



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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19 February 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Monday 24 February 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 24 February 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

PC175/25 To receive and approve apologies for absence

PC176/25 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

PC177/25 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.

PC178/25 To approve the minutes of the Parish Council meeting held on 13 January 2025

PC179/25 To report back on the minutes of the Parish Council meeting on 13 January 2025

PC180/25 Chair's Announcements

PC181/25 To receive reports from the District and County Cllrs for Melbourn

PC182/25 Email Decisions

- a) To note email confirmation of approval to proceed with callout, and associated charges, of MGS to attend unworking automatic door at The Hub.

PC183/25 Finance Matters

- a) To consider the finance report for January 2025.
- b) To consider approving the retrospective approvals list for January 2025.
- c) To consider approving invoices related to PCN at the Hub.
- d) To consider approving invoice for MPE Alarms & Security Systems Ltd invoice for the annual maintenance or alarm systems at The Hub at a cost of £695.00+VAT.
- e) To consider retrospective approval to monthly contract (as of 14 February 2025) for EDGE accounting software as proposed and precepted in 2024/25 to allow completion of finance system move. Monthly cost of £242.30+VAT.
- f) To consider approving the approvals list for February 2025.

PC184/25 Bank reconciliations

- a) To note bank reconciliation for January 2025.

PC185/25 Governance

- a) To consider moving timetabled Community Benefit Grant meeting in April to 2 June 2025 due to funds not being confirmed by Quintas until late April / May.

- b) To consider the introduction of a WhatsApp Cllrs group for non-formal business only – such as meeting attendance confirmation, messages from the office etc.
- c) To consider formal response to four-day week consultation by South Cambridgeshire District Council.
- d) To receive updates and consider actions.

PC186/25 Correspondence

- a) To receive communication from Dr Nik Johnson (Mayor of Cambridgeshire and Peterborough) with regard to the introduction of bus franchising.
- b) To note update from Melbourn Sports Centre.
- c) To note correspondence and consider actions around concerning behaviour in Stockbridge Meadows car park.
- d) To consider enquiry for holding rugby events on the new rec and hiring the Pavilion.
- e) To consider enquiry for holding archery on the new rec.
- f) To receive update and consider actions.

PC187/25 Maintenance Matters

- a) To note acceptance of quote by Maintenance Committee to install lighting along moor car park driveway. Works to be carried out shortly.
- b) To receive updates and consider actions.

PC188/25 Planning Matters

- a) To note proposal of transfer of residential open space from Hopkins Homes to Melbourn Parish Council.
- b) To receive update from the Melbourn Greenway project.
- c) To receive updates and consider actions.

PC189/25 Community Hub

- a) To note spend on automatic door sensor callout and repair by MGS at a cost of £391.64+VAT.
- b) To note joint approval from Clerk and Chair for spend to fix door access button at the rear of the Community Hub at a cost of £154.00 + VAT.
- c) To consider approval of the joint Community Hub / Melbourn Parish Council Fire Risk Assessment document.
- d) To receive updates and consider actions.

PC190/25 Events to note

- a) Scouts evening hike event to be held from New Rec/Pavilion – Saturday 15 March 2025, 1700 – 2200.
- b) Melbourn Fete – Saturday 14 June 2025. Access to New and Old recs between 13 – 16 June.
- c) Melbourn Dynamos to host annual football tournament on Saturday 10 & Saturday 17 May 2025.
- d) Melbourn Primary School PTFA village fun run to be held on New Rec/Pavilion Sunday 11 May 2025.
- e) To receive updates and consider actions.

PC191/25 Health, Safety, Accessibility, and Wellbeing

- a) To consider proposal for Emergency First Aid at Work course for staff.
- b) To receive updates and consider actions.

PC192/25 Melbourn Timebank

- a) To receive the Timebank's monthly report for January.
- b) To note timebank expenses for previous period.
- c) To receive any updates and consider actions.

PC193/25 To receive an update from the MAYD Joint Committee

- a) To note MAYD Joint Committee meeting was held on Thursday 30 January.
- b) To note meeting between Melbourn Parish Council and new Principal of Melbourn Village College took place on 10 February 2025.

- c) To receive any updates and consider actions.

PC194/25 To receive an update from the Futures Working Party

- a) To receive and updates and consider actions.

PC195/25 HR Matters

- a) To consider the impact of evaluation of Clerk to Council role.
- b) To consider training proposal and consider approval of costs for CiLCA for Clerk and Deputy Clerk.
- c) To note confirmation of office opening times and note update to signage for office, at a cost of £85+VAT
- d) To note interim reviews of Assistant and Timebank and Community Coordinator carried out. Annual review for Clerk and Deputy Clerk completed.
- e) To receive and updates and consider actions.

PC196/25 Policies

- a) To consider recommendation from Maintenance Committee to accept update to Doc 4.22 Appointment of Contractors (date only).
- b) To consider recommendation from Maintenance Committee to accept update to Doc 8.05 Asbestos Management Plan (details and date change).

PC197/25 To note the date of the next meeting as Monday 24 March 2025.