECK	ANTIFREEZE CHECK AND RECORD RESULTS, COMPARE AGAINST MI AND RECORD RESULTS	Yes	CURRENTLY - 5°C, SHOULD BE -15°C
ANTIFREEZE CHECK	IDENTIFY THE EXISTING ANTIFREEZE AND RECORD HERE	Yes	HP15C
ANTIFREEZE CHECK	RECORD LEVELS OF ANTIFREEZE USED TO TOP UP - AND THE TYPE USED IF AVAILABLE FROM STOCK	N/A	
ANTIFREEZE CHECK	IS A FURTHER VISIT REQUIRED TO INSERT NON STOCK ANTIFREEZE.	Yes	RECOMMEND ADDING 20 LITRES OF FERNOX HP15C TO SYSTEM TO BRING ANTIFREEZE LEVEL UP TO MANUFACTURER S SPECIFICATIONS
ANTIFREEZE CHECK	INHIBITOR CHECK REQUIRED	N/A	
ANTIFREEZE CHECK	INHIBITOR CHECK PASS OR FAIL	N/A	
ANTIFREEZE CHECK	INHIBITOR ADDED TO SYSTEM	N/A	
SYSTEM PRESSURES	SYSTEM PRESSURE	Yes	1 BAR



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Bathrooms

SYSTEM PRESSURES	REMOVE SYSTEM PRESSURE, ISOLATE VESSEL AND CHECK EXPANSION VESSEL PRESSURE (.5-1.0 BAR FOR SINGLE STOREY -- 1 BAR FOR 2 STOREY HOMES -- 1.5 BAR FOR 3 STOREY)	Yes	1 BAR
SYSTEM PRESSURES	RE PRESSURE SYSTEM TO MATCH THE LOADING OF THE EXPANSION VESSEL SUGGEST .9 - 1BAR (OR 1.4-1.5 FOR 3 STOREY)	Yes	1 BAR
SYSTEM PRESSURES	VENT SYSTEM OF AIR FROM ALL HIGH POINTS INCLUDING RADIATORS, MAGNETIC FILTERS	Yes	
HEAT PUMP SETTINGS	HEAT PUMP SETTINGS - IF ANY ARE CHANGED PLEASE RECORD BOTH OLD SETTING AND THE NEW SETTING	N/A	
HEAT PUMP SETTINGS	MAXIMUM TEMP SET POINT FOR HEATING MAX 55, BUT THE LOWER THE MORE EFFICIENT	Yes	55°C
HEAT PUMP SETTINGS	MINIMUM TEMP SET POINT FOR HEATING OPERATION	Yes	20°C



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HEAT PUMP SETTINGS	(NORMALLY 20-35 BUT CHECK MANUAL) MINIMUM OUTDOOR AIR TEMP TO MAX FLOW TEMP (NORMALLY -2 TO -3 IN CAMBRIDGESHIRE)	Yes	6°C
HEAT PUMP SETTINGS	MAX AMBIENT AIR TEMPERATURE NORMALLY SET AT CIRCA 20 DEGREES	Yes	20°C
HEAT PUMP SETTINGS	FLOW AND RETURN DIFFERENTIAL TEMPERATURE NORMALLY SET AT BETWEEN 5 - 8 DEGREES (DEFAULT 5 DEG)	Yes	5°C
HEAT PUMP SETTINGS	HOT WATER TEMPERATURE SET POINT (45 TO 55 DEGREES) NOMINAL SET POINT MAYBE 48-50	Yes	55°C
HEAT PUMP SETTINGS	LEGIONELLA TEMPERATURE SET POINT (60-65 DEGREES) RECORD ACTUAL	N/A	
HEAT PUMP SETTINGS	MAXIMUM TIME FOR HOT WATER OPERATION - NORMALLY 60-90 MINUTES, SUGGEST UPTO 250L = 60, AND OVER 250 = 90 PLEASE RECORD ACTUAL	N/A	



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HEAT PUMP SETTINGS	MINIMUM TIME FOR SPACE HEATING NORMALLY 15 MINUTES		N/A	
HEAT PUMP SETTINGS	FROST PROTECTION ENABLED RECORD ACTUAL SET POINT (NORMALLY 4 DEGREES OR LOWER)		Not Set	6°C
HEAT PUMP SETTINGS	FLOW RATE OF WATER THROUGH HEAT PUMP.	HEAT PUMP FLOW RATE USING ANTIFREEZE = KW OUTPUT DEVIDED (SHC X DT 3.8 X5 = 19) X 60 SECONDS = PER MINUTE FLOW RATE	N/A	
HEAT PUMP SETTINGS	FLOW RATE OF WATER THROUGH HEAT PUMP.	HEAT PUMP FLOW RATE NON ANTIFREEZE = KW OUTPUT DIVIDED (SHC X DT 4.2 x 5) =21 X 60 SECONDS = PER MINUTE FLOW RATE	N/A	
HEAT PUMP SETTINGS	THE FLOW RATE THROUGH THE HEATING OR CYLINDER COIL SHOULD NOT EXCEED CALCULATIONS AS ABOVE		N/A	
HEATING SYTEM CONTROLS	HEATING SYSTEM CONTROLS		Yes	DANFOSS
HEATING SYTEM CONTROLS	CHECK OPERATION OF ZONE VALVES TO HEATING AND HOT WATER		Yes	



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HEATING SYTEM CONTROLS	CHECK OPERATION OF HEATING THERMOSTAT (ARE BATTERIES REQUIRED)	No	
HEATING SYTEM CONTROLS	CHECK TIMES SET FOR HOT WATER HEATING (HOT WATER SHOULD BE DIFFERENT TO HEATING) SUGGESTION MAX 4.00AM TO 5.30AM DAILY AND 4.00PM TO 5.00PM	N/A	
HEATING SYTEM CONTROLS	CHECK AND RECORD HEATING TIME OPERATION. NOT TO BE AT THE SAME TIME AS HOT WATER RUN SYSTEM IN HEATING OPERATION AND CHECK HEAT IS FLOWING TO EACH RADIATOR.	N/A	
HEATING SYTEM CONTROLS	RUN SYSTEM IN HEATING OPERATION AND CHECK HEAT IS FLOWING TO EACH RADIATOR.	Yes	
HOT WATER CYLINDER	HOT WATER CYLINDER INFORMATION	Yes	VAILLANT VIH S GB310/2 S X2
HOT WATER CYLINDER	IS THE CYLINDER AN INDIRECT UNVENTED	Yes	X2
HOT WATER CYLINDER	IS THE CYLINDER AN INDIRECT VENTED CYLINDER	N/A	
HOT WATER CYLINDER	COMPLETE A SEPERATE CHECKLIST FOR UNVENTED HOT WATER SERVICE	N/A	



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STANDARD VENTED CYLINDER	AND MAINTENANCE UNDERTAKE VISUAL OF STANDARD VENTED HOT WATER CYLINDER AND HIGHLIGHT ANY CONCERNS YOU MAY HAVE BELOW		N/A	
REMEDIAL ACTION REQUIRED	REMEDIAL ACTION REQUIRED	REMEDIAL ACTION AND RECOMMENDATI ONS	N/A	
REMEDIAL ACTION REQUIRED	REMEDIAL ACTION REQUIRED	INSULATION UPGRADE REQUIRED	N/A	
REMEDIAL ACTION REQUIRED	REMEDIAL ACTION REQUIRED	INHIBITORS REQUIRED	N/A	
REMEDIAL ACTION REQUIRED	REMEDIAL ACTION REQUIRED	ANTIFREEZE REQUIRED	Yes	
REMEDIAL ACTION REQUIRED	REMEDIAL ACTION REQUIRED	PARTS REQUIRED	Yes	INTERMITTENT FAULT WITH FLOW SWITCH. RECOMMEND REPLACING.
HEAT PUMP INFORMATION	HEAT PUMP INFORMATION AND DESIGN RECORDS	test	N/A	
HEAT PUMP INFORMATION	MAKE		Yes	VAILLANT
HEAT PUMP INFORMATION	MODEL		Yes	GEO THERM
HEAT PUMP INFORMATION	SERIAL NUMBER		N/A	
HEAT PUMP INFORMATION	LOCATION	WHAT THREE WORDS	N/A	
HEAT PUMP INFORMATION	ELECTRIC METER HEAT PUMP READING		N/A	
HEAT PUMP INFORMATION	ELECTRIC METER IMMERSION HEATER EADING		N/A	



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INVOICE

**PARISH OFFICE
THE HUB
30 HIGH STREET
MELBOURN
HERTFORDSHIRE
SG8-6DZ**

Invoice Date 20/06/2025
Invoice Ref SH64239
Account Ref. 32603

Job Ref.	Site Address	Job Description
M38195	THE PAVILLON, THE MOOR, SG8-6ED	FAULT FIND/DIAGNOSIS

Invoice Description	Qty	Cost	Total
ADDITIONAL LABOUR PER 15 MINUTES	18	£17.00	£306.00
FERNOX HP ANTIFREEZE FLUID RANGE HP15C	20	£4.95	£99.00
VAILLANT FLOW SWITCH 20127212	1	£382.43	£382.43
ADDITIONAL LABOUR PER 15 MINUTES	13	£17.00	£221.00
ADDITIONAL LABOUR PER 15 MINUTES	6	£17.00	£102.00

VAT Registration Number: 120 3236 73

Payment Terms: on receipt of Invoice

How to pay: Bank Transfer, Card Payment or Cheque Payment

Bank Lloyds TSB

Sort Code 30-64-79

Account No. 26654060

Please remember to state your Account Ref.

Total Ex VAT	£1,110.43
20% VAT	£222.09
Total Inc VAT	£1,332.52

Please Note: Payments made by credit card will only be accepted up to £300.00 per Invoice.



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Bathrooms

How to pay

For best results pay by Bank Transfer

Our Bank Account details are as follows.

Sort Code **30-64-79** Account Number **26654060** please include the invoice reference and account number on your transaction.

By Credit/Debit Card (We only accept payments on Credit Cards to the value of £300.00)

Telephone our offices on **01223 833426** between 8:00 a.m. and 5:00 p.m. and have your card details to hand along with the Account/Invoice reference for settlement.

By Post/Cheque

Please write your account number and invoice reference on the back, and post to our offices – please make cheques payable to **Shelford Heating Ltd.**

Payment Notes

- We are unable to accept cash payments
- We reserve the right to charge interest on overdue monies at 8% above Bank of England Base Rate
- We only accept Credit Card payments up to the value of £300.00
- All invoices to be settled on receipt, late payment penalties apply.
- Our full terms and conditions of sale are available on our Web site which will change from time to time. Included also in every invoice issued.

'More than just a service'

Shelford Heating have strived to offer a full range of services, working in partnership with Key suppliers and Manufacturers who are able to offer products of Quality, Reliability with excellent back up service, our services now include as well as our Standard Boiler service and repair.

- Domestic and Commercial Boiler Replacements
- Domestic and Commercial Oil and Gas Servicing Including LPG Appliances
- High Efficiency Boiler Installation, and New Systems Along with Energy Efficient System Control Upgrades
- Heating System Power-Flushing and Magnetic Filtration Devices
- Renewable Energy Installations: Air Source Heat Pumps
- Heating System Repairs 5 Days a Week 8.30am to 5.00pm
- Oil Tank Service, Repairs and Replacement
- Plumbing Services, Bathroom Installations, Shower Replacements and Plastering/Tiling
- Electrical Services (Full Scope Part P) Cambs Electrical Our Approved Electrical Contractor.

Complaints procedure

Please write to the **Customer Services Director, Shelford Heating Ltd, Unit 20, South Cambridge Business Park, Babraham Road, Sawston, Cambridge, CB22 3JH** with your concern and we will contact you within 5 days confirming receipt and then undertake our investigation and confirm what action is to be taken to resolve any issues, which may require a further site visit.

This does not affect your statutory rights.

Privacy Policy

Shelford Heating Ltd takes your privacy seriously and we understand that people have different privacy concerns, so our aim is to be clear about what we collect. We are committed to protecting and respecting your privacy and will only use your personal information to administer your account and provide the services and products you have requested from us; and may be used by our employees, sub-contractors, and suppliers in which to do so. When you contact us, you voluntarily provide us with information about yourself in way of name, address, telephone number, email address and details about your heating, renewable and plumbing appliances and by providing this information you are consenting to our use of this information within this Privacy Policy. Our full Policy is available to view on our website and may be subject to change without notice.

If you wish to be removed from our database, please contact us at the address contained within communication.



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FULL TERMS & CONDITIONS OF BUSINESS

In the interests of our customers, we would ask them to always check and approve the following:

- Working Times of Labour & Description of Materials are clearly and accurately shown on the Engineers Report.
- Material collection times have been kept to a minimum.
- Mobile phone usage has kept to a minimum and has been solely job related.
- Breaks have not been charged for.
- Any queries are resolved with the Operative at the time.
- All work completed by the Company and its Technicians are Chargeable unless agreed in writing

Should you have any unresolved queries, require further information or fail to be completely satisfied with our work please write to us and we will confirm within 5 days confirming receipt and then undertake our investigation and confirm what action is to be taken to resolve any issues, which may require a further site visit.

For the purpose of these terms & conditions the following words shall have the following meanings: (a) "The Company" shall mean Shelford Heating Ltd, Unit 20 South Cambridge Business Park, Sawston, Cambridge CB22 3JH registered company no 7616891 (b) "The Customer" shall mean the person or organization for whom the Company agrees to carry out works &/or supply materials (c) "The Operative or Engineer" shall mean the representative appointed by the Company.

The Company reserves the right to refuse or decline work at its own discretion. Where the Company agrees to carry out works for the Customer those works shall be undertaken by the designated operative of Company at its absolute discretion.

The total charge to the Customer shall consist of the cost of materials supplied by the Company plus a markup (not exceeding the Manufacturers recommended retail price) & the amount of time spent by the operative in carrying out works (including all reasonable time spent in obtaining un-stocked materials) charged in accordance with the Company's current rates. The Customer shall only be charged for the time spent related to the Customer's work, all other time, personal mobile calls etc. is non-chargeable. All charges are subject to VAT at the prevailing rate except in cases where the work carried out is zero rated. Our callout charges include up to 60 minutes on site and Service charges are based on and thereafter additional Labour charges are based on 15 minute intervals. Our prices are available by request by contacting sales@shelfordheating.co.uk. Weekend Charges are a premium service and as such increase. This Service provision is subject to availability and will not always be in operation. We will not be offering a Sunday Service. Bank Holidays the Business will be closed. Our Telephone system will have facility for leaving messages which will be dealt with on the next normal working Day.

Material Collection - Collection of non-stock items are chargeable but: (a) Time must be kept to a minimum & reasonable. (b) The Customer must be informed wherever possible when the operative leaves the premises. (c) If the collection time is likely to exceed 45 minutes the customer must be additionally informed of the circumstances. (d) Only one engineer is allowed to leave the job to collect parts. (e) The collection of materials which should be normally stocked items is non-chargeable.

Payments - Invoices are due for payment immediately, and in any event no later than 14 days of work completed or date of invoice, whichever is the later. We Reserve the right to charge interest on overdue monies at a rate of 8% over the Bank of England Base rate (our Contractual rate) after a period of 28 days from the work completed date. We only accept payments on Credit Cards up to the Value of £200.00.

Where the date &/or time for works to be carried out is agreed by the Company with the Customer, then the Company shall use its best Endeavour's to ensure that the operative shall attend on the date & at the time agreed. However, the Company accepts no liability in respect of the non-attendance or late attendance on site of the operative/engineer or for the late or non-delivery of materials.

The Customer shall accept sole liability to discharge the Company's account unless he/she discloses to the Company when initially instructing the Company to carry out work &/or supply materials that he/she is acting on behalf of a third party (including, but not limited to, a Limited Company or Partnership) & receiving a written estimate) the name of the third party appears on the written estimate.

If the Customer cancels their instructions prior to any work being carried out or materials supplied then the Customer shall be liable for any related expenditure together with the profit that would have been made by the Company had the work been carried out &/or materials supplied in accordance with such instructions.

If, after the Company shall have carried out the works, the Customer is not wholly satisfied with the works then the Customer shall give notice in writing within 12 months to the Company & shall afford the Company, and its insurers, the opportunity of both inspecting such works, & carrying out any necessary remedial works if appropriate. The Customer accepts that if he fails to notify the Company as aforesaid then the Company shall not be liable in respect of any defects in the works carried out.

The Guarantee shall be for Labour only in respect of faulty workmanship for 12 months from the date of completion with the manufacturer's warranty in force.

The Guarantee will become null & void if the work/appliance completed/supplied by the Company is: (a) Subject to misuse or negligence. (b) Repaired, modified or tampered with by anyone other than a Company operative. The Company will accept no liability for, or guarantee materials supplied by the Customer & will accept no liability for any consequential damage or fault.

The company will not guarantee any work in respect of blockages in waste & drainage systems.

The company will not guarantee any work undertaken on instruction from the customer & against the written or verbal advice of the operative/engineer.

Work is guaranteed only in respect of work directly undertaken by the company & payment in full has been made. Any non-related faults arising from recommended work which has not been undertaken by the company will not be guaranteed.

The company shall not be held liable or responsible for any damage or defect resulting from work not fully guaranteed or where recommended work has not been carried out.

These terms & conditions may not be released, discharges, supplemented, interpreted, varied or modified in any manner except by an instrument in writing signed by a duly authorized representative of the Company & by the Customer. Further, these terms & conditions shall prevail over any terms & conditions used by the Customer or contained or set out or referred to in any documentation sent by the Customer to the Company; by entering into a contact with the Company the Customer agrees irrevocably to waive the application of any such terms & conditions.

Title to any goods, supplied by the Company to the Customer shall not pass to the Customer but shall be retained by the Company until payment in full for such goods has been made by the Customer to the Company.

The Company shall not be liable for any delay or for the consequences of any delay in performing any of its obligations if such delay is due to any cause whatsoever beyond its reasonable control & the Company shall be entitled to a reasonable extension of the time for performing such obligations.

The Company shall only be liable for rectifying works completed by the Company & shall not be held responsible for ensuing damage or claims resulting from this or other work overlooked or subsequently requested & not undertaken at that time.

These terms & conditions & all contracts awarded between the Company & Customer shall be governed & construed in accordance with English law & shall be subject to the exclusive jurisdiction of the English law.



Issue	Recent occurrences of the car park gate not being opened in the morning has led to cars parking inconsiderately on The Moor. This caused an issue for one resident who could not safely exit their road and clipped the curb causing damage to their car. Two staff members at Little Hands currently hold keys for the gate and open on arrival – well before parents arrive for drop off. Planned absences are covered by Little Hands but on occasion the manager is called away at short notice and is not able to arrange cover to open the gate.
Proposal	The proposal is that we provide one extra copy of the car park key, to be kept on the premises, to allow any staff member to unlock the gate after they have arrived. We also propose to add the manager to the key holders WhatsApp group – if there is occasion that they are unable to cover the gate opening they can let the group know and one of the group members can assist if they are able.
Cllr Action	Please raise any concerns or provide alternative solutions.

Message from resident to Little Hands:

Sorry to be sending you this email, I live down on Piggott Close and numerous times this week when I have left for work gone 08:00 the gate to the car park in the nursery has not been opened. This means that your parents who are dropping of their children are parking right on the corner of the road making it difficult to get out or even see clear down the road to get out safely.

Unfortunately this morning was the same. I left my home at 8:20, there was a white car parked in front of the gate because it was locked and there was another car parked right on the corner of the road when you turn left from Piggott close onto the moor. Due to the gate not being opens and it being so tight for cars to get through I have now damaged my wheels and as you can imagine I am not very happy about this as this is now going to cost to get it repaired. A repair that I do not feel I should have to pay for on the basis the gate is meant to be open at 08:00 by the nursery and that is not happening.

I would appreciate if you could look into this and come back to me.

I will also be reaching out to the Melbourn council regarding this as the gate is not getting open to allow your parents to drop off their children.

Little Hands have responded to the resident and informed them that we will work together to try and ensure this does not happen in the future.

Responsibility for the damage to a resident's car does not fall to either Little Hands or the Parish Council on this occasion. Responsibility for any damage would be with the vehicles that had parked inconsiderately and the driver. The issue should be addressed through their insurance company or between the parties involved as the incident occurred on the public highway.

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 24 July 2025

Details of work required	Reported by	Notes	Actions	WHO?
Over grown vegetation at Pamlers Way	Resident	Vegetation in housing parking area overgrown and encroaching on neighbouring property. ///frightens.grocers.bookmark	Contacted Housing at SCDC - responded to confirm quotes for works to be gathered and carried out.	SCDC
Various Highways reports	Residents	Many reports of action required on Highways reporting tool	Watch responses - follow up if not actioned in suitable timeframe.	CCC
Over grown tree at Pamlers Way	Resident	Tree at rear of property causing concern.	Contacted Housing at SCDC.	SCDC

Details of work	Reported by	Notes	Actions	WHO?
Bug hotel	Wardens	Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park	Supplies gathered	Wardens
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing	Office / Wardens
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.	Wardens
Bus stop	Wardens	Wardens highlighted need to clean and repaint High St bus stop	Wardens to complete as and when suitable.	Wardens
Wild flowers at Moor car park	Cllr	Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers.	Agreed to purchase seed and sow in September 2025	Office
Memorial bench on New Rec	Cllr	Ground anchors removed, bench needs re-fixing.	Wardens to review works.	Wardens

Letters to residents about encroaching on pathway / roadway

Number of letters		
High Street	1	
High Street	1	
Beechwood Ave	4	Offered assistance, requested permission to carry out works, With Environment SCDC
High Street	3	Offered assistance - contacted ccc
Norgetts Lane	1	
Norgetts Lane	1	
High Street	1	
High Street	1	
Victoria Way	1	
High Street	1	
High Street	1	Already actioned.