



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

👤 **Abi Williams, Clerk**  
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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 25 March 2026 at 7.30pm in the Austen Room  
Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Alexander, Barnes, Campbell, Clark (Chair), Davey, Kanagarathnam, Kilmurray, Redelinghuys.

**Absent:**

**In attendance:** Abi Williams (Clerk), County Cllr Bostanci, two members of the public (MOP)

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

**PC187/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Coulman, Cowley, Hart, Kyprianou and Wilson all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Coulman, Cowley, Hart, Kyprianou and Wilson.

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

**PC188/2526 To receive any Declarations of Interest and Dispensations**

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

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

Cllr Kilmurray declared an interest in item PC192/2526h&i) and PC199/2526 a-b). Dispensation was granted to remain for discussion but not vote.

**PC189/2526 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). If required, written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

Two members of the public present.

**PC190/2526 To report back and approve the minutes of the Parish Council meeting held on 25 February 2026**

Grammatical errors corrected. It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 February 2025, with grammatical errors corrected, as an accurate record.

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

**PC191/2526 To receive reports from the District and County Cllrs for Melbourn**

A verbal report was received from County Cllr Bostanci. Highlights include report on specific works for Melbourn under the Highways Improvement Programme. County Cllr Bostanci is representing Melbourn issues when meeting with the new Highways Maintenance Manager for the area. Attention was made to the EV Kerb charging channel trial being rolled out by Cambridgeshire County Council. ACTION: Office to promote opportunity. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC192/2526 Finance Matters**

- a) To receive finance report covering February 2026.

A comparative report covering February 2026 was received.

- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account.  
Transfer of £40,000 noted.
- c) To consider approving CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2026 – 31 March 2027 at a cost of £1,067.33. (£1,032.00 2025/26)  
It was RESOLVED to approve CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2026 – 31 March 2027 at a cost of £1,067.33.  
Proposed by Cllr Kilmurray, seconded by Cllr Kanagarathnam. All in favour.
- d) To consider approving CAPALC invoice for mid-year audit, completed on 24 February 2026 at a cost of £251.50. Report to be considered under item PC173/2526c).  
It was RESOLVED to approve CAPALC invoice for mid-year audit, completed on 24 February 2026 at a cost of £251.50.  
Proposed by Cllr Campbell, seconded by Cllr Kilmurray. All in favour.
- e) To consider approving annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.  
It was RESOLVED to approve annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.  
Proposed by Cllr Campbell, seconded by Cllr Barnes. All in favour.
- f) To consider approval of annual costs for industrial waste disposal from bin at Moor car park at a cost of £497.12 (2025 - £459.42).  
It was RESOLVED to approve annual costs for industrial waste disposal from bin at Moor car park at a cost of £497.12.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- g) To note costs paid to Savills (acting on behalf of the Church Commissioners for England) of £390.00, under delegated authority, to instruct them to review and approve plans for Scouts storage building required under restrictive covenant on land named the Old Rec.  
Payment was noted.
- h) To consider approving payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.  
It was RESOLVED to approve payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.  
Proposed by Cllr Clark, seconded by Cllr Barnes.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.  
Against:  
Abstain: Cllr Kilmurray
- i) To consider approving invoice for £105.50 from Harts Books to be taken from library s106.  
It was RESOLVED to approve the payment of Harts Book invoice at a cost of £105.50.  
Proposed by Cllr Campbell, seconded by Cllr Alexander.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.  
Against:  
Abstain: Cllr Kilmurray
- j) To consider approving the approvals list for March 2026.  
It was RESOLVED to approve the approvals list for March 2026.  
Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

**PC193/2526 Bank Reconciliations**

- a) To note bank reconciliation for February 2026.  
It was duly noted that the bank reconciliation for February 2026 had been completed.

**PC194/2526 Governance**

- a) To note office closures during upcoming Easter holidays.  
Office closure for Easter bank holiday noted.
- b) To note Community Benefit Grants, call for applications publicised – deadlines for applications Wednesday 20 May 2026, awarded on Wednesday 3 June 2026.  
Community Grants deadline and award meeting date noted.
- c) To consider approval of Mix Music holding Community Grant award for use until 2027.  
It was RESOLVED to approve Mix Music holding the Community Grant award for use until 2027 under the proviso that monies are used as originally stated and within the additional year. If further

funds are required to deliver the activity the original funds will be returned and a new application will be made.

Proposed by Cllr Davey, seconded by Cllr Barnes.

- d) To receive report and consider actions from mid-year internal audit completed on 24 February 2026. Internal audit report received. No actions to consider at this time.
- e) To consider response to the Government consultation on Local Government Reorganisation options. <https://consult.communities.gov.uk/local-government-reorganisation/cambridgeshire-and-peterborough/>  
Cllrs were encouraged to complete consultation with their own views.
- f) To receive updates and consider actions.  
None received.

**PC195/2526 Neighbourhood Plan**

- a) To consider actions for progressing with Neighbourhood Plan.  
Clerk updated on information gathering around completing a Neighbourhood Plan and will provide a report and proposal for Council to consider. Meldreth is currently undertaking a Neighbourhood Plan project, the possibility of working on a joint plan will be investigated. ACTION: Chair to contact Meldreth Neighbourhood Plan group.  
In consideration of preparing for the Neighbourhood Plan it was proposed that Council accept the recommendation from MAYD Committee to complete a parish wide strategic review as laid out in the quote from Council HR and Governance Support to produce an asset review to look at long term planning and identify gaps in servicing the community (MAYD24/2526) at a cost of £2,625 (plus reasonable expenses).  
Proposed by Cllr Campbell, seconded by Cllr Kilmurray.  
All in favour.

**PC196/2526 Correspondence**

- a) To note offers to purchase land at Grinnel Hill and consider formal response.  
Offers to purchase land received. It was stated that the policy of Melbourn Parish Council is not to sell land. It was proposed to consider sale of land at Grinnel Hill.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey.  
No votes in favour.  
Proposal was LOST.  
ACTION: Office to respond to confirm the land is not for sale.
- b) To receive letter with regard to beech hedge in Kays Close.  
Correspondence received. ACTION: Office to contact all parties to see how Melbourn Parish Council can support resident. ACTION: Ensure item is brought back to Council in a timely manner due to risk to health.
- c) To receive updates and consider actions.  
None received.

**PC197/2526 Maintenance Matters**

- a) To consider approving costs for vertidrainage of Old Rec (*clerical error of omission of New Rec communicated to Council*) – due to exceptionally wet year and upcoming uses.  
It was RESOLVED to approve costs of £1,220+VAT for vertidrainage of Old and New Rec as quoted.  
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- b) To receive update and consider actions on planning permission for Allotment Association grant projects.  
Item deferred.
- c) To receive updates and consider actions.  
None received.

**PC198/2526 Planning Matters**

- a) To consider approving response to the Government consultation on a proposed Greater Cambridge Development Corporation. <https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge>  
Thanks were passed to Cllr Kilmurray for the work put in to forming the response.  
It was RESOLVED to approve response to Greater Cambridge Development Corporation consultation and submit on behalf of Melbourn Parish Council.  
Proposed by Cllr Davey, seconded by Cllr Redelinghuys. All in favour.

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

**PC199/2526 Community Hub**

- a) To consider additional spend of £233.10+VAT on Stannah stair riser fix – part replaced, arms need realigning.  
It was RESOLVED to approve additional spend of £233.10+VAT to complete the fix to the Stannah stair riser.  
Proposed by Cllr Campbell, seconded by Cllr Alexander.  
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.  
Against:  
Abstain: Cllr Kilmurray
- b) To receive updates and consider actions.  
None received.

**PC200/2526 Health, Safety, Accessibility and Wellbeing**

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

**PC201/2526 Melbourn Timebank and Community Coordinator Reports**

- a) To receive the Timebank monthly report for February.  
Report received with thanks. It was noted that the recent Slow Cooker event had been very successful and encouraged the use of the LiFT communication tool offered by South Cambridgeshire District Council.
- b) To note any Timebanking expenses.  
Timebanking expenses of £37.35 noted.
- c) To receive updates and consider actions.  
None received.

**PC202/2526 To receive an update from the MAYD Joint Committee**

- a) To note spend of £15.70 for enhanced DBS application in connection with provision of Mix Music DJ Workshops.  
Spend of £15.70 for enhanced DBS application noted.
- b) To note Generation Game course to be held at Pavilion for 10 weeks by Connection Bus.  
Generation Game information noted.
- c) To receive update and consider actions.  
None received.

**PC203/2526 To receive an update from the Futures Working Committee**

- a) To receive updates and consider actions.  
Activities to recommence after election period.

**PC204/2526 HR Matters**

*Two members of the public and County Cllr Bostanci left the meeting 20:35*

- a) **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 PC204/2526b-d)**  
It was RESOLVED to carry the motion to exclude Public and Press as stated above.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To consider wage increase for litter picker contractors.  
It was RESOLVED to approve the wage increase for litter picker contractors to bring them in line with minimum wage requirements as recommended by the HR Panel.  
Proposed by Cllr Campbell, seconded by Cllr Davey. All in favour.
- c) To consider wage increase for Wardens.  
It was RESOLVED to approve the wage increase for Wardens to bring them in line with minimum wage requirements, with adjustments made once the NALC SCP recommendations are published, as recommended by the HR Panel.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To consider increase in SCP for Clerk in response to confirmation of CiLCA qualification.

It was RESOLVED to approve the increase in spinal column point (SCP) for the Clerk, as outlined in the contract of employment and backdated to award date of 23 January 2026, due to completion of the CiLCA qualification as recommended by the HR Panel.

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

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

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

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

f) To receive updates and consider actions.

None received.

**PC205/2526 Policies**

a) To consider approving update of approval and review date of policy Document 3.04 Melbourn Parish Council Skills Audit.

It was RESOLVED to approve the update of policy Document 3.04 Melbourn Parish Council Skills Audit.

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

b) To consider approving update of approval and review date of policy Document 3.05 Melbourn Parish Council Co-option procedure.

It was RESOLVED to approve the update of policy Document 3.05 Melbourn Parish Council Co-option procedure.

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

c) To consider approving updates to the accessibility statement for the current website.

It was RESOLVED to approve the update to the accessibility statement for the website.

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

d) To receive updates and consider actions.

None received.

**PC206/2526 Chairs Announcements**

Chair thanked those Cllrs that attended the Annual Parish Meeting and it was noted that over 30 people were present.

Chair confirmed his attendance at the next Melbourn Community Hub Management Group meeting and encouraged Cllrs to attend future meetings. ACTION: Clerk to inform Cllrs of dates as and when they are announced.

**PC207/2526 To note the dates of the upcoming meetings as:**

a) Planning Committee Meeting, **Wednesday 8 April 2026** at 7:30pm

The date of the Planning Committee Meeting was noted as Wednesday 8 April 2026.

b) Maintenance Committee Meeting, **Wednesday 15 April 2026** at 7:30pm

The date of the next Maintenance Committee Meeting was noted as Wednesday 15 April 2026.

c) F&GG Committee Meeting, **Tuesday 21 April 2026** at 7:30pm

The date of the next F&GG Meeting was noted as Tuesday 21 April 2026.

d) Full Parish Council Meeting, **Wednesday 22 April 2026** at 7:30pm

The date of the next Full Parish Council Meeting was noted as Wednesday 22 April 2026.

*Meeting closed 20:47*



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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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

**Present:** Cllrs Alexander, Campbell, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, Kyprianou, Redelinghuys

**Absent:** Cllrs Kanagarathnam, Wilson

**In attendance:** Abi Williams (Clerk), County Cllr Bostanci

*Meeting started 19:30*

### **PC166/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Barnes, and District Cllr Hales all with acceptable reasons. It was RESOLVED to accept apologies of absence from Cllrs Barnes, and District Cllr Hales. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

*Cllr Coulman joined the meeting 19:32*

### **PC167/2526 To receive any Declarations of Interest and Dispensations**

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

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

Cllr Kilmurray declared an interest in item PC171/2526e) and PC177/2526 a-d).

Cllr Kyprianou declared an interest in item PC180/2526b).

Dispensation was granted to remain for discussion but not vote.

### **PC168/2526 Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). If required, written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public present.

### **PC169/2526 To report back and approve the minutes of the Parish Council meeting held on 14 January 2026**

It was RESOLVED to approve the minutes, with the additional note on budget and precept item wording, of the Parish Council meeting held on 14 January 2025 as an accurate record.

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

### **PC170/2526 To receive reports from the District and County Cllrs for Melbourn**

A verbal report was received from County Cllr Bostanci and District Cllr Hart. It was noted that a bus users group meeting is being held on 5 March (details in report). The Greenways project report is due for publication soon. Cllr Bostanci offered a meeting to review a response to the Greater Cambridge Development Corporation consultation; residents are encouraged to respond via the details under PC176/2526a). It was noted that the South Cambridgeshire District Council increase in council tax has been agreed, this equates to an increase on band D properties of £5.24 a year. Cllr Cowley offered thanks for a neutral, balanced and non-politicised report. County and District Cllrs were asked about the increased funding for schools and the impact this could have locally. Cllr Bostanci confirmed he is due to meet with the Melbourn Primary Head to learn more about the

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

challenges the primary school is facing with numbers and funding. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC171/2526 Finance Matters**

- a) To receive finance report covering January 2026.  
A comparative financial report for January 2026 was received.
- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account of £20,000 made on 21 January 2026.  
Transfer noted.
- c) To consider approving the retrospective approvals list for January ~~2025~~-2026 as paid.  
It was RESOLVED to approve the retrospective approvals for January 2026.  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- d) To consider approving costs for Rialtas cemeteries training at £300+VAT.  
It was RESOLVED to approve costs of £300+VAT for Rialtas cemeteries training.  
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To consider approving invoice for £177.60 from Harts Books to be taken from library s106.  
It was RESOLVED to approve the payment of Harts Book invoice at a cost of £177.60.  
Proposed by Cllr Campbell, seconded by Cllr Kyprianou.  
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Redelinghuys  
Against:  
Abstain: Cllr Kilmurray
- f) To receive notice of increase in commercial waste rates from Greater Cambridge Shared Waste Service. Increase to be confirmed in March 2026.  
Notification received.
- g) To consider approval of Rialtas costs of £330+VAT to upload data for asset register.  
It was RESOLVED to approve costs of £330+VAT to upload data to asset register on Rialtas.  
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- h) To consider approving the approvals list for February 2026.  
It was RESOLVED to approve the approvals list for February 2026.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

**PC172/2526 Bank Reconciliations**

- a) To note bank reconciliation for January ~~2025~~ 2026.  
It was duly noted that the bank reconciliation for January 2026 had been completed.

**PC173/2526 Governance**

- a) To note update to Section 137 limit for 2026/27 - The Department for Levelling Up, Housing and Communities confirmed that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2026/27 is £11.60 (up from £11.10 for 2025/26).  
S137 limit duly noted.
- b) To confirm updates to current committee member list.  
Current committee member list confirmed. ACTION: Office to publish up to date document.
- c) To note the updated meeting schedule for the remainder of 2025/2026.  
Updated meeting schedule for 2025/26 noted.
- d) To consider approving agenda and proposed budget for Annual Parish Meeting to be held on 18 March 2026.  
It was RESOLVED to approve £250 budget and suggested agenda for Annual Parish Meeting.  
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To receive updates and consider actions.  
None received.

**PC174/2526 Correspondence**

- a) To receive correspondence and consider actions for resident request for a 'No Cold Calling Zone'.  
Discussion around response by Clerk and possible actions. ACTION: Office to contact Trading Standards to provide 'no cold calling' front door stickers to library for distribution to residents.
- b) To receive correspondence and consider actions around lack of white lining around the village.

Discussion around delay in white lining in certain areas due to Greenways scheme. County Cllr Bostanci offered to support enquiries into reestablishing white lining. It was noted that policy is that minor road to minor road junctions will not be lined. It was agreed to pursue with enquiries for white lining high traffic areas such as the High Street crossroads. It was noted that lining around the Primary School was part of the LHI application that is currently in the planning stage. ACTION: Office to share concerns with County Cllr Bostanci.

- c) To receive correspondence of misuse of blue badge parking spaces in village car park and report on actions.

It was noted that parking enforcement had been contacted, as the car park does not have a TRO (Traffic Regulation Order) the blue badge space misuse was not enforceable. ACTION: Office to investigate implementing a TRO for car park.

- d) To receive updates and consider actions.

None received.

#### **PC175/2526 Maintenance Matters**

- a) To note acceptance of quotation to complete priority 2 works and maintenance of Jubilee Wood as highlighted in the biennial parish tree survey.

Acceptance of quotations noted. Works to commence as soon as possible.

- b) To note Allotment Association awarded £30,000 through grants for upgrading of fenceline and gates and installation of composting toilet. Parish Council to support planning application and draft agreement of ownership after works for consideration.

Congratulations passed for the hard work by the Allotment Association for securing the grants.

ACTION: Office to confirm best applicant and agent status for the planning application.

- c) To receive updates and consider actions.

None received.

#### **PC176/2526 Planning Matters**

- a) To consider responding to the Government consultation on a proposed Greater Cambridge Development Corporation. <https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge>

Concerns were raised over the impact of the proposed Greater Cambridge Development Corporation – it was agreed to build a response from Melbourn Parish Council to be considered at Planning Committee meeting on 11 March 2026. ACTION: Office to inform all Cllrs of questions and gather responses. Response to be communicated to public to encourage engagement in consultation.

- b) To consider responding to Greater Cambridge Planning public consultation on intention to submit a Community Infrastructure Levy (CIL) Draft Charging Schedule.

[www.greatercambridgeplanning.org/cil](http://www.greatercambridgeplanning.org/cil)

Discussion held over limited impact on funds available to Melbourn Parish Council, impact of Local Government Reorganisation and the benefit of proceeding with a Neighbourhood Plan. ACTION: Neighbourhood Plan progression to be added to future meeting agenda. ACTION: CIL consultation to be promoted via social media.

- c) To receive updates and consider actions.

None received.

#### **PC177/2526 Community Hub**

- a) To note approved spend on emergency lighting repairs totalling £315+VAT (MA139/2526a).

Spend on emergency lighting repairs totalling £315+VAT noted.

- b) To receive community hub lease review from HCR law and consider publishing overview fact sheet for reference.

Review and overview sheet received. Approved document will be used as reference for any actions going forward. ACTION: Definition of conduit to be added, correction to date of Law of Property Act 1925 (not 19265). ACTION: Request to add corrected overview sheet with link to be added to hub noticeboard.

- c) To note receipt of proforma order with Strictly Tables & Chairs at a cost of £6,174.60 for replacement chairs and tub seating as approved under PC156/2526a).

Proforma invoice received and processed for payment as per approvals PC171/2526h).

- d) To receive updates and consider actions.

None received.

#### **PC178/2526 Health, Safety, Accessibility and Wellbeing**

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

**PC179/2526 Events to note**

- a) Annual Parish Meeting, 18 March 2026 – noting the call for nominations for the Community Awards 2026.  
Annual Parish Meeting date noted.
- b) Parish Council Elections, 7 May 2026 – noting nomination papers to be published around 30 March 2026.  
Parish Council Elections noted.
- c) Annual Parish Council Meeting, 13 May 2026 – post-election meeting.  
Annual Parish Council meeting date noted.
- d) To consider use of New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.  
It was RESOLVED to approve use, subject to correct insurances being in place, of the New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.  
Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

**PC180/2526 Melbourn Timebank and Community Coordinator report**

- a) To receive the Timebank monthly report for January.  
Report received with thanks.
- b) To note any Timebanking expenses.  
Expenses for the community allotment for £50.98 to be taken from Community Growing Grant award noted.  
Expenses of £6.85 noted for the Timebank.
- c) To receive updates and consider actions.  
None received.

**PC181/2526 To receive an update from the MAYD Joint Committee**

- a) To consider recommendation from MAYD Joint Committee (MAYD25/2526) to proceed with advertising for Community Coordinator (Youth) as described in the job specification.  
It was RESOLVED to approve recommendation from MAYD Joint Committee (MAYD25/2526) to proceed with advertising for Community Coordinator (Youth) as described in the job specification.  
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To recruit new member to join MAYD Committee.  
One Cllr confirming availability to join MAYD Committee.
- c) To receive update and consider actions.  
None received.

**PC182/2526 To receive an update from the Futures Working Committee**

- a) To receive updates and consider actions.  
Cllr Clark confirmed Futures would be working on white lining project and working with MAYD in developing the youth provision. Cllr Clark and Kyprianou to attend current youth provisions to research what is being achieved elsewhere.

**PC183/2526 HR Matters**

- a) To receive updates and consider actions.  
Council congratulated Clerk on passing CiLCA qualification. It was noted that the Deputy Clerk is working towards CiLCA qualification later in the year.

**PC184/2526 Policies**

- a) To consider recommendation from Maintenance Committee to accept update to Doc 4.22 Appointment of Contractors (date only).  
It was RESOLVED to accept the date and grammatical updates to Doc 4.22 Appointment of Contractors policy.  
Proposed by Cllr Davey, seconded by Cllr Coulman. All in favour.
- b) To consider adopting edited NALC model IT Policy – Doc 4.42 IT Policy.  
It was RESOLVED to adopt Doc 4.42 It Policy.  
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

**PC185/2526 Chairs Announcements**

Nothing to add.

**PC186/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 11 March 2026** at 7:30pm  
The Planning Committee Meeting planned for Wednesday 11 March 2026 was noted.
- b) Annual Meeting of the Parish, **Wednesday 18 March 2026** at 7:30pm  
The Annual Meeting of the Parish planned for Wednesday 18 March 2026 was noted.
- c) Full Parish Council Meeting, **Wednesday 25 March 2026** at 7:30pm  
The Full Council Meeting for Wednesday 25 March 2026 was noted.

*Cllr Davey and Full Council highlighted the great job done by the team behind the new Village Voice magazine and extended thanks to TTP for their continued support of the project.*

*Meeting closed 21:27*

## Joint Report for Melbourn PC – March 2026

This report is based on the report for the Annual Parish Meeting last week, with only two additions at the front. Adam is discussing outstanding highways issues with the Clerk, now a new area Highways Maintenance Manager is responsible for our area.

### Highways Improvement Programme

Earlier this month, the Highways and Transport Committee agreed a £58 million highways maintenance and improvement programme for 2026/27. The schemes are aimed at improving road conditions, enhancing sustainable travel, and ensuring the county's network is safe, resilient and fit for the future.

The proposed programme is funded through a combination of Department for Transport grants via the Cambridgeshire and Peterborough Combined Authority, and significant additional county council investment.

The 2026/27 capital maintenance programme focuses on preventative maintenance, aimed at extending the life of highways and reducing the need for expensive reconstruction.

How some of the £58.3 million programme will be invested includes:

- £36.5m for carriageway maintenance, including resurfacing and preventative treatments.
- £2.5m for repairing peat soil-affected roads.
- £4.5m to maintain and improve footways and cycle routes.
- £3.25m for drainage works.
- £3m for strengthening bridges and structures.
- £1m to replace traffic signals.
- £1.6m to renew road signs and lines.
- £850k for design, network surveys, and investigation work.
- £550k for local minor schemes.

The programme also provides for:

- Maintenance of over 1,600 road signs.
- Renewal of 800km of road markings.
- Investment in footpaths, cycleways, drainage, bridge strengthening, road safety measures and other vital highway assets.

The programme follows a prioritisation process which uses asset condition data to ensure that funding is allocated where it delivers the greatest benefit for communities.

In Melbourn the following projects are included:

## Carriageway.Maintenance

Unc Melbourn Clear Crescent New Road to Fordham Way Surface  
treatment Included

Unc Melbourn Chapmans Close Throughout Preparation for Micro Asphalt  
2027/28 Included

Unc Melbourn Lawns Lane Throughout Preparation for Micro Asphalt  
2027/28 Included

Unc Melbourn Portway Throughout Preparation for Micro Asphalt  
2027/28 Included

Unc Melbourn The Moor Throughout Preparation for Micro Asphalt  
2027/28 Included

Unc Melbourn Water Lane Throughout Preparation for Micro Asphalt  
2027/28 Included

In addition to the maintenance programme, the Local Transport Grant (LTG) programme will invest £3.45 million in improvements that support safer, greener and more accessible travel across the county.

Long-term, sustained investment will remain essential to addressing Cambridgeshire's road maintenance backlog, estimated at £797m. The council will continue working with government and partners to secure fairer funding to address Cambridgeshire's unique challenges.

For further details on soil affected roads, community-led Local Highway Improvements, innovation, see the press release:

<https://www.cambridgeshire.gov.uk/news/highways-improvement-programme-given-the-go-ahead>

## EV Kerb charging channel trial

Cambridgeshire County Council will soon be allowing residents without off-street parking to apply for an EV cable channel from an approved supplier as part of a trial.

The use of an EV cable channel installed in the pavement will allow residents without off-road parking to charge their EV from a home energy supply, which is cheaper than charging on a public chargepoint. Trailing of cables across the highway is not permitted under the Highways Act 1980, so permission is needed from the Council.

The trial aims to test new Council processes to provide this as an offer to eligible residents to determine if it could be rolled out on a permanent basis. You can also visit the website for details. It is envisaged to launch the trial of end of March/early April.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/electric-vehicle-charging-points/onstreet-ev-cable-channel-trial>

## Annual Parish Meeting Report - FYI

It's almost a year since my election to the county council, so it's a good time to take stock. It's a huge responsibility and a continuous exercise in balancing the needs of residents of all ages and in all walks of life.

The initial sections focus on high-level developments at the County Council during the past year. These are the result of the joint work of over 4,000 employees and 61 county councillors. Towards the end I also mention some of the committees I am getting involved in. Being in local politics can make a real difference, and my hope is to inspire the next generation to participate in public life.

In the year ahead, I look forward to continuing to meet and get to know more and more residents and to continuing to work closely with Melbourn Parish Councillors.

## Highways

We understand that this is the number one concern for many residents. It's important to begin by saying that the general condition of our roads and footways is the result of many years of underinvestment, which has left us with incredibly poor surfaces and an estimated £800m repair bill across the county. Legacy maintenance contracts are also behind the problems we have seen as the wet and cold have taken their toll. Even with recent increases, government funding still falls short of the manifest challenge.

In the last three years, the county council has more than doubled the annual amount spent on highway maintenance. Within the constraints of stretched local authority budgets and statutory responsibilities for adult social care, the county council's recently approved budget nevertheless includes an additional investment of £20 million, bringing the amount to be spent specifically on maintenance and improvements to £58 million. During the winter, the county council surged the deployment of repair crews and dragon patchers, with pothole repairs reaching 2,000 potholes each week.

The long-term outlook is slowly improving, following a reorganisation of the highways department and the introduction of a new asset management system. Last summer, significant areas of deterioration were tackled with large patches and significant overdue vegetation management was carried out. We expect to see more of this when spring arrives and in future years. Work is also underway to strengthen maintenance contracts and internal processes to improve the responsiveness to the worst potholes reported by residents.

Please continue to report issues:

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

## Schools

Hardly anything is as important as the next generation. Recently, the Melbourn Practical Solutions Group, with representation from all local councils as well as community and youth services, reconvened its meetings at Melbourn Village College, for the first time since the pandemic. Following the withdrawal of discretionary school buses from and to Royston, we supported the provision of an additional bus stop for Bassingbourn-bound students in the afternoon. I look forward, together with our district councillors, to continuing to work with all schools and PTAs on future projects, from initiatives like a “bike bus” to facilitating the provision additional services to support students and pupils.

## Budget

In February, the council approved its nearly £1.3 billion business plan and budget, which includes a number of investments.

- Highways: an additional £20 million for highway maintenance.
- £14.7 million of additional funding for adult social care providers to help them manage rising costs and ensure care workers are paid the Real Living Wage, improving stability and quality for those who depend on care workers for their support.
- continuing holiday meal vouchers until the end of summer 2026 for those children most in need, despite the Government withdrawing the Household Support Fund; the council will also use the new £5 million Crisis and Resilience Fund to provide a wider range of anti-poverty measures, offering practical support to households facing financial challenges.
- 3,500 new primary school places, and £72 million over five years to increase secondary school places.
- £780,000 a year to run a children’s residential home in South Cambridgeshire, along with continued funding for the Families First early intervention programme that helps keep more families together.
- more than £1.2 million will be invested in libraries and archives over the next two years.

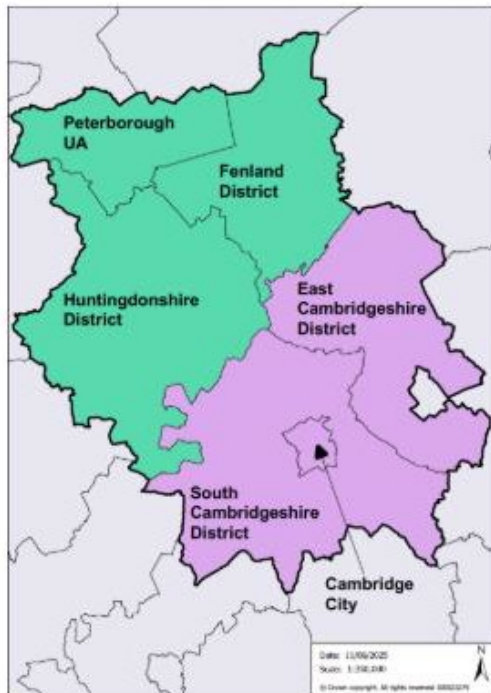
Rising costs in social care and special educational needs are putting enormous pressure on council finances, and these statutory services for our most vulnerable residents now account for by far the largest part of our budget.

The plans include an increase of council tax by 4.99 per cent, the maximum permitted by Government for county councils, as is the case in nearly all councils across England, and the level assumed by Government in setting its grant allocations. This will generate around £21 million in additional funding and help the council continue providing the essential services people rely on.

Growth in the economy is sorely needed for public services to improve.

## Local Government Reorganisation

The reorganisation of local government by merging district and county council into new unitary authorities has taken up much bandwidth at county council during the year. Most recently, the government is undertaking its own consultation on all four options for local government reorganisation developed by local councils.



Map of LGR option A



Map of LGR option B

In our area, two main options are in play for a future unitary authority. Very likely, South Cambridgeshire District will either merge with Cambridge City Council to form a “Greater Cambridge” unitary authority, or merge with Cambridge City and East Cambridgeshire to form a “South-East Cambridgeshire” unitary authority. While most other parts of Cambridgeshire would prefer to merge with the uniquely successful City of Cambridge, our area will very likely do so.

The consultation, with the opportunity to comment on all the options for local government reorganisation, closes 26 March 2026.

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-cambridgeshire-and-peterborough/proposals-for-local-government-reorganisation-in-cambridgeshire-and-peterborough>

## Greater Cambridge Development Corporation

Wishing to build on Cambridge’s success, the government has proposed to create a centrally led Greater Cambridge Development Corporation. If established, this would extend the remit of the existing Cambridge Growth Company. Initially, the DevCo would focus on delivery of the housing development identified in the emerging Greater Cambridge Local Plan, with planning powers to determine large developments. The

ambition is that development would be infrastructure-led, and the DevCo would have the ear of government in addressing challenges relating to transport and water in our area. With economic growth, it may also be possible to address regional transport challenges.

At a recent information event, representatives from parish and town council stressed the need to adopt a strategic and long-term approach to development mindful of the needs of younger people and of business, including in villages such as ours. Transport challenges were mentioned several times.

The consultation is surprisingly short and closes on 1 April 2026.

<https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge/establishing-a-development-corporation-in-greater-cambridge>

## Buses

We have continued to receive much feedback about the performance of the local 17 and 26 bus services, which are nevertheless a lifeline for many residents. We have passed this feedback on to the Mayoral Combined Authority, which is the responsible local transport authority. As a result, the bus operator has been called in to discuss performance.

The most recent meeting of the local Bus User Group took place in March to discuss performance and the shape of future services in this area as the Combined Authority moves towards bus franchising. Please let us know if you want to be added to the Bus User Group mailing list.

## Waste

In the coming year, food waste collection by means of dedicated caddies will commence in Melbourn. We ask everyone in the community to support this for two reasons. First, food waste recycling is a requirement under national legislation. Second, in contrast to ordinary garden waste, food waste decays to release a lot of methane gas into the atmosphere. But if the food waste is recycled in a special facility, the resulting methane can be fed into the gas grid and burned to produce carbon dioxide, which has a much lower global warming potential than the methane that would otherwise be released.

## Safe disposal of batteries

Cambridgeshire and Peterborough Waste Partnership RECAP is urging residents to recycle batteries and battery-powered electricals safely, following an increase in fires caused by incorrectly disposed lithium-ion batteries. Recent incidents include a fire at Thalia's Alconbury waste transfer station at New Year, as well as thirteen bin lorry fires across Cambridgeshire in the last twelve months.

In 2023, over 1.1 billion household items such as phones, tablets, e-cigarettes, toothbrushes and power tools were thrown away with batteries hidden inside. When these items end up in general waste or mixed recycling, batteries can ignite or explode during collection, transport or sorting.

To help prevent fires, residents are urged never to place batteries in the bin, to use designated recycling points, tape over damaged terminals and check for local collection schemes.

All types of batteries can be recycled free of charge at Household Recycling Centres, supermarkets and DIY stores. This includes loose household batteries, lithium-ion and rechargeable batteries, and batteries in small electrical items. Any shop that sells batteries must also accept used batteries for recycling.

## Sustainability

The county council played a large part in the development of the Local Nature Recovery Strategy, formally the remit of the Cambridgeshire and Peterborough Combined Authority. This strategy is now front of mind of many of local nature and sustainability groups, which are now being further supported by the council's "Nature Recovery from the Ground Up" project. It is good to see that there are so many active groups in our community.

In my role as vice-chair of the Environment & Green Investment Committee, I have also asked council officers to take a closer look at the community benefits parishes across the county receive from renewable energy schemes. Local solar farms, for example, are already making significant community benefit payments to parish councils, and in principle community benefits can be direct (i.e., a share of the energy generated) or indirect (i.e., a recurring payment in proportion to electricity generated).

The council has successfully developed several renewable energy schemes, which are now exporting energy to the electricity grid and generating an economic return. The next step is to give communities the same opportunities to generate electricity and income via the council's work in community energy. All of this responds to the 79% of people across Cambridgeshire tell us that they are worried about climate change.

## Economy

After over five hours of democratic scrutiny, the council's Assets & Procurement Committee on which Adam sits approved a deal to put forward 67 acres of land, owned by the County Council, to allow the next phase of growth of Cambridge Biomedical Campus. This deal opens the door to up to £3 billion of private sector investment in Cambridgeshire and includes upfront delivery of a "Southern Access Road" and other transport infrastructure.

<https://www.cambridgeshire.gov.uk/news/3-billion-investment-to-support-future-expansion-of-cambridge-biomedical-campus>

**Melbourn Parish Council**  
**Responsible Financial Officer's Report – January 2026**

**Prepared by:** Shelley Coulman, RFO

**Date:** February 2026

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## 1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of February 2026, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to the 28<sup>th</sup> February 2026 and includes any future commitments recorded in March. These have been produced using the council finance system.

## 2. Income Overview

- |                                |                  |
|--------------------------------|------------------|
| • <b>Total income to date:</b> | £435,788         |
| Income                         | £464,973         |
| <u>Deferred Income</u>         | <u>(£29,185)</u> |
| Total Income                   | £435,788         |
- Key income item: The primary source of income remains the precept payment received in April to February. The amount reflects 11 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £29,185 has been deferred to be released over the month in which the income relates.
  - Interest income has continued to perform well during the year. The Bank of England held the Base Rate in February, meaning returns on deposits and short-term investments remain relatively strong. However, ongoing global geopolitical tensions and conflicts have the potential to increase inflationary pressures through higher energy and supply costs. If inflation persists, the Bank of England may maintain higher interest rates for longer than previously anticipated.
  - The proposed reorganisation of local government does pose a potential longer-term risk to the Parish's financial position. At this stage there remains uncertainty regarding how responsibilities, funding arrangements and service delivery may change, and this will need to be monitored closely.
  - During the year the Parish has invested additional funds with the CCLA Investment Management Limited Public Sector Deposit Fund, which is expected to generate an improved return on the Council's reserves while maintaining an appropriate level of security and liquidity.
  - Burial, memorial and internment fees have exceeded budget for 2025/26.

- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed, we are raising the 2026 invoice in March which will exceed budget.
- £57,563 was received for the community benefit fund and was transferred to the Earmarked reserves.

### 3. Expenditure Overview

- **Total expenditure to date:** £401,788
- |              |                  |
|--------------|------------------|
| Expenditure  | £423,356         |
| Accruals     | £1,415           |
| Prepayments  | <u>(£22,983)</u> |
| Total Income | £401,788         |

Expenditure currently represents approximately 104.2% of the annual budget, however this figure is stated before movements to and from reserves are taken into account. Once reserve transfers are considered, the Council remains within its overall planned financial position.

- The timing of certain payments has also front-loaded expenditure earlier in the year, as items such as loan interest and refuse collection have not been prepaid and therefore appear earlier in the budget cycle.
- As the Council moves towards more detailed monthly budgeting and continues to account for normal annual variations, the position will become clearer. At this stage, the level of expenditure is considered reasonable for this point in the financial year.
- This aligns with the report showing total expenditure of £401,778 against a budget of £385,660 (104.2%) prior to reserve movements

#### Key expenditure areas include:

- **Salaries and staff-related costs** – Expenditure remains in line with the approved budget and no overspend is currently anticipated.
- **Audit Fees** – The budget appears overspent as the 2025/26 audit fee has been accrued within the current year. This is an accounting adjustment rather than additional cash expenditure.
- **Legal Fees** – There is currently an overspend within legal costs; however, this may be partially offset against Parish Planning, which remains underspent.
- **Grounds Maintenance and Village Maintenance Contract** – Expenditure reflects seasonal activity levels. Some services previously allocated to grounds maintenance have now been incorporated within the Village Maintenance Contract, which explains variations between the two headings.

- **Software licenses** – Overspend reflects the addition of a new user licence and the temporary continuation of Edge during the transition to the Rialtas accounting system.
- **Utilities and premises costs** – Costs relating to electricity, water and rates remain broadly in line with expected usage for this point in the financial year.
- **Grants and donations** – Several grants have been distributed to local organisations. £53,070 has been funded from the relevant earmarked reserves, meaning this does not place additional pressure on the general budget.
- **Maintenance & Repairs unplanned.** Expenditure includes works to the Little Hands oil boiler and doors. These costs have been met from the appropriate earmarked reserves.
- **Street Lighting** – Expenditure reflects issues encountered when transferring the street lighting account, resulting in higher than anticipated costs during the transition.
- **Van cost** – Repairs to the Council van have resulted in expenditure above the original budget. This is partly offset by underspends within Wardens’ Equipment, which is expected to remain below budget.
- **Mayd** – Current expenditure exceeds the initial budget allocation; however, this has been funded from earmarked reserves, therefore the overspend does not impact the general fund.
- **Tree and Hedge Work planned** – Planned works remain underspent pending the outcome of the tree survey, while unplanned works are currently higher than budget. These will likely balance across the two headings once the programme of works is finalised.

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

#### 4. Bank and Reserves Position

- **Bank Balance** (February 2026): The Council’s total funds stood at £706,690. Of this, £34,505 is held in the current bank account for day-to-day operations, with the remaining balance held across a range of short-term deposits and investment accounts, including Unity Deposit, Nationwide, Public Sector Deposit Fund and other fixed-term savings accounts.
- **Investment Position:** A significant proportion of Council funds are held within investment and deposit accounts to maximise interest returns whilst maintaining appropriate liquidity for operational requirements.
- **Earmarked reserves:** Funds continue to be appropriately allocated across a number of earmarked reserves to support planned projects, future asset maintenance, community initiatives and other committed expenditure.
- **General Reserve** stands at £227,380, providing a healthy level of financial resilience and ensuring the Council is able to meet unexpected expenditure or

financial pressures should they arise, this is in excess of the 6 months stated in the reserves policy.

## **5. Treasury and Investments**

- The Council continues to actively manage its cash balances to maximise returns while maintaining appropriate liquidity and security. A significant proportion of funds are held in a range of short-term deposit and investment accounts, including the CCLA Public Sector Deposit Fund, Unity Trust Bank deposits and other fixed-term savings accounts.
- Additional funds have been allocated to the Public Sector Deposit Fund during the year, which has contributed to strong interest income performance, whilst still allowing access to funds when required for operational expenditure or projects.
- This diversified approach ensures that the Council's reserves continue to generate income while remaining readily available to support Council activities and commitments.

## **6. Summary and Recommendations**

The Council's financial position as at February 2026 remains strong and stable.

Whilst reported expenditure currently appears slightly higher than the annual budget, this position is before movements to and from earmarked reserves are taken into account. When reserve funding is considered, the Council remains broadly within its planned financial position.

Some variances are also explained by the timing of loan interest and capital repayments, which are not evenly apportioned throughout the year, together with accrual adjustments introduced following the implementation of the new financial management system. These accounting treatments ensure that costs are recognised in the correct financial period but can temporarily affect the comparison against the annual budget.

The Council continues to maintain healthy reserve levels, providing sufficient resources to meet planned commitments, manage unforeseen expenditure and support future projects and service delivery.

Overall the Council remains in a strong financial position with adequate reserve, stable income and investment returns supporting the delivery of planned services and projects.

## Income &amp; Expenditure by Budget 09/03/2026

Month No: 11

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>						
1000 Interest Received	8,470	6,000	(2,470)			141.2%
1076 Precept	321,032	350,217	29,185			91.7%
1200 Allotment Rent received	3,257	3,154	(103)			103.3%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	5,970	2,000	(3,970)			298.5%
1305 Memorials Fees	2,162	525	(1,637)			411.7%
1310 Internment Fees	2,250	1,500	(750)			150.0%
1400 Match Fees	2,290	3,350	1,060			68.4%
1500 Hire of Recreation Grounds	765	840	75			91.1%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	24,750	27,000	2,250			91.7%
1610 Misc Income	60,873	0	(60,873)			0.0%
<b>Total Income</b>	<b>435,788</b>	<b>398,536</b>	<b>(37,252)</b>			<b>109.3%</b>
<b><u>Overhead Expenditure</u></b>						
4000 Salaries & Pensions	122,343	135,348	13,005		13,005	90.4%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	396	591	195		195	67.0%
4060 Staff & Councillor Expenses	167	0	(167)		(167)	0.0%
4065 Training	3,196	2,500	(696)		(696)	127.8%
4070 Timebank Expenses	1,433	587	(846)		(846)	244.1%
4100 Audit Fees	4,172	2,000	(2,172)		(2,172)	208.6%
4105 Legal & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
4110 Insurance	8,802	13,948	5,146		5,146	63.1%
4115 Memberships & Subscription	3,201	1,706	(1,495)		(1,495)	187.6%
4120 Parish Clock	261	447	186		186	58.4%
4125 Broadband & Telephone	174	177	3		3	98.1%
4130 Computer & IT	1,990	2,802	812		812	71.0%
4140 Software Licences	7,219	4,012	(3,207)		(3,207)	179.9%
4150 Printing Postage & Stationery	1,060	1,370	310		310	77.4%
4155 Office Costs	131	0	(131)		(131)	0.0%
4170 Office Rent	1,250	15,000	13,750		13,750	8.3%
4175 Subcontractors	5,650	9,846	4,196		4,196	57.4%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	1,439	758	(681)		(681)	189.8%
4200 Bank Charges	344	226	(118)		(118)	152.1%
4205 Grants	57,648	8,550	(49,098)		(49,098)	674.2%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	7,123	6,500	(623)		(623)	109.6%
4208 S106 Expenditure	8,449	0	(8,449)		(8,449)	0.0%

## Income &amp; Expenditure by Budget 09/03/2026

Month No: 11

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	144	2,677	2,533		2,533	5.4%
4230 Van - Tax, MOT, Fuel, Repairs	1,556	647	(909)		(909)	240.4%
4235 Wardens Materials	496	0	(496)		(496)	0.0%
4240 Wardens Equipment	381	1,539	1,158		1,158	24.7%
4315 Maintenance & Reps - Planned	7,472	10,061	2,589		2,589	74.3%
4320 Maintenance & Reps- Unplanned	23,311	18,100	(5,211)		(5,211)	128.8%
4350 Christmas Tree/Plants	644	1,430	786		786	45.0%
4360 Tree & Hedge Work - Planned	1,487	6,618	5,131		5,131	22.5%
4365 Tree & Hedge Work - Unplanned	9,237	3,546	(5,691)		(5,691)	260.5%
4370 Project work	796	1,026	230		230	77.6%
4410 Nature Reserve management plan	561	513	(48)		(48)	109.4%
4420 Grounds Maintenance - Unplanned	1,527	3,058	1,531		1,531	49.9%
4430 Grounds Maintenance - Planned	860	8,091	7,231		7,231	10.6%
4500 Rates	15,357	17,616	2,259		2,259	87.2%
4505 Electricity	3,721	6,227	2,506		2,506	59.7%
4510 Water	1,668	1,145	(523)		(523)	145.7%
4605 Refuse & Dog Bin Collection	5,205	6,442	1,237		1,237	80.8%
4635 Village Maintenance Contract	33,600	34,177	577		577	98.3%
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	31,447	32,326	879		879	97.3%
4705 PWLB Capital	18,394	17,457	(937)		(937)	105.4%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	1,695	1,026	(669)		(669)	165.2%
<b>Total Overhead</b>	<b>401,778</b>	<b>385,660</b>	<b>(16,118)</b>	<b>0</b>	<b>(16,118)</b>	<b>104.2%</b>
<b>Total Income</b>	<b>435,788</b>	<b>398,536</b>	<b>(37,252)</b>			<b>109.3%</b>
<b>Total Expenditure</b>	<b>401,778</b>	<b>385,660</b>	<b>(16,118)</b>	<b>0</b>	<b>(16,118)</b>	<b>104.2%</b>
<b>Net Income over Expenditure</b>	<b>34,010</b>	<b>12,876</b>	<b>(21,134)</b>			
plus Transfer from EMR	87,947	0	(87,947)			
less Transfer to EMR	58,564	0	(58,564)			
<b>Movement to/(from) Gen Reserve</b>	<b>63,393</b>	<b>12,876</b>	<b>(50,517)</b>			



Cambridgeshire & Peterborough  
Association of Local Councils  
The Norwood Building  
Parkhall Road  
Somersham  
PE28 3HE  
[www.cambs-peterborough-alc.gov.uk](http://www.cambs-peterborough-alc.gov.uk)

March 2026

## ***Empowering and Equipping Local Councils to Benefit their Communities***

**Dear Council Chair and Councillors,**

Thank you for being members of CAPALC. I would like to invite you to renew for 2026-2027. Please find enclosed a membership renewal invitation.

The AGM agreed to increase fees by 4% this year. We have built up sufficient reserves to allow us to do this whilst remaining financially sound.

We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC website on 1 July 2026. We will advise members of the new passwords on renewal, prior to 1 July. To access the NALC website councils and councillors must register their account via [nalc.gov.uk](http://nalc.gov.uk).

Possibly the most significant opportunity/challenge facing town and parish councils this year will be the Local Government Reorganisation, which aims to create unitary authorities for Cambridgeshire. Whilst this mainly affects county and district authorities, NALC & CAPALC will be ensuring that the contribution of local councils is recognised and appreciated.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We have recruited a deputy CEO, a finance officer and a new receptionist to provide better support and wider range of services for members. We have a new website containing useful information in an easily accessible format.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will decide to rejoin CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities and raise problems with us and be kept up to date with developments by email.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

**Henry Clark, Chair**



**capalc**

Cambridgeshire and Peterborough  
Association of Local Councils

## Member Benefits 2026/2027

### **Legal and Finance** – *included in annual affiliation fee*

In addition to the **NALC legal opinion service and HR consultant WorkNest**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

**NALC legal service** - Requests must be placed through CAPALCs 'Support Ticket' service

**NALC HR Consultants** – WorkNest Advisory Service

Requests must be placed through CAPALCs 'Support Ticket' service

**Finance Consultants** – External consultant - Parkinson Partnerships

Requests must be placed through CAPALCs 'Support Ticket' service

### **Data Protection Officer Scheme** – *Opt-in*

*Opt-in Member Benefits DPO Scheme @ £50 per council*

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

**NB. For all the additional benefits detailed above,** if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

*Ends.*

2026  
2027



capalc

Cambridgeshire and Peterborough  
Association of Local Councils

In 2025

CAPALC provided crucial learning opportunities through courses and events empowering councils to serve their communities better.

In 2025

CAPALCs membership helpdesk supported an average of 40 queries per month.

Queries are usually answered within 24 - 36 hours during the working week.

26/27

As a member of CAPALC your council is a member of NALC.

NALC holds the unique position as the representative body for local councils at Government level.

26/27

We provide indemnified legal advice through NALC and also through CAPALC's specialist consultants for HR, finance and data protection.

26/27

What we do for you .....

We support and represent local town, parish and parish meetings to be successful, effective and to act within the law.

26/27

Member councils have access to copyright model statutory documents and other legal information through CAPALCs direct link to NALC

26/27

As a member, you will have the opportunity to network at Clerk and Councillor update sessions and CAPALC's annual conference.

Members will be informed with the latest legislative sector updates.

26/27

CAPALC services include.

Internal Audit, locum clerk, council health checks, Quality Council pre-application advice and we process borrowing applications.

26/27

CAPALC send monthly e-bulletins and weekly email updates to members with topical information and legal advice.

26/27

Your council can obtain essential training, specialist subject training and bespoke council training opportunities at preferential membership rates.

2026  
2027

Cambridgeshire & Peterborough Association of  
Local

The Norwood Building, Parkhall Road

Somersham

CAMBRIDGESHIRE

PE28 3HE

+447507520849

finance@cambs-peterborough-alc.gov.uk

Company Registration No. 12585308

# Invoice



**INVOICE TO**

Melbourn Parish Council

INVOICE NO.	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5856	05/03/2026	£1,067.33	04/04/2026	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/04/2026	<b>Affiliation Fee - CAPALC</b>	Cambridgeshire and Peterborough Association of Local Councils (CAPALC) Affiliation Fee	1	664.64	664.64
01/04/2026	<b>Affiliation Fee - NALC</b>	National Association of Local Councils (NALC) Affiliation Share	1	352.69	352.69
01/04/2026	<b>DPO Scheme</b>	DPO Scheme - OPTED IN	1	50.00	50.00

BALANCE DUE

**£1,067.33**

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

Cambridgeshire & Peterborough Association of  
Local

The Norwood Building, Parkhall Road  
Somersham

CAMBRIDGESHIRE

PE28 3HE

+447507520849

finance@cambs-peterborough-alc.gov.uk

Company Registration No. 12585308

# Invoice



**INVOICE TO**

Melbourn Parish Council

INVOICE NO.	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5747	27/02/2026	£251.50	29/03/2026	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Internal Audit Service</b>	Internal Auditor - Mid Year	5.50	40.00	220.00
	<b>Locum Travel Expenses</b>	Locum Travel Expenses	70	0.45	31.50

Auditor Rosie Nelmes  
Clerk Abi Williams

BALANCE DUE

**£251.50**

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



Royston & District Community Transport  
*We'll take you where you need to go*

# INVOICE

Melbourn PC  
Attention: Parish Clerk  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
Cambridgeshire  
SG8 6DZ

**Invoice Date**

1 Apr 2026

**Invoice Number**

IN5026

**Reference**

Agreement Year 6

Royston and District  
Community Transport  
Royston Hospital,  
London Road  
ROYSTON  
Herts  
SG8 9EN  
Mail:  
manager@roytrans.co.  
uk  
Tel: 01763 245228

Item	Description	Quantity	Unit Price	Amount GBP
	10 Year Agreement started 2021. Provision of Community Transport services for residents from 1 April 2026 to 31 March 2027	1.00	5,000.00	5,000.00
			Subtotal	5,000.00
			TOTAL NO VAT	0.00
			<b>TOTAL GBP</b>	<b>5,000.00</b>

**Due Date: 21 Apr 2026**

Registered in England & Wales, No. 6744379, and limited by guarantee. Registered charity No. 1127052  
Registered office: Royston Hospital, London Road, Royston, Herts. SG8 9EN

Supported by: Cambridgeshire & Peterborough Clinical Commissioning Group \* Hertfordshire County Council \* North Hertfordshire District Council \* Cambridgeshire County Council \* South Cambridgeshire District Council \* and various local Parish Councils

Payment to our account Bank: National Westminster

Sort Code: 60-18-42

Account: 20561318



## PAYMENT ADVICE

To: Royston and District Community Transport  
Royston Hospital,  
London Road  
ROYSTON  
Herts  
SG8 9EN  
Mail: [manager@roytrans.co.uk](mailto:manager@roytrans.co.uk)  
Tel: 01763 245228

**Customer** Melbourn PC

**Invoice Number** IN5026

**Amount Due** **5,000.00**

**Due Date** 21 Apr 2026

**Amount  
Enclosed**

Enter the amount you are paying above

South Cambridgeshire Hall  
 Cambourne Business Park  
 Cambourne  
 Cambridge CB23 6EA

# INVOICE



www.scambs.gov.uk  
 e: sundry.debtors@scambs.gov.uk  
 t: 01954 713000

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

<b>Customer No.</b>	26000275
<b>Invoice No.</b>	80100517
<b>Invoice Date</b>	01-Apr-2026

DESCRIPTION	NET PRICE	VAT
Site address: Melbourn Pavilion, The Moor, Melbourn		
Once fortnightly collection of 1 x 660 litre General Waste - 01 Apr 2026 to 31 Mar 2027		
26.00 Unit(s) @ 19.12 Vat Rate: Outside Scope	497.12	0.00
<b>Payment Schedule:</b>		
1 01-Apr-2026	£41.43	
2 01-May-2026	£41.43	
3 01-Jun-2026	£41.43	
4 01-Jul-2026	£41.43	
5 01-Aug-2026	£41.43	
6 01-Sep-2026	£41.43	
7 01-Oct-2026	£41.43	
8 01-Nov-2026	£41.43	
9 01-Dec-2026	£41.43	
10 01-Jan-2027	£41.43	
11 01-Feb-2027	£41.43	
12 01-Mar-2027	£41.39	
	<u>£497.12</u>	
	<b>NET TOTAL</b>	£497.12
	<b>VAT</b>	£0.00
	<b>INVOICE TOTAL</b>	£497.12

**VAT Registration No. GB 214 5282 86**

If you have any queries regarding this invoice please contact  
 Trade Refuse on 01954 713496

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge CB23 6EA

# INVOICE



www.scambs.gov.uk  
e: sundry.debtors@scambs.gov.uk  
t: 01954 713000

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

Customer No.	26000275
Invoice No.	80100517
Invoice Date	01-Apr-2026

DESCRIPTION	NET PRICE	VAT
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## DIRECT DEBIT ADVANCE NOTICE



This invoice is for information purposes only. The amount due will be collected from your bank account by Direct Debit in accordance with the above payment schedule.

**Direct Debit Reference: 00001153**

**Sort Code: 608301**

**Account Number: \*\*\*\*1945**

Prior to collecting any future invoices by Direct Debit, we will always provide you with 10 working days notice of the amount and date of collection by way of an invoice.

**INVOICE: INSU00651126**

The Church Commissioners for England  
 c/o Melbourn Parish Council  
 Melbourn Community Hub 30 High Street  
 Melbourn  
 Royston  
 Cambridgeshire  
 SG8 6DZ  
 United Kingdom

Unex House  
 132-134 Hills Road  
 Cambridge  
 CB2 8PA  
 United Kingdom  
 T: +44 (0) 1223 347 000  
 E: [remits@savills.com](mailto:remits@savills.com)  
[www.savills.com](http://www.savills.com)

Customer account number: C014354

VAT No. GB 577 6575 79

Invoice Summary			
<b>Invoice date:</b> 05 March 2026	<b>Tax point date:</b> 05 March 2026	<b>Instruction number:</b> PQRU1040874	
<b>Description:</b> CC Plan Approval (Q).			
	<b>VAT RATE</b>	<b>NET (£)</b>	<b>VAT (£)</b>
Professional fees incurred with the approval of plans for a scout storage building at the Old Recreation Ground, Melbourn	20.00%	325.00	65.00

<b>PAYMENT TERMS: NET 30 DAYS</b>		
<b>PLEASE REMIT BACS PAYMENT QUOTING INVOICE NUMBER INSU00651126</b>		
<b>REMITTANCE ADVICE TO: <a href="mailto:REMITTS@SAVILLS.COM">REMITTS@SAVILLS.COM</a></b>	£ 325.00	£ 65.00
Account no: <b>60808512</b> Sort code: <b>200000</b> Barclays Bank PLC, 1 Churchill Place, London, E14 5HP, United Kingdom SWIFTBIC: BARCGB22 IBAN: GB91 BARC 2000 0060 8085 12 PLEASE MAKE CHEQUES PAYABLE TO: Savills (UK) Ltd	<b>TOTAL PAYABLE (GBP) £ 390.00</b>	

Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East.  
 Savills (UK) Limited. Chartered Surveyors. A subsidiary of Savills plc. Registered in England No 02605138.  
 Registered office: 33 Margaret Street, London, W1G 0JD.

Parish Clerk  
Melbourn Hub  
High Street  
Melbourn  
SG8 6DZ



51 Scotland Road  
Cambridge CB4 1QW  
Tel: 0300 303 5770  
Email: info@hhs.org.uk  
www.hhs.org.uk

Date: 17/02/2026

Customer Code: DMELB001

Invoice Number: SI/000154

Customer Reference: Melbourn Hub 2026-27

**Description:**

Sinking Fund contribution 2026-27 Melbourn Hub  
Management Charge 2026-27

£872.09 ZZ  
£50.00 ZZ

Net: £922.09

VAT: £0.00

**Total: £922.09**

Account Name: Hundred Houses Society

Sort Code: 20-17-76

Account Number: 30514489

Payment Terms: 7 days

Account Queries: finance@hhs.org.uk

Expenditure Authorisation

Date: 31/3/28  
Account code: 4315  
Budget code: 420  
PC 280325  
Signature:

Chief Executive: Matt Thomas  
Company Secretary: Magda Syposz  
Chair: Sara Garnham

**BROOKSBANK HUB SERVICE CHARGE/SINKING FUND CALCULATIONS 2026-27**

Total Properties 13 ( 3 Shared Ownership and 10 Affordables )  
and the Village Hub see notes below

**Melbourn Village (Parish) Hub**

<b>Sinking Fund Calculations</b>	<b>2026-27</b>
Patch repairs Paths and Road (6yr life)	£ 212.92
Paths and Road resurfacing (18yr Life)	£ 603.17
Street Light replacement (25 yr Life)	£ 56.00
<b>Sinking Fund Total</b>	<b>£ 872.09</b>
Management Charge	£ 50.00
<b>Total Annual cost</b>	<b>£ 922.09</b>

**Value at 31.12.2025 = £15,224.81. This represents 67.5% of the Fund.  
The 32.5% shortfall will be paid by HHS Ltd on behalf of the social houses.**

**Notes.****Site handover to HHS Ltd. 2013**

These calculations are based on The Village (Parish) Hub making up 35% of the site

**Sinking fund / Reserve Fund:****Patch repairs:**

Path & Road anticipated repairs every 6 yrs

Path £850 - Road £2,800 total £3,650 x 35% ÷ 6 = £212.92.

**Resurfacing:**

Path & Road anticipated resurface every 18yrs

Path £5,670 -Road £25,350 total £ 31,020 x 35% ÷ 18 = £603.17

**Street Lights:**

Street Lights anticipated life 25yrs replacement cost £4000 x 35% ÷ 25 = £56.00

**Management Charge: £50.00**



# HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

[enquiries@hartsbooks.co.uk](mailto:enquiries@hartsbooks.co.uk)

tel: 01799 524552

*16th March 2026*

Melbourn Parish Council

30 High St, Melbourn, Royston SG8 6DZ

INVOICE: MPC160326HB

Flashlight by Susan Choi x 1 @ £10.99

The Elopement by Gill Hornby x1 @ £9.99

The Violin Maker's Secret by Evie Woods x1 @ £9.99

When the Cranes Fly South by Lisa Ridzen x1 @ £9.99

Three days in June by Anne Tyler x1 @ £9.99

Broken Country by Clare Leslie Hall x1 @ £9.99

The Girl with the Suitcase by Lesley Pearse x1 @ £10.99

The Long and Winding Road by Lesley Pearse x1 @ £9.99

A Family Matter by Clare Lynch x1 @ £9.99

Nesting by Roisin O'Donnell x1 @ £9.99

My Friends by Frederick Backman x1 @ £9.99

Welcome to the Neighbourhood by Jane Fallon x1 @ £9.99

Daughters of Night by Laura Shepherd-Robinson x1 @ £9.99

Total: £131.87

20% discount: £26.37

**Total to pay: £105.50**

Account name: Travel Buff LTD T/A Daunt Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25

March Approvals 2026

Invoice Date	Invoice No	A/C Code	A/c Name	Net Value	VAT	Invoice Total	
24/02/2026	02694209925132312LL	AMA001	Amazon- Timebank	11.94	-	11.94	Lloyds
24/02/2026	02695503313700315LL	AMA001	Amazon- Timebank	36.08	-	36.08	Lloyds
				48.02	-	48.02	
02/03/2026	14103995	BRI001	British Gas	683.75	136.75	820.50	DD
02/03/2026	16706286	BRI001	British Gas	- 234.93	- 11.75	- 246.68	DD
17/03/2026	14249444	BRI001	British Gas	209.85	10.49	220.34	DD
24/03/2026	16977508	BRI001	British Gas	- 28.93	- 1.45	- 30.38	DD
24/03/2026	14313339	BRI001	British Gas	40.50	2.02	42.52	DD
24/03/2026	16975316	BRI001	British Gas	- 36.07	- 1.80	- 37.87	DD
24/03/2026	14311577	BRI001	British Gas	40.50	2.02	42.52	DD
				674.67	136.28	810.95	DD
10/03/2026	350991	BRI001	Briar Security Systems LTD-maintenance	105.00	21.00	126.00	
				105.00	21.00	126.00	
27/02/2026	5747	CAP001	CAPALC- Internal Audit	251.50	-	251.50	
05/03/2026	5856	CAP001	CAPALC- Membership	1,067.33	-	1,067.33	
				1,318.83	-	1,318.83	
18/02/2026	7977093	ESP006	ESPO- office supplis	40.40	8.08	48.48	
				40.40	8.08	48.48	
10/03/2026	339381	FLI001	Flint Cross Service Station- van fuel	45.83	9.17	55.00	Lloyds
				45.83	9.17	55.00	
27/03/2026	2637	GLA001	Glassbade Ltd- search plug in	25.00	5.00	30.00	
				25.00	5.00	30.00	
27/02/2026	SI4258	HAC007	Herts and Cambs- village maintenance	2,864.66	572.93	3,437.59	
20/03/2026	SI4280	HAC007	Herts and Cambs- extra cut MA096/2526 d	1,910.00	382.00	2,292.00	
				4,774.66	954.93	5,729.59	
16/03/2026	MPC160326HB	HAR01	Hart's Books- library books	105.50	-	105.50	
				105.50	-	105.50	
17/02/2026	SI000154	HUN001	Hundred Houses Society- land management charge Hub	922.09	-	922.09	
				922.09	-	922.09	
03/03/2026	13400147LL	ITS001	Industrial tool supply- nail gun	133.32	26.66	159.98	Lloyds
				133.32	26.66	159.98	
25/02/2026	446	JTL009	Jason Trueman- Pavilion clean	210.00	-	210.00	
				210.00	-	210.00	
03/03/2026	39492	LUC001	Lucid Systems Ltd- software	160.50	32.10	192.60	
				160.50	32.10	192.60	
17/03/2026	326001	MAT001	Matt De Oliveira- moor car park gate	140.00	-	140.00	
				140.00	-	140.00	
24/02/2026	MCH1010	MCH004	Melbourn Community Hub- audit drinks	12.87	2.57	15.44	
20/03/2026	MCH1037	MCH004	Melbourn Community Hub- annual parish meet refreshments	106.96	21.39	128.35	
				119.83	23.96	143.79	
16/03/2026	3	MEL002	Melbourn Allotment Assoc.- NSALG membership	365.00	-	365.00	
				365.00	-	365.00	
02/03/2026	324	MWY011	Mark Wyer- Litterpicker	158.73	-	158.73	
				158.73	-	158.73	
19/03/2026	1938	MIT001	Mitchell & Mayle- Septic tank empty	180.00	-	180.00	
				180.00	-	180.00	
02/03/2026	3183202	NOR001	Norburys building supplies-wardens supplies	140.01	28.00	168.01	
23/03/2026	3184382	NOR001	Norburys building supplies-wardens supplies	8.30	1.66	9.96	Lloyds
				148.31	29.66	177.97	
02/03/2026	660137217	NOW003	Now- pensions service charge	36.00	7.20	43.20	DD
				36.00	7.20	43.20	
10/03/2026	3262026	POF001	Post Office Ltd- postage	3.60	-	3.60	Lloyds
				3.60	-	3.60	
19/03/2026	326001	PWL001	Public works loan_ community hub	16,477.10	-	16,477.10	DD
				16,477.10	-	16,477.10	
06/03/2026	33491	RIA001	Rialtas- cemetery training	300.00	60.00	360.00	
				300.00	60.00	360.00	
05/03/2026	102830835	RIC001	Ricoh- photocopier	187.16	37.43	224.59	
				187.16	37.43	224.59	
19/03/2026	1770739	SAG001	Sage- software	17.00	3.40	20.40	Lloyds
				17.00	3.40	20.40	
05/03/2026	PQRU1040874	SAV001	Savills (UK) Ltd- Old rec professional fees	325.00	65.00	390.00	pre-paid
				325.00	65.00	390.00	
13/03/2026	4531	SHI001	Shire Trees Limited- tree maintenance following report	1,950.00	390.00	2,340.00	
				1,950.00	390.00	2,340.00	
28/02/2026	7093282448	SOU002	Source for Business- Orchard Rd annual water bill	123.44	-	123.44	DD
				123.44	-	123.44	

10/03/2026	3665608040	SOU001	South Cambs District Council- Carpark rates	10,718.50	-	10,718.50	DD
10/03/2026	3669738000	SOU001	South Cambs District Council- New Rd Cem rates	1,071.85	-	1,071.85	DD
10/03/2026	3668008051	SOU001	South Cambs District Council- Pavilion rates	2,724.54	-	2,724.54	DD
				<u>14,514.89</u>	-	<u>14,514.89</u>	
02/03/2026	326001	STE001	Stephanie Trayhurn- Expenses, mileage	11.25	-	11.25	
02/03/2026	56101	CAF001	Caffe Nero- S Trayhurn expenses	5.96	1.19	7.15	
18/03/2026	326001	TES01	Tesco- S Trayhurn expenses	18.95	-	18.95	
				<u>36.16</u>	<u>1.19</u>	<u>37.35</u>	
18/03/2026	1085878680	STA001	Stannah	1,202.80	240.56	1,443.36	
				<u>1,202.80</u>	<u>240.56</u>	<u>1,443.36</u>	
18/03/2026	9.85895E+11	THR001	Three Business- Pavilion wifi timebank mobile	21.82	4.36	26.18	DD
				<u>21.82</u>	<u>4.36</u>	<u>26.18</u>	DD
11/03/2026	3866447 LL	UCH001	Ucheck Ltd- J Coulman DBS check	13.08	2.62	15.70	Lloyds
				<u>13.08</u>	<u>2.62</u>	<u>15.70</u>	
23/03/2026	1786411	VAL001	Valda energy- streetlights	69.88	3.49	73.37	DD
23/03/2026	1786409	VAL001	Valda energy- streetlights	- 6.62	- 0.33	- 6.95	DD
				<u>63.26</u>	<u>3.16</u>	<u>66.42</u>	
			Confidential Items	<u>11,292.14</u>	-	<u>11,292.14</u>	
				<u>56,239.14</u>	<u>2,061.76</u>	<u>58,300.90</u>	

# Melbourn Parish Council

Office hours may differ  
between 30 March – 10 April 2026.

The Parish Office will be closed from  
4pm on Thursday 2 April 2026.

We will be back open at  
10am on Tuesday 7 April 2026.

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

# COMMUNITY BENEFIT GRANTS



## DO YOU NEED MONEY FOR A GOOD CAUSE OR PROJECT THAT BENEFITS OUR COMMUNITY?

**Melbourn Parish Council is inviting applications from organisations, charities or groups in Melbourn for grant funding.**

Applications must be made on the grant application form available at [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk) or from the Parish Office.

**Deadline for applications is Wednesday 20 May 2026**

**Applications for grants will be heard at a meeting of the Parish Council on Wednesday 3 June 2026 at 7.30pm at The Hub**  
Applicants will be invited to attend the meeting to support their application.

For more information, contact the Parish Office, Melbourn Hub, 30 High Street, Melbourn, SG8 6DZ  
Tel: 01763 263303 x 3 or email [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

# Update

## MIX MUSIC





# WHAT WE'VE BEEN UP TO

We have continued to run our regular Monday night sessions, which are still going strong. Although we have lost a couple of attendees this year, we have potentially gained a new starter, which is encouraging.

We are also currently looking at introducing sessions for younger children, with half-hour sessions planned for one term as an initial trial.

Over the past year, we have provided a range of exciting opportunities for the young people involved. Last year, we organised an outing to the We DJ Expo in London, which was an amazing experience. One of our DJs got to perform at Kool FM.

In December, we took the group ice skating in Cambridge for our Christmas outing, which was a great success.

In addition, we delivered three Day Discos for MACS, and we are planning to do the same again this year.



We have many ideas for the future of the project. We had planned to organise a music event following the village fete in June. However, due to a particularly busy start to the year for us personally, and as the project is currently run by just the two of us, we have decided to postpone this until summer 2027. This will allow us to dedicate the time, effort and funding required to organise the event properly and to work more closely with the fete organisers from an earlier stage.

We both give our time on a voluntary basis and are very happy to do so. We are coming into our 4th year of running the sessions and supporting young people in the village.

The start of this year has been a little slower than usual, with many of our regular attendees currently focusing on their GCSE studies. We also tend to find that attendance naturally slows during the winter months, although participation consistently increases again as the year progresses.





Looking ahead, we remain very hopeful that the youth community organiser may become available to help strengthen and expand youth provision in the village and support us with what we need in order to gain access in the schools. In the meantime, we will continue to run our sessions and provide this positive opportunity for young people in the community.



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## Cambridgeshire & Peterborough Association of Local Councils

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25<sup>th</sup> February 2026

### By Email

Melbourn Parish Council

Dear Chairman and Cllrs

### Melbourn Parish Council Internal Audit: Interim Visit 2025

Following my recent visit to Melbourn Parish Council on 24<sup>th</sup> February 2026, I confirm I met with Abi, your Clerk and other members of staff to complete the interim council's Internal Audit for 2025/26.

Please see my interim report attached to this email. Items noted in red will be completed at the year end audit, which has been booked for Tuesday 21<sup>st</sup> April 2026.

Yours faithfully

■

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Internal Auditor – CAPALC.



# INTERNAL AUDIT CHECKLIST 'YEAR END 2024/25'

**Name of Authority:** Melbourn Parish Council.....**Date(s) of Audit:** 24.02.26 .....

**Audit Completed By:** [REDACTED] .....

AGAR Certificate Reference	Work Completed by CAPALC	Comments	Recommendations
<p>A. Appropriate accounting records have been properly kept throughout the year.</p>	<p>During our visit(s) we have reviewed the accounting system and checked that the information is recorded accurately and promptly. This means we have reviewed the cashbook, examined a sample of financial transactions, ensured bank reconciliations (see item I) are carried out, etc. This list is just an example.</p>	<p>The Council is now using Rialtas Accounting Software for the year end March 2026.</p> <p>Year End Internal Audit will cover bank reconciliations, accuracy of year end accounts, and that investment strategies are in place.</p>	<p>None</p> <hr/> <p><b>Council response:</b></p>
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT</p>	<p>We have reviewed Financial Regulations and Standing Orders ensuring they are adequate and if model documents are used, they are up to date.</p> <p>We have also reviewed procedures for approval of invoices and</p>	<p>Standing Orders and Financial Regulations are the most recent NALC versions.</p> <p>The Council uses Unity Trust for its current account, this ensures</p>	<p>None</p> <hr/> <p><b>Council response:</b></p>

<p>appropriately accounted for.</p>	<p>payments, checked recording of VAT and that VAT is claimed where appropriate. If debit/credit cards are held, we have established the limits and ensured there are controls in place for usage.</p>	<p>segregation between data entry and approval of payments.</p> <p>The Council is not VAT registered, and claims VAT back appropriately.</p> <p>A Lloyds debit card is in place, records are in place within the Rialtas accounts.</p>	
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>We have checked to see that the Council has a Risk Register in place. If in place, we have checked to see if the Council has considered all significant risks, appropriate levels of insurance is in place, arrangements are in place for monitoring public open spaces, etc. and that a process of internal control is in place.</p>	<p>The Council has a risk register in place. Insurance is held with Clear Insurance, and includes cover for council assets.</p> <p>Adequate cover is in place for public liability, employers liability and fidelity.</p> <p><b>The insurance cover will be check against Asset values at year end.</b></p> <p>Play areas are adequately inspected annual by ROSPA, and regularly by parish council wardens.</p> <p>Two defibrillators are available in the parish, and are administered via The Circuit, adequate checks are carried out.</p>	<p>None</p> <hr/> <p><b>Council response:</b></p>

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts.	<p>The Council has a budget for 25/26. This was drafted by the Finance and Good Governance Committee, and agreed that it would be recommended to full council for adoption.</p> <p>Whilst Full Council discussed the budget to form the Precept request, it did not formally approve the budget, only the Precept.</p> <p>Budget reports are made to the council throughout the year.</p> <p><b>Earmarked Reserves will be checked at year end.</b></p>	<p>None</p> <hr/> <p><b>Council response:</b></p>
E. Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT	We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire,	Burial and Allotment Income is within the Rialtas Accounts.	None

appropriately accounted for.	leases, or other revenue streams depending on the council. We have checked that there are appropriate follow ups made for 'aged debtors'.	Year End Audit will cover the cash books, Loans, EMR, GR, and aged debtors.	<b>Council response:</b>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	If held, we have considered the amount of petty cash held in line with the number of transactions made during the year.	No petty cash for this financial year.	None
			<b>Council response:</b>
G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	We picked one month and tested the payroll to ensure the correct deductions have been made, payments made on time and correct amounts.	Payroll is carried out inhouse by the RFO using SAGE.  Payments are made to HMRC.  Pensions are in place where appropriate, and the council is registered with the pension regulator.  A sample one month test will be made at year end.	None
			<b>Council response:</b>
H. Asset and investment registers were complete	We have checked to see that the Council has a formal asset register in place and that it is up to date with any acquisitions and disposals. If	Asset Register will be checked at year end. This will include the values on the AGAR.	None

<p>and accurate and properly maintained.</p> <p><i>This section/assurance should be extended to include loans to or by the authority.</i></p>	<p>there are long-term investments, we have checked to see that an Investment Strategy is in place.</p>	<p>An investment strategy is in place, this will be checked again at year end to ensure it is still valid.</p>	<p><b>Council response:</b></p>
<p>I. Periodic bank account reconciliations were properly carried out during the year.</p>	<p>We reviewed a selection of bank reconciliations throughout the year including year end.</p>	<p><b>Bank reconciliation will be reviewed at year end, which will include the year end reconciliation.</b></p> <p>They have been completed during the year and presented to council.</p>	<p>None</p> <p><b>Council response:</b></p>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>We have reviewed the accounting statements or the year ended 31<sup>st</sup> March 2025 to ensure that they have been prepared correctly on an [income and expenditure] or [receipts and payments] basis and are adequately supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p><b>J relates to the AGAR and will be checked at year end, along with debtors and creditors.</b></p>	<p>None</p> <p><b>Council response:</b></p>

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	We have confirmed that the Council was subject to limited assurance review OR  We have confirmed that the Council was exempt, met the criteria and correctly declared itself exempt.	N/A	None
			<b>Council response:</b>
L. The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation.	We have reviewed the Council's website (or webpage) to confirm it is meeting the requirements of the relevant regulations.	The council website meets regulations, it is noted that the Council is moving its website to Aubergine, and this should be in place for the year end visit.  The clerk and I discussed putting the budget onto the website. It is currently within the supporting meeting papers, so not easy to find.	None
			<b>Council response:</b>
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	We have reviewed the notice announced during the summer of 2025 along with Sections 1 and 2 of the 2024/25 AGAR. We have obtained evidence that the required documentation has been published on the Council's website (webpage).	The public notice for the previous year is in place and on the councils website.	None
			<b>Council response:</b>
N. The authority complied with the publication	We have reviewed the documentation the Council		None

requirements for the prior year AGAR.	published for the 2024/25 AGAR was compliant with regulations.	The documentation is compliant with regulations.	<b>Council response:</b>
O. Trust funds (including charitable) – the council met its responsibilities as a trustee.	We have reviewed the Council’s responsibilities with respect to [enter charities here] OR	<b>To be checked at year end.</b>	None
	We have checked that they are not responsible for any charities.		<b>Council response:</b>

**Notes**

In our column entitled ‘Recommendations’ we have highlighted areas where we believe improvements could be considered or attention is required if necessary. If we feel you should be considering a response to your Assertions under Section 1, we have commented under our column ‘Comments’.

# Local Government Reorganisation

## What Melbourn Needs to Know — and Could Do Now

CAPALC Parish Briefing — March 2026 — prepared with the assistance of AI, there may be some errors

**LGR is underway. The question is whether Melbourn is prepared for the practical consequences — or risks discovering them after the window to act has closed.**

### How Each Option Affects Your Parish

*The government consultation numbers the four proposals 1–4. The local option letters (A, B, D, E) used throughout this briefing correspond to Proposals 2, 1, 3 and 4 respectively. Each proposer chose their own working names for the new authorities (e.g. ‘North West’, ‘South East’, ‘North East’); this briefing uses more descriptive names to help distinguish the authorities across options.*

Option	Your UA	Parishes	Key Risk
<b>A</b> <b>(Proposal 2)</b>	Southeast Unitary Council (South Cambs + East Cambs + Cambridge City)	138	Large mixed authority; rural parishes may be overshadowed
<b>B</b> <b>(Proposal 1)</b>	Greater Cambridge (South Cambs + Cambridge City)	102	Urban-dominated; parish voice competing with city priorities
<b>D</b> <b>(Proposal 4)</b>	Greater Cambridge (South Cambs + Cambridge City)	102	Urban-dominated; parish voice competing with city priorities
<b>E</b> <b>(Proposal 3)</b>	Greater Cambridge (South Cambs + Cambridge City)	102	Urban-dominated; parish voice competing with city priorities

### The Risks That Matter Most to Melbourn

**Planning influence diluted — but legal weight unchanged.** Melbourn remains a statutory consultee under all options. The legal weight of parish comments does not change. The practical risk is that fewer officers covering more parishes means less capacity to engage meaningfully with Melbourn’s responses, and less local knowledge to interpret them. A larger authority dilutes influence, not legal standing.

**Developer contribution regime could change entirely.** As a South Cambs parish, Melbourn currently sits under an S106-only regime (no CIL). Under options that merge {dist} with CIL districts, the parish could move to a CIL regime — changing the developer contribution framework entirely. The greater risk is administrative: whether the new UA collects contributions promptly and allocates funds without delay. CIL should not be relied upon as a primary funding source regardless of option.

**No Neighbourhood Plan leaves the parish more exposed.** The benefits of an NP extend well beyond the CIL uplift (15% to 25%) — a made NP provides statutory weight across housing, design, green space, and local character. However, NP policies must be in general conformity with the Local Plan’s strategic policies. If the new UA has not yet adopted a Local Plan, Melbourn would face a policy vacuum that makes starting an NP significantly harder. The window to begin is now, while the current Local Plan still provides a clear framework to align to.

**Relationships with officers may need to be rebuilt.** The working relationships your clerk and councillors have built with current district and county officers could be disrupted. Officers in a new authority may not have the same familiarity with your parish. The transition period (to April 2028) is when parish issues are most likely to fall between the cracks.

## What Melbourn Could Do Now

**Document existing commitments.** Record all current S106 payments, CIL neighbourhood portion payments due, grant agreements, SLAs, and concurrent function funding. These are at risk during transition and must be actively chased with the new authority.

**Identify which promised benefits are statutory and which are discretionary.** For every benefit cited in an LGR proposal (parish forums, locality working, asset devolution), ask whether it is written into law, constitution, or binding agreement — or whether it is simply a stated intention.

**Press for embedding during transition.** This is the window where the Parish Council has the strongest negotiating position. Once the new authority is operational, engagement promises are easily deprioritised. Press for a parish charter and constitutional recognition.

**Model financial impact.** Prepare for potential precept implications from lost grant schemes, concurrent function changes, and possible asset or service transfers. Communicate proactively with residents about what the precept pays for.

**Engage your ward and division councillors.** Your current ward and division councillors are your advocates within the principal authorities. Ensure they understand your parish's specific concerns and are briefed to raise them during transition planning.

**Start a Neighbourhood Plan now.** Start while the current Local Plan provides a clear policy framework to align to. A made NP protects parish interests across housing, design, green space, and local character — not just developer contributions. Once the new UA begins its own Local Plan, starting will be harder. CAPALC can advise on how to begin.

**Note on bus services:** Bus service funding sits with the Combined Authority (CPCA) under the Mayor and is unaffected by LGR. The transport risk for parishes is around highways maintenance priorities and local road management transferring to a new UA — not bus subsidies.

*The full option-by-option analysis follows on the next page. Contact CAPALC at [info@capalc.org.uk](mailto:info@capalc.org.uk) for support.*

## Your Parish At A Glance

Parish: Melbourn

District: South Cambridgeshire

Population (2023): 5,185

Dwellings (2023): 2,335

Parish type: Variable-UA

Neighbourhood Plan: None

As a South Cambridgeshire parish, Melbourn could fall under different unitary authorities depending on which option is selected: Greater Cambridge, Southeast Unitary Council. This means the character, priorities and scale of your principal authority vary significantly between options — and so do the practical consequences for your parish.

## Your Parish Under Each Option

### Option A: Southeast Unitary

**Merges:** Cambridge, East Cambridgeshire and South Cambridgeshire

**Parishes:** 138

**Character:** Cambridge-anchored, growth-focused authority

Option B / Option D / Option E: Greater Cambridge

**Merges:** Cambridge and South Cambridgeshire

**Parishes:** 102

**Character:** Tightly focused on the Cambridge economic area

## How Each Option Affects Key Impacts

### A. Planning & Development

Option A (Southeast Unitary):

**Local Plan:** Cambridge's strategic growth agenda would be a major influence. There is a question about whether housing allocations might increasingly be directed to rural South Cambs parishes.

**Developer Contributions:** South Cambs currently uses S106 only (no CIL). East Cambs CIL at £125/m<sup>2</sup> indexed. New authority will need a unified approach to developer contributions.

Option B / Option D / Option E (Greater Cambridge):

**Local Plan:** Greater Cambridge already has a joint Local Plan process. Parishes benefit from planning continuity but Cambridge growth pressures intensify.

**Developer Contributions:** South Cambs currently S106 only (no CIL). New authority may introduce CIL or maintain S106.

**FROM YOUR DATA:** Melbourn has grown by 290 residents since 2021 (+6%), with 30 new dwellings added in the last year alone. This growth trajectory suggests that housing allocation in any new Local Plan will be an important consideration for your parish. 31% of households have dependent children (960 children aged 0–15). New housing allocations would ideally account for school capacity, play areas and youth infrastructure.

**FROM YOUR MINUTES:** Melbourn regularly reviews planning applications and has engaged with the Local Plan process — so these changes are likely to matter to you. S106 developer contributions appear in 14 sets of your minutes. Under options that merge your district with others, the approach to developer contributions could change.

## B. Finance & Funding

Option A (Southeast Unitary):

**Council Tax:** Wide council tax harmonisation gap between Cambridge City and rural districts.

**Rural/Urban:** Cambridge carries significant economic and political weight. Rural parishes may want to consider how to ensure they are not seen primarily as Cambridge's hinterland.

Option B / Option D / Option E (Greater Cambridge):

**Council Tax:** Harmonisation between Cambridge City and South Cambs rates.

**Rural/Urban:** Cambridge carries the greater political weight. South Cambs parishes would be the rural minority and may wish to consider how to make their voice heard effectively.

**FROM YOUR DATA:** 18% of housing is social rented, meaning a narrower council tax base and residents who may be more affected by any service changes.

**FROM YOUR MINUTES:** Melbourn's budget, precept and reserves are discussed regularly. Your precept may become more visible as a separate line item when district rates merge into a single UA rate, which could create pressure to freeze or reduce it -- so it may be worth thinking about how to communicate the value of what it pays for.

## C. Governance, Services & Representation

Option A (Southeast Unitary):

**Representation:** Cambridge is unparished — parish councils only exist in South Cambs and East Cambs. It would be worth considering how attention and resources might be balanced between parished and unparished areas.

**Services:** Strong service capacity from Cambridge City resources, though services could tend towards urban-centric design.

Option B / Option D / Option E (Greater Cambridge):

**Representation:** 102 parishes in a Cambridge-focused authority. Parish forums are viable at this scale, though it would be worth ensuring they reflect rural as well as urban concerns.

**Services:** Strong urban service base from Cambridge City, though rural South Cambs parishes may want to consider how to ensure their needs are given equal weight.

**FROM YOUR DATA:** With 5,185 residents, Melbourn has the scale to be a credible partner for the new UA — and it may be worth seeking engagement mechanisms that are constitutionally embedded rather than discretionary.

**FROM YOUR MINUTES:** Your council has engaged with service changes (8 meetings). LGR has already been discussed at 8 of your meetings. These service delivery arrangements are likely to be redesigned under the new UA, and the approach will depend on which option is selected.

## D. Highways & Transport

Option A (Southeast Unitary):

CCC highways responsibilities transfer to Southeast Unitary. With 138 parishes, your highway improvement priorities would need to be heard alongside a much larger area.

Option B / Option D / Option E (Greater Cambridge):

CCC highways responsibilities transfer to Greater Cambridge. With 102 parishes, your highway improvement priorities would need to be heard alongside a much larger area.

**FROM YOUR MINUTES:** Highways and transport issues feature prominently in Melbourn's minutes. These are currently managed through established relationships with CCC highways officers. Under LGR, all of this would transfer to the new UA - so it may be worth thinking about how to carry forward the relationships and progress you've built.

## E. Flooding & Environment

Option A (Southeast Unitary):

Relatively lower flood risk geography, but chalk stream and clay soil drainage issues in South Cambs.

Option B / Option D / Option E (Greater Cambridge):

Focused geography helps flood management coherence.

**FROM YOUR MINUTES:** Melbourn's minutes record flooding and drainage concerns. The Lead Local Flood Authority responsibility transfers from CCC to the new UA, and the capacity to manage your specific catchment area could vary depending on which option is selected.

## F. Education, Health & Social Care

These services are currently managed county-wide by CCC. Under LGR they transfer to the new UA(s). While not directly controlled by parishes, they significantly affect residents and take up a large share of UA budgets -- which could reduce the discretionary spending that parishes often benefit from.

Option A (Southeast Unitary):

Greater financial resilience for social care, but resources spread across a larger population.

Option B / Option D / Option E (Greater Cambridge):

Moderate financial base for social care. Competing demands from a mixed urban/rural population.

**FROM YOUR DATA:** 24% of residents are aged 65 or over (1,190 people), and 16% of households are a single person over 65. Adult social care — the single largest cost facing any new UA — could affect service availability in your area. If a UA comes under financial pressure, discretionary services may be reduced to fund statutory social care obligations. 960 children aged 0–15 live in Melbourn (19% of the population). School place planning, currently managed county-wide by CCC, transfers to the new UA. If the new authority covers a larger or differently shaped area, catchment planning could become more complex, and it is worth considering how SEND provision might be affected. With 230 children aged 0–3, early years and childcare provision is also a live concern that will transfer to the new authority.

## Risks Common To All Options

Regardless of which option is selected, every parish faces these risks:

- **TRANSITION DISRUPTION (to April 2028)** — Both old and new authorities operate simultaneously. Officer capacity may be stretched by merger logistics, which could affect response times. Planning processing could slow. It is worth keeping a close eye on existing S106 payments, grants and contracts to make sure they carry across.
- **EXPENDITURE TRANSFER** — There is a possibility that a UA under financial pressure could pass services to parishes without fully matching funding. National evidence suggests precepts have sometimes increased significantly (69%+) following unitarisation, so this is worth being aware of.
- **ASSET TRANSFER PRESSURE** — The new UA may rationalise its assets. Parishes could be offered parks, play areas or buildings along with their running costs. It is worth thinking through the financial implications carefully, and being aware that the alternative may be that the asset is no longer maintained.
- **ASPIRATIONS VS FORMAL COMMITMENTS** — "Co-production", "community empowerment" and "parish voice" do not currently have a statutory basis. Experience from previous reorganisations suggests these can be difficult to maintain under financial pressure. It is worth seeking formal embedding of any engagement mechanisms that matter to your parish.
- **NEIGHBOURHOOD PLAN** — Melbourn does not currently have a Neighbourhood Plan. Without one, the parish has less statutory weight in planning decisions and receives only 15% (rather than 25%) of CIL from local

development. Starting a Neighbourhood Plan before the transition could be a valuable step to strengthen your parish's position.

## What Melbourn Can Do Now

1. **1. CONSIDER DOCUMENTING YOUR EXISTING COMMITMENTS.** It may be helpful to record all current S106 payments, grant agreements, SLAs and concurrent function funding, so you have a clear record to follow up with the new authority.
2. **2. THINK ABOUT WHAT IS STATUTORY VS DISCRETIONARY.** For benefits mentioned in LGR proposals, it is worth asking whether they are written into law, a constitution or a binding agreement. If not, they may be harder to rely on in the long term.
3. **3. MAKE YOUR VOICE HEARD DURING THE TRANSITION.** The period between now and vesting day is likely when parishes have the best opportunity to shape how the new authority will work with them.
4. **4. THINK ABOUT THE POTENTIAL FINANCIAL IMPACT.** You might want to consider modelling how changes to grants, concurrent function funding and possible asset or service transfers could affect your precept.
5. **5. STAY IN TOUCH WITH YOUR COUNCILLORS.** Your South Cambridgeshire ward councillor(s) (Cllr Jose Hales, Cllr Sally Ann Hart) and your CCC division councillor(s) (Cllr Adam Bostanci) are your current advocates within the principal authorities. It would be helpful to make sure they understand Melbourn's specific concerns and are briefed to raise them during transition planning. They are copied on this email for that reason.

## How Capalc Can Help

The full 47-point LGR Parish Impact Assessment

Guidance on reviewing LGR option proposals from a parish perspective

Template responses for parish council engagement

Advice on Neighbourhood Plans, asset transfers and service devolution

Updates as the reorganisation process develops

Contact us at [info@capalc.org.uk](mailto:info@capalc.org.uk).

Cambridgeshire & Peterborough Association of Local Councils (CAPALC)

This briefing draws on CAPALC's LGR Parish Impact Assessment (March 2026), the LGR option proposals (Options A, B, D and E), national evidence from previous reorganisations, and NALC/SLCC research.

Sent to: Melbourn Parish Council (clerk and councillors), with copy to ward and division councillors.

## PC195/2526a) Neighbourhood Plan

It is proposed that Council should consider the next steps for progressing with a wider Neighbourhood Plan rather than limiting the project to a review of assets as resolved at MAYD, shown below.

**MAYD24/2526 To consider actions and project scope related to motion to support commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people (PC156/2526).**

*It was decided to accept the offer from Cambridgeshire County Council (CCC) Communities team through South Cambs Youth Forum to look at Melbourn Parish assets and activities and identify gaps in youth provision.*

*It was RESOLVED to recommend to Full Council to proceed with parish wide strategic review as laid out in the quote from Council HR and Governance Support to produce an all-encompassing strategic review – using the CCC youth specific review as supporting documentation.*

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

It is proposed that the asset review project described below, and resolved to be recommended to Full Council, could form part of the Neighbourhood Plan information gathering phase.

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Company:	<a href="#">Council HR and Governance Support</a> (recommendation from CAPALC)
Enquiry:	Would you be able to assist MPC in completing an asset review to look at long term planning. To identify gaps in servicing the community and work with Council to build a strategic plan.
Proposal:	<p>As discussed, to undertake a review of the Council assets with a view to building any ensuing plans into the Councils strategic plan we would propose the following:</p> <p>Undertake a desk top analysis of current assets including a review of the existing strategic plan, details of all assets including existing uses and users, charging structures and any other relevant documentation such as most recent asset evaluation for planned maintenance. We would supply you with a data collection document for completion which would assist in the process also, this would capture the key relevant information about the Council.</p> <p style="text-align: right;">(1 day)</p> <p>Attend on site meet with Clerk for a tour of the assets. Also meet with one or two lead Councillors to hear the elected officials views on assets.</p> <p style="text-align: right;">(1 day)</p> <p>Compose an evidence-based report with clear recommendation for the Council to consider.</p> <p style="text-align: right;">(3 days)</p> <p>The project to evaluate the assets would take a maximum of <b>5 days'</b> work therefore at a daily rate of <b>£525</b> which amounts to a maximum of <b>£2625</b>. If the time taken is less, we would only charge for the time expended, we would not charge more than the above unless the instruction was amended and agreed by both parties. There would be reasonable expenses which if we can agree on a date suitable for our nearby associates would be a mileage claim of less than <b>£80</b>. If we cannot use our nearby associates, I would agree any expenses in advance with you.</p> <p>I have attached details of our associates for your information. (Appendix A)</p> <p>We also discussed a visioning day to help with your strategic planning. Please find attached a strategic planning leaflet (Appendix B), this details the options around strategic development including stage one the strategic visioning day. We support over 15 councils annually in developing their strategy, the visioning days are very popular.</p> <p>We also provide training sessions on strategy development and the benefits of this how to link it to performance across the organisation, this is often useful to develop a results orientated Council delivering on local priorities.</p>

**James Corrigan**  
**Managing Director**

James is a Chartered HR Professional, Lawyer, and Manager with over 30 years' experience in local government. As a former Town Clerk and Head of Paid Service at three large councils, he brings deep operational insight and sector-wide credibility. Since 2021, he has led *Councils HR and Governance Support*, advising over 100 councils on organisational reviews, investigations, recruitment, job evaluation, and settlement agreements—delivered with strategic clarity, legal rigour, and a collaborative, people-focused approach.

### Management & Leadership Style

- Strategic, inclusive, and transformation-focused
- Builds high-performing teams through mentoring and development
- Combines operational rigour with commercial acumen
- Champions innovation, efficiency, and community impact
- Skilled in stakeholder engagement and cross-sector collaboration

### Areas of Specialism

- HR strategy and casework: recruitment, disciplinarys, redundancies, settlement agreements
- Governance and compliance: council reviews, statutory frameworks, organisational design
- Job evaluation and post assessment under the 2004 National Agreement & “Green Book”
- Business planning and income generation for council-run enterprises
- Training delivery for Councils, CALCs and SLCC branches
- Visioning, strategic planning, and transformation programmes

### Previous Experience

- 22 years as Head of Paid Service across three pioneering Town Councils
- 11 years as a practicing Local Government Lawyer
- 8 years as a part-time Parish Clerk
- National HR & Governance Advisor (part-time) to the SLCC for 10 years
- Consultant to over 100 councils since 2021, delivering HR and governance support
- Commissioned by Durham County Council to support Unitary bid and secure permanent funding for County Association

### Notable Achievements

- First UK council to complete single status review
- First Town Council to achieve Investors in People accreditation
- Winner of National Council of the Year
- Winner of Princes Trust award for youth services
- Secured £3M+ in external funding over four years
- Developed capital projects including:
  - £2M football academy
  - £1.6M restaurant and golf venue
- Grew council workforce from 12 to 48 staff and income from £950K to £2.4M+
- Delivered commercial operations generating £1.7M+ annual income

### Qualifications & Training

- Chartered Lawyer
- Chartered HR Professional (CIPD)
- Chartered Manager



- Holder of CILCA (Certificate in Local Council Administration)
- Trained post evaluator under the 2004 National Agreement
- Postgraduate Leadership and Management qualification

James uniquely holds Chartered status in HR, Law, and Management, combining deep frontline council experience with strategic insight to guide complex HR, governance, and transformation initiatives.

## Testimonials

### **Joanne Bryant, Town Clerk**

#### **Emersons Green Town Council**

“James at CHRGS has been an outstanding partner and invaluable resource for our team. He designed and delivered a bespoke training programme for our management team, carefully tailored to our specific needs. His personal delivery made the experience highly engaging and impactful. Combined with the wealth of resources available through CHRGS, this support has laid a strong foundation for our sustainable and professional growth.”

### **Mark Smith, Chief Executive**

#### **Chippenham Town Council**

“We brought in Council HR & Governance Support, to assist with our Councillor Induction Training at Chippenham Town Council after the local elections in May 2025. James Corrigan did an excellent job, very professional, knowledgeable and experienced, James pitched the training sessions at exactly the right. I would thoroughly recommend Council HR and Governance Support.”

### **Emma Payne PSLCC BA Hons**

#### **Town Clerk at Stotfold Town Council**

“James is the epitome of a seasoned local government professional. He provides creative assistance and counsel on a range of topics within HR and governance. His profound expertise, acquired through years of involvement in local government, remains applicable and fitting. I have engaged his services multiple times to deliberate upon potentially challenging situations, and he consistently devises pragmatic approaches to address the matters.”



## Manny Kler HR & Recruitment Executive

Manny brings over 20 years of experience in HR and organisational development across public, private, and not-for-profit sectors. A Chartered CIPD member, she specialises in workforce planning, organisation design, and inclusive leadership. Manny has led strategic HR initiatives in complex environments, including Network Rail, improving recruitment, operational delivery, and employee engagement. Manny's collaborative, people-first approach helps foster high-performing cultures built on trust, innovation, and continuous improvement.

### Management / Leadership Style

- Proven senior leadership across public, private, and third sectors, with strong understanding of organisational dynamics and governance.
- Trusted business partner, skilled in implementing workforce planning, change leadership and navigating complex matrix environments.
- Operationally strong, driving process optimisation, technology adoption, and cost-effective delivery.
- People-focused and inclusive, fostering high-performing cultures through collaboration, engagement, and continuous improvement.

### Areas of Specialisation

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Workforce Planning</li> <li>• Organisation Design</li> <li>• Resourcing, Talent Acquisition and Management</li> <li>• Diversity &amp; Inclusion (D&amp;I)</li> <li>• HR Operations and Policy Development</li> </ul> | <ul style="list-style-type: none"> <li>• Employee Engagement</li> <li>• Learning &amp; Development</li> <li>• Change Management</li> <li>• Process Optimisation</li> <li>• Systems thinking</li> </ul> |
|---|--|

### Previous Experience

- 20+ years of HR experience across private, public, and not-for-profit sectors.
- Network Rail: Held series of senior HR roles, delivering both generalist and specialist support across a complex, unionised organisation. Directed workforce planning and recruitment solutions to meet c1,500 positions annually, led national change programmes and embedded strategic HR practices that improved recruitment outcomes, organisational capability, and legal compliance.
- Private healthcare and social-impact organisations: Led HR operations, embedding HR strategy into operational planning, improved workplace policies, drove employee engagement, and managed HR delivery across the employee lifecycle.

### Qualifications and Training

- Chartered Member of the Chartered Institute of Personnel and Development (CIPD).

### Consultancy work completed

Successfully supported the recruitment for a variety of positions including Clerk, Deputy Clerk, Facilities and Administrative roles at Royston Town Council, Lewes Town Council, Leighton Linlade Town Council, Bourton on the Water Parish Council, Somerton Town Council, Portland TC, Corsham Town Council and Stroud Town Council.

### Testimonials

#### Brendan Simpson, Chair, Staffing Committee

**Rossington Parish Council:** "We can't compliment Manny and CHRGS enough on the support we have had with this initial recruitment process so far! Manny's delivery and diligence are far in excess of what I might have expected having dealt with commercial recruiters over the years"

#### Helen Jones, Chair

**Aldenham Parish Council:** "CHRGS provided invaluable help during our recruitment process - in particular their help in creating a scoring matrix for the interview questions, with examples of what to look for in each score band, was especially useful.."

#### Helen Bojaniwska, CEO (Town Clerk)

#### Stroud Town Council

"CHRGS provided an excellent recruitment service for us, taking in the whole process from advertising to interviews. I would happily recommend them to other councils recruiting new staff."



## Sarah Branson Office Administrator

Sarah is a highly experienced administrator with a diverse career spanning customer service, HR, marketing, and executive support across public and private sectors. She has managed travel logistics, coordinated recruitment, and produced high-quality reports and marketing materials. With strong organisational skills and attention to detail, Sarah has supported senior leaders, delivered training programmes, and built lasting client relationships.

### Management / Leadership Style

- Demonstrates a proactive, service-oriented approach with strong organisational and multitasking skills.
- Experienced in leading small teams, delegating tasks, and supporting staff development through training and appraisals.
- Maintains high standards of professionalism, attention to detail, and customer service across varied sectors.
- Adapts quickly to changing priorities and thrives under pressure, particularly in crisis management and deadline-driven environments.
- Builds collaborative relationships with colleagues, clients, and external partners, fostering trust and efficiency.

### Areas of Specialisation

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| • Administrative Excellence         | • Marketing & Communications    |
| • Customer Service & Front of House | • Recruitment & HR support      |
| • Training Coordination             | • Report Production             |
| • Event Planning                    | • Systems & Process Improvement |

### Previous Experience

- **Assurity Consulting (2017–2024)** – Customer Administration Senior Coordinator: Supported Consultants with travel, reports, customer accounts, and reception duties.
- **OCSL (2016–2017)** – Executive Assistant: Managed travel, diaries, meetings, events, and finance reports.
- **Psysoft Ltd (2015–2016)** – Office Administrator: Oversaw training logistics, psychometric testing, marketing, and client support.
- **Capital Hair and Beauty (2013–2015)** – Training Coordinator: Delivered national training programmes, marketing, and customer service.
- **All Leisure Holidays (2006–2013)** – Reservations & Admin Team Leader: Led a team of 10, managed cruise logistics, crisis planning, and senior support.
- **QS Group (2005–2006)** – HR Admin Assistant/Receptionist: Supported HR functions, scheduled interviews, and managed front-of-house.
- **Walt Disney World (2004–2005)** – Cultural Representative & Trainer: Delivered guest service and trained new cast members.

### Qualifications and Training

- Skilled in Microsoft Office Suite, Sage CRM, Capsule CRM, Canva, Adobe InDesign, and tailored reporting systems.
- Experienced in travel booking platforms, event coordination tools, and online testing systems.
- Trained in psychometric testing systems and technical client support.

### Testimonials

**Malcolm Wilson, Town Councillor**  
**Cowbridge with Llanblethian Town Council**

“Undoubtedly without support given by CHRGS throughout the recruitment process, for our new Chief Officer, it would have been unlikely that we would have seen such a diverse and high-quality candidates at interview.”

**Peter Finnis**  
**Associate CHRGS**

Peter is a respected local government consultant with over 40 years' experience, including senior leadership roles at Eastbourne Borough and Lewes District Councils. Specialising in governance, democracy, standards, and organisational reviews, he provides expert training and support to councils across the UK. Known for his strategic insight and community-focused innovation, Peter continues to champion ethical leadership and service excellence through consultancy, mentoring, and independent investigations.

### Management / Leadership Style

- Open, friendly, and outcome-focused, with a firm approach to resolving issues
- Strong advocate for coaching and developing others to deliver excellent public service
- Trusted advisor to Chief Executives and Council Leaders, known for integrity and strategic insight
- Passionate about innovation that benefits communities and strengthens democratic engagement
- Experienced in leading major organisational and political change with clarity and confidence

### Areas of Specialisation

- Local democracy, corporate governance, and constitutional lawfulness
- Statutory Monitoring Officer duties and Clerk to the Council responsibilities
- Training for elected members and staff in governance, standards, and member-officer relations
- Independent investigations and organisational reviews
- Election management and democratic services
- Community engagement and devolved ward budget schemes
- Agile working and workforce integration across councils

### Previous Experience

- Corporate Chief Officer for Eastbourne Borough and Lewes District Councils
- 40 years in local government, retiring in 2020
- Lead officer for elections and democratic services across two authorities
- Creator of the UK's first devolved ward budget scheme (2007), now widely replicated
- Led Eastbourne's Cabinet-style governance pilot ahead of national legislation
- Delivered two major organisational reviews and won South-East Council of the Year (2011)
- Merged Eastbourne and Lewes workforces in 2015, serving 200,000+ residents
- Held senior roles in HR, Legal Services, Corporate Planning, Emergency Planning, and Strategic Development

### Qualifications and Training

- Professional qualification in Public Administration from Brighton University
- Extensive experience in training delivery and member development
- Specialist knowledge in standards, ethics, and constitutional governance

### Consultancy Work

- Consultant since 2020, supporting councils in governance and democracy
- Associate for Council HR and Governance Support
- Delivered training on Chairmanship, Code of Conduct, and member-officer relationships
- Locum Town Clerk, most recently at Midsomer Town Council
- CIC Board Director for Volunteers Network; co-created Eastbourne's first community larder
- Work recognised with the Queen's Award for Voluntary Services (2022)

## Testimonials

### **Adrian Fawden, Chair of Trustees**

#### **Diversity Charity**

“I just wanted to extend my own and the Trustees' gratitude for both you and Peter's help over the past months in sorting out the various issues that arose within the charity.

Thankfully I think we are all sorted with the merger and can now move on to pastures new.

It was very reassuring to be guided through by yourself and Peter and the words .." could not have done it without you...." have never been more aptly applied.”

### **Jonah Anthony, Town Clerk**

#### **Hatfield Town Council**

“One of the best decisions my predecessor Clerk made was contracting CHRGS. They have seen the town council through a number of tricky issues over the years. As well as expert advice, based on real world experience, they have provided a level of care and flexibility when supporting the town council as a whole and individual officers and councillors. It was no surprise that the councillors voted to renew and expand our service agreement with them.”

### **Rob Harris, Locum Clerk**

#### **Fulmodeston with Barney Parish Council**

“Our Council found itself in a difficult position regarding an HR issue, which we did not have the skills to resolve. We turned to CHRGS for help and they completed the task we set quickly, professionally, effectively and, most of all, successfully. We would have no hesitation in recommending them to any other council.”



**David Ashlee**  
**Associate CHRGS**

David is an experienced strategic and operational leader with over 37 years' experience in local government, including 16 as a Chief Executive. He specialises in governance, organisational management, and service improvement, with a proven ability to lead change and build effective partnerships. Known for his clear direction and collaborative style, David has delivered successful consultancy work in governance reviews, training, recruitment, investigations, and Locum Clerk roles.

### Management / Leadership Style

- Strategic and facilitative leader with over 25 years in senior local government roles, including 16 years as Chief Executive
- Confident in setting clear organisational direction and aligning teams around shared goals
- Builds trust and loyalty among staff and elected members through open communication and inclusive leadership
- Politically astute, offering consistent, clear advice and navigating complex governance environments with ease
- Skilled in simplifying complex issues and developing actionable strategies to overcome challenges
- Committed to continuous service improvement and operational efficiency

### Areas of Specialisation

- Organisational dynamics and change management across principal and parish sectors
- Governance reform and development of robust constitutional arrangements
- Strategic resource management: human, financial, and physical assets
- Partnership working with external agencies and stakeholders to deliver shared outcomes
- Service transformation and growth, with a focus on long-term sustainability
- Performance improvement and delivery of high-quality public services

### Previous Experience

- 37 years in local government, working across three authorities in varied strategic and operational roles
- Experience spans policy development, commercial service delivery, and corporate leadership
- Seconded to the Audit Commission in 2002 to conduct Best Value and CPA inspections
- Lead peer reviewer for the first town and parish sector peer review, in partnership with LGA and NALC
- Successfully led organisational growth and governance reform within previous authority
- Delivered improvement programmes across diverse service areas, including leisure, policy, and direct delivery
- Associate consultant with Council HR and Governance Support, completing multiple commissions

### Qualifications and Training

- Master's degree in Strategic Management from Brunel University
- BA (Hons) in Leisure Studies from Leeds Metropolitan University
- Certificate in Local Council Administration (CiLCA)
- Completed ODPM Leadership Course and Prince II project management training
- Undertaken extensive HR, service-specific, and professional development training
- Former member of SOLACE and SLCC, contributing to sector-wide leadership and best practice

### Consultancy Work

- Associate of CHRGS Ltd, delivering tailored consultancy to councils across governance and HR domains
- Appointments include:
  - Independent investigations
  - Locum Clerk roles
  - Recruitment support
  - Governance reviews and organisational diagnostics
  - Training
- Known for delivering high-quality outcomes and client satisfaction
- Applies strategic insight and operational experience to support councils through change and challenge

## Testimonials

**Sharon Henley, Clerk/RFO**

**Bourton-on-the-Water Parish Council**

“Excellent, well thought through presentation by a trainer who had a great deal of relevant experience. He was able to confidently respond to questions in a very knowledgeable manner. Councillors and officers gave strong feedback that the session was enjoyable, succinct, relevant to our council and they learnt a lot.”

**Juliet Weimar, Town Clerk and Chief Executive**

**Trowbridge Town Council**

“We were delighted with the support provided by Dave Ashlee. His expertise and clear guidance made a real difference, ensuring a positive outcome for the council. We would have no hesitation in recommending Council HR and Governance Support to other local authorities.”

**Paul Arnill MBE, Chief Officer**

**Royston Town Council**

“I’m pleased to recommend CHRGS for their excellent mentoring services. Their approach is professional, supportive, and highly effective, providing genuine insight, encouragement, and development opportunities. CHRGS have been a pleasure to work with and have made a meaningful difference”



**Matt Ryan**  
**Associate CHRGS**

Matt brings over 30 years of experience in local government and public sector governance, with a focus on delivering efficient, community-driven services. He specialises in council legislation, financial and asset management, commercial strategy, and programme delivery. Known for his inclusive leadership and ability to translate strategy into action, Matt works across sectors to deliver high-quality projects that meet both statutory requirements and local aspirations.

### Management / Leadership Style

- Strategic and operational leader with over 30 years' experience in local government and public sector governance.
- Collaborative, inclusive, and community-focused approach to decision-making and delivery.
- Skilled in translating corporate strategy into actionable service plans and team objectives.
- Experienced in staff and volunteer leadership, including recruitment, performance management, appraisals, development, and disciplinary processes.
- Strong partnership and stakeholder engagement across public, private, and charitable sectors.
- Brings assurance and organisation to deliver high-quality projects, and efficient services that meet statutory obligations and community aspirations.

### Areas of Specialism

- Parish (Town) Council and District Council legislation, governance, and statutory frameworks.
- Financial management: budgeting, monitoring, procurement, business planning, and income generation.
- Asset and service devolution, including negotiation, transfer, and investment of land, buildings, and community facilities.
- Risk management, health & safety policy, and compliance.
- Service delivery including Coastal (beach) management, events/festival management, tourism development, leisure and cultural facilities, visitor services, and asset management.
- Commercial strategy and income generation (including maximising fees and charges, sponsorship and asset licensing).
- Programme and project management using Agile and PRINCE2 methodologies.
- Strategic planning and policy development, including climate change, decarbonisation, and organisational transformation.

### Previous Experience

#### **Portland Town Clerk – Portland Town Council (Sept 2022 – August 2025)**

- Proper Officer of the Council, responsible for statutory duties and overall operations.
- Delivered an improvement programme to address financial administration, governance, compliance, health & safety, transparency and community services.
- Negotiated and transferred significant assets from principal authority, securing over £100,000 capital investment and supported £250,000 heritage lottery funding bid.
- Led corporate strategy development, risk management, and community engagement.
- Successful joint BID for Portland and Weymouth to be the Towns of Culture 2025 and attained the Green Flag award.
- Worked positively with Councillors to achieve priorities.
- Achieved positive annual AGAR and internal audits.

#### **Consultancy including Locum Town Clerk (October 2021 - September 2022)**

- Provided governance, compliance, operational, and strategic support to Town and Parish Councils.
- Delivered corporate strategy development, business planning, policy implementation, operational reviews, project management, event and festival management, and asset management guidance.
- Organised major events, including the Dorset stage of the Tour of Britain for the principal authority.
- Supported councils in service improvement, asset and income optimisation, and transition to permanent staffing structures.

**Deputy Town Clerk – Weymouth Town Council (Apr 2019 – Jul 2021)**

- Deputised for the Town Clerk (Proper Officer) in their absence and clerked assigned committees.
- Responsible for operations, staff (~50), and a £3 million budget across diverse services.
- Led strategic initiatives, corporate planning, asset management, procurement, and climate/ecological programmes.
- Managed parks, open spaces, beaches, allotments, events, and income-generating services.

**Business Transformation & Commercialisation Programme Manager – Dorset Councils Partnership (Jan 2016 – Mar 2019)**

- Supported Local Government Reorganisation (Dorset) in particular the establishment of Weymouth Town Council.
- Managed nine transformation programmes, delivering £2 million+ efficiencies and income generation.
- Developed commercial strategies and managed business improvement initiatives.

**Senior Manager / Head of Service – Dorset Councils (Dec 1994 – Mar 2019)**

- Oversight of placed based services including leisure, tourism, culture, visitor, coastal management, and events.
- Led regeneration projects, improving visitor offers and generating 50% increase in income.
- Delivered high-profile events including Weymouth & Portland operational requirements for the London 2012 Olympic sailing Competition and Cultural Olympiad; and contributed to the revised National Purple Guide for event health & safety.

**Qualifications and Training**

- Certificate in Local Council Administration (CiLCA)
- Level 5 Certificate in Leadership & Management – Institute of Leadership & Management

**Testimonials****Councillor Sue Cocking, Chair****Portland Town Council**

"Your professionalism and work ethic is exceptional and of the highest standard. Matt, you joined the council when a lot of work needing doing, especially around LGR and asset transfers, health and safety, financial, audit just to name a few areas. Through your due diligence we have improved our practices, policies and decision making, and this leaves us in a much stronger position"

**Deborah Urch, Town Clerk & RFO****Westbury Town Council**

"Matt Ryan has provided timely, knowledgeable, and professional support throughout our strategic planning project. His responsive and approachable manner has made collaboration straightforward and constructive. We have appreciated their clear guidance and practical insights."



## Sue Nelson-Ashlee Associate CHRGS

Sue is an experienced public sector leader and accredited coach, passionate about helping individuals and organisations achieve their ambitions. As Director/COO, she led up to 900 staff across complex services including transformation, digital innovation, and economic development. She brings clarity, creativity, and unwavering commitment to coaching at all organisational levels, offering innovative perspectives and deep expertise in the public sector. Sue also contributes as Chair of BrightPaths Support CIC and associate of Insight Coaching Academy and Solace.

### Management / Leadership Style

- Adopts a coaching-led leadership style, fostering confidence, capability, and collaboration across teams
- Known for strategic clarity, creativity, and commitment to public service values
- Builds trust quickly, enabling safe challenge and impactful transformation
- Experienced in leading large, multi-disciplinary teams (up to 900 staff) across complex service portfolios
- Champions ethical practice, inclusive growth, and systems change
- Skilled in stakeholder engagement, Board development, and cross-sector partnership working

### Areas of Specialisation

- Leadership coaching and mentoring for senior leaders, Boards, and teams
- Organisational transformation, digital innovation, and customer experience
- Inclusive growth, economic development, and employment & skills strategies
- Welfare reform, ethical debt recovery, and financial inclusion
- Community engagement, multi-agency service design, and early help/prevention
- Strategic planning, programme management, and systems change
- Governance, Board dynamics, and public sector leadership development

### Previous Experience

- **Founder & Director, The Way Ahead Coaching Ltd (2022–present)**  
Accredited leadership coach working with individuals and teams across sectors; associate coach with Solace and Inspire Coaching Academy.
- **Chair, BrightPaths Support CIC (2024–present)**  
Leading organisational vision and Board development to support neurodiverse young people
- **Director Customer Experience, London Borough of Enfield (2020–2022)**  
Oversaw seven services across 60 locations; led award-winning transformation programmes and cost-of-living crisis response
- **Service Director Inclusive Growth, Luton Council (2019)**  
Developed Luton’s first inclusive growth strategy and strengthened adult education outcomes
- **Chief Operating Officer, Social Interest Group (2019)**  
Led 500 staff across 26 services supporting vulnerable populations; pioneered prison employment fairs and embedded service user frameworks
- **Customer Solutions & Transformation Director, Luton Council (2010–2019)**  
Delivered digital transformation, ethical enforcement, and award-winning IAG services; mitigated welfare reform impacts
- **Head of Transformation, Central Bedfordshire Council (2009–2010)**
- **Head of Policy & Business Improvement, Bedfordshire County Council (2006–2009)**
- **Various strategic roles in regeneration, economic development, and social inclusion (1986–2006)**

### Qualifications and Training

- BA (Hons) Town and Country Planning, Nottingham Trent University (1985)
- Level 5 Coaching and Mentoring, CMI (2023)
- EMCC Accredited Practitioner (2024)
- Associate Coach with Solace (2022–present) and Inspire Coaching Academy (2024–present)

### Consultancy Work

- Provides coaching and mentoring to senior leaders, Boards, and aspiring entrepreneurs
- Supports clients through career transitions, systems change, and leadership development
- Recent clients include:
- A dysfunctional charity Board seeking cohesion and strategic clarity
- Newly appointed and interim Directors building presence and impact
- Heads of Service navigating change, stakeholder engagement, and career pivots
- Offers programme design and advisory support for coaching and mentoring initiatives
- Advocates for inclusive, ethical, and community-focused leadership across the public sector



**Chris Rolley**  
**Associate CHRGS**

Chris Rolley is a specialist in the local councils sector, with decades of experience supporting first-tier local government. A former Town Clerk of East Grinstead for over 25 years, he led award-winning community initiatives and held national leadership roles within the sector. Chris now provides value-driven support to councils, focusing on organisational reviews, job evaluations, and strategic improvement—always with a commitment to quality, confidentiality, and client success.

### Management / Leadership Style

- **Client-Centric Approach:** Chris prioritises the needs and confidentiality of his clients, ensuring that all consultancy work delivers tangible added value.
- **Value-Driven Ethos:** His leadership is rooted in quality, efficiency, and outcomes through people, aligning with the evolving demands of local government.
- **Innovative and Strategic:** Known for leading pioneering projects and embracing change, Chris fosters innovation while maintaining organisational effectiveness.
- **Outcome-Focused:** Emphasises successful results through strategic planning, community responsiveness, and service excellence.

### Areas of Specialisation

- **Local Council Sector Expertise:** Deep knowledge of the first tier of local government, with a focus on supporting councils through complex challenges.
- **Organisational Reviews:** Specialises in evaluating structures and processes to enhance efficiency and effectiveness.
- **Job Evaluations:** Offers tailored assessments to ensure fair and functional staffing frameworks.
- **Governance and Service Delivery:** Advises on quality assurance, value for money, and community engagement.
- **Strategic Response to Sector Challenges:**
  - Localism agenda
  - Public sector funding constraints
  - Societal change and community needs

### Previous Experience

- **Early Career in County, City, and District Councils:** Built foundational experience across multiple tiers of local government, including in education administration, health services, planning, and leisure and recreation.
- **Town Clerk, East Grinstead Town Council (1985–2011):**
  - Held the role for over 25 years.
  - Led major initiatives including:
    - Development of a theatre
    - Creation of a heritage centre
    - Establishment of a wedding venue
  - A former national Town Clerk of the Year.
  - The council held Investors in People accreditation, reflecting a strong internal culture.
- **National Leadership Roles:**
  - National President, Society of Local Council Clerks (2006–2007)
  - National Chairman, 41 Group Best Value Councils (2000–2009)
  - Officer Adviser, NALC Larger Councils Committee

### Qualifications and Training

- **Academic Credentials:**
  - Honours Degree in Humanities and Social Sciences – Open University
  - Professional Qualifications in Business Studies and Municipal Administration – Leicester Polytechnic
  - Qualified Lead Assessor of Quality Systems to BS1 5750 and ISO 9000.
- **Training and Development:**
  - Experienced trainer at national, regional, and county levels.
  - Delivered sessions on governance, best value, and council operations.

## Consultancy Work

- **Independent Consultant for Local Councils:**
  - Works exclusively within the local council sector.
  - Offers bespoke consultancy services tailored to council needs.
- **Extensive Portfolio:**
  - Completed over 100 assignments for more than 60 councils.
  - Known for high-quality, confidential, and impactful support
- **Focus Areas:**
  - Organisational Reviews
  - Job Evaluations
  - Strategic advice on service delivery, governance, and community engagement

## Testimonials

**Sarah Pearse, CEO and Town Clerk**

**Western Super Mare Town Council**

“We would not hesitate to use CHRGS again. After numerous historical controversial staffing reviews in the past which had little substance and caused upset to the staffing team, the work undertaken for our Job Evaluation (all staff in excess of 50) and a review of the Town Clerk Job Description was very clear and evidenced in its final report and recommendation. The ability to trust a consultant to deliver this to the Personnel Committee was crucial to build confidence in this process - resulting in all recommendations being well received and ultimately accepted by the council.”



**David Carden**  
**Associate CHRGS**

David is a highly regarded local government consultant with decades of senior experience, including over 20 years as Town Clerk of Burgess Hill. With a strong background across district, county, and London borough councils, he specialises in organisational development, leadership, staff reviews, recruitment and strategic planning. Renowned for his supportive coaching style and sector-wide insight, David now provides consultancy, mentoring, and professional development programmes for councils across the South East and beyond.

### Management / Leadership Style

- **People-Focused Leadership:** David leads with a strong commitment to staff development, mentoring, and supportive management, creating high performing teams built on trust, clarity, and shared purpose.
- **Quality and Improvement Driven:** His leadership is grounded in service excellence, organisational development, and continuous improvement across all council functions.
- **Strategic and Vision-Led:** Known for shaping long term direction, David aligns organisational structures, culture, and resources with council priorities and community needs.
- **Collaborative and Partnership-Oriented:** He builds strong relationships with members, officers, and external partners to deliver sustainable, community focused outcomes.

### Areas of Specialisation

- **Local Council Sector Expertise:** Extensive knowledge of town and parish council operations, governance, staffing, and strategic development.
- **Organisational and Staff Reviews:** Provides comprehensive assessments to strengthen structures, roles, and performance.
- **Recruitment and Leadership Development:** Specialises in Clerk recruitment, mentoring, coaching, and personal development planning.
- **Service Devolution and Partnerships:** Advises councils on transferring services, building partnerships, and enhancing local delivery.
- **Strategic Planning and Capacity Building:**
  - o Visioning and business planning
  - o Community capacity building
  - o Project and performance management

### Previous Experience

- **Broad Local Government Background:** Experience across district, county, and London borough councils, including roles in community development, project management, and leisure planning.
- **Town Clerk, Burgess Hill Town Council (1993–2014):**
  - o Led one of the first Quality Councils in the country
  - o Oversaw award-winning customer service and staff development programmes
  - o Contributed to the council being named *Local Council of the Year (2006)*
  - o Runner-up in the *NALC Clerk of the Year* awards
- **Earlier Career in Leisure Services:**
  - o Deputy Director in a large Leisure Services Department
  - o Specialised in rural community development and strategic leisure planning

### Qualifications and Training

- **Professional Credentials:**
  - o Fellow of the Society of Local Council Clerks
  - o Served on the NALC Larger Local Councils Committee
- **Academic and Postgraduate Qualifications:**
  - o Diploma in Management Studies (Leisure Management)
  - o Diploma in Strategic Management
  - o Additional industry-based management and leadership qualifications



- **Training and Programme Development:**
  - o Co-developer of the Leadership Programme for Local Council Clerks
  - o Programme adopted by Sussex, Surrey, and Hertfordshire Associations as part of their CPD frameworks

#### Consultancy Work

- **Specialist Consultant to Local Councils:**
  - o Provides tailored consultancy, coaching, and mentoring to Town and Parish Clerks
  - o Works with councils across Sussex, Surrey, Kent, and Hertfordshire
- **Associations and Partnerships:**
  - o Associate of East Sussex, West Sussex, and Surrey Associations of Local Councils
  - o Consultancy contributions to Kent ALC, Hertfordshire ALC, and Chris Rolley Associates
- **Core Consultancy Focus Areas:**
  - o Organisational and staff reviews
  - o Leadership development and mentoring
  - o Recruitment and job evaluation
  - o Business planning, service devolution, and performance management





**Council HR and Governance Support**  
Excellence in all we do

## STRATEGIC PLANNING

CHRGs Ltd has a unique team of highly experienced professionals available to support your Council to develop a quality strategic plan. Developing a strategy is fundamental to a Council achieving agreed objectives, success and importantly, the trust of its local community. In turn, the Strategy enables the Council to set meaningful and relevant objectives for officers to deliver as part of the Council's performance management strategy. You can select one, some or all of the elements for support depending upon your internal officer support time available as well as expertise.

### OUR APPROACH



**COUNCILLOR AND OFFICER QUESTIONNAIRE** Custom-designed for the Council to establish a clear understanding of its priorities for both the Parish and the Council itself, developed in full consultation with the designated contact. The questionnaire is distributed to all Councillors and staff to collect valuable insights and evidence. CHRGs gathers and organises the responses, preparing the data for a visioning day. Estimated time to develop and collate all data **1.5 days at £495 per day = £742.50**



**VISIONING DAY** A selected consultant will attend on site to work with the team to gather evidence for the strategic plan. At the visioning day, we explain the benefits of a plan and how to ensure its success, which includes developing themed areas and SMART objectives. Time to develop slides and information for the visioning day and for consultant to attend on site for the day is **£695** (plus reasonable expenses to attend agreed in advance).



**VISIONING REPORT** Following the visioning day, we provide a report detailing the findings and summarising the conclusion reached during the day. We can present reports to the Councillors in person or virtually. Time to develop concluding report **3 days at £495 = £1,485**  
**Attendance at Council meeting virtually £150, or in person £495 plus reasonable expenses.**



**CONSULTATION** The Council should actively engage with the public to gather feedback and build support for any proposed strategy. This outreach can occur at various stages of the process and take multiple forms, including consultation events, online surveys, locally distributed questionnaires, and public meetings. We offer guidance on effective consultation methods and best practices. If direct support in facilitating the consultation is required, our services are available at **£495 per day**. Alternatively, we can provide advisory support on conducting consultations at a reduced cost, requiring less of our time.



**COMPOSING THE PLAN** CHRGs will develop a concise, useable strategic plan including SMART objectives, time frames, lead officers and resource requirements. Estimated time to develop **4 days at £495 = £1980**.

**Please note if any elements take less time than estimated we will reduce the fee accordingly but will not charge more than the estimated fee.**

"I thoroughly enjoyed the Visioning Day. What an extremely useful process. I hope it becomes part of the culture of HTC." **Hailsham Town Council**

"..it was not just an automated approach to undertaking the task, with a 'unique' council. They were considerate of the wider picture, and ensured they understood the detail." **Blakeney Parish Council**

# Our Services

CHRGs provides comprehensive support for your Council, offering tailored solutions to meet your organisation's needs. Our team of qualified Associates brings extensive expertise in the Local Government sector, ensuring access to specialised knowledge across all areas. Committed to delivering sustainable results, our customised packages are designed to drive impactful and lasting outcomes.



## HR & Recruitment



- Ongoing HR and Governance subscription support
- Recruitment
- Dispute resolutions
- Investigations
- Settlement agreements
- Staff structure and efficiency reviews
- Job evaluation and reviews
- Performance Management



## Training Services



- HR for Councillors
- Councillor induction & chairmanship
- The Clerk as employee and HR manager
- Performance support and management/ motivating your employees
- Tailored training for specific Council needs
- Mentoring



## Council Development



- Strategic planning
- Organisational efficiency and job evaluation reviews
- Governance reviews
- Efficiency reviews
- Project management

## We only employ the best available experts in the Local Council Sector

### Our experts

- The only HR Advisory service devised by a CIPD, lawyer and qualified former CEO/Town Clerk
- All our associates have:
  - at least one relevant professional qualification
  - significant experience in their speciality field
  - undertaken at least 30 previous projects for clients

### Why choose us?

- ✓ Unparalleled local council expertise
- ✓ Fully vetted Associates
- ✓ Quote guarantee
- ✓ Reliable and time efficient service
- ✓ Professional and expert advice
- ✓ Bespoke work
- ✓ Discretion guaranteed
- ✓ Professional Indemnity Insurance

## Contact us for a confidential discussion

Council HR and Governance Support: Excellence in all we do

W: [www.chrgs.co.uk](http://www.chrgs.co.uk)

E: [support@chrgs.co.uk](mailto:support@chrgs.co.uk)

Date 7th March 2026

Hello, [REDACTED] I live at [REDACTED] Brooksbank, Melbourn, your neighbour.

I am hoping that by contacting you, we can resolve a situation, that has been ongoing for the past 10 years. I do hope that you will take the time to read this letter and give it some consideration.

The tree line (Beech hedge) that runs the length of the fence, has become such an issue, that I feel now is the time to contact you. I have over the last 12 years, cut back what I am able to reach, and I know that over these last 12 years, Hundred Houses and the Parish Council have also arranged to have the trees cut back and reduced in height ( which I know you have been in agreement with, to have these works carried out.).

The issue now is, that neither party are able to commit to continuing these works as the tree line & the land they grow on is actually nothing to do with them, and I believe that this strip of land is under the care of Kays Close residents.

The impact that this tree line ( hedge) has on us as a family and our family home is immense. We are again battling with mould and damp issues, which is a factor that having a hedge row that is so tall, completely blocks any natural daylight or sunshine from the property. The branches of the trees, now touch the side of the house, my daughters room, which is located at the back of the house, receives no daylight at all, and she now always has to have the lights on in her room, even on the brightest of sunny days.

My sons room (also located to the back of the property) also has the same issue, as does our bedroom and kitchen, both located to the front of the house. The house even during the heat waves of last year, is constantly cold and dark, with us having to keep lights and even heating on, when we shouldn't have to.

The effect of the house not getting any day light/ sunlight during the warmer months is that we have a mould situation every winter/ spring time, which has a massive impact on our health as a family, constant coughs and cold like symptoms. The outside of the house is testament, to this 'wet' environment.

The side of the house, that faces Kays Close, is now green, covered in damp spores, this covers the fences, sheds, gazebo, any non living item in the garden. Our pathways are also covered and when wet turn in to a green slime path, which is dangerous to walk on. That's not to mention the amount of pigeon faeces, that constantly cover the pathway, down the side of the house, which again is a health hazard.

If you could arrange to have the tree height reduced and the width reduced, back to your fence line, it would be greatly appreciated. As mentioned before I have tried to cut back what I am able to reach, but the trees are so tall, that the offending branches are beyond my reach.

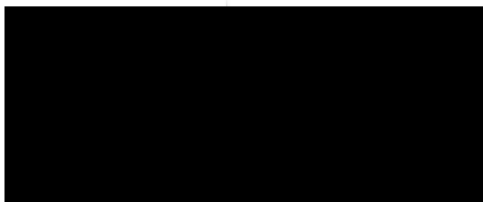
I am very aware that the land on which these trees grow, is a conservation area, but there is so much Ivy that has taken over the area, it is now choking the trees and will eventually kill them. I have a very big heart for nature and encourage bees, butterflies and birds into my garden at every opportunity, I have a horticulture background so know how important it is to have an eco friendly environment for these things to thrive. The trees are having a negative impact for any of things to flourish and thrive.

I would be more than happy to maintain a healthy manageable hedgerow, but at the height the trees are now, this is unachievable. I would be happy to help with the Ivy situation too, as this constantly grows through the fence.

I hope that you & your neighbours will give this letter come consideration, and moving forward we can create a fantastic environment for nature to flourish and our family home, to be a healthy one.

I thank you for your time, in reading this letter and should you wish to discuss in more detail how we can resolve this issue, I am more than happy for us to meet, at a time when is convenient for all parties.

Kind regards



CC. RESIDENTS OF KAYS CLOSE  
CC. HUNDRED HOUSES



# Herts & Cambs Ground Maintenance Ltd

## Landscape Maintenance Solutions

Abbie Williams  
Melbourn Parish Council  
Melbourn Hub  
High St  
Melbourn  
Royston  
Herts

24th Feb 2026

Dear Abbie

We discussed Verti Draining on the rec, I am giving 2 prices to cover just pitches & the second for the whole rec where the machine can go. This is as we discussed there are small pitches outside the 2 main ones that the kids use & the whole rec really needs it as there are so many really wet areas all over. Doing the whole rec is much more beneficial long term.

Verti Drain both main pitches to a good depth **Total £680.00 x Vat**

Verti Drain whole rec to a good depth all over, obviously wont be able to go too close to trees or paths etc due to the fact of the depth we would be going  
**Total £780.00 x Vat**

Old rec pitch **£340.00 x Vat**

Whole area **£440.00 x Vat**

Our machines have grass tyres designed for this type of work, allowing minimal damage to ground

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

Kind Regards

Justin Willmott ( Director )

**Total costs for full areas of both recs**

**£1,220+VAT**



# 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-4280

**Invoice Date** 20/03/2026

**Due Date** 19/04/2026

Description	Net	% VAT	VAT	Total
2 x Cut of Church & Cemeteries, Grass areas and Verges. Dec 25 & 10/03/26	1,910.00	20.00	382.00	2,292.00

VAT Rate	Net	VAT	Total Net	Total VAT	Total
Standard 20.00% (20.00%)	£1,910.00	£382.00	1,910.00	382.00	£2,292.00

## Notes

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

## Terms and Conditions

Payment Terms: Net 30 Days



1. What do you think about the current delivery of infrastructure and homes in Greater Cambridge?

The current delivery can be erratic and, until the Local Plan was made, overburden villages. Since the establishment of the Local Plan, development of housing has been more ordered and fairly continuous – and especially, in line with the Local Plan, added to the new towns of Cambourne and Northstowe (plus further plans for Waterbeach and Bourn airfield) rather than the villages. Infrastructure ought to come before building of homes and businesses, but it usually tags along (eventually) behind. A big problem we have is water – both clean and dirty – which is under the purview of Cambridge Water and Anglian Water respectively. In August 2025, AW had government funding removed for the new treatment works to the north of Cambridge, which prevented it from going ahead, so how can they increase sewage treatment?

Infrastructure is a problem – particularly that of transport. New towns create traffic that the roads cannot take as they are already ridiculously full. The Greater Cambridge Partnership was supposed to help to resolve this, but have had little success at persuading people out of their cars and onto bikes, despite much money being spent on new cycle routes etc, often in places that people do not want them.

2. What do you think about the proposal to create a centrally-led urban development corporation (UDC) in Greater Cambridge?

We do not believe that a Government-led agency would benefit South Cambridgeshire. It may improve some of the infrastructure, which would be a benefit, but this could be done without needing a development company. Based on what has been seen from the Greater Cambridge Partnership, it seems that things will be imposed whether wanted or not. In addition, this will be paid for with borrowing which will be landed on the new unitary authority – so it is likely that a huge increase in Council Tax will be forthcoming.

We also believe that it will be anti-democratic with the proposal that all planning decisions of more than 250 homes will be taken by the UDC and the makeup of the UDC board being comprised of seven unelected members (chair, vice chair and 5 others) appointed by Government, and four elected members. This means that even if all of the elected members vote the same way, they can be over-ruled by the unelected members. This is not right. The elected members are proposed to be the Mayor and leaders of Cambs City Council, South Cambs District Council and Cambs County Council... but in a few years time, it is planned that all of these local government bodies will be removed and a single unitary authority set in place instead. Who then will make up the board? Will it still have three elected members from the new, unitary authority?

3. What matters most to you about the future of Greater Cambridge?

Our main concern is that the rural nature of distinct, widely-separated villages of South Cambs is retained, and that we do not have a single, large conurbation sprawling across our beautiful countryside.

We do not wish to see valuable and productive farmland permanently lost; farming reduces the carbon footprint from imported food.

Moreover, green spaces provide significant ecological benefits including supporting biodiversity and regulating climate and drainage. We believe these should be priorities. We wish to see Cambridge contained by the Green Belt and not massively expanded. We wish to retain and improve transport links – bus, train and well maintained roads. Growth is important to us, but not over-development and it must be both sustainable and come with sufficient infrastructure and businesses such that local jobs are created.

4. Do you have any views on the objectives of the Greater Cambridge Development Corporation, as set out in the consultation document?

The objectives (are designed to) appear reasonable. Infrastructure-led development is what should always happen, but never does. However, our concern is how these objectives will be carried out and what scope there is for mission creep and imposition of plans whether the local people want them or not.

5. What do you think about the proposed boundary of the Greater Cambridge Development Corporation, as set out in Annex B of the consultation document?

We believe that taking the entirety of South Cambridgeshire is overkill. The villages are not part of Greater Cambridge. Why should the City of Cambridge have a say over their way of life? If the UDC is to be created it should only cover the immediate surrounds of the city, not the entire district.

6. What do you think about the phased approach we have proposed in regard to plan making powers?

The UDC will be given too many powers. They will be able to decide what to build where and to compulsorily purchase the land needed. They will then be able to grant themselves the planning permissions to go ahead with the build. This is imposition on a massive scale. It is surely undemocratic.

7. What do you think about the proposals to give the Development Corporation plan making powers as set out in the consultation document?

We believe that this is both alarming and dangerous for local democracy. It will permit the UDC to decide what they want and then ensure that this want is put into the Local Plan, with no accountability. This is the UDC essentially giving themselves planning permission before any plans are even put forward for scrutiny. The Local Plan should continue with the current bodies with UDC not having any input at all.

8. What do you think about the proposals to give the Development Corporation powers to determine planning applications as set out in the consultation document?

We believe that this is both alarming and dangerous for local democracy. It will permit the UDC to come up with a development and pass planning on it with no input from residents or their elected representatives. There will only be four elected members on the board of the UDC. This means that even if all of the elected members vote the same way, they can be over-ruled by the unelected members. This is not right. The elected members are the Mayor

and the leaders of Cambs City Council, South Cambs District Council and Cambs County Council... but in a few year's time, it is planned that all of these local government bodies will be removed and a single unitary authority set in place instead. Who then will make up the board? Will it still have three elected members from the new, unitary authority?

In order to preserve local accountability and democracy, there should be more elected members sitting on the UDC board than there are non-elected members.

9. Do you agree with using thresholds for the Development Corporation taking decision making powers? Which minimum thresholds for determining planning applications do you think are appropriate? (Yes, No, Don't Know)

We do not believe that any planning powers should be given to the UDC. If there must be, then it should only be permitted for very large applications, e.g. in excess of 5000 homes. Greater Cambridge Planning Dept is an award winning planning authority and knows the area and how the people wish it to be developed. Why remove this experience and expertise?

10. Do you have any other views on the proposed approach to the Development Corporation's powers and functions?

We are concerned about their ease of access to government borrowing and the insanely high limit on that borrowing. It is very concerning that an unlimited debt will be piled up for the people of Cambridgeshire to pay, during the build and on completion of the development.

11. What do you think about proposed local representation on the Development Corporation board, as set out in the consultation document?

We believe that the local representation is inadequate. It is anti-democratic because the makeup of the UDC board is suggested as being comprised of seven unelected members (chair, vice chair and five others) appointed by Government, and four elected members (being invited to join the board). This means that even if all of the elected members vote the same way, they can be over-ruled by the unelected members. This is not right. The elected members are proposed to be the Mayor and leaders of Cambs City Council, South Cambs District Council and Cambs County Council... but in a few years time, it is planned that all of these local government bodies will be removed and a single unitary authority set in place instead. Who then will make up the board? Will it still have three elected members from the new, unitary authority, or will it just be the mayor? Democracy needs to prevail.

12. What do you think about the board having expertise in areas such as planning, property development, design, environment, finance, and infrastructure delivery?

We suspect that the Board will have very little expertise in all the areas mentioned as evidenced by the need to "invite.members.with.a.range.of.skills.and.experience.in.development?design.and.master.planning?environment?finance?and.infrastructure.delivery." We are concerned that an invitee may only be seconded temporarily and as such not have knowledge beyond the project they are invited in for i.e. a history of what has already happened or is in the pipeline for future work.

<p>13. Do you have any views on the impacts of the above proposals for anyone with a relevant protected characteristic?.(No)</p> <p>No</p>
<p>14. If so, please explain who, which groups, including those with protected characteristics, may be impacted and how.</p> <p>N/A</p>
<p>15. Is there anything that could be done to maximise benefits or address any concerns you have identified?</p> <p>Leave Planning with the Greater Cambridge Planning Authority. Any borrowings incurred by the UDC should be paid by central government and not left to the people of Cambridge and South Cambridgeshire to be paying for evermore.</p>
<p>16. Do you live or work in the Greater Cambridge area? Defined as the proposed boundary of the Development Corporation outlined in Annex B of the consultation.</p> <p>Yes</p>
<p>17. Are you responding as an individual or on behalf of an organisation?</p> <p>Organisation</p>
<p>18. If you're responding on behalf of an organisation, please provide the organisation's name and the contact details of a nominated contact.</p>
<p>19. What type of organisation are you representing?</p> <p>Parish Council</p>

# Repair Report

## Job Details

**Job Number:** R4895389  
**Reported by:** Melbourn Parish Council  
**Service Branch:** Brackley Service Branch  
**Customer PO Number:**  
**Job Description:** Repair Job As Per Repair Sales Quote  
681476-1 00001 Supply and fit new lift platform actuator

## Site Address

Centre Manager  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ  
Phone: 01763263303

## Contract Details

**Contract Number:** 6578841  
**Customer Number:** 478575  
**Contract Type:** Standard  
**Visit Profile:** 2 Per Year

## Product Details

**Product Code:** AS335031  
**Asset Code:** A/0053286  
**Location:**

**Product Type:** Platform  
**Installer:** \_NA\_  
**Model:** Stairiser SX  
**Installation Date:** 11-12-2013

## Site Visit Details

Arrival	Departure	Engineer	Product Status	Payment	Autodialler
06/03/2026 08:14	06/03/2026 09:30		Out of Service	£0.00	N/A

## Activities

**Activity Date:** 12 January 2026 08:41

**Details:** Supply and fit new lift platform actuator

### Actions:

- 09:19 27/01/2026: 4916707 ordered
- 12:49 28/01/2026: parts by boxed to eng RL
- 09:29 06/03/2026: replaced actuator. tested and platform and arms all out of sync and needs resetting. please quote for additional time on site to rectify, 2hours.



<p><b>Description:</b> Platform Actuator <b>Quantity Fitted:</b> 1 <b>Date Fitted:</b> 06 March 2026 10:47</p>	<p><b>Persons at Risk</b> Stannah employees</p>
--	---

Customer Signature(s)

<p>Signed On</p>	
<p>06/03 09:30</p>	
<p>No one of Appropriate Authority</p>	

**Stannah**

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

10 March 2026

Our Ref: 692133-1

Dear Sir/Madam,

Re: Product code AS335031, Melbourn Community Hub, Melbourn, SG8 6DZ

Following a recent repair on the above product, our engineer has advised work is required to have the Stairiser. Therefore, please find our proposal, containing:

- Scope of works
- Quotation
- Supporting photographs (if applicable)
- Acceptance page, contact details and terms and conditions

Stannah Lift Services are ISO 9001, ISO 14001 and OHSAS 45001 accredited, ensuring quality, environmental and health and safety requirements are adhered to.


We trust our quotation for these works meet with your approval, however, should you require any additional information or have any other queries, please contact me Monday to Thursday 09:00 to 17:00 and Friday 09:00 to 16:30.

Yours sincerely,





Advisor (minors)



## Scope of works

Following a recent repair carried out on the Stairiser, it has been reported the platform and arms all out of sync and it has been recommended to have platform and barrier arms realigned to get the Stairiser unfolding and folding correctly and have the Stairiser returned to service.

Please see below our proposal.

## Quotation

To have platform and barrier arms realigned to get the Stairiser unfolding and folding correctly and have the Stairiser returned to service £233.10

**Total (Excl. VAT) £233.10**

This quote is valid for 30 days from the date of this letter. All prices given are exclusive of VAT which will be charged at the current rate. Please ensure the quotation reference is on any correspondence.

## Craft group at Cozy Corner



## Fun at Coffee morning



## Macs –Slow Cooker event



MELBOURN ACTION COMMUNITY SUPPORT

MACS is a Timebank group helping to deliver community events throughout the village.



**Tuesday 3 March**  
**12-2pm**  
**SLOW COOKER**  
**EVENT**

The Pavilion, Melbourn  
What3words location:  
///swing.that.putts



**Come and join us for your chance to take home a SLOW COOKER - BOOKING ESSENTIAL!**


Email [timebank@melbournparishcouncil.gov.uk](mailto:timebank@melbournparishcouncil.gov.uk) or call 07483 176929 to book a place.

For help, donations or to volunteer please contact Stephanie Trayhurn on 07483 176929 or email [timebank@melbournparishcouncil.gov.uk](mailto:timebank@melbournparishcouncil.gov.uk)





# Melbourn Community & Timebank Report: February '26

## February activities

2	Chair based sessions Yoga at Coffee morning on 5 <sup>th</sup> & 19 <sup>th</sup>
1	Snacks & Breakfast foods delivered to MPS 12th
1	<b>Meeting with MVC 10<sup>th</sup> with Snack foods and Food Bank bags to be held by MVC with distribution as required</b>
1 1	Games Night 9 attendees – 9th <b>Social Prescriber visit to Cozy Corner, 2nd</b>
2	Acre Village Agent visits to Cozy Corner 2 <sup>nd</sup> 19 <sup>th</sup>
1	
7/8	<b>MACS Cozy Corner/Food Bank sessions</b>
1 1 4	Meeting with Hannah at Groundworks 10 <sup>th</sup>  <b>Yoga sessions at Elin Way</b>

## Weekly activities

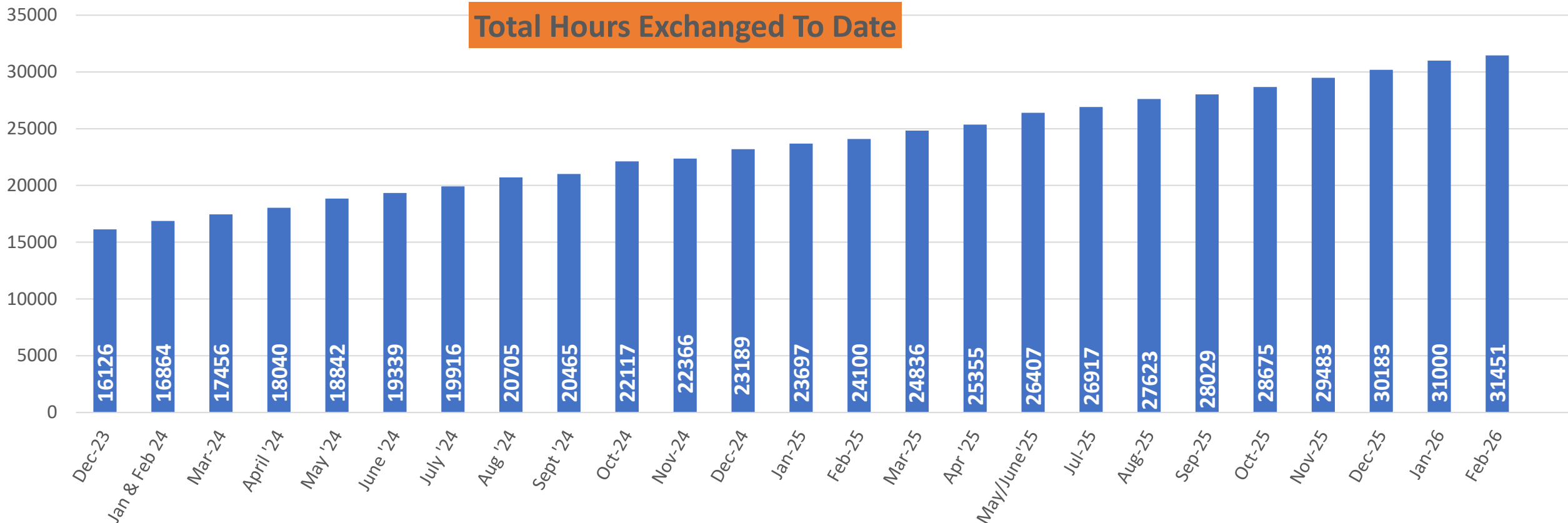
<b>Mondays</b>	<b>Food Bank</b> 9.30-11.30 at The Pavilion & Lunch at 12.00 and <b>Cozy Corner 12-3</b> with Craft group at Vicarage Close
<b>Wednesdays</b>	Wellbeing Walk 10.30  Yoga at 17.00 
<b>Thursdays</b>	Coffee Morning 10-12 at Vicarage Close and <b>Food Bank 9.30-11.30 at the Pavilion and then Cozy Corner 12-3</b> at Vicarage Close

## Membership growth data: to /02 /26

	January	February	Conversion	Pipeline
Individual Members	175	176	1	2
Organisational Members	18	18	-	-

## Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1700	545	9828



**AOB/Forthcoming events**

Slow cooker event 3<sup>rd</sup> March 12-2 at The Pavilion

2 Memorial events for Timebank member – all proceeds to Arthur Rank Hospice 5<sup>th</sup> March

Dementia Awareness Open Day by Community Support for Dementia - Saturday 7<sup>th</sup> March

Aquathon 26<sup>th</sup> April



# Cambridgeshire Community Hubs Network

## Activity reporting form for February 2026

### Your details

<b>Community Hub name:</b>	Melbourn Cozy Corner
<b>Your name:</b>	Stephanie Trayhurn
<b>Date this form is being submitted:</b>	Monday 23 <sup>rd</sup> February '26

### About your Hub's activities

<b>What activities have you (or other individuals/organisations) provided at your Hub?</b>
Table Tennis, Kurling, Board Games, Bingo, Craft group, Social prescriber visit

### Your Hub's operating dates and times during February 2026

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Mon 2 <sup>nd</sup> Lunch (16)	12.00	15.00	20	6
Thurs 5th	12.00	15.00	15	6
Mon 9 <sup>th</sup> Lunch (17)	12.00	15.00	16	4
Thurs 12th	12.00	15.00	13	5
Mon 16 <sup>th</sup> Lunch (15)	12.00	15.00	14	4
Thurs 19 <sup>th</sup>	12.00	15.00	20	5
Mon 23 <sup>rd</sup> Lunch (17)	12.00	15.00	14	6



# Cambridgeshire Community Hubs Network

## **Submitting your form**

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

PC201 2526b) Timebank Expenses March 2026

Expenses reimbursed to Stephanie Trayhurn incurred as part as her role:

02/03/26 – Mileage (25miles) to and from Cambridge for MACS banking activities	£11.25
02/03/26 – Refreshments during meeting	£7.15
18/03/26 – Refreshments/gift for volunteers birthday	£18.95
<b>Total expenses</b>	<b>£37.35</b>

# RECEIPTED INVOICE

MELBOURN PARISH COUNCIL  
30 HIGH STREET  
MELBOURN COMMUNITY HUB  
MELBOURN  
MELBOURN  
SG8 6DZ

**uCheck**  
First Floor Chiltern House  
Sigford Road  
Marsh Barton  
Exeter  
EX2 8NL

help@ucheck.co.uk

Invoice Number :3866447  
Org Ref :MELB9HO  
Issue Date :11/03/2026  
Page No :1

Sent Date	Our Ref	Org Ref	Applicant	Product Description	DS/DBS Fee	uCheck Fee	VAT	Total
Purchase Order No: AW100326								
10/03/26	HR07374942	MELB9	COULMAN	Disclosure & Barring Service (Enhanced Volunteer)	£0.00	£13.08	£2.62	£15.70
					<b>£0.00</b>	<b>£13.08</b>	<b>£2.62</b>	<b>£15.70</b>

# RECEIPTED INVOICE

MELBOURN PARISH COUNCIL  
30 HIGH STREET  
MELBOURN COMMUNITY HUB  
MELBOURN  
MELBOURN  
SG8 6DZ

**uCheck**  
First Floor Chiltern House  
Sigford Road  
Marsh Barton  
Exeter  
EX2 8NL

[help@ucheck.co.uk](mailto:help@ucheck.co.uk)

Invoice Number :3866447  
Org Ref :MELB9HO  
Issue Date :11/03/2026  
Page No :2

Sent Date	Our Ref	Org Ref	Applicant	Product Description	DS/DBS Fee	uCheck Fee	VAT	Total
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**DS/DBS Total: £0.00**

**uCheck Total: £13.08**

**VAT Total: £2.62**

**Total Paid: £15.70**

**TOTAL DUE: £0.00**

*In the case of a DS/DBS charge there is no VAT payable as it has been treated as a disbursement. VAT on uCheck fees (where charged) is applied at a rate of 20%.*

**VAT Registration: 130 8551 33 Company Number: 7879166**

## PC202 2526b) Generation Game

Connections Bus Project have received funding from The Evelyn Trust to deliver a 10-week *Generation Game* project in Melbourn. The project supports young people to become fun, confident, and safe visitors to older people.

The course accommodates up to 15 young people and will run after school on a Tuesday from the Pavilion.

This is a tailor-made course to help young people gain a basic level of knowledge, understanding and learning to be a safe and caring visitor for older people. As well as offering practical and hands-on experience, they will complete a portfolio of work and receive a certificate on successful completion of the course, including First Aid.

A key part of the project is encouraging young people to move on to local volunteering opportunities at the end of the course. This could include visiting older people in the community, supporting a local care home, helping at community events, or even developing a bespoke intergenerational project for local residents.

Stephanie will be working with Connections Bus Project to deliver the course and ensure the young people have opportunities to use the skills learnt after the course.

The course covers:

- Introduction and group agreement, “about me” and who do you know?
- What makes a good visitor? Positive communication and activities.
- Reminiscence activities and resources.
- First Aid Course
- Safeguarding and boundaries. Dealing with challenging situations.
- Dementia Friends Information
- Identifying our strengths. Setting up a visit or activities session.
- Activities and project planning
- Activities session/visit to local care home.
- Volunteering opportunities/networking session. Graduation.

Other communities such as the Mobile Warden Scheme and local care homes will be involved.

To find out more watch this short video: <https://youtu.be/2qwL67PNF4s>

# National Minimum Wage and National Living Wage rates

The hourly rate for the minimum wage depends on your age and whether [you're an apprentice](#) ([/become-apprentice](#)).

This page is also available [in Welsh \(Cymraeg\)](#) ([/cyfraddau-isafswm-cyflog-cenedlaethol](#)).

You must be at least:

- [school leaving age](#) ([/know-when-you-can-leave-school](#)) to get the National Minimum Wage
- aged 21 to get the National Living Wage - the minimum wage will still apply for workers aged 20 and under

## Current rates

The rates change on 1 April every year.

	21 and over	18 to 20	Under 18	Apprentice
<b>April 2025</b>	£12.21	£10	£7.55	£7.55
<b>April 2026</b>	<b>£12.71</b>	£10.85	£8	£8

## Apprentices

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

### Example

An apprentice aged 21 in the first year of their apprenticeship is entitled to a minimum hourly rate of £7.55.

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

### Example

An apprentice aged 21 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £12.21.

## Previous rates

The following rates were for the National Living Wage and the National Minimum Wage from April 2018.

### Rates from 1 April 2024

From 1 April 2024 the National Living Wage has been for those aged 21 and over.

	21 and over	18 to 20	Under 18	Apprentice
<b>April 2024</b>	£11.44	£8.60	£6.40	£6.40

### Rates between 1 April 2021 and 31 March 2024

Between 1 April 2021 and 31 March 2024 the National Living Wage was for those aged 23 and over.

	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2023 to March 2024	£10.42	£10.18	£7.49	£5.28	£5.28
April 2022 to March 2023	£9.50	£9.18	£6.83	£4.81	£4.81
April 2021 to March 2022	£8.91	£8.36	£6.56	£4.62	£4.30

#### Rates before 1 April 2021

Before 1 April 2021 the National Living Wage was for those aged 25 and over.

	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2020 to March 2021	£8.72	£8.20	£6.45	£4.55	£4.15
April 2019 to March 2020	£8.21	£7.70	£6.15	£4.35	£3.90
April 2018 to March 2019	£7.83	£7.38	£5.90	£4.20	£3.70

#### Who gets the minimum wage

Read the information on [who is entitled to the minimum wage \(/national-minimum-wage/who-gets-the-minimum-wage\)](#).

You can use the [minimum wage calculator \(/am-i-getting-minimum-wage\)](#) to check whether the National Minimum Wage or National Living Wage is being paid.

[Contact Acas \(/pay-and-work-rights-helpline\)](#) if you're not getting the National Minimum Wage and think you should be.





This is to certify that

**Abigail Williams**

Has been awarded

20 Credits At Level 3

on a programme entitled

**Certificate in Local Council Administration**

provided by

**Society of Local Council Clerks/SLCC Enterprises**

Unit Title	Unit Code	Credit(s)	Level
Community Engagement	1382584	5	3
Core Roles in Local Council Administration	1382582	3	3
Finance for Local Councils	1382583	5	3
Law and Procedures for Local Councils	1382585	5	3
Management for Local Councils	1382581	2	3

\*Please note that the unit(s) listed above are not regulated by Ofqual.

*Phil Wilkinson*

Phil Wilkinson  
Ascentis Chief Executive



Learner Number 1439423  
Achievement Date 17 February 2026  
Certificate Number 10254364  
Date of Issue 17 February 2026





With Congratulations

## ASCENTIS CREDIT TRANSCRIPT

**Abigail Williams**

**Organisation - Society of Local Council Clerks/SLCC Enterprises**

Unit Title	Unit Reference Number	Unit Level	Unit Credit Value
Management for Local Councils		Level 3	2
Core Roles in Local Council Administration		Level 3	3
Finance for Local Councils		Level 3	5
Community Engagement		Level 3	5
Law and Procedures for Local Councils		Level 3	5

Date of Issue 17 February 2026  
Achievement Date 17 February 2026

*Phil Wilkinson*

Phil Wilkinson  
Ascentis Chief Executive



NATIONAL IMPROVEMENT  
STRATEGY FOR PARISH  
& TOWN COUNCILS

**SLCC**  
For Local Council Professionals



# Certificate of achievement

This certificate is presented to

**Abigail Williams**

in recognition of achieving the  
**Certificate in Local Council Administration  
Qualification**

on

**23/01/2026**

as awarded by Ascentis, Awarding Organisation

**PASS**

Di Morgan  
Internal Quality Assurance Verifier,  
Certificate in Local Council Administration, SLCC

# MELBOURN PARISH COUNCIL

Doc. No.: 3.04

Version: 1

Date approved: ~~March 2025~~ March 2026

Review date: ~~March 2026~~ March 2027

Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
<b>Understanding and/or experience of ...</b>					
Parish Council					
Local government					
Civil service					
<b>Professional skills</b>					
Experience of chairing board / committee meetings					
Experience of professional leadership					
Financial planning / management					
Mediation					
IT					
Strategic planning					
Training Received (please give brief details of specific area of training)					
<b>Skills that may be useful on Parish Council Committees</b>					
Financial planning / management					
Procurement / tenders					
Health and Safety					
Insurance					
Pensions					
HR					
Legal [please give brief details of specific area of expertise]					
Premises and facilities management					

# MELBOURN PARISH COUNCIL

Doc. No.: 3.04

Version: 1

Date approved: ~~March 2025~~ March 2026

Review date: ~~March 2026~~ March 2027

Please give brief details of particular local interest / knowledge					
<u>Planning</u>					
<u>Youth work</u>					
<u>Conservation</u>					
<u>Volunteering</u>					
Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training					

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

Selflessness : you should act in the public interest

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

Objectivity : you should act impartially, fairly and on merit

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

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

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Honesty : you should always be truthful

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

Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

<b>LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR</b>	
<b>(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)</b>	
Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No
<b>(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)</b>	
Are you on the electoral register for Melbourn?	Yes / No
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / No
Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No

<b>DISQUALIFICATIONS</b>	
<b>(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)</b>	
Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No

## Co-option Procedure for Melbourn Parish Council

**PURPOSE:** To provide a consistent approach to the co-option of Parish Councillors

**SCOPE:** To be used whenever a new Councillor is to be co-opted

### 1. Background

1.1 This procedure is based on NALC Legal Briefing L 15-08 (Co-option).

### 2. Procedure – application

2.1 When a vacancy arises, the Council will give public notice and will advertise the opportunity widely within the community.

2.2 The Clerk will invite ‘expressions of interest’ by a specified date from anyone who is eligible to stand.

2.3 All potential candidates will be asked to: submit a letter containing full contact details (telephone, postal address and e-mail) setting out why they are interested in becoming a Councillor; sign a declaration that they are eligible to become a Councillor and are not disqualified (as set out in the Local Government Act s79 and s80); complete a skills audit and confirm that they will undertake training within 6 months of becoming a Councillor.

2.4 Declaration of Office and Skills Audit to be presented with this policy.

### 3. Procedure - selection

3.1 At the next full Council meeting following the closing date for applications:

- i. The Clerk to confirm that each candidate is eligible to become a councillor and is not disqualified;
- ii. The Chair to invite each candidate (in alphabetical order) to spend up to 3 minutes telling Councillors why they want to be co-opted and how their skills will complement those already present on the Council. If a candidate is not able to be present, the Chair will read out the candidate’s letter and skills audit. Councillors may question each candidate.
- iii. Each Councillor to write on a ballot sheet the names of up to [the number of vacancies] candidates. There is no obligation to vote for the same number of candidates as there are vacancies. The Clerk to count the votes and announce the number for each candidate.

- iv. If a candidate receives a majority of votes from all members present and entitled to vote (LGA 1972 Sch. 12. Para. 39), they are duly co-opted so long as the number of candidates with a majority vote is equal to or less than the number of vacancies.
- v. If after the first round of voting, there are more candidates than vacancies, the person with the fewest votes is eliminated, and the vote taken again.
- vi. (iv) and (v) are repeated until the number of candidates with a majority equals the number of vacancies.
- vii. If any of the accepted candidates declines the post, the candidate eliminated last will be approached.
- viii. The Council ratifies the list of co-opted Councillors.
- ix. The co-opted Councillors are invited to sign the Declaration of Office and take their place at the table.
- x. The Register of Interests must be completed within 1 month of taking office.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting:** ~~24 March 2025~~ 25 March 2026

## **Accessibility Statement**

### **Accessibility statement for Melbourn Parish Council website**

This website is run by [Meldreth-Melbourn](#) Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- Change colours, contrast levels and fonts
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

This includes how to:

- make text larger
- magnify the screen
- change fonts and colours
- make your mouse pointer easier to see
- using your keyboard instead of a mouse
- making your device talk to you

You can translate this website to your preferred language by changing the settings in your browser (such as Internet Explorer, Chrome or Safari).

### **Enabling the Accessibility Menu**

We have made available a Free Website Accessibility Widget that is powered by a dedicated accessibility server. This software allows us to improve compliance with the Web Content Accessibility Guidelines (WCAG 2.1 AA standard).

Our website accessibility menu can be enabled by clicking the accessibility menu icon.

This appears in the bottom left of each page. After triggering the accessibility menu, please wait a moment for the accessibility menu to load in its entirety.

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please let us know. We'll consider your request and get back to you as soon as we can.

#### How accessible this website is:

Melbourn Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) [Web Content Accessibility Guidelines version 2.2](#) AA standard due to the non-compliances listed below.

#### Non-compliance with the accessibility regulations

- Audio files – there are no transcripts of the audio recordings of recent meetings. The full minutes can be found linked next to the audio link and should you require a transcript then your request will be considered and we will get back to you as soon as possible.
- We are working to make PDFs of Agendas, Minutes, Policies, Reports, etc. published after 23rd September 2018 accessible.

#### Content that's not within the scope of the accessibility regulation

##### PDFs and other documents

Many of our older PDFs and Word documents don't meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. ~~This doesn't meet WCAG 2.1 success criterion 4.1.2 (name, role value). The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix old Agendas and Minutes or Reports. We are working to make Agendas, Minutes, Policies, Reports, etc. published after 23rd September 2018 accessible.~~

Any new PDFs or Word documents we publish will meet accessibility standards.

#### What to do if you can't access parts of this website:

If you need information on this website in a different format:

- Email [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk) [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)
- Call 01763 263303 (option 3)

Formatted: Default Paragraph Font

- Please let us know the web address (URL) of the content, your name and email address, the format you need, for example, audio CD, braille, BSL or large print, accessible PDF

We'll consider your request and get back to you in 14 days.

#### **How we tested this site**

This website was tested in ~~September 2020~~ ~~March 2026~~ using a combination of online testing software and manual testing.

#### **Disclaimer**

We continue our efforts to constantly improve the accessibility of this website and services in the belief that it is our collective moral obligation to allow seamless accessible and unhindered use including those with disabilities.

Despite our efforts to make all pages and content on this website fully accessible, some content may not be fully adapted to the strictest accessibility standards. This may be a result of us not having found or identified the most appropriate technological solution or being issues which are out of our control.

We have undertaken to achieve maximum accessibility within the scope of the available technologies at our disposal, our knowledge of the required subject areas and the time/budget available to us. We are continually seeking out solutions that will bring all areas of the site up to the same level of overall web accessibility.

This statement was prepared on ~~23rd September 2020~~ ~~25 March 2026~~. It was last updated on ~~23rd September 2020~~ ~~25 March 2026~~.