



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

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

A meeting of the Maintenance Committee held on Wednesday 27 August 2025 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark (Chair), Kyprianou

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA043/2526 To receive nominations and elect a Chair of the Maintenance Committee

Cllr Kyprianou was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Kyprianou as Chair of the Maintenance Committee for the civic year 2025/2026. Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

Cllr Clark to chair this meeting.

MA044/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

Cllr Barnes was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Barnes as Vice Chair of the Maintenance Committee for the civic year 2025/2026. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

MA045/2526 To receive and approve apologies for absence

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

It was **RESOLVED** to accept those apologies.

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

MA046/2526 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.

MA047/2526 To approve the minutes of the Maintenance Committee Meeting held on 24 July 2025

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

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 24 July 2025 as an accurate record.

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

MA048/2526 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.

MA049/2526 Finance Matters:

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

The finance report was noted.

MA050/2526 Conservation Matters:

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

The report was noted.

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

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

A verbal report was given by RMRG. It was noted that river levels continue to be within satisfactory levels. Working parties continue with ongoing maintenance of the river. It was noted that more volunteers could be encouraged by advertising at Fowlmere Bird Reserve and on Facebook. Cllr Kyprianou also suggested Duke of Edinburgh (DofE) volunteer involvement for more physical work that could be planned. ACTION: RMRG to look at possibility of utilising DofE volunteers.

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

None received.

MA051/2526 Stockbridge Meadows:

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

A verbal report was given by Stockbridge Meadows Volunteers. Request for follow up on the trench being filled in requested. It was noted that the wildflower trial area had been set this week. ACTION: Office, volunteers and Warden to work on identifying which heritage trees are required for planting – costs to be presented to Council. It was noted that trees currently in the nursery bed will be transplanted to Stockbridge soon. The Local Nature Recovery Strategy consultation by Cambridge County Council was noted as open until 11 September. ACTION: Office to enquire how Stockbridge Meadows fits in the strategy and request update on application to be a designated Local Nature Reserve.

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

None received.

Maureen and Les Brierly left the meeting 19:55

MA052/2526 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. 3 plots were identified as requiring work. ACTION: Deputy Clerk to write to plot holders that require work and send general reminder about clearing paths and compost heaps. It was noted that tree had been removed from Grays as resolved. Work to tree requested for plot 5b. ACTION: Deputy Clerk to request quotes for work to trees. Warden noted that the gate requires a sign to inform plot holders to lock correctly to avoid damage. ACTION: Deputy Clerk to arrange for sign to be installed. ACTION: Deputy Clerk to investigate the terms of use for the allotment and if they need to include conditions for tree planting / tending.

- b) To receive an update on the Allotment Improvement Grant application.

Grant applications for allotment improvements have been made to the Allotment Improvement Grant through South Cambridgeshire District Council and the National Lottery Awards for All fund. Updates to be provided later in the year.

- c) To note successful application to £500 Growing Grant from SCDC to be used by the Community Plot.

Grant award was noted and thanks passed for continued support by the community plot volunteers.

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

None received.

Chris Selway left the meeting 20:07

MA053/2526 Governance Matters:

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

Inspection sheets were noted.

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

Incidents of damage or vandalism were noted. ACTION: Notice to be added to abandoned bicycle on Hopkins Homes.

- e) ~~To consider recommending to full council the changes to the key holder agreement and pavilion terms and conditions.~~

Item removed as duplicated in items below.

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

None received.

MA054/2526 Correspondence:

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

None received.

- b) To consider actions for request to works along Fowlmere Road.

Concern over Fowlmere Road safety considered. ACTION: Office raise concerns with Highways.

MA055/2526 Biodiversity:

- a) To receive any updates and consider actions.

None received.

MA056/2526 Cemetery Matters:

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

None received.

MA057/2526 Village Maintenance Matters:

- a) To note delegated approval of spend for materials for repair of Bowls Club fence at est. £240.00

Spend of £235.87 noted. ACTION: Office to contact Bowls Club about replacing the remaining panels.

- b) To consider quote for works to tree overhanging Bowls Club at a cost of £850+VAT

It was RESOLVED to approve quote for works to tree overhanging Bowls Club at a cost of £850+VAT.

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

- c) To consider actions for request for works to All Saints Church wall.

Request for works to All Saints wall discussed. ACTION: Office to follow up with All Saints to provide documented confirmation of responsibility to maintain closed churchyard and if this explicitly includes maintenance of boundary wall. Next actions to be considered after responsibility has been confirmed.

- d) To consider actions for request for the installation of lighting into All Saints Churchyard.

Request for works to install lighting in All Saints Churchyard discussed. It was RESOLVED to decline the request for funding works through the Parish Council due to any agreement (confirmation as requested above) would be for the maintenance of the Churchyard and not the improvement of facilities. ACTION: Office to contact ALL Saints with decision.

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

- e) To note kind offer from resident to revive old sign for High Street.

Offer noted with thanks.

- f) To note spend of £92.97, approved under Clerks delegation, for materials associated with pest control.

Spend noted.

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

None received.

MA058/2526 Pavilion/New Rec Matters:

- a) To receive report and consider approval invoice for works to pavilion heating at £1,066.50 (within funds as approved under PC059/2526f).

Completion of works to pavilion heating noted.

It was RESOLVED to approve the payment of invoice at a cost of £888.75+VAT.

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

- b) To consider approving changes to Pavilion hire terms and conditions to reflect emergency key use and provision.

Changes to Pavilion hire terms and conditions approved.

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

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

Cllr Kyprianou enquired about the pavilion being available for further use by MACS and the need for a deep clean. ACTION: Office to work with Community Coordinator on plans for use and investigate costs associated with further cleaning.

MA059/2526 Little Hands Matters:

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

None received.

MA060/2526 Policies and Risk Assessments:

- a) To consider recommending updates to Document 4.23 Parish Estate Safety Inspections for approval by Full Council.

It was RESOLVED to accept the updates to Document 4.23 Parish Estate Safety Inspections for approval by Full Council.

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

- b) To consider approving changes to key holder agreement to reflect emergency key use and provision.

It was RESOLVED to approve the changed to the key holder agreement.

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

- c) To receive any updates and consider actions.

None received.

MA061/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted. ACTION: Office to contact Greenways and Highways about drain issues identified by Wardens on village inspections. ACTION: Greengage Rise and Orchard Road hedge trimming to be quoted with the intention of adding to the village maintenance contract.

MA062/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA063/2526 To note date of next planned meeting: Wednesday 17 September 2025 at 19:30.

The date of the next Maintenance Committee meeting was noted as Wednesday 17 September 2025.

Meeting closed 20:58



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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

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: July 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 31st July 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.

- **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.
- **Reporting detail:** By showing the income and subsequent expenditure will allow the committee to see how much each area costs and assess the income and or the community benefit that is derived from our assets.
- **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.
- **Pavillion Boiler:** This was an unplanned repair in July.
- **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

July 25

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Maintenance</u>							
<u>110 Wardens</u>							
4000 Salaries & Pensions	6,342	19,747	13,405		13,405	32.1%	
4110 Insurance	213	689	476		476	31.0%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	201	647	446		446	31.1%	
4235 Wardens Materials	77	0	(77)		(77)	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	6,834	27,622	20,788	0	20,788	24.7%	0
Net Expenditure	(6,834)	(27,622)	(20,788)				
<u>210 Allotments</u>							
1200 Allotment Rent received	102	3,154	3,052			3.2%	
Allotments :- Income	102	3,154	3,052			3.2%	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	102	(144)	(246)				
<u>220 Conservation</u>							
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%	
Conservation :- Income	3,939	3,850	(89)			102.3%	0
4000 Salaries & Pensions	1,488	4,619	3,131		3,131	32.2%	
4175 Subcontractors	998	3,300	2,302		2,302	30.2%	
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	(308)	3,546	3,854		3,854	(8.7%)	
4370 Project work	369	1,026	657		657	35.9%	308
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	6,008	17,923	11,915		11,915	33.5%	
Conservation :- Indirect Expenditure	10,033	43,126	33,093	0	33,093	23.3%	931
Net Income over Expenditure	(6,094)	(39,276)	(33,182)				
6000 plus Transfer from EMR	931	0	(931)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(5,163)	(39,276)	(34,113)				
<u>230 Stockbridge Meadows</u>							
4320 Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635 Village Maintenance Contract	294	0	(294)		(294)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	341	0	(341)	0	(341)		0
Net Expenditure	(341)	0	341				
<u>250 Cemetery General</u>							
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	3,226	9,752	6,526		6,526	33.1%	
Cemetery General :- Indirect Expenditure	3,226	9,752	6,526	0	6,526	33.1%	0
Net Income over Expenditure	(2,616)	(5,727)	(3,111)				
<u>260 Orchard Road Cemetery</u>							
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	118	278	160		160	42.3%	
4505 Electricity	47	221	174		174	21.1%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	164	1,234	1,070	0	1,070	13.3%	0
Net Income over Expenditure	(64)	(1,234)	(1,170)				
<u>270 New Road Cemetery</u>							
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%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Rates	360	845	485		485	42.6%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	2,710	4,490	1,780	0	1,780	60.4%	2,350
Net Income over Expenditure	(430)	(4,490)	(4,060)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
Movement to/(from) Gen Reserve	1,920	(4,490)	(6,410)				
<u>300 Play Areas</u>							
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)				
<u>310 Recreation Ground</u>							
1400 Match Fees	135	3,350	3,215			4.0%	
1500 Hire of Recreation Grounds	30	840	810			3.6%	
1610 Misc Income	646	0	(646)			0.0%	
Recreation Ground :- Income	811	4,190	3,379			19.4%	0
4430 Grounds Maintenance - Planned	0	3,225	3,225		3,225	0.0%	
4505 Electricity	162	518	356		356	31.3%	
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	2,150	6,502	4,352		4,352	33.1%	
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	5,080	14,579	9,499	0	9,499	34.8%	0
Net Income over Expenditure	(4,269)	(10,389)	(6,120)				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	30	100	70			30.0%	
Pavilion :- Income	30	100	70			30.0%	0
4125 Broadband & Telephone	74	177	103		103	42.1%	
4175 Subcontractors	403	1,728	1,326		1,326	23.3%	
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	865	2,822	1,957		1,957	30.6%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	153	417	264		264	36.7%	
Pavilion :- Indirect Expenditure	5,011	10,827	5,816	0	5,816	46.3%	0
Net Income over Expenditure	(4,981)	(10,727)	(5,746)				
<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>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	3,007	0	(3,007)				
Movement to/(from) Gen Reserve	(19,711)	(47,981)	(28,270)				
<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)				
<u>520 Little Hands</u>							
1600 Property Rental Income	9,000	27,000	18,000			33.3%	
Little Hands :- Income	9,000	27,000	18,000			33.3%	0

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Subcontractors	575	1,756	1,181		1,181	32.7%	
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%	10,652
Little Hands :- Indirect Expenditure	12,815	3,423	(9,392)	0	(9,392)	374.4%	10,652
Net Income over Expenditure	(3,815)	23,577	27,392				
6000 plus Transfer from EMR	10,652	0	(10,652)				
Movement to/(from) Gen Reserve	6,837	23,577	16,740				
<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	4,242	13,671	9,429		9,429	31.0%	
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	4,963	34,269	29,306	0	29,306	14.5%	0
Net Expenditure	(4,963)	(34,269)	(29,306)				
Maintenance :- Income	17,022	42,319	25,297			40.2%	
Expenditure	75,907	208,355	132,448	0	132,448	36.4%	
Net Income over Expenditure	(58,886)	(166,036)	(107,150)				
plus Transfer from EMR	16,940	0	(16,940)				
Movement to/(from) Gen Reserve	(41,946)	(166,036)	(124,090)				
Grand Totals:- Income	17,022	42,319	25,297			40.2%	
Expenditure	75,907	208,355	132,448	0	132,448	36.4%	
Net Income over Expenditure	(58,886)	(166,036)	(107,150)				
plus Transfer from EMR	16,940	0	(16,940)				
Movement to/(from) Gen Reserve	(41,946)	(166,036)	(124,090)				

Monthly water situation report: East Anglia

1 Summary - July 2025

The East Anglia rainfall for July 2025 ranged from 90% to 136% of the long term average for the month, with the wettest catchments being in the east of the area. There was a minor reduction in the area soil moisture deficit following a period of unsettled weather in the third week of the month. However, with above average temperatures in July, the soil moisture deficit for East Anglia remained notably high for the time of year at 121mm. For the majority of rivers, the flow for July 2025, when calculated as an average for the month, was less than the flow for June 2025. This is despite rainfall for July 2025 being approximately double the amount recorded for June 2025 in much of the area. Groundwater levels at the majority of report sites continue to fall, although remain normal to below normal for the time of year. Public water supply reservoirs within East Anglia ended July 2025 with levels ranging from 72% to 83% of full storage capacity.

1.1 Rainfall

July 2025 rainfall totals across East Anglia ranged from 90% to 136% of the long term average [LTA] for the month. The highest rainfall totals were recorded towards the east of the area, with East Suffolk and Broadlands both receiving approximately 76mm across the month. The average rainfall across East Anglia for July 2025 was 58mm, which is 107% of the historic LTA and is considered normal for the time of year. This approximately average July rainfall followed an exceptionally dry spring and start to summer. The East Anglia rainfall total for March 2025 to June 2025 was 81mm, which ranks as the fourth driest March to June period on record (1871 to 2025) for East Anglia.

1.2 Soil moisture deficit and recharge

The soil moisture deficit [SMD] for East Anglia at the end of July 2025 was 121mm. The SMD decreased following rainfall in the latter half of the month, although remains notably high for the time of year. The hydrological catchments with the highest SMDs are located towards the north-west of the area, with the Central Area Fenland and North West Norfolk and Wissey catchments having SMD values of between 146mm and 155mm.

1.3 River flows

For the majority of river flow report sites, the July 2025 month mean flow was less than the June 2025 month mean flow. This can largely be attributed to the expected steady recession in river base flows through the summer. Report sites along the Bedford Ouse, and its tributaries, recorded July 2025 flows considered normal for the time of year. The lowest flows were concentrated towards the centre of the area, with report sites on the Ely Ouse and its

tributaries, such as the Wissey and Little Ouse, recording exceptionally low flows for the time of year. Most notably, the July 2025 month mean flow for the Ely Ouse at Denver was 1% of the LTA.

1.4 Groundwater levels

Groundwater levels continue to fall in line with the expected seasonal pattern. The majority of report sites ended July 2025 with groundwater levels categorised as normal or below normal for the time of year. The groundwater level at Therfield Rectory, North Hertfordshire Chalk, continues to be notably high for the time of year. This is likely to be the result of a locally exceptional recharge season, with the September 2024 to February 2025 rainfall in the Upper Bedford Ouse catchment being the fifth wettest September to February rainfall total on record (1871 to 2025) for that catchment. The lowest groundwater levels are to the north-east with Hindolveston, Norfolk Chalk, and The Spinney, Wensum Chalk, respectively recording exceptionally low and notably low levels for July 2025.

1.5 Reservoir stocks

Public water supply reservoirs within East Anglia finished July 2025 with levels ranging from 72% to 83% of full storage capacity. In all cases, the end of July reservoir level was below the respective reservoir normal operating curve.

1.6 Forward look

1.6.1 Probabilistic ensemble projections for river flows at key sites

River flow projections for the Bedford Ouse, and its tributaries, show a high probability of normal or higher flows for September 2025. Flow projections for the Ely Ouse show a high probability of below normal or lower flows for September 2025. Whilst the flow at Denver is currently close to zero, we expect a significant recovery in flows with the end of the irrigation season.

1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater forecast for September 2025 reflects the current aquifer levels, with most forecast sites expected to be within the normal to below normal range, and Therfield Rectory expected to be within the notably high to above normal range. The majority of forecast sites show a greater than 50% chance of below normal or lower groundwater levels by March 2026, whilst Therfield Rectory is expected to have normal or higher groundwater levels.

Author: Hydrology Team, hydrology-ean-and-lna@environment-agency.gov.uk

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained in this report.

*[SMD]: soil moisture deficits

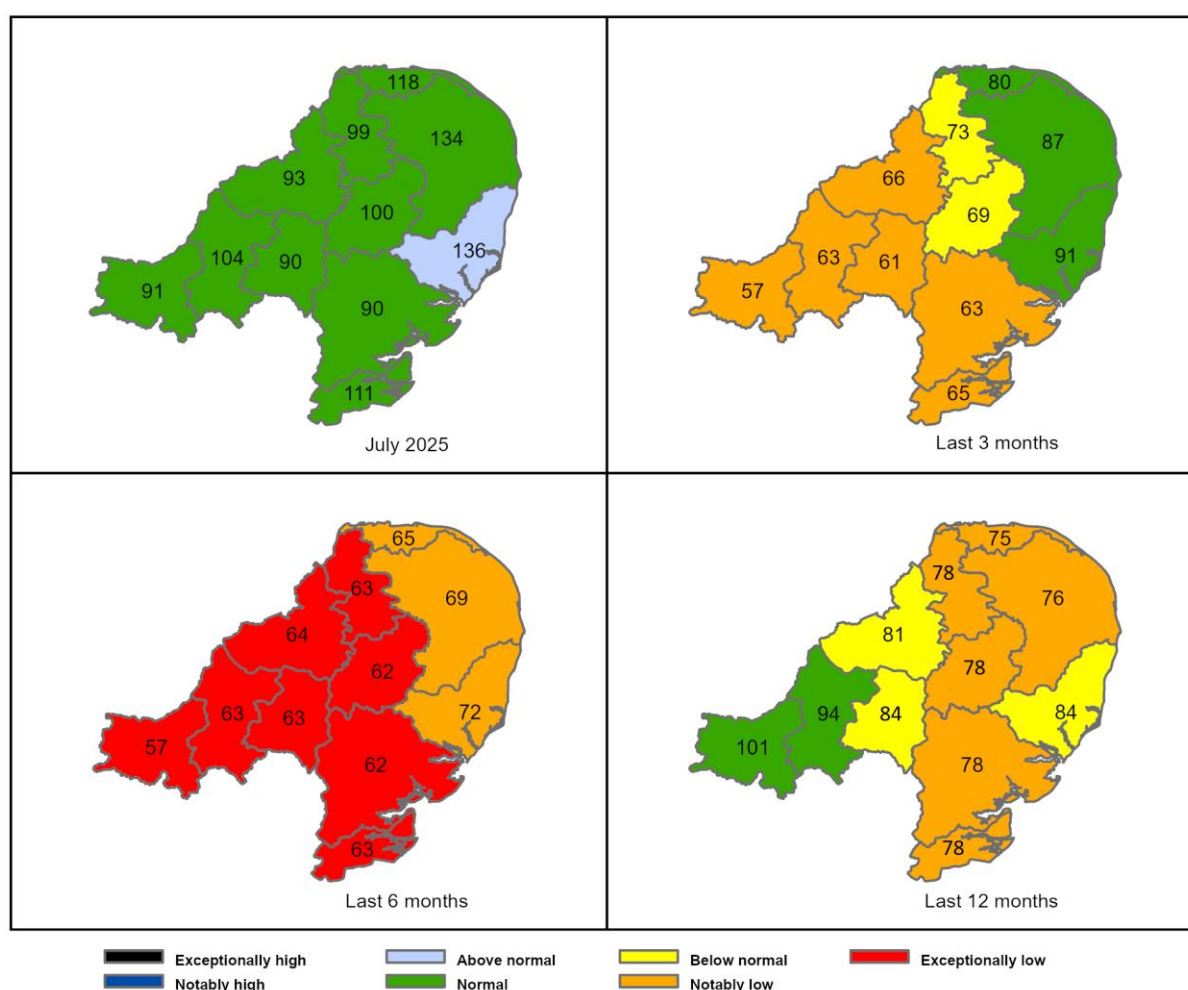
*[LTA]: long term average

Contact Details: 03708 506 506

2 Rainfall

2.1 Rainfall map

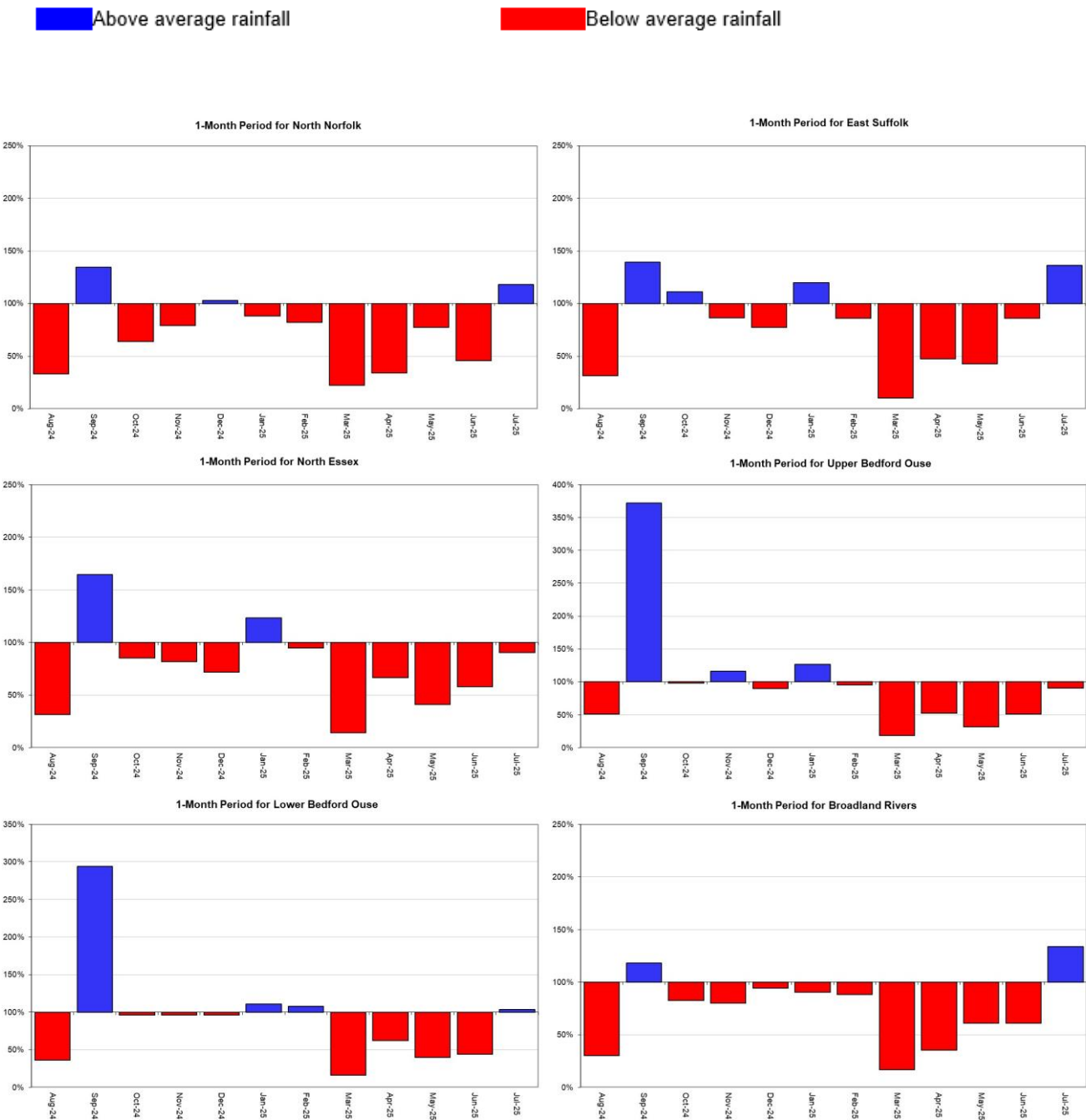
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 July 2025), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

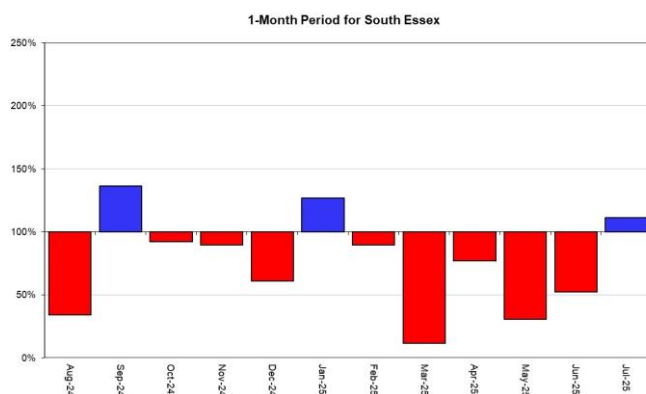
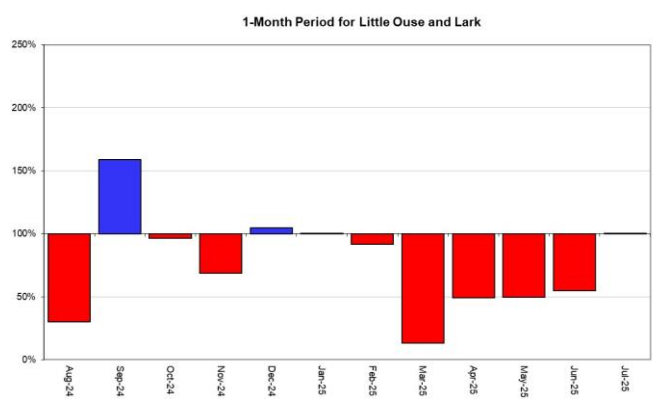
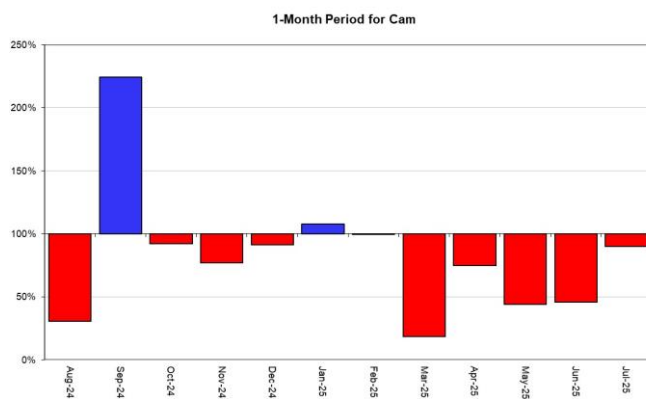
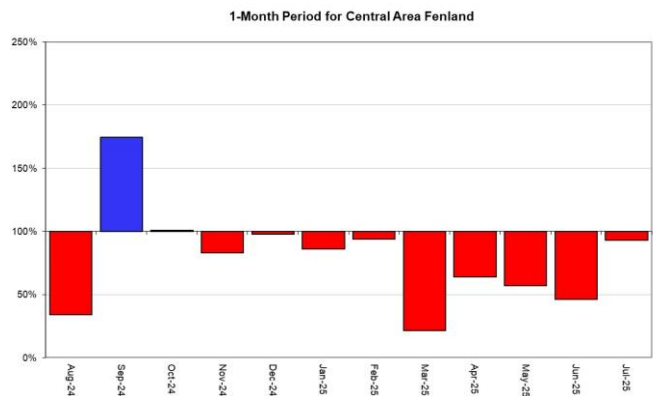
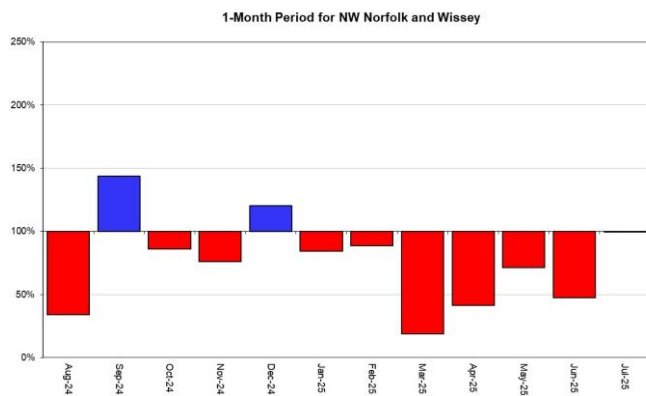


HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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

2.2 Rainfall charts

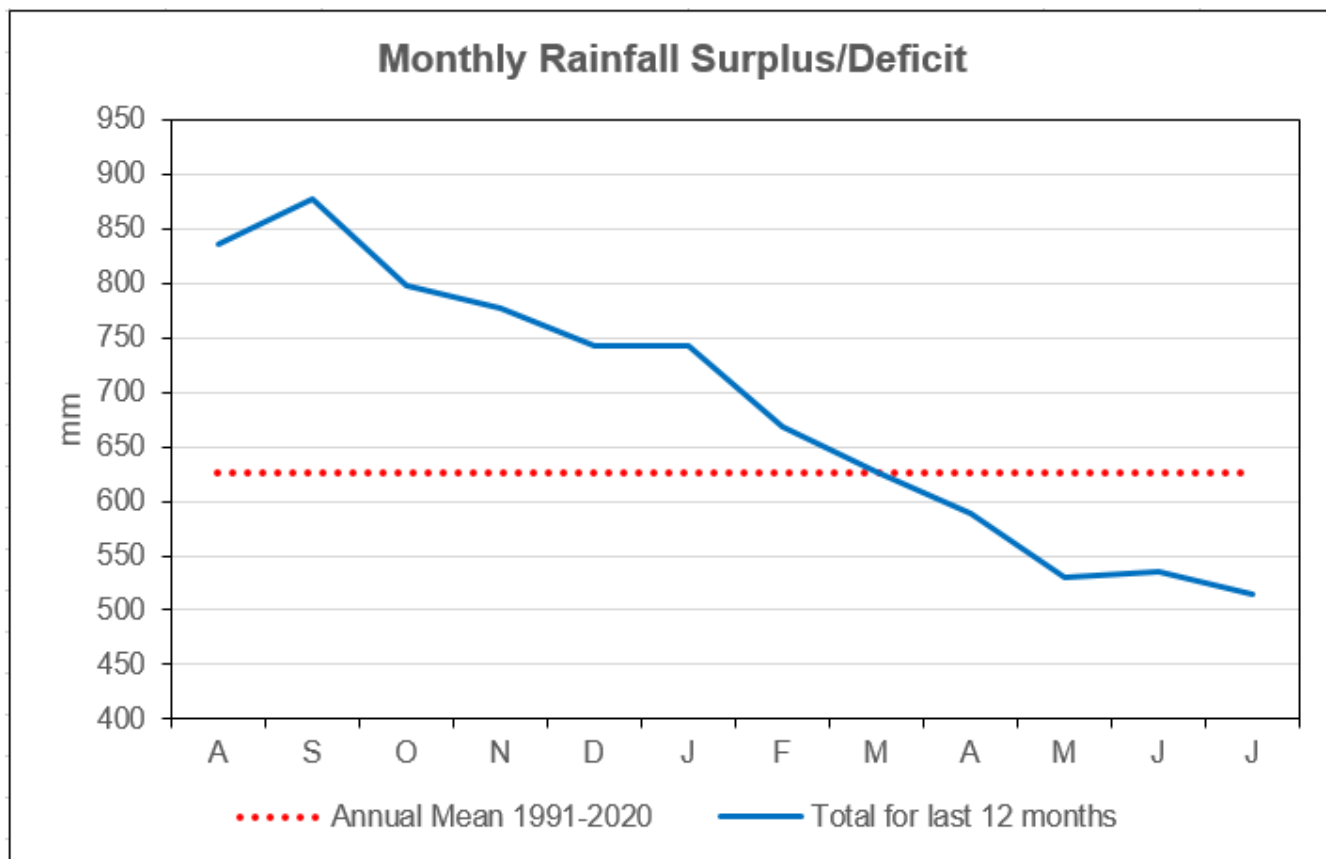
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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 3.1a: Soil moisture deficit values for 31 July 2025. Values based on the weekly MORECS data for real land use.

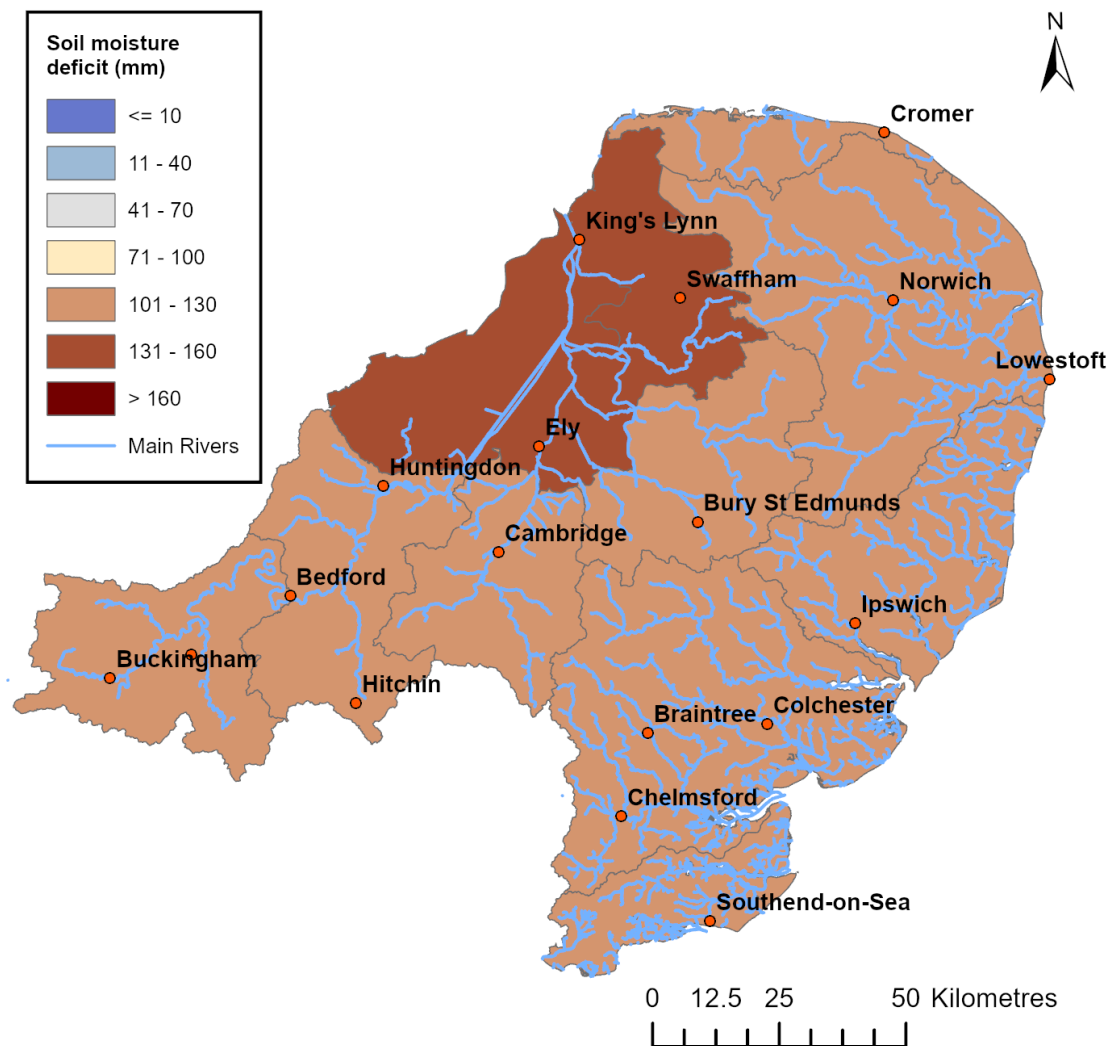
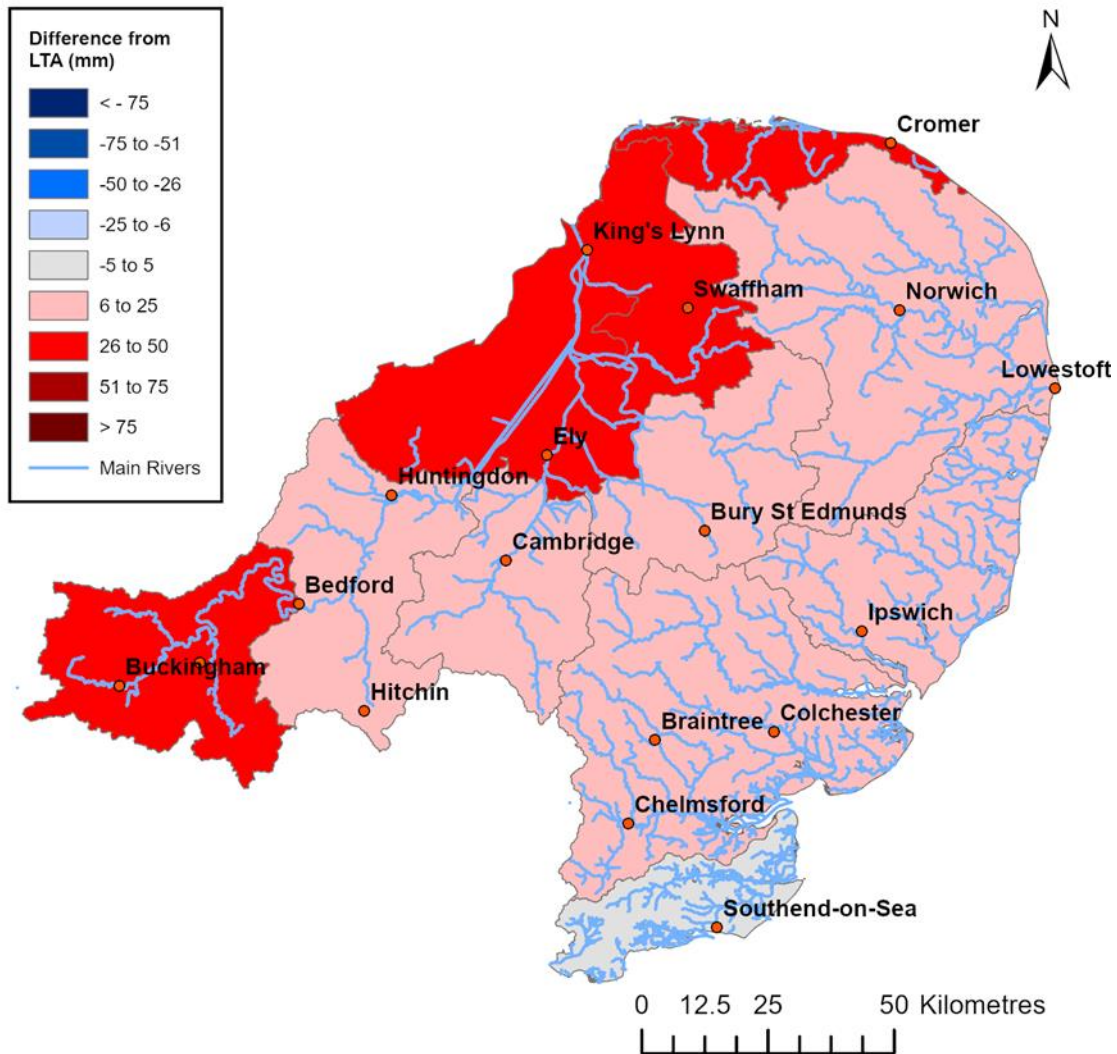


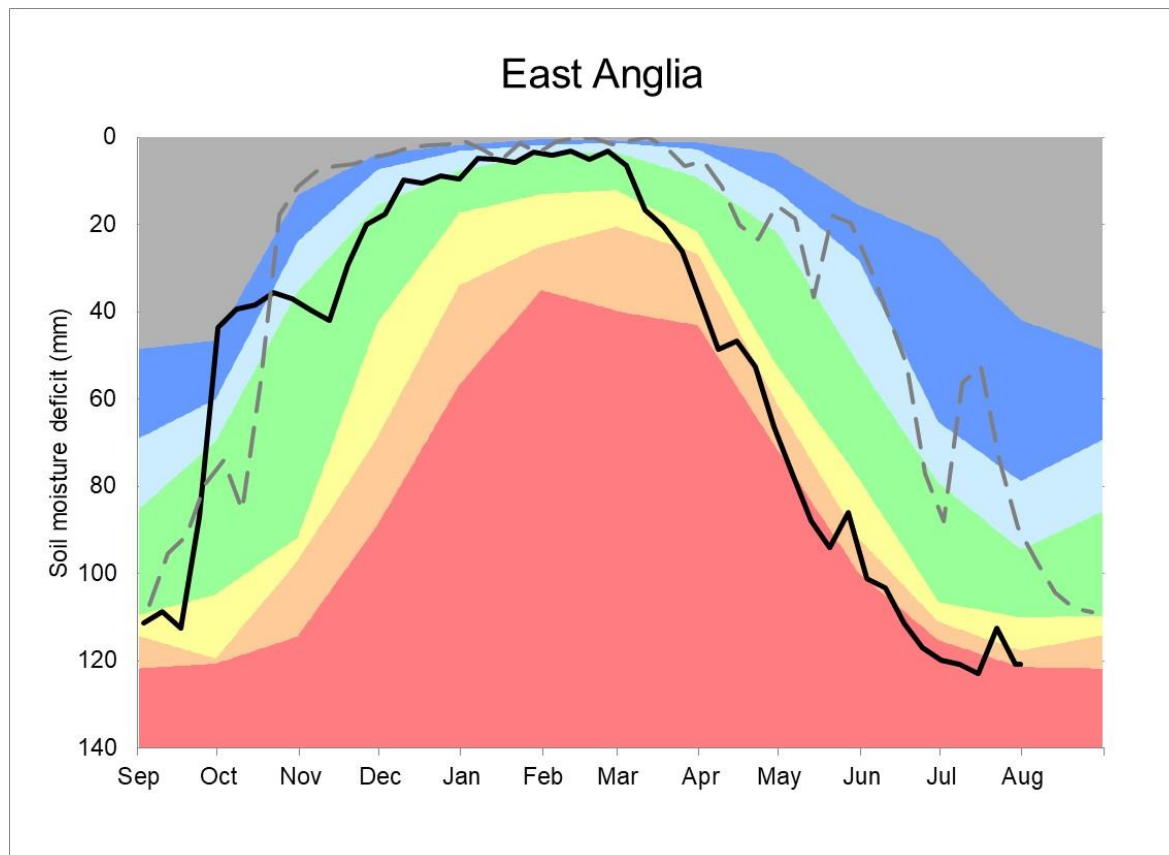
Figure 3.2b: A map displaying Soil moisture deficit values (for 31 July 2025) relative to long term average end of July soil moisture deficit values for hydrological catchments across East Anglia. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2025). All rights reserved. Environment Agency, 100024198, 2025.

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.

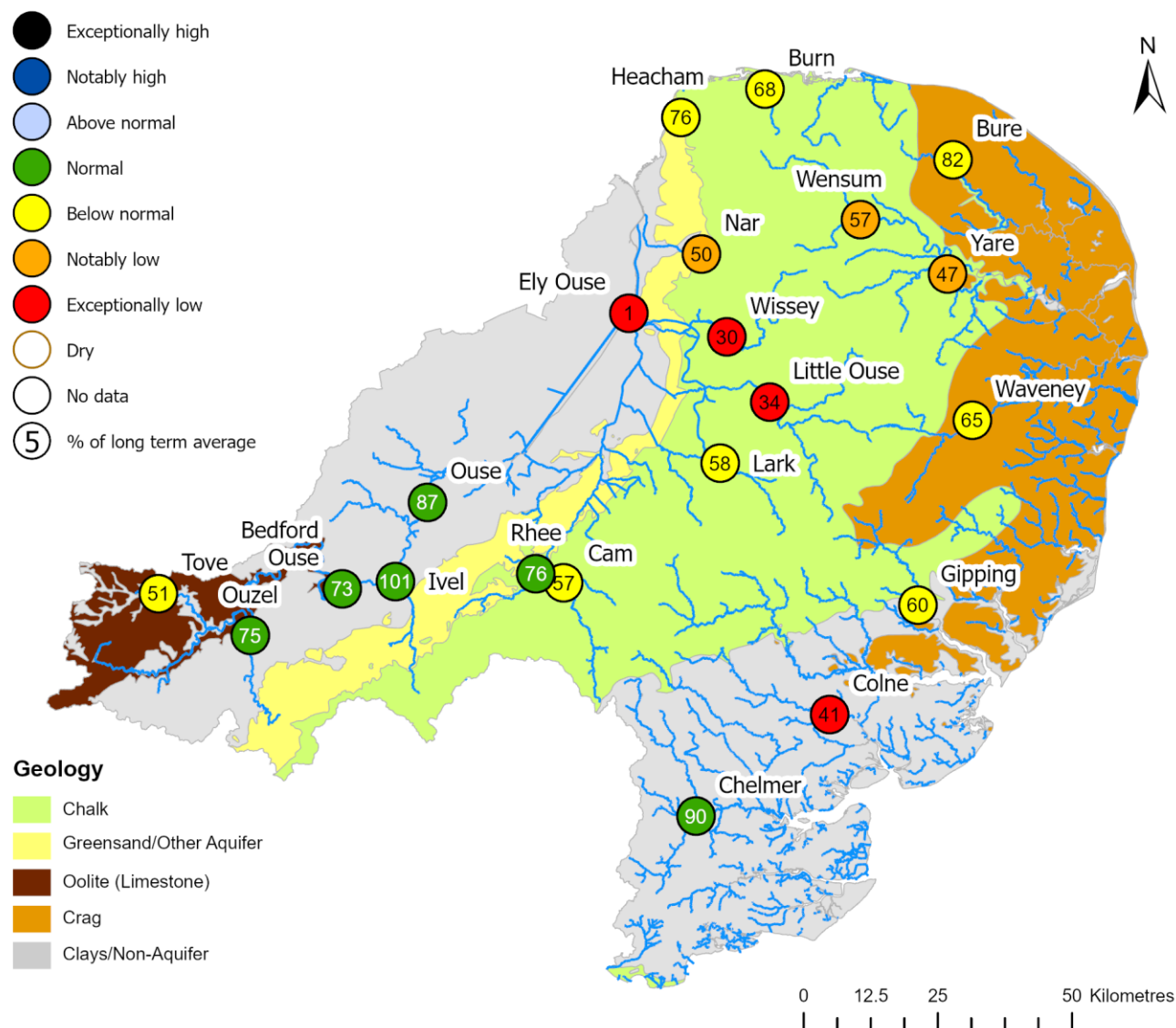


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4 River flows

4.1 River flows map

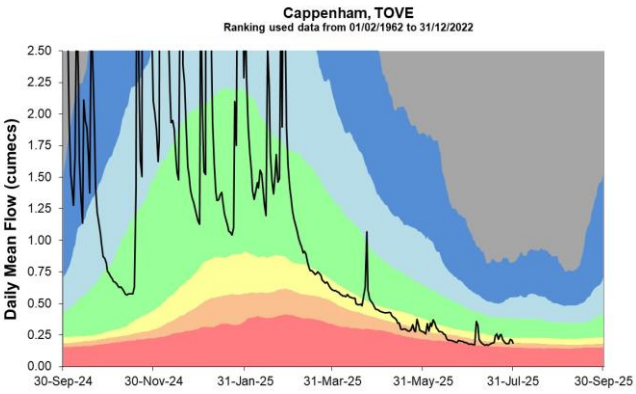
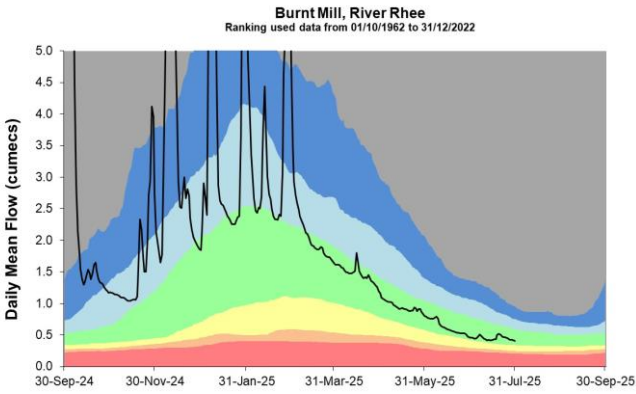
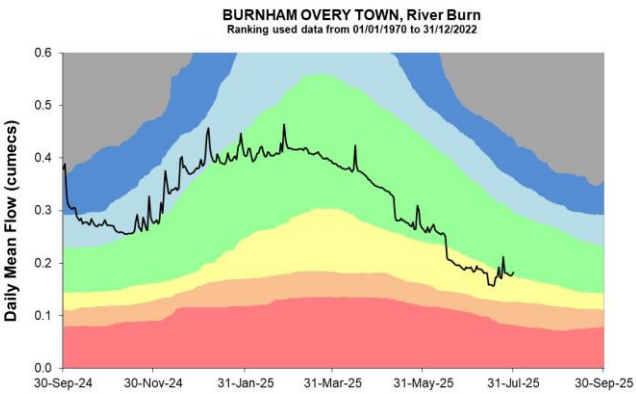
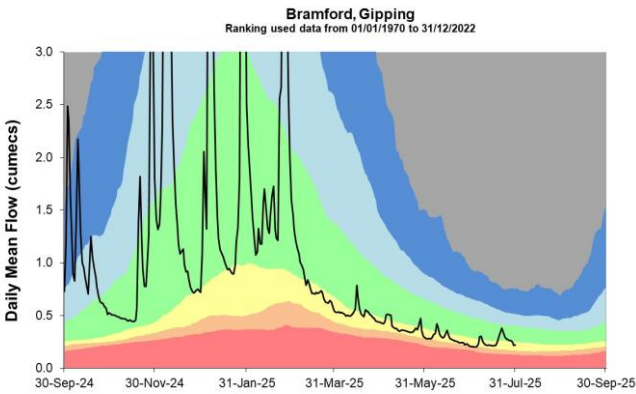
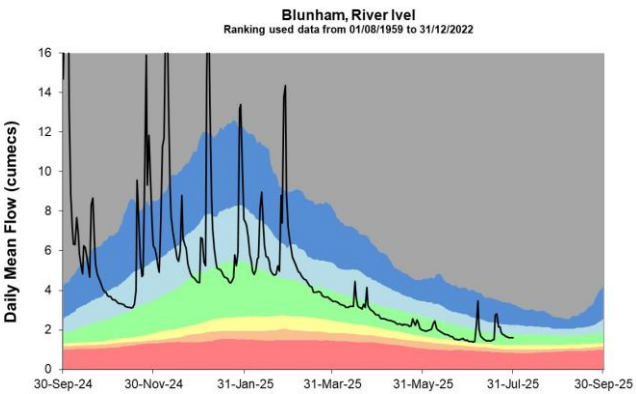
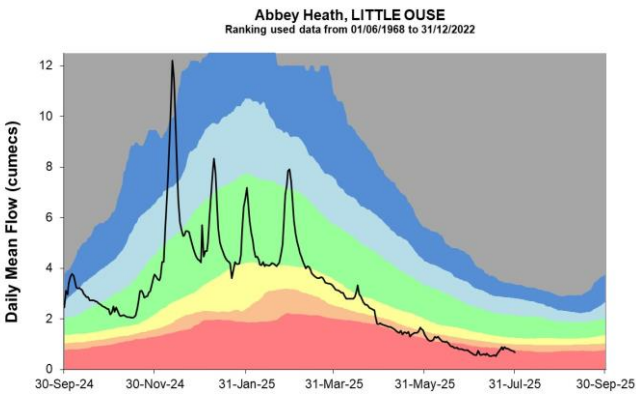
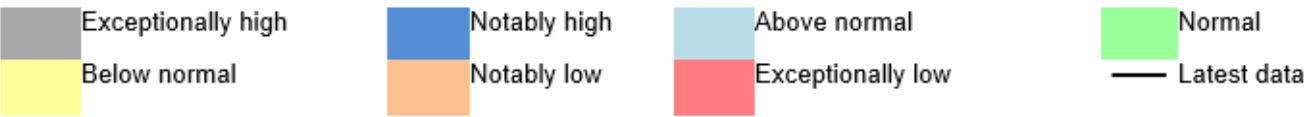
Figure 4.1: Monthly mean river flow for indicator sites for July 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic July monthly means Table available in the appendices with detailed information.

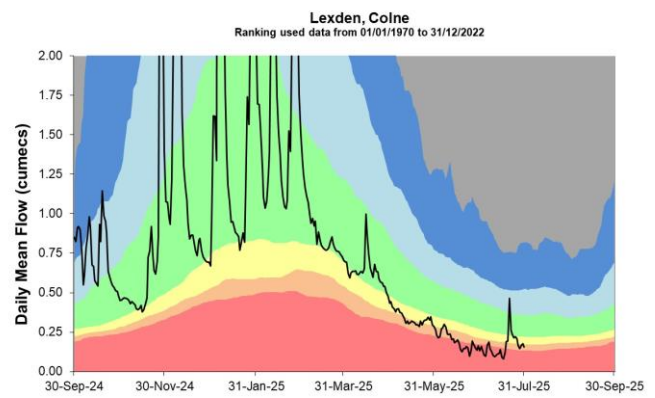
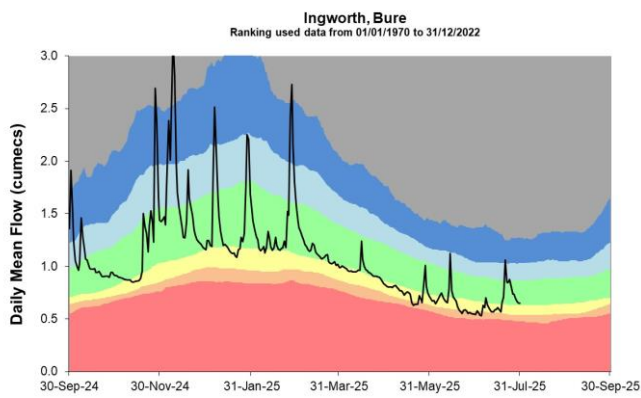
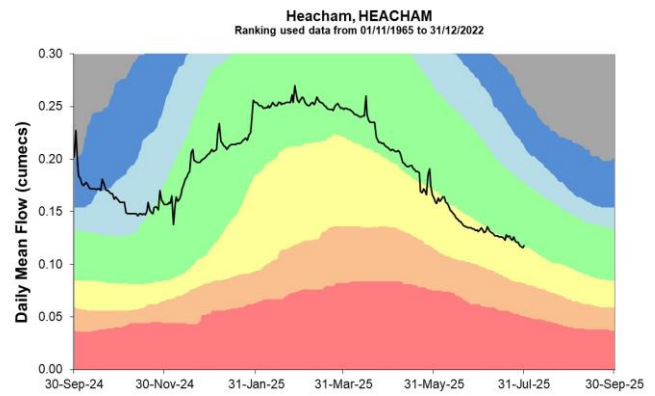
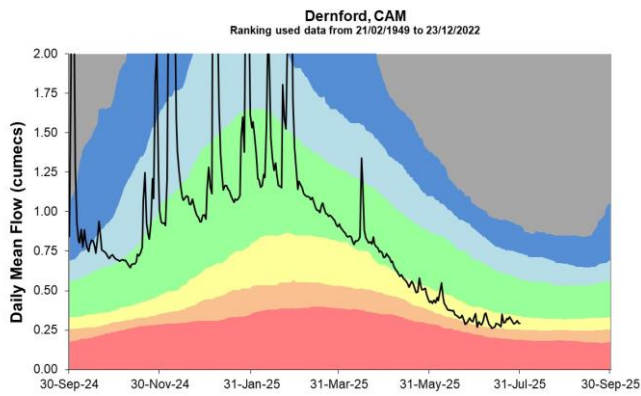
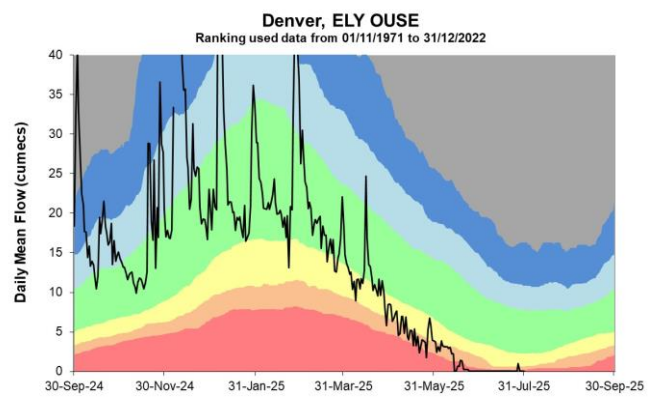
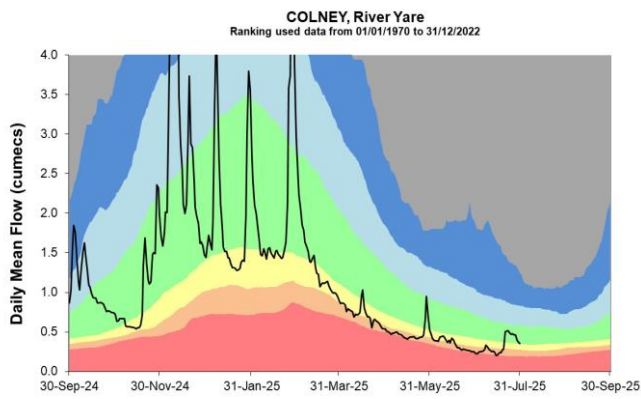


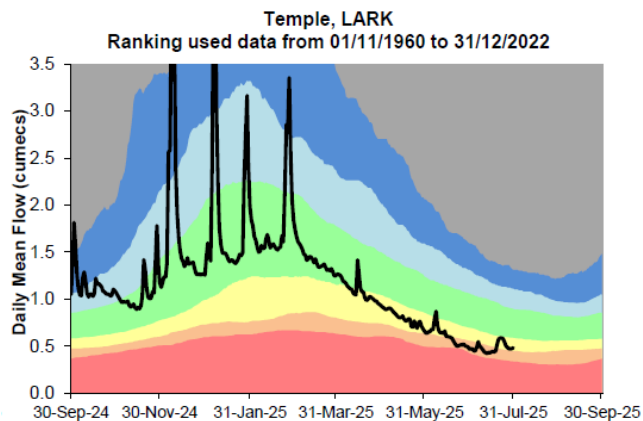
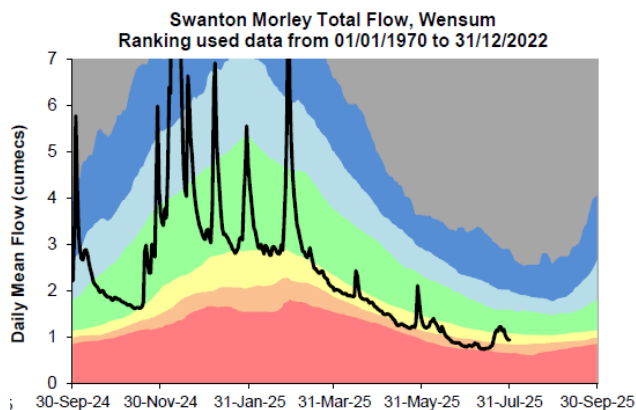
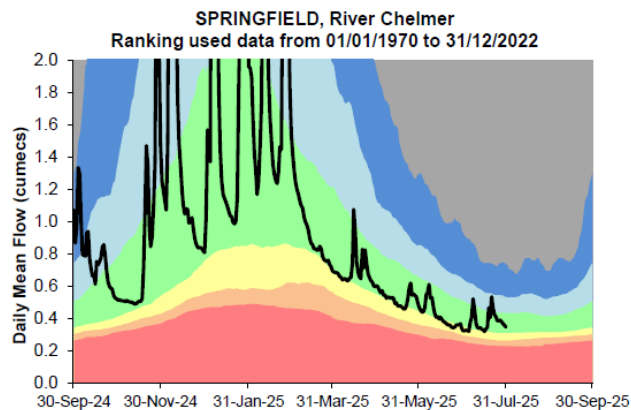
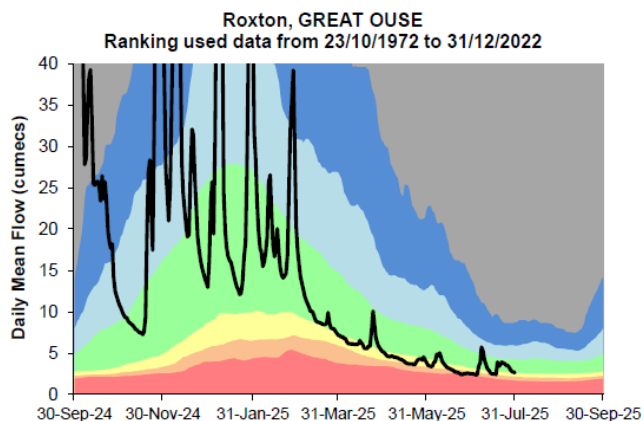
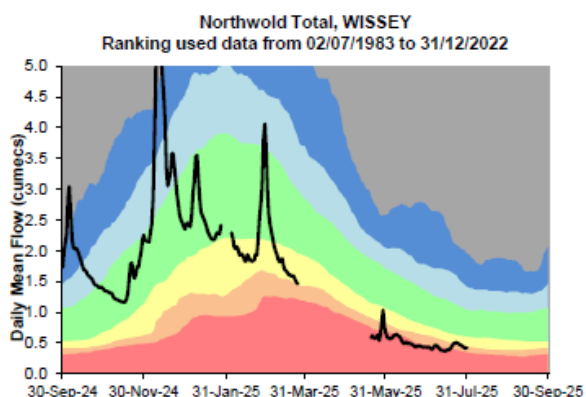
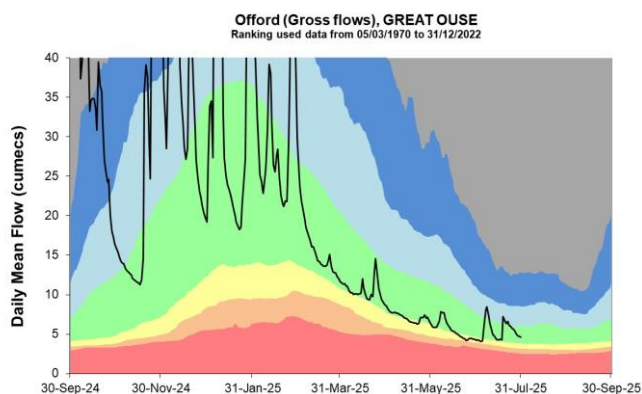
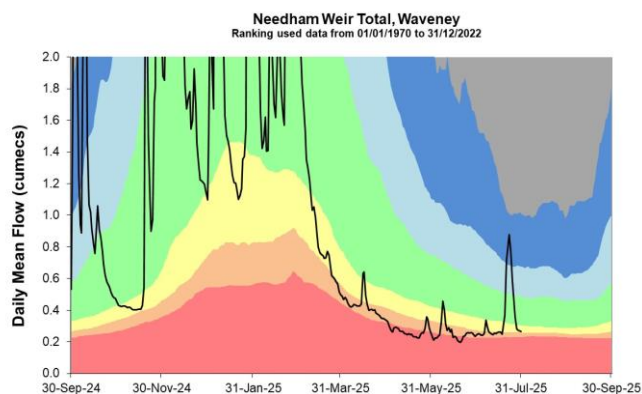
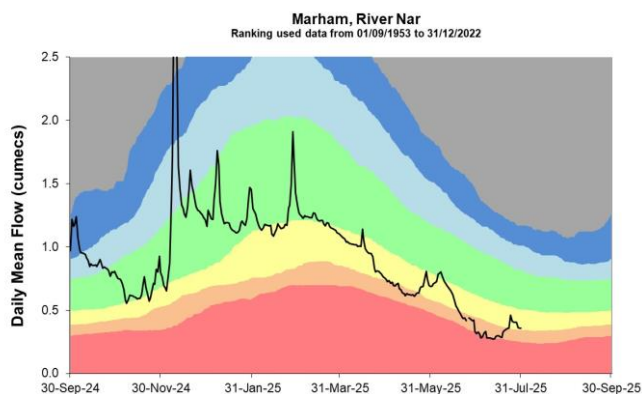
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

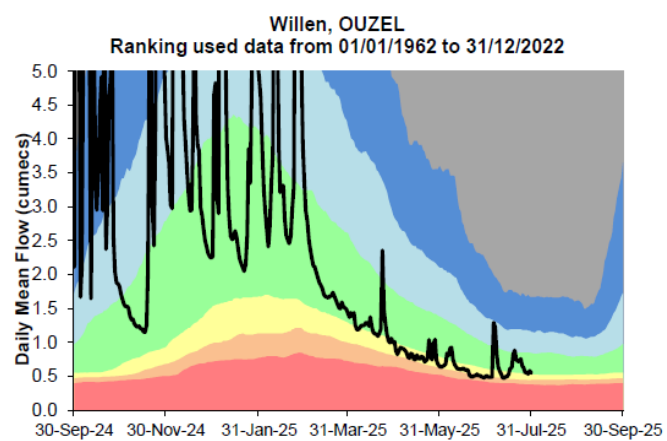
4.2 River flow charts

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.







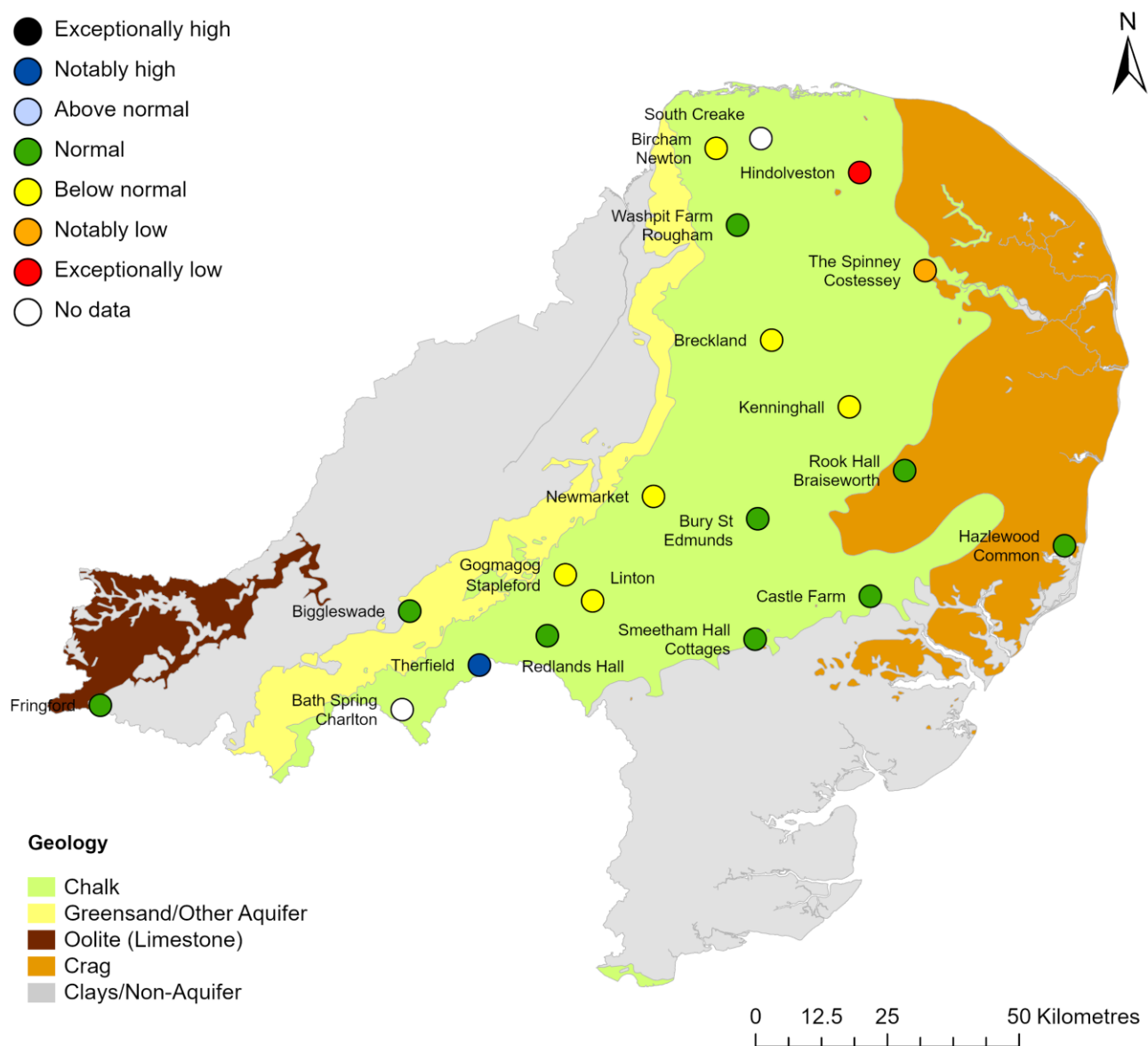


Source: Environment Agency.

5 Groundwater levels

5.1 Groundwater levels map

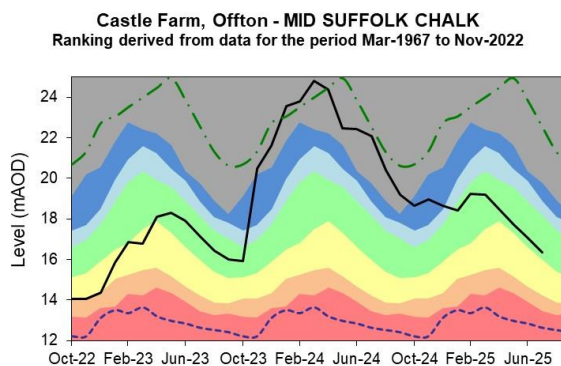
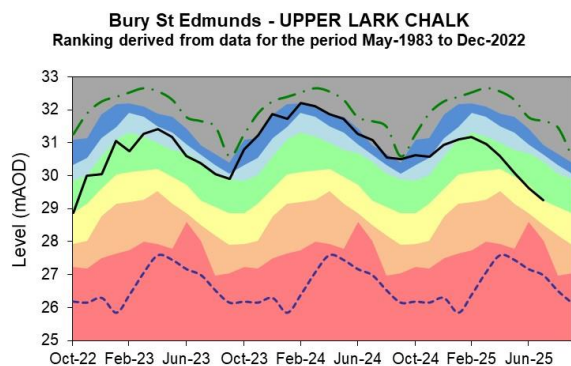
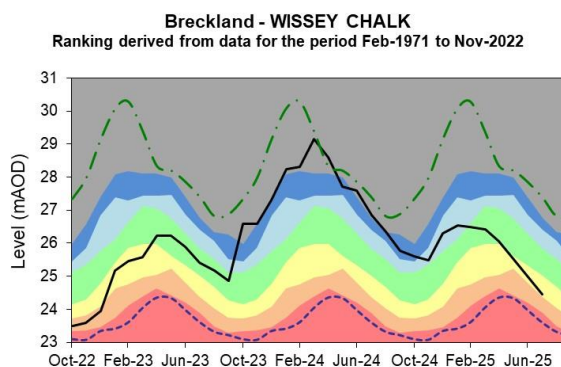
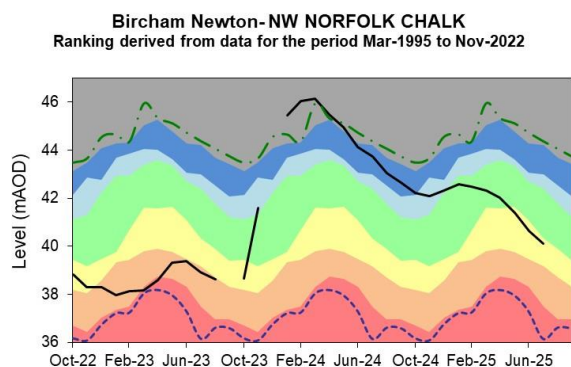
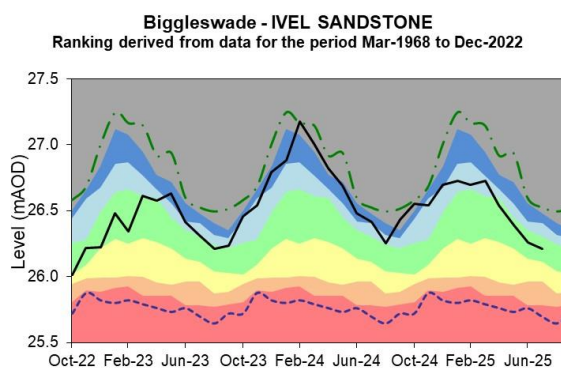
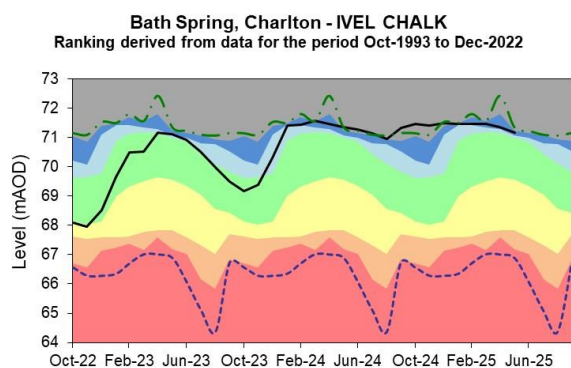
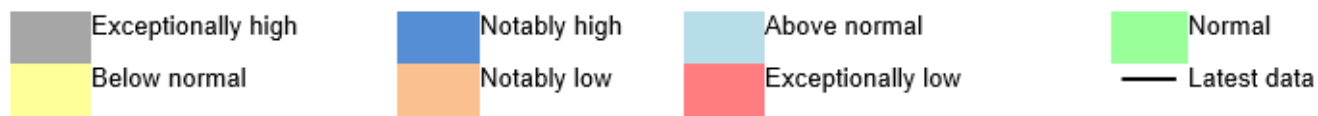
Figure 5.1: Groundwater levels for indicator sites at the end of July 2025, classed relative to an analysis of respective historic July levels. Table available in the appendices with detailed information.



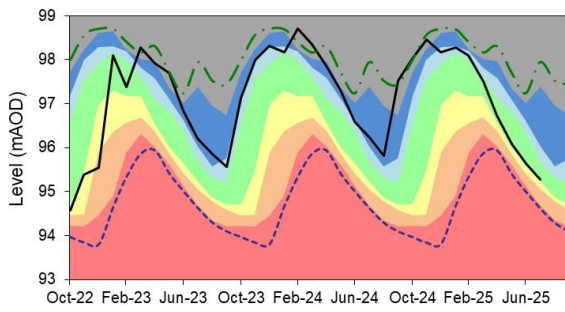
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

5.2 Groundwater level charts

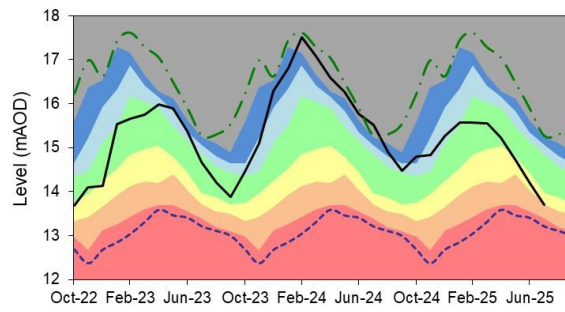
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



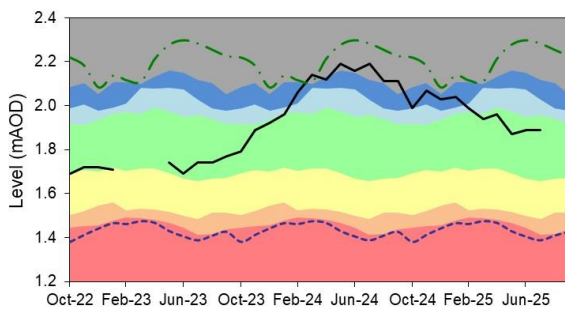
Fringford - GREAT OOLITE
 Ranking derived from data for the period Sep-1980 to Dec-2022



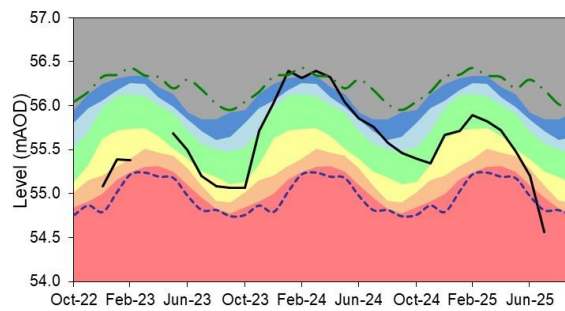
Gog Magog, Stapleford - CAM CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2022



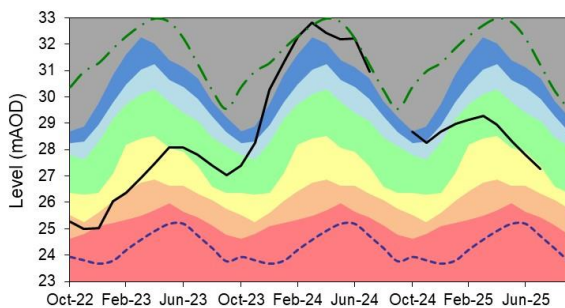
Hazlewood Common - SUFFOLK CRAG
 Ranking derived from data for the period Oct-1988 to Nov-2022



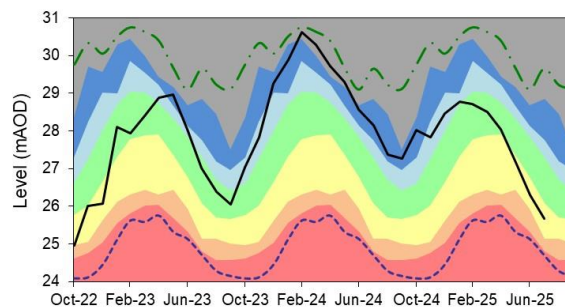
Hindolveston - NORFOLK CHALK
 Ranking derived from data for the period Sep-1984 to Nov-2022



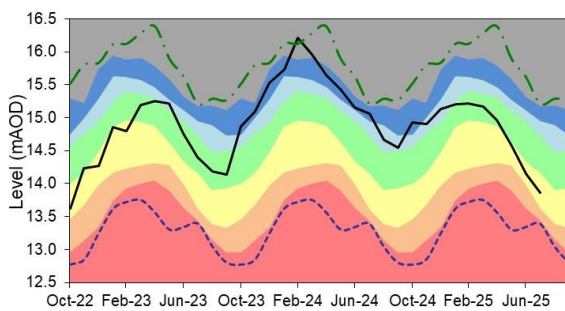
Kenninghall - LITTLE OUSE CHALK
 Ranking derived from data for the period Aug-1973 to Dec-2022



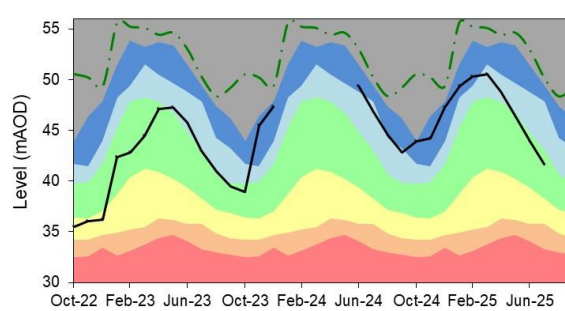
Linton-CAM CHALK
 Ranking derived from data for the period Jan-1980 to Dec-2022

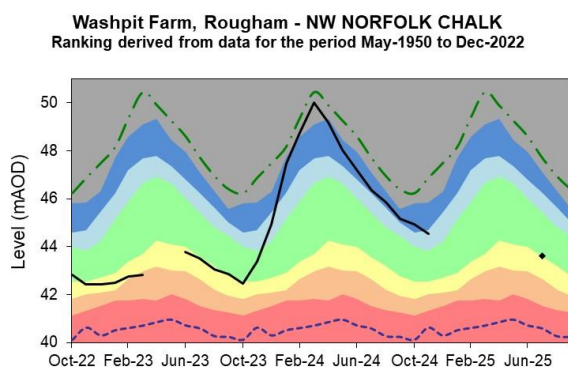
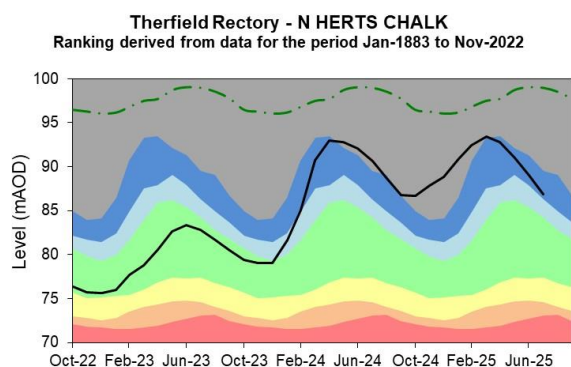
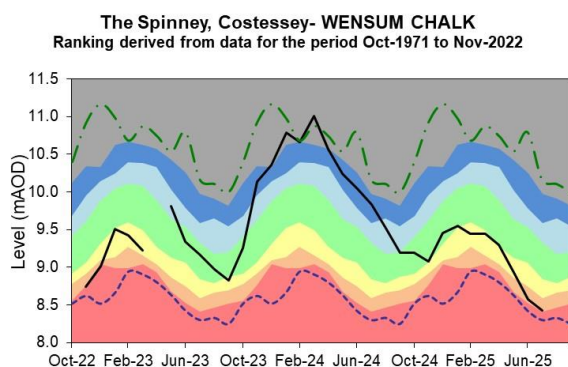
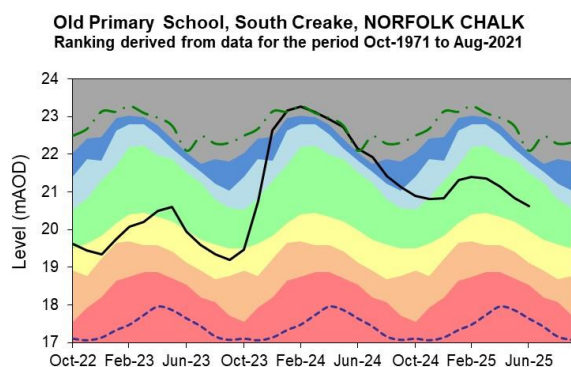
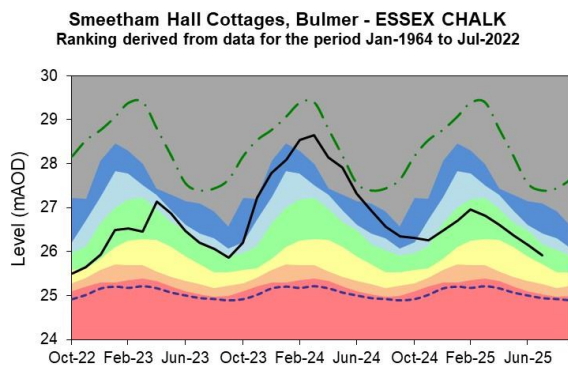
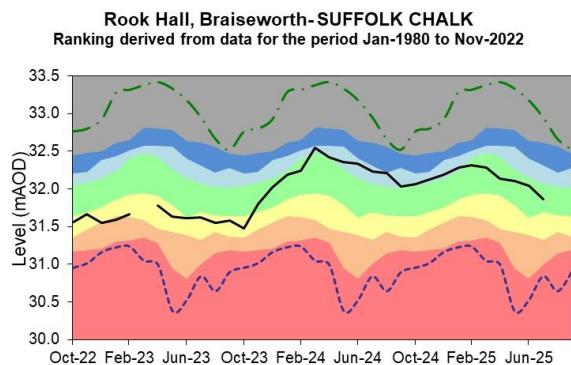


Newmarket - SNAIL CHALK
 Ranking derived from data for the period Feb-1983 to Dec-2022



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



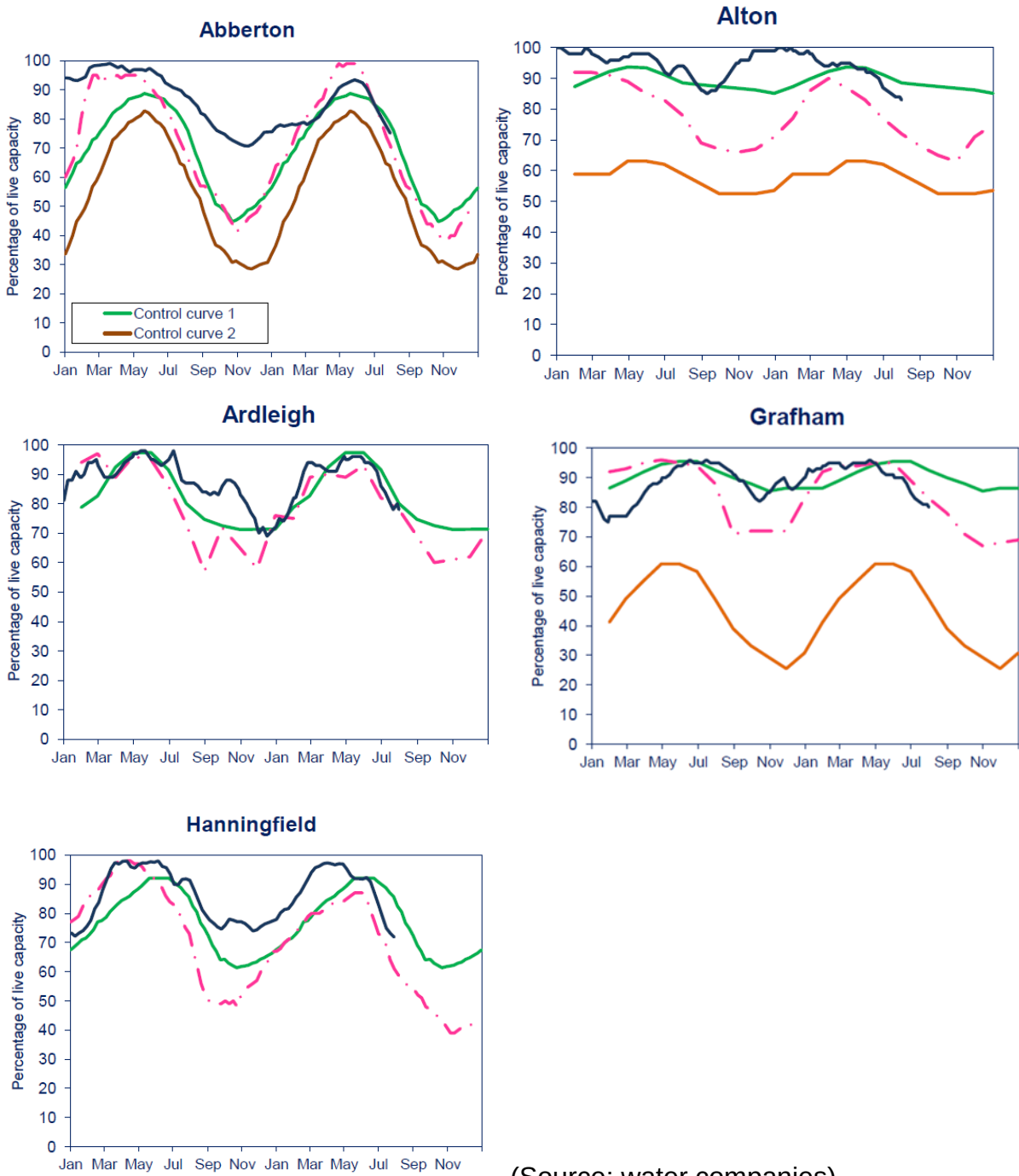


Source: Environment Agency, 2025.

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.

— 2024-2025 — Normal Operating Curve — Drought Alert Curve - - 1995-1996

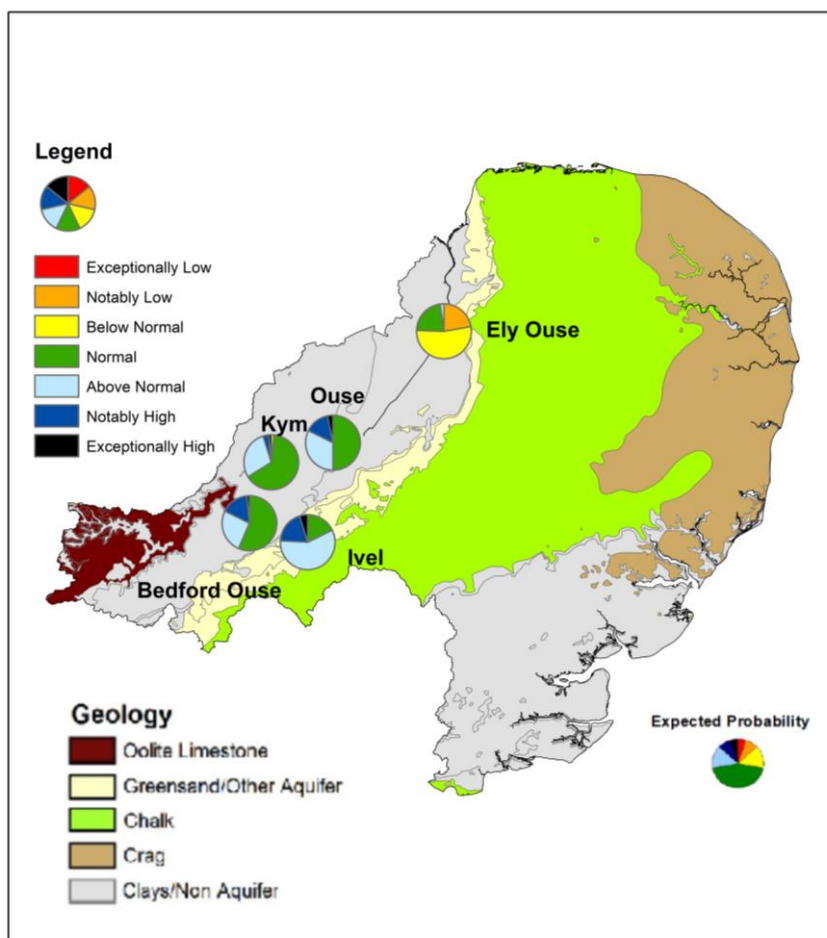


(Source: water companies).

7 Forward look

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

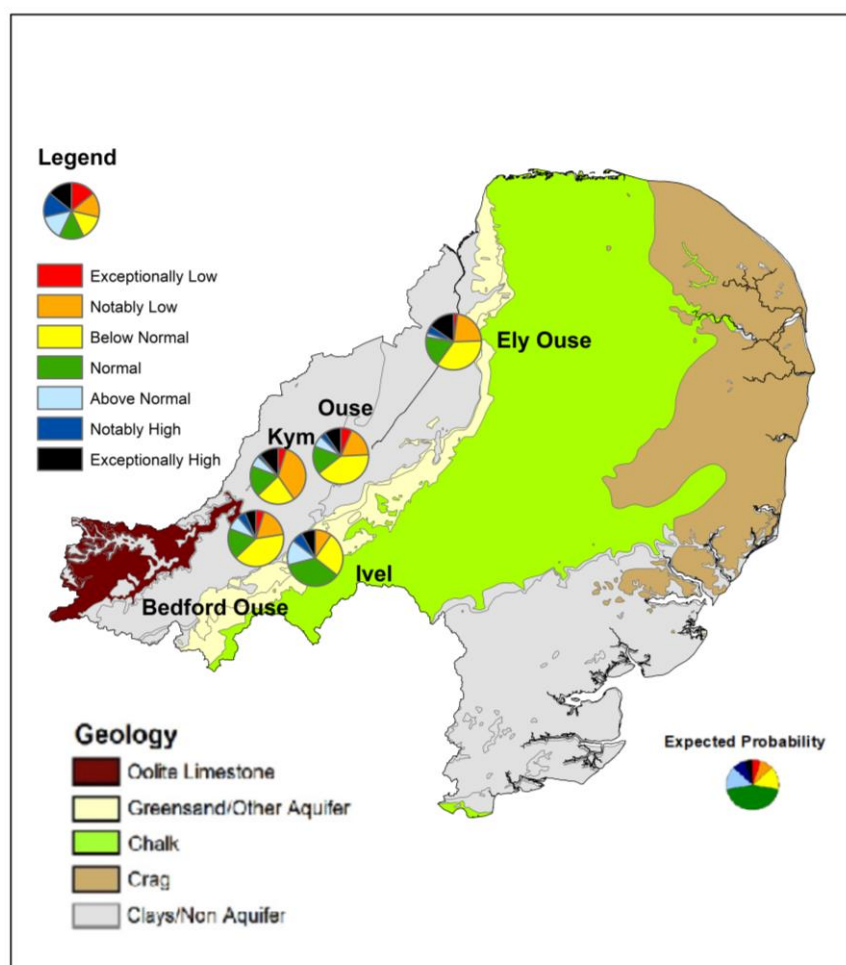
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

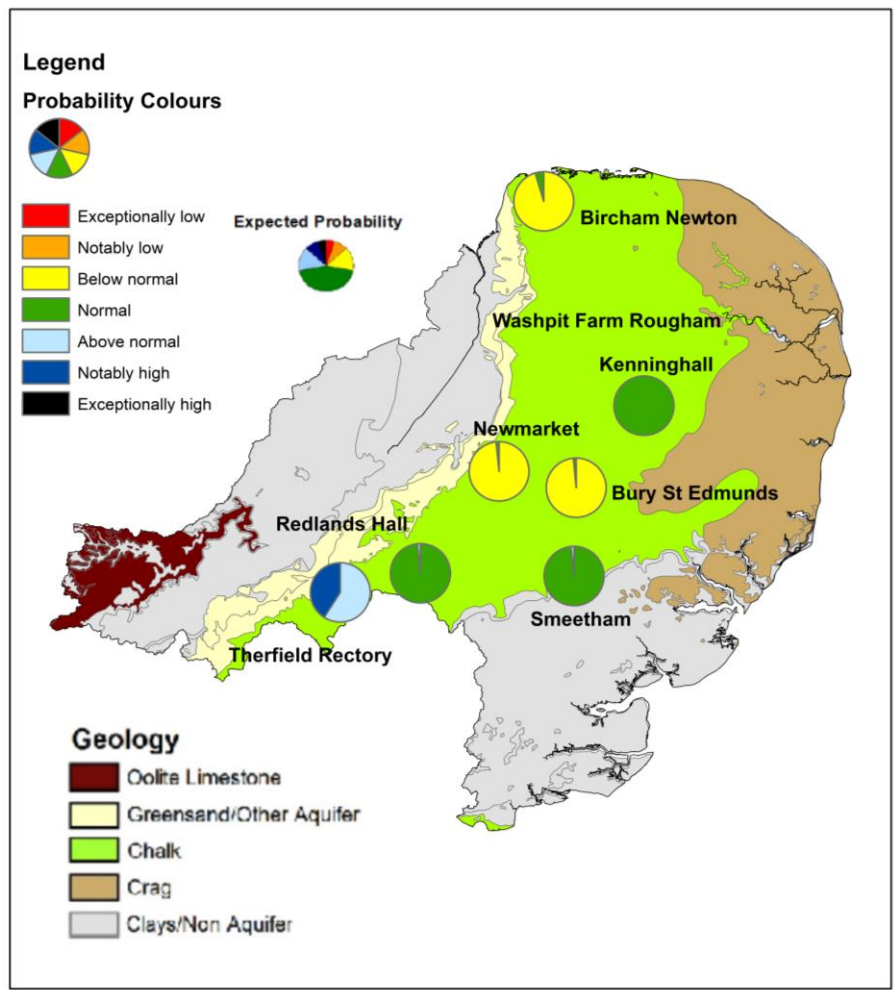
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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

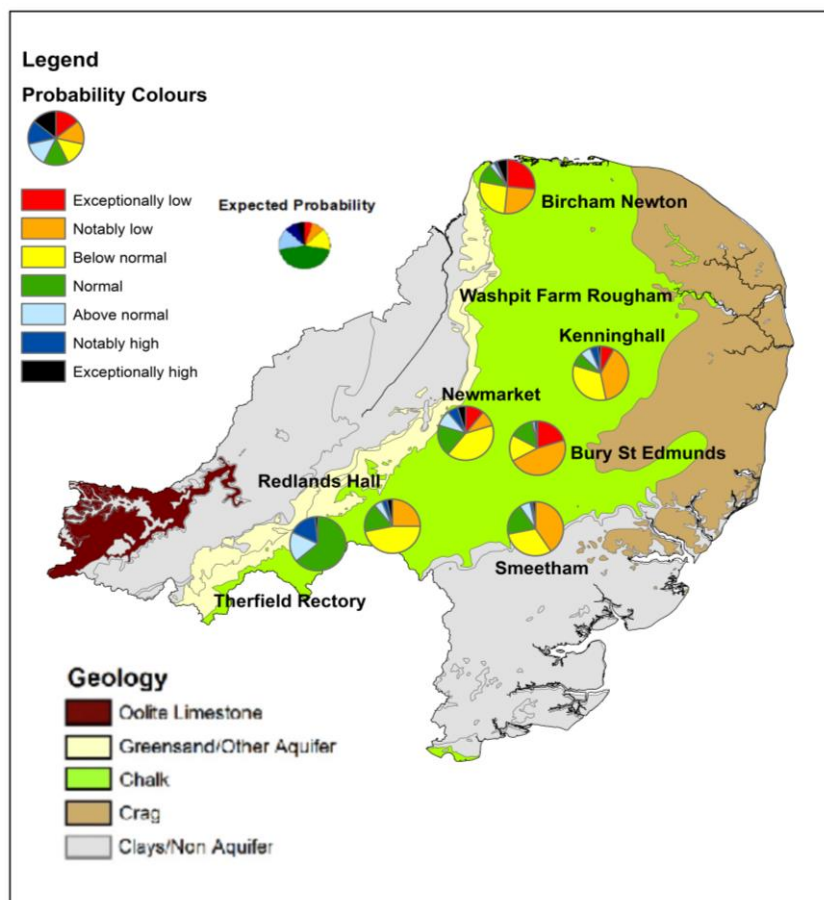
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those 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) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2025

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.
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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	Jul 2025 rainfall % of long term average 1991 to 2020	Jul 2025 band	May 2025 to July cumulative band	Feb 2025 to July cumulative band	Aug 2024 to July cumulative band
Broadland Rivers	134	Normal	Normal	Notably low	Notably low
Cam	90	Normal	Notably low	Exceptionally low	Below normal
Central Area Fenland	93	Normal	Notably low	Exceptionally low	Below normal
East Suffolk	136	Above Normal	Normal	Notably low	Below normal
Little Ouse And Lark	100	Normal	Below normal	Exceptionally low	Notably low
Lower Bedford Ouse	104	Normal	Notably low	Exceptionally low	Normal
North Essex	90	Normal	Notably low	Exceptionally low	Notably low
North Norfolk	118	Normal	Normal	Notably low	Notably low
NW Norfolk And Wissey	99	Normal	Below normal	Exceptionally low	Notably low

South Essex	111	Normal	Notably low	Exceptionally low	Notably low
Upper Bedford Ouse	91	Normal	Notably low	Exceptionally low	Normal

9.2 River flows table

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

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

9.3 Groundwater table

Site name	Aquifer	End of Jul 2025 band	End of Jun 2025 band
Biggleswade	Ivel Woburn Sands	Normal	Normal
Bircham Newton	North West Norfolk Chalk	Below normal	Below normal
Breckland	Wissey Chalk	Below normal	Below normal
Bury St Edmunds	Upper Lark Chalk	Normal	Below normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Below normal	Below normal
Hazlewood Common	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Exceptionally Low	Notably low
Kenninghall	Little Ouse Chalk	Below normal	Below normal
Linton	Cam Chalk	Below normal	Below normal
Newmarket	Snail Chalk	Below normal	Below normal
Old Primary School, South Creak	North Norfolk Chalk	No Data	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	Notably low
Washpit Farm, Rougham	North West Norfolk Chalk	Normal	No Data
Therfield Rectory	Upper Lee Chalk	Notably high	Notably high
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Normal	Below 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	0
Notably low	0	0	0	0	22
Below normal	0	2	0	0	53
Normal	56	65	18	50	22
Above normal	26	29	58	32	2
Notably high	16	3	19	15	0
Exceptionally high	2	2	5	3	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	5	5	0	6	2
Notably low	18	35	10	18	22
Below normal	40	23	26	40	36
Normal	18	18	35	16	18
Above normal	8	6	15	6	2
Notably high	5	2	6	3	4
Exceptionally high	6	11	8	10	16

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	98.4	95.3	0.0	98.4	0.0
Normal	0.0	98.4	1.6	4.7	100.0	1.6	98.4
Above normal	59.0	1.6	0.0	0.0	0.0	0.0	1.6
Notably high	41.0	0.0	0.0	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	10.9	26.6	7.8	20.3	0.0
Notably low	0.0	25.0	9.4	25.0	39.1	46.9	40.6
Below normal	0.0	46.9	40.6	26.6	32.8	15.6	31.3
Normal	63.9	17.2	18.8	10.9	7.8	14.1	18.8
Above normal	18.0	4.7	9.4	3.1	6.3	1.6	6.3
Notably high	16.4	3.1	6.3	1.6	4.7	1.6	1.6
Exceptionally high	1.6	3.1	4.7	6.3	1.6	0.0	1.6

Abi Williams

From: [REDACTED]@scambs.gov.uk>
Sent: 01 August 2025 07:50
To: Abi Williams
Subject: Community Growing Grant - FQBTDDST
Attachments: Grant BACS form.doc

Follow Up Flag: Follow up
Flag Status: Flagged

I am writing to inform you that your application for a Community Growing Project Grant, has been successful!

Please see the details here:

You are:

1. A Parish Council
2. A Registered Company
3. Community group (constituted and with a bank account)
4. Informal group (with the written support of their Parish Council or District Councillor/s for the project)

Payments can be made to any of the above, including informal groups and hosts, where they have the written support of their Parish Council or District Councillor/s.

I should be grateful if you would confirm, in writing (email is acceptable), whether you would like to accept the grant based upon the terms set out above.

The grant will be paid once we have received your acceptance of the above conditions and please complete and returned the BACS's Form. (attached).

Kind regards

[REDACTED] | Project Officer – Cost of Living & Asylum Seekers

Sustainable Communities – Transformation



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
TEL: 01954 712987 [REDACTED]

Find out about our latest job opportunities [on our website](#)

Your ref no: FQBTDDST

Form title: Community Growing Grant Application

Page:

28/07/2025 15:19:14This form was started at:

28/07/2025 15:41:37This form was completed at:

N / AInternal form classification:

Your ref no: FQBTDDST

Form title: Community Growing Grant Application

Page: Who are you

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit our [Privacy Notice](#) where you can find out information about how we handle your information and your rights of access.

Section: Tell us who you are

Title	
Pronoun	
Main contact first name	Abi
Main contact surname	Williams
Name of organisation or group	Melbourn Timebank
Organisation address line 1	Melbourn Community Hub
Organisation address line 2	30 High Street, Melbourn
Organisation address line 3	
Organisation address line 4	
Organisation postcode	SG8 6DZ
Organisation telephone number	01763263303
Organisation email address	parishclerk@melbournparishcouncil.gov.uk

Your ref no: FQBTDDST

Form title: Community Growing Grant Application

Page: About your organisation

What is the status of your organisation? For example, informal group, Parish Council, school, registered charity, social enterprise, company by limited guarantee (please include charity registration or business registration, if appropriate)	Melbourn Timebank is an initiative administered by Melbourn Parish Council
Are you a newly formed group?	No
How many members does your group currently have?	160
In what capacity are you applying for a grant?	Town/Parish Council
Do you have the support of your local district councillor?	Yes
If yes, please upload an image of an email showing this.	
Do you have a Safeguarding Certification in place, if working with under 18s? (If this is something you need, we can provide support)	Not applicable
We are not liable for issues or accidents arising from activities funded through this grant scheme. If you are a Parish Council or other constituted group that has Public Liability insurance, please attach evidence of this with your application below.	
Do you have Public Liability Insurance?	Yes
Please select the evidence you have uploaded	☒ Evidence of support from your local district or councillors ☐ Safeguarding certificate ☒ Public liability insurance

Section: Evidence uploads

Uploaded files*

scdc
support
-
growing
grant.png
public_liability_certificate.pdf

If empty, no files were uploaded	
attachment-counter	
1	
HIDDENdtAttachmentCount	2

Your ref no: FQBTDDST

Form title: Community Growing Grant Application

Page: Project details

Please give an overview of your community growing project, and what you plan to grow	With the help of a previous grant last year Melbourn Timebank successfully took over the running of the Community Allotment. The plot has been transformed from a weedy mess to a productive and bountiful allotment plot. Produce harvested is donated to the Melbourn Food Bank and volunteers have made the space a safe and secure area to allow members to take part in growing for the future. The plot is now established but there is still work to do to the raised beds and to encourage further crops.
When will the project start? (DD/MM/YYYY)	01/08/2024
How will your community growing project be looked after and governed?	The Community Plot Members entered into an agreement with Melbourn Parish Council to maintain the plot and make it available for appropriate use within the community. The scheme will be reviewed regularly to ensure best outcome for the wider community.
How will you share the produce from your community growing project?	Through Melbourn Food Bank.
Are you getting funding from any other sources?	No
How much funding are you requesting? (Up to £500)	£500

Quotes are welcome but not necessary. However, please ensure you include a breakdown of anticipated costs in your application. If you are requesting an amount towards a bigger sum needed for a project, please also include the total project costs and what part of the project funding is required for.

Where will your community growing project take place and who owns this land?	Community Plot, St George's Allotments, The Moor, Melbourn. Currently owned by Melbourn Parish Council.
Have you received the landowner's permission to start a community growing project?	Yes
Please provide a breakdown of what you intend to spend the funding on and how much you think this will cost	Upgrades to the soil quality, fixes to the rabbit fencing, ongoing costs of seeds etc, fixes to the shed on the plot. The costs for the past 12 months are reflective of works still to do and totalled around £750.

Section:

Please upload any documents you may have confirming you have permission

Uploaded files*

*
If empty, no files were uploaded

Your ref no: FQBTDDST

Form title: Community Growing Grant Application

Page: Declaration

Review your answers

Before submitting your form you can review all of the answers you have given so far by clicking on the link below.

Open a read only view of the answers you have given (this will open in a new window)

Declaration

By submitting this claim you are agreeing to the following declaration.

Open the declaration form (this will open in a new window)



I declare that the information I have provided on this form is accurate

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

W.C. 22-8-25

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	Week 5
Moor Play Park	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Village Car Park	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
War Memorial	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Littlehands and Access Way	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 - ✓
New Rec. Ground	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 - ✓
Clear Cres. Play Park	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Orchard Road Cemetery	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
New Road C/metry	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Old Recreation Ground	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Pavilion	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
All Saints' C/Yard	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Jubilee Orchard	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Armingford Cres.	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓

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Pavilion Defibrillator	21-7-25 sf	28-7-25 sf	4-8-25 sf		
Doctors Surgery Defibrillator	21-7-25 sf	28-7-25 sf	4-8-25 sf		
Beechwood Avenue	21-7-25 sf		4-8-25 sf		
Millennium Copse	21-7-25 sf		4-8-25 sf		
Worcester Way	21-7-25 sf	29-7-25 sf	11-8-25 sf		
Allotments	28-7-25 sf				
Fire Engine Shed					
Chalkhill Barrow		29-7-25 sf			
Elm Way		28-7-25 sf			
Stockbridge M.			KR sf		

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 5
Date approved: 27 July 2022
Review date: July 2023

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	21-7-25  28-7-25  4-8-25  11-8-25 			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		4-8-25 		
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			4-8-25 	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				11-8-25 
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
01/01/2025	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.		
01/08/2025	The Moor - Bowls Club	Fence damaged	MOP			Bowls club mended - materials costs to be reimbursed.		
20/08/2025	River Mel - new rec	Lime electric hire bike found in the Mel	MOP			Bike receovered, stored in the workshop and reported to Lime. Awaiting collection.		

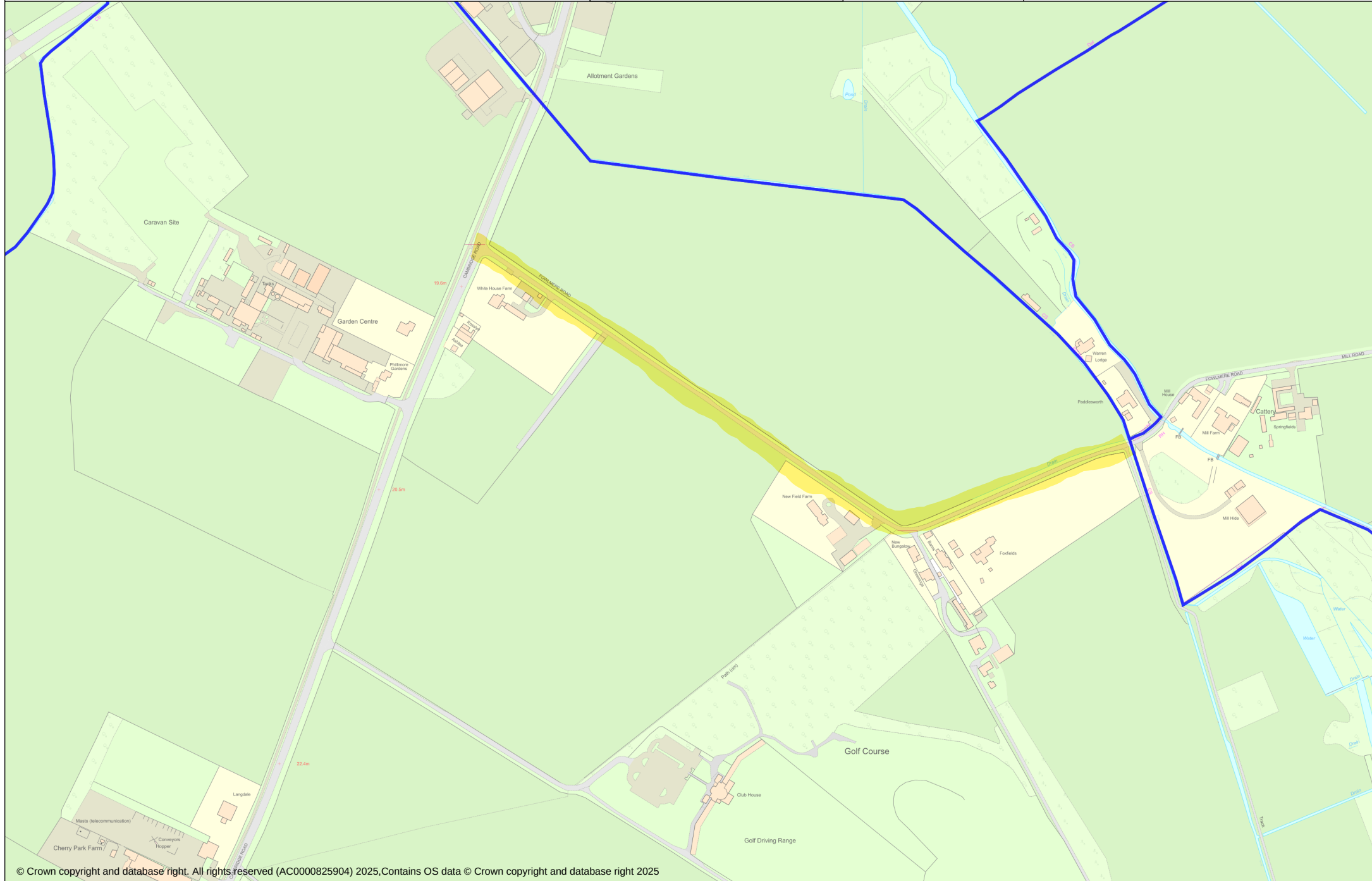
Melbourn

Author: L. Administrator

Date: 22/08/2025

0 20 40 60 80m
Scale: 1:5000 @ A4

PARISH
ONLINE



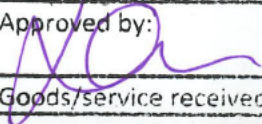
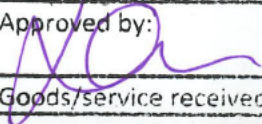
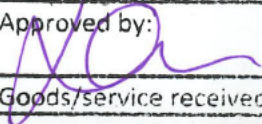
INVOICE

Melbourn Bowls Club
c/o Treasurer

Invoice to:

Melbourn Parish Council
Melbourn Hub
30 High Street
Melbourn SG8 6DZ
For the attention of Graham Clark

Invoice No	40
Date	04/08/25

Item	Description	Amount																		
	In settlement of repairs to boundary fence between Melbourn Bowls Club and children's playground (as per attached receipt from Norburys) <table><tr><td colspan="2">Expenditure Authorisation</td></tr><tr><td>Approved by: </td><td>Date: 08/08/25</td></tr><tr><td colspan="2">Goods/service received (initials):</td></tr><tr><td colspan="2">Invoice checked (initials):</td></tr><tr><td colspan="2">Accounts Entries</td></tr><tr><td>Budget Code: 14420</td><td>Ref No: 220</td></tr><tr><td colspan="2">Payment Authorisation</td></tr><tr><td>Approved by:</td><td>Date:</td></tr><tr><td>Payment type:</td><td>Date Paid:</td></tr></table>	Expenditure Authorisation		Approved by: 	Date: 08/08/25	Goods/service received (initials):		Invoice checked (initials):		Accounts Entries		Budget Code: 14420	Ref No: 220	Payment Authorisation		Approved by:	Date:	Payment type:	Date Paid:	£235.87
Expenditure Authorisation																				
Approved by: 	Date: 08/08/25																			
Goods/service received (initials):																				
Invoice checked (initials):																				
Accounts Entries																				
Budget Code: 14420	Ref No: 220																			
Payment Authorisation																				
Approved by:	Date:																			
Payment type:	Date Paid:																			

Total £235.87

(as above)

Melbourn Parish Council
30 High Street, High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ

Date Sent: 05/08/2025

Quote Information

Client Ref: 143
Quote No: 7381
Surveyor: James Cantle
Site Ref:
Order No:

Quote

Site Address Melbourn Bowls club, The Moor, Melbourn

Item No	Item	Description Of Work	Value
1	Cherry	Reduce lateral spread over the clubhouse by 2.5-3 M. Does not include height reduction.	£850.00

Total Value: £850.00
VAT (20%): £170.00
Total Inc VAT: £1,020.00

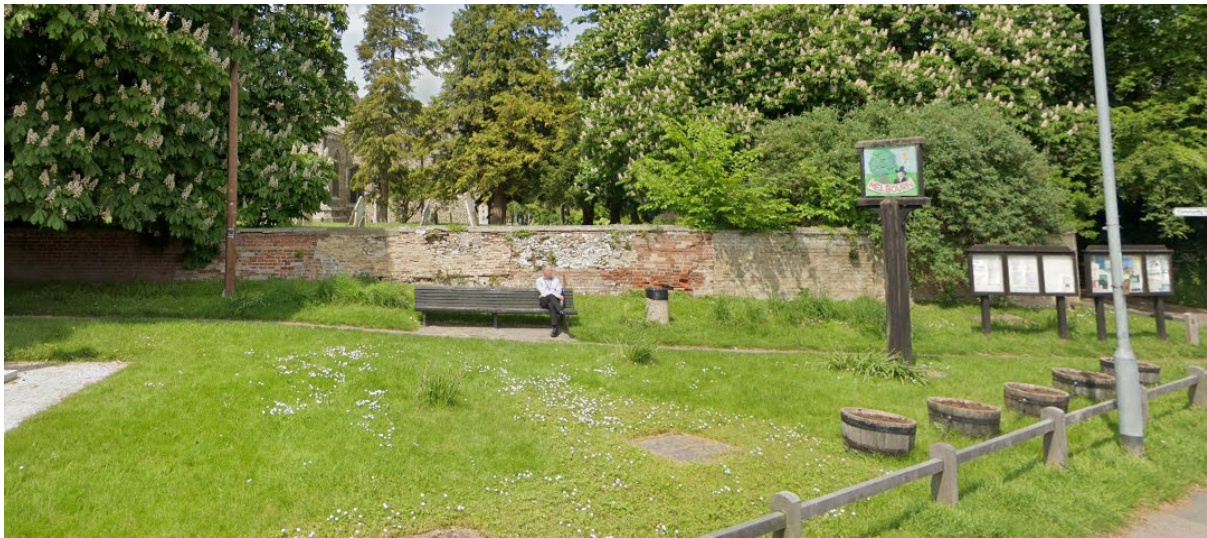
Shire Trees Limited

Company Registration: 10546603

Vat Number: 259613774

Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX

Issue Ongoing concern about the state of the All Saints wall facing the High Street.



Correspondence from All Saints – 1 August 2025

The southern section of the churchyard wall at Melbourn is currently in a state of disrepair.

Following the closure of the churchyard in 1901, responsibility for maintaining the churchyard, including its trees and boundary walls, was assumed by the Parish Council. The Parochial Church Council (PCC) has invited the Diocesan Advisory Committee (DAC) to visit the site and provide guidance on appropriate repair methods.

The section of wall under consideration measures approximately 11 metres in length and is situated between an early twentieth-century construction to the west and an area of yellow brickwork at the eastern end. It is our view that both adjoining sections are in satisfactory condition and do not require intervention. The portion identified for repair appears to have been constructed and patched at different times, utilising a variety of materials, including numerous types and colours of brick. Additionally, there are small flint patches present; however, these seem to be 'modern' repairs executed with cementitious mortar of substandard quality.

Following discussions with the Diocesan Advisory Committee, The PCC propose that the damaged section be reconstructed using yellow brick to match the east end. To enhance the transition to the modern bricks at the west end, the addition of a buttress as a visual marker is recommended. Most of the existing coping stones can be retained and reused.

As Chair of the PCC, I am writing to formally request that the Parish Council commission a structural engineer to assess the condition of the wall and prepare a comprehensive scheme for its repair.

The churchyard remains the property of the church; therefore, any repairs or alterations require Faculty approval. Applications for such consent should be submitted through me as the Incumbent of the Parish of Melbourn.

Office responded raising concerns over previous talks with the Conservation Officer and asking if any funding would be available through Parochial Church Council (PCC) or Diocesan Advisory Committee (DAC).

Yes, we do have some access to grants that could be considered to apply for the wall to be fixed, but we would need the Parish Council's permission to start approaching those options. If you're happy for me to look at this – like we did when we had the damage to the wall at the rear of the church back in March this year – then please let me know as I can get some quotes done for the repair.

We could engage a structural engineer to report on the wall, but we would need to seek the cost of that back through the PC.

We hope that we can work together to get this sorted as quickly as possible. Sadly I am in the same situation at Meldreth!

Actions so far

- Office contacted the Shared Prosperity Fund to enquire if this project would be eligible to apply for the 'Improving The High Street Grant' from South Cambridgeshire District Council – confirmation received that the project would be eligible [Improving the High Street grant \(open\) - South Cambs District Council](#)

- Previous advice from the Conservation Officer:

The wall is considered curtilage listed to the church which is grade II listed. Rebuilding sections of the wall would therefore require planning permission, as it would be more work than could be considered a repair. Listed building approval would be dealt with by the DAC.*

The section of wall in question shows evidence of centuries of repair with different brick types and flint. The variety of materials generally add to the character of the area, although some repairs are unsympathetic both visually and technically. There is clear evidence of failure, particularly where flint has blown and the wall is bowing. There is no evidence of imminent structural failure however.

My preference would be to salvage as many existing bricks as possible, and include them in a section when the wall is rebuilt. My suggestion for the main brick type is the Cambridgeshire stocks seen to the right hand side, which are more in keeping with the village than the modern red bricks off to the left. Reclaimed bricks might be an option. Lime mortar with a flush joint should be used. Reinstating the stone copings to supplement the existing ones will be necessary.

The application will need drawings of the wall, including any new structure behind the brickwork – e.g. concrete foundations. The general approach to rebuilding should be set out in a method statement, including sketches or annotated photos if possible. The more information included, the less chance of conditions being added to the permission. We might, for example, request a sample panel is built first.

- Concern over graves behind the wall – would need further investigation as to who would be responsible for costs associated with any exhumation and reburial.
- Multiple quotes will be required – PCC or the Parish Council can lead on this. It looks as if all costs will be the responsibility of the Parish Council (either found via funding, asset management reserves or possibly insurance)
- Asked for confirmation of responsibility of Parish Council in the maintenance of the closed churchyard – Office have not yet found evidence of handover – have requested evidence from All Saints.

Consideration

- Council to consider next actions.
- Define lead for gathering quotes
- Consider funding options.

Issue Request to instal lighting in the churchyard.

Correspondence from All Saints – 21 August 2025

I spoke with you a number of weeks ago about the proposal to have lighting in the churchyard at All Saints, as this is a dark area to walk through at night and a dark, sloping and uneven pathway.

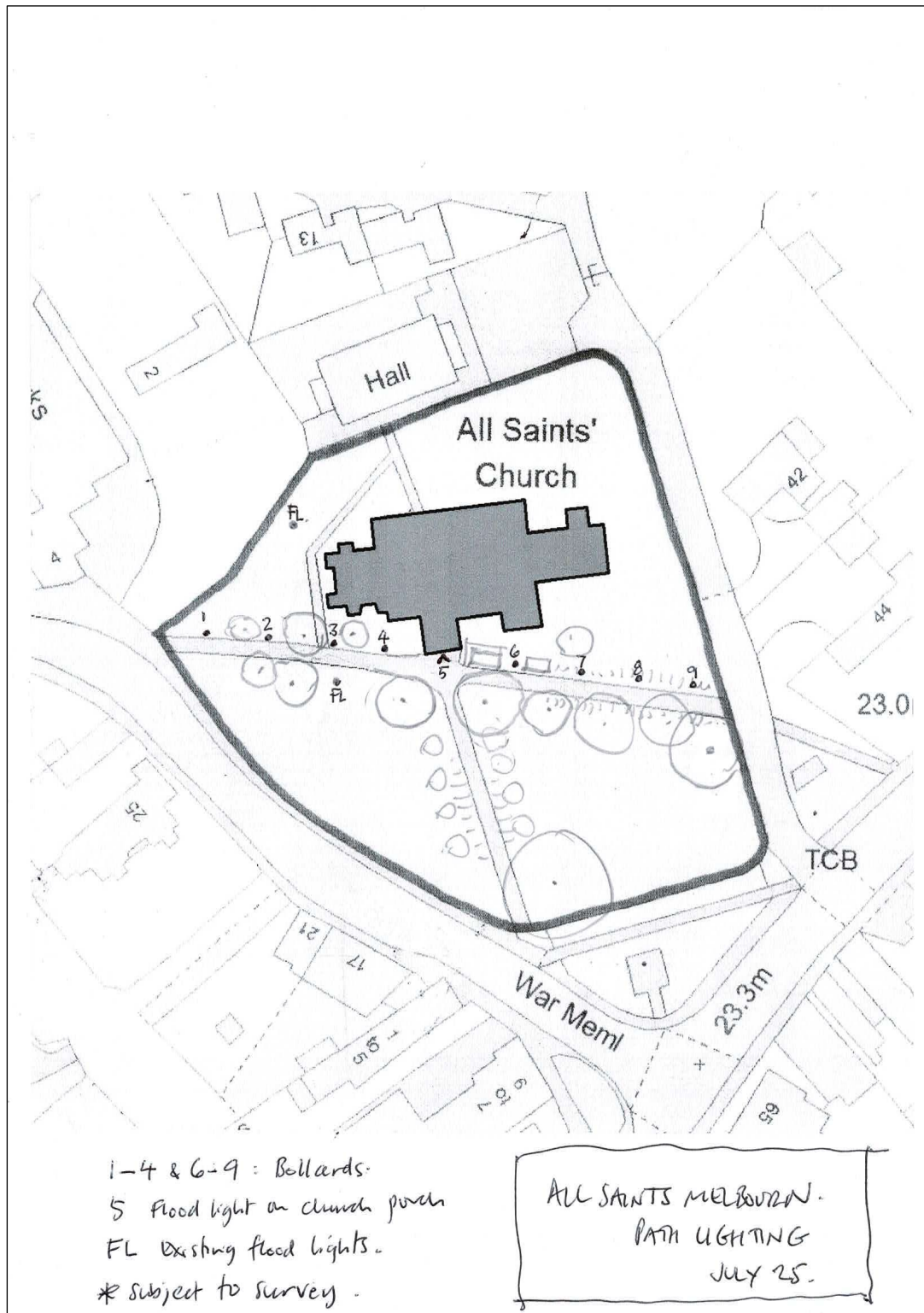
Our architect has come up with a design and contractor who has priced the works as £8961.60p

Obviously, the design of the light bollards is something that will need approval too in due course.

Just wondered if you would be able to seek the view of the Parish Council please?

Quote from Cambridge Discount Electrical and Plumbing

<i>Supply & fit</i>	
<i>1</i>	<i>Ground works as per MAB Contracting</i> <i>To supply all necessary plant, labour, sand & tarmac to excavate approximately 85m of trench from lamp post across path and along one side to church entrance and then from church to kiss gate.</i> <i>Dig trench approximately 400mm deep and place sand in bottom.</i> <i>After cable is laid by others, backfill trench and reinstate path with tarmac finish.</i> <i>All left over material, old tarmac and spoil will be mucked away in skip</i>
<i>1</i>	<i>RCBO Controlled feed circuit from existing MK consumer unit in church</i>
<i>1</i>	<i>Solar Time clock control of exterior lights Sangamo</i>
<i>9</i>	<i>SWA cable feeds to new light points & warning tape</i>
<i>9</i>	<i>LED Bollard lights TBA - pc £100.00 per light</i>
<i>1</i>	<i>20watt LED floor light over church porch on same feed as bollard lights</i>
<i>9</i>	<i>Concrete base for new bollard lights on Edge of path</i>
<i>Total</i>	<i>£8,961.60 plus VAT</i>



Office responded confirming consideration by Maintenance Committee and requested a copy of the agreement that confirms Parish Council maintenance of the closed churchyard.

Considerations

- Are Parish Council responsible for improvements to area or just maintenance – confirmation needed.
- Council to consider next actions.
- Define lead for gathering quotes
- Consider funding options.

**Invoice No.**

Quote this reference for enquiries

Customer:

Mrs Abigail Williams
Melbourn Community Hub
30 High Street
Melbourn
Royston
Hertfordsh
SG8 6DZ

Invoice Summary:

Our Reference: [REDACTED]
Customer Number: [REDACTED]
Your Reference: MPC
Credit Card: ****4623
Customer Credit: £0.00
PayPal: £0.00
Other: £0.00
Order Date: 15/08/2025
Tax Point Date: 15/08/2025

Your Order								VAT Breakdown		
Product	Description	Qty	Unit Price	Sub Total	Discount %	Discount Value	Gross	Net	VAT Applied	VAT %
9023F	JCB HydroMaster Safety Wellington Boot Size 11	1	32.99	32.99	0.00	0.00	32.99	32.99	0.00	0.0
2344F	JCB HydroMaster Safety Wellington Boot Size 12	1	32.99	32.99	0.00	0.00	32.99	32.99	0.00	0.0
718CX	Barkerville Cargo Trsr Adj Leg LengthL31-33 W48	1	26.99	26.99	0.00	0.00	26.99	22.49	4.50	20.0
				Sub total						
				92.97			0.00	£92.97	£88.47	£4.50

Total Paid: £92.97**Returns/Cancellation Policy**

If you have any questions regarding the return of an item, please call us on 03330 112 112.

Unwanted Items Under 30 Days

You can cancel your order and return items to your nearest store or call us on 03330 112 112 to arrange a free collection. If your item was delivered directly from one of our approved suppliers please visit our supplier help page on Screwfix.com to see your returns options. Please ensure goods are returned unused and in a saleable condition with their original packaging. Certain items are excluded including goods that are made to measure, cut or mixed to your requirements, and used macerators, toilets or water pumps. These are marked in our catalogue or online.

Faulty Items under 30 Days

Return items to your nearest store with your invoice, or call us on 03330 112 112 to arrange a free collection. We will offer you an exchange or refund. If the item has already been installed, please call 03330 112 112.

Faulty Items over 30 Days

Check if the manufacturer offers a helpline, repair or warranty service. If there is no warranty or repair service please call us on 03330 112 112. Depending on the circumstances, we may either offer a repair or where this is not possible will replace the item with the same or an equivalent model.

General

Please return items with all components and any promotional extras. Remember to drain any fuel or oil from products before returning them. You cannot return unwanted boilers where the product box/ packaging has been opened. For items over 1m in length or 2kg in weight please call 03330 112 112 for further advice. If your product is powered by lithium batteries please return your purchase to a branch due to changes in the road transport regulations. WEEE is taken back free of charge in any Screwfix store on a one-for-one, like-for-like basis. Waste batteries are taken back free of charge in any Screwfix store. All WEEE and waste batteries must be recycled and should not be placed in household waste. If you have ordered an electrical item for home delivery and would like to return your old like-for-like, please call 03330 112 112 or email online@screwfix.com within 28 days to arrange collection. For products delivered directly from our suppliers, please call 03330 112 112. Full details of our returns policy can be found at www.screwfix.com/returns.

Screwfix Direct Ltd, Trade House, Mead Avenue, Yeovil, BA22 8RT

Reg No. 3006378 Registered in England Vat No: 232 5555 75

Telephone: 03330 112 112 24 hours a day 7 days a week Online: www.screwfix.com

Full terms and conditions can be found at www.screwfix.com/termsandconditions

Unit 20, South Cambridge Business Park,
Sawston, Cambridge, CB22 3JH
Telephone: 01223 833426
sales@shelfordheating.co.uk

www.shelfordheating.co.uk



Heating



Plumbing



Renewables



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	Wednesday 13-August-2025 : No SLA
	Caller Name	
	Insured Name	
	Policy	
	Engineer	ALEX WARD
	Notes To Engineer	8.30am NEEDS NEW PUMP Hi Abi, Further to Alex's visit's of last week and the flushing of the system we can advise the cost of a new pump is £718.75 plus labour at £17.00 per 15mins plus VAT. Slightly less than a new pcb thankfully. Hope to hear from you soon.

ASSOCIATED JOB ITEMS		
Summary	Assigned	Qty Used
MONDAY TO SATURDAY ADDITIONAL LABOUR PER 15 MINUTES	10	10

ASSOCIATED APPLIANCES			PARTS & PRODUCTS ALLOCATED			
Product	Serial No	Location	Type	Number	Name	Qty
ASHP - VAILLANT - GEOTHERM VWL155/1		EXTERNAL FLOOR STANDING	Part		VAILLANT PUMP 0020127209	1
ASHP - VAILLANT - GEOTHERM VWL155/1		EXTERNAL FLOOR STANDING				

PARTS & PRODUCTS USED				PARTS & PRODUCTS NEEDED			
Type	Number	Name	Qty	Type	Number	Name	Qty
Part		VAILLANT PUMP 0020127209	1				

JOB DETAILS	IMPORTANT INFORMATION/FURTHER INSTRUCTIONS		
REPLACED FAILED CIRCULATING PUMP IN HEAT PUMP. HEAT TESTED SYSTEM. ALL GOOD. ALL RADIATORS ARE WORKING. HOT WATER ALSO HEATING UP AS IT SHOULD. BOTH HEAT PUMPS NOW UP AND RUNNING.	ALL OK UPON DEPARTURE.		
<table> <tr> <th>OUTCOME</th><td>Complete</td></tr> </table>		OUTCOME	Complete
OUTCOME	Complete		

TIMESHEETS				Engineer Signature
Start	End	Type	Comments	
13/08/25 08:27	13/08/25 10:57	WORKING		
				Customer Name
				MELBOURN PARISH COUNCIL
				Customer Signature



Unit 20, South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



INVOICE

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

Invoice Date 13/08/2025
Invoice Ref SH64741
Account Ref. 32603

Job Ref.	Site Address	Job Description
M38195	THE PAVILLON, THE MOOR, SG8-6ED	SUPPLY AND FIT PARTS

Invoice Description	Qty	Cost	Total
ADDITIONAL LABOUR PER 15 MINUTES	10	£17.00	£170.00
VAILLANT PUMP	1	£718.75	£718.75

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	£888.75
20% VAT	£177.75
Total Inc VAT	£1,066.50

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



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Heating



Plumbing



Renewables



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.



Unit 20, South Cambridge Business Park,
Sawston, Cambridge CB22 3JH
Telephone: 01223 833426 Fax: 01223 835097
sales@shelfordheating.co.uk
www.shelfordheating.co.uk



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.



Melbourn Parish Council

Community Pavilion and Recreation Grounds

Terms and conditions of Use and Hire for the Community Pavilion and Recreation grounds

Melbourn Parish Council (MPC) facilities are hired or allocated to _____ *the Hirer* under the following *terms and conditions*.

Note: In these terms and conditions the expression '*the Hirer*' shall include any person acting for and on behalf of a Club. The term 'facilities' includes the Community Pavilion and Recreation Grounds, as indicated on the Booking Form.

Signature : _____

TERMS AND CONDITIONS OF USE AND HIRE

GENERAL

Bookings

- The right to refuse the hire of the facilities to any person or organisation is reserved by MPC.
- Bookings will not be taken within 3 days of the booking date except at the discretion of the Clerk.
- *The Hirer* must give 72 hours' notice to the Clerk to MPC if they do not intend to use any booking. Failure to cancel the booking in good time may render *the Hirer* liable to pay the hire charge.
- Should the Clerk to MPC, before hiring commence, be of the opinion that the hiring is likely to prove objectionable or undesirable they shall have full power in their absolute discretion to cancel the letting to *the Hirer* and return any money paid by *the Hirer*, and in that event MPC shall not be liable to pay any compensation to any person in respect of the cancellation.
- MPC reserve the right to impose at any time, extra or special conditions in respect of every, or one, hiring of the facilities and the intention to make such extra or special conditions will be notified to the person applying for hire at the time of booking.

Conditions

- No admission charge shall be made to any function, except by a recognised club or society.

Melbourn Parish Council

Community Pavilion and Recreation Grounds

- *The Hirer* shall not use the facilities for any purpose other than that specified herein.
- *The Hirer* shall not share, sublet or assign the benefit or any permission to use the facilities hired.

Licences

- The Pavilion and Recreation grounds are *not* licensed for the sale of alcohol. Hirers are therefore responsible for arranging a temporary event licence (if required) and for meeting the obligations of the licence. *The Hirer* shall produce such license to the Clerk to MPC before the commencement of the hiring.
- The facilities are not licensed with the Performing Rights Society, and only limited music is permitted for private functions.
- *The Hirer* shall be entirely responsible for obtaining any licence that may be required by law, having regard to the nature of the function, and indemnifying MPC against any claims, which may arise from the failure to do so.

Safety and Indemnity

- Children must be supervised at all times.
- Any person working or volunteering as a coach with young children or vulnerable adults must provide copies of a valid CRB certificate and public liability insurance to the Clerk to MPC.
- Hirers must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on MPC premises. *The Hirer's* nominated responsible person is required to sign an acknowledgement of their responsibility as part of the booking contract. Both *the Hirer* and its representative are responsible for the health & safety of their group during the use of the facilities.
- *The Hirer* must report any accident immediately to the Parish Office by completing an accident report form and logging the accident in the book kept for that purpose in the Pavilion.
- Evidence of appropriate insurance, policies, etc must be given to the Clerk on request.
- MPC does not accept responsibility for the loss of private property.
- *The Hirer* is responsible for its members and should ensure that *the Hirer's* Code of Practice or other guidelines are implemented. If applicable, *the Hirer* must provide the Clerk to MPC with a copy of such code of practice or guidelines.
- *The Hirer* shall indemnify MPC from and against any damage, liability, actions, claims, costs, demands or proceedings arising out of or in connection with or incidental to the use of the facilities during the period of the hiring including any breach of any condition of hiring contained herein and including any injury to any persons or any loss of or damage to any property within the facilities.

Melbourn Parish Council

Community Pavilion and Recreation Grounds

- *The Hirer* shall not permit or suffer to be done on the Community Pavilion or Recreation grounds anything, which may be of nuisance or annoyance or cause inconvenience to the general public or owners and occupiers of adjoining or neighbouring property.
- *The Hirer* acknowledges the right of MPC authorised officers, staff, or agents to enter upon the facilities at any time during the period of hiring and determine the hiring forthwith in the event of any breach of any conditions herein contained.
- ***The Hirer shall ensure that all vehicles using the car park in connection with this hiring shall be so parked as to prevent any possible obstruction to the access way to the Recreation grounds for emergency vehicles or block any entrance to the Nursery School.***
- No vehicles are permitted on the New Recreation ground without the express permission of the Clerk to MPC.
- *The Moor car park is closes at 6pm during October to March and 8pm during April to September every evening and has a locked gate to prevent use out of hours. A key for the gate is provided, however it's use is strictly for emergency vehicle access and pre approved purposes only. By agreeing to these terms, The Hirer is bound to the Key Holder Agreement, attached to these terms and conditions.*

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Melbourn Parish Council

Community Pavilion and Recreation Grounds

TERMS AND CONDITIONS OF USE AND HIRE THE PAVILION

- The *Hirer* must not leave the Pavilion unlocked and unattended.
- *The Hirer* shall at all times keep the access to fire doors unblocked.
- *The Hirer* shall be responsible for any damage within the Community Pavilion during their hire period.
- No sports shoes other than non-marking soled types may be worn when entering the main area of the Community Pavilion. Football boots **must be removed** before entering any part of the Community Pavilion. Surfaces must be left clean, safe and dry for all users.
- It is *the Hirer's* responsibility to ensure that no more than 60 people are in the Pavilion at any one time.
- MPC shall not be responsible for any loss or damage to any property arising out of hiring, nor for any loss, damage, or injury which may be incurred by, or be done, or happen, to any person or persons resorting to the Community Pavilion during the hiring, arising from any cause whatsoever, or for any loss due to any breakage of machinery, failure of the supply of electricity, leakage of water, sewage, fire, government restriction, or Act of God, which may cause the Community Pavilion to be closed or the hiring to be interrupted or cancelled.
- *The Hirer* shall indemnify MPC against any claim, which may be made by any person resorting to the Community Pavilion during the hiring in respect of any such loss, damage or injury.

Use of Equipment

- *The Hirer* is responsible for the setting up and tidying away of equipment appropriately and clearing away any litter produced by *the Hirer* or club members within the Community Pavilion.
- Pavilion equipment and furniture must not be removed from the building.
- At the start of each session, *the Hirer* must inform the Parish Office of any defects/damage within the Community Pavilion. *The Hirer* will be responsible for any damage not brought to the attention of MPC.
- *The Hirer* is responsible for the safe operation of all equipment they bring into the Community Pavilion. Electrical equipment must be used in a safe manner in accordance with the *Electricity at Work Regulations 1989* and must have a current *Portable Appliance Tested (PAT)* label.
- Any *Hirer* noting any questionable defect in the Community Pavilion's electrical facilities should report it immediately to the Caretaker, and where appropriate cease using the faulty appliance.

Melbourn Parish Council

Community Pavilion and Recreation Grounds

At the end of the Booking

- **All Hirers** of the Pavilions must ensure that all lights are turned off (inside and out), the alarm is set, all doors to the Pavilion locked and the external gate locked.
- The key must be returned to the key safe. **Any lost keys will be charged for.**
- *The Hirer* shall at the expiration of the period of the hiring leave the Community Pavilion in a clean and orderly state. MPC may, if it thinks fit, charge *the Hirer* for any expense incurred as a result of the Community Pavilion being left in a dirty, disorderly or damaged state and charge to *the Hirer* the cost of remedying any defect or disrepair or for any damage caused to the Community Pavilion, furniture, equipment, or fittings during the period of the hire, retaining towards such charge all or any part of the deposit paid.
- *The Hirer* shall ensure at the expiration of the period of hiring that all electrical installations and lights are switched off and water fittings are turned off. MPC may if it thinks fit charge *the Hirer* for any extra expense it may incur as a result of them not complying with this condition of hiring.
- *The Hirer* (except those using the Home and Away Changing Facilities only) shall ensure that all doors are closed, all rubbish, boxes, goods, etc., are taken away, and the Community Pavilion is swept (and mopped if liquids spilt), and left in a clean and tidy condition, **except where a £10 cleaning fee has been paid in advance.**
- All music **must** cease by 11.00 pm. Outdoor music is **not** permitted.
- The premises must be empty of people and the building secured by the end of the booking period, which must be no later than 11.30 pm.
- **MPC request that hirers respect the needs of local residents and leave the premises and area promptly and quietly.**

Melbourn Parish Council

Community Pavilion and Recreation Grounds

TERMS AND CONDITIONS OF USE AND HIRE

THE RECREATION GROUNDS (including use as football pitches)

- *The Hirer* must inspect the grounds they are using and permit use only if they are 'fit for purpose' and deemed suitable and safe for use.
- When being used as a football pitch MPC reserve the right to cancel matches if the pitch is not in a suitable condition. Hirers will be informed of any cancellations by telephone and/or text as early as possible, but not later than 07:30 on the morning of the match.
- Use of the recreation grounds despite being deemed unsuitable for play by MPC, may result in a charge to *the Hirer* for re-instatement.
- Hirers are responsible for checking the area they are using for rabbit holes or other trip hazards. Soil and a shovel are provided for filling in any identified trip hazards.
- Hirers of the Recreation Grounds are responsible for removing dog poo from the area they are using.
- Hirers of the Recreation Grounds must leave the sites clean and tidy – putting rubbish in the bins available.
- No drink containers other than plastic may be taken onto the playing fields.
- *The Hirer* is responsible for the setting up and tidying away of equipment appropriately required by *the Hirer* or club member on the Recreation Grounds.

Use of Bouncy Castles

- Use of Bouncy castles is permitted when the Pavilion is also hired.
- Inflated Bouncy Castles **must never be left unattended**.
- *The Hirer* must be on site when the Bouncy Castle is delivered/collected.
- *The Hirer* is responsible for ensuring that the company used has suitable insurance policies in place.

POLICY AND PROCEDURE: Parish Estate – Safety Inspections

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

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

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

1. POLICY:

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

2. **PROCEDURE:**

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



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~24 June 2024~~29 September 2025

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: ~~June 2024~~September 2025
Review date: ~~May 2025~~September 2026

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APPENDIX 1

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

MELBOURN PARISH COUNCIL

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Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Cres.Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Ave	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millenium Copse	2	5	0	0	3	1	11	Low
BMX Site	4	5	0	5	3	0	17	Medium
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High
Rosemary Place	2	2	0	1	2	1	8	Low
Hopkins Homes SGB	3	3	0	0	4	2	12	Medium

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MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: June 2024
Review date: May 2025

APPENDIX 3

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

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: June 2024
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<u>Rosemary Place</u>					
<u>Hopkins Homes – Strategic Green Belt Area</u>					
Pavilion Defibrillator					
Doctors Surgery Defibrillator					
Beechwood Avenue					
Millennium Copse					
Worcester Way					
Allotments					
Fire Engine Shed					
Chalkhill Barrow					
Elm Way					
Stockbridge M.					

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: June 2024
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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)	
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens					
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens					
Record cleaning and descaling	Cleaning contractor					
Showers – descale and disinfect	Cleaning Contractor					
Disinfect hot water unit in kitchen	Cleaning Contractor					
Hot water cylinders – check water temp (should be 60c)	Wardens					
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens					
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor					
Check insulation to pipework where required	Heating contractor					

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

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

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
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HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

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

Melbourn Parish Council Key Holder Agreement

This Key Holder Agreement (the "Agreement") is made and entered into as of

10th March 2025

by and between

Melbourn Parish Council (the "Council") and

Melbourn Fete Committee (the "Key Holder").

The purpose of this Agreement is to outline the responsibilities and obligations of the Key Holder with respect to the use and safekeeping of key(s) to The Moor car park (the "Premises").

Key Holder Details

Name (including Group if applicable)

Melbourn Fete Committee

Address

Phone number

Email

Responsibilities of the Key Holder

- Safekeeping:** The Key Holder agrees to keep the keys to the Premises secure at all times and not to duplicate, lend, or share the keys with any unauthorised person. The key remains the property of the Council at all times.
- Access:** The Key Holder agrees to use the keys solely for the purposes authorised by the Council and not to allow unauthorised access to the Premises.
 - The key is to allow opening and closing of the locking entry gate, during the car park's official closure times, only in the event of a medical or fire emergency and -but- where access is required by the key holder, for their pre-approved specific purposes only.
 - I understand that during closure times, I must open, close and lock the gate both upon entry and exit of any vehicle, to prevent others ~~(not associated with my group)~~ from parking in the Premises.
- Reporting loss, theft or misuse:** The Key Holder agrees to immediately report the loss, theft, damage or misuse of the keys to the Council.
- Return of keys:** The Key Holder agrees to return the keys to the Council upon request or upon termination of their role as Key Holder.
- No alterations:** The Key Holder agrees not to alter or replace any locks without prior written consent from the Council.

Termination

If the above conditions are not complied with, the Council reserves the right to terminate this agreement with immediate effect. This Agreement may be terminated by either party at any time with

Melbourn Parish Council Key Holder Agreement

written notice to the other party. Upon termination, the Key Holder must return all keys to the Council immediately.

Acceptance

By signing below, the Key Holder agrees to abide by the terms and conditions outlined in this Agreement.

Signed by:

on behalf of Melbourn Fete Committee

Date: _____

Alex Coxall, Deputy Clerk

Date: _____

Parish Council Contact Information:

Name	Melbourn Parish Council
Address	Melbourn Community Hub 30 High Street Melbourn South Cambridgeshire SG8 6DZ
Phone number	01763 263303 ext 3
Email	parishclerk@melbournparishcouncil.gov.uk

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 27 August 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
Overgrown hedging to Orchard Road	Wardens	Reviewed by Wardens - due to health and safety risk determined that quotes required for contractors to complete works.	Request quotes for review by committee	Office

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 27 August 2025

Details of work	Reported by	Notes	Actions
Bug hotel	Wardens	Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park	Supplies gathered
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.
Bus stop	Wardens	Wardens highlighted need to clean and repaint High St bus stop	Wardens to complete as and when suitable.
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
Memorial bench on New Rec	Cllr	Ground anchors removed, bench needs re-fixing.	Wardens to review works. Resident contacted and requested what action should be taken.

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	2	Already actioned.
Victoria Way	1	
High Street	1	
Water Lane	2	