

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of the Parish Council Meeting held on Monday 25th September 2017 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Norman (Chair), Buxton, Clark, Cross, Gatward, Hales, Hart, Madiyiko, Regan.

In attendance: The Clerk, District Cllrs Barrett and County Cllr van de Ven and approximately 6 members of the public.

- PC76/17 To receive any apologies for absence**
Cllr Kilmurray, Porter, Sherwen, Siva and Travis for personal reasons.
County Cllr van de Ven for late arrival
- PC77//17 To receive any Declarations of Interest and Dispensations**
- **To receive declarations of interest from councillors on items on the agenda**
Cllr Gatward – non pecuniary interest as a Trustee of All Saints Community Hall – PC90/17
 - **To receive written requests for dispensations for disclosable pecuniary interests (if any).** There was nothing to report
 - **To grant any requests for dispensation as appropriate**
There was nothing to report
- PC78/17 To approve the minutes of the Parish Council Meeting 24th July 2017**
IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR HALES TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING. ALL WERE IN FAVOUR. THIS WAS CARRIED APART FROM CLLR MADIYIKO WHO ABSTAINED AS HE WAS NOT AT THE MEETING ON 24TH JULY 2017
- PC79/17 To report back on the minutes of the Parish Council Meeting 24th July 2017**
- PC60/17 The Clerk explained due to issues with the Car Park Workshop flooring still having to be re-laid this has delayed the move of the fire safes. The Clerk will report back once the move takes place.
- PC70/17 The Clerk explained that temporary handling of bookings for the pavilion and football pitches is working fine, however the Council hope to present on the way forward at the October Parish Council meeting.
- PC73/17 The Clerk explained the Cemetery Fees are still in discussion and will be presented at the October 2017 Parish Council meeting.
- PC74/17 The Clerk stated the position for Warden and Responsible Financial Officer has been advertised and the closing date for the Warden is 29th September and Responsible Financial Officer is 2nd October 2017.
- Cllr Hales commented that the use of the term 'Warden' in the job advert has caused concern as members of the pubic have asked if this is an application for Mobile Warden Scheme.
- PC80/17 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council relating to Planning Application S/2141/17/OL – 3 minutes).**

Standing Orders were suspended at 7.35pm

A member of the public asked the Council could they continue objecting to this application as the fundamentals have not changed. The member of the public went on to say the residents that own the access road have been advised they are under no obligation to allow the utility company access to dig the road up and modify the sewerage capacity; although they are obliged to permit access to make a connection to the gas and electric. The member of the public suggested it would be really helpful if SCDC Planning lengthen the process of signing off the local plan.

A member of the public asked what was the Council's decision relating to the Reserved Matters Application for 199 Houses on New Road, Melbourn that was discussed at the Extraordinary Parish Council meeting on 21st September 2017. The Chair explained the Council approved the application.

A member of the public raised his concerns about:

- The Council's website has been altered and items were missing – The Clerk explained this is not the case and no amendments have been made.
- Finance and Good Governance Committee meeting on 10th July 2017 was to allocate £30,000.00 for unplanned spend, not to not allocate £30,000.00 for unplanned spend as per the agenda this evening. The Chair explained the reasons for this would be discussed later during the meeting.
- The Clerks Report and the purchasing of a dishwasher for The Hub. The member of the public asked who paid for the repair of the old dishwasher and The Clerk explained The Hub Management Group did. They also felt the dishwasher should not come under being classed as a "conduit". (*Schedule 4 section 2 of the Lease "To keep the conduits in good repair and working order (Conduits refers to a range of things as specified in the lease including the heating, plumbing and electrical systems)*)
- Information relating to booking meeting rooms in The Hub contained within the reducing The Clerk's workload document contradicts the conditions set out in The Hub lease.

PC81/17 Full planning application for the construction of 23 dwellings with associated access from The Moor, infrastructure and open space at Land to the rear of numbers 46-56 The Moor, Melbourn. John Hanson, Hanson Services Ltd S/1032/17/FL

A member stated that the Planning and Highways rules are clear and the Parish Council has a good understanding of rules and regulations, but these appear to have been changed, so essentially the 23 dwellings can be built. This is in relation to a busy road potentially going to be reduced to the width of 5 metres outside the entrance to Littlehands Nursery and the New Recreation Ground. This width may allow two cars to drive side by side, but not allow emergency vehicles/HGV/Delivery vans to pass each other, especially if there is a car already parked on the road.

The Chair read out Melbourn Futures Working Party Recommendations to object the application.

APPENDIX A

A member asked has it been confirmed by Anglian Water that the pumping station has the capacity to cope with the additional flows given the existing problems of flooding involving foul sewage in the area.

ACTION : CLLR REGAN TO SUGGEST ADDITIONAL WORDING TO CLERK

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR REGAN TO OBJECT TO THE APPLICATION WITH THE COMMENTS LISTED IN APPENDIX A. MEMBERS ALSO AGREED THIS APPLICATION SHOULD GO TO SCDC PLANNING COMMITTEE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC83/17 To receive a report from District Cllrs Barrett and Hales

District Cllr Barrett stated that SCDC are encouraging Parish Councils to sign up to a Neighbourhood Plan, however she is aware Melbourn has already begun this process and hopes they intend to continue.

SCDC has decided to take out the punnet from the blue wheelie bin and this has already been put in place around the different parishes in Cambridgeshire.

PC84/17 Councillors Attendance

The Chair explained that if a Councillor does not attend a Parish Council meeting for a period of consecutive 6 months without a request to the Council to approve their absence, then they are automatically disqualified as a Councillor. This is not a matter of the Parish Council's discretion but a legal consequence under the Local Government Act 1972.

The Chair stated that Chris Stead had not attended meetings and has therefore been disqualified. A vacancy has been declared and the Parish Council hope to co-opt a new Councillor at the October meeting

PC85/17 The Clerks Report

THIS IS LABELLED APPENDIX B

The Clerk brought to the attention of members there is going to be an amendment to the Allotment Agreement concerning the method of payment of insurance for allotment holders. The St George's Allotment Association requested and the Parish Maintenance Working Party agreed that the Parish Council will collect the insurance premium payable on individual plots as part of the rental payment. This is to close the loophole that meant some plots were not insured. This means that the wording of clause 2 of the Allotment Agreement will be altered to reflect the new arrangements.

The Chair suspended Standing Orders

District Cllr Barrett stated that a resident had concerns that they had paid their insurance but they cannot remember who to and did not receive a receipt. The Chairman of the Allotment Association explained currently the money is paid to the treasurer as and when and this is done by post. The treasurer does not meet with the plot holders so it would make sense for the Council to collect the money in the future.

The Chair reinstated Standing orders

The process will now be as follows: The Parish Council will charge annual rent to allotment holders and include the insurance money and then that money will be handed over to the Allotment Association. The Allotment Association will then purchase the insurance from the National Insurance Department and the Allotment Association will make a copy of the document and send this to the Parish Office to ensure a copy is on file. There should also be a notice placed on the Allotment Association noticeboard informing plot holders of the insurance period.

On behalf of the Car Park Working Party, the Chair explained the Working Party would like it noted that they are very frustrated by the continuing delays that are occurring with concluding this exercise. The evidence collection was concluded some time ago now and the delay has been connected with the time it has taken for the independent Chair of the Panel to draft the report. There is a report now

which is in the process of being agreed and this will be published soon.

The Chair also informed members the new Councillors have signed both Declaration of Office and Code of Conduct

PC86/17 To receive details of Cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments for August 2017 and September 2017

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR HALES TO ACCEPT THE AUGUST APPROVAL LIST 2017. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX C

The Chair brought to the attention of members the payment of the insurance premium is included in the September Approval list. This was discussed at the F&GG Committee on 4th September and it was established that the Council had signed up to a 3 year agreement with Came and Company so the payment had to be made.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO ACCEPT THE SEPTEMBER APPROVAL LIST INCLUDING ADDITIONAL PAYMENTS TO MR ROLAND POTTER FOR £837.00 AND PKF LITTLEJOHN £1200.00. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX D

PC87/17 To receive the quarterly financial report from Melbourn Community Hub Management Group

The Chair explained this agenda Item has been carefully worded as 'receive' rather than discuss and agree because the Council will be presented with a much more detailed report from the Hub Finance Director at the November Parish Council meeting by which time it should have become clearer whether there are trends emerging and we will receive the report up to the end of the September 2017 quarter.

The Chair explained if members have any questions which they would like to have addressed in the full report; please can they write to the Clerk, so the questions can be answered at the November Parish Council meeting. – **APPENDIX E**

PC82/17 To receive a report from Country Cllr Van de Ven

County Councillor Van de Ven arrived at the meeting and presented her report. **APPENDIX F**

There were discussions in relation to Back Lane/Greenbanks traffic/parking issues and it was suggested that The Clerk write to Ancora who are the land agents for Saxon Way Industrial Estate AND write to ALL the individual businesses setting out the Parish Council's concerns in particular stating that the current parking arrangements are DANGEROUS and causing congestion and please can they ensure their employees do not park on a public highway and can they ensure employees/delivery vehicles use the Back Lane access to Saxon Way and not cut through the residential area as the volume of traffic is concerning and could result in an accident. **ACTION: THE CLERK**

Cambridge County Council has a new special responsibility position called an Area Champion. CCC is constantly talking about cuts yet this is a paid position. Country van de Ven commented this person has been in post for two months; however she is unaware who this person is. **ACTION: THE CLERK TO WRITE TO THE CEO OF CAMBRIDGE COUNTY COUNCIL AND ASK WHO THE PERSON IS, WHAT IS THEIR ROLE AND INVITE THEM TO ATTEND A PARISH COUNCIL MEETING SO THEY CAN INTRODUCE THEMSELVES.**

A member asked about what the situation is now with funding for schools and transport. County Cllr

van de Ven explained in relation to the Primary/Secondary schools there will be cuts over the next 10 years. Bus journeys are being consolidated and ALL journeys are being reviewed and are taking longer. If schools are full where is the money is going to come from, this is a serious problem.

PC88/17 A recommendation from Finance and Good Governance Committee to not allocate £30,000.00 from reserves for unplanned work

The Chair explained to the new members the background of where the Council has got to on its finances.

A Parish Council should have a minimum of 25% running costs in reserve. The Management Balance sheet presented by the Clerk at the June meeting showed that the Council has that (£51,500). It includes the £25k (PC 313/16) which was put back into reserves after being used to cover one of the car park invoices.

According to both the Council's own Reserves policy and the recommendation of the Internal Auditor, the Council should have substantially more held in reserve. £9000 has been allocated as part of setting the Precept for FY 17/18.

The history of why the Council does not have as much money in reserves as it should boils down to poor financial management in the recent past. Since the Council began meeting again in October last year it has not spent any money on without a decision by Full Council. The accounting system does not reliably provide information relating to spend versus budget for each of the headings set out in the Precept but this is being worked towards. The Council will continue to keep a very tight control on finances for the present.

The F&GG Committee considered what to do with the money carried over from the FY 2016/17. With the £51,500 remaining in reserves, there is potentially £30,800 which could be allocated to the backlog of work.

*The recommendation from the F&GG Committee in July was to allocate the £30,800 whereas the agenda item for this meeting says **not** to allocate it. In the 2 months since then the Parish Maintenance Working Party has begun to put together a comprehensive list of all the maintenance work that needs to be done and the possible projects for the next financial year. This will form the basis of setting next year's Precept and all those items will be categorised for priority according to the scheme, therefore the Parish Council should wait until the prioritisation list is in use before deciding to spend any money.*

IT WAS PROPOSED BY CLLR NORMAN TO ALLOCATE UP TO £30000 FOR UNPLANNED WORK. THERE WAS NO SECONDER THIS WAS NOT CARRIED.

PC89/17 To discuss and agree Littlehands Lease

The Chair explained the lease has been under review for years. When the Council set the Precept for the current financial year it was understood that the lease was ready to sign. The Council therefore assumed that the new rent would be paid from 1 April 2017 and the Precept would be balanced on that basis. The Chair highlighted to members that if the Council were to agree to point number 1 (below) the Council will lose just over £7000. The Chair also noted that rent has not been put up for years because of all the delay with agreeing the new lease.

- 1. The tenant wishes the Contractual Term to begin either on the date of the completion of the Lease or the 1st September 2017. However I note from our file that Claire has previously instructed us that the Council would like the Lease to be back dated to 1st April 2017.**

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR HALES THAT THE LEASE SHOULD COMMENCE FROM 1 APRIL 2017. ALL WERE IN FAVOUR THIS WAS CARRIED.

- 2. The tenant has also requested that no guarantor be provided. However I note from our file that the tenant's solicitor has requested this before and your instructions were that the Council requires a personal guarantee in accordance with standard commercial practice, and we have communicated this to the tenant's solicitor.
THE COUNCIL'S INSTRUCTION REMAINS THE SAME AND THAT IS A PERSONAL GUARANTEE IS STILL REQUIRED.**

PC90/17 To discuss and approve signage from Cambridge County Highways for All Saints Church Hall Sign Post

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR HART TO APPROVE THE DESIGN, HOWEVER THIS IS ON THE BASIS THE PARISH COUNCIL WILL NOT BE EXPECTED TO FUND THIS. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX G

PC91/17 Recommendation from F&GG to approve revised Policy on Expenditure Decision Making

Cllr Regan created a DRAFT categorisation list and Cllr Travis converted that information into a policy which was discussed by the F&GG Committee on 4th September 2017. The Chair also explained the Maintenance Working Parking has started to use this categorisation list.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HART TO AGREE THE POLICY AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX H

PC92/17 To review and agree Melbourn Parish Council Community Grant Policy

The Chair gave an explanation to the new Councillors:

"Two solar farms were built in the Parish and the PC has an income from them for many years to come. The money is to be used for community projects. It started off at £36k but it rises over time and this Financial Year the Parish Council has received £39,215.52.

The Council allocates the money through issuing a call for applications twice a year and the Council decides which projects will be funded in April and November. So it is time to issue the call for the November round.

The policy is updated when we find we need to and based on experience of going through the process. It is also fair to say that the external environment changes around us too.

The conditions under which the Parish Council receives the money are set out in community benefit documentation from the solar farm. So there are rules by which the Parish Council must and does abide. But it is important to realise that once the money is paid into the Parish Council's bank account, the money must also be used in accordance with the legislation governing Parish Councils. So we have been advised by the Cambridge and Peterborough Association of Local Councils (CAPALC) that councils cannot make grants to compensate for cuts in funding from the proper funding body. So that makes it much trickier to give grants to the Primary School and Melbourn Village College.

There are also restrictions on Parish Councils and the church. The Clerk has published the legal advice for all PCs". APPENDIX I

District Cllr Barrett stated that the All Saints Community Hall is a Community Hall and not a Church Hall. The Chair explained the Parish Council position has not changed since April 2017 and in addition the Parish Council is unable to fund enhancing the fabrication of the hall. It is for The Trustees of the hall to make their case that the Community Hall is not a church building.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR REGAN TO ACCEPT THE REVISED POLICY AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX J

The Chair explained the policy does not set out the actual process to follow when making the decisions. The Council need to keep a balance between giving people time to present their applications if they wish, and the time it then takes for the Council to make decisions if there are lots of applications.

In the November round of applications the Council are required to respond to the Internal Auditor's recommendation that the power under which the Council is making the grant is given for each application and The Chair suggested the Council consider a 2 step process.

- 1) Councillors meet in public to identify any applications which do not meet the criteria or where the council has no power to make a grant. The applicants can make a short presentation at that meeting if they wish and then Councillors can ask questions or ask for additional information.
- 2) The Council will then hold a Parish Council meeting in November 2017 to then concentrate on deciding which grants to award funding to and for how much.

A member was concerned by attending a meeting to discuss the application this may give applicants false hope that they will be successful in receiving a grant. The Chair explained it will be made very clear that the first meeting will be only to check that applications meet the necessary criteria.

The Chair explained the Council should trial this process for November 2017 and review it again before the April 2018 Grant Applications.

The Chair then explained the Clerk will be asked to arrange a date for the public meeting as soon as possible after the closing date for applications and Councillors can say whether they want to be part of that initial meeting. ACTION: THE CLERK

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR CLARK TO AMEND THE PROCESS TO A TWO STEP PROCESS FOR MAKING GRANT DECISIONS. THIS WILL ENABLE THE COUNCIL TO ENSURE APPLICATIONS MEET THE CORRECT CRITERIA.

PC93/17 To review and agree revised Finance and Good Governance Terms of Reference

There has been one change to the Terms of Reference and that is to change the number of members from 8 to 9. The change is for two reasons. Firstly to enable Cllr Madiyiko to join the committee and secondly because it is better to have an uneven number of members to avoid tied votes.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR HALES TO ACCEPT THE AMENDED POLICY. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX K

PC94/17 Recommendation from the Communication Working Party that a newsletter is not produced and the working party is wound up.

Cllr Hales, Chair of the Communications Working party explained that due the cost involved, there

have been no requests from the public for frequent newsletters and that Melbourn residents already receive a copy of Melbourn Magazine the working party suggest the Council should not produce a Newsletter

IT WAS PROPOSED BY CLLR NORMAN TO PROPOSE THAT THE PARISH COUNCIL PRODUCES A REGULAR NEWSLETTER. THERE WAS NO SECONDER THEREFORE THIS WAS NOT CARRIED.

ACTION: CLERK TO INVESTIAGE HOW MANY PEOPLE VIEW THE PARISH COUNCIL WEBSITE AND FACEBOOK PAGE.

The Chair explained the Working Party was set up with two tasks and it has now discharged both of them so it is disbanded. At the Parish Council Meeting in October 2017 the Community Engagement Strategy will be discussed about what the Council has achieved over the last year and whether there is a need for a further Working Party. **ACTION: THE CLERK AGENDA ITEM FOR OCTOBER PC MEETING**

PC95/17 HR Panel

a) To discuss and approve Councillors Actions to help reduce the Clerks Workload document

The Chair explained the Council has spoken before about how to ensure that the Clerks are not overburdened with work and has already made a number of changes to the Council's ways of working.

The Chair also explained the document sets out some tasks where the Council can agree that Councillors do the actions themselves rather than expecting the Clerks to do them on their behalf. If a Clerk has not been at a meeting and does not know the background it is particularly difficult for them to deal with the action and by members providing a draft to The Clerks by someone who is familiar will save a huge amount of time. The Chair explained The Clerks will review what has been requested/recommended to ensure Councillors are not trying to do something they should not be doing.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR CLARK TO ADOPT THE DOCUMENT AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX L

b) To provide an update to the Clerk's working hours

The HR Panel welcomed Cllrs Buxton and Clark in joining the panel

The HR Panel explained they have been looking at how the Council maximise the "Engine Room" of the Council. They are also aware the "Engine Room" gets disturbed quite a lot! In an attempt to address this they have made sure the office is not open at all times. They are aware many jobs come into The Clerk's office and feel pleased to hear the Pavilion is on the agenda for a discussion in October. The HR Panel stated they have now completed their first appraisal and this has been very helpful.

The HR Panel have also been collating figures from the last 12 months and they feel pleased to inform members that The Clerks working hours are coming down. It is hoped the recruitment of a Responsible Financial Officer will also help with the workload. The HR Panel explained The Clerk has been allocated 7 extra hours to work each week, however there have been times where there has been a need for The Clerk to work some additional hours and this is now being built into calculations

moving forward.

The HR Panel thanked The Clerk for providing all the information to the panel as going forward this will make sure the Council has adequate resources in the office.

A member asked whether the extra hours would be sufficient for The Clerk to complete the work without running out of time. There is also the stress angle as if you cannot complete the work load in the amount of hours allowed to work.

HR Panel commented they have a weekly meeting with The Clerk and are constantly analysing the work load to support a healthy work/home life balance. The HR Panel will report to Council if the situation were to change. The Clerk explained she is now keeping to her 29 hours per week, however if there is a need to work more the HR Panel are notified each week as and when the extra hours are worked.

The Chair then closed the meeting at 21.32PM.

APPENDIX A

MELBOURN PARISH COUNCIL

Clerk: Sarah Adam
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

27 September 2017

Planning and New Communities
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

Dear Sirs

Proposal: Full planning application for the construction of 23 dwellings with associated access from The Moor, infrastructure and open space

Application Reference: S/1032/17/FL

Location: Lane to the rear of numbers 46-56 The Moor, Melbourn

Applicant: John Hanson, Hanson Services Ltd

Melbourn Parish Council objects to the above Planning Application for the following reasons:

The Moor is a vital artery in the village of Melbourn providing vehicular and pedestrian access to the following facilities in addition to its residents:

- The Village College
- Little Hands Nursery
- Old Peoples Home
- Sports facilities including football, squash, swimming etc
- Melbourn Pavilion

In addition to the above the volume of traffic has recently increased due to the licensing of a taxi HQ situated on The Moor. Parking is also an issue in general and overflow parking from the care home in particular often restricts the flow of traffic and creating danger as young and old have to take unacceptable risks in crossing the road. In the opinion of residents the volume of traffic utilising The Moor and parking issues are already excessive and is considered to be dangerous with a serious accident waiting to happen. This situation is not helped by the junction with the High Street which is also considered to be hazardous due to the proximity of a bend and poor lines of sight.

Against this background having read the Developers traffic survey the Parish Council requires further advice and guidance on a number of issues prior to making a decision. Namely:

- Is the Highways Department completely satisfied with the safety aspects of The Moor given the increase in volume of traffic and the local factors and will any mitigating measures be put in place?
- Do the Highways Department accept the Developers Traffic Survey as an accurate reflection of the traffic entering and exiting The Moor?
- Has the traffic generated from the approved development of 199 homes plus a 75 bed care home been included in the traffic count?

- Has any recognition of the approved development of 64 homes at Victoria Heights been taken into account in the survey?
- Has the traffic from Moat Lane been included in the survey?
- MPC remain concerned about the reduction in width of the road to 5m to achieve site lines and consider this to be dangerous given the current parking issues
- Has the volume of school buses been considered in the traffic survey?

In addition to the traffic/safety issues Melbourn Parish Council understands that to avoid the imposition of a Grampian arrangement the developer proposes to construct a new foul sewer at the rear of the development along the line of the existing storm water ditch to connect into the existing pumping station. This raises a number of concerns namely:

- Has the developer been given landowners approval for the construction and future maintenance of the new sewer?
- Will the roots of the existing trees along the ditch be damaged by the construction?
- What mitigation does the developer propose to mitigate any damage to the trees?
- Has it been confirmed in writing by Anglian Water that the pumping station has the capacity to cope with the additional flows given the existing problems of flooding involving foul sewage in the area? If so Melbourn Parish Council would appreciate a copy of the correspondence. If not will confirmation be sought prior to taking any decision.

Yours faithfully



Sarah Adam
Melbourn Parish Clerk

APPENDIX B

PC85/17 The Clerks Report – 25th September 2017

New Councillors on Committees:

Our New Councillors have offered to sit on the following Committees/Working Parties:

- Cllr Buxton – Planning Committee, Maintenance Working Party, HR Panel
- Cllr Clark – F&GG, Planning Committee, Maintenance Working Party, HR Panel
- Cllr Madiyiko – F&GG Committee

All new Councillors have signed their Acceptance of Office

Freedom of Information Request

In August 2017 The Clerk Received a Freedom of Information request from Mr Hugh Pollock asking for a copy of the email exchange between Cllrs and the Clerk showing how they reached a decision to change the published wording for Bloomsday Event 2017. The Clerk responded to this request and Mr Pollock now has a copy of the email chain.

MP constituent surgery – Melbourn Community Hub

On Saturday 21st October Heidi Allen MP will be holding a surgery at the Hub in the Dickens meeting room for residents to attend. Heidi will be available from 8.30 am – 12.30pm.

She will be accompanied on the day by a member of staff who will be seated at a table in the hub to welcome and assist those to and from the meeting room. Heidi's office is managing the appointments. There will be security on the door.

Skateboard Facility

Melbourn Futures Working Party has discussed with SCDC the principle of s106 contributions for a replacement skateboard facility. This will be included in the proposals put forward.

Remembrance Day Parade

In keeping with tradition, Melbourn Parish Council has ordered a Wreath from the Royal British Legion 2017 Poppy Appeal for Remembrance Day. Road closure arrangements are currently in hand.

Damaged to Kissing Gate and Bollard – Station Road Melbourn

On Saturday 8th July 2017 a vehicle was driven into a bollard which then damaged the Kissing Gate belonging to All Saints Church, Melbourn. Cambridge County Highways have repaired the bollard. The Parish Council have been liaising with their insurance company and a settlement has now been agreed and the repairs to the kissing gate will be addressed in the near future.

New Gypsy and Traveller Information from SCDC

Advice and support is now available to Parish Councils and private landowners should they find an illegal encampment on their land.

SCDC has published separate advice specifically for Gypsies and Travellers, these have been collated with the help of Traveller Liaison Officer, Stephanie Kuch.

Two new documents are available to view online: <https://www.scams.gov.uk/services/gypsy-and-traveller-information>

Car Park Working Party Report

Due to the continuing unavailability of the independent Chair of the CPWP, the report will not be presented at this meeting. The Working Party hopes to present its report at the October Parish Council meeting.

Melbourn Community Hub – Purchase of New Dishwasher

At the beginning of September Melbourn Community Hub Management Group completed a Works/Goods Request form asking approval of payment for a replacement dishwasher. The current dishwasher has failed a number of times resulting in £1143.06 of call out charges. The Food Hygiene Standards regulations require high temperature washing to ensure harmful bacteria are safely eliminated. Handwashing cannot be carried out safely above 60 degrees Celsius. And this temperature is not high enough to guarantee food safety.

Under the Terms of the Hub Lease Schedule 4, Landlords Covenants you will see that the Parish Council is responsible “to keep the conduits in good repair and working order”. The Parish Council has an obligation in which to comply with Food Hygiene Standards and Health and Safety issues.

The cost of this item is £2436.00 + £388.00 installation. **Total - £2824.00.** As the cost of the dishwasher is over the Chair and Clerk’s spend limit of £2000, The Clerk emailed Cllrs not part of the Community Hub Management Group for their comments. There was a majority vote in favour, The Clerk informed the Hub Management Group to proceed with the purchase as it could not wait until 25th September 2017 for a decision to be made.

APPENDIX C

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1885	BACS1708 30AOS	£106.12	£17.94	£88.18 31/07/17	AOS Online - 6x boxes paper	£106.12
		£106.12	£17.94	£88.18	AOS Online - Total	
1886	BACS1708 30BA	£90.00	£0.00	£90.00 31/07/17	Beactive Melbourn Ltd - Hire of pavilion 4/11 July 17	£90.00
		£90.00	£0.00	£90.00	Beactive Melbourn Ltd - Total	
1898	BACS1709 30BT	£47.40	£7.90	£39.50 08/08/17	British Telecom - Broadband services	£47.40
		£47.40	£7.90	£39.50	British Telecom - Total	
1897	CHQ 300003	£195.50	£0.00	£195.50 04/08/17	Cambridge Water Company - Water services for car park workshop (Dec 15 to May 17)	£195.50
		£195.50	£0.00	£195.50	Cambridge Water Company - Total	
1906	CHQ30000 5	£28.80	£4.80	£24.00 23/08/17	Cambs Lock and Safe - 4x hub entrance keys	£28.80
		£28.80	£4.80	£24.00	Cambs Lock and Safe - Total	
1900	P459	£18.50	£3.08	£15.42 17/08/17	Cambs. Lock & Safe - New padlock for rec gate	£18.50
		£18.50	£3.08	£15.42	Cambs. Lock & Safe - Total	
1908	BACS1708 30CAPS	£10.00	£0.00	£10.00 23/08/17	CAPS - deduction in wages - P Andrews	£10.00
		£10.00	£0.00	£10.00	CAPS - Total	
1902	P460	£0.52	£0.09	£0.43 17/08/17	Co-op Supermarket - Milk for CPWP meeting	£0.52
		£0.52	£0.09	£0.43	Co-op Supermarket - Total	
1889	BACS1708 14EON	£8.35	£0.40	£7.95 29/07/17	e.0n - Electricity bill for Orchard Road Cemetery	£8.35
1890	BACS1708 15EON	£37.78	£1.80	£35.98 01/08/17	e.0n - Electricity bill for car park workshop	£37.78
1887	DD170811E ON	£7.91	£0.38	£7.53 27/07/17	e.0n - Electricity bill - Old rec	£7.91
1910	DD170821E ON	£46.10	£2.20	£43.90 06/08/17	e.0n - electricity bill for Pavillion August 17	£46.10

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1905	DD170830E ON	£10.01	£0.48	£9.53 14/08/17	e.0n - Electricity bill for Littlehands storage room	£10.01
		£110.15	£5.26	£104.89	e.0n - Total	
1868	BACS1708 30ESPO	£13.09	£2.18	£10.91 14/07/17	ESPO - Stationery order DVD/Labels	
1882	BACS1708 30ESPO	£386.40	£64.40	£322.00 18/07/17	ESPO - Stationery order - new shredder for office	
1903	BACS1708 30ESPO	£100.64	£16.77	£83.87 10/08/17	ESPO - Cleaning products for pavilion	£500.13
		£500.13	£83.35	£416.78	ESPO - Total	
1917	BACS1708 30H&CGM	£1,656.41	£276.07	£1,380.34 24/08/17	Herts And Cambs Ground Maintenance Limited -	
1		£1,400.40	£233.40	£1,167.00	CEM Monthly cemetery maintenance for August 17	
2		£256.01	£42.67	£213.34	CON Monthly maintenance for five areas of the village August 17	
1918	BACS1708 30H&CGM	£1,920.00	£320.00	£1,600.00 24/08/17	Herts And Cambs Ground Maintenance Limited -	£3,576.41
1		£468.00	£78.00	£390.00	PLAY Cut of old and new rec ground - 20/31 July and 18 August	
2		£144.00	£24.00	£120.00	PLAY Mark out pitch for Tuesday game 22/7/17	
3		£156.00	£26.00	£130.00	PLAY Overmark football pitch 28/7/17 and 12 August 17	
4		£144.00	£24.00	£120.00	PLAY mark pitch from scratch 5/8/17	
5		£84.00	£14.00	£70.00	CON Cut of orchard	
6		£48.00	£8.00	£40.00	CON cut parths at Stockbridge Meadows	
7		£336.00	£56.00	£280.00	CON Clearance of allotments/remove debris and spray	
8		£540.00	£90.00	£450.00	PLAY Cutting Clear crescent Hedge	
		£3,576.41	£596.07	£2,980.34	Herts And Cambs Ground Maintenance Limited - Total	
1925	BACS1708 30HMRC	£4872.15	£0.00	£4872.15 25/08/17	HM Revenue & Customs - Tax and National insurance /Wages August 2017	£4872.15
		£4872.15	£0.00	£4872.15	HM Revenue & Customs - Total	

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1884	BACS1708 30LS	£87.55	£14.59	£72.96 01/08/17	LUCID Systems - Covered agreement September 2017	£87.55
		£87.55	£14.59	£72.96	LUCID Systems - Total	
1901	P458	£18.89	£3.15	£15.74 17/08/17	Mackay - Gate latch Orchard Rd cemetery and wood glue	£18.89
		£18.89	£3.15	£15.74	Mackay - Total	
1911	P461	£20.00	£0.00	£20.00 21/08/17	Maureen Brierley Rivermel - 2x use of Pavilion 15th May and 8 July 17	£20.00
		£20.00	£0.00	£20.00	Maureen Brierley - Total	
1909	BACS1708 30MDL	£420.00	£70.00	£350.00 20/08/17	MD Landscapes - Grass cutting inners/verges/new areas	£420.00
		£420.00	£70.00	£350.00	MD Landscapes - Total	
1873	BACS1708 30MCHMG	£10.00	£0.00	£10.00 19/07/17	Melbourn Community Hub Management Group - Room Hire for 3 July 2017 - MFC Wparty mtg re Countryside	
1895	BACS1708 30MCHMG	£20.00	£0.00	£20.00 10/08/17	Melbourn Community Hub Management Group - Room Hire 9/8/17 - Meeting with James Fisher SCDC re Countryside	
1896	BACS1708 30MCHMG	£69.70	£0.00	£69.70 10/08/17	Melbourn Community Hub Management Group - Room hire and refreshments 3/8/17 - Countryside Meeting MFC WP	£99.70
1		£52.50	£0.00	£52.50	F&GP Room hire	
2		£17.20	£0.00	£17.20	F&GP Refreshments for meeting	
		£99.70	£0.00	£99.70	Melbourn Community Hub Management Group - Total	
1874	P453	£5.00	£0.00	£5.00 26/07/17	Melbourn Garage - Petrol for mowers - K Rudge	£5.00
1891	P456	£17.70	£2.95	£14.75 09/08/17	Melbourn Garage - Repair puncture to Parish van - Keith Rudge	£17.70
1916	P463	£5.00	£0.00	£5.00 24/08/17	Melbourn Garage - Petrol for mower	£5.00
		£27.70	£2.95	£24.75	Melbourn Garage - Total	

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1875	DD170801N OW	£43.20	£7.20	£36.00 01/08/17	Now Pensions - Employer service charge for August 17	£43.20
1926	DD170830NP	£105.55	£0.00	£105.55 25/08/17	Now Pensions - Direct Debit for August 17 Pensions	£105.55
		£148.75	£7.20	£141.55	Now Pensions - Total	
1894	P457	£1.30	£0.00	£1.30 10/08/17	Post Office - Postage - documents to ADAS	£1.30
		£1.30	£0.00	£1.30	Post Office - Total	
1859	DD170814P WLB	£1,119.79	£0.00	£1,119.79 14/08/17	Public Works Loan Board - 2nd Car Park - loan repayment	
1860	DD170814P WLB	£681.15	£0.00	£681.15 14/08/17	Public Works Loan Board - 2nd Car park - loan interest	£1,800.94
		£1,800.94	£0.00	£1,800.94	Public Works Loan Board - Total	
1899	BACS1708 30RICOH	£759.70	£126.62	£633.08 07/08/17	Ricoh Capital Limited - Rental and useage costs for printer/copier 1/5/17-31/10/17	£759.70
		£759.70	£126.62	£633.08	Ricoh Capital Limited - Total	
1893	P455	£10.00	£1.67	£8.33 07/08/17	Rontec - Diesel for Parish van - Keith Rudge	£10.00
1907	P462	£10.00	£1.67	£8.33 21/08/17	Rontec - Keith Rudge - diesel for van	£10.00
		£20.00	£3.34	£16.66	Rontec - Total	
1914	BACS1708 30SOD	£212.40	£35.40	£177.00 16/08/17	Smith Of Derby - Sservice visit for All Saints Clock	£212.40
		£212.40	£35.40	£177.00	Smith Of Derby - Total	
1647	DD170801S CDC	£242.00	£0.00	£242.00 01/08/17	South Cambs District Council - Business rates for Melbourn Pavilion August 2017	

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1657	DD170801S CDC	£1,252.00	£0.00	£1,252.00 01/08/17	South Cambs District Council - Business rates for Melbourn Car Park August 2017	
1670	DD170801S CDC	£67.00	£0.00	£67.00 01/08/17	South Cambs District Council - Business rates for Cemeteries - 1 August 2017	£1,561.00
1772	DD170803S CDC	£18.13	£0.00	£18.13 25/05/17	South Cambs District Council - direct debit trade refuse pavilion Aug 17	£18.13
		£1,579.13	£0.00	£1,579.13	South Cambs District Council - Total	
1869	P452	£10.00	£1.67	£8.33 21/07/17	Tesco - Diesel for van - Keith Rudge	£10.00
1915	P464	£2.00	£0.33	£1.67 24/08/17	Tesco - Broom for Pavilion	£2.00
		£12.00	£2.00	£10.00	Tesco - Total	
1877	P454	£3.00	£0.50	£2.50 26/07/17	The Works - Stationery - diary for Pavilion bookings	£3.00
		£3.00	£0.50	£2.50	The Works - Total	
1883	BACS1708 30TS	£745.82	£0.00	£745.82 26/07/17	Tim Stebbings - Litter picker - Tim Stebbings April - July 2017	£745.82
		£745.82	£0.00	£745.82	Tim Stebbings - Total	
1927	P465	£9.00	£0.00	£9.00 25/08/17	Timpson - Keith Rudge - keys cut for the pavilion	£9.00
		£9.00	£0.00	£9.00	Timpson - Total	
1876	CHQ30000 4	£13.20	£2.20	£11.00 26/07/17	UKServers - Website Address renewal for 2	£13.20
		£13.20	£2.20	£11.00	UKServers - Total	
1892	BACS1708 30UL	£60.00	£10.00	£50.00 08/08/17	Unlimited Logos - 2 x magnetic signs for Parish van	£60.00
		£60.00	£10.00	£50.00	Unlimited Logos - Total	
1870	P451	£3.82	£0.64	£3.18 20/07/17	Urban Plastics - Tap for allotment	£3.82
		£3.82	£0.64	£3.18	Urban Plastics - Total	
1888	BACS1708 04WESH	£259.20	£43.20	£216.00 31/07/17	WESH UK - Website hosting - Annual prescription	£259.20

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
		£259.20	£43.20	£216.00	WESH UK - Total	
Total		£17,251.25	£1,040.28	£16,210.97		

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APPENDIX D

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1930	BACS1709 27AC	£16.00	£0.00	£16.00 01/09/17	Anita Cook - 2 hours work at 83 High Street - 310817	£16.00
		£16.00	£0.00	£16.00	Anita Cook - Total	
1949	BACS1709 27BT	£47.40	£7.90	£39.50 08/09/17	British Telecom - Broadband services	£47.40
		£47.40	£7.90	£39.50	British Telecom - Total	
1913DD170907CW		£20.79	£0.00	£20.79 24/08/17	Cambridge Water Company - Allotment water November 16 to May 17	£20.79
1948DD171009CW		£4.00	£0.00	£4.00 08/09/17	Cambridge Water Company - Water services for car park workshop Sept 17	£4.00
		£24.79	£0.00	£24.79	Cambridge Water Company - Total	
1947	BACS1709 27C&C	£8,642.22	£0.00	£8,642.22 08/09/17	Came and Company - Long Term Insurance agreement - Annual Insurance 011017- 30/09/18	£8,642.22
		£8,642.22	£0.00	£8,642.22	Came and Company - Total	
1941	BACS1709 27CAPS	£10.00	£0.00	£10.00 11/09/17	CAPS - deduction in wages - P Andrews	£10.00
		£10.00	£0.00	£10.00	CAPS - Total	
1936	DD130917E ON	£18.44	£0.40	£18.04 29/08/17	e.0n - Electricity bill for Littlehands storage room	£18.44
1		£8.43	£0.40	£8.03	PLAY Electricity bill for Littlehands storage room	
2		£10.01	£0.00	£10.01	PLAY Account brought forward	
1931	DD170912E ON	£8.09	£0.39	£7.70 29/08/17	e.0n - Electricity bill for Orchard Road Cemetery	
1932	DD170912E ON	£8.17	£0.39	£7.78 27/08/17	e.0n - Electricity bill - Old rec	£16.26
1939	DD170918E ON	£37.23	£1.77	£35.46 03/09/17	e.0n - Electricity charges for the Pavilion	
1940	DD170918E ON	£34.81	£1.66	£33.15 02/09/17	e.0n - Electricity charges for carpark workshop	£72.04
		£106.74	£4.61	£102.13	e.0n - Total	

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1841	BACS1709 27GWE	£12,470.40	£2,078.40	£10,392.00	21/09/17	Groundwork East - 2x Youth club session September 17 to April 2018	£12,470.40
		£12,470.40	£2,078.40	£10,392.00		Groundwork East - Total	
1956	BACS1709 27H%CGM	£906.00	£151.00	£755.00	21/09/17	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance for September 17	£906.00
1955	BACS1709 27H&CGM	£1,656.41	£276.07	£1,380.34	21/09/17	Herts And Cambs Ground Maintenance Limited -	
1		£1,400.40	£233.40	£1,167.00		CEM Monthly cemetery maintenance for Sept 17	
2		£256.01	£42.67	£213.34		CON Monthly maintenance for five areas of the village Sept 17	
1964	BACS1709 27H&CGM	£120.00	£20.00	£100.00	07/09/17	Herts And Cambs Ground Maintenance Limited - Cut of new Rec Ground 25th August 2017	£1,776.41
		£2,682.41	£447.07	£2,235.34		Herts And Cambs Ground Maintenance Limited - Total	
1963	BACS1709 27HMRC	£5152.15	£0.00	£5152.15	21/09/17	HM Revenue & Customs - Tax and National insurance September 2017	£5152.15
		£5152.15	£0.00	£5152.15		HM Revenue & Customs - Total	
1935	BACS1709 27LS	£87.55	£14.59	£72.96	01/09/17	LUCID Systems - Covered agreement October 2017	£87.55
		£87.55	£14.59	£72.96		LUCID Systems - Total	
1951	BACS1709 27MCHMG	£8.00	£0.00	£8.00	08/09/17	Melbourn Community Hub Management Group - Room rental for MAYD meeting - 13/9/17	£8.00
		£8.00	£0.00	£8.00		Melbourn Community Hub Management Group - Total	
1957	P472	£32.34	£5.39	£26.95	21/09/17	Norburys - plywood to repair box at littlehands	£32.34
		£32.34	£5.39	£26.95		Norburys - Total	

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1933	DD170901N OW	£43.20	£7.20	£36.00	01/09/17	Now Pensions - Employer service charge for September 17	£43.20
1954	DD170927NP	£93.34	£0.00	£93.34	21/09/17	Now Pensions - Direct Debit for September 17 Pensions	£93.34
		£136.54	£7.20	£129.34		Now Pensions - Total	
1942	P469	£4.00	£0.00	£4.00	11/09/17	Post Office - Advertising for Warden Position 4x Weeks	£4.00
1944	P470	£1.75	£0.00	£1.75	13/09/17	Post Office - Postage for signed for letter - S Adam	£1.75
1945	P471	£3.00	£0.00	£3.00	13/09/17	Post Office - Advertising for RFO position 3x weeks	£3.00
		£8.75	£0.00	£8.75		Post Office - Total	
1919	DD170925P WLB	£3,878.37	£0.00	£3,878.37	25/08/17	Public Works Loan Board - 1st Car Park - loan repayment	
1920	DD170925P WLB	£2,764.42	£0.00	£2,764.42	25/08/17	Public Works Loan Board - 1st Car park - loan interest	£6,642.79
		£6,642.79	£0.00	£6,642.79		Public Works Loan Board - Total	
1934	P465	£4.87	£0.81	£4.06	01/09/17	Ridgeons Ltd - screws for the pavilion kitchen - K Rudge	£4.87
		£4.87	£0.81	£4.06		Ridgeons Ltd - Total	
1938	P467	£5.01	£0.83	£4.18	08/09/17	Rontec - Petty cash to Keith - petrol for strimmer	£5.01
1937	P468	£10.00	£1.67	£8.33	08/09/17	Rontec - Petty cash to Keith - diesel for van	£10.00
		£15.01	£2.50	£12.51		Rontec - Total	
1950	BACS1709 30SA	£182.02	£30.34	£151.68	14/09/17	Sarah Adam - Annual subscription to Acrobat Pro DC - reimburse to SA debit card	£182.02

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1648	DD170901S CDC	£242.00	£0.00	£242.00 01/09/17	South Cambs District Council - Business rates for Melbourn Pavilion September 2017	
1658	DD170901S CDC	£1,233.00	£0.00	£1,233.00 01/09/17	South Cambs District Council - Business rates for Melbourn Car Par September 2017	
1671	DD170901S CDC	£67.00	£0.00	£67.00 01/09/17	South Cambs District Council - Business rates for Cemeteries - 1 September 2017	£1,542.00
1773	DD170903S CDC	£18.13	£0.00	£18.13 25/05/17	South Cambs District Council - direct debit trade refuse pavilion Sept 17	£18.13
		£1,560.13	£0.00	£1,560.13	South Cambs District Council - Total	
Total		£37,830.11	£2,598.81	£35,231.30		

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APPENDIX E

MCHMG report to Parish Council on the Quarter ending 30 June 2017

	Q3 17 (1 April 17 to 30 June 17)	versus business plan projection	% of business plan projection	versus prior quarter	versus prior year quarter	YTD (Oct 16 - June 17)	Q2 17 (1 January 17 to 31 March 17)	Q1 17 (1 October - 31 December)	Q4 16 (1 July 16 to 30 September 16)	Q3 16 (1 April 16 to 30 June 16)	Q3 17 projection as part of business plan
	£	£	£	£	£	£	£	£	£	£	£
INCOME & EXPENDITURE											
TOTAL INCOME	31,145	197	101%	2,576	not available ¹	86,375	28,569	26,662	not available ¹	not available ¹	30,948
TOTAL EXPENDITURE	34,088	(603)	98%	2,119	762	100,065	31,969	34,008	35,269	33,326	34,692
LOSS	(2,943)	800	positive!	457	not available ¹	(13,690)	(3,400)	(7,346)	not available ¹	not available ¹	(3,743)
Movement in cash (positive = cash inflow)	8,764			686	not available ¹	3,200	8,077	(13,641)	not available ¹	not available ¹	
Closing cash balance	26,474			8,907	not available ¹	26,474	17,567	9,490	23,131	not available ¹	

¹ prior to this financial year, irrecoverable room rental was being invoiced and subsequently written off. It is not known in which months this occurred and as a result meaningful quarterly comparisons are not possible

Key points for the quarter

- First full financial quarter for the new management group.
- Total income in line with business plan. Very positive trend in café takings – showing an increase of approx. £3,300 (16%) compared to the previous quarter and compared to the same period in the previous year.
- Expenditure under control and reduced compared to the business plan projection for the period, however, costs were higher than the previous three months. This is due to investment in certain areas such as re-launching the Hub website, refreshing the look in the café and atrium and maintenance and repairs.
- This has resulted in a loss before grant income of £2,943 which is approximately £500 better than the previous quarter and less than half the value of the loss made in the first quarter of this financial year. This is also an improved position compared to the business plan for this period. The year to date loss is £13,690 of which over half was incurred in the first three months of the year.

Next quarter outlook

- As well as being a successful fundraising event, the showcase event at the start of July brought many local community groups and charities to the Hub as well as lots of local residents.
- Unexpectedly high records for daily room rental and café takings have been set!
- Pension scheme now in operation.
- Costs incurred dealing with equipment in urgent need of repair.

Next report

The next report will cover the quarter from 1 July 2017 to 30 September 2017 and is intended to be presented in a Parish Council meeting in November.

APPENDIX F

Melbourn Parish Council September 2017, County Councillor Report

Third Party funding for highways projects: It is becoming more difficult to take first steps on small highways schemes that County Highways is unable to support. The Local Highways Initiative (LHI) is one route, and the other is third party funding, which is premised upon a 100% contribution and now requires a payment of £250 simply to start discussion. This is the result of continuing austerity cuts, exacerbated by continuing council tax freeze.

Back Lane and Greengage Rise: We've heard from a Water Lane resident who is understandably concerned about traffic in Back Lane between Water Lane and Greengage Rise, where work commuters from the Industrial Estate appear to be parking. My first thought it that yellow lines need to be explored. Whatever we do, we will need to generate our own ideas and unless we get an LHI grant, the PC will need to pay. For a start, may I suggest meeting on site together to discuss? I'm afraid that this sort of problem is going to become more widespread.

County Council new special responsibility posts: The County Council administrations has created new generously remunerated 'Area Champions' whereby a councillor acts as champion for an entire district, even though they are not elected to do so. The Area Champions are paid a special responsibility allowance of £5K per year. It is not clear how they work for the parishes and I have not been contacted by the champion for our area.

Bus User Group and Community Transport: The 128 bus service has now moved to a new operator under a new contract. Unfortunately, we were not warned by the County Council that fares would be rising so dramatically. This has been very difficult for those without entitlement to a bus pass. The council says that fares have not risen for many years, and 'should probably have risen more.' As stated in my comments regarding the Marley application, there is no clarity on continuing council subsidy after April 2018, due to continuing austerity cuts and council tax freeze. The next Cam Vale Bus User Group meets 27 Sept 7:30PM, Elin Way Meldreth Community Room.

Meanwhile the Dept for Transport has issued new guidance for community transport providers that inhibits their potential to provide group lifts on a regular basis. This comes at a time when councils are reducing subsidies to run basic bus services, and community transport providers are trying to step up to the plate to help people who are left stranded. But by upgrading the service they provide, to meet need, community transport providers are entering new territory that the Department for Transport is now looking to regulate more stringently. This is because the Department for Transport is being asked by other transport providers (taxi and bus companies) for a level playing field of regulation. This is understandable but doesn't sort out lack of transport.

Meldreth Shepreth and Foxton Rail User Group meets next Oct 4, 7 for 7:30, at the Meldreth Elin Way Community Room, and will be attended by Govia Thameslink and Network Rail. Thanks to a grant from the Association of Community Rail Partnerships, new weatherproof tubs will be installed at Meldreth Station next month, and we'll be having a station garden party on 28 October, 2PM, at Shepreth Station – everyone welcome. Finally, our Community Rail Partnership is on the point of signing off papers to form a new community interest company, to provide a sound legal and financial basis for the partnership. More details next month.

Children's Centre consultation: As you know, as a result of this year's council tax freeze, the County Council needs to make an additional £5 million in cuts. The proposed scaling down and redesign of children's centre services will provide £1 million of that sum. While we are reassured that services will not be cut, it is unclear how things will actually work at Melbourn. Please could I urge Melbourn Parish Council to respond to the consultation, which closes end of this month.

APPENDIX G

Parish Clerk

From: Peter Hills
Sent: 18 August 2017 20:23
To: Parish Clerk
Subject: Signpost for ASCH
Attachments: ASCH Finger Post Sign 1.docx

Dear Sarah,

Please see the attached letter asking for the parish council's views on the prospect of a signpost to help folk find All Saints Community Hall.

When you've received this letter, would you please let me know when I might receive the parish council's response?

Regards

Peter Hills

Dear Sirs,

I'm one of the trustees managing All Saints Community hall in Melbourn and we have had problems with people trying to find us to attend events. Part of our problem is that not only does the road to the hall have no name but also we have no house number or even a post code!

It was suggested at our recent trustees' meeting that it might be possible to have a signpost put up, possibly near the existing telephone box, showing people where we are. I understand that signposts are primarily matters for the Highways Dept at County Hall but that it would also be appropriate to consult you.

CCC Highways suggested a firm, Morelock Signs, might be able to help. Their suggested design for a double-sided sign is shown below.

Morelock		11817	Sales: Mortin Yates	COMMENTS PLEASE TAKE TIME TO CHECK THE DRAWING AND ADVISE OF ANY CHANGES REQUIRED PRIOR TO APPROVAL.	
				FACING	
				Background: WHITE Border size (mm): 18.75 Border colour: BLACK	
BRACKETS THIS END HEIGHT INCLUDES 20mm TOP & BASE FOR T-SECTION FIXING				TEXT	
				Style: Transport Heavy Colour: BLACK Lowercase('x'height (mm)): 50 Capital height (mm): 70	
				DIMENSION	
				Width (mm): 1023 Height (mm): 328 Area (sq.m): 0.336 Radius (mm): 37.5 Tolerance: + 5mm Revision # 0 Drawn by: MR Date: 14/08/2017	
Reference: 11817	RECOMMENDED CALCULATIONS: Note: ARTSM assumptions are used where insufficient data is supplied		Foundations	Approved for manufacture	
Mounting height: 2100	Substrate: Composite (3mm)		Number: 1	Company:	
Number of posts: 1 post	SignPost Solutions Double Tee		Depth: 600	Sign:	
Type of posts: Steel circular section S275	suitable at both top and bottom of sign (2 channels total).		Width: 700	MR O WTP: 1026	
Section: 76.1mm O.D. 3mm thick			Length: 600		
Length: 3178			Cover: 150		
Possibly safe: Yes	Compliance to BS EN 12858. Please retain this document for your records. Dimensions in millimetres		Variables: ML2	TDBS	
R2 HIP~Composite~T-section~Single sided					
© Copyright notice. No part of this drawing may be photocopied or otherwise reproduced without prior permission in writing				FILE MARKS DO NOT FORM PART OF THE SIGN	

Would you please let me know what is necessary to obtain approval for this sign?

Regards

Peter Hills

APPENDIX H

POLICY AND PROCEDURE:**Unplanned Expenditure - Decision Making**

PURPOSE: The categorisation of expenditure decisions as an aid to the Clerk and Councillors in setting priorities for items outside precept plans.

SCOPE: All financial decisions to spend amounts greater than £100 made by Melbourn Parish Council that arise outside those items pre-planned through the annual precept. Items specifically listed within the precept are not included.

1. POLICY: It is the policy of Melbourn Parish Council to use this document as the primary reference to ensure non-designated money set aside and spent *outside the planned and itemised precept* is used to the maximum benefit of the community. This objective will be achieved through an agreed system of priorities, as set out in this document, to properly balance parish council musts, needs and wants against the financial resources available.

2. PROCEDURE:

2.1 The Annual Precept will include a global estimate, based on historical requirements and extrapolated into the future year, of non-designated funds that should be available for servicing items that arise randomly and that cannot be easily predicted.

2.2 Unplanned items can arise from many sources and can be made known to the Clerks and Councillors, depending on the nature of these. The logging of new items will be co-ordinated by the Clerks, based a clear and complete description of the matter in question and details of the originator of the request.

2.3 If quotations are required, ideally three competitive quotes must be provided, together with supporting technical information and images as appropriate. Costings, quotations and justifications to spend may be developed by either the Clerks or through Sub-Committees and/or Working Parties

2.4 The Clerks will refer to the Categorisation List in Appendix A of this document and decide action on the item accordingly, and by type.

2.5 Decision Making:

Category A – High Priority

The Clerk will authorise work or purchases defined by this grouping, informing the Chairs and Vice Chairs of both the Parish Council and Finance Sub-Committee of the action taken, for information only. There is no requirement that the Clerk should seek prior approval to act. However, in the case of any doubt, the Clerk can seek advice from one or more of those councillors holding the positions noted above.

Category B – Medium Priority

The Clerk will log items in this grouping and notify the issues raised, together with any background information as appropriate, to the Chair and Vice Chair of the Parish Council and to members of the Finance Sub-Committee. The Clerk will bring the accumulated list to Finance Sub-Committee meetings for consideration. Depending on tracked annual spend and any other influences the Clerk will be asked to proceed with spending on items defined in this grouping but only as formally decided through the Finance Sub-Committee who will then make a recommendation for approval to the Full Council.

Category C – Low Priority

As with Category B, the Clerk will log items in this category. The clerk will bring these to the Finance Sub-Committee for consideration. Depending on tracked annual spend and any other influences the Clerk will be asked to proceed with spending on items in this grouping but only as formally decided through the Finance Sub-Committee. However, spends defined in this grouping will only be approved when financial circumstance allow. Annual pre-planning of certain expenditure may be required for Category C in order that low priority items are eventually addressed; where this is the case items would be included within the precept budget.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

APPENDIX A

Spend Items - Priority Categorisation

Category A

Expenditure that is a 'must pay', and often where associated with a high risk issues, including:

- Salaries of members of staff
- Failure to act will result in prosecution
- Danger to life and limb
- Undertaking statutory and mandatory maintenance
- Making safe in emergency situations
- Negating insurance cover
- Replacing essential equipment
- Contractual commitments where cost of cancelling contract significantly exceeds costs and nature of work being undertaken
- Foul and storm-water sewer blockages
- Making safe water leakage or similar problems where damage is occurring in real time.
- Payments to statutory bodies
- Matters that would otherwise adversely affect the image of the Parish Council

Category B

Expenditure with a 'need to pay' but can in certain circumstances be deferred or the timing otherwise reviewed, including:

- High impact grass cutting /tree surgery
- Repair rather than replace decisions on key equipment
- Work to be undertaken following emergency to make safe prior to repair/replace decision
- Maintaining key equipment
- Maintaining cemeteries
- Expenditure that can result in measurable cost savings to the Parish Council

Category C

'Discretionary' expenditure with medium/low short term impact, including:

- Expenditure to maintain village facilities
- Internal/external decoration
- Stationery (if not required for business continuity)
- Low impact landscaping/flower beds etc.
- Elements of planned maintenance where decision to allow equipment to fail is more cost effective and of low priority
- Work to be undertaken following emergency to make safe prior to repair/replace decision not considered to be in Category A or B
- Purchase of new equipment not in Category A or B

APPENDIX I

PC 912/17

Parish Clerk

To: Parish Clerk
Subject: RE: Contributions by parish councils to the church

From: Tina Webb [<mailto:accounts@capalc.org.uk>]
Sent: 10 August 2017 12:56
To: accounts@capalc.org.uk
Subject: Contributions by parish councils to the church
Importance: High

Please see below information.

Best regards,

Tina Webb
Administration Officer

Cambridgeshire & Peterborough Association of Local Councils (CAPALC)
1st Floor, Unit 7, The Meadow, Meadow Lane, St Ives, Cambs, PE27 4LG Tel: 01480 375629, website:
www.capalc.org.uk

If you are a parish or town council clerk and require a written response to your email please re-send your question to the CAPALC helpdesk at helpdesk@capalc.org.uk This allows CAPALC to properly respond to, manage and monitor its help and support communications. This message may contain confidential information.

If you are not the intended recipient please inform the sender that you have received the message in error before deleting it. Thank you for your co-operation.

Contributions by parish councils to the church

CAPALC has consistently maintained in advice given that parish council were not able to donate monies to the maintenance of churches with the exception of maintenance of the church clock mechanism, the church clock being seen as a village asset and cutting the grass in the church cemetery, particularly if the parish council was not a burial authority in its own right.

CAPALC consulted the legal team at NALC following a number of queries about church property and parishes donating funds to the church and specifically where the council has the General Power of Competence.

The NALC legal response is as follows:

Thank you for your request for advice.

The council wants to know if it can contribute to funds for the church hall if it had the general power of competence (GPC).

I think that the answer is "no". The GPC permits a council to do anything an individual can do unless specifically prohibited by legislation.

Any statutory limitation that applied to a local authority before the GPC was introduced will continue to apply.

The Local Government Act 1894 Act contains such a pre-commencement limitation - that the power of parish councils to maintain parish property pursuant to Section 8 cannot be exercised in respect of property relating to "the affairs of the church or held for an ecclesiastical charity."

Martin Fine

Solicitor

National Association of Local Councils

August 2017

--

Ian Dewar

CEO

Cambridgeshire and Peterborough Association of Local Councils

CAPALC WEBSITE HELPDESK

If you are a clerk, chairman or councillor and have a query on local government matters that requires a written response please download, complete and return a Helpdesk Enquiry Form from our website at www.capalc.org.uk

You can find the form under the website helpdesk tab. This allows us to properly respond to, manage and monitor our help and support communications. Please note the helpdesk service is only available to Clerks, Chairmen and Councillors of member councils of the Cambridgeshire and Peterborough Association of Local Councils. Thank you.



Virus-free. www.avg.com

APPENDIX J

MELBOURN PARISH COUNCIL
Melbourn Parish Council Community Grant Policy

Where does the money come from?

Money for community grants (the Community Grant Fund) comes from s137 money, which is part of the village precept, and also from any payments made to the Parish Council which have to be used for Community benefit.

When can applications be made?

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

Who can apply for a grant?

Any organisation, charity or group within Melbourn or which delivers benefits specifically for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn may benefit are not eligible to apply unless they can demonstrate that there will be benefit within a reasonable time frame¹.

The following **are not** eligible for a community grant:

- Businesses
- Individuals and groups associated with a church or religious body except where there is demonstrable community benefit.

The Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements.

How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

How much can be applied for?

¹ The potential to benefit if a certain set of circumstances come into play is not sufficient justification.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

How will awards be decided?

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Councils aim is to ensure grants must be used for a project/events which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Evidence of benefit to the community.
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is 'funding of last resort'.
- Value for money.
- Evidence of deliverability.

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a demand in Melbourn for what is being proposed so that the Council has good evidence that the money will not be spent on something which folds after a short period of time.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

How will a grant be paid?

Grants will be paid once a signed acceptance of the terms and conditions is received by the Council.

What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This can be a written or verbal report.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every 12 months or after grant application round if amendments identified

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
6.	For what purpose of project is the grant requested.	
7.	What will be the total cost of the above project?	£

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	
11.	Who will benefit from the project?	
12.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

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

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Name:

Organisation

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

APPENDIX K

**TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE
COMMITTEE**

PURPOSE: To set out the rules by which this [Executive] Committee of the Parish Council will work.

SCOPE: These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations.

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 9 members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

- 4.1 Review on a [bi-monthly] basis the expenditure transactions to ensure that all items of expenditure are accounted for in the budget used for Precept setting (*this may only be necessary for the Committee's 1st year*).
- 4.2 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.
- 4.3 To draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.
- 4.4 To draft the Annual Governance Statement in May/June each year and present to full Council.
- 4.5 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and Little Hands) to be complete by the time of setting the Precept for the next year.
- 4.6 Investigate alternative funding sources such as grants.
- 4.7 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.
- 4.8 Review according to the schedule those policies and procedures delegated to the committee by the full Council.
- 4.9 Review according to the schedule the financial risk assessments and any non-financial risk assessments delegated to it by full Council.
- 4.10 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.
- 4.11 Review the Asset Register annually to ensure it is kept up-to-date.
- 4.12 Carry out an annual review of the insurance policies to ensure they mitigate risks to public money.

MELBOURN PARISH COUNCIL

Doc. No. 6.01

Version 1

Review Date: April 2018

4.13 To keep the Council's governance arrangements under review to ensure it continues to follow god practice.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

APPENDIX L

COUNCILLOR ACTIONS TO HELP REDUCE THE WORKLOAD OF THE CLERKS

1. Arranging meetings not attended by the Clerks

Cllrs are responsible for arranging meetings which the Clerks do not attend. The Clerks should be notified that the meeting is taking place but only once the time/date has been agreed.

If an external guest is to be invited *for the first time*, this initial invitation should be sent via the Clerk. Please supply the Clerk with a draft e-mail/letter setting out the reasons for the invitation and suggested dates. Once the initial contact has been made, it is for the convener of the meeting to finalise the details and notify the Clerk.

For subsequent invitations, the convener of the meeting should make the arrangements.

2. Booking meeting rooms for Council Business

The Clerk and Assistant Clerk are responsible for booking rooms for meetings which they will be attending.

For Working Party meetings and any others which Cllrs arrange for themselves, the following procedure should be used.

The large upstairs meeting room at the Hub can be used without charge for Council business subject to it not being required for a paid letting. It must be pre-booked with Sharon via centremanager@melbournhub.co.uk. Please copy the Clerk into your booking e-mail so that she is aware of meetings happening.

If the upstairs room is not available, please try to hold your meeting elsewhere because the Council will be charged for use of any other room. If that is not possible or you have reasons for holding the meeting in a public rather than private space, please discuss with the Clerk or Assistant Clerk. Cllrs cannot book rooms themselves for which a charge will fall to the Parish Council.

3. Actions from meetings

The Clerks will give priority to actions agreed at full Parish Council meetings and Planning and Finance and Good Governance Committees. Actions arising from other meetings where the Clerks are not present should be carried out by Councillors wherever possible. This includes obtaining quotes and specifications for work.

There may be some instances where the action is best carried out by the Clerks, but this should not be the default position.

If the Clerk is to send an e-mail/letter arising from a meeting on the Council's behalf, a draft should be supplied.

4. Requests for Action from 3rd Parties

Where a 3rd party (for example the Hub Management Group) send a request for maintenance or purchase to the Clerks, it will be the 3rd Party's responsibility to produce a specification for the purchase/work and obtain the necessary number of quotes. The Clerks will check that all the information is provided but it is not their job to check that the specification or other details of the request is correct.

5. Reducing the e-mail volume

This is difficult to judge because there is a fine line between keeping the Clerks involved and burdening them with e-mails.

Think about whether the Clerks really need to be involved at the early stages of what you are doing or informed of the outcome.

Think before you use 'Reply all'.

Keep your comments constructive and try to suggest solutions to questions/problems raised.