



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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8 January 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Monday 13 January 2025 at 7.30pm** in the **Austen room, Community Hub**, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend the Parish Council Meeting to be held on **Monday 13 January 2025 at 7.30pm** in the **Austen room, Community Hub**, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

Abi Williams

Clerk to the Parish Council

PARISH COUNCIL MEETING: AGENDA

PC152/25 To receive and approve apologies for absence

PC153/25 To receive any Declarations of Interest and Dispensations

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

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

PC154/25 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

PC155/25 To approve the minutes of the Parish Council meeting held on 2 December 2024 (Community Benefit Grants)

PC156/25 To report back on the minutes of the Parish Council meeting on 2 December 2024 (Community Benefit Grants)

PC157/25 Chair's Announcements

PC158/25 To receive reports from the District and County Cllrs for Melbourn

PC159/25 Email Decisions

- a) To note email approval for spend of £396.00 on license for Rialtas for new member of staff.
- b) To note email approval to MOT and service the parish van – (invoiced 12/12/24 at £318.49).

PC160/25 Finance Matters

- a) To consider the finance reports for November and December 2024.
- b) To consider approving the retrospective approvals list for December 2024.
- c) To consider approving invoices related to PCN at the Hub.
- d) To consider approving payment of invoice to Smiths of Derby for £284.40 to service the All Saints Clock under the power Section 2 of the Parish Councils Act 1957, granting parish councils the authority to provide, maintain, and light public clocks within the parish.
- e) To retrospectively approve direct debit payment of £335.00 for vehicle tax for parish van.
- f) To consider approving payment of the annual licence fee to the Melbourn Community Hub at a cost of £15,000.
- g) To note all Community Benefit Grant monies for 2024/25 have been allocated and report sent to Quintas. Remaining £456.67 to be carried over to 2025/26 round.
- h) To note approvals for January will be retrospective due to date of January meeting.

- i) To consider recommendation by Finance & Good Governance to keep Little Hands rent at £27,000 for 2025/26 and to review in 12 months (FG040/24).
 - j) To consider recommendation to accept charges quoted by CAPALC for the internal audit. Final cost to be reported to council on completion.
 - k) To consider increase of £50 to the Councils annual contribution to the Community Rail Partnership – taking the annual contribution to £750.
 - l) To consider recommendation from Clear Utility Solutions to secure fixed contract with energy supplier (recommendation to be based on numbers provided on the day of meeting).
- PC161/25 Bank reconciliations**
- a) To note bank reconciliation for December 2024.
- PC162/25 2025/2026 Precept**
- a) To receive summary of precepted items and discuss.
 - b) To consider setting the precept for the financial year 2025/26 as recommended by the Finance & Good Governance Committee (FG042/24).
- PC163/25 Governance**
- a) To note re-scheduling of 17 March 2025 Finance & Good Governance Meeting to Tuesday 22 April 2025 to reflect the updated table of recurring items as approved FG050/24)
 - b) To receive updates and consider actions.
- PC164/25 Correspondence**
- a) To receive and consider actions in relation to Railway 200 and the celebrations surrounding the 200th anniversary of the birth of the modern railway.
 - b) To receive communication about ‘rewilding’ along the path to Meldreth station – to be considered by Maintenance Committee.
 - c) To consider request for the Melbourn Fete 2025 to be held on the New Rec (using Old Rec for parking) on Saturday 14 June 2025 – use of space to run from Friday 13 – Monday 16 June 2025.
 - d) To receive communication from South Cambridgeshire District Council entitled ‘Devolution and local government reorganisation’
 - e) To receive update and consider actions.
- PC165/25 Maintenance Matters**
- a) To receive updates and consider actions.
- PC166/25 Planning Matters**
- a) To receive updates and consider actions.
- PC167/25 Community Hub**
- a) To consider action for the immediate replacement of dishwasher.
 - b) To consider action to replace stairlift due to it not being fit for purpose – consider impact on 2025-2026 precept.
 - c) To consider purchase of evacuation chair for use in the Hub.
 - d) To receive updates and consider actions.
- PC168/25 Health, Safety, accessibility, and Wellbeing**
- a) To receive updates and consider actions.
- PC169/25 Melbourn Timebank**
- a) To receive the Timebank’s monthly report for December.
 - b) To note Timebanking expenses of £35.00 for yoga hall hire and £150.00 for annual membership to Time Banks UK.
 - c) To receive any updates and consider actions.
- PC170/25 To receive an update from the MAYD Joint Committee**
- a) To note MAYD meeting arranged for January 2025 (date to be confirmed).
 - b) To consider proposal that Mix Music be gifted equipment purchased by Melbourn Parish Council under agreement that should for any reason the C.I.C Mix Music cease activities the equipment be gifted back to Melbourn Parish Council.

- c) To receive the Connections Bus termly report and note price rise to £348 (from £331) per session from 1 April 2025 – noting the return of the new Connections Bus to Melbourn in February 2025.
- d) To receive any updates and consider actions.

PC171/25 To receive an update from the Futures Working Party

- a) To discuss actions for the LHI application that has been completed - noting any spend would be in financial year 2026/27.
- b) To receive and updates and consider actions.

PC172/25 HR Matters

- c) To receive and updates and consider actions.

PC173/25 Policies

- a) To consider accepting updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) as recommended by Finance & Good Governance (FG043/24a).
- b) To consider accepting update to the Risk Management Policy (Document 4.19) as recommended by Finance & Good Governance (FG043/24b).
- c) To consider accepting update to the Model Publication Scheme Policy (Document 4.07) as recommended by Finance & Good Governance (FG043/24c).

PC174/25 To note the date of the next meeting as Monday 24 February 2025.