



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

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

**A meeting of the Maintenance Committee** held on Wednesday 19 November at 7.30pm  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

**Absent:**

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

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 19:30*

**MA084/2526 To receive and approve apologies for absence**

Apologies received from Keith Rudge (Conservation Warden) and Les Brierley (RMRG) with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

**MA085/2526 To receive any Declarations of Interest and Dispensations**

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

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

c) To grant any requests for dispensation as appropriate

None received.

**MA086/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 October 2025**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 October 2025 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes.

**MA087/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of the public present.

**MA088/2526 Finance Matters:**

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

The finance report was noted.

**MA089/2526 Conservation Matters:**

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

The report was noted.

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

A verbal report was given by RMRG. It was noted that the rain was welcomed and the river levels are good. It was noted that the last 'in river' working party for this year had been completed to allow spawning trout to be undisturbed. The latest kick sampling reported six bullheads of different sizes. Concern was raised that American crayfish had been spotted at Station Road – Otter had also been spotted so we hope they are having a good meal! RMRG thanked the Parish Council for their ongoing support. ACTION: Wood chip is requested for the river walk.

c) To receive any other updates and consider actions.

None received.

**MA090/2526 Stockbridge Meadows:**

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

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

A verbal report was given by Stockbridge Meadows volunteers. Contractor confirmed area had been scarified as requested. £200 resident donation to be used towards the purchase of suitable wildflower seed. Orchard trees had been delivered and would be healed in a foster bed until they can be planted. Plan to plant trees donated last year in Ash area in the next week or two. It was noted that there was still no news about the Local Nature Reserve delegation from County Council, the office and Conservation Warden continue to follow up. ACTION: Office to follow up on trench filling. ACTION: Office to confirm with Maureen seeds to be purchased for wildflower trial.

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

None received.

*Maureen Brierley left the meeting 19:57*

**MA091/2526 Allotment Matters:**

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

A verbal report was given by the Allotment Association. It was noted that the skip had been removed and well used by tenants. It was noted that works are still required to the hedges – the contractor is aware and will complete soon. Allotment renewals have taken place with some new tenants joining the association. Some plots remain unworked. ACTION: Deputy Clerk to write to relevant plot holders with next steps. ACTION: Deputy Clerk to communicate with plot holders about maintaining common walkways after hedge trimming has taken place. ACTION: Support new plot holders in regulations around removing top soil and laying bases for sheds etc.

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

None received.

*Chris Selway left the meeting 20:04*

**MA092/2526 Governance Matters:**

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

Inspection sheets were noted.

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

Incidents of damage and vandalism were noted.

- c) To note van booked in for MOT on 11 December 2025 (due 5 January 2026).

Noted.

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

None received.

**MA093/2526 Correspondence:**

- a) To note correspondence regarding a fallen tree near the Vicarage, and report actions.

Correspondence noted and request for Parish Council to adopt responsibility for pathway between All Saints and Vicarage Close considered.

It was RESOLVED to reply to resident stating that this duty falls to the Local Authority and as such would not be adopted by the Parish Council.

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

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

None received.

**MA094/2526 Biodiversity:**

- a) To receive any updates and consider actions.

None received.

**MA095/2526 Cemetery Matters:**

- a) To consider quotation for the installation of new cremated remains bases at New Road Cemetery.

It was RESOLVED to accept the quote for two 4 x 4 cremated remains bases to be installed at New Road Cemetery at a cost of £560+VAT.

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

- b) To consider proposal to landscape area around Kohima stone at New Road Cemetery.

Cllrs discussed the idea of installing a memorial garden / area of reflection around the Kohima stone.

It was RESOLVED that a proposal should be brought back to Committee for consideration.

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

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

None received.

#### **MA096/2526 Village Maintenance Matters:**

- a) To note invoice from Herts & Cambs for £290 for 3 tons of topsoil at the New Rec and Old Rec

Invoice noted and retrospective approval considered (work had been completed under delegated approval).

- b) To update on All Saints Wall project and consider further actions.

No further update – awaiting costs of survey.

**Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at item MA096/2526c)**

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

- c) To consider quotes for Hopkins Homes maintenance in relation to sum offered by Hopkins Homes for 10 year maintenance.

Quotations for maintenance to areas at Hopkins Homes were discussed. Concerns over agreement to adopt areas to be taken to s106 Officer and legal to confirm obligations of Hopkins Homes.

**Motion to reopen meeting to the Public and Press.**

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

- d) To note need for 'extra' cuts of verges in November – costs to be confirmed.

Item noted.

- e) To consider works to trees on Old Rec in response to deadwood falling.

It was RESOLVED to accept the quote for works to deadwood within trees at the Old Rec at a cost of £1,900+VAT.

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

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

None received.

#### **MA097/2526 Pavilion/New Rec Matters:**

- a) To discuss actions for proposal for development of Pavilion / New Rec area.

Discussion about actions for development of Parish assets took place. ACTION: Agenda item for proposal to be added to Full Council with the possibility of creating a Committee to drive projects.

- b) To note issue with clock timing and consider actions.

Issue noted. ACTION: Office to provide quotes for works.

- c) To note successful move of the Food Bank to the Pavilion, with engagement from other users.

Noted.

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

None received.

#### **MA098/2526 Little Hands Matters:**

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

None received.

**MA099/2526 Policies and Risk Assessments:**

- a) To receive any updates and consider actions.

None received.

**MA100/2526 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded. It was noted that seeds to be sown at Little Hands in the spring.

**MA101/2526 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

Cllr Davey requested suggested that we look at marking out spaces at The Moor car park to encourage more efficient parking.

Question raised about signposting electric vehicle charging locations.

**MA102/2526 To note date of next planned meeting:** Wednesday 28 January 2025~~6~~ at 19:30.

The date of the next Maintenance Committee Meeting was noted as Wednesday 28 January 2026.  
Noting correction to date on agenda.

*Meeting closed 21:13*





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

**A meeting of the Maintenance Committee** held on Wednesday 15 October at 7.30pm  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Barnes, Clark, Davey, Kyprianou (Chair)

**Absent:**

**In attendance:** Abigail Williams (Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Keith Rudge (Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 19:31*

**MA064/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Kilmurray and Alexander and Les Brierley with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

**MA065/2526 To receive any Declarations of Interest and Dispensations**

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

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

c) To grant any requests for dispensation as appropriate

None received.

**MA066/2526 To approve the minutes of the Maintenance Committee Meeting held on 27 August 2025**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 27 August 2025 as an accurate record.

Proposed by Cllr Barnes, seconded Cllr Clark.

For: Cllrs Barnes, Clark, Kyprianou

Against:

Abstain: Cllr Davey

**MA067/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025 due to no resolution at previous meeting.**

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 27 August 2025 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes.

For: Cllrs Barnes, Clark, Kyprianou

Against:

Abstain: Cllr Davey

**MA068/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of the public present.

**MA069/2526 Finance Matters:**

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

The finance report was noted.

**MA070/2526 Conservation Matters:**

a) To receive the EA Monthly situation report for August & September 2025.

The reports were noted.

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

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

A verbal report was given by RMRG. It was noted that river levels are low but measures to retain weed and maintain levels were helping. Concern was raised about the inaccessibility of the support pipe that is believed to be on Melbourn Bury. RMRG will work with the Environment Agency to attempt to gain access to this from the landowner. Working parties are continuing. It was noted that a water vole has been spotted.

**MA071/2526 Stockbridge Meadows:**

- a) To receive update on issues at Stockbridge Meadows.

A verbal report was given by Stockbridge Meadows volunteers. Request was made to scarify the wildflower meadow to allow the wildflower seed trial to commence. ACTION: Office to follow up with contractor. £200 resident donation to be used towards the purchase of suitable wildflower seed. Stockbridge Meadows volunteers have provided an article to be included in the next edition of Melbourn Magazine. ACTION: Office and Wardens to add photos.

- b) To note update from Conservation Warden about designating Stockbridge Meadows as a Local Nature Reserve.

Conservation Warden updated on efforts to designate Stockbridge Meadows as a Local Nature Reserve. After multiple contact attempts Cambridgeshire County Council have confirmed the process is now going through the legal stage and will update us when they can.

- c) To consider selection of up to 9 heritage trees for replacement on Stockbridge Meadows.

It was RESOLVED to budget up to £200 for the purchase of heritage trees as required. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Stockbridge Meadows volunteers to provide a list of appropriate trees.

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

It was noted that in late November sapling trees that had been in a nursery elsewhere will be planted to help counteract the effects of ash dieback. Assistance will be required in the form of help from Wardens and the purchase of stakes etc.

It was RESOLVED to approve costs of up to £100 under Clerks delegated authority to allow works to commence.

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

*Maureen Brierley and Keith Ridge left the meeting 19:58*

**MA072/2526 Allotment Matters:**

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

A verbal report was given by the Allotment Association. It was noted that grant applications had been made, one was oversubscribed, and they required the application to be scaled back. This has been done. It was noted that the skip and soil improver, funded by the Community Grant funds, have been ordered. It was noted that works are still required to the hedges – the contractor is aware and will complete soon. Allotment renewals have been taking place with some plots changing hands and others being marked for improvement. ACTION: Deputy Clerk to write to relevant plot holders with next steps.

- b) To note issue with anti-social behaviour and consider impact on allotment agreement etc.

Issue was noted. ACTION: Office to research possible clauses that could legally be added to the Allotment Agreement to allow the Parish Council to act. ACTION: Deputy Clerk to research and present back to Committee.

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

None received.

*Chris Selway left the meeting 20:13*

**MA073/2526 Governance Matters:**

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

Inspection sheets were noted.

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

Incidents of damage and vandalism were noted. ACTION: Office to propose programme of bench replacement across the village as part of precept planning.

- c) To review Maintenance Committee Terms of Reference and consider including The Hub maintenance to be included under delegated authority to the Maintenance Committee, reporting to full council as required.

Note correction to date spelling. ACTION: Proposal to add Community Hub maintenance to the Maintenance Committee remit to be taken to Full Council.

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

None received.

**MA074/2526 Correspondence:**

- a) To consider request for help with works to fence bordering Orchard Road Cemetery.

Item was discussed. ACTION: Office to communicate with resident to find out who owns the boundary fence. Findings to be presented to Committee at a future date.

- b) To consider request for help with works to vegetation along fence bordering Primary School from property on Orchard Road.

Item was discussed. Possibility of Time Bank help was mentioned. ACTION: Office to contact Primary School and PTFA to raise concern about works and encourage resolution.

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

None received.

**MA075/2526 Biodiversity:**

- a) To consider which option to select for the six free trees offer from South Cambridgeshire District Council.

It was RESOLVED to request a crab apple tree to be planted at the Millenium Copse in recognition of the dedication to the Parish shown by ex County Councillor Susan van de Ven. A plaque to be sourced through personal donations.

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

- b) To receive any updates and consider actions.

None received.

**MA076/2526 Cemetery Matters:**

- a) To consider request to install memorial bench and scatter ashes at New Road Cemetery.

It was RESOLVED to approve the installation of a memorial bench and to formally note the area of a memorial garden to allow ashes to be scattered.

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

- b) To note works carried out by Wardens to tree affecting garden on Orchard Road.

Works noted and thanks passed.

- c) To consider quote to install new cremated remains bases.

Item deferred due to insufficient quotes.

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

Cllrs requested investigation take place about restricting plastic flowers / memorials in New Road Cemetery. ACTION: Office to review regulations and present options.

**MA077/2526 Village Maintenance Matters:**

- a) To consider quote for works to Orchard Road hedge line.

It was RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance Ltd to cut back vegetation along Orchard Road that is causing obstruction to the carriageway at a cost of £400+VAT.

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

- b) To consider quote for works to access roadway / pathway to New Road Cemetery off Water Lane.

Item discussed. It was decided to review area with Highways and readdress at a later date.

- c) To consider quote for works to Water Lane hedging.

Item deferred due to insufficient quotes.

- d) To update on All Saints Wall project and consider further actions.

Confirmation of Parish responsibility for wall received and presented. ACTION: Office to obtain quotes for survey to assess required works. ACTION: Office to talk to Rev Birks and Greenways team about works to area.

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

None received.

**MA078/2526 Pavilion/New Rec Matters:**

- a) To discuss possible use by MACS and Food Bank.

It was noted that the Food Bank will be trialling running from the Pavilion to free up space for other activities at Vicarage Close.

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

It was noted that a small section of outer wall had degraded and lost render. ACTION: Office to obtain quotes for works.

**MA079/2526 Little Hands Matters:**

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

None received.

**MA080/2526 Policies and Risk Assessments:**

- a) To note updates to cemeteries paperwork to reflect updates to non-resident costs and clerk details.

Updates noted.

- b) To receive any updates and consider actions.

None received.

**MA081/2526 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded.

**MA082/2526 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

None received.

**MA083/2526 To note date of next planned meeting:** Wednesday 19 November 2025 at 19:30.

The date of the next Maintenance Committee Meeting was noted as Wednesday 19 November 2025.

*Meeting closed 21:06*

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

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## **1. Introduction**

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2025 to 31<sup>st</sup> October 2025. The aim is to support informed decision-making by the Maintenance Committee.

## **2. Report Overview**

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

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

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

## **3. Key Notes.**

- **Maintenance Contract:** The Parish Council has entered into a village maintenance contract, which has helped in streamlining and effectively managing recurring costs. Associated costs have been appropriately distributed among relevant cost centres.
- **Reporting detail:** By showing the income and subsequent expenditure will allow the committee to see how much each area costs and assess the income and or the community benefit that is derived from our assets.
- **Stockbridge Meadows:** This area was added to the village maintenance contract after the annual budget was approved. Consequently, its associated costs are not reflected in the original budget and will require close monitoring to avoid overspending.
- **Pavillion Boiler:** This was an unplanned repair in July.
- **Reserves Management:** When reviewing expenses, it is important to assess whether they:
  - Fall within the planned budget,
  - Can be covered by any existing reserves held.
  - Or are unplanned.
- **Pavillion:** Income for the pavilion to October was £30.00 Expenditure in maintaining the building £6,723. Alternative use for the pavilion should be considered.
- Weather Conditions have resulted in additional cuts being required in the village.

- It has been put forward as an idea to obtain an updated croyleland report for asset maintenance.

#### **4. Ongoing Improvements**

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

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

#### **5. Conclusion**

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

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

**Prepared by:**

Responsible Financial Officer (RFO)  
Melbourn Parish Council  
October 2025

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

Committee Report

|                                      | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b><u>Maintenance</u></b>            |                        |                       |                          |                          |                    |               |                         |
| <b><u>110 Wardens</u></b>            |                        |                       |                          |                          |                    |               |                         |
| 4000 Salaries & Pensions             | 11,480                 | 19,747                | 8,267                    |                          | 8,267              | 58.1%         |                         |
| 4110 Insurance                       | 373                    | 689                   | 316                      |                          | 316                | 54.2%         |                         |
| 4175 Subcontractors                  | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0%          |                         |
| 4230 Van - Tax, MOT, Fuel, Repairs   | 758                    | 647                   | (111)                    |                          | (111)              | 117.2%        |                         |
| 4235 Wardens Materials               | 251                    | 0                     | (251)                    |                          | (251)              | 0.0%          |                         |
| 4240 Wardens Equipment               | 151                    | 1,539                 | 1,388                    |                          | 1,388              | 9.8%          |                         |
| 4320 Maintenance & Reps- Unplanned   | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%          |                         |
| Wardens :- Indirect Expenditure      | <b>13,014</b>          | <b>27,622</b>         | <b>14,608</b>            | <b>0</b>                 | <b>14,608</b>      | <b>47.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>(13,014)</b>        | <b>(27,622)</b>       | <b>(14,608)</b>          |                          |                    |               |                         |
| <b><u>210 Allotments</u></b>         |                        |                       |                          |                          |                    |               |                         |
| 1200 Allotment Rent received         | 3,181                  | 3,154                 | (27)                     |                          |                    | 100.9%        |                         |
| Allotments :- Income                 | <b>3,181</b>           | <b>3,154</b>          | <b>(27)</b>              |                          |                    | <b>100.9%</b> | <b>0</b>                |
| 4320 Maintenance & Reps- Unplanned   | 27                     | 538                   | 511                      |                          | 511                | 5.0%          |                         |
| 4430 Grounds Maintenance - Planned   | 570                    | 1,936                 | 1,366                    |                          | 1,366              | 29.4%         |                         |
| 4510 Water                           | 0                      | 824                   | 824                      |                          | 824                | 0.0%          |                         |
| Allotments :- Indirect Expenditure   | <b>597</b>             | <b>3,298</b>          | <b>2,701</b>             | <b>0</b>                 | <b>2,701</b>       | <b>18.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>2,584</b>           | <b>(144)</b>          | <b>(2,728)</b>           |                          |                    |               |                         |
| <b><u>220 Conservation</u></b>       |                        |                       |                          |                          |                    |               |                         |
| 1210 Grass Cutting Contribution      | 3,939                  | 3,850                 | (89)                     |                          |                    | 102.3%        |                         |
| Conservation :- Income               | <b>3,939</b>           | <b>3,850</b>          | <b>(89)</b>              |                          |                    | <b>102.3%</b> | <b>0</b>                |
| 4000 Salaries & Pensions             | 2,692                  | 4,619                 | 1,927                    |                          | 1,927              | 58.3%         |                         |
| 4175 Subcontractors                  | 1,535                  | 3,300                 | 1,765                    |                          | 1,765              | 46.5%         |                         |
| 4320 Maintenance & Reps- Unplanned   | 118                    | 1,154                 | 1,036                    |                          | 1,036              | 10.2%         |                         |
| 4350 Christmas Tree/Plants           | 623                    | 1,430                 | 807                      |                          | 807                | 43.5%         | 623                     |
| 4360 Tree & Hedge Work - Planned     | 0                      | 6,618                 | 6,618                    |                          | 6,618              | 0.0%          |                         |
| 4365 Tree & Hedge Work - Unplanned   | 2,677                  | 3,546                 | 869                      |                          | 869                | 75.5%         |                         |
| 4370 Project work                    | 369                    | 1,026                 | 657                      |                          | 657                | 35.9%         | 308                     |
| 4410 Nature Reserve management plan  | 0                      | 513                   | 513                      |                          | 513                | 0.0%          |                         |
| 4420 Grounds Maintenance - Unplanned | 1,440                  | 2,032                 | 592                      |                          | 592                | 70.9%         |                         |
| 4430 Grounds Maintenance - Planned   | 0                      | 324                   | 324                      |                          | 324                | 0.0%          |                         |
| 4605 Refuse & Dog Bin Collection     | 832                    | 641                   | (191)                    |                          | (191)              | 129.8%        |                         |
| 4635 Village Maintenance Contract    | 12,187                 | 17,923                | 5,736                    |                          | 5,736              | 68.0%         |                         |
| Conservation :- Indirect Expenditure | <b>22,472</b>          | <b>43,126</b>         | <b>20,654</b>            | <b>0</b>                 | <b>20,654</b>      | <b>52.1%</b>  | <b>931</b>              |
| <b>Net Income over Expenditure</b>   | <b>(18,533)</b>        | <b>(39,276)</b>       | <b>(20,743)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR          | 931                    | 0                     | (931)                    |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

Month No: 7

## Committee Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Movement to/(from) Gen Reserve</b>         | <b>(17,603)</b>        | <b>(39,276)</b>       | <b>(21,673)</b>          |                          |                    |              |                         |
| <u>230 Stockbridge Meadows</u>                |                        |                       |                          |                          |                    |              |                         |
| 4235 Wardens Materials                        | 30                     | 0                     | (30)                     |                          | (30)               | 0.0%         |                         |
| 4320 Maintenance & Reps- Unplanned            | 47                     | 0                     | (47)                     |                          | (47)               | 0.0%         |                         |
| 4635 Village Maintenance Contract             | 515                    | 0                     | (515)                    |                          | (515)              | 0.0%         |                         |
| Stockbridge Meadows :- Indirect Expenditure   | <b>592</b>             | <b>0</b>              | <b>(592)</b>             | <b>0</b>                 | <b>(592)</b>       |              | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(592)</b>           | <b>0</b>              | <b>592</b>               |                          |                    |              |                         |
| <u>250 Cemetery General</u>                   |                        |                       |                          |                          |                    |              |                         |
| 1300 Burial Fees                              | 610                    | 2,000                 | 1,390                    |                          |                    | 30.5%        |                         |
| 1305 Memorials Fees                           | 0                      | 525                   | 525                      |                          |                    | 0.0%         |                         |
| 1310 Internment Fees                          | 0                      | 1,500                 | 1,500                    |                          |                    | 0.0%         |                         |
| Cemetery General :- Income                    | <b>610</b>             | <b>4,025</b>          | <b>3,415</b>             |                          |                    | <b>15.2%</b> | <b>0</b>                |
| 4505 Electricity                              | (403)                  | 0                     | 403                      |                          | 403                | 0.0%         |                         |
| 4635 Village Maintenance Contract             | 5,664                  | 9,752                 | 4,088                    |                          | 4,088              | 58.1%        |                         |
| Cemetery General :- Indirect Expenditure      | <b>5,261</b>           | <b>9,752</b>          | <b>4,491</b>             | <b>0</b>                 | <b>4,491</b>       | <b>53.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(4,651)</b>         | <b>(5,727)</b>        | <b>(1,076)</b>           |                          |                    |              |                         |
| <u>260 Orchard Road Cemetery</u>              |                        |                       |                          |                          |                    |              |                         |
| 1305 Memorials Fees                           | 100                    | 0                     | (100)                    |                          |                    | 0.0%         |                         |
| Orchard Road Cemetery :- Income               | <b>100</b>             | <b>0</b>              | <b>(100)</b>             |                          |                    |              | <b>0</b>                |
| 4315 Maintenance & Reps - Planned             | 0                      | 175                   | 175                      |                          | 175                | 0.0%         |                         |
| 4430 Grounds Maintenance - Planned            | 0                      | 457                   | 457                      |                          | 457                | 0.0%         |                         |
| 4500 Rates                                    | 206                    | 278                   | 72                       |                          | 72                 | 74.1%        |                         |
| 4505 Electricity                              | 87                     | 221                   | 134                      |                          | 134                | 39.4%        |                         |
| 4605 Refuse & Dog Bin Collection              | 0                      | 103                   | 103                      |                          | 103                | 0.0%         |                         |
| Orchard Road Cemetery :- Indirect Expenditure | <b>293</b>             | <b>1,234</b>          | <b>941</b>               | <b>0</b>                 | <b>941</b>         | <b>23.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(193)</b>           | <b>(1,234)</b>        | <b>(1,041)</b>           |                          |                    |              |                         |
| <u>270 New Road Cemetery</u>                  |                        |                       |                          |                          |                    |              |                         |
| 1300 Burial Fees                              | 4,865                  | 0                     | (4,865)                  |                          |                    | 0.0%         |                         |
| 1305 Memorials Fees                           | 1,400                  | 0                     | (1,400)                  |                          |                    | 0.0%         |                         |
| 1310 Internment Fees                          | 1,635                  | 0                     | (1,635)                  |                          |                    | 0.0%         |                         |
| New Road Cemetery :- Income                   | <b>7,900</b>           | <b>0</b>              | <b>(7,900)</b>           |                          |                    |              | <b>0</b>                |
| 4315 Maintenance & Reps - Planned             | 2,350                  | 0                     | (2,350)                  |                          | (2,350)            | 0.0%         | 2,350                   |



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|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4420 Grounds Maintenance - Unplanned      | 0                      | 1,026                 | 1,026                    |                          | 1,026              | 0.0%          |                         |
| 4430 Grounds Maintenance - Planned        | 0                      | 2,473                 | 2,473                    |                          | 2,473              | 0.0%          |                         |
| 4500 Rates                                | 630                    | 845                   | 215                      |                          | 215                | 74.6%         |                         |
| 4605 Refuse & Dog Bin Collection          | 0                      | 146                   | 146                      |                          | 146                | 0.0%          |                         |
| New Road Cemetery :- Indirect Expenditure | <b>2,980</b>           | <b>4,490</b>          | <b>1,510</b>             | <b>0</b>                 | <b>1,510</b>       | <b>66.4%</b>  | <b>2,350</b>            |
| <b>Net Income over Expenditure</b>        | <b>4,920</b>           | <b>(4,490)</b>        | <b>(9,410)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR               | 2,350                  | 0                     | (2,350)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>7,270</b>           | <b>(4,490)</b>        | <b>(11,760)</b>          |                          |                    |               |                         |
| <u>300 Play Areas</u>                     |                        |                       |                          |                          |                    |               |                         |
| 4315 Maintenance & Reps - Planned         | 937                    | 0                     | (937)                    |                          | (937)              | 0.0%          |                         |
| 4320 Maintenance & Reps- Unplanned        | 0                      | 3,357                 | 3,357                    |                          | 3,357              | 0.0%          |                         |
| 4605 Refuse & Dog Bin Collection          | 1,248                  | 2,771                 | 1,523                    |                          | 1,523              | 45.0%         |                         |
| Play Areas :- Indirect Expenditure        | <b>2,185</b>           | <b>6,128</b>          | <b>3,943</b>             | <b>0</b>                 | <b>3,943</b>       | <b>35.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(2,185)</b>         | <b>(6,128)</b>        | <b>(3,943)</b>           |                          |                    |               |                         |
| <u>310 Recreation Ground</u>              |                        |                       |                          |                          |                    |               |                         |
| 1305 Memorials Fees                       | 562                    | 0                     | (562)                    |                          |                    | 0.0%          |                         |
| 1400 Match Fees                           | 2,290                  | 3,350                 | 1,060                    |                          |                    | 68.4%         |                         |
| 1500 Hire of Recreation Grounds           | 765                    | 840                   | 75                       |                          |                    | 91.1%         |                         |
| 1610 Misc Income                          | 646                    | 0                     | (646)                    |                          |                    | 0.0%          |                         |
| Recreation Ground :- Income               | <b>4,262</b>           | <b>4,190</b>          | <b>(72)</b>              |                          |                    | <b>101.7%</b> | <b>0</b>                |
| 4320 Maintenance & Reps- Unplanned        | 704                    | 0                     | (704)                    |                          | (704)              | 0.0%          |                         |
| 4430 Grounds Maintenance - Planned        | 290                    | 3,225                 | 2,935                    |                          | 2,935              | 9.0%          |                         |
| 4505 Electricity                          | 185                    | 518                   | 333                      |                          | 333                | 35.7%         |                         |
| 4510 Water                                | 64                     | 0                     | (64)                     |                          | (64)               | 0.0%          |                         |
| 4605 Refuse & Dog Bin Collection          | 2,704                  | 2,364                 | (340)                    |                          | (340)              | 114.4%        |                         |
| 4635 Village Maintenance Contract         | 3,776                  | 6,502                 | 2,726                    |                          | 2,726              | 58.1%         |                         |
| 4640 Melbourn Dynamos Power Grant         | 0                      | 1,970                 | 1,970                    |                          | 1,970              | 0.0%          |                         |
| Recreation Ground :- Indirect Expenditure | <b>7,722</b>           | <b>14,579</b>         | <b>6,857</b>             | <b>0</b>                 | <b>6,857</b>       | <b>53.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(3,460)</b>         | <b>(10,389)</b>       | <b>(6,929)</b>           |                          |                    |               |                         |
| <u>320 Pavilion</u>                       |                        |                       |                          |                          |                    |               |                         |
| 1550 Hire of Pavilion                     | 30                     | 100                   | 70                       |                          |                    | 30.0%         |                         |
| Pavilion :- Income                        | <b>30</b>              | <b>100</b>            | <b>70</b>                |                          |                    | <b>30.0%</b>  | <b>0</b>                |
| 4125 Broadband & Telephone                | 117                    | 177                   | 60                       |                          | 60                 | 66.1%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

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|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4175 Subcontractors                       | 875                    | 1,728                 | 853                      |                          | 853                | 50.6%        |                         |
| 4315 Maintenance & Reps - Planned         | 879                    | 2,483                 | 1,604                    |                          | 1,604              | 35.4%        |                         |
| 4320 Maintenance & Reps- Unplanned        | 1,148                  | 513                   | (635)                    |                          | (635)              | 223.7%       |                         |
| 4500 Rates                                | 1,514                  | 2,822                 | 1,308                    |                          | 1,308              | 53.6%        |                         |
| 4505 Electricity                          | 1,437                  | 2,587                 | 1,150                    |                          | 1,150              | 55.6%        |                         |
| 4510 Water                                | 486                    | 100                   | (386)                    |                          | (386)              | 485.9%       |                         |
| 4605 Refuse & Dog Bin Collection          | 268                    | 417                   | 149                      |                          | 149                | 64.3%        |                         |
| Pavilion :- Indirect Expenditure          | <b>6,723</b>           | <b>10,827</b>         | <b>4,104</b>             | <b>0</b>                 | <b>4,104</b>       | <b>62.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(6,693)</b>         | <b>(10,727)</b>       | <b>(4,034)</b>           |                          |                    |              |                         |
| <u>400 Car Park</u>                       |                        |                       |                          |                          |                    |              |                         |
| 4510 Water                                | 119                    | 0                     | (119)                    |                          | (119)              | 0.0%         |                         |
| Car Park :- Indirect Expenditure          | <b>119</b>             | <b>0</b>              | <b>(119)</b>             | <b>0</b>                 | <b>(119)</b>       |              | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(119)</b>           | <b>0</b>              | <b>119</b>               |                          |                    |              |                         |
| <u>410 Fire Engine House</u>              |                        |                       |                          |                          |                    |              |                         |
| 4315 Maintenance & Reps - Planned         | 0                      | 600                   | 600                      |                          | 600                | 0.0%         |                         |
| Fire Engine House :- Indirect Expenditure | <b>0</b>               | <b>600</b>            | <b>600</b>               | <b>0</b>                 | <b>600</b>         |              | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>0</b>               | <b>(600)</b>          | <b>(600)</b>             |                          |                    |              |                         |
| <u>420 Community Hub</u>                  |                        |                       |                          |                          |                    |              |                         |
| 1610 Misc Income                          | 150                    | 0                     | (150)                    |                          |                    | 0.0%         |                         |
| Community Hub :- Income                   | <b>150</b>             | <b>0</b>              | <b>(150)</b>             |                          |                    |              | <b>0</b>                |
| 4206 Hub Fund redistribution - Heal       | 4,772                  | 0                     | (4,772)                  |                          | (4,772)            | 0.0%         | 4,772                   |
| 4208 S106 Expenditure                     | 2,822                  | 0                     | (2,822)                  |                          | (2,822)            | 0.0%         | 2,822                   |
| 4315 Maintenance & Reps - Planned         | 1,680                  | 5,086                 | 3,406                    |                          | 3,406              | 33.0%        |                         |
| 4320 Maintenance & Reps- Unplanned        | 205                    | 10,000                | 9,795                    |                          | 9,795              | 2.0%         |                         |
| 4505 Electricity                          | 150                    | 0                     | (150)                    |                          | (150)              | 0.0%         |                         |
| 4700 PWLB Interest                        | 14,052                 | 27,340                | 13,288                   |                          | 13,288             | 51.4%        |                         |
| 4705 PWLB Capital                         | 4,226                  | 5,555                 | 1,329                    |                          | 1,329              | 76.1%        |                         |
| Community Hub :- Indirect Expenditure     | <b>27,907</b>          | <b>47,981</b>         | <b>20,074</b>            | <b>0</b>                 | <b>20,074</b>      | <b>58.2%</b> | <b>7,594</b>            |
| <b>Net Income over Expenditure</b>        | <b>(27,757)</b>        | <b>(47,981)</b>       | <b>(20,224)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR               | 7,594                  | 0                     | (7,594)                  |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(20,163)</b>        | <b>(47,981)</b>       | <b>(27,818)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

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|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>510 Highways</b>                   |                        |                       |                          |                          |                    |               |                         |
| 4320 Maintenance & Reps- Unplanned    | 160                    | 0                     | (160)                    |                          | (160)              | 0.0%          |                         |
| 4920 Street Lighting                  | 1,339                  | 1,026                 | (313)                    |                          | (313)              | 130.5%        |                         |
| Highways :- Indirect Expenditure      | <b>1,499</b>           | <b>1,026</b>          | <b>(473)</b>             | <b>0</b>                 | <b>(473)</b>       | <b>146.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(1,499)</b>         | <b>(1,026)</b>        | <b>473</b>               |                          |                    |               |                         |
| <b>520 Little Hands</b>               |                        |                       |                          |                          |                    |               |                         |
| 1600 Property Rental Income           | 15,750                 | 27,000                | 11,250                   |                          |                    | 58.3%         |                         |
| Little Hands :- Income                | <b>15,750</b>          | <b>27,000</b>         | <b>11,250</b>            |                          |                    | <b>58.3%</b>  | <b>0</b>                |
| 4175 Subcontractors                   | 861                    | 1,756                 | 895                      |                          | 895                | 49.0%         |                         |
| 4315 Maintenance & Reps - Planned     | 1,626                  | 1,129                 | (497)                    |                          | (497)              | 144.0%        |                         |
| 4320 Maintenance & Reps- Unplanned    | 11,554                 | 538                   | (11,016)                 |                          | (11,016)           | 2147.5%       | 10,652                  |
| Little Hands :- Indirect Expenditure  | <b>14,041</b>          | <b>3,423</b>          | <b>(10,618)</b>          | <b>0</b>                 | <b>(10,618)</b>    | <b>410.2%</b> | <b>10,652</b>           |
| <b>Net Income over Expenditure</b>    | <b>1,709</b>           | <b>23,577</b>         | <b>21,868</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 10,652                 | 0                     | (10,652)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>12,362</b>          | <b>23,577</b>         | <b>11,215</b>            |                          |                    |               |                         |
| <b>530 Workshop</b>                   |                        |                       |                          |                          |                    |               |                         |
| 4315 Maintenance & Reps - Planned     | 0                      | 588                   | 588                      |                          | 588                | 0.0%          |                         |
| 4500 Rates                            | 7,423                  | 13,671                | 6,248                    |                          | 6,248              | 54.3%         |                         |
| 4505 Electricity                      | 820                    | 2,901                 | 2,081                    |                          | 2,081              | 28.3%         |                         |
| 4510 Water                            | 72                     | 221                   | 149                      |                          | 149                | 32.8%         |                         |
| 4700 PWLB Interest                    | 1,748                  | 4,986                 | 3,238                    |                          | 3,238              | 35.1%         |                         |
| 4705 PWLB Capital                     | 4,895                  | 11,902                | 7,007                    |                          | 7,007              | 41.1%         |                         |
| Workshop :- Indirect Expenditure      | <b>14,958</b>          | <b>34,269</b>         | <b>19,311</b>            | <b>0</b>                 | <b>19,311</b>      | <b>43.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(14,958)</b>        | <b>(34,269)</b>       | <b>(19,311)</b>          |                          |                    |               |                         |
| Maintenance :- Income                 | <b>35,923</b>          | <b>42,319</b>         | <b>6,396</b>             |                          |                    | <b>84.9%</b>  |                         |
| Expenditure                           | <b>120,365</b>         | <b>208,355</b>        | <b>87,990</b>            | <b>0</b>                 | <b>87,990</b>      | <b>57.8%</b>  |                         |
| <b>Net Income over Expenditure</b>    | <b>(84,442)</b>        | <b>(166,036)</b>      | <b>(81,594)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                | <b>21,526</b>          | <b>0</b>              | <b>(21,526)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(62,915)</b>        | <b>(166,036)</b>      | <b>(103,121)</b>         |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 18/11/2025

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|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 35,923                 | 42,319                | 6,396                    |                          |                    | 84.9%   |                         |
| Expenditure                           | 120,365                | 208,355               | 87,990                   | 0                        | 87,990             | 57.8%   |                         |
| <b>Net Income over Expenditure</b>    | <b>(84,442)</b>        | <b>(166,036)</b>      | <b>(81,594)</b>          |                          |                    |         |                         |
| plus Transfer from EMR                | 21,526                 | 0                     | (21,526)                 |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(62,915)</b>        | <b>(166,036)</b>      | <b>(103,121)</b>         |                          |                    |         |                         |

# Monthly water situation report: East Anglia

## 1 Summary - October 2025

East Anglia rainfall for October 2025 ranged from 70% to 113% of the long term average for the month, with the wettest catchments being in the east of the area. The area soil moisture deficit reduced by approximately 20mm from September to October, with most of that reduction following heavy rainfall towards the end of October. However, the soil moisture deficit for East Anglia remained notably high for the time of year at 102mm. With continuing dry soils, the flow response seen in area rivers to the approximately average October rainfall was muted. For the majority of rivers, the flow for October 2025, when calculated as an average for the month, was approximately equal to or slightly higher than the flow for September 2025. Groundwater levels at the majority of report sites continue to recede, although remain normal to below normal for the time of year. Public water supply reservoirs within East Anglia ended October 2025 with levels ranging from 46% to 71% of full storage capacity.

### 1.1 Rainfall

October 2025 rainfall totals across East Anglia ranged from 70% to 113% of the long term average [LTA] for the month. The highest rainfall totals were recorded towards the east of the area, with East Suffolk and South Essex receiving respectively 72mm and 67mm across the month. The average rainfall across East Anglia for October 2025 was 59mm, which is 91% of the historic LTA and is considered normal for the time of year. Approximately average rainfall for both October and September 2025 was preceded by an exceptionally dry spring and summer period. The East Anglia rainfall total for March 2025 to August 2025 was 159mm, which ranks as the fourth driest March to August period on record (1871 to 2025) for East Anglia.

### 1.2 Soil moisture deficit

The soil moisture deficit [SMD] for East Anglia at the end of October 2025 was 102mm. The SMD decreased following generally cooler conditions and rainfall towards the end of the month, although the SMD remains notably high for the time of year. The hydrological catchments with the highest SMDs are located towards the north-west of the area, with the Central Area Fenland and North West Norfolk and Wissey catchments having SMD values of 136mm and 127mm respectively.

### 1.3 River flows

For the majority of river flow report sites, the October 2025 month mean flow was approximately equal to or slightly higher than the September 2025 month mean flow. The

response of East Anglian rivers to the approximately average October rainfall was dampened by catchment soils being drier than typical for the time of year. Report sites along the Bedford Ouse, and its tributaries, recorded October 2025 flows considered normal to below normal for the time of year. The lowest flows were concentrated towards the centre of the area, with report sites on the Ely Ouse and its tributaries, such as the Wissey and Little Ouse, recording exceptionally low flows for the time of year.

## 1.4 Groundwater levels

Groundwater levels have continued to recede with the majority of sites reporting a drop in levels from September to October. The recovery in groundwater levels, indicative of aquifer recharge, is likely to be delayed with area soil moisture deficits remaining notably high for the time of year. The majority of report sites ended October 2025 with groundwater levels categorised as normal or below normal for the time of year. The groundwater level at The Spinney, Wensum Chalk, continues to be exceptionally low for the time of year, with the latest value being the lowest October groundwater level on record for this site (1971 to 2025). Therfield Rectory, North Hertfordshire Chalk, continues to be atypical for the area, with above normal groundwater levels for the time of year. This is likely to be the result of a locally exceptional recharge season, with the September 2024 to February 2025 rainfall in the Upper Bedford Ouse catchment being the fifth wettest September to February rainfall total on record (1871-2025) for that catchment.

## 1.5 Reservoir stocks

Public water supply reservoirs within East Anglia finished October 2025 with levels ranging from 46% to 71% of full storage capacity. Alton Water, Grafham and Hanningfield reservoirs ended the month with levels below their respective normal operating curves.

## 1.6 Forward look

### 1.6.1 Probabilistic ensemble projections for river flows at key sites

River flow projections for the Bedford Ouse, and its tributaries, show a high probability of below normal to notably low flows for December 2025. Flow projections for the Ely Ouse show a high probability of normal or lower flows for December 2025. Projections for March 2026 show a greater than 50% probability of notably low or lower flows at most forecast sites.

### 1.6.2 Probabilistic ensemble projections for groundwater levels in key aquifers

The groundwater projections for March 2026 shows a high probability of below normal to notably low groundwater levels at most forecast sites. The Therfield Rectory groundwater level is expected to drop to within the normal range by March 2026. The projection for September 2026 give a high probability of most forecast sites having below normal or lower groundwater levels into next autumn, with Therfield Rectory expected to stay within the normal range.

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\*[SMD]: soil moisture deficits

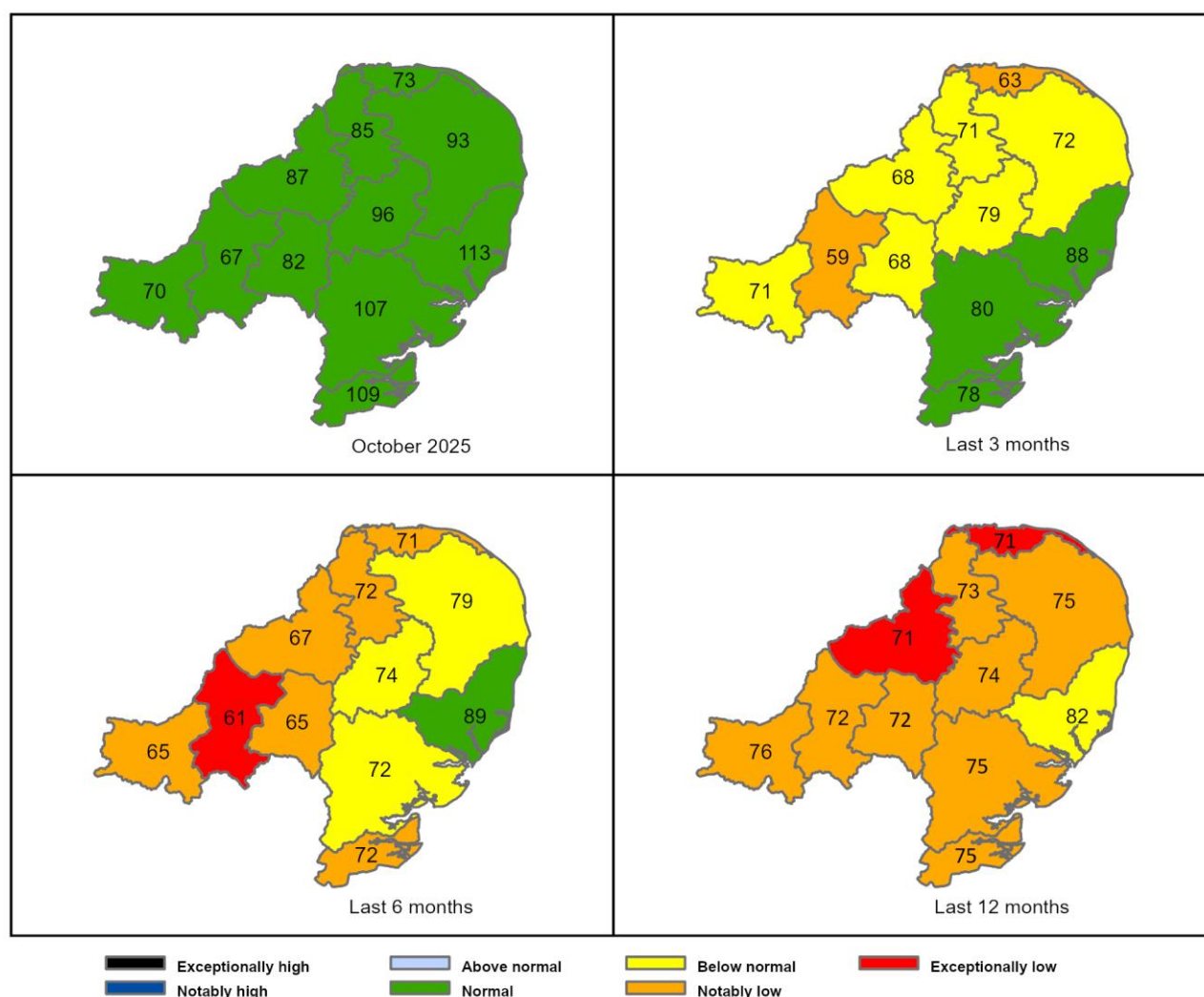
\*[LTA]: long term average

Contact Details: 03708 506 506

## 2 Rainfall

### 2.1 Rainfall map

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

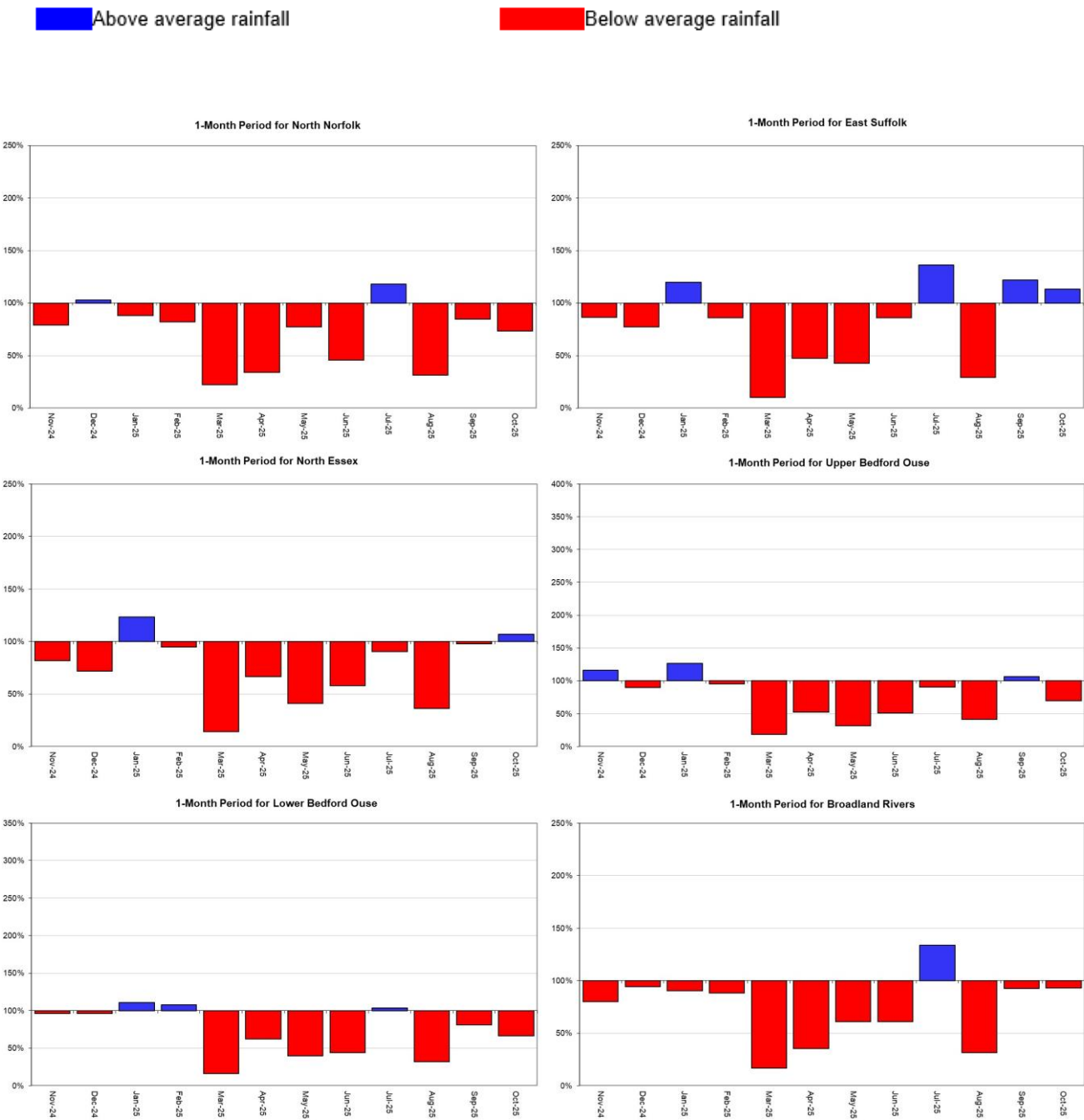


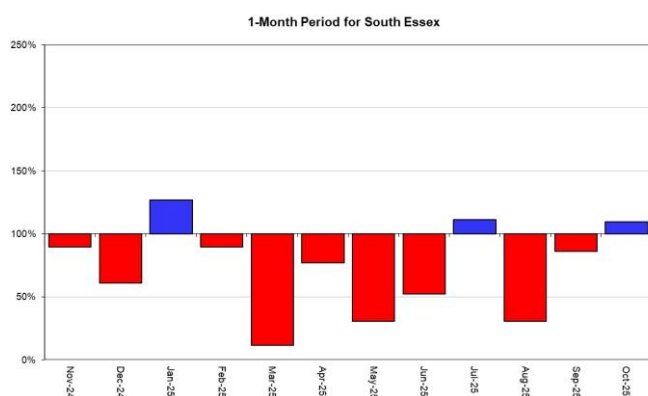
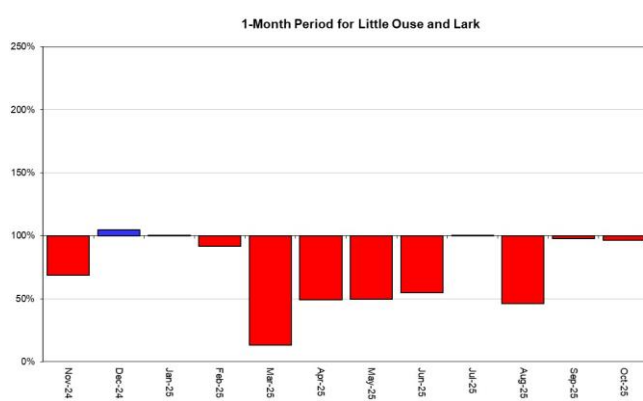
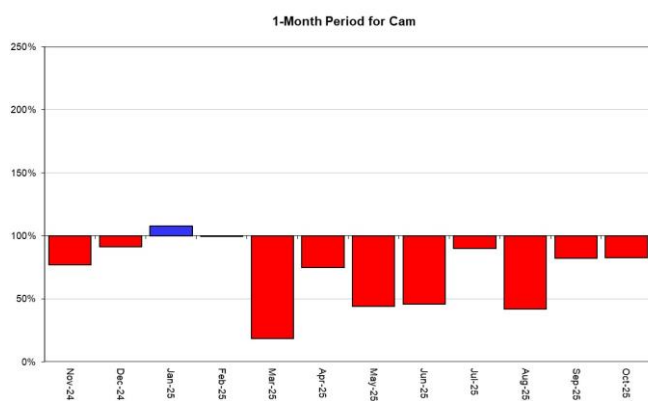
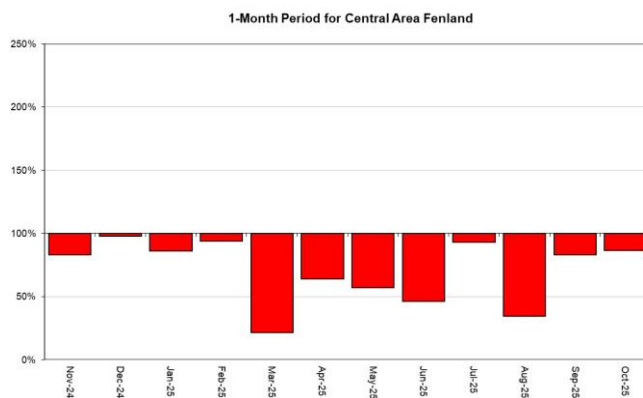
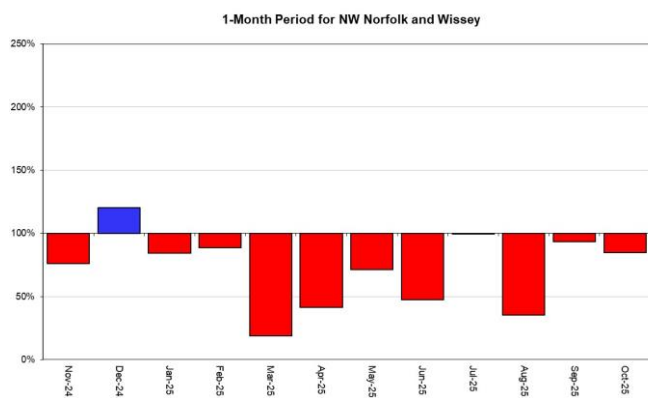
HadUK data based on the Met Office 1km gridded rainfall dataset derived from rain gauges (Source: Met Office. Crown copyright, 2025). Provisional data based on Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. Crown copyright. All rights reserved.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



2.2 Rainfall charts

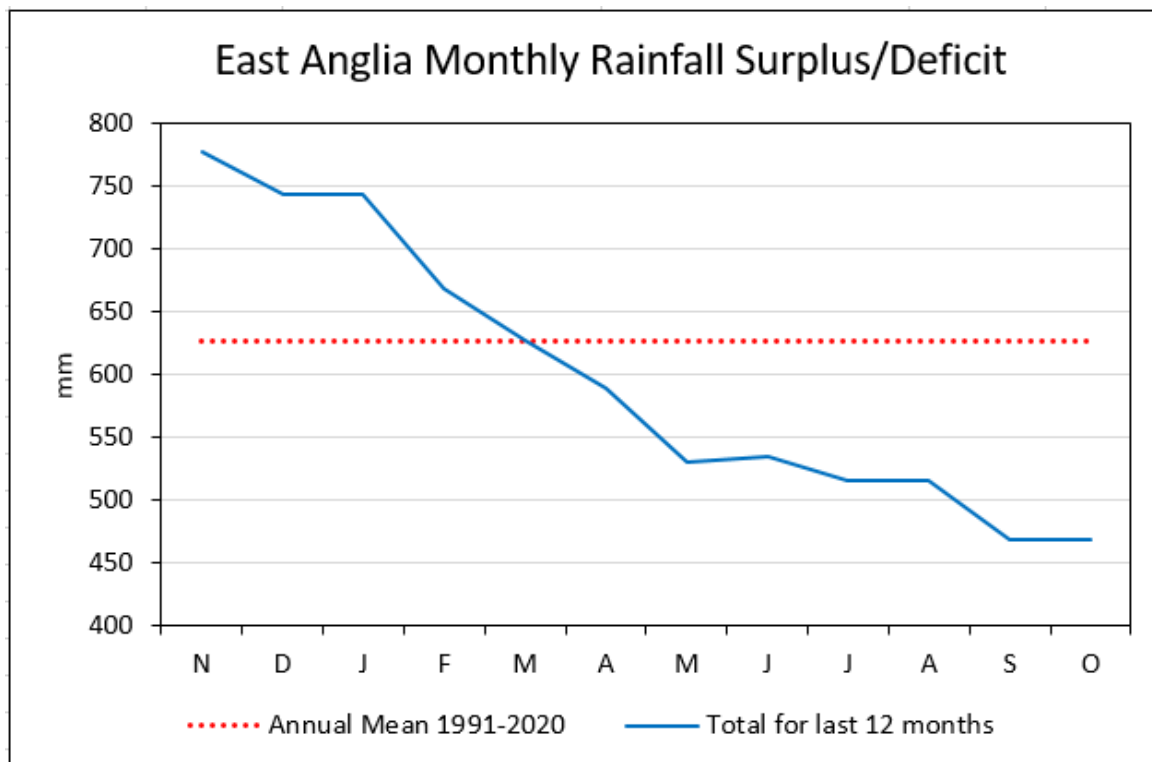
Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each region and for England.





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

## 2.3 Monthly rainfall surplus deficit chart



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

## 3 Soil moisture deficit

### 3.1 Soil moisture deficit map

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

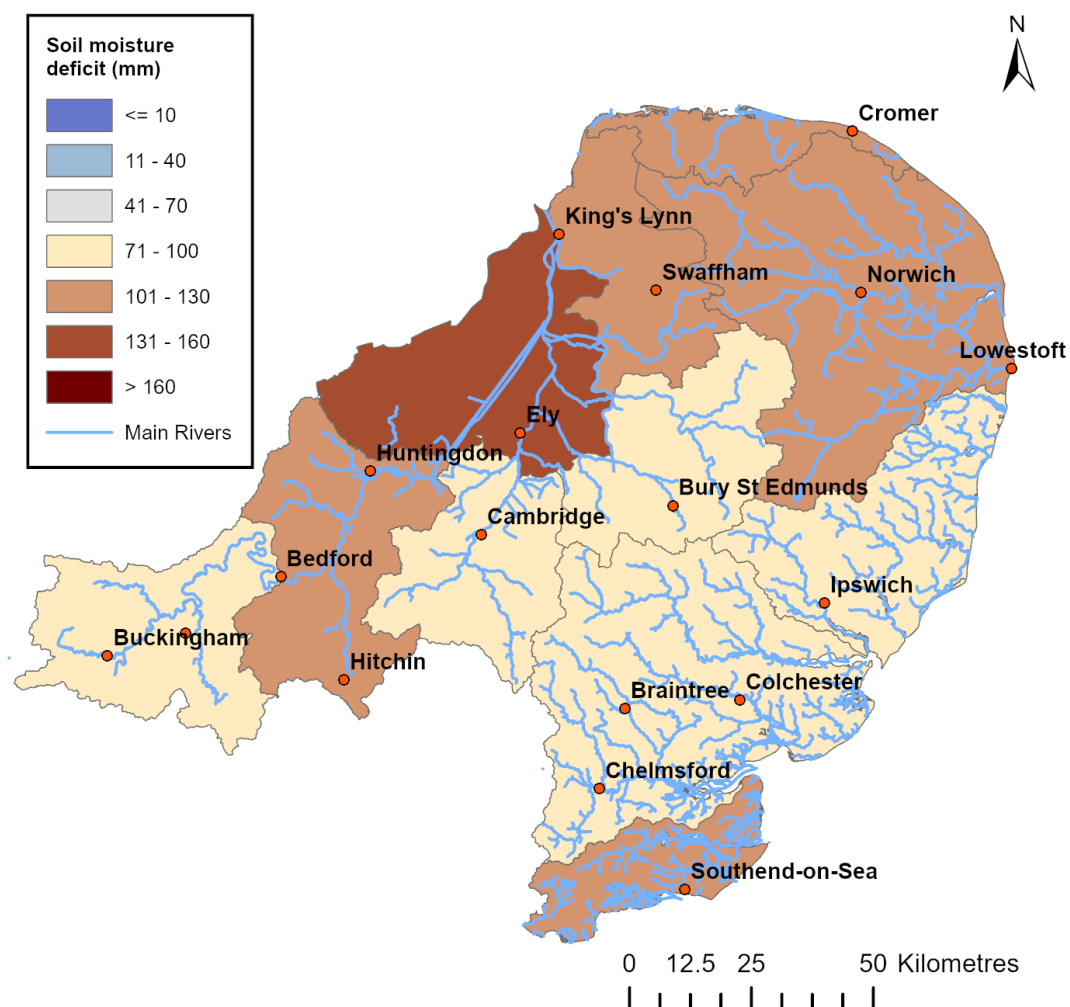
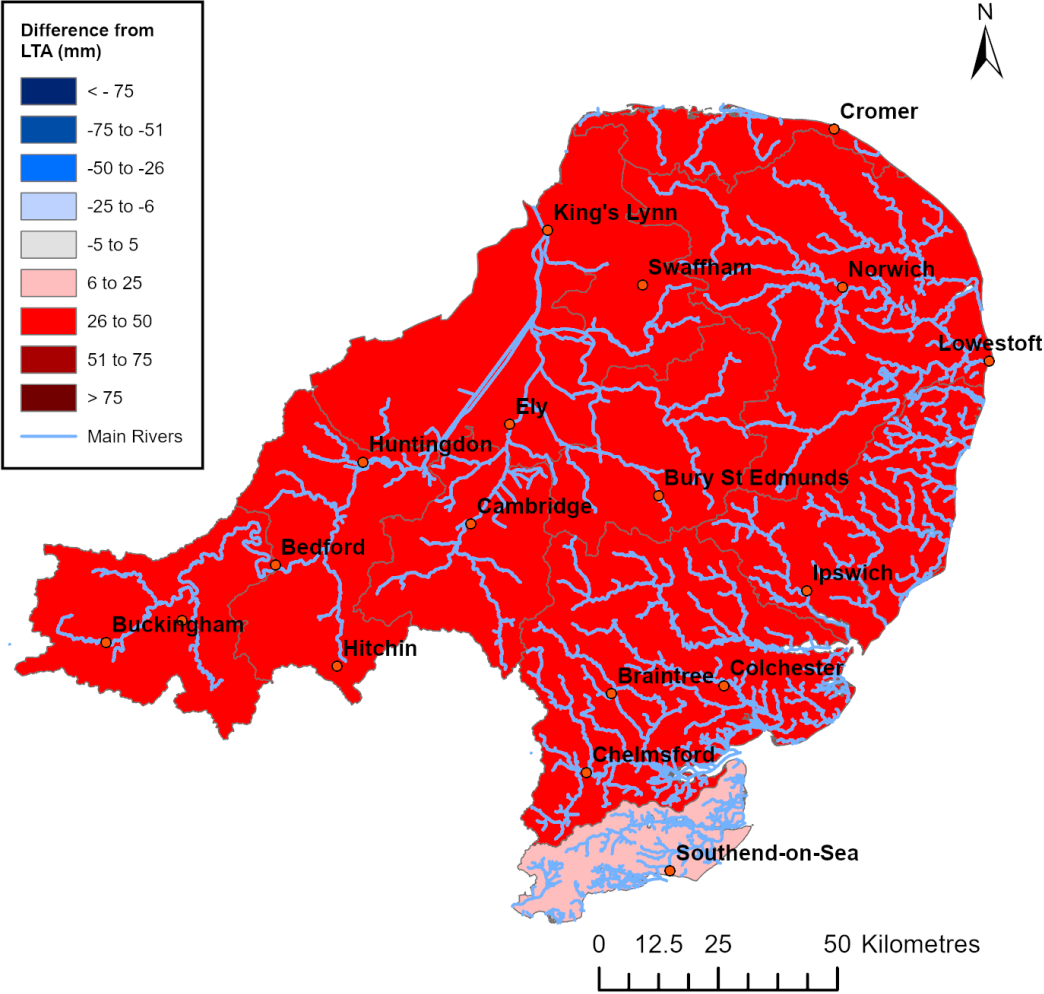


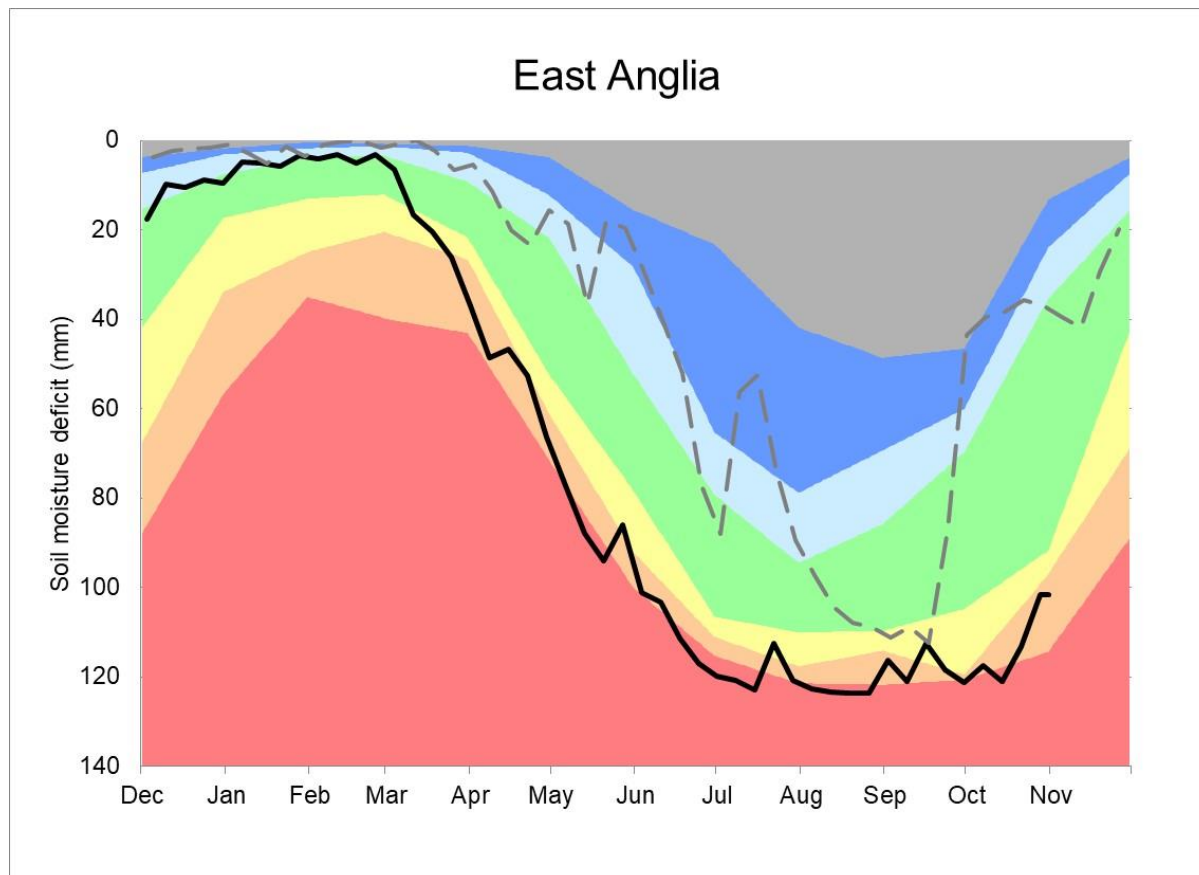
Figure 3.2: Difference between soil moisture deficit values for 31 October 2025 and long term average soil moisture deficit values for the end of October. Values based on the weekly MORECS data for real land use.



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

### 3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.

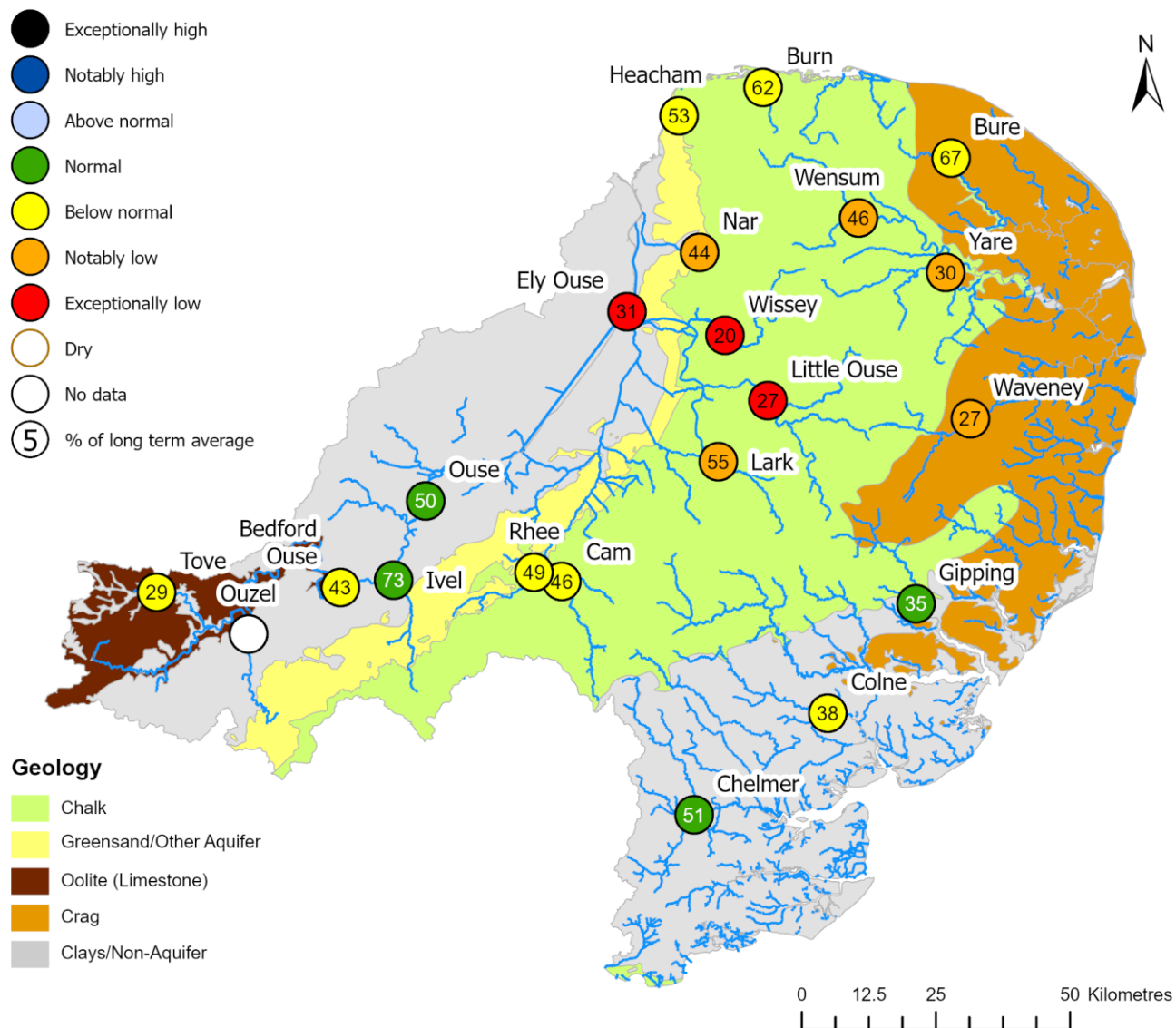


(Source: Met Office. Crown copyright, 2025). All rights reserved. Environment Agency, 100024198, 2025

## 4 River flows

### 4.1 River flows map

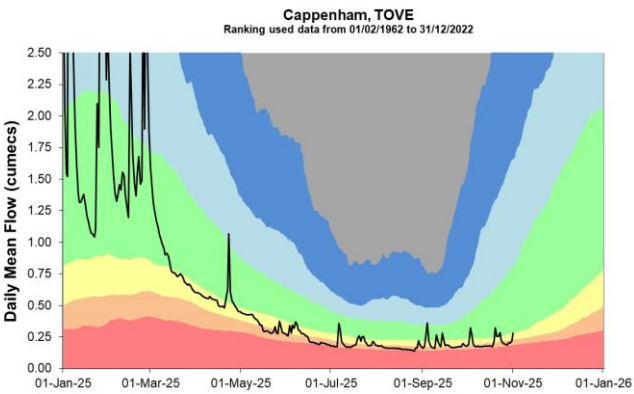
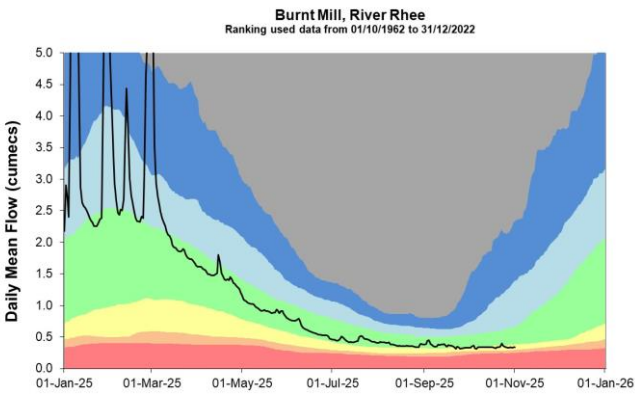
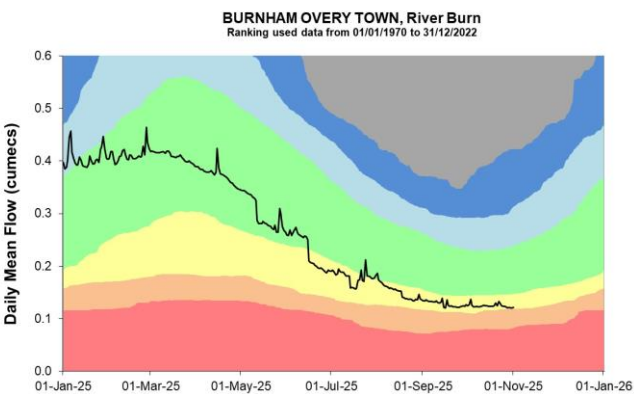
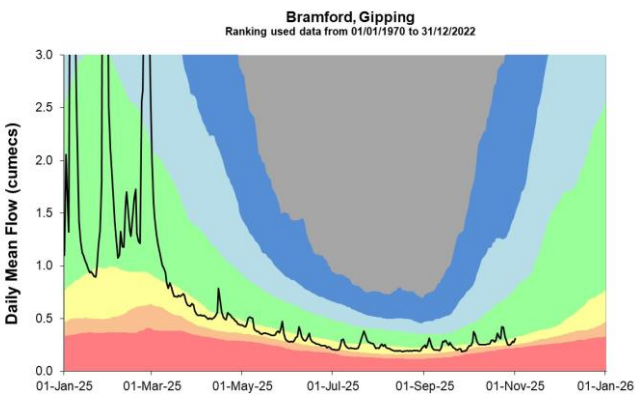
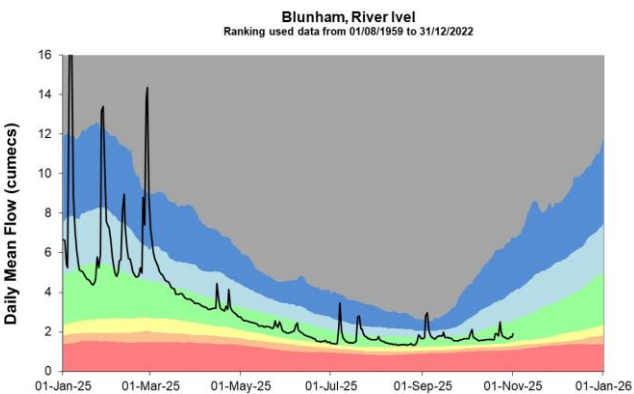
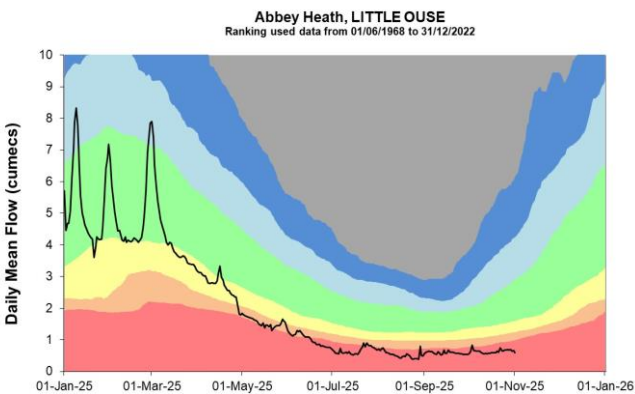
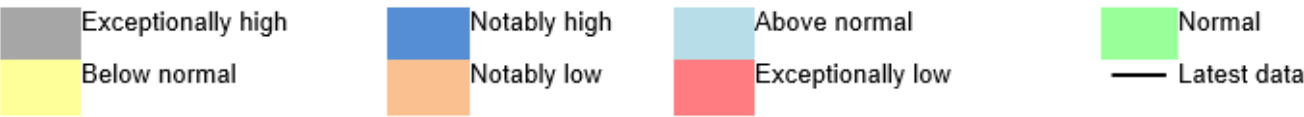
Figure 4.1: Monthly mean river flow for indicator sites for October 2025, expressed as a percentage of the respective long term average and classed relative to an analysis of historic October monthly means Table available in the appendices with detailed information.



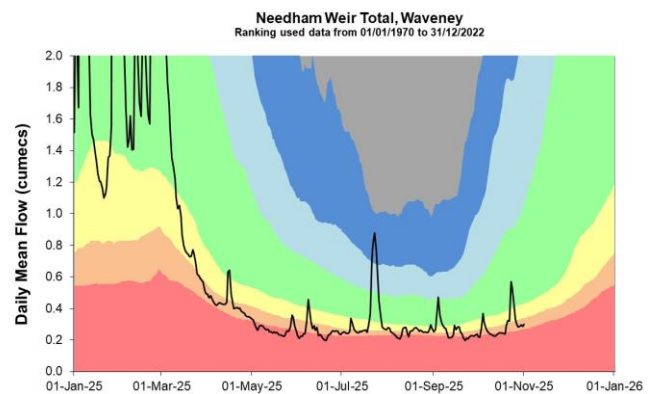
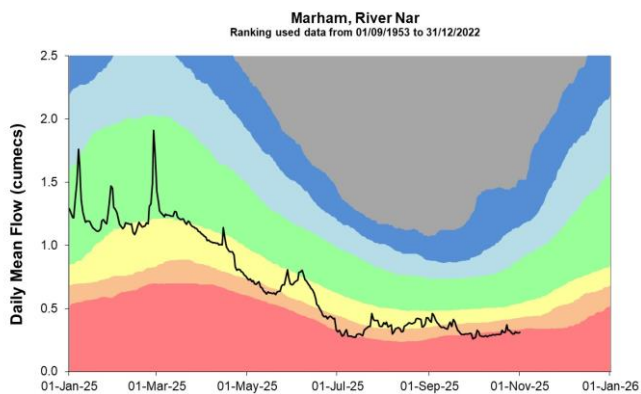
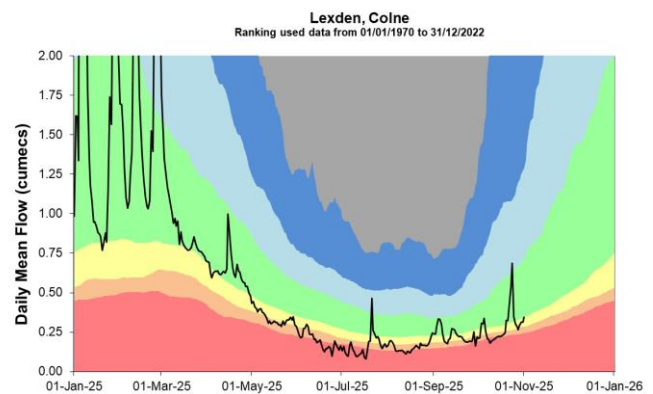
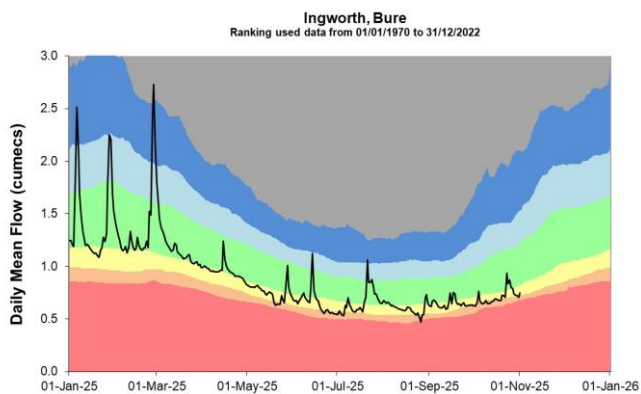
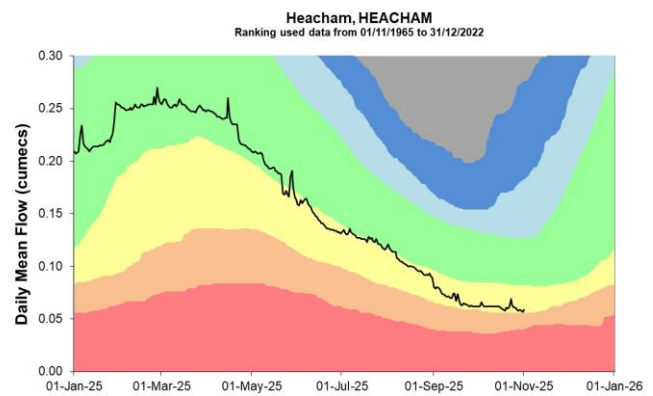
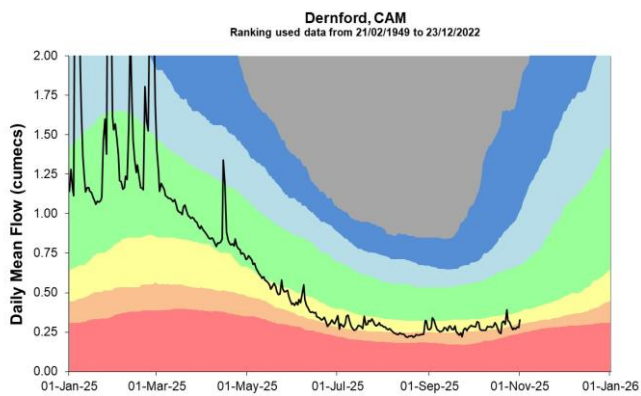
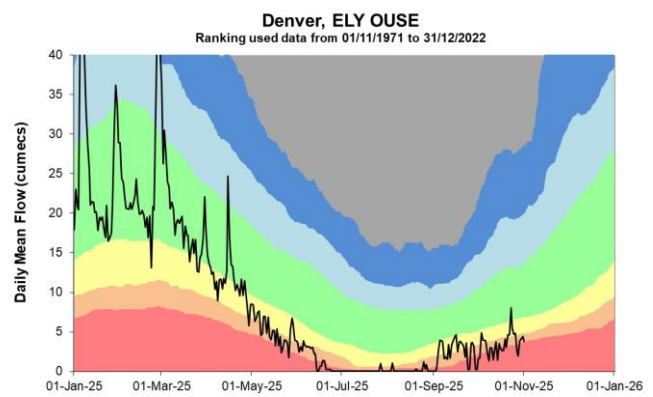
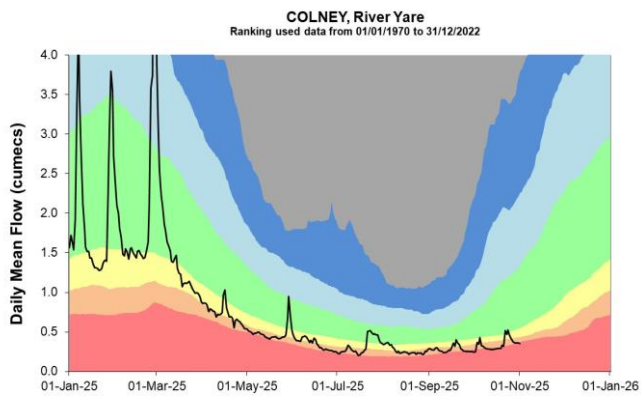
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

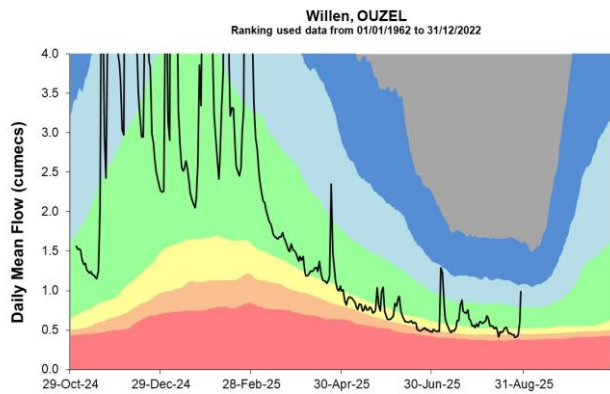
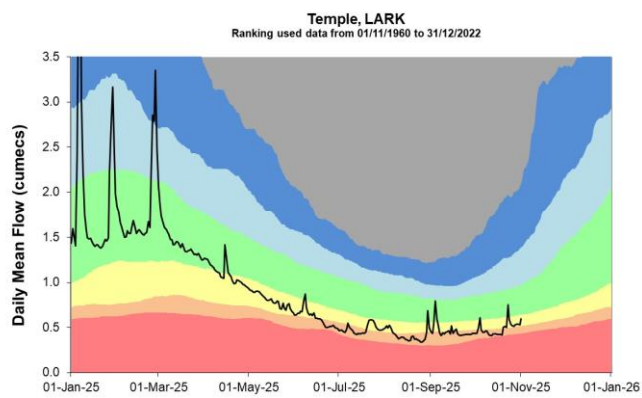
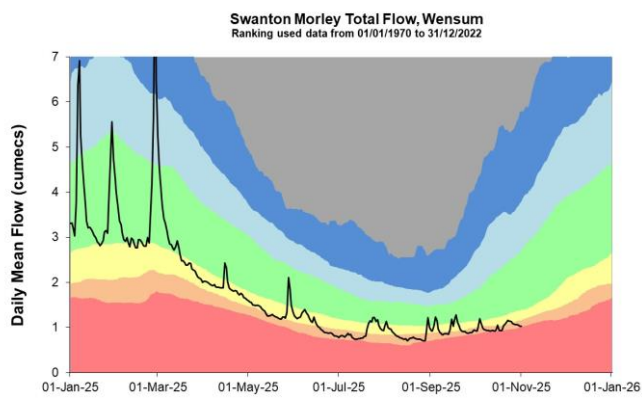
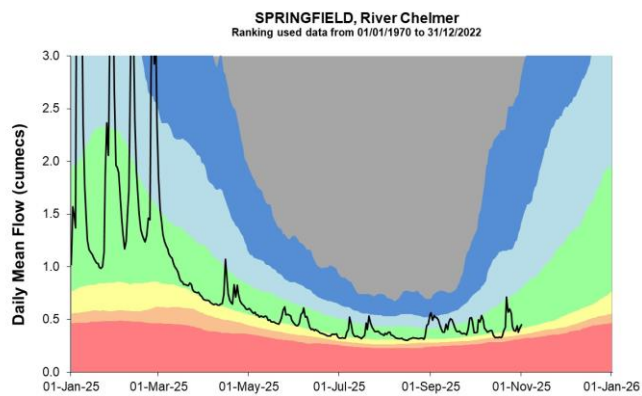
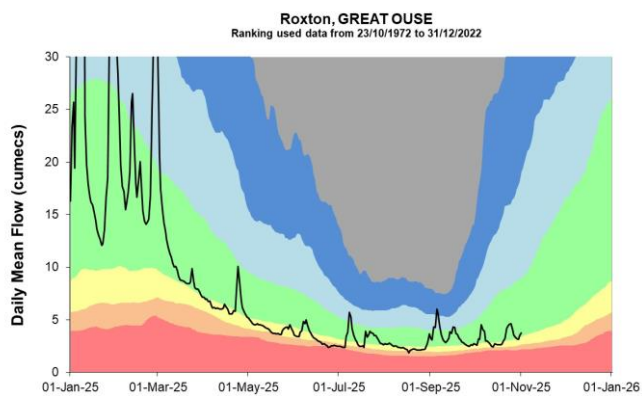
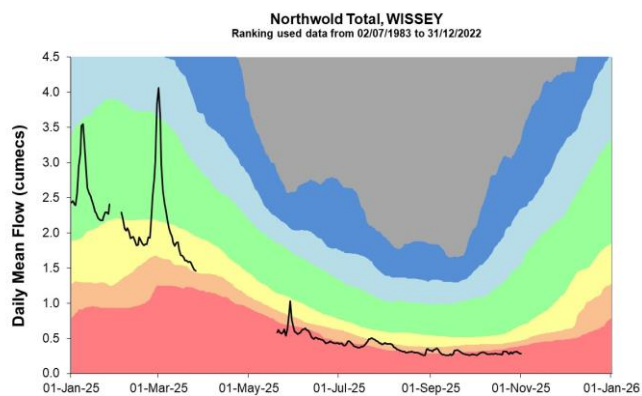
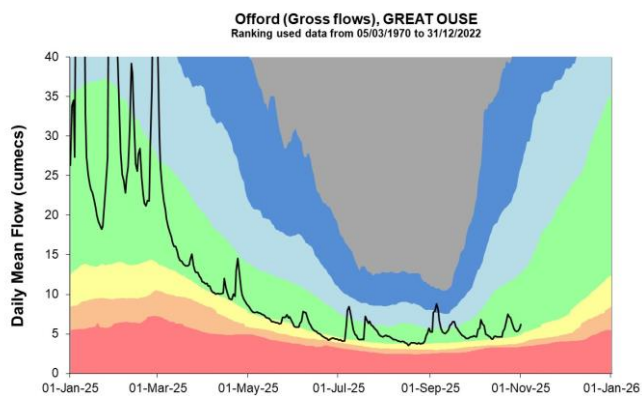
4.2 River flow charts

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







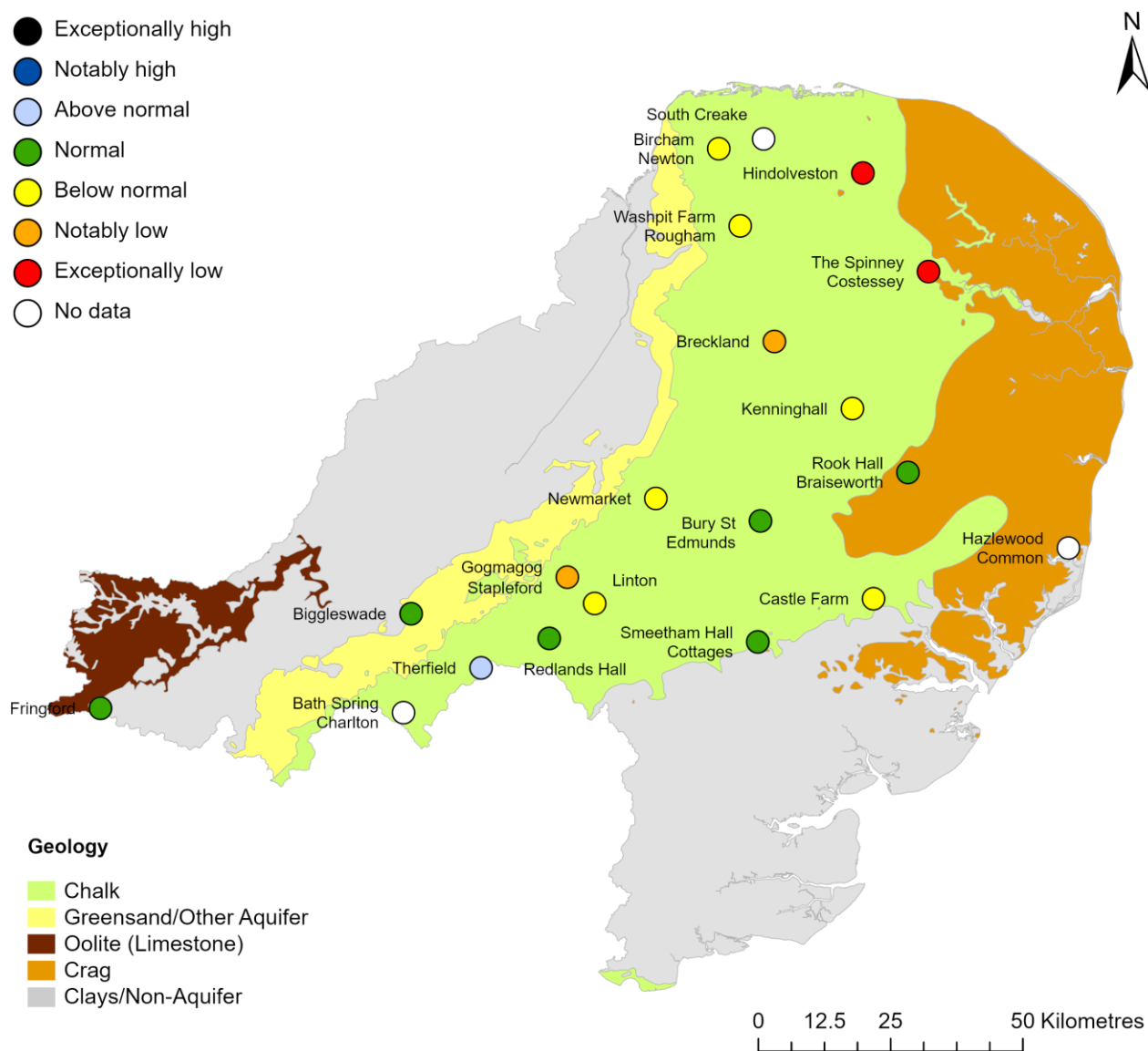


Source: Environment Agency.

## 5 Groundwater levels

### 5.1 Groundwater levels map

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

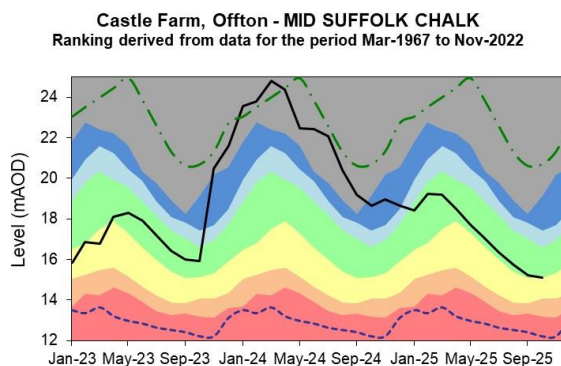
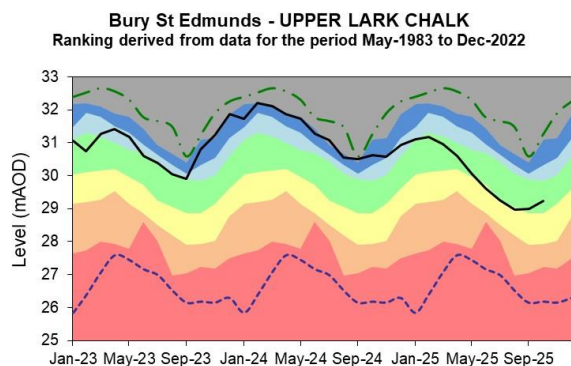
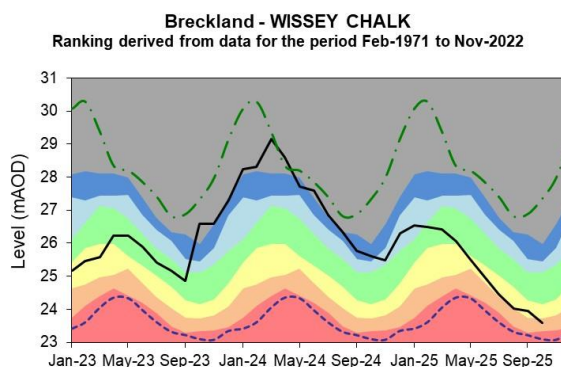
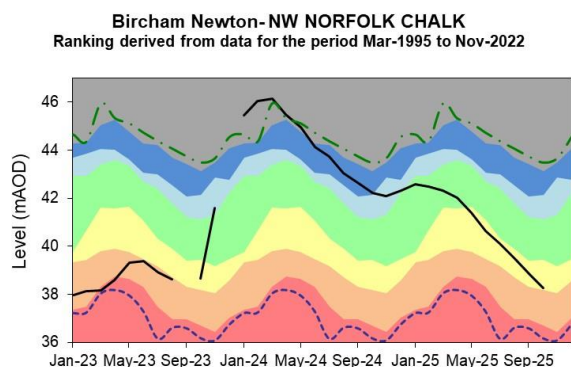
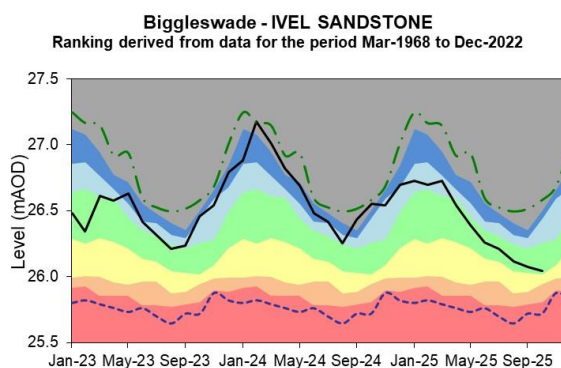
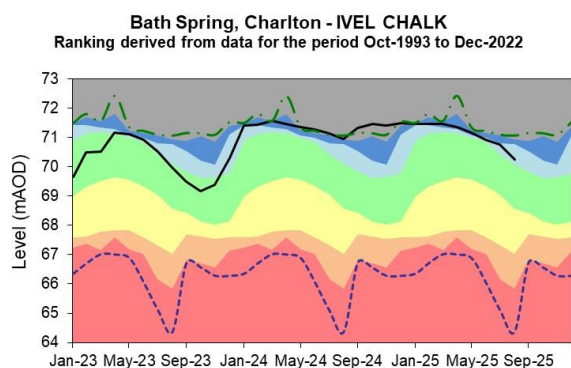
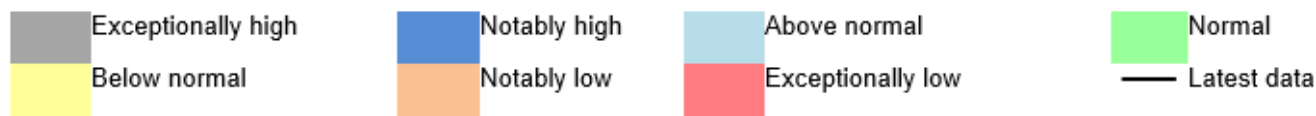


(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, 100024198, 2025.

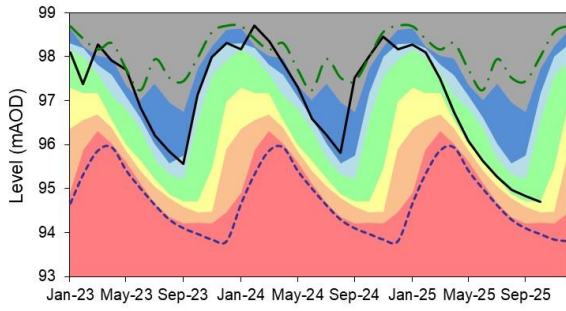


## 5.2 Groundwater level charts

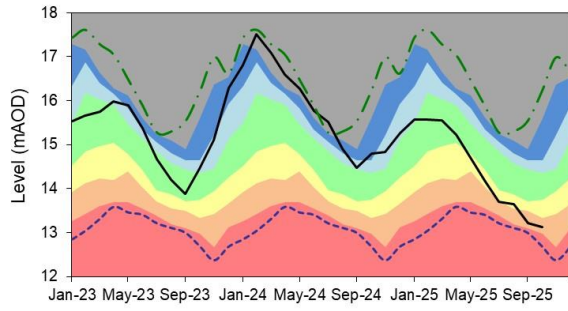
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 22 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



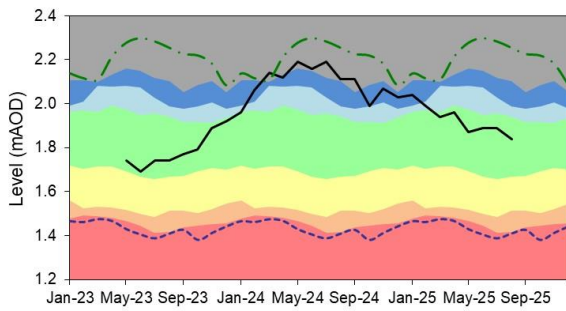
**Fringford - GREAT OOLITE**  
 Ranking derived from data for the period Sep-1980 to Dec-2022



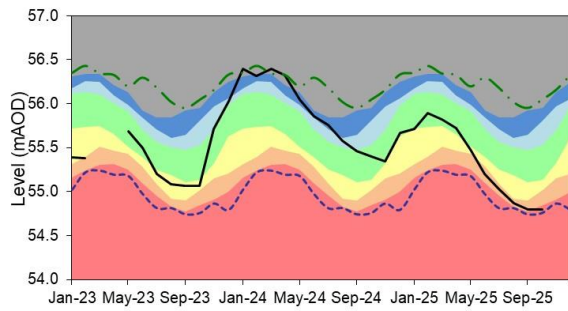
**Gog Magog, Stapleford - CAM CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2022



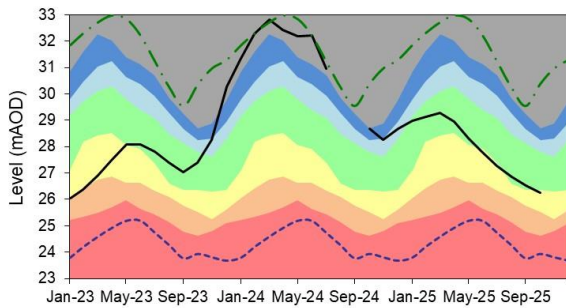
**Hazlewood Common - SUFFOLK CRAG**  
 Ranking derived from data for the period Oct-1988 to Nov-2022



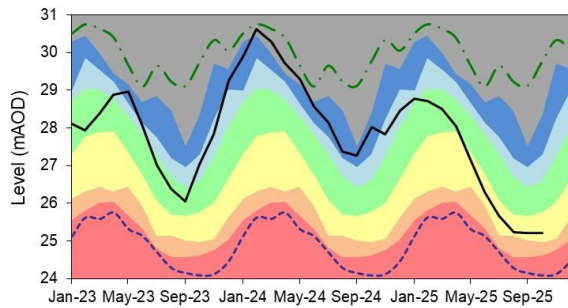
**Hindolveston - NORFOLK CHALK**  
 Ranking derived from data for the period Sep-1984 to Nov-2022



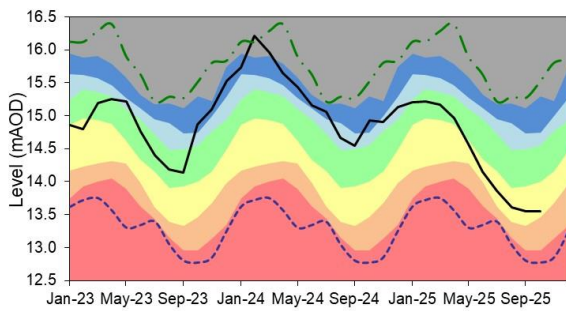
**Kenninghall - LITTLE OUSE CHALK**  
 Ranking derived from data for the period Aug-1973 to Dec-2022



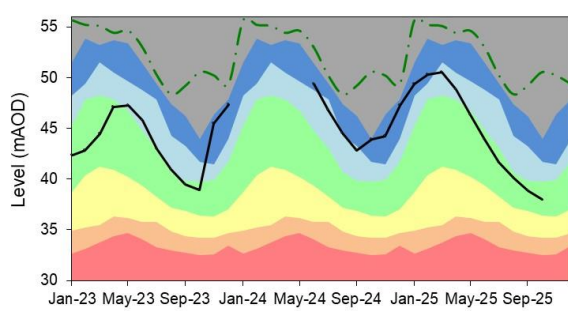
**Linton - CAM CHALK**  
 Ranking derived from data for the period Jan-1980 to Dec-2022

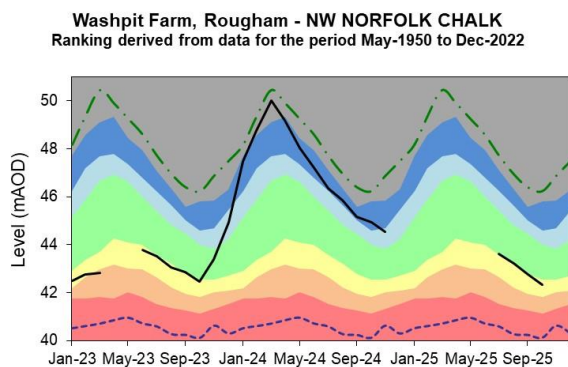
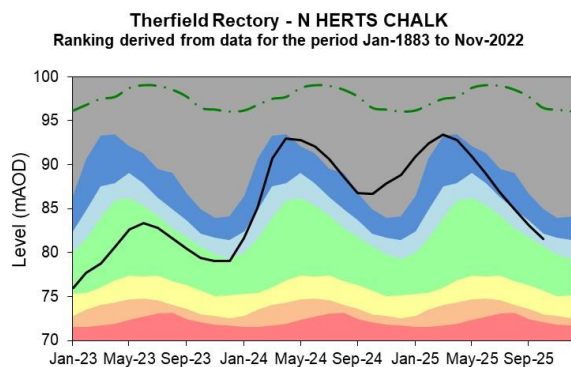
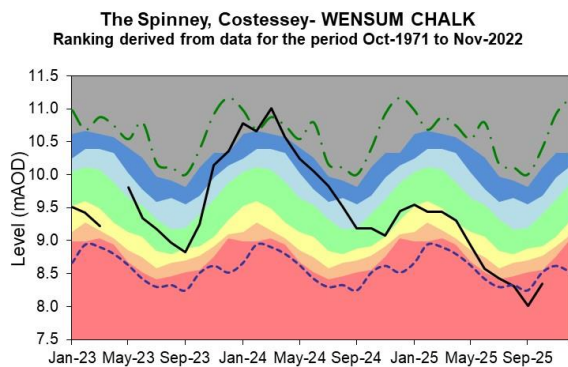
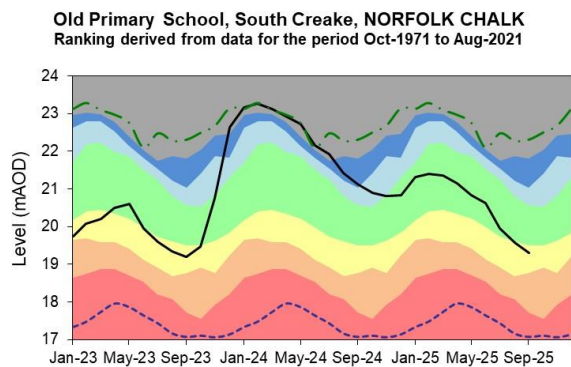
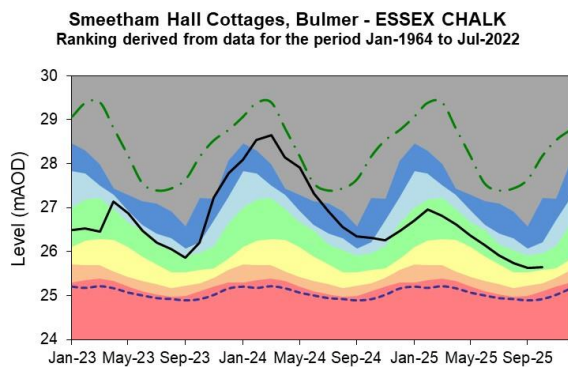
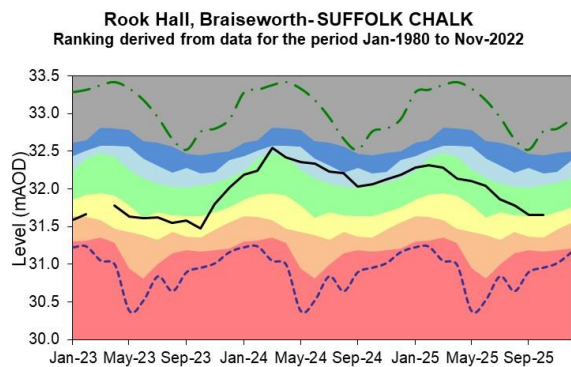


**Newmarket - SNAIL CHALK**  
 Ranking derived from data for the period Feb-1983 to Dec-2022



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





Source: Environment Agency, 2025.

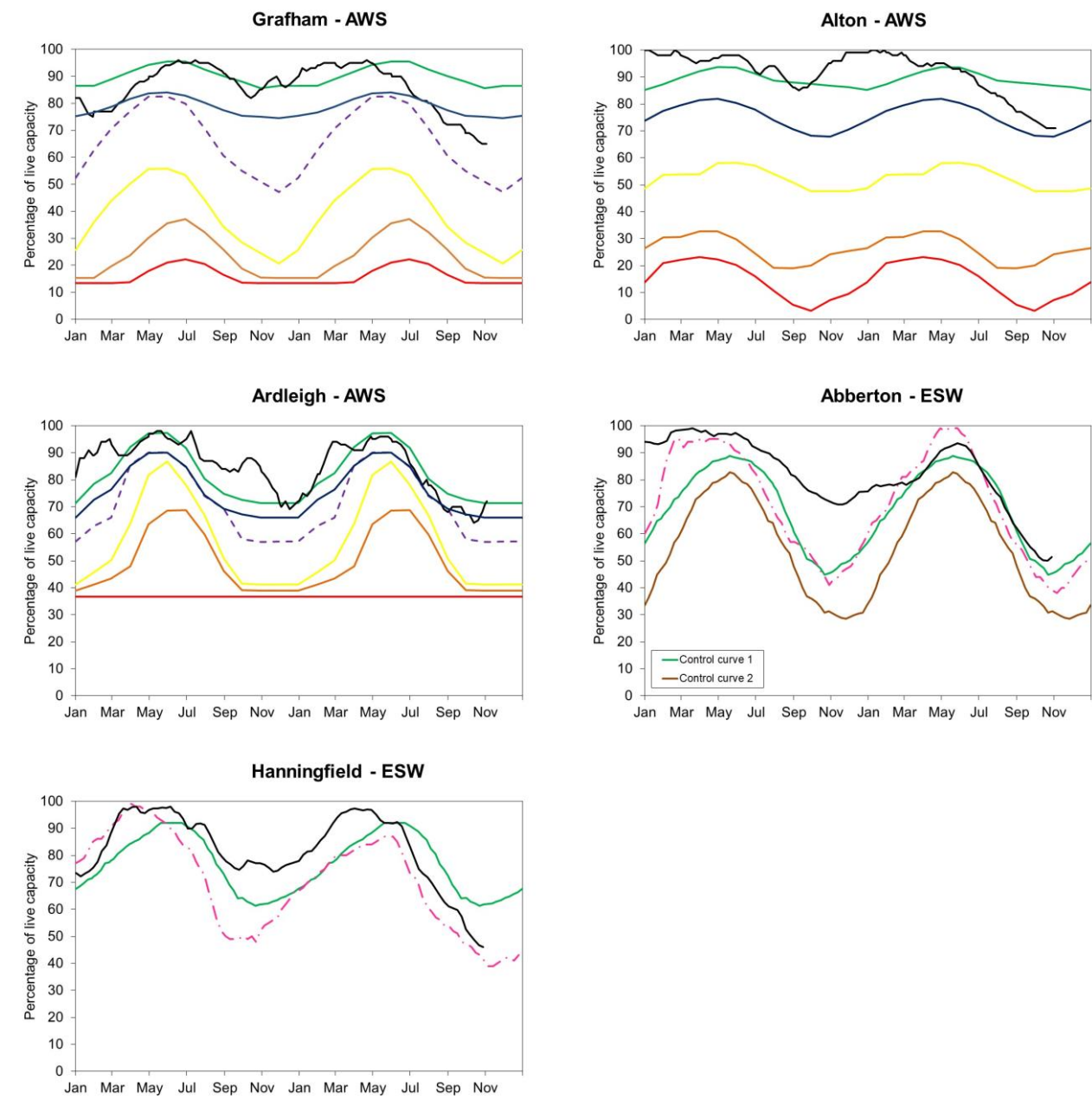


# 6 Reservoir stocks

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

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

— Level 1    — Level 2    — Level 3    — Level 4



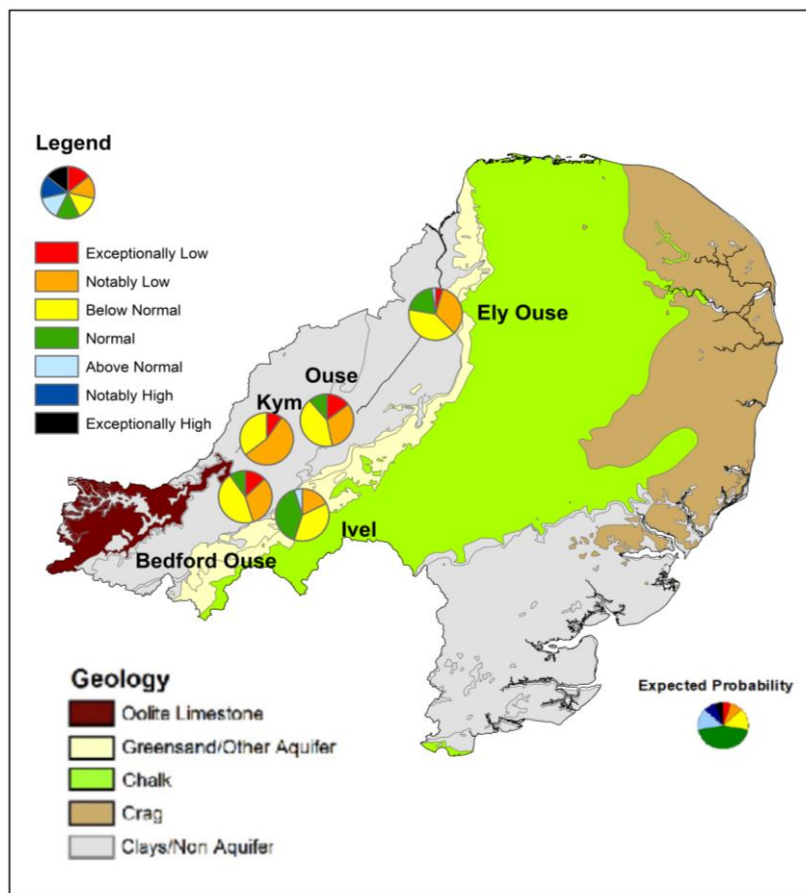
(Source: water companies. For more information on Anglian Water's reservoir level curves, please see Appendix 4 in their [Drought Plan](#)).



## 7 Forward look

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

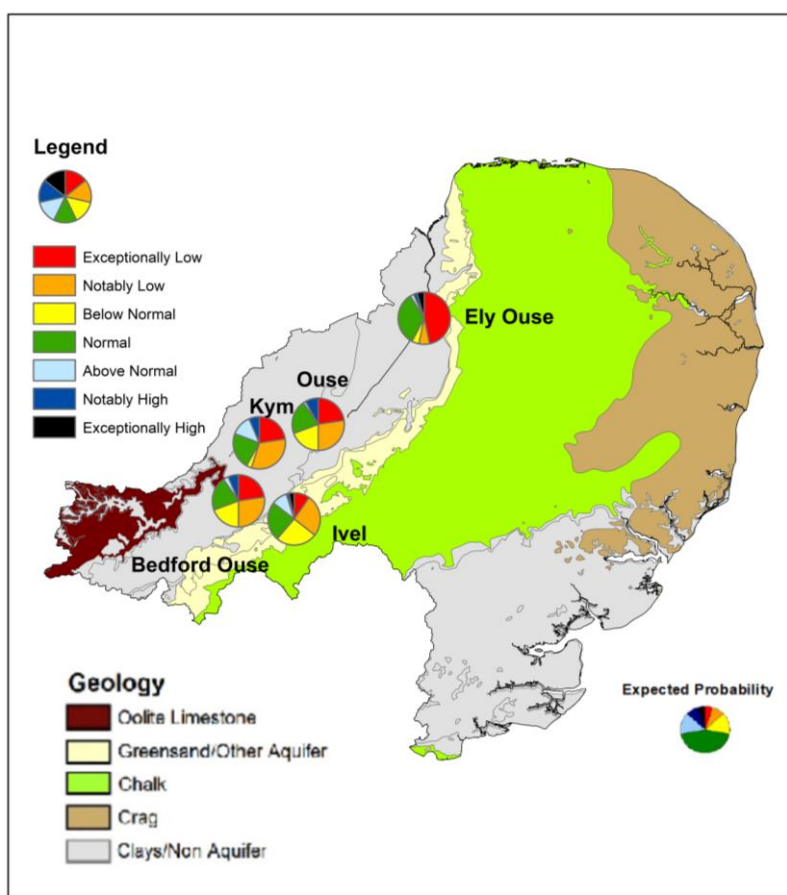
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

## 7.2 Probabilistic ensemble projection of river flows at key sites in March 2026

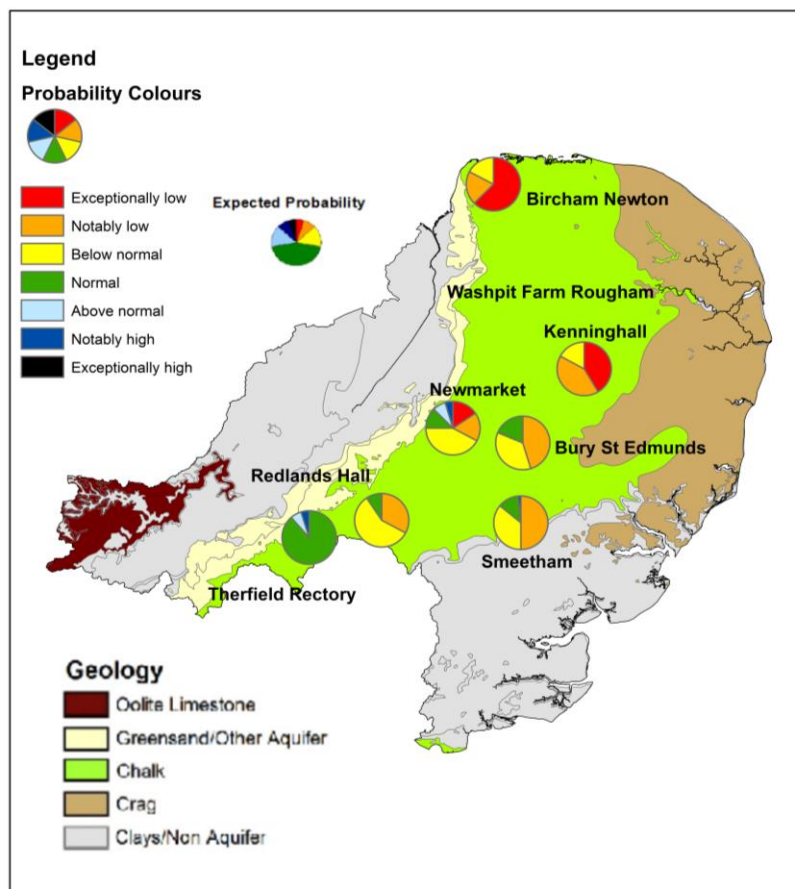
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

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

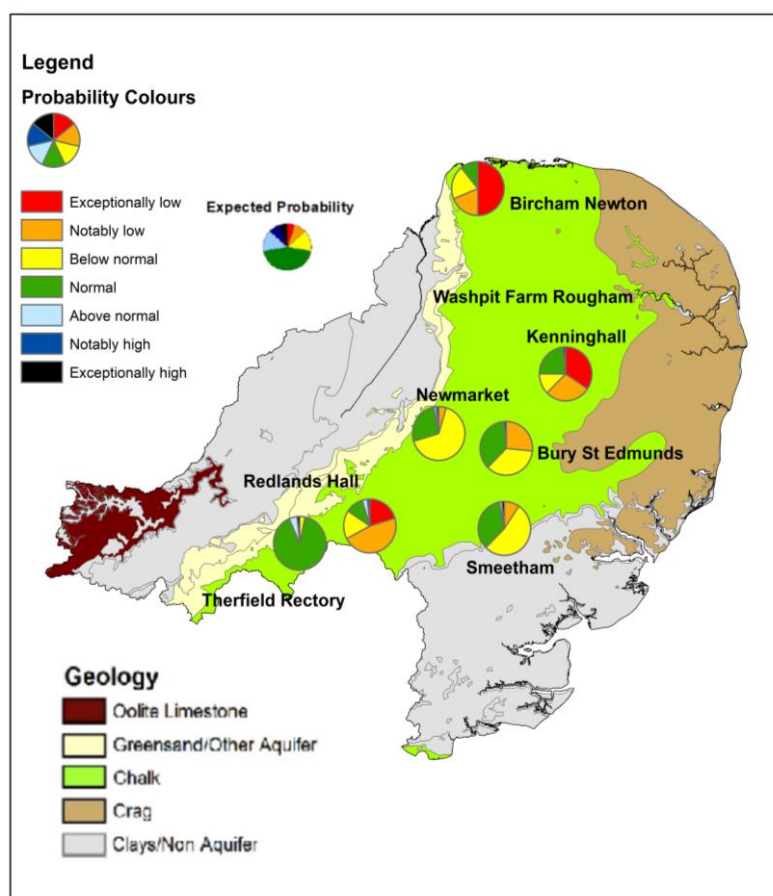
Table available in the appendices with detailed information. Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those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



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

## 7.4 Probabilistic ensemble projection of groundwater levels at key sites in September 2026

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



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

## 8 Glossary

### 8.1 Terminology

#### **Aquifer**

A geological formation able to store and transmit water.

#### **Areal average rainfall**

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

#### **Artesian**

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

#### **Artesian borehole**

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

#### **Cumecs**

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

#### **Effective rainfall**

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

#### **Flood alert and flood warning**

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

#### **Groundwater**

The water found in an aquifer.

## **Long term average (LTA)**

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

## **mAOD**

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

## **MORECS**

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

## **Naturalised flow**

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

## **NCIC**

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

## **Normal Operating Curve**

A reservoir normal operating curve is an optimum storage 'target' or 'control' to ensure security of water supply. It also aims to avoid overfilling of reservoirs resulting in costly over-pumping. It is not expected that a reservoir will always be at its target level. Various factors such as maintenance, raw water quality and supply network issues can affect the ability of a water company to maintain a reservoir at its target level.

## **Recharge**

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

## **Reservoir gross capacity**

The total capacity of a reservoir.

## **Reservoir live capacity**

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

### **Soil moisture deficit (SMD)**

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

## **8.2 Categories**

### **Exceptionally high**

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

### **Notably high**

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

### **Above normal**

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

### **Normal**

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

### **Below normal**

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

### **Notably low**

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

### **Exceptionally low**

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

## 9 Appendices

### 9.1 Rainfall table

| Hydrological area     | Oct 2025 rainfall % of long term average 1991 to 2020 | Oct 2025 band | Aug 2025 to October cumulative band | May 2025 to October cumulative band | Nov 2024 to October cumulative band |
|-----------------------|---|---------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Broadland Rivers      | 93  | Normal        | Below normal                        | Below normal                        | Notably low                         |
| Cam                   | 82  | Normal        | Below normal                        | Notably low                         | Notably low                         |
| Central Area Fenland  | 87  | Normal        | Below normal                        | Notably low                         | Exceptionally low                   |
| East Suffolk          | 113   | Normal        | Normal                              | Normal                              | Below normal                        |
| Little Ouse And Lark  | 96  | Normal        | Below normal                        | Below normal                        | Notably low                         |
| Lower Bedford Ouse    | 67  | Normal        | Notably low                         | Exceptionally low                   | Notably low                         |
| North Essex           | 107   | Normal        | Normal                              | Below normal                        | Notably low                         |
| North Norfolk         | 73  | Normal        | Notably low                         | Notably low                         | Exceptionally low                   |
| Nw Norfolk And Wissey | 85  | Normal        | Below normal                        | Notably low                         | Notably low                         |
| South Essex           | 109   | Normal        | Normal                              | Notably low                         | Notably low                         |



|                          |    |        |              |             |             |
|--------------------------|----|--------|--------------|-------------|-------------|
| Upper<br>Bedford<br>Ouse | 70 | Normal | Below normal | Notably low | Notably low |
|--------------------------|----|--------|--------------|-------------|-------------|

## 9.2 River flows table

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

|                      |            |               |                   |                   |
|----------------------|------------|---------------|-------------------|-------------------|
| Northwold Total      | Wissey     | Wissey        | Exceptionally low | Exceptionally low |
| Offord (gross Flows) | Great Ouse | Ouse Beds     | Normal            | Normal            |
| Roxton               | Great Ouse | Ivel          | Below normal      | Normal            |
| Springfield          | Chelmer    | Chelmer Upper | Normal            | Normal            |
| Swanton Morley Total | Wensum     | Wensum        | Notably low       | Below normal      |
| Temple               | Lark       | Lark          | Notably low       | Notably low       |
| Willen               | Ouzel      | Ouzel         | No Data           | No Data           |

### 9.3 Groundwater table

| Site name             | Aquifer                  | End of Oct<br>2025 band | End of Sep<br>2025 band |
|-----------------------|--------------------------|-------------------------|-------------------------|
| Bath Spring           | Ivel Chalk               | No Data                 | No Data                 |
| Biggleswade           | Ivel Woburn Sands        | Normal                  | Normal                  |
| Bircham Newton        | North West Norfolk Chalk | Below normal            | Below normal            |
| Breckland             | Wissey Chalk             | Notably low             | Below normal            |
| Bury St Edmunds       | Upper Lark Chalk         | Normal                  | Normal                  |
| Castle Farm, Offton   | East Suffolk Chalk       | Below normal            | Normal                  |
| Gog Magog, Stapleford | Cam Chalk                | Notably low             | Notably low             |
| Hazlewood Common      | East Suffolk Crag        | No Data                 | No Data                 |
| Hindolveston          | Norfolk Chalk            | Exceptionally low       | Notably low             |
| Kenninghall           | Little Ouse Chalk        | Below normal            | Normal                  |
| Linton                | Cam Chalk                | Below normal            | Below normal            |
| Newmarket             | Snail Chalk              | Below normal            | Below normal            |

|                                  |  |                   |                   |
|----------------------------------|--|-------------------|-------------------|
| Old Primary School, South Creake | North Norfolk Chalk                          | No Data           | Below normal      |
| Redlands Hall, Ickleton          | Cam Chalk                                    | Normal            | Normal            |
| Rook Hall, Braiseworth           | East Suffolk Chalk                           | Normal            | Normal            |
| Smeetham Hall Cottages, Bulmer   | North Essex Chalk                            | Normal            | Normal            |
| The Spinney, Costessey           | Wensum Chalk                                 | Exceptionally low | Exceptionally low |
| Washpit Farm, Rougham            | North West Norfolk Chalk                     | Below normal      | Normal            |
| Therfield Rectory                | Upper Lee Chalk                              | Above normal      | Above normal      |
| Fringford P.s.                   | Upper Bedford Ouse Oolitic Limestone (great) | Normal            | Normal            |

## 9.4 Ensemble projections tables

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

Percentage of pie chart for each band

| Site               | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|-----------------|-----|------|------|----------|
| Exceptionally low  | 13              | 10  | 0    | 15   | 4        |
| Notably low        | 32              | 55  | 18   | 32   | 33       |
| Below normal       | 45              | 35  | 37   | 42   | 43       |
| Normal             | 10              | 0   | 40   | 11   | 19       |
| Above normal       | 0               | 0   | 5    | 0    | 2        |
| Notably high       | 0               | 0   | 0    | 0    | 0        |
| Exceptionally high | 0               | 0   | 0    | 0    | 0        |

#### 9.4.2 Probabilistic ensemble projection of river flows at key sites in March 2026

Percentage of pie chart for each band

| Site               | Bedford<br>Ouse | Kym | Ivel | Ouse | Ely Ouse |
|--------------------|-----------------|-----|------|------|----------|
| Exceptionally low  | 23              | 23  | 10   | 23   | 44       |
| Notably low        | 27              | 32  | 26   | 27   | 6        |
| Below normal       | 19              | 3   | 26   | 19   | 6        |
| Normal             | 21              | 23  | 24   | 21   | 33       |
| Above normal       | 3               | 13  | 10   | 2    | 4        |
| Notably high       | 6               | 6   | 2    | 8    | 4        |
| Exceptionally high | 0               | 0   | 3    | 0    | 4        |

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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 0.0           | 15.6      | 62.5           | 35.9        | 0.0             | 0.0      |
| Notably low        | 0.0               | 32.8          | 17.2      | 20.3           | 45.3        | 45.3            | 50.0     |
| Below normal       | 0.0               | 57.8          | 42.2      | 17.2           | 18.8        | 35.9            | 35.9     |
| Normal             | 88.5              | 9.4           | 12.5      | 0.0            | 0.0         | 18.8            | 12.5     |
| Above normal       | 6.6               | 0.0           | 7.8       | 0.0            | 0.0         | 0.0             | 0.0      |
| Notably high       | 4.9               | 0.0           | 4.7       | 0.0            | 0.0         | 0.0             | 1.6      |
| Exceptionally high | 0.0               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 0.0      |



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

Percentage of pie chart for each band

| Site               | Therfield Rectory | Redlands Hall | Newmarket | Bircham Newton | Kenninghall | Bury St Edmunds | Smeetham |
|--------------------|-------------------|---------------|-----------|----------------|-------------|-----------------|----------|
| Exceptionally low  | 0.0               | 20.3          | 0.0       | 50.0           | 34.4        | 0.0             | 0.0      |
| Notably low        | 0.0               | 46.9          | 4.7       | 18.8           | 28.1        | 26.6            | 9.4      |
| Below normal       | 3.3               | 17.2          | 65.6      | 20.3           | 12.5        | 35.9            | 53.1     |
| Normal             | 90.2              | 10.9          | 26.6      | 10.9           | 23.4        | 35.9            | 34.4     |
| Above normal       | 4.9               | 3.1           | 1.6       | 0.0            | 0.0         | 0.0             | 1.6      |
| Notably high       | 0.0               | 1.6           | 1.6       | 0.0            | 1.6         | 1.6             | 0.0      |
| Exceptionally high | 1.6               | 0.0           | 0.0       | 0.0            | 0.0         | 0.0             | 1.6      |

## Damage and vandalism notes

|            |                     |   |              |  |  |  |
|------------|---------------------|---|--------------|--|--|--|
| 01/01/2025 | Orchard Surgery     | Extensive damage to footpath from tree roots                    | MOP          |  |  | Contacted Drs surgery for assistance as this is a private road - awaiting response.  |
| 06/02/2025 | Wonderpass          | SvdV reported a large area of paint had flaked off the wall.    | Cllr         |  |  | Practical Solutions Group looking at plan of action to set up 'Friends of the Wonderpass' to drive action.                               |
| 01/03/2025 | Palmers Way         | Damage to bench   | MOP          |  |  | On wardens job list.   |
| 08/05/2025 | Vicarge Close / rec | Gate and fencing fallen at entrance to rec                      | SCDC         |  |  | SCDC reported to MVC on a couple of occasions and no action has been taken. Watch. Chased MVC for action after chase from Vicarge Close. |
| 17/07/2025 | The Moor - New Rec  | Memorial bench - bolts removed and bench moved                  | Cllr         |  |  | Owner contacted to request action.   |
| 08/09/2025 | Grinnel Hill        | Boundary movement on to Parish land                             | MOP          |  |  | Fence movement onto Parish land at Grinnel Hill. Letter sent to resident to request reinstatement of land boundary.                      |
| 15/09/2025 | London Way          | Flytipping  | Litterpicker |  |  | Reported via SCDC fly tipping web page - XGDMPDNH  |
| 15/09/2025 | Bramley Ave         | Fallen tree   | MOP          |  |  | Reported to SCDC Housing - cleared.  |
| 15/09/2025 | Clear Cresent       | Dead trees causing concern                                      | MOP          |  |  | Reported to SCDC Housing - will be reviewed at next walk around.   |
| 16/09/2025 | Mortlock Street     | Bench slat broken outside of schoiol                            | MOP          |  |  | Wardens to assess and suggest fix. Could we precept funds for bench replacement across village over time as parts are hard to acquire?   |
| 16/09/2025 | Moor Play Park      | Vanalised play equipment damaged                                | MOP          |  |  | Reported to College by MOP - Wardens fixed equipment.  |
| 24/09/2025 | River Mel - new rec | Tent and belongings found in river                              | Wardens      |  |  | Cleared and disposed of by Wardens   |
| 30/09/2025 | River Mel - new rec | Green bin found in river.                                       | Wardens      |  |  | Cleared by Wardens - returned to Bowls club.   |
| 06/10/2025 | Vicarage            | Fallen Tree - from pathway causing damamge to garden and fence. | MOP          |  |  | Reported to CCC via Highways tool.   |
| 06/10/2025 | Armingford Crescent | Fallen tree   | MOP          |  |  | Reported to Herts & Cambs. Approved clear up under delegated authority.  |
| 08/10/2025 | Moor Play Park      | Graffiti on slide   | Cllr         |  |  | Removed by Warden.   |
| 03/11/2025 | Moor Play Park      | Broken service gate   | MOP          |  |  | Removed by Warden. To be fixed.  |

# MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

## APPENDIX 3

| Area                             | Monthly Checking Record |          |                    |                     | NOTES |
|----------------------------------|-------------------------|----------|--------------------|---------------------|-------|
|                                  | Week 1                  | Week 2   | Week 3             | Week 4              |       |
| Moor Play Park                   | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Village Car Park                 | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| War Memorial                     | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Littlehands and Access Way       | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| New Rec. Ground                  | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Clear Cres. Play Park            | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Orchard Road Cemetery            | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| New Road C/metry                 | 20.10.25                | 27.10.25 | 3-11-25 <i>sf.</i> | 10-11-25 <i>sf.</i> |       |
| Old Recreation Ground            | 20.10.25                |          | 3-11-25 <i>sf.</i> |                     |       |
| Pavilion                         | 20.10.25                |          | 3-11-25 <i>sf.</i> |                     |       |
| Stockbridge M.                   | 20.10.25                |          | <i>W.R.</i>        |                     |       |
| Worcester Way                    | 20.10.25                |          | 3-11-25 <i>sf.</i> |                     |       |
| BMX Site (Summer & only if open) | <i>/</i>                |          | <i>/</i>           |                     |       |

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| Area               | Monthly Checking Record |          |            |             |
|--------------------|-------------------------|----------|------------|-------------|
|                    | Week1                   | Week2    | Week 3     | Week4       |
| Allotments         | 20.10.25                |          | .          |             |
| All Saints' C/Yard | 20.10.25                |          | 3-11-25 JF |             |
| Jubilee Orchard    | 20.10.25                |          | 3-11-25 JF |             |
| Fire Engine Shed   |                         |          |            | 10-11-25 JF |
| Armingford Cres.   |                         |          |            | 10-11-25 JF |
| Beechwood Avenue   |                         | 27.10.25 |            |             |
| Chalkhill Barrow   |                         | 27.10.25 |            |             |
| Elm Way            |                         | 27.10.25 |            |             |
| Millennium Copse   |                         | 27.10.25 |            |             |

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| Pavilion : Legionella monitoring   | Responsibility      | Weekly (please note date completed) | Monthly (note insert date completed) | Quarterly (note insert date completed) | Annually (note insert date completed) |
|--|---------------------|-------------------------------------|--------------------------------------|--|---------------------------------------|
| Record flushing of infrequently used outlets **<br>(run showers and taps, flush toilets – to be done weekly) – log when done | Wardens             | 20.10.25                            |                                      |  |                                       |
|  |                     | 27.10.25.                           |                                      |  |                                       |
|  |                     | 3-11-25                             |                                      |  |                                       |
|  |                     | 10-11-25                            |                                      |  |                                       |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer   | Wardens             |                                     | 10-11-25                             |  |                                       |
| Record cleaning and descaling  | Cleaning contractor |                                     |                                      | /                                      |                                       |
| Showers – descale and disinfect  | Cleaning Contractor |                                     |                                      | /                                      |                                       |
| Disinfect hot water unit in kitchen  | Cleaning Contractor |                                     |                                      | /                                      |                                       |
| Hot water cylinders – check water temp (should be 60c)   | Wardens             |                                     |                                      | 10-11-25                               |                                       |
| Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)       | Wardens             |                                     |                                      |  | /                                     |
| Service all TMVs annually – to be done as part of annual service of heating system   | Heating contractor  |                                     |                                      |  | /                                     |
| Check insulation to pipework where required  | Heating contractor  |                                     |                                      |  | /                                     |

**From:** [REDACTED]  
**To:** [Abi Williams](#)  
**Subject:** RE: 5 Day Notice - Removal of Dead Birch Tree at The Vicarage, Melbourn  
**Date:** 23 October 2025 08:39:02

---

Morning

Thaks for the emails.

Yeah, nearly 3 weeks down the tree remains in the garden, and I have a broken fence, broken garden furniture and smashed flowerbed. SCDC have thankfully taken the lead now in getting the tree removed but as you will have seen there are delays to that too.

I will contact ELS and help them understand the urgency to getting the tree removed. As this is in the Vicarage, there is no requirement to contact the Diocese.

Could I ask that this situation is brought to the attention of the parish council please at the next meeting. I have been met with 'not our responsibility' from all three councils, and I think that this is probably because no one 'owns' the foot or so of land between the footpath and the fence, which is just simply odd. SCDC resurfaced the path and the parish council cut back the vegetation each year, but who owns it.

Can the council perhaps in response to this incident.....

- Look to adopt this section of footpath and the borders of it.
- Identify who owns the trees on public land and maintain a register.

Thanks

---

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

**Sent:** 22 October 2025 15:31

**To:** [REDACTED]

**Subject:** RE: 5 Day Notice - Removal of Dead Birch Tree at The Vicarage, Melbourn

My apologies but this is the first time I have seen a 5 day notice for a tree – the tree is on private property and not the responsibility or under the ownership of the Parish Council.

I would imagine you need to contact Greater Cambridgeshire Planning tree officers and the owner of the land. Try [planning.trees@scambs.gov.uk](mailto:planning.trees@scambs.gov.uk)

I believe you have [REDACTED] email details and I have bcc'd him into this reply.

You can contact the relevant people at Planning through [planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org)

I believe as this tree is within a conservation area and part of the Church (?) you may need to contact the Diocese of Ely as stated here: [Tree preservation orders and trees in conservation areas](#)

I hope this has answered your query – if you need any further help please contact me and I will reach out for further information.

Kind regards

Abi

---

**Abi Williams** | Parish Clerk

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

01763 263303 (option 3) | [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk) | [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

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

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

You may request access to the information we hold on you: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

You may request to be removed as a contact at any time: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

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

---

**From:** [REDACTED]

**Sent:** 22 October 2025 14:56

**To:** Abi Williams <[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)>

**Subject:** 5 Day Notice - Removal of Dead Birch Tree at The Vicarage, Melbourn

Dear Abi,

Would you please be able to help or guide me in the right direction for who to contact regarding a 5 day notice to carry out tree work to a dead tree please? Our 5 day notice below:

Please accept this email as a 5 Day Notice for a dead Birch tree we located at:

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

SG8 6DY

The proposed works are as follows:

- Fell and clear

Photo attached for reference.

Please do not hesitate to contact me should you require any further information.

Thank you in advance.

Best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]





## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

9<sup>th</sup> November 2025

Dear Abbie

Quote to dig out & create bases for cremated remains as per the others in New Rd Cemetery.

We would dig out, supply mot type 1 as the subbase, lay slabs on a bed of concrete & then refill with soil around the edges, leaving them tidy.

You are providing the bases as per usual.

This is based on 4 slabs per base

I'm more than happy for them to be delivered to my yard, we can off load with forklift if required.

**Total £280.00 x Vat per base of 4 slabs**

We really hope this is of use to you & look forward to your response

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel:** 01763 261 999      **Email:** Justin@hcgmltd.co.uk

VAT Reg: 987421972 Company number: 6936328

**[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)**

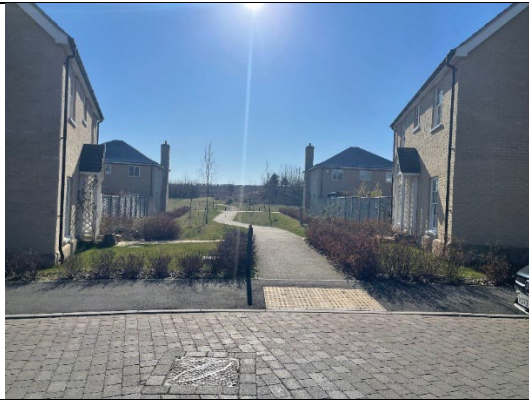
# Hopkins Homes – Maintenance Contract

September 2025

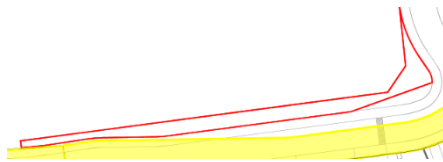


1.

Full map see Appendix A



- Wildflower area – treat as SGB.
- Confirmation of areas to be tended – to shrub line aside and in front of properties.



2.

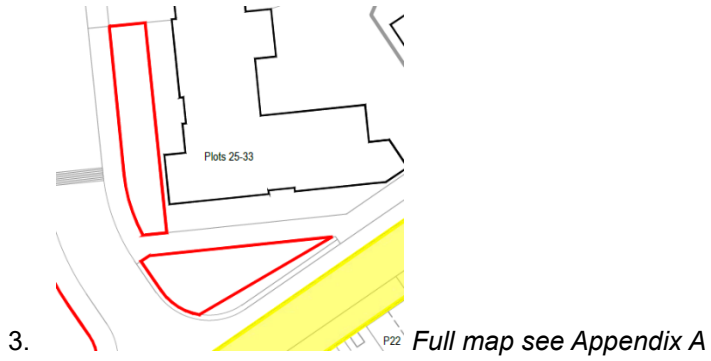
Full map see Appendix A



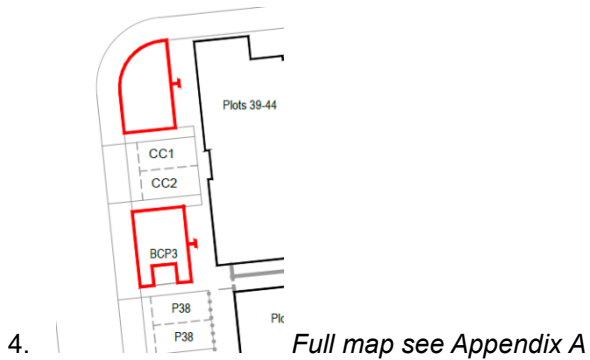
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

## Hopkins Homes – Maintenance Contract

September 2025



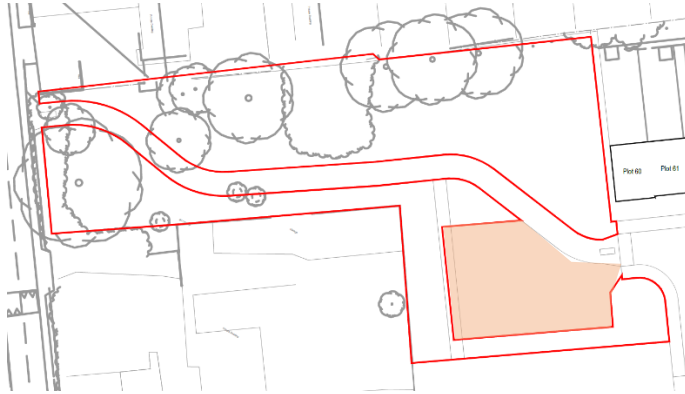
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Note raised ironworks.

## Hopkins Homes – Maintenance Contract

September 2025



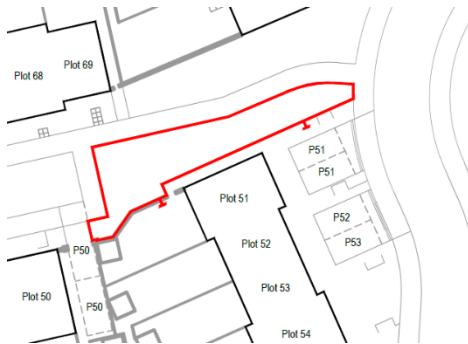
5.

*Full map see Appendix A*



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Note raised ironwork.

*Note: contains area under highways control – shown above in orange not to be included in quote.*



6.

*Full map see Appendix A*

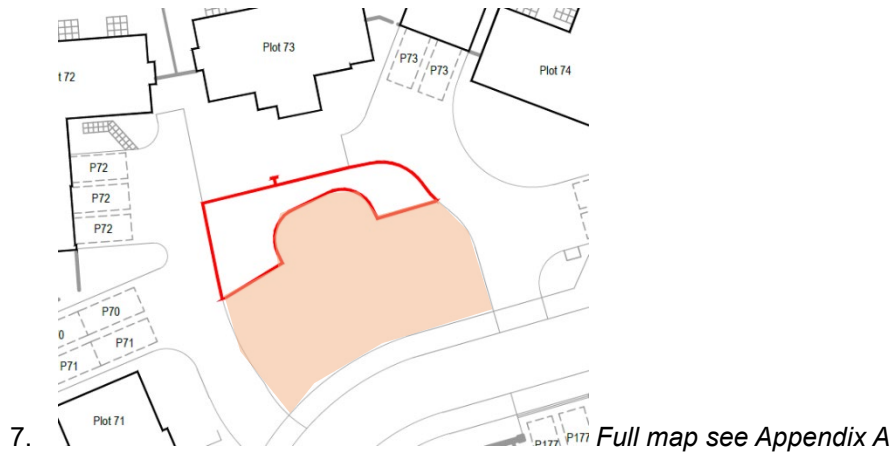


- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Hedge maintained by homeowner.
- Confirmed strip opposite maintained by homeowner.



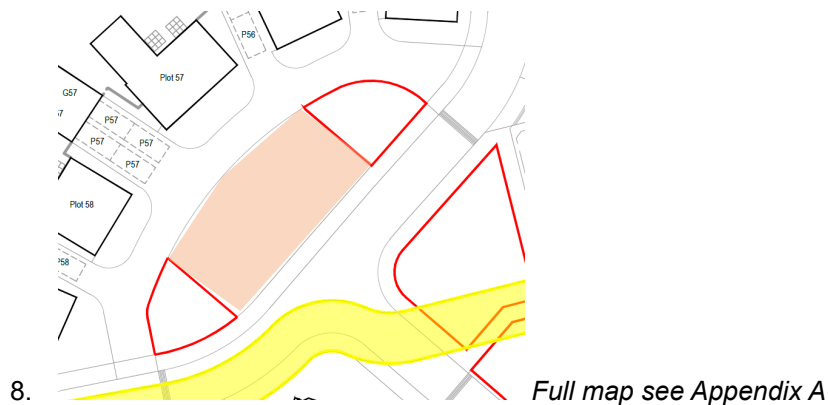
## Hopkins Homes – Maintenance Contract

September 2025



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

*Note: contains area under highways control – shown above in orange.*

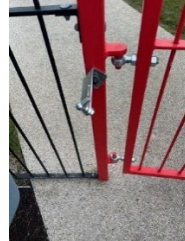
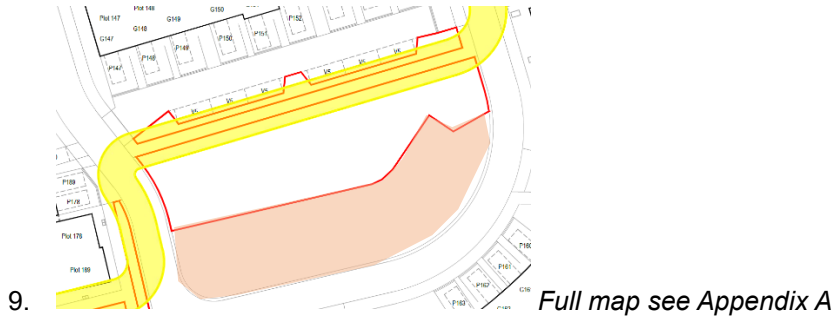


- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

*Note: contains area under highways control – shown above in orange.*

## Hopkins Homes – Maintenance Contract

September 2025

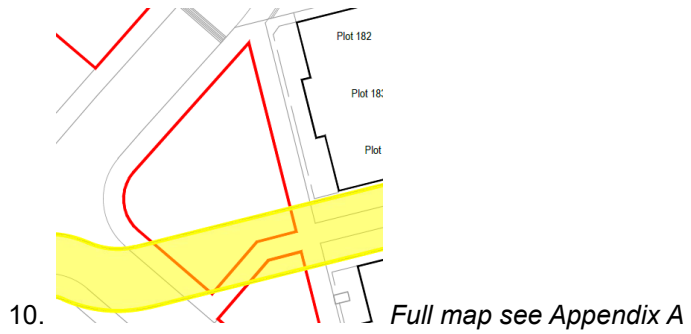


- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Note raised ironworks.

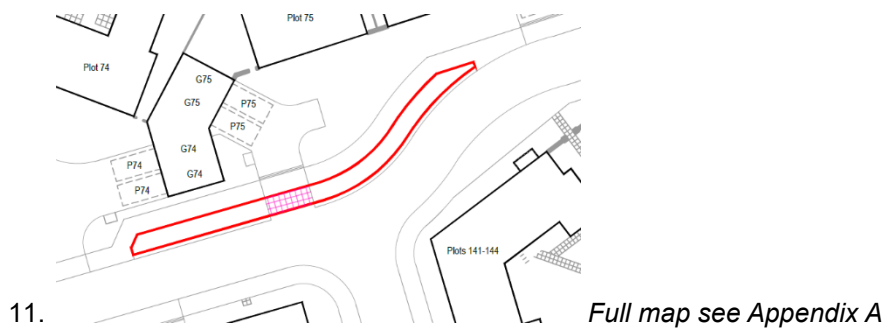
*Note: contains area under highways control – shown above in orange.*

## Hopkins Homes – Maintenance Contract

September 2025



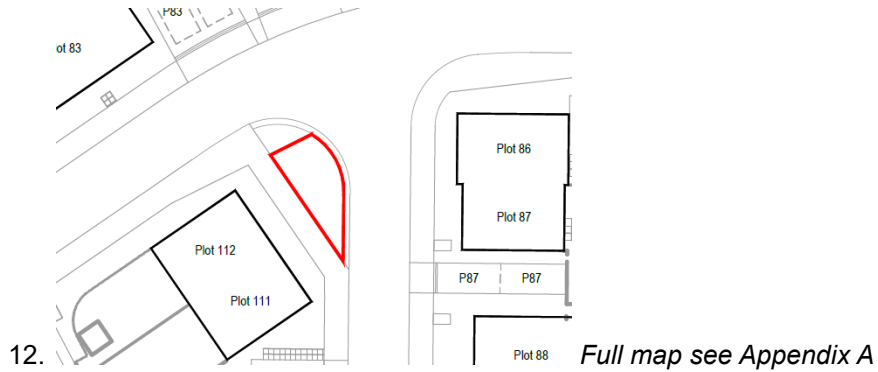
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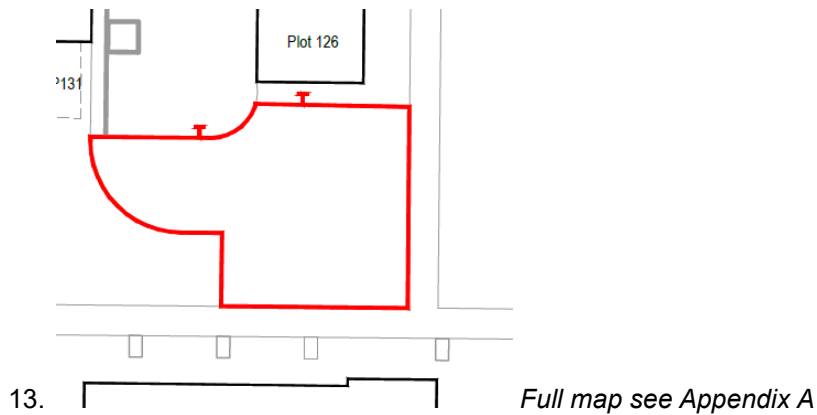
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

## September 2025

September 2025



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

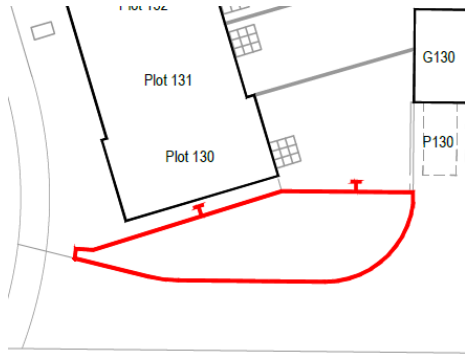


- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Confirmed shrubs along fence line as homeowners.



## Hopkins Homes – Maintenance Contract

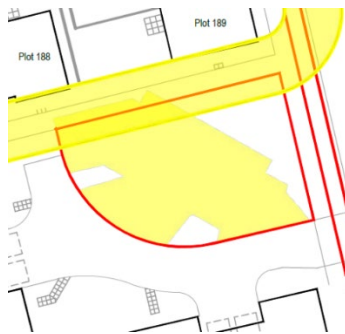
September 2025



14.  *Full map see Appendix A*



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Confirmed shrubs along fence line as homeowners.



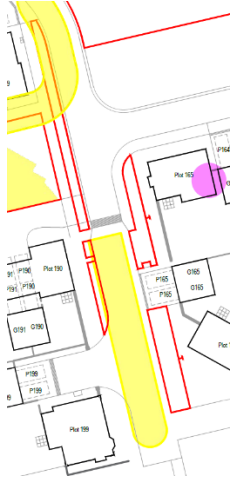
15.  *Full map see Appendix A*



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).

## Hopkins Homes – Maintenance Contract

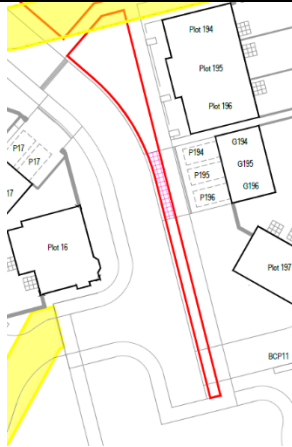
September 2025



16. *Full map see Appendix A*



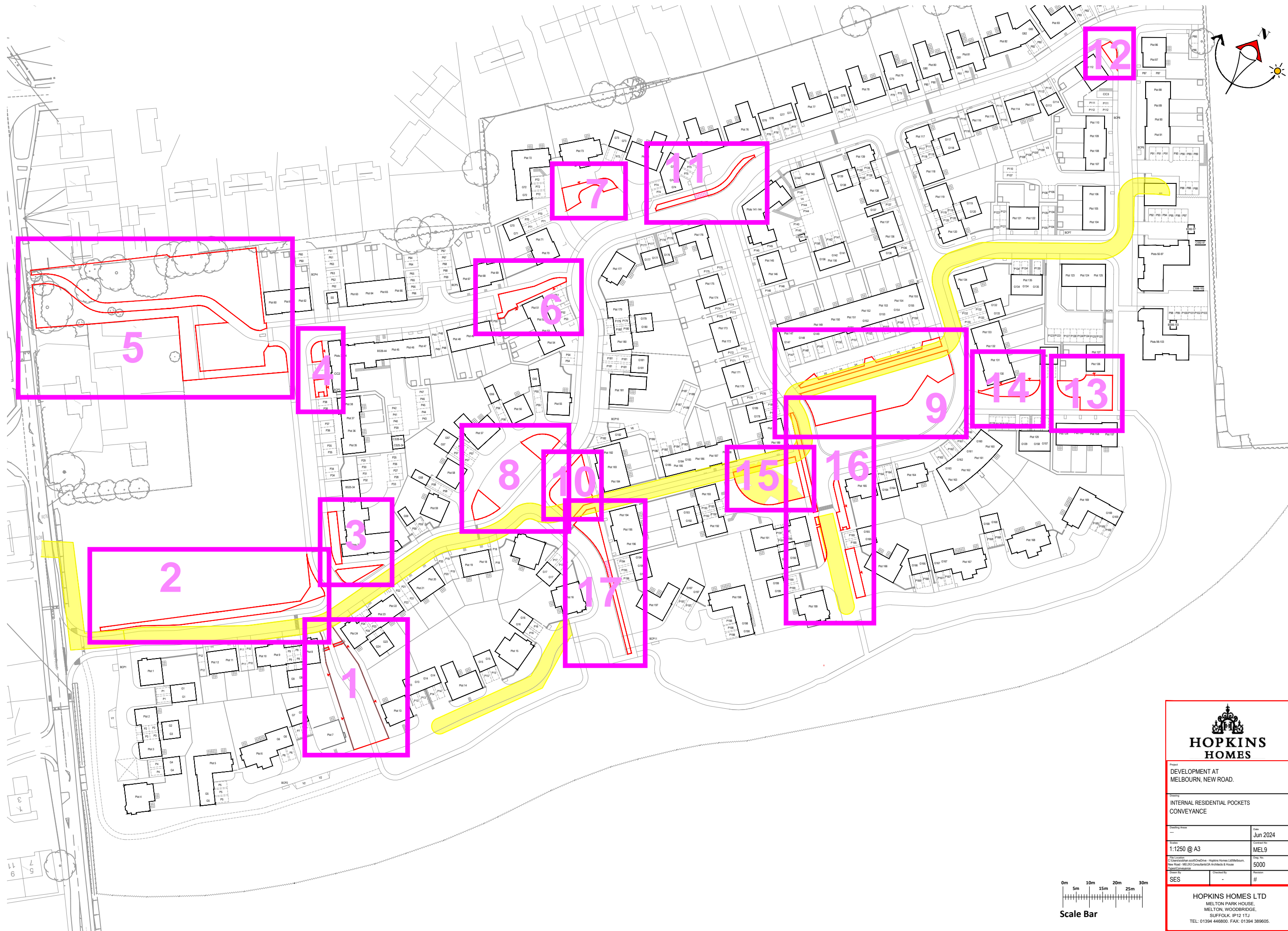
- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).
- Confirmed hedge to belong to homeowners.




17. *Full map see Appendix A*



- EH1 grass seed confirmed – cut as required (leave end June to end July for flowering).





**HOPKINS  
HOMES**

Project  
**DEVELOPMENT AT  
MELBOURN, NEW ROAD.**

Document  
**INTERNAL RESIDENTIAL POCKETS  
CONVEYANCE**

|                 |                   |
|-----------------|-------------------|
| Plotting Area   | Date              |
| 1:1250 @ A3     | Jun 2024          |
| Contract No.    | MEL9              |
| Drawn By<br>SES | Check No.<br>5000 |
| Checked By      | Revision<br>#     |

**HOPKINS HOMES LTD**  
MELTON PARK HOUSE,  
MELTON, WOODBRIDGE,  
SUFFOLK. IP12 1TJ  
TEL: 01394 446800. FAX: 01394 389605.



# Herts & Cambs Ground Maintenance Ltd

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

**Telephone** 07968 365833 **Email** justin@hcgmltd.co.uk

**VAT Registration Number**  
GB 987421972

**Invoice To**

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

**Customer**

Melbourn Parish Council

**Invoice Number** SI-4103

**Invoice Date** 24/10/2025

**Due Date** 23/11/2025

| Description   | Net    | % VAT | VAT   | Total  |
|---|--------|-------|-------|--------|
| Deliver & supply 3 ton of topsoil for Rec & Old Rec | 290.00 | 20.00 | 58.00 | 348.00 |

| VAT Rate                 | Net     | VAT    | Total Net | Total VAT | Total   |
|--------------------------|---------|--------|-----------|-----------|---------|
| Standard 20.00% (20.00%) | £290.00 | £58.00 | 290.00    | 58.00     | £348.00 |

**Notes**

Bank Account Details: -  
Sort Code: 30-97-16  
Account Number: 24993668

**Terms and Conditions**

Payment Terms: Net 30 Days

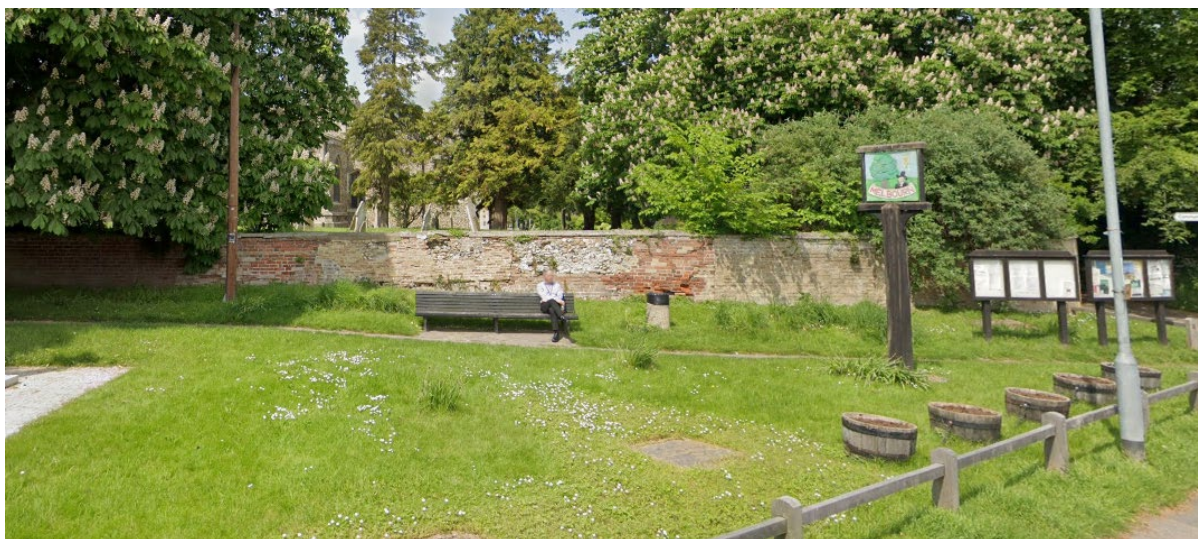


Registered in England and Wales No. 6936328

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



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



### Correspondence from All Saints – 1 August 2025

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

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

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

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

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

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

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

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

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

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

#### **Actions so far**

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

- Previous advice from the Conservation Officer:

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

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

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

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

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

#### **Consideration**

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

## Update October 2025

Email from All Saints: 6 October 2025

*Further to the recent correspondence from the Parish Council, we have been able to identify that the churchyard is closed and that the cost of maintaining the churchyard is passed to the local authority.*

*Attached are 2 PDF's which show two pages from The London Gazette.*

*You will see Melbourn's closure mentioned on page 1, but the closure itself is dealt with in more detail on the second page. The London Gazette reports that the closure was approved on the 4<sup>th</sup> of November 1901, to take effect on the 31<sup>st</sup> of May 1902. The Burial Act 1855 section 18 states (in relation to closed burial grounds):*

***s18 Burial board to keep in order closed burial grounds, &c.***

*In every case in which any Order in Council has been or shall hereafter be issued for the discontinuance of burials in any churchyard or burial ground, the burial board or churchwardens, as the case may be, shall maintain such churchyard or burial ground of any parish in decent order, and also do the necessary repair of the walls and other fences thereof; and the costs and expenses shall be repaid by the overseers.....*

*As you will see from the Lond Gazette the order was passed in Council at St James' Palace.*

*With the enactment of the Local Government Act 1972, the Burials Board ceased to exist as a separate administrative body. Under the provisions of Schedule 26 to the Act, its functions and responsibilities were transferred to the relevant Parish Council, which henceforth assumed oversight of burial grounds and related duties. This legislative change formed part of a broader reorganisation of local government in England and Wales, streamlining various functions under elected parish authorities to enhance local accountability and governance. From 1 April 1974, the Parish Council became the statutory authority for burial matters previously managed by the Burials Board, in accordance with the transitional arrangements set out in the Act.*

*I trust that this helps to confirm both our positions in relation to the upkeep of the churchyard and its boundary walls and fences.*

September, one thousand nine hundred and one, to give notice of such representation, and to order that the same should be taken into consideration by a Committee of His Majesty's Most Honourable Privy Council on the thirty-first day of October, one thousand nine hundred and one, and copies thereof have been affixed as required by the said first recited Act :

Now, therefore, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered that the following directions be substituted for the directions contained in the said Order in Council of the third May, one thousand eight hundred and eighty-eight, so far as it relates to the new part (added in the year one thousand eight hundred and seventy-one) of the new or additional parish churchyard in Ruthin-road, Wrexham, viz. :—

WREXHAM.—That burials be discontinued forthwith and entirely in the new part (added in the year one thousand eight hundred and seventy-one) of the new or additional parish churchyard in Ruthin-road, Wrexham, in the county of Denbigh, except as follows :—

In such vaults and wholly walled graves as are now existing burials may be allowed on condition that every coffin buried therein be separately enclosed by stonework or brickwork properly cemented.

*A. W. FitzRoy.*

**A**T the Court at *Saint James's*, the 4th day of *November*, 1901.

PRESENT,

The KING's Most Excellent Majesty in Council.

**W**HEREAS by "The Burial Act, 1853," it was enacted that, in case it appeared to His Majesty in Council, upon the representation of one of His Majesty's Principal Secretaries of State, that, for the protection of the public health, the opening of any new burial-ground in any city or town, or within any other limits, save with the previous approval of one of such Secretaries of State, should be prohibited, or that burials in any city or town, or within any other limits, or in any burial-grounds or places of burial, should be wholly discontinued, or should be discontinued subject to any exception or qualification, it should be lawful for His Majesty, by and with the advice of His Privy Council, to order that no new burial-ground should be opened in any city or town, or within such limits, without such previous approval, or (as the case might require) that, after a time mentioned in the Order, burials in such city or town, or within such limits, or in such burial-grounds or places of burial, should be discontinued wholly, or subject to any exceptions or qualifications mentioned in such Order, and so from time to time as circumstances might require ; provided always, that notice of such representation, and of the time when it should please His Majesty to order that the same be taken into consideration by the Privy Council, should be published in the London Gazette, and should be affixed on the doors of the churches or chapels of, or on some other conspicuous places within, the parishes affected by such representation, one month before such representation was so considered : provided also, that no such representation should be made in relation to the burial-ground of any parish until ten days' previous notice of the intention to make such representation should have been given to the Incumbent and Vestry Clerk or Churchwardens of such parish :

And whereas by "The Burial Act, 1900," it

was enacted that the powers and duties of the Secretary of State under the Burial Acts should be transferred to the Local Government Board :

And whereas the Local Government Board, after giving to the Incumbents and the Churchwardens of the parishes hereinafter mentioned ten days' previous notice of their intention to make such representations, made representations, stating that, for the protection of the public health, no new burial-grounds should be opened in the township of Blackfordby, in the civil township of Washington, in the township of Gedney, and in the civil parishes of Shinfield, Melbourn, Yardley and Knipton, without the previous approval of the Local Government Board, and that burials should be discontinued therein as herein-after directed :

And whereas His Majesty was pleased, by His Order in Council of the twenty-sixth day of September last, to give notice of such representations, and to order that the same should be taken into consideration by a Committee of the Lords of His Majesty's Most Honourable Privy Council on the thirty-first day of October, one thousand nine hundred and one, and such Order has been published in the London Gazette, and copies thereof have been affixed, as required by the said Act :

Now, therefore, His Majesty by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, that no new burial-grounds shall be opened in the said township and civil parishes without the previous approval of the Local Government Board, and that burials in the said parishes shall be discontinued as follows, viz. :—

BLACKFORDBY.—Forthwith and entirely in the Parish Church of Saint Margaret, Blackfordby, in the county of Leicester ; and in the churchyard, except as follows :—

(a.) In such vaults as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen or partly walled graves as are now existing in the churchyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of any members of the family of any of the persons heretofore buried in such graves.

(c.) In the churchyard, in any grave space in which no interment has heretofore taken place, the burial may be allowed, at or below the depth of five feet from the surface of the ground, of the body of any member of the family to which such grave space may be allotted.

WASHINGTON.—Forthwith and entirely in the Parish Church of Holy Trinity, Washington, in the county of Durham ; and in the churchyard, except as follows :—

(a.) In such vaults and walled graves as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen or partly walled graves as are now existing in the churchyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of any members of the family of any of the persons heretofore buried in such graves.



**GEDNEY.**—Forthwith and entirely in the Parish Church of Saint Mary Magdalene, Gedney, in the Parts of Holland, Lincolnshire; and in the churchyard after the expiration of twelve months from the date of this Order, except as follows:—

(a.) In such vaults and walled graves as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen graves as are now existing in the churchyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of members of the family of any of the persons heretofore buried in such graves.

**SHINFIELD.**—Forthwith and entirely in the Parish Church of Saint Mary, Shinfield, in the county of Berks; and in the churchyard, after the thirty-first day of March, one thousand nine hundred and two, except as follows:—

In such vaults as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault be separately enclosed by stonework or brickwork properly cemented.

**MELBOURN.**—Forthwith and entirely in the Parish Church of All Saints, Melbourn, in the county of Cambridge; and in the churchyard, after the thirty-first day of May, one thousand nine hundred and two, except as follows:—

In such vaults or walled graves as are now existing in the churchyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

**YARDELEY.**—Forthwith and entirely in "Job Marston" Chapel, Hall Green, in the parish of Yardley, in the county of Worcester; and in the chapelyard, except as follows:—

(a.) In such vaults and walled graves as are now existing in the chapelyard burials may be allowed subject to the condition that every coffin buried in any such vault or grave be separately enclosed by stonework or brickwork properly cemented.

(b.) In such earthen graves as are now existing in the chapelyard burials may be allowed, at or below the depth of five feet from the surface of the ground, of the bodies of members of the family of any of the persons heretofore buried in such graves.

**KNIPTON.**—Forthwith and entirely in the Baptist Chapel at Knipton, in the county of Leicester, and in the burial ground attached thereto.

*A. W. Fitz Roy.*

**A**T the Court at *Saint James's*, the 4th day of *November*, 1901.

PRESENT,

The KING's Most Excellent Majesty in Council.

**W**HEREAS by "The Burial Act, 1853," it was enacted that, in case it appeared to His Majesty in Council, upon the representation of one of His Majesty's Principal Secretaries of State, that, for the protection of the public health, the opening of any new burial ground in any city or town, or within any other limits, save with the previous approval of one of such Secretaries of State, should be prohibited, or that burials in any

city or town, or within any other limits, or in any burial grounds or places of burial, should be wholly discontinued, or should be discontinued subject to any exception or qualification, it should be lawful for His Majesty, by and with the advice of His Privy Council, to order that no new burial ground should be opened in any city or town, or within such limits, without such previous approval, or (as the case might require) that, after a time mentioned in the Order, burials in such city or town, or within such limits, or in such burial grounds or places of burial, should be discontinued wholly, or subject to any exceptions or qualifications mentioned in such Order, and so from time to time as circumstances might require; provided always, that notice of such representation, and of the time when it should please His Majesty to order that the same be taken into consideration by the Privy Council, should be published in the London Gazette, and should be affixed on the doors of the churches or chapels of, or on some other conspicuous places within, the parishes affected by such representation, one month before such representation was so considered; provided also that no such representation should be made in relation to the burial ground of any parish until ten days' previous notice of the intention to make such representation should have been given to the incumbent and vestry clerk or churchwardens of such parish:

And whereas by "The Burial Act, 1855," it was, amongst other things, enacted that it should be lawful for His Majesty, by and with the advice of His Privy Council, from time to time to postpone the time appointed by any Order in Council for the discontinuance of burials, or otherwise to vary any Order in Council made under any of the Acts recited in the said Act, or under the said Act (whether the time thereby appointed for the discontinuance of burials thereunder, or other operation of such Order, should or should not have arrived), as to His Majesty, with such advice as aforesaid, might seem fit:

And whereas by "The Burial Act, 1900," it was enacted that the powers and duties of the Secretary of State should be transferred to the Local Government Board.

And whereas the Local Government Board, after giving to the incumbent and the churchwardens of the parish hereinafter mentioned ten days' previous notice of their intention to make such representation, made a representation stating that they were of opinion that the Order in Council of twenty-first August, one thousand eight hundred and fifty-six, so far as it relates to the church and churchyard of Penkhull, in the parish of Stoke-upon-Trent, should be varied, by substituting certain directions for those contained in the said Order:

And whereas His Majesty was pleased by His Order in Council of the twenty-sixth day of September, one thousand nine hundred and one, to give notice of such representation, and to order that the same should be taken into consideration by a Committee of the Lords of His Majesty's Most Honourable Privy Council, on the thirty-first day of October, one thousand nine hundred and one, and copies thereof have been affixed as required by the said first recited Act:

Now, therefore, His Majesty, by and with the advice of His Privy Council, is pleased to order and it is hereby ordered that the following directions be substituted for those contained in the said Order in Council of the twenty-first August, one thousand eight hundred and fifty-six, with respect to burials in the said church and churchyard, viz.:—

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

Date Sent: 30/10/2025

#### Quote Information

Client Ref: 143  
Quote No: 7741  
Surveyor: James Cantle  
Site Ref: 10122  
Order No:

## Quote

**Site Address** Old Rec (scouts hut), The Moor, Melbourn, SG8 6EF

| Item No | Item            | Description Of Work   | Value     |
|---------|-----------------|---|-----------|
| G.1     | London plane x4 | <p>Remove major deadwood throughout the entire crown area (deadwood greater than 25mm in diameter). This will improve safety and the overall appearance of the tree.</p> <p>Notes:</p> <p>All works to be carried out in accordance with BS3998:2010 (Tree Work – Recommendations).</p> <p>All arisings to be removed from site and the area left clean and tidy upon completion.</p> | £1,600.00 |
| T.1     | Ash x2          | <p>Remove major deadwood throughout the entire crown area (deadwood greater than 25mm in diameter). This will improve safety and the overall appearance of the tree.</p> <p>Notes:</p> <p>All works to be carried out in accordance with BS3998:2010 (Tree Work – Recommendations).</p> <p>All arisings to be removed from site and the area left clean and tidy upon completion.</p> | £300.00   |

Total Value: £1,900.00  
VAT (20%): £380.00  
Total Inc VAT: £2,280.00

## Shire Trees Limited

Company Registration: 10546603  
Vat Number: 259613774  
Registered Address: 1a Trigg Way, Melbourn, Royston, SG8 6HX

**EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE:** Meeting 19 November

| Details of work required  | Reported by | Notes  | Actions  | WHO? |
|---------------------------|-------------|--|--|------|
| Various Highways reports  | Residents   | Many reports of action required on Highways reporting tool | Watch responses - follow up if not actioned in suitable timeframe.                     | CCC  |
| Memorial bench on New Rec | Cllr        | Ground anchors removed, bench needs re-fixing.             | Wardens to review works. Resident contacted and requested what action should be taken. | MOP  |

| Details of work               | Reported by | Notes   | Actions   | WHO?             |
|-------------------------------|-------------|---|---|------------------|
| Bug hotel                     | Wardens     | Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park   | Supplies gathered   | Wardens          |
| Bin replacement               | Office      | Rota of bin replacements across village to be confirmed.  | Ongoing   | Office / Wardens |
| Benches                       | Wardens     | Wardens have highlighted benches that need cleaning / treating.   | Wardens to complete as and when suitable.                           | Wardens          |
| Bus stop                      | Wardens     | Wardens highlighted need to clean and repaint High St bus stop  | Wardens to complete as and when suitable.                           | Wardens          |
| Wild flowers at Moor car park | Cllr        | Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers. | Agreed to purchase seed and sow in Autumn 2025 (requested 15/10/25) | Office           |

Letters to residents about encroaching on pathway / roadway

|                  | Number of letters |  |
|------------------|-------------------|--|
| 33 High Street   | 1                 |  |
| 78 High Street   | 1                 |  |
| 69 Beechwood Ave | 4                 | Offered assistance, requested permission to carry out works, With Environment SCDC |
| 123 High Street  | 3                 | Offered assistance - contacted ccc   |
| 7 Norgetts Lane  | 1                 |  |
| 9 Norgetts Lane  | 1                 |  |
| 90 High Street   | 2                 |  |
| 43 High Street   | 2                 | Already actioned.  |
| 14 Victoria Way  | 1                 |  |
| 17 High Street   | 1                 |  |
| 40 Water Lane    | 2                 |  |

| Details of work               | Reported by | Notes   | Actions   | WHO?             |
|-------------------------------|-------------|---|---|------------------|
| Bug hotel                     | Wardens     | Warden would like to build a 'bug hotel' as an addition to the cemeteries and Little Hands car park   | Supplies gathered   | Wardens          |
| Bin replacement               | Office      | Rota of bin replacements across village to be confirmed.  | Ongoing   | Office / Wardens |
| Benches                       | Wardens     | Wardens have highlighted benches that need cleaning / treating.   | Wardens to complete as and when suitable.                           | Wardens          |
| Bus stop                      | Wardens     | Wardens highlighted need to clean and repaint High St bus stop  | Wardens to complete as and when suitable.                           | Wardens          |
| Wild flowers at Moor car park | Cllr        | Wild flowers were supposed to be sown as part of the car park works at The Moor. A season has passed and there is no evidence of the flowers. | Agreed to purchase seed and sow in Autumn 2025 (requested 15/10/25) | Office           |

Letters to residents about encroaching on pathway / roadway

|               | Number of letters |  |
|---------------|-------------------|--|
| High Street   | 1                 |  |
| High Street   | 1                 |  |
| Beechwood Ave | 4                 | Offered assistance, requested permission to carry out works, With Environment SCDC |
| High Street   | 3                 | Offered assistance - contacted ccc   |
| Norgetts Lane | 1                 |  |
| Norgetts Lane | 1                 |  |
| High Street   | 2                 |  |
| High Street   | 2                 | Already actioned.  |
| Victoria Way  | 1                 |  |
| High Street   | 1                 |  |
| Water Lane    | 2                 |  |