



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
☎ 01763 263303, ext 3
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 29 July 2026 at 7.30pm at the Melbourn 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, Clark (Chair), Coulman, Cowley, Davey, Kilmurray, Kyprianou, Laight, McMahon (co-opted at 20:18), Wilson

Absent:

In attendance: Abi Williams (Clerk), Lucy Capper (Assistant), Daniel Hill, Aidan van de Weyer, Emma Drake (Melbourn Superloop), Johnathon Hall and Matt Craggs (online – Melbourn Superloop), County Cllr Bostanci, two members of the public

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:31

PC056/2627 To receive and approve apologies for absence

It was RESOLVED to accept apologies of absence from Cllrs Hart and Kanagarathnam. Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.

PC057/2627 To receive an update from Melbourn Energy Superloop (max 15 minutes)

<https://melbournenergysuperloop.co.uk/>

Presentation given by Melbourn Superloop in person and online. Cllrs were given the opportunity to ask questions. Confirmation of next public consultation event as 15 August 2026 between 10am to 4pm at the United Reformed Church.

19:59 Daniel Hill, Aidan van de Weyer, Emma Drake left the meeting

PC058/2627 To receive and consider application for co-option.

Chair altered the order of the meeting to address members of the public.

PC059/2627 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

Declarations of interest were received from Cllr Kilmurray for items PC063/2627c) and PC069/2627a-c). Dispensation was granted to remain for discussion but not vote.

PC060/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

Two members of the public in attendance.

Raised concern around the Fowlmere & Melbourn active travel survey as reported under PC068/2627b. Concerns over what a 'quiet lane' means, who initiated the request, the quality of the survey and the validity of the questions. ACTION: Office to feedback to Active Travel Officer and publish survey results when public to raise awareness.

20:13 Two members of the public left the meeting

PC058/2627 To receive and consider application for co-option.

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

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

20:15 Mr McMahon left the meeting to allow Council to vote on co-option.

20:18 New Cllr McMahon joined the meeting.

PC061/2627 To report back and approve the minutes of the Parish Council meeting held on 24 June 2026.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 24 June 2026, noting correction of date, as an accurate record.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Kilmurray, Kyprianou, Laight, Wilson

Against:

Abstain: Cllr McMahon

PC062/2627 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from County Cllr Bostanci. Highlight was made of changes to the bus routes, focus on the local plan and raising awareness of the Mobile Wardens schemes in the area. ACTION: Add Melbourn Greenway update to the next agenda.

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

PC063/2627 Finance Matters

- a) To receive and consider the finance reports for June 2026.
Financial report for June received.
- b) To consider approval of invoices for £99.08 and £19.18 from Harts Books to be taken from library s106.
It was RESOLVED to approve the payment of invoices for £99.08 and £19.18 from Harts Books.
Proposed by Cllr Cowley, seconded by Cllr Wilson.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Kyprianou, Laight, McMahon, Wilson
Against:
Abstain: Cllr Kilmurray
- c) To consider request for possible drawdown of capital funds of £5,054.95 held against Royston & District Community Transport scheme.
It was RESOLVED to approve request for drawdown of capital funds of £5,054.95 held against Royston & District Community Transport scheme.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- d) To note election costs of £225.00 for uncontested Parish Council election held 7 May 2026 recovered from election reserve.
It was RESOLVED to approve election costs of £225.00 for uncontested Parish Council election.
Proposed by Cllr Barnes, seconded by Cllr Laight. All in favour.
- e) To consider purchase of replacement defibrillator battery at a cost of £225+VAT.
It was RESOLVED to approve purchase of replacement defibrillator battery at a cost of £225+VAT.
Proposed by Cllr Alexander, seconded by Cllr Wilson. All in favour.
- f) To consider approving attendance of Clerk and Deputy Clerk to CAPALC Annual Conference at a cost of £150.
It was RESOLVED to approve attendance of Clerk and Deputy Clerk to CAPALC Annual Conference at a cost of £150.
Proposed by Cllr Wilson, seconded by Cllr Davey. All in favour.
- g) To consider approving approvals list for July 2026.
It was RESOLVED to approve the approvals list for July 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- h) To discuss criteria for Community Benefit Grants – Cllr Kyprianou.
Item deferred.
- i) To receive an update on reserves and S106 monies.
Update on reserves and S106 monies discussed.
- j) To receive any updates and consider actions.
None received.

PC064/2627 Bank reconciliations

- a) To note bank reconciliation for June 2026.

It was noted that the bank reconciliations were completed.

PC065/2627 Antisocial Behaviour in the Village

- a) To receive the latest Damage, violence and antisocial behaviour report.

Damage, vandalism and antisocial behaviour (ASB) report noted. ACTION: To create posters for public areas of how to report ASB.

- b) To consider hosting a summer photography competition with prizes to gather photographs for the new website.

Cllrs requested a further age category and extra prize at the additional cost of £50.

It was RESOLVED to approve hosting a summer photography competition with prizes to the value of £150.

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

- c) To receive any updates and consider actions.

None received.

PC066/2627 Correspondence

- a) To receive correspondence from Cambridgeshire County Council about School Street scheme request from Melbourn Primary School – as previously discussed under PC020/2627a).

Correspondence was noted. Cllrs confirmed their support for the proposed LHI and highlighted concerns about possible public money being spent on either scheme if one scheme were to negate the other. Concerns were raised by Cllrs about the surrounding roads becoming a 'rat run' at closure times and causing issue for those that currently use this as a walking route. A meeting with Cambridgeshire County Council to discuss both the LHI and School Street scheme will take place on 17 August. A report will be provided to Full Council for consideration.

- b) To receive any updates and consider actions.

None received.

PC067/2627 Governance

- a) To note the elected Chair of Finance & Good Governance Committee for 2026/27 as Cllr Kanagarathnam and the election of the Vice Chair deferred to next meeting.

It was noted.

- b) To note altered office opening times over the summer period.

It was noted.

- c) To receive and consider approval of Heads of Terms from Reserve Forces' and Cadets' Association (RFCA) in relation to proposed upgrade of facilities at the Old Rec as recommended by Maintenance Committee (MA062/2627a).

Discussion over ambiguity of rent review term. ACTION: request to define as every three years.

Under rent to add 'if requested'. It was RESOLVED to approve Heads of Terms from Reserve Forces' and Cadets' Association (RFCA) in relation to proposed upgrade of facilities at the Old Rec, with changes as discussed.

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

- d) To consider increase of allotment plot fees to account for rising costs of upkeep as discussed under F&GG (FG010/2627).

It was RESOLVED to approve increase of allotment plot fees by £1 for each site to account for rising costs of upkeep.

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

- e) To consider recommendation from F&GG Committee to increase match fees by £5 (increased to £50) to account for rising costs of upkeep (FG011/2627).

It was RESOLVED to approve increase of match fees by £5 (increased to £50) to account for rising costs of upkeep. ACTION: To change terminology over flat rate of hire to be less ambiguous.

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

- f) To note resignation of Parish Council nominated Trustee of Triggs Charity. Requirement to nominate replacement Trustee.

It was noted that Triggs Chairty does not have a proposed replacement. Council agreed to advertise the vacancy on behalf of Triggs Charity.

- g) To confirm Councillor training booked for **Saturday 21st November 2026**. Details to follow.

Booking confirmed.

- h) Update on Local Government Reorganisation from Cambridgeshire County Council.

Updated received.

- i) To receive any updates and consider actions.

None received.

PC068/2627 Planning Matters

- a) To note TTRO 26-20837 (anticipated works 1 August – 1 September 2026) New Road (between Victoria Way and Rosemary Place), road closure and diversion. Access will be maintained to properties affected by this order.
TTRO 26-20897 noted.
- b) To receive the Fowlmere & Melbourn active travel survey.
Any comments to be raised with Planning Committee for 12 August meeting.
Fowlmere & Melbourn active travel survey report received. Discussion from public participation reflected in Cllrs concerns. County Cllr Bostanci reiterated the importance of looking at what a 'quiet lane' is – information can be found here: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/active-travel-in-cambridgeshire/projects-and-plans/quiet-lanes>
- c) To receive updates and consider actions.

None received.

PC069/2627 Community Hub

- a) To note disposal of unsafe chairs arranged at a cost of £221.28 approved under delegated authority.
Item noted.
- b) To note Melbourn Community Hub AGM took place on Wednesday 21 July 2026. Next meeting date to be confirmed.
AGM noted.
- c) To receive updates and consider actions.

None received.

PC070/2627 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC071/2627 Melbourn Timebank & Community Coordinator Reports

- a) To receive reports covering July.
Report received with thanks.
- b) To note any Timebank expenses.
Community allotment expenses of £286.61 (to be taken from South Cambs District Council growing grant received) noted.
- c) To receive any updates and consider actions.

None received.

PC072/2627 To receive an update from the Maintenance Committee

- a) To receive correspondence from GCSP and Hopkins Homes and consider offer regarding the commuted sum under agreement for the transfer of LEAP, LAP and incidental parcels at Hopkins Homes as recommended by Planning and Maintenance Committees.
It was RESOLVED to accept £80,000 commuted sum for the maintenance of proposed transferred land including LEAP, LAP and incidental parcels at Hopkins Homes on condition that a current review of area is carried out and any remedial work completed before handover.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To receive any updates and consider actions.

None received.

PC073/2627 To receive an update from the MAYD Joint Committee

- a) To receive any updates and consider actions.
None received. Committee meeting to be held 7 August 2026.

PC074/2627 To receive an update from the Futures Working Party

- a) To update on meeting held 29 July 2026.
Cllr Clark confirmed meeting held on 29 July 2026. Projects to look at additional landscaping and multigoal provision on Parish land to be undertaken.

PC075/2627 To receive an update from the HR Panel

- a) To note reduction of hours by Timebank and Community Coordinator and consider filling hours with additional staff member.
It was RESOLVED to proceed with the advertising of role to fill 10 hours for Timebank Community Coordinator.
Proposed by Cllr Alexander, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Kilmurray, Laight, McMahon, Wilson
Against:
Abstain: Cllr Kyprianou
- b) To consider budget spend approval on equipment & software updates for existing and potential staff members.
It was RESOLVED to approve spend of up to £2,500 on equipment & software updates for existing and potential staff members.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- c) To receive any updates and consider actions.
None received.

PC076/2627 Policies

- a) To consider approval of updates to Doc 4.05 – Equal opportunities for public access policy as recommended by Maintenance Committee (MA062/2627a).
It was RESOLVED to approve updates to Doc 4.05 – Equal opportunities for public access policy.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- b) To consider approval of updates to NALC Model Financial Regulations as recommended by Finance & Good Governance Committee (FG014/2627a).
It was RESOLVED to approve updates to NALC Model Financial Regulations.
Proposed by Cllr Alexander, seconded by Cllr Laight. All in favour.
- c) To consider approval and adoption of Scheme of Delegation as recommended by Finance & Good Governance Committee (FG014/2627b).
It was RESOLVED to approve and adopt the Scheme of Delegation.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To receive any updates and consider actions.
None received.

PC077/2627 Chair's Announcements

Thank you to Cllrs for surviving a long meeting.

PC078/2627 To note the dates of the upcoming meetings as:

- a) MAYD Joint Committee Meeting, **Friday 7 August 2026** at 2pm.
- b) Planning Committee Meeting, **Wednesday 12 August 2026 & Wednesday 9 September 2026** at 7.30pm.
- c) Maintenance Committee Meeting, **Wednesday 19 August 2026 & Wednesday 16 September 2026** at 7.30pm.
- d) Note no August Full Council Meeting, next Full Council Meeting to be held on **Wednesday 30 September 2026** at 7.30pm.
Dates of upcoming meetings were noted as above.

Meeting closed 21:33

MELBOURN PARISH COUNCIL

Doc. No.: 3.04

Version: 1

Date approved: March 2026

Review date: March 2027

Name: TOM MCMAHON

Contact details: Tel: [REDACTED]

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council	1				
Local government	1				
Civil service	1				
Professional skills					
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)					
Skills that may be useful on Parish Council Committees					
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 2026

Review date: March 2027

Please give brief details of particular local interest / knowledge					
	1	2	3	4	5
<u>Planning</u>					
I have limited experience of planning matters but understand their importance in shaping the local area. I am keen to learn & consider applications fairly.		✓			
<u>Youth work</u>					
I do not have direct experience in youth work, but recognise the importance of providing opportunities & facilities for young people + be supportive of initiatives that benefit them.	✓				
<u>Conservation</u>					
Again, limited experience but an interest in protecting the local environment, green spaces & wildlife. I would like to support conservation projects to enhance the parish.		✓			
<u>Volunteering</u>					
I appreciate the importance role volunteers play. I am keen to contribute my time & work with others to benefit the parish.		✓			
Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training					
I would benefit from training in Planning, Council procedures, governance, finance & legal responsibilities of Parish Councillors		✓			

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

As a director of a company employing around 200 people, I regularly make decisions that balance the needs of the business with the wellbeing of our employees, customers & stakeholders.

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

I understand the importance of honesty, fairness and ethical leadership. In my role I deal with commercially sensitive information & ensure decisions are made professionally, avoid conflict of interest & maintaining

Objectivity : you should act impartially, fairly and on merit trust.

I make decisions based on evidence, relevant information & careful consideration of the facts. I listen to different perspectives before reaching a balanced decision & aim to treat everyone fairly & consistently.

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

As a company director, I am accountable for the decisions I make and understand the importance of explaining those decisions clearly to employees, customers & stakeholders.

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

I value transparency, open communication, taking responsibility for outcomes

Honesty : you should always be truthful

I believe honesty is fundamental. I am committed to being truthful, transparent and acting with integrity at all times.

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

My role as a company director has given me extensive experience of Leadership by example, maintaining high standards, and fostering a culture of respect & accountability. I understand.

good leadership also means being prepared to challenge behaviour that falls short of expected standards in a fair constructive professional manner. As a Parish Councillor, I would seek to uphold these same principles and encourage others to do the same.

MELBOURN PARISH COUNCIL

Doc. No.: 3.04
Version: 1
Date approved: March 2026
Review date: March 2027

Name:

TOM MCMAHON

Contact details:



LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

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

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? Yes/No

Are you 18 or over? Yes/No

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

Are you on the electoral register for Melbourn? Yes/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

DISQUALIFICATIONS

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

Are you the subject of a Bankruptcy Restrictions Order or Interim Order? 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



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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 24 June 2026 at 7.30pm at the Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Barnes, Campbell, Clark (Chair), Davey, Hart, Kilmurray, Kyprianou

Absent: Cllr Alexander, Coulman, Kanagarathnam

In attendance: Abi Williams (Clerk), Shelley Coulman (RFO), Lucy Capper (Assistant), Tom Allington & Victoria Cutmore (Sworders), County Cllr Bostanci, two members of the public

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:32

PC032/2627 To receive and approve apologies for absence

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

PC033/2627 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

Declarations of interest were received from Cllr Kilmurray for items PC046/2627a-b) and PC040/2627g). Dispensation was granted to remain for discussion but not to vote.

PC034/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. Two members of the public in attendance.

PC035/2627 To report back and approve the minutes of the Parish Council meeting (Community Benefit Grants) held on 3 June 2026

It was RESOLVED to approve the minutes of the Community Benefit Grants meeting held on 3 June 2026 as an accurate record.

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

PC036/2627 To receive a presentation from SWORDERS, developers of land off The Moor.

Presentation to be 5-10 mins with opportunity for questions.

Presentation received. Members of public and Cllrs asked questions about the proposals. Sworders were informed that public consultation letters had not been received by all residents off The Moor.

Residents are reminded that this presentation was for information only, hosting the presentation does not indicate support or objection to the proposals. Any planning application will be considered by the Planning Committee under normal procedures.

- a) To receive written objection to development as outline above.

Objection noted.

Tom Allington and Victoria Cutmore left the meeting 20:11

Shelley Coulman RFO entered the meeting 20:13

PC037/2627 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received. Highlight was made of developments on the Melbourn Greenway, the local bus consultation (as listed under PC043/2627c)), response to the Development Corporation plans and grants available through South Cambridgeshire District Council.

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

PC038/2627 Annual Accounting Statements and AGAR (2025/26)

- a) To consider approving the Annual Governance Statements 1-10 in turn (Section 1).

Governance statements were considered one by one with the following conclusion:

Consideration to agree statement	Proposed by	Seconded by	Vote
Annual Governance Statement 1	Cllr Kilmurray	Cllr Davey	All in favour
Annual Governance Statement 2	Cllr Hart	Cllr Barnes	All in favour
Annual Governance Statement 3	Cllr Barnes	Cllr Kilmurray	All in favour
Annual Governance Statement 4	Cllr Davey	Cllr Barnes	All in favour
Annual Governance Statement 5	Cllr Kilmurray	Cllr Hart	All in favour
Annual Governance Statement 6	Cllr Davey	Cllr Barnes	All in favour
Annual Governance Statement 7	Cllr Hart	Cllr Barnes	All in favour
Annual Governance Statement 8	Cllr Barnes	Cllr Kilmurray	All in favour
Annual Governance Statement 9	<i>Not applicable to Melbourn Parish Council</i>		
Annual Governance Statement 10	Cllr Hart	Cllr Barnes	All in favour

It was RESOLVED to agree all annual governance statements as laid out above.

- b) To consider approving the Accounting Statements 2025/26 (Section 2).

It was RESOLVED to sign the Accounting Statements 2025/26.

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

- c) To authorise that the Chair and Clerk sign AGAR as required.

It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2025/26 by the Chair and Parish Clerk.

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

- d) To consider approving the dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

It was RESOLVED to approve dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

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

PC039/2627 Email Decisions

- a) To note email decision to approve response from S106 office to Hopkins Homes.

Email decision noted.

PC040/2627 Finance Matters

- a) To receive and consider the finance reports for May 2026.

It was RESOLVED to receive the finance report for May 2026.

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

- b) To consider retrospective approval of invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400 as precepted.

It was RESOLVED to approve invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400.

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

- c) To note transfer of funds of £150,000 from current account to savings account at Unity Trust Bank.

Transfer of funds from current account to savings account noted.

One member of public left the meeting 20:35

- d) To consider movement of funds from Unity Trust Bank savings account (interest rate 1.95%) to CCLA Public Sector Deposit Fund (interest rate 3.727-3.827%) calculated to leave up to £120,000 in the Unity Trust Bank savings account.
It was RESOLVED to approve the movement of funds from Unity Trust Bank savings account to CCLA Public Sector Deposit Fund as laid out above.
Proposed by Cllr Campbell, seconded by Cllr Barnes. All in favour.
- e) To consider retrospective approval of approvals list for May 2026 as paid.
It was RESOLVED To approve the retrospective approvals for May 2025.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.
- f) To note payments have been made to all Community Benefit Grants applicants. Value of fund for December consideration stands at £23,612.36.
Payment of funds totalling £41,245.88 to Community Benefit Grant awardees noted. It was noted that £2,000 was held from the possible £8,055 Melbourn Dynamos award whilst consideration is made under the South Cambridgeshire District Council Community Chest Grant for the shortfall.
- g) To consider approval of invoice for £81.21 from Harts Books to be taken from library s106.
It was RESOLVED to approve the payment of invoice for £81.21 from Harts Books.
Proposed by Cllr Campbell, seconded by Cllr Davey.
In favour: Cllrs Barnes, Campbell, Clark, Davey, Hart, Kyprianou
Against:
Abstain: Cllr Kilmurray
- h) To consider approval of invoice from Melbourn Mobile Warden Scheme for 2026/27 contribution of £7,500 as precepted.
It was RESOLVED to approve invoice from Melbourn Mobile Warden Scheme for 2026/26 contribution of £7,500.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- i) To consider approval of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.
It was RESOLVED to approve the payment of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Kyprianou. All in favour.
- j) To note renewal of ACRE membership for 2026 at a cost of £89.40 (2025 - £86.40).
Renewal of ACRE membership noted.
- k) To consider approval of Clerks expenses of £73.76.
It was RESOLVED to approve Clerks expenses of £73.76.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- l) To consider approving approvals list for June 2026.
It was RESOLVED to approve the approvals list for June 2026.
Proposed by Cllr Kyprianou, seconded by Cllr Barnes. All in favour.
- m) To discuss criteria for Community Benefit Grants – Cllr Kyprianou.
Item deferred to July Full Council meeting. Considered at F&GG meeting prior to Full Council.
- n) To receive any updates and consider actions.
None received.

PC041/2627 Bank reconciliations

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

PC042/2627 Antisocial Behaviour in the Village

- a) To receive latest report and note attendance at Practical Solutions Group meeting.
Damage, vandalism and antisocial behaviour report noted.
Representation at the Practical Solutions Group meetings noted. Many agencies working with Melbourn Parish Council to present solutions.
- b) To receive report of suggestions raised at Melbourn Fete.

A report was received. Actions noted for consideration by MAYD Committee.

- c) To consider communication to promote reporting any incidents through the correct channels.
It was RESOLVED to approve a series of communications to promote reporting any incidents through the correct channels.
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.

PC043/2627 Correspondence

- a) To receive correspondence and consider actions about misuse of blue badge spaces in village car park.
Discussion over appropriate action. It was RESOLVED, after further clarification from Cambridgeshire County Council and Parking Enforcement, to spend up to £1,000 in applying for a TRO (Traffic Regulation Order) to cover the blue badge spaces in the car park. ACTION: Office to update Council on appropriate next steps.
- b) To receive correspondence and consider actions about hemlock in public areas.
Maintenance Committee commented that hemlock is a wild plant and should be left. Confirmation from other sources to leave alone as it provides vital habitats for pollinators etc.
- c) To note public engagement for Cambridge & Peterborough Combined Authority on proposed changes to local bus services. <https://cpca-yourvoice.co.uk/bus-network-review-engagement/>
Consultation noted. ACTION: Office to promote via social media.
- d) To receive any updates and consider actions.
None received.

PC044/2627 Governance

- a) To note updated committee membership 2026/27.
Updated committee membership noted. ACTION: County Cllr Bostanci would like to be included in MAYD Committee.
- b) To consider approval of 2026 JW Harris Fun Fair booking for the Old Rec.
It was RESOLVED to approve the 2026 JW Harris Fun Fair booking for the Old Rec.
Proposed by Cllr Kilmurray, seconded by Cllr Campbell. All in favour.
- c) To receive any updates and consider actions.
None received.

PC045/2627 Planning Matters

- a) To note the elected Chair of the Planning Committee for 2026/27 as Cllr Kilmurray and the elected Vice Chair for 2026/27 as Cllr Wilson.
It was noted.
- b) To consider approval of progression of the document as drafted for lease of land at The Old Recreation Ground to 1st Orwell Scouts in relation to the installation of storage facility.
It was RESOLVED to approve the progression of the document as drafted for lease of land at The Old Recreation Ground to 1st Orwell Scouts in relation to the installation of storage facility.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.
- c) To receive updates and consider actions.
None received.

PC046/2627 Community Hub

- a) To consider approval and adoption of Deed of Variation to Melbourn Community Hub Management Group lease to cover changes to licensed space available to Melbourn Parish Council.
It was RESOLVED to approve and adopt the Deed of Variation to Melbourn Community Hub Management Group lease to cover changes to licensed space available to Melbourn Parish Council.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Cllrs Barnes, Campbell, Clark, Davey, Hart, Kyprianou
Against:
Abstain: Cllr Kilmurray

- b) To receive updates and consider actions.

Written report from Hub Management Group was received. AGM was noted as 21 July 2026.
Cllrs encouraged to attend.

PC047/2627 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC048/2627 Melbourn Timebank & Community Coordinator Reports

- a) To note any Timebank expenses.

Timebank expenses noted.

- b) To receive reports covering May and June.

Reports received with thanks. Videos covering the Wellbeing Walks were shared with Cllrs.

- c) To receive any updates and consider actions.

None received.

PC049/2627 To receive an update from the Maintenance Committee

- a) To note the elected Chair of the Maintenance Committee for 2026/27 as Cllr Kyprianou and the elected Vice Chair for 2026/27 as Cllr Barnes.

It was noted.

- b) To consider approval of proposed agreement of Emergency Evacuation Agreement to be provided to Melbourn Village College (for use of Pavilion in an emergency) as recommended by the Maintenance Committee.

It was RESOLVED to approve that the Emergency Evacuation Agreement to be provided to Melbourn Village College (for use of Pavilion in an emergency).

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

- c) To consider approving Method of Works Agreement for grant funded allotment improvements as recommended by Maintenance Committee.

It was RESOLVED to approve the Method of Works Agreement for grant funded allotment improvements.

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

- d) To consider approving Council response to Cambridge Water draft Drought Plan 2027 as recommended by Maintenance Committee.

It was RESOLVED to allow the office to respond to the Cambridge Water draft Drought Plan 2027 highlighting the issues as stated in the report on behalf of Melbourn Parish Council.

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

- e) To receive any updates and consider actions.

None received.

PC050/2627 To receive an update from the MAYD Joint Committee

- a) To note report of antisocial behaviour in relation to the Connections Bus.

Report was noted. Request permission to continue to park at MVC for the rest of school year and review arrangements via MAYD Committee. ACTION: Office to liaise with MVC and Connections Bus.

- b) To receive any updates and consider actions.

None received.

PC051/2627 To receive an update from the Futures Working Party

Enhancement to green area at Beechwood Avenue with multigoal equipment will be investigated.

PC052/2627 To receive an update from the HR Panel

- a) To note the elected Chair of the HR Panel for 2026/27 as Cllr Hart and the elected Vice Chair for 2026/27 as Cllr Alexander.

It was noted.

- b) To consider approval of recommendation from Maintenance Committee for memorials safety training for three members of staff to be completed at a cost of £555+VAT.

It was RESOLVED to approve memorials safety training for three members of staff to be completed at a cost of £555+VAT.

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

- c) To receive a report on coaching sessions received by the Clerk.

Report received.

- d) To receive any updates and consider actions.

None received.

PC053/2627 Policies

- a) To consider approving and adopting Doc 4.43 Metal Detecting Policy as recommended by Maintenance Committee.

It was RESOLVED to approve and adopt Doc 4.43 Metal Detecting Policy.

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

- b) To receive any updates and consider actions.

None received.

PC054/2627 Chair's Announcements

Thanks were passed for persevering with a long agenda in a very hot room!

PC055/2627 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 8 July 2026** at 7.30pm.
- b) Maintenance Committee Meeting, **Wednesday 15 July 2026** at 7.30pm.
- c) Finance & Good Governance Committee Meeting **Tuesday 21 July 2026** at 7.30pm.
- d) Full Council Meeting, **Wednesday 29 July 2026** at 7.30pm.

Dates of the upcoming meetings were noted as above.

Meeting closed 21:32

Joint District & County Cllr Report Melbourn July 2026

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Local Buses

Cambridgeshire & Peterborough Combined Authority (CPCA) is undertaking a Bus Network Engagement, which is closing shortly.

They are asking residents to share views on proposed changes to bus services, including for Melbourn – where residents could see more frequent “E” bus services to replace the current 17 and 26 services.

We have been working through the Cam Vale Bus User Group to formulate a draft response to the consultation.

- Special consideration should be given to enable students to travel to the village colleges in Bassingbourn and Melbourn.
- Fowlmere should not be removed from the route to sustain economic viability; this would also allow avoiding Foxton level crossing, which can be a source of delays, by travelling via Newton and Harston.
- The Bus User Group has requested that parish councils take a more active interest in local bus services.

It is important to respond in order to inform future decisions.

<https://cpca-yourvoice.co.uk/bus-network-review-engagement/>

The engagement closes at 5:00pm on 28th July 2026.

We have also shared the report of the recent Cam Vale Bus User Group meeting with the Clerk for the attention of councillors. Both the CPCA and A2B, the bus operator, were in attendance.

Cambridge South station

Cambridge South station has opened, testament in part to tireless campaigning by local councillors and community groups over many years.

Trains to Cambridge main station stop at the new station – thanks to campaigning by the Cam Valley Community Rail Partnership a few years ago – meaning it's now only a 13-minute ride for commuters to Cambridge Biomedical Campus.

For those with healthcare appointments, it's a short 5-minute walk from the new station to Addenbrookes Hospital. On exiting the station, cut straight through between the Papworth Hospital and AstraZeneca's Discovery Centre.

We understand that the campus courtesy shuttle bus for patients will call at the new station for those with limited mobility, albeit the frequency of the shuttle may initially not match the frequency of train arrivals. The whole station offers step-free access, and the opportunity to catch trains to Liverpool Street and Stansted Airport.

Hosepipe ban

From 9 July 2026, hosepipe restrictions are in place across the Cambridge Water region following one of the driest springs in recent years and exceptionally warm weather throughout the summer so far.

<https://www.cambridge-water.co.uk/household/temporary-hosepipe-ban>

<https://www.anglianwater.co.uk/news/hosepipe-ban-announcement>

Helping residents stay independent for longer with Mobile Wardens

Hundreds of South Cambridgeshire residents are already benefiting from a simple service that reduces loneliness, boosts confidence and helps people stay independent at home for longer – and the District Council is urging more people to take advantage.

<https://www.scambs.gov.uk/news/helping-residents-stay-independent-for-longer-with-mobile-wardens>

Updated Greater Cambridge Local Plan published ahead of final public consultation

An updated version of the Proposed Submission Greater Cambridge Local Plan has been published, marking a major milestone in preparing the first joint Local Plan for Cambridge City and South Cambridgeshire.

Subject to approval by councillors this month, the Plan will undergo a final round of public consultation from 3 August to 25 September before it is submitted to Government to be examined by an Independent Planning Inspector.

The Greater Cambridge Local Plan will shape how Greater Cambridge grows over the next 20 years. It identifies where new homes, jobs and supporting infrastructure should be located and sets planning policies on themes including climate change, biodiversity, wellbeing, sustainable transport and creating great places to live and work.

Once adopted, it will become the statutory development plan for Cambridge and South Cambridgeshire and will guide decisions on planning applications across the area. The latest version of the Plan reflects continued work on infrastructure constraints such as water supply, forecasts on job creation and housing need, confirming a requirement for over 50,000 new homes between 2024 and 2045. Around 37,000 of these are already planned through existing permissions and the current, adopted Local Plan allocations.

Residents can sign up for updates and find out more at:

<https://www.scambs.gov.uk/local-plan>

Community vision becomes reality as Heydon Neighbourhood Plan adopted

A new Neighbourhood Plan that aims to protect and enhance Heydon's unique character, landscape and heritage for future generations has been adopted by South Cambridgeshire District Council.

<https://www.scambs.gov.uk/news/community-vision-becomes-reality-as-heydon-neighbourhood-plan-adopted>

Local Government Reorganisation

The Government has advised that it has not yet been able to make a decision on Local Government Reorganisation (LGR) for Cambridgeshire and Peterborough.

Last year, the Government set out clear criteria for reorganisation proposals, including improving service delivery, strengthening local accountability and ensuring long-term financial sustainability for future councils. We believe that there were clear, locally developed options that met these criteria, which would have enabled Government to decide.

By delaying their decision, Government prolongs the current period of uncertainty, and this creates increased risk about the achievability of the Government's self-imposed timescale and, in doing so, potentially forces that same risk of failure upon the seven Councils by expecting them to still deliver reorganisation by April 2028.

<https://www.cambridgeshire.gov.uk/news/lgr-announcement>

Highway maintenance

You may have noticed that the county council is spending unprecedented amounts on highways maintenance. Station Road and Kneesworth Road have been resurfaced, white lining at the crossroads has been refreshed, and the maintenance crews are doing their utmost to repair potholes and follow up on maintenance issues.

The council has renegotiated the 10-year-old maintenance contract to include financial penalties for poor repairs by the contractor. We hope this will further improve response times and the quality of the repairs.

In line with government guidance, the council has not appointed a new highways maintenance contractor in anticipation of local government reorganisation in two years' time. The extension of the existing contract (with new penalties) will allow the future unitary local council for our area to determine its own highways maintenance arrangements, without being encumbered by a many-year legacy contract.

Road surfaces remain in a poor condition due to many years of national underspending, but all repairs done before the winter will reduce the number of potholes that open up when the cold and wet weather arrives.

Please continue to report all highway defects:

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

Non-emergency criminal activity

Following some recent incidents, a reminder: Reporting issues in our community is crucial so that the relevant services are aware, can act on any incidents and patterns of incidents, and involve local council-run services.

If you see any non-emergency criminal activity in our area, please do report it to the Police. Details on how to report, including via the online forms, are available at: <https://www.cambs.police.uk/ro/report/>

If the activity involves the railway, you may also report it to the British Transport Police, for example by text message to 61016.

In cases of anti-social behaviour, fly tipping or licensing, please also notify South Cambridgeshire District Council online at:

<https://forms.scambs.gov.uk/REPORTANENVIRONMENTALISSUE/launch>

South Cambridgeshire District Council Grants – Reminder

Zero Carbon Communities Grant

As mentioned previously, a reminder that South Cambridgeshire District Council's Zero Carbon Communities Grant is open, with Parish Councils or local community groups invited to apply. Feel free to contact us with questions or visit.

<https://www.scambs.gov.uk/climate-and-environment/zero-carbon-communities/zero-carbon-communities-grant>

The deadline for applications is 5pm on Friday 24 July 2025.

Community groups invited to apply for new Community Pantry Grant

South Cambridgeshire groups can now apply for funding to set up community pantries, thanks to a new grant launched by the District Council.

The Community Pantry Grant offers up to £400 to buy equipment and materials to get a community pantry up and running. The new grant is part of a £449,000 package of support to tackle cost-of-living challenges over a 2-year period until March 2028, which was agreed by South Cambridgeshire District Council's Cabinet at the end of 2025.

Pantries of this type are simple, community run spaces that provide residents with free access to food and everyday essentials, helping to tackle food insecurity while also reducing food waste. They are generally accessible, do not usually require staffing, and are maintained by the community.

The grant can be used for items such as shelving, indoor or outdoor storage, small venue adaptations, fridges or freezers, advertising, or other essential costs needed to start a pantry or expand an existing food hub to include one.

Eligible applicants include:

- Parish and Town Councils
- Constituted community groups with a bank account
- Informal groups with written support from their Parish or Town Council or District Councillor.

£5,000 has been allocated this year up to 31 March 2027, or until all funds are allocated. Applications will be assessed by Council officers. A further £5,000 will be available next year, depending on demand for the scheme.

Visit www.scambs.gov.uk/community-pantry-grant to apply.

All aboard for a new rail-led tourism trail which is set to boost rural villages

A new project is putting rail travel on the map by inviting visitors to explore South Cambridgeshire's villages and attractions by train, foot and bike.

A new Cam Valley Community Rail Partnership [website](#) brings together inspiration for days out, information about the line, and insight into supporting local stations, communities and sustainable travel.

The project is designed to make it easier and more enjoyable to discover the area by hopping onto the train and straight into an adventure.

Based around Foxton, Meldreth, Shepreth, Whittlesford Parkway, Shelford and the newly opened Cambridge South stations, the website is designed to be easy to navigate and help transform the experience at the six rail stations.

Wishing you all a wonderful summer break,

Adam, Jose & Sally Ann

Melbourn Parish Council
Responsible Financial Officer's Report – June 2026

Prepared by: Shelley Coulman, RFO

Date: June 2026

1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of June 2026, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to the 30th June 2026 and includes any future commitments recorded in July. These have been produced using the council finance system.

2. Income Overview

- **Total income to date:** £169,772

Income	£261,716
<u>Deferred Income</u>	<u>(£91,944)</u>
Total Income	£169,772
- Key income item: The primary source of income remains the precept payment received in April. The amount of £153,240 is for 6 months and this has been deferred and will be released in the months in which the income relates. The amount of £91,944 relates to 3 month of income.
- The proposed reorganisation of local government and ever-changing political landscape poses 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.
- The investments held are expected to generate an improved return on the Council's reserves while maintaining an appropriate level of security and liquidity in line with the parish plans, this is already performing well at 29.3% as we are 25% through the financial year.
- Burial, memorial and internment fees have already produced income which should support the project developing New Road Cemetery to include a permanent memorial for scattering of ashes.
- The increase in rental for Little Hands has been reflected in the accounts.
- £59,908.14 figure has been provided for the community benefit fund.
- We have received higher than budgeted contribution to the grass cutting.

- Income excluding the community benefit grant reflects 26% of total budget and is in line with expectations.

3. Expenditure Overview

- **Total expenditure to date:** £142,142
- | | |
|--------------|-----------|
| Expenditure | £171,400 |
| Accruals | £2,015 |
| Prepayments | (£31,273) |
| Total Income | £142,142 |

Expenditure currently represents approximately 35.7% 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.

Key expenditure areas include:

- **Salaries and staff-related costs** – Expenditure remains in line with the approved budget, the youth community co-ordinator role has been budgeted for and as yet remains as a vacancy.
- **Legal Fees** – There is currently a refund of £390.00 this relates to a correction for Savills.
- **Grants and donations** – Included in Grants is the Melbourn Mobile Warden Scheme for 2025/2026 this was underspent and should be considered as taken from the reserves. 2026/2027 has also been included bringing this up to date.
- **ROSPA reports** – The reports have been reviewed by the maintenance committee, there is no indication of significant spend.

4. Bank and Reserves Position

- **Bank Balance** (May 2026): The Council's total funds stood at £762,641 Of this, £51,352 is held in the current bank account for day-to-day operations we have moved the excess into the savings account. 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. The largest proportion of spend in the month was from the community benefit grant funding.
- **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. It should be considered whether to move more funds into the CCLA funds as this remains instant access but provides better returns.

- **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 £200,288 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 held at the 6 months stated in the reserves policy coming in at 6.2months.

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 of 30th June 2026 remains strong and stable.

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 reserves, stable income and investment returns supporting the delivery of planned services and projects.

Income & Expenditure by Budget 30/06/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	3,222	11,000	7,778			29.3%
1076 Precept	91,944	367,776	275,832			25.0%
1200 Allotment Rent received	10	3,500	3,490			0.3%
1210 Grass Cutting Contribution	4,032	3,939	(93)			102.4%
1300 Burial Fees	1,600	3,500	1,900			45.7%
1305 Memorials Fees	700	1,000	300			70.0%
1310 Internment Fees	1,080	1,000	(80)			108.0%
1400 Match Fees	0	3,350	3,350			0.0%
1500 Hire of Recreation Grounds	40	750	710			5.3%
1550 Hire of Pavilion	60	100	40			60.0%
1600 Property Rental Income	7,027	28,107	21,080			25.0%
1610 Misc Income	60,057	0	(60,057)			0.0%
Total Income	169,772	424,022	254,250			40.0%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	34,438	155,479	121,041		121,041	22.1%
4010 Other Staff Costs	0	250	250		250	0.0%
4055 Pension Scheme Costs	108	550	442		442	19.6%
4060 Staff & Councillor Expenses	0	800	800		800	0.0%
4065 Training	58	2,500	2,442		2,442	2.3%
4070 Timebank Expenses	126	696	570		570	18.1%
4100 Audit Fees	1,936	2,350	414		414	82.4%
4105 Legal & Professional Fees	(160)	1,000	1,160		1,160	(16.0%)
4110 Insurance	2,385	14,520	12,135		12,135	16.4%
4115 Memberships & Subscription	514	1,922	1,408		1,408	26.7%
4120 Parish Clock	0	500	500		500	0.0%
4125 Broadband & Telephone	47	184	137		137	25.7%
4130 Computer & IT	334	3,042	2,708		2,708	11.0%
4140 Software Licences	1,432	4,833	3,401		3,401	29.6%
4150 Printing Postage & Stationery	374	1,295	921		921	28.9%
4155 Office Costs	11	459	448		448	2.4%
4170 Office Rent	3,750	15,615	11,865		11,865	24.0%
4175 Subcontractors	1,368	10,127	8,760		8,760	13.5%
4190 Office Furniture & Equipment	0	1,000	1,000		1,000	0.0%
4195 Sundry Expenses	208	550	342		342	37.8%
4200 Bank Charges	68	300	232		232	22.7%
4205 Grants	54,146	9,450	(44,696)		(44,696)	573.0%
4207 Youth Expenditure (Mayd)	2,196	0	(2,196)		(2,196)	0.0%
4208 S106 Expenditure	5,476	0	(5,476)		(5,476)	0.0%
4220 Election Costs	0	1,560	1,560		1,560	0.0%

Income & Expenditure by Budget 30/06/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	611	2,786	2,175		2,175	21.9%
4230 Van - Tax, MOT, Fuel, Repairs	83	1,000	917		917	8.3%
4235 Wardens Materials	408	1,050	642		642	38.9%
4240 Wardens Equipment	20	2,000	1,980		1,980	1.0%
4315 Maintenance & Reps - Planned	1,981	10,320	8,339		8,339	19.2%
4320 Maintenance & Reps- Unplanned	753	17,500	16,747		16,747	4.3%
4350 Christmas Tree/Plants	0	750	750		750	0.0%
4360 Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%
4370 Project work	1,000	2,000	1,000	474	526	73.7%
4410 Nature Reserve management plan	0	500	500		500	0.0%
4420 Grounds Maintenance - Unplanned	2,580	3,000	420		420	86.0%
4430 Grounds Maintenance - Planned	0	2,457	2,457		2,457	0.0%
4500 Rates	3,834	17,439	13,605		13,605	22.0%
4505 Electricity	2,187	6,000	3,813		3,813	36.5%
4510 Water	718	2,075	1,357		1,357	34.6%
4605 Refuse & Dog Bin Collection	1,196	5,458	4,262		4,262	21.9%
4635 Village Maintenance Contract	11,459	35,785	24,326		24,326	32.0%
4640 Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%
4700 PWLB Interest	0	30,577	30,577		30,577	0.0%
4705 PWLB Capital	0	15,663	15,663		15,663	0.0%
4750 Service Charge-Hundred Houses	0	960	960		960	0.0%
4850 Parish Planning	0	3,000	3,000		3,000	0.0%
4920 Street Lighting	203	1,250	1,047		1,047	16.2%
Total Overhead	142,142	399,552	257,410	474	256,936	35.7%
Total Income	169,772	424,022	254,250			40.0%
Total Expenditure	142,142	399,552	257,410	474	256,936	35.7%
Net Income over Expenditure	27,630	24,470	(3,160)			
plus Transfer from EMR	29,338	0	(29,338)			
less Transfer to EMR	59,908	0	(59,908)			
Movement to/(from) Gen Reserve	(2,940)	24,470	27,410			



HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

enquiries@hartsbooks.co.uk

tel: 01799 524552

9th July 2026

Melbourn Library

Community Hub, 30 High St, Melbourn, Royston SG8 6DZ

Invoice Reference: HB090726ML

'People Like Stars' x1 copy @ £7.99

'Toad Attack' x1 copy @ £7.99

'People Like Stars' x1 copy @ £7.99

Total: £23.97

20% discount: £4.79

Discounted Total to pay: £19.18

Account name: Travel Buff LTD T/A Daunt Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25



HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

enquiries@hartsbooks.co.uk

tel: 01799 524552

30th June 2026

Melbourn Library

Community Hub, 30 High St, Melbourn, Royston SG8 6DZ

Invoice Reference: HB300626ML

'Gorilla' x 1 copy @ £7.99

'My Mum' x 1 copy @ £7.99

'My Dad' x1 copy @ £6.99

'Children of the Throne' x1 copy @ £12.99

'Magic Betsy' x1 copy @ £7.99

'Sputnik's Guide to Life' x1 @ £8.99

'Story of the Dancing Frog' x1 @ £6.99

'Flour Babies' x1 @ £7.99

'Fangs' x1 @ £7.99

'The Magic Faraway Tree' x1 @ £7.99

'Goggle-Eyes' x1 @ £7.99
'Chitty Chitty Bang Bang' x1 @ £7.99
'Star of the Show' x1 @ £7.99
'Bilal's Brilliant Bee' x1 £6.99
'Luna Loves Gardening' x1 £7.99

Total: £123.85

20% discount: £24.77

Total to pay: £99.08

Account name: Travel Buff LTD T/A Daunt Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25

PC063/2627c) Royston & District Community Transport

July 2026

Communication from Royston & District Community Transport

During the past year we have experienced a significant downturn in the use of our wheelchair accessible minibuses. To the extent that they are now standing idle several days per week.

This is no reflection on the standard or quality of service we provide. We believe this is due to the reduction in passenger requests because of the increased use of GP telephone appointments resulting in fewer GP surgery / health centre appointments, and either passengers moving into care homes or long-term hospitalisation as well as an increased number of deaths due to the ageing profile of our passenger base.

As a direct result this downturn in passenger numbers combined with the increased maintenance, insurance and running costs of our two vehicles shows that it is proving no longer economical to provide this bus service option.

At our AGM last week, we agreed to review our strategy and consider disposing of our two current vehicles and providing a volunteer car only type of service.

This would be a major change in our operation and before taking any further action I want to establish if the removal of the wheelchair accessible minibuses would have any adverse effect on our current funding arrangements.

I understand from our 10-year agreement that it includes a "Capital Fund" sum of £5054.95 and this sum is available during the period of the agreement to cover the cost of "retaining or improving vehicles".

The charity is currently looking to replace our ageing, larger minibus with a newer, but smaller wheelchair accessible vehicle.

Will you please advise what action is required from us to allow us to withdraw this capital fund to help us with the purchase cost of a replacement vehicle.

The drop off in demand due to the increase in online appointments has affected both car and bus journeys but the biggest drop in demand has been the bus journeys. So, our thinking is to either cease the bus journeys and dispose of both minibuses or continue to offer a service by replacing both minibuses and sourcing a smaller wheelchair accessible vehicle that will not require the driver to have a D1 licence qualification. We obviously must also ensure that we have adequate funding in place to complete the purchase of a replacement vehicle.

My reason for contacting you and the other funders we have, was to establish if there was a condition in the funding agreement that we had to provide wheelchair accessible transport. So, at present no final decision has been made but we are considering our options.

Conclusion

There are no clauses within the agreement that would make the use of any particular vehicles a condition of the funding. Annual funding is tied to the provision of the service generally and not to the operation of a specific vehicle type.

Proposal for consideration

Melbourn Parish Council to confirm availability of capital funds to the value of **£5,054.95**.

Attached: 1. Breakdown of current fund spend / availability
2. Agreement dated 15 April 2021

S106 funds - Community Transport Scheme Breakdown

(administered on behalf of CCC)

Agreement entered with Royston & District Community Transport (RDCT) for 10 year period

Funds transferred from CCC to MPC to provide transport on behalf of CCC.

Year	Total	Revenue Fund	Capital Fund
2021/22	55,054.95	50,000.00	5,054.95
2021/22	- 5,000.00	- 5,000.00	
2022/23	- 5,000.00	- 5,000.00	
2023/24	- 5,000.00	- 5,000.00	
2024/25	- 5,000.00	- 5,000.00	
2025/26	- 5,000.00	- 5,000.00	
2026/27	- 5,000.00	- 5,000.00	
As of 17/07/26	<u>25,054.95</u>	<u>20,000.00</u>	<u>5,054.95</u>

Revenue fund - to be invoiced by RDCT at £5,000 pa for ten years from start of agreement towards costs of providing the transport scheme. First instalment on signing agreement and annually thereafter on 1st April (RDCT to invoice)

Capital fund - for repairing or replacing vehicles. On application by RDCT (subject to agreement). To be spent within 10 years

Dated

15 April 2021

Community Transport Agreement

Melbourn Parish Council (the Parish Council)

Royston and District Community Transport (RDCT)

PARTIES

- **Melbourn Parish Council (the Parish Council)** of Melbourn Hub, 30 High Street, Melbourn, SG8 6DZ
- **Royston and District Community Transport (RDCT)** of Royston Hospital, London Road, Royston, Herts, SG8 9EN Registered in England & Wales, No. 6744379, and limited by guarantee Registered charity No. 1127052

1. DEFINITIONS

- I. "Annual Payment" means the sum of £5,000 to be paid to RDCT by Melbourn Parish Council from the Revenue Fund on signature of this Agreement and then annually on [1 April] for a period of 10 years. The Annual Payment will be made upon receipt by Melbourn Parish Council of an invoice from RDCT.
- II. "Capital Fund" means the sum of £5,054.95, representing the balance of the Revenue Fund available after distribution of the Annual Payment for 10 years from the date of this Agreement. The Capital Fund may be distributed at any time within 10 years from the date of this Agreement.
- III. "Community Transport Service" means RDCT offers door-to-door transport for people living in Royston and surrounding villages of North & East Hertfordshire and South Cambridgeshire, who are unable to use conventional public transport and do not have the use of a car. Volunteer drivers provide transport using their own cars and the scheme also operates wheelchair-accessible minibuses and Multi-Purpose Vehicles (MPV).
- IV. "Development" means the residential development of 199 dwellings plus 75 Bed Care Home at the land East of New Road, Melbourn
- V. "Community Transport Vehicle Contribution" means a contribution of forty five thousand pounds (£45,000) paid by The master (or keeper) and fellows of Peterhouse in the University of Cambridge to Cambridgeshire County Council in accordance with the provisions of Part VI of the Third Schedule of the Section 106 Agreement for the cost of acquiring a community transport vehicle to enable the provision of a community transport service
- VI. "Revenue Fund" means the sum of £50,000

- VII. "Section 106 agreement" means the agreement under Section 106 of the Town and Country Planning Act 1990 dated 21 July 2016 by The master (or keeper) and fellows of Peterhouse in the University of Cambridge in favour of South Cambridgeshire District Council in relation to the planning permission.

2. INTRODUCTION

- 2.1 The Section 106 agreement provides for a Public Transport Vehicle Contribution to be paid to the County Council which shall be used for the cost of acquiring a community transport vehicle and/or to enable the provision of a community transport service
- 2.2 On 2 October 2019 Cambridgeshire County Council received the sum of £55,054.95 from the owner. This sum will be paid to the Parish Council for the purpose of providing the Community Transport Service
- 2.4 The Parish Council has prepared this Community Transport Agreement to provide a framework for the appropriation of the Public Transport Contribution to RDCT
- 2.5 RDCT is an operator of community transport offering door-to-door transport for people living in Royston and the surrounding villages of North & East Hertfordshire and South Cambridgeshire who are unable to use conventional public transport and do not have the use of a car. Volunteer drivers provide transport using their own cars and the scheme also operates wheelchair-accessible minibuses and Multi-Purpose Vehicles

3. AIMS

- 3.1 This Community Transport Agreement has the following aims:
- a. to procure a 10 year Community Transport Service for the benefit of the Development and the village of Melbourn through an annual payment of £5,000 from the Parish Council to RDCT (i.e. the Revenue Fund)
 - b. to establish a Capital Fund of up to £5,054.95 to be administered by the Parish Council from which RDCT may apply towards the cost of

retaining and or improving vehicles associated with the Community Transport Service (i.e. the Capital Fund)

4. ARRANGEMENTS FOR COMMUNITY TRANSPORT USE

- 4.1 RDCT agrees to make the Community Transport Service available at the times set out at Schedule 1 of this Scheme.

5. FINANCE

- 5.1 The Parish Council agrees to hold the Community Transport Vehicle Contribution as a ring-fenced sum of £55,054.95 in the Parish Council account.
- 5.2 The Parish Council agrees to pay the Annual Payment of £5,000 from the Revenue Fund to RDCT as a contribution towards the cost of running the Community Transport Service for a period of 10 years from the date of this Agreement.
- 5.3 The Parish Council will make the first payment to RDCT on the completion of this Agreement and on the [1 April] for each year thereafter upon receipt of an invoice from RDCT.
- 5.4 The Parish Council agrees to consider any further funding requests received from RDCT over the length of the Agreement and to grant funds from the Capital Fund amount of £5,054.95.

6. MANAGEMENT

- 6.1 RDCT shall:
- a. Continue to offer its services to the residents of Melbourn.
 - b. Continue to advertise for volunteer drivers in Melbourn and surrounding villages.
 - c. Undertake to inform the Parish Council of its intention to cease offering its services or cease trading well in advance of the date, allowing the Parish Council to make other arrangements.
 - d. Will return any funds provided by the Parish Council that are unspent prior to closing down or ceasing services to Melbourn.

- e. Actively advertise the Parish Council's contribution to the scheme.

7. DURATION OF AGREEMENT

- 7.1 The terms of this Community Transport Agreement will last for 10 years commencing from the date of completion of this Agreement.

8. PUBLICITY

- 8.1 The Parish Council and RDCT will have shared responsibility for ensuring that the availability of the Community Transport Service is properly and fully publicised in relevant newsletters and notice boards

9. PRIORITY

- 9.1 The Community Transport Service is operated on a first come first served basis and no priority shall be given to the residents of the Development or to the village of Melbourn

10. FEES

- 10.1 RDCT shall only seek to charge a reasonable fee associated with the use of the Community Transport Service.

SCHEDULE 1. ARRANGEMENTS FOR COMMUNITY TRANSPORT SERVICE

1. STANDARD OFFICE OPENING HOURS;

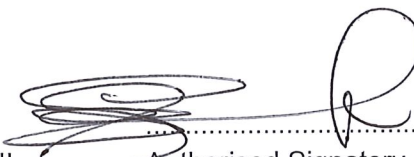
- a. Weekdays: 09:00 - 15.00

2. STANDARD OPERATING HOURS;

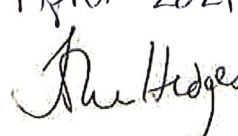
- a) Seven days a week (with prior booking)
- b) Time of day by arrangement with RDCT Booking Office
- c) There are certain days / weeks that the Community Transport Service may not available at these times.
- d) Currently bookings for the Community Transport Service should be made through Telephone Bookings, Out of Hours Answer Machine.
- e) Email enquiries can be made and will be followed up by telephone.
- f) Bookings shall be subject to reasonable terms and conditions of use.

SIGNATORIES

SIGNED by
for and on behalf of
MELBOURN PARISH COUNCIL



Authorised Signatory
G. S. CLARK

Date: 15 April 2021


SIGNED by
for and on behalf of
ROYSTON AND DISTRICT
COMMUNITY TRANSPORT

Dr John Hedges TD
Authorised Signatory

Date: 8th April 2021

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge CB23 6EA

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

INVOICE



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

Customer No.	26000275
Invoice No.	80103507
Invoice Date	08-Jul-2026

DESCRIPTION	NET PRICE	VAT
Costs incurred in the administration of an uncontested Parish election at rate of £15 per seat 15.00 Unit(s) @ £15.00 Vat Rate: Outside Scope	225.00	0.00
DUE DATE 29-Jul-2026		
NET TOTAL		£225.00
VAT		£0.00
INVOICE TOTAL		£225.00

VAT Registration No. GB 214 5282 86



PLEASE SEE OVERLEAF FOR PAYMENT DETAILS

9826 2127 4400 0080 1035 078

HOW TO PAY



By BACS or Internet Banking

If you wish to pay by internet banking or bank transfer our bank details are:

Sort Code: 20-17-68
Account Number: 10464341
Account Name: South Cambridgeshire District Council
Bank: Barclays Bank Plc, 9-11 St Andrews Street, Cambridge

Please ensure you quote the invoice number.



By secure online payment via our website

Payments can be made online using a debit or credit card at www.scambs.gov.uk and click on the 'Pay for it' button.



Debit Card Payments

To make a debit or credit card payment please call 01954 713 000 and choose option 4. This service is available 24 hours a day, seven days a week.



By Direct Debit

Regular invoices may be paid by direct debit.

To request a form please email sundry.debtors@scambs.gov.uk or call 01954 713 000



Post Office / Paypoint

Payments can be made at the Post Office or at PayPoint retailers using this barcoded invoice or a payment card.

To request a payment card please email sundry.debtors@scambs.gov.uk or call 01954 713 000.

We are required by law to protect the public funds we administer and we may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

PC063/2627e) Replacement battery – defib

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>320 Pavilion</u>						
1550 Hire of Pavilion	30	60	100	40		
Pavilion :- Income	<u>30</u>	<u>60</u>	<u>100</u>	<u>40</u>		
4125 Broadband & Telephone	188	47	184	137		137
4175 Subcontractors	1,663	315	1,799	1,484		1,484
4315 Maintenance & Reps - Planned	858	1,221	1,768	547		547
4320 Maintenance & Reps- Unplanned	1,148	0	500	500		500
4500 Rates	2,595	805	2,701	1,896		1,896
4505 Electricity	2,229	1,765	2,600	835		835
4510 Water	561	274	750	476		476
4605 Refuse & Dog Bin Collection	459	0	478	478		478
Pavilion :- Indirect Expenditure	<u>9,700</u>	<u>4,428</u>	<u>10,780</u>	<u>6,352</u>	<u>0</u>	<u>6,352</u>

Purpose: Defibrillator battery at end of life and in need of replacing.

Estimate 5 year lifespan, or 200 shocks. Current unit dated July 2021.

Propose budget of up to £225+VAT for purchase and delivery of new battery.

Note: Currently no specific budget for defib maintenance or replacement – to be considered when calculating the precept 2027/28

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Sectors
Advanced Life Support
First Aid
Infection Control
Sport
Pharmacy
Steroplast Brand
Offers

iPAD SP1 & SP2 AED Replacement Battery - Lithium-Ion - 200 Shocks Capacity - 5-Year Lifespan

★★★★★ Be the first to review this product

£270.00
Excl. VAT **£225.00**

Replacement battery for the iPAD SP1 fully-automatic and semi-automatic defibrillators with a capacity for 200 shocks.

Suitable for the iPAD SP1 defibrillators

This battery can only be used with iPAD SP1 fully and semi-automatic defibrillators. Each battery has a capacity of 200 shocks and a five-year lifespan, so be sure to frequently test it.

- 1 +
Add to Cart
Onelink

PC063/2627f) CAPALC Annual Conference

Proposal: Clerk and Deputy Clerk to attend CAPALC Annual Conference.

Purpose: Join CAPALC for a day of learning, networking and sharing best practice with colleagues from councils across Cambridgeshire and Peterborough.

Date: Friday 18th September 2026

Venue: The Willows Training Centre, Wyboston Lakes Resort

Time: 9:00am – 4:30pm

What to Expect

The CAPALC Annual Conference brings together Clerks, Councillors and sector professionals for a full day of informative presentations, practical updates and networking opportunities.

The day also includes the presentation of the CAPALC Annual Awards, recognising outstanding achievements within our member councils.

Lunch and refreshments are included, and delegates will have the opportunity to visit a range of exhibitors and suppliers throughout the day.

Programme Highlights

- National update from NALC – Jonathan Owen, NALC CEO
- Legal update from Jane Moore – Senior Solicitor, NALC
- Local Government Reorganisation (LGR) – Discussion on what the changes could mean for local councils.
- Preparing for the digital AGAR – Lance Allen, SAAA & SLCC President
- Local Councils showcasing innovative projects that support local communities.
- Employment law update
- More to be announced...

Cost: £75 per delegate

For more information visit: [Leading Local Change: CAPALC's Annual Conference 2026 | CAPALC](#)

July Approvals

Invoice Date	Invoice No			Net Value	VAT	Invoice Total	
01/07/2026	AIR01	Airway Group	25626				
				330.00	66.00	396.00	
				330.00	66.00	396.00	
20/07/2026	AMA001	Amazon	026-6300845-3759566	13.32	2.67	15.99	LL
				13.32	2.67	15.99	
23/06/2026	BRI001	British Gas	15297248	14.40	0.72	15.12	DD
23/06/2026	BRI001	British Gas	15298127	14.40	0.72	15.12	DD
05/07/2026	BRI001	British Gas	15462312	50.61	2.53	53.14	DD
15/07/2026	BRI001	British Gas	15579174	90.28	4.51	94.79	DD
				169.69	8.48	178.17	
02/07/2026	DAV001	David William Pettifer	10726	76.26	-	76.26	
				76.26	-	76.26	
17/06/2026	FAR001	Premier Farnell UK Ltd	3042489	- 126.38 -	25.28 -	151.66	LL
				- 126.38 -	25.28 -	151.66	
23/06/2026	FLI001	Flint Cross Service Station	418058 LL	33.33	6.67	40.00	LL
14/07/2026	FLI001	Flint Cross Service Station	432421	45.83	9.17	55.00	LL
				79.16	15.84	95.00	
26/06/2026	HAC007	Herts and Cambs	SI4437	2,864.66	572.93	3,437.59	
				2,864.66	572.93	3,437.59	
30/06/2026	HAR01	Hart's Books	HB300626ML	99.08	-	99.08	
09/07/2026	HAR01	Hart's Books	HB090726ML	19.18	-	19.18	
				118.26	-	118.26	
12/07/2026	ION001	IONOS Cloud Ltd	203056563447	39.94	7.99	47.93	LL
				39.94	7.99	47.93	
20/07/2026	JHE001	JHE Electrical Contractors Ltd	33123	400.00	80.00	480.00	
				400.00	80.00	480.00	
08/02/2026	Allotment Association	NRtomatoseed	3365	12.40	-	12.40	
09/03/2026	Allotment Association	Huws Gray	SIY74973	7.00	1.40	8.40	
03/03/2026	Allotment Association	Phillimores Garden Centre	10726	8.07	-	8.07	
14/03/2026	Allotment Association	Phillimores Garden Centre	20726	25.89	-	25.89	
17/03/2026	Allotment Association	Phillimores Garden Centre	30726	12.59	-	12.59	
17/03/2026	Allotment Association	Phillimores Garden Centre	40726	56.65	-	56.65	
04/04/2026	Allotment Association	Phillimores Garden Centre	50726	11.13	-	11.13	
27/04/2026	Allotment Association	Amazon	GB607LE40ADFLI	87.49	17.50	104.99	
30/04/2026	Allotment Association	Norbury's Building & Landscape Supplies	3186588	14.00	2.80	16.80	
30/04/2026	Allotment Association	Norbury's Building & Landscape Supplies	3186589	9.50	1.90	11.40	
01/05/2026	Allotment Association	Urban Plastics	10726	18.29	-	18.29	
				263.01	23.60	286.61	
25/06/2026	JTL009	Jason Trueman	508	105.00	-	105.00	
				105.00	-	105.00	
13/07/2026	KIN001	Kingfisher Direct Limited	1572537	474.43	94.89	569.32	
				474.43	94.89	569.32	
01/07/2026	LUC001	Lucid Systems Ltd	40790	160.50	32.10	192.60	
				160.50	32.10	192.60	
15/07/2026	MAN002	Manutan UK Limited	101355203	239.98	48.00	287.98	LL
				239.98	48.00	287.98	
13/07/2026	MAT001	Matt De Oliveira	10726	140.00	-	140.00	
				140.00	-	140.00	
13/07/2026	MCH004	Melbourn Community Hub Management Group	MCH1138	7.88	1.58	9.46	
				7.88	1.58	9.46	
03/07/2026	MWY011	Mark Wyer	334	152.52	-	152.52	

					152.52	-	152.52	
04/07/2026	NAT001	The National Allotment Society	10726		70.00	14.00	84.00	
					70.00	14.00	84.00	
25/06/2026	NEW001	newflame fire safety specialists	171494		60.20	12.04	72.24	
					60.20	12.04	72.24	
08/07/2026	NOR001	Norbury's Building & Landscape Supplies	3190616		30.69	6.14	36.83	
					30.69	6.14	36.83	
01/07/2026	NOW003	Now Pensions	BANC660194321		36.00	7.20	43.20	DD
					36.00	7.20	43.20	
29/06/2026	PHI001	Phillimores Garden Centre	6581		9.88	-	9.88	LL
					9.88	-	9.88	
19/07/2026	SAG001	Sage Global Services Ltd	GB-02259670		23.00	4.60	27.60	LL
					23.00	4.60	27.60	
08/07/2026	SOU001	South Cambridgeshire District Council	80103507		225.00	-	225.00	
22/07/2026	SOU001	South Cambridgeshire District Council	80103722		221.28	-	221.28	
					446.28	-	446.28	
08/07/2026	STA001	Stannah	1085912119		1,499.90	299.98	1,799.88	
					1,499.90	299.98	1,799.88	
30/06/2026	TCB005	The Connections Bus Project	2600121		550.00	-	550.00	
					550.00	-	550.00	
18/07/2026	THR001	Three Business Services	985894629058		24.17	4.83	29.00	DD
					24.17	4.83	29.00	
23/06/2026	VAL001	Valda Energy	1933873	-	4.21	-	4.42	DD
23/06/2026	VAL001	Valda Energy	1933879		52.72	2.64	55.36	DD
24/06/2026	VAL001	Valda Energy	1935116		52.72	2.64	55.36	DD
					101.23	5.07	106.30	
16/06/2026	WAV001	Wave Utilities	16696892		69.05	-	69.05	DD
					69.05	-	69.05	
20/07/2026	WMC001	Wrights Mower Centre Ltd	135112		477.50	95.50	573.00	
					477.50	95.50	573.00	
		Confidential Items			11,399.12		11,399.12	
					11,399.12	-	11,399.12	
		Transfer			20,000.00		20,000.00	
		Total			40,305.25	1,378.16	41,683.41	

Highlights

	2025/26	2026/27
Precept	350,217.00	367,776.00

Band D properties	2257.8
Tax Base	162.85

Reserves	£
Power Pitch Grant	1,920.00
Melbourn Hub	13,728.88
Salary Reserve	26,071.19
Hopkins Homes	45,460.00
Old Rec Easement funds	5,000.00
S106 Community Transport	25,054.95
Deferred Expenditure	28,558.31
Timebank & Macs	810.46
Election Reserve	2,775.00
MAYD	22,217.19
Community Benefit Fund	23,863.97
Section 106	173,778.41
Martins Charity	21.55
Asset Management Reserve	105,592.39
Forward Planning	16,000.00
General	200,240.00
	691,092.30

<u>S106 - Breakdown</u>		Spend Deadline
Community Indoor Facility	21,482.36	Nov-29
Community Indoor Facility (Hub)	1,662.09	Dec-31
Public Open space	- 19.98	
Other Sports Facilities	7,902.60	Nov-29
other Sports Facilities Pavillion	39,391.10	Dec-31
Play Areas	3,490.44	Aug-31
Play Areas (Skate Park)	71,657.07	Dec-31
Maintenance Grant (Bus Shelters)	23,606.16	Sep-30
Libraries & Lifelong Learning	4,606.57	Dec-31
	173,778.41	

Total Borrowing - remaining	738,997.00	Final Payment	No of years remaining
<u>Breakdown</u>			
Hub	650,000.00	16/10/2063	37
Car Park 1	200,000.00	23/09/2035	9
Car Park 2	57,000.00	14/02/2037	10
	907,000.00		

Income & Expenditure

		3 months
	2025/2026	Jun-26
Income excluding Precept	130,296.00	77,828.00
Precept	350,217.00	91,944.00
Transfer to reserves	- 60,412.00	- 59,908.00
Total Income	420,101.00	109,864.00

Made up of:		
Investments	16,871.00	3,222.00
Cemetaries	10,657.00	3,380.00
Littlehands	27,000.00	7,027.00
Recreation hire	5,255.00	40.00
Pavilion Hire	30.00	60.00
Allotments	3,285.00	10.00
Other	67,198.00	4,181.00
	130,296.00	17,920.00

Expenditure		
Overhead costs	150,646.00	56,422.00
Wardens	23,065.00	5,486.00
Allotments	1,820.00	547.00
Conservation	41,081.00	13,265.00
Cemetaries	10,425.00	3,669.00
Play areas & Recreation	14,099.00	5,599.00
Pavillion	9,700.00	4,338.00
Hub	10,284.00	985.00
Loans	57,875.00	
Rental Property	4,247.00	283.00
Other	34,421.00	22,258.00

357,663.00	112,852.00
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62,438.00	- 2,988.00
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Precept

2025/26		2026/27			
£	Income	£	Difference		%
7,004.00	Total Conservation	7,439.00	435.00		6.21%
4,025.00	Total Cemeteries	5,500.00	1,475.00		36.65%
3,350.00	Total Match Fees	3,350.00	0.00		0.00%
940.00	Total Play Areas & Recreation Grounds	850.00	-90.00		-9.57%
6,000.00	Total Finance & General Purpose	11,000.00	5,000.00		83.33%
27,000.00	Total Rental Property	28,107.00	1,107.00		4.10%
48,319.00	Total income excluding Precept	56,246.00	7,927.00		16.41%
	Expenses				
54,759.00	Conservation	61,288.00	6,529.00		11.92%
5,724.00	Cemeteries	3,509.00	-2,215.00		-38.70%
25,032.00	Play Area & Recreation	20,270.00	-4,762.00		-19.02%
213,478.00	Financial & General Purpose	227,772.00	14,294.00		6.70%
34,869.00	Car Park & Fire House	29,932.00	-4,937.00		-14.16%
47,981.00	Melbourn Community Hub	49,028.00	1,047.00		2.18%
3,693.00	Planning Highways & Rental	7,753.00	4,060.00		109.94%
385,536.00		399,552.00	14,016.00		3.64%
	Reserves				
	MAYD	6,500.00	6,500.00		
	Power Grant	1,970.00	1,970.00		
	LHI	12,500.00	12,500.00		
	Forward Planning Reserve	3,500.00			
13,000.00	Asset Management Reserves	-	13,000.00		-100.00%
13,000.00		24,470.00	-	13,000.00	-100.00%
350,217.00	Precept	367,776.00	17,559.00		5.01%
192,768.00	6 months reserves	199,776.00	General reserves requirement		

Income generation

Cemetaries	10,657.00	10,425.00	232.00	2%
Littlehands	27,000.00	4,247.00	22,753.00	84%
Recreation hire	5,255.00	41,081.00	- 35,826.00	-682%
Pavilion Hire	30.00	9,700.00	- 9,670.00	-32233%
Allotments	3,285.00	1,820.00	1,465.00	45%
Land (BMX)	0	0	-	
Melbourn Hub	0	10,284.00	- 10,284.00	
Workshop	0	23,065.00	- 23,065.00	

3 Month report - Damage, vandalism and ASB

01/05/2026	The Moor car park	3 x smashed lights	Cllr	Vandalism	Yes	35/33412/26	No response as yet - gathering quotes for replacement.
02/05/2026	The Moor	Report of hoax call claiming someone has been shot - sent our air ambulance etc	PCSO	ASB			Hoax call.
03/05/2026	The Moor	Another hoax call made claiming someone had been stabbed.	PCSO	ASB			Hoax call.
04/05/2026	The Moor	Tree / wood set on fire	Cllr	Fire damage			Fire service attended. Wardens to clear debris.
04/05/2026	Station Road	Break in at 7-9 Station Road. People gained entry and smashed windows.	PCSO	Property damage			Wardens cleared glass. Scene of crime investigations.
04/05/2026	The Moor	Allotments - trespassing by youths looking for another route through. Suspicious behaviour around neighbouring property.	MOP	Other			No action at this time.
07/05/2026	The Moor	Evidence of deodorant cans being set in fire.	MOP	Fire damage			Cleared in bin.
08/05/2026	The Moor	ASB from 4pm onwards - screaming and swearing.	MOP	ASB			Reported as repeated behaviour. MOP should report to school.
09/05/2026	Station	ASB - kids jumping on tracks at railway station.	MOP	ASB			No action at this time.
10/05/2026	The Moor	Two bikes in the river mel and memorial bench moved.	MOP	ASB			Bench to be put back and chase owners about ground anchors - MPC to provide?
13/05/2026	The Moor	Burnt out transit van dumped to rear of allotments. TTP Security called fire service around 01.30am.	MOP x 5	Fire damage			Reported to Cambridgeshire Police. Awaiting action.
25/05/2026	The Moor / High Street	Bin top removed	Cllr	Property damage			Wardens looking for bin. Warden located bin and replaced.
27/05/2026	The Moor	Fire in bin	SCDC	Fire damage			SCDC waste can not empty bin - Wardens cleared. SCDC request action.
29/05/2026	London Way	Flytipping of fridge freezer / fridge and microwave	Litter Picker	Fly tipping			Reported to SCDC MLLWNLZD
30/05/2026	The Moor (45)	Fire on property - hedge demolished. Fire Engine unable to access due to parked cars.	Warden	Fire damage			Need further details before action. Contact Fire Service for follow up re parking.
10/06/2026	Worcester Way	Den building materials dumped in woods - collected by Wardens and reported to SCDC.	Warden	Fly tipping			Reported to SCDC GVRRRPGC
12/06/2026	John Impey Way	Garden waste dumped	Litter Picker	Fly tipping			Reported to SCDC GPVZTXHZ
15/06/2026	The Moor	Youth setting fire to things, abusive when approached	Cllr	ASB			Cllr reported to 101.
19/06/2026	The Moor	Damaged bin on New Rec	MOP	Property damage			SCDC requested action - suggested fireproof dog poo bin. Warden righted bin and replaced.
19/06/2026	The Moor	Damage to top of memorial bench	MOP	Property damage			Wardens looking at repair - possible replacement of bench.
19/06/2026	High Street	Manhole cover collapse.	MOP	Other			Reported to 101 and waterboard - protective action taken, awaiting response.
22/06/2026	High Street	Smashed window in phone box	Warden	Property damage			22/06 - reported to BT. 26/06 - repaired by BT.
29/06/2026	High Street	Bike - left at phone box	Wardens	Other			Bike recovered, stored in the workshop.
29/06/2026	High Street	Theft report from Co-op	MOP	Other			Reported to PCSO - no action taken by Co-op
29/06/2026	Village wide	Egging people and property	MOP	ASB			PCSO aware.
15/07/2026	The Moor	Graffiti on shelter.	Wardens	Property damage			Shelter has been kept clear of graffiti until a recent spate of activity. Address with the school in case they know the culprits.
17/07/2026	Vicarage Close Footpath/ CCC Field	Abandoned bike (larger child carrier dutch bike)	MOP	Theft			Understood that the bike had been used the night before to attempt to damage property.
17/07/2026	Station Road	Flytipping - duvet and metal frame (signage)	Litter Picker	Fly tipping			Reported via SCDC fly tipping web page - NLXCPVPQ
21/07/2026	Clear Crescent	Offensive graffiti on play equipment reported	MOP	Graffiti			Wardens to clear ASAP
22/07/2026	The Moor	Fire set in woodland.	Cllr	Fire damage			Fire service attended. Wardens to check for debris.

PC065/2627b) Community Photography Competition

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Overhead Expenditure						
4225 Community Events	251	611	2,786	2,175		2,175
Total Overhead	251	611	2,786	2,175	0	2,175
Total Income	0	0	0	0		
Total Expenditure	251	611	2,786	2,175	0	2,175
Net Income over Expenditure	(251)	(611)	(2,786)	(2,175)		

Proposal: Community Photography Competition "Our Village Through A Lens"



Purpose: The purpose of this competition is to encourage community participation, celebrate the parish, and provide residents of all ages with an opportunity to showcase their creativity and photographic skills.

The competition could help foster community spirit while creating a collection of images that highlight the character, beauty, and heritage of the parish for use on the new website and beyond.

- Encourage greater community engagement - *as requested in survey at the fete.*
- Promote participation by both children and adults.
- Create a collection of images that may be used (with permission) in parish publications, the website, social media, and promotional materials.
- Provide a low-cost initiative with broad community appeal.

Categories: To encourage participation across all age groups, it is proposed that the competition be divided into two categories:

Junior Category – Up to 12 Years Old

Open to children aged 12 and under at the closing date of the competition.

Open Category – 12 Years and Over

Open to all participants aged 12 years and above.

PC064/2627b) Community Photography Competition

Budget: It is proposed that the Parish Council awards vouchers to be funded through Community Events budget (shown above):

Junior category prize	£50
Open category prize	£50
Total cost	£100

Rules: **Open to all residents of Melbourn.**

- Entrants may submit up to three photographs each.
- Photographs must be taken within the parish boundaries.
- Images should be submitted digitally.
- Images should not contain people.
- Entrants must own the copyright of all submitted photographs.
- By entering the competition entrants are giving Melbourn Parish Council the right to use the photographs as we wish.
- Competition would open immediately (to catch the summer hols) and close mid September.
- Entries will be judged by Cllrs during September 30th meeting.

PC066 2627a) School Street

Supporting statement from Active Travel Officer

Melbourn Primary is keen to create a School Street on Orchard Road to improve journeys to school. A School Street creates a pedestrian and cycle zone on a road for a short period at the start and end of the school day, this is maintained with a legal traffic order and the use of volunteers. More details and a useful video are on our webpage <https://www.cambridgeshire.gov.uk/school-streets>.

We would like to work with them to explore the viability of the scheme. This would involve engaging with the local community at a number of drop-in sessions to establish levels of support and if suitable volunteers could be found. If there was support for the scheme, we would then collaborate with the LHI team to deliver a scheme that supports active journeys to school and calms traffic at times when the School Street isn't operational.

I would be happy to meet with members of the Parish Council either in advance of public engagement or as part of the public sessions.

Creating a healthier and greener school commute

A school street for...

Melbourn Primary School



What is happening?

Melbourn Primary is considering trialing a School Street on Orchard Road. This road could become **a pedestrian and cycle zone for a short period** at the start and end of the school day.

We are running an engagement process to hear what families, residents and other users of the road think.

Why are we doing this?

Reducing motor traffic creates a healthier and safer environment around the school entrance. It encourages active journeys from a young age. Walking to school helps children connect to their local area and gives them the skills to travel independently to school by the end of primary school.

Where can I find out more?

Further information can be found on Cambridgeshire County Council website at www.cambridgeshire.gov.uk/school-streets

We will be hosting drop-in information sessions at the school at the times shown below where you can ask questions and have your voice heard.

Alternatively, you can share your thoughts by email:
school.streets@cambridgeshire.gov.uk

How will it work?

Volunteer marshals will place movable barriers at the ends of the School Street zone. They will enable cycles and pedestrians to flow through and can be moved aside for any exempted vehicles to pass. Barriers will be supervised by trained volunteers throughout the time of operation.

Come to an information session:

Sessions to be decided and shared with the community once engagement is agreed



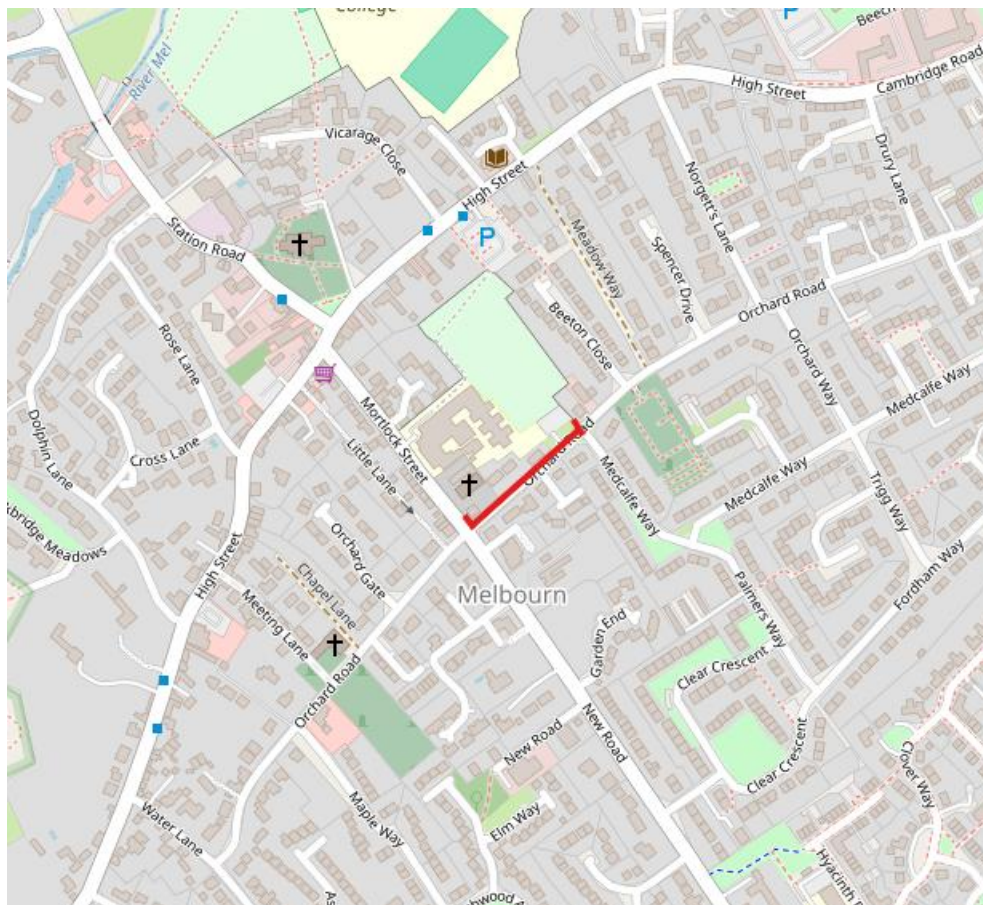
Cambridgeshire
County Council

cambridgeshire.gov.uk/school-streets

Melbourn Primary School Street

We would like to trial a School Street on Orchard Road. This would create a **pedestrian and cycle zone on the road for a short period** at the start and end of the school day. If you are driving to school, we ask you to find a space to park a short walk away. Get in touch to share your thoughts on how this scheme will work.

Following on from the engagement there will be further communication before any scheme is implemented.



Map data from [OpenStreetMap](https://www.openstreetmap.org/)

Residents from within the school street will still have access to drive carefully to and from their homes. A small number of other exemptions will be permitted for essential access.

Temporary barriers will be put in place to enforce the restriction. These will have volunteer marshals present to allow access to those with exemptions. All barriers will be removed when the School Street is not in operation. Can you help by volunteering? Contact the school office if you can support for one session a week.

Melbourn Primary School Street

Mornings 8.20am to 8.50am

Afternoons 3.20 to 3.50pm

Further information can be found on Cambridgeshire County Council website at www.cambridgeshire.gov.uk/school-streets

Share your feedback by email:
school.streets@cambridgeshire.gov.uk

Melbourn Parish Council

During the school summer holiday
the office opening times may
differ slightly from advertised:

Monday – Office closed to the public
Tuesday to Friday – 9.30am to 3pm

Please email
parishclerk@melbournparishcouncil.gov.uk
at anytime or visit the website
for useful information.

 melbournparishcouncil.gov.uk



MA062 2627a) Cadet Hut

Email received 03/07/2026 from xxx@rfca.mod.uk

The government aims to grow the number of young people in the uniformed cadet organisations by 30% by 2030.

As part of this, I'm looking for opportunities to invest in youth in Melbourn.

Since the scouts are upgrading their facilities on the Moor, this could be a great time for me to secure some capital investment funding to refurbish the neighbouring Army Cadet hut on the Moor.

We need to renew the lease though together, as it's been holding over for some years now.

The previous one is from 1964 and was extended several times.

If we can get Heads of Terms agreed, I can get the works started.

We do have quite a lot of these huts around the country with similar arrangements with parish landlords, so I've lifted some standard Heads of Terms for you to consider as an example.

The Army Cadets are a voluntary youth organisation run as a charity, and RFCA is a central government department which owns and manages their buildings and building compliance on behalf of the Ministry of Defence. We're not a profit-making organisation and we're proud to be part of supporting opportunities for young people to experience friendship, challenge and adventure through the Melbourn Army Cadets.

The value of the works I'm proposing is, depending on tender returns, estimated between £80,000 and £120,000.

The roof replacement and electrical re-wiring will be controllable works, and I appoint building control and secure the necessary approvals. No planning permission needed for what I've proposed in the scope of works.

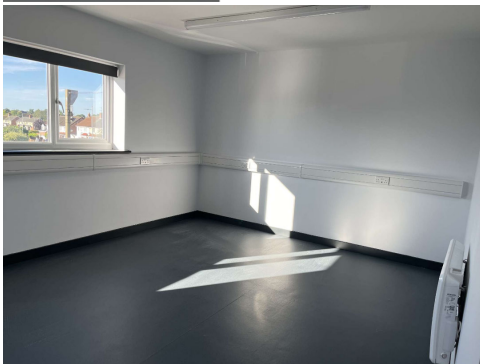
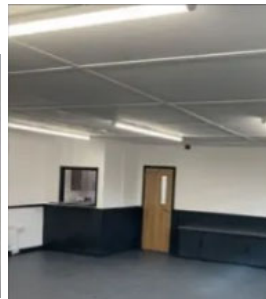
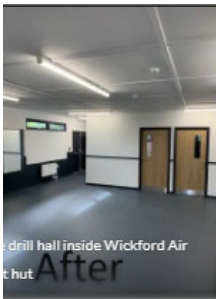
Melbourn ACF

Brief description of scope of refurbishment works

Brief description of building: 60'x 20' single storey timber Spooner hut with felt pent roof. No asbestos.

Refurbishment works, including: new roof, replace windows, repair front and side porches above doors, repair & paint external timberwork, re-wire all electrics and fit additional sockets, replace rainwater goods, prepare & paint internal walls/ceilings/woodwork, replace sanitary ware, supply & fit new kitchenette, fit new flooring throughout.

Examples of finishes:





Example articles of RFCA refurbishments:

<https://www.earfca.org.uk/public-news/cadet-centre-opens-in-norwich/>

<https://www.earfca.org.uk/public-news/wickford-air-cadet-hut-refurbishment-completed/>

https://www.earfca.org.uk/public-news/188-ipswich-squadron-refurbishment/nggallery/image/img_3288/

<https://www.earfca.org.uk/public-news/clacton-hut-refurbishment/>

<https://www.earfca.org.uk/public-news/bury-cadet-centre-refurbishment/>

Current photos



DRAFT HEADS OF TERMS

LAND AT THE MOOR, MELBOURN

ADDRESS	Cadet Hut The Moor Melbourn SG8 6EF
DEMISED PREMISES	All those premises known as Land at The Moor, Melbourn. (As marked out on red line plan)
LANDLORD	Melbourn Parish Council
TENANT	The Reserve Forces and Cadets Association for East Anglia
TERM	35 years from Lease Commencement Date
LEASE COMMENCEMNT DATE	1 st September 2026 (Tentative)
RENT	A peppercorn per annum The rent will be payable in advance on 24 th June annually. VAT is not payable on the rent.
ADDITIONAL RENT/RENT FREE PERIOD	No additional rent, no rent free period
RENT REVIEW	Every 3 rd , 6 th , 9 th , 12 th , anniversary from lease commencement
OUTGOINGS	The Tenant to pay all costs for water electricity or any other utility consumed in the Demised Premises and any other associated outgoings for the running of the Demised Premises.
MAINTENANCE AND REPAIRS	The Tenant must keep the demised property in good condition and repair.

	To keep the demised premises clean and tidy and free from litter.
USE	Training Centre for Cadet Forces
RIGHT OF WAY	N/A
OTHER RIGHTS	The right to access to and egress.
ALIENATION	The Tenant shall not be permitted to sub-let or assign the demise.
INSURANCE	The Tenant shall be responsible for insurance of the building. (MoD Self-insurance basis)
INDEMNITY	Tenant is to indemnify the Landlord against any claims arising from the Tenants occupation of the premises
SIGNAGE	The Tenant will be responsible for the erection and subsequent maintenance of appropriate signage, as agreed with the Landlord.
ALTERATIONS	Not to apply for planning permission or make any additions or alterations without the Landlord's consent.
IMMORAL USE/GAMBLING	The Tenant must not use the demises premises for any immoral purposes or gambling. If unsure, should request permission from the Landlord in advance of any event.
NUISANCE	The Tenant shall not do, or permit to be done upon the premises anything which in the opinion of the Landlord may be a nuisance or an annoyance to the Landlord or occupiers of the building or adjoining premises. Being served a statutory notice in relation noise nuisance will constitute a breach of covenant and be a ground for termination of the lease.

EXCLUSION FROM 24-28 1954 ACT (SECURITY OF TENURE)	NO
LANDLORD BREAK CLAUSE	After 36th month from lease commencement with 6-month notice. The Landlord will only activate the break clause to deliver essential services where the alternative would be to acquire additional land.
TENANT BREAK CLAUSE	Tenant break every 3 years subject to 12 months written notice.
ALTERATIONS	Tenant to undertake works to refurbish the premises to include new roof covering, internal & external re-modelling and decorations. Design and specification to be approved by the landlord. A right to construct boundary fencing to the site, design and specification drawings to be approved by the landlord.
OTHER MATTERS	The Tenant shall hold at all times a valid licence for any licensable activities carried out on the demised premises and shall at all times comply with the terms of said licence.
COSTS	The tenant is responsible for the reasonable and agreed legal costs of both parties in connection with this transaction.

Signed by

For and on behalf of (Landlords name)

Date:

Signed by  (RFCA Head of Estates)

For and on behalf of THE RESERVE FORCES AND CADETS ASSOCIATION
FOR EAST ANGLIA

Date: 

PC067 2627d) Allotment Costs and Fees

Current notes:

The current fees at MPC: Gray's £25 + £5 insurance / St George's £31 + £5 insurance

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

St. Georges: 86.5 chargeable full plots Gray's: 7 full plots (93.5 total plots)

Budget income: £2,856.50 (excluding insurance)

Comparative annual rental prices:

Melbourn	2025 £36 / £30 (2024 £34 / £28)
Meldreth	Allotments closed
Foxton	£21 - £58 (sliding scale based on 50 – 150 sqm)
Shepreth (new)	£25
Comberton	£18
Great Shelford	£15 - £55 (sliding scale based on up to 400 square yards)
Whittlesford	£29 + £7 water contribution
Baldock	£114 +£6 membership

Comparative costs of water usage to Allotment Sites:

Period	Total Water Bill	Cost per full plot
Nov 2023 – Dec 2024	£367.03	£3.93
Nov 2024 – Dec 2025	£1335.98	£14.29
Dec 2025 – May 2026*	£525.22 (~£1,050)	£5.62 (~£11.23)

*Partial year to date, next bill will be approximately November 2026 (~ showing predicted annual fees)

Other associated costs since July 25:

Description	Total Bill	Cost per full plot
NAS Membership (Annual)	£70+VAT	£0.75
General Maintenance (Annual)	£900.00	£9.63
Tree Maintenance (Gray's)*	£1725.00	£18.45
Pathway Clearance*	£1480.00	£15.83
Plot Clearance*	£570.00	£6.10
	<i>Total all in</i>	<i>£50.76</i>
	Total annual + water	£21.61

* These are one-off costs, and not a regular occurrence

Additional notes:

Assuming a 2026 water bill of £11.23 per plot (doubled as per above), the year's expenses so far amounts to:

- **£21.61** per plot excluding one-off costs OR
- **£50.76** per plot including one-off costs

In July 2025, MPC increased the plot rent per plot, the period of Oct 25 – Sept 26 by:

St George's £2.00 Gray's £2.00

PC067 2627d) Allotment Costs and Fees

Calculations for rent for 26-27 rent year*:

*To ensure profit remains comparable with 25-26 rent year

If rents are increased by £1 per plot (both sites) from October 2026, the table below shows the estimated forecast. Estimated water usage for 26-27 year is based on the estimated current year total with a 3.5% increase.

Description	25-26 Rent Year	26-27 Rent Year
St George's Income*	£2681.50	£2768
Gray's Income*	£175	£182
Total Income	£2856.50	£2950
Estimated water usage	-£1050	-£1087
NAS Membership (less VAT)	-£70	-£70
General Maintenance Contract	-£900	-£900
Total Deductions	-£2020	-£2057
Profit	£836.50	£830

*calculations are excluding the insurance charge

Proposal: Increase plot fees by £1 (both sites) to maintain profit levels as previously and allow small reserve to be built up for one-off works (such as asbestos clearance etc).

FG011 2627) Pavilion Hire Costs Review

UPDATE FROM FG011 2627) RESOLVED to recommend to Full Council to increase pitch fees by £5 to help cover increased costs.

No increase to set annual fee for Dynamos due to Pitch Power Grant terms.

No increase to hire costs for pavilion (currently underutilised and awaiting review).

Current notes:

Pavilion hire standard Rate: **£15** per hour up to 4 hours. After that there is a flat fee of **£60**.

Community Organisations and Charities: **£12** per hour up to 4 hours. After that there is a flat fee of **£48**.

Football pitch hire (including use of Pavilion changing facilities) Melbourn Football Clubs only: **£45** per game – *price increased June 2024 from £40 to £45*.

Cleaning costs averaging around £135 monthly.

Income 2025/26 **£5,285** *inflated due to late payment from 24/25 – average £3,085*

Community value increased with Food Bank and additional Squirrell groups and youth projects running from venue.

Comparison pavilion hire costs – halls with similar facilities in the area

Melbourn Sports Pavilion	£15.00 per hour for up to four hours followed by £60 flat rate. Free to community groups.
Meldreth Village Hall	£10.00 – 40.00 per hour (+ £2.00 from 2025)
Foxton Pavilion	£26 - £106 per session (4 hours) (<i>increased Oct 25</i>)
Steeple Morden Village Hall	£12.00 per hour (<i>no change from 2025</i>)
Haslingfield Village Hall	£18.00 for 1.5 hours (£12.00 per hour) (<i>change of min requirement 2025</i>)
Orwell Village Hall	Day costs £61.60 – £115.50 (charged in blocks am, pm, evening, all day) (<i>increased 1 Jan 2026</i>)
Barkway Pavilion	Free to community groups, other private events range from £50 four hours, £100 events over six hours, £75 charity events – residents fees. Non-residents incur other costs. Any events making a profit are charged at £20 - £25 per hour.

Comparison pitch hire costs – with similar facilities in the area

Melbourn	£45.00 per game
Netherhall (3G)	£44 - £80
Netherhall	£53
Baldock	£90 per hour (<i>+\$42 from 2023</i>)
Barkway	£50 (<i>+\$25 from 2025</i>)
Cambourne (3G)	£90 (<i>+\$16 from 2025</i>)
Cambourne	£65
Bottisham (3G)	£100.00 (<i>+\$15 from 2025</i>)
King James Academy (3G)	£100.00

Abi Williams

From: Chief Executive <Chief.Executive@cambridgeshire.gov.uk>
Sent: 16 July 2026 13:51
Cc: Chief Executive
Subject: Update on Local Government Reorganisation (LGR) on behalf of Cambridgeshire and Peterborough Councils - No decision made by Government

Follow Up Flag: Follow up
Flag Status: Flagged

Dear colleagues,

I am writing to you on behalf of all seven councils across Cambridgeshire and Peterborough to update you about Local Government Reorganisation (LGR) for this area.

As you may be aware, we were expecting to receive details of the geographic boundaries for the proposed new unitary or single tier councils that are to be formed through LGR for the area by 2028. However, this decision by Government has now been delayed. The Government advise that they now aim to decide by October for this area.

The seven existing councils have already been working together to prepare for this significant change - and that collaboration will continue. Our shared focus remains clear: creating new councils that will deliver the best possible outcomes and services for the people and communities of Cambridgeshire and Peterborough.

In advance of receiving the delayed Government decision and those new authorities being formed, on behalf of the seven existing councils, I would like to take the opportunity to reassure you all, as our key partners and important stakeholders, that residents across Cambridgeshire and Peterborough will continue to receive uninterrupted Council services between now and April 2028. Our collective aim is for this transition to be as seamless as possible for everyone.

The seven existing Councils remain fully committed to working closely with residents, businesses, the community and voluntary sector, Further and Higher Education institutions and the wider public sector across our area, including: the Mayoral Combined Authority, Town and Parish Councils, Schools/Academy Trusts, the NHS, Police, Fire, Probation and Government Agencies and Departments based within the area, as well as neighbouring authorities to deliver this transition and, at the same time ensure the continuity of the services we provide now.

Should you have any questions, please don't hesitate to contact any of the seven councils across Cambridgeshire and Peterborough, through your established contacts and relationships.

Alternatively, you can also reply to this email with any questions or comments.

Thank you,

Dr Stephen Moir
Chief Executive of Cambridgeshire County Council

For and on behalf of:

Cambridgeshire County Council,

**Peterborough City Council,
Cambridge City Council,
Fenland District Council,
Huntingdonshire District Council,
East Cambridgeshire District Council, and
South Cambridgeshire District Council.**

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**Cambridgeshire County Council
New Road, Melbourn
(Temporary Prohibition Of Through Traffic)
Order 2026-20837**

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

Access will be maintained to properties affected by this order.

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

The Order is made to facilitate junction improvement and associated works which are being carried out on or near this highway

It is anticipated that these works will take place between 1 August and 1 September 2026, when the restriction is expected to be in operation.

The Order will remain in force for a maximum period of 18 months from the date it comes into effect to permit the works and any associated contingencies including delays or phased delivery of the works.

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

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

Abi Williams

From: [REDACTED]@cambridgeshire.gov.uk>
Sent: 22 July 2026 14:46
To: Abi Williams; Cllr Clark
Cc: [REDACTED]
Subject: Fowlmere & Melbourn Active Travel Survey
Attachments: Fowlmere and Melbourn AT Survey Report.pdf

Dear Abi and Cllr Clark,

Hope you're well.

Thanks again for all the support you've given so far with the survey. We have now processed and analysed the results, with headline statistics and our proposals for next steps below. If you would like to read the report, it's been attached to this email.

Fowlmere & Melbourn (Fowlmere Road / Mill Road)

Headline results:

- 66% of respondents would cycle more along the route if measures were introduced to improve active travel conditions
- 51% of respondents would walk more along the route if measures were introduced to improve active travel conditions
- 47% of respondents would consider changing their transport mode from car or other motorised vehicle to active travel if active travel measures were introduced along the route
- 90% of respondents would support a type of active travel measure being introduced along the route
- 59% of respondents would consider separating active travel users from vehicles as the most important measure to be introduced

The survey demonstrated a desire from residents to actively travel along Fowlmere Road / Mill Road if active travel conditions were improved, with 66% stating they would cycle more and 51% stating they would walk more. It also demonstrated that there was a desire from residents to introduce active travel infrastructure with support from 90% of respondents.

Given the single-track nature of Fowlmere Road / Mill Road, we would propose to introduce a Quiet Lane. Whilst segregation is desired, it would be very costly to implement given the length of the road, so this is the closest deliverable measure we can achieve, and the road lends itself well to a Quiet Lane. We would look to include this in next financial year's pipeline of work and as with Hinxton Road, would intend on beginning the designation process, which involves consultation and an engagement session, in due course. We have sought views from Cllrs McDonald, Hobro and Bostanci with all supporting this proposal. We would be grateful for your views too, please.

Any questions at all, just let me know.

Kind regards,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Active Travel Survey – Fowlmere & Melbourn

Mill Road & Fowlmere Road



Background

The survey was conducted to gather views from local residents on active travel in Fowlmere, Foxton and Melbourn.

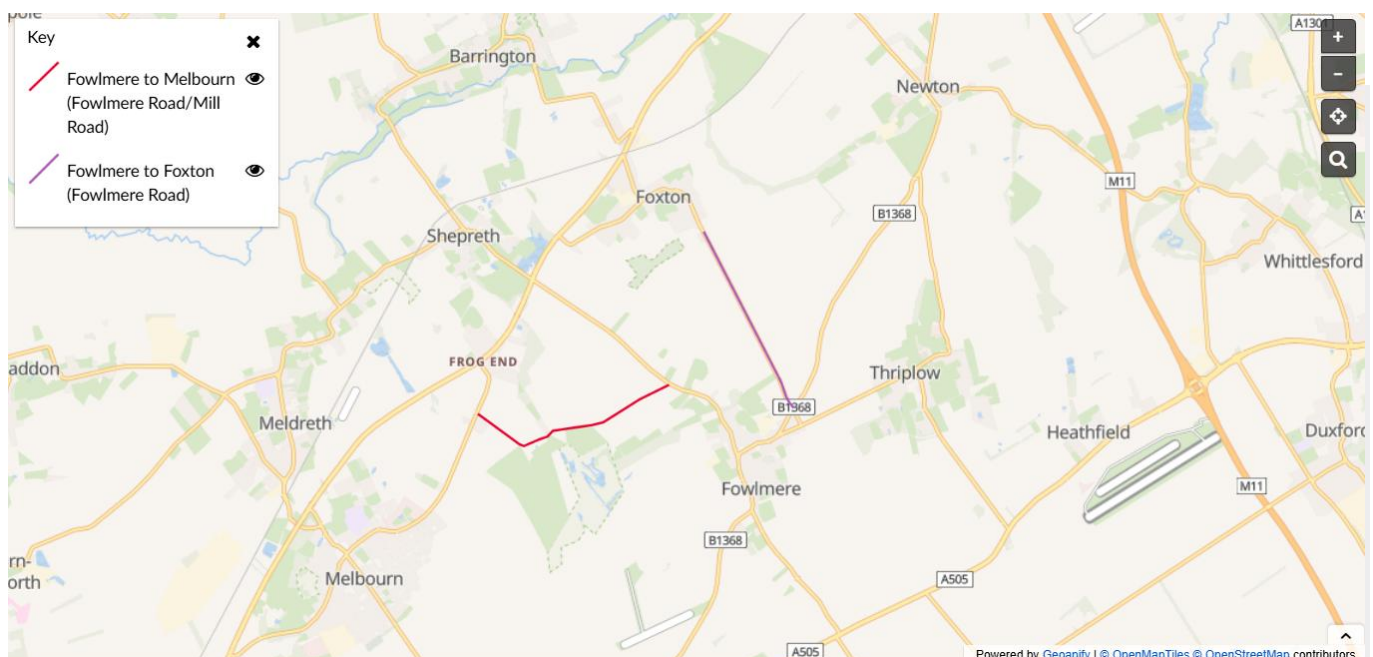
Two routes had been identified for opportunities to improve active travel conditions as they provide links between rural villages to access key amenities such as a GP surgery, library, railway station and shops. These routes are Fowlmere Road / Mill Road, linking Fowlmere and Melbourn, and Fowlmere Road, linking Fowlmere and Foxton.

Responses will form the evidence base for local support for active travel in and around the villages. It will enable the county council to prioritise schemes and consider routes to develop further if funding becomes available.

The survey opened in mid-December 2025 and ran for three months until late March 2026.

The survey has been split into two reports: Fowlmere and Melbourn, which focuses on Fowlmere Road / Mill Road; and Fowlmere and Foxton, which focuses on Fowlmere Road. This report focuses on Fowlmere Road / Mill Road, between Fowlmere and Melbourn.

The route covered in this report is the left-most red line on the map, connecting Fowlmere and Melbourn via Fowlmere Road / Mill Road.



walk  wheel  cycle 

Engagement

Advertisements were included in the February 2026 editions of the Fowlmere & Thriplow Newsletter and Foxton Laurentian. Posters were sent to various local organisations including Fowlmere Parish Council, Foxton Parish Council and Melbourn Parish Council, to advertise through various medias. Physical leaflets were delivered to residential properties in Foxton and Fowlmere, with Fowlmere Parish Council supporting.

The survey was available to complete online via the Your Voice platform, and paper copies of the survey were also made available to collect at locations in each parish.

Report Overview

A total of 250 responses were received, with 122 from Fowlmere (48%), 57 from Foxton (23%), 24 from Melbourn (10%) and 47 from other places (19%). These included neighbouring villages such as Whaddon, Meldreth, Thriplow and more.



A short summary of the survey results:

- 66%** of respondents would cycle more along the route if measures were introduced to improve active travel conditions
- 51%** of respondents would walk more along the route if measures were introduced to improve active travel conditions
- 47%** of respondents would consider changing their transport mode from car or other motorised vehicle to active travel if active travel measures were introduced along the route
- 90%** of respondents would support a type of active travel measure being introduced along the route
- 59%** of respondents would consider separating active travel users from vehicles as the most important measure to be introduced

walk  wheel  cycle 

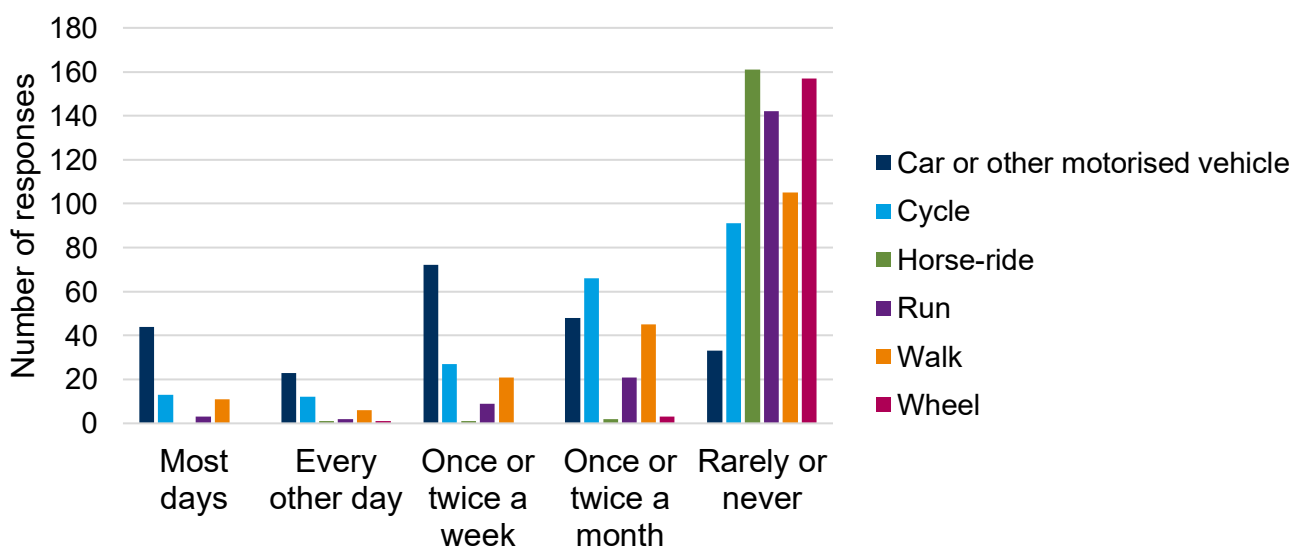
Q1 – Frequency of Travel

The first question on the survey asked residents how often they walk, wheel, run, cycle, horse-ride and travel by car or other motorised vehicle on Fowlmere Road / Mill Road (Figure 1). This clearly demonstrated car dependency with only 13% of respondents stating they rarely or never travel by car. Methods of active travel were marginal; cycling being the only form where over half of respondents used it once or twice a month, or more.

Car dependency may suggest a number of possibilities, including a lack of infrastructure to make active travel users feel safe and confident, that users may consider it takes too much time or possibly, that users travel too far to consider using active travel.

As many people do walk (17%) or cycle (24%) occasionally, it indicates that behaviour change can be possible with the right interventions, which is explored later in the survey.

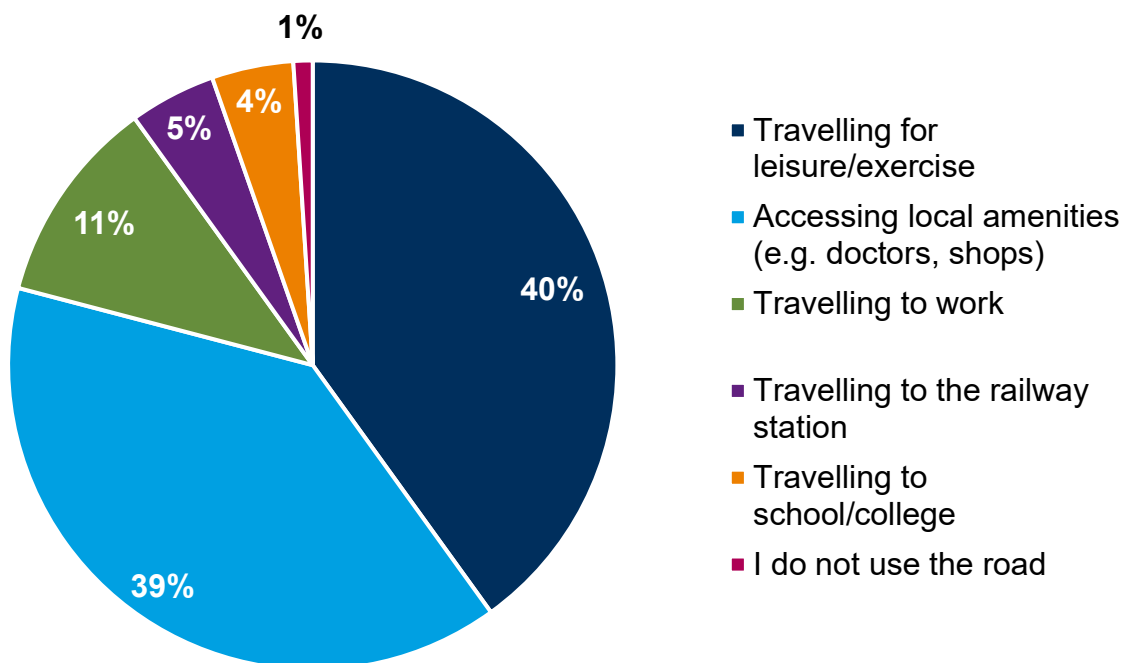
Figure 1 - Do you travel on Fowlmere Road/Mill Road? If so, by what means and how frequently?



Q2 – Purpose of Travel

Respondents were then asked for what purpose they typically use the road for (Figure 2). 40% of respondents stated they used it for leisure or exercise, 39% for accessing local amenities, 11% for travelling to work, 5% for accessing the railway station, 4% for travelling to school or college and 1% do not use the road.

Figure 2 - For what purpose do you travel on Fowlmere Road/Mill Road?



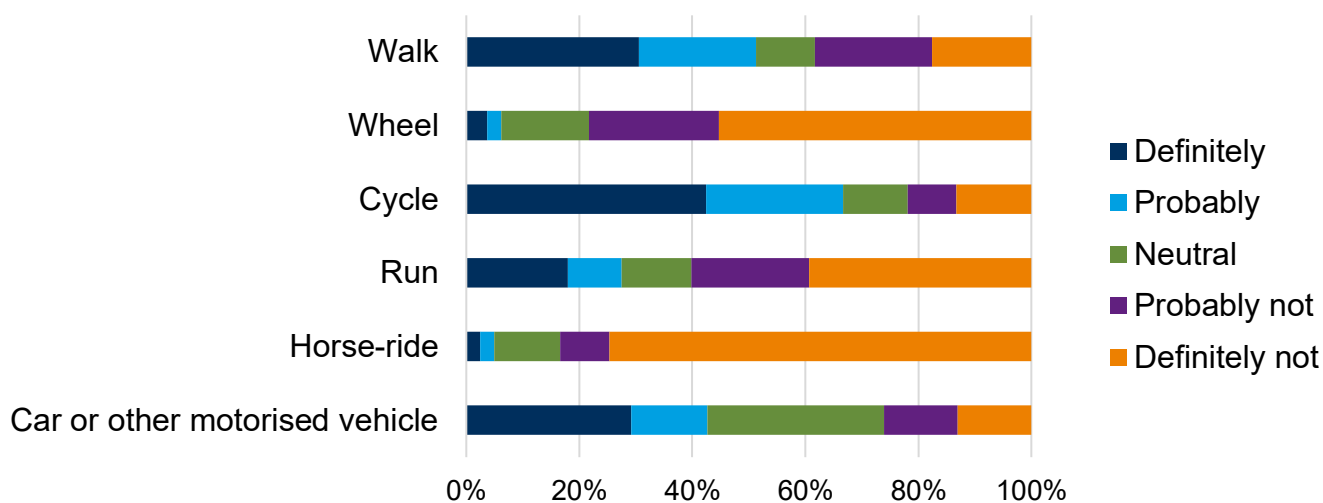
walk  wheel  cycle 

Q3 – Propensity to Change Mode

Respondents were then asked whether they would consider using more sustainable modes of transport if active travel measures were introduced (Figure 3). 35.6% of respondents were positively inclined toward change, 15.5% were neutral and 48.9% were resistant to change.

Car or other motorised vehicles users were open to change with only 26% stating they would definitely not or probably not change transport modes, demonstrating potential for mode shift. Cycling had the strongest result with 67% open, suggesting that the demand is there and residents are ready to cycle if conditions improve. Walking results demonstrated a moderate openness with roughly half indicating they'd be open to walk more. Overall, the data suggests that behaviour is constrained more by conditions than attitudes, indicating a strong scope for targeted active-travel interventions.

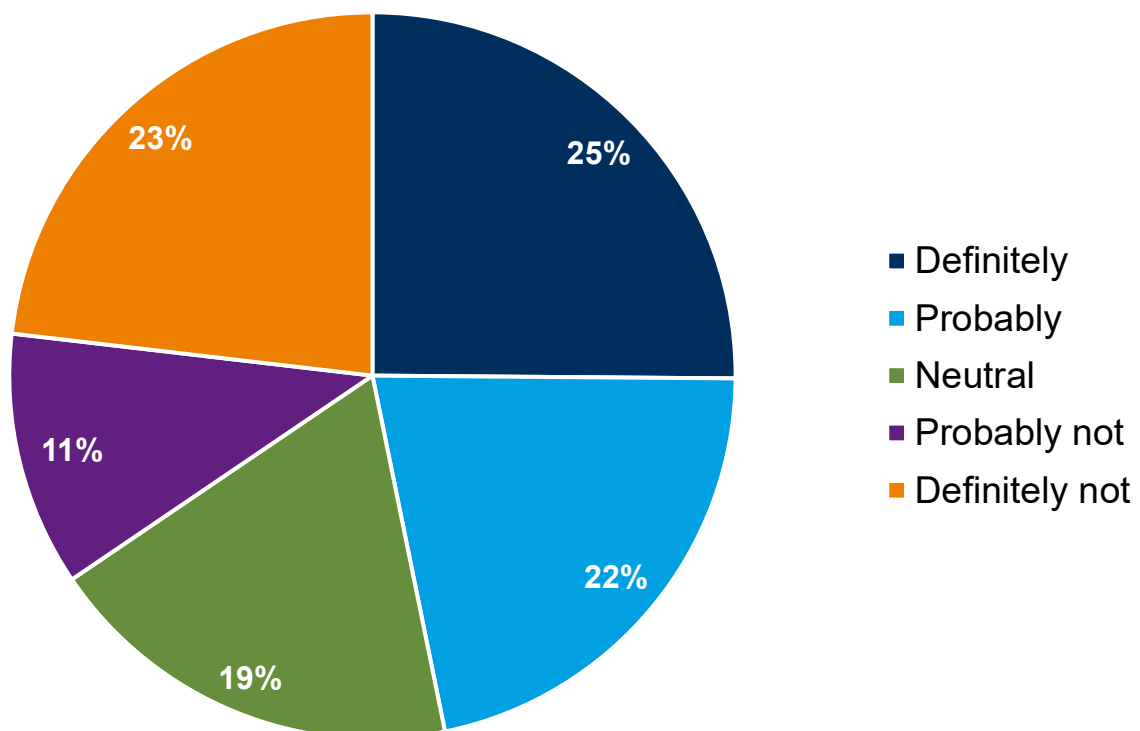
Figure 3 - If active travel measures were introduced along Fowlmere Road/Mill Road to encourage greater use by sustainable transport modes, would you use it more?



Q4 – Propensity to Change Mode from a Motorised Vehicle

The survey then asked a question specifically to those that indicated using a car or other motorised vehicles on the route and whether they would consider changing their transport mode to active travel if active travel measures were introduced (Figure 4). This showed that 47% would definitely or probably change, whilst 19% remained neutral. This demonstrates that the majority of vehicle users are open to change.

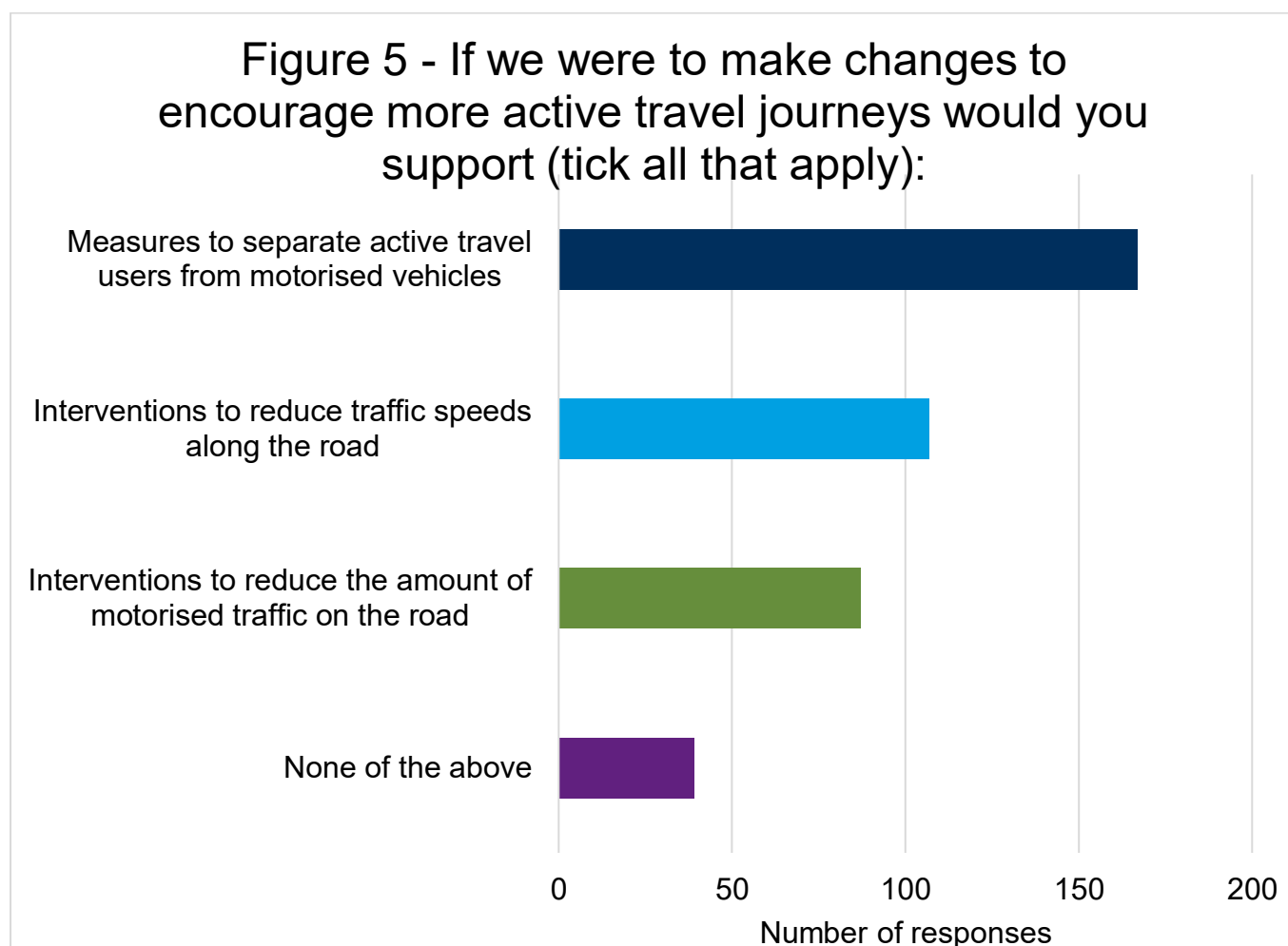
Figure 4 - If you previously indicated using a car or other motorised vehicle, would you consider changing your transport mode to active travel if active travel measures were introduced?



Q5 – Views on Active Travel Interventions

Respondents were asked what type of active travel measures they would support, if any (Figure 5). 42% supported measures to separate active travel users from motorised vehicles. Speed reduction (27% of respondents) and vehicle restrictions (21% of respondents) each had a moderate level of support. Opposition to any active travel measures was limited at 10% of respondents.

Overall, these findings suggest that the introduction of active travel measures is broadly supported where it improves safety and comfort for all.

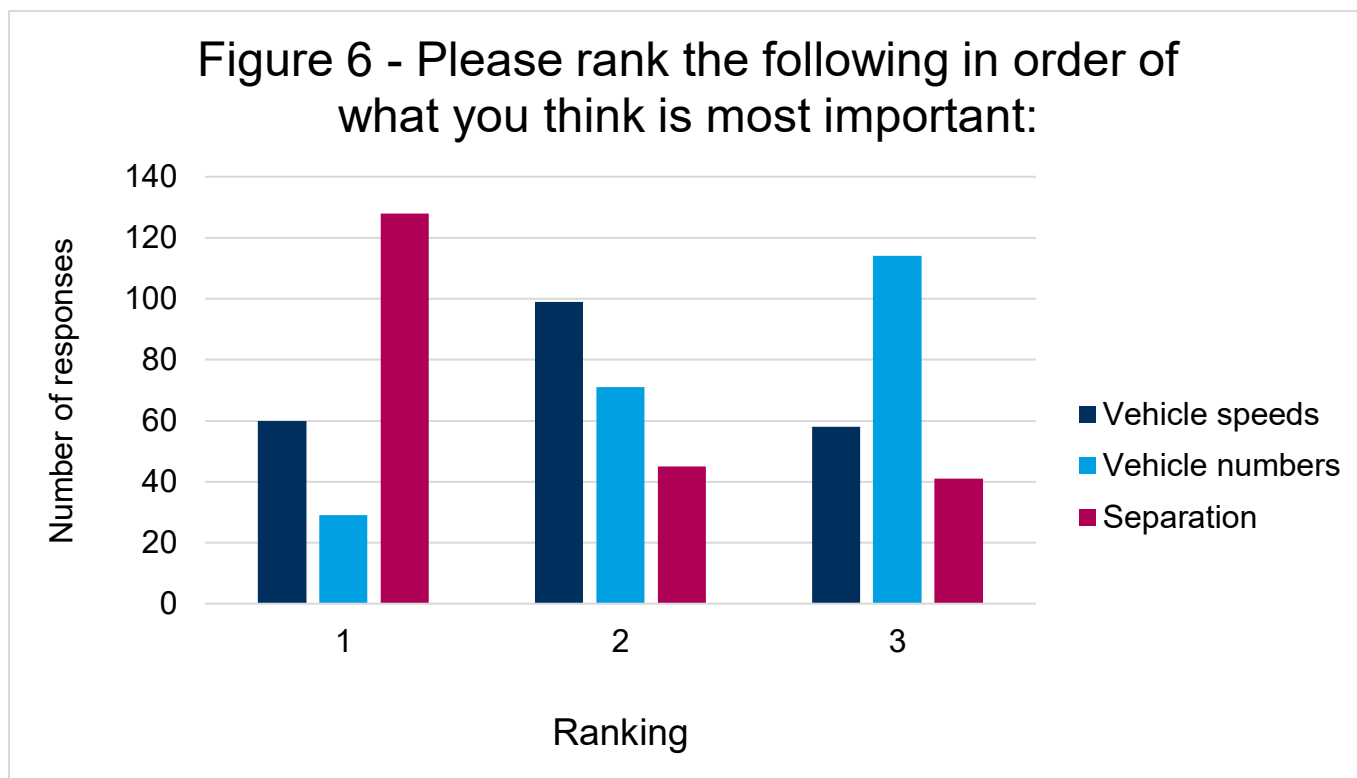


walk  wheel  cycle 

Q6 – Ranking of Active Travel Interventions

When asked to rank active travel interventions by what they thought was most important, respondents showed a clear and consistent preference for measures that physically separate active travel users from motorised vehicles (Figure 6). Nearly 60% ranked separation as the most important measure, well ahead of speed reduction, while reducing the number of motor vehicles was most commonly ranked least important. This mirrors earlier findings on support levels and indicates that separation between modes is the most supported and the highest priority for respondents.

In the below figure, respondents were asked to rank the interventions from most important (1) to least important (3).



walk  wheel  cycle 

Q7 – Comments on Active Travel

The final question asked if respondents had any other comments they wished to make about active travel between Fowlmere and Melbourn. Responses were processed into broad categories to support analysis. Table 1 gives a summary of the comments and detailed responses can be found in Appendix A.

Open-ended responses reinforce the quantitative findings, with safety, maintenance and separation emerging as the dominant concerns. The most frequently raised issues related to road condition and perceived danger from traffic speed or driver behaviour, indicating that existing conditions constrain use by non-motorised users. Support for segregated walking and cycling routes is strong and appears organically in comments, while views on restricting motor access are balanced, reflecting a genuine trade-off rather than blanket opposition. Overall, the comments suggest broad conditional support for change, provided interventions improve safety, connectivity and inclusivity while respecting local character.

Table 1 - Comments on Active Travel	Number of comments
Road condition, potholes and passing place maintenance	84
Safety concerns from traffic speed or driver behaviour	58
Support for segregated cycle/walking routes	42
Opposition to restricting motor access	38
Support for reducing motor access	35
Connectivity issues	31
Children, school access and family travel needs	27
Preference for minimal intervention and protection of rural character	22
General support for active travel in principle	20
Equestrian inclusion and horse safety consideration	18
Need for junction improvements	16
Environmental, landscape or RSPB-related concerns	14
Accessibility needs	13
Lighting and visibility concerns	9
Comments about survey process or survey design	19
Grand Total	446



walk  wheel  cycle 

GREATER CAMBRIDGE
SHARED WASTE

[illegible]



Melbourn Hub

“For the Communityby the Community”

Services

- Café
- Room Hire
- Library
- Health & Wellbeing Services
- Citizen's Advice
- Cambridge Building Society
- Events
- Art Exhibitions
- Lunch Club
- Storytime
- Parish Council Office
- Information



People

- Over 40 Café, Library and Reception Volunteers
- 17 Staff
- Management Group of 8 Volunteers



Customers

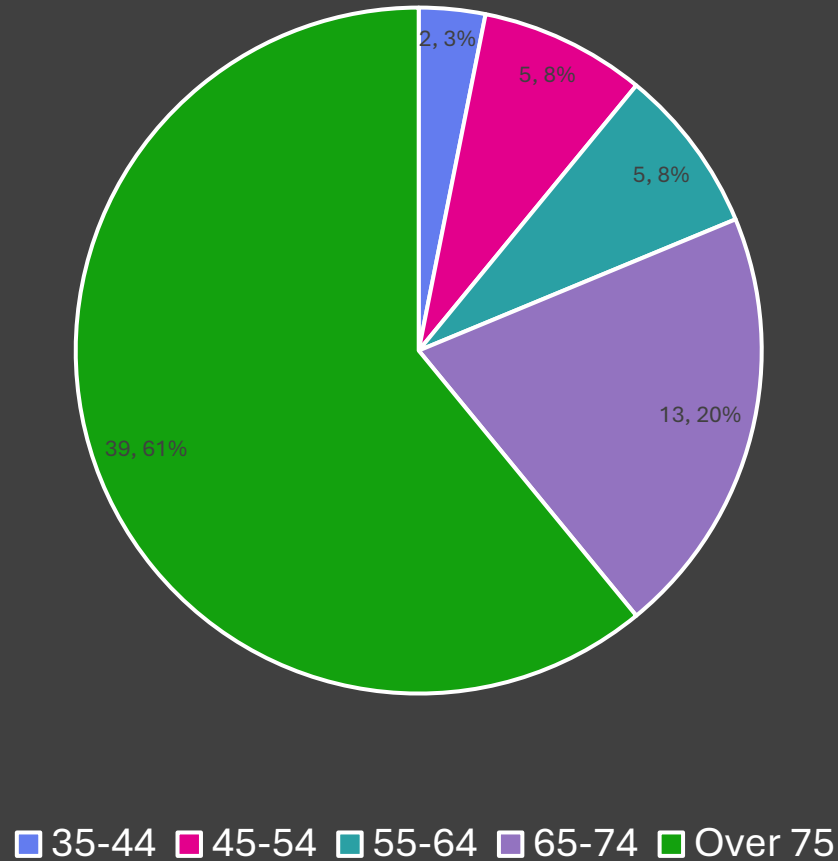
Customer survey 2025

100% of respondents
said they would
recommend us to
others!

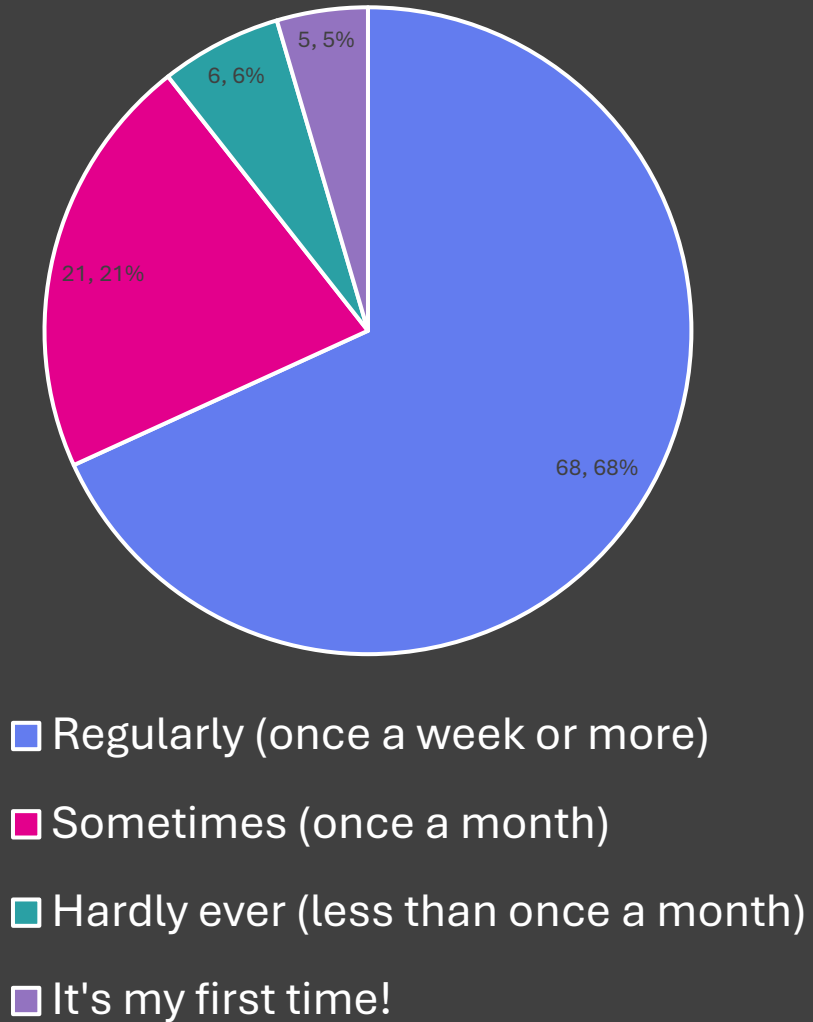


Customers

Demographics (age of respondents)



How often do you visit the Hub?



Finances

- Strong financial position maintained
- Café sales increased to £232k
- Increased demand for room hire





Our year...

- Uplifted café furnishings
- Hosting Cambridge Building Society
- Additional health & wellbeing services
- New menu
- More seasonal and special events
- More volunteering & employment opportunities
- Strong financial position maintained



Memory Café with Tom Huttlestone



Well-being walks to Stockbridge meadows



Coffee morning at Vicarage Close



Melbourn Community & Timebank Report: July '26

July activities

2	Chair based Yoga sessions at Coffee morning	
1	Games night 7 attendees	
2	Social Prescriber referrals	
1	Dementia Friendly Singalong 10 th	
1	Referral to Kari, Acre Village Agent	
8	MACS Cozy Corner sessions	
9	MACS Food Bank sessions	
1	Meeting with Karina - Social Prescriber	
1	Memory Cafe 18 th 49 attendees	
5	Coffee mornings	
Regular activities		

Mondays	Food Bank 9.30-11.30 at The Pavilion & Lunch at 12.00 and Cozy Corner 12-3 with Craft group at Vicarage Close Games nights once per month at The Black Horse
Wednesdays	Wellbeing Walk 10.30 🚶
Thursdays	Coffee Morning 10-12 at Vicarage Close with Yoga every 2 weeks and Food Bank 9.30-11.30 at the Pavilion and then Cozy Corner 12-3 at Vicarage Close

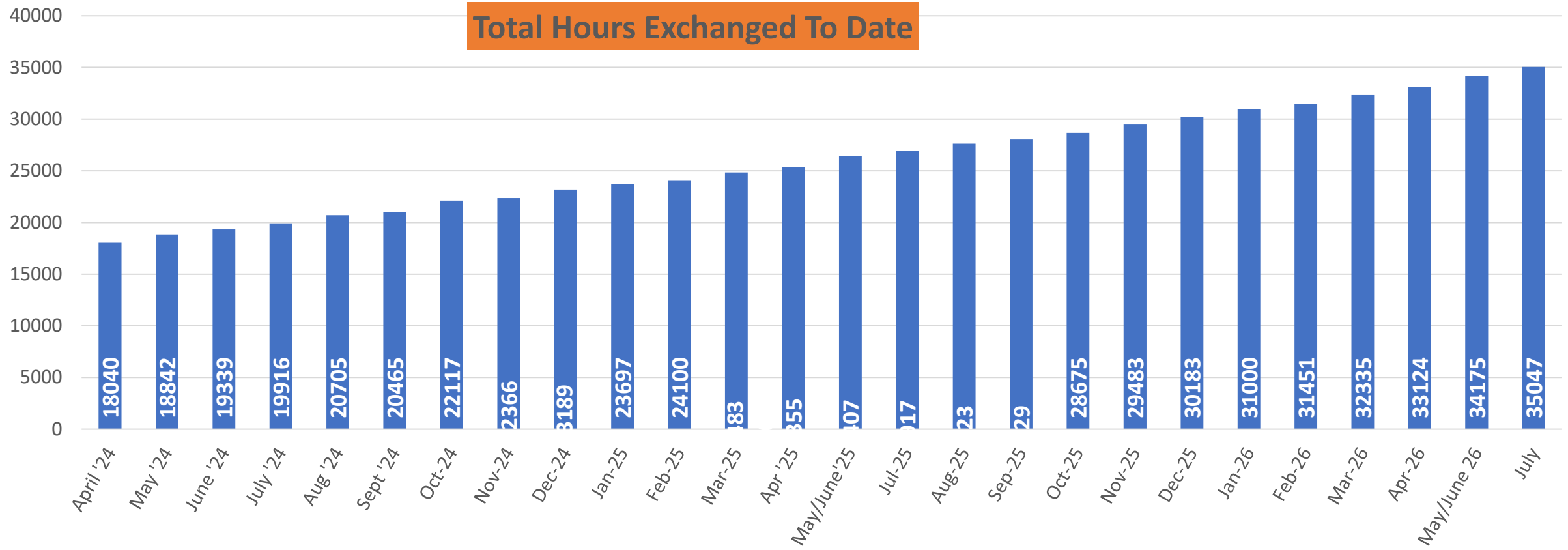
Membership growth data: to 27/07/26

	June	July	Conversion	Pipeline
Individual Members	176	179	3	3
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
2120	554	5193

Total Hours Exchanged To Date



AOB/Forthcoming Events

- Helped local resident with furniture
- Assisted ex-Melbourn resident in accessing emergency food
- Community support for Dementia Trip to Felixstowe 22nd August
- Annual Picnic 26th August with Mix Music

Community Allotment Expenses Invoice 5

8 Feb 2026	NR Tomatoseed Seeds.	£12.40
9 Mar 2026	HuwGrays Sharp Sand	£8.40
3 Mar 2026	Phillimore GC Compost	£8.07
14 Mar 2026	Phillimore GC Plants	£25.89
17 Mar 2026	Phillimore GC Manure/Grit.	£12.59
17 Mar 2026	Phillimore GC Compost etc.	£56.65
4 Apr 2026	Phillimore GC Aggregates	£11.13
27 Apr 2026	Amazon Polyunnel	£104.99
30 Apr 2026	Norbury's Band Strapping	£11.40
30 Apr 2026	Norbury's Stakes	£16.80
1 May 2026	Urban Plastics Pipe Insulation	£18.29
TOTAL		£286.61

Note - July 2026

all receipts received and processed.

<i>allotment Grants</i>		
<i>2024/25</i>	<i>Donation</i>	<i>500.00</i>
<i>2024/25</i>	<i>allottment Expenses</i>	<i>-287.13</i>
<i>2025/26</i>	<i>Donation</i>	<i>500.00</i>
<i>2025/26</i>	<i>allottment Expenses</i>	<i>-339.89</i>
<i>2025/26</i>	<i>allottment Expenses</i>	<i>-48.48</i>
<i>2025/26</i>	<i>allottment Expenses</i>	<i>-286.61</i>
		<i>37.89</i>

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

29 June 2026

Dear Sirs

**Land at New Road, Melbourn
S106 obligation Adoption of LEAP, LAP and Residential Open Space**

We refer to our letter of 10 February 2025 relating to the adoption of the LEAP, LAP and other incidental residential open space pockets within the development, together with Melbourn Parish Council's reply of 15 January 2026 and James Fisher's considered response of 23 June 2026.

As our original offer of £70,000 for transfer of the open space areas was not considered acceptable by Melbourn Parish Council, Hopkins Homes are prepared to increase the commuted sum to £80,000 (eighty thousand pounds) to cover maintenance of the LEAP, LAP and other incidental open space pockets as identified on plans forwarded previously.

We attach a Kompan Play Equipment Warranty Information Sheet identifying the warranty time periods for different parts/elements of Kompan equipment, eg:

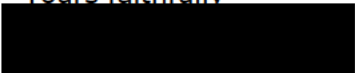
- Lifetime Warranty – Hot dip galvanised parts, stainless steel parts
- 15 year Warranty – Robinia wood parts, aluminium parts
- 10 year Warranty – Stainless steel slides, Ropes & Net constructions

Kompan advise that each piece of equipment carries a unique reference number which cross references back to the installation. There is no requirement for any paperwork exchange for transfer of equipment to another body, the equipment identification serves as warranty and automatically carries forward to future owners.

The play area was installed and the post installation inspection completed on 20 January 2023. The installation guarantee is 12 months post installation and then warranties commence after this guarantee period, ie from January 2024. We attach a summary sheet of the equipment installed on the LEAP.

Please can this commuted sum offer be raised at your next Maintenance Committee Meeting/ Full Council Meeting and we look forward to your response shortly thereafter.

Yours faithfully



Planning Co-ordinator

Encs

Warranty



Lifetime Warranty*

- Hot-dip galvanized parts
- Stainless steel parts
- EcoCore™ and other high-density polyethylene (HDOE) panels

* KOMPAN's LIFETIME warranty is in effect for the lifetime of the product until the product is uninstalled and/or taken out of use. In addition, KOMPAN's general terms and delivery conditions apply and supplement this warranty



15-year warranty

- Robinia wood parts
- Oak wood parts
- High-pressure laminate (HPL) parts
- Aluminum parts



10-year warranty

- TexMade™ posts
- Pre-galvanised posts with painted top layer
- Painted surface on galvanised or aluminium metal parts
- Stainless steel slides
- Electrogalvanised metal parts
- Moulded PP decks
- Solid plastic parts
- Hollow plastic parts
- Transparent polycarbonate (PC) parts
- Rope & net constructions
- Wood-plastic composite (WPC) parts
- Ash, pine and other wood types



5-year warranty

- Resin-coated plywood parts
- Springs & ball bearing assemblies
- Graphic print on transparent PC panels
- Concrete parts
- FLEXOTOP™ ECO system with virgin EPDM top layer
- Galaxy connection balls



2-year warranty

- Moveable plastic & metal parts
- Rubber membranes
- Screens and electronic parts
- Sunshades & sail solutions
- Nylon nets
- Spare parts

Warranty coverage

This warranty applies to KOMPAN's products for the time periods described for each product type above and with the limitations described in this warranty. The warranty period applies from the date of purchase by the first customer. This warranty covers only defects in materials, production errors and structural integrity failures caused by defects in design, materials or manufacturing. KOMPAN's liability under this warranty is limited to repair or replacement of defective products, without charge, at KOMPAN's discretion.

Proper installation and maintenance

The warranty only applies if KOMPAN's products have been installed according to the instructions provided by KOMPAN and maintained correctly according to the KOMPAN Maintenance Manual. All warranty claims shall be accompanied by full documentation for proper installation and maintenance.

Freight and warehousing

Global transport and logistics arranged by KOMPAN appointed forwarder. Products/items are not to be stored outside waiting for installation and must be kept dry at all times.

Near water installations

Products installed in direct contact with chlorinated water or saltwater (Waterparks), or products installed within 200 metres from the shore are not covered by the KOMPAN warranty for any defects caused by corrosion. Specially designed products (handled via the department for customised products), provided they have been upgraded to corrosion class C4 prior to delivery, installed within 200 metres from the shore (and not in direct contact with saltwater/spray of saltwater or chlorinated water (e.g. water parks)) shall, subject to the applicable warranty period for each product type set out in the general warranty, be covered only against structural failure caused by corrosion (excluding moving parts) and under no circumstances for any period longer than 10 years.

Warranty Exclusions

This warranty does not cover any damage caused by accident, improper care, negligence, normal wear and tear, surface corrosion on metal parts, discoloured surfaces and other cosmetic issues or failures due to misuse or vandalism. Natural changes in wood over time are considered cosmetic issues and are not covered.

Third-party supplied products & services

KOMPAN provides non-KOMPAN branded products and installation services performed by certified third-party suppliers. This general KOMPAN warranty does not apply to such non-KOMPAN branded products and installation services, which may carry their own warranties. KOMPAN will pass on information on such warranties where possible.

Clatter Bridge



Balance Trail – 3 items



Seesaw



Basket Swing



Mixed toddler and junior swing



Multiplay – Slide Climber



Climber



Carousel



Seating



PC075 2627b) IT Equipment

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Overhead Expenditure							
4190 Office Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%
Total Overhead	0	0	1,000	1,000	0	1,000	0.0%
Total Income	0	0	0	0			0.0%
Total Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Income over Expenditure	0	0	(1,000)	(1,000)			

Please note sufficient funds NOT available on 4190 Office Equipment budget – remaining funds would be retrieved from a suitable reserve.

IT equipment for the office

It is proposed that the office requires IT equipment to update provision for current staff member and provide equipment for new member of staff (Community Coordinator).

It would be beneficial for the Finance Administrator to have a laptop to enable working elsewhere – the current desktop PC means this role can only be carried out from the office. To support flexible working and provide the most efficient service we would like to upgrade to a suitable laptop. A laptop, dock and relevant software transfer is required.

It is hoped that advertising for the new Community Coordinator role will commence soon – a laptop, dock, screens and relevant software is required for the role.

4 screens total are required to provide new screens for new role and upgrade current set ups of RFO and Deputy Clerk.

One additional 365 licence and security software should be calculated at £14.30 per month.

Due to fluctuating hardware prices quotes are only valid for up to 24 hours. To address this, it is proposed that a budget of up to **£2,500** for hardware be considered.

Quotation Number : **44712**

Date : 15 July 2026

Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Melbourn
SG8 6DZ

Lucid Systems Ltd
Blue Sky Business Centre
Silver Hill
Hintlesham
Ipswich
IP8 3NJ

RE : **2 New Laptops**

Qty	Item / Description	Unit Price	Total
2	Lenovo Laptop AMD Ryzen 5 7520U Laptop 39.6 cm (15.6") Full HD 16 GB LPDDR5-SDRAM 256 GB SSD	525.00	1,050.00
2	New PC Installation Setup of a standard business computer onto customer network. Transfer of any data required from previous computer where machine is a replacement. Installation of remote access software and anti-virus software where applicable. Documentation and asset tagging of machine.	225.00	450.00
2	Lenovo Dock	150.00	300.00
4	Lenovo 24" monitor 1080p monitor 100Hz refresh rate	89.99	359.96
2	Display port to HDMI cable	7.00	14.00
1	Microsoft 365 Business Standard (NCE COM 1YR MTH) Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees. For existing subscribers the committed Licence Period is from Order Date until your next Annual Licence renewal date. For new subscriptions the committed licence period is 12 months. Payable Monthly.	10.30 (Per Month)	10.30
1	Lucid Managed EDR Solution Comprehensive security solution designed to prevent, detect, and respond to ever-changing cyber threats. Leveraging advanced machine learning and AI, providing real-time threat detection, automated remediation, and rollback capabilities.	4.00 (Per Month)	4.00

Qty	Item / Description (Continued)	Unit Price	Total
1	Delivery	15.00	15.00

Subtotal £ 2,203.26

Due to ongoing fluctuations in hardware prices, quoted pricing is valid for 24 hours.

VAT at 20 % £ 440.65

Total £ 2,643.91

To confirm your order of the above items/services please sign and return to Lucid Systems.

Signed.....Date..... PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>

POLICY AND PROCEDURE: COMMUNITY FACILITIES AND SERVICES: EQUAL OPPORTUNITY FOR ACCESS

PURPOSE: Melbourn Parish Council (MPC) has an Equality and Diversity Policy (Doc 5.02) that aims for equal opportunities for all and protection of right for all groups, and this policy works in conjunction with the Equality and Diversity policy to ensure that all members of the community have equal access to community facilities.

SCOPE: An inclusive community requires that all members of a community have fair and equal access to its resources and facilities. For example, improved access to buildings is beneficial to all members of the community, e.g. people pushing prams.

Under the Equality Act 2010, a disabled person is someone who has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out normal daily activities. MPC will consider the building access requirements of all members of the community and will consider whether individuals might need other adjustments or enhancements to provide them with equal opportunities of access Council facilities and services.

This policy covers anyone with additional requirement in order to access council services and facilities.

POLICY: MPC has a policy of promoting greater access to all to Parish buildings and strives to progressively improve access to all services provided by the council.

PROCEDURE:

1. Existing Facilities and Services.

~~1.1 Melbourn Parish Council will ensure that its buildings comply with the Building Regulations 2010: Approved Document M — Access to and use of buildings, Volume 2: Buildings other than dwellings, 2015 edition incorporating 2020 and 2024 amendments, for use in England. Part M's requirements will be met where reasonable provision is made to ensure that buildings are accessible and usable.~~

~~1.1 Melbourn Parish Council will ensure that its buildings comply with PART M, Volume 2 of the Building Regulations (2015 edition). Part M's requirements will be met if 'Reasonable provision is made to ensure that buildings are accessible and usable.'~~

1.2 Examples of accessibility requirement for disabled people, regardless of disability, age or gender include that people should be able to:

MELBOURN PARISH COUNCIL

Doc. No.: 4.05

Version: 32

Date approved: ~~26 June 2023~~ 29 July 2026

Review date: ~~26 June 2026~~ July 2029

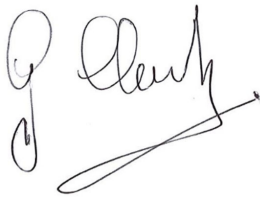
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- (a) Gain access to buildings and to gain access within buildings and use their facilities, both as visitors and people that live or work in them;
- (b) Use sanitary conveniences in the principal storey of a new dwelling;
- (c) Where a member of the public is hearing impaired, the council should offer appropriate assistance when they attend and participate in public meetings of the Parish Council and visit the Parish Office. (prior arrangement to be made with the Parish Clerk).
- (d) For members of the public who have English as a second language, to attend and participate in public meetings of the Parish Council and at the Parish Office with the support of a language interpreter or translation application (prior arrangement to be made with the Parish Clerk).

- 1.3 Melbourn Parish Council understand the importance of equal access for all to services and facilities and will continue to monitor the needs of those in the community. The council will strive to make any necessary changes to ensure services and facilities are accessible.

2. Future facilities and services

- 2.1 MPC will plan future facilities and services with equal opportunities in mind.
- 2.2 MPC will constantly review existing facilities and services and enhance accessibility where either technology or standards change.
- 2.3 MPC will ensure both staff and councillors take accessibility into account with both training and decision making.



Document Approval:

(Chair to Melbourn Parish Council)

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Date of Parish Council meeting: ~~26 June 2023~~ 29 July 2026

Review Policy: Every 3 years

MELBOURN PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on Wednesday ~~30 July 2025~~ 29 July 2026 – based on the Model Financial Regulations template produced by the National Association of Local Councils (NALC).

1. General

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

1.6. The council must not delegate any decision regarding:

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

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

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

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

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

2.6. At least once in each quarter, or every month there is a meeting, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as

evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

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

3. Accounts and audit

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

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

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

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

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

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

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.5. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

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

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

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

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

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank for daily banking. The arrangements shall be reviewed six monthly for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~or to comply with contractual terms~~, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the councils banking arrangements ~~up to the sum of £10,000,~~ provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or Clerk shall set up all items due for payment online. A list of payments for approval shall be distributed to all signatories by email for two authorised signatories to action.
- 7.5. In the prolonged absence of the Service Administrator the Clerk, or delegated person, shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the approvals list before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members or the Clerk or RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The

approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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

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

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

~~7.12-7.13.~~ ated.

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

8. Payment cards

8.1. Any corporate credit card or trade card account opened by the council will be subject to the conditions set out in Document 4.35 Credit Card Policy.

9. Petty Cash

~~9.1. The RFO shall maintain a petty cash account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~

~~a) Any £ cash income received must not be paid into the a petty cash float but must be separately banked, as provided elsewhere in these regulations.~~

~~b) A petty cash account is not held by Melbourn Parish Council. Payments by employees should be made via credit card or through the expenses procedure.~~

~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

10. Payment of salaries and allowances

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

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

10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and

conditions of employment without the prior consent of the council or relevant committee.

- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by signatories to ensure that the correct payments have been made.
- 10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 10.8. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

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

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

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

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

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

12.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.

13. Payments under contracts for building or other construction works

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

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

14. Assets, properties and estates

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

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

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

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

(including an adequate level of consultation with the electorate where required by law).

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

15. Insurance

- 15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances in consultation with the Clerk.
- 15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Suspension and revision of Financial Regulations

- 16.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 16.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 16.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~30 July 2025~~ 29 July 2026

Document Review Policy: 1 Year from last approval

Scheme of Delegation to Officers and Committees

1. Background

The purpose of the Scheme of Delegation is to support council efficiency by formally transferring authority for routine operations and day-to-day administrative decisions from the Full Council to specified committees and officers. This transfer of power is legally enabled under Section 101(1)(a) of the Local Government Act 1972, which permits a local authority to arrange for the discharge of any of its functions by a committee, a sub-committee, or an officer of the council. Adopting this scheme does not diminish the council's ultimate authority; under Section 101(6) of the same Act, the Full Council legally retains sole responsibility for non-delegable statutory duties, including setting the precept, authorising loans, and approving the annual accounts. This framework ensures that while routine matters are dealt with by staff, all major financial and strategic choices remain firmly in the hands of elected members.

2. Introduction

This Scheme of Delegation authorises the Proper Officer to act on behalf of Melbourn Parish Council in accordance with Section 101 of the Local Government Act 1972.

The purpose of this scheme is to:

- Enable the efficient day-to-day administration of Council business.
- Ensure timely decision-making between Council meetings.
- Clarify matters delegated to the Clerk.
- Maintain appropriate accountability through reporting arrangements.

All powers delegated under this scheme shall be exercised in accordance with:

- The Council's Standing Orders.
- The Council's Financial Regulations.
- The Council's adopted policies.
- Approved budgets.
- Relevant legislation and statutory guidance.

Matters specifically reserved to Full Council by law or Standing Orders are excluded from this scheme. The following matters are reserved to Full Council by legislation, Standing Orders and Financial Regulations;

- Setting the budget.
- Setting the precept.
- Borrowing.
- Approval of Accounting Statements.
- Approval of Annual Governance Statements.
- Approval of AGAR.
- Declaring eligibility for General Power of Competence.

- Responding to internal and external audit recommendations.

3. General Principles

3.1. The Clerk shall exercise delegated powers reasonably, proportionately and in the best interests of the Council.

3.2. Delegated decisions must be:

- Within approved budgets;
- Within policy approved by the Council; and
- Reported to Council where appropriate.

Nothing within this scheme prevents the Clerk from referring any matter to Full Council where, in their professional judgement, it is appropriate to do so.

Where powers are delegated to the Clerk under this Scheme, the Clerk may authorise another employee to undertake administrative actions necessary to implement those powers, provided that overall responsibility remains with the Clerk.

4. Internal Officer Delegation

The Clerk, as Proper Officer, may delegate any administrative or operational function conferred by this Scheme to the Deputy Clerk or another suitably qualified employee of the Council where such delegation is necessary for the efficient conduct of Council business.

Any such delegation:

- shall remain under the supervision and control of the Clerk;
- shall not exceed the powers delegated to the Clerk under this Scheme;
- shall comply with the Council's Standing Orders, Financial Regulations, adopted policies and statutory requirements;
- shall not include any matter specifically reserved by statute, Standing Orders, Financial Regulations or Council resolution to Full Council, a committee, the Chair or the Responsible Financial Officer;
- shall be limited to the period and purpose for which the delegation is required.

In the temporary absence, incapacity or unavailability of the Clerk, the Deputy Clerk may exercise the delegated powers of the Clerk where necessary for the continuation of Council business, subject to the limitations contained within this Scheme and any specific directions of the Council.

5. Proper Officer Functions

The Clerk is authorised to:

- Carry out the statutory duties of Proper Officer.
- Serve summonses and notices for meetings.
- Prepare agendas and reports.
- Publish minutes and statutory notices.
- Maintain registers and records.
- Manage and respond to correspondence.
- Execute Council decisions and instructions.
- Deal with routine communications on behalf of the Council.
- Arrange elections and liaise with electoral authorities when necessary.

Where the Clerk is unavailable, references in this Scheme to the Clerk shall include the Deputy Clerk when acting as Proper Officer or under delegated authority.

6. Administration

The Clerk is authorised to:

- Manage the day-to-day administration of the Council.
- Supervise Council staff.
- Maintain Council records.
- Maintain the Council website and social media platforms.
- Respond to routine enquiries.
- Liaise with local authorities, contractors, utility providers and partner organisations.
- Arrange routine maintenance and repair of Council owned assets.
- Obtain quotations where required by Financial Regulations.
- Commission routine works within approved budgets.

7. Financial Delegation

The Responsible Financial Officer is authorised to:

- Manage the Council's accounting systems.
- Maintain accounting records.
- Prepare budget monitoring reports.
- Submit VAT claims and statutory returns.
- Manage payroll and pension administration.
- Invest temporary surplus funds in approved accounts.
- Pay invoices and recurring expenditure approved within the annual budget.
- Apply for appropriate grant funding on behalf of the Council – reporting to the next appropriate meeting as required.

7.1. Delegated Expenditure

- a. A delegated committee may authorise expenditure up to:
£5,000 per item within an approved budget heading.
- b. The Clerk may authorise expenditure up to:
£1,000 per item within an approved budget heading.

Where expenditure exceeds these thresholds, prior approval of Council shall be required unless covered by emergency powers.

7.2. Emergency Expenditure

- a. The Clerk may authorise expenditure up to:
£2,000 per item in cases of serious risk to the delivery of Council services or to public safety on council premises.
- b. The Clerk in consultation with the Chair and supported by email approval process and majority vote may authorise expenditure up to:
£5,000 per item in cases of serious risk to the delivery of Council services or to public safety on council premises.
- c. The Clerk and Chair may authorise expenditure up to:
£15,000 per item where immediate action relating to emergency maintenance is required to protect Parish assets and the Hub business, subject to retrospective

approval by Full Council and the obtaining of appropriate cost estimates where practicable.

7.3. Grant Funding

The Clerk is authorised to:

- Identify and investigate grant and funding opportunities relevant to the Council's functions and objectives.
- Prepare and submit applications for grants, funding bids and expressions of interest where:
 - the project has been approved by the Council;
 - the activity is included within an adopted Council strategy, action plan or budget; or
 - the application does not commit the Council to unapproved expenditure or future liabilities.
- Liaise with funding bodies and provide supporting information required as part of an application process.
- Accept grant awards where acceptance does not commit the Council to unbudgeted expenditure, borrowing, additional staffing liabilities, land acquisition, or ongoing contractual obligations. All grant awards accepted under delegated authority shall be reported to the next Council meeting.
- Sign routine grant documentation and claims forms on behalf of the Council as Proper Officer.

The following matters shall remain reserved to Full Council:

- Applications requiring match funding not previously approved by Council.
- Applications that create ongoing financial commitments, additional staffing requirements or significant new obligations for the Council.
- Entry into funding agreements involving the acquisition or disposal of land, long-term leases or borrowing.

The Clerk shall report all grant applications submitted and grant awards received under delegated authority to the next available Council meeting.

8. Contracts and Procurement

The Clerk is authorised to:

- Obtain quotations and tenders in accordance with Financial Regulations.
- Place orders for approved works and services.
- Sign routine purchase orders and service agreements.
- Manage contractor performance.

The Clerk may not enter into contracts exceeding delegated financial limits without Council approval. All procurement activity shall comply with the Council's Financial Regulations, including requirements relating to estimates, quotations, tenders and procurement thresholds.

9. Staffing

The Clerk is authorised to:

- Manage Council employees on a day-to-day basis.
- Approve annual leave.

- Conduct employee appraisals and performance reviews in accordance with adopted staffing procedures.
- Arrange training within budget.
- Implement approved staffing policies.

The following remain reserved to Council:

- Creation of new posts.
- Permanent appointments to positions.
- Changes to salary scales.
- Formal disciplinary dismissal decisions.

10. Property and Assets

The Clerk is authorised to:

- Arrange routine maintenance and repairs.
- Commission inspections.
- Manage facilities bookings.
- Manage allotments, leases and licences within approved policy.
- Maintain asset registers.
- Ensure insurance cover remains adequate.

No acquisition or disposal of land shall take place under delegated authority.

11. Planning Matters

The Clerk is authorised to:

- Receive and circulate planning applications.
- Submit agreed Council comments.
- Seek extensions to consultation deadlines.

Where a statutory consultation deadline falls before the next available Council meeting, the Clerk may consult Members by electronic means and submit comments reflecting the majority view expressed by Members responding within the consultation period. Such comments shall be reported to the next Council meeting. The Clerk shall not determine Council planning policy.

12. Legal and Regulatory Matters

The Clerk is authorised to:

- Obtain legal, professional or technical advice within approved budgets.
- Make routine applications and submissions on behalf of the Council.
- Manage complaints in accordance with Council policy.
- Respond to Freedom of Information requests.
- Respond to Subject Access Requests.
- Ensure compliance with GDPR requirements.
- Manage insurance claims.

13. Urgent Matters Between Meetings

When an issue arises that:

- Cannot reasonably wait until the next scheduled meeting; and
- Requires an immediate decision;

the Clerk may act after consultation with:

- The Chair, or Chair of relevant committee; and
- The Vice-Chair where practicable; and
- Full Council via email if time allows.

Examples include:

- Health and safety matters.
- Emergency repairs.
- Legal deadlines.
- Business continuity issues.
- Reputational risks requiring an immediate response.

A written record shall be reported to the next Council meeting.

14. Emergencies and Business Continuity

In an emergency affecting Council operations, Council property or public safety, the Clerk is authorised to take all reasonable actions necessary to safeguard:

- Staff;
- Members;
- Residents;
- Council assets; and
- Essential services.

The Chair shall be informed as soon as reasonably practicable.

All actions taken shall be reported to Council.

15. Representation

The Clerk is authorised to:

- Represent the Council at meetings with:
 - Cambridgeshire County Council;
 - South Cambridgeshire District Council;
 - Local government bodies;
 - Contractors;
 - Professional advisers; and
 - Community organisations.

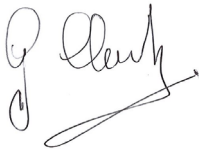
The Clerk may make factual statements on behalf of the Council but may not create new policy positions without Council approval.

16. Review

This Scheme of Delegation shall be reviewed annually by Melbourn Parish Council and amended as required to reflect legislative, organisational and operational changes.

Document Approval:

(Chair to Melbourn Parish Council)

A handwritten signature in black ink, appearing to be 'J. Smith', written in a cursive style.

Date of Parish Council meeting: 29 July 2026

Review Policy: Annually