



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

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 29 September 2025 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Alexander, Barnes, Campbell, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, Wilson

Absent: Cllr Kanagarathnam

In attendance: Abi Williams (Clerk), County Cllr Bostanci, two representatives of Melbourn Community Hub Management Group, six members of the public (mop)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC072/2526 To receive and approve apologies for absence.

It was RESOLVED to accept apologies of absence from Cllrs Kyprianou and Redelinghuys. Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.

PC073/2526 To receive any Declarations of Interest and Dispensations

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

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

Cllr Hart declared a non-pecuniary interest in item PC091/2526c) – dispensation was granted to be involved in the discussion but not to vote.

PC074/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. Six members of the public were present.

Four representatives attended to discuss item **PC084/2526b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.** Concern was raised that proper consultation had not taken place between Fowlmere Parish Council and Cambridgeshire County Council as they were not aware of the proposed changes to the designation of the road. Residents expressed concern over potential one-way system and changes to access. ACTION: Clerk to contact relevant Parish Clerks to make them aware of the request and to respond to the Active Travel Officer with Melbourn Parish Councils comments over appropriate consultation and timescales for review and the fabric of questionnaire.

Cllr Coulman joined the meeting 19:41

Two representatives attended to discuss items under **PC085/2526) Community Hub.** Concern was raised over the introduction of a banking hub into the Community Hub without the involvement of the Parish Council. Concern over risk and the liability of insurance were raised. Concern raised over the interpretation of the Hub lease and whether certain financial liabilities fell to the correct party. ACTION: MOP offered Cllrs opportunity to discuss the lease with the benefit of their professional experience. ACTION: Cllrs and Community Hub Management Group to meet on a more regular basis and confirm where liabilities fall ongoing.

PC075/2526 To approve the minutes of the Parish Council meeting held on 30 July 2025

It was RESOLVED to approve the minutes of the Parish Council meeting held on 30 July 2025 as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Davey, Hart, Kilmurray, Wilson

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

Against:
Abstain: Cllr Cowley.

PC076/2526 To report back on the minutes of the Parish Council meeting held on 30 July 2025

Nothing to report.

PC077/2526 To receive reports for District and County Councillors

A verbal report was received from County Cllr Bostanci and District Cllr Hart. Cllr Bostanci reported on the correct reporting procedures for unauthorised signs etc through the highways reporting tool. *A full copy of the report can be found in the supporting documents for this meeting.*

PC078/2526 Finance Matters:

- a) To receive and consider the finance report covering July and August 2025.
The reports were noted.
- b) To consider approving the retrospective approvals for August 2025.
It was RESOLVED to retrospectively approve the approvals list for August 2025.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- c) To consider approving renewal invoice for parish insurance policy at an annual cost of £13,562.65.
It was RESOLVED to approve the renewal if the annual insurance premium at a cost of £13,562.35.
Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.
- d) To note emergency spend on removal of fallen tree in Elm Way at a cost of £410+VAT.
Spend noted.
- e) To consider retrospective approval of invoices relating to the PCN at the Hub and receive an update on remaining funds.
It was RESOLVED to approve invoice 1769 at a cost of £1,500.00
Proposed by Cllr Davey, seconded Cllr Wilson. All in favour.
It was RESOLVED to approve invoice 1770 at a cost of £30.00
Proposed by Cllr Davey, seconded Cllr Barnes. All in favour.
It was RESOLVED to approve invoice 1771 at a cost of £321.87
Proposed by Cllr Davey, seconded Cllr Barnes. All in favour.
It was noted that £3,337.03 remaining under s106 for future payments – Hub Management Group advised they are waiting for confirmation of future funding to continue 'Health at the Hub' initiatives.

Cllr Kilmurray joined the meeting 20:09
- f) To consider approving the approvals list for September 2025.
It was RESOLVED to approve the approvals list for September 2025.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- g) To request any projects for consideration under the precept 2026/27 to be sent to the Office for review.
Request was made for suggestions before the next meeting in October.

PC079/2526 Bank reconciliations

- a) To note bank reconciliation for July and August 2025.
It was noted that the bank reconciliations for July and August had taken place.

PC080/2526 Email decisions

- a) To formally record approved switch for unmetered power supply for street lighting.
Email decision to switch street lighting energy supplier formally recorded.

PC081/2526 Governance

- a) To receive the external auditors report and completed Annual Governance and Accountability Report 2024/25.
The external auditors report and AGAR was received by Council.
- b) To note 'Notice of conclusion of audit' was published on 24 September 2025 for a period no shorter than 14 days on the noticeboards and online.
Notice of conclusion of audit was noted.
- c) To receive the updated meeting schedule to accommodate changes to maintenance committee.
Updated meeting schedule was received.
- d) To receive updated committee membership list.

ACTION: It was noted that a correction was needed to reflect Cllr Barnes as Vice Chair of Maintenance and not Cllr Clark as shown.

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

PC082/2526 Correspondence:

- a) To note correspondence with regard to installation of flags and posters on street furniture through Melbourn.
Correspondence was noted.
- b) To note correspondence from resident and consider actions to speeding issues along Back Lane and High Street.
Correspondence was noted and discussed. Cllr suggested we move traffic monitoring equipment to approved location on Back Lane to monitor and review activity and report any relevant statistics to the police. ACTION: Office to request move of MVAS unit to Back Lane to monitor vehicles and report to relevant authorities.
- c) To receive any updates and consider actions.
None received.

PC083/2526 Maintenance Matters:

- a) To consider quotes for asset valuation project.
Quotes for the asset valuation project were considered. It was RESOLVED to approve the quote from Bremner Partnership LLP to provide services of asset valuation at a cost of £850+VAT.
- b) To note spend of £240+VAT under delegated authority to the Clerk for works to verge on Water Lane / Back Lane due to safety concerns.
Spend was noted.
- c) To note request and response from Maintenance Committee for the installation of lighting in All Saints Churchyard.
Request and response to not proceed with introduction of lighting project was duly noted.

Chair altered the order of the agenda.

PC085/2526 Community Hub

- a) To note spend of £205.00+VAT on call out and labour for air conditioning unit in kitchen.
Spend was noted.
- b) To receive minutes from private meeting with Melbourn Community Hub Management Group.
Minutes were received. Discussion about the risks associated with Cambridge Business Society operating a banking hub from the premises were raised. Concerns over increased footfall around the office was also noted. Comment from MOP was raised under public participation about liabilities to different parties on the lease. *Action as noted under public participation.*
- c) To receive an update from Melbourn Community Hub Management Group.
Included in the discussion above. The loss of John Travis as a Director was noted, this highlights the need for regular review at Parish Council meetings as the direct link has been lost. Cllrs and Management Group commended the efforts of all the volunteers that range across roles such as Directors and café volunteers.
- d) To receive updates and consider actions.
None received.

Chair altered the order of the agenda.

PC084/2526 Planning Matters:

- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.
As discussed during public participation. Council agreed to push back with concerns over the range of consultation and Cllrs are encouraged to review the draft survey and provide feedback to the office. *Action as noted under public participation.*

Members of the public left the meeting 20:53

Chair altered the order of the agenda.

PC083/2526 Maintenance Matters Continued:

- d) To note request and response from Maintenance Committee for works to All Saints Church wall.
It was noted that the request for works to All Saints Wall has been received and investigation is being carried out to confirm responsibilities of the Parish Council. Currently we are awaiting confirmation from All Saints of a written agreement this will then allow Melbourn Parish Council to proceed.

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

PC084/2526 Planning Matters:

- a) To consider plans for alterations to High Street landscape for Melbourn Greenway.
Plans were reviewed. It was noted that Cllrs were unable to print and sufficiently review the plans. It was noted that responsibility for the bike repair station should be confirmed as they can have a tendency to be broken and not maintained. ACTION: Request printed versions for review within the office.
- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.
Chair moved item to earlier in the meeting.
- c) To receive updates and consider actions
None received.

Cllr Barnes left the meeting 21:09

PC085/2526 Community Hub

- a) To note spend of £205.00+VAT on call out and labour for air conditioning unit in kitchen.
Chair moved item to earlier in the meeting.
- b) To receive minutes from private meeting with Melbourn Community Hub Management Group.
Chair moved item to earlier in the meeting.
- c) To receive an update from Melbourn Community Hub Management Group.
Chair moved item to earlier in the meeting.
- d) To receive updates and consider actions.
Chair moved item to earlier in the meeting.

PC086/2526 Health, Safety, accessibility, and Wellbeing

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

PC087/2526 Melbourn Timebank

- a) To receive the Timebank's August report.
Report received with thanks.
- b) To note expenses related to Timebank as approved.
None received.
- c) To note the successful application to the Community Growing Grant from South Cambridgeshire District Council. £500 received and being used for the community allotment plot.
Grant was noted.
- d) To receive any updates and consider actions.
None received.

PC088/2526 To receive an update from the MAYD Joint Committee

- a) To receive the Connections Bus termly report.
Termly report received. ACTION: Clerk to share details of Connections Bus AGM with Cllrs.
- b) To respond to call for action to reinstate MAYD Committee meetings and agree a date for meeting.
Cllr Hart noted that she will continue as Vice Chair in order to progress with the next meeting where it will be looked to elect a new Chair and Vice Chair. It was noted that meetings would be moved to an evening to allow more Cllrs the opportunity to attend. ACTION: Office to contact all joint committee members to arrange a date for the next meeting.

PC089/2526 To receive an update from the Futures Working Party

Chair confirmed he is looking to hold a meeting in October. Local Highways Initiative decision should be published mid-October.

PC090/2526 Policies

- a) To consider approving changes to Document 4.23 Parish Estate Safety Inspections on recommendation of the Maintenance Committee.
It was RESOLVED to approve the updates to Document 4.23 Parish Estate Safety Inspections. Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- b) To consider approving changes to key holder agreement to reflect emergency key use and Provision at the pavilion as recommended by the Maintenance Committee.

It was RESOLVED to approve the changes to key holder agreement to reflect emergency key use and provision at the pavilion.

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

- c) To consider the introduction of the Lost Property Policy to help manage items received by the office.

It was RESOLVED to approve the adoption of the Lost Property Policy as presented.

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

PC091/2526 To receive an update from the HR Panel

- a) To note annual reviews of RFO and Assistant have taken place.

Completed annual reviews noted. Thanks passed to Cllr Alexander and Cllr Barnes for helping to complete the reviews.

- b) To consider accepting the NALC local government pay agreement increases 2025/26 as stated in 10.1 of the contracts of employment.

It was RESOLVED to accept the local government pay agreement increase announced by NALC.

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

- c) To consider recommendation by HR Panel for the Clerk to undertake coaching.

It was RESOLVED to approve recommendation for Clerk to undertake coaching as quoted at a cost of £1,369.00+VAT.

Proposed by Cllr Davey, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Cowley, Davey, Kilmurray, Wilson
Against:

Abstain: Cllr Hart.

- d) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC092/2526e)**

It was RESOLVED to carry the motion to exclude Public and Press as stated above.

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

Two members of the public left the meeting 21:30

- e) Review pay scale for RFO.

HR Panel have been presented with a proposal to review the RFO pay scale. Insufficient time was available to review the details and the item is deferred to the next meeting after review by the HR Panel.

- f) **Motion to reopen meeting to the Public and Press.**

It was RESOLVED to re-open the meeting to Public and Press.

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

- g) To receive any updates and consider actions.

None received.

PC092/2526 Chair's Announcements

None received.

PC093/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 8 October 2025** at 7.30pm.

The date of the next Planning Committee Meeting was noted as Wednesday 8 October 2025.

- b) Maintenance Committee Meeting, **Wednesday 15 October 2025** at 7.30pm.

The date of the next Maintenance Committee Meeting was noted as Wednesday 15 October 2025.

- c) Full Council Meeting, **Wednesday 22 October 2025** at 7.30pm.

The date of the next Full Council Meeting was noted as Wednesday 22 October 2025.

Meeting closed at 21:34



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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 30 July 2025 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Barnes, Campbell, Clark (Chair), Coulman, Davey, Hart, Wilson

Absent:

In attendance: Abi Williams (Clerk), Cllr Richard Goddin (Meldreth Parish Council Chair), County Cllr Bostanci

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:31

PC051/2526 To receive and approve apologies for absence.

It was RESOLVED to accept apologies of absence from Cllrs Alexander, Cowley, Kilmurray, Kanagarathnam, Kyprianou, Redelinghuys.

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

PC052/2526 To consider application for co-option.

Co-option candidate was unable to attend the meeting. Item deferred.

PC053/2526 To receive any Declarations of Interest and Dispensations

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

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

None received.

PC054/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. No members of the public present.

PC055/2526 To approve the minutes of the Parish Council meeting held on 25 June 2025

Noting correction from Mr to Dr when referring to Cllr Redelinghuys.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 June 2025, including the correction shown above, as an accurate record.

Proposed by Cllr Campbell, seconded by Cllr Wilson.

In favour: Cllrs Barnes, Campbell, Clark, Coulman, Hart, Wilson

Against:

Abstain: Cllr Davey.

PC056/2526 To report back on the minutes of the Parish Council meeting held on 25 June 2025

Nothing to report.

PC057/2526 Chair's Announcements

Chair extended a welcome to Cllr Goddin, Chair from Meldreth Parish Council.

Chair noted the Local Highways Improvement application meeting was well received. Decision on funding due to be announced in October.

PC058/2526 To receive reports for District and County Councillors

A verbal report was received from County Cllr Bostanci and District Cllr Hart. Cllr Bostanci highlighted the successful provision of a bus service for students from Royston to Melbourn Village College and highlighted similar problems that Bassingbourn Village College are facing. Cllr Hart highlighted the Rural England Prosperity Grant Fund. ACTION: Office to promote

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

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

PC059/2526 Finance Matters:

- a) To receive and consider the finance reports for June 2025.
The report was noted.
- b) To consider approving invoices relating to PCN at the Hub.
No invoices received this month.
- c) To note completion of work and approve balance invoice for works to replace outer doors on Little Hands by Trulight at a cost of £2,892.00 (Spend approved under item PC231/25b) as recommended by Maintenance Committee.
It was RESOLVED to approve payment of invoice to Trulight at £2,892.00 for balance of works to outer doors at Little Hands.
Proposed by Cllr Campbell, seconded by Cllr Davey. All in favour.
- d) To note completion of work and approve balance invoice for works to replace oil tank at Little Hands by Shelford Heating at a cost of £4,374.17 (Spend approved under item PC231/25a) as recommended by Maintenance Committee.
It was RESOLVED to approve payment of invoice to Shelford Heating at £4,373.17 for balance of works to replace the oil tank at Little Hands.
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.
- e) To note staff expenses of £44.20 associated with travel to and from CiLCA training.
Expense payment noted.
- f) To consider approval of additional costs for fixing of pavilion heating as recommended by the Maintenance Committee at a total estimated cost of £1,965.18+VAT.
A report on works to pavilion heating was considered.
It was RESOLVED to approve additional estimated costs of £1,965.18.
Proposed by Cllr Davey, seconded by Cllr Hart. All in favour.
- g) To consider approving the approvals list for July 2025.
It was RESOLVED to approve the approvals list for June 2025.
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.

PC060/2526 Governance:

- a) To receive the Internal Auditors report – as emailed to Cllrs – and consider any actions.
Internal Auditors report received and actions considered.
- b) To receive the unaudited AGAR and notice of public rights as posted on 27 June 2025.
Unaudited AGAR and notice of public rights noted as published on 27 June 2025.
- c) To consider recommendation from F&GG Committee to adopt the updated and amended Financial Regulations based on the NALC Model Financial Regulations published in March 2025.
It was RESOLVED to adopt the edited NALC Model Financial Regulations.
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.
- d) To consider recommendation from F&GG Committee to adopt updates to Document 4.03 Community Grant Policy.
It was RESOLVED to adopt updates to Document 4.03 Community Grant Policy including the additional definition of NEET (Not in Education, Employment, or Training).
Proposed by Cllr Barnes, seconded by Cllr Coulman. All in favour.
- e) To consider recommendation from F&GG Committee to adopt updates to Document 4.33 Income and Receipts Procedure.
It was RESOLVED to adopt updates to Document 4.33 Income and Receipts Procedure.
Proposed by Cllr Barnes, seconded by Cllr Coulman. All in favour.
- f) To note possibility of slightly altered office hours, working from home and closure dates over the summer period.
Altered hours noted.
- g) To consider recommendation from F&GG Committee to increase allotment plot fees by £2.00 per plot, per year to account for rising costs of upkeep (FG010/2526).
It was RESOLVED to accept the recommendation from F&GG to increase the allotment fees for both Grays and St Georges by £2.00 from October 2025.
Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.
- h) To receive updates and consider actions.
None received.

PC061/2526 Bank reconciliations

- a) To note bank reconciliation for June 2025.

It was noted that bank reconciliation would be completed after the meeting.

PC062/2526 Correspondence:

- a) To consider request by Scouts for key to Moor car park to ensure safety of users when in the pavilion – to be used for emergency access only.

It was RESOLVED to include a Moor car park key for hirers when using the pavilion as proposed to be used solely in case of emergency services requiring access.

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

- b) To consider possibility of Royston Town Youth Football Club holding their annual tournament on the New Rec in June 2026.

Requested was noted and it was agreed to consider application if tendered.

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

- c) To receive any updates and consider actions.

None received.

PC063/2526 Maintenance Matters:

- a) To consider recommendation from Maintenance Committee to move time and day of committee meetings.

A proposal to move Maintenance Committee meetings from day to evening to encourage more Cllrs to attend and to enable a new Chair to be appointed was considered.

It was RESOLVED to move Maintenance Committee meetings to a Tuesday evening. ACTION: Clerk to arrange new timetable of meetings and communicate.

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

- b) To consider quotations to reinstate an allotment plot as suitable for lease.

Quotes to reinstate allotment plot to be suitable for lease were considered.

It was RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance Ltd at a cost of £570+VAT.

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

- c) To consider quotations to remove sycamore and reduce tree on Grays Allotments.

Quotes to works on trees on Grays Allotment were considered. It was noted that arborists recommend the removal of the large sycamore and the reduction of height for the field maple.

It was RESOLVED to accept the quotation from Shire Trees Limited at a cost of £1,725+VAT.

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

- d) To receive updates and consider actions.

None received.

PC064/2526 Planning Matters:

- a) To note update on TTRO for New Road.

It was noted that works are progressing. Contractors are noted as being as helpful as they can.

It was noted that there are numerous Intends Notices for further road closures to be published.

- b) To receive updates and consider actions

None received.

PC065/2526 Community Hub

- a) To reconsider approval of costs associated with labelling of electric circuits at The Hub at a cost of £864.00.

It was RESOLVED to approve the works to label the electric circuits as quoted at a cost of £720+VAT.

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

- b) To note MGS (door servicing) contract has moved to Expert Access. Contract terms remain the same.

It was noted.

- c) To note confirmation that John Travis has stepped down as Director and Chairman of Melbourn Community Hub Management Group. Mr Jose Hales has been appointed as Chairman and Mr Jonathan Berks has been appointed Deputy Chairman.

It was noted.

- d) To receive updates and consider actions.

None received.

PC066/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC067/2526 Melbourn Timebank

- a) To receive the Timebank's July report.
The report was noted with thanks.
- b) To note expenses related to Timebank as approved.
Expenses for the Community Allotment were noted. It was noted that a further application for the Community Growing Fund from South Cambridgeshire District Council had been made.
- c) To consider funding of replacement leg for Timebank gazebo – damaged by Melbourn Parish Council use at fete at a cost of £123.37.
It was RESOLVED to approve the cost of £102.82+VAT for a replacement gazebo leg.
Proposed by Cllr Coulman, seconded by Cllr Wilson. All in favour.
- d) To receive any updates and consider actions.
None received.

PC068/2526 To receive an update from the MAYD Joint Committee

It was noted that efforts are to be taken to hold the next MAYD Joint Committee meeting and elect a new Chair for the committee.

PC069/2526 To receive an update from the Futures Working Party

It was noted that communication had started with providers of outdoor gym equipment in order to investigate the feasibility and suitability of installing equipment in Melbourn. The Futures Working Party will approach representatives from schools and the local gym to gather further advice when the time is right.

- a) To receive responses from questionnaire around suggested LHI works to Orchard Road / Mortlock Street.
Responses were noted. It was noted that through the survey concern was raised around parking in Mortlock Close. Cllr Campbell to speak with Melbourn Primary School around staff parking in this area. Residents are encouraged to report any parking infringements to the parking enforcement agents through Cambridgeshire County Council.

PC070/2526 To receive an update from the HR Panel

- a) To note pay of staff will now be on nominated day of the month rather than with approvals. All costs will be duly reported through the approvals process as previously.
It was noted.
- b) To receive any updates and consider actions.
It was noted that the Office Assistant had passed their probationary period and it was recommended by the HR Panel that they continue in the role.

PC071/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 13 August 2025** at 7.30pm.
The date for the Planning Committee Meeting was noted as Wednesday 13 August at 7.30pm.
- b) Maintenance Committee Meeting, **Thursday 21 August 2025** at 9.30am.
Under item PC063/2526a) it was RESOLVED to move the Maintenance Committee Meetings to evenings. ACTION: Clerk to re-arrange meeting timetable and communicate to Cllrs and public.
- c) Full Council Meeting, **Wednesday 24 September 2025** at 7.30pm.
A request to move the next Full Council Meeting to Monday 29 September was agreed.
ACTION: Clerk to update meeting timetable and communicate to Cllrs and public.

Meeting closed 20:47

Melbourn Parish Council September 2025 – County and District Councillors' Report

Flags

Most (or all) of the flags have now been removed from the High Street.

In response to numerous emails received from members of the public, expressing concern and asking questions about what is permitted and how the situation would be managed, we have posted the following on Facebook. It is worth repeating that *“While some have found the flags a source of pride, others have strongly complained to us that they find them intimidating.”*

The County Council has stated in the press: “Our highways team follow a standard process when things are placed on our highways. They are considered as damage or could be a safety issue so will be removed. We’ll continue to monitor the situation along with our partners.”

Flags attached to lamp posts contravene S. 132 of the Highways Act 1980, but the police are leaving enforcement to the county council. Anyone interested in the dos and don’ts of flag flying should consult the government’s *Flying Flags: A Plain English Guide*.

‘All flag flying is subject to some standard conditions’ according to the UK government Flying Flags: A Plain English Guide. This includes how and where flags may be displayed – invariably on fixed flag poles, and then with various specifications. Local Planning and Highways Authorities are the local bodies responsible for compliance.

Displaying flags on Highways property is not permitted on grounds of safety and must be removed by the Local Authority.

The Cambridgeshire Report It website is the place to log any concerns about unauthorized signs, flags or other items attached to Highways land or street furniture.

The Guide describes the emotive power of flags and their potential to strengthen community cohesion.

The widespread display of national flags in recent weeks, including in Bassingbourn-cum-Kneesworth, has certainly been emotive; but from the correspondence we’ve received it cannot be described as cohesive. While some have found the flags a source of pride, others have strongly complained to us that they find them intimidating.

Thanks to those who have been in touch with suggestions for creative new means of expressing patriotism and pride in the community. This debate is an integral part of our democratic society – how lucky we are to live in a free and open society.

The most powerful force in our community is the desire to make it a good place to live, and the multitude of social groups and clubs providing practical support and friendship, learning or enjoyment, are testament to this. Local government exists to support our communities, whether helping to solve problems or to support new ventures that will make life better.

Cam Vale Bus User Group meeting

Many thanks to all who attended or supported this meeting on 2 September, which was attended by the Combined Authority Public Transport assistant director, and which garnered a lot of feedback on the experience of using the 17 and 26 services. The meeting also heard about the future of bus franchising and was promised more information early in the new year, when we hope to convene the meeting again. We will continue to forward all feedback to the Combined Authority and look forward to continuing the conversation about improvements.

Highways

The reorganisation of Highways has now taken effect, with a Highways Maintenance Manager and Officer now responsible for highways in Melbourn. Aurora, the new highways asset management system with improved public interface, has also been launched.

We've had an introduction to the new system, and we hope that this will improve highways management and maintenance as well as communication with those who report highway faults.

We are able to request reports of outstanding issues for each Parish. We would like to support officers by decluttering Aurora so they can focus where it matters most. Clerk and councillors, please drop us a line by email if you notice faults that can be cleared from the system, and please continue to use Report It to report new issues:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

A505/New Road

Further to the recent tragic fatal accident at the A505 New Road junction, we have received questions whether permanent traffic lights to facilitate right turning could be installed, as well as how many accidents there have been and if there could be better signage/ lighting/ lower speed to protect drivers trying to turn right. If residents and the Parish Council wish, this is something we can pursue, also with the support of Pippa Heylings, MP.

Local Government Reorganisation

What is it?

The government wants to reorganise local government and has set out the rules for the process, such as the desired size of the new unitary authorities that will replace district and county councils. One element of the rules is that the new unitary authorities should follow the boundaries of existing districts.

Why are there three options?

That creates a few options of “reshuffling” the existing district and city councils into new unitary authorities. Different administrations within Cambridgeshire have different views of what will work best, and therefore several business cases are being prepared to be put forward to the government.

From the perspective of someone living in South Cambridgeshire, the options are:

Option A: Cambridge City, South Cambridgeshire and East Cambridgeshire form the new unitary authority.

Option B: Cambridge City and South Cambridgeshire.

Option C: Cambridge City, South Cambridgeshire and Huntingdonshire.

The County Council is working on Option A, while South Cambs District Council is working on Option B.

What is happening now?

A new engagement survey focused on Option A has now been launched for residents and parish councils. And, a new survey focused on Option B has now been launched.

Why should I take part?

Importantly, the different options have different strengths and weaknesses, and in the end, it'll be for government to decide which option will be implemented. However, for a chance of a good decision, it is important that all business cases are as well-founded as possible. For that reason, it's important that residents consider sharing their views with those who are preparing the business cases via this link to the survey:

CCC survey: <https://www.cambridgeshire.gov.uk/news/county-council-launches-second-phase-of-engagement-into-local-government-reorganisation-asking-residents-to-share-their-views>

SCDC survey: <https://engage.scams.gov.uk/en-GB/projects/future-councils>

Between 19 June and 20 July 2025, a total of 3,406 people, including residents, stakeholders and staff, took part in the previous countywide engagement survey to share their views on the biggest shake-up of local government since the 1970s.

<https://www.cambridgeshire.gov.uk/news/council-leaders-thank-communities-for-helping-shape-the-future-of-local-government>

Swifts

There's an initiative to establish a "swift corridor" in South Cambridgeshire, with Bassingbourn having had particular success with the installation of swift boxes to boost the local population. Environmental groups in Whaddon and Shepreth, and some initial homes in Meldreth, have taken an interest. Are you interested in taking part?

Cambridge South Station

Cambridge South station is due to open on the early side of 2026. This will transform sustainable public transport connections from local rail stations to Addenbrooke's and neighbouring new hospitals, to sixth form colleges, and to nearby employers on the biomedical campus. The new station will connect to over 60 other stations and will be included in the December 2025 timetable change, albeit trains will not stop until the station opens. An on-line public information session is being organized by Cam Valley Community Rail Partnership in December.

A bit further afield: Ivy Farm Bridge

We have launched a letter writing campaign to bring life into an initiative to open Ivy Farm bridge over the A505 between Bassingbourn and Royston by creating a new public right of way. This may be of interest for keen walkers and cyclists. Please keep an eye out on Social Media and talk to us if you want to support this by writing a letter to the landowner who needs to consent to the creation of a public right of way over some farmland. This would be transformational for "active travel" from and to Bassingbourn, especially for young people and those who can't drive.

OTHER NEWS FROM CCC AND SCDC

Council launches new campaign highlighting the impact of its services on residents and communities

"Working for You" is a new campaign launched today, celebrating the work of the teams at Cambridgeshire County Council and the positive difference they make to lives and communities across the county.

<https://www.cambridgeshire.gov.uk/news/council-launches-new-campaign-highlighting-the-impact-of-its-services-on-residents-and-communities>

New Community 'Service Support Grant' funding

Please note this significant new funding opportunity, for which applications are due on 31 October. Any voluntary, community or social enterprise organization delivering services for South Cambs residents can apply. All information at www.scambs.gov.uk/grants-and-funding.

Litlington: new affordable housing

All outstanding matters around 22 new affordable homes at Sheen Farm Litlington are now resolved, with an update provided by the housing association.

- The s73 and Deed of Variation that were submitted last year have both been approved now which has enabled the housing association to move forward on site.
- All contributions have been paid as part of the s106 agreement.
- Handover of all 22 properties is currently estimated for November 2025.
- All properties will be affordable housing as opposed to a mixed site. Nine will be for rent with 13 shared ownership. People with a local connection will have priority for ten of these homes.
- For any queries about the Shared Ownership homes, more information at [Litlington Edge, Royston, Cambridgeshire - 2, 3 & 4 bedroom Shared Ownership homes](#)
- For the rented plots, applicants will need to be registered with Homelink to be considered for a property when allocations commence.

Council House news

An £8.2 million government grant has been secured to retrofit social housing in South Cambridgeshire, cutting carbon emissions and tackling fuel poverty by making homes warmer and cheaper to heat. Overall funding stands at £19 million to support energy efficiency upgrades for 610 homes across South Cambridgeshire. The remaining funding is being provided through the Council's Housing Revenue Account, which is supported by rental income from tenants.

58 new council homes for affordable rent were delivered this past year, including 10 for shared ownership, and 11 for temporary accommodation. In addition, the Housing Team achieved a 62% success rate in interventions that prevented homelessness for 278 individuals and families in 2024/25.

Key achievements in the last year include:

- Publication of the [Greater Cambridge Housing Strategy 2024–2029](#) which sets a clear vision for the future.

- Completion of the Gypsy and Traveller and Boat Dwellers Accommodation Needs Assessment, with a cross-departmental action plan now in place.
- Approval of an updated disabled adaptations and repairs policy, resulting in 66 mandatory and 36 discretionary grants for non-council tenants and owners.
- Construction has started on the Northstowe Unity Centre, a flagship community hub set to serve one of the district's fastest-growing areas.
- Supporting the delivery of 525 affordable homes in the District in partnership with housing providers and developers.
- Introduction of a formal inspection programme for flat blocks and 100% safety compliance across communal areas.
- Support for 364 clients via the Visiting Support Service and 729 applicants housed through the Housing Register and Direct Lets.
- Installed 115 disabled adaptations, 397 heating systems, and 220 kitchens in our council homes.
- Returned 300 empty properties to a lettable standard.
- Completed £1 million in fire safety works and conducted 3,500 gas safety inspections.
- The first year of Tenant Satisfaction Measures was completed, with targets agreed for 2025/26 to ensure continued improvement.
- Delivered £4 million in home improvement measures to reduce energy costs.

Further consultation on Greater Cambridge Planning Obligations Supplementary Planning Document

Greater Cambridge Shared Planning (GCSP) is reconsulting on the draft [Greater Cambridge Planning Obligations Supplementary Planning Document \(SPD\)](#). This follows updates to the draft SPD being made in response to feedback from an initial consultation held between November 2024 and January 2025.

The SPD provides detailed guidance on how planning obligations, also known as Section 106 contributions, will be used to mitigate the impact of new developments across Greater Cambridge. The SPD outlines when developers might need to make these contributions and what they could involve. Examples of this may include affordable homes, better transport options like cycle paths or bus improvements, and protecting nature by improving habitats and planting more greenery.

The feedback gathered from during the consultation will play a crucial role in shaping the final version of the Supplementary Planning Document. Once adopted, the SPD will

replace existing planning obligations guidance currently used by Cambridge City Council and will also help to guide development in South Cambridgeshire.

- Comments can be made on the SPD between 9am on Friday 22 August and 5pm on Friday 17 October 2025.
- To read the updated draft SPD and to find out how to submit your comments, visit: <https://greatercambridgeplanning.org/spd>
- The councils are also holding in-person and online consultation events during the consultation period. These events are an opportunity to connect with Planning Officers, share your thoughts, and find out more about the SPD out for consultation.

Applying for a memorial grant

The Department for Culture, Media and Sport (DCMS) has [updated the guidance on how to apply for a grant towards VAT on the construction, repair and maintenance of public memorials](#). The Memorial Grant Scheme is a UK-wide grant, available for memorials in any part of the UK (or overseas memorials in some circumstances). The grant scheme is managed by East Midlands Business Ltd on behalf of DCMS.

If you have questions about the grant scheme or whether your memorial is eligible, please contact grants@memorialgrant.org.uk for advice.

Improvements in support for care leavers

The County Council has improved the support and stability it provides for care leavers in Cambridgeshire, according to a recent Ofsted report.

Ofsted carried out a focused visit in July, looking at the council's arrangements for care leavers. They concluded that arrangements have strengthened since their last visit in 2024, though there is still work to be done.

Inspectors commented that:

- 'Leaders are ambitious to support care leavers into employment, further education and training opportunities [...] The local authority is trailblazing the use of bursaries for care leavers over 19, supporting care leavers to remain longer in further education or giving care leavers who wish to return to employment, education or training, these opportunities.'

- ‘Care leavers now have stronger and more purposeful relationships with their personal advisors and investment in additional staffing in the service is helping to reduce staff turnover and workloads.’
- ‘Most care leavers live in suitable accommodation that meets their needs and increasing numbers are supported to remain living with their current carers through effective Staying Put arrangements.’
- ‘Political and corporate leaders and care leavers have co-produced a convincing and aspirational pledge which sets out their commitment to help care leavers fulfil their full potential.’

The summary also identifies four areas for improvement:

- The quality and impact of front-line manager’s supervision to promote and provide reflective practice for personal advisors
- The quality and impact of front-line managers oversight to ensure purposeful and considered case direction
- The quality and consistency of pathway planning
- The range and accessibility of suitable accommodation to meet care leavers needs.

<https://files.ofsted.gov.uk/v1/file/50285468>

Could you be a foster carer?

Cambridgeshire Fostering Service is looking for compassionate individuals and families across Cambridgeshire to become foster carers. By offering a stable, loving home, you can make a life-changing difference for children and young people who are unable to live with their families. Fostering doesn't have to be a long-term commitment; the council also needs carers for short-term fostering and respite care. Find out more:

- <https://www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption>
- www.facebook.com/CCCFosteringService/

Integrated Care Boards – new cluster for Cambridgeshire to help meet financial challenge

NHS Integrated care boards (ICBs), which are the local NHS coordinating points for health services, have been left between a rock and a hard place over taking forward redundancy schemes to hit demanding cost reduction targets set by the Government.

In March, the Government announced that it was scrapping NHS England over the coming years and set a target for integrated care boards to reduce running costs by 50% by the end of the third quarter of this year. It later refined this target to keeping running costs within £18.76 per head of population, meaning that ICBs face different cost reduction targets depending on their starting point. Redundancies will be essential to meet this target.

However, it has subsequently become clear that there is an expectation that all redundancy costs should be self-funded. However, this leaves ICBs facing the prospect of launching a redundancy scheme, where the costs have not been included in their financial plan, or putting schemes on hold and missing their target to reduce running costs.

ICBs are without the additional funds needed to pay for their own restructuring. To meet the cost-cutting requirements of the Government, most ICBs have agreed 'clustering' arrangements. Cambridgeshire and Peterborough ICB has clustered with Bedfordshire Luton & Milton Keynes and Hertfordshire, with a population of around 3.3 million people.

Annual Healthwatch summit

Healthwatch is an independent patient champion organisation consisting of a national body, Healthwatch England, and local Healthwatch groups focused on specific geographical areas. The current leadership team at Healthwatch Cambridgeshire have been active supporters of health scrutiny, including submitting reports and attending public scrutiny sessions to share the patient voice.

This years' annual summit is focusing on mental health and making local mental health services accessible to everyone. The event is taking place on Wednesday

8 October 2025 between 9:00AM and 2:50PM at the Delta Marriott Hotel, Kingfisher Way, Huntingdon PE29 6FL. It is free to attend and open to all. Booking required.

<https://www.healthwatchcambridgeshire.co.uk/form/sign-up-to-join-our-annualsummi>

Quality of Life survey reveals how people in Cambridgeshire are feeling

Cambridgeshire residents continue to feel happy and safe in their communities with a strong sense of belonging, according to the results of Cambridgeshire County Council's third Quality of Life survey.

Headline findings:

- 84% of residents say they feel happy – this figure has remained consistent over three years.
- 85% feel safe in their community.
- 76% feel a sense of belonging to their local community.
- 30% say they often feel lonely, and 28% reported struggling with their mental health – younger age groups were more likely to report these concerns.
- 87% of residents reporting that they personally feel concerned about the cost of living

Key findings about the County Council this year, included:

- Residents continue to be very satisfied with library services (89%), registration services (87%), and waste management (82%).
- 58% of residents trust the council to make decisions about local services - a 6% increase on last year and higher than the national benchmark of 50%.
- 47% believe the council provides value for money – up from 41% last year.
- Satisfaction with roads and pavements has risen to 28%, up from last year's figure of 21%.

While concerns around cost of living, climate change, and access to jobs remain high, many residents also recognised improvements in council services and reported having greater trust in the County Council.

More here: [Quality of Life survey reveals how people in Cambridgeshire are feeling | Cambridgeshire County Council](#)

Schools in Cambridgeshire help the county get closer to Net Zero, thanks to low carbon heating programme

Councillors have confirmed their support for the next stage of the Schools Low Carbon Heating Programme, which has already supported more than 70 Cambridgeshire schools since its launch in 2014.

At a meeting of Cambridgeshire County Council's Children and Young People committee today (Tuesday 9 September), councillors heard how the programme has delivered a wide range of energy-saving upgrades, such as ground and air source heat pumps, solar panels, LED lighting, improved energy management systems and better insulation.

To date, the programme has supported both maintained and academy schools across Cambridgeshire to:

- Save an estimated 11,000 tonnes of CO₂e
- Approach an estimated £1 million in energy bill savings.

<https://www.cambridgeshire.gov.uk/news/schools-in-cambridgeshire-help-the-county-get-closer-to-net-zero-thanks-to-low-carbon-heating-programme>

Learn about becoming a foster carer in Cambridgeshire

Cambridgeshire County Council is appealing for residents to come forward to help reduce the numbers of children waiting for foster...

<https://www.cambridgeshire.gov.uk/news/learn-about-becoming-a-foster-carer-in-cambridgeshire>

Melbourn Parish Council

Responsible Financial Officer's Report – August 2025

Prepared by: Shelley Coulman, RFO

Date: August 2025

1. Introduction

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

2. Income Overview

- **Total income to date:** £226,776

Income & Expenditure	£255,961
<u>Deferred Income</u>	<u>(£29,185)</u>
Total Income	£226,776
- **Key income item:** The primary source of income remains the precept payment received in April. The amount reflects 5 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £29,185 has been deferred to be release over the month in which the income relates.
- Interest continued to perform well however the bank of England has dropped the base rate, and the prediction is that this will be reduced further by December 25.
- Burial fees have exceeded budget for 2025/26.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed.
- £57,963 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £204,566

Income & Expenditure	£179,868
Accruals	£12,205
<u>Prepayments</u>	<u>(£13,283)</u>
Total Income	£204,556
- This represents approximately 53% of the annual budgeted expenditure, indicating that spending is currently higher than expected but does not include the effect of transfers to and from reserves, indicating that expenditure is less than budgeted, this will become clearer as we move closer to monthly budgeting and considering annual variations. Interest on loans and refuse collection has

not been prepaid therefore frontloading the budget. This is within a reasonable range for this point in the financial year.

Key expenditure areas include:

- **Salaries and staff-related costs** – on track with the budget no overspend anticipated.
- **Grounds maintenance** – seasonal activities are reflected in spend levels.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £37,853 has been taken from the earmarked reserve.
- **Maintenance & Repairs unplanned.** Little hands Oil boiler and Doors, these have been taken from the appropriate reserves.
- **Street Lighting** – This has occurred based on an issue with regards to moving over the street lighting account.

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

4. Bank and Reserves Position

- **Bank balance as of 31st August 2025:** £691,817 of which £386,420 relates to immediately available cash and £305,397 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.
- The general reserve of £192,328
- remains healthy and covers 6.6 months month operating expenditure level.

5. VAT

- VAT incurred to date is being tracked and will be reclaimed in due course.

6. Summary and Recommendations

The Council's financial position as of the end of August 2025 remains strong. Spending is broadly in line with the annual budget and the Council maintains sufficient reserves to meet foreseeable commitments. Councillors should look at the assets and consider the income or the measurable benefit to the community versus the cost of the asset to the community.

Income & Expenditure by Budget 31/08/2025

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	2,880	6,000	3,120			48.0%
1076 Precept	145,924	350,217	204,293			41.7%
1200 Allotment Rent received	102	3,154	3,052			3.2%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	2,110	2,000	(110)			105.5%
1305 Memorials Fees	962	525	(437)			183.1%
1310 Internment Fees	480	1,500	1,020			32.0%
1400 Match Fees	135	3,350	3,215			4.0%
1500 Hire of Recreation Grounds	615	840	225			73.2%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	11,250	27,000	15,750			41.7%
1610 Misc Income	58,360	0	(58,360)			0.0%
Total Income	226,786	398,536	171,750			56.9%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	52,833	135,348	82,515		82,515	39.0%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	180	591	411		411	30.5%
4060 Staff & Councillor Expenses	102	0	(102)		(102)	0.0%
4065 Training	1,550	2,500	950		950	62.0%
4070 Timebank Expenses	413	587	174		174	70.3%
4100 Audit Fees	1,890	2,000	110		110	94.5%
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%
4110 Insurance	267	13,948	13,681		13,681	1.9%
4115 Memberships & Subscription	1,229	1,706	477		477	72.0%
4120 Parish Clock	0	447	447		447	0.0%
4125 Broadband & Telephone	89	177	88		88	50.1%
4130 Computer & IT	486	2,802	2,316		2,316	17.3%
4140 Software Licences	3,455	4,012	557		557	86.1%
4150 Printing Postage & Stationery	451	1,370	919		919	32.9%
4155 Office Costs	0	0	(0)		(0)	0.0%
4170 Office Rent	6,250	15,000	8,750		8,750	41.7%
4175 Subcontractors	2,478	9,846	7,368		7,368	25.2%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	292	758	466		466	38.6%
4200 Bank Charges	129	226	97		97	57.1%
4205 Grants	37,853	8,550	(29,303)		(29,303)	442.7%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	4,176	6,500	2,324		2,324	64.2%
4208 S106 Expenditure	5,087	0	(5,087)		(5,087)	0.0%

Continued over page

Income & Expenditure by Budget 31/08/2025

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	48	2,677	2,629		2,629	1.8%
4230 Van - Tax, MOT, Fuel, Repairs	201	647	446		446	31.1%
4235 Wardens Materials	207	0	(207)		(207)	0.0%
4240 Wardens Equipment	151	1,539	1,388		1,388	9.8%
4315 Maintenance & Reps - Planned	7,323	10,061	2,738		2,738	72.8%
4320 Maintenance & Reps- Unplanned	13,270	18,100	4,830		4,830	73.3%
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%
4365 Tree & Hedge Work - Unplanned	1,827	3,546	1,719		1,719	51.5%
4370 Project work	369	1,026	657		657	35.9%
4410 Nature Reserve management plan	0	513	513		513	0.0%
4420 Grounds Maintenance - Unplanned	0	3,058	3,058		3,058	0.0%
4430 Grounds Maintenance - Planned	684	8,415	7,731		7,731	8.1%
4500 Rates	6,980	17,616	10,636		10,636	39.6%
4505 Electricity	2,150	6,227	4,077		4,077	34.5%
4510 Water	622	1,145	523		523	54.3%
4605 Refuse & Dog Bin Collection	4,975	6,442	1,467		1,467	77.2%
4635 Village Maintenance Contract	14,542	34,177	19,635		19,635	42.5%
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	15,800	32,326	16,526		16,526	48.9%
4705 PWLB Capital	9,121	17,457	8,336		8,336	52.2%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	890	1,026	136		136	86.7%
Total Overhead	204,566	385,984	181,418	0	181,418	53.0%
Total Income	226,786	398,536	171,750			56.9%
Total Expenditure	204,566	385,984	181,418	0	181,418	53.0%
Net Income over Expenditure	22,220	12,552	(9,668)			
plus Transfer from EMR	66,994	0	(66,994)			
less Transfer to EMR	57,564	0	(57,564)			
Movement to/(from) Gen Reserve	31,650	12,552	(19,098)			

Melbourn Parish Council
Responsible Financial Officer's Report – July 2025

Prepared by: Shelley Coulman, RFO

Date: July 2025

1. Introduction

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

2. Income Overview

- **Total income to date:** £193,899

Income & Expenditure	£252,268
<u>Deferred Income</u>	<u>(£58,369)</u>
Total Income	£193,899
- **Key income item:** The primary source of income remains the precept payment received in April. The amount reflects 4 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £58,369 has been deferred to be release over the 2 months prior to the next instalment.
- Interest continued to perform well however the bank of England have dropped the base rate and the prediction is that this will be reduced further by December 25 .
- Burial fees have exceeded budget for 2025/26.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed.
- £57,963 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £171,125

Income & Expenditure	£179,868
Accruals	£5,667
<u>Prepayments</u>	<u>(£14,410)</u>
Total Income	£171,125
- This represents approximately 44% of the annual budgeted expenditure, indicating that spending is currently higher than expected but the growth from Month 3 to month 4 was marginal, indicating that expenditure is in line with the budget. Interest on loans and refuse collection has not been prepaid therefore

frontloading the budget. This is within a reasonable range for this point in the financial year.

Key expenditure areas include:

- **Salaries and staff-related costs** – on track with the budget no overspend anticipated.
- **Grounds maintenance** – seasonal activities are reflected in spend levels.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £37,853 has been taken from the earmarked reserve.
- **Maintenance & Repairs unplanned includes Little hands Oil boiler and Doors**, these have been coded incorrectly and will be corrected but both have been taken from the appropriate reserves.

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

4. Bank and Reserves Position

- **Bank balance as of 30 June 2025:** £710,803 of which £220,140 relates to immediately available cash and £490,663 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.
- The general reserve of £191,031 remains healthy and covers 6.5 months month operating expenditure level.

5. VAT

- VAT incurred to date is being tracked and will be reclaimed in due course.

6. Summary and Recommendations

The Council's financial position as of the end of July 2025 remains strong. Spending is broadly in line with the annual budget and the Council maintains sufficient reserves to meet foreseeable commitments. Councillors should look at the assets and consider the income or the measurable benefit to the community versus the cost of the asset to the community.

Income & Expenditure by Budget 31/07/2025

Month No: 4

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	2,575	6,000	3,425			42.9%
1076 Precept	116,739	350,217	233,478			33.3%
1200 Allotment Rent received	102	3,154	3,052			3.2%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	2,110	2,000	(110)			105.5%
1305 Memorials Fees	400	525	125			76.2%
1310 Internment Fees	480	1,500	1,020			32.0%
1400 Match Fees	135	3,350	3,215			4.0%
1500 Hire of Recreation Grounds	30	840	810			3.6%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	9,000	27,000	18,000			33.3%
1610 Misc Income	58,360	0	(58,360)			0.0%
Total Income	193,899	398,536	204,637			48.7%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	42,266	135,348	93,082		93,082	31.2%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	144	591	447		447	24.4%
4060 Staff & Councillor Expenses	102	0	(102)		(102)	0.0%
4065 Training	1,550	2,500	950		950	62.0%
4070 Timebank Expenses	341	587	246		246	58.0%
4100 Audit Fees	1,057	2,000	943		943	52.9%
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%
4110 Insurance	213	13,948	13,735		13,735	1.5%
4115 Memberships & Subscription	797	1,706	909		909	46.7%
4120 Parish Clock	0	447	447		447	0.0%
4125 Broadband & Telephone	74	177	103		103	42.1%
4130 Computer & IT	306	2,802	2,496		2,496	10.9%
4140 Software Licences	2,899	4,012	1,113		1,113	72.3%
4150 Printing Postage & Stationery	451	1,370	919		919	32.9%
4155 Office Costs	0	0	(0)		(0)	0.0%
4170 Office Rent	5,000	15,000	10,000		10,000	33.3%
4175 Subcontractors	1,976	9,846	7,870		7,870	20.1%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	142	758	616		616	18.8%
4200 Bank Charges	115	226	111		111	50.7%
4205 Grants	37,853	8,550	(29,303)		(29,303)	442.7%
4206 Hub Fund redistribution - Heal	2,920	0	(2,920)		(2,920)	0.0%
4207 Youth Expenditure (Mayd)	4,176	6,500	2,324		2,324	64.2%
4208 S106 Expenditure	5,087	0	(5,087)		(5,087)	0.0%

Continued over page

Income & Expenditure by Budget 31/07/2025

Month No: 4

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	48	2,677	2,629		2,629	1.8%
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%
4315 Maintenance & Reps - Planned	6,506	10,061	3,555		3,555	64.7%
4320 Maintenance & Reps- Unplanned	12,030	18,100	6,070		6,070	66.5%
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%
4365 Tree & Hedge Work - Unplanned	(308)	3,546	3,854		3,854	(8.7%)
4370 Project work	369	1,026	657		657	35.9%
4410 Nature Reserve management plan	0	513	513		513	0.0%
4420 Grounds Maintenance - Unplanned	0	3,058	3,058		3,058	0.0%
4430 Grounds Maintenance - Planned	0	8,415	8,415		8,415	0.0%
4500 Rates	5,584	17,616	12,032		12,032	31.7%
4505 Electricity	2,011	6,227	4,216		4,216	32.3%
4510 Water	622	1,145	523		523	54.3%
4605 Refuse & Dog Bin Collection	4,937	6,442	1,505		1,505	76.6%
4635 Village Maintenance Contract	11,678	34,177	22,499		22,499	34.2%
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	14,052	32,326	18,274		18,274	43.5%
4705 PWLB Capital	4,226	17,457	13,231		13,231	24.2%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	198	1,026	828		828	19.3%
Total Overhead	171,125	385,984	214,859	0	214,859	44.3%
Total Income	193,899	398,536	204,637			48.7%
Total Expenditure	171,125	385,984	214,859	0	214,859	44.3%
Net Income over Expenditure	22,774	12,552	(10,222)			
plus Transfer from EMR	65,142	0	(65,142)			
less Transfer to EMR	57,564	0	(57,564)			
Movement to/(from) Gen Reserve	30,352	12,552	(17,800)			

Melbourn Parish Council Current Year
Approvals Aug 2025

Invoice Date	Ref		Net Value	VAT	Invoice Total	Paid by		
	ADO001	Adobe Systems Incorporated						
22/07/2025	1085		16.64	3.33	19.97	Lloyds		
			TOTAL INVOICES FOR ADO001	16.64	3.33	19.97		
	BRI001	British Gas						
24/07/2025	1092		-	23.49	-	1.17	24.66	DD
24/07/2025	1094		-	14.16	-	0.71	14.87	DD
25/07/2025	1091			37.81		1.89	39.70	DD
25/07/2025	1093			137.91		6.90	144.81	DD
05/08/2025	1100			138.83		6.94	145.77	DD
			TOTAL INVOICES FOR BRI001	276.90	13.85	290.75		
	CAP001	Cambridgeshire and Peterborough Associat						
07/08/2025	1101			1,032.00		-	1,032.00	
			TOTAL INVOICES FOR CAP001	1,032.00		-	1,032.00	
	DAV001	David William Pettifer						
07/08/2025	1102			73.26		-	73.26	
			TOTAL INVOICES FOR DAV001	73.26		-	73.26	
	EDG001	Edge IT systems ltd						
14/08/2025	1125			242.30		48.46	290.76	
			TOTAL INVOICES FOR EDG001	242.30		48.46	290.76	
	FAS001	Fast Lanyard						
07/08/2025	1127			64.26		-	64.26	Lloyds
			TOTAL INVOICES FOR FAS001	64.26		-	64.26	
	FLI001	Flint Cross Service Station						
26/06/2025				-		-	-	
22/07/2025	1081			29.17		5.84	35.01	Lloyds
			TOTAL INVOICES FOR FLI001	29.17		5.84	35.01	
	HAC007	Herts and Cambs						
01/08/2025	1103			410.00		82.00	492.00	
			TOTAL INVOICES FOR HAC007	410.00		82.00	492.00	
	HOU001	House of Tents						
07/08/2025	1098			102.81		20.56	123.37	Lloyds
			TOTAL INVOICES FOR HOU001	102.81		20.56	123.37	
	INF001	Information Commissioners Office						
26/08/2025	1116			47.00		-	47.00	DD
			TOTAL INVOICES FOR INF001	47.00		-	47.00	
	ION001	IONOS Cloud Ltd						
12/08/2025	1128			29.47		5.89	35.36	Lloyds
			TOTAL INVOICES FOR ION001	29.47		5.89	35.36	
	JTL009	Jason Trueman						
25/08/2025	1119			140.00		-	140.00	
			TOTAL INVOICES FOR JTL009	140.00		-	140.00	
	LUC001	Lucid Systems Ltd						
01/08/2025	1129			150.20		30.04	180.24	
			TOTAL INVOICES FOR LUC001	150.20		30.04	180.24	
	MAT001	Matt De Oliveira						
12/08/2025	1122			143.00		-	143.00	

			TOTAL INVOICES FOR MAT001	143.00	-	143.00	
				235.87	-	235.87	
			TOTAL INVOICES FOR MBC001	235.87	-	235.87	
		MCH004	Melbourn Community Hub Management Group				
26/06/2025				-	-	-	
30/06/2025	1106			1,500.00	-	1,500.00	
30/06/2025	1107			30.00	-	30.00	
31/07/2025	1105			1,590.00	-	1,590.00	
31/07/2025	1123			- 1,268.13	- -	1,268.13	
			TOTAL INVOICES FOR MCH004	1,851.87	-	1,851.87	
		MEL001	Melbourn Garage				
01/06/2025				-	-	-	
18/08/2025	1126			10.00	-	10.00	Lloyds
			TOTAL INVOICES FOR MEL001	10.00	-	10.00	
		MWY011	Mark Wyer				
06/08/2025	1104			146.52	-	146.52	
			TOTAL INVOICES FOR MWY011	146.52	-	146.52	
		NAM001	names.co.uk				
25/07/2025	1089			35.99	7.20	43.19	Lloyds
			TOTAL INVOICES FOR NAM001	35.99	7.20	43.19	
		NOR001	Norbury's Building & Landscape Supplies				
29/07/2025	1096			15.00	3.00	18.00	Lloyds
30/07/2025	1131			26.88	5.38	32.26	
			TOTAL INVOICES FOR NOR001	41.88	8.38	50.26	
		NOW003	Now Pensions				
01/08/2025	1108			36.00	7.20	43.20	DD
			TOTAL INVOICES FOR NOW003	36.00	7.20	43.20	
		PHI001	Phillimores Garden Centre				
30/06/2025	1099			29.98	6.00	35.98	
			TOTAL INVOICES FOR PHI001	29.98	6.00	35.98	
		PWL001	United Kingdom Debt Management Office				
26/08/2025	1115			6,642.79	-	6,642.79	
			TOTAL INVOICES FOR PWL001	6,642.79	-	6,642.79	
		SAG001	Sage Global Services Ltd				
19/08/2025	1130			17.00	3.40	20.40	Lloyds
			TOTAL INVOICES FOR SAG001	17.00	3.40	20.40	
		SCR01	SCREWFIX				
15/08/2025	1112			88.47	4.50	92.97	Lloyds
			TOTAL INVOICES FOR SCR01	88.47	4.50	92.97	
		SHE001	Shelford Heating				
13/08/2025	1121			888.75	177.75	1,066.50	
			TOTAL INVOICES FOR SHE001	888.75	177.75	1,066.50	
		SHI001	Shire Trees Limited				
22/08/2025	1120			1,725.00	345.00	2,070.00	
			TOTAL INVOICES FOR SHI001	1,725.00	345.00	2,070.00	
		THR001	Three Business Services				
17/08/2025	1114			21.82	4.36	26.18	DD
			TOTAL INVOICES FOR THR001	21.82	4.36	26.18	
		TOM001	Tomato Energy				
12/08/2025	1124			41.85	2.09	43.94	DD

		TOTAL INVOICES FOR TOM001	41.85	2.09	43.94	
21/07/2025	URB001	Urban Plastics				Lloyds
	1065		16.17	3.23	19.40	
		TOTAL INVOICES FOR URB001	16.17	3.23	19.40	
	WMC001	Wrights Mower Centre Ltd				
21/08/2025	1118		35.00	7.00	42.00	
21/08/2025	1117		115.77	23.15	138.92	
		TOTAL INVOICES FOR WMC001	150.77	30.15	180.92	
		Confidential Items	10,566.51		10,566.51	
		Total	25,304.25	809.23	26,113.48	

Ms Abi Williams

Melbourn Parish Council

30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ

16 September 2025

Quote Reference: LC/MELB/25225-NFBF

Dear Ms Williams,

LOCAL COUNCIL RENEWAL INVITE

Further to recent communications, we are pleased to confirm that your Local Councils Insurance policy is now provided via Ecclesiastical Insurance Office plc, please find your renewal invite enclosed. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Ecclesiastical Insurance Office plc
Renewal Date:	04 October 2025
Premium:	£13,512.65 <i>including Insurance Premium Tax (IPT) at the current rate</i>
Arrangement Fee:	£50.00 <i>non-refundable in the event of cancellation</i>
TOTAL PREMIUM	£13,562.65

Please note the premium quoted is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS: Please read the following documents carefully.

- **Policy Schedule:** This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- **Statement of Fact:** This is an outline of the information you have provided to Clear Councils and the insurer.
- **Your Risk Presentation Details:** This outlines the questions and answers provided by you to Clear Councils in relation to your previous policy.
- **Summary of Cover:** This provides a summary of the risk information held and levels of cover provided.
- **Policy Wording:** This sets out the cover provided and the terms, conditions and exclusions which apply.
- **Clear Councils Cyber Policy Information:** A summary of an additional Cyber Insurance policy Clear Councils can arrange for you.
- **Terms of Business:** Clear Councils' Terms and Conditions, which explain how we will manage your policy.
- **Premium Finance Information:** This provides important information regarding Premium Finance arrangements with Premium Credit Limited (PCL).

Renewal details for any other insurance policies arranged through Clear Insurance Management Ltd (CIM) alongside your Local Councils Insurance will be issued under a separate communication.

Policy Documents

Your documents will be emailed, however if you would prefer to receive a copy by post, please let a member of our team know.

Please note if you receive your documents by post, a Policy Wording will be posted to you in the first policy year, and only in subsequent years if the version previously provided is no longer valid.

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term

- for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.
- require cover against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- require cover for money which is lost or stolen.
- requires cover against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- Requires cover against libel and slander for certain events.
- require assistance with legal expenses incurred for certain events. (This element of cover is optional and can be removed if not required.)

We do not give advice or make a personal recommendation in relation to this policy regarding its suitability for your needs. It's important that you review the cover levels and sums insured and read and understand all documentation and policy terms to ensure it meets your requirements.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from Clear Councils.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Ecclesiastical Insurance Office plc that we have acted as agent of the insurer. We act as your agent in the event of a claim

Important Changes to Your Policy

Please note the Policy Wording includes several additional and new conditions which apply to your policy. These conditions can be found on pages 16 to 18 of the Policy Wording.

These include but are not limited to the below:

- Alarm Condition
- Minimum Security Condition
- Unoccupancy Condition

It is important to review these fully understand the additional conditions which apply to your policy.

- Motor No Claims Bonus protection is no longer available under this product.
- Cover for Data Breach Recovery is no longer available. We are, however, able to provide a separate Cyber quotation.
- Legal Expenses was previously included as a mandatory extension with Aviva Insurance. It is now included as an optional benefit under your Local Councils policy with Ecclesiastical Insurance Office plc and this element of cover can be removed if not required.

This element of cover provides legal costs to defend claims made against the business from various areas such as Contract Disputes, Employment Disputes, Tax Investigation, Landlord/Tenant Disputes and Statutory Licence Protection.

The cost of this element of cover within your Local Councils policy is £160.62.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

All key and significant endorsements specifically applicable to the Council, these can be found listed below:

- [C1008] - Buildings definition - Construction amendment
- [CC183] - Fixed Rate Agreement
- [CCLI01] - Skateboard/BMX Parks
- [CCPD01] - Amendment to Contents definition
- [CCPD02] - Tenant's improvements definition

It is important that you read and understand the endorsements, exclusions, limitations and other conditions and warranties that apply both on the Policy Schedule and within the Policy Wording. Please contact the Clear Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The **Policy Wording** will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A **warranty** is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A **subjectivity** is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An **excess** is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An **exclusion** is a clause in the policy that states which risks the insurance won't cover.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurer's assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/ individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director
- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.
- You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers.

Remuneration

We will charge a policy administration fee in respect of this policy (details of which can be found in the 'Premium Breakdown' section of this Information Pack). In addition, the insurer will pay us commission, which is a percentage of the total premium you pay.

For this policy, we undertake additional work on behalf of the insurer for which we receive additional income paid by the insurer.

If you make any changes to your policy after the inception or renewal date, we will charge a £25.00 Administration Fee in addition to any premium decrease/increase applied by your insurer.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

Additional Benefits

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a premium discount, in addition to any discounts already applied to this quotation. Simply contact the Local Councils Insurance Team on the contact number noted below, confirming your LCAS status, for us to provide an amended quotation.

Fixed Rate Agreement

Where your previous Aviva policy was subject to a Long-Term Undertaking (LTU), Ecclesiastical have converted that to their Fixed Rate Agreement (FRA) at this renewal. Please refer to the FRA endorsement wording on your schedule. The FRA will expire on the same date that your previous LTU was set to expire. This quotation includes a Fixed Rate Agreement (FRA) discount. An FRA gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation, and is relevant to your Property, Business Interruption and Money sections of cover only, subject to meeting the terms and conditions of the agreement (enclosed). Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal.

Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal, as detailed in the agreement. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. As you have chosen to enter a Fixed Rate Agreement, you are agreeing to maintain this insurance policy until point of renewal three years from the commencement of this agreement. This FRA relates solely to the abovementioned sections of this product and cannot be transferred to another policy or insurer.

Other Insurance Products

Clear Cyber for Councils

Working with Talbot Underwriting Ltd we can arrange additional cover which will help you in the event of a cyber-attack, and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- Limit of Indemnity: £250,000
- E-Theft Extension (Social Engineering/Funds Transfer): £25,000
- 10 free device licences for award-winning endpoint protection **AVAST Antivirus Pro Plus** and cloud data backups (RRP £400 per annum) which satisfies policy conditions.

The policy also offers a range of benefits which are exclusive to the Clear Cyber for Councils policy, including:

- Free EOS Data Breach alert and monitoring service
- Small councils can work in partnership and have a joint policy with up to 3 other councils, enabling you to split the cost and share the 10 free AVAST Antivirus Pro Plus device licences
- Free 1 hour Cyber/GDPR consultation with a Compliance specialist who has experience as a councillor, to offer information and guidance. Further consultancy is available at an extra cost.

Please find further details enclosed.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the renewal date.

Paying for Your Policy

Credit/Debit Card:	Please access our online Self Service Portal* or call us on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note Clear Insurance Management is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Premium Finance Limited (PCL). Clear Insurance Management is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Premium Finance Limited (PCL)
Loan Amount	£13,562.65
Interest Amount (7.95%)	£50.00
10 Monthly Instalments of	£1,464.09
Total Payable	£13,612.65
APR	20.77%
Instalment Term	10 Months
Policy Term	12 Months

The policy term is 2 months longer than the instalment plan. Financing the premium at £13,612.65 means the overall cost will be more expensive than making a single payment of £13,562.65, the additional cost amounts to £13,612.65 minus £13,562.65.

Please refer to the enclosed **Premium Finance Information Sheet** for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours sincerely,

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk

Council quote pack

Your quote schedule

Proposer Name

Melbourn Parish Council

Business Description

Local Council

Reason for Issue

Quote valid until 14/11/2025.

Broker

Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

Your Quote Number

LC/MELB/25225-NFBF

Date of quote

16/09/2025

This schedule gives details of the cover you have chosen for your quote. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
 - want to make any changes or anything is incorrect
 - need a copy of the policy wording
 - wish to accept this quote

Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
£12,064.87	£1,447.78	£13,512.65

Your quote schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Location 1 - cover applying to	Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 2 - cover applying to	Cemetery Shed Orchard Road Melbourn Hertfordshire SG8 6HL
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 3 - cover applying to	Cemetery Lychgate Orchard Road Melbourn Hertfordshire SG8 6HL
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 4 - cover applying to	Old Fire Engine House High Street Melbourn Hertfordshire SG8 6ED

Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 5 - cover applying to	Little Hands Nursery School The Moor Melbourn Hertfordshire SG8 6ED	
Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 6 - cover applying to	Melbourn Community Hub (incl Solar Panels at £30k) 30 High Street Melbourn Hertfordshire SG8 6DZ	
Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 7 - cover applying to	Car Park Workshop and Garage Parish Council Car Park, High Street Melbourn Hertfordshire SG8 6DZ	
Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 8 - cover applying to	Churchyard Wall, All Saints Church The Cross Melbourn Cambridgeshire SG8 6DY	

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

Location 9 - cover applying to	Boardwalk Nr Stockbridge Meadows Melbourn Royston Cambridgeshire SG8 6FG
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Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

General covers applying to all locations

Section 3 – Business interruption	✓
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✓
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 - Terrorism	✗

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£8,772,070	£7,310,059
CONTENTS	£206,044	£171,704
Street Furniture	£120,000	£100,000
Walls, Gates and Fences	£249,087	£207,573
Playground Equipment	£193,071	£160,893
War Memorials	£90,000	£75,000
CCTV Equipment	£25,736	£21,447
Ground Surfaces	£78,793	£65,661
Mowers and Machinery	£30,000	£25,000
Sports Equipment	£36,000	£30,000

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

Location 1 - cover applying to		Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED
Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£1,707,153	£1,422,628
Location 2 - cover applying to		Cemetery Shed Orchard Road Melbourn Hertfordshire SG8 6HL
Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£103,873	£86,561
Location 3 - cover applying to		Cemetery Lychgate Orchard Road Melbourn Hertfordshire SG8 6HL
Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£231,834	£193,195
Location 4 - cover applying to		Old Fire Engine House High Street Melbourn Hertfordshire SG8 6ED
Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£149,036	£124,197
Location 5 - cover applying to		Little Hands Nursery School The Moor Melbourn Hertfordshire SG8 6ED

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£2,480,943	£2,067,453

Location 6 - cover applying to	Melbourn Community Hub (incl Solar Panels at £30k) 30 High Street Melbourn Hertfordshire SG8 6DZ
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£3,001,821	£2,501,518

Location 7 - cover applying to	Car Park Workshop and Garage Parish Council Car Park, High Street Melbourn Hertfordshire SG8 6DZ
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£257,426	£214,522

Location 8 - cover applying to	Churchyard Wall, All Saints Church The Cross Melbourn Cambridgeshire SG8 6DY
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£752,712	£627,260

Location 9 - cover applying to	Boardwalk Nr Stockbridge Meadows Melbourn Royston Cambridgeshire SG8 6FG
---------------------------------------	--

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£87,270	£72,725

Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£0	Anywhere within the GEOGRAPHICAL LIMITS	£250

Section 2 – Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£15,000	12 Months
RENT RECEIVABLE	£78,000	36 Months
Additional Cost of Working	£10,000	12 Months
Additional Increased Cost of Working	£0	12 Months

Section 4 – Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

Types of Money	Limit of Liability
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£5,000
In transit	£5,000
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

Cover B - Assault extension

Number of units	10
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Section 6 - Personal accident

Cover 1 - Clerk absence	Not Insured
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Cover 2 - Personal accident	Insured
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Insured persons or category of persons	Cover type	Number of units insured	Deferment period
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week
Cover 3 – Key person	Insured

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers’ liability

Limit of indemnity

£10,000,000

Cover 2 – Public & products liability

Limit of indemnity

£10,000,000

Excess

£250 Third party property damage only

Public liability extensions

Extension

Legionellosis

RETROACTIVE DATE

Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

Section 9 – Hirers’ liability

The table below shows the cover provided by the Hirer’s liability section, and the amounts you would be insured for.

Risk address	Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED		
Limit of indemnity	Estimated hiring charges	Third party property damage excess	
£1,000,000	£50,000	£250	

Section 10 – Trustees’ and management liability

The table below shows the cover provided by the Trustees’ and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees’ and management liability	£500,000	Not Applicable	£250

Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size 5,001 - 10,000	£250,000

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£250,000	£250
Aggregate limit of indemnity: £250,000		

Section 13 - Terrorism

Section does not apply

Details of your cover – general covers

Clauses applying to the whole of your policy

CC183 - Fixed Rate Agreement

Definitions applicable to this agreement

EARNED PREMIUM

means the premium paid or payable for all sections of the policy applicable to this agreement including all premium adjustments excluding

1. Insurance Premium Tax and any other taxes or levies and
2. any premiums in respect of Terrorism insurance

for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

INCURRED CLAIMS

means the sum of

1. all claims paid (including costs and expenses) which occurred or were notified to US during the Period of Agreement and

2. all claims estimated by US in accordance with OUR standard reserving procedures which occurred or were notified to US during the Period of Agreement

for all sections of this policy applicable to this agreement for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

LOSS RATIO

means the sum of INCURRED CLAIMS divided by EARNED PREMIUM multiplied by 100

The Agreement

YOU undertake to maintain all applicable sections of this policy for the Period of Agreement

WE agree to renew the policy at each renewal date during the Period of Agreement at the rates of premium existing at the inception date of The Agreement subject to the LOSS RATIO not being higher than 26 percent

Loss Ratio

If the LOSS RATIO is higher than the percentage stated above WE may amend the rates of premium and terms and if WE do YOU are under no obligation to renew the policy under this agreement

Provided that

1. YOU will notify US immediately of all known claims or incidents that may lead to a claim which occur during the Period of Agreement
2. all values and sums insured upon which the premium is based will be reviewed by YOU prior to each renewal date and updated as appropriate which may include but not be limited to the appropriate level of index linking
3. WE may terminate this agreement or amend the premium rates rates of tax and terms and conditions of this agreement where
 1. there is a change in YOUR business activities which materially increases the risk
 2. there are acquisitions or disposals of property or businesses by YOU
 3. changes in legislation or material legal precedents are established by any court of law
 4. material changes in reinsurance protection are imposed upon US by reinsurers or the availability or cost of reinsurance to US changes
 5. YOU will pay all Insurance Premium Tax including any increases in tax as may be applied
 6. this agreement does not apply in respect of any Terrorism insurance provided by this policy
 7. YOU undertake to complete within the time limits specified any survey risk improvements or other risk management exposures required by US

All other terms conditions and exceptions of the policy continue to apply

Clauses applying to Section 1 – Property damage

C1008 - Buildings definition - Construction amendment

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
 - a. documents manuscripts and business books
 - b. patterns models moulds plans and designs
 - c. computer systems recordsbut not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
 - a. directors trustees officials partners employees
 - b. visitors
 - c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

- i. STOCK
- ii. landlords fixtures or fittings
- iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

Clauses applying to Section 7 – Liabilities

CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

Your Council insurance pack

Your Policy Statement of Fact

Proposer Name

Melbourn Parish Council

Business Description

Local Council

Reason for Issue

Quotation

Your Quote Number

LC/MELB/25225-NFBF

Date of Issue

16/09/2025

Quote valid until

14/11/2025

In this Statement of Fact, we have listed the information you have provided about you and your business. We use this information to assess the risk and produce your premium and Policy Schedule.

You have a duty to present us with a fair presentation of the risks to be insured, and you must disclose every material fact which you know or ought to know about these risks. You do not need to disclose circumstances which reduce the risk, or those which we already know or ought to know.

Where the document has been delivered to you as part of a renewal invitation or renewal confirmation, some responses have defaulted to 'Rollover' as the information has not been disclosed. We have accepted your risk based on the risk details already provided, however you will be required to respond to these 'Rollover' statements in the future.

If you breach your duty to provide a fair presentation of the risks to be insured, the policy could be cancelled, claims refused, or terms may be changed in line with the policy conditions.

What you need to do:

- **Check** that the information you have provided is truthful and accurate.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if any details are incorrect or need changing.

What you have told us

About you and your business

Council name	Melbourn Parish Council
Rural Community Council (England) or County Voluntary Council (Wales) you are affiliated or in which County area your Hall is situated	Cambridgeshire
Population size	5,001 - 10,000

About your premises – location specific

Risk address – location 1	Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED
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About occupancy:

For this location:

- you are the sole occupant and no part is used and/or hired by third parties Yes
- the use is only for business purposes Rollover
- the buildings are fully occupied Yes

About maintenance:

For this location:

- is in a good state of repair and will be maintained as such Rollover
- has no building works ongoing or planned in the next 12 months at any location Rollover

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | Yes |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 2

Cemetery Shed
Orchard Road
Melbourn
Hertfordshire
SG8 6HL

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | Yes |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 3

Cemetery Lychgate
Orchard Road
Melbourn
Hertfordshire
SG8 6HL

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | No |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 4

Old Fire Engine House
High Street
Melbourn
Hertfordshire
SG8 6ED

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | Yes |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 5

Little Hands Nursery School
The Moor
Melbourn
Hertfordshire
SG8 6ED

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | No |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 6

Melbourn Community Hub (incl Solar Panels at £30k)
30 High Street
Melbourn
Hertfordshire
SG8 6DZ

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | No |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 7

Car Park Workshop and Garage
Parish Council Car Park, High Street
Melbourn
Hertfordshire
SG8 6DZ

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | Yes |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 8

Churchyard Wall, All Saints Church
The Cross
Melbourn
Cambridgeshire
SG8 6DY

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | Yes |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

The property has never been:

- | | |
|--|----|
| • affected by movement of any kind (for example subsidence, heave, landslip or settlement) | No |
| • underpinned | No |
| • provided with other means of structural support | No |
| • situated on made-up ground or underground workings. | No |

Risk address – location 9

Boardwalk Nr Stockbridge Meadows
Melbourn
Royston
Cambridgeshire
SG8 6FG

About occupancy:

For this location:

- | | |
|---|----------|
| • you are the sole occupant and no part is used and/or hired by third parties | Rollover |
| • the use is only for business purposes | Rollover |
| • the buildings are fully occupied | Yes |

About maintenance:

For this location:

- | | |
|--|----------|
| • is in a good state of repair and will be maintained as such | Rollover |
| • has no building works ongoing or planned in the next 12 months at any location | Rollover |

About electrical inspections:

For this location:

- | | |
|--|----------|
| • has had an electrical inspection carried out within the last 5 years by a NICEIC/ECA/NAPIT contractor which has resulted in a satisfactory grade | Rollover |
| • you undertake PAT (Portable appliance testing) on an annual basis | Rollover |

About fire safety:

For this location:

- | | |
|---|----------|
| • has a fire alarm that is operative | Rollover |
| • has a documented fire risk assessment and this is reviewed annually | Rollover |

About gas & heating:

For this location:

- | | |
|---|----------|
| • has an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor. | Rollover |
| • is heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only | Rollover |

About the premises:

For this location:

- | | |
|--|----------|
| • construction is solely brick, stone or concrete and roofed with slate, tiles, asphalt, concrete or metal | No |
| • there are no elements of combustible insulation or cladding e.g. insulated sandwich panels | Rollover |
| • the premises are protected by an intruder alarm that is operative | Rollover |

About you and your people

You or any of your principals, directors, partners, trustees, managers, clerks or councillors:

- have never been convicted of any criminal offence other than a driving offence or do not have any non-motoring prosecutions pending (you only need to tell us about any convictions that are unspent under the Rehabilitation of Offenders Act 1974) No
- whether in a personal capacity or in connection with any company, business or firm have never been declared bankrupt or been the subject of bankruptcy or insolvency proceedings No
- whether in a personal capacity or in connection with any company, business or firm is not subject to a County Court Judgement, or in Scotland, Sheriff Court Decree No

You or any of your principals, directors, partners, trustees, managers, clerks or councillors, employees or representatives:

- have never been the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection, environmental legislation, HM Revenue & Customs or any other regulatory body. Rollover

Your council:

- have never had any sanction, penalty or corrective action imposed within the last five years as a result of an investigation by any regulatory or professional body such as the Health & Safety Executive No

About training

You confirm that:

- A record is kept for all training delivered to your employees Rollover
- You have a written health and safety policy which is reviewed at least annually. Rollover
- Your health and safety policy is cascaded to all employees and volunteers through regular training Rollover

About Trustees' and management liability

You confirm that:

- | | |
|---|------|
| • Within the last five years no charity or company to be insured or any of its present or former trustees, directors or officers has been the subject of any complaint to or investigation by the Charity Commission or any other regulatory body | True |
| • In respect of the risks to be insured, no claims have been made against you or any of your trustees, directors or officers during the last five years | True |
| • You are not aware (after making enquiries of your trustees, directors or officers or those acting in that capacity) of any circumstances which might lead to a claim against any of the above under the proposed insurance | True |

Relating to Fidelity

- | | |
|---|-----|
| • You confirm that you comply with the minimum standards of control specified in the policy wording | Yes |
|---|-----|

What you have told us about optional covers

About Personal accident insurance

- | | |
|---|----------|
| • You confirm that to the best of your knowledge or belief all the persons to be insured are in good physical and mental health | Rollover |
|---|----------|

About Legal expenses

You confirm that:

- | | |
|--|----------|
| • You do not envision any redundancies in the next 12 months | Rollover |
| • No principals, directors, partners, trustees, managers, clerks or councillors have been involved in any action, legal dispute, prosecution, dispute with or investigation/inquiry by HM Revenue & Customs or DSS review in connection with any company, business or form with which any of you have been involved (excluding driving offences) | Rollover |

Relating to Terrorism

You confirm that all property you insure, whether under this policy or any other policy, is or will be insured for terrorist damage	Not Applicable
---	----------------

About your previous losses

In respect of the risks to be insured, your organisation has not suffered loss, damage, injury or liability during the last three years, whether insured or not (other than any disclosed below).	True
---	------

Declaration

In respect of the risks to be insured no company or underwriter has taken the following actions on your business:

- | | |
|---------------------------------------|-----|
| • declined to issue or renew a policy | Yes |
| • cancelled or avoided a policy | Yes |
| • imposed any special terms | Yes |

Additional information provided to any questions in this statement of fact or any additional material fact you are aware of that has not been covered by the statements above:

Any additional information provided.

Building Construction - Please provide more information

Recycled Plastic Boardwalk

Important information

Protecting your information is important to us. We will process your personal data in accordance with data protection laws.

We may share your personal data with other companies or databases for the purposes of preventing and detecting fraud.

For further information on how your personal data is used and your rights in relation to your personal data, please refer to the summary in your policy document or visit our website www.ecclesiastical.com/privacypolicy which includes details of how to contact our Data Protection Officer.

Fraud prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ecclesiastical.com/privacypolicy or contact our Data Protection Officer at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on 0345 6073274 or email compliance@ecclesiastical.com.

Your Risk Presentation Details

16/09/2025

Please find below a full record of the questions we asked and the answers you provided. This represents your presentation of relevant details of your insurance risk and your cover requirements, upon which the insurer has based your insurance quotation. It is important to review this document carefully and to let us know immediately if anything is incorrect or inaccurate. You will receive an updated copy of this information for your records, with every quotation, new policy, renewal, or mid-term adjustment.

Whilst this document does not form a part of the insurance policy itself, it is an important record of the facts presented to your insurer for the purposes of obtaining insurance.

Where this document has been delivered to you as part of a renewal invitation, or renewal confirmation, you will see that the answers to certain questions are shown as 'Rollover'. These are new questions following our recent transition from one insurer to another. The new insurers have accepted your risk based on previously asked questions only and have not required you to answer any new or additional questions at this stage. You may be required to provide answers to these new questions at some stage in future. We will contact you independently for additional information at a later date. You do not need to provide any additional information at this stage.

If you wish to amend or update any details provided here, or if you have any other questions relating to the details recorded below, please contact us. Our contact details can be found in the enclosed letter.

Client Details

Council Name	Melbourn Parish Council
Address Line 1	30 High Street
Address Line 2	Melbourn
Town	Royston
County	Cambridgeshire
Postcode	SG8 6DZ
Please state to which Rural Community Council (England) or County Voluntary Council (Wales) you are affiliated or in which County area your Hall is situated	Cambridgeshire
Population Size	5,001 - 10,000
If you do not have an PAYE Reference, please confirm that you are exempt from holding one	To be confirmed
Contact Title	Ms
Contact Forename	Abi
Contact Surname	Williams
Contact Telephone	01763 263303
Contact Email Address	parishclerk@melbournpc.co.uk
Contact Email Address Verified	Yes
Additional Email Address	
This is...	a new quotation
Current Insurer	Aviva

Mandatory Covers

Public Liability Limit of Indemnity	£10,000,000
Employers Liability Limit of Indemnity	10,000,000
Trustees & Management Limit	500,000
Libel and Slander Limit	250,000
Money - Cash in Transit, on Premises in Business Hours, in Bank Night Safe	£2,500
Money - Cash in Safe	2,500.00
Do you require a higher Fidelity Limit than the £250,000 default offered?	No
Are you able to comply with all of the Minimum standard of control?	Yes

Additional Covers

Do you require Additional Covers, as set out below?	Yes
Do you wish to increase the standard limit for any of the above options	Yes
Contents Limit	171704
Street Furniture Limit	100000
Gates & Fences Limit	207573
Playground Equipment Limit	160893
War Memorials Limit	75000

Mowers & Machinery Limit	25000
Sports Equipment Limit	30000
Please enter Gates & Fences Limit required	207,573
Please enter Mowers & Machinery required	0
Total of Higher Values	540,170

Optional Covers

Do you require cover for Buildings	Yes
------------------------------------	-----

Buildings Cover 1

Address Line 1	Melbourn Sports Pavilion, The Moor
Address Line 2	Melbourn
Town	Royston
County	Cambridgeshire
Postcode	SG8 6ED
(i) Combined JBA	0
(ii) Coastal Risk	0
(iii) River Risk	0
(iv) Surface Risk	0
Subsidence risk detected - insert Mapview review score here	1
Please state the Sum Insured	1,422,628
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Standard Construction defined as being constructed of brick, stone, or concrete and roofed with slate, tiles, asphalt, concrete or metal
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover

Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Yes
Please give details	Private hire
Do you require Hirers Liability cover?	Yes
What are your estimated annual hiring charges?	50,000
Please select limit of indemnity required	£1,000,000
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 2

Address Line 1	Cemetery Shed
Address Line 2	Orchard Road
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6HL
Please state the Sum Insured	86,561
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Standard Construction defined as being constructed of brick, stone, or concrete and roofed with slate, tiles, asphalt, concrete or metal
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical	

appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 3

Address Line 1	Cemetery Lychgate
Address Line 2	Orchard Road
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6HL
Please state the Sum Insured	193,195
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Non-Standard Construction Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover

Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 4

Address Line 1	Old Fire Engine House
Address Line 2	High Street
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6ED
(i) Combined JBA	0
(ii) Coastal Risk	0
(iii) River Risk	0
(iv) Surface Risk	0
Subsidence risk detected - insert Mapview review score here	1
Please state the Sum Insured	124,197
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Standard Construction defined as being constructed of brick, stone, or concrete and roofed with slate, tiles, asphalt, concrete or metal
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover

Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 5

Address Line 1	Little Hands Nursery School
Address Line 2	The Moor
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6ED
(i) Combined JBA	0
(ii) Coastal Risk	0
(iii) River Risk	0
(iv) Surface Risk	0
Subsidence risk detected - insert Mapview review score here	1
Please state the Sum Insured	2,067,453
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Non-Standard Construction Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical	

appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 6

Address Line 1	Melbourn Community Hub (incl Solar Panels at £30k)
Address Line 2	30 High Street
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6DZ
Please state the Sum Insured	2,501,518
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Timber Buildings & Portacabins
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover

You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 7

Address Line 1	Car Park Workshop and Garage
Address Line 2	Parish Council Car Park, High Street
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6DZ
Please state the Sum Insured	214,522
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Standard Construction defined as being constructed of brick, stone, or concrete and roofed with slate, tiles, asphalt, concrete or metal
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes

Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff?	No

Buildings Cover 8

Address Line 1	Churchyard Wall, All Saints Church
Address Line 2	The Cross
Town	Melbourn
County	Cambridgeshire
Postcode	SG8 6DY
Please state the Sum Insured	627,260
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Standard Construction defined as being constructed of brick, stone, or concrete and roofed with slate, tiles, asphalt, concrete or metal
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	Yes
Has the property or any part of it ever been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means	

of structural support or situated on made-up ground,
underground workings or within 200 metres of a cliff?

No

Buildings Cover 9

Address Line 1	Boardwalk Nr Stockbridge Meadows
Address Line 2	Melbourn
Town	Royston
County	Cambridgeshire
Postcode	SG8 6FG
Please state the Sum Insured	72,725
Has the Buildings Sum Insured been set according to a current professional valuation (less than 3 years old), provided by an RICS qualified source?	No
Construction Type	Other
Please provide more information	Recycled Plastic Boardwalk
Does the property have a flat felted roof with a timber (or other combustible material) sub structure?	Rollover
Does the property have timber frame construction?	Rollover
Does the property have a thatched roof?	Rollover
Is the property lined with non LPCB approved combustible insulation panels?	Rollover
Are the premises listed?	Rollover
Year of build?	Rollover
Are the Premises purpose built or converted?	Rollover
Please confirm Building Occupancy type	Rollover
Are the premises protected by a maintained Intruder Alarm?	Rollover
Does the premises have a documented fire risk assessment which is reviewed annually?	Rollover
Are the Premises protected by a maintained Fire Alarm?	Rollover
Has an electrical inspection been carried out within the last 5 years by a NICEIC/ECA/NAPIT commercial contractor?	Rollover
Did the electrical inspection result in a satisfactory grade?	Yes
Where relevant, does each location have an annual inspection of gas appliances and boilers undertaken by a GasSafe registered contractor?	Rollover
Is the premises heated by low pressure, hot water (gas or oil), oil filled radiators, fixed electric heating, overhead gas or electrical appliances and gas or electric fires only?	Rollover
Is the premises to be insured used solely for the purpose of your business?	Rollover
Are all of the premises or part of the premises hired out?	Rollover
Are the premises in a good state of repair?	Rollover
You can confirm that the premises are not in the course of construction or erection, or undergoing building works	Rollover
You can confirm that the premises are not vacant, unoccupied or unfurnished	Yes
Is Subsidence cover required	No
Do you require cover for CCTV Equipment	Yes
Sum Insured required for CCTV Equipment	21,447
Is cover for Sports Ground Surfaces and/or Concrete, Tarmac or Asphalt Surfaces required	Yes
Sum Insured required for Ground Surfaces	65,661
Is cover for Regalia required	No

Are details of any interested parties to be included?	No
Is Business Interruption cover required?	Yes
Do you wish to add cover for Loss of Revenue?	Yes
Loss of Revenue Sum Insured	15,000
Additional Increase in Cost of Working sum insured (AICOW)	0
Loss of Revenue Indemnity Period (months)	12 Months
Do you wish to add cover for Additional Cost of Working (ACOW)?	Yes
Additional Cost of Working sum insured	10,000
Additional Cost of Working Indemnity Period (months)	12 Months
Do you wish to add cover for Rent receivable?	Yes
Rent receivable Sum Insured (appropriate to the Indemnity Period selected below)	78,000
Rent receivable Indemnity Period (months)	36 Months
Is cover for Personal Accident required	Yes
To the best of your knowledge or belief are all the persons to be insured in good physical and mental health?	Rollover
Do you wish to add cover for Key Persons?	Yes
For premises located in England, Wales or Scotland (excluding property located in the Channel Islands, Isle of Man and Northern Ireland) do you require cover for terrorist damage?	No
Is this cover to exclude terrorist damage for Business interruption?	No
Do you require cover for Legal Expenses?	Yes
Do you envision any redundancies in the next 12 months?	Rollover
Can you confirm that no principals, directors, partners, trustees, managers, clerks or councillors have been involved in any action, legal dispute, prosecution, dispute with or investigation/inquiry by HM Revenue & Customs or DSS review in connection with any company, business or form with which any of you have been involved (excluding driving offences)?	Rollover
Have you attained an award under the Local Council Awards Scheme?	No
Do you wish to enter into a 3 year Fixed Rate Agreement (FRA)?	Yes
Start date	04/10/2024
End date	03/10/2027

General Questions

- (i) To the best of my/our knowledge and belief no insurer has declined your proposal, cancelled or refused to renew your policy, required an increased premium, special terms or conditions for any of the insurance proposed for. True
- (ii) Have you or any principal, director, partner, trustee, manager, clerk or councillor ever:
- been convicted of any criminal offence other than a driving offence or have any non-motoring prosecutions pending.
You only need to tell us about any convictions that are unspent under the Rehabilitation of Offenders Act 1974.
 - been declared bankrupt or the subject of bankruptcy proceedings, liquidation, appointment of administrative receiver or administrators or made any arrangement with creditors either in a personal capacity or in connection with any company, business or firm with which any of you have been involved.

c. had any County Court Judgments made:	No
i. against you in a personal capacity.	
ii. against any company, business or firm in which any of you have been involved as a director or partner or in a similar capacity.	
(iii)	No
a. Has any sanction, penalty or corrective action having been imposed within the last 5 years as a result of an investigation of the organisation by any regulatory or professional body such as the Health & Safety Executive or Ofsted.	
b. Have you or any principal, director, clerk, councillor, partner, employee or representative ever having been prosecuted under the Health and Safety at Work etc. Act 1974 or any similar legislation.	
Can you confirm that You or any of your principals, directors, partners, trustees, managers, clerks or councillors, employees or representatives: have never been the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection, environmental legislation, HM Revenue & Customs or any other regulatory body?	Rollover
Within the last five years no charity or company to be insured or any of its present or former trustees, directors or officers been the subject of any complaint to or investigation by the Charity Commission or any other regulatory body?	True
You are not aware (after making enquiries of your trustees, directors or officers or those acting in that capacity) of any circumstances which might lead to a claim against any of the above under the proposed insurance?	True
Is there a programme for testing portable electrical appliances, and are records of such tests maintained?	Rollover
Is a record kept for all training delivered to your employees?	Rollover
Are there annually reviewed documented Health and Safety policy and procedures in place?	Rollover
Are your Health & Safety policy and procedures cascaded to all employees including volunteers?	Rollover
Business Description	Parish Council
Has the client elected to pay by instalments?	No
In respect of the risks to be insured, no claims have been made against you or any of your trustees, directors or officers during the last three years	True
Are you aware of any circumstances which might give rise to a claim?	No

Invoice

Invoice Number:	LCO02385
Invoice Date:	16/09/2025
Policyholder Name:	Melbourn Parish Council
Policyholder Address:	30 High Street Melbourn Royston Cambridgeshire SG8 6DZ
Policy Number:	LCO02385
Policy Type:	Local Councils
Effective Date:	04/10/2025
Description:	Local Councils Insurance Renewal
Premium:	£12,064.87
Insurance Premium Tax:	£1,447.78
Administration Fee:	£50.00
Total Premium Due:	£13,562.65
Terms of Payment:	In advance of your renewal date 04/10/2025

How To Make Payment:

Credit/Debit Card:	Please call Clear Councils on 0330 013 0036 and have your card details ready.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.



Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN
ROYSTON, Hertfordshire, SG8 6DL
United Kingdom

Telephone



Email

justin@hcgmltd.co.uk

VAT Registration Number

GB 987421972

Invoice To

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Royston
Herts
SG8 6DZ

Customer

Melbourn Parish Council

Invoice Number

SI-3980

Invoice Date

01/08/2025

Due Date

31/08/2025

Description	Net	% VAT	VAT	Total
Clear fallen tree in Elm Way and clear hanging limb over path	410.00	20.00	82.00	492.00

VAT Rate	Net	VAT	Total Net	Total VAT	Total
Standard 20.00% (20.00%)	£410.00	£82.00	410.00	82.00	£492.00

Notes

Bank Account Details: -

Sort Code: 30-97-16

Account Number: 24993668

Terms and Conditions

Payment Terms: Net 30 Days



Registered in England and Wales No. 6936328

Registered Address 68c High Street , Bassingbourn , Royston , Herts , SG8 5LF

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1769**DATE** 30/06/2025**DUE DATE** 29/08/2025**TERMS** Net 60

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Bennett Room for June 2025	21	60.00	1,260.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 2nd June 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 3rd June 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 9th June 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 20th May 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 16th June 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 17th June 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 23rd June 2025	0.50	60.00	30.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 30th June 2025	0.50	60.00	30.00
Monies to be drawn from the ICB fund			BALANCE DUE
			£1,500.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

Abi/Alex/Shelley

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1770**DATE** 30/06/2025**DUE DATE** 29/08/2025**TERMS** Net 60

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Menopause Clinic 09:00 to 13:00 on Wednesday 25th June 2025	0.50	60.00	30.00
To be drawn down from S106 health fund			BALANCE DUE
			£30.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1771**DATE** 31/07/2025**DUE DATE** 30/08/2025**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Bennett Room for July 2025	23	60.00	1,380.00
Room Rental - NHS Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 1st July 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 7th July 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 14th July 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 15th July 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 21st July 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 13:30 to 17:30 Monday 28th July 2025	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for Mental Health. 09:00 to 12:30 Tuesday 29th July 2025	0.50	60.00	30.00
Room Rental - NHS reduction of invoice d/t closure of ICB funds	1	-1,268.13	-1,268.13

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Monies to be drawn from the ICB fund

BALANCE DUE

£321.87

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Parish Council
S106 expenditure log - /healthcare

Awarded

30/05/2022 S/2424/18/FL Healthcare Provision
 07/03/2023 Meridian PCN

Awarded	Spent	Balance
14,899.75	11,562.72	3,337.03
50,000.00	50,000.00	-
		-
64,899.75	61,562.72	3,337.03

Melbourn Parish Council
Approvals Sept 2025

Invoice Date	Invoice No		Net Value	VAT	Invoice Total	Paid By
	ADO01	Adobe Systems Incorporated				
22/08/2025	2025044774242	License	16.64	3.33	19.97	Lloyds
22/09/2025			16.64	3.33	19.97	Lloyds
TOTAL INVOICES FOR ADO01			33.28	6.66	39.94	
	AIR01	Airway Group				
02/09/2025	22901	Repair water leak from AC unit	205.00	41.00	246.00	
TOTAL INVOICES FOR AIR01			205.00	41.00	246.00	
	AMA001	Amazon				
16/09/2025	50B29E299JFI LL	Stationary	5.82	1.17	6.99	Lloyds
16/09/2025	5098VJRLZEFI LL	Stationary	14.47	2.89	17.36	Lloyds
16/09/2025	504837856 LL	Stationary	17.96	3.59	21.55	Lloyds
17/09/2025	XX5000FJLSZLTLL	Timebank	11.18		11.18	
TOTAL INVOICES FOR AMA001			49.43	7.65	57.08	
	BRI001	British Gas				
15/08/2025	12071118	Electricity	295.12	14.76	309.88	DD
23/08/2025	12144965	Electricity	132.96	6.65	139.61	DD
05/09/2025	12298805	Electricity Workshop	136.15	6.81	142.96	DD
25/09/2025	12482793	Electricity Orchard Road Cemetary	16.24	0.81	17.05	DD
06/09/2025	14441165	Electricity Workshop	- 238.10	- 11.90	- 250.00	DD
17/09/2025	12407975	Electricity	171.65	8.58	180.23	DD
25/09/2025	12482804	Electricity	29.49	1.47	30.96	DD
TOTAL INVOICES FOR BRI001			543.51	27.18	570.69	
	CAP001	Cambridgeshire and Peterborough Associat				
15/09/2025	5563	Annual Conference	150.00	-	150.00	
TOTAL INVOICES FOR CAP001			150.00	-	150.00	
	CLE01	Clear Insurance				
163/09/25	LCO0238525	Parish insurance	13,562.65	-	13,562.65	
TOTAL INVOICES FOR CLE001			13,562.65	-	13,562.65	
	DAV001	David William Pettifer				
03/09/2025	60925	Litterpicking	85.47	-	85.47	
TOTAL INVOICES FOR DAV001			85.47	-	85.47	
	DOB001	Dobbies Garden Centre				
05/09/2025	0825001 LL	Turf for Cemetary	33.33	6.67	40.00	Lloyds
TOTAL INVOICES FOR DOB001			33.33	6.67	40.00	
	EDG001	Edge IT systems ltd				
09/09/2025	3882	Edge System for Sept	242.30	48.46	290.76	
TOTAL INVOICES FOR EDG001			242.30	48.46	290.76	
	GOV001	gov Land Registry				
12/09/2025	1000008382734 LL	Land Reg search	14.00	-	14.00	Lloyds
TOTAL INVOICES FOR GOV001			14.00	-	14.00	
	HAC007	Herts and Cambs				
29/08/2025	SI 4018	Village maintenance contract	2,864.66	572.93	3,437.59	
29/08/2025	SI 4024	Allotment Clearance	570.00	114.00	684.00	
12/09/2025	SI 4045	Verge Back Lane clearance	240.00	48.00	288.00	
TOTAL INVOICES FOR HAC007			3,674.66	734.93	4,409.59	
	HAGS001	Hags- SMP Ltd				
29/08/2025	104832	Gate repair to the moor	681.00	136.20	817.20	
		Offset unpaid inv	- 278.50	-	278.50	
TOTAL INVOICES FOR HAGS001			402.50	136.20	538.70	
	HAR01	Hart's Books				
02/09/2025	HB020925ML	Library Books	109.49	-	109.49	
TOTAL INVOICES FOR HAR01			109.49	-	109.49	
	INF001	Information Commissioners Office				
26/08/2025	ICO00011206360 DD	ICO Registration	47.00	-	47.00	DD
TOTAL INVOICES FOR INF001			47.00	-	47.00	
	LUC001	Lucid Systems Ltd				
01/09/2025	37412	IT Services Sept	150.20	30.04	180.24	
TOTAL INVOICES FOR LUC001			150.20	30.04	180.24	

24/09/2025	MAJ001 MGS18017	Majestic Garden Services Ltd Hopkins Homes site maintenance	1,870.00	374.00	2,244.00	
		TOTAL INVOICES FOR MAJ001	1,870.00	374.00	2,244.00	
27/08/2025	MAN001 253 LL	Mantles Group Fuel Wardens	36.20	7.23	43.43	Lloyds
		TOTAL INVOICES FOR MAN001	36.20	7.23	43.43	
12/09/2025	MAT001 10925	Matt De Oliveira Gate management the Moor car park	143.00	-	143.00	
		TOTAL INVOICES FOR MAT001	143.00	-	143.00	
01/09/2025	MWY011 310	Mark Wyer Litter Picking	146.52	-	146.52	
		TOTAL INVOICES FOR MWY011	146.52	-	146.52	
29/08/2025	PHI001 7190	Phillimores Garden Centre Warden Materials	89.48	-	89.48	
01/09/2025	0010925 LL	Warden Materials	9.09	-	9.09	Lloyds
		TOTAL INVOICES FOR PHI001	98.57	-	98.57	
23/09/2025	PKF001 1-310399 LL	PKF Littlejohn External Audit	1,365.00	273.00	1,638.00	
		TOTAL INVOICES FOR MWY011	1,365.00	273.00	1,638.00	
12/09/2025	POF001 1-310399 LL	Post Office Ltd Postage	4.67	0.93	5.60	Lloyds
		TOTAL INVOICES FOR POF001	4.67	0.93	5.60	
26/08/2025	PWL001 10825	United Kingdom Debt Management Office Interest	6,642.79	-	6,642.79	DD
		TOTAL INVOICES FOR PWL001	6,642.79	-	6,642.79	
03/09/2025	RIC001 102734199	Ricoh UK Ltd Printer/photocopier Contract	200.53	40.10	240.63	
		TOTAL INVOICES FOR RIC001	200.53	40.10	240.63	
19/09/2025	SAG001 01089323LL	Sage Global Services Ltd Payroll Software	17.00	3.40	20.40	Lloyds
		TOTAL INVOICES FOR SAG001	17.00	3.40	20.40	
13/09/2025	SHI001 4130	Shire Trees Limited Tree Maintenance by Melbourn Bowls Club	850.00	170.00	1,020.00	
		TOTAL INVOICES FOR SHI001	850.00	170.00	1,020.00	
04/09/2025	SOU001 300189	South Cambridgeshire District Council Repayment of Grant paid twice	500.00	-	500.00	
		TOTAL INVOICES FOR SOU001	500.00	-	500.00	
11/09/2025	STA3 20141172045 LL	Stamps 4 u Office Stamp	65.86	13.17	79.03	Lloyds
		TOTAL INVOICES FOR STA3	65.86	13.17	79.03	
08/09/2025	TDP001 120769 LL	TDP Limited Memorial Bench - funds to be refunded by resident	467.92	93.58	561.50	Lloyds
		TOTAL INVOICES FOR TDP001	467.92	93.58	561.50	
17/09/2025	THR001 985894629048	Three Business Services Macs Phone and Pavillion Broadband	21.82	4.36	26.18	
		TOTAL INVOICES FOR THR001	21.82	4.36	26.18	DD
04/09/2025	TOM001 11974029790	Tomato Energy Street lighting	42.01	2.10	44.11	DD
		TOTAL INVOICES FOR TOM001	42.01	2.10	44.11	
01/09/2025	WMC001 0010925 LL	Wrights Mower Centre Ltd Warden Materials	8.33	1.67	10.00	Lloyds
		TOTAL INVOICES FOR WMC001	8.33	1.67	10.00	
01/09/2025	YUE001 2960637	Yu Energy Street Lighting - final payments to clear account	147.83	7.39	155.22	DD
15/09/2025	3034191	Street Lighting - final payments to clear account	83.08	4.15	87.23	DD
		TOTAL INVOICES FOR YUE001	230.91	11.54	242.45	
		Confidential Items	10,566.51		10,566.51	

Total	42,580.46	2,033.87	44,614.33
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Issue One of the unmetered streetlight supplies was not successfully transferred from Yu Energy to Tomato Energy in Feb 2025.

Council need to consider moving to a new supplier to ensure best value.

Relevant correspondence with Clear Utility Solutions (energy broker):

12 August 2025 from Clear Utility Solutions in response to my initial enquiry:

I understand Chris spoke to you at back end of last week, in my absence. Chris is going to liaise with both YU Energy and Tomato Energy around how this situation has arose, it shouldn't be possible to have your 3 UMS MPANs split across 2 different suppliers, but that's how it's ended up!

Chris has asked me to send quotations across to you for the UMS MPAN in question, at present Tomato Energy cannot take on any new sites so as a result we will have to keep this UMS MPAN separate from the other 2 with Tomato for the foreseeable.

We do have an alternative UMS Supplier in Valda Energy, I have attached their 12, 24 and 36 month quotes to this email.



MPRN/MPAN	Contract Term (months)	All/Day Unit Rate (p/kWh)	Standing Charge/Meter Charge (p/day)	Estimated Annual Cost
1030009900249	12	35.000	95.000	£358.30
1030009900249	24	36.000	100.000	£376.88
1030009900249	36	36.500	105.000	£395.30

If accepted, we can attempt to switch the 1 single UMS MPAN away from YU Energy and across to Valda and then when both contracts reach their expiry, we can attempt to combine the 3 UMS MPANs again under 1 supplier. (IF there are still 3 MPANs at that point, see below...)

Now there is a secondary part to this situation which complicates the situation slightly more but equally could be the perfect end result. As part of a new initiative, Ofgem have ordered that multiple UMS setups, like yours, be migrated into 1 UMS MPAN. This process is handled by the Distributor (in your area this is UK Power Networks), and this is something that has begun happening in certain areas and will take place for you eventually.

The Distributor will choose which of your 3 MPANs it migrates them all too, when this happens the other 2 UMS MPANs will be obsolete and the relevant contracts would end.

21 August 2025 MPC response to costs:

I am aware you believe this is our only option and I thank you for helping us with it – the question I have is that the est annual cost for this MPAN with tomato was £11.32 – how do I go about selling the £395.30 alternative to Council...other than it will cost a lot more off plan with Yu?

21 August 2025 – summary response from Clear Utility

I appreciate the situation is far from ideal, at the time we agreed the contract with Tomato Energy, we had been dealing with them for 12 months and the service our end (and at customers end) was really good.

This is almost an unheard of situation, as explained recently, we're not sure how they've physically managed to transfer 2 of the 3 UMS MPANs and how YU Energy have been able to object to just 1, as they are all supposed to transfer (or be objected too) together!

The situation is this, Tomato Energy have since had a suspension placed on them by Ofgem for registering new supplies, meaning they cannot add any more Electricity supplies to their current portfolio until that suspension is lifted.

The reason for the suspension is that they have taken on a huge amount of customers in a short period of time and Ofgem would like guarantees around the level of service a new supplier can provide to that level of customer.

The main reason they were able to take on significant amounts of customers is because they were offering unrealistic prices, such as a Zero Standing Charges for low consuming supplies (like yours). It's a common strategy when a new supplier enters the market, they will take a calculated risk and lose money in the first few years in order to get a foothold in the market, and then once have established themselves, will increase their tariffs on offer.

Now the only alternate UMS Supplier we can offer you is Valda Energy, who are a more established supplier, been trading since 2018 and have deep long standing historic ties in the UK Energy Market, so from a price perspective they are competitive with all suppliers across the board, but unfortunately will not offer a Zero Standing Charge on low consuming supplies.

Whilst I appreciate the annual cost increase is significant, there really is no alternative quotations we can provide. Tomato Energys situation with Ofgem is out of our control, YU Energy objecting without reason is an error on their part which Chris is disputing with them on your behalf and Tomato Energy never advised us that the 3rd MPAN failed to switch.

You can of course try to source an alternate UMS quote directly with suppliers, but to my knowledge Valda are the only supplier in the market currently offering UMS Contracts to NEW customers.

On calling suppliers I have been unable to secure a supply for the one unmetered supply let alone obtain a quote – hence why we used a broker in the first place.

26 August 2025

Email request to Councillors

Please see below relating to an issue with our current street lighting energy provider, please respond via return email at your earliest convenience.

Late in 2024 we engaged with Clear Utility Solutions energy broker to negotiate our current energy contracts – this included three streetlight unmetered supplies and our general property energy needs (currently through British Gas Lite).

It was decided to move the three unmetered supplies for streetlights from Yu Energy to Tomato Energy – at the time Tomato were the only available supplier for unmetered supply. In February 2025 we believed all three supplies had been moved to Tomato. We recently received our first bills as expected.

*On 6 August 2025 we received a bill from Yu Energy to the cost of **£649.90** (as attached Bill02945541_1.pdf) – I followed up with both Yu Energy and Clear Utility Solutions (broker) as to why we had received the bill. It transpires that only two of the unmetered supplies had been moved in February so Yu continued to supply on a non-contracted rate between February and July 2025. Clear Utility are following up with Tomato and Yu to find out what went wrong as no parties were informed of any issue and it should be impossible to split the supply in this way.*

The payment to Yu has been made by direct debit as contracted – Clear Utility are working on claiming a refund from Yu or compensation from Tomato – there is no guarantee that this will be successful but the brokers are working on our behalf to clear up the issue.

As a result we need to secure a contracted supplier for the third unmetered supply – a complication to this is that Ofgem have placed a suspension on Tomato taking on new supplies. We are now left with one option of contracted supplier – Valda.

Please see the explanation of the issue from Clear Utility attached (Clear Utility – explanation of unmetered supply issue.pdf).

Please respond with your vote (in favour, against, abstain):

To consider moving unmetered supply from Yu Energy to Valda Energy at an estimated annual cost of £395.30 (price may vary due to rates changing daily) under the advice of Clear Utility Solutions. Clear Utility Solutions will continue to raise a dispute with Tomato and Yu but there is no guarantee of any compensation.

Votes will be reported via email and through formal record at the next full parish council meeting.

5 September 2025

Email confirmation of vote

Thank you to all that responded to the email, seven councillors replied in support, please note the resolution below:

It was RESOLVED to approve moving unmetered supply from Yu Energy to Valda Energy at an estimated annual cost of £395.30 (price may vary due to rates changing daily) under the advice of Clear Utility Solutions.

Instruction passed to Valda and close of account instructed to Yu Energy. Final bills to Yu being paid and contract signed for Valda.

Ongoing discussion with Clear Utility Solutions around possible compensation or return of fees.

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Melbourn Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

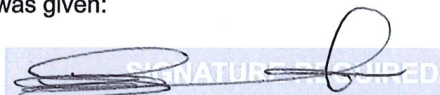
25/06/2025

and recorded as minute reference:

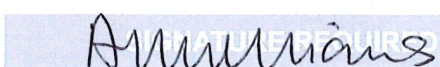
PC036/2526b)

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

Chair



Clerk



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

Section 2 – Accounting Statements 2024/25 for

EM Melbourn Parish Council TY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	574,784	566,123	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	314,890	329,524	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	112,758	182,498	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	93,628	109,985	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	49,842	49,842	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	292,839	288,003	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	566,123	630,316	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	560,302	630,420	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,522,709	2,537,905	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	775,184	757,391	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

S. Cantmore **SIGNATURE REQUIRED**

Date

15/05/2025

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

25/06/2025

as recorded in minute reference:

PC 036/2526C

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

[Signature] **SIGNATURE REQUIRED**

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

In respect of **Melbourn Parish Council – CA0179**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered ‘No’.

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

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

23/09/2025

External Audit, September 2025 – Clerks actions

- **Note on assertion 5 – reviewing risk.**

- After discussion with the internal auditor we believed we had carried out all necessary requirements for reviewing risk – due to the general risk register being approved in April 2025 a note was added to the audit. I am confident that risk had been reviewed sufficiently throughout the 2024/25 financial year despite this note.
- To address the need for review of the general risk register within the financial year this will be brought to council after review by F&GG in the early part of 2026 – and then annually from this date.

- **Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3)** To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- Email management - Every authority must have a generic email account hosted on an authority owned domain. ✓
- All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable). *Working towards*
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable). ✓
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018. ✓
- All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. ✓
- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor. ✓
- All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment. *Working towards*

Melbourn Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Melbourn Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Melbourn Parish Council on application to: (a) Abi Williams, Parish Clerk _____ Melbourn Parish Council, Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ _____ parishclerk@melbournparishcouncil.gov.uk _____ 01763 263303 (ext 3) _____ (b) Monday, Tuesday, Wednesday & Friday, 10am - 3pm _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £0.30(c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Shelley Coulman, RFO, Melbourn Parish Council	(d) Insert the name and position of person placing the notice
Date of announcement: (e) Wednesday 24 September 2025	(e) Insert the date of placing of the notice



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

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

Melbourn Parish Council Meeting Schedule 2025-2026

Day	Date	Start time	Meeting	Notes
JUNE				
Monday	02 June 2025	19:30	Community Benefit Grants	
Monday	09 June 2025	20:00	Planning	
Thursday	19 June 2025	09:30	Maintenance	
Wednesday	25 June 2025	19:30	Full Council	
JULY				
Wednesday	09 July 2025	19:30	Planning	
Thursday	17 July 2025 24 July 2025	09:30	Maintenance	
Tuesday	22 July 2025	19:30	Finance & Good Governance	
Wednesday	30 July 2025	19:30	Full Council	
AUGUST <i>Note change of schedule for Maintenance Committee</i>				No Full Council
Wednesday	13 August 2025	19:30	Planning	
Wednesday	27 August 2025	19:30	Maintenance	
SEPTEMBER <i>Note change to Full Council</i>				
Wednesday	10 September 2025	19:30	Planning	
Wednesday	17 September 2025	19:30	Maintenance CANCELLED	
Monday	29 September 2025	19:30	Full Council	Rescheduled
OCTOBER				
Wednesday	08 October 2025	19:30	Planning	
Wednesday	15 October 2025	19:30	Maintenance	
Wednesday	22 October 2025	19:30	Full Council	
NOVEMBER				
Tuesday	04 November 2025	19:30	Finance & Good Governance	
Wednesday	12 November 2025	19:30	Planning	
Wednesday	19 November 2025	19:30	Maintenance	
Wednesday	26 November 2025	19:30	Full Council	
DECEMBER				No Full Council, No Maintenance
Wednesday	03 December 2025	19:30	Community Benefit Grants	
Wednesday	10 December 2025	19:30	Planning	
Tuesday	16 December 2025	19:30	Finance & Good Governance	
JANUARY				
Wednesday	14 January 2026	19:30	Full Council	Precept setting
Wednesday	21 January 2026	19:30	Planning	Not 2 nd Wednesday
Wednesday	28 January 2026	19:30	Maintenance	Not 3 rd Wednesday
FEBRUARY				
Wednesday	11 February 2026	19:30	Planning	
Wednesday	18 February 2026	19:30	Maintenance	
Wednesday	25 February 2026	19:30	Full Council	
MARCH				
Wednesday	11 March 2026	19:30	Planning	
Wednesday	18 March 2026	19:30	Annual Meeting of the Parish	Parish Meeting
TBC	TBC	TBC	Maintenance	
Wednesday	25 March 2026	19:30	Full Council	
APRIL				
Wednesday	8 April 2026	19:30	Planning	
Wednesday	15 April 2026	19:30	Maintenance	
Tuesday	21 April 2026	19:30	Finance & Good Governance	
Wednesday	22 April 2026	19:30	Full Council	
MAY				
Wednesday	13 May 2026	19:30	Planning	
Wednesday	20 May 2026	19:30	Maintenance	
-	TBC due to elections	19:30	Annual Parish Council Meeting	Annual Meeting

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

MELBOURN PARISH COUNCIL
COMMITTEES & WORKING PARTIES MEMBERSHIP (September 2025)

Full Council and Committees	Working Party / Panels
Full Council (13 members) Cllr Gloria Alexander Cllr Bec Barnes Cllr Audrey Campbell Cllr Graham Clark (Chair) Cllr Jason Coulman Cllr Ian Cowley (Vice Chair) Cllr Tina Davey Cllr Sally Ann Hart Cllr Muhilan Kanagarathnam Cllr Steve Kilmurray Cllr Andrew Kyprianou Cllr Pierre Redelinghuys Cllr Richard Wilson Vacancies x 2	HR Panel (max 5) Cllr Alexander (Vice Chair) Cllr Barnes Cllr Clark Cllr Davey Cllr Hart (Chair) Vacancies x 0
Finance and Good Governance (max 7) Cllr Alexander Cllr Campbell Cllr Clark Cllr Hart Cllr Kanagarathnam (Chair) Cllr Kilmurray (Vice Chair) Cllr Pierre Redelinghuys Vacancies x 0	Melbourn Futures Working Party (min 3) Cllr Barnes Cllr Campbell Cllr Clark (Chair) Cllr Davey District Cllr Hart District Cllr Hales MPC vacancies x 0 <i>Members of the public on a project by project basis</i>
Maintenance Committee (max 6) Cllr Alexander Cllr Barnes Cllr Clark (Vice Chair) Cllr Davey Cllr Kilmurray Cllr Kyprianou (Chair) Maureen and Les Brierley Christopher Selway Keith Rudge Steve Pitman Vacancies x 0	
Planning Committee (max 8) Cllr Alexander Cllr Barnes Cllr Clark Cllr Hart Cllr Kilmurray (Chair) Cllr Kyprianou Cllr Pierre Redelinghuys Cllr Wilson (Vice Chair) Vacancies x 0	
MAYD Joint Committee (max 3) Cllr Barnes Cllr Davey District Cllr Hart Plus representatives from: - Meldreth Parish Council - Shepreth Parish Council MPC vacancies x 1	

PC082/2526a) Correspondence re signage installed on lamp posts – September 2025

Information	Content	Notes
12/09/25	<i>County Council confirmed report on Highways tool and advise to contact County, District and MP via email with any concern.</i>	
12/09/25	Assuming you're at the Hub, you'll have noticed these...To my mind, these are graffiti with xenophobic overtones and should be swiftly removed on that basis. Could you tell me to whom I need to express that view (unless it's you!) to influence the response?	Replied with details to report.
12/09/25 Follow up email sent to District, County and MP.	Good afternoon, I saw this morning when I was walking to work that quite a few flags had appeared on lamp-posts along the High Street in Melbourn since yesterday evening. I suppose I shouldn't have been surprised since I have heard about them appearing elsewhere, but I was quite shocked. I guess there are lots of reasons why someone might fly a flag - identifying themselves with what it represents is one, but when it's flown over a public space, it is far more like claiming that space for what the flag represents. What St. George's flag represents is a big topic - but to me, and likely others, it means football or nationalism. At its very, very best, nationalism is about celebrating those positive things we hold in common - perhaps a belief in fairness, the strong helping the weak, rule of law, or satirical humour. But it widely means - and always has meant - reaction against the outsider: we are not them. We cannot allow anyone to unilaterally claim streets, villages, towns in the name of exclusion. I hope that the flags will be removed promptly. I also hope that it will be possible to understand whatever the perceived grievance is that has fuelled this behaviour - it would not surprise me if the flag-hangers did not themselves feel excluded, and that's no better than the message the flags themselves send.	
12/09/25	Driving through Melbourn this morning felt like driving through a Nazi controlled village. Can we please look at getting the flags removed from the lamp posts. Whoever put them up has done so to intimidate and is trying to force their views on everyone else. They have to understand that not everyone wants them and we shouldnt have this forced on us and rammed down our throats.	Replied with details to report.
12/09/25 Follow up email.	Many thanks for your email. Completely appreciate and understand that the Parish Council weren't responsible and not aware, this obviously happened overnight as they weren't there yesterday. We were really just looking at how to go about getting them taken down and as such, the detail you have provided to that effect is perfect - thank you. If all else fails and those you have provided links for will not remove them, we will be removing them ourselves next week and taking them to the local tip!	
12/09/25	I am sure you will be aware that flags have been attached to lamp posts in the centre of the village. It would be appreciated if you could arrange to have these removed as the meaning behind them is racist and offensive. I am white and British of which I am begining to feel ashamed of.	Replied with details to report.
12/09/25	I noticed this morning that English flags had been hung on many lamp posts on the High Street. I would like to know if the Parish Council was aware and whether permission was given for these flags to be hung. If not, does the Council or relevant authority have plans to remove them given permission must be sought from the relevant highways authority to do so? I'd be grateful for clarity as soon as you are able.	Replied with details to report.
12/09/25	It has come to my attention that overnight a number of St George's flags have appeared down Melbourn high street. I'm emailing to ask whether permission was sought by the local council for this to happen? This would usually not be an issue for me and I would usually be proud to be British, being born and raised in England. However, this is now a concern given the current political climate in the UK/England with regards to Reform propaganda, this	Replied with details to report.

PC082/2526a) Correspondence re signage installed on lamp posts – September 2025

	seems to have given a rise in the St George's flag being highjacked to promote right wing ideology in a harmful racist way and is now giving permission to people who support this to openly discriminate via verbal and physical means. I'm all for freedom of speech as long as it doesn't cause harm. I have lived in Melbourn for the past 16 years and as a community we usually live together peacefully, have a diverse and inclusive supportive community spirit. Unfortunately, this no longer feels the case with the sheer number of St George's flags down the high street and the impact it is already having on our community, particularly our children and their mental health. This has caused considerable worry for my children who my eldest on their school walk this morning was messaging to let me know and ask about the St George's flags as they are aware of what is happening in the news and the repercussions. The same with my youngest and we were had a discussion on the way to school to reassure her worries this was causing. I also spoke to Melbourn primary school office so they were aware of what was happening. I would be grateful if this could be taken to the Parish council as a matter of urgency for discussion re removing the St George's flags or if not removed then to show solidarity that we are an inclusive and diverse community and stand against racism etc by other means i.e. putting up flags from other countries alongside the St Georges flags. I hope to hear back from you soon with a positive response.	
12/09/25	I want to know what is being done about the flags that have appeared around the village today. I am totally against them and unless there is a good explanation, they need to be removed as a matter of urgency. Please advise what the Council intend to do about this.	Replied with details to report.
13/09/25	I regularly visit my xxxx in xxxx and today have driven through Melbourn High Street to reach her home. I was surprised, even shocked, to see so many St George's flags on the street lights along the high street. Do these represent a national pride or more political anti-immigration sentiment. If everybody put up flags on these public structures is that acceptable to all parishioners?	Replied with details to report.
16/09/25	I am writing to ask whether this is the appropriate place to raise a concern about the recent appearance of the St George's Cross and Union Jack flags around Melbourn. Without going into the complexities of the political debate surrounding these symbols, I find their display in our communal areas deeply uncomfortable. Seeing them displayed in public spaces feels exclusionary rather than unifying, and it leaves me deeply saddened. I would like to respectfully request that the flags be removed from communal areas, or at least that this concern be considered as part of any decision making process about their continued display. If this is not the correct place to raise this issue, could you kindly direct me to the appropriate authority? Thank you very much for your time.	Replied with details to report.
16/09/25	Hi - The flags that have been attached to the village street lights are equivalent to vandalism. No one has permission to attach advertising or political messages to structures they don't own. Furthermore, as an immigrant with a UK passport, they make myself and my family feel unsafe. If this is allowed, what happens next? Is our legal access to GP services and schools going to be blocked by these same far-right groups? Melbourn PC should take a stance. There is a time and place for all peaceful speech and sharing of views but we all know what the flags on the poles represent, and that is the views of a vocal & often violent minority. Could you please make a statement and also remove them immediately? I am happy to go on record as the person who requested they be removed if we have to go to that level of detail.	Replied with details to report.
16/09/25 Follow up email.	I will do. When is the next council meeting? Can the public attend? I think the silent majority need to be heard here - if the flags are not up with permission, then they can equally be removed by the public w/o permission, correct?	Responded with details

PC082/2526a) Correspondence re signage installed on lamp posts – September 2025

	Not asking the council to "choose a side", just make it fair because the flags represent something luckily most of the village doesn't support or accept. I would like to organise a peaceful gathering in the centre of the village for all those who want these flags down. How do I do that and can I get the council's support?	of next meeting.
16/09/25	I'm writing to express my extreme discomfort with the increasing display of the English flag—specifically the St George's Cross—within Melbourn village. While I understand that for some, this may represent national pride or cultural heritage, I feel it's important to acknowledge the broader context and the troubling associations that have grown around this symbol in recent years. The flag has unfortunately been co-opted by far-right groups and nationalist movements, often used in rallies and campaigns that promote exclusionary and racist ideologies. Its presence in public spaces can feel less like a celebration of community and more like a statement of division. For many residents, particularly those from minority backgrounds, it evokes a history of hostility and marginalisation. I believe our parish should be a place of inclusion, where symbols reflect the diversity and unity of our community, not ones that have been weaponised to signal intolerance. I urge the council to reconsider the use of the flag in parish-affiliated spaces and events, and to engage in dialogue with residents about how we can foster a more welcoming environment for all. Thank you for your time and consideration.	Replied with details to report.
17/09/25	<i>District and County confirmed continue to advise to report via highways tool.</i>	
17/09/25	...we wondered what the status was with the England flags? Is there a way of supporting you to remove them? Or is there anything we can do/organise as a community to get them removed. It really is having a negative impact on so many in our community and is quite uncomfortable.	Replied with details to report.
19/09/25	We would much appreciate the removal of these flags in Melbourn. Maybe the Parish Council (with the SCDC?) could consider doing this. As it only takes one or two people to put them up on property that does not belong to them we do not see them as representative or appropriate. Time and the weather will work but it would be good to not have to watch them slowly degrade.	Replied with details to report.
19/09/25	<i>County statement: Our highways team follow a standard process when things are placed on our highways. They are considered as damage or could be a safety issue so will be removed. We'll continue to monitor the situation along with our partners.</i>	
20/09/25	<i>Informed by the Hub that access had been requested for a meeting prior to the Parish Council meeting to be held on 29 September.</i>	
20/09/25	I understand that there is a meeting taking place on the 29th of September to discuss the removal of the St George's Flags that have been put up in the village. One can only assume that the meeting has been called for by the same individuals that have been putting signs and stickers on the lamp posts.... also illegally I might add! The signs say "every one welcome in Melbourn" & "say no to hate, it's our flag too" In my opinion it is the lefties who are the ones causing the division by suggesting that those who erected the Flags and support them are racists. How dare these people make out that the flying of the English flag...in England...is racist & how dare they suggest that those who support the flying of the Flags are racist.	Replied with details of meeting and how to report signs.

	The "say no to hate" & "everyone welcome in melbourn" signs suggest to those who live in the village from ethnic minorities that the Flags are aimed at them... Anyone with half a brain knows that this is not the case, it is the unwarranted accusation of racism by the left that causes the alarm! Of course everyone is welcome in Melbourn... Just not ILLEGAL immigrants! The Flags are being flown to show pride and solidarity. Solidarity for the people of this nation, of all colours, who are against huge amounts of ILLEGAL immigration from "war torn" France. Solidarity for the people who say no to two tier policing & no to two tier justice. Solidarity for the people who are concerned that women and girls no longer feel safe to walk the streets. Gone are the days when the left can accuse good people of racism. The silent majority are no longer silent. We should be proud to fly our Flags in our village. I am reaching out to you to ask that you do not bow to the pressure from the minority who object, we should be proud to fly our Flags. I suggest that the removal of English Flags in England would mark a very sad time indeed. I trust that the elected councillors will stand with the people. Please advise on how this meeting will be handled, I await your response.	
21/09/25	I have heard that a hand full of people have a meeting on the 29th to take down our country's flags. I served this country and lost good friends fighting around the world so people of our country and Great Britain can have their freedom. I lost my life 3 times in 1 night due to me fighting on the frontline and I will not have people Diss our country's flag or those who lost their life's defending our flag. I will also not have people in Melbourn and Meldreth say our flags are racist, I am fuming that they say our flags are racist when I have fought side by side with many religions and faiths and people I call brothers and sisters. I and many others will be at the meeting which has been kept very quiet from the public. Leave the flags up.	Replied with details of meeting and how to report signs.
21/09/25	To whom it may concern, I would like to express my disgust in the meeting that's going to be held in relation to taking down the flags in the village, we live in a country where freedom of speech and expression has always been fine yet now it's going to be taken away from us, we are not racist or thugs like the lefties state we are, we are just people who have been suppressed for many years when it comes to being patriotic and proud of our country, we should be proud of our country and that includes being multicultural! The problem in this country right now is not migration, it's illegal migration where we don't know who is crossing over and what their background is and our children are no longer safe because of this, no one thinks the many many people who have moved to our country and became part of communities and work hard are any problem at all but saying our flag is racist is pure insanity and this is what will aid in the fall of our country and freedom of speech. I beg you to understand that the real issue here is the far left, they are very dangerous individuals and it's needs to stop! Our ancestors did not fight in a war to save us from a dictatorship for us to just give in now to a dictator.	Replied with details of meeting and how to report signs.
23/09/25	County removed all unpermitted flags and signage from lampposts.	

Abi Williams

From: [REDACTED]
Sent: 06 August 2025 08:12
To: Abi Williams
Subject: Speeding traffic.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Parsih Council,

I hope you are well.

Please can you raise the issue of speeding, particularly along Back Lane and the High Street at the next Parish Council meeting, and to Cambridgeshire County Council, with a view to explore traffic calming features for these highways.

I live adjacent to Back Lane and there are speeding vehicles daily. The volume of traffic is lower given that it's the school holidays. But this will rise again at the beginning of September.

Please can you keep me updated on this topic generally, as I expect I am not the only resident to raise this.

Kind regards,

[REDACTED]

[REDACTED]

Proposal: It is best practice to value assets, such as buildings, every few years – this exercise was last carried out in 2021. It is proposed that Council undertake a reinstatement costs assessment exercise to help ensure that insurance and valuation levels are correct.

Scope of works were sent to suppliers (Appendix A).

Quotes have been received from a new supplier and a previous supplier.

Barrett Corp & Harrington Ltd (Appendix B)	£1,595.00
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Bremner Partnership (Appendix C)	£850.00
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Funds to be allocated from asset reserve.

Consider: To consider proceeding with valuation of assets and deciding which supplier to instruct.

Appendix A

Name	Melbourn Sports Pavilion	Cemetery Shed	Cemetery Lychgate	Old Fire Engine House	Little Hands Nursery School	Melbourn Community Hub	Car park and workshop	Churchyard Wall	Boardwalk in Nature Reserve	War Memorial
Address	The Moor, Melbourn, SG8 6ED	Orchard Rd, Melbourn, SG8 6BX	Orchard Rd, Melbourn SG8 6BX	Station Rd, Melbourn SG8 6ED	The Moor, Melbourn, SG8 6ED	30 High Street, Melbourn, SG8 6DZ	High Street, Melbourn, SG8 6DZ	All Saints Church, The Cross, Melbourn, SG8 6DY	Stockbridge Meadows, Melbourn, SG8 6FG	All Saints Church, The Cross, Melbourn, SG8 6DY
what3words	///pave.pelting.bluntly	///belonging.blackouts.stags	///prepped.movement.pinks	///gentlemen.poker.rapid	///superhero.confusion.robots	///squares.roadblock.exhaled	///judge.steam.workflow	///blush.sits.landscape	///typed.flatten.fondest	///farmland.swooning.twitches
Declared value £	1,378,516	83,877	187,205	120,346	2,003,346	2,423,952	207,871	607,811	70,470	75,000
Sum insured £	1,654,219	100,652	224,646	144,415	2,404,015	2,908,742	249,445	729,373	84,564	90,000
Is the building listed?	No	No	No	Yes	No	No	No	Yes	No	Yes
Grade (if known)	n/a	n/a	n/a	II	n/a	n/a	n/a	II*	n/a	II
Construction type	Standard brick and tile	Standard brick and tile	Non standard brick, timber and tile	Standard brick and tile	Non standard brickwork, timer and EPDM roof	Standard timber, brick and tile (includes solar panels)		standard brick, other materials	Composite	Stone
Main use	Social gathering	Storage	Gate	Storage	Rented for use as a nursery	Used as a community hub	Car park in constant use, workshop used by Parish employees	Wall	Boardwalk	Memorial



Your RCA Quote

Our Reference:	BCH-L20973/0
Issued On:	11 August 2025
Prepared For:	Abi Williams
Prepared By:	Alyssa Baxter





Thank you for your enquiry.

I hope our proposal is of interest to you and look forward to receiving your instruction shortly.

If favoured with an instruction to proceed, the assessment will be confined to the building reinstatement cost for insurance purposes and not the market or sale value, nor for the purpose of establishing any maintenance or structural defects. In this respect it should not be assumed from the report that any buildings assessed are free of such defects, or hazardous materials such as asbestos and the like.

Insurable amounts should be reassessed on a regular basis. Good practice, as advised by the RICS, is that desktop updates should be undertaken on an annual basis with your insurer or broker with a major review being undertaken every third year. Rather than a revisit to update, where we have completed the original assessment and depending on the requirements of the client, at any time between years 1 and 3 years we are able to offer a desktop major review to reflect building inflation and changes in building regulations etc at a significantly lower cost than an update involving a revisit. Should you instruct us to undertake this Reinstatement Cost Assessment, we will send a reminder and quotation, around 3 years from the report date inviting an instruction on a desktop major review. In the event of a substantial alteration(s), a revisit should be considered on completion of the works.

We operate a Complaints Handling Process, a copy of which can be provided upon request.

All personal data collected in the course of providing services is processed in accordance with our Privacy Policy which can be found on our website: <https://bch.uk.com/>

We look forward to your instructions to proceed but should you wish to discuss any aspect in further detail, please do not hesitate to call the member of our team who has prepared your quotation.

Yours sincerely,

Mark Briggs
Managing Director

BARRETT CORP & HARRINGTON LTD

Swan House, The Park, Market Bosworth Warwickshire, CV13 0LJ

T: 01455 293510 W: bch.uk.com



Chartered
Building
Consultancy

REGULATED BY RICS | REGISTERED IN ENGLAND NO. 5909758
REGISTERED OFFICE: CHARNWOOD HOUSE, HARCOURT WAY,
MERIDIAN BUSINESS PARK, LEICESTER LE19 1WP



RCA





Your Quotation

Thank you for inviting us to quote for your business. BCH are pleased to provide terms below.

Should you have any other property survey requirements and would like a competitive quotation for an individual property or your complete portfolio I would be very happy to provide figures to you.

Our fee is based on one report with a figure split between each building/structure.

Melbourn Parish Council	
Commercial On-site RCA for: Boardwalk in Nature Reserve Stockbridge Meadows Melbourn SG8 6FG	Current Sum Insured: £84,564.00 Current Declared Value: £70,470.00
Commercial On-site RCA for: Churchyard Wall All Saints Church The Cross Melbourn SG8 6DY	Current Sum Insured: £729,373.00 Current Declared Value: £607,811.00
Commercial On-site RCA for: Cemetery Shed Orchard Road Melbourn SG8 6BX	Current Sum Insured: £100,652.00 Current Declared Value: £83,877.00
Commercial On-site RCA for: Melbourn Sports Pavilion The Moor Melbourn SG8 6ED	Current Sum Insured: £1,654,219.00 Current Declared Value: £1,378,516.00
Commercial On-site RCA for: Cemetery Lychgate Orchard Road Melbourn	Current Sum Insured: £224,646.00 Current Declared Value: £187,205.00

BARRETT CORP & HARRINGTON LTD

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MERIDIAN BUSINESS PARK, LEICESTER LE19 1WP



RCA



**BCH**

SG8 6BX

Commercial On-site RCA for:

Little Hands Nursery School
The Moor
Melbourn
SG8 6ED

Current Sum Insured: £2,404,015.00**Current Declared Value:** £2,003,346.00**Commercial On-site RCA for:**

Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

Current Sum Insured: £2,908,742.00**Current Declared Value:** £2,423,952.00**Commercial On-site RCA for:**

Old Fire Engine House
Station Road
Melbourn
SG8 6ED

Current Sum Insured: £144,415.00**Current Declared Value:** £120,346.00**Commercial On-site RCA for:**

Car park and workshop
High Street
Melbourn
SG8 6DZ

Current Sum Insured: £249,445.00**Current Declared Value:** £207,871.00**Commercial On-site RCA for:**

War Memorial
All Saints Church
The Cross
Melbourn
SG8 6DY

Current Sum Insured: £90,000.00**Current Declared Value:** £75,000.00**Subtotal:**

£1,595.00

VAT @ 20%:

£319.00

Total:**£1,914.00****BARRETT CORP & HARRINGTON LTD**

Swan House, The Park, Market Bosworth Warwickshire, CV13 0LJ

T: 01455 293510 W: bch.uk.com

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REGISTERED OFFICE: CHARNWOOD HOUSE, HARCOURT WAY,
MERIDIAN BUSINESS PARK, LEICESTER LE19 1WP**RCA**



Acceptance Of Quotation BCH-L20973/0

I hope our proposal is of interest to you and we look forward to receiving your instruction shortly.

To proceed with this quote, please sign below.

If, in the meantime, you have any questions regarding the quotation, or our service, please do not hesitate to contact me on 01455 293510.

BCH aim to issue reports within 10 working days of the site visit.

I have read and accepted the [Terms and Conditions](#) ☐

Your Name:

Company (or N/A):

Your Email Address:

Your Phone Number:

Billing Address:

If a different company name should appear on the invoice, include it here along with the **care of** address.

Date:

Signature:

I am duly authorised to accept this quotation.

BARRETT CORP & HARRINGTON LTD

Swan House, The Park, Market Bosworth Warwickshire, CV13 0LJ

T: 01455 293510 W: bch.uk.com



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MERIDIAN BUSINESS PARK, LEICESTER LE19 1WP



RCA





About BCH

RICS regulated and a CIOB Chartered Building Consultancy, BCH are a preferred supplier of buildings Reinstatement Valuations to many of the UK's leading brokers and insurers.

With an experienced team of nationally located, directly employed Buildings Insurance Surveyors, BCH strive to offer the most reliable and cost-effective solutions for buildings Reinstatement Valuations.

THE FIRST STEP IN BEST BUILDINGS COVER

An accurate Reinstatement Valuation is the first step in best buildings insurance cover. Set too high, and the policy holder could be overpaying for their buildings insurance premium. Too low and the insurance may not fully cover the cost of a legitimate claim in the event of a loss, of any size.

BCH services include RICS Compliant, Reinstatement Cost Assessments (RCAs), desk-based Major Reviews and Revisits which follow full RCAs and where appropriate, Benchmark eValuations requiring no site visit.

Founded in 2006, BCH's focus was to bring together the disciplines of quantity surveying, loss adjusting and insurance underwriting expertise essential for a practice offering a service into this specialist area of surveying. The combination of skills, and experience bring the knowledge of the importance of an accurate appraisal to protect all parties at the time of major loss, borne out of insight into the potentially catastrophic effects of underinsurance. All stakeholders in the insurance purchase; property owners, agents, brokers and insurers, want insurance to work when it is needed most. After all, the real value of an insurance policy is only measured at the time of a claim and a BCH Reinstatement Valuation is a crucial part of securing a positive outcome for all post-loss.

BCH advise and provide customers with the most professional and suitable method for establishing a correct Reinstatement Value for their property insurance cover.

In doing so, the aim is to support buildings insurance policy holders, insurance brokers and insurers in the acquisition of accurate Reinstatement Valuations.

bch.uk.com



Chartered
Building
Consultancy



RCA



MAJOR
REVIEW



REVISIT



BENCHMARK

Abi Williams

From: [REDACTED]@bremnerpartnership.com>
Sent: 13 August 2025 08:17
To: Abi Williams
Subject: RE: Melbourn Parish Council - Asset valuations

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Abi

Many thanks for your email. Yes, I remember undertaking this exercise back in August 2021. Time flies!

Yes, very happy to quote for reviewing and updating our valuations.

Our fee to prepare Building Reinstatement Cost Assessments for insurance purposes for the assets on the spreadsheet attached to your email is £850 plus VAT

I note that we also included 83 High Street back in 2021 – this looks to be missing from your list?

All normal disbursements are included in our fee.

Reinstatement Cost Assessments will be undertaken in accordance with RICS Guidance and prepared based on a 'day one reinstatement' figure.

Bremner Partnership are RICS Regulated and able to provide £5M PII.

We would anticipate completing the exercise within 7 working days of receiving an instruction to proceed.

Trust this provides the info you need. Look forward to hearing from you.

Kind regards,

[REDACTED]

[REDACTED]

Partner

Bremner Partnership LLP
Compass House, Vision Park,
Chivers Way, Histon,
Cambridge
CB24 9AD

[REDACTED]

Please note our new address effective from 03 August 2023

Bremner Partnership LLP is a limited liability partnership registered in England and Wales with registered number: OC362661. Registered Office: 5 High Green, Great Shelford, Cambridge CB22 5EG

From: Abi Williams <parishclerk@melbournparishcouncil.gov.uk>

Sent: 11 August 2025 15:27

To: [REDACTED]B@bremnerpartnership.com>

Subject: Melbourn Parish Council - Asset valuations

Good afternoon [REDACTED]

A few years back (maybe 2021) I believe you carried out valuations of Melbourn Parish Council assets – we are looking to repeat this project and would like to invite you to quote for the service.

I have attached a breakdown of the assets we would like reviewed, could you let me know if you need further information and if you are happy to quote.

With kind regards

Abi Williams

Abi Williams | Parish Clerk

Melbourn Parish Council

Melbourn Community Hub | 30 High Street | Melbourn | Cambridgeshire | SG8 6DZ

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

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

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

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

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

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

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



Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN
ROYSTON, Hertfordshire, SG8 6DL
United Kingdom

Telephone



Email

justin@hcgmltd.co.uk

VAT Registration Number

GB 987421972

Invoice To

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Royston
Herts
SG8 6DZ

Customer

Melbourn Parish Council

Invoice Number

SI-4045

Invoice Date

12/09/2025

Due Date

12/10/2025

Description	Net	% VAT	VAT	Total
Clearance of verge on corner of Water Lane/Back Lane	240.00	20.00	48.00	288.00

VAT Rate	Net	VAT	Total Net	Total VAT	Total
Standard 20.00% (20.00%)	£240.00	£48.00	240.00	48.00	£288.00

Notes

Bank Account Details: -

Sort Code: 30-97-16

Account Number: 24993668

Terms and Conditions

Payment Terms: Net 30 Days



Registered in England and Wales No. 6936328

Registered Address 68c High Street , Bassingbourn , Royston , Herts , SG8 5LF

The following issue was discussed at the Maintenance Committee meeting under item MA057 2526c) and concluded that due to the responsibility of the parish being maintenance of the churchyard and not improvement no action would be taken.

This has been communicated to All Saints.

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.

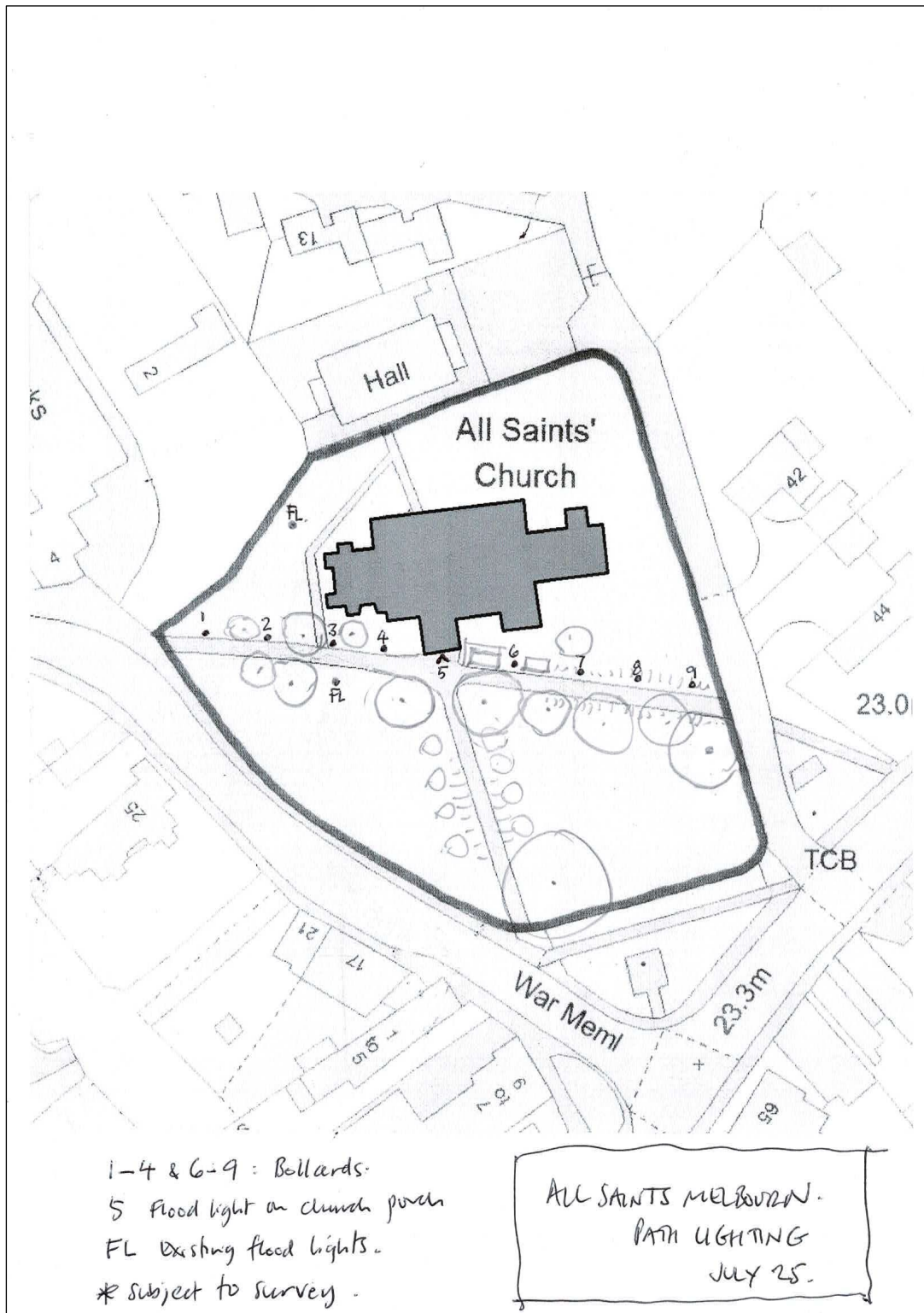
Our architect has come up with a design and contractor who has priced the works as £8961.60p

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

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



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.

The item below was considered at the Maintenance Committee meeting under item MA057 2526c) and response as below has been sent:

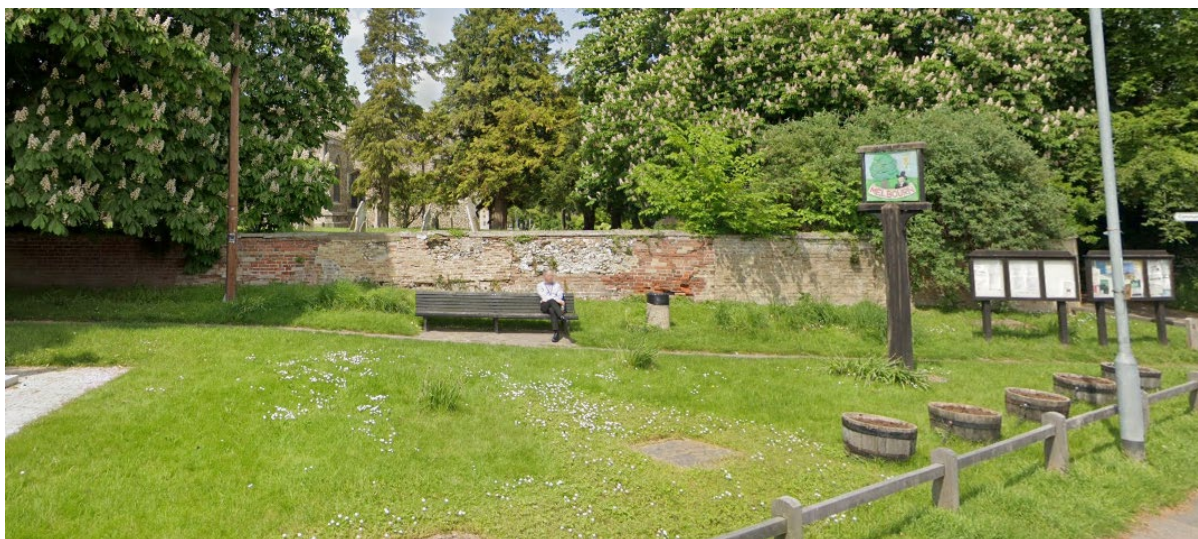
The request, as emailed below, to consider works to All Saints churchyard wall was considered by the Maintenance Committee under item MA057 2526c).

The response was minuted as: *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.*

It is my understanding that when a churchyard is closed the maintenance of the churchyard would fall on the parochial church council (PCC) ([Local Government Act 1972, s215](#)) with the PCC then serving a written request to the Parish Council to take on this maintenance. Do you have a copy of this request and any subsequent agreement – I believe you state this would have been in 1901? I have been unable to find confirmation of this and would appreciate advice on where to find the documentation to prove to Council that the agreement exists and that the churchyard is confirmed as closed.

It would be prudent for the Parish Council to confirm responsibility before proceeding with any projects and would appreciate your assistance in providing this or letting me know where I can find the information.

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.

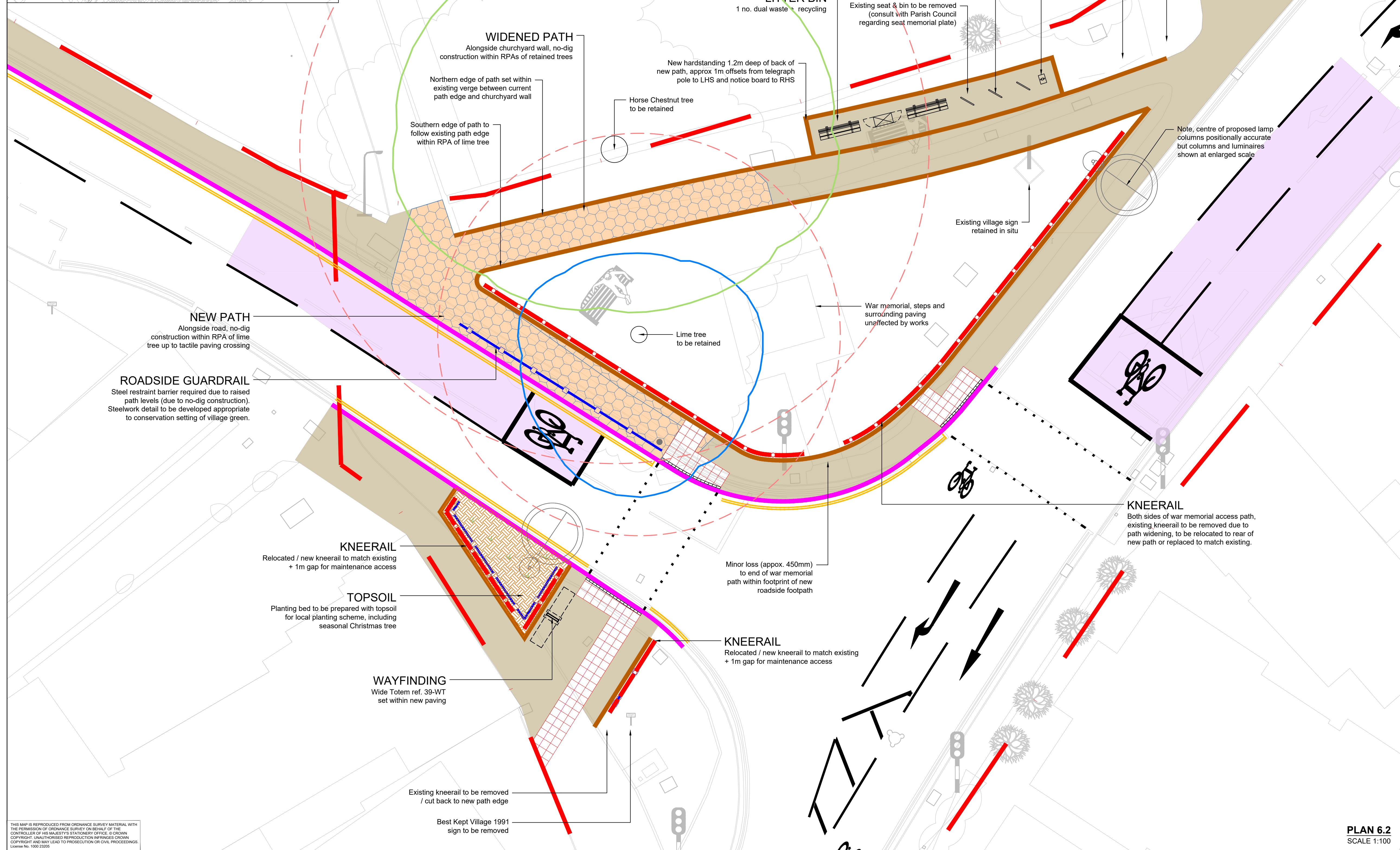
The application will need drawings of the wall, including any new structure behind the brickwork – e.g. concrete foundations. The general approach to rebuilding should be set out in a method statement, including sketches or annotated photos if possible. The more information included, the less chance 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.

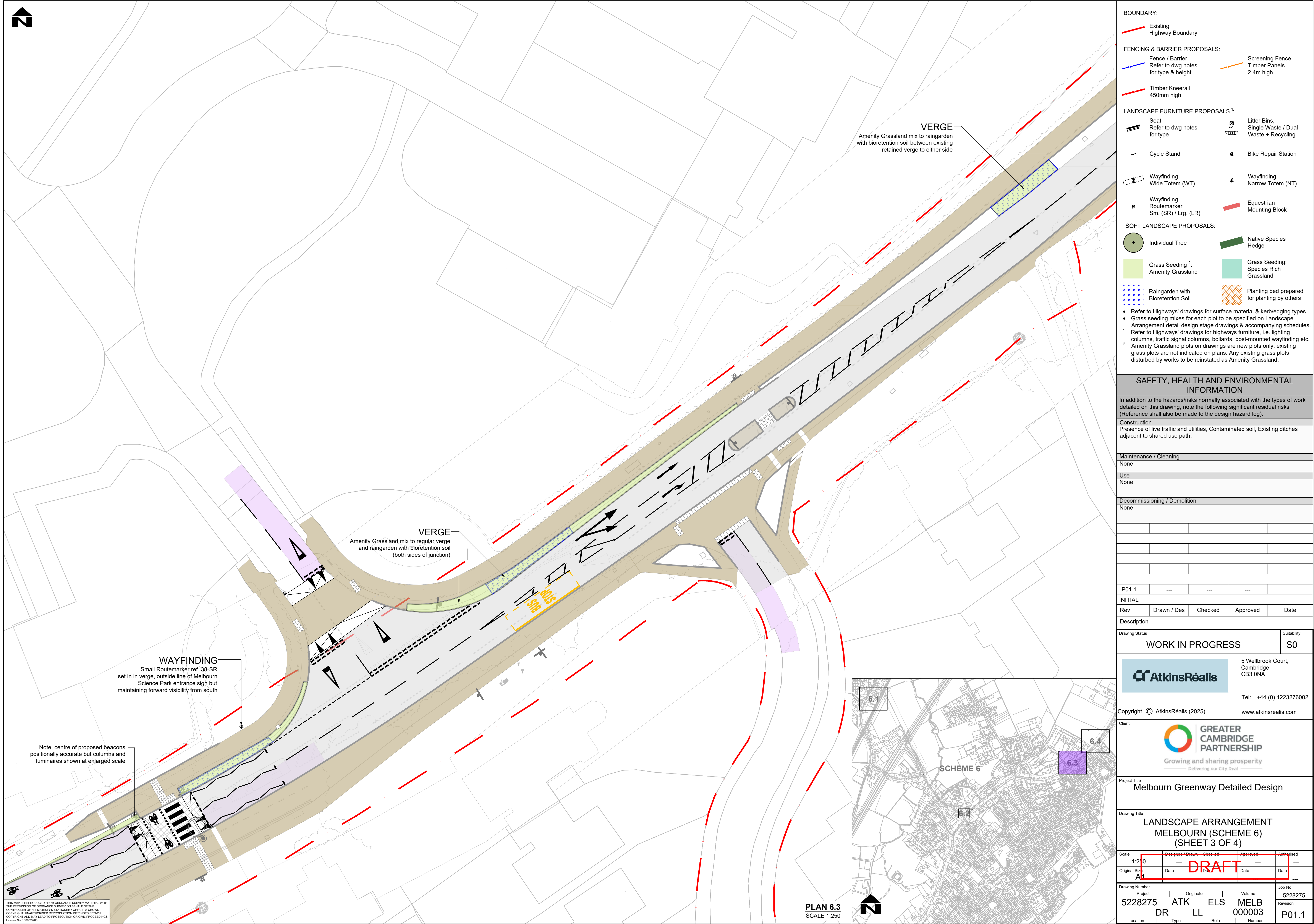
- Multiple quotes will be required – PCC or the Parish Council can lead on this. It looks as if all costs will be the responsibility of the Parish Council (either found via funding, asset management reserves or possibly insurance)
- Asked for confirmation of responsibility of Parish Council in the maintenance 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.



- | | | | |
|----------|------|--------|--------|
| DR | LL | 000002 | P01.1 |
| Location | Type | Role | Number |



BOUNDARY:

- Existing Highway Boundary

FENCING & BARRIER PROPOSALS:

- Fence / Barrier Refer to dwg notes for type & height
- Timber Kneerail 450mm high
- Screening Fence Timber Panels 2.4m high

LANDSCAPE FURNITURE PROPOSALS ¹:

- Seat Refer to dwg notes for type
- Cycle Stand
- Wayfinding Wide Totem (WT)
- Wayfinding Routemarker Sm. (SR) / Lrg. (LR)
- Litter Bins, Single Waste / Dual Waste + Recycling
- Bike Repair Station
- Wayfinding Narrow Totem (NT)
- Equestrian Mounting Block

SOFT LANDSCAPE PROPOSALS:

- Individual Tree
- Grass Seeding ²: Amenity Grassland
- Raingarden with Bioretention Soil
- Native Species Hedge
- Grass Seeding: Species Rich Grassland
- Planting bed prepared for planting by others

¹ Refer to Highways' drawings for surface material & kerb/edging types.
² Grass seeding mixes for each plot to be specified on Landscape Arrangement detail design stage drawings & accompanying schedules.
¹ Refer to Highways' drawings for highways furniture, i.e. lighting columns, traffic signal columns, bollards, post-mounted wayfinding etc.
² Amenity Grassland plots on drawings are new plots only; existing grass plots are not indicated on plans. Any existing grass plots disturbed by works to be reinstated as Amenity Grassland.

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following significant residual risks (Reference shall also be made to the design hazard log).

Construction
Presence of live traffic and utilities, Contaminated soil, Existing ditches adjacent to shared use path.

Maintenance / Cleaning
None

Use
None

Decommissioning / Demolition
None

Rev	Drawn / Des	Checked	Approved	Date
P01.1	---	---	---	---

INITIAL

Rev	Drawn / Des	Checked	Approved	Date
Description				

Drawing Status	Suitability
WORK IN PROGRESS	S0

AtkinsRéalis

5 Wellbrook Court, Cambridge CB3 0NA

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Client

GREATER CAMBRIDGE PARTNERSHIP
Growing and sharing prosperity
Delivering our City Deal

Project Title
Melbourn Greenway Detailed Design

Drawing Title
LANDSCAPE ARRANGEMENT MELBOURN (SCHEME 6) (SHEET 3 OF 4)

Scale	Original Size	Designed	Drawn	Checked	Approved	Authorised
1:250	A1	---	---	---	---	---

DRAFT

Drawing Number	Project	Originator	Volume	Job No.
5228275	ATK	ELS	MELB	5228275

Location	Type	Role	Number	Revision
DR	LL	000003	P01.1	P01.1

Dear Melbourn PC,

I've been liaising with Fowlmere Parish Council in recent months as they have expressed a desire for a quiet lane between Fowlmere and Melbourn, on Fowlmere Road/Mill Road. A quiet lane typically involves an advisory 20mph speed limit, formal passing places, chicanes and gateway features. It is defined as a designated rural road which prioritises walking, wheeling, riding and cycling by encouraging lower speeds, whilst preserving rural character.

I've created a draft survey to understand how local residents currently use the route, how residents would like to use the route and whether any changes could support increased use from an active travel perspective. This includes a question on whether residents would support a quiet lane.

You can review the survey here - https://yourvoice.cambridgeshire.gov.uk/place-and-sustainability/fowlmere-foxton-and-melbourn-active-travel/start_preview?token=b706a8de2bcff387f23b74197f167b8b1243f609. I'd be grateful if you could send any feedback through to me by COP Friday 3rd October please.

A similar email has been sent to Foxton and Fowlmere Parish Councils inviting them to share views on the draft survey. The survey also asks questions on a route between Foxton and Fowlmere, hence Foxton's inclusion.

Active Travel Officer, Cambridgeshire County Council

ACTION – please either review and comment on the draft survey on the link above or by viewing the screen shots below.

Fowlmere, Foxton and Melbourn Active Travel Survey

Map of Routes

A map showing the extent of the routes between Fowlmere and Foxton, and Fowlmere and Melbourn. The following pages contain questions relating to these routes, on how you currently use them, how you would like to use them and what improvements you might like to see.



Fowlmere to Melbourn

If you are not a resident of Fowlmere or Melbourn, or you are not interested in commenting on this route and wish to skip this section, you can scroll to the bottom and click 'continue'.

1. Do you actively travel on Fowlmere Road/Mill Road? If so, how frequently? Active travel refers to walking, wheeling and cycling. Including the use of mobility aids such as wheelchairs and pushchairs as well as scooters and adapted cycles.

	Most days	Every other day	Once or twice a week	Once or twice a month	Rarely or never
Walk	☐	☐	☐	☐	☐
Run	☐	☐	☐	☐	☐
Cycle	☐	☐	☐	☐	☐
Wheel	☐	☐	☐	☐	☐
Horse-ride	☐	☐	☐	☐	☐

2. For what purpose do you currently actively travel on Fowlmere Road/Mill Road? If the road was made safer and more attractive to actively travel on, what would your purpose be?

	Travelling to work	Travelling to school/college	Travelling for leisure/exercise	Travelling to the railway station	Accessing local amenities (e.g. doctors, shops)	I do not/will not use the road
Current purpose of travel	☐	☐	☐	☐	☐	☐
Future purpose of travel	☐	☐	☐	☐	☐	☐

For any other current/future purposes, please specify below:

3. If active travel measures were introduced along Fowlmere Road/Mill Road to make it safer and more appealing, would you use it more?

- ☐ Definitely
- ☐ Probably
- ☐ Neutral
- ☐ Probably not
- ☐ Definitely not

4. One active travel measure that could be introduced is a modal filter. A modal filter refers to a traffic management intervention that restricts certain vehicles from passing through a specific point on a road, while still allowing other modes of transport like walking, cycling, and sometimes buses or permitted vehicles (e.g. farm vehicles), to pass through. Please select the relevant statement(s):

- ☐ Yes, I would support a modal filter preventing through traffic
- ☐ Yes, I would support a modal filter making the road one-way only
- ☐ No, I would not support any type of modal filter
- ☐ I don't know or I don't mind

5. Another active travel measure that could be introduced is a quiet lane. A quiet lane typically involves an advisory 20mph speed limit, traffic calming features and gateway features. It is defined as a designated rural road which prioritises walking, wheeling, riding and cycling by encouraging lower speeds, whilst preserving rural character. Please select the relevant statement:

- ☐ Yes, I would support a quiet lane
- ☐ No, I would not support a quiet lane
- ☐ I don't know or I don't mind

6. Do you have any other comments about active travel between Fowlmere and Melbourn?

Fowlmere to Foxton

If you are not a resident of Fowlmere or Foxton, or you are not interested in commenting on this route and wish to skip this section, you can scroll to the bottom and click 'continue'.

7. Do you actively travel on Fowlmere Road? If so, how frequently? Active travel refers to walking, wheeling and cycling. Including the use of mobility aids such as wheelchairs and pushchairs as well as scooters and adapted cycles.

	Most days	Every other day	Once or twice a week	Once or twice a month	Rarely or never
Walk	☐	☐	☐	☐	☐
Run	☐	☐	☐	☐	☐
Cycle	☐	☐	☐	☐	☐
Wheel	☐	☐	☐	☐	☐
Horse-ride	☐	☐	☐	☐	☐

8. For what purpose do you currently actively travel on Fowlmere Road? If the road was made safer and more attractive to actively travel on, what would your purpose be?

	Travelling to work	Travelling to school/college	Travelling for leisure/exercise	Travelling to the railway station	Accessing local amenities (e.g. doctors, shops)	I do not/will not use the road
Current purpose of travel	☐	☐	☐	☐	☐	☐
Future purpose of travel	☐	☐	☐	☐	☐	☐

For any other current/future purposes, please specify below:

9. If active travel measures were introduced along Fowlmere Road to make it safer and more appealing, would you use it more?

- ☐ Definitely
- ☐ Probably
- ☐ Neutral
- ☐ Probably not
- ☐ Definitely not

10. One active travel measure that could be introduced is a modal filter. A modal filter refers to a traffic management intervention that restricts certain vehicles from passing through a specific point on a road, while still allowing other modes of transport like walking, cycling, and sometimes buses or permitted vehicles (e.g. farm vehicles), to pass through. Please select the relevant statement(s):

- ☐ Yes, I would support a modal filter preventing through traffic
- ☐ Yes, I would support a modal filter making the road one-way only
- ☐ No, I would not support any type of modal filter
- ☐ I don't know or I don't mind

11. Another active travel measure that could be introduced is a quiet lane. A quiet lane typically involves an advisory 20mph speed limit, carriageway narrowing, traffic calming features and gateway features. It is defined as a designated rural road which prioritises walking, wheeling, riding and cycling by encouraging lower speeds, whilst preserving rural character. Please select the relevant statement:

- ☐ Yes, I would support a quiet lane
- ☐ No, I would not support a quiet lane
- ☐ I don't know or I don't mind

► [Carriageway Narrowing Example](#)

12. Do you have any other comments about active travel between Fowlmere and Foxton?

Demographic Questions

13. Are you a resident of Fowlmere, Foxton or Melbourn?

(Required)

- ☐ Yes, I'm a resident of Fowlmere
- ☐ Yes, I'm a resident of Foxton
- ☐ Yes, I'm a resident of Melbourn
- ☐ Other (please specify below)

14. What is your postcode? This will help us to understand the demand for active travel by route and location.

(Required)

15. Please indicate your age range:

- ☐ 15 and under
- ☐ 16 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 - 74
- ☐ 75 and over
- ☐ Prefer not to say

16. Are you:

- ☐ Male
- ☐ Female
- ☐ Prefer not to say
- ☐ Prefer to self-describe (please specify below)

17. Are you:

- ☐ In education
- ☐ Employed
- ☐ Self-employed
- ☐ A stay-at-home parent, carer or similar
- ☐ Retired / unemployed
- ☐ Prefer not to say
- ☐ Other (please specify below)

18. Do you have a physical or mental health condition or learning difference that has an impact on the way you travel?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

I would like to add further details about how my condition impacts the way I travel
(please specify below)

19. Would you like to give us your email address so we have the option to contact you or keep you informed about active travel in Fowlmere, Foxton and Melbourn?

Almost done...

You are about to submit your response. By selecting 'Submit Response' you give us permission to analyse and include your response in our results. After you submit your response, you will no longer be able to go back and change any of your answers.

If you provide an email address you will be sent a receipt and a link to a PDF copy of your response.

Email address

TAX INVOICE

Melbourn Community Centre
30 High Street
Melbourn
SG8 6DZ

Invoice Date
2 Sep 2025

Invoice Number
022901

VAT Number
684059215

Airway Air Conditioning
Limited
8 Burrel Road
St Ives
Cambridge
PE27 3LE
GBR

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Labour	2.00	55.00	0.00	20%	110.00
Call Out Fee	1.00	95.00	0.00	20%	95.00
attended site due to reports of a water leak from the kitchen ac unit	1.00	0.00	0.00		0.00
Subtotal					205.00
TOTAL VAT 20%					41.00
TOTAL GBP					246.00

Due Date: 2 Oct 2025

Barclays Bank
20-43-63
90762369

Payment Terms Strictly 30 Days

[View and pay online now](#)

PAYMENT ADVICE

To: Airway Air Conditioning Limited
8 Burrel Road
St Ives
Cambridge
PE27 3LE
GBR

Customer Melbourn Community Centre
Invoice Number 022901

Amount Due 246.00
Due Date 2 Oct 2025

Amount Enclosed

Enter the amount you are paying above

Meeting note: **Melbourn Community Hub Management Group (MCHMG) and Melbourn Parish Council (MPC) - update**

Date & location: Thursday 21 August, 9.30am, Austen Room, The Hub

Attendees: Jonathan Berks (JB), Graham Clark (GC), Jose Hales (JH), Jeannie Seers (JS), Abigail Williams (AW)

Meeting Note

Meeting opened 9.30am.

Representatives from the MPC and MCHMG met to discuss current position.

Overview of business status, accounts and projections from Melbourn Community Hub Management Group

JB updated on historical and current financial position – highlighting the strain that increased wage bills, national insurance contributions and general rising costs had placed on the financial situation. The current Integrated Care Board (ICB) funding for Healthcare at the Hub has been drastically reduced to £8,000 and will cease completely after this year due to Government changes within the NHS that will see the ICB disbanded. Needless to say, alternative incomes are required. TTP Group have recently contributed the sum of £5,000 to support Health at the Hub.

Current financial situation is stable and projected income levels are healthy and should cover rising costs associated with running a community café and space.

It was noted that Melbourn Community Hub is held in high regard by other Parishes as a great example of how the Parish Council can support innovative initiatives for the benefit of the community.

MCHMG have been working to ensure financial stability by looking at staffing hours and levels. Staffing hours and levels are assessed on an ongoing basis with changes made according to business need.

Update on Healthcare at the Hub and room hire options

Alternative funding streams for room hire have been agreed – with a mix of NHS and private health providers who are all self-funded, offering a range of important community health services. The small pots of funding received from the ICB and TTP has enabled The Hub to continue to fund selected GP services at The Hub.

There is also a commercial client entering into an agreement for long term hire to provide services for the community going forward. All relevant insurances and risk assessments will be completed. An announcement will be made by the commercial party in early September, and it is hoped that the relationship will continue to ensure that Melbourn Community Hub is at the centre of providing services to the local community whilst remaining financially viable well into the future.

MPC suggested use of Melbourn Hub be considered for potential youth provision on the early evenings. Further discussion is needed about the suitability of the space and the confirmation of the conditions of planning permission stipulating the building was not to be used for youth provision.

ACTION: *Councillors to be updated when commercial announcements are made.*

Confirmation of room use agreement

It was confirmed that MPC has use of the office room and, as requested and available, other meeting rooms. With the rooms being required for paying customers the system of booking the rooms will be reviewed and confirmed.

As MPC grows and the number of Councillors increases it is suggested that the parish council meetings may move to the atrium – no fee for using the area would be required but a staffing and cleaning fee would need to be negotiated for use.

ACTION: MPC to work with MCHMG to create suitable room booking procedure and investigate costs for using the atrium for parish council meetings.

Building maintenance

Short term (2-5 years) building maintenance projects that require precepted/reserves funding include:

- Replacing all café seating. *(Rural England Prosperity Fund grant application pending)*
- Installation of a fat trap to ensure water treatment regulations are adhered to. *(Rural England Prosperity Fund grant application pending)*
- Exterior redecoration – to include wood panelling to the front elevation and replacement of the roof windows.
- Installation of blinds to the roof windows to help with overheating.
- Ongoing kitchen equipment replacements (repairs and non-fixed appliances to be covered by MCHMG).

Long term building maintenance projects that should be budgeted for include:

- Replacing stairlift.
- Possible replacement of solar panels.
- Possible plant room update.

MPC will consider works to be included in the precept 2026/2027 and look to build reserves for future works with the lowest impact on precepted funds.

ACTION: MPC to work with MCHMG to gather projected costs for projects to be taken into consideration by Full Council.

It was noted that it would be beneficial to hold a social event between MCHMG and MPC to better educate Councillors on MPC involvement in the Melbourn Community Hub and the vital services it is providing to the local community.

MCHMG have been invited to attend 4 parish council meetings a year to provide council with an update on the Hub and discuss any ongoing projects.

ACTION: MPC to confirm dates for attendance and arrange social event (perhaps part of the Annual Parish Meeting) that allows Councillors to learn about how the investment by MPC into the Melbourn Hub benefits the community.

Meeting closed 11.30am.

'Seaside' Memory Café

Bingo, Coffee Morning at Vicarage Close and Community allotment produce



Melbourn Community & Timebank Report: August '25



Big Picnic '25



Melbourn Community & Timebank Report: August '25

August activities

1	CS4D Singalong – at Meldreth Village Hall 8 th
5	HSF applications processed
1	Frozen Food donated to Food Bank by The Dolphin
2	P3 Drop-in session at Food Bank
1	‘Seaside’ Memory Café (Community Support for Dementia) 16 th - 50 attendees at Meldreth Village Hall
3	Visits to Cozy Corner by ACRE Village Agents
1	Afternoon tea with Bingo at Cozy Corner 21 st 29 attendees
4	🧘 Yoga sessions at Elin Way
7/8	MACS Cozy Corner/Food Bank sessions
1	Big PICNIC 27 th 49 attendees
3	New referrals from Social Prescriber

On-going weekly activities

Mondays	Food Bank 12-2 & Cozy Corner 12-3 with Craft group
Wednesdays	Wellbeing Walk 10.30 🚶 Yoga at 17.00 🧘
Thursdays	Coffee Morning 10-12 at the Dolphin and Food Bank 10-12 at Vicarage Close then Cozy Corner 12-3 with Lunch 12-1

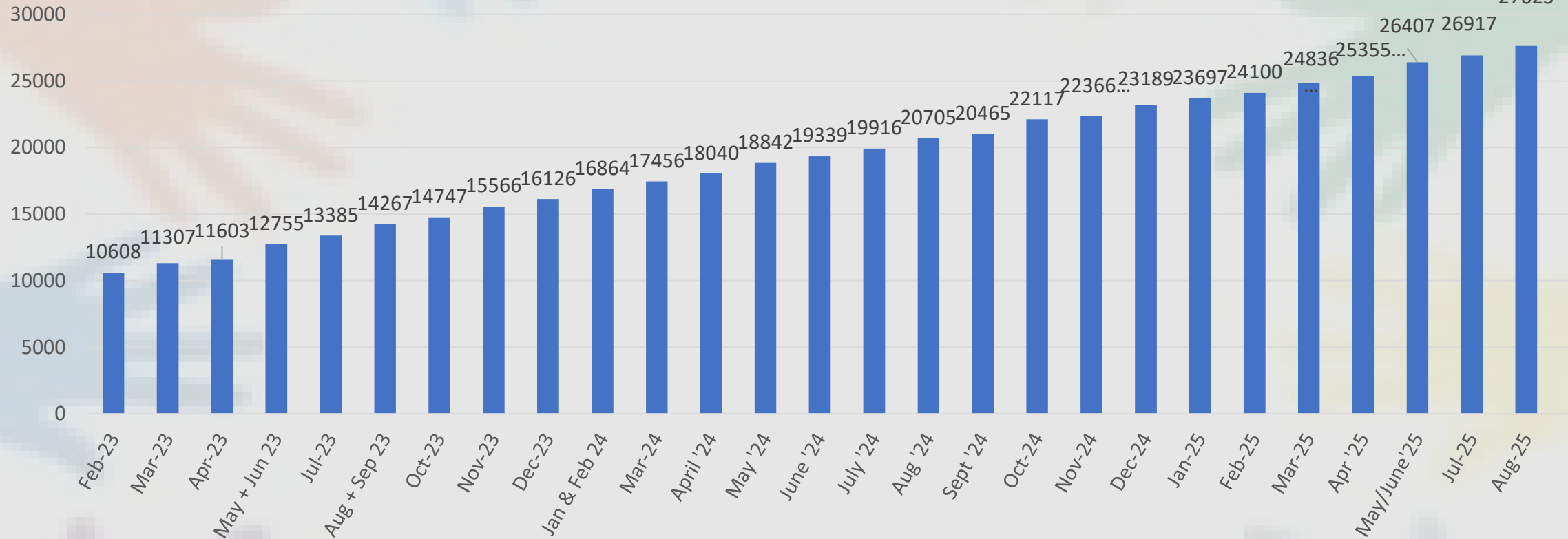
Membership growth data: to 21/8/25

	July 21st	August	Conversion	Pipeline
Individual Members	167	168	1	4
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1650	543	5,202

Total Hours Exchanged To Date



AOB

Forthcoming events

Daytime Disco with Mix Music 13th September

Vaccination Clinic at Cozy Corner Monday 10th November

Kurling Taster at Cozy Corner date tbc

ACRE August attached for information

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

Youth Services

There have been 12 sessions run this term and we have seen 57 young people.

Age	11	12	13	14	15	16	17	18+
Number Female	3	1	8	11	4	2		
Number Male	3	1	14	6	3		1	

Week Commencing	Number	Notes
21 Apr	10	Quiet first session but college not back until tomorrow. Few took part in the quiz, enjoyed using lounge area, listening to music, testing out new games on PS5.
28 Apr	21	Now back at school and so numbers up. Some ready and waiting when bus arrived! Really enjoyed using the Switch on the outside screen, hanging out in lounge area and listening to music.
5 May	20	great session with good use of games consoles, music speaker and hanging out. General conversations about school and friendships with YP engaging well with staff. Had to challenge some bad language and rude comments to an individual, but received apology and had conversation with both YP later about expectations.
12 May	18	Enjoyed playing on games consoles, listening to music, using computers and doing the quiz. Limited interest in interacting with youth workers, but getting more familiar.
19 May	15	most were in and out enjoying the sunshine and warm evening. Good use of computers, game of uno and some did the quiz. Conversations about not attending school for a week, possible suspension and general negativity towards school.
26 May		Half-term
2 Jun	16	Good engagement in the quiz this week plus conversations about future quiz topics and other activities they would like to do. Bit of football outside and listening to music. One-to-one about not having tea as foster carer not good cook.
9 Jun	12	a few signed in and headed to the park to enjoy the good weather. Good interaction with visiting student youth worker sharing what they liked about the youth bus. Did some basic cake decorating and eating! Listening to music. Conversations about being left out, school, peer group and food plans for next week.
16 Jun	15	Great session with most of the bus in use. Enjoyed having toasties. Conversations about legal consent, relationships, manners and school. Concern over safety of one yp who left early but should have been going to station. Mum was contacted and said she would come and collect.
23 Jun	18	Enjoyed chilling, listening to music and chatting about school and relationships. Feedback from last week on how good the toasties were!
30 Jun	18	Very hot evening. Few new members. Enjoyed listening to music, computers and football outside. Conversations about life at home, transition back to family, and relationships.
7 Jul	21	Busy carpark due to year 6 taster day, tried to encourage them to come and check out the bus but all left without doing so. Enjoyed making pancakes (patience demonstrated) and doing the quiz. Conversations about relationships, underage sex, contraception. Mix Music popped by to have a look and hinted at possibility of doing some joint work – suggested they contact Alan.

14 Jul	22	Wet and rainy evening with a loud and lively bunch! Enjoyed rugby outside in the wet! Listening to music, PCs, games consoles and lots of games of bingo and making masks. Conversation about being in care and not had any tea and would have to make own when in as carer in bed.
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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

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

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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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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					

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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

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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

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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

[REDACTED]

by and between

Melbourn Parish Council (the "Council") and

[REDACTED] (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)

[REDACTED]

Address

Phone number

Email

Responsibilities of the Key Holder

1. **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.
2. **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.
 - I. 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.
 - II. 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.
3. **Reporting loss, theft or misuse:** The Key Holder agrees to immediately report the loss, theft, damage or misuse of the keys to the Council.
4. **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.
5. **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 [REDACTED]

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

POLICY and PROCEDURE: Lost Property

PURPOSE: The following policy and procedure have been designed to manage and handle lost property. The policy applies to all visitors and staff.

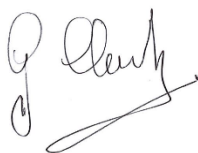
SCOPE: Lost property is defined as any unattended, misplaced or forgotten item which is the property of a person or persons, and which is found within the boundaries of Melbourn Parish Councils open spaces or within its facilities by another person or persons and subsequently handed to Council staff pending the identification of the original owner or appropriate disposal. Handling of lost property is not seen as a core Council service and therefore the staff time available to handle lost property is limited.

RISK: At no point can the Council be held responsible for any items deemed to be lost property.

PROCEDURE:

- Lost property should be handed to the staff in the Parish Office.
- All items of lost property apart from food and drink items will be logged in the lost property register held in the Parish Office.
- Items which contain personal details will be used where possible to identify the owner and make contact. Once contact has been made the item will follow the path of all the lost property.
- Items will be publicised on the parish council's social media channels with appropriate redaction to allow for correct identification later or to protect personal information.
- High value items will be kept for three months and if unclaimed will be donated to a local charity.
- Low value items will be kept for three months and if unclaimed donated to a local charity or disposed of.
- Food, drink and their containers will not be classed as lost property and will be disposed of within 24 hours in relevant bins.
- Lost property will be reviewed quarterly to ensure that items are appropriately handled.
- Once returned, disposed of or donated items will be signed out of the log.
- Any items containing personal data not claimed within the three month period will be securely destroyed.
- All items will be returned in the condition they were received in.
- Where possible proof of ownership will be required on collection of an item.
- Any requests regarding lost property should be directed to the Parish Office via email or telephone. Should the item not be held at the office we can make note in the lost property log in case it is subsequently handed in.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 29 September 2025

Local Government Services Pay Agreement 2025/26

	01-Apr-24		01-Apr-25		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	
12	£27,711	£14.36	£28,598	£14.82	LC1 (above substantive range)
13	£28,163	£14.60	£29,064	£15.06	
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	LC2 (below substantive range)
18	£30,559	£15.84	£31,537	£16.35	
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

HR Panel suggested the opportunity of coaching be offered to the Clerk.

A proposal was provided:

Thank you for the opportunity to tender for the coaching programme for a member of your team.

Please find attached my proposal with fees and my bio with information about the services I offer and some testimonials. I will highlight that I have yet to receive the certificate for the neurodiversity course but have added it to my bio so that you are aware I have completed it.

You will see that I have included 6 coaching sessions in the proposal, with the first session being 90 minutes. It works well to have a longer session for the first session to agree objectives for the programme and start work together. An additional option is to complete a DISC assessment; people I have used DISC with have found it very insightful in understanding themselves, their behaviours and their relationships with others. This can be included and I would suggest is completed near the beginning of the coaching programme.

Should you wish to go ahead with the proposal, the first step is for me to have a discovery call with your team member which will last 30 minutes, where we get to know each other a bit and see if we are a good fit to work together. If that meeting goes well and we are both happy to continue, there will then be some paperwork to complete including a coaching agreement and some onboarding questions. The coaching relationship is key to a successful programme and these first steps are an important part of a successful coaching programme.

Note – £950 of 2025/26 training budget remains.



– Trainer, Coach and Facilitator

Services I offer:

- ❖ **Coaching and mentoring**
- ❖ **Team development training**
- ❖ **Strengths profiles for individuals and teams**
- ❖ **Personality profiles to support personal and team development**
- ❖ **Partnership development training and support**

Coach and mentor

- Coaching work with managers and leaders so that they can develop personally and professionally
- Personalised approach with each coachee to build a trusting relationship so that we can focus on results together
- Personal experience of working at a senior level in partnership with other organisations
- Balance of coaching and mentoring as appropriate for individuals

Coaching specialisms

- Leadership and management – focussing on being the most effective leader and manager with a healthy work life balance
- Relationships in the workplace – discussing tricky relationships and exploring how to progress to more effective working relationships
- Confidence – building confidence and recognising personal areas of self-doubt
- Feelings, thoughts and behaviour – thinking about how we can have ‘knee jerk’ reactions based on how we are feeling and considering how to take time for thinking and decision making before acting

Credentials

- Qualified coach - Barefoot Coach Training course for Business & Personal Coaching
- International Coaching Federation (ICF) accredited coach – ACC
- Accredited DISC practitioner
- 2 x masters level qualifications in leadership and management – National Professional Qualification for Integrated Centre Leadership (NPQICL) and Partners in Leadership (PIL)
- Protective Behaviours endorsed trainer
- Neurodiversity in coaching advanced certification



Coaching Testimonials

- Helen helps help me to focus and influence my decisions based on fact and not emotion. Understanding my personality style profile enables me to adapt my behaviours to different work situations and deal with difficult or uncomfortable conflict. Helen encourages me to look at what I have achieved and recognise how much I have grown in confidence. The best bit is she always leaves me with some homework and a nugget of wisdom .
Senior Manager, Digital Transformation
- I was apprehensive to do coaching at first, but it could not have come at a better time. There was lots of changes going on at my new place of work and Helen helped me to navigate through these and prompted new ways to look at things. I really valued the six sessions that I had with her and wish there could have been more!
Nurse, children's hospice
- My coaching sessions with Helen have been phenomenal! I did my first run of sessions and found it so incredibly helpful and insightful that I asked for more. Helen has a brilliant demeanour, professional and engaging. She encouraged and facilitated positive challenge which massively has helped to develop me both personally and professionally. I cannot emphasize enough how useful Helen's coaching has been, and I only hope that in the future I have the opportunity to undertake further sessions with her.
Nurse, children's hospice
- I feel very lucky to have had coaching with Helen. Going into it I wasn't sure what to expect, having never received coaching before and I am now a convert! Helen was supportive, kind and extremely open. I would bring topics to our discussion that I felt completely overwhelmed by and by the end of each session I would feel lighter and more equipped to deal with everything!
Nurse, children's hospice
- After a long period of illness, through her amazing coaching skills, Helen gave me the tools to help me be focused and positive about my future. She definitely gave me a gentle push in the right direction so that I could reassess what was important in my life and what negativity I needed to leave behind
Headteacher
- Helen helped me to identify my strengths and capabilities. She listened to my previous experience and helped me to reconnect with my skills and to bring them to my new role. My weaker areas were reframed as 'areas for development' which strengthened my confidence."
Senior Social Worker, children's hospice



CENTRAL COACHING
— AND TRAINING —

T/A Central Coaching and Training

**COACHING PROGRAMME PROPOSAL
FOR MELBOURN PARISH COUNCIL**

1 x 30 minute discovery call	no cost
6 x coaching sessions – 1 x 90 minutes and 5 x 60 minutes	
6.5 hours @ £200 per hour (plus VAT)	£1300
Discount 25% *	-£325

Total:	£975 plus VAT

Optional addition to coaching programme:

DISC profile and 90 minute debrief session	£495
<i>DISC is a personal assessment tool used to improve teamwork communication and productivity</i>	
Discount 25% *	-£99

Total:	£394 plus VAT

Total cost for coaching and DISC profile £1369 plus VAT

** 25% Discount – There are a small number of areas of work I have identified as being priority areas for me including charity, community and family support work which this coaching programme would fit into and so I can offer a 25% fee reduction