



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
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23 April 2025

**Dear Councillor**

You are hereby summoned to attend the Parish Council Meeting to be held on **Monday 28 April 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 28 April 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**

**PC219/25 To receive and approve apologies for absence**

**PC220/25 To consider applications for co-option**

**PC221/25 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

**PC222/25 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.

**PC223/25 To approve the minutes of the Parish Council meeting held on 24 March 2025**

**PC224/25 To report back on the minutes of the Parish Council meeting on 24 March 2025**

**PC225/25 Chair's Announcements**

**PC226/25 To receive reports from the District and County Cllrs for Melbourn**

**PC227/25 Finance Matters**

- a) To consider the finance report for March 2025.
- b) To consider approving invoices related to PCN at the Hub.
- c) To consider approving annual payment to Royston and District Community Transport from allocated s106 monies.
- d) To consider approving renewal of membership to SLCC for the Clerk at a cost of £360 (£229 2024/25) and Deputy Clerk at a cost of £190 (£188 2024/25).
- e) To note approval by Maintenance Committee of renewal of parish van insurance at a cost of £640.20.
- f) To consider renewal of standard service contract with Stannah to cover the stairlift at the Hub at a cost of £259.35+VAT.
- g) To consider approving invoices from Harts Books to be taken from library s106.
- h) To consider approving renewal of Institute Cemetery and Crematorium Management (ICCM) membership at a cost of £105.
- i) To consider approving the approvals list for April 2025.

**PC228/25 Bank reconciliations**

- a) To note bank reconciliation for March 2025.

**PC229/25 Governance**

- a) To consider approving DRAFT calendar of meetings for the forthcoming civic year.
- b) To note Emergency First Aid at Work training to take place on 30 June and 7 July.
- c) To receive updates and consider actions.

**PC230/25 Correspondence**

- a) To consider request to instal a memorial bench on the Rec.
- b) To consider actions around inconsiderate parking on Back Lane.
- c) To consider request from Melbourn WI to install poppies on the village sign as in previous years.
- d) To receive update on collision in car park that caused damage to lighting bollard.
- e) To consider request to accommodate Meldreth Croquet Club.
- f) To receive update and consider actions.

**PC231/25 Maintenance Matters**

- a) To consider approving recommendation from Maintenance Committee for oil tank replacement at Little Hands at a cost of £7,290.29+VAT.
- b) To consider approving recommendation from Maintenance Committee for the replacement of main doors at Little Hands at a cost of £4,820.00+VAT.
- c) To receive updates and consider actions.

**PC232/25 Planning Matters**

- a) To consider recommendation to proceed with the land transfer at Greengage Rise.
- b) To note change of Planning Committee meeting time from 7.30pm start to 8pm start.
- c) To receive updates and consider actions.

**PC233/25 Community Hub**

- a) To note approval of costs under delegated authority of £185.00+VAT for labour for air conditioning remedial repair work over and above costs agreed under item PC114/24 (£540).
- b) To consider renewal / transfer of paid preventative maintenance (PPM) agreement for air conditioning units at the Hub.
- c) To receive updates and consider actions.

**PC234/25 Health, Safety, Accessibility, and Wellbeing**

- a) To receive updates and consider actions.

**PC235/25 Melbourn Timebank**

- a) To receive the Timebank's monthly report for March.
- b) To note any timebank expenses for previous period.
- c) To note expenses of £209.10 claimed against Community Allotment from £500 Community Growing Grant (£48.64 remaining).
- d) To receive any updates and consider actions.

**PC236/25 To receive an update from the MAYD Joint Committee**

**PC237/25 To receive an update from the Futures Working Party**

**PC238/25 HR Matters**

- a) To receive and updates and consider actions.

**PC239/25 Policies**

- a) To note new NALC Model Financial Regulations released 5 March 2025 – to be reviewed by RFO and considered at July F&GG Committee meeting.
- b) To consider approving draft Investment Strategy for 2025/26 (6 month review) as recommended by F&GG.
- c) To consider approving changes to Document 4.04 Expenses Policy as recommended by F&GG.
- d) To consider approving changes to Document 4.06 Gifts and Hospitality Policy as recommended by F&GG.

- e) To consider approving changes to Document 4.08 Publication of information and request of information as recommended by F&GG.
- f) To consider approving changes to Document 4.09 Modern Slavery Statement as recommended by F&GG.
- g) To consider approving changes to Document 4.11 Records management and disposal policy as recommended by F&GG.
- h) To consider approving changes to Document 4.29 Policy and Procedure Bank Reconciliations as recommended by F&GG.
- i) To consider approving changes to Document 4.35 Credit Card Policy and Procedure to reflect changes to credit card and pre-paid debit cards practices as agreed on item PC075 24a) as recommended by F&GG.
- j) To consider approving changes to Document 4.37 Asset Management Reserve Policy as recommended by F&GG.
- k) To consider approving changes to Document 4.38 Subject Access Request Register as recommended by F&GG.
- l) To consider approving changes to Document 6.10 Terms of Reference for Internal Audit as recommended by F&GG.
- m) To consider approving changes to Document 6.11 Futures Working Party Terms of Reference as recommended by F&GG.
- n) To consider approving updates to Document 8.15 General Risk Register as recommended by F&GG.
- o) To consider recommendation to full council to approve the updates to Document 8.02 Risk Management Document Playparks as recommended by Maintenance Committee.
- p) To consider recommendation to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries as recommended by Maintenance Committee.
- q) To consider recommendation to full council to approve the updates to Document 8.04 MVAS Risk Assessment as recommended by Maintenance Committee.
- r) To consider recommendation to full council to approve the updates to Document 8.08 Risk Management Document Allotments as recommended by Maintenance Committee.
- s) To consider recommendation to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers as recommended by Maintenance Committee.
- t) To consider recommendation to full council to approve the updates to Document 8.11 Pavilion Risk Assessment as recommended by Maintenance Committee.
- u) To consider recommendation to full council to approve the updates to Document 8.12 Risk Assessment Warden Weedkiller Spraying as recommended by Maintenance Committee.

**PC240/25 To note the dates of the upcoming Parish Council meetings**

- a) Planning Committee: **Tuesday 6 May 2025, 8pm**
- b) Annual Parish Meeting: **12 May 2025, 7.30pm**
- c) Maintenance Committee: **15 May 2025, 9.30am**
- d) Annual Parish Council Meeting: **19 May 2025, 7.30pm**

*Please ensure you inform the Clerk of any known absence from upcoming meetings at least 3 days prior, earlier if possible.*