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

Abi Williams, Clerk
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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 28 October 2026 at 7.30pm at the Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Alexander, Barnes, Clark (Chair), Davey, Hart, Kanagarathnam, Kyprianou, McMahon
Absent:
In attendance: Abi Williams (Clerk), County Cllr Bostanci

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC099/2627 Apologies for absence

a) To consider request from Cllr Wilson for a six-month leave of absence from Parish Council duties due to personal circumstances, to be reviewed 28 April 2027.
It was RESOLVED to grant Cllr Wilson leave of absence from Parish Council duties for a period of six months, to be reviewed in April 2027.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

b) To receive and approve apologies for absence.

It was RESOLVED to accept apologies of absence from Cllrs Campbell, Coulman, Cowley, Kilmurray and Laight.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

PC100/2627 To receive any Declarations of Interest and Dispensations
Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate
None received.

PC101/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.
No members of the public present.

PC102/2627 To report back and approve the minutes of the Parish Council meeting held on 30 September 2026.
Noting correction on voting allocation on item PC093/2627b).

It was RESOLVED to approve the minutes of the Parish Council meeting held on 30 September 2026, with correction to item PC093/2627b), as an accurate record.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

PC103/2627 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from County Cllr Bostanci and District Cllr Hart. It was noted that the 17.5tonne weight restriction signs had finally been reinstated at the junction with the A505. County Cllr Bostanci remains engaged with the Superloop project and will provide updates as they are available. An update about Local Government Reorganisation is expected on 29 October.
A full copy of the report can be found in the supporting documents for this meeting.

PC104/2627 Finance Matters

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

Finance report received. RFO thanked for the new visual reporting style.

b) To consider approving invoice for Parish Online subscription at a cost of £250+VAT.

It was RESOLVED to approve the Parish Online invoice for £250 +VAT.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.

c) To note expense claim from Clerk for mileage to events totalling £70.40.

Expenses claim noted.

d) To note expense claim from Deputy Clerk for mileage to event totalling £18.15.

Expenses claim noted.

e) To consider approval of spend on The Clerks Manual (2026) at a cost of £49.20.

It was RESOLVED to approve purchase of The Clerks Manual (2026) at a cost of £49.20.
Proposed by Cllr Kanagarathnam, seconded by Cllr Alexander. All in favour.

f) To note BACS payment of annual insurance premium at a value of £11,751.50 (approved PC086/2627e) completed by signatories 15 October 2026 to ensure continuity of cover.
Payment noted. This is the last year of the three-year LTA – renegotiation to be completed in 2027.

g) To consider approving approvals list for October 2026.

It was RESOLVED to approve the approvals list for October 2026.
Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.

h) To request any projects for consideration under the precept 2027/28 to be sent to the office for review.
Items for review by Finance & Good Governance to be sent to the Parish office. Cllr Hart suggested consideration be taken for helping to fund ramp access at Meldreth Station due to the potential significant community benefit from the installation.

i) To receive any updates and consider actions.

None received.

PC105/2627 Bank reconciliations

a) To note bank reconciliation for September 2026.

It was noted that the bank reconciliations for September 2026 were completed. It was noted that approved signatories and reconciliation checks would be reviewed at November Full Council meeting.

PC106/2627 Email Decision

a) To note email resolution to support approval of £321 spend, as recommended by the Maintenance Committee, for the building control application fee for the installation of the composting toilet at St Georges Allotments.
Email decision noted.

PC107/2627 Antisocial Behaviour in the Village

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

Damage, vandalism and antisocial behaviour (ASB) report noted. Reports should continue to be sent to Police as first option – this ensures that incidents are noted and resource can be allocated accordingly.

PC108/2627 Correspondence

a) To receive correspondence about parking on High Street and consider actions.

Correspondence and reply to resident about parking issues on the High Street was considered. It was RESOLVED to agree that no further action can be taken by the Parish Council and the correct options have been shared with the resident for follow up.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

b) To receive any updates and consider actions.

None received.

PC109/2627 Governance

Signed……. Date……..

a) To note road closure and running order for Remembrance Parade to be held on Sunday 8 November 2026. Wreath purchased at a cost of £27.50 under delegated authority.
Road closure, running order and wreath purchase noted.

b) To note call for applications for Community Benefit Grants open until 20 November 2026. The meeting for application consideration will be held on Wednesday 2 December 2026.
Applications deadline and consideration meeting noted.

c) To consider approval of request to s106 officer to reallocate funds from S/1032/17/FL and S/2424/18/FL agreements from skate park provision to more general youth provision.
It was RESOLVED to approve the suggested communication to the S106 Officer for consideration.
Proposed by Cllr Hart, seconded by Cllr McMahon. All in favour.

d) To receive any updates and consider actions.

None received.

County Cllr Bostanci stepped out of the meeting 19:59

PC110/2627 Planning Matters

County Cllr Bostanci returned to the meeting 20:02

a) To receive updates and consider actions.

It was noted that we are awaiting a response from Hopkins Homes in relation to the recent snagging review.

PC111/2627 Local Highways Improvement Scheme (LHI)

a) To review and consider comments on proposed designs for LHI around the Primary School received from Cambridgeshire County Council.
Comment from Cllrs and concerns from residents relating to the LHI design review were discussed.
ACTION: Office to continue to collect comments from LHI Team and share review at November Full Council meeting.

PC112/2627 Community Coordinator Reports

a) To receive report covering October.

Report received with thanks.

b) To note any Timebank expenses.

None received.

c) To receive any updates and consider actions.

None received.

PC113/2627 To receive an update from the Maintenance Committee

a) To consider written approval for Stockbridge Meadows Pond clearance project – with commitment from Council to maintain the pond areas after initial works are complete.
It was RESOLVED to support written approval of Stockbridge Meadows Pond project with commitment to ongoing maintenance costs through specialist contractor.
Proposed by Cllr Kyprianou, seconded by Cllr Clark. All in favour.

b) To note trial period of three sessions of Wardens not attending Maintenance Committee meetings, representation will be by Wardens report via the Clerk.
Trial period for Wardens reports at Maintenance Committee meetings noted. To be reviewed in March 2027.

c ~~b~~) To receive any updates and consider actions.

None received.

PC114/2627 To receive an update from the MAYD Joint Committee

a) To consider approval of updated Terms of Reference to accommodate new members.

It was RESOLVED to approve the updated Terms of Reference for MAYD Joint Committee.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

b) To receive any updates and consider actions.

None received.

Signed……. Date……..

PC115/2627 Community Hub

a) To receive updates and consider actions.

It was noted that the next Hub Management meeting would be held on 10 November 2026 the Chair encouraged Cllrs to attend.

PC116/2627 To receive an update from the Futures Working Party

Awaiting response from Fields in Trust (FIT) around possibility of installing multigoal on FIT land.

County Cllr Bostanci left the meeting 20:30

PC117/2627 To receive an update from the HR Panel

a) To consider proposal for change of Parish Office public opening hours.

It was RESOLVED to approve a change to Parish Office public opening hours. ACTION: Communicate changes to community.
Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

b) To note RFO and Finance Assistant annual reviews completed.

Reviews noted.

c) To record Deputy Clerk gaining their CiLCA qualification and to consider increase of one SCP.

Congratulations passed to Deputy Clerk for gaining their CiLCA qualification.
It was RESOLVED to approve the increase of one scale point as stated in contract of employment.
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.

d) To receive any updates and consider actions.

None received.

PC118/2627 Policies

a) To consider approving update to Document 8.15 General Risk Register as recommended by Maintenance Committee (MA113/2627b).
It was RESOLVED to approve the updates to Document 8.15 General Risk Register.
Proposed by Cllr Daved, seconded by Cllr Kanagarathnam. All in favour.

PC119/2627 Chair's Announcements

ACTION: Office to arrange a list of reserves / substitutes for committee meetings due to recent low attendance.

PC120/2627 To note the dates of the upcoming meetings as:

a) Finance & Good Governance Committee Meeting, **Tuesday 3 November 2026** at 7.30pm.

b) Planning Committee Meeting, **Wednesday 11 November 2026** at 7.30pm.

c) Maintenance Committee Meeting, **Wednesday 18 November 2026** at 7.30pm.

d) MAYD Committee Meeting, **Friday 20 November 2026** at 2pm.

e) Cllrs training, **Saturday 21 November 2026**, 9.30am to 15.30pm.

f) Full Council Meeting, **Wednesday 25 November 2026** at 7.30pm.

g) Community Benefit Grants Meeting, **Wednesday 2 December 2026** at 7.30pm.

Dates of upcoming meetings / events were noted as above. ACTION: a request to move MAYD Committee meeting was noted and will be arranged by the office.

Meeting closed 20:38

Signed……. Date……..

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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

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

Present: Cllrs Alexander, Barnes, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, McMahon
Absent: Cllr Kanagarathnam
In attendance: Abi Williams (Clerk), Shelley Coulman (RFO), County Cllr Bostanci, Jose Hales & Jeannie Seers (Melbourn Community Hub Management Group)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC079/2627 To receive and approve apologies for absence

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

PC080/2627 To receive any Declarations of Interest and Dispensations

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

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

Declarations of interest were received from Cllr Kilmurray for items PC084/2627a-c) and PC086/2627h). Dispensation was granted to remain for discussion but not vote.

PC081/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public present.

PC082/2627 To report back and approve the minutes of the Parish Council meeting held on 29 July 2026.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 29 July 2026 as an accurate record.
Proposed by Cllr Kilmurray, seconded by Cllr Coulman. All in favour.

PC083/2627 Chair's Announcements

It is with great sadness that Melbourn Parish Council records the passing of former Parish Councillor John Travis.
On behalf of the Council, we extend our sincere condolences to John's family and friends at this sad time.
We are deeply grateful for the enormous contribution John made to the community through his years of service as a Parish Councillor and as a Director of the Community Hub Management Group. His commitment, dedication and support for village life have left a lasting legacy. He will be remembered with appreciation, respect and great fondness by all who had the privilege of working with him.
On a personal note I will his support and guidance which has been invaluable over the years.
The Council is considering an appropriate way to commemorate John's contribution to the village. Councillors and residents who would like to suggest ideas for a memorial are invited to share them with the Parish Office.

Signed…….. Date…….

PC084/2627 Community Hub

a) To receive an update from Melbourn Community Hub Management Group.

Jeannie Seers and Jose Hales presented a report from Melbourn Community Hub Management Group. It was noted that Turn on to Christmas would be held on 28 November 2026, a reminder of the open offer for Cllrs to visit the hub and find out more about what they are doing was given. It was noted that the next management meeting would be held on 10 November. *A full copy of the report can be found in the supporting documents for this meeting.*

b) To consider a request to apply for planning consent to install air conditioning units in the atrium.

It was requested that the Parish Council approve in principle a planning application for works to install air conditioning in the atrium. If planning approval is granted full quotes, including predicted ongoing service and maintenance costs, will be considered by Full Council.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, McMahon
Against:
Abstain: Cllr Kilmurray

c) To receive updates and consider actions.

It was noted that a date is being arranged for previously approved electrical works.

PC085/2627 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from County Cllr Bostanci and District Cllr Hart. Highlight was made of changes to bus routes, updates on proposed quiet Lane and the Superloop project. District Cllr Hales shared concerns over the change in National Planning Policy Framework that no longer allows District or County Councillors to request planning applications be submitted to the Planning Committee. Planning consultation for the Parish should continue to focus on material considerations.

Jose Hales & Jeannie Seers left the meeting 20:07

PC086/2627 Finance Matters

a) To receive and consider the finance reports for July and August 2026.

Finance report received. RFO provided an update on reporting changes.

b) To consider retrospective approval of CHRGS Ltd invoice for £2,711.30 for work to provide evidence-based report on review of Council assets as approved under PC195/2526a).
It was RESOLVED to retrospectively approve the CHRGS Ltd invoice for £2,711.30 +VAT.
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

c) To consider retrospective approval of invoice from Harts books for £136.68 to be taken from library s106.
It was RESOLVED to retrospectively approve the invoice from Harts books for £136.68.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

d) To consider approving retrospective approvals for August 2026.

It was RESOLVED to retrospectively approve the approvals list for August 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

e) To consider approving renewal of parish insurance policy at a cost of £11,751.50 (2025 £13,562.65).
It was RESOLVED to approve the renewal of the parish insurance policy at a cost of £11,751.50.
Proposed by Cllr Hart, seconded by Cllr McMahon.

f) To consider approval of interim bill from HCR Legal for works in relation to Scouts lease at a cost of £778.00+VAT.
It was RESOLVED to approve the interim bill from HCR Legal for £778.00+VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, McMahon
Against:
Abstain: Cllr Cowley

g) To consider approval of invoice from Harts books for £127.91 to be taken from library s106.

It was RESOLVED to approve the invoice from Harts books for £127.91.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

Signed…….. Date…….

h) To consider approval of invoice from Melbourn Community Hub for part year lease of Dickens Room at a cost of £3,906.25 as agreed under PC220/2526c).
It was RESOLVED to approve the invoice for lease of the Dickens Room at a part year cost of £3,906.25.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, McMahon
Against:
Abstain: Cllr Kilmurray

i) To consider approving approvals list for September 2026.

It was RESOLVED to approve the approvals list for September 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

j) To request any projects for consideration under the precept 2027/28 to be sent to the office for review.
Items for review by Finance & Good Governance to be sent to the Parish office.

k) To receive any updates and consider actions.

None received.

PC087/2627 Bank reconciliations

a) To note bank reconciliation for July and August 2026.

It was noted that the bank reconciliations for July and August 2026 were completed.

PC088/2627 Antisocial Behaviour in the Village

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

Damage, vandalism and antisocial behaviour (ASB) report noted. Thanks were passed to the South Cambridgeshire District Council Housing Enforcement team that carried out a patrol to address some of the recent concerns.
ACTION: a request to investigate dog fouling signage for the college field and new rec was noted this will be reviewed by the Maintenance Committee.

PC089/2627 Correspondence

a) To receive request to Rights of Way Improvement Plan survey from Cambridgeshire County Council and consider response.
It was RESOLVED to allow the Clerk to submit the response as suggested including the desire to investigate turning the one track right of ways into circular routes.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

b) To receive the Draft Interim Greater Transport Strategy report from Cambridgeshire & Peterborough Combined Authority.
Report received.

c) To receive update on School Streets scheme and consider actions.

It was noted that Cllrs Clark and Campbell had met with the School Streets scheme and addressed concerns with the overlap of the scheme and the LHI application that is currently waiting for design and consultation. Consultation will continue for the School Street with the Active Travel team and the LHI team working together on any responses. It was noted that objection to both schemes have been raised by residents.

d) To consider a resident request to support the introduction of a 7.5 tonne weight restriction and whether to refer the matter to Cambridgeshire County Council for investigation.
Request was discussed. Council decided not to support the request as it was felt 7.5tonne restrictions were too low to accommodate businesses within the village. County Cllr Bostanci to continue chasing the installation of the required 17.5 tonne restriction signage.
ACTION: Note to County Cllr Bostanci to address A2B buses using Beechwood as a cut through to parking on London Way.

e) To note concerns raised and current actions regarding unsafe pavements at Station Road, Orchard Gate and Back Lane.
Concerns noted. Residents encouraged to continue reporting via the Highways Reporting Tool and via the Parish Office.

f) To consider request to install poppies on the village sign (25 Oct – 15 Nov) as previously.

Signed…….. Date…….

It was RESOLVED to approve the request to install poppies on the village sign – comment passed about how impressive the display is every year.
Proposed by Cllr Kilmurray, seconded by Cllr McMahon. All in favour.

g) To consider allowing Fete Committee to charge for parking at Melbourn Fete 2027.

No resolution made. ACTION: Fete Committee to be invited to present their thoughts to Council for consideration at a future meeting.

h) To consider any action regarding Gold Arthur trading from the High Street car park.

It was RESOLVED to send a cease-and-desist letter to request Gold Arthur no longer trades from the car park.
Proposed by Cllr Cowley, seconded by Cllr Alexander. All in favour.

i) To note multiple requests and consider actions for double yellow lining around junctions.

It was RESOLVED to assess the village for areas that could require yellow lining through road inspection and approach Highways for advice over an LHI application or works that are required by law.
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

j) To receive any updates and consider actions.

ACTION: investigate appropriate action for removing advertising boards from A10.

PC090/2627 Governance

a) To receive the external auditors report and completed Annual Governance and Accountability Report 2025/26.
The external auditors report and AGAR were received by Council. It was noted that actions have been put in place to ensure the budget is approved within a prior agenda item to the precept.

b) To note 'Notice of conclusion of audit' was published on 25 September 2026 for a period of no shorter than 14 days on the noticeboards and online.
The 'Notice of conclusion of audit' was noted.

c) To note formal appointment of Parish Council representative for Triggs Charity as Helen Oliver.

The appointment of Helen Oliver as a Parish Council representative for Triggs Charity was noted.

d) To receive any updates and consider actions.

None received.

PC091/2627 Planning Matters

a) To receive intends notice for Temporary Traffic Regulation Order (TTRO) on Cambridge Road.

Intends notice was noted.

b) To receive intends notice for Temporary Traffic Regulation Order (TTRO) covering Chapmans Close, Portway, The Lawns, Lawn Close, The Moor, Water Lane.
Intends notice was noted.

c) To receive correspondence about Fowlmere and Melbourn Active Travel Survey and consider any actions.
Correspondence was noted.

d) To note confirmation of acceptance of commuted sum for Hopkins Homes maintenance and consider any actions arising from inspection held on 29 September 2026 and to note instruction of engagement with HCR Legal.
Inspection of area carried out with a report for remedial works provided to Hopkins Homes for review and action.

e) To note correspondence with planning compliance with regard to parking issues on The Moor.

It was noted that no planning conditions are being breached. It was decided to send a letter of request to the business to ask them to be considerate to other road users in the area.

f) To receive update and consider actions on lease for Scout storage unit on Old Rec.

Update of lease progression and works to date provided. HCR Legal to progress with lease drafting and apply for Fields in Trust approval once draft is agreed.

g) To receive updates and consider actions.

Signed…….. Date…….

It was noted that the planning application and Local Development Order consultations for the Superloop project would begin soon.

PC092/2627 Community Coordinator Reports

a) To receive reports covering August/September.

Report received with thanks.

b) To note any Timebank expenses.

Timebanking expenses of £43.85 were noted.

c) To receive any updates and consider actions.

None received.

PC093/2627 To receive an update from the Maintenance Committee

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 proceed with a project to host a joint National Emergency Briefing event with Whaddon and Fowlmere Parish Councils – other local Council should be approached to join.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, McMahon
Against: Clllr Cowley
Abstain:

b) To consider costs for clearing two plots at St Georges Allotments.

It was RESOLVED to approve costs of £1,080 to clear two plots at St Georges Allotments. ACTION: Suggestion to be made to Allotment Association through Maintenance Committee to collect a subsidy from all plot holders to help with such costs going forward.
Proposed by Cllr Hart, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Hart, ~~Kilmurray,~~ McMahon
Against: Cllrs Cowley, Kilmurray
Abstain:

c) To receive any updates and consider actions.

None received.

PC094/2627 To receive an update from the MAYD Joint Committee

a) To receive update and DRAFTS minutes from August MAYD Committee meeting.

Minutes noted.

b) To note Fowlmere Parish Council notice of intent to join MAYD.

Fowlmere Parish Council membership intent noted.

c) To receive any updates and consider actions.

It was noted that the terms of reference for the committee would be reviewed to ensure other member involvement was covered.

PC095/2627 To receive an update from the Futures Working Party

Continued work on providing play equipment / planting on green spaces.

County Cllr Bostanci left the meeting 21:39

PC096/2627 To receive an update from the HR Panel

a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda items – PC096/2627 b-c)**
It was RESOLVED to carry the motion to exclude Public and Press as stated above.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

b) To consider accepting National Joint Council for Local Government Services pay agreement increases for 2026/27 as stated in 10.1 of the contracts of employment.

Signed…….. Date…….

It was RESOLVED to accept the National Joint Council for Local Government Services pay agreement increases for 2026/27.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

c) To consider moving Wardens SCP due to SCP removal from National Joint Council for Local Government Services pay scales.

It was RESOLVED to move Wardens SCP due to SCP removal from National Joint Council for Local Government Services pay scales.
Proposed by Cllr Davey, seconded by Cllr McMahon. All in favour.

d) **Motion to reopen meeting to public and press.**

It was RESOLVED to reopen the meeting to the Public and Press.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

e) To note Clerk and Deputy Clerk annual reviews completed and consider any actions.

It was noted that reviews had been completed.
It was noted that a suitable answer phone message would be used to field calls and encourage messages.
It was RESOLVED that the Clerks paid hours should be increased from 35 to 37.5 a week to reflect increased workload.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

f) To consider approving the appointment of part-time Community Coordinator.

Interviews were carried out on 22 September 2026 by Cllr Hart, Barnes and Kyprianou along with Community Coordinator Stephanie Trayhurn and the Clerk.
It was RESOLVED to offer a role as part-time Community Coordinator covering 10 hours per week and covering 5 hours Community Coordinator for Youth. An offer letter will be sent to the successful candidate.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

g) To consider approving the appointment of part-time Community Coordinator for Youth.

Interviews were carried out on 22 September 2026 by Cllr Hart, Barnes and Kyprianou along with Community Coordinator Stephanie Trayhurn and the Clerk.
It was RESOLVED to offer a role as part-time Community Coordinator for Youth covering 20 hours per week. An offer letter will be sent to the successful candidate.
Proposed by Cllr Coulman, seconded by Cllr Kilmurray. All in favour.

h) To receive any updates and consider actions.

None received.

PC097/2627 Policies

a) To consider approving update to Document 4.23 Melbourn Parish Council Estate Safety Inspections as recommended by the Maintenance Committee (MA105/2526a).

It was RESOLVED to approve update to Document 4.23 Melbourn Parish Council Estate Safety Inspections.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

PC098/2627 To note the dates of the upcoming meetings as:

a) Planning Committee Meeting, **Wednesday 14 October 2026** at 7.30pm.

b) Maintenance Committee Meeting, **Wednesday 21 October 2026** at 7.30pm.

c) Full Council Meeting, **Wednesday 28 October 2026** at 7.30pm.

Dates of upcoming meetings were noted as above.

Meeting closed 21:57

Signed…….. Date…….

Joint report from your District and County Councillors

Melbourn

Following the awful fire on Friday evening in Melbourn, we would like to thank vigilant residents who called the fire service and who've offered support to those affected. Also, a huge thanks to the fire fighters, the police and now SCDC officers who have been dealing with the aftermath over the weekend and continue to do so. Hopefully the family affected will get help to fix everything affected. Thank you all.

Vandalism and anti-social behaviour are a live concern.

Coffee with a cop has been organised for 4 November 11.00 – 13.00, at the Hub.

Residents can voice their priorities to shape the strategy of our neighbourhood policing team by completing the following survey or by attending a community engagement event.

https://forms.cloud.microsoft/pages/responsepage.aspx?id=G53Fo_G4mUKdajmtj1cEluNSj2t2XR9Ajs9uyzmKHftUMDcwWTZZU0lONENSNk9PV1g2Tk9BR0c5SCQlQCN0PWcu&origin=lprLink

https://www.cambs.police.uk/area/your-area/cambridgeshire/south-cambridgeshire/south-cambridgeshire/meetings-and-events/top-reported-crimes-in-this-area

Please continue to report all non-emergency incidents by calling 101 or completing an online police report.

Melbourn Practical Solutions Group (PSG) had a productive meeting at Melbourn Village College last month. In view of the recent heat, two councillors with relevant expertise will support village college students with energy and cooling advice.

Also look out for consultation notices for a Local Development Order for a local heat network promoted as the Melbourn Energy Superloop.

We plan to give an update on the Melbourn Greenway soon.

A big thank you to the Clerk for keeping us informed about views on the proposed designs for the LHI intervention. That will make it much easier for us to represent local views.

The 17t weight restriction signs on New Road near the A505 have now been reinstated.

Cambridgeshire Quality of Life Survey

One number stood out for us in the results of this year's Cambridgeshire Quality of Life Survey published last month. Although satisfaction with life in Cambridgeshire is improving according to many of the survey questions, still nearly 4 in 10 young people self-report that they are struggling with their mental health.

The causes behind this are complex. In her annual report, our Director of Public Health summarises the local and national evidence, connections between mental health and poverty, the services and financial support offered by councils, and what we can all do to support young people's wellbeing.

https://www.cambridgeshire.gov.uk/news/quality-of-life-and-happiness-remains-high-across-cambridgeshire

Highways

The County Council's new Highway Asset Management Strategy has come into effect, and we should continue to see improvements in the works undertaken under a new highway maintenance contract.

https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-plans-and-policies/highway-policies-and-capital-maintenance-programme

Under the new arrangements, all roads are inspected in regular intervals, and repair jobs are raised as necessary, with a greater emphasis on data-driven decisions and accountability. However, council resources are limited. Many local roads and footways are in a poor state due to national funding cuts for road maintenance over many years. Please continue to report any faults, especially on the smaller routes, which aren't inspected as frequently.

Some of local roads have been resurfaced under this year's capital maintenance programme, notably Chestnut Lane from Kneesworth to Meldreth and Station Road onwards to Melbourn. We are working with officers to understand and hopefully prioritise necessary action on Malton Lane between Meldreth and Orwell. White lines have also been refreshed at Back Lane, Melbourn.

Please continue to report any issues and do not hesitate to contact us if repairs aren't carried out in a timely manner.

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

Buses

The Combined Authority has published its bus proposals with a view to the introduction of bus franchising in the second half of 2027.

In general, the proposal is to merge the historic 17 and 26 services into a new 26 route, to be complemented by an entirely new 27 service. The intention is to improve the service and its reliability by avoiding level railway crossing at Foxton.

For our area, the proposals are a tale of two halves. Melbourn and Bassingbourn will see more buses and better commuter services. Whaddon village and Meldreth's scheduled bus services are to be cut. We are concerned that the alternative Tiger on Demand service isn't accessible or practicable for many residents. We also need better bus times to and from the village colleges in Bassingbourn and Melbourn, for students and staff.

Full details of the proposals are available on Adam's website.

Please send us your feedback so we can lobby the Combined Authority for a service that really works for our villages.

https://adambostanci.mycouncillor.org.uk/2026/09/11/combined-authority-bus-proposals-cam-vale-bus-user-group/

Local Government

Local government continues to see many, sometimes contradictory, changes with the shifting priorities of national government.

Local Government Reorganisation, the process of merging of district and county council, has been paused. There will therefore be no local elections in our area in May 2027. Council staff and councillors will have to live with the stop-start timetable.

Andy Burnham's "rewiring of the state" envisages more local control, with more powers and even some local revenue to be given to area mayors. But elsewhere, the Greater Cambridge

Development Corporation looks set to be given planning powers that were previously under local control.

South Cambs District Council's Scrutiny and Overview Committee, together with members of the Climate and Environment Advisory Committee, recently had a chance to ask questions of the newly installed staff of the Greater Cambridge Development Corporation. The session, like all council meetings has been recorded, and is available online. We will continue to update you as these arrangements evolve.

Planning

The national emphasis on economic growth continues to be seen in planning policy. There have been major changes to the national planning policy framework which will affect the way planning decisions will have to be made in South Cambridgeshire.

The Government has strengthened the presumption in favour of sustainable development within existing settlements. Parish councils and district councillors also now have very limited ability to request for planning proposals to go to planning committee.

Environment

While the summer's heat is gone, it has been unseasonably warm and still hasn't rained much. This year is only the latest in a series of tough years for local farmers. We could go on, but if you want to form your own opinion, the People's Emergency Briefing film continues to be screened in our area during November and December. It is worth spending one hour of your life on this.

https://www.nebriefing.org/

Education

We continue to work in partnership with local schools through our Practical Solutions Groups in Melbourn and Bassingbourn. We are aware of the critical delays in processing Education, Health and Care Plans due increasing referrals at the national level. The council has pledged additional investment to tackle long waits for EHCP assessments.

https://www.cambridgeshire.gov.uk/news/additional-investment-pledged-to-tackle-long-waits-for-ehcp-assessments

Support and Grants

A package of targeted support to help low-income households facing financial hardship has been put together by South Cambs District Council with funding from the national Crisis and Resilience Fund. This will include baby boxes, emergency supermarket vouchers, travel support, debt reduction schemes and a savings incentive scheme.

https://www.scambs.gov.uk/news/council-confirms-180000-to-help-residents-facing-financial-hardship

Cambridgeshire County Council also offers a range of services, such as Best Start in Life to support residents and families.

https://www.cambridgeshire.gov.uk/residents/children-and-families/best-start-in-life

Council News

Currently, 35 children across Cambridgeshire and Peterborough are waiting to be adopted. Cambridgeshire and Peterborough Adoption Service has launched an urgent campaign to find more adoptive families.

https://www.cambridgeshire.gov.uk/news/cambridgeshire-and-peterborough-adoption-service-launches-urgent-campaign-to-find-more-adoptive-families

Further press releases are available on both council websites and we often share them via Facebook.

If you have any questions or need any advice or support, please don't hesitate to contact your local councillors.

Jose Hales, District Councillor

Sally-Ann Hart, District Councillor

Adam Bostanci, County Councillor

Melbourn Parish Council
Responsible Financial Officer's Report September 2026
Prepared by Shelley Coulman RFO

1 Introduction

This report covers the six months from 1 April to 30 September 2026, based on the Month 6 Income and Expenditure by Budget report. Half of the financial year has elapsed (50%). The reported surplus is £29,252 before earmarked reserve movements and the increase in the General Reserve is £4,451 after those movements. Project funding and several individual budget pressures require review.

2 Income overview

Income is £276,368 against an annual budget of £424,022, or 65.2%. Miscellaneous income of £60,481 against a nil budget materially increases this percentage. Excluding miscellaneous income, income is £215,887, equivalent to 50.9% of the total annual income budget.

Allotment rents have been invoices in October and will show on next month's report.

Nothing to indicate any issues with the income that need immediate attention.

3 Expenditure overview

Expenditure is £247,115 against an annual budget of £399,552, or 61.8%, leaving £152,437 of the annual budget. The report shows no committed expenditure; this should not be taken as confirmation that no outstanding orders or future obligations exist. A straight-line half-year comparison is an indicator only, as expenditure is seasonal and includes project and reserve-related transactions.

Salaries and pensions are £68,635 against £155,479 (44.1%). Pension scheme costs are £252 against £550 (45.8%). These remain below the 50% straight-line profile. Note that the recruitment of the community coordinators and re shuffling of hours will require us to monitor the budget closely over the remaining half of the year. The is a reserve available to support the staff changes and this has been reviewed prior to agreement of the staff changes.

Budget pressures and project expenditure

The following headings have already exceeded their full-year revenue budgets.

Heading	Actual £	Budget £	Over budget £	
Grants	54,146	9,450	44,696	£41,246 relates to Reserves. Overspend relates to MMWS
Office furniture and equipment	2,262	1,000	1,262	Underspend prior year supports this.

Tree and hedge work planned	2,455	1,500	955	955 relates to reserves
Audit fees	3,101	2,350	751	These are accrued and estimated based on £200 per month. Anticipate this being less overall but accounting for potential timing difference.
Sundry expenses	1,211	550	661	

Sundry expenses will be reviewed for coding and any necessary budget virement.

Youth expenditure of £4,898, S106 expenditure of £5,760 and Melbourn Dynamo's Power Pitch expenditure of £3,840 are recorded against nil budgets this is identified earmarked reserve funding for these areas.

4 Net position and reserves

The finance system reports net income over expenditure of £29,252, compared with a full-year budgeted surplus of £24,470. Transfers from earmarked reserves are £35,106 and transfers to earmarked reserves £59,908, giving a reported increase in the General Reserve of £4,451. These are year-to-date movements, not closing reserve balances. Figures are reproduced as reported by the finance system.

5 Treasury and investments

Interest income of £6,607 is 60.1% of the annual budget. There is regular reviews on investments taken to F&GG.

At 27 October 2026, General Reserves are £207,579 and Earmarked Reserves derived as net assets less General Reserves are £485,083, together agreeing to net assets of £692,662.

The largest earmarked balances include Section 106 of £173,495 and Asset Management of £105,592.

Current liabilities include £183,888 of receipts in advance; this is the precept funds received and will be released monthly in line with the remainder of the year.

Cash balances should therefore not be treated as unrestricted funds available to spend.

General Reserves of £207,579 equate to approximately 6.2 months of the £399,552 annual expenditure budget. This is £7,803 above a six-month benchmark of £199,776.

This is a budget-based measure; it does not replace a review of forecast expenditure, commitments and cash requirements.

6 Summary and recommendations

I recommend that the Council notes the September year-to-date position. Notes the highlighted budget pressures and consider any remaining commitments.

Considers the earmarked reserve transfers; Notes the October invoicing for allotment rent collection and the electricity adjustment.

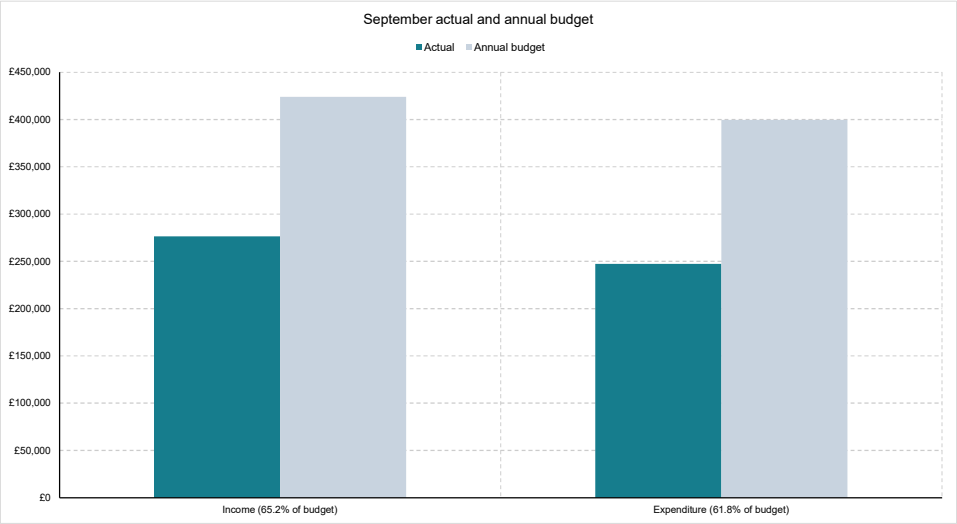
Notes that bank reconciliations are completed and signed off according to the financial regulations and that the reserves are above the recommended 6 months.

Melbourn Parish Council financial report

September 2026 results.

September results	Actual	Annual budget
Income (65.2% of budget)	£276,368	£424,022
Expenditure (61.8% of budget)	£247,115	£399,552
Surplus before reserve transfers	£29,252	
General Reserve increase	£4,451	
Income as % of annual budget	65.2%	
Spend as % of annual budget	61.8%	

Balance sheet highlights		
Cash and deposits	£880,104	
Net assets	£692,662	
General Reserves	£207,579	
Earmarked reserves	£485,083	
Receipts in advance	£183,888	Precept fund received
Reserve cover months	6.2	



Review points

50% of the year elapsed. Miscellaneous income of £60,481 raises the headline income percentage, a majority of this relates to the solar farm income and is transferred to reserves.

Allotment rent is £20. Invoicing occurs in October.

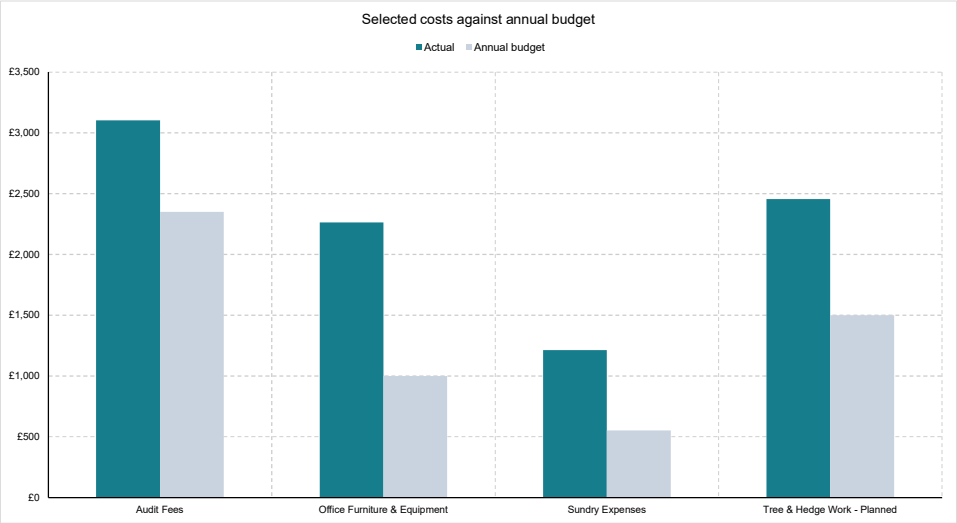
Cash includes receipts in advance. Cash is not all unrestricted money available to spend.

General Reserves cover 6.2 months of annual budget, £7,803 above the six-month benchmark.

September budget pressures	Actual	Annual budget
Audit Fees	£3,101	£2,350
Office Furniture & Equipment	£2,262	£1,000
Sundry Expenses	£1,211	£550
Tree & Hedge Work - Planned	£2,455	£1,500
Grant expenditure	£54,146	£9,450

Grants shown separately because their scale would obscure the other budget comparisons.

Relates to solar farm income and is transferred from Reserves. There is also MMWS of which 2025/26 amount not paid has been included in 2026/27.

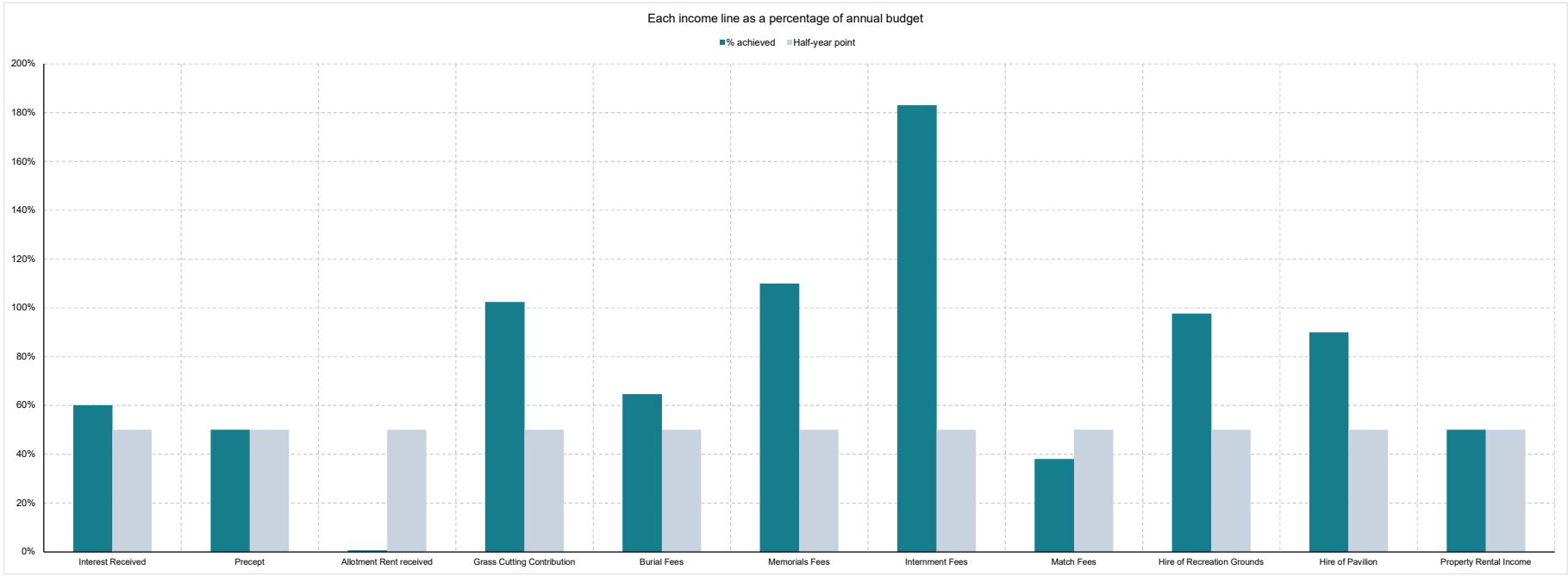


Individual income against annual budget at September 2026

Income heading	Actual £	Annual budget £	% achieved	Half-year point	
Interest Received	£6,607	£11,000	60.1%	50.0%	
Precept	£183,888	£367,776	50.0%	50.0%	
Allotment Rent received	£20	£3,500	0.6%	50.0%	Invoiced In October
Grass Cutting Contribution	£4,032	£3,939	102.4%	50.0%	
Burial Fees	£2,260	£3,500	64.6%	50.0%	
Memorials Fees	£1,100	£1,000	110.0%	50.0%	
Internment Fees	£1,830	£1,000	183.0%	50.0%	
Match Fees	£1,275	£3,350	38.1%	50.0%	Invoices In new year
Hire of Recreation Grounds	£732	£750	97.6%	50.0%	
Hire of Pavilion	£90	£100	90.0%	50.0%	
Property Rental Income	£14,054	£28,107	50.0%	50.0%	
Misc Income	£573	-		50.0%	

Miscellaneous income has a nil annual budget. Its percentage is not applicable and it is excluded from the chart. £59,908 of Misc income has been moved to the reserves

50% is a timing benchmark. Seasonal variation and one-off receipts may follow a different profile.



		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
	Income						
1000	Interest Received	6,607	11,000	4,393			60.1%
1076	Precept	183,888	367,776	183,888			50.0%
1200	Allotment Rent received	20	3,500	3,480			0.6%
1210	Grass Cutting Contribution	4,032	3,939	(93)			102.4%
1300	Burial Fees	2,260	3,500	1,240			64.6%
1305	Memorials Fees	1,100	1,000	(100)			110.0%
1310	Internment Fees	1,830	1,000	(830)			183.0%
1400	Match Fees	1,275	3,350	2,075			38.1%
1500	Hire of Recreation Grounds	732	750	18			97.6%
1550	Hire of Pavilion	90	100	10			90.0%
1600	Property Rental Income	14,054	28,107	14,054			50.0%
1610	Misc Income	60,481	0	(60,481)			0.0%
	Total Income	**276,368**	**424,022**	**147,654**			65.2%
	Overhead Expenditure						
4000	Salaries & Pensions	68,635	155,479	86,844		86,844	44.1%
4010	Other Staff Costs	0	250	250		250	0.0%
4055	Pension Scheme Costs	252	550	298		298	45.8%
4060	Staff & Councillor Expenses	0	800	800		800	0.0%
4065	Training	1,513	2,500	987		987	60.5%
4070	Timebank Expenses	459	696	237		237	66.0%
4100	Audit Fees	3,101	2,350	(751)		(751)	131.9%
4105	Legal & Professional Fees	618	1,000	382		382	61.8%
4110	Insurance	4,809	14,520	9,711		9,711	33.1%
4115	Memberships & Subscription	1,023	1,922	899		899	53.2%
4120	Parish Clock	0	500	500		500	0.0%
4125	Broadband & Telephone	86	184	98		98	46.7%
4130	Computer & IT	950	3,042	2,092		2,092	31.2%
4140	Software Licences	2,611	4,833	2,222		2,222	54.0%
4150	Printing Postage & Stationery	713	1,295	582		582	55.1%
4155	Office Costs	11	459	448		448	2.4%
4170	Office Rent	9,123	15,615	6,493		6,493	58.4%
4175	Subcontractors	2,956	10,127	7,171		7,171	29.2%
4190	Office Furniture & Equipment	2,262	1,000	(1,262)		(1,262)	226.2%
4195	Sundry Expenses	1,211	550	(661)		(661)	220.2%
4200	Bank Charges	149	300	151		151	49.8%
4205	Grants	54,146	9,450	(44,696)		(44,696)	573.0%
4207	Youth Expenditure (Mayd)	4,898	0	(4,898)		(4,898)	0.0%
4208	S106 Expenditure	5,760	0	(5,760)		(5,760)	0.0%
4220	Election Costs	225	1,560	1,335		1,335	14.4%

Continued over page

		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225	Community Events	611	2,786	2,175		2,175	21.9%
4230	Van - Tax, MOT, Fuel, Repairs	171	1,000	829		829	17.1%
4235	Wardens Materials	637	1,050	413		413	60.7%
4240	Wardens Equipment	601	2,000	1,399		1,399	30.1%
4315	Maintenance & Reps - Planned	4,171	10,320	6,149		6,149	40.4%
4320	Maintenance & Reps- Unplanned	3,033	17,500	14,467		14,467	17.3%
4350	Christmas Tree/Plants	0	750	750		750	0.0%
4360	Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%
4365	Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%
4370	Project work	1,732	2,000	268		268	86.6%
4410	Nature Reserve management plan	18	500	482		482	3.7%
4420	Grounds Maintenance - Unplanne	2,580	3,000	420		420	86.0%
4430	Grounds Maintenance - Planned	0	2,457	2,457		2,457	0.0%
4500	Rates	7,668	17,439	9,771		9,771	44.0%
4505	Electricity	2,636	6,000	3,364		3,364	43.9%
4510	Water	770	2,075	1,305		1,305	37.1%
4605	Refuse & Dog Bin Collection	2,613	5,458	2,845		2,845	47.9%
4635	Village Maintenance Contract	20,053	35,785	15,732		15,732	56.0%
4640	Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%
4700	PWLB Interest	15,424	30,577	15,153		15,153	50.4%
4705	PWLB Capital	9,497	15,663	6,166		6,166	60.6%
4750	Service Charge-Hundred Houses	0	960	960		960	0.0%
4850	Parish Planning	2,711	3,000	289		289	90.4%
4920	Street Lighting	383	1,250	867		867	30.6%
	Total Overhead	**247,115**	**399,552**	**152,437**	**0**	**152,437**	61.8%
	Total Income	**276,368**	**424,022**	**147,654**			**65.2%**
	Total Expenditure	**247,115**	**399,552**	**152,437**	**0**	**152,437**	**61.8%**
	Net Income over Expenditure	**29,252**	**24,470**	**(4,782)**			
	plus Transfer from EMR	35,106	0	(35,106)			
	less Transfer to EMR	59,908	0	(59,908)			
	Movement to/(from) Gen Reserve	**4,451**	**24,470**	**20,019**			

Invoice

Invoice number 12UG070-0009
Date of issue October 5, 2026
Date due November 3, 2026

Parish Online @parishonline

PO Box 149
Dursley
GL11 9DU
United Kingdom
+44 1256 586980
support@parish-online.co.uk

Bill to

Melbourn CP
United Kingdom
+44 1763 263303
parishclerk@melbournparishcouncil.gov.uk

Ship to

Melbourn CP
+4401763263303

£300.00 due November 3, 2026

Pay online

Alternative payment methods:
BANK TRANSFER: Sort Code: 09-01-29 Account: 26025982.
CHEQUE: Please make cheques payable to 'Geoxphere Ltd' and post to 'Geoxphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.
VAT Number: GB296312096.

Description	Qty	Unit price	Tax	Amount
Parish Online - Mapping Software (per Year) Oct 5, 2026–Oct 5, 2027	250	£1.00	20%	£250.00

Subtotal	£250.00
Total excluding tax	£250.00
VAT (20% on £250.00)	£50.00
Total	£300.00
Amount due	**£300.00**

VAT Number: GB450954778.

Expenses Claim Form

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

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

Address: ... [redacted] ..

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

Date	To	From	Purpose of Visit	Total Miles
07/07/26	Shelford	Melbourn	South Cambs Youth Forum	8
07/07/26	Melbourn	Shelford	Return journey – South Cambs Youth Forum	8
04/09/26	Swavesey	Melbourn	SLCC Branch Meeting	20
04/09/26	Melbourn	Swavesey	Return journey – SLCC Branch Meeting	20
18/09/26	Melbourn	Wyboston	CAPALC Conference	23
19/09/25	Wyboston	Melbourn	Return journey – CAPALC Conference	23
30/09/26	Cambourne	Melbourn	South Cambs Clerks Conference	13
30/09/26	Melbourn	Cambourne	Return journey – South Cambs Clerks Conference	13
			Total Miles	128
			Rate per Mile £	0.55
			TOTAL of MILEAGE claimed on this sheet £	70.40

Other Expenses

Date	Description	Amount (£)
	TOTAL of OTHER EXPENSES claimed on this sheet £	

TOTAL EXPENSES CLAIMED ON THIS SHEET £	**70.40**

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

Signature of Claimant: ..A.W.W.W.W.W.W..... Date: ..15/1.0/26....

Authorised by: ..... Date: .....

NOTE: Continue on a second numbered sheet if necessary

Expenses Claim Form

Page _____ of _____

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

Name: .....Alex Coxall.....

Address: ..[redacted]

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

Date	To	From	Purpose of Visit	Total Miles
7/10/26	Rampton VH	Shepreth	ACRE: Fire Safety Training	16.5
7/10/26	Shepreth	Rampton VH	ACRE: Fire Safety Training	16.5
			Total Miles	33
			Rate per Mile £	0.~~45~~ 55
			TOTAL of MILEAGE claimed on this sheet £	18.15

Other Expenses

Date	Description	Amount (£)
	TOTAL of OTHER EXPENSES claimed on this sheet £	

TOTAL EXPENSES CLAIMED ON THIS SHEET £	**18.15**

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

Signature of Claimant: ...AJ Coxall..... Date: 15/10/2026

Authorised by: ....AWallis..... Date: 15.10.26....

NOTE: Continue on a second numbered sheet if necessary

PC104 2627e) SLCC Clerks Manual

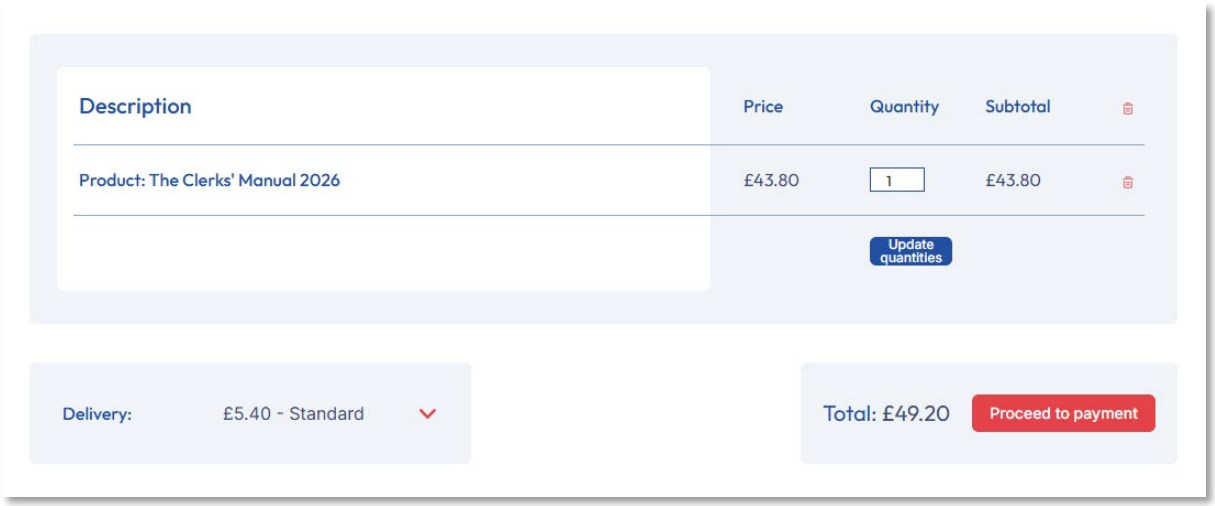
Clerks Manual

Published by the Society of Local Council Clerks (SLCC), The Clerks' Manual 2026 has been fully updated to reflect current legislation and best practice, providing practical guidance on the wide range of responsibilities undertaken by local council clerks.

Covering governance, finance, meetings, employment, administration, records management and much more, this comprehensive resource is designed to be the first point of reference for both new and experienced clerks. Written in a clear and accessible style, it offers trusted advice to support the day-to-day operation of local councils and help officers navigate complex procedures with confidence.

With the local government landscape continuing to evolve, this latest edition includes updates reflecting recent changes and developments affecting local councils.

This essential guide brings together practical information and guidance to support clerks in their day-to-day roles, and is an invaluable resource for both experienced clerks and those new to the profession.



clear
insurance management

PAID VIA BACS 15/10/26
Cllr Gillmurray ✓ Cllr Bowes ✓

Melbourn Parish Council
30 High Street
Melbourn
Royston
SG8 6DZ

05 October 2026

Invoice

Client Ref: 77020200 **Invoice Ref:** 561344440

			Total (£)	Total (£)
Commercial Combined 2026 Renewal	Ecclesiastical Insurance Office Plc Policy Number: LCO02385 Effective: 05/10/26	Premium	10,443.30	11,751.50
		Insurance Premium Tax	1,253.20	
		Admin Fee	55.00	
TOTAL AMOUNT PAYABLE				**11,751.50**

Payment of this invoice is due by 19th October 2026.

For a full list of insurers please refer to your policy documents.

Terms & Conditions

Where enclosed, please check the schedule of cover thoroughly to ensure that the cover in force meets your requirements. Please ensure that you quote our invoice reference (561344440) when making payment. This is the reference that we use to reconcile payments against the policy and if omitted can lead to delay in confirming and issuing the policy. If you should have any queries please contact us.

Payment Terms

Payment is required by the due date or within 14 days of the date of this invoice whichever is the later to ensure that continuous cover is maintained. Interest at a rate of 1% per month may be added to overdue accounts.

PLEASE REVIEW OUR BANK DETAILS BEFORE PAYMENT:

Bank	Nat West
Sort Code	60-15-03 ✓
Acc. No.	65304586 ✓
Name	Clear Insurance Management Ltd ✓

VAT Number: 368480364

A receipt will not be issued unless specifically requested.

Clear Insurance Management Limited is authorised and regulated by the Financial Conduct Authority (FCA). You can check these details on the Financial Services Register by visiting the FCA's website (www.fca.org.uk). Our FCA number is 307982. Registered in England and Wales, No. 3712209. Registered office: 24 Monument Street, London, EC3R 8AJ.

Broker at LLOYD'S Brokerbility Chartered

October 2026 Approvals

Invoice Date	A/C code	Invoice Number	A/C name	Net Value	VAT	Total	
22/09/2026	ADO01	IEN2026054058566	Adobe- Software license	16.64	3.33	19.97	LL
				16.64	3.33	19.97	
10/7/2026	ALE001	11026	A Coxall expenses- mileage to training	18.15	0.00	18.15	
				18.15	0.00	18.15	
10/15/2026	ABI001	11026	A Williams expenses- mileage for courses	70.40	0.00	70.40	
				70.40	0.00	70.40	
08/10/2026	AMA001	GB6BFAP2KAEUD	Amazon-Office equipment	14.81	2.96	17.77	LL
				14.81	2.96	17.77	
17/09/2026	AUB01	AUB16973	Aubergine- Annual Domain fee	100.00	20.00	120.00	
				100.00	20.00	120.00	
01/10/2026	BRI001	16453252	British Gas- Orchard Cemetery	43.80	2.19	45.99	DD
01/10/2026	BRI001	19564823	British Gas- Orchard Cemetery	-30.23	-1.51	-31.74	DD
02/10/2026	BRI001	16460108	British Gas-The Pavilion	263.56	13.18	276.74	DD
02/10/2026	BRI001	16462551	British Gas- Orchard Cemetery	45.99	2.19	48.18	DD
02/10/2026	BRI001	19575877	British Gas-Orchard Cemetery	-45.99	-2.19	-48.18	DD
05/10/2026	BRI001	19600248	British Gas- Workshop	-277.79	-13.89	-291.68	DD
07/10/2026	BRI001	16501914	British Gas-Workshop	164.32	7.75	172.07	DD
08/10/2026	BRI001	16521670	British Gas- Orchard Cemetery	45.99	2.28	48.27	DD
08/10/2026	BRI001	19651267	British Gas- Orchard Cemetery	-45.99	-2.19	-48.18	DD
15/10/2026	BRI001	16621869	British Gas- The Pavilion	66.96	0.17	67.13	DD
23/10/2026	BRI001	16707100	British Gas	55.89	2.28	58.17	DD
23/10/2026	BRI001	19897000	British Gas	-45.99	-2.28	-48.27	DD
				240.52	7.98	248.50	
05/10/2026	CLE001	561344440	clear insurance- commercial insurance	11,751.50	0.00	11,751.50	PAID 15th Oct to ensure coverage continuation
				11,751.50	0.00	11,751.50	
01/10/2026	DAV001	11026	David Pettifer- Litterpicker	88.97	0.00	88.97	
				88.97	0.00	88.97	
25/09/2026	HAC007	SI4545	Herts and Cambs- Village maintenace contract	2864.66	572.93	3437.59	
				2864.66	572.93	3437.59	
09/10/2026	HAR01	ML091026HB	Hart's Books- Library books	190.24	0.00	190.24	
				190.24	0.00	190.24	
11/10/2026	ION001	313100372341	IONOS- Web hosting	49.93	9.99	59.92	LL
				49.93	9.99	59.92	
25/09/2026	JTL009	535	Jason Trueman- Pavilion cleaner	157.50	0.00	157.50	
				157.50	0.00	157.50	
01/10/2026	LUC001	41676	Lucid- IT service fee	174.80	34.96	209.76	
				174.80	34.96	209.76	
13/10/2026	MAT001	11026	Matt De Oliveira- Moor carpark keyholder	137.00	0.00	137.00	
				137.00	0.00	137.00	
27/09/2026	MCH004	MCH1189	Melbourn Hub-Interview catering	69.83	1.97	71.80	
21/10/2026	MCH004	MCH1205	Melbourn Hub-Meeting catering	16.54	3.31	19.85	
				86.37	5.28	91.65	
07/10/2026	MWY011	343	Mark Wyer- Litterpicker	203.36	0.00	203.36	
				203.36	0.00	203.36	
23/09/2026	NOR001	3194567	Norbury's- Wardens supplies	5.97	1.19	7.16	
12/10/2026	NOR001	3195630	Norbury's- Wardens supplies	20.34	4.07	24.41	
				26.31	5.26	31.57	
28/09/2026	NOW003	660234440	Now Pensions- Service fee	36.00	7.20	43.20	DD
				36.00	7.20	43.20	
05/10/2026	PAR001	12UG070 0009	Parish Online- Annual software fee	250.00	50.00	300.00	
				250.00	50.00	300.00	
19/09/2026	SAG001	GB02525013	Sage- Payroll software	23.00	4.60	27.60	LL
				23.00	4.60	27.60	
08/10/2026	SMI001	142280	Smith of Derby Clockmakers- Service fee	274.00	54.80	328.80	
				274.00	54.80	328.80	
18/09/2026	THR001	985894629060	Three- Timebank phone and Pavilion wifi	24.17	4.83	29.00	DD
				24.17	4.83	29.00	
10/23/2026	VAL001	2131920	Valda- Streetlights	77.79	0.12	77.91	DD
				77.79	0.12	77.91	

14/10/2026	WOR001	INV2576043LL	Workwear Express- Pest control clothing	29.59	5.92	35.51	LL
				29.59	5.92	35.51	
			Confidential items	15783.62	-	15783.62	
			Total	32,689.33	790.16	33,479.49	

Abi Williams

From: Assistant Clerk
Sent: 22 October 2026 13:26
To: Cllr Alexander; Cllr Barnes; Cllr Campbell; Cllr Clark; Cllr Coulman; Cllr Cowley; Cllr Davey; Cllr Hart; Cllr Kanagarathnam; Cllr Kilmurray; Cllr Kyprianou; Cllr Laight; cllr.mcmahon@cllr.melbournparishcouncil.gov.uk
Cc: Abi Williams
Subject: RE: RESPONSE REQUIRED: Allotment toilets building control application fee

Dear Councillors,

Thank you to those who responded to the email, please note resolution below:

In favour: Cllrs Clark, Kilmurray, Cowley, Alexander, Barnes, Kyprianou, Campbell

Many thanks for your attention.

Alex Coxall | Deputy Clerk

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

01763 263303 (option 3) | assistantclerk@melbournparishcouncil.gov.uk | melbournparishcouncil.gov.uk

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

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You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please **click here**

From: Assistant Clerk
Sent: 02 October 2026 16:24
To: Cllr Alexander <cllr.alexander@cllr.melbournparishcouncil.gov.uk>; Cllr Barnes <cllr.barnes@cllr.melbournparishcouncil.gov.uk>; Cllr Campbell <cllr.campbell@cllr.melbournparishcouncil.gov.uk>; Cllr Clark <cllr.clark@cllr.melbournparishcouncil.gov.uk>; Cllr Coulman <cllr.coulman@cllr.melbournparishcouncil.gov.uk>; Cllr Cowley <cllr.cowley@cllr.melbournparishcouncil.gov.uk>; Cllr Davey <cllr.davey@cllr.melbournparishcouncil.gov.uk>; Cllr Hart <cllr.hart@cllr.melbournparishcouncil.gov.uk>; Cllr Kanagarathnam <cllr.kanagarathnam@cllr.melbournparishcouncil.gov.uk>; Cllr Kilmurray <cllr.kilmurray@cllr.melbournparishcouncil.gov.uk>; Cllr Kyprianou <cllr.kyprianou@cllr.melbournparishcouncil.gov.uk>; Cllr Laight <cllr.laight@cllr.melbournparishcouncil.gov.uk>; 'cllr.mcmahon@cllr.melbournparishcouncil.gov.uk' <cllr.mcmahon@cllr.melbournparishcouncil.gov.uk>
Cc: Abi Williams <parishclerk@melbournparishcouncil.gov.uk>

Subject: RESPONSE REQUIRED: Allotment toilets building control application fee
Importance: High

Dear Councillors,

Allotment toilets building control application

In order for the Allotment Association to progress with their plans to install a composting toilet at the St Georges site, they need to submit an application to building control, which attracts a fee of £321.

At the Maintenance Committee Meeting on 19th August (MA073/2627b)) it was RESOLVED to recommend to Full Council that MPC cover the building control application cost of **£321.00** (see attached minutes).

Please respond with your vote:

To consider the approval of **£321.00**, as recommended by the Maintenance Committee, for the building control application fee for the installation of the composting toilet at St Georges Allotments.

Many thanks

Alex Coxall | Deputy Clerk

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

01763 263303 (option 3) | assistantclerk@melbournparishcouncil.gov.uk | melbournparishcouncil.gov.uk

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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 surveilance 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. Fencing removed and not replaced as no longer needed.
12/09/2026	High Street Car Park	RTC - Fencing and signage damaged.	MOP	Property damage (accidential)		MOP shared insurance details. Office has contacted insurers and will confirm damage and costs. CCTV of incident made available. Insurers confirmed acceptance of costs - breakdown to be provided for review.
17/09/2026	Train Station (Melbourn)	Two bikes confirmed as stolen from Melbourn side of platform. Brake cables cut on other bikes.	MOP	Theft		Rail group informed users to take care. Reports to PCSO made via MOPs.
13/10/2026	Old Rec	Damaged dog foul bin.	Office	Property damage		Wardens fixed.
13/10/2026	New Rec / The Moor	Young children in control of pony and trap attempting to gain access to New Rec.	MOP	ASB		Reported by resident to 101. Follow up with PCSO.
13/10/2026	The Moor / MVC	Young people attempting to gain access to building works on Old Rec. General poor bahviour, screaming and shouting.	MOP	ASB		Noted and reported to Connections Bus.
14/10/2026	New Rec	Young children in control of pony and trap gained access to the New Rec.	MOP	ASB		Reported by resident to 101. Follow up with PCSO.
23/10/2026	Beechwood Ave	House fire - empty house set alight, spreading to neighbouring property	MOP	Fire damage	Yes	Devestating fire at house on Beechwood Ave - attendance by all emergency services. SCDC Housing team informed and working on actions. 18 year old male arrested.

PC108 2627a) Parking on High Street

Email 7 October 2026

I have today contacted Gemma at The Hub re. Inconsiderate and Dangerous parking in the High Street, I have requested a sign to be displayed. My Driveway is often blocked despite a polite notice requesting sensible parking, several selfish drivers choose to ignore my request.

I am [redacted] years old and have lived in the Village all my life and it is only a matter of time before an accident occurs as I am unable to safely exit my Driveway.

Please can the Parish Council consider some form of Yellow line parking restriction to protect my exit onto the High Street.

Thanks in advance.

Reply 7 October 2026

Thank you for your email [redacted] - I am sorry to hear you are experiencing these parking issues.

As you may be aware the Parish Council does not have the legal authority to implement or install road markings, including yellow lines. All highways powers rest solely with the Highway Authority at Cambridgeshire County Council.

As a parish council, we can only lobby for restrictions where there is a demonstrable, severe highway safety hazard. Given that the street is a straight road within an existing 20 mph zone, the Highway Authority will not typically consider Traffic Regulation Orders (the legal mechanism required for yellow lines) for individual driveway access, as the layout does not meet their strict safety intervention criteria.

If you are experiencing persistent issues with your driveway being blocked, we recommend the following alternative options:

Apply for an H-Bar Marking: You can apply directly to Cambridgeshire County Council for an advisory Access Protection Marking (an H-bar line) to be painted across your driveway. This highlights the access area to drivers and is the standard solution for residential driveways. You can find more information about this here: https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/dropped-kerbs-and-access-protection-markings

If a vehicle parks in a manner that entirely blocks your driveway and prevents you from exiting your property onto the highway, this constitutes an obstruction. You can report this to the police via their non-emergency number (101) or their online reporting tool while the vehicle is there.

I will add your request for consideration to the next Full Council meeting held on Wednesday 28 October, but I fear that there may be little that the Parish Council can do due to the strict criteria for action of the kind you have requested.

Consideration

Council to consider if any further action could and should be taken.

E-Sign ID: e27af0b3-3837-4d82-8def-4d63d8ce47f0

ROAD TRAFFIC REGULATION ACT 1984
SECTION 16A AS AMENDED BY THE ROAD TRAFFIC REGULATION (SPECIAL EVENTS) ACT 1994

CAMBRIDGESHIRE COUNTY COUNCIL

(VARIOUS LOCATIONS: REMEMBRANCE PARADES AND SERVICES) (TEMPORARY PROHIBITION OF ALL TRAFFIC, DRIVING, WAITING AND ONE WAY) ORDER EVENTS/2026/REMEMBRANCE

Whereas Cambridgeshire County Council ("the Council") being the traffic authority for various locations in the various Parishes and towns described is satisfied that all traffic should be restricted by reason of relevant events proposed to be held on or adjacent to the roads. The Schedule of roads that this Order applies will be available at https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/ no later than 14th October 2026

NOW THEREFORE the Council in exercise of its powers under Section 16A of the Road Traffic Regulation Act 1984 (as amended by The Road Traffic Regulation (Special Events) Act 1994 and of all other powers enabling it in that behalf makes the following Order:

1. This Order shall come into operation on the 8th November 2026 for 2 days and may be cited as **CAMBRIDGESHIRE COUNTY COUNCIL (VARIOUS LOCATIONS: REMEMBRANCE PARADES AND SERVICES) (TEMPORARY PROHIBITION OF ALL TRAFFIC, DRIVING, WAITING AND ONE WAY) ORDER EVENTS/2026/REMEMBRANCE**

2. It is anticipated that this order will only apply at the locations, date and times specified on the Schedule of roads.

3. While the Order is in operation no person shall cause or permit any vehicular traffic/cyclists/equestrians to proceed in any direction over the roads described in Schedule 1 to this Order other than any vehicle/cyclists/equestrians connected to the relevant event.

4. Nothing in this Order shall prevent pedestrian access and egress from premises or land adjacent to the roads as mentioned in the Schedules attached.

Nothing in this Order shall apply so as to prevent the passage of any vehicle being used by any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform or of a Civil Enforcement Officer.

THE COMMON SEAL of CAMBRIDGESHIRE COUNTY COUNCIL was hereunto affixed this 7th October 2026 in the presence of:



07/Oct/2026 12:19:25

K. Klingopulos



Katherine Klingopulos

1459/26

Schedule 1: Road Closure(s)

Cambridge City

	Time	Road(s)	Location	Diversion
Cambridge Remembrance	10:00 – 12:00	Station Road, Cambridge	Tenison Road - Hills Road	Lensfield Road, Trumpington Street, Brooklands Avenue and vice versa
		Hills Road, Cambridge	Bateman Street - Brooklands Avenue	

Schedule 1: Road Closure(s)

East Cambridgeshire 1/2

Parish	Time	Road(s)	Location	Diversion
Burwell Remembrance	14:30 – 15:00	High Street, Burwell	Isaacson Road - Newmarket Road	Isaacson Road, Newmarket Road
	14:30 – 14:45	The Causeway (B1102), Burwell	The Causeway (C221) - High Street	As signed
Ely Remembrance	09:30 – 12:30	Minster Place, Ely	St Mary's Street - The Gallery	West End, Chiefs Street, West Fen Road, Downham Road, Egremont Street, Lynn Road, Nutholt Lane, Newham Street, Prickwillow Road, Lisle Lane, Forehill, Broad Street, Barton Road and vice versa
		The Gallery, Ely	Minster Place - Silver Street	
	09:30 – 14:00	High Street, Ely	Minster Place - Forehill (C140)	
		Market Place, Ely	Forehill - Market Street	
		Market Street, Ely	Market Place - Dolphin Lane	
		Dolphin Lane, Ely	High Street - Market Street	
Fordham Remembrance	10:45 – 11:15	Church Street, Fordham	Carter Street - Collins Hill	Market Street, Market Street (C145), River Lane, Collins Hill and vice versa
Isleham Remembrance	10:45 – 11:15	Mill Street, Isleham	West Street – Church Street	As signed
		Pound Lane, Isleham	Coates Drove – Church Street	
		Church Street, Isleham	Church Lane – Mill Street	
Littleport Remembrance	10:20 – 10:40	Ponts Hill, Littleport	New Road - Wellington Street	As signed
		Wellington Street, Littleport	Church Lane - Station Road	
		Granby Street, Littleport	Station Road - Main Street	
		Main Street,	Granby Street - Crown Lane	
		Church Lane, Littleport	Crown Lane - Limes Close	
		Crown Lane, Littleport	Main Street - Wellington Street	

Schedule 1: Road Closure(s)

East Cambridgeshire 2/2

Soham Remembrance	10:45 – 11:15	Sand Street, Soham	The Butts - High Street	As signed
		High Street, Soham	Sand Street - Churchgate Street	
		Clay Street, Soham	Regent Place - Red Lion Square	
		Red Lion Square, Soham	Clay Street - High Street	
		Fountain Lane, Soham	Fredrick Talbot Close - Churchgate Street	
		Church Gate Street, Soham	Station Road - High Street	
		Brook Dam Lane, Soham	High Street - Ranthorne Mews	

Schedule 1: Road Closure(s)

Fenland

Parish	Time	Road(s)	Location	Diversion
Chatteris Remembrance	14:00 – 15:15	Furrowfields Road, Chatteris	Furrowfields Road Car Park - High Street	Park Street, Station Road, Station Street, Railway Lane and vice versa
		High Street, Chatteris	Furrow Fields - Market Hill	
		Market Hill, Chatteris	High Street - Church Lane	
March Remembrance	09:15 – 09:45	Mill View, March	Full Length	As signed
		Creek Road, March	Mill View - Station Road	
		Station Road, March	Broad Street - Creek Road	
	09:15 – 11:45	Grays Lane, March	Dartford Road - Broad Street	
		Broad Street, March	Station Road - Town Bridge	
		Town Bridge, March	Broad Street - High Street	
		High Street, March	Town Bridge - Burrowmoor Road	
Whittlesey Remembrance	14:00 - 14:15	Parkinsons Lane, Whittlesey	London Street – Barr Street	As signed
		Barr Street, Whittlesey	Parkinsons Lane – Market Street	
		Market Street, Whittlesey	Barr Street – St Marys Street	
	14:00 – 16:00	Market Street, Whittlesey	St Marys Street – Market Place	
		Queens Street, Whittlesey	Market Street – entrance of Queen Street Car Park	
Wisbech Remembrance	06:00 – 15:15	York Row, Wisbech	Post Office Lane - Union Place	As signed
		Castle Square, Wisbech	Entire area	
		Union Place, Wisbech	York Row - Ely Place	
		Ely Place, Wisbech	Union Place - The Crescent	
		The Crescent, Wisbech	Ely Place - York Row	
		Market Street, Wisbech	Market Place - Ely Place	
		Castle Mews, Wisbech	York Row - Market Street	
		Market Place, Wisbech	Church Terrace - High Street	
		Hill Street, Wisbech	Nene Quay - Union Street	
		Union Street, Wisbech	Hill Street - High Street	
		High Street, Wisbech	Market Place - York Row	
		Church Terrace, Wisbech	Stermyn Street - Market Place	
		Little Church Street, Wisbech	Entire length	

Schedule 1: Road Closure(s)

Huntingdonshire 1/2

Parish	Time	Road(s)	Location	Diversion
Bluntisham Remembrance	13:50 – 14:30	East Street, Bluntisham	Colne Road – Holliday's Road	As signed
		Holliday's Road, Bluntisham	East Street – Rectory Road	
Brampton Remembrance	10:15 – 10:35	Central Avenue, Brampton	Jaric Lane - Buckden Road	As signed
	10:15 – 10:45	Buckden Road, Brampton	Central Avenue – Church Road	
	10:35 – 10:45	Church Road, Brampton	Buckden Road – Thrapston Road	
	11:30 – 11:45	Church Road, Brampton	Buckden Road – Thrapston Road	
	11:30 – 12:30	High Street, Brampton	Buckden Road/Church Street – Horseshoe Way	
	11:30 – 12:30	Horseshoe Way, Brampton	Full length	
Godmanchester Remembrance	10:00 – 11:30	Post Street, Godmanchester	Cambridge Street - The Avenue	As signed
		Park Lane, Godmanchester	Post Street - The Avenue	
		The Avenue, Godmanchester	Bridge Place Car Park - Post Street	
Holywell-cum-Needingworth Remembrance	10:30 – 12:15	Overcote Lane, Needingworth	Harris Crescent - High Street	As signed
		High Street, Needingworth	Church Street - Senes Calls	
Huntingdon Remembrance	08:00 – 12:00	Princes Street, Huntingdon	Castle Moat Road - Market Hill	As signed
		Malthouse Close, Huntingdon	Entire length	
		Princess Street, Huntingdon	Castle Moat Road - Market Hill	
		Market Hill, Huntingdon	Entire area	
		High Street, Huntingdon	George Street - St Mary's Street	
	11:30 – 12:00	St Mary's Street, Huntingdon	Princes Street - High Street	

Schedule 1: Road Closure(s)

Huntingdonshire 2/2

Kimbolton Remembrance	10:30 – 12:30	High Street, Kimbolton	Grass Yard – East Street	As signed
		London Road, Kimbolton	East Street – High Street	
Sawtry Remembrance	10:20 – 12:20	Church Street, Sawtry	Full Length	As signed
		Tinkers Lane, Sawtry	Full length	
		Fen Lane, Sawtry	Tinkers Lane – Green End Road	
		Gidding Road, Sawtry	Green End Road – Belgrave Square	
Somersham Remembrance	10:30 – 11:30	High Street, Somersham	Church Street – Feeoffees Road	As signed
St Ives Remembrance	10:30 – 12:30	The Pavement, St Ives	Full length	As signed
		Market Hill, St Ives	Full length	
St Neots Remembrance	09:30 – 10:00	High Street, St Neots	The Priory – Church Street	As Signed
		Church Street, St Neots	High Street – Brook Street	
Warboys Remembrance	10:00 – 12:00	High Street, Warboys	Popes Lane - Pathfinder Way	New Road (A141), Airfield Road, Church Road and vice versa
		School Road, Warboys	For 25 metres from the junction with High Street	

E-Sign ID: e27af0b3-3837-4d82-8def-4d63d8ce47f0

Schedule 1: Road Closure(s)

South Cambridgeshire 1/2

Parish	Time	Road(s)	Location	Diversion
Bassingbourn-Cum-Kneesworth Remembrance	10:45 – 11:05	Brook Road, Bassingbourn	South End – North End	As Signed
Cambourne Remembrance	10:15 - 11:45	Eastgate, Cambourne	Jeavons Lane – Lancaster Gate	As signed
		High Street, Cambourne	Monkfield Way – Jeavons Lane	
		Sackville Way, Cambourne	Cavendish Court – High Street	
		Jeavons Lane, Cambourne	High Street – No.10	
Cottenham Remembrance	10:30 – 11:30	High Street, Cottenham	Telegraph Street – No. 318	As signed
		Denmark Road, Cottenham	Telegraph Street – High Street	
Duxford Remembrance	10:45 – 11:20	Chapel Street (c284), Duxford	Green Street - Hinxton Road	Rectory Road, Ickleton Road, Hunts Road, St Johns Street and vice versa
		St Peters Street (c284), Duxford	Petersfield Road - Chapel Street	
		Hinxton Road, Duxford	The Biggen - Chapel Street	
Fulbourn Remembrance	10:15 – 11:30	Manor Walk, Fulbourn	School Lane – Ludlow Lane	As signed
		Ludlow Lane, Fulbourn	School Lane – Manor Walk	
Great Shelford Remembrance	10:15 – 11:45	High Street, Great Shelford	High Green – Church Street	As signed
Histon and Impington Remembrance	09:00 – 10:30	Station Road, Histon	Saffron Road - B1049	As signed
Longstanton Remembrance	09:00 – 11:30	High Street, Longstanton	School Lane – Ladywalk	As signed
Melbourn Remembrance	10:30 – 11:30	High Street, Melbourn	Station Road - Vicarage Close	As signed
Over Remembrance	10:00 – 17:00	High Street, Over	Horse Ware – Long Furlong	As Signed
		Long Furlong, Over	High Street – Glover Street	
		Glover Street, Over	Long Furlong – Tower Close	

Schedule 1: Road Closure(s)

South Cambridgeshire 2/2

Sawston Remembrance	10:30 – 11:45	High Street, Sawston	Common Lane – Link Road	As signed
		Link Road, Sawston	High Street – Churchfield Avenue	
		Church Lane, Sawston	High Street – Paddock Way	

Remembrance Sunday, 8 Nov 2026 – running order

Fri 6th Nov @ Melbourn Church

6pm Rehearsal for colour parties / flag bearers and leaders only.

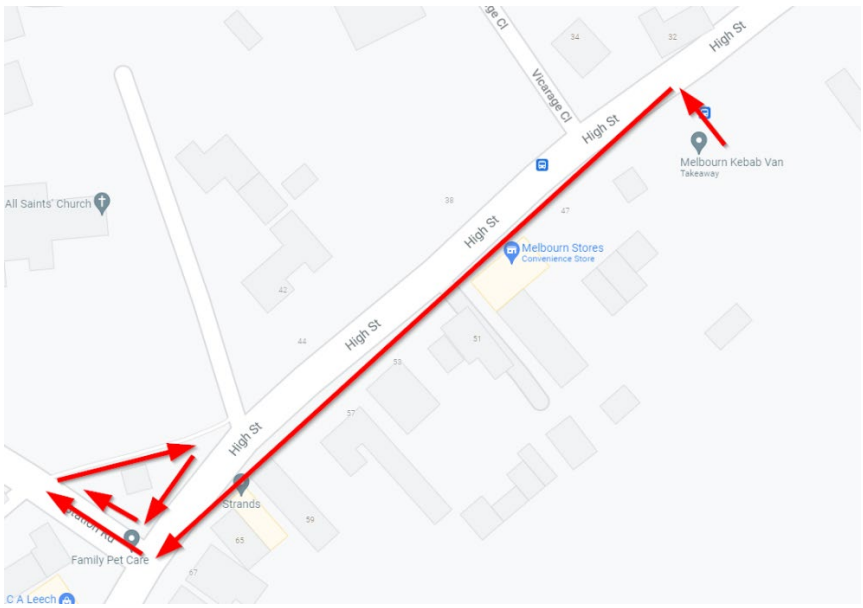
Sun 8th Nov @ Melbourn Village Car Park

Timings

10.00 am	Arrive at Forming up point
10.25 am	Form up the parade, Parade Marshall
10.35am	Safety brief
10.40am	Road closure
10.40am	Parade step off, Parade Marshall
10.48am	Parade arrives at Cenotaph
10.50am	Service begins, Reverend Ian Friars
10.58am	Read out the names of the fallen
11.00am	Last post - Lower/drape standards
11.00am	2 minute silence
11.02am	Reveille - Raise standards
11.03am	ACF cadet reads “They shall grow not old”
11.04am	Lay wreaths (Parish council, Veterans, Burma Far East Prisoners of War, RBL Women’s section, Melbourn WI, EEAST, Youth Organisations, School)
11.06am	Prayer & Blessing - Reverend Ian Friars
11.10am	Parade disperses. All are welcome to attend All Saints Church.
11.10am	Road closure ends

Route

Turn left (left wheel) out of the car park. Down to the crossroads. Turn right (right wheel) onto station road. Turn right (right wheel) onto path between church and cenotaph. Wheel around cenotaph. Then stop!



MELBOURN PARISH COUNCIL



Melbourn Parish Council would like to express their thanks for your help in this event.

Melbourn Community Hub have generously offered to provide a hot drink and piece of cake, please take this voucher and exchange and enjoy with our thanks.

SAMPLE

This voucher is only valid on Sunday 8 November only but the thanks are endless!

01763 263303 ext 3 parishclerk@melbournparishcouncil.gov.uk melbournparishcouncil.gov.uk

Abi Williams

From: Assistant Clerk
Sent: 15 October 2026 15:20
To: Abi Williams
Subject: FW: We've got your order, 12002536951

From: Poppy Shop UK <poppyshop@britishlegion.org.uk>
Sent: 22 September 2026 10:44
To: Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>
Subject: We've got your order, 12002536951

Poppy Shop
ROYAL BRITISH LEGION

Order # 12002536951

09/22/2026

Dear Alex,

Thank you for your Poppy Shop order. Every purchase you make from the Poppy Shop helps to support our Armed Forces Community as all of the profits from every sale go to the Royal British Legion.

We're getting your order ready for dispatch and will let you know when it's on its way.

View your order

Order summary



Medium Poppy Wreath (Type B)	x 1	£23.00

Subtotal	£23.00
UK Standard Delivery	£4.50
VAT	£4.58
Total	£27.50

Payment Information

VISA Visa (••••5458)	£27.50

Delivery Address

Alex Coxall
Melbourn Parish Council,
Melbourn Community Hub,
30 High Street
Melbourn
SG8 6DZ
United Kingdom

Billing Address

Alex Coxall
Melbourn Parish Council,
Melbourn Community Hub,
30 High Street
Melbourn
SG8 6DZ
United Kingdom

Please consider making a donation today

Every donation helps the Royal British Legion support members of the Armed Forces community. Whatever their needs, we can help them with advice and practical support.

Thank you

Donate now

If you have queries about product safety in Northern Ireland (ONLY), please contact our EU Rep: Authorised Rep Compliance Ltd. Ground Floor, 71 Lower Baggot Street, Dublin, D02 P593, Ireland.

www.arccompliance.com

SHOP | ABOUT | FAQS

www.poppyshop.org.uk

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Poppy Shop
ROYAL BRITISH LEGION

COMMUNITY BENEFIT GRANTS

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



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

Applications must be made on the grant application form available at melbournparishcouncil.gov.uk or from the Parish Office.

Deadline for applications is
Friday 20 November 2026

Applications for grants will be heard at a meeting of the Parish Council on Wednesday 2 December 2026 at 7.30pm at The Hub
Applicants will be invited to attend the meeting to support their application.

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

PC109 2627c) s106 consideration

Proposal to retain skate park provision as the first option, with flexibility for alternative youth provision

Section 106 Contributions – Melbourn Recreation Provision

Background

The Parish Council holds two Section 106 contributions allocated towards skate park provision in Melbourn:

- **S/1032/17/FL (46–56 The Moor):** £35,921.49, towards the provision, replacement, extension and/or improvement and/or maintenance of a skate park on Melbourn Recreation Ground. Developer: Stonebond Properties (Chelmsford) Limited.
- **S/2424/18/FL (36 New Road):** £35,735.58, towards the provision and maintenance of a new skate park in Melbourn. Developer: R2 Developments Ltd.

The combined original contributions totalled £71,657.07

At its September 2024 meeting, under minute PC096/24, Council received an update from the Skate Park Working Party. The Working Party concluded that the level of engagement was insufficient to demonstrate wide community support for proceeding with the project, and investigations into alternative uses for the Section 106 funding were undertaken.

The Parish Council continues to review the recreational needs of children and young people in Melbourn and wishes to ensure that these contributions deliver meaningful and sustainable benefits for the community.

Proposed approach – two options

The Parish Council wishes to retain the opportunity to deliver a skate park, while also seeking flexibility to pursue an alternative youth-focused project should a skate park not prove feasible or appropriate.

The proposed approach is therefore:

Option A – Skate park provision

The Parish Council would retain the skate park as its preferred option, subject to establishing that the project is feasible, appropriately located, deliverable within the available funding and supported by sufficient evidence of local need.

Option B – Alternative youth-focused provision

If the skate park is found not to be feasible or appropriate, the Parish Council would seek the ability to select an alternative project that responds to the recreational needs of the youth in Melbourn.

Potential projects for further investigation include:

- Enhancements to the New Recreation Ground, including additional play equipment such as a ninja trail.
- Additional outdoor play and recreational equipment for older children and young people, potentially including multi-use goals at suitable public locations.
- Development of other appropriate play and recreational facilities identified through the Council's ongoing assessment of local needs.

The Council would wish to retain discretion to identify and select the most appropriate alternative project, subject to the terms of the relevant Section 106 agreement, any necessary variation and the approval of the relevant authority.

DRAFT

PC109 2627c) s106 consideration

The Council is not seeking to commit to a particular alternative project at this stage. The preferred option would be developed following consideration of feasibility, location, costs, community need and the funding conditions.

Section 106 requirements and proposed variation

The Parish Council understands that changing the purpose of either contribution would require a deed of variation to the relevant Section 106 agreement, with the agreement of the developer.

The Council also understands that legal costs may be incurred, estimated previously at approximately £3,000 per deed of variation.

The Parish Council recognises that the contributions are subject to specific restrictions and that any alternative use must be acceptable under the relevant agreement as varied. The Council therefore seeks clarification from the S106 Officer on whether the agreements could be varied to provide for the following:

1. The funding may continue to be used for skate park provision if Option A is considered feasible and appropriate.
2. If the skate park is found not to be feasible or appropriate, the Parish Council may select an alternative youth-focused project, subject to the agreed scope of the varied agreement and any applicable restrictions on expenditure.
3. The Parish Council would determine the preferred alternative project following appropriate consideration of local needs, feasibility and costs, with the necessary approvals obtained before expenditure is incurred.

The Council acknowledges that the current agreements may restrict expenditure to children's play equipment. It therefore requests guidance on whether the proposed flexibility could be accommodated and, specifically, whether any wider youth-focused provision would be eligible.

The Council understands that a variation would need to be agreed with the relevant developers and completed before any expenditure could be made on an alternative project.

Request to the S106 Officer

The Parish Council respectfully requests that the S106 Officer considers the principle of varying the relevant agreements to retain skate park provision as an option while allowing a suitable alternative project to be selected if the skate park cannot be delivered.

The Council would welcome advice on the scope of projects that could be included within such a variation, the process for obtaining the necessary approvals, and the likely legal costs and requirements for each agreement.

This approach would allow the Parish Council to continue exploring skate park provision without losing the opportunity to deliver an alternative project that responds more effectively to local needs, should the skate park prove unfeasible.

The objective is to ensure that the Section 106 contributions deliver a practical, sustainable and demonstrable benefit for children and young people in Melbourn.

DRAFT

PC111 2627a) LHI – design review

Attached: **Designs - October 2026 - 30CPX04668_Design_C01 Rev 1.1**

Discussion Document

To confirm the next steps for the LHI project are:

- Design reviews and amendments considered by LHI team
- Road safety audit – this is where our road safety team review the site, see if they can spot any potential issues with the design from a road safety POV. Any changes required communicated to us.
- Formal consultation period (3 week period). If the consultation has objections – it goes to delegated decision where the scheme will be reviewed and it's decided whether it will proceed under the feedback raised. If the consultation period goes well we progress to construction phase.

Comments

- Cllr1: They appear to have put the pinch point the wrong way round. Part of the idea is the provide more space on the school entrance side, as per the one on Mortlock Street.
- Cllr 2: The narrowing was to be on the school side to allow greater pavement space coupled with the slowing down of traffic.

  Reply from CCC:

  Location in relation to the lighting column:

  - *Our proposals are adjacent directly to the lighting column, which improve illumination for awaiting pedestrians.*
  - *Our proposal is also slightly more cost effective than the suggested 'eastbound' location. For the illuminated sign installation, the design requires access to electrical feeds from the lighting columns - which in our case can be directed straight into the adjacent lighting column. The feeder pillar may also be placed in the grass verge too, as opposed to compromising footway width, which would be the case with an 'eastbound' set up.*

  Access to Melbourn Primary School:

  - *There is an existing access to the Primary School aided by double gates. This should be maintained for both waste removals (access to the stored bins) and also emergency access to the school.*
  - *Additionally, the build out requires full height kerbing. If we were to provide some access to the gates also, dropped kerbs would be required here. This would pose risk to drainage and constructability challenges.*

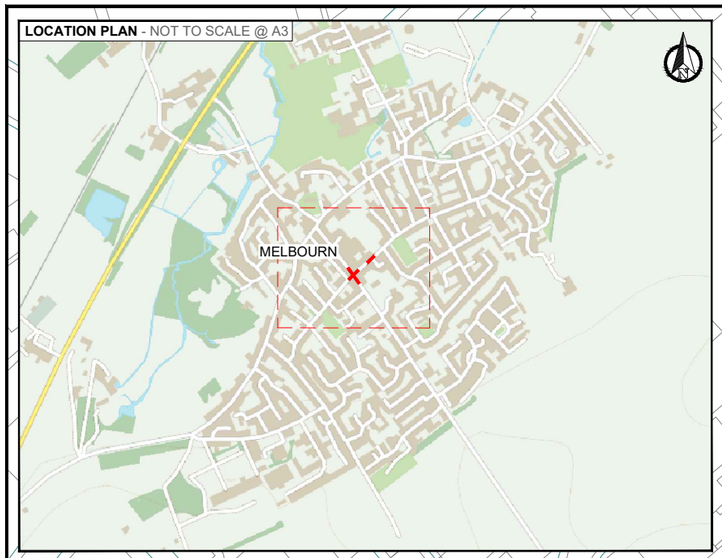
- Cllr 1: A major benefit of the proposal would be the increased space on the school side of the road.
  We should consult the school to see if:
  - Emergency access is required through the gates, given the proximity of the car park through which vehicles can and do enter the school site
  - The bins could be moved to the car park.

If the design proposal remains on the opposite side then I will withdraw my support and vote against it.

- Cllr 3: Modern speed humps are meant to be 75mm - but when executed, perhaps because of the poor and "curved" condition of many of our roads, they sometimes feel like it is more, e.g. 50mm in the centre of the road and 100mm near the edge. As a result, they're sometimes more aggressive than needed, I think. Might be worth asking the design/construction team whether that can be borne in mind — see the following note in the plan (PLANING - ASPHALT RAMPS MINIMUM DEPTH: 50mm, MAXIMUM DEPTH: 125mm, AREA:6.5m2). 125 mm is a very substantial height if you are coming along at 20mph as driver. May be nothing but as a driver I feel cheated if I am doing the speed limit and still get whacked by the humps.

- Resident 1 (unable to attend meeting): I would like it to be noted that we strongly object to having 2 solutions to one problem. This will impact the residents the most and twice for an issue that is being caused by illegal parking of parents, who should be getting charged. There are also new residents in this area who are not aware of the Chicane proposal and now the Street School proposal.
  After speaking with the Street School they implied that this trial would start in January 2027, if this is the case then the Chicane will not be needed as there will be no traffic and it will be a waste of Tax payers money.
  The Chicane wont work, as it will not solve the problem, speed is not the issue it is illegal parking. If the Chicane on Orchard Road (Mortlock St) works so well why has the school shut the front entrance?
  I also thought that there would be a consultation for the residents to raise their concerns regarding the Chicane, when is this or when was is?
  I see that the Chicane is now going to be put on the other side of the road, right outside our house, this will increase parents and therefore the noise level will increase too.
  It is very disappointing that the Parish Council will not consider residents and will not see that both schemes are not needed.

LOCATION PLAN - NOT TO SCALE @ A3



MELBOURN
PRIMARY SCHOOL

BEETON CLOSE
MEADOW WAY
ORCHARD ROAD
MORTLOCK STREET
PRIME CLOSE
MEDCALFE WAY
ORCHARD GATE
CHAPEL LANE
ORCHARD ROAD
NEW ROAD
PRYOR'S ORCHARD

VP 1
VP 1
VP 2
VP 2

MELBOURN

NOTES:

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION AND ALL OTHER RELEVANT DOCUMENTS.
2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION, ALL OTHER RELEVANT DOCUMENTS AND DESIGN DRAWINGS ASSOCIATED WITH PROJECT NUMBER 30CPX04668.
3. PLANS ARE TO BE PRINTED IN COLOUR & A3 PAPER SIZE ONLY.

Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
SCHEME OVERVIEW

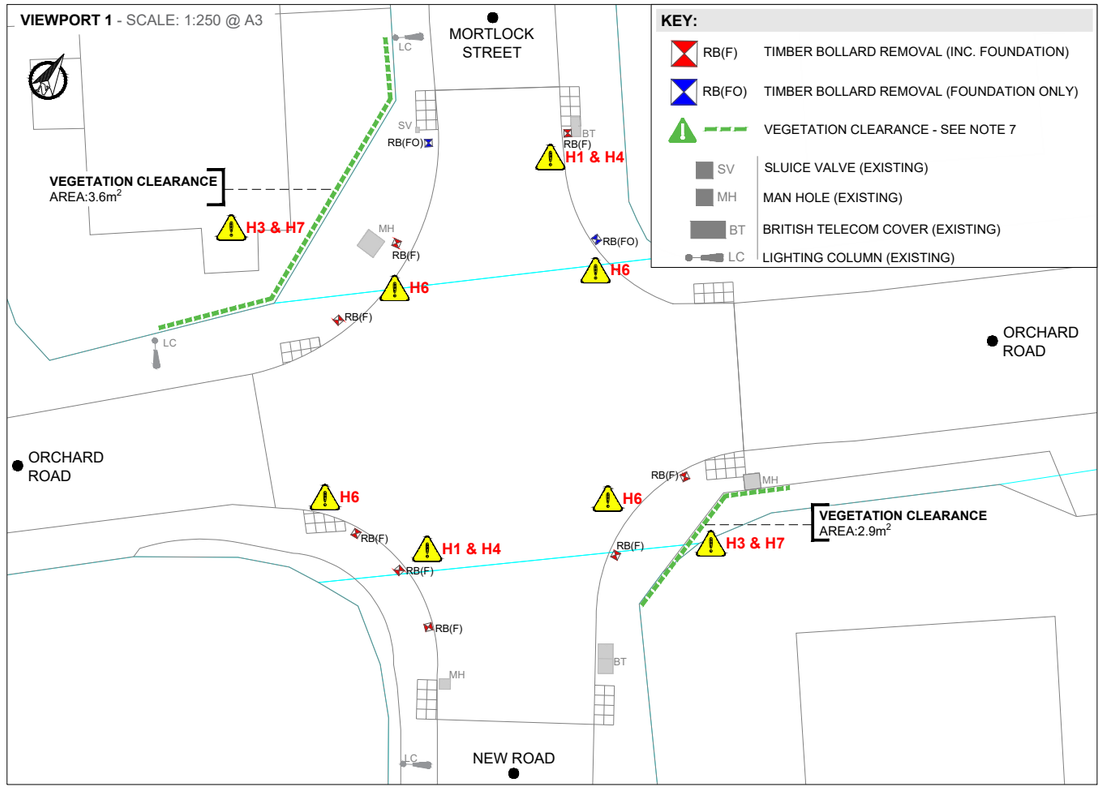
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1250 @ A3	J.McGilley	J.Hobbs	25/08/2026

Drawing number
30CPX04668/0000/01

Rev
C01

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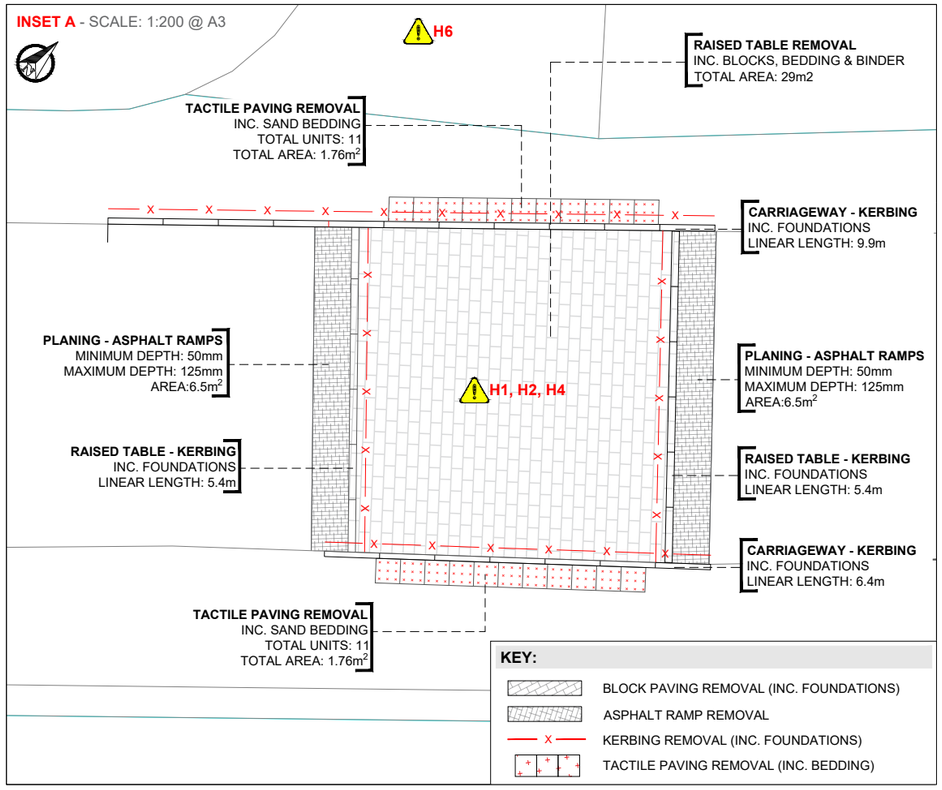
VIEWPORT 1 - SCALE: 1:250 @ A3



KEY:

- RB(F) — TIMBER BOLLARD REMOVAL (INC. FOUNDATION)
- RB(FO) — TIMBER BOLLARD REMOVAL (FOUNDATION ONLY)
- VEGETATION CLEARANCE - SEE NOTE 7
- SV — SLUICE VALVE (EXISTING)
- MH — MAN HOLE (EXISTING)
- BT — BRITISH TELECOM COVER (EXISTING)
- LC — LIGHTING COLUMN (EXISTING)

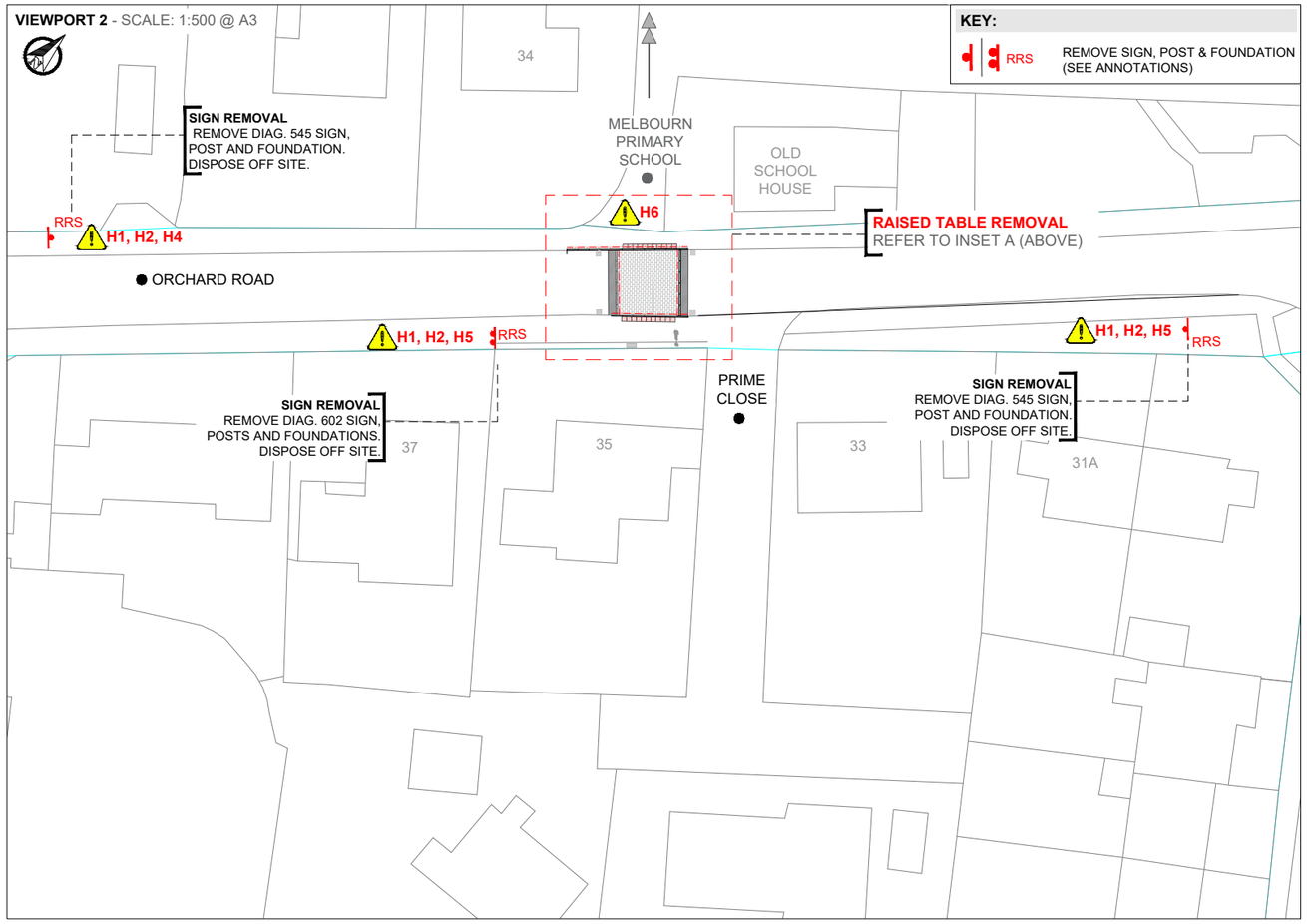
INSET A - SCALE: 1:200 @ A3



KEY:

- BLOCK PAVING REMOVAL (INC. FOUNDATIONS)
- ASPHALT RAMP REMOVAL
- KERBING REMOVAL (INC. FOUNDATIONS)
- TACTILE PAVING REMOVAL (INC. BEDDING)

VIEWPORT 2 - SCALE: 1:500 @ A3



KEY:

- RRS — REMOVE SIGN, POST & FOUNDATION (SEE ANNOTATIONS)

SITE CLEARANCE

ITEM	COMMENT	MEASURE	UNIT
EXISTING BOLLARD	INCLUDING FOUNDATIONS	8	QTY
EXISTING BOLLARD	FOUNDATION ONLY	2	QTY
TACTILE PAVING	INCLUDES SAND BEDDING	22	QTY
KERBING	INCLUDES FOUNDATIONS	27.1	m
RAISED TABLE	REMOVAL TO C/W LEVEL	29	m2
ASPHALT RAMPS	REMOVAL TO C/W LEVEL	13	m2
SIGN FACE	DISPOSE AT DEPOT	3	QTY
SIGN POST	INCLUDING FOUNDATIONS	4	QTY
VEGETATION CLEARANCE	REMOVAL TO HW BOUNDARY ONLY	6.7	m2

SAFETY, HEALTH & ENVIRONMENT (SHE BOX) RESIDUAL HAZARDS

Hx — REFER TO 30CPX04668_DRA_DDL FOR FULL LIST OF BELOW HAZARDS AND MITIGATION MEASURES.

- **H1** - C2 RECORDS INDICATE MULTIPLE BURIED SERVICES.
- **H2** - OVERHEAD UTILITIES CABLES PRESENT.
- **H3** - TREES LOCATED ADJACENT TO THE PROPOSED WORKS.
- **H4** - HARD (ASPHALT) MATERIAL CONTAMINATION / DISPOSAL.
- **H5** - SOFT (VERGE) MATERIAL CONTAMINATION / DISPOSAL.
- **H6** - HIGH NUMBER OF SCHOOL CHILDREN.
- **H7** - VEGETATION CLEARANCE & BIRD NESTING.

NOTES:

1. DO NOT SCALE FROM THIS DRAWING. USE FIGURED DIMENSIONS ONLY.
2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION, ALL OTHER RELEVANT DOCUMENTS AND DESIGN DRAWINGS LISTED IN THE DRAWING REGISTER (**30CPX04668/000/01**).
3. EXACT EXTENTS TO BE MARKED UP AND AGREED ON SITE WITH CCC AND PRINCIPAL CONTRACTOR REPRESENTATIVES PRIOR TO WORK COMMENCING. IT IS RECOMMENDED THAT, IF POSSIBLE, ROAD MARKINGS ARE MARKED UP ON KERBS OR VERGE ON SITE PRIOR TO WORKS.
4. ANY ISSUES OR DISCREPANCIES TO BE RAISED WITH A CCC REPRESENTATIVE AS SOON AS THEY OCCUR OR ARE IDENTIFIED.
5. ALL EXCAVATIONS SHALL ONLY BE UNDERTAKEN UPON FULL COMPLETION OF CAT/GENNY SURVEYS. NO WORKS SHALL BE UNDERTAKEN WITH MACHINE OPERATIONS IN CLOSE PROXIMITY TO KNOWN UTILITIES, AND THEREFORE MANUAL OPERATIONS WILL TAKE PRECEDENCE.
6. ANY EXCAVATED HARD MATERIAL SHALL BE TREATED AS CONTAMINATED AND DISPOSED OF IN ACCORDANCE WITH WASTE MANAGEMENT GUIDANCE, AS DEPICTED BY INDUSTRY STANDARDS. SPECIFICALLY BUT NOT LIMITED TO RPS AND ADEPT GUIDANCE.
7. ANY VEGETATION REMOVAL SHALL ONLY BE COMPLETED UPON COMPLETION OF AN ECOLOGICAL AND ARBORICULTURAL SURVEY. IN THE INSTANCE OF TREE REMOVAL, ALL ROOT NETWORKS WITHIN THE HIGHWAY BOUNDARY SHALL BE TRACED AND REMOVED OFF SITE, UP TO A RADIUS OF 4m.
8. THERE IS A HIGH PRESENCE OF UTILITIES WITHIN PROXIMITY TO PROPOSED FOR REMOVAL ASSETS. METHODS FOR REMOVALS SHALL BE UNDERTAKEN TO MITIGATE RISKS POSED BY THESE ASSETS.
9. BOLLARD REMOVAL SHALL INCLUDE THE REMOVAL OF ASSOCIATED FOUNDATIONS.
10. ALL EXCAVATIONS ARE TO BE BACKFILLED IN ACCORDANCE WITH THE HOUSING ESTATE ROAD CONSTRUCTION SPECIFICATION (HERCS) 2023.
11. PLANS TO BE PRINTED IN A3 AND COLOUR.

Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

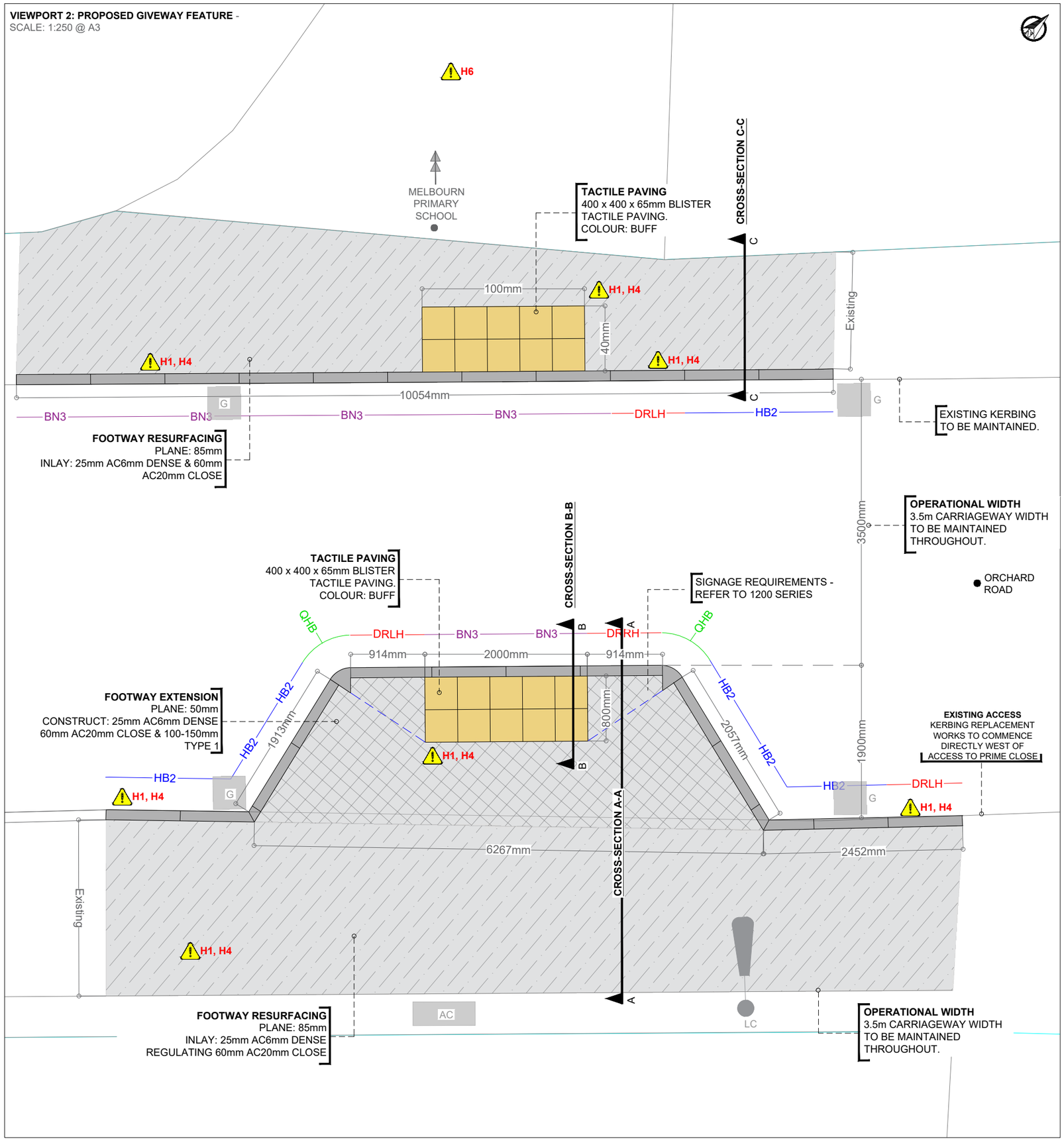
Title
SITE CLEARANCE

Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number: 30CPX04668/0200/01
Rev: C01

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VIEWPORT 2: PROPOSED GIVEWAY FEATURE -
SCALE: 1:250 @ A3



KEY:

- 85mm FOOTWAY RESURFACING
- ~235MM FOOTWAY CONSTRUCTION
- 400 x 400 x 65mm TACTILE PAVING (BLISTER) & BUFF IN COLOUR

KERBING REQUIREMENTS:

- HB2 — BS HB2 KERBING
- BN3 — BS BN3 KERBING
- QHB — BS HB2 QUADRANT KERB
- DR*H — BS HB2/BN3 DROP KERB (RH OR LH)

EXISTING ASSETS:

- G — GULLY (EXISTING)
- MH — MAN HOLE (EXISTING)
- AC — ACCESS CHAMBER (EXISTING)
- LC — LIGHTING COLUMN (EXISTING)

DRAWING DETAILS:

- X — CROSS SECTION (X-X) - REFER TO DWG. '1100/03' FOR INFORMATION

SAFETY, HEALTH & ENVIRONMENT (SHE BOX) RESIDUAL HAZARDS

Hx — REFER TO 30CPX04668_DRA_DDL FOR FULL LIST OF BELOW HAZARDS AND MITIGATION MEASURES.

H1 - C2 RECORDS INDICATE MULTIPLE BURIED SERVICES.

H2 - OVERHEAD UTILITIES CABLES PRESENT.

H3 - TREES LOCATED ADJACENT TO THE PROPOSED WORKS.

H4 - HARD (ASPHALT) MATERIAL CONTAMINATION / DISPOSAL.

H5 - SOFT (VERGE) MATERIAL CONTAMINATION / DISPOSAL.

H6 - HIGH NUMBER OF SCHOOL CHILDREN.

H7 - VEGETATION CLEARANCE & BIRD NESTING.

ASPHALT WORKS			
MATERIAL	DEPTH (mm)	TOTAL AREA (m2)	TOTAL VOLUME (m3)
AC6mm DENSE	25	41.7	1.0425
AC20mm CLOSE	60	44.9	2.694
TYPE 1 MOT	100 - 150	7.9	0.9875
KERBING INSTALLATIONS			
KERB TYPE	SIZE (mm)	TOTAL LINEAR LENGTH (m)	KERB QUANTITY
BS HB2	255 x 125 x 914	9.56	11
BS BN3	150 x 125 x 914	9.31	11
BS QUADRANT	255 x 305 x 455	N/A	2
BS DROPPER	(255-150) x 125 x 914	2.74	3
TACTILE PAVING			
TYPE	SIZE (mm)	COLOUR	QUANTITY
BLISTER	400 x 400 x 65	BUFF	40

NOTES:

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5. THE TIE-IN CONSTRUCTION DETAIL AT THE EDGE OF CARRIAGEWAY MUST BE CONFIRMED ON SITE WHERE APPLICABLE. ANY AMBIGUITIES BETWEEN DETAILS GIVEN IN THIS DRAWING AND THE EXISTING ARRANGEMENT ON SITE, MUST BE DEALT WITH IN CONJUNCTION WITH THE CCC REPRESENTATIVE AS SOON AS THEY ARE ENCOUNTERED.
6. BINDER COURSE: AC 20 DENSE BIN 40/60 TO BS EN 13108-1 AND PD 6691.
7. BOND COAT IS TO BE LAID IN ACCORDANCE WITH BS EN 13808 & SHW CLAUSE 920. APPLICATION RATE: 0.6L/m^2.
8. CARRIAGEWAY SURFACE COURSE: CASC50 IN ACCORDANCE WITH CCC CASC SPECIFICATION AND BS EN 13108 (AS APPLICABLE). BINDER: 40/60 PEN.
   - 8.1. WHILST FOOTWAY WORKS SHALL OBTAIN SURFACE COURSE AC 6mm DENSE TO SHW SPECIFICATION.
9. ALL PAVEMENT WORK SHALL BE UNDERTAKEN IN ACCORDANCE WITH THE RELEVANT HIGHWAY WORKS SPECIFICATIONS AND STANDARDS, INCLUDING, BUT NOT LIMITED TO:
   - SPECIFICATION OF HIGHWAY WORKS (SHW) SERIES 900 (JULY 21), IN PARTICULAR CLAUSE 903 FOR THE PLACING AND COMPACTION OF BITUMINOUS MIXTURES;
   - BRITISH STANDARDS, IN PARTICULAR BS EN 594987:2015 FOR THE REQUIREMENTS OF LAYING AND COMPACTION OF ASPHALT MIXTURES; AND,
   - CCC's HOUSING ESTATE ROAD CONSTRUCTION SPECIFICATION (HERCS) 2023, IN PARTICULAR CLAUSES 11 TO 12.
   - CCC's CASC50 IN HOUSE SPECIFICATION.
10. EXISTING CROSS-FALL DIRECTION TO BE RETAINED WHERE POSSIBLE I.E. ON BENDS AND ADJACENT TO HIGH BANKS TO ENSURE ADEQUATE DRAINAGE OF SURFACE WATER.
11. EXISTING CARRIAGEWAY WIDTHS CAN BE FOUND IN SERIES 100 DRAWING SHEETS. PROPOSED CARRIAGEWAY WIDTH MUST BE SET AT EXISTING WIDTH WHERE POSSIBLE. IT IS RECOMMENDED THAT THE CARRIAGEWAY WIDTHS ARE RECORDED ON SITE PRIOR TO PLANING.
12. GULLIES ALONG ROUTE ARE TO BE COVERED DURING THE WORKS TO PREVENT MATERIAL FALLING INTO THEM. IF ANY MATERIAL ACCIDENTALLY FALLS INTO GULLIES, THE RELEVANT GULLIES ARE TO BE APPROPRIATELY CLEANED/JETTED FOLLOWING THE WORKS.
13. ALL VERTICAL UPSTANDS (E.G. IRONWORK, KERBS, SAWCUT JOINTS) WITHIN THE RESURFACING EXTENTS ARE TO BE BOND COATED, PRIOR TO SURFACE COURSE / DRESSING. ALL OTHER STREET FURNITURE SHALL BE MASKED TO PREVENT CONTAMINATION BY BINDER SPRAY OR LOOSE CHIPPINGS.

Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
PROPOSED BUILD OUT
ENGINEERING CONSTRUCTION

Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number: 30CPX04668/1100/01
Rev: C01

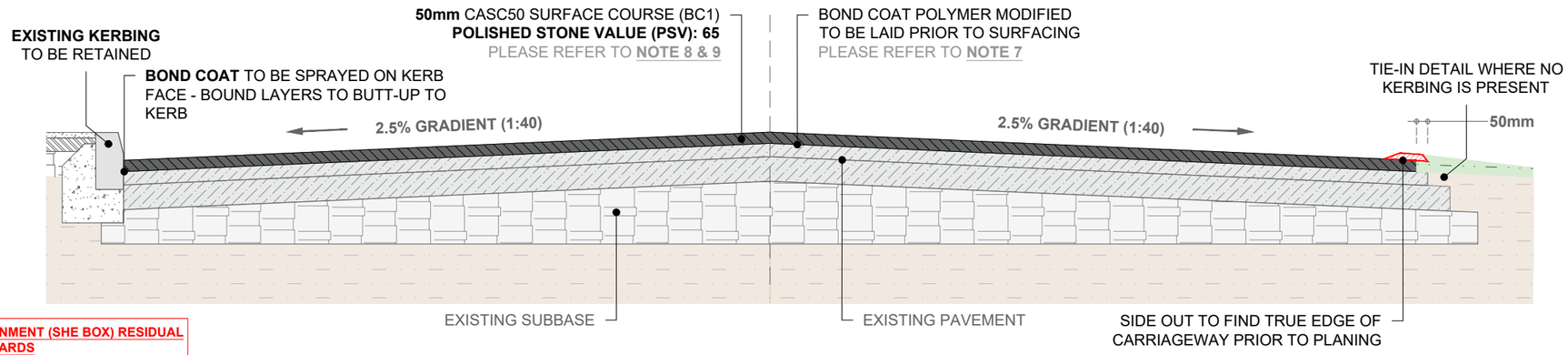
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VIEWPORT 2 (RESURFACING PROVISIONS) - SCALE: 1:250 @ A3



PLEASE NOTE

- THAT THE CARRIAGEWAY CROSSFALLS GIVEN ARE THE PROPOSED STANDARD. THEY SHOULD BE NO MORE THAN 5% BUT NO LESS THAN 2.5%. EXISTING SUPERELEVATIONS AND TRANSITIONS ON SITE AROUND BENDS ARE TO BE MAINTAINED AS EXISTING AND TO BE TAKEN INTO ACCOUNT WHEN RESURFACING THE ROAD.
- THAT THE REINSTATED CARRIAGEWAY WIDTH IS TO BE **AS EXISTING** FOR ALL TREATMENT SECTIONS.



DETAIL A : 50mm PLANE & INLAY - SURFACE COURSE ONLY
CASC50

SAFETY, HEALTH & ENVIRONMENT (SHE BOX) RESIDUAL HAZARDS

Hx | REFER TO 30CPX04668_DRA_DDL FOR FULL LIST OF BELOW HAZARDS AND MITIGATION MEASURES.

H1 - C2 RECORDS INDICATE MULTIPLE BURIED SERVICES.

H2 - OVERHEAD UTILITIES CABLES PRESENT.

H3 - TREES LOCATED ADJACENT TO THE PROPOSED WORKS.

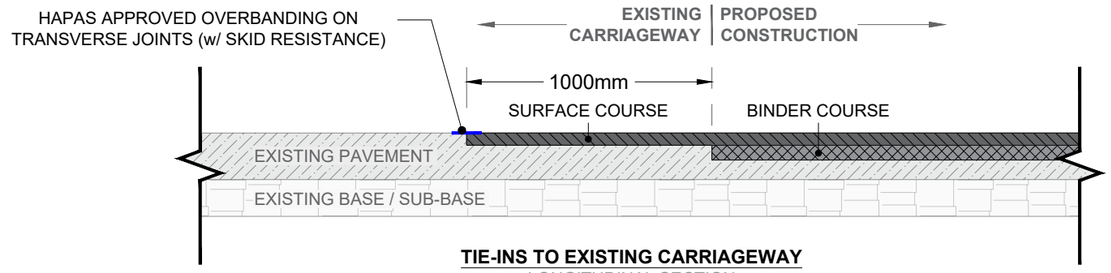
H4 - HARD (ASPHALT) MATERIAL CONTAMINATION / DISPOSAL.

H5 - SOFT (VERGE) MATERIAL CONTAMINATION / DISPOSAL.

H6 - HIGH NUMBER OF SCHOOL CHILDREN.

H7 - VEGETATION CLEARANCE & BIRD NESTING.

CARRIAGEWAY WORKS			
MATERIAL	DEPTH (mm)	TOTAL AREA (m2)	TOTAL VOLUME (m3)
CASC50 (PSV65)	50	195	9.75
AC 20mm CLOSE BINDER COURSE	60	8	0.48



TIE-INS TO EXISTING CARRIAGEWAY
LONGITUDINAL SECTION

NOTES:

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7. BOND COAT IS TO BE LAID IN ACCORDANCE WITH BS EN 13808 & SHW CLAUSE 920. APPLICATION RATE: 0.6L/m^2.
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12. GULLIES ALONG ROUTE ARE TO BE COVERED DURING THE WORKS TO PREVENT MATERIAL FALLING INTO THEM. IF ANY MATERIAL ACCIDENTALLY FALLS INTO GULLIES, THE RELEVANT GULLIES ARE TO BE APPROPRIATELY CLEANED/JETTED FOLLOWING THE WORKS.
13. ALL VERTICAL UPSTANDS (E.G. IRONWORK, KERBS, SAWCUT JOINTS) WITHIN THE RESURFACING EXTENTS ARE TO BE BOND COATED, PRIOR TO SURFACE COURSE / DRESSING. ALL OTHER STREET FURNITURE SHALL BE MASKED TO PREVENT CONTAMINATION BY BINDER SPRAY OR LOOSE CHIPPINGS.

Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
CARRIAGEWAY RESURFACING

Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

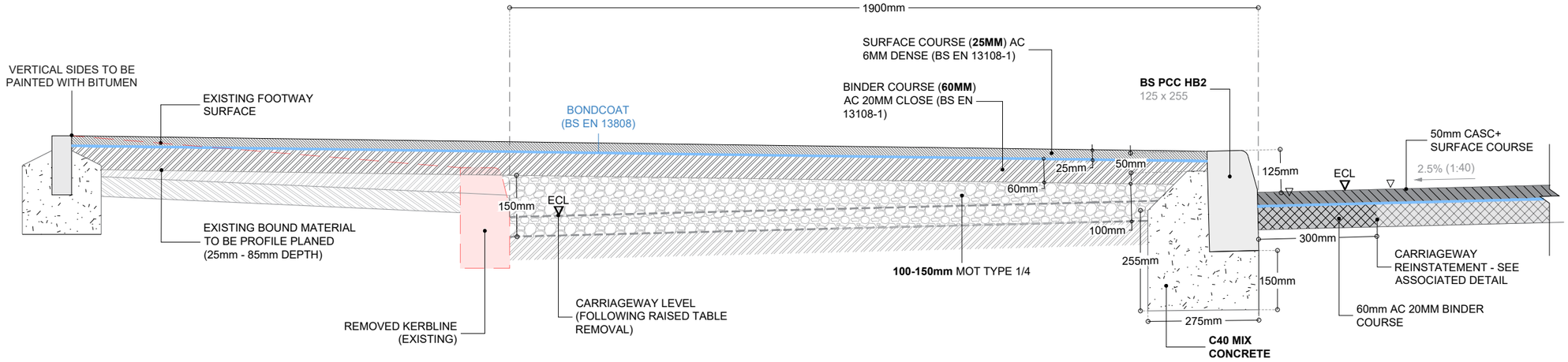
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30CPX04668/1100/02

Rev
C01

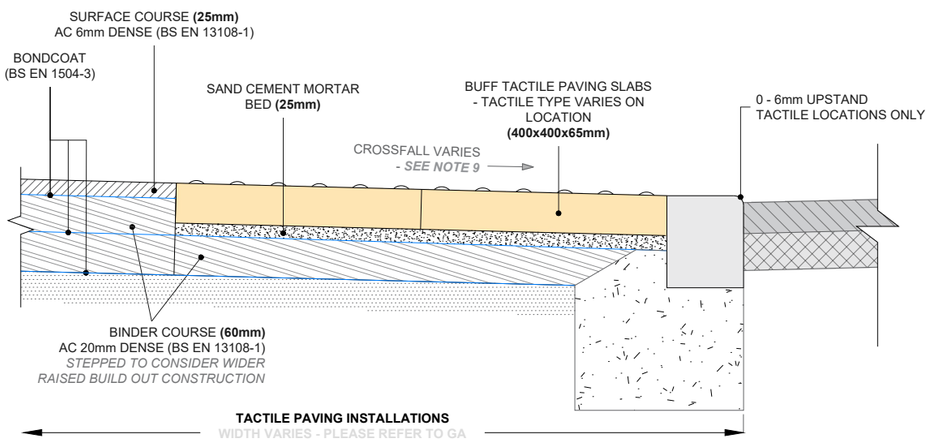
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CROSS SECTION A - A N.T.S @A3

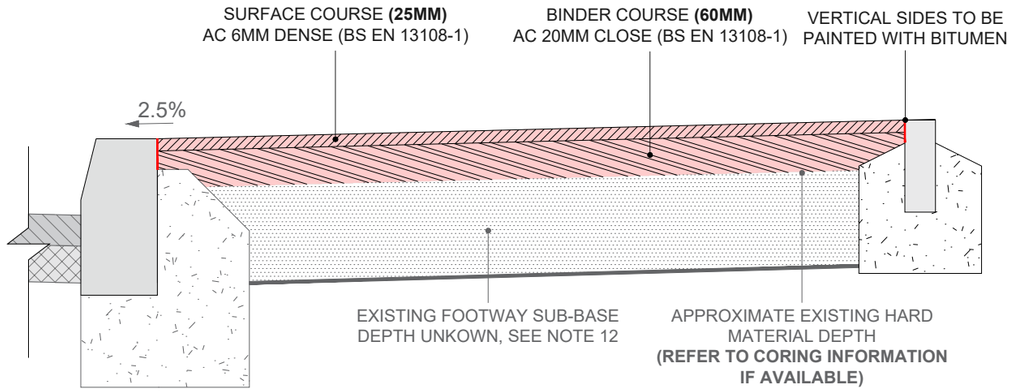
PROPOSED BUILD OUT



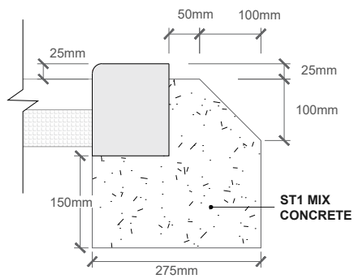
CROSS SECTION B-B - *SCALE 1:10 @ A3* - PROPOSED BUILD OUT (WITH TACTILE PAVING)



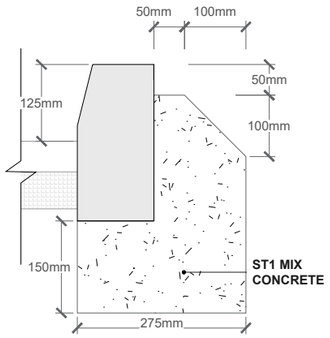
CROSS SECTION C-C - *SCALE 1:10 @ A3* - FOOTWAY RESURFACING



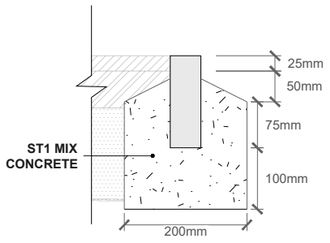
KERBING INSTALLATION DETAILS - *SCALE 1:5 @ A1*



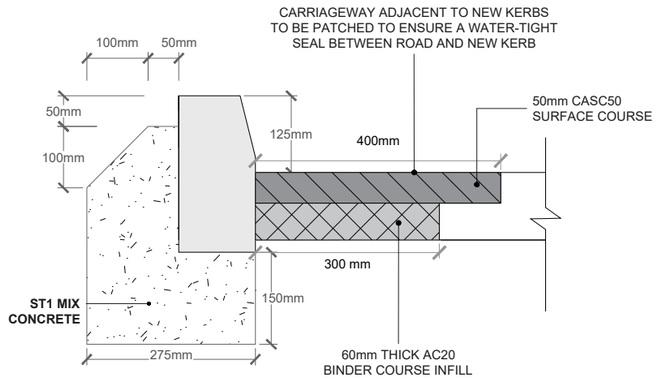
BS BN3 (125mm x 150mm)



BS HB2 (125mm x 255mm)



BS EF EDGING (50mm x 150mm)



CARRIAGEWAY REINSTATEMENT (KERB INSTALLATION)

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8. EXISTING CROSS-FALL DIRECTION TO BE RETAINED WHERE POSSIBLE I.E. ON ACCESSES AND ADJACENT TO VERGES TO ENSURE ADEQUATE DRAINAGE OF SURFACE WATER.
9. EXISTING FOOTWAY WIDTHS CAN BE FOUND IN SERIES 1100 DRAWING SHEETS. PROPOSED FOOTWAY WIDTH MUST BE SET AT EXISTING WIDTH WHERE POSSIBLE.
10. ALL VERTICAL UPSTANDS (E.G. IRONWORK, KERBS, SAWCUT JOINTS) WITHIN THE RESURFACING EXTENTS ARE TO BE BOND COATED, PRIOR TO SURFACE COURSE. ALL OTHER STREET FURNITURE SHALL BE MASKED TO PREVENT CONTAMINATION BY BINDER SPRAY OR LOOSE CHIPPINGS.
11. UNLESS SPECIFICALLY STATED OTHERWISE IN THE WORKS INFORMATION, EXISTING TIE-IN POINTS FOR THE SURFACE COURSE ARE TO BE RETAINED, I.E. WHERE EDGINGS AND KERBS ARE AVAILABLE AND WILL NOT BE REPLACED. HARD SURFACES TO BE SAW-CUT TO PROVIDE STABLE TIE-IN WHERE EDGINGS ARE NOT APPROPRIATE.
12. WHERE THE EXISTING ASPHALT LAYER TO BE REMOVED IS LESS THAN THE TOTAL PROPOSED ASPHALT THICKNESS, THE SUB-BASE IS TO BE RE-GRADED AND FORMATION LEVEL REDUCED AS NECESSARY

Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
CROSS SECTIONS

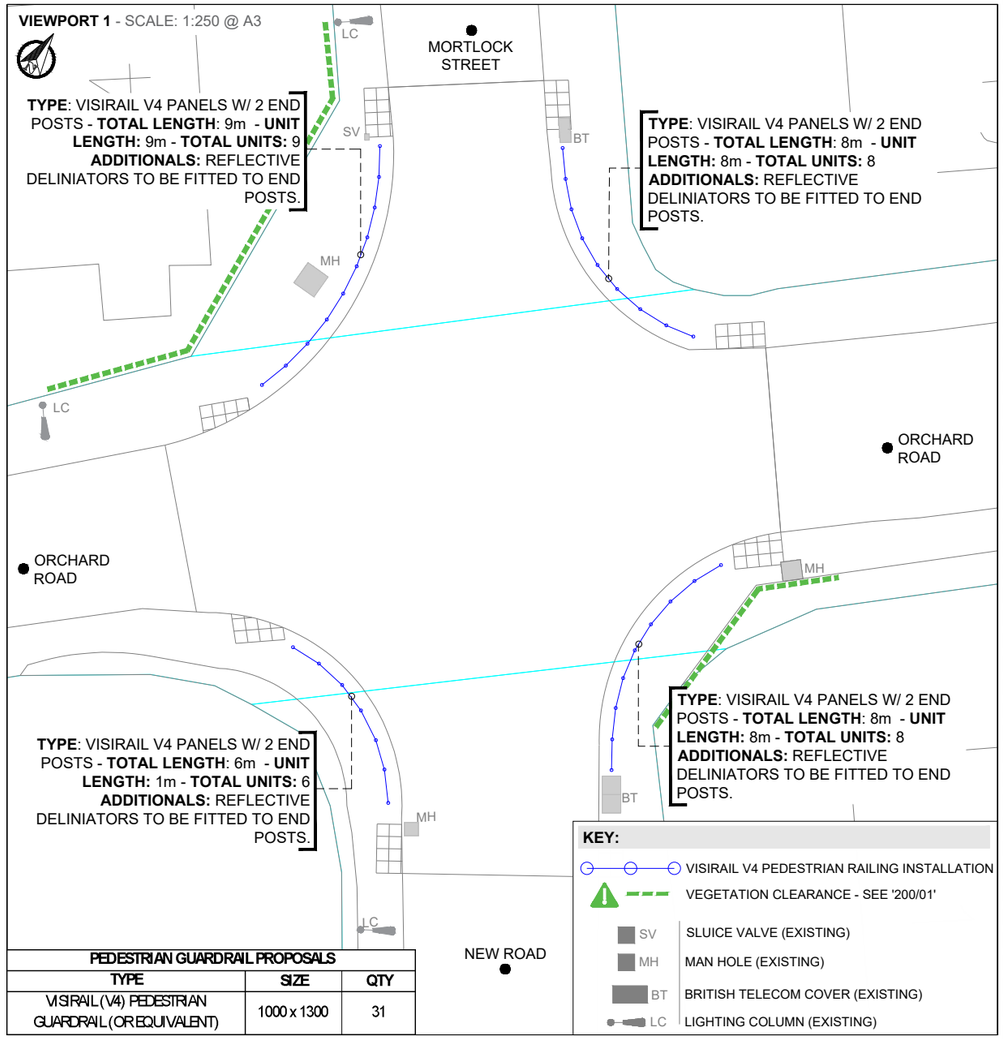
Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number
30CPX04668/1100/03

Rev
C01

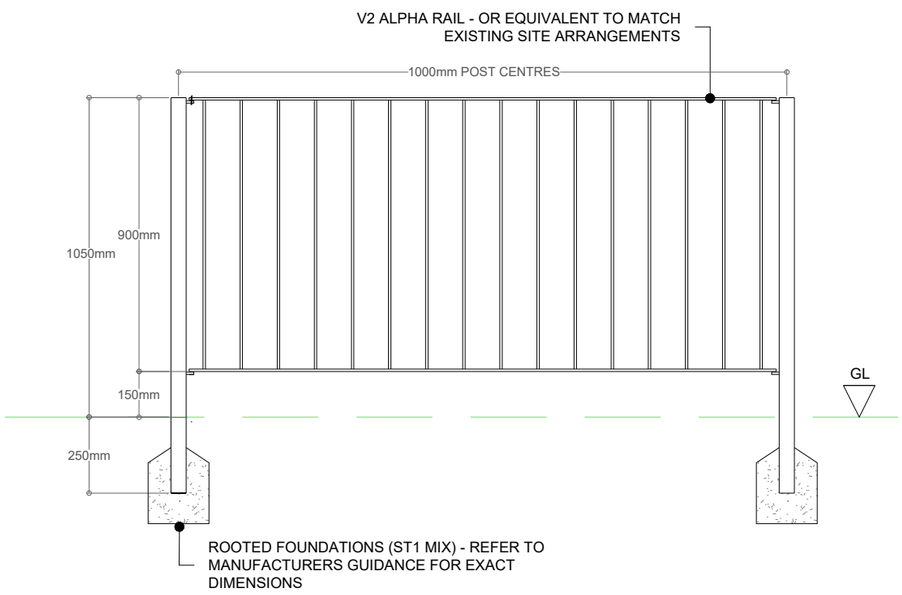
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VIEWPORT 1 - SCALE: 1:250 @ A3

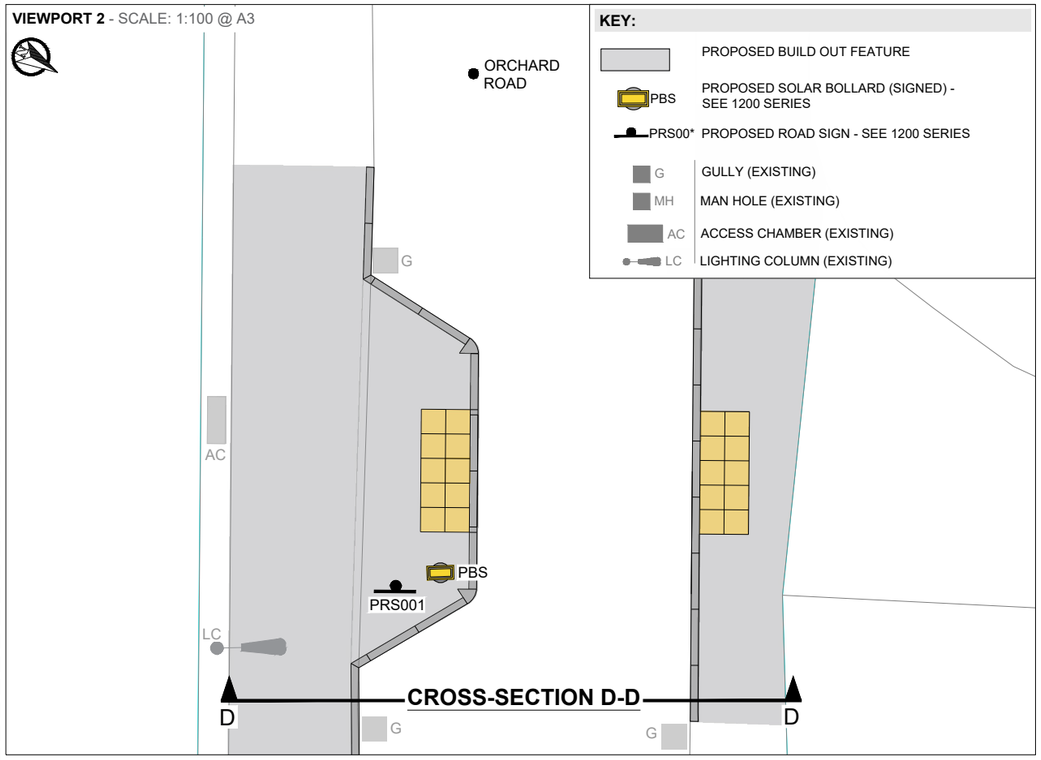


PEDESTRIAN GUARDRAIL PROPOSALS		
TYPE	SIZE	QTY
VISIRAIL (V4) PEDESTRIAN GUARDRAIL (OR EQUIVALENT)	1000 x 1300	31

PEDESTRIAN RAILING INSTALLATION - *SCALE 1:20 @A3*



VIEWPORT 2 - SCALE: 1:100 @ A3



SAFETY, HEALTH & ENVIRONMENT (SHE BOX) RESIDUAL HAZARDS

Hx REFER TO 30CPX04668_DRA_DDL FOR FULL LIST OF BELOW HAZARDS AND MITIGATION MEASURES.

H1 - C2 RECORDS INDICATE MULTIPLE BURIED SERVICES.

H2 - OVERHEAD UTILITIES CABLES PRESENT.

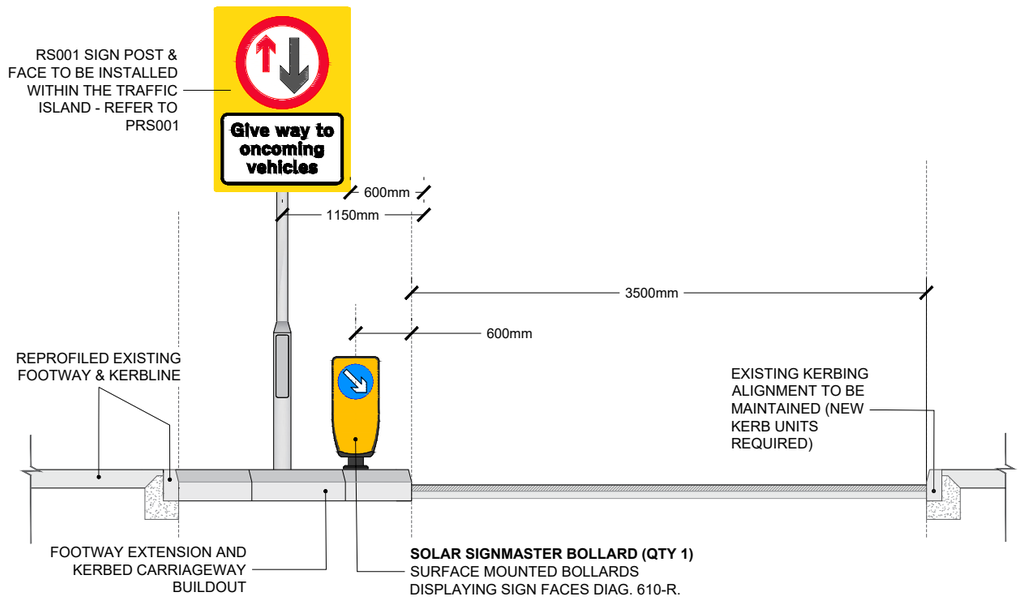
H4 - HARD (ASPHALT) MATERIAL CONTAMINATION / DISPOSAL.

H6 - HIGH NUMBER OF SCHOOL CHILDREN.

H3, H5 & H7 - NOT USED

CROSS SECTION D-D: GIVE WAY FEATURE

SCALE: 1:50 @ A3



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Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

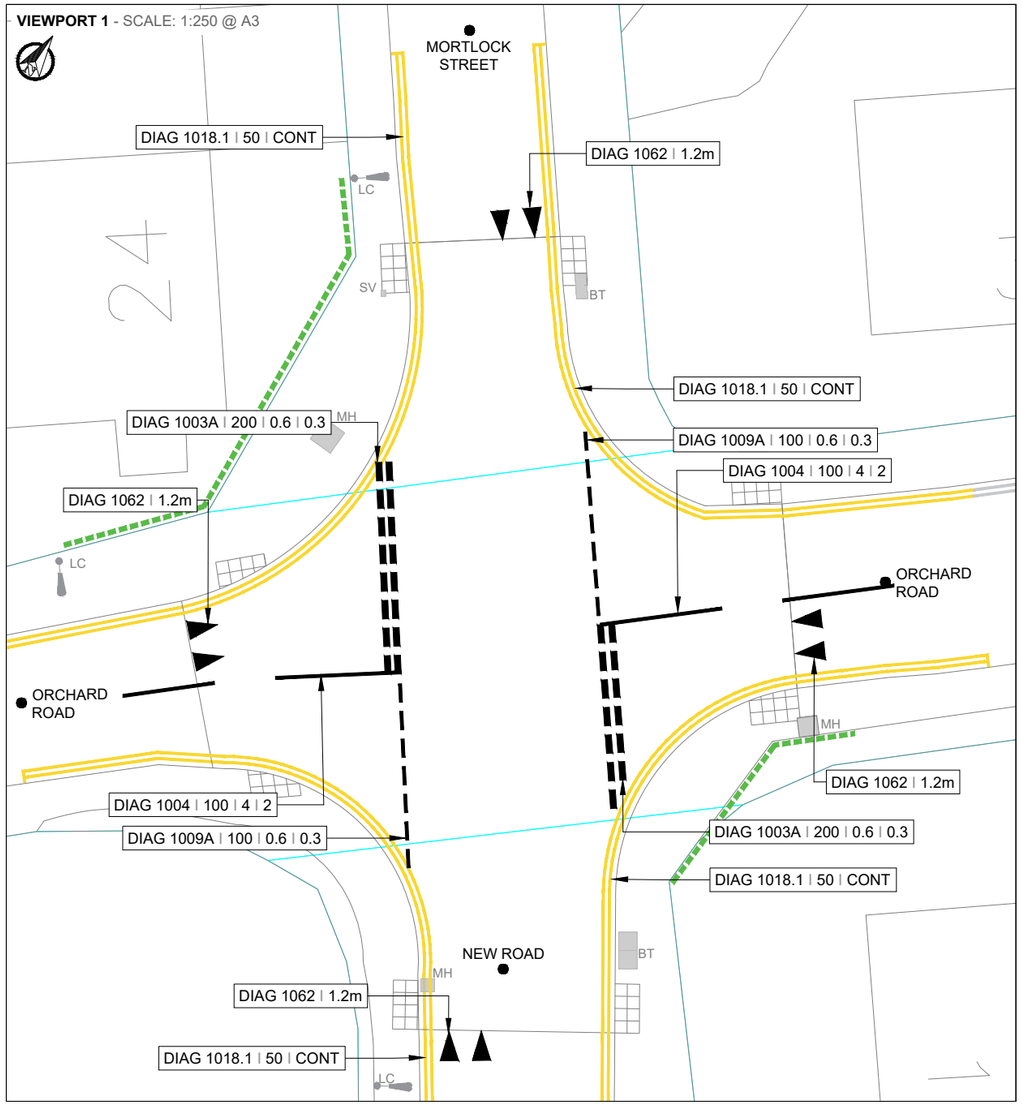
Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

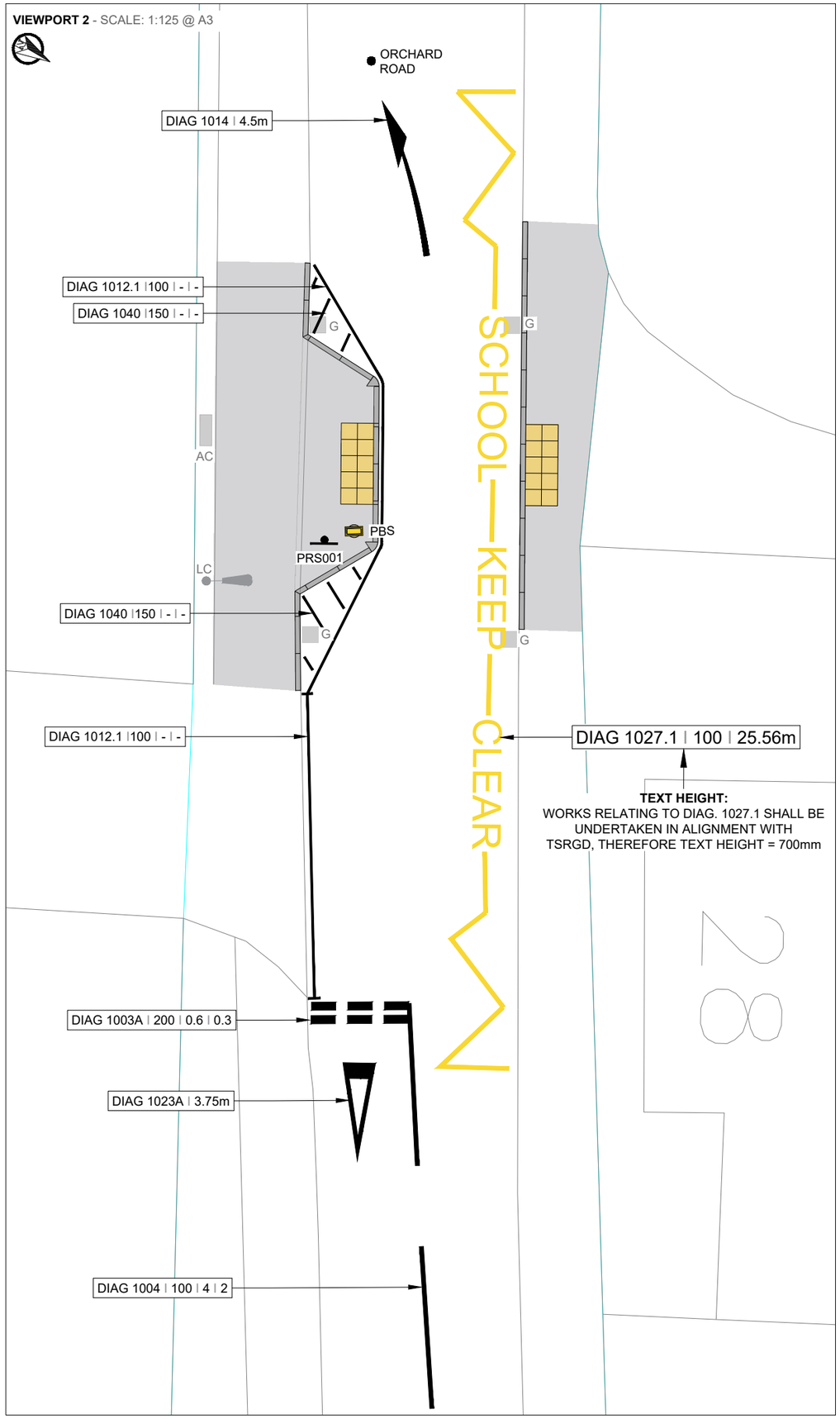
Title
CROSS SECTIONS

Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number 30CPX04668/1100/04 — Rev C01

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ROAD LINING KEY:

TSRGD DIAG No. | LINE WIDTH
1004 | 100 | 4m | 2m
LINE LENGTH | GAP

ROAD MARKING KEY:

TSRGD DIAG No. | MARKING HEIGHT
1024 | 2.8m

KEY:

- PROPOSED BUILD OUT FEATURE
- PBS — PROPOSED SOLAR BOLLARD (SIGNED) - SEE 1200/02
- PRS00* — PROPOSED ROAD SIGN - SEE 1200/02 & 03
- G — SLUICE VALVE (EXISTING)
- MH — MAN HOLE (EXISTING)
- AC — ACCESS CHAMBER (EXISTING)
- LC — LIGHTING COLUMN (EXISTING)
- SV — SLUICE VALVE (EXISTING)
- BT — BRITISH TELECOM COVER (EXISTING)

LINEAR ROAD MARKINGS

TSRGD DIAG. NUMBER	COLOUR	THICKNESS (mm)	GAP LENGTH (m)	DASH LENGTH (m)	TOTAL LENGTH (m)
1018.1	PRIMROSE (310)	50	-	-	260
1009A	WHITE	100	0.3	0.6	12.6
1003A	WHITE	200	0.3	0.6	32
1004	WHITE	100	2	4	30
1012.1	WHITE	100	-	-	21
1040	WHITE	150	-	-	4.3

ROAD MARKING SYMBOLS

TSRGD DIAG. NUMBER	COLOUR	SYMBOL LENGTH (m)	QUANTITY
1062	WHITE	1.2	8
1014	WHITE	4.5	1
1023A	WHITE	3.75	1

MISCELLANEOUS

TSRGD DIAG. NUMBER	COLUOR	TEXT HEIGHT (mm)	LINE THICKNESS (mm)	TOTAL LENGTH (m)
1027.1	YELLOW	700	150	26

NOTES:

1. ALL ROAD MARKINGS SHALL BE SCREED HOT-APPLIED THERMOPLASTIC MATERIALS COMPLYING WITH BS 3262-2: PART 3, AND BS EN 1423 & BS EN 1424. MATERIALS SHALL MEET THE PERFORMANCE REQUIREMENTS OF BS EN 1436.
2. EXISTING LINES ONLY TO BE REFRESHED IF THE FINAL OVERALL THICKNESS (HEIGHT) IS NO MORE THAN 5mm.
3. ALL SIGNS, BOLLARDS AND VERGE MARKERS WITHIN THE VICINITY ARE TO BE CLEANED AS PART OF THESE WORKS.
4. ALL DIMENSIONS GIVEN IN THIS DRAWING ARE IN METRES UNLESS SPECIFICALLY STATED OTHERWISE.
5. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION, ALL OTHER RELEVANT DOCUMENTS AND DESIGN DRAWINGS.
6. ANY ISSUES OR DISCREPANCIES TO BE RAISED WITH A CCC REPRESENTATIVE AS SOON AS THEY OCCUR OR ARE IDENTIFIED.
7. EXACT EXTENTS TO BE MARKED UP AND AGREED ON SITE WITH CCC AND EHF PRINCIPAL CONTRACTOR REPRESENTATIVES PRIOR TO WORK COMMENCING. IT IS RECOMMENDED THAT, IF POSSIBLE, ROAD MARKINGS ARE MARKED UP ON KERBS OR VERGE ON SITE PRIOR TO PLANING OPERATION.
8. ALL ROAD MARKINGS ARE TO CONFORM TO 'THE TRAFFIC SIGNS REGULATIONS & GENERAL DIRECTIONS 2016' (TSRGD) & ANY SUBSEQUENT AMENDMENTS.
9. ALL PERMANENT ROAD MARKINGS SHALL:
   - ATTAIN AN SRT VALUE NOT LESS THAN 55 FOR SKID RESISTANCE, WHICH IS CLASS S3, AS PER TABLE 8 OF BS EN 1436:2018.
   - BE CLASS R3 RETRO REFLECTIVITY AS PER TABLE 3 OF BS EN 1436: 2018.
   - HAVE A LUMINANCE COEFFICIENT CLASS OF Q4, AS PER TABLE 1 OF BS EN 1436: 2018.
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18. PLEASE REFER TO **'1200/003'** FOR ROAD MARKING QUANTITIES.
19. PLANS ARE TO BE PRINTED IN COLOUR & A3 PAPER SIZE ONLY.

Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

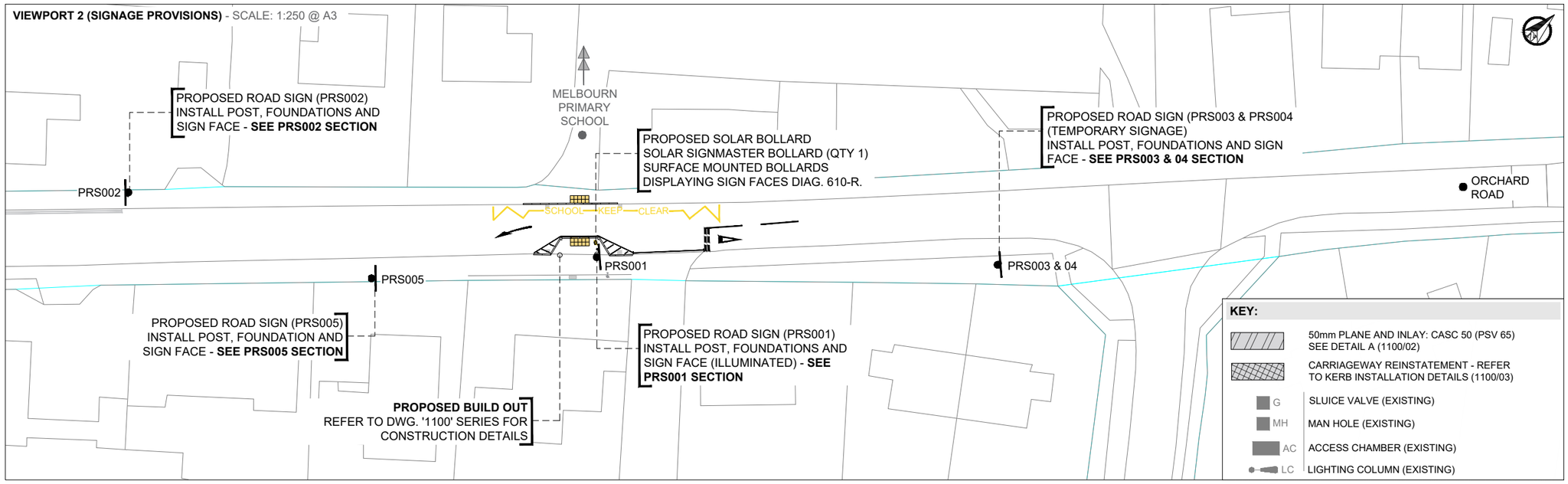
Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
PROPSOED ROAD MARKINGS

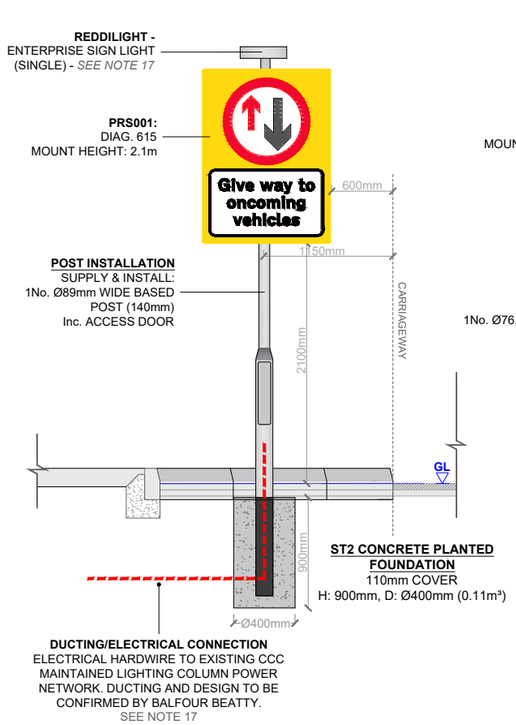
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AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number: 30CPX04668/1200/01
Rev: C01

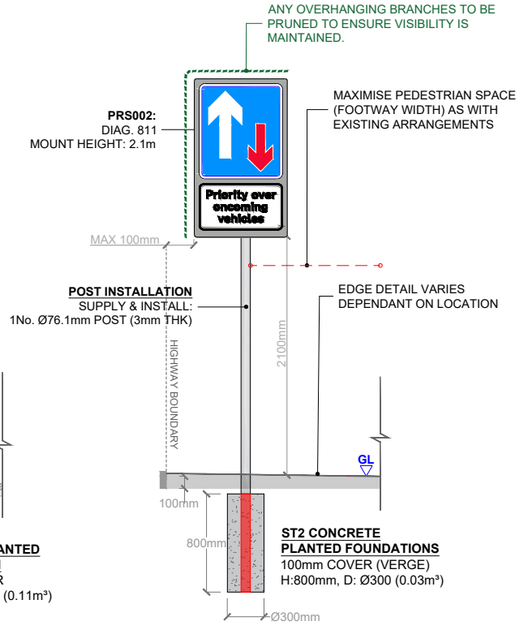
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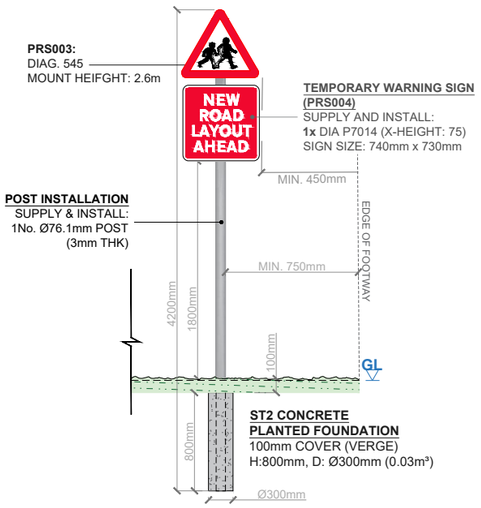
PRS001: SUPPLY AND INSTALL SIGN AND POST



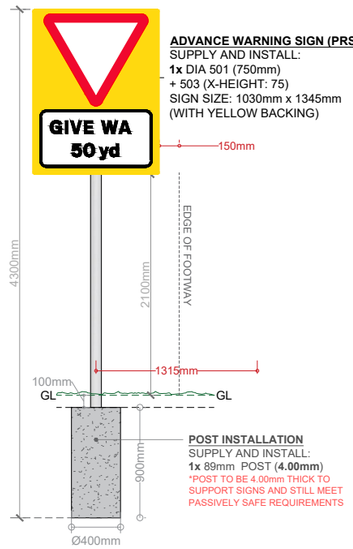
PRS002: SUPPLY AND INSTALL SIGN AND POST



PRS003 & 04: SUPPLY AND INSTALL SIGN AND POST



PRS005: SUPPLY AND INSTALL SIGN AND POST



NOTES:

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Date	Rev	Check	Description
25/08/26	P01	J.H	FOR TENDER

Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
PROPOSED SIGNAGE

Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number
30CPX04668/1200/02

Rev
C01

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Scheme Ref.	MELBOURN PARISH (LHI)	QUANTITY: 1	
Sign Ref.	PRS001	x-height	75.0
Letter colour	N/A	SIGN FACE	
Background	YELLOW	Width	1110mm
Border	N/A	Height	1500mm
Material	Class RA2 (12899-1:2007)	Area	1.66m²



Scheme Ref.	MELBOURN PARISH (LHI)	QUANTITY: 1	
Sign Ref.	PRS002	x-height	75.0
Letter colour	N/A	SIGN FACE	
Background	GREY	Width	780mm
Border	N/A	Height	1330mm
Material	Class RA2 (12899-1:2007)	Area	1.04m²



Scheme Ref.	MELBOURN PARISH (LHI)	QUANTITY: 1	
Sign Ref.	PRS005	x-height	75.0
Letter colour	N/A	SIGN FACE	
Background	YELLOW	Width	1030mm
Border	N/A	Height	1345mm
Material	Class RA2 (12899-1:2007)	Area	1.38m²



Scheme Ref.	MELBOURN PARISH (LHI)		
Sign Ref.	PRS003	x-height	75.0
Letter colour	N/A	SIGN FACE	
Background	WHITE	Width	600mm
Border	RED	Height	679mm
Material	Class RA2 (12899-1:2007)	Area	1.04m²



Scheme Ref.	MELBOURN PARISH (LHI)	QUANTITY: 1	
Sign Ref.	PRS004	x-height	75.0
Letter colour	WHITE	SIGN FACE	
Background	RED	Width	740mm
Border	WHITE	Height	730mm
Material	Class RA2 (12899-1:2007)	Area	0.54m²

SIGN QUANTITIES

SIGN REFERENCE	TSRGD DIAG. NUMBER	HEIGHT (mm)	WIDTH (mm)	X-HEIGHT	BACKBOARD COLOUR	QTY
PRS001	615	1500	1110	75	YELLOW	1
PRS002	811	1330	780	75	GREY	1
PRS003	545	600	679	75	N/A	1
PRS004	P7014	730	740	75	N/A	1
PRS005	501	1345	1030	75	YELLOW	1

SIGN POST REQUIREMENTS

POST DIAMETER	THICKNESS	EXTRA	LENGTH	QTY.
89 - 140	4	WIDE BASED W/ ACCESS DOOR	4500	1
76.1	3	-	4300	
76.1	3	-	4200	
89	4	-	4300	
ADDITIONALS				
REDDILIGHT (OR EQUIVALENT)	SINGLE UNIT, MOUNTED TO 89mm DIAM. POST			
FOUNDATION QUANTITIES (ST2 MIX) TO BE MEASURED SEPERATELY				
FOR DUCCTING LENGTHS - REFER TO SUBMITTED BBLP DESIGN				

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Cambridgeshire County Council

Project
LOCAL HIGHWAY IMPROVEMENTS 25-26
ORCHARD ROAD, MELBOURN
TRAFFIC CALMING

Title
SIGN DETAILS & QUANTITIES

Scale	Drawn	Checked	Date
AS SHOWN	J.McGilley	J.Hobbs	25/08/2026

Drawing number
30CPX04668/1200/03

Rev
C01

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MPS Harvest Festival Donations



Cozy Corner Visitors enjoying games



Craft group making Christmas decorations



Table Tennis with 97 year old visitor



MACMILLAN CANCER SUPPORT







Melbourn Timebank & Community Report: October ‘26

Melbourn Community & Timebank Report: October ‘26

October activities

1	**Macmillan Cancer Support events at Cozy Corner and Coffee Morning raising £200**
3	Chair based Yoga sessions at Coffee mornings
2	**Games nights - 8 attendees**
1	Visit from Kari Acre Village Agent (5th October)
3	Acre x 3 referrals
1	**Social Prescriber referral**
1	Memory Café – Tom Huttlestone entertained 51 visitors
2	**New food bank customers**
43	**Food bank interactions (including 1 emergency supply)**
8	MACS Cozy Corner sessions
9	MACS Food Bank sessions
1	P3 meeting with Melbourn resident at Cozy Corner

Regular activities

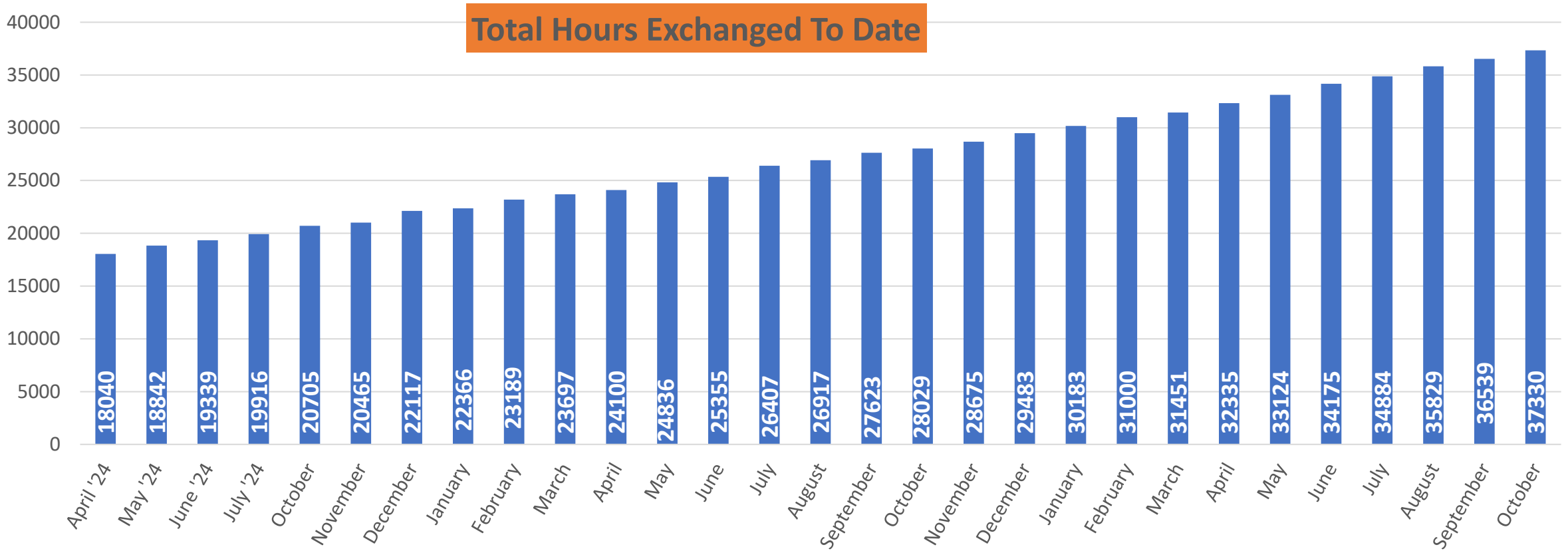
Mondays	Food Bank 9.30-11.30 at The Pavilion & Lunch at 12.00 and Cozy Corner 12-3 with Craft group at Vicarage Close Games nights once per month at The Black Horse
Wednesdays	Wellbeing Walk 10.30 🚶
Thursdays	Coffee Morning 10-12 at Vicarage Close with Yoga every 2 weeks and Food Bank 9.30-11.30 at the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

Membership growth data: to 28/09/26

	September	October	Conversion	Pipeline
Individual Members	179	180	1	5
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
2000	557	3000



Referrals and other events:

Raised £200 at our Macmillan Coffee Morning week-long event.

Acre – 3 referrals.

Provided local resident in a poverty crisis with access to emergency food supplies, referred him to emergency support and invited him to Cozy Corner lunch.

Facilitated P3 at Cozy Corner to meet Melbourn resident.

Melbourn Timebank & Community Report: October '26

Abi Williams

From: [redacted]@wildtrout.org>
Sent: 01 October 2026 17:25
To: Abi Williams
Cc: Maureen Brierley
Subject: Management of Stockbridge Meadows ponds

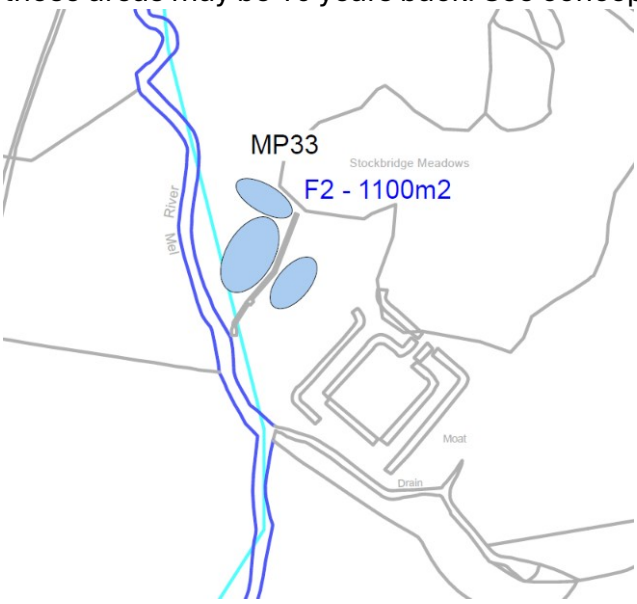
Follow Up Flag: Follow up
Flag Status: Flagged

Hello Abi,

I believe that in the spring Les and Maureen shared news of our intention to support the parish with maintenance of the Stockbridge Meadows ponds. I have been able to show the site to my project partners, and we would like to pursue the opportunity.

A little background to the matter, Cambridge Water Company (CWC) are tasked with delivering habitat improvements to the Mel (and a number of other local rivers), I have partnered-up with Ruth Hawksley (Cambs Wildlife Trust) and Stuart Bennett + Simon Saggers (South Cambs Conservation Consultants). Simon has persuaded CWC that we are the best local people to find the opportunities and to deliver them. We have been given a rate per feature for delivery.

To make maintenance of the ponds cost-effective we proposed to clean-out at 3 areas. I established those areas may be 10 years back. See concept map extract below:



The spoil would stay on site and be deposited beneath the willows to the NW of site (as done before). Ecology matters would be addressed by Ruth Hawksley (an experienced water vole surveyor).

I seek your written approval to the offer. We expect to deliver in later Aug/Sept 2027 (yet to be refined). We require written approval by mid-November so that we can take your permission to CWC.

I have kept Les and Maureen informed, they remain supportive. They asked about maintenance costs, maintenance is crucial to sustain what is created. You should seek a quote from a local

landscape management company for 1-2 days work of brush-cutter work to take down all standing reed over the ponded areas (not the entire wetland) together with its raking-up and piling at agreed sites (such as a pile in full sun and the remainder taken beneath trees). If you could arrange for some cutting this winter that would be ideal as I would then be able to mark out areas for later excavation. I urge you to get that done this side of Christmas before the water table rises. In subsequent years it would be done in Sept (once birds have bred and the ground is generally dry. Cutting should not be needed in 2027 if we undertake the excavation).

Please do not hesitate to contact me should you have any questions.

Kind regards

Rob Mungovan
Conservation Officer East Anglia and Central, The Wild Trout Trust
[redacted]



Join Us or Renew Membership HERE

Registered Charity 1162478 (England & Wales), SCO46354 (Scotland) Registered Charitable Company No. 03345901 (England & Wales)

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MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

Doc. No.: 6.08
Version: ~~34~~
Date approved: November ~~2025~~ 2026
Review date: November 2027 ~~2026~~

TERMS OF REFERENCE FOR

MAYD JOINT COMMITTEE

1. MAYD is a joint committee (as defined in the Local Government Act, 1972 s101(5)) consisting of serving parish councillors from Melbourn, Meldreth, Fowlmere and Shepreth Parish Councils.

2. This joint committee will consist of representatives from the participating Parish Councils at the time and representatives from principal authorities. In the event that a parish council withdraws from the MAYD Agreement, membership of the joint committee shall be made up of representatives from participating parish councils at the time.

3. The joint committee shall operate under the following Terms of Reference:-

(a) **NAME:** The joint committee will be known as Melbourn Area Youth Development (MAYD)

(b) **PURPOSE:** To provide activities for young people up to the age of 19 in order to promote their well-being and development delivered through structured youth work provided by qualified youth workers.

(c) **AUTHORITY:** There will be up to 5 councillors from Melbourn and up to 2 each from the other participating councils. The Chair, appointed at the first meeting, must be a Melbourn parish councillor. In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, the committee will co-opt new members drawn from the council from which the vacancy has originated. Majority voting will apply for all decisions, the Chair having a second and casting vote in the event of a tie.

(d) **FINANCE:** The joint committee will be financed by contributions from each of the participating authorities, as provided for in LGA, 1972 s103. The money is to be held by Melbourn Parish Council for the exclusive use of MAYD. Melbourn Parish Council ~~will~~ can invoice participating parish councils annually for their agreed contribution. Contributions to MAYD may be precepted by participating parish councils or secured through other funding sources. See Financial Agreement attached as Appendix 1.

(e) **MAYD/PARISH COUNCILS' AGREEMENT:** The relationship between the participating councils and between the committee and the youth service providers will be governed by the MAYD/Parish Councils' Agreement attached as Appendix 2.

Appendix 1

MAYD / Parish Councils' Financial Agreement

Agreement between MAYD (Melbourn Area Youth Development) funding partners:

Melbourn Parish Council, Meldreth Parish Council, Fowlmere Parish Council and Shepreth Parish Council.

Background

1. MAYD was established in 2010 at the initiative of the aforementioned Parish Councils. Its aim is to provide youth recreational services for young people aged 11-18 from the parishes of Melbourn, Meldreth, Fowlmere and Shepreth. Attendance of the youth activities is not exclusive to young people from the group villages, any activity is open to all young people.

2. MAYD is a joint committee resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

Financial arrangements

3. MAYD's activities are financed through an annual contribution made by each of the parish councils named in this agreement.

4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible. Where there has been a gap in delivery of the service, contributions will be based on the most recent attendance figures available.

5. Melbourn Parish Council holds a dedicated account to receive and administer these funds.

6. Any funds unspent which have not been utilised for the purpose agreed can be ringfenced to fund future sessions or items such as materials for activities and/or to improve the facilities for the benefit of youth club.

Melbourn Parish Council _____ Date: _____
Councillor

Meldreth Parish Council _____ Date: _____

Councillor

Fowlmere Parish Council _____ Date: _____

Councillor

Shepreth Parish Council _____ Date: _____

Councillor

MAYD _____ Date: _____

Chair

Melbourn Area Youth Development (MAYD)

c/o Melbourn Parish Council

November ~~2025~~2026

Appendix 2

MAYD / Parish Councils' Agreement

Agreement between MAYD (Melbourn Area Youth Development) funding partners: Melbourn Parish Council, Meldreth Parish Council, Fowlmere Parish Council and Shepreth Parish Council.

Background

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1. MAYD was established in 2010 at the initiative of the aforementioned Parish Councils. Its aim is to provide youth recreational services for young people aged 11-18 from the parishes of Melbourn, Meldreth and Shepreth. Attendance of the youth activities is not exclusive to young people from the group villages, the club is open to all young people.
2. MAYD is a voluntary community organisation resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

Financial arrangements

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3. MAYD's activities are financed through an annual contribution awarded by each of the parish councils named in this agreement.
4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible. Where there has been a gap in delivery of the service, contributions will be based on the most recent available attendance figures.
5. Melbourn Parish Council holds a dedicated account to receive and administer these funds.
6. Any funds unspent which have not been utilised for the purpose agreed can be ringfenced to fund items such as materials for activities and/or items to improve youth facilities.

Governance arrangements

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7. The activities of MAYD will be overseen by a joint committee comprised of parish councillors from the participating parish councils, and District and County Councillors, or a non-councillor but authorised by their designated member representative. The group will be chaired by a Melbourn Parish Councillor as the over-arching Council with the fiscal responsibility. The vice chair can be drawn from the remaining group.
8. The Parish Clerk for Melbourn will provide the secretariat for this joint committee.
9. At the invitation of the joint committee, representatives from parish/town councils

or other organisations who are not signatories to this agreement may attend meetings of the MAYD Joint Committee.

10. The joint committee will endeavour to meet at least quarterly and the minutes disseminated to participating parish councils via the Parish Clerk for Melbourn.

11. Complaints regarding any element of this agreement or the service provided through this agreement are to be directed to the joint committee via the secretariat.

12. A member parish council, should it choose to withdraw from this agreement, should provide the joint committee with at least six months' notice prior to the annual renewal date ~~of 1 April~~in May.

13. Following the departure of a member parish council the remaining membersof the joint committee will determine the future of the partnership and reframe this agreement accordingly.

Safeguarding

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14. In order to ensure the safety of its client group MAYD will be bound by the safeguarding procedures of Melbourn Parish Council, which are:

- appropriate to MAYD's work
- reviewed annually
- ensure a rigorous recruitment and selection process is in place for staff and volunteers
- involved in MAYD activities who work with children and young people, and shall include the checking of criminal records via the Disclosure and Barring Service (DBS) and the taking up references. DB~~P~~S will be carried out every 3 years.
- statutory or best practice guidance will be followed on appropriate ratios of staff or volunteers to children or young people
- child protection and health and safety training or guidance for staff or volunteers will be provided
- activities will be risk assessed as appropriate
- appropriate insurance cover will be in place
- Or it will be ensured that any third-party contractor hired to deliver youth recreational services on its behalf complies with these requirements

Service Delivery/ Function on MAYD

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- To provide Governance, resolving any issues raised from any source
- To set Aims of any youth provision
- To receive and discuss any service provider's assessment of whether the programs are meeting the aims.
- To review performance of the appointed service provider against agreed

programs and other criteria
- To finance the activities of youth provision adequately
- To promote the activities of youth provision and encourage participation from the local communities

15. Any additional service provision must be agreed and separately funded by the parish councils via the MAYD joint committee.

Term of the agreement

16. This agreement shall run from November ~~2025~~ 2026 to November ~~2028~~2029.

Melbourn Parish Council
Councillors _____ Date:

Meldreth Parish Council
Councillors _____ Date:

Fowlmere Parish Council
Councillors _____ Date:

Shepreth Parish Council
Councillors _____ Date:

MAYD Chair _____ Date:

Melbourn Area Youth Development (MAYD)
c/o Melbourn Parish Council
November ~~2025~~2026

PC117 2627a) Parish Office – public opening hours

Background

Melbourn Parish Council currently advertises public opening hours of 10.00am–4.00pm on Mondays, Tuesdays, Wednesdays and Fridays, with the office closed to the public on Thursdays and the weekend.

The Parish Council remains committed to being accessible to residents and providing opportunities for residents to speak to staff face-to-face when required. However, the current public opening hours provide 24 hours of unrestricted public and Councillor access each week.

A review of opening arrangements at other parish councils, including larger village councils in Cambridgeshire, indicates that significantly fewer public-facing hours are common practice. Fewer public hours would benefit staff with workload, attending and arranging meetings and flexible working.

Examples: *Willingham Parish Council currently offers public opening from 10.00am–1.00pm Monday to Thursday*
Fulbourn Parish Council provides public office hours of 9.00am–12.00pm Tuesday to Thursday
Sawston Parish Council, which is a similarly large village parish council, is open to the public from 8.30am–1.00pm Monday, Tuesday, Wednesday and Friday, with Thursday closed to the public
Linton Parish Council states that public admission to its office is by appointment only.

Proposal

It is proposed that, from 1 November, Melbourn Parish Council reduces its advertised public opening hours to:

Monday:	10.30am - 1.30pm
Tuesday:	10.30am - 1.30pm
Wednesday:	1.30pm - 4.30pm
Thursday:	Closed to the public
Friday:	Closed to the public

This would provide 9 hours of dedicated public access each week.

The Parish Office would continue to operate outside these hours and staff would continue to undertake their normal duties, including responding to telephone calls and emails. Members of the public who require a face-to-face meeting outside the published public opening hours would be able to arrange an appointment with the appropriate member of staff. A phone triage system is now in place where callers are asked to leave a message allowing the relevant staff member to return the call.

Reasons for the proposed change

The proposed reduction would:

- provide dedicated periods during which staff can undertake administrative and Council work without interruptions;
- improve staff productivity and concentration;
- allow for meaningful flexible working arrangements to be in utilised;
- provide a clearer distinction between public-facing time and administrative/office working time;
- retain regular opportunities for residents to visit the office without an appointment;
- bring Melbourn's arrangements more closely into line with other larger parish councils;
- encourage residents to use email and telephone contact for routine enquiries, which can often be dealt with more efficiently;
- allow staff to arrange appointments for matters requiring a longer or more detailed face-to-face discussion.

The change would not reduce the Council's overall staffing or working hours. It would simply distinguish between the hours when the office is available for unrestricted public visits and the hours when staff can work without interruption.

PC116 2627a) Parish Office – public opening hours

Communication

The revised opening hours would be clearly advertised on the Parish Council website, office door, social media and other appropriate Council communications.

The Council would also make clear that residents can contact the Parish Council by email or telephone outside the public opening hours and that appointments can be arranged where a face-to-face meeting is necessary.

Recommendation

That the Council:

- approves the revised public opening hours of 10.30am - 1.30pm Monday & Tuesday, 1.30pm – 4.30pm on Wednesday, with the office closed to the public on Thursday and Friday;
- agrees that appointments may be arranged outside these hours where appropriate; and
- reviews the arrangement after six months to assess whether the revised hours continue to provide an appropriate level of public access.

MELBOURN PARISH COUNCIL

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General Risk Register – Melbourn Parish Council

Likelihood Scores : Low (unlikely) = 1 Medium (possible) =2 High (highly likely) = 3

Impact Scores : Low (negligible) = 1 Medium (moderate) = 2 High (Severe) =3

Risk Rating Scores (Likelihood x Impact) : Low = 1,2 Medium = 3, 4 High = 6,9

Risk Ref Key: F= Finance, POS = Public Open Spaces, G= Governance, C= Cemeteries, A = Allotments, B= Parish Buildings.

Risk Ref.	Description of risk	Impact of risk on MPC	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (high, Medium, Low)	Response
F1	Expenditure is incurred or grants awarded without proper legal Authority.	Potential for complaints, fines, qualified audit report.	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk of administration if the precept is not paid on time.	Inability to provide services or pay staff salaries and other contractual liabilities.	1	3	Medium (3)	MPC holds 6 months of running costs in general reserve in line with its Reserves Policy.
F3	An adequate record of the Council's assets is not maintained.	Potential theft or misappropriation of assets. Assets could fall into disrepair. Assets may be inadequately insured.	1	3	Medium (3)	Asset register in place and reviewed annually. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings to be undertaken every 5 years.

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F4	The PC has insufficient money ring-fenced in Asset Replacement/Maintenance Reserves.	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC building up Asset Management Reserve and linking it to asset renewal programme. Maintenance Committee prioritise and monitor maintenance spend monthly. MPC to create maintenance plan based on Asset Management Schedule created from survey carried out every five years.
F5	Cash is lost through theft/misappropriation.	Funding shortfall. Adverse publicity.	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash. Fidelity Guarantee (insurance).
F6	Failure to ensure proper use of funds under S137.	Total S137 expenditure could exceed statutory limit for MPC.	1	1	Low (1)	Qualified Clerkand RFO. Powers for grant approvals minuted. MPC hold General Power of Competence (GPC) and do not rely on S137
F7	Proper financial records are not kept.	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. General reserves of over 6 months running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of General reserves considered when setting precept. Regular budget monitoring throughout the year.

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F10	Failure to maintain an effective bank payments system.	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by PC member. Regular budget monitoring. Fidelity Guarantee (insurance).
F11	Loss of funds due to bank failure.	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Guarantee limit of £120k per financial institution. Investment policy in place. Spread of investments among different institutions.
F12	Failure to collect income from customers.	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts.
F13	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. General reserves of 6 months to cover income shortfall. Opportunity to develop parish asset for other uses.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces).	Adverse publicity. Failure in duty of care to parishioners. Increased insurance premiums.	2	2	Medium (4)	Wardens regularly inspect and mend things. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.

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F15	New employees in key officer roles.	Loss of funds through staff error or fraud.	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance).
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept.	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. Alternative use, provision and funding streams could be introduced to the Community Hub.
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level.	The Precept would need to be increased to enable MPC to carry out additional duties.	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this
F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs.	2	2	Medium (4)	Asset register is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.

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F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment.	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance.
F20	Inadequate financial controls around ordering goods and services.	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available.	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering introduced. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money.	The council would have to make the shortfall up from elsewhere.	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually.
F23	Pandemic (such as Covid-19) may have an unforeseen impact on MPC finances.	Additional unbudgeted costs may fall on the parish council which could impact planned service delivery and projects.	2	2	Medium (4)	Position kept under review. General reserves in place of 6 months. It may be possible to move funds from other ring-fenced reserves in an emergency.

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F24	Inadequate controls over salaries and associated costs.	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC.	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.
F25	Increased financial burden following impact of proposed Local Government reorganisation.	Increase to precept. Increased demand on staff resources. Risk of not fulfilling duties of Council.	2	2	Medium (4)	Council to keep up to date with proposals and work with SCDC and CCC when required to ensure Parish requirements are considered in reorganisation plans. Membership of NALC and CAPALC provides advice and information about relevant changes.
POS1	Injury of user at one of the playparks.	Poor public perception of the council. The injured party could sue MPC.	1	2	Low (2)	Wardens inspect play parks weekly and report any maintenance issues to the council for repair. Play parks are also inspected annually by RoSPA who assess the risk and highlight any necessary repair works. MPC has insurance to reduce any monetary impact.
POS2	Damage to play park equipment.	Pay for repairs or replacement of equipment.	2	2	Medium (4)	Any damage is recorded on the weekly inspections and reported to council. All items of equipment in the playparks are recorded on the asset register and are insured. MPC could claim for any damages to the insurance so there would be little/no impact to council finances.

POS3	Trees on boundaries	Falling branches / debris. Cost of Clearance. Injury / Loss of life. Impacted party could sue MPC.	2	2	Medium (4)	Weekly inspection of open spaces by wardens. Trees of concern reported to parish office and inspected as soon as practicable. Biennial inspection by tree inspector. Relevant insurance cover.
POS4	Benches	Vandalism. Cost of replacement.	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Some unplanned expenditure is budgeted for unplanned maintenance/replacement. Wardens to complete minor repairs as needed.
POS5	Bins	Vandalism. Impact of damage to environment. Cost of replacement.	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Unplanned expenditure is budgeted for unplanned maintenance/ replacement. Report issued to SCDC to clear rubbish.
POS6	Pests	Damage to ground causing uneven ground/ trip hazards could cause injury. Injured party could sue council.	1	2	Low (2)	Regular pest control is carried out. Wardens monitor the open spaces and fill in holes which are pose high risk. Football team required to check pitches prior to use. MPC has public liability insurance.
POS7	Uncontrolled grass fire (caused by extreme weather, discarded glass or smoking materials)	Severe damage to biodiversity. Threat to neighbouring properties. Injury to members of the public.	1	3	Medium (4)	Vegetation management: Maintain regular mowing schedules and clear dry undergrowth, especially near property boundaries. Public signage: Install clear "No Littering" signs at main entrances. Emergency access: Ensure all entry gates remain clear and accessible for emergency vehicles.

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POS9	Barbecues and Unauthorised bonfires	Grass or woodland ignition. Scorched earth and property damage. Smoke inhalation. Risk of injury.	1	3	Medium (4)	Approve, implement and publicise strict "No open flame" policies across sites under landownership rights. Install signage at all sites to state no open flames. Any granted exemptions to be on a case by case basis in the proviso that relevant risk assessments and insurances are in place.
POS9	Arson (deliberate ignition of bins, benches, play equipment, vegetation)	Destruction of parish assets. Financial loss to council. Risk of injury if fire spreads. Risk of property damage if fire spreads.	2	2	Medium (4)	Where possible position bins away from boundary properties. Encourage reporting through promoting details on signage at sites. Use of fire-retardant materials for asset where possible.
G1	Failure to attract sufficient candidates for member vacancies.	Reduced representation of neighbourhoods. Lack of resource. Possible meeting inquorate.	1	3	Medium (3)	Actively publicise MPC's activities. Seek candidates from groups within village. Publicise vacancies in an eye-catching manner on noticeboards, social media, website, and in the press.
G2	Failure to achieve quorum at meetings.	Business not transacted. Decisions not made.	1	3	Medium (3)	Issue annual meeting calendar to all councillors and officers. Issue agendas promptly. Check which councillors will be attending before the meeting. Contact councillors who miss meetings.

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G3	Failure to correctly identify local needs or wishes due to lack of public consultation by Council.	Council does not represent the people. Resources not applied. Democratic deficit. Decisions not based on evidence. People disenfranchised.	1	2	Low (2)	Ensure meetings are publicised on the notice boards and website. Maintain close contact with local residents, with working parties, surveys, public consultations etc. Publicise plans and invite comments. Act on residents' feedback.
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received. Not transparent. Non-compliance.	1	2	Low (2)	Advertise how electors can exercise right of inspection and respond to requests.
G5	Members acting alone outside meetings.	Members outside compliance. Indemnities invalid. Personal risk.	1	2	Low (2)	Councillors attend training session and read "Good Councillor Guide". Do not make agreements outside of meetings.
G6	Council decisions not Implemented.	Confidence undermined. Reputation risk arises. Possible losses.	1	2	Low (2)	Actions from meetings to be reported to relevant meeting / committee.
G7	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions.	1	2	Low (2)	Draft minutes publish. Draft minutes to be approved at following meeting.
G8	Inadequate document control.	Poor evidence. Poor support to Members.	1	2	Low (1)	Establish an appropriate filing and retrieval system. Produce a document version control calendar.

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G9	Failure to recognise and address conflict of interest. Inaccurate register of members' interest.	Lack of transparency. Open to complaints of fairness or bias nature.	2	2	Medium (4)	Councillor to review Standards regime and comply with requirements. Register of Interests to be reviewed by Councillors at Annual Parish Council Meeting.
G10	Failure to complete and submit Annual Return.	Poor Auditors report. Public confidence suffers.	1	2	Low (2)	RFO in place. Maintain a diary for the annual return process.
G11	Loss of data on PC due to system fault.	Interruption to effective administration. Possible financial loss.	1	3	Medium (3)	Cloud based system implemented. Cloud back ups.
G12	Loss of services of Parish Clerk.	Interruption to effective administration.	2	2	Medium (4)	Deputy Clerk in place. Locum Clerk to come in. Councillors to undertake some financial and administrative tasks. SLCC to assist in emergency.
G13	Non-compliance with data Protection.	Litigation. Poor reputation.	1	2	Low (2)	Data Protection Officer (Deputy Clerk) to monitor, report and act in accordance with the data protection policy.
C1	Injury caused by poor management of burial grounds e.g. fallen headstone	Poor public perception of the council. The injured party could sue MPC.	1	3	Medium (3)	Wardens to carry out fortnightly inspection. Immediate action taken when high risk issues are identified. The council has public liability insurance. Memorial checks training to be undertaken (action).

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C2	Loss or theft of burial records.	Loss of records would create more work for officers, which would increase the workload and therefore increase wages.	1	3	Medium (3)	Burial records are kept in a fireproof safe or archived. Copies of records from 2011 are also kept digitally to limit the risk of loss.
C3	Burial administration error.	Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.	1	2	Low (2)	The burial plot is checked by administrator on the map and then verified by the wardens at the cemetery, who mark the plot prior to the interment. The grave digger/funeral director also has a copy of the map to check the grave.
C4	Error due to incomplete / incorrect historical record keeping.	Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.	1	2	Low (2)	Endeavours taken to confirm historical records. Site inspection carried out as required. Digitally updating records as new evidence gathered.
A1	Overgrown and abandoned allotments.	If plot is overgrown and impacting neighbouring plots, the council pay for the clearance, if the previous holder will not, which is an additional cost.	1	1	Low (1)	The plots are regularly inspected so that the council can identify plots of concern and act before clearance is needed.
A2	Bonfires	Damage to the allotments could cause loss to the council and holders. Damage to surrounding land and property.	2	3	Medium (6)	Holders must take out insurance to have a plot. The rental agreement states allotment holders must not leave bonfires unattended.
A3	Poorly constructed sheds and greenhouse.	Damage caused to holders. Damage caused to plots	2	2	Medium (4)	Holders must take out insurance to have a plot. Holders must comply with the shed specification. Any shed that does not comply with the shed specification will be removed.

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A4	Asbestos uncovered .	Cause health issues for users of allotments. Impacted party could sue the council.	1	2	Low (2)	Regular inspections and clearance carried out by council. Asbestos survey carried out ranks risk as "very low". Holders to act in accordance with council's management plan.
B1	Fire	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council buildings are insured. Council has public liability insurance. Annual servicing of fire safety equipment. Building specific risk assessments reviewed annually.
B2	Electricity issues	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council building are insured. Council has public liability insurance. Annual PAT Testing. Regular inspections where faults can be identified and reported.
B3	Poor hygiene	Cause health issues. Impacted party could sue the council. Damage to building (mould, damp etc.) Repair cost.	1	3	Medium (3)	Users must remove any food from the premises after use. Cleaning is carried out regularly (at least weekly). Issues reported to the council and addressed.
B4	Legionella	Cause health issues/disease. Impacted party could sue the council. Cost of remedial works to clear legionella. Cost of closing premises during work.	1	3	Medium (3)	Annual legionella risk assessment and water testing. Remedial works reported to council. Wardens carry out the legionella control regime (action to update any training required). Any issues reported to council.

MELBOURN PARISH COUNCIL

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(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~22 April 2026~~28 October 2026

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