



🏠 **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 - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday 16 September 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, McMahon (substitute), Kyprianou (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Lucy Capper (Assistant), Maureen Brierley (RMRG), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA086/2627 To receive and approve apologies for absence

Apologies received from Cllrs Barnes, Clark, Davey and Laight, Warden Keith Rudge and Chris Selway of the Allotment Association with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA087/2627 To receive any Declarations of Interest and Dispensations

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

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

c) To grant any requests for dispensation as appropriate

None received.

MA088/2627 To approve the minutes of the Maintenance Committee Meeting held on 19 August 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 19 August 2026 as an accurate record.

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

MA089/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA090/2627 Finance Matters:

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

No finance report was available on this date – a full finance report will be presented at Full Council in September.

b) To note spend of £18.33+VAT on yellow rattle seed for Stockbridge Meadows.

Item noted.

c) To note refund of £14.99 for pest control gloves due to no delivery.

Item noted.

d) To note refund of £28.87 for pest control boots due to no delivery and to note purchase of replacement at a cost of £32.95 from Workwear Express.

Item noted.

e) To consider approving costs of £100 for replacement rabbit traps.

It was RESOLVED to approve costs of £100 for rabbit traps.

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

- f) To note incorrect defibrillator pads purchased – incorrect item refunded and balance of £47.05+VAT for correct unit paid.

Item noted.

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

None received.

MA091/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for August 2026.

Report was noted.

- b) To consider application to SCDC 'Six Free Trees' <https://www.scambs.gov.uk/grants-and-funding/six-free-trees-open>

It was RESOLVED to make an application for the 'Six Free Trees' scheme – details of application to be confirmed by the office.

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

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

RMRG gave a verbal report. Monthly working parties continue. RMRG continue to progress with water quality checking and continue to perform kick sampling.

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

None received.

MA092/2627 Stockbridge Meadows:

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

Stockbridge Meadows volunteers gave a verbal report. The wildflower area has been cut and re-sown. The trial area has been prepared and sown.

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

It was noted that pest control advised that muntjak continue to be an issue at Stockbridge Meadows. Item was noted.

Steve Pitman entered the meeting 19:47

Maureen Brieley left the meeting 19:48

MA093/2627 Allotment Matters:

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

A report was sent in the absence of a representative. The conditions over the summer resulted in an early finish to the main summer growing season. Recent rain has resulted in weeds growing quickly and is affecting the majority of plots. ACTION: Deputy Clerk will contact plot holders with requests for work to be completed before renewals. ACTION: Awaiting date for contractor to start path levelling along the southern boundary. ACTION: chase grass track to Greys cutting.

- b) To receive an update on planned grant funded improvement projects at St Georges.

Three quotes now obtained for new gates and fencing. All the potential contractors have asked for the hedges to be cut back to the hedge line prior to erecting the fence. ACTION: Hedging contractor to confirm if an autumn cut is planned and when this is likely to be done, so this can be coordinated with the final contractor.

- c) To note Temporary Hosepipe Ban currently in place <https://www.cambridge-water.co.uk/household/temporary-hosepipe-ban> - supporting tenants with information.

Item noted.

- d) To consider quote from Herts and Cambs for the clearance of plot 26a.

Items d and e to come to Full Council for consideration as a combined quote.

- e) To consider quote from Herts and Cambs for the clearance of bindweed from plot 38a back.

As a above.

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

None received.

MA094/2627 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.
Inspection sheets were noted.
- b) To consider any updates on damage, vandalism and ASB in the Parish.
Incidents of damage, vandalism and ASB were noted.
- c) To receive any other updates and consider actions.
None received.

MA095/2627 Trees:

- a) To receive an update and consider costs of £300 for tree inspection at Cambridge Road / Hale Close.
It was RESOLVED to approve the cost of £300 for an inspection to trees off Cambridge Road.
Proposed by Cllr McMahon, seconded by Cllr Alexander. All in favour.
- b) To receive an update and consider costs of £300 for tree inspection at Greengage Rise.
No action required. Land still under ownership of Taylor Wimpey. Any issues to be reported to the developers and actioned through legal representative prior to Melbourn Parish Council taking on the land.
- c) To receive any updates and consider actions.
None received.

MA096/2627 Correspondence:

- a) To consider action regarding dogs on leads at Hopkins Homes estate.
ACTION: to respond to resident around current ownership of land and address any restrictive conditions when adopting the land.
- b) To consider action regarding request for double yellow lines at High Street end of Meeting Lane.
Item discussed and other areas of concern raised. Highlighted that proposed works on Melbourn Greenway may address some issues.
- c) To receive any updates and consider actions.
None received.

MA097/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding items were discussed. ACTION: Wardens to look at possible fix to memorial bench and advise.

MA098/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA099/2627 Biodiversity:

- a) To consider a proposal to request local neighbouring Parish, District and County support for a screening of National Emergency Briefing film <https://www.nebriefing.org/the-film>.
It was RESOLVED to recommend to Full Council to support a screening of the National Emergency Briefing film.
Proposed by Cllr McMahon, seconded by Cllr Alexander. All in favour.
- b) To receive any updates and consider actions.
None received.

MA100/2627 Cemetery Matters:

- a) To receive a report from ICCM Memorials Safety course completed by 3 members of staff.
Report received. It was noted that procedures would be put in place to support health and safety in the cemeteries. A proposal of any considerations to be presented at future committee meetings.
- b) To receive any other updates and consider actions.
Warden raised concern about people using New Cemetery to ride bikes. ACTION: promote appropriate use of the space via website and social media.

MA101/2627 Village Maintenance Matters:

- a) Update on TRO in village car park.

A report was presented. With thanks to resident for allowing signage to be fixed to their fence.

- b) To consider providing temporary small electrical recycling collection.

Due to safety concerns about the type of goods that would be collected the office will continue to work with South Cambridgeshire District Council waste team supporting the reintroduction of the pink recycling bins. ACTION: Print information about electrical recycling at Thriplow and display in an A board at the site of the bin.

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

None received.

MA102/2627 Melbourn Community Hub Matters:

- a) To note spend of £104.35+VAT on emergency call out for leaking aircon unit in Parish Office.

Item noted.

- b) To consider approval of quotation for fix to upstairs emergency lighting.

It was RESOLVED to approve the quote for £365.00+VAT from JHE Electricals Contractor. Proposed by Cllr Alexander, seconded by Cllr McMahon. All in favour.

- c) To receive any updates and consider actions.

None received.

MA103/2627 Pavilion/New Rec Matters:

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

None received.

MA104/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

None received.

MA105/2627 Policies:

- a) To consider approving update to Document 4.23 Melbourn Parish Council Parish Estate Safety Inspections.

It was RESOLVED to recommend approval of the update to Document 4.23 Melbourn Parish Council Parish Estate Safety Inspections.

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

MA106/2627 To note the date of next planned meeting as **21 October 2026**.

The date of the next Maintenance Committee meeting was noted as 21 October 2026.

Meeting closed 20:51



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

A meeting of the Maintenance Committee held on Wednesday 19 August 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

In attendance: Alex Coxall (Deputy Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:31

MA066/2627 To receive and approve apologies for absence

Apologies received from Cllrs Alexander, Laight and McMahon with acceptable reasons given.
It was **RESOLVED** to accept those apologies.

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

MA067/2627 To receive any Declarations of Interest and Dispensations

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

None received.

MA068/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 July 2026.

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 15 July 2026 as an accurate record.

Proposed by Cllr Barnes, seconded Cllr Clerk.

In favour: Cllr Kyprianou

Against:

Abstain: Cllr Davey

MA069/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

There were no members of the public present.

MA070/2627 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The report was noted.
- b) To note invoice from 4i Water Services for £695.30 + VAT for the Pavilion water Risk Assessment and Legionella sampling.
The invoice was noted.
- c) To note invoice from Cambridge Asbestos for £750.00 +VAT for the allotments Asbestos Survey.
The invoice was noted.
- d) To note costs of £56.46+VAT for pest control materials / equipment.
The costs were noted.
- e) To note purchase of replacement electrode pads for defibrillator at Orchard Surgery at a cost of £77.94.
The purchase was noted.
- f) To receive any other updates and consider actions.

Signed Date.....

None received.

MA071/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for July 2026.
The report was noted.
- b) To receive a report from the River Mel Restoration Group (RMRG).
RMRG representative was not available for the meeting.
- c) To receive any other updates and consider actions.

None received.

MA072/2627 Stockbridge Meadows:

- a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.
Conservation Warden gave verbal report. It was noted that the area is extremely dry, and had had its first fire, by the boardwalk, which thankfully put itself out, and the Wardens put it out completely once at a smoulder. It was also reported that the fruit trees are failing due to damage from rabbits. The plastic netting has failed to protect the trees from the rabbits. Conservation Warden reported the potential for the loss of trees, with replacements being needed with more robust protective barriers.
- b) To consider quote from Shire Trees LTD for £1650.00 for tree works.
It was RESOLVED to accept the quote from Shire Trees LTD for £1650.00 for tree works.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- c) To receive any other updates and consider actions.
Conservation Warden explained about the Oak Processionary Moth (OPM) and its risks and noted that the species can be found in Stockbridge Meadows.

Keith Rudge left the meeting 19:52

MA073/2627 Allotment Matters:

- a) To receive a report from the Allotment Association.
The Allotment Association (AA) gave a verbal report. Inspections carried out with seven plots under review and two tenants for the Deputy Clerk to write to. Plots are very dry, and with the hosepipe ban many elderly plot holders are struggling to maintain their plots.
38a is now split and awaiting new tenants to begin work, however neighbouring plots have complained about bindweed. ACTION: Deputy Clerk to obtain quotes for clearance of the bindweed.
The vandalism to three hose pipes, and thefts of tap connectors and a hose reel were reported. A skip was obtained and filled, funded by the Community Grant.
The grass entryway to access Gray's allotments has not been cut. ACTION: Deputy Clerk to chase up maintenance of Gray's allotment access with Herts & Cambs.
- b) To receive an update on planned grant funded improvement projects at St Georges.
Planning application 26/02084/FUL has been approved for the installation of the fencing, security gates and composting toilet. Planning permission is valid for three years, and works must follow approved plans and materials, there is a condition that the security gates must open inwards. New quotes for fencing are being obtained, with costs likely having increased, costs for the composting toilet have remained the same, and quotes for the installation of the toilet need to be obtained. Building control application will be needed for the composting toilet, which attracts a fee of £321, it was discussed that, in line with the planning application, the applicant for the building control should be MPC.
It was RESOLVED to recommend to full council that MPC cover the building control application cost of £321.
Proposed by Cllr Clerk, seconded by Cllr Davey. All in favour.
- c) To receive the Asbestos surveys and consider actions.
The surveys were noted. The frequency of ongoing surveys, checks and collections was raised. ACTION: Deputy Clerk to review the Asbestos Management plan, and update according to professional advice. ACTION: Deputy Clerk to send information on asbestos identification and appropriate actions to plot holders. ACTION: The Allotment Association (AA) to bring asbestos management as an item on their AGM agenda.

- d) To consider levelling quotes from Majestic Grounds Maintenance and Herts & Cambs.
It was RESOLVED to accept the quote from Herts and Cambs.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- e) To receive correspondence from plot holder about hose pipe damage and theft of connectors.
The correspondence was noted. ACTION: Deputy Clerk to ask plot holders affected to reports all thefts and damage to the police.
- f) To receive any other updates and consider actions.
The progress of the clearance of plot 26a was queried, and confirmed that no further progress had been made.
ACTION: Deputy Clerk to bring the clearance quote for 26a back to the Maintenance Committee on 16 September meeting.

Chris Selway left the meeting 20:29

MA074/2627 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.
Inspection sheets were noted.
- b) To consider any updates on damage, vandalism and ASB in the Parish.
Incidents of damage, vandalism and ASB were noted.
- c) To receive any other updates and consider actions.
None received.

MA075/2627 Trees:

- a) To receive update and consider costs of £300 for tree inspection at Cambridge Road / Hale Close.
The update and costs were noted, however further information was requested before approval.
ACTION: Parish Office to bring this item to 16 September meeting with further details.
- b) To receive update and consider costs of £300 for tree inspection at Greengage Rise / Taylor Wimpy land.
The update and costs were noted, however further information was requested before approval.
ACTION: Parish Office to bring this item to 16 September meeting with further details.
- c) To receive any updates and consider actions.
None received.

MA076/2627 Correspondence:

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

MA077/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding maintenance issues were noted.

MA078/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA079/2627 Biodiversity:

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

MA080/2627 Cemetery Matters:

- a) To note concern over cremated remains memorial bases and consider actions.
The concern was noted.
- b) To receive any other updates and consider actions.
None received.

MA081/2627 Village Maintenance Matters:

- a) To note concern over land between 2-8 Clover Way during dry weather and extreme heat.
The concern was noted.
- b) To receive any other updates and consider actions.
None received.

MA082/2627 Melbourn Community Hub Matters:

- a) To consider quote from Expert Access Solutions for £518.17+ VAT for the renewal of the automatic door maintenance contract. *(2025 renewal price £518.00 + VAT)*
It was RESOLVED to accept quote from Expert Access Solutions for £518.17+ VAT.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- b) To receive any updates and consider actions.
None received.

MA083/2627 Pavilion/New Rec Matters:

- a) To receive the water Risk Assessment and Legionella sampling report from 4i Water Services.
The sampling report was noted. The full water Risk Assessment is due to be received from 4i Water Services.
- b) To consider quote from New Flame for £29.50 + VAT plus £4.25 + VAT per item for PAT testing at the pavilion and workshop.
It was RESOLVED to accept quote from New Flame for £29.50+ VAT plus £4.25 + VAT per item.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- c) To consider quote from New Flame for £435 +VAT to carry out Fire Risk Assessments at the Pavilion and workshop.
It was RESOLVED to accept quote from New Flame for £435+ VAT.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- d) To note project to improve path across grass at car park – quotes required.
Cllr Clark described the project to include honeycomb matting and gravelling. ACTION: Deputy Clerk to obtain quotes.
- e) To receive any other updates and consider actions.
None received.

MA084/2627 Little Hands Matters:

- a) To receive any updates and consider actions.
Permanent fire exit barriers have now been installed. Paintwork to be carried out at a later date.

MA085/2627 To note the date of next planned meeting as 16 September 2026.

The date of the next Maintenance Committee meeting was noted as 16 September 2026.

Meeting closed 21:03

INVOICE



Order number: 773359
Date: 08 September 2026
Customer Email: parishclerk@melbournparishcouncil.gov.uk

Billing Information	Delivery Information
Abi Williams MELBOURN COMMUNITY HUB 30 High Street Melbourn ROYSTON SG8 6DZ, GB Phone: 01763263303	Abi Williams MELBOURN COMMUNITY HUB 30 High Street Melbourn ROYSTON SG8 6DZ, GB Phone: 01763263303

Item	Quantity	Price each	Excl VAT	VAT	Subtotal
Yellow Rattle Seeds 2026 Harvest (Rhinanthus minor) (50g)	1	£18.00	£15.00	£3.00	£18.00
(UK, Islands & Channel Islands up to 2kg (seed only))	-	£3.99	£3.33	£0.66	£3.99

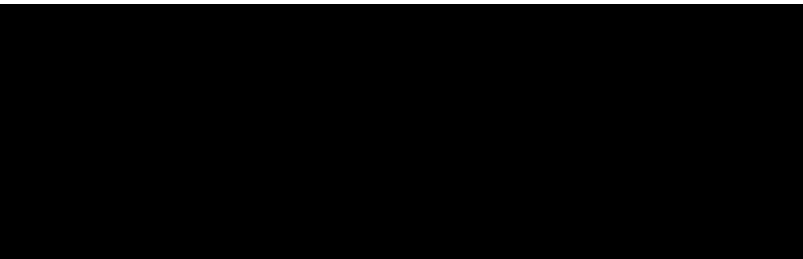
Total: £21.99

Thank you for your order from Boston Seeds. If you have any queries please don't hesitate to get in touch by replying directly this email. Please note, orders for more than one item may be delivered separately by multiple couriers.

Payment Method
Opayo



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Boston Seeds Ltd, Manor Road, Kirton, Boston, PE20 1PH
Tel: [01205 280 069](tel:01205280069) | Email: customerservice@bostonseeds.co.uk | bostonseeds.com
Registered Seed Merchant 7130. VAT Registration Number 789 7189 44
Registered Office: 23 London Road, Downham Market. PE38 9BJ Registered in England Number 4226773



MELBOURN PARISH COUNCIL
MELBOURN COMMUNITY HUB 30 HIGH STREET,
MELBOURN
ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
GB

Refunded

This is a credit note for invoice # [REDACTED]
Sold by WEEKLYBARGAIN LTD
VAT # GB290699456

Credit note date	21 August 2026
Credit note #	[REDACTED]
Original invoice #	[REDACTED]
Total payable	-£14.99

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address

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MELBOURN COMMUNITY HUB 30 HIGH
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Delivery address

Melbourn Parish Council
MELBOURN COMMUNITY HUB 30 HIGH
STREET, MELBOURN
ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
GB

Sold by

WEEKLYBARGAIN LTD
141
Grampian Way
Luton, Bedfordshire, LU3 3HR
GB
VAT # GB290699456

Order information

Order date	12 August 2026
Order #	[REDACTED]

Credit note details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
SiXsigma Sports Adults Neoprene Sports Activity Fishing Hunting Gloves - Durable, Waterproof, Warm & Comfortable Outdoor Gloves for Fishing, Hunting & Everyday Cold Weather Use (Camouflage, L-XL) ASIN: B0FTGF2GTF	1	-£12.49	20%	-£14.99	-£14.99

Credit note total -£14.99

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	-£12.49	-£2.50
Total	-£12.49	-£2.50

Your Account

Up To 27 August 2026

Card ending: **** * 2843

Staff number:

Current balance as at 27 August 2026: £100.33 DR

Account status: The account is active. The product is changed on an account.

Balance Summary

Balance carried forward: £0.00

Credits to your account: £14.99

Debits to your account: £115.32

Approved outstanding authorisations: £0.00

Available to spend: £4,899.67

Authorisation Summary

0 items found

No records to display.

Transactions Since Last Statement

<u>Transaction</u> <u>Date</u>	<u>Transaction Description</u>	<u>Foreign Exchange</u> <u>Details</u>	<u>Amount</u>
17/08/2026	AMZNMktplace*JQ4IL9SS5 MISCELLANEOUS AND RETAIL STORES		£67.75 DR
19/08/2026	WWW.SAGE.COM EUR COMPUTER SOFTWARE STORES		£27.60 DR
22/08/2026	Adobe DIGITAL GOODS - APPLICATIONS (EXLDG GAME		£19.97 DR
21/08/2026	AMZNMktplace MISCELLANEOUS AND RETAIL STORES		£14.99 CR

Refunded

This is a credit note for invoice # GB6000Z5H09LHI
Sold by SAFETY EQUIPMENT LONDON LIM I TED
VAT # GB495576432

Credit note date	03 September 2026
Credit note #	
Original invoice #	
Total payable	-£28.87

MELBOURN PARISH COUNCIL
MELBOURN COMMUNITY HUB 30 HIGH STREET,
MELBOURN
ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
GB

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address

Melbourn Parish Council
MELBOURN COMMUNITY HUB 30 HIGH
STREET, MELBOURN
ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
GB

Delivery address

Melbourn Parish Council
MELBOURN COMMUNITY HUB 30 HIGH
STREET, MELBOURN
ROYSTON, CAMBRIDGESHIRE, SG8 6DZ
GB

Sold by

SAFETY EQUIPMENT LONDON LIM I TED
88 Lockfield Avenue
Enfield, EN3 7PX
GB
VAT # GB495576432

Order information

Order date	12 August 2026
Order #	

Credit note details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Himalayan Himalayan, 2601BK110 Men's SRC Safety Boots, Black (Black), 11 UK (46 EU) ASIN: B074PCGHBY	1	-£24.06	20%	-£28.87	-£28.87

Credit note total -£28.87

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	-£24.06	-£4.81
Total	-£24.06	-£4.81

Invoice Ref: INV2540562
Tax Point: 03/09/2026
Document Type: Invoice
Despatch Date: 04/09/2026

Workwear Express Ltd
Units 6 - 12
Cathedral Park
Belmont Industrial Estate
Belmont
Durham
DH1 1TF
T. 0191 370 7790
www.workwearexpress.com
s@workwearexpress.com
Reference: GB 722 1127 83

<u>Code</u>	<u>Description</u>	<u>Qty</u>	<u>Net Unit</u>	<u>Total</u>
2601BK110	Leather Steel Toe Cap and Midsole Safety Hiker Boot Black / 11	1	£26.00	£26.00

Net Total:	£26.00
Delivery:	£5.79
SubTotal:	£31.79
Vat:	£1.16
Total:	£32.95

Registered Number: 3743499

Your Account

Up To 08 September 2026

Card ending: **** * 2843

Staff number:

Current balance as at 08 September 2026: £226.52 DR

Account status: The account is active. The product is changed on an account.

Balance Summary

Balance carried forward: £0.00

Credits to your account: £43.86

Debits to your account: £270.38

Approved outstanding authorisations: £21.99

Available to spend: £4,751.49

Authorisation Summary

<u>Date</u>	<u>MCC / Description</u>	<u>Response / Reason</u>	<u>Amount</u>
08 Sep 26	5261 WWW.BOSTONSEEDS.CO	Approved-0000-Thank you for your custom	£21.99 DR
08 Sep 26	5969 Mastercard	Declined-0002-Closed Account	£0.00

Transactions Since Last Statement

<u>Transaction</u> <u>Date</u>	<u>Transaction Description</u>	<u>Foreign Exchange</u> <u>Details</u>	<u>Amount</u>
28/08/2026	POST OFFICE COUNTER POSTAGE STAMPS		£5.70 DR
03/09/2026	WORKWEAR EXPRESS MEN'S,WOMEN'S AND CHILDREN'S UNIFORMS AN		£32.95 DR
03/09/2026	AMZNMktplace MISCELLANEOUS AND RETAIL STORES		£28.87 CR
04/09/2026	AMAZON* NV7WY1A14 MISCELLANEOUS GENERAL MERCHANDISE STORES		£58.37 DR
04/09/2026	WWW.STEROPLAST.CO.UK LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL EQUIP AND SUPPLIES		£56.46 DR

KEVIN BROWN PEST CONTROL

July 10th 2026

INVOICE #4632

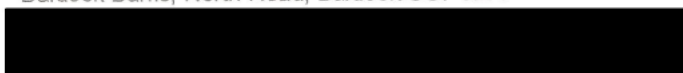
Bill to		Ship to	
Customer		Recipient	
Customer ID#	8675309	Address	
Address		Phone	
Phone			
Payment Due	10 th June 2026	Delivery Date	6 th June 2026
Salesperson	Kevin Brown	Shipping Method	In Person
Payment Terms	Cash	Sales Conditions	Returns not accepted

Qty.	Item#	Description	Unit price	Discount	Line total
5	095	Humane Rabbit Trap – Cage	20.00	0	100.00
Total Discount					0
Subtotal					100.00
Total					100.00

Thank you for your business!

KEVIN BROWN PEST CONTROL

Baldock Barns, North Road, Baldock SG7 5BX



MA090 2627f) defib – refund and replace

Purpose: Defibrillator pads for Orchard Surgery purchased (MA070 2627e) – incorrect item ordered.

Incorrect unit refunded and returned.

Correct replacement unit cost difference paid.

Pro-forma Invoice / Quote



INVOICE No. 159969

INVOICE ADDRESS

Melbourn Parish Council
30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ
United Kingdom

DELIVERY ADDRESS

Melbourn Parish Council
Abi Williams
30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ
United Kingdom

ORDER DATE
01/09/2026

A/C ID
MEL008

CUSTOMER ORDER No.

DUE DATE
13/08/2026

GRAND TOTAL £47.05
VAT £9.41
TOTAL ORDER VALUE £56.46

PRODUCT CODE	DESCRIPTION	PRICE GBP	ORDER	DISC.	TOTAL GBP
WSTE0600	HEARTSINE SAMARITAN ADULT	£112.00	0	0.00%	£0.00
WSTE0600	HEARTSINE SAMARITAN ADULT	£47.05	1	0.00%	£47.05

GRAND TOTAL £47.05
VAT £9.41
TOTAL ORDER VALUE £56.46

Correct unit cost

Difference owed
after refund of
£64.95 for
incorrect unit.

Monthly water situation report: East Anglia

1 Summary - August 2026

East Anglia rainfall for August 2026 ranged from 44% to 106% of the long term average (LTA) for the month, with the wettest catchments towards the north-west of the area. Across East Anglia this was the fourth driest March to August period on record (1871 to 2026), receiving only 51% of the LTA. For more than half of the hydrological areas, this was either the driest or second driest 6 month period since records began in 1871. Soil moisture deficit (SMD) decreased slightly towards the end of the month in response to rainfall, although remains notably high for the time of year. River flows continued to recede in August, with all catchments responding to rainfall received towards the end of the month. Month mean flows were predominantly below normal or exceptionally low for the time of year. Groundwater levels fell in August, with the majority of report sites recording below normal to exceptionally low levels. Public water supply reservoirs within East Anglia ended August 2026 with levels ranging from 48% to 65% of full storage capacity.

1.1 Rainfall

An average of 41mm of rain fell across East Anglia in August, 68% of the LTA. The start of the month was a continuation of dry weather, with the majority of rainfall received between 26 to 29 August. The 29 August was the only day recording rainfall above 10mm. The highest rainfall totals were recorded towards the north-west of the area, with Central Area Fenland receiving 66mm across the month, 106% of the LTA. The lowest rainfall total was recorded in the Upper Bedford Ouse hydrological area, receiving only 44% of the historic LTA.

Over the past 6 months, all hydrological areas in East Anglia recorded exceptionally low rainfall. The East Anglia rainfall total for the 6 months covering meteorological spring and summer, from March 2026 to August 2026 was 149mm, which ranks as the fourth driest March to August period on record (1871 to 2026). For NW Norfolk and Wissey and North Norfolk this 6 month period was the driest on record. Five other East Anglia hydrological areas, Little Ouse and Lark, Broadlands, East Suffolk, North Essex and South Essex, recorded the second driest on record for this 6 month period from March 2026 to August 2026 (1871 to 2026). Over the past 12 months, East Anglia has received 90% of the LTA rainfall.

1.2 Soil moisture deficit

The SMD for East Anglia at the end of August 2026 was 121mm. The SMD decreased slightly following rainfall in the latter half of the month, although remains notably high for the time of

year. Most hydrological areas in East Anglia recorded SMD levels between 71mm and 130mm, with the exception of South Essex which recorded an SMD level more than 160mm. The SMD was 6mm to 25mm greater than the LTA at the end of the month for the majority of hydrological areas.

1.3 River flows

Daily mean river flows continued to recede through August, with river flows responding towards the end of the month following rainfall. Monthly mean river flows varied across East Anglia during August, ranging between 3% and 80% of the LTA. Most flow monitoring sites in East Anglia reported either below normal or exceptionally low monthly mean flows in August 2026. The lowest flows were concentrated towards the centre of the area, with report sites on the Ely Ouse and its tributaries, such as the Wissey and Little Ouse, recording exceptionally low flows for the time of year. Most notably, the August 2026 month mean flow for the Ely Ouse at Denver was 3% of the LTA.

1.4 Groundwater levels

Groundwater levels continued to fall across all of East Anglia in August as a result of minimal rainfall. More than half of our groundwater sites for which data was available, are now recording below normal to exceptionally low levels for the time of year. Sites with normal levels are mostly found at the south of the chalk unit, and Bath Spring which is above normal for the time of year in the south-west. Both Hindolveston in the Norfolk Chalk and Rook Hall in the Suffolk Chalk recorded exceptionally low levels in August 2026.

1.5 Reservoir stocks

Reservoir storage has continued to fall through August, with all reservoir levels below their target curves for the time of year. Storage capacity ranged from 48% capacity at Hanningfield to 65% capacity at Grafham reservoir.

Author: Hydrology Team, hydrology-ean-and-lna@environment-agency.gov.uk

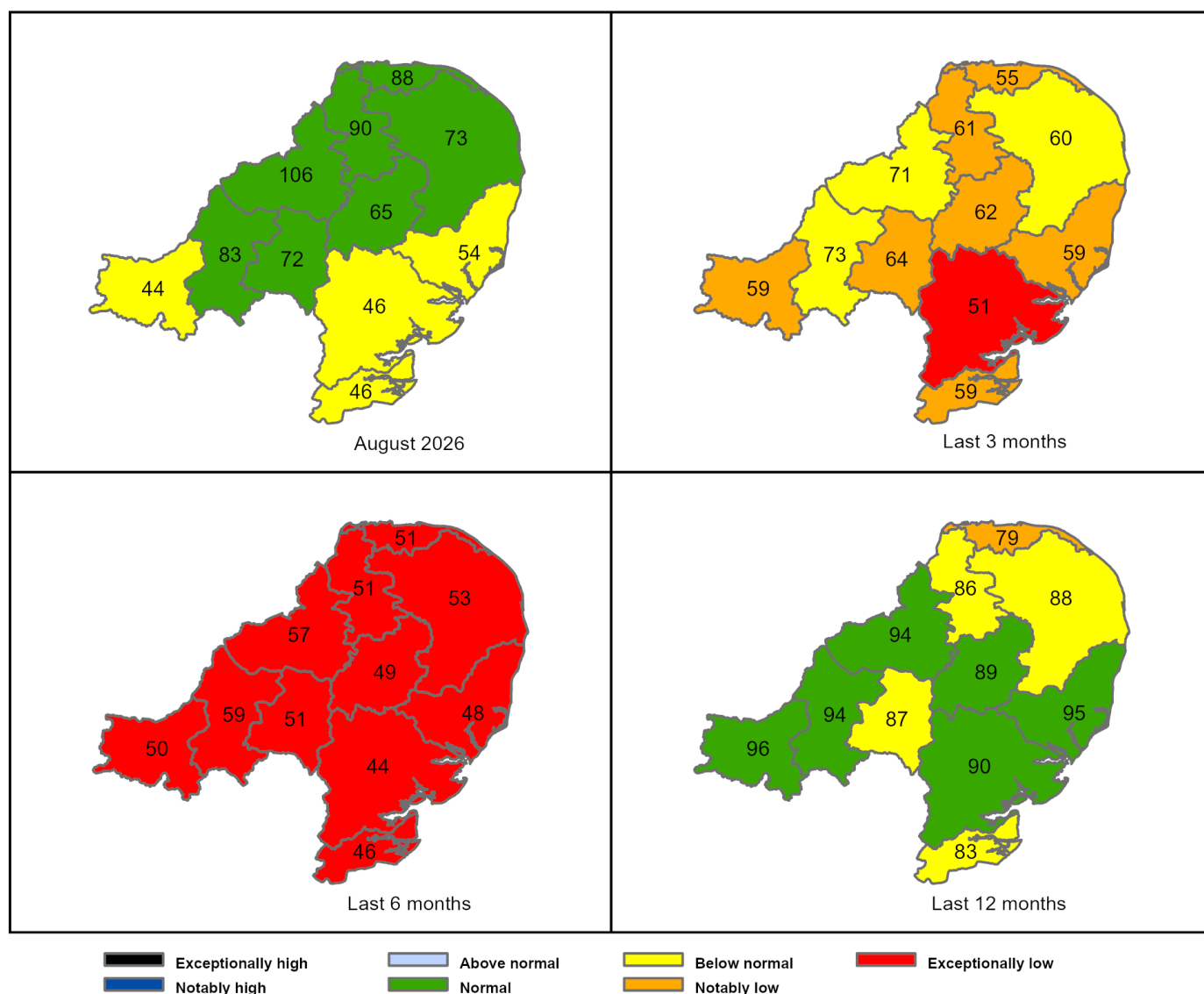
Contact Details: 03708 506 506

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained in this report.

2 Rainfall

2.1 Rainfall map

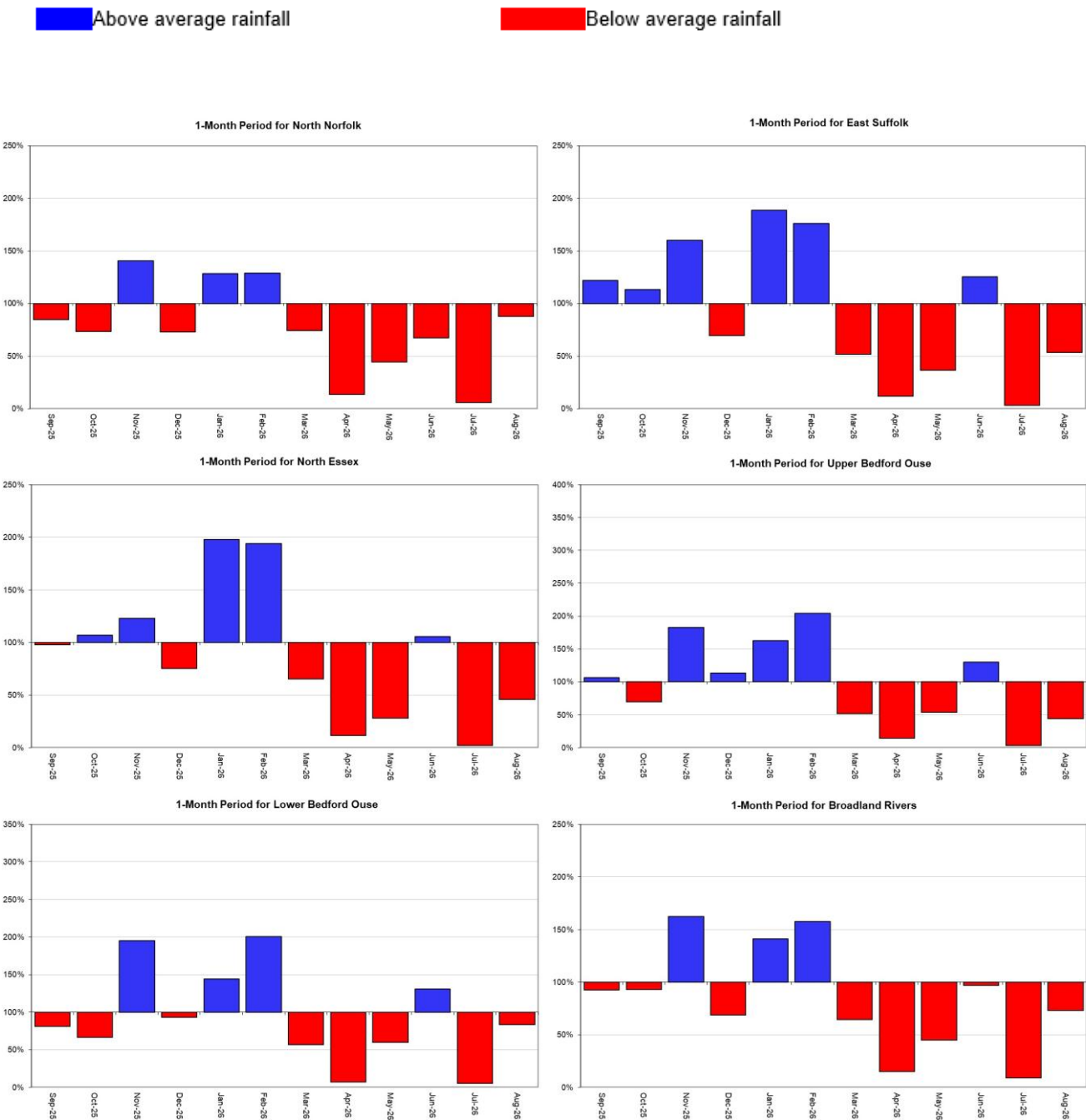
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 August 2026), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

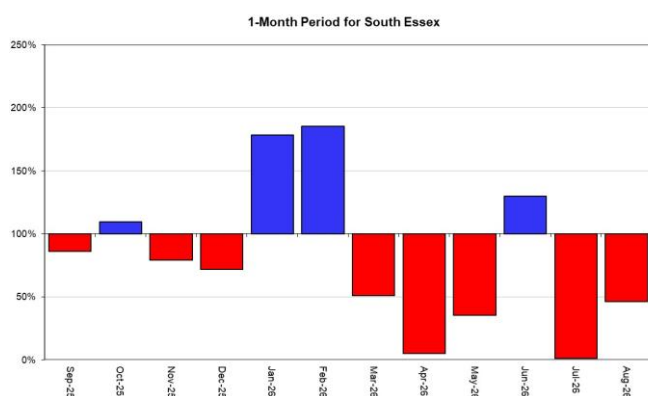
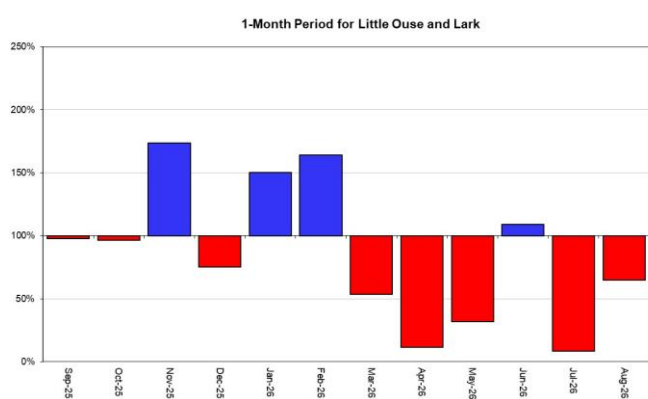
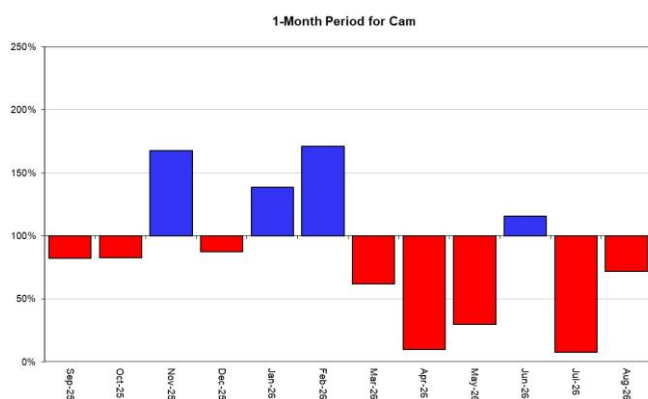
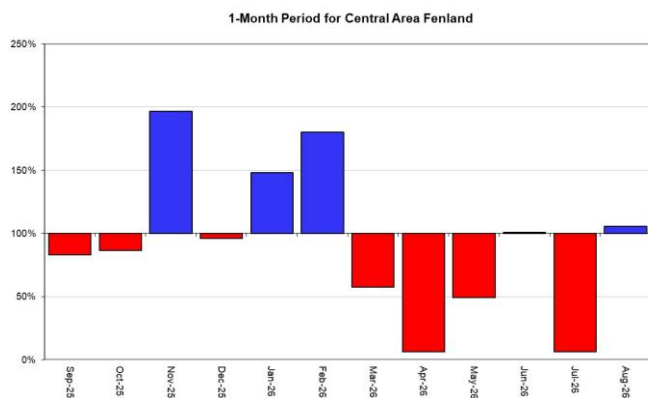
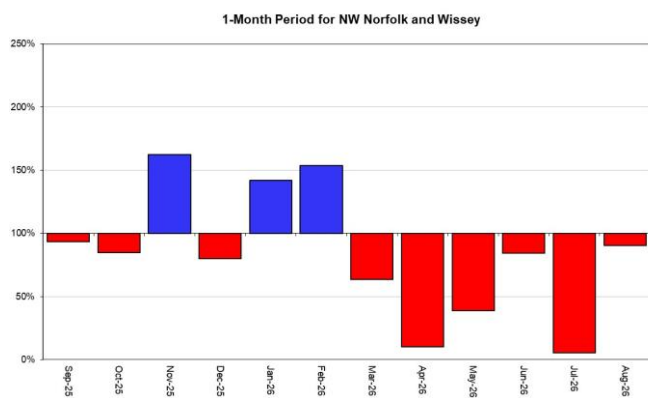


Rainfall data for Jan 2025 onwards, extracted from Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. (Source: Environment Agency. Crown Copyright, AC0000807064, 2026). Rainfall data prior to Jan 2025, extracted from Met Office HadUK 1km gridded rainfall dataset derived from registered rain gauges (Source: Met Office. Crown copyright, 2026).

2.2 Rainfall charts

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

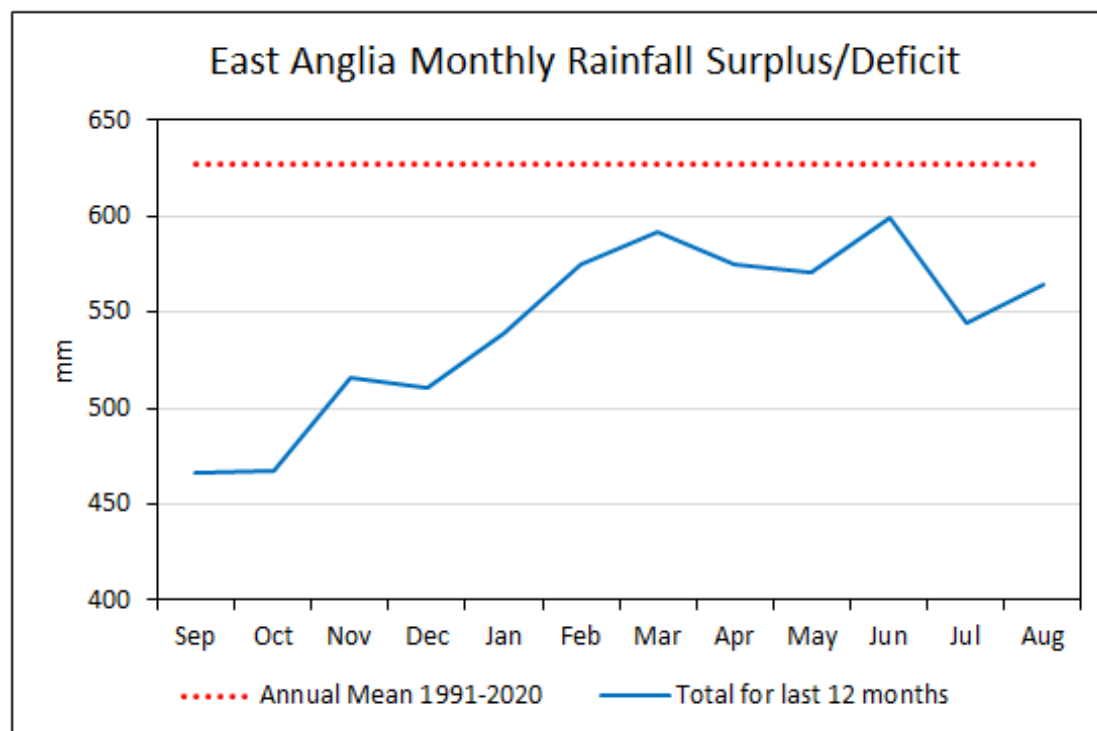




Rainfall data for Jan 2025 onwards, extracted from Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. (Source: Environment Agency. Crown Copyright, 2026). Rainfall data prior to Jan 2025, extracted from Met Office HadUK 1km gridded rainfall dataset derived from registered rain gauges (Source: Met Office. Crown copyright, 2026).

2.3 Monthly rainfall surplus deficit chart

Figure 2.3: Rainfall total for the last 12 months compared to the 1991 to 2020 long term average for East Anglia.

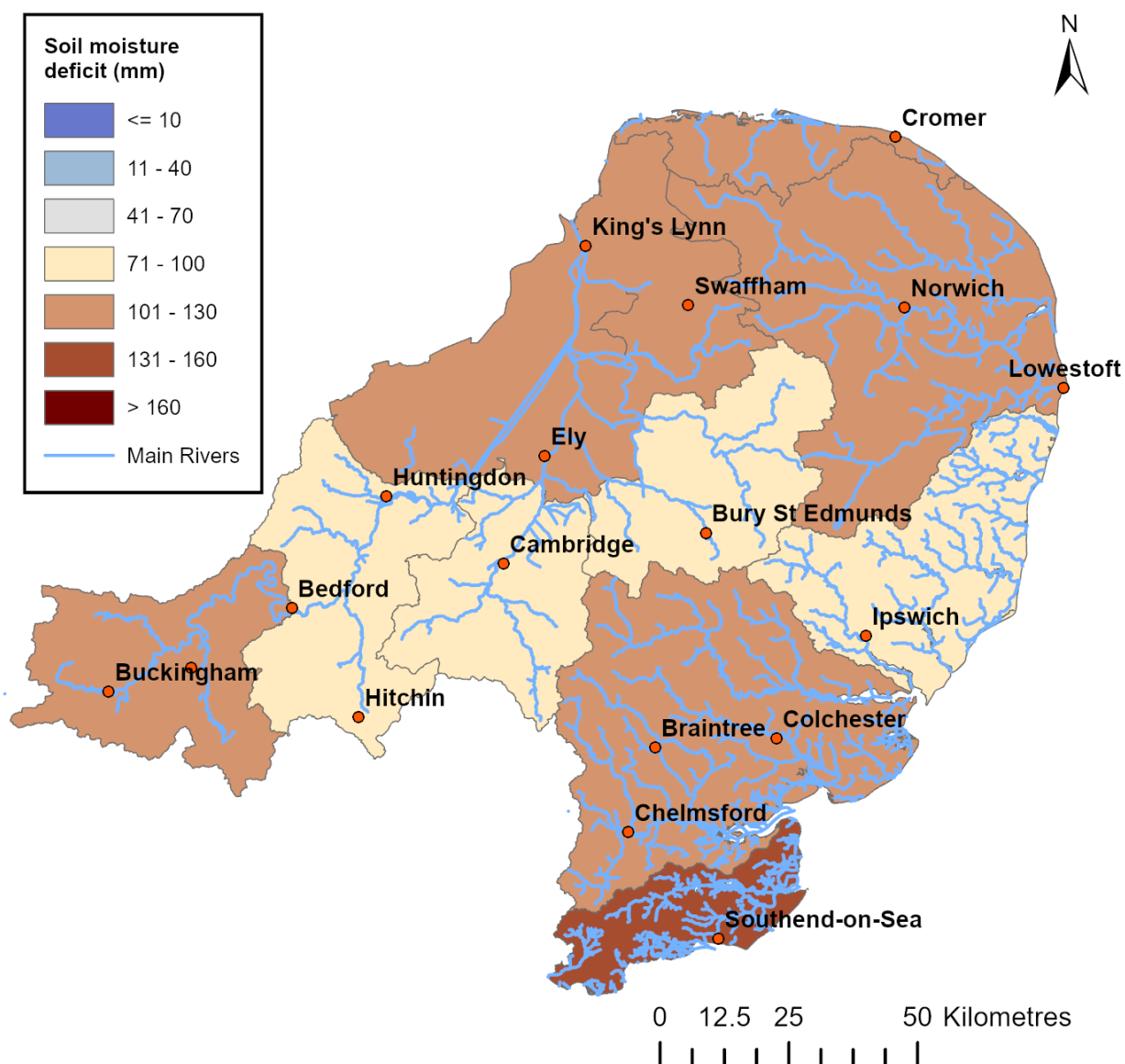


Rainfall data for Jan 2025 onwards, extracted from Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. (Source: Environment Agency. Crown Copyright, 2026). Rainfall data prior to Jan 2025, extracted from Met Office HadUK 1km gridded rainfall dataset derived from registered rain gauges (Source: Met Office. Crown copyright, 2026).

3 Soil moisture deficit

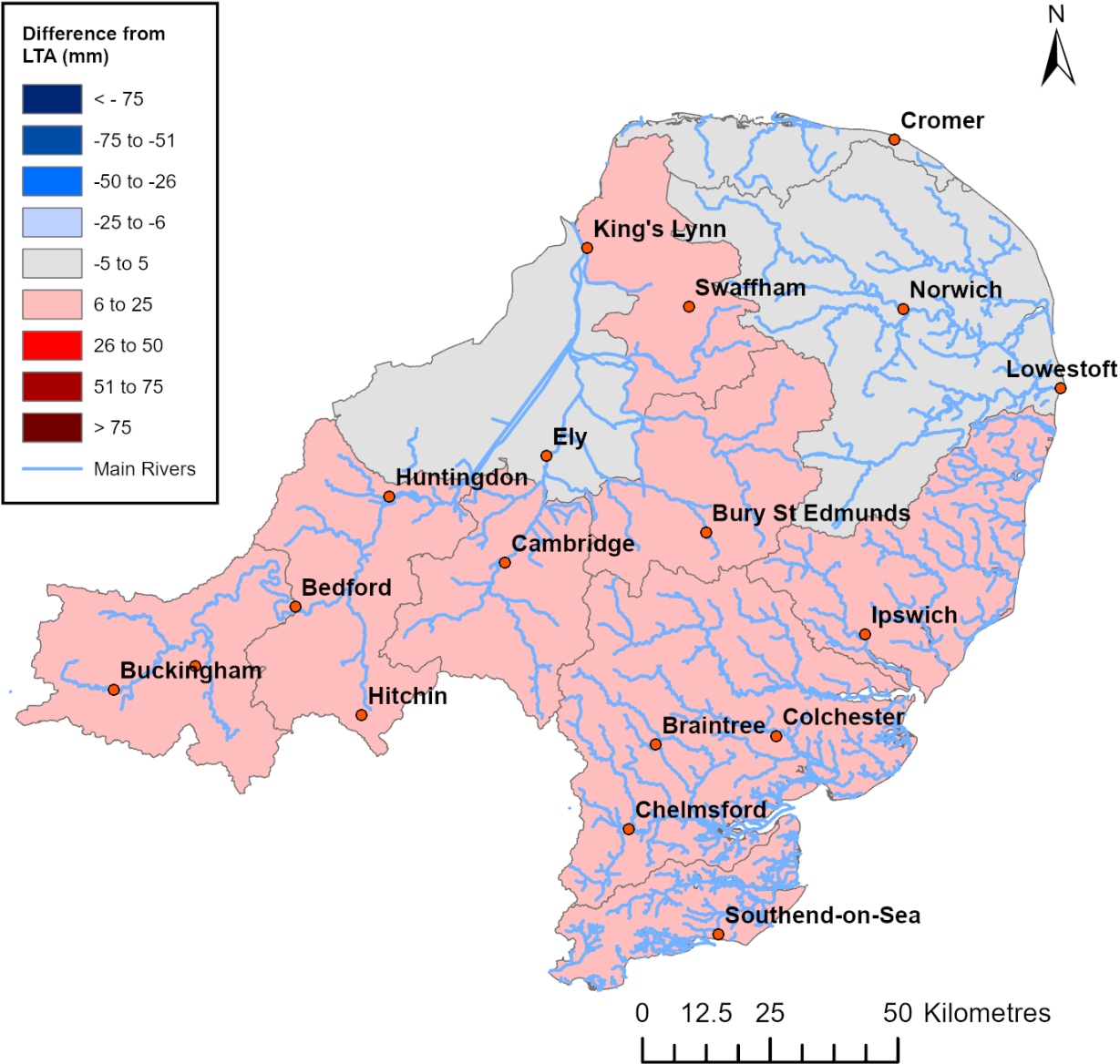
3.1 Soil moisture deficit map

Figure 3.1a: Soil moisture deficit values for 31 August 2026. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2026). Crown copyright. All rights reserved.
Environment Agency, AC0000807064, 2026.

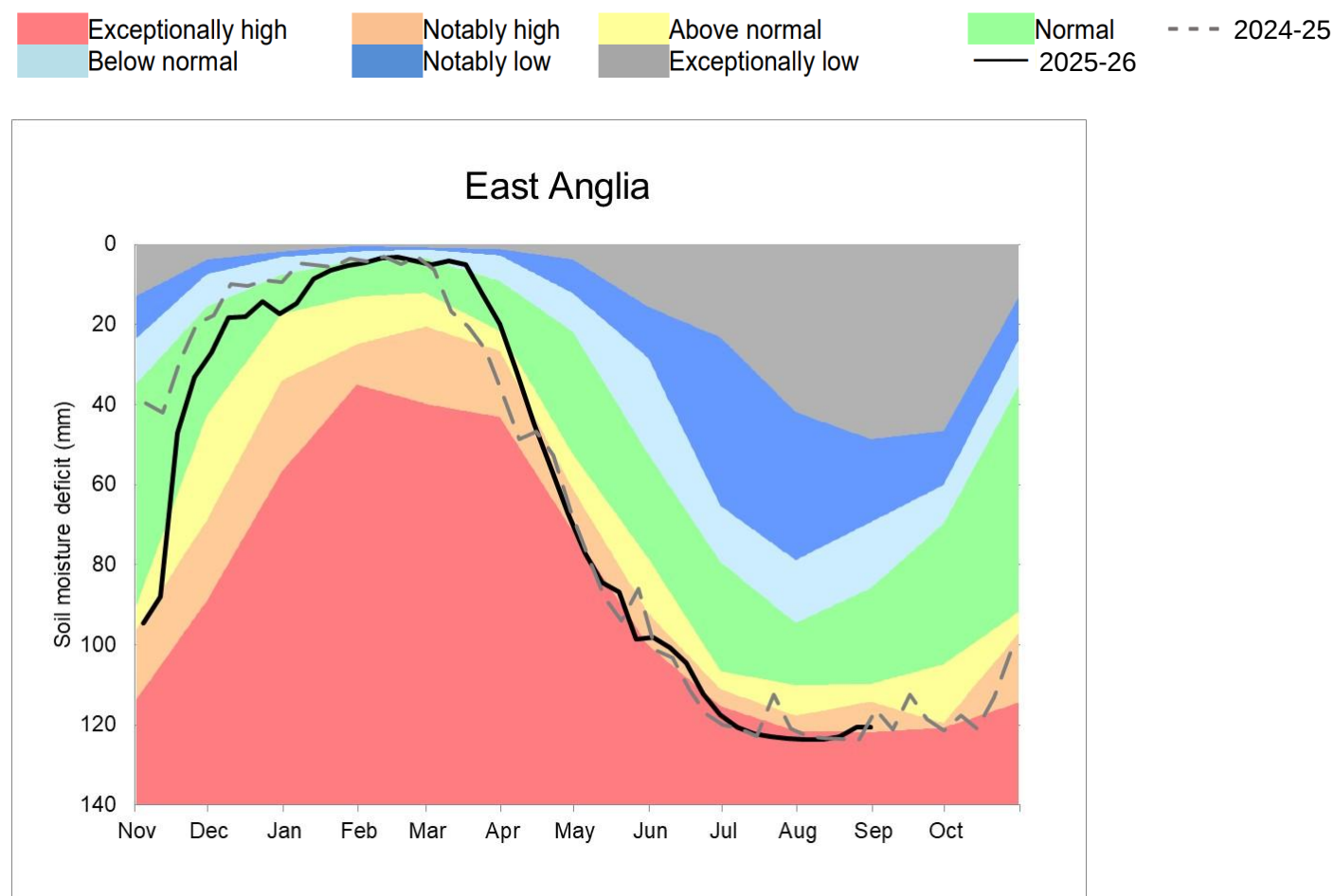
Figure 3.1b: Soil moisture deficit values for 31 August 2026 relative to long term average end of August soil moisture deficit values for hydrometric catchments across East Anglia. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2026). Crown copyright. All rights reserved.
Environment Agency, AC0000807064, 2026.

3.2 Soil moisture deficit charts

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

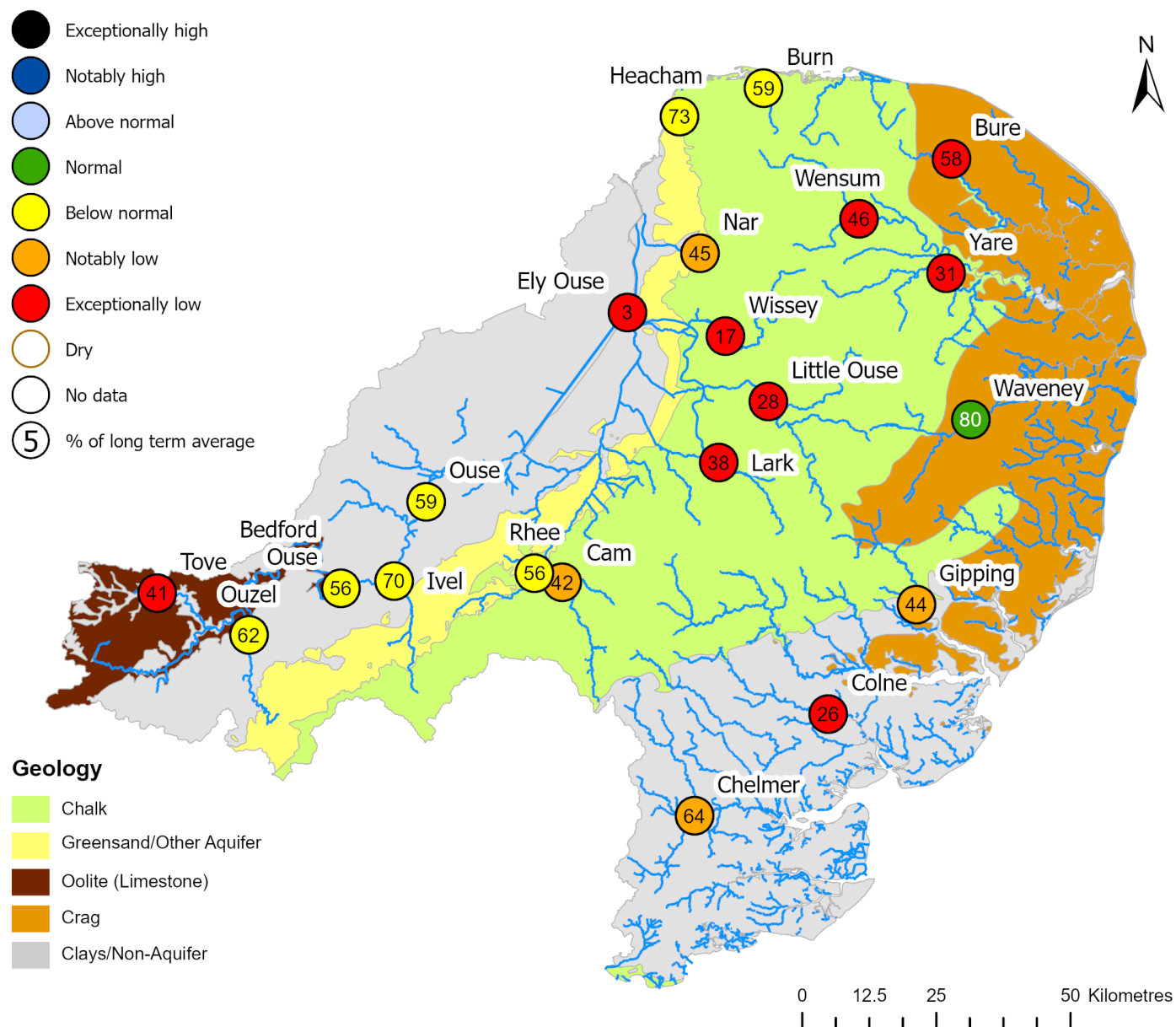


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4 River flows

4.1 River flows map

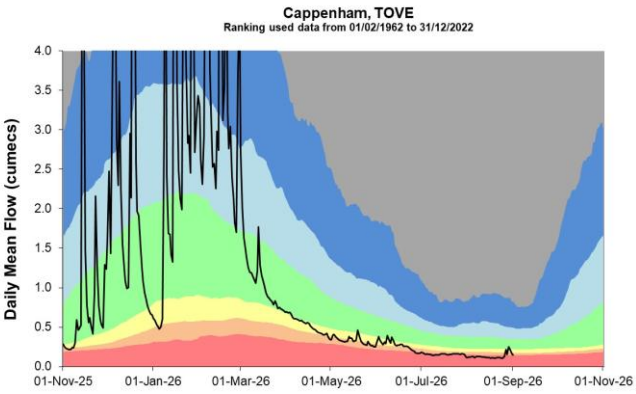
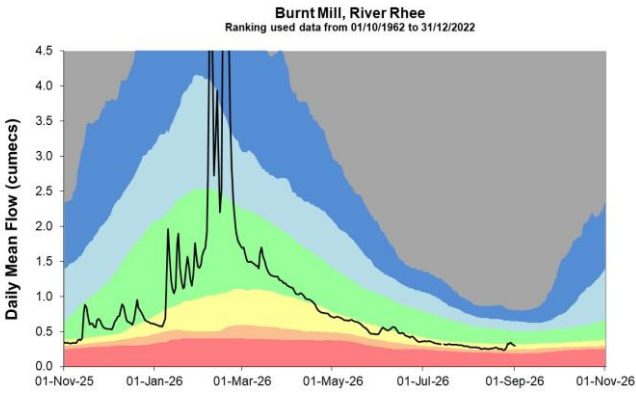
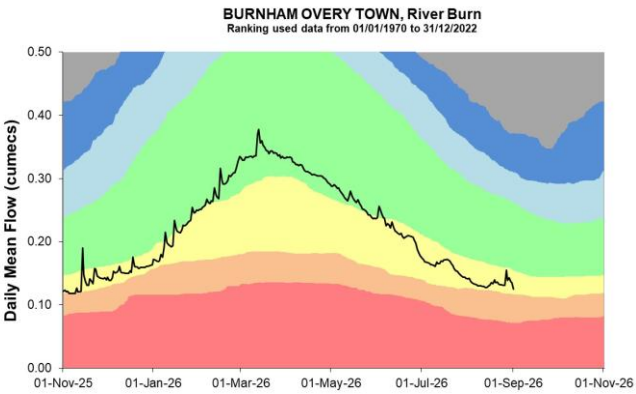
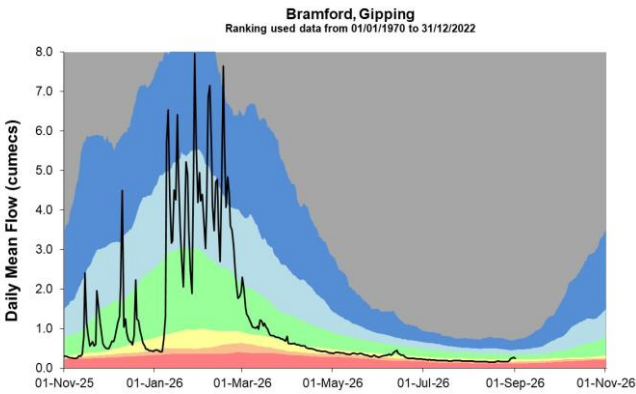
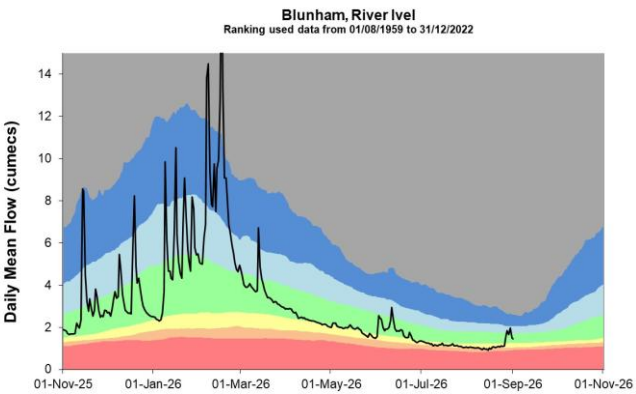
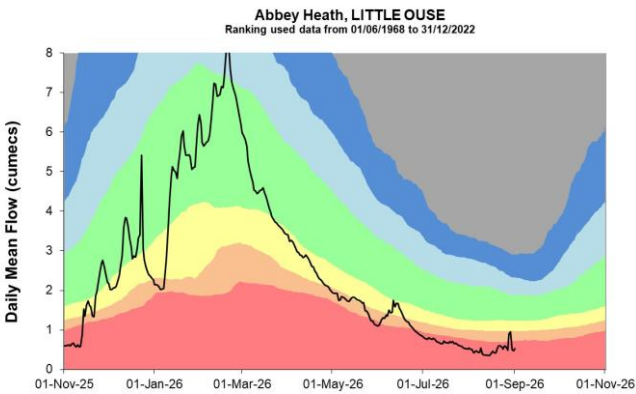
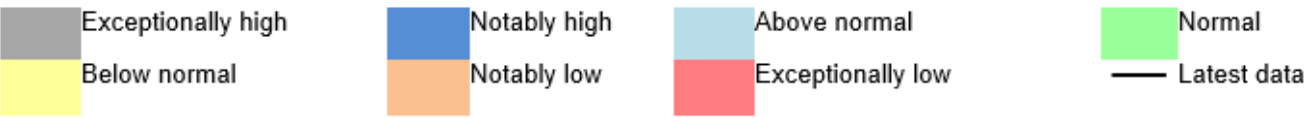
Figure 4.1: Monthly mean river flow for indicator sites for August 2026, expressed as a percentage of the respective long term average and classed relative to an analysis of historic August monthly means. Table available in the appendices with detailed information.

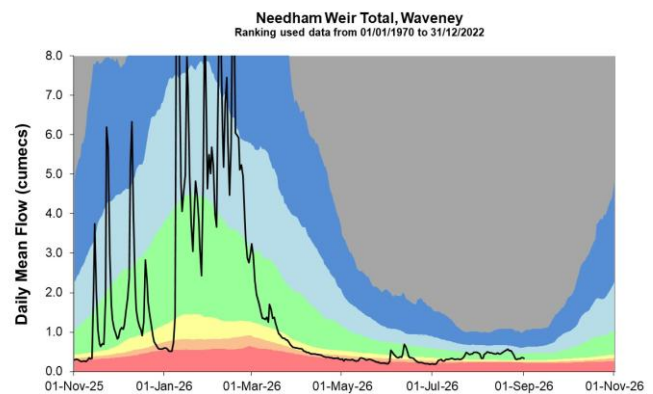
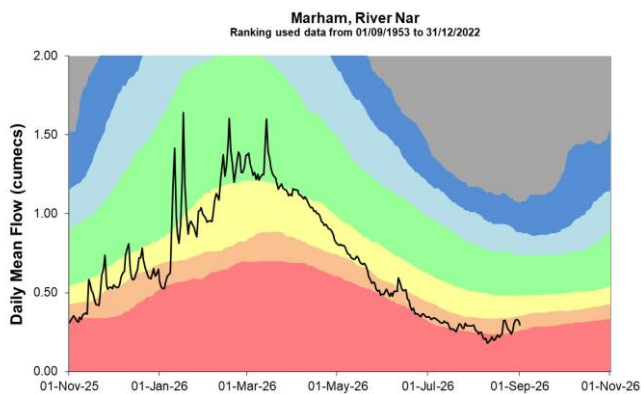
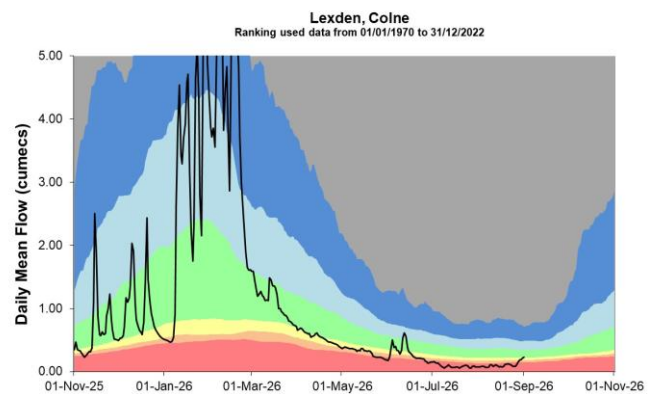
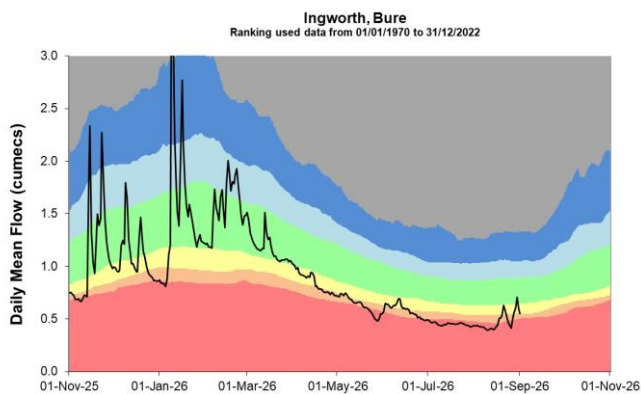
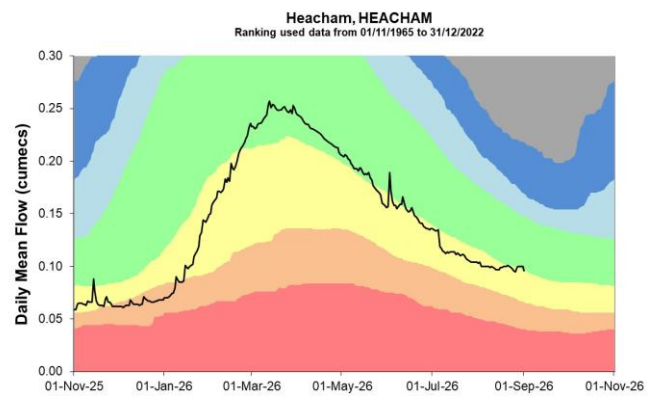
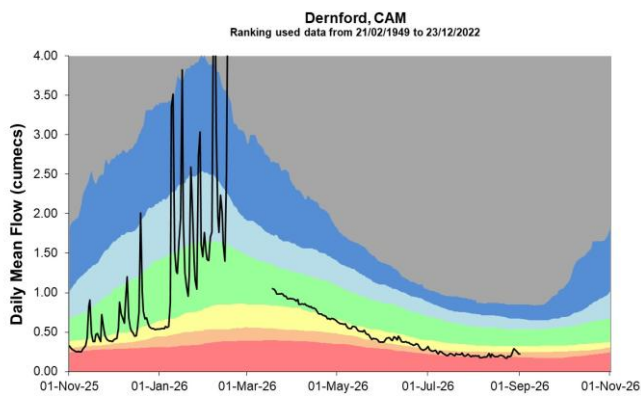
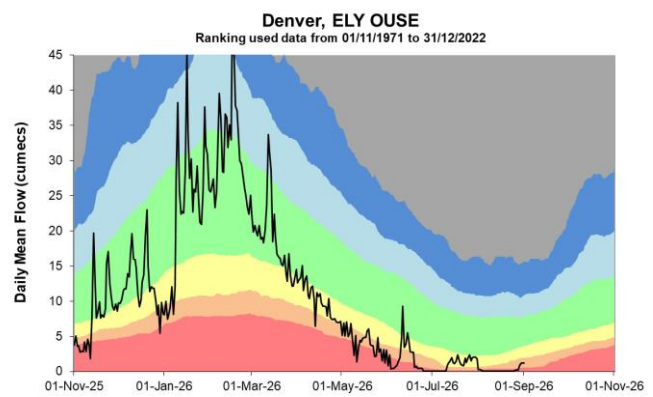
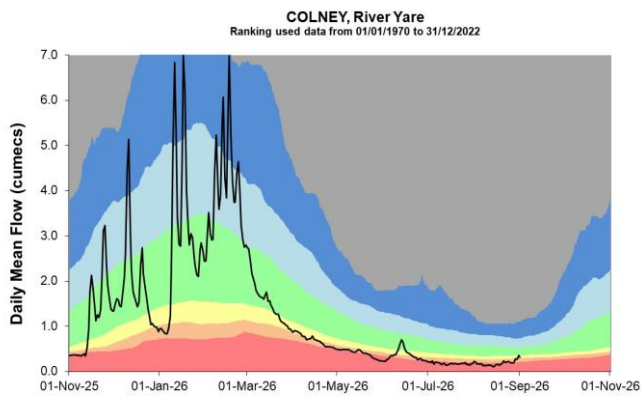


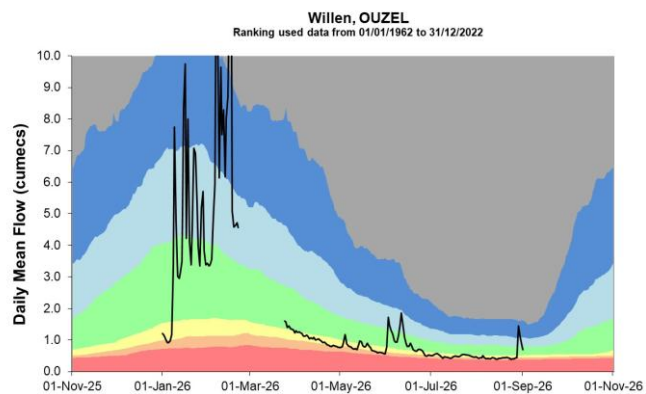
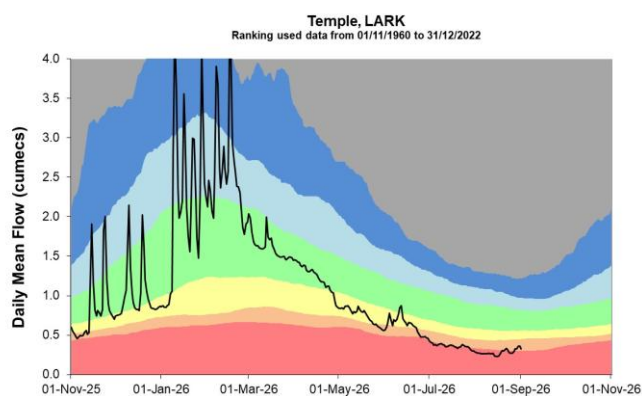
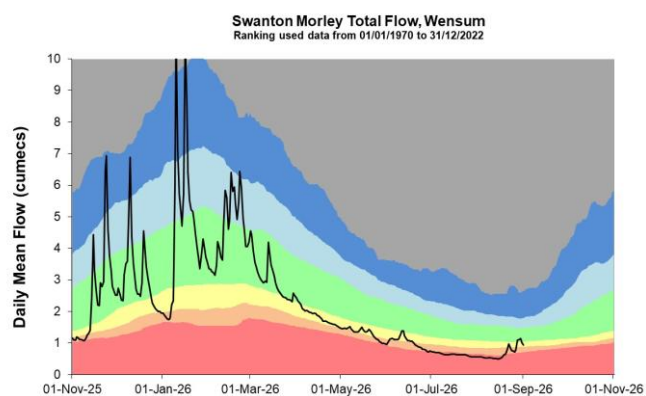
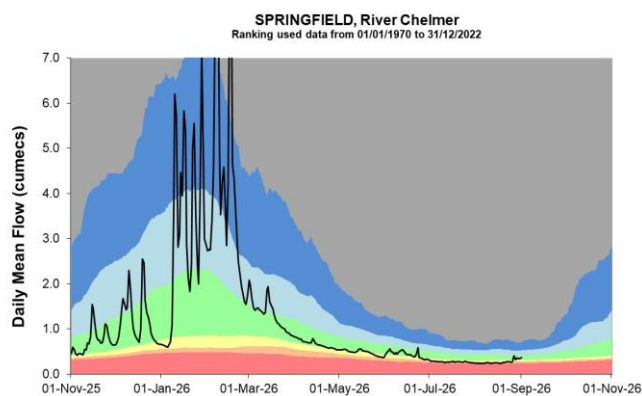
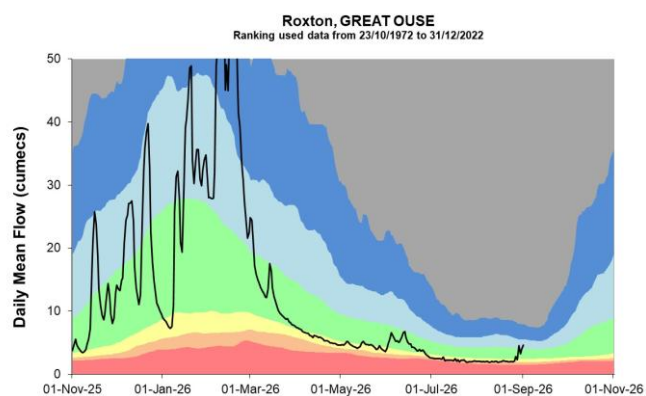
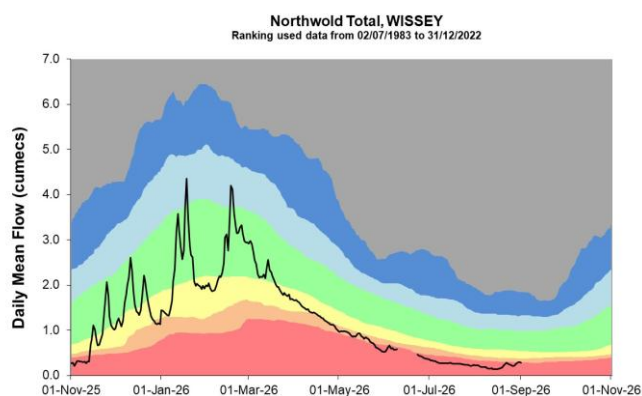
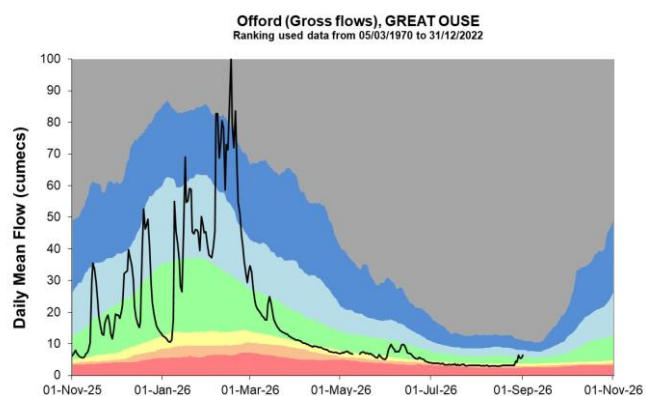
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, AC0000807064, 2026.

4.2 River flow charts

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





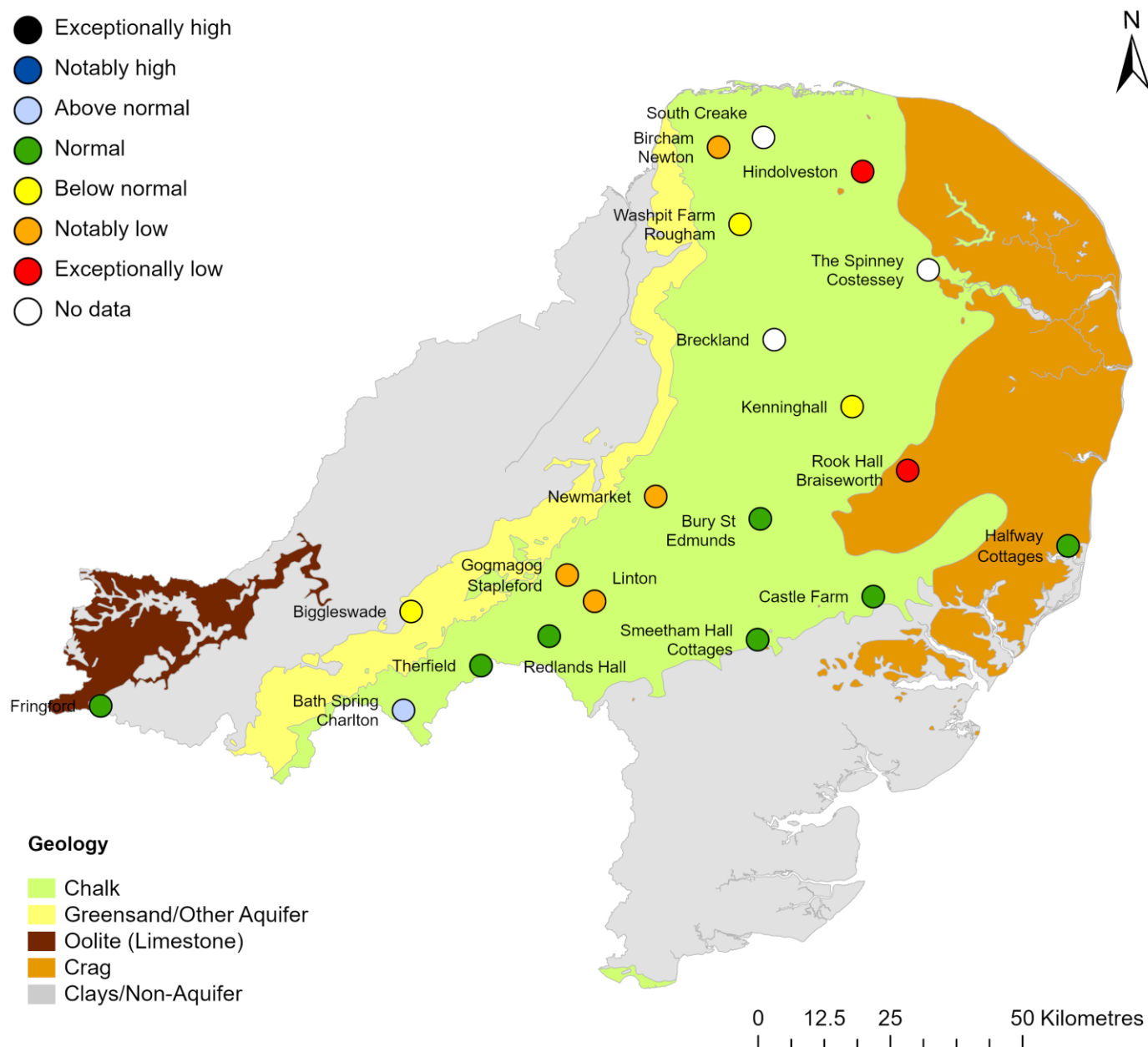


(Source: Environment Agency).

5 Groundwater levels

5.1 Groundwater levels map

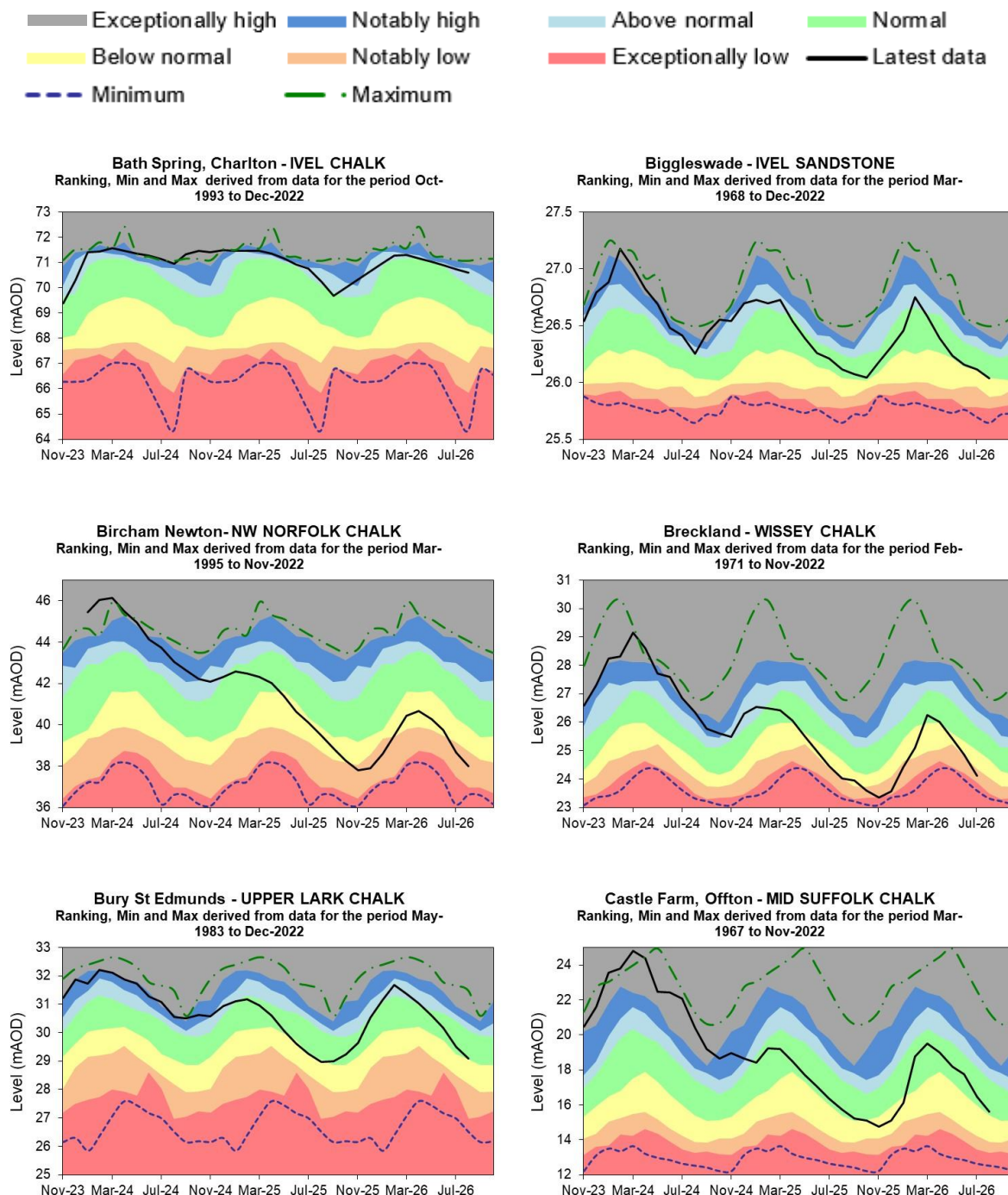
Figure 5.1: Groundwater levels for indicator sites at the end of August 2026, classed relative to an analysis of respective historic end of August levels. Table available in the appendices with detailed information.



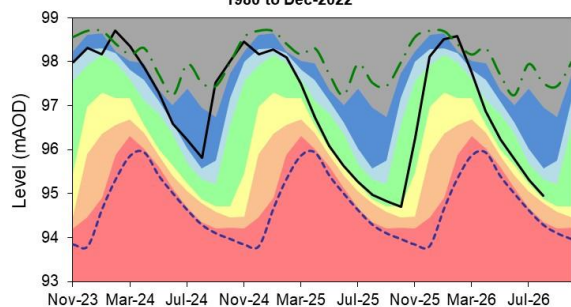
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, AC0000807064, 2026.

5.2 Groundwater level charts

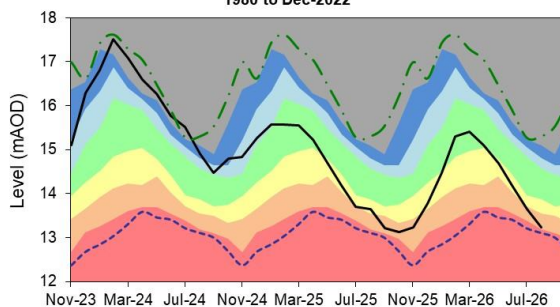
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 34 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



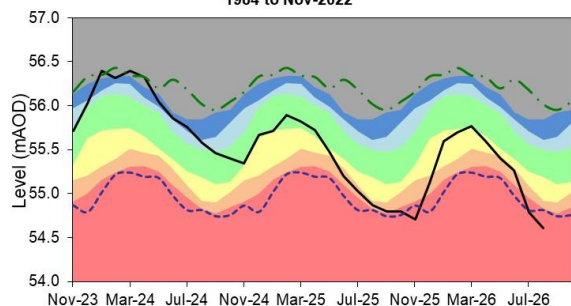
Fringford - GREAT OOLITE
 Ranking, Min and Max derived from data for the period Sep-1980 to Dec-2022



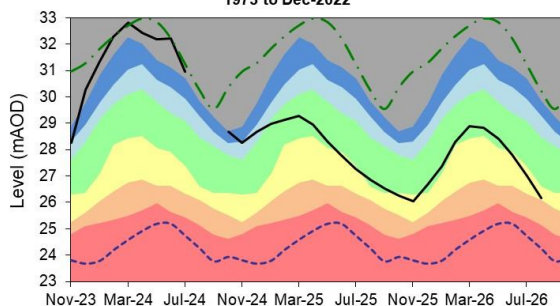
Gog Magog, Stapleford - CAM CHALK
 Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



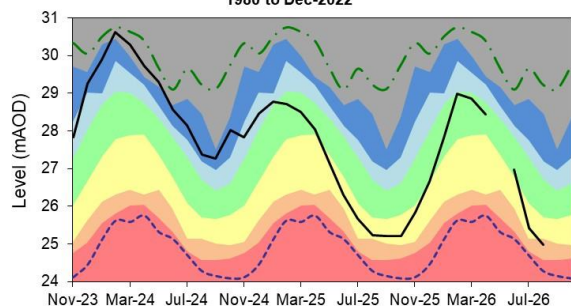
Hindolveston - NORFOLK CHALK
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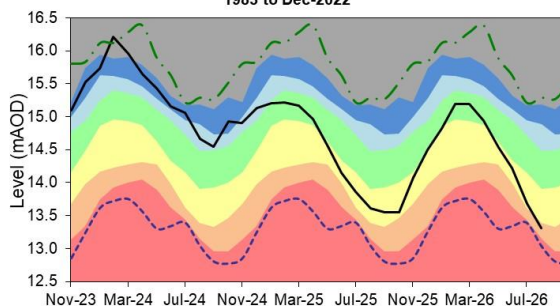
Kenninghall - LITTLE OUSE CHALK
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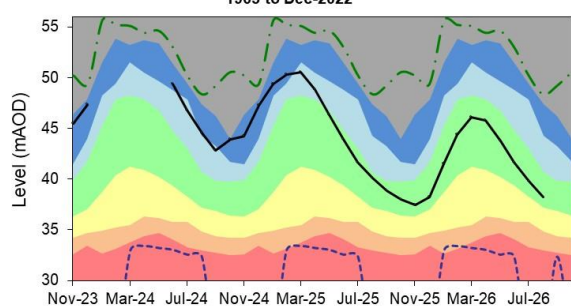
Linton - CAM CHALK
 Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



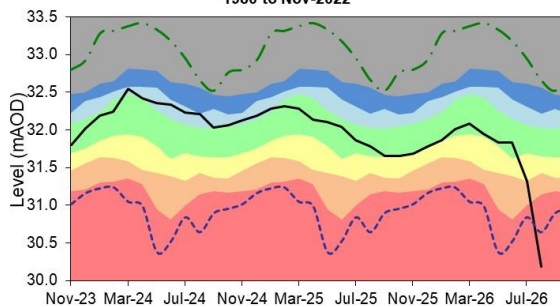
Newmarket - SNAIL CHALK
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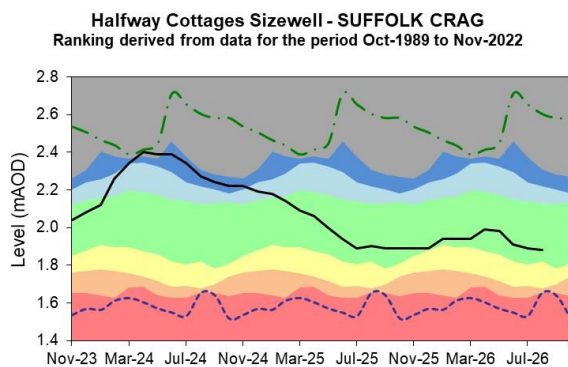
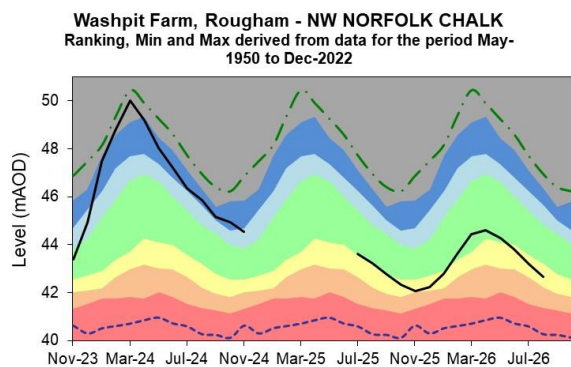
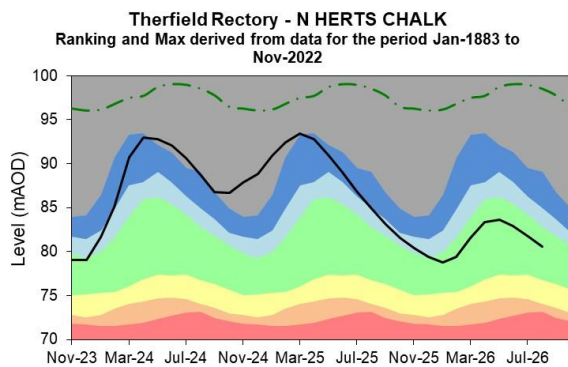
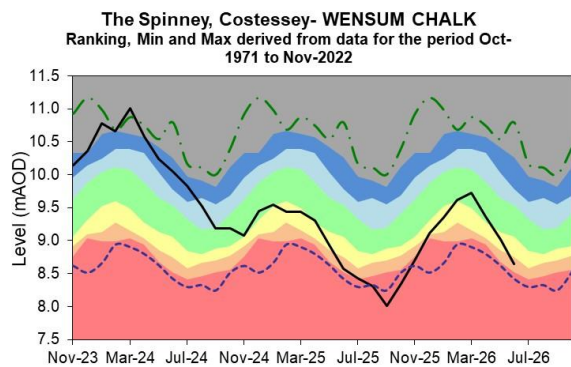
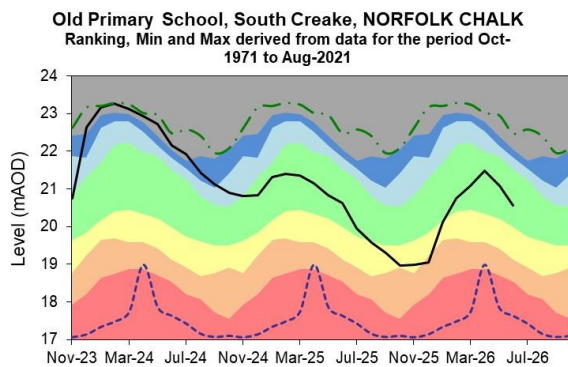
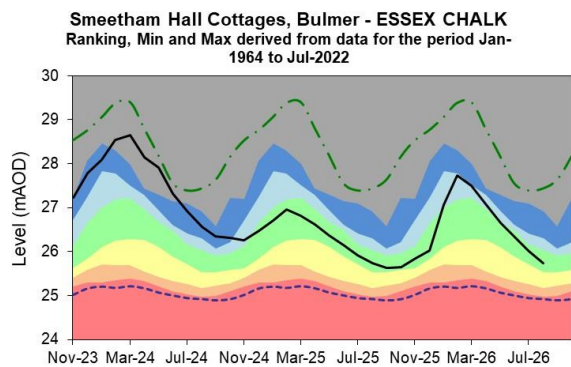


Redlands Hall, Ickleton - CAM CHALK
 Ranking, Min and Max derived from data for the period Aug-1963 to Dec-2022



Rook Hall, Braiseworth - SUFFOLK CHALK
 Ranking, Min and Max derived from data for the period Jan-1980 to Nov-2022





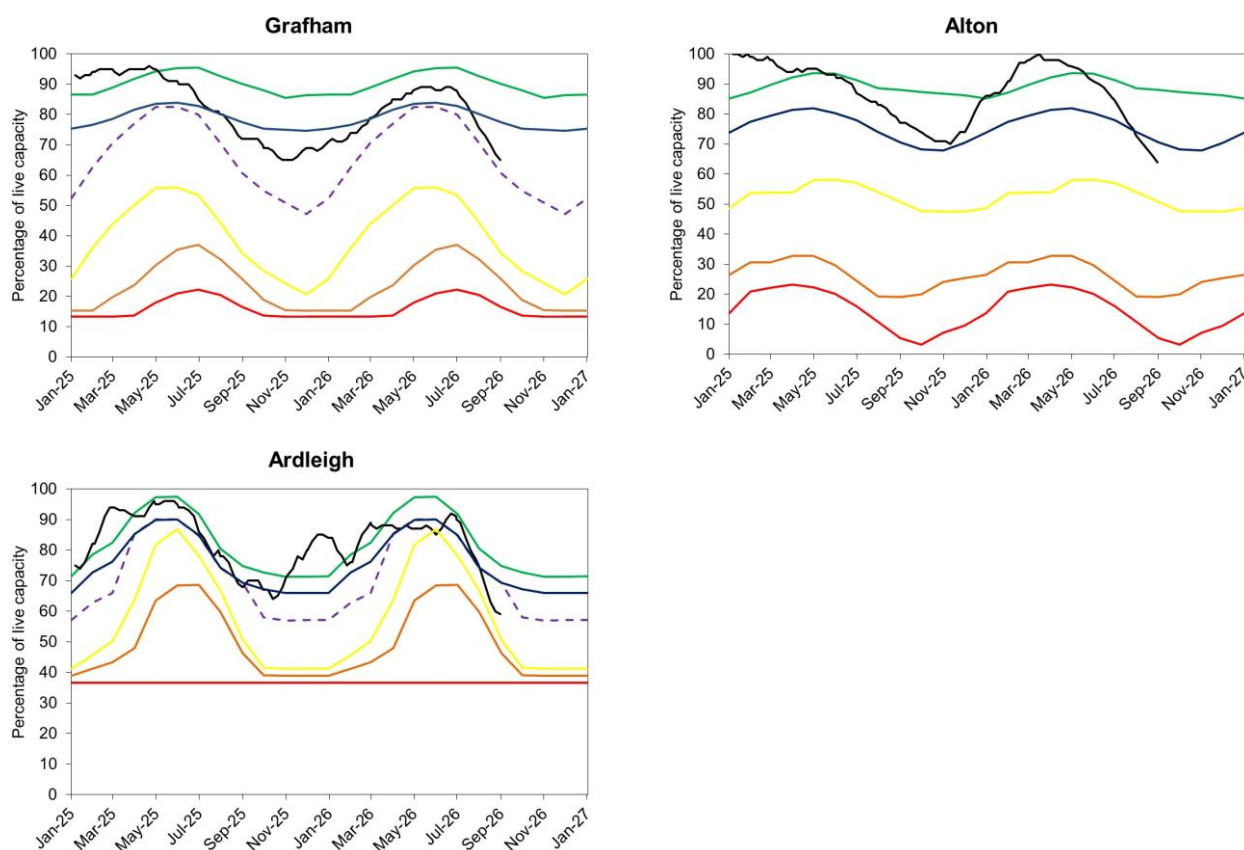
(Source: Environment Agency, 2026).

6 Reservoir stocks

6.1 Anglian Water

Figure 6.1: End of month regional reservoir stocks compared to the target curve and drought permit application trigger.

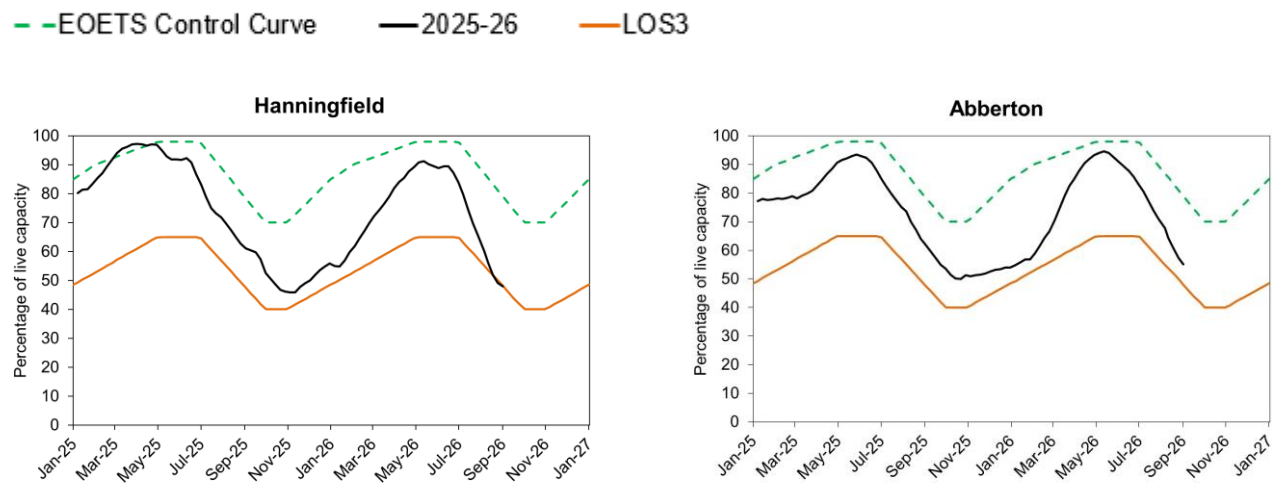
— 2025-2026 — Target Curve - - Drought Permit Application Trigger
 — Level 1 — Level 2 — Level 3 — Level 4



(Source: Anglian Water. For more information on Anglian Water's reservoir levels, please view their [Drought Plan](#)).

6.2 Essex and Suffolk Water

Figure 6.2: End of month regional reservoir stocks compared to the EOETS and level of service 3 control curve.



(Source: Essex and Suffolk Water).

7 Glossary

7.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

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

Artesian

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

Artesian borehole

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

Cumecs

Cubic metres per second (m^3/s).

Effective rainfall

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

Flood alert and flood warning

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

Groundwater

The water found in an aquifer.

Long term average (LTA)

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

mAOD

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

MORECS

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

Naturalised flow

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

NCIC

National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 1 km gridded dataset, which uses rain gauge observations.

Recharge

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

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

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

Soil moisture deficit (SMD)

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

7.2 Categories

Exceptionally high

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

Notably high

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

Above normal

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

Normal

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

Below normal

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

Notably low

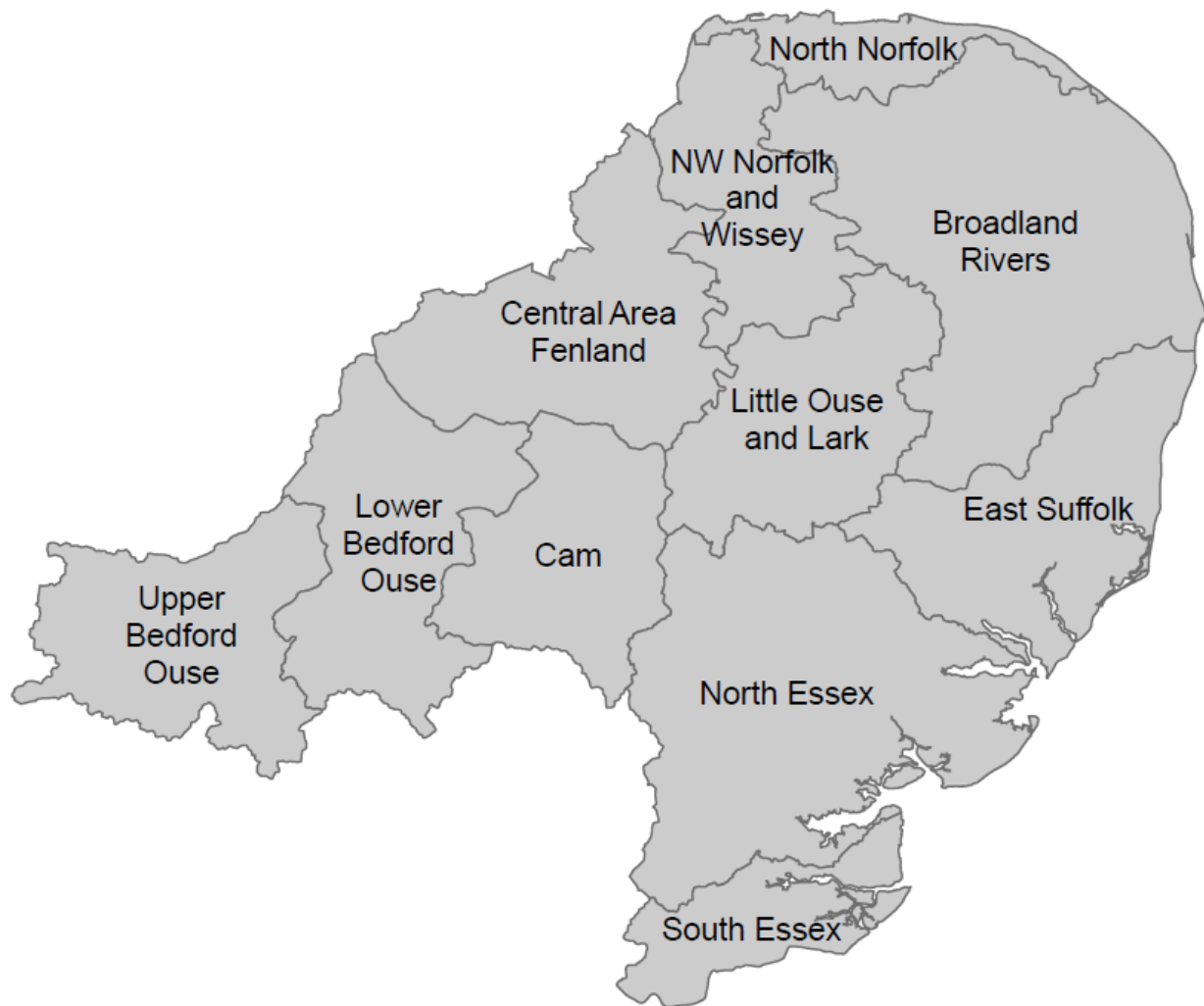
Value likely to fall within this band 8% of the time.

Exceptionally low

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

7.3 Hydrological areas

Figure 7.3: The map below shows the geographical extent of each hydrological area in East Anglia.



8 Appendices

8.1 Rainfall table

Hydrological area	Aug 2026 rainfall % of long term average 1991 to 2020	Aug 2026 band	Jun 2026 to August cumulative band	Mar 2026 to August cumulative band	Sep 2025 to August cumulative band
Broadland Rivers	73	Normal	Below normal	Exceptionally low	Below normal
Cam	72	Normal	Notably low	Exceptionally low	Below normal
Central Area Fenland	106	Normal	Below normal	Exceptionally low	Normal
East Suffolk	54	Below Normal	Notably low	Exceptionally low	Normal
Little Ouse And Lark	65	Normal	Notably low	Exceptionally low	Normal
Lower Bedford Ouse	83	Normal	Below normal	Exceptionally low	Normal
North Essex	46	Below Normal	Exceptionally low	Exceptionally low	Normal
North Norfolk	88	Normal	Notably low	Exceptionally low	Notably low
Nw Norfolk And Wissey	90	Normal	Notably low	Exceptionally low	Below normal
South Essex	46	Below Normal	Notably low	Exceptionally low	Below normal
Upper Bedford Ouse	44	Below Normal	Notably low	Exceptionally low	Normal

8.2 River flows table

Site name	River	Catchment	Aug 2026 band	Jul 2026 band
Abbey Heath	Little Ouse	Little Ouse	Exceptionally low	Exceptionally low
Blunham	Ivel	Ivel	Below normal	Below normal
Bramford	Gipping	Gipping	Notably low	Below normal
Burnham Overy	Burn	Burn	Below normal	Below normal
Burnt Mill	Rhee	Rhee	Below normal	Below normal
Cappenharn	Tove	Tove	Exceptionally low	Exceptionally low
Colney	Yare	Yare	Exceptionally low	Exceptionally low
Denver	Ely Ouse	Cutoff and Renew Channel	Exceptionally low	Notably low
Dernford	Cam	Cam	Notably low	Exceptionally low
Heacham	Heacham	Heacham	Below normal	Below normal
Ingworth	Bure	Bure	Exceptionally low	Exceptionally low
Lexden	Colne	Colne Essex	Exceptionally low	Exceptionally low
Marham	Nar	Nar	Notably low	Notably low
Needham Weir Total	Waveney (lower)	Waveney	Normal	Below normal
Northwold Total	Wissey	Wissey	Exceptionally low	Exceptionally low
Offord (gross Flows)	Great Ouse	Ouse Beds	Below normal	Below normal

Roxton	Great Ouse	Ivel	Below normal	Notably low
Springfield	Chelmer	Chelmer Upper	Notably low	Notably low
Swanton Morley Total	Wensum	Wensum	Exceptionally low	Exceptionally low
Temple	Lark	Lark	Exceptionally low	Exceptionally low
Willen	Ouzel	Ouzel	Below normal	Notably low

8.3 Groundwater table

Site name	Aquifer	End of Aug 2026 band	End of Jul 2026 band
Bath Springs, Charlton	Upper Ivel Chalk	Above normal	Above normal
Biggleswade	Ivel Woburn Sands	Below normal	Normal
Bircham Newton	North West Norfolk Chalk	Notably low	Notably low
Breckland	Wissey Chalk	No Data	Notably low
Bury St Edmunds	Upper Lark Chalk	Normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Normal	Normal
Gog Magog, Stapleford	Cam Chalk	Notably low	Notably low
Halfway Cottages	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Exceptionally low	Exceptionally low
Kenninghall	Little Ouse Chalk	Below normal	Below normal
Linton	Cam Chalk	Notably low	Below normal
Newmarket	Snail Chalk	Notably low	Below normal
Old Primary School, South Creake	North Norfolk Chalk	No Data	No Data
Redlands Hall, Ickleton	Cam Chalk	Normal	Normal

Rook Hall, Braiseworth	East Suffolk Chalk	Exceptionally low	Notably low
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	No Data	No Data
Washpit Farm, Rougham	North West Norfolk Chalk	Below normal	Below normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Normal	Normal

[Apply for Six Free Trees](#)



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

The scheme is open until October 31 2026.

Please read our [terms and conditions \[PDF, 64Kb\]](#) (</media/o4xha4nz/6ft-tc-2-1.pdf>).

We have committed to doubling nature and transitioning to zero carbon by 2050 in South Cambs. Cambridgeshire is among the least wooded counties in the UK - increasing tree cover will benefit communities and create habitats for wildlife, strengthening resilience as we adapt to our changing climate.

The Six Free Trees Scheme aims to increase tree cover across the district, on parish-owned land, school grounds, and other publicly accessible areas. Each Parish/Town may apply to receive 6 small whips or 1 larger container-grown tree from a list of native species. Read the Woodland Trust's [Twigged!](#) (<https://www.woodlandtrust.org.uk/media/1168/twigged.pdf>)  Guide to find out which tree(s) would best suit your needs and site conditions.

Biodegradable guards, stakes, ties and mulch mats will also be supplied with your order. For larger trees, you can also receive an optional plastic watering pipe that helps water penetrate down deep into the roots, keeping the tree well-watered while it establishes in the first three years.

The benefits of planting trees

Trees absorb and store the carbon dioxide emissions that are driving global warming. Trees help to purify our air, clean and encourage water storage, provide homes and food for wildlife, and make our landscapes green and beautiful.

Tree canopy cover helps provide a shading and cooling effect that will help us adapt to a warmer and drier climate, building resilience for the future.

To minimise the chance of trees planted through the scheme dying, participants are required to arrange aftercare of trees, including spring and summer watering for the first 3 years. We will check on how the trees are doing 1 year from the planting of the trees. For more tips on how to keep your newly planted trees healthy and thriving, check out the [Alive in five guide \(https://irp.cdn-website.com/a5b8708d/files/uploaded/Alive%20in%20Five%20Updated.pdf\)](https://irp.cdn-website.com/a5b8708d/files/uploaded/Alive%20in%20Five%20Updated.pdf)  (created by the Suffolk Tree Warden Network).

Larger scale planting

Apply for the [Woodland Trust's Free Tree Packs for Schools and Communities \(https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/\)](https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/) , which offers tree packs of 15, 30, 105 or 420 saplings.

Please email climateandenvironment@scams.gov.uk [.\(mailto:climateandenvironment@scams.gov.uk\)](mailto:climateandenvironment@scams.gov.uk) if you have any questions.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Alex Coxall
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

June 15th 2026

Dear Alex

Following on from our site visits we are quoting for the 2 jobs at the allotments. Plot [REDACTED] as we discussed is going to be expensive for one plot but unfortunately there is no other way than getting a large skip for the debris. Remove all debris to skip that we will have at our yard rather than on the path, remove the wire on the surface of the boundary to avoid any trip hazards, spray the whole plot off & clear vegetation away.

Total £1080.00 x Vat



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

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328



www.hcgmltd.co.uk



MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: June 2024
Review date: May 2025

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Village Car Park	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
War Memorial	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Littlehands and Access Way	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
New Rec. Ground	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Clear Cres. Play Park	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Orchard Road Cemetery	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
New Road C/metry	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Old Recreation Ground	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Pavilion	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
All Saints' C/Yard	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Jubilee Orchard	27-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	
Armingford Cres.	28-7-26 S	3-8-26 S	10-8-26 S	17-8-26 S	

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Pavilion Defibrillator	24-7-20 sf.	3-8-20 sf	10-8-20 sf	17-8-20 sf.
Doctors Surgery Defibrillator	27-7-20 sf.	3-8-20 sf.	10-8-20 sf	17-8-20 sf.
Beechwood Avenue	27-7-20 sf.		10-8-20 sf.	
Millennium Copse	27-7-20 sf.		10-8-20 sf.	
Worcester Way	27-7-20 sf.	3-8-20 sf.	10-8-20 sf.	17-8-20 sf.
Allotments	27-7-20 sf.			
Fire Engine Shed				17-8-20 sf.
Chalkhill Barrow		3-8-20 sf.		
Elm Way		3-8-20 sf.		
Stockbridge M.			10.	

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: June 2024
Review date: May 2025

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	17-7-26 JF			
		3-8-26 JF			
		10-8-26 JF			
		17-8-26 JF			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		—		
Record cleaning and descaling	Cleaning contractor			17-8-26 season JF	
Showers – descale and disinfect	Cleaning Contractor			" "	
Disinfect hot water unit in kitchen	Cleaning Contractor			" "	
Hot water cylinders – check water temp (should be 60c)	Wardens			17-8-26 JF	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				—
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				—
Check insulation to pipework where required	Heating contractor				—

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	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Village Car Park	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
War Memorial	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Littlehands and Access Way	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
New Rec. Ground	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Clear Cres. Play Park	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Orchard Road Cemetery	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
New Road C/metry	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Old Recreation Ground	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Pavilion	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
All Saints' C/Yard	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Jubilee Orchard	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	
Armingford Cres.	24-8-26 S	1-9-26 S	7-9-26 S	14-9-26 S	

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Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	24-8-26 JF			
		1-9-26 JF			
		7-9-26 JF			
		14-9-26 JF			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		✓		
Record cleaning and descaling	Cleaning contractor			✓	
Showers – descale and disinfect	Cleaning Contractor			✓	
Disinfect hot water unit in kitchen	Cleaning Contractor			✓	
Hot water cylinders – check water temp (should be 60c)	Wardens			26.9. JF 14-9-26	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				✓
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				✓
Check insulation to pipework where required	Heating contractor				✓

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Pavilion Defibrillator	24-8-26	1-9-26	7-9-26	14-9-26
Doctors Surgery Defibrillator	24-8-26	1-9-26	7-9-26 off line	14-9-26 - 5. off line
Beechwood Avenue	24-8-26		7-9-26	
Millennium Copse	24-8-26		7-9-26	
Worcester Way	24-8-26	1-9-26	7-9-26	14-9-26
Allotments	24-8-26			
Fire Engine Shed				14-9-26
Chalkhill Barrow		7-9-26		
Elm Way		7-9-26		
Stockbridge M.			14-9-26	

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	Theft	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. Owner found and bike returned.
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	35/55886/26 Fire service attended. Wardens to check for debris. No viable line of enquiry.
27/07/2026	The Moor	Door handle to the pavilion broken off.	MOP	Property damage	Handle retrieved. Wardens fixed and replacement ordered.
28/07/2026	New Road	Flytipping - mattress	Litter Picker	Fly tipping	Reported to SCDC PGVSDVZC
02/08/2026	Station Road	Field fire	MOP	Fire damage	Fire service responded.
02/08/2026	The Moor - play park	Graffiti on play equipment	MOP	Graffiti	Reported to wardens for removal.
03/08/2026	Vicarage Close	Ongoing ASB and welfare concerns	MOP	ASB	Meeting with Community Safety team to discuss actions with resindets. Follow up in place.
03/08/2026	The Moor	Fire in bin	Wardens	Fire damage	No response needed.
03/08/2026	Orchard Rad Cemetery	Young kids using it as a playground and pulling flowers from graves.	MOP	ASB	No evidence of who. MPC to post on social media about recent events to highlight problems to parents / carers that may be unaware.
06/08/2026	St Georges Allotments	Report of 3 hoses cut off the tap attachments, with attachments removed.	Plot Holder	Property damage / Theft	Reported to office. Reporter encouraged to ask others to report.
09/08/2026	Stockbridge Meadows	Fire lit - no reports at the time. Reported on Monday AM	Wardens	Fire damage	Wardens assessed the area. Further reports on 12/08 followed up and continued watch placed on area.
13/08/2026	The Moor	Fire evidence during ASB patrol by South Cambs	South Cambs	Fire damage	Fire damage reported - no evidence of how or when it was started.
13/08/2026	The Moor / Vicarage Close	ASB Patrol by South Cambs Housing Enforcement	South Cambs	ASB	Distric staff put up posters about surveillance and conducted a ASB patrol of The Moor area. Spoke to YP about behaviours and addressed concerns around underage drinking and using the area late at night.
05/09/2026	Community Hub	Damage to outside of building reported.	MOP	ASB / Property damage	Damage to be assessed by Wardens. Hub to check CCTV.
08/09/2026	High Street Car Park	Fencing damaged / pushed over.	Office	Property damage	Damage to be assessed by Wardens. No coverage on CCTV.

MA095 2627a) Cambridge Road / Hale Close – Trees

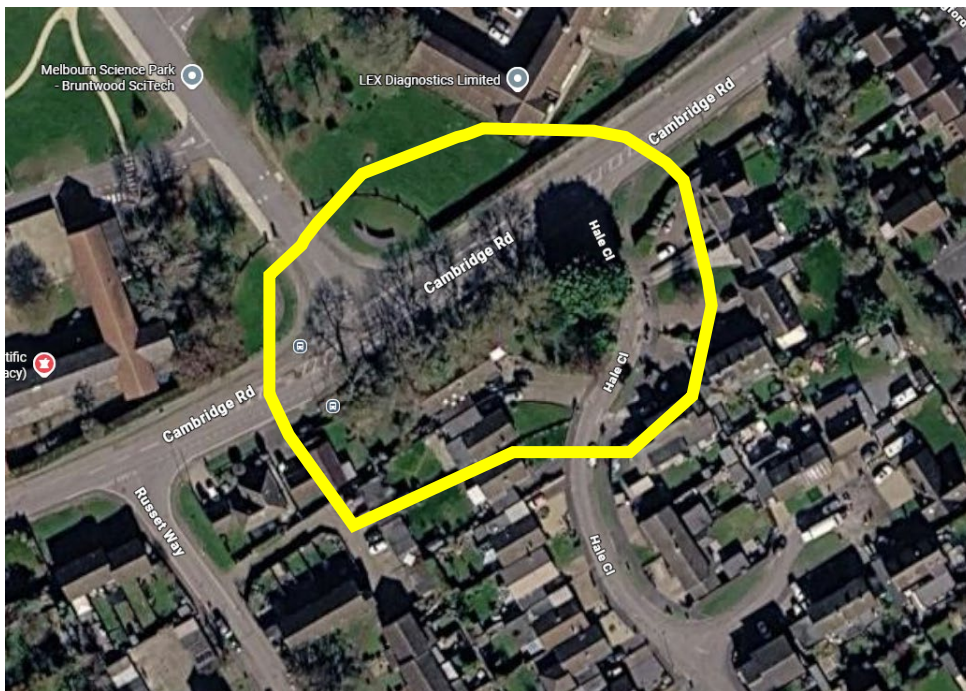
UPDATE – August 2026

- Resident has proceeded with works to protect their property.
- Tree line would benefit from investigation to plan for any further works needed.

To be considered:

- Committee proceed with tree inspection at a cost of £300 to receive a report of any concerns.

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Overhead Expenditure						
4365 Tree & Hedge Work - Unplanned	9,237	0	7,500	7,500		7,500
Total Overhead	9,237	0	7,500	7,500	0	7,500
Total Income	0	0	0	0		
Total Expenditure	9,237	0	7,500	7,500	0	7,500
Net Income over Expenditure	(9,237)	0	(7,500)	(7,500)		

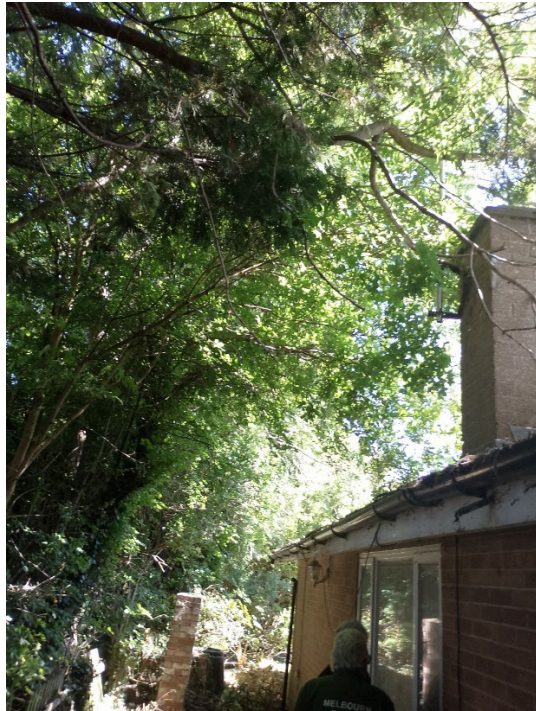


Resident raised concern about the trees along Cambridge Road causing issues with the property and obtaining insurance. Request for works to trees to clear property line.

Arborist contacted – due to proximity to house they have requested a report before quoting for works due to possibility of structural issues. No safety issues were raised during the recent review – the impact on the residential property would not have been assessed at this time.

Awaiting quote.

MA070 2627a) Cambridge Road / Hale Close – Trees



MA095 2627b) Greengage Rise – Trees

UPDATE – August 2026

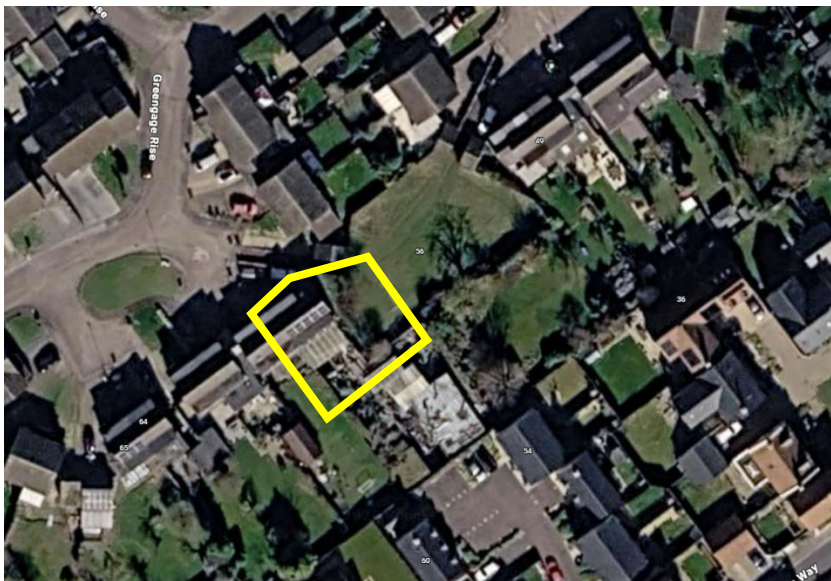
- Resident has proceeded with superficial works to trees to protect their property.
- Office has spoken to legal representative for the land transfer – they have confirmed that the best course of action is to contact developer (Taylor Wimpey) and push to progress with land transfer – highlighting the concern over the trees.

To be considered:

- Committee proceed with a tree inspection at a cost of £300 to receive a report of any concerns.
- Committee to wait for action from developer on land transfer before proceeding with any reports or work to trees.

July 2026

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Overhead Expenditure						
4365 Tree & Hedge Work - Unplanned	9,237	0	7,500	7,500		7,500
Total Overhead	9,237	0	7,500	7,500	0	7,500
Total Income	0	0	0	0		
Total Expenditure	9,237	0	7,500	7,500	0	7,500
Net Income over Expenditure	(9,237)	0	(7,500)	(7,500)		



Resident raised concern about the trees off open space to the side of their property line causing damage to fence and property.

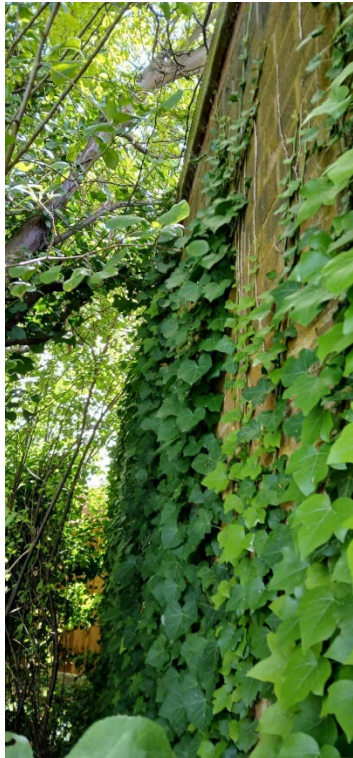
Arborist contacted – due to proximity to house they have requested a report before quoting for works due to possibility of structural issues.

Land currently held by developers – in the late stages of obtaining the ground but not ours.

Precedence set with works to other trees off this land having works carried out previously.

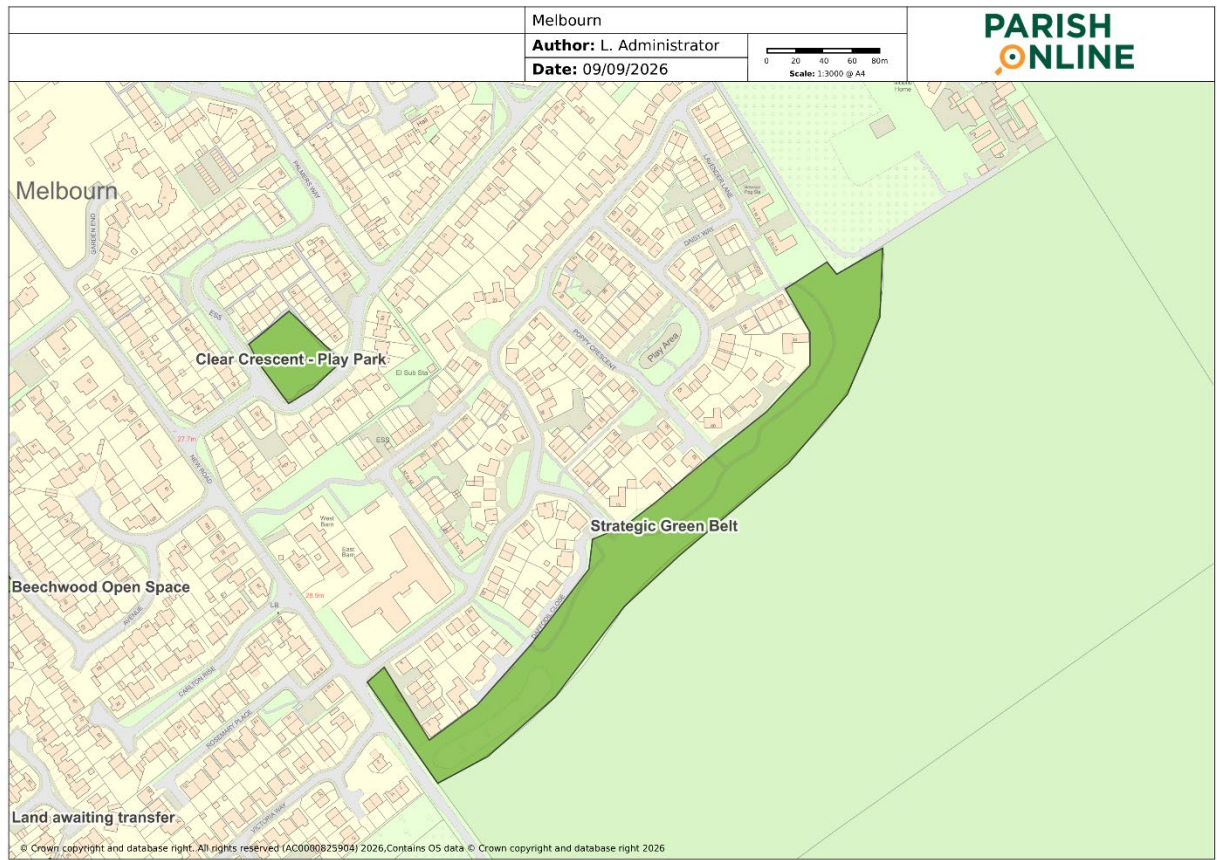
Awaiting quote.

MA053 2627b) Greengage Rise – Trees



MA096 2627a) Clover Way – Dogs

Correspondence to raise concern around off lead dogs around the Hopkins Homes development – request to install signage.



7 September 2026 – Contact from resident

I live at X Clover Way and am near to the public path that borders the estate. The path is used by a lot of dog walkers and many do not have their dogs on leads. This is against the covenant / land registry of the estate and has led to multiple incidents of dogs coming onto our lawn to chase our cat and is a likely root cause of the regular fouling. There is no signage to explain that dogs must be kept on leads so I would like to request that signs be added at appropriate points along the path.

8 September 2026 – response

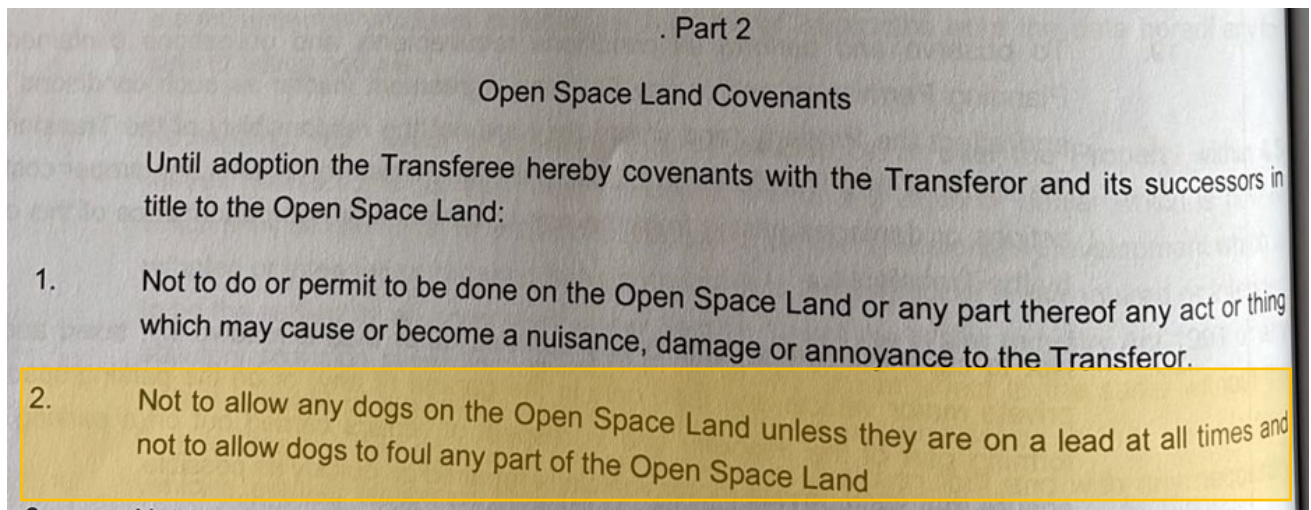
I am sorry to hear you are experiencing issues with dogs in the area.

Examining the Deed of Covenant and TP1 for the land (SGB as shown above) I cannot find any restrictions or covenants restricting dogs to being on the lead - if you have information to the contrary please could you share this with me so that I can present this to Council for consideration.

...

MA096 2627a) Clover Way – Dogs

8 September 2026 – response from resident



Extract from homeowners TP1 document.

8 September 2026 – response

...I wonder if the TP1 conditions for the SGB (the land around the top end of the estate – that we currently own) are different from the main open spaces land? We are in the process of taking all the land over so it will be good to get consensus before we are in that position.

Notes

The restrictive covenant for keeping dogs on a lead in open spaces is currently a private agreement between the homeowner and Hopkins Homes – when MPC acquire the land any restrictive covenants will be noted in the TP1 and, if accepted, MPC will be bound to uphold them.

Members of the public (non-homeowners) using the space are not bound to abide to the restrictive covenant.

When MPC are responsible for the land signage could be installed – a Public Spaces Protection Order would be needed to enforce fines etc. To my knowledge, there is no prior precedent for this in the parish.

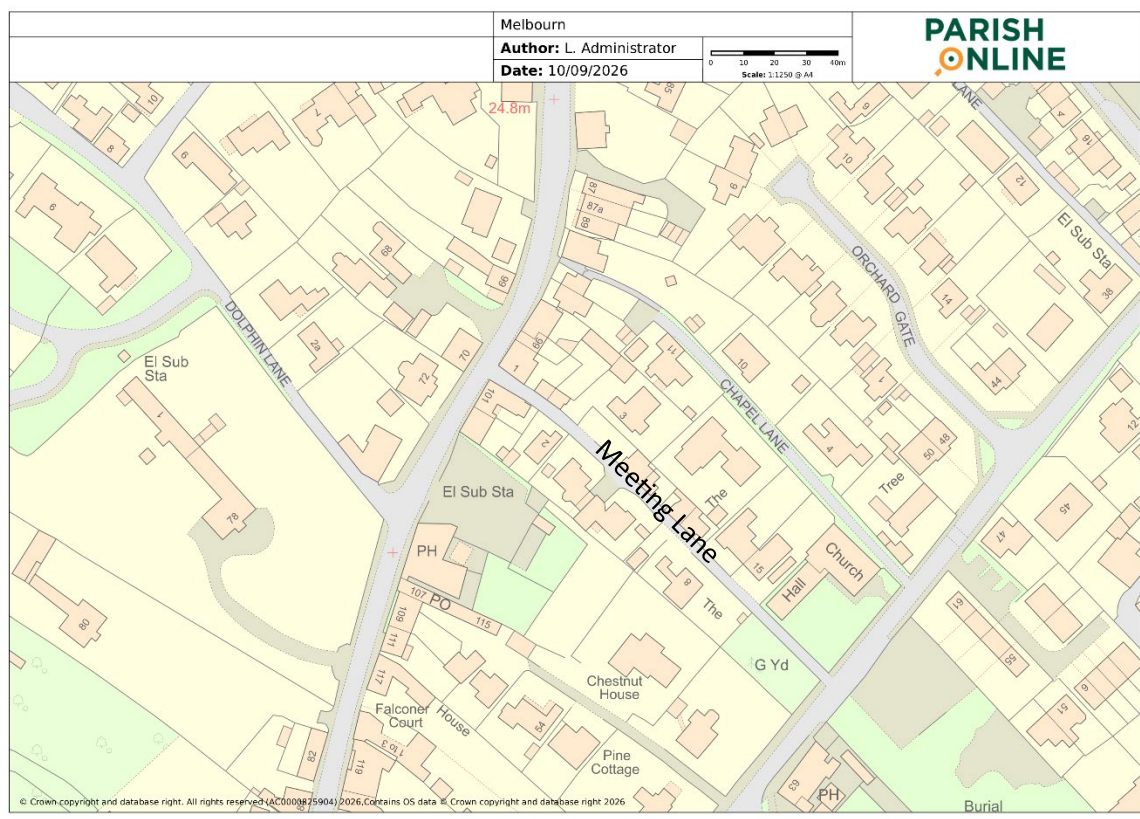
Committee to consider any further actions at this time.

MA096 2627b) Double yellow lines – Meeting Lane

Background Resident contacted District Cllrs to request double yellow lines be added to the junction of Meeting Lane and High Street to increase safety around the junction. Vehicles are often parked right up to the corner making egress onto the High Street extremely dangerous.

Issue passed to County Cllr for follow up.

Cllr Bostanci contacted Highways and enforcement to be told that the only way to proceed would be with a Local Highways Improvement (LHI) plan and application for double yellow lines to be added.



Consideration Committee to consider any action that could be taken to support and advise.

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 16 September 2026

Details of work required	Reported by	Notes	Actions	WHO?
Various Highways reports	Residents	Many reports of action required on Highways reporting tool	Watch responses - follow up if not actioned in suitable timeframe.	CCC
Weight restriction signage missing - New Road	Resident	Continued complaints about over limit vehicles entering the village from A5050	CCC confirmed sign to be replaced. 12 week check (1 Sep 2026) Additional request for increasing weight restriction.	CCC
Overgrown hedging along Royston Road	Resident	Ongoing complaints and safety issues with overgrown vegetation making the path impassable along Roytson Road - users having to walk in the road etc.	Written to owners with no response. Contacts compliance officers who have agreed works should be carried out as soon as possible. Awaiting works 01/07/26 COMPLETED	CCC
Fallen tree on Back Lane resting on other trees.	Resident	Report of fallen tree - with Highways for clearance.	Awaiting action.	CCC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 16 September 2026

Details of work	Reported by	Notes	Actions	WHO?
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing	Office / Wardens
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.	Wardens
Barriers at Little Hands	Wardens	Fire door barriers installed. Floor marking to follow if needed.	Ongoing.	Office / Wardens
ROSPA	Office	Ongoing actions following ROSPA inspections.	DC to work with Wardens to complete / assign works.	Office / Wardens
Fence around High Street car park	Office	Ongoing repairs to fencing around car park - area to front recently fell.	Wardens to continue repairs.	Wardens
Repair to memorial bench on The Moor	MOP	Assess if a fix is possible to bench arms and communicate to family.	Wardens to review.	Wardens
Cut back dead vegetation at foot of trees in Orchard off The Moor	Cllr	Wardens to review and complete works if appropriate.	Ongoing	Wardens

Letters to residents about encroaching on pathway / roadway / open sapces

	Number of letters	
High Street	1	Actioned.
High Street	1	Actioned.
Beechwood Ave		Offered assistance, requested permission to carry out works, With Environment SCDC. Further complaints of vermin. Works being completed.
	4	Reports of concern over building - reported to 101.
High Street	5	Actioned.
Norgetts Lane	1	Actioned. With SCDC housing.
Norgetts Lane	1	Actioned. With SCDC housing.
High Street	3	Actioned. Sent Feb 2026
High Street	2	Actioned.
Victoria Way	1	No action required.
High Street	1	Actioned.
Water Lane	2	Actioned.
High Street	1	Actioned.
High Street	1	Actioned.
	1	Actioned. Asked Highways for advice - safety issue. Picked up by compliance officer - awaiting works.Worls completed.
Beeton Close	1	Actioned.
Cedar Close	2	Fallen fence to Beechwood Ave open space. Repeat letter sent.
High Street	1	Actioned. Flyer posted - actioned
Orchard Road	1	Actioned. Flyer posted - due to be actioned
Greengage Rise	1	
Greengage Rise	1	

Proposal to Support a Community Screening of the National Emergency Briefing

Background The *National Emergency Briefing* has been developed as a public information initiative to ensure that communities across the UK have access to a clear and accessible explanation of the challenges associated with climate and nature breakdown, and the opportunities available to respond positively. It has been specifically designed for screening within local communities.

As local councils, we have responsibilities towards the wellbeing of our communities, stewardship of public assets, and support for future generations. Providing residents with an opportunity to view and discuss the film aligns with these responsibilities.

Purpose This proposal seeks the support of Parish Councils in the local area and County and District Councillors for a community screening of the *National Emergency Briefing*, a public information film that aims to provide an accessible overview of the climate and nature crisis facing the UK. The purpose is to encourage community members and groups to develop their own plans to tackle the issues addressed in the film with the support of their Parish Council. <https://www.nebriefing.org/the-film>

The intention is not to promote any political position, but to provide residents with an opportunity to engage with an important issue, hear evidence-based information, and encourage constructive discussion about local action and resilience.

Proposal

It is proposed that:

1. Parish Councils across the area work collaboratively to support a local screening of the *National Emergency Briefing*. Current interest from Melbourn, Meldreth & Fowlmere.
2. Local County and District Councillors be invited to host the event.
3. A suitable public venue be secured, accessible to residents from across the area. It is proposed that the Melbourn Community Hub could be approached to run the event.
4. The screening should be followed by a facilitated discussion focusing on:
 - Local impacts and opportunities.
 - Community resilience.
 - Practical actions that residents, organisations and councils can take.
 - Existing local initiatives and partnerships.
5. The event be promoted jointly through council communications, community organisations, schools, businesses and local networks.

Benefits

Supporting a community screening would:

- Increase awareness and understanding of issues that will affect local communities in the years ahead.
- Encourage civic participation and informed discussion.
- Provide residents with an opportunity to ask questions and explore potential local responses.

Proposal to Support a Community Screening of the National Emergency Briefing

- Strengthen collaboration between parish councils, county councillors, community groups and residents.

Requested Support

We ask Parish Councils to:

- Endorse the principle of a community screening.
- Assist with promotion through council communication channels.
- Consider a modest contribution towards venue or event costs where appropriate.
- Encourage councillors to attend and participate.

We ask County and District Councillors to:

- Host, support and help champion the event.
- Assist in securing a suitable venue.
- Host and attend the screening and lead community discussion.
- Encourage wider participation from local stakeholders and partner organisations.

Conclusion

The National Emergency Briefing offers an opportunity for residents, councillors and community organisations to come together, learn, discuss and consider positive local responses to the challenges and opportunities facing our communities. By supporting a collaborative screening event, local councils can help foster informed public engagement and strengthen community resilience for the future.

Consideration

This Council supports the principle of organising a local community screening of the National Emergency Briefing and agrees to work with neighbouring parish councils and county and district councillors to facilitate and promote the event for the benefit of residents.

Melbourn Parish Council MEMORIAL INSPECTION RECORD

Cemetery	
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Inspection Date	
-----------------	--

Section	
----------------	--

Inspected By	
--------------	--

[illegible]

ADDITIONAL INFO



Report on Memorial Management training
September 2026

Representative from Melbourn Parish Council (MPC) attended the course presented by ICCM on Management of Memorials, the gentleman running the course was very knowledgeable and really highlighted the issues around meeting our obligation as cemetery managers and the safety of the public, balanced with the sensitivity needed to deal with the bereaved families.

Moving forward, we will be implementing record keeping and demonstrating that we have undertaken testing. Testing will be completed on a schedule so we can mitigate risk. We have been shown different ways of dealing with headstones deemed dangerous, and we can look at which method may suit the needs of the community, cemetery and level of danger posed.

Attendees gained a clear understanding of the importance of effective headstone management. The course highlighted that, where processes are not properly followed, the consequences can be significant. As a result, there is a strong commitment to ensuring that appropriate procedures and best practice are maintained.

The proposal will be that we take a section at a time and assess and act on what is needed and then move to another section. This helps us to keep a clear record of every headstone so that over time we can track changes and prove we are meeting our legal obligations.

Initially an overview will be undertaken and will select areas of highest risk starting in Orchard Road Cemetery and moving onto New Road Cemetery. Once that has been undertaken, a proposal which details options available and costs involved can be presented. Once established this can over the longer term ensure cemeteries will pose a consistently low risk to safety.

Lucy Capper, 9 September 2026

MA101 2627a) TRO Update – Village Car Park

Background Council considered requests to monitor and enforce the acceptable use of the blue badge spaces in the village car park off the High Street. Numerous complaints have been received about non-blue badge holding vehicles using spaces.

Council resolved to look at actions that can be taken to address the issue.

Action Office contacted Parking Enforcement at Cambridgeshire County Council – without a valid Traffic Regulation Order (TRO) the parking enforcement team are unable to enforce car parking restrictions.

Office contacted Policy and Regulation at Cambridgeshire County Council with the following response:

A community can independently take the initiative to fund the formal establishment of disabled parking bays. Implementing parking restrictions requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a 21-day notice period. Should any objections be received then a report would go before Members for decision.

As your project requires a TRO you will need to complete the Third Party Funded TRO Application Form...

A £250 non-refundable application fee be taken during the application. On completion, additional charges will be levied for all necessary advertising costs. Generally, a maximum of £1,000, however, the actual cost re-charged is dependent on the publication, the size of the press advert and the number of notices required (maximum 2).

It is difficult to provide an accurate timescale for the making of a TRO because each Order will be different, and the timescales are inevitably connected to the number and nature of objections received to each proposed TRO...

In general terms, and where a TRO is relatively simple and attracts few (if any) objections, the process should normally take approximately 6 -9 months.

If the proposals are more complicated, and particularly where the proposed TRO attracts significant objections, the process may take significantly longer and will also be governed by the decision-making timescales in operation at the time.

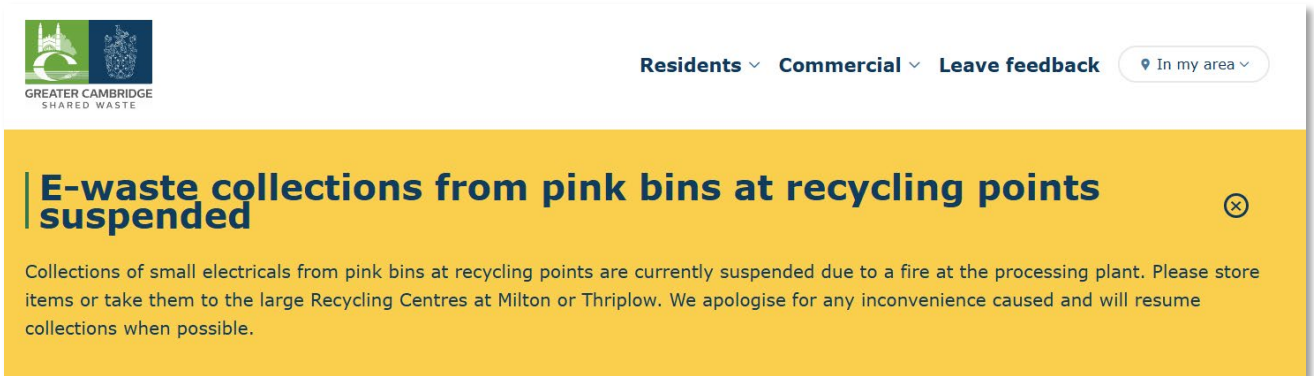
Office spoke to experienced Officers who advised taking a more formal adherence route before going to the expense and formality of raising a TRO request. It was suggested that installing Blue Badge Only signs can have the desired effect without the need for formal arrangement.

Office contacted residents at 35 High street and requested permission to install three Blue Badge Holders only signs to their fence, directly in front of the spaces in question. They kindly agreed and the signs have been installed (at a cost of £25.87 – approved under delegated authority).

MA101 2627b) Small Electricals Recycling

Background Due to a major fire at the allocated recycling plant in April 2026 the pink recycling bin has been removed from service in the High Street car park.

The bin offered residents that are unable to travel the opportunity to recycle their unwanted small electrical items.



The screenshot shows a website header for 'GREATER CAMBRIDGE SHARED WASTE' with navigation links for 'Residents', 'Commercial', and 'Leave feedback', along with a location filter 'In my area'. Below the header is a yellow banner with the title 'E-waste collections from pink bins at recycling points suspended'. The banner text states: 'Collections of small electricals from pink bins at recycling points are currently suspended due to a fire at the processing plant. Please store items or take them to the large Recycling Centres at Milton or Thriplow. We apologise for any inconvenience caused and will resume collections when possible.'

Information on the pink bin scheme: <https://recycleyourelectricals.org.uk/>

Melbourn Parish Council have received a number of requests for information as to where the pink bin has gone and when it will be returning.

Consideration Committee to consider any suitable actions to assist the community at this time – discuss if a temporary collection point could be created with MPC delivering any goods to Thriplow Recycling Centre.

Tax Invoice



Bill to
Melbourn Community Centre
30 High Street
Melbourn
Melbourn
SG8 6DZ

parishclerk@melbournpc.co.uk

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

CRN: 03278509
VAT: 684059215
accounts@airway-group.co.uk
+United Kingdom 01480 831010

Amount due	Due date	Issue date	Invoice number
£125.22	19 Sept 2026	20 Aug 2026	026217

[View and pay online](#)

Description	Quantity	Price	Tax	Amount
Call Out Fee	1	95.00	20%	95.00
Labour	0.17	55.00	20%	9.35
attended site to investigate unit leak in parish council office	1	0.00		0.00



[View and pay online](#)

Barclays Bank
20-43-63
90762369
Payment Terms Strictly 30 Days

Subtotal	104.35
Total VAT 20%	20.87
Total	125.22
Amount due	£125.22

Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 32241
11 September 2026

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Halo Emergency Light Fittings - Supply and install three circular emergency Halo fittings with new	365.00	20%	365.00
Net Total				365.00
VAT				73.00
GBP Total				£438.00

Other Information

Company Registration Number: 4944876

POLICY AND PROCEDURE: Parish Estate – Safety Inspections

PURPOSE: To ensure public spaces for which the Melbourn Parish Council (hereafter the Council) has responsibility, are routinely inspected and maintained such that users are offered safe access

SCOPE: All public spaces in the Melbourn Parish Estate for which the Council has direct accountability. Aspects of the public environment that are the responsibility of other agencies, for example public highways or school grounds, are not covered by the scope of this policy.

Note: *Appendix 1 lists those areas deemed in need of regular safety inspection, together with Risk Assessments defining the required frequency of inspection for each. Not all areas have similar risks, and inspection frequency varies accordingly.*

1. POLICY:

- 1.1 It is the policy of the Council that all areas listed in Appendix 1 of this document are regularly inspected for hazards.
- 1.2 Because different areas present different levels of risk, not all areas will be inspected at the same frequency.
- 1.3 In order to decide the inspection frequency a formal Risk Assessment will be carried out for each affected area as listed in Appendix 1.
- 1.4 Risk levels will be divided into 'High', 'Medium' and 'Low'. High Risk areas will be inspected weekly. Medium Risk areas will be inspected every two weeks. Low Risk areas will be inspected monthly. More frequent inspections can be carried out, depending on circumstances, for example an unusual spillage or a village public event.
- 1.5 Risk Score Bands: 0 – 11 Monthly; 12 – 19 Two Weekly; 20 + Weekly
- 1.6 It is the responsibility of the Clerk to the Council to administer the safety checking system through the Village Wardens.
- 1.7 It is the responsibility of the Village Wardens to ensure that proper inspection checks are carried out on all listed areas, according to the frequencies laid out in this document.
- 1.8 Where agreed, nominated Councillors may carry out area checks, provided such checks are properly and formally recorded.

2. **PROCEDURE:**

- 2.1 Village Wardens will agree each week those areas that will be inspected and by whom.
- 2.2 Inspections will be shared to make the work sensibly balanced. The timing of inspections can be varied during the working week to make the visiting of remote areas time-efficient.
- 2.3 Inspections will be recorded on the Inspection Record Sheet; this is included as Appendix 3 to this document.
- 2.4 Each inspection will be signed and dated. Any issues or actions required must be noted.
- 2.5 It is the objective to leave each area in a safe condition after inspection. Should this not be possible, due to some significant problem, the matter should be notified to the Clerk so that steps can be quickly taken to correct the deficiencies.
- 2.6 Completed monthly inspection sheets must be returned to the Clerk for retention and reported at the next relevant Maintenance Committee meeting.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~29-30~~ September 202~~6~~5

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: September 2025
Review date: September 2027

APPENDIX 1

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Moor Play Park	5	5	0	1	5	5	21	High
All Saints Churchyard	0	5	0	0	3	5	13	Medium
Orchard Road Cemetery	1	2	0	0	5	5	13	High (due to bin emptying needs)
Old Recreation Ground	2	4	0	5	4	3	18	Medium
New recreation Ground	2	3	0	5	5	3	18	Medium
Village Car Park	5	5	5	0	5	5	25	High
War Memorial	4	5	2	0	5	5	21	High
Littlehands and Access Way	5	5	4	2	5	3	24	High
Melbourn Hub and Gardens	5	5	0	0	5	5	20	High
Stockbridge Meadows	3	5	0	0	3	4	15	Medium

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Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Crescent Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Ave	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millenium Copse	2	5	0	0	3	1	11	Low
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High
Rosemary Place	2	2	0	1	2	1	8	Low
Hopkins Homes SGB	3	3	0	0	4	2	12	Medium

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APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week4	
Moor Play Park					
Village Car Park					
War Memorial					
Littlehands and Access Way					
New Rec. Ground					
Clear Cres.Play Park					
Orchard Road Cemetery					
New Road Cemetery					
Old Recreation Ground					
Pavilion					
All Saints' C/Yard					
Jubilee Orchard					
Armingford Cres					

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Rosemary Place					
Hopkins Homes – Strategic Green Belt Area					
Pavilion Defibrillator					
Doctors Surgery Defibrillator					
Beechwood Avenue					
Millennium Copse					
Worcester Way					
Allotments					
Fire Engine Shed					
Chalkhill Barrow					
Elm Way					
Stockbridge M.					

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

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HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

SERVICE	TASK	FREQUENCY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water.	ANNUALLY
	Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis.	ANNUALLY
	Check temperatures in flow and return at calorifiers.	MONTHLY
	Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare)	MONTHLY
COLD WATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	ANNUALLY
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	BI-ANNUAL
	Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps.	MONTHLY
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses.	AS NECCESARY
LITTLE-USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	WEEKLY

HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

FREQUENCY	CHECK	ACQUIRED STANDARD		NOTES
		COLD	HOT	
MONTHLY	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required.
	If fitted, input to TMV's on sentinel basis.		The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to water heater/calorifier.		Outgoing water should be at least 60°C and the return at least 50°C.	If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system.
BI-ANNUAL	Incoming cold-water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel.
ANNUALLY	Representative number of taps on a rotational basis.	The water temperature should be below 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.