

**MELBOURN PARISH COUNCIL**  
**DRAFT MINUTES**

Minutes of the Parish Council Meeting held on Monday, 26 March 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Siva (Chair), Clark, Cowley, Gatward, Hart, Porter, Sherwen, Travis

In attendance: Assistant to the Clerk, District Cllr Barrett, Simon Crocker (new Parish Clerk) and three members of the public

- PC196/17 To receive any apologies for absence**  
Apologies were received from Cllrs Norman, Buxton and Kilmurray for personal reasons. Apologies also received from County Cllr van de Ven and District Cllr Hales.  
*Post meeting note: Apologies received by email from Cllr Madiyiko for work reasons.*
- PC197/17 To receive any Declarations of Interest and Dispensations**  
**a) To receive declarations of interest from councillors on items on the agenda**  
Cllr Porter declared an interest in item PC206/17 as a director of the Hub.  
**b) To receive written requests for dispensations for disclosable pecuniary interests (if any).**  
Request for dispensation received from Cllr Travis in relation to discussion on item PC206/17 as a director of the Hub – **APPENDIX A.**  
**c) To grant any requests for dispensation as appropriate**  
Assistant to the Clerk granted the request for dispensation from Cllr Travis to allow him to remain in the meeting and participate in the discussion on item PC206/17 – **APPENDIX B.**
- PC198/17 To approve the minutes of the Parish Council Meeting 26 February 2018 – APPENDIX C**  
Noted that apologies for work reasons were received by email from Cllr Madiyiko after the meeting.  
**IT WAS PROPOSED TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING WITH THE AMENDMENT NOTED ABOVE. PROPOSED BY CLLR COWLEY. SECONDED BY CLLR CLARK. ALL IN FAVOUR: THIS WAS CARRIED.**
- PC199/17 To report back on the minutes of the Parish Council Meeting on 26 February 2018**  
There were no actions to report back on.
- PC200/17 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)**  
At 19h33 the Chair suspended Standing Orders to allow for public participation:  
a) A member of the public expressed concern with regard item PC213/17 that the gates at Littlehands carpark be locked at 20:00. Noted that there are users of the sports field (particularly football) using the facilities after 20:00. Requested that there be flexibility so that users do not get locked in to the car park. A member explained that there was concern that the light nights would result in numbers of individuals with cars gathering on the car park and that the proposal to lock the gate was to deter this but confirmed that the Parish Council would seek to accommodate legitimate users of the facilities.  
b) A member of the public queried when the public consultation would be held with regard to the proposed extension to the Hub. To be addressed under item PC206/17.  
At 19h35 the Chair re-imposed Standing Orders.
- PC201/17 To receive a report from County Cllr van de Ven – APPENDIX D**  
County Cllr van de Ven's report was received in her absence. Chair requested that any comments or queries should be addressed to the County Cllr in writing. It was noted that the A10 road works will commence on 2/3 June 2018.
- PC202/17 To receive a report from District Cllrs Barrett and Hales – APPENDIX E**  
There was no report to receive.

**PC203/17 The Clerk's report – APPENDIX F**

The Clerk's report was received with no comments.

**PC204/17 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 February 2018 – APPENDIX G**

2205 : A member noted that she was pleased to see that the work had been carried out on the leaking tap at the allotment.

2248 : A member queried as this item was shown as both £315 and £320. Assistant to the Clerk confirmed that it should be £315 in respect of insurance premiums paid over to the Allotment Association.

2215 : A member queried the amount of £922.09 as she believed this had been the amount paid was £100 pa. **ACTION: Assistant to the Clerk to query with the RFO.**

**IT WAS PROPOSED TO ACCEPT THE MONTHLY TRANSACTIONS LISTING. PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR COWLEY. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC205/17 To receive monthly finance reports**

The finance report was received.

**IT WAS PROPOSED TO ACCEPT THE MONTHLY FINANCIAL REPORT. PROPOSED BY CLLR CLARK. SECONDED BY CLLR HART. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC206/17 To consider a request from the MCHMG to act as Agent in the preparation of a Planning Application to extend the footprint of the building and to seek grant funding by way of capital money from Garfield Weston**

Cllr Porter left the room. The Chair requested Cllr Travis to stay to answers questions on this item. The Chair provided some background on previous discussions relating to this item and asked Cllr Travis to update the meeting. Cllr Travis noted that :

- Hub Management Group have looked at costs if planning application is successful. Currently no rates paid on the building. An increase in the size of the building will not incur additional rates as the building is 80% rates free and 20% zero rated at the discretion of the Local Authority.
- There would be a cost to the business, particularly during the building works. Noted that financial impact to the Hub is like to be iro £10k (turn-over not profit) although this will depend on the building contractor and how they schedule the works.
- Additional space will be meeting rooms and this will not affect the existing underfloor heating system so unlikely to result in an increase in maintenance costs of the building.
- A benefit would be an additional toilet on the first floor.

Noted that Hub Management Group believe that any additional costs will be associated with the build not maintenance of the building.

JT noted that preliminary consultations had been held with staff and volunteers. Consultation with public to be arranged within next 3 months. Drawings have been circulated and Planning Application ready to be submitted. Noted that building is within a conservation area and all works must comply with associated restrictions. Chair queried outcome of consultation with staff. JT noted that these had been very positive.

Chair invited questions from Cllrs:

- A member queried possibility of including more solar panels on west facing roof. JT confirmed that this could still be considered.

**IT WAS PROPOSED THAT THE PARISH COUNCIL AGREE THAT THE MCHMG ACTS AS ITS AGENT ON THE PREPARATION OF A PLANNING APPLICATION AND TO SEEK GRANT FUNDING FROM GARFIELD WESTON. PROPOSED BY CLLR CLARK. SECONDED BY CLLR SHERWEN. IN FAVOUR: CLLRS CLARK, COWLEY, GATWARD, HART, SHERWEN. AGAINST: NONE. ABSTENTIONS: CLLR SIVA. THIS WAS CARRIED.**

***Cllr Porter returned to the meeting.***

**PC207/17 To discuss and agree an amendment to the Community Grant Policy**

A member queried the wording in the first paragraph that referred to '*part of the village precept*' and noted that community grant money was from the solar farms not precept. Chair invited Simon Crocker to address the meeting. Simon Crocker noted that if the Parish Council is the awarding body, it is subject to the Local Government legislation with regard to powers and duties regardless of the source of the funding. It was noted that as April funding round is to be advertised, the meeting would vote on the changes proposed but that the query in paragraph 1 would be clarified. **ACTION: Assistant to the Clerk to seek clarification with regard to paragraph 1 of the Community Grant Policy and to circulate to Cllrs by email for comment.**

**PROPOSED TO ACCEPT THE AMENDMENTS TO THE COMMUNITY GRANT POLICY. PROPOSED BY CLLR HART. SECONDED BY CLLR TRAVIS. IN FAVOUR: CLLRS CLARK, COWLEY, HART, SHERWEN, SIVA. AGAINST: NONE. ABSTENTIONS: CLLR GATWARD. THIS WAS CARRIED**

**PC208/17 To note the appointment of Canalbs as internal auditor for 2018**

This was noted.

**PC209/17 To note the appointment of PKF Littlejohn as external auditor for 2018**

This was noted.

**PC210/17 To discuss and agreement risk management policies for playparks, cemeteries and allotments:**

(a) Playparks

Noted with no comments. **PROPOSED TO ACCEPT AS DRAFTED. PROPOSED BY CLLR HART. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.**

(b) Cemeteries

Noted with no comments. **PROPOSED TO ACCEPT AS DRAFTED. PROPOSED BY CLLR GATWARD. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.**

(c) Allotments

Noted with no comments. **PROPOSED TO ACCEPT AS DRAFTED. PROPOSED BY CLLR PORTER. SECONDED BY CLLR TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC211/17 Cemeteries Update : To agree purchase and planting of replacement trees for New Road cemetery**

To be held over.

**PC212/17 To discuss and agree quotes for felling and grinding the stump of a tree disturbing memorial stones in Orchard Road Cemetery**

There was discussion with regard to a tree which had disturbed a number of graves in Orchard Road cemetery. Quotes received included felling and grinding of stump. Noted that HCGM quote also included poisoning stump but if this is not done, quote is reduced to £400 + VAT. Noted importance of the work being carried out with care and respect.

**PROPOSED TO ACCEPT QUOTE OF HCGM TO REMOVE TREE TO GROUND LEVEL AND GRIND STUMP OUT FOR A TOTAL OF £400 + VAT. NOT TO INCLUDE DRILLING AND POISONING STUMP. PROPOSED BY CLLR GATWARD. SECONDED BY CLLR COWLEY. IN FAVOUR: CLLRS CLARK, COWLEY, GATWARD, HART, SHERWEN, TRAVIS. AGAINST: CLLRS PORTER AND SIVA. ABSTENTIONS: NONE. THIS WAS CARRIED**

**PC213/17 To agree a quote for signage at the carpark of The Moor play area / Littlehands**

There was a discussion as to existing signage and concerns about an increase in activity in the area with the lighter nights. Noted that the sign on the 5 bar gate has been effective in preventing cars blocking emergency access. Also noted the request from a member of the public earlier in the meeting for flexibility for legitimate users of the carpark and recreation ground. A query was raised as to addition of wording '*... subject to prior arrangement with the Parish Council*'. Additional wording to be added to the sign. A member queried if a further quote is required. Noted that this had been discussed by Maintenance Working Party. A reduction in the quote has already been negotiated.

**IT WAS PROPOSED TO ACCEPT THE QUOTE FOR £165 PLUS vat FROM UNLIMITED LOGOS. PROPOSED BY CLLR SHERWEN . SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC214/17 To discuss and agree Community Facilities and Services : Equal Opportunity for Access Policy**

Chair noted that the internal auditor had requested that we have this policy.

**IT WAS PROPOSED TO APPROVE THE POLICY AS DRAFTED. PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC215/17 To agree in Camera minutes to be released to the Public – relating to the Grievance and Car Park Project**

There was brief discussion as to the background and the reasons why the minutes had not previously been published. A member noted that the discussions which are the subject of the minutes are historical and therefore there is no longer commercial sensitivity.

Cllrs Cowley and Clark noted that they would abstain from the vote as they had no knowledge of the events under discussion. [*Cllr Clark briefly left the room.*]

Copies of the redacted minutes were circulated to Cllrs.

Chair invited comments from Cllrs on the minutes relating to the grievance report dated:

- 22 February 2016
- 29 March 2016
- 16 May 2016
- 27 June 2016

**IT WAS PROPOSED TO PUBLISH ALL FOUR SETS OF MINUTES. PROPOSED BY CLLR HART. SECONDED BY CLLR TRAVIS. IN FAVOUR: CLLRS GATWARD, HART, PORTER, SHERWEN, SIVA, TRAVIS. AGAINST: NONE. ABSTENTIONS: CLLRS CLARK AND COWLEY. THIS WAS CARRIED**

Chair invited comments from Cllrs on the minutes relating to the car park project dated:

- 4 January 2016
- 25 April 2016

- 26 October 2015
- 2 March 2015
- 18 April 2016. Noted that there are appendices to these minutes and that agreement should be sought at a future meeting for these to be redacted and published.

**IT WAS PROPOSED TO PUBLISH ALL FIVE SETS OF MINUTES AND THAT THE APPENDICES TO 18 APRIL 2016 SHOULD BE REDACTED AND AGREEMENT SOUGHT TO PUBLISH THEM AT A LATER DATE. PROPOSED BY CLLR SHERWEN. SECONDED BY CLLR PORTER. IN FAVOUR: CLLRS GATWARD, HART, PORTER, SHERWEN, SIVA, TRAVIS. AGAINST: NONE. ABSTENTIONS: CLLRS CLARK AND COWLEY. THIS WAS CARRIED**

Chair invited comments from Cllrs on the minutes relating to other miscellaneous matters dated:

- 23 May 2016
- 14 March 2016
- 20 June 2016

**IT WAS PROPOSED TO PUBLISH ALL THREE SETS OF MINUTES. PROPOSED BY CLLR HART. SECONDED BY CLLR TRAVIS. IN FAVOUR: CLLRS GATWARD, HART, PORTER, SHERWEN, SIVA, TRAVIS. AGAINST: NONE. ABSTENTIONS: CLLRS CLARK AND COWLEY. THIS WAS CARRIED**

**PC216/17 To discuss and agree the Risk Assessment for the Pavilion**

**PROPOSED TO ADOPT THE POLICY AS DRAFTED. PROPOSED BY CLLR COWLEY. SECONDED BY CLLR CLARK. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC217/17 To discuss and agree the Risk Assessment (Village Wardens) for weedkiller spraying**

**PROPOSED THAT VILLAGE WARDENS SHOULD UNDERTAKE WEEDKILLING SUBJECT TO THE PROVISION OF PROTECTIVE EQUIPMENT AS NECESSARY. PROPOSED BY CLLR TRAVIS. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC218/17 To accept a quote of £350 from Cambridge Asbestos to remove asbestos from the St George's Allotments**

There was discussion as to the material to be removed. It was noted that testing of the material to determine that it is asbestos would cost almost as much as removal. Noted that only one quote has been obtained from a specialist contractor.

**PROPOSAL TO ACCEPT THE QUOTE FROM CAMBRIDGE ASBESTOS FOR THE REMOVAL OF THE MATERIAL AT THE ALLOTMENTS. PROPOSED BY CLLR CLARK. SECONDED BY CLLR TRAVIS. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC219/17 HR Panel update – TO BE HELD IN CAMERA**

At 20:33 Chair called for a proposal for the meeting to go into camera for a discussion relating to staff issues.

**PROPOSED FOR THE MEETING TO GO INTO CAMERA FOR A DISCUSSION RELATING TO STAFF ISSUES. PROPOSED BY CLLR HART. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.**

At 21:30 Chair called for a proposal to come out of camera and resume the meeting.  
**PROPOSED TO COME OUT OF CAMERA AND RESUME THE MEETING. PROPOSED BY CLLR HART. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.**

**At 21:31 Chair closed the meeting.**

# MELBOURN PARISH COUNCIL

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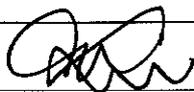
Review Date: Feb 2018

## MELBOURN PARISH COUNCIL DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. You should refer to the accompanying 'Dispensations Guidance'. If you need any help completing this form please contact the parish clerk.

Your name	JOHN TRAVLS
The business for which you require a dispensation (refer to agenda item number if appropriate)	To vote for the Hub Management to act as the Agent Seeking Planning Consent to extend the Hub building
Details of your interest in that business	I am Chair of the Community Hub Trustee and Director group
Date of meeting or time period (up to 4 years) for which dispensation is sought	26 March 2018
Dispensation requested to participate, or participate further, in any discussion of that business by that body	<input checked="" type="radio"/> Yes <input type="radio"/> No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	<input checked="" type="radio"/> Yes <input type="radio"/> No
Full reasons why you consider a dispensation is necessary (use a continuation sheet if necessary)	Extending the Hub building is an important material charge, affecting both Hub and Council. It will benefit both organisations to have an informed discussion. I am otherwise conflicted.

Signed:



Dated:

26 March 2018

**Please give your completed form to the parish clerk. You will receive written notification of the parish council's decision within 5 working days of the decision.**

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

macintosh hd:users:emily:library:containers:com.apple.mail:data:library:mail downloads:3bc88186-f9c8-4851-a64f-ac9773988fd2:document 3.06 melbourn parish council - dispensation procedure guide for parish councils.docx Page 5

# MELBOURN PARISH COUNCIL

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Clerk:  
Melbourn Parish Council  
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30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

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

Please note: New Parish Office opening hours:  
**Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00**  
Alternatively, please call to arrange an appointment.

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Cllr J Travis  
Lamorna  
16 Cambridge Road  
Melbourn  
Cambridgeshire  
SG8 6HA

23 March 2018

Dear John

## **Request for Dispensation : Meeting 26 March 2018**

Thank you for completing the Request for Dispensation Form with regard to Agenda item PC206/17 to be discussed at the Parish Council meeting on 26 March 2018. I can confirm that your Request for Dispensation to participate and vote in the discussion is granted.

Kind regards



Claire Littlewood  
Assistant to the Parish Clerk

**Melbourn Parish Council**  
**Minutes of the Meeting held on Monday 26 February 2018**  
**at Melbourn Community Hub at 7.30 pm**

Present: Councillors Norman (Chair), Clark, Cowley, Gatward, Hart, Porter, Sherwen, Siva and Travis

In attendance: County Cllr Van de Ven, District Cllr Hales, Ms G Van Poortvliet (RFO), 8 members of the public, and Mrs A Griffiths (Minutes Secretary, LGS Services).

The Chair indicated that the order of business would be varied at times throughout the meeting and the items are minuted in the order in which they were taken.

**PC166/17 To receive any apologies for absence**

Apologies had been received from Cllrs Kilmurray and Buxton (personal reasons).

**PC167/17 To receive any Declarations of Interest and Dispensations**

**PC168/17 a) To receive any Declarations of Interest from councillors on items on the agenda**

Cllr Travis declared an interest in the payment for the Hub licence fee and in PC179/17 regarding the planning application on behalf of the Community Hub, as a Director of the Community Hub.

Cllr Porter declared an interest in PC179/17 relating to the Community Hub.

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

None.

**c) To grant any requests for dispensation as appropriate**

None.

**PC169/17 To approve the minutes of the Parish Council Meeting 22 January 2018 – Appendix A**

RESOLVED the minutes of the meeting of 22 January 2018 be approved and signed by the Chair, after the following amendment: item 158/17a) to read “The Chair of the HR Panel noted that the HR Panel had recently met,” and delete “but no report was available at this time.” The numbering had been corrected.

Proposed by Cllr Hart, seconded by Cllr Cowley. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Norman, Cowley and Gatward. Abstention: Cllr Siva who had not been present at the meeting on 22 January.

Cllr Van de Van arrived during this item at 7.35 pm.

**PC170/17 To report back on the minutes of the Parish Council Meeting 22 January 2018**

RESOLVED to note the following:

PC154/17: The online payment forms had been sent off to Unity Trust Bank.

PC159/17: The S106 forms had been completed and submitted.

PC163/17 and 164/17: The Assistant Clerk had made the amendments to the policies.

PC165/17: Cllr Norman has prepared a job specification for the Pavilion Cleaner.

**PC171/17 To approve the minutes of the Extraordinary Parish Council Meeting on 12 February 2018 – Appendix B**

RESOLVED the minutes of the extra-ordinary meeting of 12 February 2018 be approved and signed by the Chair.

Proposed by Cllr Travis, seconded by Cllr Siva. In favour: Cllrs Porter, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward. Abstention: Cllr Hart.

- PC172/17 To report back on the minutes of the Extraordinary Parish Council Meeting on 12 February 2018**  
Nothing to report.
- PC173/17 Public Participation**  
A resident commented on the funding request and proposed application by the Hub Management for a capital grant towards improvements to the building.  
Another resident stated that extra rooms were needed.  
A member of the public queried the amount of Parish Council budget for the Hub and expressed concerns that this included expenses that should be met by the Hub. He felt that the application was being rushed to meet the deadline, incurring Parish Council expenditure on the application without certainty as to the outcome.  
A member of the public expressed concerns at the potential congestion from the proposed diversion of A10 traffic through the village in June while works are carried out to the bypass.  
Standing orders were reinstated at 7.50 pm.
- PC174/17 To receive a report from County Cllr Van de Ven – Appendix C**  
County Cllr Van de Ven's previously circulated written report was taken as read.
- PC175/17 To receive a report from District Cllrs Barrett and Hales – Appendix D**  
District Cllr Hales circulated and spoke to his written report, which covered:
- The Community Sweeper initiative
  - The SCDC Council Tax figures.
  - Refuse collections
  - Planning applications and pressure on the Planning department
  - The Local Plan.
  - Developments in Melbourn. The Countryside PLC application for 160 houses had been refused by SCDC. In response to a query, Cllr Hales explained that in the event of an appeal, if the Local Plan was approved before an appeal was concluded, all outstanding applications not included in the Plan would lapse.
  - District elections on 3 May and Ward Boundary changes.
- PC176/17 To receive the Clerk's report – Appendix E**  
The Clerk's report was noted.
- PC177/17 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 February 2018 – Appendix F**  
Cllrs Porter and Travis, having previously declared an interest in the payment for the Hub licence fee, left the meeting at 7.55 pm.  
RESOLVED the expenditure as detailed in the February 2018 approval list, be approved for payment, plus payments of £24.41 to Norburys (Pool table) and £83.74 to Cambridge Water (Pavilion water) which had been paid but not previously approved. Proposed Cllr Cowley, seconded by Cllr Sherwen. In favour: Cllrs Sherwen, Hart, Clark, Siva, Norman, Cowley and Gatward.  
Cllrs Travis and Porter re-joined the meeting at 7.58 pm.
- PC178/17 To receive monthly finance reports – Appendix G**  
The Chair reported that the RFO would attend meetings on a quarterly basis in future. Members are to send any queries or comments to the RFO if she is not present. Thanks were extended to Ms Van Poortvliet for all her hard work. Members appreciated the monthly report and were happy for it to continue in its present format. Ms Van Poortvliet spoke to the report and highlighted the following:

- The report showed actuals as at ten months. A small surplus of approximately £1200 - £1300 was anticipated at the financial year end.
- The originally forecast surplus of £12,000 for FY2017/18 and budgeted contribution to reserves at the year end was unlikely to be achieved due to variations in income and expenditure headings, as a result of insufficient information when the current year's budget was set. This was expected to be resolved for the next financial year.
- Increased expenditure had occurred in the areas of salaries, legal fees, Parish Office costs, the Community Hub, car park rates, and cemeteries, where some costs had been unbudgeted.
- The RFO reported on the bank balances.
- VAT returns will be made quarterly in future.

RESOLVED to accept the financial report. Proposed Cllr Clark, seconded by Cllr Hart. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

On a proposition by the Chair, the order of business was varied.

**PC195/17 To receive update on negotiations with regard to Littlehands rent increase**

Cllr Clark reported on a meeting with the tenants. It is proposed that the new tariff is to be introduced as from 1 February 2018. The copies have been sent for engrossment. RESOLVED to approve the commencement of the lease and the increased rent of £26,000 from 1 February 2018. Proposed Cllr Clark, seconded Cllr Travis. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC181/17 To discuss and consider diversion of traffic from the A10 through the village**

RESOLVED, following a discussion in which concerns were expressed about the potential gridlock resulting from A10 traffic being diverted through the village, particularly in the light of parked vehicles in the High Street, vehicles delivering to the two stores, and turning traffic, that the Parish Council ask County Cllr Van de Ven to seek feedback from Highways as to how these issues would be dealt with, and to defer a response until this information was known. The Parish Council is to contact Cllr Van de Ven by email with its views. Cllr Van de Ven left the meeting.

**PC179/17 To consider a request from the MCHMG to prepare a Planning Application to extend the footprint of the building and to seek grant funding by way of capital money from Garfield Weston**

RESOLVED that Cllrs Travis and Porter should remain present to answer questions but not to vote or contribute to the discussions.

The background to the request was outlined. The principle of supporting a planning application had previously been discussed in the light of potential S106 income, but the subsequent refusal of the Cambridge Road planning application would result in a shortfall of S106 funds. However, the opportunity had now arisen for a capital grant application from the Garfield Weston Foundation and the Hub Management intended to apply for 100% funding.

The Parish Council expressed concerns about the future financial implications for the Council as landlords:

- It was not known whether the capital fund covered the building only or also the costs of fitting it out. There could therefore be additional costs.
- If the application was unsuccessful or less than 100%, there was uncertainty as to how the shortfall would be covered. There was no guarantee of the successful completion of the project or of funding future repairs.

- It was acknowledged that the proposal did not address all the issues, such as the need for the kitchen to be larger.
- Whilst there was demand for extra meeting facilities, there was no evidence or costings of the revenue this would provide, and there would be a short-term negative impact on revenue during building works.

The Parish Council asked how the improvements would affect the building's ability to serve the community. The Hub hoped to extend services and provide room space to meet high demand.

It was stressed by the Hub that this was a rare opportunity to bid for funding, and the plans would need to be drawn up by mid March for approval by the end of June to meet the deadline.

A public consultation had yet to take place.

Questions were asked about the scope for expansion, as there were limitations on extending the building, and whether the Parish Council could recover its outlay from solar money if the grant application was unsuccessful.

RESOLVED to support the Management Group in principle in its planning application to Garfield Weston Foundation. Proposed by Cllr Clark, seconded by Cllr Hart. In favour: Cllrs Gatward, Hart, Sherwen, and Clark. Against: Cllrs Siva, Norman and Cowley. Cllrs Travis and Porter did not participate in the vote. Proposal carried.

A proposal that the Parish Council agrees to fund the payment of £3,100.00, from a source to be decided at a future time, to meet the cost of preparing drawings and the payment of fees for the planning and grant applications, as set out in the Management Group's proposal, was defeated. Proposed by Cllr Gatward, seconded by Cllr Clark. In favour: Cllr Gatward, Cllr Clark. Against: Cllrs Norman, Siva, Hart and Cowley. Abstention: Cllrs Sherwin. Cllrs Travis and Porter did not participate in the vote.

The Parish Council was asked whether the Hub had the Council's approval to proceed, should it decide to raise the funds itself. The Parish Council expressed its agreement in principle to this, but given the questions raised, the request would need further consideration by the Parish Council when it was known what the application would involve, and details were provided of the consequential financial implications, such as additional financial requirements for fees, equipment, rates, etc, which had not been discussed, and which the Parish Council would need to know before entering into any large projects.

District Cllr Hales left the meeting at 9.18 pm.

**PC180/17 To consider whether to adopt the spur road in the Victoria Heights development leading to New Road Cemetery**

On a proposition by the Chair, at 9.20 pm the meeting was briefly suspended to enable the developer to speak. He provided copies of the original Land Registry transfer and expanded on his view that the Parish Council should maintain the section of road, which was being built to a high standard. The meeting resumed at 9.27 pm. RESOLVED to defer this item to the next meeting.

On a proposition by the Chair, the order of business was varied.

**PC192/17 To discuss and agree Policy and Procedure for Appointment and Management of Contractors – Appendix H**

RESOLVED to approve the Policy and Procedure for the Appointment and Management of Contractors as circulated. Proposed by Cllr Hart, seconded by Cllr

Porter. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC188/17 To discuss and agree Invitation to Quote: Melbourn Cemeteries – Appendix I**

Cllr Travis reported on changes to the contracts which will now be on the basis of monthly visits made and subject to a monthly invoice.

RESOLVED to adopt the document Invitation to Quote: Melbourn Cemeteries, subject to an amendment to reflect the fact that there are four cemeteries in the village. Proposed by Cllr Sherwen, seconded by Cllr Siva. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC189/17 To discuss and agree Invitation to Quote: Grass Cutting – Appendix J**

Cllr Travis reported that the scope of the contract covered only grass cutting and that hedge cutting and shrub maintenance had been removed from the specification.

RESOLVED to adopt the document Invitation to Quote: Melbourn Grass Cutting, as circulated. Proposed by Cllr Siva, seconded by Cllr Clark. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC190/17 To discuss and agree Invitation to Quote: General Maintenance – Appendix K**

Cllr Travis reported on changes to the basis of the contract, namely that the contractor should consult the Clerk before work is carried out to seek confirmation on the work to be done.

RESOLVED to adopt the document Invitation to Quote; Melbourn General Maintenance, as circulated. Proposed Cllr Clark, seconded Cllr Gatward. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC182/17 To approve repair works to be carried out by Wicksteed to play areas at Clear Crescent and The Moor**

RESOLVED to accept the quotation from Wicksteed for repair works at the Clear Crescent play area, for the sum of £1425.78 plus VAT. Proposed by Cllr Travis, seconded by Cllr Clark. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

RESOLVED to accept the quotation from Wicksteed for repair works at The Moor play area, for the sum of £1869.50 plus VAT. Proposed by Cllr Clark, seconded by Cllr Porter. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC183/17 To discuss and agree quotes for cutting back Leylandii at Thatcher Stanfords Close**

RESOLVED to accept the quotation from Herts and Cambs Ground Maintenance Ltd for the sum of £170.00 plus VAT. Proposed by Cllr Gatward, seconded by Cllr Cowley. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

**PC191/17 To discuss and agree Policy and Procedure for Parish Estate – Safety Inspections – Appendix L**

Cllr Travis reported that the Wardens carry out weekly inspections. The Maintenance Working Party had agreed to carry out a risk assessment on the different areas and to provide a schedule for the Wardens to follow, prioritised according to risk. Residents should continue to report issues.

RESOLVED to adopt the document Policy and Procedure for Parish Estate – Safety Inspections, as circulated. Proposed by Cllr Hart, seconded by Cllr Sherwen. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.

- PC185/17 To discuss and approve the final recommendation of the Phase 1 Car Park report**  
 Cllr Norman reported that no further information from Phase 2 was available to pass on to solicitors to look into the possibility of legal redress.  
 A suggested proposal that the Parish Council should seek legal advice about the possibility of seeking legal action against the contractor was not proposed or seconded. The proposal fell and the Parish Council will not pursue this further.
- PC184/17 To review and discuss whether the list of in camera minutes can be released to the public – relating to the Grievance and Car Park Project**  
 RESOLVED to defer this item to the March meeting.
- PC186/17 HR Panel Update**  
**a) Lone-working Policy – proposal for adoption – Appendix M**  
 RESOLVED to adopt the Lone Working Policy, after an amendment to include all staff within its scope. Proposed by Cllr Clark, seconded by Cllr Hart. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- b) Recruitment: Parish Clerk**  
 Cllr Hart reported that Simon Crocker had been appointed as Parish Clerk, commencing on 3 April. Mr Crocker will be meeting with the RFO and Assistant Clerk to take matters forward.
- c) Updates to contracts: Holiday entitlement**  
 Cllr Hart reported that the updates had been finalised and would be in place for the new Clerk.
- PC187/17 Cemeteries update:**  
**a) To agree changes to burial charges – Appendix N**  
 RESOLVED to adopt the charging structure as circulated following an amendment that the fees for children of six months to one year should be free of charge rather than half fees.  
 RESOLVED to make the following amendment to the Cemetery Rules and Regulations: Under Clause 6b, to add after “the initial interment,” the wording “this equates to a double depth plot. Please refer to Burial Charges Information Sheet.”
- b) To agree changes to Rules and Regulations (music)**  
 RESOLVED to amend the Cemetery Rules and Regulations, to add the following wording in the existing Regulations under Section 4, referring to paragraphs b, c, d and e: “Quietly performed music may be allowed at the graveside or memorial headstones.” Proposed by Cllr Travis, seconded by Cllr Siva. In favour: Cllrs Porter, Hart, Sherwen, Clark, Travis, Siva, Norman, Cowley and Gatward.
- c) To agree purchase and installation of new memorial bases for New Road cemetery**  
 RESOLVED, given that there were no quotations for installation costs, to defer this item to the next meeting.
- d) To agree purchase and planting of replacement trees for New Road cemetery**  
 RESOLVED to defer this item to the next meeting.
- PC193/17 To discuss and agree Community Facilities and Services: Equal Opportunity for Access Policy**  
 RESOLVED to defer this item to the next meeting.
- PC194/17 To discuss and agree the Risk Assessment for the Pavilion**

RESOLVED to defer this item to the next meeting.

There was no further business and the meeting closed at 10:23 pm.

Signed .....Chair .....date

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DRAFT

## **Melbourn Parish Council, March 2018**

**Charging for services:** You'll see in my reports that there are various services for which the council is initiating a new charging system – that is a direct outcome of depleted coffers, and charges are simply a different drain on the taxpayer.

**Charges for Cambs library computers internet usage:** A new charging system will be put in place for usage of library computers, in order to raise revenue – a controversial decision that did not receive everyone's vote. It will cost £18,800 for software installation to create the system, and we know that people using library computers to look for work will be disadvantaged. Charges will not apply if searching on [gov.uk](http://gov.uk) (including universal jobmatch on [gov.uk](http://gov.uk) site) or the council website, but if you are searching for job opportunities more generally, doing research on job openings or emailing firms, you will be paying a fee. And in order to maintain many benefits, you have to look for and apply for jobs - this is now done mainly online.

There are many questions as to how all this will work, and how strictures governing searches will be implemented: It will be almost impossible for the charging system and the staff to tell whether a particular job-search activity is related to a benefits application or not. The more exemptions are created to try and make the policy less offensive, the less revenue is created and one reaches the point very quickly where one has to ask "why bother to charge at all?" A motion was brought to the March County Council meeting to do away with the charge, which I supported, but this was lost.

**Children's Centre update** Still nothing to report.

**Pot holes – motion to council:** I get many, many reports about pot holes. You will know that pot holes need to reach 'statutory intervention levels' before they can be treated. At the 20 March full council meeting I supported a motion to take strategic initiative in augmenting funding to deal with highways maintenance, as the current situation is one of 'managed decline.' To the surprise of many people, the reaction of the chairman of the Highways Committee was that the current state of the roads is simply a bit of end-of-winter nuisance; and that Cambridgeshire is 'the leader' in the East of England in dealing with its roads, doing a very good job. Our highways officers do a tremendous job in very difficult circumstances. But the state of our roads and paths is terrible and getting worse. The motion was lost.

**Community Sweeper:** The volunteers will shortly be out driving the sweeper, starting with the A10 path. Due to purdah there will be no publicity.

**Date for A10 resurfacing:** Thank you for your response on preferred arrangements – the work has been scheduled for the weekend of June 2-3, therefore avoiding the weekend of the Melbourn Fete.

**Flood avoidance tour:** I've arranged with Highways for another Flood Avoidance tour to take place on 10 April, 11AM, starting out from the Hub. Last year we opened up this group to any interested parish councillors and residents, and this would be very welcome again. The tour will take about two hours. I would be grateful if any flooding and drainage concerns are emailed to the clerk in good time (if that is OK) so that we can map out a schedule of sites to visit. The purpose is to work with Highways to understand the network and identify urgent preventive works, which may be simple to carry out.

**Defibrillators:** The East of England Ambulance Service recently attended the County Council Health Committee and applauded the rollout of defibrillators in many parishes. They advise that it would also be very good to appoint more 'Community First Responders' – professionally trained people in the community. I've asked for more information and will circulate as soon as I have it.

**Meldreth, Shepreth and Foxton Rail User Group AGM and meeting, 4 April:** This will take place at Foxton Village Hall Pavilion, from 7:30-9:00PM. All welcome. One of the most important jobs is that of optimizing access from neighbouring villages.

**Cam Vale Bus User Group meeting 18 April:** Our meetings rotate between Bassingbourn and Meldreth, which is where most passengers for the 127 bus service board and alight. Our next meeting on 18 April will take place at Elin Way Meldreth Sheltered Housing Community Room from 7:30-9:00PM. Royston and District Community Transport have kindly offered to provide lifts from Bassingbourn to Meldreth.

**A10 Corridor Cycling Campaign meeting 11 April, 7:30:** At Harston Recreation Ground Pavilion.

## **THE CLERK'S REPORT**

### **26 MARCH 2018**

#### **1 Proposed diversion from the A10 through the village**

Following discussion at the Parish Council meeting on 26 February 2018, County Cllr van de Ven raised various concerns with Martin Gowler at County Highways. His response was circulated to Cllrs and views were invited by email to avoid any delay in coming to a decision – Appendix 1.

It was agreed by Cllrs to request that the works are carried out over a weekend so that any delays to work scheduled to be done on a Saturday could roll over to the Sunday if necessary. It was also agreed that County Highways should take responsibility for communicating with residents and local businesses. Further information will follow when available.

#### **2 199 Houses development, New Road**

Concern has been raised about commencement of works at the site of the 199 Houses development on New Road. District Cllr Hales has been in contact with SCDC to request a Stop Notice be issued to prevent further work on site. SCDC have confirmed that a Temporary Stop Notice was issued on Wednesday, 21 March stopping all work on site for a period of 28 days. SCDC Officers have notified Hopkins Homes of this. The Stop Notice should allow officers and company officials time to have all the required paperwork signed off and agreed prior to the recommencement of works.

#### **3 Car park at The Moor**

Concern has been raised regarding the number of cars parked in the carpark at The Moor playpark / Littlehands outside of business hours. There is discussion about putting up new signs which will make it clear that the carpark will be locked after 20:00 during the summer months. Any cars still parked in the carpark after 20:00 will be locked in until the gates are unlocked the next day. The quote for the signage will be discussed at tonight's meeting.

#### **4 Safety inspections for playparks**

We are required to have annual safety inspections of all our playpark equipment. Play Safety are RoSPA accredited and we have asked them to carry out the annual inspections for the play areas at The Moor and Clear Crescent. Our inspections will take place in April/May 2018 – date to be confirmed.

#### **5 Auditors**

The Parish Council will be appointing Canals to carry out our internal audit. Simon Crocker, the new Clerk, will oversee this. PFK Littlejohn will be appointed to carry out our external audit following the financial year end. Gabby, our RFO will coordinate this.

#### **6 Signs for local events**

- **MADS**

MADS will be displaying signs in the centre of the village from 24 March to 22 April in the centre of the village to promote a charity fundraising event.

- **Melbourn Primary School Summer Fayre**

The Primary School will be displaying signs in the centre of the village and at the entrances to the village from the A10 from 15 June to 8 July 2018 to promote their summer fayre.

Dear Martin

The subject has now been discussed at Melbourn PC. People understood the reasons for asking if a diversion through the village could be considered but raised these questions/concerns. If you can let me have your responses, I will email them to the PC, and then we'll gauge the consensus via email and let you know very shortly.

1. Melbourn like most places is much busier than a few years ago and there are now serious points of congestion. How would these two issues be dealt with?

At High Street shops (Spar and Coop) where deliveries are made during the day time, including Saturdays **In situations like this, our approach would be to speak to the manager and request that deliveries are kept to an absolute minimum, and where possible, not at all on the day of operations.**

In the High Street between the cross lights and Back Lane - it is often not possible in quiet times for two cars to pass each other at narrow points where there is on-street residential parking, and no alternative residential parking. **We will be putting out advanced warning signs and would be happy to letter drop residents along the affected area to request their assistance by not parking on the road. We can also explain that we are attempting to minimise disruption by shortening the length of the works.**

2. How would Bury Lane Farm Shop do its Saturday trade if the A10 is totally blocked off? **Access will be maintained when possible, but as with most Highway works, delays are going to be likely. We can position special signage for this purpose if required.**

3. Would there be an assurance of a one day working time? **Surface Dressing operations are weather dependent, that is why the contractor would be looking to do the work on a Saturday, so that the Sunday can be used if the weather hampers operations. So an assurance of one day can only be made if the weather is good and there are no breakdowns of plant.**

4. If the option of the five-day A10 traffic light system is the preferred option, could there still be some traffic management for Melbourn (and possibly Shepreth and Meldreth) given that some natural spillover would likely take place with sat navs picking up road works alerts? And could there be a notice at the M11 and A505 Cambridge/Royston ends warning drivers to use the A505 to connect instead? **With the permission of Herts CC, it is our intention to position electronic signs warning of the works and potential delays 7 days in advance. If we are **not** actually closing the road, we would not instruct traffic to follow any particular route; and would not provide any traffic management other than that which is required to carry out the work operations.**

The contractor's request to close the bypass for this section of work, is an effort to speed up the work and reduce inconvenience to the area in general. This will in turn reduce delays to businesses and residents.

Please let me know if any of these points need further explanation.

Many thanks.

Best wishes,

Susan

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2248	BACS1803 28AASS	£315.00	£0.00	£315.00	22/03/18	Allotment Association - Insurance Premiums - allotment holders	£315.00
		£320.00	£0.00	£320.00		Allotment Association - Total	
2212	BACS1803 28AOS	£78.36	£13.06	£65.30	28/02/18	AOS Online - Copier paper	£78.36
		£78.36	£13.06	£65.30		AOS Online - Total	
2232	BACS1803 28BW	£100.00	£0.00	£100.00	26/01/18	Barnaby Wolf Electrical - New fan for disabled toilet - Hub	£100.00
		£100.00	£0.00	£100.00		Barnaby Wolf Electrical - Total	
2230	BACS1803 28BT	£48.84	£8.14	£40.70	08/03/18	British Telecom - Broadband subscription for car park	£48.84
		£48.84	£8.14	£40.70		British Telecom - Total	
2228	BACS1803 28CAM	£25.00	£0.00	£25.00	08/03/18	Cambourne Parish Council - GDPR training 13th Mar 2018 Simon Crocker and Julie Norman 1 x £15 1 x £10	£25.00
		£25.00	£0.00	£25.00		Cambourne Parish Council - Total	
2206		£615.00	£0.00	£615.00	13/02/18	Cambridge Fencing And Forestry Company - Supply and fit gates and fence at Littlehands Nursery	
		£615.00	£0.00	£615.00		Cambridge Fencing And Forestry Company - Total	

Signature  
Date

Signature

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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
2224	DD180315E ON	£485.33	£80.89	£404.44	01/03/18	e.0n - Electricity bill for car park workshop actual 01Feb to 01 Mar 2018	
2225	DD180315E ON	£8.36	£0.40	£7.96	28/02/18	e.0n - Electricity Bill Orchard Rd Cemetery 28th Jan to 28th Feb 2018	£493.69
2234	DD180319E ON	£8.62	£0.41	£8.21	02/03/18	e.0n - Electricity charges Littlehands store 28/01/18 to 01/03/18	£8.62
2233	DD180319 ON	£8.44	£0.40	£8.04	02/03/18	e.0n - Electricity for Old Rec 26/01/18 to 01/03/18	£8.44
2238	DD180323E ON	£407.06	£67.84	£339.22	08/03/18	e.0n - Electricity charges Pavilion 4 Feb 18 to 7 Mar 18 actual	£407.06
		£917.81	£149.94	£767.87	e.0n - Total		
2217	BACS1803 28ESPO	£115.80	£19.30	£96.50	23/02/18	ESPO - Vacuum cleaner - Henry tub red	
2218	BACS1803 28ESPO	£34.28	£5.71	£28.57	22/02/18	ESPO - Stationery for Parish Office - key cap, wall clock, refuse sack	£150.08
		£150.08	£25.01	£125.07	ESPO - Total		
2222	BACS1803 28GL	£26.11	£4.35	£21.76	27/02/18	Glassblade Ltd - Search WP plugin - website one year	£26.11
		£26.11	£4.35	£21.76	Glassblade Ltd - Total		
2205	BACS1803 28GL	£654.48	£109.08	£545.40	22/02/18	Groupbridge Ltd - Repair to leak at Melbourn Allotments	£654.48
		£654.48	£109.08	£545.40	Groupbridge Ltd - Total		
2245	BACS1803 28H&CGM	£906.00	£151.00	£755.00	21/03/18	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance for MAR 2018	
2246	BACS1803 28H&CGM	£1,656.41	£276.07	£1,380.34	21/03/18	Herts And Cambs Ground Maintenance Limited -	£2,562.41
		£2,562.41	£427.07	£2,135.34	Herts And Cambs Ground Maintenance Limited - Total		

Signature

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Date

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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
Various	BACS1803 28	£3,252.60	£0.00	£3,252.60	22/03/18	Staff salaries plus HM Revenue & Customs Tax and National insurance Mar 18	£3,252.60
2215	BACS1803 28HH	£922.09	£0.00	£922.09	23/02/18	Hundred Houses Society - Sinking Fund/management fee Hub building	£922.09
		£922.09	£0.00	£922.09		Hundred Houses Society - Total	
1609	BACS1803 28ICLTD	£10,349.41	£1,724.90	£8,624.51	31/03/17	Interserve Construction Ltd - outstanding retention fee for car park	£10,349.41
		£10,349.41	£1,724.90	£8,624.51		Interserve Construction Ltd - Total	
2223	BACS1803 28LUCID	£95.40	£15.90	£79.50	01/03/18	LUCID Systems - Covered agreement April 2018, back-up, RFO email	£95.40
		£95.40	£15.90	£79.50		LUCID Systems - Total	
2219	BACS1803 28MDL	£1,286.40	£214.40	£1,072.00	04/03/18	MD Landscapes - Grass cut inners, verges, new areas, the Memorial Oct/Nov	£1,286.40
		£1,286.40	£214.40	£1,072.00		MD Landscapes - Total	
2241	BACS1803 28MRC	£480.00	£80.00	£400.00	16/03/18	MR Carter and Sons - Repair bridge in Stockbridge Meadows	£480.00
		£480.00	£80.00	£400.00		MR Carter and Sons - Total	
2211	DD180302N OW	£43.20	£7.20	£36.00	01/03/18	Now Pensions - Employer service charge for March 2018	£43.20
2199	DD180420N OW	£27.54	£0.00	£27.54	22/03/18	Now Pensions - Direct Debit pension contribution March 2018	£27.54
		£70.74	£7.20	£63.54		Now Pensions - Total	
2192	BACS1803	£55.98	£9.33	£46.65	22/02/18	Phillimore Garden Centre - 2 x rolls of wire for repairs	£55.98

Signature  
Date

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# Melbourn Parish Council

## Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice	Invoice date	Details	Cheque Total
2229	BACS1803 28PHIL	£43.23	£7.20	£36.03	01/03/18	Phillimore Garden Centre - 5 x chains, screws and wire netting	£43.23
		£99.21	£16.53	£82.68		Phillimore Garden Centre - Total	
2208	DD180323P WLB	£6,642.79	£0.00	£6,642.79	23/03/18	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	
2041	DD180301S CDC	£936.00	£156.00	£780.00	13/11/17	South Cambs District Council - Dog and litter bin collection 1 April 2017 - 31 March 2018	£936.00
2243	DD180303S CDC	£18.13	£0.00	£18.13	25/05/17	South Cambs District Council - direct debit trade refuse pavilion Feb 18	£18.13
		£954.13	£156.00	£798.13		South Cambs District Council - Total	
2210	BACS1803 28SGS	£16.80	£2.80	£14.00	28/02/18	Station Garage Services Ltd - Puncture repair Parish Van	
2247	BACS1803 28SGS	£86.40	£14.40	£72.00	20/03/18	Station Garage Services Ltd - New front tires - Parish Van	£103.20
		£103.20	£17.20	£86.00		Station Garage Services Ltd - Total	
2216	BACS1803 28TS	£881.36	£0.00	£881.36	28/02/18	Tim Stebbings - Litter picker 24 October 2017 to 3rd Feb 2018/bike service	£881.36
		£881.36	£0.00	£881.36		Tim Stebbings - Total	
2209	BACS1803 28UL	£60.00	£10.00	£50.00	22/02/18	Unlimited Logos - 2 x 3mm composite signs for New Road Cemetery	£60.00
		£60.00	£10.00	£50.00		Unlimited Logos - Total	
<b>Total</b>		£30,690.42	£3,032.65	£27,657.77			

### Items already paid:

2207	CHQ30019	£47.27		13/03/18	Cash	Cash to top up petty cash	£47.27
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### Petty Cash

2213	P506	£7.25	£0.00	£7.25	28/02/18	Post Office Ltd – recorded delivery for Little Hands Lease	
2226	P507	£10.00	£1.67	£8.33	07/03/18	Rontec – diesel for van	

Signature

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Date

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Melbourn Parish Council  
Financial Budget Comparison 01/04/17 to 28/02/18 (11 months)

	2017/18 Budget	Revised Budget (Forecast)	Actual (to 28/02/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£	£
<b>INCOME</b>					
<b>Conservation</b>					
Allotment Rent	1,700	2,293	2,167	467	593
Grass Cutting	3,849	3,849	3,849	-	-
<b>Total Conservation</b>	5,549	6,142	6,016	467	593
<b>Cemeteries</b>					
Burial Fees	1,401	3,695	3,520	2,119	2,294
<b>Total Cemeteries</b>	1,401	3,695	3,520	2,119	2,294
<b>Play &amp; Rec</b>					
Match Fees	-	2,300	2,054	2,054	2,300
Hire of Old Recreation Ground	-	190	190	190	190
Little Hands Nursery Rent	13,860	15,883	12,705	1,155	2,023
Pavilion	-	1,000	934	934	1,000
<b>Total Play &amp; Rec</b>	13,860	19,373	15,883	2,023	5,513
<b>Finance &amp; General Purpose</b>					
Precept	205,033	205,713	205,713	680	680
Bank Interest - Business No Notice	-	9	9	9	9
Bank Interest - Melbourn Community Hub	-	2	2	2	2
Re-imbursments	-	14	14	14	14
Miscellaneous Income	-	850	776	776	850
Photocopying	-	31	31	31	31
Insurance Claims	-	782	782	782	782
FIT payments	-	1,014	1,014	1,014	1,014
Celebrating Ages	-	-	-	-	-
<b>Total Finance &amp; General Purpose</b>	205,033	208,414	208,340	3,307	3,382
<b>Melbourn Area Youth Development</b>					
MAYD Contributions from Partner Parishes	1,050	3,339	450	600	2,289
Bank Interest	-	2	2	2	2
<b>Total MAYD</b>	1,050	3,341	452	598	2,291
<b>Community Benefit</b>					
Community Benefit	37,500	39,216	39,216	1,716	1,716
<b>Total Community Benefit</b>	37,500	39,216	39,216	1,716	1,716
<b>Section 106</b>					
Bank Interest - S.106	-	7	7	7	7
<b>Total Section 106</b>	-	7	7	7	7
<b>Total Income</b>	264,393	280,188	273,433	9,040	15,795

EXPENDITURE	2017/18 Budget	Revised Budget (Forecast)	Actual (to 28/02/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£	£
<b>Conservation</b>					
Allotments	-	2,050	1,078 -	1,078 -	2,050
Conservation	-	1,370	1,173 -	1,173 -	1,370
Grass Cutting - verges	4,000	5,521	4,449 -	449 -	1,521
Public Open Space	-	2,560	2,347 -	2,347 -	2,560
<b>Total Conservation</b>	4,000	11,501	9,047 -	5,047 -	7,501
<b>Cemeteries</b>					
Cemetery	17,863	16,148	14,848	3,015	1,715
<b>Total Cemeteries</b>	17,863	16,148	14,848	3,015	1,715
<b>Play &amp; Rec</b>					
Play Areas and Recreation	22,283	21,790	16,390	5,893	493
<b>Total Play &amp; Rec</b>	22,283	21,790	16,390	5,893	493
<b>Finance &amp; General Purpose</b>					
Petty Cash Expenditure	1,300	900	781	519	400
Audit and Legal Fees	1,500	5,461	2,961 -	1,461 -	3,961
Wardens - wages and materials	36,500	24,245	22,408	14,092	12,255
Hire of Centre for Meetings	-	271	271 -	271 -	271
Insurances	-	5,019	9,432 -	9,432 -	5,019
Membership of Societies	980	850	667	313	130
Celebrating Ages	-	-	-	-	-
Parish Clock	180	327	327 -	147 -	147
Parish Office - IT, photocopier, stationery, rent, litter-picker	16,495	13,700	21,217 -	4,722	2,795
Salaries - Parish Office staff (plus pensions)	33,369	34,750	32,867	502 -	1,381
Sundry Expenses	-	600	532 -	532 -	600
Training	1,500	2,300	2,059 -	559 -	800
Tax & NI	-	14,000	13,489 -	13,489 -	14,000
Pension scheme service charge	-	432	432 -	432 -	432
Bank Charges - Current Account	-	150	100 -	100 -	150
Bank Charges - Sinking Fund	-	22	22 -	22 -	22
Community Hub - grant & expenses	14,500	22,400	21,130 -	6,630 -	7,900
PWLB Community Hub - interest	16,521	28,895	28,895 -	12,374 -	12,374
PWLB Community Hub - capital	16,434	4,059	4,059	12,374	12,374
PWLB Car Park - interest	8,000	6,821	4,113	3,887	1,179
PWLB Car Park - capital	8,945	10,067	6,131	2,814 -	1,122
Sinking Fund	-	-	-	-	-
Election costs	1,500	-	-	1,500	1,500
<b>Total Finance &amp; General Purpose</b>	157,723	175,269	171,894 -	14,171 -	17,546
<b>Planning</b>					
Community Development	1,500	-	-	1,500	1,500
Village Car Park - Rates & Maintenance, Utilities	6,600	14,553	13,048 -	6,448 -	7,953
<b>Total Planning</b>	8,100	14,553	13,048 -	4,948 -	6,453
<b>Highways</b>					
Highways and Footpaths	2,600	-	-	2,600	2,600
Street Lighting	1,500	1,300	-	1,500	200
<b>Total Highways</b>	4,100	1,300	-	4,100	2,800
<b>MAYD</b>					
MAYD Youth Club	-	15,623	15,623 -	15,623 -	15,623
Melbourn Fete	-	10	10	10	10
<b>Total MAYD</b>	-	15,613	15,613 -	15,613 -	15,613
<b>Community Benefit</b>					
Community Benefit Donations	37,500	25,786	20,344	17,156	11,714
<b>Total Community Benefit</b>	37,500	25,786	20,344	17,156	11,714
<b>Total Expenditure</b>	251,569	281,960	261,184 -	9,615 -	30,391

**TOTAL INCOME AND EXPENDITURE**

	2017/18 Budget	Revised Budget (Forecast)	Actual (to 28/02/18)	Balance (cf Budget)	Variance (Forecast vs Budget)
	£	£	£	£	£
Total Income	264,393	280,188	273,433	9,040	15,795
Total Expenditure	251,569	281,960	261,184	9,615	30,391
<b>Total Net Balance</b>	<b>12,824</b>	<b>1,772</b>	<b>12,249</b>	<b>575</b>	<b>14,596</b>
<b>Excluding MAYD, Celebrating Ages and Community Benefit</b>					
Income	225,843	237,631	233,765	7,922	11,788
Expenditure	214,069	240,562	225,227	11,158	26,493
<b>Net Balance excluding MAYD, Celebrating Ages &amp; Community Benefit</b>	<b>11,774</b>	<b>2,930</b>	<b>8,539</b>	<b>3,235</b>	<b>14,704</b>

**Adjustments - (Non-cash reserve movements)**

MAYD Reserve - charge for Pavilion Hire (8 mnths)	1,533
Community Grant - Meldreth short story group photocopying	30
Asset Management Reserve - Hub replacement dishwasher	2,824
Election Costs Reserve (unspent - moved to a reserve)	(1,500)
Adjusted forecast at 31 March 2018	<b>(43)</b>

**FINANCIAL REPORT - 11 MONTHS TO 28 FEBRUARY 2018**

The figures above have been produced by the Parish Council's accounting system. The actual figures show received income and paid expenses only. These will need to be adjusted at the financial year end to include income due but not yet received, commitments not yet paid and payments made in advance relating to the following year (Income and Expenditure accounting basis). Estimates for these adjustments have been included in the Revised Budget (forecast) column figures.

At the 11 month stage there is a surplus of income over expenditure of £12,249 although, once estimated commitments for the remainder of the financial year are taken into account, there is forecast deficit at 31st March 2018 of £1,772. The 2017/18 budget was for a surplus of income over expenditure of £12,824, enabling a £9,000 contribution to the Asset Management Reserve and a £3,000 contribution to the General Reserve.

Figures in the accounting system include income and expenditure for MAYD, Community Benefit and Celebrating Ages as this goes through Melbourn Parish Council's bank accounts but is then allocated to separate reserves. However, this income and expenditure is not the Parish Council's and does not form part of the Parish Council's budget. Once these figures have been stripped out, as shown in the figures in the grey shaded box above, the adjusted values show a surplus of £8,539 at 28th February 2018 and a forecast deficit of £2,930 at 31st March 2018. After further adjustments for any items which have been taken through reserves the forecast is for a small deficit, at the year end, of £43 - essentially a break-even position.

**Changes since previous report (31st January 2018)**

In the report at 31st January 2018, the forecast was for a small surplus of £1,272 but there have been some significant changes in both forecast income and expenditure since then. Forecast income has increased by approximately £2,600 mainly due to agreement of a higher rent for Little Hands Nursery, effective from 1st February 2018 (new rent £26,000 p.a; previous rent £13,860 p.a.). However, this has been offset by a net increase in expenditure of around £4,000. The major reasons for the increase in expenditure are:

Repair of water leak at Melbourn allotments	£545
Repairs at Little Hands - emergency drain repair (£230) and replacement fence and gate around oil tank (£615)	£845
Verges grass cutting Oct/Nov 2017 (invoice not received until Mar 2018)	£1,072
Essential repair works to Parish Council mower	£350
Car park expenses - increase in electricity bill of c£500 due to running of workshop heaters for several weeks to dry out the car park floor, £210 to move the fire safe and a balance of £625 due on the final contractor's bill which is now payable as the issues with the workshop floor have been resolved (£8,000 accrued, £8,625 due)	£1,335
Cutting back of trees (approved at Parish Council meeting on 26th Feb 2018)	£170
Essential repair works to the playgrounds (approved at the PC meeting on 26th Feb)	£3,300
Prepayment of insurance premium Apr-Oct 2018 (income and expenditure accounting)	-£4,300

The figures will be subject to change over the next few weeks as the March 2018 figures are finalised. At this stage it looks like the Parish Council's General Reserve at 31st March 2018 will be broadly the same as it was at the beginning of the financial year. The Parish Council we not be able to make any contributions to the General Reserve or Asset Maintenance Reserve in 2017/18. The guidance is that Parish Councils should hold between 3 and 12 months Precept in the General Reserve and sufficient to cover at least 25% of budgeted running expenses. Based on the above forecast, General Reserves would be just over 4 months of the 2018/19 Precept or 33% of budgeted 2018/19 running costs at 31st March 2018.

**Melbourn Parish Council**  
**Cash and Bank Balances at 28th February 2018**

Current Account - Unity Bank	137,083.24
Deposit Account - Unity Bank	0.05
Petty Cash	27.99
Total Cash and Bank	137,111.28

Bank Reconciliations at 28th February 2018:

Current Account - Unity

Balance per EDGE (cash book)	137083.24
Balance per bank statement at 28/02/18	137083.24
Difference	0

Deposit Account - Unity

Balance per EDGE	0.05
Balance per bank statement at 28/02/18	0.05
Difference	0

Petty Cash

Balance per EDGE	27.99
Balance per petty cash tin (at 26/02/18)	52.73
Difference*	-24.74

\*Petty cash difference is made up of an opening balance difference of £32.76 (£100 float in tin but £67.24 balance per EDGE) plus unidentified difference on petty cash count during 2017/18 of -£8.02. The RFO plans to write this difference off in March 2018. Petty cash checks are now being done monthly.

Prepared by: G van Poortvliet  
 13/03/2018



Bank reconciliations checked by Cllr Hart up to 31st January 2018

**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 frame<sup>1</sup>.

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.

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

**How much can be applied for?**

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?**

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant; and
- provide a report on how the grant was spent.

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/event 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.

**How will a grant be paid?**

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

**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 should be a brief written report.

Document Approval:



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 26 March 2018**

*Review Policy:*

*Every 12 months or after grant application round if amendments identified*

## 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?	£
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 <sup>rd</sup> 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.

Have you previously received a grant from MPC? Yes/No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

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

**3<sup>rd</sup> parties**

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

Name:

Organisation:

Name:

Organisation

## NON-FINANCIAL RISK MANAGEMENT

<b>Risk</b>	<b>Public Open Spaces: Play Parks</b>
<b>Degree of risk</b>	High  <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
<b>Persons Involved</b>	Play Safety Ltd (RoSPA registered company) – carries out inspections and undertakes repairs/replacement of equipment as necessary  The Clerk liaises with the Parish Maintenance Working Party. Oversees work carried out by Wardens and appoints contractor for any other work  The Wardens carry out work not completed by contractor.
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• All Play Parks are inspected annually by Play Safety Ltd in June. A report is prepared for the Parish Council and considered by the Parish Maintenance WP at its next meeting.</li> <li>• If faults pose a H&amp;S risk, immediate action is taken following consultation with the Chair of the PMWP.</li> <li>• The WP (recorded in its minutes) identifies which tasks are for Play Safety Ltd, the Wardens and a contractor and passes the list to the Clerk for action.</li> <li>• Completed actions are recorded on the WP's on-going task list and in the minutes.</li> <li>• The WP minutes are published on the Council's website.</li> <li>• Play areas are inspected on a weekly basis by the Warden to check for damage/vandalism. There is a written checklist. Inspection outcome recorded with information on date, time, person and outcome. Sheets filed in Parish Office.</li> </ul>
<b>Reviewed by</b>	Parish Maintenance Working Party
<b>Date</b>	To be considered by PC March 2018
<b>Actions/comments</b>	

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## NON-FINANCIAL RISK MANAGEMENT

Risk	Cemeteries
<b>Degree of risk</b>	<p>Medium: All Saints Churchyard, New Road Cemetery,</p> <p>Low: Orchard Road Cemetery</p> <p><i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment.</i></p>
<b>Persons Involved</b>	<p>Cllr with special interest in Cemeteries carries out occasional inspections</p> <p>Wardens – carry out fortnightly inspections for medium risk cemeteries and monthly for low risk. They carry out routine maintenance.</p> <p>The Clerk is the Burials Officer</p>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Outcome of cemetery checks are reported in writing to the Clerk and filed.</li> <li>• If faults pose a H&amp;S risk, immediate action is taken following consultation with the Chair of the PMWP.</li> <li>• Other work is forwarded to the PMWP to be prioritised and recorded in the minutes.</li> <li>• Completed work is recorded in the PMWP minutes and the minutes are published on the Council's website.</li> <li>• The closed graveyard is inspected by the churchwardens and reported to the Clerk. They are dealt with as for other cemetery issues.</li> <li>• Burial records are held by the Clerk who deals with the Funeral Directors.</li> <li>• Burial records have either been archived or are kept in a fireproof safe.</li> <li>• The Clerk is responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves</li> </ul>
<b>Reviewed by</b>	The Parish Maintenance Working Party
<b>Date</b>	To be looked at by PC in March 2018
<b>Actions/comments</b>	<ul style="list-style-type: none"> <li>• Means of tracking graves in Green Burial site needed – part of project for 2018/9.</li> </ul>

## NON-FINANCIAL RISK MANAGEMENT

Risk	Allotments
<b>Degree of risk</b>	<p>Medium</p> <p><i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i></p>
<b>Persons Involved</b>	<p>The Clerk and Assistant Clerk</p> <p>The St George’s Allotment Association reports issues to the Clerk or the PMWP</p> <p>Individual plot holders report issues to the Clerks</p> <p>The Wardens – carry out a fortnightly inspection.</p> <p>Routine maintenance is carried out by the Wardens and contractors engaged for other work.</p>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• There is an annual inspection carried out by 3 Councillors from the PMWP and recorded in a file.</li> <li>• The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance.</li> <li>• Issues reported by the plot holders or Association are passed on via the Clerks to the PMWP to be recorded in those minutes and the jobs list.</li> <li>• Completed jobs are listed in the PMWP minutes and these are published on the Council website.</li> </ul>
<b>Reviewed by</b>	The Parish Maintenance Working Party
<b>Date</b>	To be considered by PC in March 2018
<b>Actions/comments</b>	<ul style="list-style-type: none"> <li>• Action is being taken to have vacant plots occupied.</li> </ul>



## Herts & Cambs Ground Maintenance Ltd

Grounds Maintenance Contractor's



Claire Littlewood  
Melbourn Parish Council  
The Hub  
High Street  
Melbourn  
Royston  
Herts

12<sup>th</sup> March 2018

Dear Claire

As promised I have looked at the tree in Orchard Rd Cemetery, it is lifting 3 graves & not just the one you have had a complaint about.

Price to remove tree to ground level

**Total £280.00 + Vat**

Price to drill & poison stump

**Total £60.00 + Vat**

Price to grind stump out

**Total £120.00 + Vat**

I hope this is satisfactory for you

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

Kind Regards

Justin Willmott

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel:** 01763 261 999      **Email:** Justin@hcgmltd.co.uk

[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)

VAT Reg: 987421972 Company number: 6936328

**[www.cambridgegritting.com](http://www.cambridgegritting.com)**

**JOB DETAILS & QUOTATION v2**

**DATE:** 21<sup>st</sup> March 2018

**TITLE:** Our Ref: JN 180315 / Your Ref: Melbourn Parish Council - Signs

**MATERIAL:** IP 5700 Self Adhesive Vinyl onto 3mm White Rigid Composite Panelling, 3mm Rigid Aluminium Panelling with channelling to rear and fence fixing plates

**QTY/SIZE:** x2 – 640mm high x 600mm wide

**COLOURS:** Gloss – AS10 Sunflower Yellow Bg, Black & Flame Red

**FINISH:** Both Panels Sign-written to face as per attached visual PDF

**NOTES:** Both Panels to be collected from Unlimited Logos upon completion

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**SUB TTLS:** x1 Composite Sign/plain to rear: £65.00+VAT  
x1 Aluminium Sign with Channel to rear + FF-Plates: £100.00+VAT

**JOB TTL:** £165.00+VAT – Supply Only

*On Account – Please be aware that payment is required 30 days from order*

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**DISCLAIMER**

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us and as such, claim responsibility for any errors incurred on this job.

This quotation is based on information received and is subject to final sight of artwork.

This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

=== ALL MAJOR CREDIT CARDS ACCEPTED ===

Unlimited Logos, Unit 3, Cherry Park Farm, Cambridge Road, Melbourn, Hertfordshire. SG8 6EY  
t. 01763 262 081 f. 01763 262 909 e. sales@unlimitedlogos.co.uk www.unlimitedlogos.co.uk

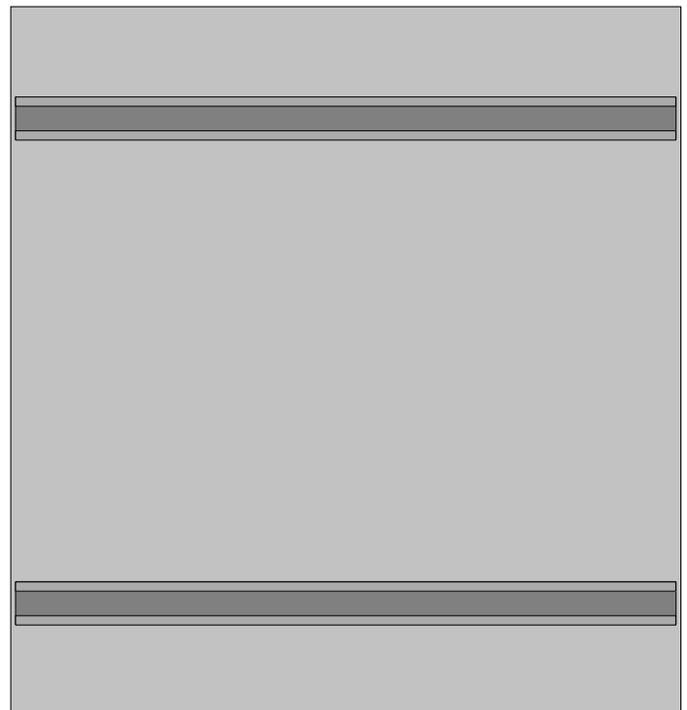
x1 - 3mm White Rigid **Compoiste** Sign Panel  
 Size: 640mm high x 600mm wide  
 Gloss Colours: Yellow AS10 & Black  
 Finish: Panel Sign-written to face / **Blank to Rear**



C/w: x2 fence fixing plates



x1 - 3mm White Rigid **Aluminium** Sign Panel  
 Size: 640mm high x 600mm wide  
 Gloss Colours: Yellow AS10 & Black  
 Finish: Panel Sign-written to face / **Channeling to rear**



**FRONT**

**BACK**

<b><u>POLICY AND PROCEDURE:</u></b>	<b>COMMUNITY FACILITIES AND SERVICES: EQUAL OPPORTUNITY FOR ACCESS</b>
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**PURPOSE:** Melbourn Parish Council (MPC) has a Policy for Equal Opportunities and wishes to ensure that it is put into practice with users of community facilities.

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

In law, a disabled person is someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People with HIV, cancer and multiple sclerosis are deemed to be covered by the DDA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

MPC will consider the requirements of other disabled people if their needs are not covered by the 3 areas listed above. We will also consider whether individuals might need other adjustments to provide them with equal opportunities to access Council facilities and services.

This policy covers:

- physical access for people with mobility impairment
- help for members of the public with hearing impairment
- assistance with communication for those with English as a second language.

**POLICY:** MPC has a policy of promoting greater access for disabled people to Parish buildings and uses its authority to improve disabled people's access to public buildings.

**PROCEDURE:**

**1. Existing Facilities and Services.**

- 1.1 Melbourn Parish Council will ensure that its buildings comply with PART M of the Building Regulations. Part M's requirements will be met if 'Reasonable provision is made to ensure that buildings are accessible and usable.'
- 1.2 Currently the main legislation that controls access standards for disabled people is people, regardless of disability, age or gender should be able to:

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

## **2. Future facilities and services**

2.1 MPC will plan future facilities and services with equal opportunities in mind.

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting:**

*Review Policy: Every 12 months*

**Risk Assessment : Melbourn Pavilion and sports pitches****Emergency contact**

The Parish Office is usually open during the week and the Clerk or Assistant to the Clerk can be contacted by post, phone or by email. The keyholder on the day will provide an emergency contact number to the hirer.

**Access to / from building – Low risk**

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility.

**Electricity - Low risk**

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment. The fuse boards are located in the locked boiler room so there is no access for user groups.

**Fire - Low**

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. An emergency action plan document has been given to all user groups and occasional hirers. Users should have their own emergency evacuation protocol.

**First Aid Provision - Low**

An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidences / copy of the accident report should be reported / given to the Parish Office. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors' surgery and the nearest accident and emergency hospital.

Please note: A defibrillator is located at Melbourn Sports Centre (01763 263313) and they have trained first-aiders on site.

**Food Hygiene - Low**

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition.

**Ground Source Heat Pump - Low**

The ground source heat pump is serviced regularly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly. The boiler room is kept locked so no members of the public have access.

**Hazardous Substances (CoSHH) - Low**

All cleaning materials are stored in a locked cupboard, including any substances subject to CoSHH regulations. Normal use of the cleaning materials is solely by Parish Council staff.

**Heights - Low**

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

**Lone Working - Low**

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

**Manual Handling; - Low**

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

**Noise pollution - Low**

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

**Normal Pavilion Activities - Low**

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Parish Office. Any issues are dealt with promptly. 'Caution – Hot Water' signs are displayed in the kitchen to warn of scalding hazards.

**Slipping, Tripping, Falling - Low**

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

**Changing rooms - Low**

The changing rooms are available for users including football clubs for changing and showering after matches. Care should be taken on wet floors in the shower area. The changing rooms should be left in a reasonable condition after use.

**Playing Field - Low**

Football clubs using the playing fields must ensure that they do so in accordance with their club and league rules.

The field and surrounding area is frequently used by dog walkers who are encouraged to

remove any dog faeces. There are appropriate bins and signs provided. The area is checked on a regular basis by the Village Wardens and any issues are reported and actioned promptly.

These areas are open to the natural elements and wildlife and users should be aware of the effects of poor weather and uneven surfaces (including wildlife habitats). Again, the areas are regularly checked by the Village Wardens and users should be aware of possible wet and uneven surfaces.

### **Transport (vehicles) - Medium**

The gate between Little Hands car park and the playing fields will be opened when the Pavilion is in use for **emergency access only**. Users wishing to take drive vehicles across the field to the Pavilion must contact the Parish Office for permission and should make arrangements with the person locking/unlocking.

### **Vandalism - Low**

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public at all times. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

### **Weather extremes – Likely to happen / low risk**

Day to day maintenance of the Pavilion is the responsibility of the Parish Council. The Village Wardens are responsible for gritting the footpath from the car park to the Pavilion during the winter. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches in order to avoid injury to users and preserve the playing surfaces. The hall has central heating which copes with all normal winter cold spells.

### **Monitor and re-assess the risks.**

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting:**

## Weekkiller Spraying Melbourn Parish Council - Risk Assessment (Village Warden)

### RISK ASSESSMENT MATRIX

**Risk = Hazard Severity(A) × (B) Probability of Harm**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (Probability of Harm)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

### **Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

Activity: Weed Killer Spraying – Village Wardens Site location: Melbourn Village – All Areas					Name of assessor: John Travis Date of assessment: September 2017
Description of hazard	Severity of hazard (A) score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
General	N/A	N/A	N/A	Before starting the task ensure that the site has been checked and is accessible. Inform the Parish Clerk work is scheduled and when work is complete.	Check all paths are accessible, that no unforeseen obstructions exist such as fallen branches, tools left around or excavations, and that harm will not arise to members of the public who may be close to the work area
Weedkiller Concentrate Handling	2	2	4	Wear gloves and eye protection when dispensing and diluting concentrated weedkiller	Read Manufacturers instructions for use. Dilute concentrate according to directions for pressure spray equipment.
Pressurised Vessels	3	2	6	Wear appropriate clothing that covers, hands, exposed skin and a face mask or eye-goggles to avoid droplets entering the eyes	Eye protection is essential for this task where a pre-pressurised spray unit is used. Work should not be carried out if proper eye protection is not available.
Back strain from carrying filled spray container and bending to apply spray head	2	2	4	Take regular breaks from the task and maintain an upright stance if possible	If a body harness is available with the chosen spray unit it should be worn to support the weight of the spray vessel.
Tripping/twisting due to uneven ground	1	2	2	Look for potentially unseen obstacles and depressions during pre-work checks of the site. Wear stout footwear.	Report significant obstacles and avoid especially difficult to access areas
Spray-Drift due to windy conditions	2	2	4	Exercise caution when working if wind speed is noticeable. Consider only spraying in very calm conditions.	Take special care if working close to public places and near plants and gardens owned by residents or the council.
Cleaning of Pre-Pressurised Equipment	2	1	2	Follow equipment manufacturers instruction on cleaning. Wear gloves and eye protection. Take special care when releasing pressure from pressure vessel.	Do not dispose of excess diluted weedkiller into public drains.
Lone Working, lack of communication, with restricted reporting or assistance in emergency situations (injury to operator or others)	3	2	6	Advise Parish Clerk when and where work is to be done. Advise when work is completed.	Wardens are advised to carry a mobile phone if working alone or ensure contact can be made when the need arises

# CAMBRIDGE ASBESTOS REMOVAL

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

26<sup>th</sup> October 2017

Dear Claire

[HSE Asbestos Removal Licence 091505392](#)

Further to your recent enquiry, we provide our quotation for the asbestos disposal work as discussed and detailed in the summery below.

## TO COLLECT AND DISPOSE OF ASBESTOS MATERIALS FROM ALLOTMENT

Supply licensed heavy duty waste carrying vehicles, fully trained operative, waste sacks and trained operative to site. Wrap or bag asbestos materials in EU labelled 500 gauge polythene sacks, seal with duct tape and spray adhesive if necessary, double bag any debris and label with warning signs for disposal in asbestos skip. Carry out environmental clean of localised area if necessary. Complete consignment notes for the asbestos waste on disposal at hazardous waste land fill site.

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**For the sum of: £350.00 + VAT**

**Cambridge Asbestos Removal Ltd is a licensed Health and Safety Executive approved contractor and strongly recommends a licensed contractor for all asbestos removal projects. Please be cautious of unlicensed traders. A waste carrier's license is not an asbestos removal license.**

We trust we have interpreted your requirements correctly, however should you have any questions regarding this quotation, please contact this office where we will be pleased to assist you. Terms and conditions apply and available on request.

Yours sincerely

**B. Bridges (senior estimator)**

Cambridge Asbestos Removal

Licensed waste carrier no. CB/DU163052

