



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

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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday 13 January 2025 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

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

**Present:** Cllrs Alexander, Campbell, Clark (Chair), Coulman, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Abi Williams (Clerk), Shelley Coulman (RFO)

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:30*

#### **PC152/25 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllrs Barnes, Cowley, Davey, Hart, Kanagarathnam and County Cllr van de Ven.

Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.

#### **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

Cllrs Kilmurray and Travis declared an interest in items PC160/25 c&f) and PC167 a,b & c) – dispensation was granted to remain for the discussion but not vote.

Cllr Coulman declared an interest in item PC170/25b) – dispensation was granted to remain for the discussion but not vote.

**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. No members of public were present.

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

It was RESOLVED to approve the minutes of the Parish Council Meeting held on 2 December 2024 (Community Benefit Grants) as an accurate record.

Proposed by Cllr Coulman, seconded by Cllr Wilson. All in favour.

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

It was noted that the grant awarded to Turn on To Christmas for £1,321.00 was paid even though the event was unfortunately cancelled due to the weather. Funds were used to cover committed costs, a report of spend will be provided as previously when requested.

#### **PC157/25 Chair's Announcements**

To note Chairmans request for project groups to be formed to deal with asset management projects that are required during 2025/26.

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

A written report was received. Highlight was made of the Net Zero grants that are available through South Cambridgeshire District Council. Suggestion was made to look at the insulation of Little Hands and the Pavilion, along with solar panels for the Workshop, Little Hands and the Pavilion.

*A full copy of the report can be found in the supporting documents for this meeting.*

#### **PC159/25 Email Decisions**

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

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

**PC160/25 Finance Matters**

- a) To consider the finance reports for November and December 2024.  
The reports were noted.
- b) To consider approving the retrospective approvals list for December 2024.  
It was RESOLVED To approve the retrospective approvals for December 2024.  
Proposed by Cllr Wilson, seconded by Cllr Travis.  
In favour: Cllrs Alexander, Campbell, Clark, Kilmurray, Travis, Wilson  
Against:  
Abstain: Cllr Coulman
- c) To consider approving invoices related to PCN at the Hub.  
It was RESOLVED to approve invoice 1746 at a cost of £1,464.00.  
Proposed by Cllr Alexander, seconded by Cllr Campbell.  
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Wilson  
Against:  
Abstain: Cllrs Kilmurray, Travis  
It was RESOLVED to approve invoice 1747 at a cost of £180.00.  
Proposed by Cllr Campbell, seconded by Cllr Alexander.  
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Wilson  
Against:  
Abstain: Cllrs Kilmurray, Travis  
It was RESOLVED to approve invoice 1748 at a cost of £150.00.  
Proposed by Cllr Alexander, seconded by Cllr Campbell.  
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Wilson  
Against:  
Abstain: Cllrs Kilmurray, Travis  
It was RESOLVED to approve invoice 1749 at a cost of £1,050.00.  
Proposed by Cllr Campbell, seconded by Cllr Wilson.  
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Wilson  
Against:  
Abstain: Cllrs Kilmurray, Travis
- 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.  
It was RESOLVED to approve invoice 134974 from Smiths of Derby at a cost of £284.40.  
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.
- e) To retrospectively approve direct debit payment of £335.00 for vehicle tax for parish van.  
It was RESOLVED to retrospectively approve the direct debit payment for the vehicle tax for the Parish van at a cost of £335.00.  
Proposed by Cllr Wilson, seconded by Cllr Coulman. All in favour.
- f) To consider approving payment of the annual licence fee to the Melbourn Community Hub at a cost of £15,000.  
It was RESOLVED to approve the payment of the annual licence fee of £15,000 to Melbourn Community Hub.  
Proposed by Cllr Wilson, seconded by Cllr Alexander.  
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Wilson  
Against:  
Abstain: Cllrs Kilmurray, Travis
- 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.  
It was noted.
- h) To note approvals for January will be retrospective due to date of January meeting.  
It was noted.

- 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).  
It was RESOLVED to approve the Finance & Good Governance recommendation for Little Hands rent to remain at £27,000 for 2025/26.  
Proposed by Cllr Kilmurray, seconded by Cllr Coulman. All in favour.
- j) To consider recommendation to accept charges quoted by CAPALC for the internal audit. Final cost to be reported to council on completion.  
It was RESOLVED to accept the charges as quoted by CAPALC for the internal audit and instruct audit proceedings.  
Proposed by Cllr Campbell, seconded by Cllr Alexander. All in favour.
- k) To consider increase of £50 to the Councils annual contribution to the Community Rail Partnership – taking the annual contribution to £750.  
It was RESOLVED to accept the £50 increase of contribution to the Community Rail Partnership – taking the total annual contribution to £750.  
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.
- 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).  
It was RESOLVED to renew all electricity contracts with British Gas Lite for a period of 36 months as per the recommendation of Clear Utility Solutions and the Clerk.  
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

**PC161/25 Bank reconciliations**

- a) To note bank reconciliation for December 2024.  
It was duly noted that the bank reconciliation had been completed.

**PC162/25 2025/2026 Precept**

- a) To receive summary of precepted items and discuss.  
The summary was presented by the RFO with explanation given around key points. Note was made about the option of combining the current Hub maintenance grant in the general asset reserve budget – RFO to consider and report back to Council accordingly.
- b) To consider setting the precept for the financial year 2025/26 as recommended by the Finance & Good Governance Committee (FG042/24).  
It was RESOLVED to set the precept  
It was RESOLVED to approve the precept for financial year 2025/26 as recommended by Finance & Good Governance Committee with an increase of 6.28% to £350,217.00 (estimated monthly increase of £0.76 per month per band D household).  
Proposed by Cllr Campbell, seconded by Cllr Kilmurray. All in favour.

**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)  
It was noted.
- b) To receive updates and consider actions.  
None received.

**PC164/25 Correspondence**

- a) To receive and consider actions in relation to Railway 200 and the celebrations surrounding the 200<sup>th</sup> anniversary of the birth of the modern railway.  
Communication was received and Cllrs encouraged to think about any activities they think could support the celebrations.
- b) To receive communication about ‘rewilding’ along the path to Meldreth station – to be considered by Maintenance Committee.  
It was noted that this request would be considered by the Maintenance Committee in conjunction with Meldreth Parish Council. Note was taken about the lighting along the new pathway being insufficient.
- 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.  
It was RESOLVED to approve the use of the New and Old Recs for the Melbourn Fete 2025 for the period of Friday 13 – Monday 16 June 2025.  
Proposed by Cllr Campbell, seconded by Cllr Coulman. All in favour.
- d) To receive communication from South Cambridgeshire District Council entitled ‘Devolution and local government reorganisation’

Communication received and Cllrs encouraged to read the whitepaper.

- e) To receive update and consider actions.

None received.

**PC165/25 Maintenance Matters**

- a) To receive updates and consider actions.

None received.

**PC166/25 Planning Matters**

- a) To receive updates and consider actions.

It was noted that planning application information for proposed solar farm and battery energy storage system development at Land South of Munceys Farm would be considered at the next Planning Committee meeting.

**PC167/25 Community Hub**

- a) To consider action for the immediate replacement of dishwasher.

It was noted that between the agenda being published and the meeting the item progressed to the need for the dishwasher to be replaced as an emergency.  
Emergency spend authorised for the Hub in accordance with the Financial Regulations item 4.1 as below:

*4.1 Where immediate action relating to emergency maintenance is needed to protect Parish assets and the Hub business, the Clerk and Chair can authorise up to £15,000 provided retrospective approval of full Council is obtained. Such action should be taken with the support of Hub management and cost estimates obtained prior to acting. Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the Chair.*

The Clerk and the Chair proceeded with a replacement via CaterCare for the removal, supply and fit of Maidaaid C525WS unit at the estimated cost of £3155.00(ex VAT). Evidence duly noted by Council.

- b) To consider action to replace stairlift due to it not being fit for purpose – consider impact on 2025-2026 precept.

Items PC167/25 b and c) to be considered together.

- c) To consider purchase of evacuation chair for use in the Hub.

Justification and proposal received by Council, it was agreed to fund any potential works to stairlift from asset reserve. ACTION: Hub Management Group and Clerk to work on proposal for replacing of stairlift if required in the future and propose to Council for consideration. ACTION: Proposal for purchase of evacuation chair to be presented to Council.

- d) To receive updates and consider actions.

None received.

**PC168/25 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

None received.

**PC169/25 Melbourn Timebank**

- a) To receive the Timebank's monthly report for December.

The reports were noted.

- b) To note Timebanking expenses of £35.00 for yoga hall hire and £150.00 for annual membership to Time Banks UK.

Expenses were noted.

- c) To receive any updates and consider actions.

None received.

**PC170/25 To receive an update from the MAYD Joint Committee**

- a) To note MAYD meeting arranged for January 2025 (date to be confirmed).

It was noted.

- 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.

Mix Music presented the proposal for Melbourn Parish Council gifting the current equipment to the Mix Music C.I.C to enable them to actively seek further funding and opportunities outside of the youth work currently provided for Melbourn Parish Council and MAYD.

It was RESOLVED that subject to written agreement being approved by full Council stating that:

- Mix Music C.I.C would reference Melbourn Parish Council as the Asset Lock, Melbourn Parish Council retaking ownership of the equipment should the C.I.C be wound up
- under the proviso that Mix Music continue to provide youth opportunities on behalf of and reporting to MAYD
- relevant insurances were secured through Mix Music C.I.C for the transferring assets

all previously purchased equipment be gifted to Mix Music C.I.C for the purposes as stated.

Proposed by Cllr Campbell, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Campbell, Clark, Kilmurray, Travis, Wilson

Against:

Abstain: Cllr Coulman

- 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. The report was received and the £17 increase to each Connections Bus session was noted.

- d) To receive any updates and consider actions.

None received.

#### **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.

It was noted that the LHI application for increased road safety around the Primary School had been submitted. Assuming a successful application a feasibility study would be completed by Highways and works would be reported to Council for full consideration, including the suggested contribution of £20,000 for works. Concerns about suggested pinchpoint were noted from Cllrs. Ongoing consultation with residents would continue and any actions on the application would be reported to Council.

- b) To receive and updates and consider actions.

None received.

#### **PC172/25 HR Matters**

- c) To receive and updates and consider actions.

None received.

#### **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).

It was RESOLVED to accept the updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06).

Proposed by Cllr Kilmurray, seconded by Cllr Campbell. All in favour.

- b) To consider accepting update to the Risk Management Policy (Document 4.19) as recommended by Finance & Good Governance (FG043/24b).

It was RESOLVED to accept the update to the Risk Management Policy (Document 4.19).

Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

- c) To consider accepting update to the Model Publication Scheme Policy (Document 4.07) as recommended by Finance & Good Governance (FG043/24c).

It was RESOLVED to accept the update to the Model Publication Scheme Policy (Document 4.07).

Proposed by Cllr Kilmurray, seconded by Cllr Coulman. All in favour.

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

The date of the next Parish Council meeting was noted as Monday 24 February 2025.

*Meeting closed 20:43*