



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

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

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 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*



Name: **Andrew Graham James BIRKS**

Contact details:

[REDACTED]

| Experience and skills : Parish Councillors                                                                                                                                                                                                                   | Level of experience / skill (rate on scale of 1 (none) to 5 (extensive)) |   |   |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---|---|---|---|
|                                                                                                                                                                                                                                                              | 1                                                                        | 2 | 3 | 4 | 5 |
| <b>Understanding and/or experience of ...</b>                                                                                                                                                                                                                |                                                                          |   |   |   |   |
| Parish Council                                                                                                                                                                                                                                               |                                                                          |   | X |   |   |
| Local government                                                                                                                                                                                                                                             |                                                                          | X |   |   |   |
| Civil service                                                                                                                                                                                                                                                | X                                                                        |   |   |   |   |
| <b>Professional skills</b>                                                                                                                                                                                                                                   |                                                                          |   |   |   |   |
| Experience of chairing board / committee meetings                                                                                                                                                                                                            |                                                                          |   |   |   | X |
| Experience of professional leadership                                                                                                                                                                                                                        |                                                                          |   |   |   | X |
| Financial planning / management                                                                                                                                                                                                                              |                                                                          |   |   |   | X |
| Mediation                                                                                                                                                                                                                                                    |                                                                          |   |   |   | X |
| IT                                                                                                                                                                                                                                                           |                                                                          |   |   | X |   |
| Strategic planning                                                                                                                                                                                                                                           |                                                                          |   |   |   | X |
| Training Received (please give brief details of specific area of training)                                                                                                                                                                                   |                                                                          |   |   |   |   |
| Trained in Leadership, Planning, Financial Planning and Budgets in the police when working in the role as Staff Officer.                                                                                                                                     |                                                                          |   |   |   |   |
| Trained in Leadership, Planning and Budgets in roles as a priest. I also serve as Rural Dean for the Deanery of Shingay which is a Leadership role covering 19 churches.                                                                                     |                                                                          |   |   |   |   |
| <b>Skills that may be useful on Parish Council Committees</b>                                                                                                                                                                                                |                                                                          |   |   |   |   |
| Financial planning / management                                                                                                                                                                                                                              |                                                                          |   |   |   | X |
| Procurement / tenders                                                                                                                                                                                                                                        |                                                                          |   |   |   | X |
| Health and Safety                                                                                                                                                                                                                                            |                                                                          |   |   |   | X |
| Insurance                                                                                                                                                                                                                                                    | X                                                                        |   |   |   |   |
| Pensions                                                                                                                                                                                                                                                     | X                                                                        |   |   |   |   |
| HR                                                                                                                                                                                                                                                           |                                                                          |   |   | X |   |
| Legal [please give brief details of specific area of expertise]                                                                                                                                                                                              |                                                                          |   |   |   |   |
| Trained in Criminal Law and legal processes in the police. Worked closely with prosecution teams covering large investigations in fraud and kidnap. Also have experience of working in legal jurisdiction in foreign countries – USA, Ireland and Caribbean. |                                                                          |   |   |   |   |
| Have a master's degree in law and currently studying for a PhD in Law with Northumbria University.                                                                                                                                                           |                                                                          |   |   |   |   |
| Premises and facilities management                                                                                                                                                                                                                           | X                                                                        |   |   |   |   |

| Please give brief details of particular local interest / knowledge                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| <p><u>Planning</u></p> <p>As a church lawyer I have a good working knowledge of the planning process within the Consistory Court process. This has included working on projects that need parallel Planning Permission through local authority.</p> <p>As incumbent of the parish churches at Melbourn and Meldreth, I am also acutely aware of the need to protect our listed buildings and working with consultative groups and organisations to support them.</p>                          |  |  |  |  |  |
| <p><u>Youth work</u></p> <p>As a priest I have been involved in several projects involving young people. This includes working as a Chaplain with the Royal Air Force Cadets in Brighton and working as a medic for a local football team. I am keen to support projects which help our young people have an interest, but also help them to achieve and develop, and gain skills for the future.</p>                                                                                         |  |  |  |  |  |
| <p><u>Conservation</u></p> <p>As a priest, I am responsible for the churchyards under my care and have recently enrolled both churches in the 'Eco Churches' program. Our role as a community parish includes leading and supporting local initiatives to protect and conserve our environment for future generations. Recently, we have implemented measures such as introducing bat boxes and hedgehog hotels within the churchyard and creating a protected area for rare wildflowers.</p> |  |  |  |  |  |
| <p><u>Volunteering</u></p> <p>Most of my role in the community is as a priest, and I therefore can lend my support to many local projects, such as the All Saints' Community Hall. I have also volunteered as a Chaplain, First Aider and volunteer to legal support colleagues facing disciplinary processes.</p>                                                                                                                                                                            |  |  |  |  |  |
| Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |
| <p>Planning Processes.</p> <p>Finance/Budgets</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |

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

**Selflessness** : you should act in the public interest

All my work as a priest has been with the aim of bringing our parish and the community closer together. I have worked hard to create a church where the community have a central role in managing and using the building. I also seek to work in the public interest and do not seek personal reward for the work I do, especially work carried out in addition to my role as priest.

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

Integrity has always been a central theme for me, both as a police officer (leaving with 'exemplary conduct'), and similarly in my current role. Integrity for me also includes honesty and truth and my legal and faith background have helped to shape my integrity. Therefore, I fully recognise and support the need to ensure that integrity is not compromised by obligations to others, despite and undue influence they may seek to impose.

**Objectivity** : you should act impartially, fairly and on merit

In my professional and personal life, I have always strived to act impartially, fairly, and on merit. My legal training has equipped me with the skills to remain objective and listen to all arguments, ensuring that I make informed and fair decisions. This approach has been a cornerstone of my conduct in various roles, including my current position.

Objectivity is crucial in my decision-making process. I ensure that I consider all perspectives and evidence before reaching a conclusion. This allows me to make decisions based on merit rather than personal biases or external influences. In situations where quick decisions are required, I take the time to pause, reflect, and reassess the information at hand. This ensures that my decisions are well-founded and fair.

In my previous role as a police officer, I demonstrated integrity and impartiality by adhering to the principles of honesty and truth. My exemplary conduct in this role is a testament to my commitment to these values. Similarly, in my current role, I continue to uphold these principles, ensuring that my actions are not influenced by obligations to others or undue pressure.

Overall, my commitment to acting impartially, fairly, and on merit is evident in my professional conduct and decision-making process. I believe that these principles are essential for maintaining integrity and trust in any role.

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

Throughout my working life, I have always recognised that I can be held to account for my actions and the decisions I make. It is imperative that we recognise that when we hold public office, we are there to represent the people that we serve, and when they question the decisions, we have made, we are able to show that we have made those decisions fairly and impartial, whilst maintaining personal and organisational integrity. When I worked on the London Riots enquiry, many issues we faced were 'new' and when challenged on why we had made certain investigatory decisions, my record keeping of that decision making process was scrutinised and helped other to understand the process we/I had made.

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

My legal training, and my training for my role as a priest has helped me to appreciate and recognise the need to be open and transparent, but also recognising when we do not need to share and/or where confidentiality is imperative – both permanently and time limited, for example, the process may be confidential until a decision has been made or an embargo has expired, as was often the case in many court processes I have been involved in.

I am fully aware of the issues of data protection, GDPR and the classification of documents.

Honesty : you should always be truthful

I would hope that both my previous role as a police officer and my current role as a priest would support my honesty and integrity but also would like to offer that I am supportive of policies and processes within organisations that support honesty and openness – because this in turn can strengthen and grow an organisation, learning from honest feedback and reports.

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

I have identified my Leadership roles above, but as a Leader, I also expect high standards of conduct from others who I work with and for. I always seek a working environment where people are encouraged to develop and grow, in an environment which is accepting of all, and where differences are seen as strengths and not weaknesses. In my role as a parish priest, I have had to challenge bad behaviour within the church. Confronting that behaviour is not often an easy process in itself, but often we focus too much time on those whose behaviour is brought into question, rather than those who need our help. I have dealt with bullying and homophobia which has caused some personal pain, but by dealing with the bullies robustly, it has opened paths for others to step forward. I have attended the 'Bridgebuilders' course which is a course the Church of England have run, to deal with challenging behaviour and mediation.

Name: **Andrew BIRKS**

Contact details:

## LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

|                                                                                             |     |
|---------------------------------------------------------------------------------------------|-----|
| Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? | Yes |
| Are you 18 or over?                                                                         | Yes |

(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)

|                                                                                                              |     |
|--------------------------------------------------------------------------------------------------------------|-----|
| Are you on the electoral register for Melbourn?                                                              | Yes |
| Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year? | Yes |
| Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?                     | Yes |
| Have you had your only or main place of work in the Parish of Melbourn for at least a year?                  | Yes |

## DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)

|                                                                                                                                                                                                                                                                 |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Are you the subject of a Bankruptcy Restrictions Order or Interim Order?                                                                                                                                                                                        | No |
| Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | No |
| Are you disqualified by Order of a Court from being a member of a local authority?                                                                                                                                                                              | No |





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

(District of South Cambridgeshire)

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

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

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

**Absent:**

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

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

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

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

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

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

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

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

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

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

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

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

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

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

**PC032/2526 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. No members of the public present.

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

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

Proposed by Cllr Hart, seconded by Cllr Coulman.

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

Against:

Abstain: Cllr Redelinghuys.

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

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

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

**PC035/2526 Chair's Announcements**

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

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

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

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

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

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

It was RESOLVED to agree Annual Governance Statement 1.

Proposed by Cllr Campbell, seconded by Cllr Kilmurray.

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

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 2.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 3.

Proposed by Cllr Campbell, seconded by Cllr Kyprianou.

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

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 4.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 5.

Proposed by Cllr Kanagarathnam, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 6.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray.

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

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 7.

Proposed by Cllr Campbell, seconded by Cllr Alexander.

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

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

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

- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration.

It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2024/25 by the Parish Chair and Parish Clerk.  
Proposed by Cllr Kilmurray, seconded by Cllr Campbell.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.  
Against:  
Abstain: Cllr Redelinghuys.

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

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

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

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

**PC038/2526 Finance Matters:**

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

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

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

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

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

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

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

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



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

Against:

Abstain: Cllrs Kilmurray, Redelinghuys

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

Proposed by Cllr Kanagarathnam, seconded by Cllr Campbell.

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

Against:

Abstain: Cllrs Kilmurray, Redelinghuys

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

It was noted.

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

It was noted.

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

It was noted.

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

It was noted.

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

It was noted.

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

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

Proposed by Cllr Kilmurray, seconded by Cllr Campbell.

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

Against:

Abstain: Cllr Redelinghuys.

**PC039/2526 Governance:**

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

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

Proposed by Cllr Hart, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Redelinghuys.

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

Updated committee list was noted.

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

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

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

It was noted.

- e) To receive updates and consider actions.

None received.

**PC040/2526 Bank reconciliations**

- a) To note bank reconciliation for May 2025.

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

**PC041/2526 Correspondence:**

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

Discussion was held to try and offer alternative parking solutions.

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

Proposed by Cllr Barnes, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Redelinghuys.

- b) To note CAPALC update on local government reorganisation and press release from Cambridgeshire County Council <https://www.cambridgeshire.gov.uk/news/three-options-announced-for-council-reorganisation-plans>

Cllrs were requested to send response to the office by 6 July to enable a Parish response to be submitted. ACTION: Office to email all Cllrs with reminder.

- c) To note Groundwork East will be holding an 8 week course of Wellies in the Wood from The Moor, starting 25 September 2025.

It was noted.

**PC042/2526 Maintenance Matters:**

- a) To share road allocations for road inspections – to be carried out by Cllrs by end of July.

Road allocations were noted and door drop slips shared with Cllrs.

- b) To consider recommendation from Maintenance Committee for actions with regard to RTC in High Street car park.

It was RESOLVED to approve the recommendation from the Maintenance Committee that given the unfortunate passing of the individual involved in the period since the accident, pursuing an insurance claim would not be in anyone's best interest. Council will proceed with obtaining quotes for capping off electrics and repairing damage to bollard at a reduced cost. Proposed by Cllr Barnes, seconded by Cllr Alexander.

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

Against:

Abstain: Cllr Redelinghuys.

- c) To receive updates and consider actions.

None received.

**PC043/2526 Planning Matters:**

- a) To note the Chair of the Planning Committee is Cllr Kilmurray and the Vice Chair is Cllr Wilson. It was noted.

- b) To note complaint raised over application 25/01320/PRIOR.

Complaint was noted. Cllr Dr Tumi Hawkins, Chair of Joint Local Planning Advisory Group will be invited to the Planning Committee Meeting on 9 July 2025.

- c) To note TTRO for New Road.

The TTRO was noted. Concern was raised over the lack of traffic lights on the A505 junction during the closure. Action is being taken by Parish, District and County Cllrs to highlight the significant danger of this to Highways and Street Works. Residents are encouraged to raise their concerns.

- d) To receive updates and consider actions

None received.

**PC044/2526 Community Hub**

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

Deferred. It was requested that The Hub provide a report as to why works were not carried out previously. Requested to be considered at a later date.

- b) To receive updates and consider actions.

None received.

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

- a) To receive updates and consider actions.

None received.

**PC046/2526 Melbourn Timebank**

- a) To receive the Timebank's June report.

Report received with thanks.

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

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

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

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

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

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

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

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

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

*Meeting closed 21:05*

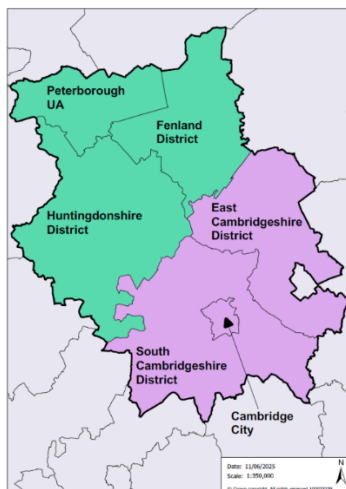
## Melbourn Parish Council - Report 30 July 2025

Following the County Council elections, your new team of local councillors has changed, with Sally Ann Hart and Jose Hales on South Cambridgeshire District Council and Adam Bostanci on the County Council. The new County Council administration is led by the Liberal Democrat Group with Lucy Nethsingha as leader and Lorna Dupre as Deputy Leader. Adam has joined the Environment & Green Investment Committee for which he serves as vice chair, and Assets and Procurement Committee.

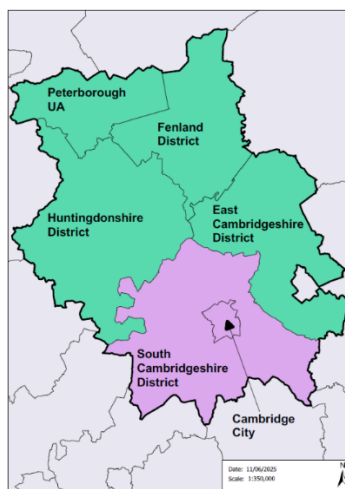
### County Council

#### Local Government Reorganisation

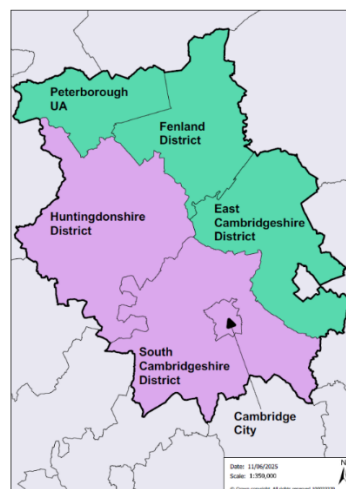
This will be a recurrent theme in coming months, bringing major changes to the delivery of local services across Cambridgeshire and Peterborough. The government's intention is that the long-standing two-tier system of county and district councils will be replaced by new unitary councils from April 2028. This means residents will deal with just one council for all local services. Council leaders have announced a shortlist of 3 options for creating the new unitary councils in our area. A survey for residents and communities to have their say has recently closed, but it is likely that there will be further engagement activities as the three business cases are being worked up.



**Proposal A**



**Proposal B**



**Proposal C**

From: <https://www.cambridge.gov.uk/news/2025/06/11/three-options-announced-for-council-reorganisation-plans>

In June, South Cambs District Council held two briefings for town and parish councils, about local government reorganisation. Part of the sessions – the short presentation – was recorded, covering the latest on the LGR timeline which went through the upcoming public engagement work which is due to begin now. If you didn't make it to the briefings, you can [watch the presentation here](#).

## **Highways, Footways, Transport**

During the summer more maintenance is being undertaken, and we are liaising with officers to expedite things where we can. More fundamentally, the reorganisation of Highways at County is now in swing – we won't say "full swing" because it has seemed several times before that it was about to get underway. Under the new structure, there won't be any more Local Highways Officers. Instead, there will be maintenance focused structure, with Highway Maintenance Managers and Officers as likely contact points. We will share more information as it becomes available. The Highways Faults reporting portal has also been upgraded. Please give it a try if you see anything that needs reporting.

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

Thank you to everyone from Melbourn PC and otherwise who came to the opening of the new shared use Meldreth Link path.

<https://www.cambridge-news.co.uk/news/cambridge-news/pedestrian-cycle-path-opens-offering-32081546>

Thank you also for posting the new bus timetables on the PC website.

<https://melbournparishcouncil.gov.uk/news/new-bus-timetable-no-17-and-26/>

## **Schools**

We have worked with Melbourn Village College around the discontinuation of their bus service from Royston. Students now have the option of using the public/commercial no. 26 bus from and to Royston, or they can go by train and use the new shared use Meldreth Link path, part of the Melbourn Greenway, to walk from and to the railway station. The popular Tiger Bus Pass for young people costs £1 per journey, while the cost of a return ticket by train is currently £1.85. We can share more details from the Collage if helpful. Melbourn families are also affected by the withdrawal of the bus to Bassingbourn Village College by Central Connect. Parents have organised the previous operator Cozy's to step into the

breach and offer this service next year. Looking to the future, we are liaising with the Combined Authority about the needs of the village colleges as bus franchising is taken forward by the Combined Authority over the coming years.

### **The Get Activated 2025**

The Council's Get Activated summer activity campaign is back – promoting hundreds of free or low-cost activities for children, young people, and families.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/child-and-family-centres/get-activated-campaign-2025>

### **Consultations**

#### **Combined Authority Local Nature Recovery Strategy**

A key component of the Environment Act 2021, the aim of the Local Nature Recovery Strategy (LNRS) is to set priorities for nature recovery. The Combined Authority's Draft Local Nature Recovery Strategy will now be subject to a public consultation until 11 September, and local nature and conservation groups are taking a keen interest.

The link to the draft strategy and consultation materials is here:

<https://cambridgeshirepeterborough-ca.gov.uk/what-we-deliver/environment/lnrs/>

#### **Help shape the future of pharmacy services in Cambridgeshire and Peterborough**

The Cambridgeshire and Peterborough Health and Wellbeing Board would like to hear from pharmacy users about the services they receive in Cambridgeshire and Peterborough. The answers will help to define areas where communities are well served and where there may be gaps. Every Health and Wellbeing Board in England has a statutory duty to publish an up-to-date statement that assesses the need for services in its area, otherwise referred to as a Pharmaceutical Needs Assessment (PNA). The consultation is running from today (Tuesday, 22 July) to Saturday, 20 September for people to have their say on the quality and accessibility of pharmacies in the local area. Visit <https://www.peterborough.gov.uk/pna> to read the Pharmaceutical Needs Assessment (PNA) and give your feedback - it should only take 10-15 minutes to complete and is fully confidential.

## **South Cambs District Council**

### **Expiry of postal votes**

Following a change to the law as part of the Elections Act, postal votes now expire after a period of three years. Due to the timing of the reapplication legislation, around 15,000 postal votes in South Cambs are due to expire at the end of January 2026. The SCDC Elections Team has just started the process of contacting affected residents to explain that they will need to make a fresh application via email, post or text message (or a combination). This is to ensure voters have sufficient time to make a new application before next year's elections. An article will also appear in the autumn edition of the South Cambs Magazine. Anything the parish council can do to raise awareness will be appreciated. Please put any questions to the elections team on [elections@scambs.gov.uk](mailto:elections@scambs.gov.uk).

### **4-day week update:**

A few people have written to us about the four-day week trial having received flyers from a group calling itself the Taxpayers Alliance (you may be interested to Google where they get their funding from - it's a bit of a mystery!). One of the reasons SCDC decided to adopt a four-day working week is that it actually saves the taxpayer money - £400,000 net per year on agency staff and recruitment costs alone. More important than even this is it has shown that when staff have a work/life balance and therefore good mental and physical health, they are highly motivated and committed to working for SCDC. And this has not only allowed SCDC to maintain the quality of services but has also actually improved in very many areas. This includes the speed with which calls are answered, the speed benefit claims and planning applications are processed and the speed with which emergency repairs to council houses are undertaken. The council is still open 5 days a week and the contact centre is open longer hours than before the trial. Emergency services remain available 24/7. If you are interested in understanding more about the facts of this trail-blazing initiative in local government all results and data are available on the SCDC website: [www.scambs.gov.uk/news/reports-showcase-four-day-week-performance](http://www.scambs.gov.uk/news/reports-showcase-four-day-week-performance) Cambridge City Council voted to make the change permanent for its shared workers at a full council meeting on 24<sup>th</sup> July, 2025.

### **Plaudits for SCDC's Contact Centre**

A mystery shopper exercise at SCDC's Customer Contact Centre was recently carried out by an independent team of researchers by external provider Insight6. The exercise involved 400 undisclosed calls made at various times during the Council's busiest time of year



(during the release of Council Tax bills). The calls tested the Contact Centre's responsiveness, professionalism, and knowledge across a wide range of services. The results showed that 98% of the council's advisors answered enquiries to a high standard with an average customer satisfaction score of 81% across all service areas compared to a benchmark score of 68% amongst other councils. An explanation of the mystery shopper process and more details of the findings can be found here: <https://tinyurl.com/vvyk5kfb> Meanwhile, SCDC is now using Artificial Intelligence (AI) to ensure that telephone callers are efficiently routed either to the most appropriate advisor or to provide an immediate answer if the caller prefers. This helps to free up time for call handlers to deal with more complicated inquiries where knowledge and experience (and the human touch) is important.

### **Developing AI to improve efficiency during the planning consultation process**

In the most recent Local Plan consultation, the Greater Cambridge Shared Planning Service (GCSP) received over 9,500 responses. These submissions ranged from professionally prepared documents by commercial organisations to handwritten notes from residents, each of which is valuable and contributes to shaping our community's future. To enhance the efficiency and effectiveness of processing these submissions, the GCSP secured funding from central government to set up a partnership with the University of Liverpool with the aim of developing a cutting-edge AI tool, known as a Large Language Model (LLM) which is specifically designed to process and summarise the thousands of comments received during planning consultations. The bespoke 'training' of the AI model ensured that the tool is finely tuned to both planning policy and the unique context of the Greater Cambridge area and involved the consumption of over 100,000 submissions received by GCSP between 2012 and 2024, covering 164 draft planning documents. Earlier this year, the AI tool was tested on 3 live public consultations, generating summaries of each submission, which were then compared to those manually created by planning officers. The results showed no significant differences in quality, with the AI tool providing accurate and comprehensive summaries and demonstrating remarkable efficiency, summarising each submission in just 16 minutes compared to the 18.5 hours required by the human planners. This significant time saving exceeded initial expectations and highlights the potential for AI to streamline the planning process. It is important to note that planners will continue to read each individual submission, and the AI tool will serve as an administrative support, not a decision-maker. Planners will retain the responsibility for making informed decisions based on the comprehensive review of all submissions. You can read more about this work here: <https://tinyurl.com/2sz8a3c6>

## **Funding**

### **Rural England Prosperity Fund grants**

Funding of £350,376 is available for business and community projects in South Cambridgeshire thanks to a grant scheme launched on 24<sup>th</sup> July, 2025. The Rural England Prosperity Fund is into its second year and can provide grants for capital projects. Funds will be split between business and community schemes.

For businesses it can provide support with funding for small scale micro and small enterprises for diversification, entrepreneurs looking to start up or scale up, and growing the local social economy by supporting innovation.

For communities, it will support projects related to digital infrastructure, green spaces, heritage, active travel, rural circular economy, volunteering and capacity building.

Last year's scheme saw 26 local projects receive financial support for a diverse range of projects ranging from developing Over skate park, refurbishment of the Impington Sports Centre tennis and netball courts, a new website for the Denny Abbey and Farmland Museum, and a new kitchen for Harston village hall.

Applicants can apply from between £10,000 up to £50,000 each for local businesses to diversify or create jobs. Funds can also support a range of community initiatives such as rural travel, volunteering opportunities, digital projects or schemes that create a sense of local pride. Find out more [here](#).

Applicants must either be micro to medium sized businesses, social enterprises, sole traders, charities, farmers, rural community groups and higher or further education institutions.

### **Grants available for active lifestyle initiatives**

A new grant scheme from South Cambs District Council offers grants of up to £500 to create or expand physical activity sessions, sports clubs or fitness classes in rural settings with limited existing provision. The scheme builds on last year's similar scheme. The scheme will close once the funding is spent or by 31 March 2026.

<https://www.scams.gov.uk/health-and-wellbeing/lets-get-south-cambridgeshire-active-grant>

## 1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of June 2025, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to 30<sup>th</sup> June 2025 and includes any future commitments recorded in July. These have been produced using the council finance system.

## 2. Income Overview

- Total income to date: £164,305  
Income & Expenditure £251,859  
Deferred Income (£87,554)  
Total Income £164,305
- Key income item: The primary source of income remains the precept payment received in April. The amount reflects 3 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £87,554 has been deferred to be release over 6 months.
- Interest continued to perform well in Q1.
- Burial fees have exceeded budget for 2025/25.
- 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: £157,854  
Income & Expenditure £170,091  
Accruals £4,250  
Prepayments (£16,487)  
Total Income £164,305
- This represents approximately 40% of the annual budgeted expenditure, indicating that spending is currently higher than expected after quarter 1. Interest on loans have been recognised in this quarter 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 budget forecasts.
- Grounds maintenance – seasonal activities are reflected in spend levels.
- Utilities and premises costs – in line with expected use.
- Grants and donations – small disbursements made to local organisations.

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

#### 4. Bank and Reserves Position

- Bank balance as of 30 June 2025: £733,212 of which £242,549 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 £161,661 remains healthy and covers 5.5 months month operating expenditure level.

#### 5. VAT

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

#### 6. Summary and Recommendations

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

## Income &amp; Expenditure by Budget 30/06/2025

Month No: 3

## Account Code Report

|                                     | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|-------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| <b><u>Income</u></b>                |                        |                       |                    |                          |                    |              |
| 1000 Interest Received              | 2,276                  | 6,000                 | 3,724              |                          |                    | 37.9%        |
| 1076 Precept                        | 87,554                 | 350,217               | 262,663            |                          |                    | 25.0%        |
| 1200 Allotment Rent received        | 51                     | 3,154                 | 3,103              |                          |                    | 1.6%         |
| 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     | 0                      | 840                   | 840                |                          |                    | 0.0%         |
| 1550 Hire of Pavilion               | 0                      | 100                   | 100                |                          |                    | 0.0%         |
| 1600 Property Rental Income         | 9,000                  | 27,000                | 18,000             |                          |                    | 33.3%        |
| 1610 Misc Income                    | 58,360                 | 0                     | (58,360)           |                          |                    | 0.0%         |
| <b>Total Income</b>                 | <b>164,305</b>         | <b>398,536</b>        | <b>234,231</b>     |                          |                    | <b>41.2%</b> |
| <b><u>Overhead Expenditure</u></b>  |                        |                       |                    |                          |                    |              |
| 4000 Salaries & Pensions            | 31,700                 | 135,348               | 103,648            |                          | 103,648            | 23.4%        |
| 4010 Other Staff Costs              | 0                      | 600                   | 600                |                          | 600                | 0.0%         |
| 4055 Pension Scheme Costs           | 144                    | 591                   | 447                |                          | 447                | 24.4%        |
| 4060 Staff & Councillor Expenses    | 64                     | 0                     | (64)               |                          | (64)               | 0.0%         |
| 4065 Training                       | 1,269                  | 2,500                 | 1,231              |                          | 1,231              | 50.8%        |
| 4070 Timebank Expenses              | 333                    | 587                   | 254                |                          | 254                | 56.7%        |
| 4100 Audit Fees                     | 500                    | 2,000                 | 1,500              |                          | 1,500              | 25.0%        |
| 4105 Legal & Professional Fees      | 800                    | 0                     | (800)              |                          | (800)              | 0.0%         |
| 4110 Insurance                      | 160                    | 13,948                | 13,788             |                          | 13,788             | 1.1%         |
| 4115 Memberships & Subscription     | 797                    | 1,706                 | 909                |                          | 909                | 46.7%        |
| 4120 Parish Clock                   | 0                      | 447                   | 447                |                          | 447                | 0.0%         |
| 4125 Broadband & Telephone          | 60                     | 177                   | 117                |                          | 117                | 34.1%        |
| 4130 Computer & IT                  | 270                    | 2,802                 | 2,532              |                          | 2,532              | 9.6%         |
| 4140 Software Licences              | 2,552                  | 4,012                 | 1,460              |                          | 1,460              | 63.6%        |
| 4150 Printing Postage & Stationery  | 367                    | 1,370                 | 1,003              |                          | 1,003              | 26.8%        |
| 4155 Office Costs                   | 84                     | 0                     | (84)               |                          | (84)               | 0.0%         |
| 4170 Office Rent                    | 3,750                  | 15,000                | 11,250             |                          | 11,250             | 25.0%        |
| 4175 Subcontractors                 | 2,278                  | 9,846                 | 7,568              |                          | 7,568              | 23.1%        |
| 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                   | 84                     | 226                   | 142                |                          | 142                | 37.4%        |
| 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)       | 3,480                  | 6,500                 | 3,020              |                          | 3,020              | 53.5%        |
| 4208 S106 Expenditure               | 5,087                  | 0                     | (5,087)            |                          | (5,087)            | 0.0%         |

## Income &amp; Expenditure by Budget 30/06/2025

Month No: 3

## Account Code Report

|                                       | Actual Year<br>to Date | Current<br>Annual Bud | Budget<br>Variance | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|--------------|
| 4225 Community Events                 | 48                     | 2,677                 | 2,629              |                          | 2,629              | 1.8%         |
| 4230 Van - Tax, MOT, Fuel, Repairs    | 172                    | 647                   | 475                |                          | 475                | 26.6%        |
| 4235 Wardens Materials                | 62                     | 0                     | (62)               |                          | (62)               | 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    | 0                      | 3,546                 | 3,546              |                          | 3,546              | 0.0%         |
| 4370 Project work                     | 61                     | 1,026                 | 965                |                          | 965                | 6.0%         |
| 4410 Nature Reserve management plan   | 0                      | 513                   | 513                |                          | 513                | 0.0%         |
| 4420 Grounds Maintenance - Unplanned  | 0                      | 3,058                 | 3,058              |                          | 3,058              | 0.0%         |
| 4430 Grounds Maintenance - Planned    | 0                      | 8,415                 | 8,415              |                          | 8,415              | 0.0%         |
| 4500 Rates                            | 4,188                  | 17,616                | 13,428             |                          | 13,428             | 23.8%        |
| 4505 Electricity                      | 1,873                  | 6,227                 | 4,354              |                          | 4,354              | 30.1%        |
| 4510 Water                            | 622                    | 1,145                 | 523                |                          | 523                | 54.3%        |
| 4605 Refuse & Dog Bin Collection      | 9,683                  | 6,442                 | (3,241)            |                          | (3,241)            | 150.3%       |
| 4635 Village Maintenance Contract     | 8,813                  | 34,177                | 25,364             |                          | 25,364             | 25.8%        |
| 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%        |
| <b>Total Overhead</b>                 | <b>157,854</b>         | <b>385,984</b>        | <b>228,130</b>     | <b>0</b>                 | <b>228,130</b>     | <b>40.9%</b> |
| <b>Total Income</b>                   | <b>164,305</b>         | <b>398,536</b>        | <b>234,231</b>     |                          |                    | <b>41.2%</b> |
| <b>Total Expenditure</b>              | <b>157,854</b>         | <b>385,984</b>        | <b>228,130</b>     | <b>0</b>                 | <b>228,130</b>     | <b>40.9%</b> |
| <b>Net Income over Expenditure</b>    | <b>6,451</b>           | <b>12,552</b>         | <b>6,101</b>       |                          |                    |              |
| plus Transfer from EMR                | 15,011                 | 0                     | (15,011)           |                          |                    |              |
| less Transfer to EMR                  | 57,564                 | 0                     | (57,564)           |                          |                    |              |
| <b>Movement to/(from) Gen Reserve</b> | <b>(36,102)</b>        | <b>12,552</b>         | <b>48,654</b>      |                          |                    |              |

ISSUED:

Jul 01, 2025

DUE:

Jul 01, 2025

RECIPIENT:

**Melbourn Parish Council**

Melbourn Community Hub, 30 High Street  
Melbourn  
Royston, Herts SG8 6DZ  
Phone: 01763 263303

SENDER:

**Trulight**

Lower Manor Farm,  
Lower Road, Croydon  
nr. Royston, Herts. SG8 0HD

Phone: 01763 262003

Email: [REDACTED]

Website: [www.trulight.co.uk](http://www.trulight.co.uk)

SERVICE ADDRESS:

Little Hands Nursery School, The Moor  
Melbourn  
Royston, England SG8 6ED

**For Services provided by Trulight**

| Product/Service | Description                                                                                                                                                                                                                                                               | Qty. | Unit Price | Total     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|-----------|
| FRENCH DOOR SET | WHITE COMMERCIAL ALUMINIUM DOOR SET<br><br>OPEN OUT FRENCH DOORS WITH LOW<br>RAMPED THRESHOLD<br>PIVOTED ANTI FINGERTRAP DOOR LH<br>MASTER WHEH VIEWED FROM OUTSIDE<br>90 DEGREE HOLD OPEN CONCEALED SELF<br>CLOSER<br>WHITE PAD HANDLES<br>TOUGHENED AND LAMINATED GLASS | 1    | £4,820.00  | £4,820.00 |

Thank you for your business.

PAYMENT DETAILS : - Account Name. Trulight



ALL GOODS REMAIN THE PROPERTY OF TRULIGHT UNTIL  
PAYMENT IS RECEIVED IN FULL.  
PAYMENT IS DUE ON THE DAY OF INSTALLATION/COMPLETION  
PLEASE NOTE LATE PAYMENT COULD RESULT IN LATE PAYMENT  
FEES.

VAT NO: 636 7248 18

|                        |                  |
|------------------------|------------------|
| Subtotal               | £4,820.00        |
| VAT (20.0%)            | £964.00          |
| <b>Total</b>           | <b>£5,784.00</b> |
| Deposit collected      | - £2,892.00      |
| <b>Invoice balance</b> | <b>£2,892.00</b> |

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

[www.shelfordheating.co.uk](http://www.shelfordheating.co.uk)



Heating



Plumbing



Renewables



Bathrooms

## INVOICE

**LITTLE HANDS NURSERY SCHOOL  
THE MOOR  
MELBOURN  
ROYSTON  
HERTS  
SG8-6ED**

**Invoice Date** 02/07/2025  
**Invoice Ref** SH64352  
**Account Ref.** 13924

| Job Ref. | Site Address                | Job Description            |
|----------|-----------------------------|----------------------------|
| INST1216 | THE MOOR, MELBOURN, SG8-6ED | OIL STORAGE TANK QUOTATION |

| Invoice Description                  | Qty | Cost      | Total     |
|--------------------------------------|-----|-----------|-----------|
| INSTALLATION AS PER QUOTATION Q05705 | 1   | £7,290.29 | £7,290.29 |

**VAT Registration Number:** 120 3236 73

**Payment Terms:** on receipt of Invoice

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

|                      |           |
|----------------------|-----------|
| <b>Total Ex VAT</b>  | £7,290.29 |
| <b>20% VAT</b>       | £1,458.06 |
| <b>Total Inc VAT</b> | £8,748.35 |
| <b>Deposit Paid</b>  | £4,374.18 |
| <b>Amount due</b>    | £4,374.17 |

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





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Heating



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Bathrooms

## How to pay

### For best results pay by Bank Transfer

Our Bank Account details are as follows.

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

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

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

### By Post/Cheque

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

### Payment Notes

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

### 'More than just a service'

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

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

### Complaints procedure

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

This does not affect your statutory rights.

### Privacy Policy

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

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



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Sawston, Cambridge CB22 3JH  
Telephone: 01223 833426 Fax: 01223 835097  
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[www.shelfordheating.co.uk](http://www.shelfordheating.co.uk)



## FULL TERMS & CONDITIONS OF BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Expenses Claim Form

Page 1 of 1

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

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

Address: ...18 Ash Grove, Melbourn, SG8 6BJ....

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

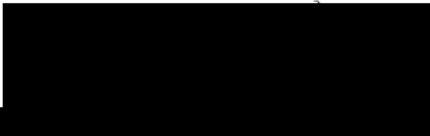
| Date                                     | To       | From     | Purpose of Visit                | Total Miles |
|------------------------------------------|----------|----------|---------------------------------|-------------|
| 02/07/25                                 | St Ives  | Melbourn | CiLCA training                  | 21          |
| 02/07/25                                 | Melbourn | St Ives  | Return journey – CiLCA training | 21          |
| 16/07/25                                 | St Ives  | Melbourn | CiLCA training                  | 21          |
| 16/07/25                                 | Melbourn | St Ives  | Return journey – CiLCA training | 21          |
|                                          |          |          |                                 |             |
|                                          |          |          |                                 |             |
|                                          |          |          |                                 |             |
|                                          |          |          |                                 |             |
| Total Miles                              |          |          |                                 | 84          |
| Rate per Mile £                          |          |          |                                 | 0.45        |
| TOTAL of MILEAGE claimed on this sheet £ |          |          |                                 | 37.80       |

### Other Expenses

| Date                                            | Description                       | Amount (£) |
|-------------------------------------------------|-----------------------------------|------------|
| 02/07/25                                        | Parking – St Ives, CiLCA training | 2.40       |
| 16/07/25                                        | Parking – St Ives, CiLCA training | 4.00       |
|                                                 |                                   |            |
|                                                 |                                   |            |
|                                                 |                                   |            |
|                                                 |                                   |            |
| TOTAL of OTHER EXPENSES claimed on this sheet £ |                                   | 6.40       |

|                                             |                |
|---------------------------------------------|----------------|
| <b>TOTAL EXPENSES CLAIMED ON THIS SHEET</b> | <b>£ 44.20</b> |
|---------------------------------------------|----------------|

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

Signature of Claimant: Date: 21/7/25Authorised Date: 21/7/25

NOTE: Continue on a second numbered sheet if necessary



Receipt Number: I88712889

Receipt Date: 02/07/2025

Account ID: C13913577

| Item Description | Item Cost | Quantity | VAT | Line Total |
|------------------|-----------|----------|-----|------------|
|------------------|-----------|----------|-----|------------|

**Pay & Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives**

|                                              |       |   |           |       |
|----------------------------------------------|-------|---|-----------|-------|
| Vehicle [REDACTED]: 02/07/2025 09:42 - 13:42 | £2.40 | 1 | £0.4000 A | £2.40 |
|----------------------------------------------|-------|---|-----------|-------|

|      |            |       |               |              |              |
|------|------------|-------|---------------|--------------|--------------|
| Code | Percentage | Total | <b>Total:</b> | <b>£0.40</b> | <b>£2.40</b> |
| A    | 20.00%     | £0.40 |               |              |              |

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

VAT Number: 214 4299 74

POWERED BY  
**MIPERMIT**



Receipt Number: I89583892

Receipt Date: 16/07/2025

Account ID: C13913577

| Item Description | Item Cost | Quantity | VAT | Line Total |
|------------------|-----------|----------|-----|------------|
|------------------|-----------|----------|-----|------------|

**Pay & Stay @ Cattle Market Car Park (Long Stay - Red Section), St Ives**

|                                                         |       |   |           |       |
|---------------------------------------------------------|-------|---|-----------|-------|
| Vehicle [REDACTED]: 16/07/2025 09:41 - 17/07/2025 08:41 | £4.00 | 1 | £0.6667 A | £4.00 |
|---------------------------------------------------------|-------|---|-----------|-------|

|      |            |       |               |              |              |
|------|------------|-------|---------------|--------------|--------------|
| Code | Percentage | Total | <b>Total:</b> | <b>£0.67</b> | <b>£4.00</b> |
| A    | 20.00%     | £0.67 |               |              |              |

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

VAT Number: 214 4299 74

POWERED BY  
**MIPERMIT**

**Issue**

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

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

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

|                                  |                              |
|----------------------------------|------------------------------|
| Estimate pump replacement costs: | £854.75+VAT (to be approved) |
|----------------------------------|------------------------------|

|                                 |                                               |
|---------------------------------|-----------------------------------------------|
| <i>Est total costs for fix:</i> | <i>£1,965.18+VAT (excluding service cost)</i> |
|---------------------------------|-----------------------------------------------|

It is proposed that Council approve the additional works as required to reinstate working system.

---

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

Unit 20, South Cambridge Business Park,  
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sales@shelfordheating.co.uk  
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Heating



Plumbing



Renewables



Bathrooms

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

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

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

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

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



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#### CHECKLIST ANSWERS FOR SECTION : HEAT PUMP SERVICE REPORT

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





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



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



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



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



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



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



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





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## INVOICE

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

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

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

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

**VAT Registration Number:** 120 3236 73

**Payment Terms:** on receipt of Invoice

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

**Bank** Lloyds TSB

**Sort Code** 30-64-79

**Account No.** 26654060

**Please remember to state your Account Ref.**

|                      |           |
|----------------------|-----------|
| <b>Total Ex VAT</b>  | £1,110.43 |
| <b>20% VAT</b>       | £222.09   |
| <b>Total Inc VAT</b> | £1,332.52 |

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





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## How to pay

### For best results pay by Bank Transfer

Our Bank Account details are as follows.

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

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

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

### By Post/Cheque

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

### Payment Notes

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

### 'More than just a service'

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

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

### Complaints procedure

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

This does not affect your statutory rights.

### Privacy Policy

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

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



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## FULL TERMS & CONDITIONS OF BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Approvals July 2025

| Invoice Date | Invoice No       | Description                                     | Net Value | VAT      | Invoice Total | Payment method |
|--------------|------------------|-------------------------------------------------|-----------|----------|---------------|----------------|
| 21/07/2025   |                  | 725001 Abi Williams Expenses                    | 37.80     | -        | 37.80         |                |
| 02/07/2025   |                  | 188712889 Huntingdonshire District Council      | 2.00      | 0.40     | 2.40          |                |
| 16/07/2025   |                  | 189583892 Huntingdonshire District Council      | 3.33      | 0.67     | 4.00          |                |
|              |                  |                                                 | 43.13     | 1.07     | 44.20         | Electronic     |
| 22/06/2025   | IEN2025032599846 | Adobe Systems Incorporated                      | 16.64     | 3.33     | 19.97         |                |
| 22/07/2025   | IEN2025038628093 | Adobe Systems Incorporated                      | 16.64     | 3.33     | 19.97         |                |
|              |                  |                                                 | 33.28     | 6.66     | 39.94         | Lloyds         |
| 01/07/2025   |                  | 22074 Airway Group                              | 330.00    | 66.00    | 396.00        |                |
|              |                  |                                                 | 330.00    | 66.00    | 396.00        | Electronic     |
| 16/07/2025   |                  | 1539790 bin shop- kingfisher direct ltd         | 307.75    | 61.55    | 369.30        |                |
|              |                  |                                                 | 307.75    | 61.55    | 369.30        | Electronic     |
| 07/07/2025   |                  | 11670478 British Gas                            | 99.27     | 4.96     | 104.23        |                |
| 15/07/2025   |                  | 11760373 British Gas                            | 175.81    | 8.79     | 184.60        |                |
| 24/07/2025   |                  | 13834075 British Gas                            | - 23.49 - | 1.17 -   | 24.66         |                |
| 24/07/2025   |                  | 13834780 British Gas                            | - 14.16 - | 0.71 -   | 14.87         |                |
| 25/07/2025   |                  | 11848050 British Gas                            | 37.81     | 1.89     | 39.70         |                |
| 25/07/2025   |                  | 11848059 British Gas                            | 137.91    | 6.90     | 144.81        |                |
|              |                  |                                                 | 413.15    | 20.66    | 433.81        | DD             |
| 15/07/2025   |                  | 5466 Cambridgeshire and Peterborough Associat   | 390.40    | -        | 390.40        |                |
|              |                  |                                                 | 390.40    | -        | 390.40        | Electronic     |
| 30/06/2025   |                  | 625003 David William Pettifer                   | 73.26     | -        | 73.26         |                |
|              |                  |                                                 | 73.26     | -        | 73.26         | Electronic     |
| 26/06/2025   |                  | 38724 Edge IT systems ltd                       | 242.30    | 48.46    | 290.76        |                |
| 26/06/2025   |                  | 38725 Edge IT systems ltd                       | 242.30    | 48.46    | 290.76        |                |
| 09/07/2025   |                  | 38742 Edge IT systems ltd                       | 242.30    | 48.46    | 290.76        |                |
|              |                  |                                                 | 726.90    | 145.38   | 872.28        | Electronic     |
| 01/07/2025   |                  | 7732264 ESPO                                    | 83.82     | -        | 83.82         |                |
|              |                  |                                                 | 83.82     | -        | 83.82         | Electronic     |
|              | FLI001           |                                                 |           |          |               |                |
| 22/07/2025   |                  | 182773 Flint Cross Service Station              | 29.17     | 5.84     | 35.01         |                |
|              |                  |                                                 | 29.17     | 5.84     | 35.01         | Lloyds         |
| 27/06/2025   | SI 3933          | Herts and Cambs                                 | 2,864.66  | 572.93   | 3,437.59      |                |
| 25/07/2025   | SI-3965          | Herts and Cambs                                 | 2,864.66  | 572.93   | 3,437.59      |                |
|              |                  |                                                 | 5,729.32  | 1,145.86 | 6,875.18      | Electronic     |
| 12/07/2025   |                  | 203049325279 IONOS Cloud Ltd                    | 29.47     | 5.89     | 35.36         |                |
|              |                  |                                                 | 29.47     | 5.89     | 35.36         | Lloyds         |
| 25/06/2025   |                  | 394 Jason Trueman                               | 87.50     | -        | 87.50         |                |
| 25/07/2025   |                  | 403 Jason Trueman                               | 87.50     | -        | 87.50         |                |
|              |                  |                                                 | 175.00    | -        | 175.00        | Electronic     |
| 22/04/2025   |                  | 3166869 Norbury's Building & Landscape Supplies | 42.64     | 8.53     | 51.17         |                |
| 30/05/2025   |                  | 725005 Aldi stores                              | 4.11      | 0.67     | 4.78          |                |
| 20/05/2025   | S1Y68093         | Huws Gray                                       | 13.11     | 2.62     | 15.73         |                |
| 19/04/2025   |                  | 725005 Phillimores Garden Centre                | 21.94     | -        | 21.94         |                |
| 29/04/2025   |                  | 725003 Phillimores Garden Centre                | 15.00     | -        | 15.00         |                |

|            |                |                                         |          |        |          |            |
|------------|----------------|-----------------------------------------|----------|--------|----------|------------|
| 29/04/2025 | 725004         | Phillimores Garden Centre               | 32.81    | -      | 32.81    |            |
| 20/05/2025 | 725002         | Phillimores Garden Centre               | 39.02    | -      | 39.02    |            |
| 03/06/2025 | 725001         | Phillimores Garden Centre               | 56.76    | -      | 56.76    |            |
|            |                |                                         | 225.39   | 11.82  | 237.21   | Electronic |
| 01/07/2025 | 36752          | Lucid Systems Ltd                       | 150.20   | 30.04  | 180.24   |            |
|            |                |                                         | 150.20   | 30.04  | 180.24   | Electronic |
| 13/07/2025 | 725004         | Matt De Oliveira                        | 140.00   | -      | 140.00   |            |
|            |                |                                         | 140.00   | -      | 140.00   | Electronic |
| 16/07/2025 | MCH0881        | Melbourn Community Hub Management Group | 64.30    | 12.86  | 77.16    |            |
|            |                |                                         | 64.30    | 12.86  | 77.16    | Electronic |
| 03/07/2025 | 303            | Mark Wyer                               | 183.15   | -      | 183.15   |            |
|            |                |                                         | 183.15   | -      | 183.15   | Electronic |
| 25/07/2025 | 725001         | names.co.uk                             | 35.99    | 7.20   | 43.19    |            |
|            |                |                                         | 35.99    | 7.20   | 43.19    | Lloyds     |
| 04/07/2025 | 725001         | The National Allotment Society          | 70.00    | 14.00  | 84.00    |            |
|            |                |                                         | 70.00    | 14.00  | 84.00    | Electronic |
| 01/07/2025 | BANCS660024525 | Now Pensions                            | 36.00    | 7.20   | 43.20    |            |
|            |                |                                         | 36.00    | 7.20   | 43.20    | DD         |
| 08/07/2025 | INV001         | Phillimores Garden Centre               | 5.37     | -      | 5.37     |            |
|            |                |                                         | 5.37     | -      | 5.37     | Lloyds     |
| 17/07/2025 | 725001         | United Kingdom Debt Management Office   | 1,800.94 | -      | 1,800.94 |            |
|            |                |                                         | 1,800.94 | -      | 1,800.94 | DD         |
| 30/06/2025 | CS5310243832   | Richer Sounds- library                  | 32.49    | 6.50   | 38.99    |            |
|            |                |                                         | 32.49    | 6.50   | 38.99    | Electronic |
| 19/06/2025 | GB-00752866    | Sage Global Services Ltd                | 15.00    | 3.00   | 18.00    |            |
| 19/07/2025 | GB-00865226    | Sage Global Services Ltd                | 17.00    | 3.40   | 20.40    |            |
|            |                |                                         | 32.00    | 6.40   | 38.40    | DD         |
| 20/06/2025 | SH64239        | Shelford Heating                        | 1,110.43 | 222.09 | 1,332.52 |            |
| 02/07/2025 | SH64352        | Shelford Heating                        | 3,645.14 | 729.03 | 4,374.17 |            |
|            |                |                                         | 4,755.57 | 951.12 | 5,706.69 | Electronic |
| 29/07/2025 | 250032         | The Connections Bus Project             | 2,436.00 | -      | 2,436.00 |            |
|            |                |                                         | 2,436.00 | -      | 2,436.00 | Electronic |
| 18/06/2025 | 985894629045   | Three Business Services                 | 21.82    | 4.36   | 26.18    |            |
| 18/07/2025 | 985894629046   | Three Business Services                 | 21.82    | 4.36   | 26.18    |            |
|            |                |                                         | 43.64    | 8.72   | 52.36    | DD         |
| 16/07/2025 | 10297230066    | Tomato Energy                           | 93.98    | 4.70   | 98.68    |            |
|            |                |                                         | 93.98    | 4.70   | 98.68    | DD         |
|            | TRU001         |                                         |          |        |          |            |
| 01/07/2025 | TR27045.2      | Trulight                                | 2,410.00 | 482.00 | 2,892.00 |            |
|            |                |                                         | 2,410.00 | 482.00 | 2,892.00 | Electronic |
|            | URB001         |                                         |          |        |          |            |
| 21/07/2025 | 604151         | Urban Plastics                          | 16.17    | 3.23   | 19.40    |            |
|            |                |                                         | 16.17    | 3.23   | 19.40    | Lloyds     |
|            | WAV001         |                                         |          |        |          |            |
| 16/06/2025 | 15198574       | Wave Utilities                          | 66.15    | -      | 66.15    |            |
|            |                |                                         | 66.15    | -      | 66.15    | Electronic |

|                |           |          |           |
|----------------|-----------|----------|-----------|
| Payroll        | 10,566.51 |          | 10,566.51 |
| Total Payments | 31,528.50 | 3,004.70 | 34,533.20 |

## Approvals July 2025

| Invoice Date | Invoice No       | Description                                     | Net Value | VAT      | Invoice Total | Payment method |
|--------------|------------------|-------------------------------------------------|-----------|----------|---------------|----------------|
| 21/07/2025   |                  | 725001 Abi Williams Expenses                    | 37.80     | -        | 37.80         |                |
| 02/07/2025   |                  | 188712889 Huntingdonshire District Council      | 2.00      | 0.40     | 2.40          |                |
| 16/07/2025   |                  | 189583892 Huntingdonshire District Council      | 3.33      | 0.67     | 4.00          |                |
|              |                  |                                                 | 43.13     | 1.07     | 44.20         | Electronic     |
| 22/06/2025   | IEN2025032599846 | Adobe Systems Incorporated                      | 16.64     | 3.33     | 19.97         |                |
| 22/07/2025   | IEN2025038628093 | Adobe Systems Incorporated                      | 16.64     | 3.33     | 19.97         |                |
|              |                  |                                                 | 33.28     | 6.66     | 39.94         | Lloyds         |
| 01/07/2025   |                  | 22074 Airway Group                              | 330.00    | 66.00    | 396.00        |                |
|              |                  |                                                 | 330.00    | 66.00    | 396.00        | Electronic     |
| 16/07/2025   |                  | 1539790 bin shop- kingfisher direct ltd         | 307.75    | 61.55    | 369.30        |                |
|              |                  |                                                 | 307.75    | 61.55    | 369.30        | Electronic     |
| 07/07/2025   |                  | 11670478 British Gas                            | 99.27     | 4.96     | 104.23        |                |
| 15/07/2025   |                  | 11760373 British Gas                            | 175.81    | 8.79     | 184.60        |                |
| 24/07/2025   |                  | 13834075 British Gas                            | - 23.49 - | 1.17 -   | 24.66         |                |
| 24/07/2025   |                  | 13834780 British Gas                            | - 14.16 - | 0.71 -   | 14.87         |                |
| 25/07/2025   |                  | 11848050 British Gas                            | 37.81     | 1.89     | 39.70         |                |
| 25/07/2025   |                  | 11848059 British Gas                            | 137.91    | 6.90     | 144.81        |                |
|              |                  |                                                 | 413.15    | 20.66    | 433.81        | DD             |
| 15/07/2025   |                  | 5466 Cambridgeshire and Peterborough Associat   | 390.40    | -        | 390.40        |                |
|              |                  |                                                 | 390.40    | -        | 390.40        | Electronic     |
| 30/06/2025   |                  | 625003 David William Pettifer                   | 73.26     | -        | 73.26         |                |
|              |                  |                                                 | 73.26     | -        | 73.26         | Electronic     |
| 26/06/2025   |                  | 38724 Edge IT systems ltd                       | 242.30    | 48.46    | 290.76        |                |
| 26/06/2025   |                  | 38725 Edge IT systems ltd                       | 242.30    | 48.46    | 290.76        |                |
| 09/07/2025   |                  | 38742 Edge IT systems ltd                       | 242.30    | 48.46    | 290.76        |                |
|              |                  |                                                 | 726.90    | 145.38   | 872.28        | Electronic     |
| 01/07/2025   |                  | 7732264 ESPO                                    | 83.82     | -        | 83.82         |                |
|              |                  |                                                 | 83.82     | -        | 83.82         | Electronic     |
|              | FLI001           |                                                 |           |          |               |                |
| 22/07/2025   |                  | 182773 Flint Cross Service Station              | 29.17     | 5.84     | 35.01         |                |
|              |                  |                                                 | 29.17     | 5.84     | 35.01         | Lloyds         |
| 27/06/2025   | SI 3933          | Herts and Cambs                                 | 2,864.66  | 572.93   | 3,437.59      |                |
| 25/07/2025   | SI-3965          | Herts and Cambs                                 | 2,864.66  | 572.93   | 3,437.59      |                |
|              |                  |                                                 | 5,729.32  | 1,145.86 | 6,875.18      | Electronic     |
| 12/07/2025   |                  | 203049325279 IONOS Cloud Ltd                    | 29.47     | 5.89     | 35.36         |                |
|              |                  |                                                 | 29.47     | 5.89     | 35.36         | Lloyds         |
| 25/06/2025   |                  | 394 Jason Trueman                               | 87.50     | -        | 87.50         |                |
| 25/07/2025   |                  | 403 Jason Trueman                               | 87.50     | -        | 87.50         |                |
|              |                  |                                                 | 175.00    | -        | 175.00        | Electronic     |
| 22/04/2025   |                  | 3166869 Norbury's Building & Landscape Supplies | 42.64     | 8.53     | 51.17         |                |
| 30/05/2025   |                  | 725005 Aldi stores                              | 4.11      | 0.67     | 4.78          |                |
| 20/05/2025   | S1Y68093         | Huws Gray                                       | 13.11     | 2.62     | 15.73         |                |
| 19/04/2025   |                  | 725005 Phillimores Garden Centre                | 21.94     | -        | 21.94         |                |
| 29/04/2025   |                  | 725003 Phillimores Garden Centre                | 15.00     | -        | 15.00         |                |

|            |                |                                         |          |          |          |            |
|------------|----------------|-----------------------------------------|----------|----------|----------|------------|
| 29/04/2025 | 725004         | Phillimores Garden Centre               | 32.81    | -        | 32.81    |            |
| 20/05/2025 | 725002         | Phillimores Garden Centre               | 39.02    | -        | 39.02    |            |
| 03/06/2025 | 725001         | Phillimores Garden Centre               | 56.76    | -        | 56.76    |            |
|            |                |                                         | 225.39   | 11.82    | 237.21   | Electronic |
| 01/07/2025 | 36752          | Lucid Systems Ltd                       | 150.20   | 30.04    | 180.24   |            |
|            |                |                                         | 150.20   | 30.04    | 180.24   | Electronic |
| 13/07/2025 | 725004         | Matt De Oliveira                        | 140.00   | -        | 140.00   |            |
|            |                |                                         | 140.00   | -        | 140.00   | Electronic |
| 16/07/2025 | MCH0881        | Melbourn Community Hub Management Group | 64.30    | 12.86    | 77.16    |            |
|            |                |                                         | 64.30    | 12.86    | 77.16    | Electronic |
| 03/07/2025 | 303            | Mark Wyer                               | 183.15   | -        | 183.15   |            |
|            |                |                                         | 183.15   | -        | 183.15   | Electronic |
| 25/07/2025 | 725001         | names.co.uk                             | 35.99    | 7.20     | 43.19    |            |
|            |                |                                         | 35.99    | 7.20     | 43.19    | Lloyds     |
| 04/07/2025 | 725001         | The National Allotment Society          | 70.00    | 14.00    | 84.00    |            |
|            |                |                                         | 70.00    | 14.00    | 84.00    | Electronic |
| 01/07/2025 | BANCS660024525 | Now Pensions                            | 36.00    | 7.20     | 43.20    |            |
|            |                |                                         | 36.00    | 7.20     | 43.20    | DD         |
| 08/07/2025 | INV001         | Phillimores Garden Centre               | 5.37     | -        | 5.37     |            |
|            |                |                                         | 5.37     | -        | 5.37     | Lloyds     |
| 17/07/2025 | 725001         | United Kingdom Debt Management Office   | 1,800.94 | -        | 1,800.94 |            |
|            |                |                                         | 1,800.94 | -        | 1,800.94 | DD         |
| 30/06/2025 | CS5310243832   | Richer Sounds- library                  | 32.49    | 6.50     | 38.99    |            |
|            |                |                                         | 32.49    | 6.50     | 38.99    | Electronic |
| 19/06/2025 | GB-00752866    | Sage Global Services Ltd                | 15.00    | 3.00     | 18.00    |            |
| 19/07/2025 | GB-00865226    | Sage Global Services Ltd                | 17.00    | 3.40     | 20.40    |            |
|            |                |                                         | 32.00    | 6.40     | 38.40    | DD         |
| 01/05/2025 | ON ACC 982     | Shelford Heating - Overpayment          | -        | 2,187.09 | -        | 2,187.09   |
| 20/06/2025 | SH64239        | Shelford Heating                        | 1,110.43 | 222.09   | 1,332.52 |            |
| 02/07/2025 | SH64352        | Shelford Heating                        | 3,645.14 | 729.03   | 4,374.17 |            |
|            |                |                                         | 2,568.48 | 951.12   | 3,519.60 | Electronic |
| 29/07/2025 | 250032         | The Connections Bus Project             | 2,436.00 | -        | 2,436.00 |            |
|            |                |                                         | 2,436.00 | -        | 2,436.00 | Electronic |
| 18/06/2025 | 985894629045   | Three Business Services                 | 21.82    | 4.36     | 26.18    |            |
| 18/07/2025 | 985894629046   | Three Business Services                 | 21.82    | 4.36     | 26.18    |            |
|            |                |                                         | 43.64    | 8.72     | 52.36    | DD         |
| 16/07/2025 | 10297230066    | Tomato Energy                           | 93.98    | 4.70     | 98.68    |            |
|            |                |                                         | 93.98    | 4.70     | 98.68    | DD         |
|            | TRU001         |                                         |          |          |          |            |
| 01/07/2025 | TR27045.2      | Trulight                                | 2,410.00 | 482.00   | 2,892.00 |            |
|            |                |                                         | 2,410.00 | 482.00   | 2,892.00 | Electronic |
|            | URB001         |                                         |          |          |          |            |
| 21/07/2025 | 604151         | Urban Plastics                          | 16.17    | 3.23     | 19.40    |            |
|            |                |                                         | 16.17    | 3.23     | 19.40    | Lloyds     |
|            | WAV001         |                                         |          |          |          |            |
| 16/06/2025 | 15198574       | Wave Utilities                          | 66.15    | -        | 66.15    |            |
|            |                |                                         | 66.15    | -        | 66.15    | Electronic |

|                |                  |                 |                  |
|----------------|------------------|-----------------|------------------|
| Payroll        | 10,566.51        |                 | 10,566.51        |
| Total Payments | <u>29,341.41</u> | <u>3,004.70</u> | <u>32,346.11</u> |





**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils

**CAPALC Ltd**  
The Norwood Building  
Parkhall Road  
Somersham  
Huntingdon  
PE28 3HE  
Tel: 07507 520849

[www.cambs-peterborough-alc.gov.uk](http://www.cambs-peterborough-alc.gov.uk)  
[ceo@cambs-peterborough-alc.gov.uk](mailto:ceo@cambs-peterborough-alc.gov.uk)

## Cambridgeshire & Peterborough Association of Local Councils

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20<sup>th</sup> May 2025

### By Email

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

Dear Chairman and Cllrs

### Melbourn Parish Council Internal Audit: End of Year Visit 2025

Following my recent visits to Melbourn Parish Council on 26<sup>th</sup> March and 19<sup>th</sup> May 2025, I confirm I met with Alexandra Coxall, Abigail Williams and Shelley Coulman to complete the council's Internal Audit for 2024/25.

Please find enclosed my report and recommendations following the visit. In line with proper practices, the Council should formally receive this report (as it does for the External Audit) and minute the plans it has to set out any improvements required and remedial actions to be taken.

Yours faithfully

**V Taylor PSLCC**  
Internal Auditor

# INTERNAL AUDIT CHECKLIST 'YEAR END 2024/25'

**Name of Authority:** Melbourn Parish Council ..... **Date(s) of Audit:** 26<sup>th</sup> March 2025 & 19<sup>th</sup> May 2025

**Audit Completed By:** V Taylor .....

| AGAR Certificate Reference                                                                                                           | Work Completed by CAPALC                                                                                                                                                                                                                                                             | Comments                                                                                                                                                                                                                                | Recommendations          |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| A. Appropriate accounting records have been properly kept throughout the year.                                                       | During our visit we have reviewed the accounting system and checked that the information is recorded accurately and promptly. This means we have reviewed the cashbook, examined a sample of financial transactions, ensured bank reconciliations (see item I) are carried out, etc. | All accounting records were found to be in good order.<br><br>The council is in the process of moving from EDGE to Rialtas accounting software.<br><br>Monthly bank reconciliations are carried out and these are reported to meetings. | None                     |
|                                                                                                                                      |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                         | <b>Council response:</b> |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT | We have reviewed Financial Regulations and Standing Orders ensuring they are adequate and if model documents are used, they are up to date.<br><br>We have also reviewed procedures for approval of invoices and                                                                     | The council has adopted the most recent model Standing Orders from NALC.<br><br>The council should consider updating its Financial Regulations in line with the                                                                         | None                     |
|                                                                                                                                      |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                         | <b>Council response:</b> |

|                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| appropriately accounted for.                                                                                                            | payments, checked recording of VAT and that VAT is claimed where appropriate. If debit/credit cards are held, we have established the limits and ensured there are controls in place for usage.                                                                                                                                    | <p>model document which is now available from NALC.</p> <p>Procedures for making payments are in line with proper practices and VAT is properly accounted for.</p> <p>The council is making use of a Lloyds Credit Card.</p>                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | We have checked to see that the Council has a Risk Register in place. If in place, we have checked to see if the Council has considered all significant risks, appropriate levels of insurance are in place, arrangements are in place for monitoring public open spaces, etc. and that a process of internal control is in place. | <p>The council has a multitude of risk assessments in place, including a financial risk assessment. We would suggest all risk assessments are reviewed at least annually.</p> <p>Appropriate insurance cover is in place, but we would recommend the level of cover for the war memorial is checked considering the most recent valuation of this.</p> <p>There are arrangements for regular inspections of play areas.</p> <p>The council should make plans to review its data protection policies, HR policies and the record retention policy.</p> <p>Internal control is covered by regular reporting to council or committee along with regular</p> | None                     |
|                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Council response:</b> |

|                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                  | review of the financial risk assessment and budget.                                                                                                                                                                                                                                                                                                                                                               |                          |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts. | <p>The council prepared an appropriate budget to inform the precept process, and this budget is regularly reviewed throughout the year.</p> <p>We would suggest the budget and precept are separated into two separate agenda items/resolutions in future.</p> <p>The precept was submitted in good time and matches with the receipt shown. We have confirmed the figure corresponds with Box 2 of the AGAR.</p> | None                     |
|                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Council response:</b> |
| E. Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT                                                       | We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire,                                                                                                                                                                                                                                                                    | <p>Income records are thorough and well kept.</p> <p>Invoices are sent for all fees due, and the council will shortly be</p>                                                                                                                                                                                                                                                                                      | None                     |

|                                                                                                                                                                                        |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                    |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| appropriately accounted for.                                                                                                                                                           | leases, or other revenue streams depending on the council. We have checked that there are appropriate and follow ups are made for 'aged debtors'.                                                                                               | making use of Rialtas to make tracking of these easier.                                                                                                                                                            | <b>Council response:</b> |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                               | If held, we have considered the amount of petty cash held in line with the number of transactions made during the year.                                                                                                                         | The council holds minimal petty cash and the records for this are in good order.                                                                                                                                   | None                     |
|                                                                                                                                                                                        |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                    | <b>Council response:</b> |
| G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.                         | We picked one month and tested the payroll to ensure the correct deductions have been made, payments made on time and correct amounts.                                                                                                          | The salary records in our sample were found to be in good order.<br><br>There is ample evidence of payments being made to HMRC.                                                                                    | None                     |
|                                                                                                                                                                                        |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                    | <b>Council response:</b> |
| H. Asset and investment registers were complete and accurate and properly maintained.<br><br><i>This section/assurance should be extended to include loans to or by the authority.</i> | We have checked to see that the Council has a formal asset register in place and that it is up to date with any acquisitions and disposals. If there are long-term investments, we have checked to see that an Investment Strategy is in place. | The council's asset register is up to date, regularly reviewed and includes insurance values and locations.<br><br>We would advise that the council ensures this review takes place inside of each financial year. | None                     |
|                                                                                                                                                                                        |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                    | <b>Council response:</b> |
| I. Periodic bank account reconciliations were                                                                                                                                          |                                                                                                                                                                                                                                                 | Bank reconciliations are completed monthly. We have                                                                                                                                                                | None                     |

|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                              |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| properly carried out during the year.                                                                                                                                                                                                                                                                         | We reviewed a selection of bank reconciliations throughout the year including year end.                                                                                                                   | confirmed the year end bank reconciliation tallies to AGAR box 8.                                                                                                                                                                                            | <b>Council response:</b> |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded. | We have reviewed the accounting statements, or the year ended 31 <sup>st</sup> March 2025 to ensure that they have been prepared correctly on a receipts and payments basis and are adequately supported. | <p>The accounts have been properly prepared and agree to the cashbook.</p> <p>The accounts have been prepared on a I &amp; E basis and are supported by proper records.</p> <p>The PWLB statement was reviewed and confirmed against Box 10 of the AGAR.</p> | None                     |
|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                              | <b>Council response:</b> |
| K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.                                                                                                                                         | We have confirmed that the Council was subject to limited assurance review in 23/24.                                                                                                                      | The council had a limited assurance review last year and the external auditors report was reviewed as part of this process.                                                                                                                                  | None                     |
|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                              | <b>Council response:</b> |
| L. The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in                                                                                                                                                                                   | We have reviewed the Council's website to confirm it is meeting the requirements of the relevant regulations.                                                                                             | <p>The existing website is up to date and contains the required information.</p> <p>The council is using a .gov</p>                                                                                                                                          | None                     |
|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                              | <b>Council response:</b> |

|                                                                                                                                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                            |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| accordance with the relevant legislation.                                                                                                                          |                                                                                                                                                                                                                         | domain for email and the website.                                                                                                                                          |                          |
| M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | We have reviewed the notice announced during the summer of 2024 along with Sections 1 and 2 of the 2023/24 AGAR. We have obtained evidence that the required documentation has been published on the Council's website. | The council properly provided for the period for the exercise of public rights. The notices for this are correctly completed and still available on the council's website. | None                     |
|                                                                                                                                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                            | <b>Council response:</b> |
| N. The authority complied with the publication requirements for the prior year AGAR.                                                                               | We have reviewed the documentation the Council published for the 2023/24 AGAR was compliant with regulations.                                                                                                           | The council complied with the publication requirements for the 23/24 AGAR, including a Conclusion of Audit notice, and these documents are still available on the website. | None                     |
|                                                                                                                                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                            | <b>Council response:</b> |
| O. Trust funds (including charitable) – the council met its responsibilities as a trustee.                                                                         | We have checked that the Council is not responsible for any charities.                                                                                                                                                  | NA                                                                                                                                                                         | None                     |
|                                                                                                                                                                    |                                                                                                                                                                                                                         |                                                                                                                                                                            | <b>Council response:</b> |

## Notes

If we feel you should be considering a response to your Assertions under Section 1, we have commented under our column 'Recommendations'.

**Actions from Internal Audit**

- Update of Financial Regulations inline with NALC model document.
- Highlighted level of cover for the war memorial should be reviewed.
- HR policies to be reviewed/removed/updated.
- Formally report the budget and precept as separate agenda items.
- Bring forward asset register review to ensure resolution within the financial year.



**Cambridgeshire & Peterborough Association of  
Local Councils Ltd**

The Norwood Building, Parkhall Road  
Somersham, Cambridgeshire

Cambridgeshire

PE28 3HE

+07594766229

office@cambs-peterborough-alc.gov.uk

Company Registration No. 12585308

# Invoice



**INVOICE TO**

Melbourn Parish Council

| INVOICE NO. | DATE       | TOTAL DUE | DUE DATE   | TERMS  | ENCLOSED |
|-------------|------------|-----------|------------|--------|----------|
| 5466        | 15/07/2025 | £390.40   | 14/08/2025 | Net 30 |          |

| DATE       | ACTIVITY                      | DESCRIPTION                                      | QTY  | RATE  | AMOUNT |
|------------|-------------------------------|--------------------------------------------------|------|-------|--------|
| 26/03/2025 | <b>Internal Audit Service</b> | Internal Auditor -<br>Year End - 31st March 2025 | 3.50 | 40.00 | 140.00 |
| 26/03/2025 | <b>Internal Audit Service</b> | Internal Auditor - travel costs                  | 56   | 0.45  | 25.20  |
| 19/05/2025 | <b>Internal Audit Service</b> | Internal Auditor -<br>Year End - 31st March 2025 | 5    | 40.00 | 200.00 |
| 19/05/2025 | <b>Internal Audit Service</b> | Internal Auditor - travel costs                  | 56   | 0.45  | 25.20  |

Internal Auditor: Victoria Taylor

Audit completed over two dates - 26/03/2025 and 19/05/2025

**BALANCE DUE**

**£390.40**

UNITY TRUST BANK  
Sort Code 60-83-01  
Account 20449285

Smaller authority name: **Melbourn Parish Council**

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

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

| NOTICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Date of announcement</b><u>27 June 2025</u> (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Shelley Coulman (RFO)<br/>Melbourn Parish Council<br/>01763 263303 ext 3<br/>rfo@melbournparishcouncil.gov.uk</p> <p>commencing on (c) <u>Monday 30 June 2025</u></p> <p>and ending on (d) <u>Friday 8 August 2025</u></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b><br/><b>15 Westferry Circus</b><br/><b>Canary Wharf</b><br/><b>London E14 4HD</b><br/>(<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p><b>5. This announcement is made by (e) <u>Shelley Coulman (RFO)</u></b></p> | <p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p> |

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

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

### **The basic position**

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

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

### **The right to inspect the accounting records**

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

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024/25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

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

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

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

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

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

### **The right to make objections at audit**

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

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

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

### **A final word**

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

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.



# Annual Internal Audit Report 2024/25

EN Melbourn Parish Council

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

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                           | Yes | No* | Not covered**  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                             | ✓   |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                                | ✓   |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                              | ✓   |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                                 | ✓   |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                                      | ✓   |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                             | ✓   |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                                      | ✓   |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                               | ✓   |     |                |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                                  | ✓   |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                         | ✓   |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>                                                                                                       |     |     | ✓              |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                                   | ✓   |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                                                                           | ✓   |     |                |
| O. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                              | Yes | No  | Not applicable |
|                                                                                                                                                                                                                                                                                                                                                                      |     |     | ✓              |

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

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

VICTORIA OF INTAYLOR DITOR

Signature of person who carried out the internal audit

V. Taylor

Date

19/05/2025

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

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



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

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                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 |        |     | ✓                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                 |        |     | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.                                                               |

**\*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:

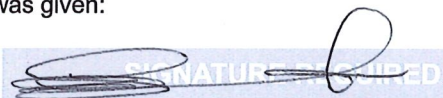
25/06/2025

and recorded as minute reference:

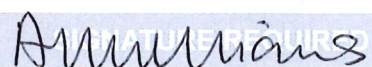
PC036/2526b)

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

Melbourn Parish Council

|                                                             | Year ending           |                       | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March<br>2024<br>£ | 31 March<br>2025<br>£ |                                                                                                                                                                                                         |
| 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 cash-book 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 – <b>To agree with bank reconciliation.</b>                                              |
| 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. Coulman* **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**

[ENTER COUNCIL NAME]MELBOURN PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date]Wednesday 30 July 2025 – based on the Model Financial Regulations template produced by the National Association of Local Councils (NALC).:-



## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. ~~[The Clerk has been appointed as RFO and these regulations apply accordingly.]~~ The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

## 2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~with the RFO~~ shall prepare, for approval by ~~the council~~, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~with the RFO~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least ~~once in each quarter~~, ~~or every month there is a meeting~~, and at each financial year end, a member other than the Chair ~~for a cheque signatory~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~Finance Committee~~.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual ~~{Governance and Accountability}~~ Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by ~~[the council]~~ and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its ~~{council tax (England)/budget (Wales)}~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~{the council}~~ at least annually ~~in {October}~~ for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the ~~{Chair of the Council or relevant committee}~~. ~~{The RFO will inform committees of any salary implications before they consider their draft budgets.}~~

4.3. No later than December ~~{month}~~ each year, the RFO shall prepare a draft budget with detailed estimates of all ~~{receipts and payments/}~~ income and expenditure for the following financial year ~~{along with a forecast for the following [three financial years]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.

~~4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. (Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.)~~

~~4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council (finance committee) not later than the end of {November} each year.~~

4.6.4.4. The draft budget ~~{with any committee proposals and {three-year}} forecast~~, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council.

4.7.4.5. Having considered the proposed budget and [three-year] forecast, the council shall determine its ~~{council tax (England)/budget (Wales)}~~ requirement by setting a budget. The council shall set a precept for this amount no later than ~~{the end of January}~~ for the ensuing financial year.

4.8.4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9.4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10.4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. ~~Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council (or relevant committee).~~

**Commented [AW1]:** RFO suggest removal due to processes to move money to and from reserves on regular basis and duly reported to Council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed ~~{£60,000}~~ including VAT, the Clerk shall ~~{seek formal tenders from at least [three] suppliers agreed by [the council]}~~ OR ~~{advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}~~. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than ~~£53,000~~ excluding VAT the Clerk ~~for RFO~~ shall seek at least ~~3~~ fixed-price quotes;
- 5.9. where the value is between ~~£500~~ and ~~£53,000~~ excluding VAT, the Clerk ~~for RFO~~ shall try to obtain 3 estimates ~~which might include evidence of online prices, or recent prices from regular suppliers.~~
- 5.10. For smaller purchases, ~~the clerk~~ shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- specialist services, such as legal professionals acting in disputes;
  - repairs to, or parts for, existing machinery or equipment;
  - works, goods or services that constitute an extension of an existing contract;
  - goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~for relevant committee~~ via recommendation from the Finance and Good Governance Committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- ~~the Clerk~~, under delegated authority, for any items below ~~£500~~ £1,000 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council ~~for Chair of the appropriate committee~~, for any items below ~~£1,0002,000~~ excluding VAT.
  - ~~a duly delegated committee of the council for all items of expenditure within their delegated budgets for items~~ over £1,000 up to under £5,000 excluding VAT}
  - ~~in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.~~
  - the council for all items over £5,000;
  - For items of expenditure related to and explicitly included as part of full council pre-approved contracts covering embedded building systems and services (on any/all Parish owned buildings), the Clerk will authorise both scheduled and unscheduled work as arises provided within budget. If work is required that falls

**Commented [AW2]:** RFO advises increase to £1,000 to reflect increased costs across the board. Current regs £200 delegated spend.

outside of contract terms it will be authorised by exception, either by agenda at full council or through councillors by email decision

- Urgent Emergency Work: Circumstances may arise where emergency service or equipment replacement is needed for safety reasons or (in the specific case of the Hub building and or its commercial operations) where urgent approval of spend is required to protect the assets or finances of the Hub and the council. When this arises the following authorisation process will be used, depending on the case in question:
  1. For items of budgeted non-contract expenditure on the Hub, the Clerk and Chair can authorise expenditure up to £1,000. This provision relates to items requiring emergency action.
  2. For items of expenditure relating to emergency maintenance which fall between £1000 and £5000 the Clerk will issue an email decision notice to all Parish Councillors (who are not also Directors of the Hub Management Group) and subject to a majority approval authority will be granted to the Clerk to action payment of approved amount.
- Where immediate action relating to emergency maintenance is needed to protect Parish assets and the Hub business, the Clerk and Chair can authorise up to £15,000 provided retrospective approval of full Council is obtained. Such action should be taken with the support of Hub management and cost estimates obtained prior to acting. Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the Chair

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~£2,000~~ £2,000 | excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to {the council} as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless {the council} is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above ~~£250~~ excluding VAT} unless a formal contract is to be prepared or an official order

**Commented [AW3]:** Model and RFO suggests £2,000 - current MPC regs are £1,000



would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

~~5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].~~

## 6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~[name bank]~~ Unity Trust Bank for daily banking. The arrangements shall be reviewed ~~[annually]~~ six monthly for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.~~

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by ~~[online banking]~~ [cheque], in accordance with a resolution of the council ~~{or duly delegated committee.}~~ {or a delegated decision by an officer}, unless ~~[the council]~~ resolves to use a different payment method.

6.6. ~~{For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council [or a duly delegated committee] may authorise in advance for the year}.~~

~~6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made to reduce the risk of duplicate payments.}~~

~~6.8.6.7.~~ 6.7. ~~{A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~

~~6.9.6.8.~~ 6.8. The Clerk and RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:

- i. ~~{any payments of up to [£1,000,500] excluding VAT, within an agreed budget}.~~

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- ii. payments of up to ~~£2,000~~ excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of ~~the council~~, where the ~~Clerk and RFO~~ certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.
- iv. Fund transfers within the councils banking arrangements up to the sum of ~~£10,000~~, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.

~~6.10.6.9.~~ The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council ~~{or finance committee}~~. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. ~~The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting.~~ A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, ~~the RFO~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~a number of five~~ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or Clerk shall set up all items due for payment online. A list of payments for approval ~~, together with copies of the relevant invoices,~~ shall be distributed to all signatories sent ~~[by email] to [two] for two~~ authorised signatories to action.
- 7.5. In the prolonged absence of the Service Administrator ~~{an authorised signatory}~~ the Clerk, or delegated person, shall set up any payments due before the return of the Service Administrator.
- 7.6. Two ~~{councillors who are}~~ authorised signatories shall check the payment details against the invoices approvals list before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online. ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~

~~7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.~~

~~7.9.~~ 7.8. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~{signed/approved online}~~ by ~~{two authorised members}~~ ~~or the Clerk or RFO~~. The approval of the use of each variable direct debit shall be reviewed by ~~{the council}~~ at least every two years.

~~7.10.~~ 7.9. Payment may be made by BACS or CHAPS by resolution of ~~{the council}~~ provided that each payment is approved online by ~~{two authorised bank signatories}~~, evidence is retained and any payments are reported to ~~{the council}~~ at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

~~7.11.~~ 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed ~~{or approved online}~~ by ~~{two members}~~, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~{the council}~~ at least every two years.

~~7.12.~~ 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~{two of}~~ the Clerk and ~~{the RFO}~~ ~~{a member}~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every ~~{two years}~~.

~~7.13.~~ 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

~~7.14.~~ 7.13. Remembered password facilities ~~{other than secure password stores requiring separate identity verification}~~ should not be used on any computer used for council banking.

## **~~8. Cheque payments~~**

~~8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.~~

~~8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.~~

~~8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.~~

~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any~~

~~signatures obtained away from council meetings shall be reported to the council (or Finance Committee) at the next convenient meeting.~~

#### **9.8. Payment cards**

~~9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.~~

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

~~9.3-8.1. Any corporate credit card or trade card account opened by the council will be subject to the conditions set out in Document 4.35 Credit Card Policy, specifically restricted to use by the Clerk (and RFO) (specify other officers) and any balance shall be paid in full each month.~~

~~9.4. Personal credit or debit cards of members or staff shall not be used (under any circumstances.) OR (except for expenses of up to [£250] including VAT, incurred in accordance with council policy.)~~

#### **10.9. Petty Cash**

~~10.1-9.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}~~

**Commented [AW4]:** To be removed when petty cash facility is removed.

#### **11.10. Payment of salaries and allowances**

~~11.1-10.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.~~

~~11.2-10.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.~~

~~11.3-10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).~~

~~11.4-10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.~~

~~44.5.10.5.~~ Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

~~44.6.10.6.~~ Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by ~~signatories~~~~[the finance committee]~~ to ensure that the correct payments have been made.

~~44.7.10.7.~~ Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

~~44.8.10.8.~~ Before employing interim staff, the council must consider a full business case.

#### **~~42.11.~~ Loans and investments**

~~42.1.11.1.~~ Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

~~42.2.11.2.~~ Any financial arrangement which does not require formal borrowing approval from the ~~[Secretary of State/Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

~~42.3.11.3.~~ The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

~~42.4.11.4.~~ All investment of money under the control of the council shall be in the name of the council.

~~42.5.11.5.~~ All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

~~42.6.11.6.~~ Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

#### **~~43.12.~~ Income**

~~43.1.12.1.~~ The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

~~43.2.12.2.~~ The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a

report of the Clerk. ~~{The RFO}~~ shall be responsible for the collection of all amounts due to the council.

~~13.3.~~12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by ~~{the RFO}~~ and shall be written off in the year. The council's approval shall be shown in the accounting records.

~~13.4.~~12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

~~13.5.~~12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

~~13.6.~~12.6. ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

~~13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

~~13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

#### **44.13. Payments under contracts for building or other construction works**

~~14.1.~~13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

~~14.2.~~13.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

~~15.1. {The officer in charge of each section} shall be responsible for the care and custody of stores and equipment [in that section].}~~

~~15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.~~

~~15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}~~

~~15.4. (The RFO shall be responsible for periodic checks of stocks and stores, at least annually.)~~

#### **16.14. Assets, properties and estates**

~~16.1.14.1.~~ The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

~~16.2.14.2.~~ The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

~~16.3.14.3.~~ The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

~~16.4.14.4.~~ No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

~~16.5.14.5.~~ No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed ~~£500~~. In each case a written report shall be provided to council with a full business case.

#### **17.15. Insurance**

~~17.1.15.1.~~ The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management in consultation with the Clerk.

~~17.2.15.2.~~ The Clerk shall give prompt notification to ~~the RFO~~ of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances in consultation with the Clerk.

~~17.3.15.3.~~ The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to ~~the council~~ at the next available meeting. The RFO shall negotiate all claims on the council's insurers ~~in consultation with the Clerk~~.

~~17.4.15.4.~~ All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~annually~~ by the council, or duly delegated committee.



#### **48. ~~[Charities]~~**

~~48.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]~~

#### **49.16. Suspension and revision of Financial Regulations**

~~49.1.16.1.~~ The council shall review these Financial Regulations ~~[annually]~~ and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

~~49.2.16.2.~~ The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

~~49.3.16.3.~~ The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

#### **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order ~~[insert reference of the council's relevant standing order]~~18.c and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Largely adopting changes to model document as published by NALC in March 2025.

**Budget a precept (4.11):**

- **2025 Draft:** RFO suggests removal due to processes to move money to and from reserves on regular basis that is duly reported to council.

**Delegated Spend Limits (5.15):**

- **2024:** Clerk can authorise up to **£200** without prior approval.
- **2025 Draft:** Increased to **£1,000**, reflecting inflation and operational needs.

**Emergency Expenditure (5.15):**

- **2024:** Clerk and Chair can authorise up to **£15,000** for urgent Hub-related maintenance.
- **2025 Draft:** Retains this but adds **email decision protocols** and clearer audit trails.

**Risk of delivery or public safety (5.18):**

- **2024:** Up to **£1,000**.
- **2025 Draft:** Increased to **£2,000**.

**Procurement Act 2023 Compliance (Section 5):**

- **2025 Draft** explicitly references the **Procurement Act 2023** and **Procurement Regulations 2024**, updating thresholds and procedures.
- **2024** version references older **Public Contracts Regulations 2015**.

**Cheque payments (8):**

- **2025 Draft** removed due to no cheque payments being made.

**Payment cards (8(9)):**

- **2025 Draft** removed to reflect Document 4.35 Credit Card Policy.

**Petty Cash (9 (10))**

- **2025 Draft:** To be retained for now and removed when petty cash is officially removed.

**Store and Equipment (15):**

- **2025 Draft:** Removed reference – managed through asset registers for parish and hub.

**Charities (18):**

- **2025 Draft:** Removed reference – not currently applicable to MPC.

*This summary is not an exhaustive list of changes – please read the draft in question to consider changes fully.*

# MELBOURN PARISH COUNCIL

Doc. No.: 4.03

Version: 76

Date approved: 28-February-2022 30 July 2025

Review date: February-2024 July 2027

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## MELBOURN PARISH COUNCIL Melbourn Parish Council Community Grant Policy

### Where does the money come from?

Money for community grants (the Community Grant Fund) comes from payments made to the Parish Council which have to be used for Community benefit.

### When can applications be made?

Applications for grants will be considered by Full Council in April-June and November-December each year and the call for applications will be published in March-April and October each year.

### Who can apply for a grant?

Any organisation, charity or group within Melbourn, or which delivers benefits specifically for Melbourn, is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be a definite benefit within a reasonable time frame<sup>1</sup>.

The following **are not** eligible for a community grant:

- Businesses
- ~~Individuals and~~
- ~~Groups associated with a church or religious body except where there is demonstrable community benefit.~~

The Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements. Failure to provide this information will likely result in the application being rejected.

### How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

<sup>1</sup> The time frame will be limited to 12 months. In addition, the potential to benefit if a certain set of circumstances come into play is not sufficient justification.

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## How much can be applied for?

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

## How will awards be decided?

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant within 12 months of receipt; and
- provide a report on how the grant was spent.

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Council's aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- ~~Proven E~~evidence of benefit to the community (% numbers of beneficiaries from the Parish may be required).
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- ~~Evidence that the grant is 'funding of last resort'.~~
- ~~Value for money.~~
- Evidence of deliverability.
- Whether the costs are appropriate and realistic - value for money.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source - evidence that the grant is 'funding of last resort'

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a realistic demand in Melbourn for what is being proposed. ~~so that the Council has good evidence that the money will not be spent on something which folds after a short period of time.~~

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Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

## What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

## How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

## What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This should be a brief written report.

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Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28-February-2022 30 July

2025

Review Policy:

Every 2 years or after grant application round if amendments identified

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## MELBOURN PARISH COUNCIL

### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

|                                                                                            |          |
|--------------------------------------------------------------------------------------------|----------|
| Name of Organisation                                                                       |          |
| Name, Address, and Status of Contact                                                       |          |
| Telephone Number of Contact                                                                |          |
| Email contact                                                                              |          |
| Is the organisation a Registered Charity?                                                  | Yes / No |
| Amount of grant requested                                                                  | £        |
| For what purpose of project is the grant requested.                                        |          |
| What will be the total cost of the above project?                                          | £        |
| If the total cost of the project is more than the grant, how will the residue be financed? |          |

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|                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Have you applied for grant for the same project to another organisation?                                                                         |  |
| If so, which organisation and how much?                                                                                                          |  |
| Are 3 <sup>rd</sup> parties necessary to deliver your project?<br>If yes, please list them.                                                      |  |
| Who will benefit from the project?                                                                                                               |  |
| Approximately how many of those who will benefit are parishioners? <u>Please provide % numbers for beneficiaries within the Parish if known.</u> |  |

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/\_/No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

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

## 3<sup>rd</sup> parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

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## **PROCEDURE: Income and Receipts Handling**

- PURPOSE:** To Define the Policy and Procedure for recording and handling income and receipts
- SCOPE:** Income due to Melbourn Parish Council (MPC) for services and goods supplied. Applies to all Parish Office employees (Clerk, ~~Assistant~~ Deputy Clerk, Assistant and Responsible Financial Officer).
- POLICY:** This policy is intended to provide guidance to Parish Office employees of the steps to take, and the controls in place to ensure that income and receipts are properly managed and recorded in the financial records.
- RESPONSIBILITIES:** It is the responsibility of all Parish Office employees to ensure that invoices are raised for goods and services provided by MPC and to properly handle any receipts. It is the responsibility of the Responsible Financial Officer (RFO) to ensure that cash and cheques banked agree to the underlying records, to monitor overdue accounts and to inform MPC of any bad debts.

### **PROCEDURE:**

#### **1. Invoices**

- 1.1. Invoices for income will be raised by ~~the Clerk or Assistant Clerk~~ the office and will be consecutively numbered. (See 'Allotments' below for invoices relating to Allotment Rentals)
- 1.2. MPC will encourage payment via bank transfer wherever possible asking payers to quote a reference to make identification easier (e.g. invoice number).
- 1.3. Invoice details will be entered in ~~Edge Finance by~~ the Council finance system by Parish Office staff.

#### **2. Receipts via bank transfer**

- 2.1. The RFO will review the bank statements for any invoices paid by bank transfer and will record the receipts in ~~Edge the Council f~~ Finance system.

#### **3. Cash or cheque receipts**

- 3.1. A consecutively numbered duplicate receipt will be completed by the Parish Office staff member who receives the cash or cheque. The receipt document will record the payment date, customer's name, invoice number, what the payment was for, whether the payment was cash or cheque and the cheque number (if applicable). A copy of the receipt will be issued to the customer and a copy will be placed in the cash tin.
- 3.2. Cash and cheques will be locked in the cash tin which will be kept in a locked cupboard in the Parish Office.
- 3.3. Cash and cheques will be banked regularly by the RFO (at least monthly and more regularly in the period following allotment invoices being issued).

# MELBOURN PARISH COUNCIL

Doc. No.: 4.33

Version: 1

Date approved: ~~28 March 2022~~ 30 July 2025

Review date: ~~March 2023~~ July 2027

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- 3.4. Prior to banking, the RFO will reconcile the amount to be banked to the consecutively numbered duplicate receipts issued. Any discrepancies will be investigated and reported to MPC as appropriate.
- 3.5. Cash counted from the cash tin should be witnessed by another employee if possible.
- 3.6. Cash receipts will be paid into Unity Bank via the Post Office using the cash card provided by Unity Trust Bank. The RFO will keep a cash banking record which shows the breakdown of the cash paid in.
- 3.7. Cheques will be mailed to Unity Bank using the paying in book – cheque details are to be recorded on the counterfoil.
- 3.8. The RFO will record the receipt details in the Council-Edge Finance system using a reference which shows the type of receipt (cash or cheque), paying in date, and the counterfoil reference number (for cheques).
- 3.9. The RFO will check that the amounts paid into the bank agree to the receipt amount on the bank statement.

## 4. Overdue Accounts

- 4.1. The RFO will regularly review unpaid invoices and discuss them with the Clerk or Assistant-Deputy Clerk who will follow up as necessary.
- 4.2. The RFO will notify MPC of any unpaid balances that cannot be recovered (bad debts) and seek approval to write them off.

## 5. Allotments

- 5.1. Invoices will be raised in Edge Allotments the Council finance system by the Clerk or Assistant-Deputy Clerk and sent to the Allotment Holders.
- 5.2. MPC will encourage payment via bank transfer wherever possible asking payers to quote a reference to make identification easier (e.g. allotment plot number or invoice number).
- 5.3. Payments made by Allotment Holders will follow the applicable bank transfer, cash or cheque receipts procedure above.
- 5.4. The RFO will reconcile the receipts to the supporting paperwork and will update Edge Allotments and Edge Finance the Council finance system.
- 5.5. The RFO will liaise with the Clerk or Assistant-Deputy Clerk regarding any overdue accounts and they will take action as necessary.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting : ~~28 March 2022~~ 30 July 2025

Review every ~~12-24~~ months

# Melbourn Parish Council

The Parish Office will be closed on:

Monday 25 August – Bank Holiday  
& Monday 1 September

Office opening hours between the  
24 July and the 3 September  
may differ.



[melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)



**Current notes:**

The current fees at MPC: Gray's £23 +£5 insurance // St George's £29 + £5 insurance

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

**Budget income:** £2,684 (amount showing as less insurance paid to Allotment Association)

Comparative annual rental prices:

|                |                               |
|----------------|-------------------------------|
| Melbourn       | £34.00 (£29.00 2024 increase) |
| Meldreth       | Allotments closed             |
| Foxton         | £34                           |
| Comberton      | £18                           |
| Great Shelford | £55                           |
| Whittlesford   | £29                           |
| Baldock        | £114 +£6 membership           |

Comparative costs of water usage to Allotment Sites:

| Period               | Total Water Bill | Cost per full plot |
|----------------------|------------------|--------------------|
| Nov 2023 – Dec 2024  | £367.03          | £3.75              |
| Dec 2024 – May 2025* | £237.79          | £2.43              |

\*Partial year to date, next bill will be approximately November 2025

Other associated costs since Oct 24:

| Description                   | Total Bill | Cost per full plot |
|-------------------------------|------------|--------------------|
| NAS Membership (Annual)       | £84.00     | £0.88              |
| General Maintenance (Annual)  | £900.00    | £9.47              |
| Asbestos Removal*             | £222.00    | £2.34              |
| Pathway Clearance (upcoming)* | £1480.00   | £15.58             |

\*these are one off costs, and not a regular occurrence

**Additional notes:**

Awaiting quotes for clearance of 1 plot at St George's and tree works to two trees in Gray's

Possible card reader costs – potential £25 to buy machine (one off cost, no monthly subscription, based on SumUp provider) 1.69% fee per transaction

Assuming a 2025 water bill of £4.86 per plot (doubled as per above), the year's expenses so far, including one off costs, amounts to **£33.13** per plot.

In June 2024, MPC increased the plot rent per plot, the period of Oct 24 – Sept 25 by:

St George's - £2.00

Gray's – £1.50

**Issue** 1st Orwell Scouts use of the Pavilion and the locking of The Moor car park gate is causing concern.

**Correspondence**

*When the Parish council kindly granted permission for the Scouts to use the Pavilion, we knew and agreed that the car park gate would always be locked before our meeting finished.*

*Given that scouts now meet and finish twice per week (Tuesday & Friday) after the main car park gate has been locked, could you please let us know what the emergency procedure is should we need to get an ambulance, or a fire engine to the Pavilion? I know the emergency services carry bolt cutters, which sort out the chain and padlock on the wooden gate immediately leading onto the moor, but the padlock type on the main steel car park gates would be more challenging to them.*

*If you could let me know the emergency procedures, it would be appreciated as we need to include it in our site risk assessment.*

**Proposal**

The Scouts have raised a wider concern for all users of the Pavilion. When hiring we let the keyholder of the car park know that there will be people in the building but we have not allowed for after hours access to the car park by emergency services.

Hirers currently receive a key to the pavilion and the rec gate – it is proposed that a key to the main car park gate is added to this to enable emergency access after hours if required.

Procedure would remain the same – a code for access to the keys is shared prior to any event and keys returned after use.

A clause could be added to the terms and conditions of hire that this key is only to be used for emergency access only.

**Consideration**

Council to consider or suggest other options.

## **Correspondence**

Potential request from Royston Town Youth Football club to use the Rec and Pavilion for a youth tournament to be held in June 2026.

Royston Town Youth Football are looking at alternative locations to hold a youth football tournament – this is played over 4 days (2 consecutive weekends in June). They would be happy to work with current clubs on potential dates.

Requirements would be the use of the old rec for parking, new rec for tournament and pavilion for access, changing rooms and refreshments.

## **Consideration**

- Council to consider request.
- Identify any considerations needed with regard to current local teams, pitch use and hiring fees.



**Issue**

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

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

**Maintenance Committee consideration**

- RMRG, Stockbridge Volunteers and Allotment Association are happy to attend an evening meeting.
- Wardens would be encouraged to alternate attendance to ensure pressure was not on one warden to attend all meetings.
- Tuesday evening was proposed as a suitable day.
- Office hours may need to vary (short day maybe) to ensure that too much overtime/TOIL is not accrued.

**Consideration**

- Councillors to join the committee – please let us know if you wish to join the committee. We need 6 members (currently have 4).
- Council to consider change to meetings schedule.

PC063/2526 b) To consider quotations to reinstate an allotment plot as suitable for lease

A plot at St Georges allotments requires work in order to get it back to a workable and leasable state. Two quotes have been obtained from contractors for the work.



**Herts & Cambs Ground Maintenance Ltd**  
Landscape Maintenance Solutions

21<sup>st</sup> July 2025

Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

Dear Abbi & Alex

Here is our quote for the works discussed

**Allotment 27B**

The plot needs spraying initially to kill the overgrowth/weeds, especially over the fence, once dying we can pull growth off without damaging the fence anymore. Fair bit of debris to clear & remove, some cutting back & then rotivate the whole area several times to create a tilth.

I think we can repair the fence rather than renew it, we can tell more once cleared. We will need some new posts & ties but should be all good.

**£570.00 x Vat**

**From:** [H and L Ground and garden Maintenance](#)  
**To:** [Assistant Clerk](#)  
**Subject:** Re: Clearance of allotment plot in Melbourn  
**Date:** 18 July 2025 14:40:53

---

Hi Alex , thanks for showing us the plot and work required at the allotment.

To remove all weeds , grass, membrane and a general tidy up of the plot remove rubbish, make good & repair the fence. Then use a rotavator on the soil. Approximately 2-3 days

Price for labour and removal of all waste = **£1,200**

Upper Waste Carrier and Dealer Registration Number is CBDU458416

Kind regards

Rory

H&L

PC063/2526c) To consider quotations to remove sycamore and reduce tree on Grays allotments

It has come to our attention that the large sycamore and the maple on plot 5 are in need of work.

Having obtained opinions from both Shires and Herts & Cambs, both have advised that the Sycamore is diseased and should be felled entirely. In addition, the maple on plot 5 requires crown lift to 1.8 metres.

Quotes for the advised works are as below:

**SHIRE  
TREES LIMITED**



**hello@shiretrees.co.uk**  
**01763 220880**

Melbourn Parish Council

Date Sent: 22/07/2025

**Quote information**

Account No: 143

Quote No: 7308

Surveyor: Sam Dellar

Site Ref No: 614

Order No:

**Quotation**

Site Address Grey's Allotments, The Moor, Melbourn

| Item No | Item        | Work Description                                                                                                               | Value     |
|---------|-------------|--------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1       | Sycamore    | Fell to ground level and remove all arisings. Branches, logs and green waste to be chipped and disposed at our recycling yard. | £1,450.00 |
| 2       | Field Maple | Reduce height by 2 metres, crown lift to 1.8 metres and remove Hazel                                                           | £275.00   |

Total Value: £1,725.00

Vat(20%): £345.00

Total Inc Vat: £2,070.00



**Herts & Cambs Ground Maintenance Ltd**  
Landscape Maintenance Solutions

21<sup>st</sup> July 2025

Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

Dear Abbi & Alex

Here is our quote for the works discussed

**Two trees at Gray's Allotments**

Maple tree just needs a good heavy canopy lift all round  
**£290.00 X Vat**

**Sycamore tree removed to ground**

Fell to ground level, working carefully to avoid damage to neighbouring fences etc. We would cut up on site, chip all brushwood. All debris would be removed from site.  
**£1640.00 x Vat**

PC063/2526c) To consider quotations to remove sycamore and reduce tree on Grays allotments

We also have a slightly differing quote from CG Tree services, who also advise removal of the sycamore, but also complete removal of the maple.

| Date       | Activity | Description                                                                                                                          | VAT     | Qty | Rate     | Amount   |
|------------|----------|--------------------------------------------------------------------------------------------------------------------------------------|---------|-----|----------|----------|
| 29/07/2025 | Services | Removed xl Field Maple tree on Dawns plot. All waste is to be removed from site and left in a clean and tidy manner.                 | 20.0% S | 1   | 350.00   | 350.00   |
| 29/07/2025 | Services | Remove xl Sycamore tree by the entrance of the allotments. All waste is to be removed from site and left in a clean and tidy manner. | 20.0% S | 1   | 1,540.00 | 1,540.00 |
| 29/07/2025 | Services | Grind Sycamore stump below ground level and leave woodchip in the hole to level the ground.                                          | 20.0% S | 1   | 280.00   | 280.00   |
| 29/07/2025 | Services | Grind Field Maple stump below ground level and leave                                                                                 | 20.0% S |     | 100.00   | 100.00   |

woodchip  
in the  
hole to  
level the  
ground.

|           |           |
|-----------|-----------|
| SubTotal: | 2,270.00  |
| VAT Total | 454.00    |
| Total:    | £2,724.00 |

We would remove the Field Maple from Dawns plot as she mentioned the seeds falling from the tree go all over the ground and the plot is always messy.

We would remove the Sycamore tree as the centre is starting to drastically die off which could indicate a disease or infection. You could reduce it but there isn't a lot of tie in points for the climber to get a good shape, alternatively we could use a cherry picker but are very restricted for access. If you was to do a harsh reduction this will most likely shock the tree causing it to die off quickly. My option would be to remove the tree, stump grind and replant a replacement tree that can be kept and maintained regularly.

The grinding of both stumps enables you to replant in the same place to keep the same look in years to come.

\*\*\*\*\* VAT Summary \*\*\*\*\*

| Rate      | VAT    | Net      |
|-----------|--------|----------|
| VAT @ 20% | 454.00 | 2,270.00 |

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

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

Access will be maintained to properties affected by this order.

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

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

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

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

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



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

**QUOTE 31451**  
**16 May 2025**

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

**Other Information**

**Company Registration Number:** 4944876

## **Report to PC on electrical works at the Hub.**

Prior to 2021 the Hub suffered some serious power outages on a daily basis, causing issues in the kitchen and generally across the building.

During the second lockdown, the Hub was extended to what we see today. As part of this process, the electrical system was added to and some circuits separated to try and solve the tripping issues.

As an aside, it has never been identified as to what caused the circuits to trip but it is believed load may have been the culprit.

Fortunately, some electrical work needed to be performed and this time JHE contractors were used. It was highlighted by them, that the circuit consumer board was on the verge of unsafe, and they recommended that it be rewired, and an additional board added to spread out the circuits. Several heavy load circuits in the kitchen have been separated and have their own fuse.

Since that work was completed, we haven't had any outages to the best of my knowledge.

I have to hold my hands up and say that I didn't ask for the old and new board to be quoted to be relabelled and as such, in its current state we cannot tell which circuit is which, and those that are labelled, may not be correct.

As a result of this issue, a quote was sought from JHE and is awaiting approval.

It is believed that not having the correct circuits identified is an H&S breach potentially and ask that special provision be given to rectify this issue.

Jose Hales

Melbourn Hub

## MAINTENANCE CONTRACT QUOTATION

Quotation No: Contract 739

**Billing Address:**

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



Middlesex House,  
Meadway Corporate Centre,  
Stevenage SG1 2EF  
Tel: 0800 212 380

Contact Email: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

Re Melbourn Community Hub SG8 6DZ

Expert Access Solutions thanks you for the opportunity of submitting this quotation for the provision of service maintenance for your assets listed below

**Cover:**

Total Excluding VAT: £494.00 per annum

Contract period: 1 Year

PPM visits per year: 2

**Contract Includes:**

- Basic Adjustments to ensure doors are working to required standards
- Check compliance of assets to industry standards
- A report outlining any major defects or upgrades that are required to ensure that the door functions correctly and safely
- Contractual Call-out Rates
- Individual checklist - including asset tag and condition report

To accept this Service Contract please send your purchase order to [contracts@expertaccess.co.uk](mailto:contracts@expertaccess.co.uk) referring to Quotation number and the option required. Quotations are valid for 90 days from quotation date. Your Contract will be automatically renewed on an annual basis, unless instructed otherwise in writing.

For full terms & conditions please contact our customer excellence team [callout@expertaccess.co.uk](mailto:callout@expertaccess.co.uk)

I would like to thank you for allowing us the opportunity to supply you with a price for your Service Contract, should you have any further requirements, or any questions please feel free to contact either myself or alternatively your local Salesperson who will be pleased to help.

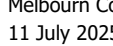
Yours Faithfully

Service Sales  
Expert Access Solutions Ltd



# **MAINTENANCE CONTRACT QUOTATION – Asset Information**

| <b>On-Site Location</b> | <b>Installed<br/>Product ID</b> | <b>Product Name</b> |
|-------------------------|---------------------------------|---------------------|
| Main Entrance Internal  | 1no                             | Auto Swing Door     |
| Main Entrance External  | 1no                             | Auto Swing Door     |
| Rear Entrance           | 1no                             | Auto Swing Door     |

**From:**   
**To:**   
**Cc:**  
**Subject:** Melbourn Community Hub Management Group - chairmanship  
**Date:** 11 July 2025 09:58:55

---

Dear Abi

Please be advised that following the resignation of Mr John Travis as a director and Chairman of the MCHMG, Mr Jose Hales has been appointed permanent Chairman (previously he was Acting Chairman in John's absence). For completeness and good governance, Mr Jonathan Berks has also been appointed Deputy Chairman.

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

Many thanks  
Kind regards

Jackie Fox  
Company Secretary and Director MCHMG.

Ray 97, Charlie 16, at Cozy Corner



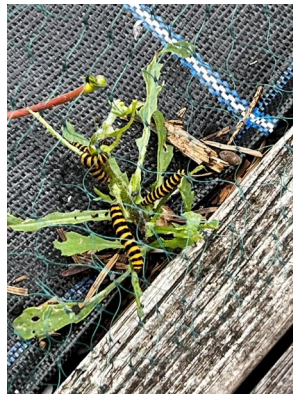
Arts & Crafts materials provided by  
MACS for MPS Young Carers



Rummikub and Pavlova  
enjoyed at Cozy Corner



Jenny & Stuart and Cinnabar moth caterpillars at  
Community allotment



Memory Café 19<sup>th</sup> July



# Melbourn Community & Timebank Report: July '25

## July activities

|     |                                                                                                                    |
|-----|--------------------------------------------------------------------------------------------------------------------|
| 1   | CS4D Singalong – at Meldreth Village Hall 11 <sup>th</sup>                                                         |
|     | <b>Food bank receives regular supplies of fresh food from Community Allotment run by Jenny &amp; Stuart</b>        |
| 1   | <b>Kurling at Cozy Corner 17<sup>th</sup> delayed until August</b>                                                 |
| 1   | <b>P3 Drop-in sessions at Food Bank</b>                                                                            |
| 1   | <b>Third sector trends questionnaire completed</b>                                                                 |
| 2   | Visits to Cozy Corner by <b>ACRE Village Agents</b>                                                                |
| 1/1 | <b>Snack foods delivered and Arts &amp; Crafts supplied to MPS</b>                                                 |
| 4   |  <b>Yoga sessions at Elin Way</b> |
| 8/9 | <b>MACS</b> Cozy Corner/Food Bank sessions                                                                         |
| 1   | <b>Big PICNIC 23<sup>rd</sup> rescheduled to August 27th</b>                                                       |
| 1   | <b>Charlie B Digital Champion training 21<sup>st</sup></b>                                                         |
| 1   | <b>Memory Café (Community Support for Dementia)</b>                                                                |
| 2   | at Meldreth Village Hall 19 <sup>th</sup> 40 attendees                                                             |
|     | <b>New referrals from Social Prescriber</b>                                                                        |

## On-going weekly activities

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

## Membership growth data: to 21/7/25

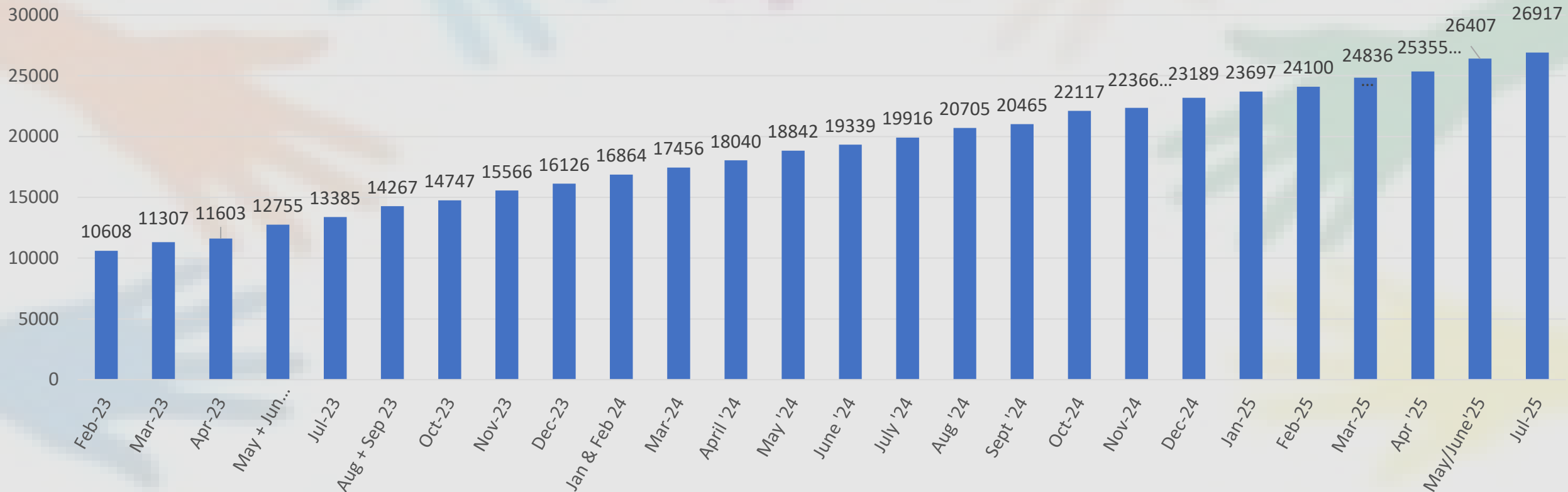
|                        | June | July | Conversion | Pipeline |
|------------------------|------|------|------------|----------|
| Individual Members     | 167  | 168  | 1          | 4        |
| Organisational Members | 18   | 18   | -          | -        |

## Social Media Engagement Statistics: Facebook

| Maximum Reach | Followers | Page views |
|---------------|-----------|------------|
| 1650          | 536       | 427        |



## Total Hours Exchanged To Date



### AOB

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

Charlie Borrowdale nominated as Digital Champion

### Forthcoming events

Kurling Taster at Cozy Corner date tbc for August

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

ACRE July report attached for information

## Activity reporting form for June 2025

### Your details

|                                    |                           |
|------------------------------------|---------------------------|
| Community Hub name:                | Melbourn Cozy Corner      |
| Your name:                         | Stephanie Trayhurn        |
| Date this form is being submitted: | 3 <sup>rd</sup> July 2025 |

### About your Hub's activities

|                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What activities have you (or other individuals/organisations) provided at your Hub?                                                                                                                               |
| Chris Riches SCDC over 70's information and advice event, various organisations and Social prescriber – 5 <sup>th</sup> June hosted by Cozy Corner<br>Indoor bowls, Craft group and Games ( Rummikub, Bannagrams) |

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

| Date                                                 | Session start time | Session finish time | Estimated number of attendees at this session | Number of volunteers who supported this session |
|------------------------------------------------------|--------------------|---------------------|-----------------------------------------------|-------------------------------------------------|
| 2 <sup>nd</sup> June                                 | 12.00              | 15.00               | 7                                             | 6                                               |
| 5 <sup>th</sup> June<br>SCDC Event with Buffet lunch | 12.00              | 15.00               | 50                                            | 6                                               |
| 9 <sup>th</sup> June                                 | 12.00              | 15.00               | 6                                             | 5                                               |
| 12 <sup>th</sup> June (16)                           | 12.00              | 15.00               | 15                                            | 5                                               |
| 16 <sup>th</sup> June                                | 12.00              | 15.00               | 6                                             | 5                                               |
| 19 <sup>th</sup> lunch (14)                          | 12.00              | 15.00               | 20                                            | 4                                               |
| 23 <sup>rd</sup>                                     | 12.00              | 15.00               | 9                                             | 5                                               |



## Cambridgeshire Community Hubs Network

| Date | Session start time | Session finish time | Estimated number of attendees at this session | Number of volunteers who supported this session |
|------|--------------------|---------------------|-----------------------------------------------|-------------------------------------------------|
| 30th | 12.00              | 15.00               | 6                                             | 5                                               |

### Submitting your form

Please email your completed form to Alison Brown, Head of Business Services via [alison.brown@cambsacre.org.uk](mailto:alison.brown@cambsacre.org.uk).

| COMMUNITY ALLOTMENT |                                           | Inv04   |        |           |
|---------------------|-------------------------------------------|---------|--------|-----------|
|                     |                                           |         | Grant  | Remaining |
| 22/04/2025          | Wood                                      | £51.17  |        |           |
| 19/04/2025          | Sundries                                  | £21.94  |        |           |
| 29/04/2025          | Compost, plants, sundries                 | £32.81  |        |           |
| 29/04/2025          | Fertiliser, watercan rose, hose connector | £15.00  |        |           |
| 20/05/2025          | Compost, spray gun                        | £39.02  |        |           |
| 20/05/2025          | Sand                                      | £15.73  |        |           |
| 03/06/2025          | Compost, growbags, w/c roses              | £56.76  |        |           |
| 30/05/2025          | Basil, compost                            | £4.78   |        |           |
|                     |                                           |         |        |           |
|                     |                                           |         |        |           |
|                     |                                           |         |        |           |
|                     |                                           | £237.21 | £48.64 | -£188.57  |
|                     |                                           |         |        |           |
|                     |                                           |         |        |           |
|                     |                                           |         |        |           |



TOOLPORT GmbH, Gutenbergring 1-5, 22848 Norderstedt

Melbourn Parish Council  
30 High Street  
MELBOURN, NR ROYSTON  
SG8 6DZ  
UNITED KINGDOM  
01763263303

Shipping address

Melbourn Parish Council  
30 High Street  
MELBOURN, NR ROYSTON  
SG8 6DZ  
UNITED KINGDOM

## Quotation

|                    |            |
|--------------------|------------|
| Document number    | 256912     |
| Date               | 24.06.2025 |
| Reference document | 1283519    |
| Customer number    | 1984021    |
| Our tax number     | 229558867  |
| Valid until        | 08.07.2025 |

## Contact

|         |                            |
|---------|----------------------------|
| Contact | Gavin Collins              |
| E-mail  | service@houseoftents.co.uk |
| Phone   | +44 118 31 50 873          |

## Quotation

This offer is valid for 14 days.  
Delivery will take approximately 10-12 working days. All customs charges are included.

Enclosed you will find a detailed list of all items.

| Item | Number | Name                                          | Quantity | Unit price          | Total item        |
|------|--------|-----------------------------------------------|----------|---------------------|-------------------|
| 10   | 35618  | Middle Leg Set, Foldable Gazebo, Aluline, Eco | 1        |                     | 32,50 GBP         |
|      |        |                                               |          | VAT 20%             | 20,56 GBP         |
|      |        |                                               |          | Shipping            | 70,31 GBP         |
|      |        |                                               |          | Net total           | 102,81 GBP        |
|      |        |                                               |          | <b>Total amount</b> | <b>123,37 GBP</b> |

Selected payment term: Offer

Selected shipping method: Standard

Our terms and conditions apply. The invoice date is the same as the delivery date unless stated otherwise.

this document is not a VAT invoice

offer is open.

Local Highways Improvement - Melbourn Primary School - July 2025  
*Survey to approx 150 homes in area*

The Melbourn Parish Council Local Highways Improvement application for 2025 focuses on improving safety around the Primary School, addressing risks associated with high traffic and pedestrian activity.

**The scheme**

Based on discussions with Highways, proposed measures include:

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

A feasibility study has been carried out by Highways, they have ratified the idea behind the scheme and have suggested it will drive the results we desire. Melbourn Parish Council is committed to collaborating with Highways to identify and implement the most effective solutions. Evidence from an existing pinch point on Mortlock Street demonstrates its success in controlling traffic and improving safety. However, as the village grows, the busiest pedestrian entrance to the school on Orchard Road faces significant challenges. The narrow pathway often becomes congested, forcing pedestrians into the roadway. Efforts by the PTFA to explore alternative solutions, such as lollipop attendants, zebra crossings, and volunteer helpers, have not been successful, underscoring the need for robust action through this application. This proposal aims to ensure safer access for children and parents while addressing the long-term needs of the growing community.

The application will be presented to the Local Highway Improvement panel on Friday 11 July 2025.

We hope you will support the application, which you can indicate below, but please do raise any concerns using the freeform text box below.  
If you wish to discuss this project please contact [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

| Please rate your level of support for increasing safety around Melbourn Primary School (0 = Do not support, 10 = Fully support) |                |             |                                                                                                                                                                                                                       |          |
|---------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                                                                                                                 | Survey / Email | Location    | Comments                                                                                                                                                                                                              | Response |
| 5                                                                                                                               | Survey         | No location | Proposal will be pointless without adding parking restrictions like in mortlock street. Either double yellow, single yellow timed around pick up drop off of kids at school or resident (to the street) only parking. |          |
| 5                                                                                                                               | Survey         | No location | They need to also implement parking restrictions to improve visibility down the street and prevent congestion. Otherwise the safety of the children will remain compromised.                                          |          |

Local Highways Improvement - Melbourn Primary School - July 2025  
Survey to approx 150 homes in area

|    |        |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                  |
|----|--------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | Survey | Orchard Rd  | <p>We completely support improving the safety around the school . We would however like this to be done in a way that does not involve raised crossings .</p> <p>We had a huge flood about 20 years ago which was devastating, damaging the entire ground floor and losing many possession due to water damage. This flood occurred due to blocked drains and the raised crossing. We have put some measures in place to help solve our flooding problem. However with a big downpour we could still get flooded and other properties are at risk in Little Lane as the water floods down there like a river .</p> <p>Please do consider other traffic calming methods that would let the water flow down Orchard Road rather stopping it and pushing it back in our direction.</p> <p>Thank you</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><i>Response addressed to inform home owner that no new raised roadworks are to be installed.</i></p>                                                                          |
| 0  | Survey | No location | <p>Why have you weighted the question (Do you support increasing safety?) whilst not asking if we support the detail in the proposal? The residents of Orchard Road are already feeling the negative effects of increased housing developments, with Orchard Road being used as a rat run to avoid the village centre, particularly in rush hour. The proposal could make the rush hour congestion point even worse. And if the parish is looking to improve school safety, why is the still no crossing at the crossroads of The Moor/Norgetts Lane/High Street, where I see speeding and near misses with school children most days?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                  |
| 0  | Survey | No location | <p>The question above is the incorrect question. We are all for improving safety but without detailed plans showing the proposal we can't rate how effective it could be.</p> <p>I'm shocked that we only heard of these plans now, it seems very late in the process to be informing residents.</p> <p>I would be concerned of the placement of the chicane, if it affects access to my drive that would devalue my house then clearly I would expect compensation. By access I mean being able to reverse in from either direction when there are cars parked on the opposite side of the street.</p> <p>If the problem is the pavements not being wide enough then a chicane does not help.</p> <p>Further more I would like to know how many accidents there have been to understand the advantages of the scheme.</p> <p>To my knowledge there has been no accidents.</p> <p>Finally I would note that I have observed instances that I would consider dangerous at Orchard Rd, these have always been due to illegal or inconsiderate parking by parents at drop off or pick up times. How would having different rules be enforced to change parent behaviours.</p> <p>To me it is clear that the safest solution would be to close the Orchard Rd entrance and make the car park entrance the main way in.</p> <p>Please publish the plans ASAP.</p> | <p><i>Meeting held with residents and Chair to allay fears that the plans had been accepted.</i></p> <p><i>Communicating with residents about the process going forward.</i></p> |
| 10 | Survey | No location | <p>My child attends the primary school and I push a buggy there. It is very difficult to push along the paths due to there bag condition and steep angles on orchard road. There are no crossings and vehicles are often stressing trying to find somewhere to park so are to paying attention.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                  |

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Survey to approx 150 homes in area

One of the main problems of the area around the school is caused by parents parking both legally but inconsiderately and illegally close to the school at drop off and pick up times on Orchard Road, Mortlock Street near to the school entrances as well as up New Road which is an extension of Mortlock Street. Having cars park either legally or illegally in a short area between any pinch point traffic and junction makes a complete blockage likely. This happens almost every day currently at morning and afternoon school times on Mortlock street/New Road.

Cars fully line New Road on the school side which is narrow, forcing vehicles onto the wrong side of the road for a 50-100m without any areas controlled by double yellow lines or other advisory white lines for driveways or for areas of cars to pass making it extremely dangerous for road users and people who live on the road trying to access their driveways as well as for parents trying to get children out of their cars or along paths. The hedges are not cut back either by council/ residents making the paths narrower and the paths and road surfaces are in a terrible condition making it dangerous even for passing pedestrians.

The introduction of a pinch point on Orchard Road would only work if cars were not allowed to park along the side of the road from the crossroads of Orchard Road and Mortlock Street and beyond. Judging by my daily experience for the past 18 years, parents will find not parking close an issue. Currently parents park on one side of the road up to the the school entrance and then again all along the other side of the road further up with only the narrowest of gaps for one vehicle to pass on a blind corner causing extremely difficult conditions for drivers to negotiate at the time when there are many parents and children on the pathways.

The paths on Orchard Road are very narrow, in an extremely poor condition and lean on an angle into the road which means small children on scooters to find it difficult to negotiate safely and further up the care home staff have to wheel their residents in wheelchairs on the road itself because they cannot negotiate the path.

A much more comprehensive and sensible plan including parking restrictions, upgrades of path and road surfaces and enforcement of parking restrictions would be necessary to make the system work. The temporary school notices 'please don't park here' seem to work better at encouraging the parents to park further from the school entrances, but their inconsiderate parking habits are an issue too.

It's a difficult problem to solve and must be thought through carefully as blocking the carriage way with pinch points actually causes a lot of the problems further along the road/pathways for both car users and pedestrians (who have both walked or arrived by car and walked the final few yards). Upgrades to path areas are key too for corralling pedestrians in a safe way. I am a resident with a driveway that is often difficult and dangerous to access or exit due to inconsiderate parking and would prefer to have some advisory road markings opposite my drive so I can access my home more safely on a daily basis. Having sections with no parking allowed would mean passing traffic has the chance to dip in and out allowing smooth movement of cars away from the crossroads or proposed pinch point removing them from the area allowing pedestrians to cross the roads more safely. Every day I think carefully about how dangerous this area is for all users - not just pedestrians. I have 18 years of experience of negotiating traffic/pedestrians and being a road user myself passing the roads around the at school run time so would be happy to discuss future plans and their consequences to benefit all concerned.

5 Survey No location

0 Survey No location

will make traffic worse with school runs and people parking else where.like in front my drive.

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| 0 | Survey | No location    | <p>It would be a waste of money reinstating the raised crossing on orchard road. The corner is to tight when coming into the village and turning right onto orchard road hence why the original bollards we hit and cease it exist. Cars pull out too far and are much bigger now a days that there is not enough clearance.</p> <p>The whole area around Mortlock street, up new road to the Garden Walk and along Orchard Road should be addressed with double yellow lines. There is parking available and access to the school from the main car park.</p> <p>Parents should utilise flexible working hours to be able to walk there children to school to reduce conjection around the area and improve safety. There have been multiple occasions I have been blocked in beeton close, had children running between parked cars along orchard road and new road and drivers who nealry cause accidents trying to pull away quickly. The village is not designed to cope with the sheer volume of traffic around the school run time and people entering / leaving the village for work.</p> |
| - | Email  | Mortlock Close | <p>We are supportive of your proposals to try to protect the children and their parents attending the school.</p> <p>We wish to draw your attention to the number of parents using the corner of Mortlock Street and Mortlock Close to park their vehicles whilst dropping their children off to school. This action makes turning into the close very dangerous at times and very difficult for refuse vehicles. It is also the access road to the Vet's car park</p> <p>(The situation is not helped by the fact that 2 residents at 1 house in Mortlock Street have 3 cars almost permanently using Mortlock Close to park their vehicles over 24 hours).In order to reduce the possibility of an accident we would ask that consideration be given to the corner in question being made a"no parking" area by the use of double yellow lines.</p> <p><i>Replied with confirmation that Council would consider concerns and advised about parking enforcement reporting tool.</i></p>                                                                                                          |

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I received a copy of the letter for changes to Orchard Road by the school.  
I live in Mortlock Close, off Mortlock Street so have no comment on Orchard Road, except I would always support anything that will make children and parents for the school more safe.  
Having lived in Mortlock Close since xxxxxx I have seen a number of changes to the Primary School and Mortlock Street.  
As residents with children attending the primary school ourselves we applied and achieved the single yellow lines around the corners of the Close to stop cars parking there during school arrival and departure times as this meant when cars were parked around the corners children came out from behind cars and could not be seen.  
As residents we take extreme caution arriving and leaving the Close, however, the Close is used by parents to park in for school access and there has been businesses with car park access from the Close for many years – currently it is a vets (before it was a hairdressers). People with ill animals are already stressed and it is not a good combination for driving to the vets carpark while children are trying to cross the end of the Close to get to and from school. Over the last 30+ years we have seen the school expand so it has more pupils, change its classroom and entrance areas and I was part of the committee who got the 'safe walk to school' path put in from the main Melbourn car park opposite the Hub, but that only works partly now as it is often full so not everyone can park there, hence they park along New Road, Mortlock Street and in the Mortlock Close.  
Also the school now closes early on a Friday which means the single yellow line restriction is wrongly timed for Fridays.  
Mortlock Street has long been a parking problem with the traffic lights and pinch point outside the school and the fact that traffic comes up New Road every time the M11 or A505 has a problem, which sadly is far too often. Not an ideal diversion route to take traffic past a school.  
The barriers on the pinch point outside the school on Mortlock Close are damaged over and over again and traffic backs up to the lights and can block the whole junction with traffic caught in the middle of the lights as they cannot get past parked cars which means the pinch point does not work properly, due to the number of cars parked between the lights and the pinch point. The school has had to make their own signs to ask parents not to park right outside the school, which shows the problem they have.  
If the single yellow lines were changed to double yellows that would deter more people from parking (I agree not stop everyone but many drivers are uncomfortable about leaving their car on double yellows so it would help) the space that would provide would then make a 'hop' for cars to get to the lights having come through the pinch point outside the school and make those corners clear for people to cross the road and then traffic coming in and out of the Close will be able to see them.

Responded to resident to let them know thoughts would be shared with Council for consideration and pointed them to the parking enforcement reporting tool.

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| - | Email | Mortlock Close | <p>The Highway Code advises not parking within a few meters of a junction and the highway is not a place to park. None of these things are illegal they are just common sense which sadly often does not happen around schools. So please consider double yellow lines around the corners of Mortlock Close as one step towards traffic management in Mortlock Street and a huge step towards the safety of all the residents crossing the end of the Close. Also may I end by saying this is not a selfish request as none of the Close residents park on the highway or on the road in the Close – all our cars are on our own drives – the cars parked in our Close are owned by residents of Mortlock Street who have no drives, but turn the Close into a single lane road with their parked cars and it must effect the business of the vets, whereas having a vet in the village is a great thing for the community.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                   |
| - | Email | Mortlock Close | <p>Thank you for the notification regarding the proposed safety improvements works, these proposals will greatly improve safety and it's good that they appear to have been initially well received. I am contacting you as it may be an appropriate time to request consideration for additional safety measures on the corner of Mortlock Street/Mortlock Close and within the cul-de-sac of Mortlock Close itself. The current road markings allow for a vehicle to park on the corner of Mortlock Close/Mortlock Street. This corner is used by parents every morning and afternoon to drop off their children to the school but it is an extremely dangerous place to park, particularly at times of the day when traffic near the school is very heavy, it also prevents clear visibility for drivers and pedestrians, some of whom have to step around the parked vehicles into the main road in order to cross the road, vehicles cannot see clearly and unsafe risks are taken by pedestrians and car drivers alike. The current road markings/access is a terrible accident waiting to happen. In addition to the above, the cul-de-sac itself has a small section of road where there is space for a single car to park. This section has a parking restriction notice forbidding parking during school drop off and pick up times (turning and road access is quite restrictive making parking dangerous as this road is used to access the Veterinary Surgery car park), however the existing notice is routinely ignored by parents who park during the restricted times every day (during term time), creating dangerous turning and access problems with multiple cars trying to use the one space. Melbourn is well served by suitable safe parking options, it seems unnecessary for these dangerous risks to be taken, particularly when the safety of very young children is at risk. We would be grateful if consideration could be given to this feedback.</p> | <p><i>Response sent to ensure Council consideration and advised about parking enforcement reporting tool.</i></p> |

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There are a number of concerns I have about the proposed workings which I must address. When we purchased the property, the primary school opposite was closed off with a brick wall. We had no appeals when the new car park was inputted as we hoped it would improve the parking situation. However, it must be noted that the carpark remains an eyesore- we have had to hire landscape gardeners to upkeep a laurel bush in our front garden to block this view. I worry that this eyesore could decrease the value of our home and we already have an additional expense via landscape gardeners.

More recently, the village population has drastically increased, meaning extra traffic into the primary school. Put simply, there is not adequate infrastructure to keep up with this demand. We have noticed a huge increase in cars being parked outside the staff car park as there are not enough spaces available. This is in addition to the parents who also park outside the car park on Orchard Road.

This is already a challenge for our family- I work xxxxx and oftentimes the increased traffic means I am unable to exit my driveway and therefore makes me late. Another concern is the fact that our driveway is on a slope. Should there be a car parked opposite our driveway, it is very difficult to manoeuvre out safely without collision. Visability and accessibility is already limited. The challenges increase during icy conditions. This has been an ongoing concern which I originally wanted to raise as I am concerned that should I have a collision, my car insurance will raise in expense which is completely unfair considering when I bought the property, this was not as big an issue.

Additionally, my husband is disabled. We need an accessible driveway. Will this change reduce access to our driveway even more so? If so, this is entirely unfair on us as previously stated, we have been the homeowners xxxx for a number of years. Our neighbour at xxxxx receives live- in care, will this affect her?

The road is already congested during pick up and drop off times. I feel this will only make this issue worse. We have a dentist and health centre on Orchard Road and I feel this will certainly affect their business.

I completely agree with the principal of keeping children safe, however this is a poorly thought out concept. If anything, I feel the added congestion will only add to the risk of those in and out the school.

Thank you for your understanding in the matter.

*Confirmed Council would consider concerns. Sent copy of the full LHO application and advised about parking enforcement reporting tool.*

Email Orchard Rd