



🏠 **Melbourn Parish Council**
Melbourn Community Hub
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SG8 6DZ

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 25 June 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), Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou

Absent:

In attendance: Abi Williams (Clerk), Pierre Redelinghuys

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC029/2526 To receive and approve apologies for absence.

It was RESOLVED to accept apologies of absence from Cllrs Davey, Cowley, Wilson, County Cllr Bostanci and District Cllr Hales.

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

PC030/2526 To consider two applications for co-option.

Application for co-option was received from two individuals. One applicant was unable to attend the meeting and will be deferred to the July meeting.

Application was considered from Pierre Redelinghuys. Cllrs were given the opportunity to seek further information from ~~M~~ Dr Redelinghuys on his reasons for standing for co-option. ~~M~~ Dr Redelinghuys left the room and the Cllrs indicated by ballot sheet unanimous support to co-opt ~~M~~ Dr Redelinghuys.

19:37 ~~M~~ Dr Redelinghuys left the meeting to allow Council to vote on co-option.

19:39 New Cllr Redelinghuys re-joined the meeting.

PC031/2526 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.

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

Declaration of interest were received from Cllr Kilmurray for items PC038/2526c) and PC044/2526a). Dispensation was granted to remain for discussion but not to vote.

PC032/2526 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 the public present.

PC033/2526 To approve the minutes of the Community Benefit Grants meeting held on 2 June 2025 – noting correction to minute for item PC035/2526j) (All Saints Church corrected to Melbourn Primary School PTFA).

It was RESOLVED to approve the minutes of the Community Benefit Grants meeting held on 2 June 2025, including the correction shown above, as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Coulman.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

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

PC034/2526 To report back on the minutes of the Community Benefit Grants meeting held on 2 June 2025

It was noted that future reports on spend are to be addressed to Melbourn Solar and not Quintas Energy as previously.

PC035/2526 Chair's Announcements

The Chair officially confirmed the resignation of Cllr John Travis. Thanks were passed from all for the years of dedication that Cllr Travis poured into the Council. ACTION: Office to formally write to Mr Travis and pass thanks and gratitude.

It was noted that Cllrs should respond to requests for apologies so the office can ensure quorum at meetings.

It was noted that Cllr Clark met with the Chair of Meldreth Parish Council to look at ways in working together on a number of future projects.

The chair received the County and District report from District Cllr Hart. *A full copy of the report can be found in the supporting documents for this meeting.*

PC036/2526 Annual Governance and Accountability Return (AGAR) 2024/2025

- a) To consider the Annual Governance Statements 1 – 9 in turn.

It was RESOLVED to agree Annual Governance Statement 1.

Proposed by Cllr Campbell, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 2.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 3.

Proposed by Cllr Campbell, seconded by Cllr Kyprianou.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 4.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 5.

Proposed by Cllr Kanagarathnam, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 6.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 7.

Proposed by Cllr Campbell, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.

It was RESOLVED to agree Annual Governance Statement 8.
Proposed by Cllr Coulman, seconded by Cllr Hart.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.

- Annual Governance Statement 9 is non-applicable to Melbourn Parish Council.
- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration.
- It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2024/25 by the Parish Chair and Parish Clerk.
Proposed by Cllr Kilmurray, seconded by Cllr Campbell.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.

- c) To consider signing the Accounting Statements 2024/25.
- It was RESOLVED to sign the Accounting Statements 2024/25.
Proposed by Cllr Kilmurray, seconded by Cllr Coulman.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.

PC037/2526 To consider approving the updated calendar of meetings for the new civic year to reflect meeting day changes.

It was RESOLVED to approve the updated calendar of meetings for the new civic year.
Proposed by Cllr Coulman, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.

PC038/2526 Finance Matters:

- a) To receive and consider the finance reports for May 2025.
- It was RESOLVED to receive the finance report for May 2025.
Proposed by Cllr Kilmurray, seconded by Cllr Coulman.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.
- b) To consider funding requirements of LHI application for safety around the Primary School.
- Cllrs shared a presentation in support of the ongoing LHI application, letter to residents and survey. Presentation will be made to LHI decision panel on 11 July 2025 by Cllrs Campbell and Clark.
- It was RESOLVED to commit up to £25,000 to LHI funds in precept year 26/27 to support the LHI application as presented. Within the £25,000 Council commit to fund the refreshing of street markings within the works area.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.
Against:
Abstain: Cllr Redelinghuys.
- c) To consider approving invoices relating to PCN at the Hub.
- It was RESOLVED to approve invoice 1767 at a cost of £180.00
Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kyprianou.

Against:

Abstain: Cllrs Kilmurray, Redelinghuys

It was RESOLVED to approve invoice 1768 at a cost of £1,260.00

Proposed by Cllr Kanagarathnam, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kyprianou.

Against:

Abstain: Cllrs Kilmurray, Redelinghuys

- d) To note duplicate payment made to Shelford Heating in May approvals of £2187.09.

It was noted.

- e) To note payments have been made to all Community Grant applicants. Value of fund for December round stands at £20,166.91.

It was noted.

- f) To note increase of Three Business contract for broadband at the Pavilion from £15.46 to £16.67 monthly.

It was noted.

- g) To note renewal of ACRE membership for 2025 at a cost of £86.40.

It was noted.

- h) To note staff expenses of £65.50 associated with travel to and from CiLCA training.

It was noted.

- i) To consider approving the approvals list for June 2025.

It was RESOLVED to approve the approvals list for June 2025.

Proposed by Cllr Kilmurray, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

PC039/2526 Governance:

- a) To consider accepting recommendation from the Maintenance Committee to approve the wording changes to Document 4.12 Allotment Lease.

It was RESOLVED to accept the changes to Document 4.12 Allotment Lease.

Proposed by Cllr Hart, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

- b) To note updated committee list as of 19 June 2025.

Updated committee list was noted.

- c) To consider actions relating to Practical Solutions Group.

It was noted that Practical Solutions Group would be picked up again in the autumn with the support of County Cllr Bostanci – Cllrs are encouraged to continue to raise issues with the office who will share with the Group for information / advice.

- d) To note notice of vacancy of councillor after John Travis resignation was displayed for the legislated period – no election called.

It was noted.

- e) To receive updates and consider actions.

None received.

PC040/2526 Bank reconciliations

- a) To note bank reconciliation for May 2025.

It was noted that the bank reconciliation had been completed. Cllr Hart will be completing the bank reconciliation going forward after a handover from Cllr Davey.

PC041/2526 Correspondence:

- a) To consider request to reconsider overnight parking in the High Street car park.

Discussion was held to try and offer alternative parking solutions.

It was RESOLVED to reply stating conditions of the lease as reason to not allow overnight parking in the car park, suggesting owner approach Medivet as a potential rental parking space.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

- b) To note CAPALC update on local government reorganisation and press release from Cambridgeshire County Council <https://www.cambridgeshire.gov.uk/news/three-options-announced-for-council-reorganisation-plans>

Cllrs were requested to send response to the office by 6 July to enable a Parish response to be submitted. ACTION: Office to email all Cllrs with reminder.

- c) To note Groundwork East will be holding an 8 week course of Wellies in the Wood from The Moor, starting 25 September 2025.

It was noted.

PC042/2526 Maintenance Matters:

- a) To share road allocations for road inspections – to be carried out by Cllrs by end of July.

Road allocations were noted and door drop slips shared with Cllrs.

- b) To consider recommendation from Maintenance Committee for actions with regard to RTC in High Street car park.

It was RESOLVED to approve the recommendation from the Maintenance Committee that given the unfortunate passing of the individual involved in the period since the accident, pursuing an insurance claim would not be in anyone's best interest. Council will proceed with obtaining quotes for capping off electrics and repairing damage to bollard at a reduced cost. Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Hart, Kanagarathnam, Kilmurray, Kyprianou.

Against:

Abstain: Cllr Redelinghuys.

- c) To receive updates and consider actions.

None received.

PC043/2526 Planning Matters:

- a) To note the Chair of the Planning Committee is Cllr Kilmurray and the Vice Chair is Cllr Wilson. It was noted.

- b) To note complaint raised over application 25/01320/PRIOR.

Complaint was noted. Cllr Dr Tumi Hawkins, Chair of Joint Local Planning Advisory Group will be invited to the Planning Committee Meeting on 9 July 2025.

- c) To note TTRO for New Road.

The TTRO was noted. Concern was raised over the lack of traffic lights on the A505 junction during the closure. Action is being taken by Parish, District and County Cllrs to highlight the significant danger of this to Highways and Street Works. Residents are encouraged to raise their concerns.

- d) To receive updates and consider actions

None received.

PC044/2526 Community Hub

- a) To consider approval of costs associated with labelling of electric circuits at The Hub at a cost of £864.00.

Deferred. It was requested that The Hub provide a report as to why works were not carried out previously. Requested to be considered at a later date.

- b) To receive updates and consider actions.

None received.

PC045/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC046/2526 Melbourn Timebank

- a) To receive the Timebank's June report.

Report received with thanks.

- b) To note expenses related to Timebank as approved.
None received.
- c) To receive any updates and consider actions.
None received.

PC047/2526 To receive an update from the MAYD Joint Committee

- a) To receive termly report from Connections Bus.
Report received.
- b) To receive any updates and consider actions.
None received.

PC048/2526 To receive an update from the Futures Working Party

It was noted that focus would be on the LHI application, potential youth spaces and outdoor gym/ ninja trail equipment.

PC049/2526 To receive an update from the HR Panel

- a) To note the Chair of the HR Panel is Cllr Hart and the Vice Chair is Cllr Alexander.
It was noted.

PC050/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 9 July** at 7.30pm.
The date of the Planning Committee meeting was noted as Wednesday 9 July 2025 at 7.30pm.
- b) Maintenance Committee Meeting, **Thursday 17 July 2025** at 9.30am.
The date of the Maintenance Committee Meeting was noted as Thursday 17 July 2025 at 9.30am.
- c) Finance & Good Governance Meeting, **Tuesday 22 July 2025** at 7.30pm.
The date of the Finance & Good Governance Meeting was noted as Tuesday 22 July 2025 at 7.30pm.
- d) Full Council Meeting, **Wednesday 30 July 2025** at 7.30pm.
The date of the Full Council meeting was noted as Wednesday 30 July 2025 at 7.30pm.

Meeting closed 21:05