



🏠 **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 24 March 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, Barnes, Campbell, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Kilmurray

Absent:

In attendance: Abi Williams (Clerk), two members of the public

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC198/25 To receive and approve apologies for absence

It was RESOLVED to accept apologies of absence from Cllrs Coulman, Travis, Wilson, County Cllr van de Ven and District Cllr Hales.

Proposed by Cllr Barnes, seconded by Cllr Cowley. All in favour.

PC199/25 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

Cllr Kilmurray declared an interest in items PC205/25b) and PC211/25a&b) – dispensation was granted to remain for discussion but not to vote.

PC200/25 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. There were two member of the public (MOP) present.

MOP 1 highlighted concerns with the Melbourn Greenway proposals – comments also sent to consultation email and project lead via Parish office. Also spoke on concern of minor roads being used as short cuts, increased use of Station Road. Cllr Hart noted that the project team have committed to a site visit to look at concerns raised via consultation.

MOP 2 entered meeting 19:34

PC201/25 To approve the minutes of the Parish Council meeting held on 24 February 2025

It was RESOLVED to approve the minutes of the Parish Council Meeting held on 24 February 2025 as an accurate record.

Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

PC202/25 To report back on the minutes of the Parish Council meeting on 24 February 2025

Nothing to report.

PC203/25 Chair's Announcements

Nothing to report.

PC204/25 To receive reports from the District and County Cllrs for Melbourn

A verbal report was received from District Cllr Hart. Highlight was made that the Government requirements for the provision of new housing land has now been met. The new South Cambridgeshire District Council website has been launched, users are encouraged to report any

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

issues. ACTION: The Parish Bulletin from South Cambridgeshire District Council to be shared. *A full copy of the report can be found in the supporting documents for this meeting.*

PC205/25 Finance Matters

- a) To consider the finance report for February 2025.
The report was noted.
- b) To consider approving invoices related to PCN at the Hub.
It was RESOLVED to approve invoice 1756 at a cost of £30.00.
Proposed by Cllr Davey, seconded by Cllr Campbell.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.
Against:
Abstain: Cllr Kilmurray.
It was RESOLVED to approve invoice 1757 at a cost of £1,380.00
Proposed by Cllr Davey, seconded by Cllr Campbell.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.
Against:
Abstain: Cllr Kilmurray.
- c) To consider approving CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2025 – 31 March 2026 at a cost of £1,032.00. (*£1,021.92 2024/25*)
It was RESOLVED to approve the cost of £1,032.00 for CAPALC affiliation fees to include NALC membership and Data Protection Officer Membership Scheme for the period 1 April 2025 – 31 March 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- d) To note Lucid (our IT Support provider) have changed security services moving from Bitdefender to Lucid Managed EDR – at an increased cost of £4 per license (previous costs for Bitdefender £2 per licence).
It was RESOLVED to accept the increased costs in move to Lucid Managed EDR on an ongoing basis.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- e) To note 12 month term agreed for Exchange Online x 5 at a cost of £3.30 each per month running from 1 February 2025.
It was noted.
- f) To consider approving the approvals list for March 2025.
It was RESOLVED to approve the approvals list for March 2025.
Proposed by Cllr Barnes, seconded by Cllr Cowley. All in favour.

PC206/25 Bank reconciliations

- a) To note bank reconciliation for February 2025.
It was duly noted that the bank reconciliations have been completed.

PC207/25 Governance

- a) To note office closure during upcoming Bank Holiday (18 – 21 April).
It was noted.
- b) To note Community Awards 2025 publicised – deadline for nominations Monday 28 April 2025, awarded at the Annual Parish Meeting on Monday 12 May 2025.
It was noted.
- c) To note applications for Community Benefit Grants publicised – deadline for applications Wednesday 21 May 2025, awarded on Monday 2 June 2025.
It was noted.
- d) To consider proposal for Annual Parish Meeting including estimate of costs associated.
It was RESOLVED to approve costs of up to £700 for the creation of posters and provision of refreshments for the Annual Parish Meeting.
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.
- e) To consider approving recommendation from Planning Committee to move Planning Committee meeting start time from 7.30pm to 8pm.
It was RESOLVED to approve the recommendation to move the Planning Committee start time from 7.30pm to 8pm.

Proposed by Cllr Davey, seconded by Cllr Campbell.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.
Against:
Abstain: Cllr Kilmurray.

- f) To receive updates and consider actions.

None received.

PC208/25 Correspondence

- a) To note actions in response to contact from Quintas re River Mel Solar Farm.

It was noted that the Parish Council have requested a meeting with Quintas to discuss opportunities for community funding going forwards. It was noted that Cllrs Clark, Alexander and Kilmurray would like to be involved in meeting.

- b) To note invite to VE Day Commemoration Service to be held at All Saints' Church Melbourn on 8 May 2025 at 5.45pm.

It was noted. Attendees requested to let Office know if they are attending.

- c) To receive update and consider actions.

None received.

PC209/25 Maintenance Matters

- a) To note all items from inquorate Maintenance Committee Meeting will be deferred to April 2025 or dealt with by the office and reported as appropriate.

It was noted.

- b) To note to formation of a joint working party between Meldreth and Melbourn Parish Council and the Community Rail Partnership to look after the station path.

It was noted.

- c) To note kind offer from resident to contribute £200 towards the creation and maintenance of new wildflower meadow at Stockbridge Meadows.

It was noted with thanks.

- d) To note report of damage to All Saints Church wall. Working with Rev Birks in regard to insurance claim.

It was noted.

- e) To receive updates and consider actions.

None received.

PC210/25 Planning Matters

- a) To consider proposal to spend est £200+VAT to engage with HCR Hewitsons to update on current land transfers and produce a guide for future projects.

It was RESOLVED to approve the estimated spend of £200 +VAT to engage HCR Hewitsons to update on current land transfers as requested.

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

- b) To consider approving report to be sent to developers on proposal of transfer of residential open space from Hopkins Homes to Melbourn Parish Council.

It was RESOLVED to approve the initial report to be sent to Hopkins Homes and to arrange future site visits and obtain three quotes for maintenance contracts as required.

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

- c) To note progress with the land transfer at Greengage Rise – TP1 and conveyancing requirements to be considered by Planning Committee and recommended to Full Council.

It was noted.

- d) To note Orchard Gardens, The Moor, land transfer moved into practical completion phase (maintenance period of 12 months).

It was noted.

- e) To receive updates and consider actions.

None received.

PC211/25 Community Hub

- a) To consider renewal / transfer of PPM agreement for air conditioning units.

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

Item deferred due to insufficient quotes.

- b) To consider acceptance of quote for renewal of PPM agreement with MGS UK (Automatic Door service provider) at a cost of £518+VAT (£495+VAT 2024/25).

It was RESOLVED to accept the quote for renewal of the PPM agreement with MGS UK for the automatic doors at the Community Hub.

Proposed by Cllr Davey, seconded by Cllr Hart.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Hart, Kanagarathnam.

Against:

Abstain: Cllr Kilmurray.

- c) To receive updates and consider actions.

None received.

PC212/25 Health, Safety, Accessibility, and Wellbeing

- a) To receive updates and consider actions.

It was noted that the locks on the electrical waste bin had been updated but had not stopped the entering of the bin by numerous people. ACTION: Office to report back to South Cambridgeshire District Council waste team.

PC213/25 Melbourn Timebank

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

The report was noted.

- b) To note timebank expenses for previous period.

Nothing to report for this period.

- c) To note expenses of £53.08 claimed against Community Allotment from £500 Community Growing Grant (£257.74 remaining).

It was noted. Thanks were passed for the hard work and dedication that has been shown by the current Community Allotment custodians.

- d) To receive any updates and consider actions.

It was noted that the Timebank has now stepped away from the Dog Café that was held in The Dolphin on a Tuesday. The Dolphin and the Dog Café community will decide if they are to continue the venture.

PC214/25 To receive an update from the MAYD Joint Committee

- a) To note report from visit to Littleport Town Council.

The report was noted.

- b) To note Connections Bus will be back at Melbourn Village College on Tuesday evenings from 22 April 2025.

It was noted.

- c) To receive any updates and consider actions.

None received.

PC215/25 To receive an update from the Futures Working Party

- a) To receive and updates and consider actions.

It was noted that a meeting is organised for later in April and topics for discussion will be – locations for youth events, LHI application and feasibility study and investigating outdoor gym equipment.

PC216/25 HR Matters

- a) To consider increase in wage rate for Litter Pickers from £11.44 to £12.21 to reflect National Minimum wage increase as of 1st April 2025.

It was noted that the HR Panel agreed to accept the increase to Litter Pickers wage rate from £11.44 to £12.21 in line with the minimum wage increase as of 1st April 2025

- b) To receive and updates and consider actions.

None received.

PC217/25 Policies

- a) To consider approving formatting updates and review date of policy Document 3.04 Melbourn Parish Council Skills Audit.
It was RESOLVED to approve the updates to policy Document 3.04 Melbourn Parish Council Skills Audit.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.
- b) To consider approving review of policy Document 3.05 Melbourn Parish Council Co-option procedure.
It was RESOLVED to approve the updates to policy Document 3.05 Melbourn Parish Council Co-option procedure.
Proposed by Cllr Barnes, seconded Cllr Davey. All in favour.

PC218/25 To note the dates of the upcoming Parish Council meetings

- a) Planning Committee: 7 April 2025
The date of the next Planning Committee meeting was noted as Monday 7 April 2025 (starting at 8pm as approved under item PC207/25e).
- b) Maintenance Committee: 17 April 2025
The date of the next Maintenance Committee meeting was noted as Thursday 17 April 2025.
- c) Finance & Good Governance: 22 April 2025
The date of the next Finance & Good Governance Committee meeting was noted as Tuesday 22 April 2025
- d) Parish Council: 28 April 2025
The date of the next Parish Council meeting was noted as Monday 28 April 2025.

Meeting closed 20:30