



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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24 July 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Wednesday 30 July 2025 at 7.30pm in the Austen room of The 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 Wednesday 30 July 2025 at 7.30pm in the Austen room of The 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

PC051/2526 To receive and approve apologies for absence.

PC052/2526 To consider application for co-option.

PC053/2526 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.

- 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

PC054/2526 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.

PC055/2526 To approve the minutes of the Parish Council meeting held on 25 June 2025

Noting correction from Mr to Dr when referring to Cllr Redelinghuys.

PC056/2526 To report back on the minutes of the Parish Council meeting held on 25 June 2025

PC057/2526 Chair's Announcements

PC058/2526 To receive reports for District and County Councillors

PC059/2526 Finance Matters:

- a) To receive and consider the finance reports for June 2025.
- b) To consider approving invoices relating to PCN at the Hub.
- c) To note completion of work and approve balance invoice for works to replace outer doors on Little Hands by Trulight at a cost of £2,892.00 (Spend approved under item PC231/25b) as recommended by Maintenance Committee.
- d) To note completion of work and approve balance invoice for works to replace oil tank at Little Hands by Shelford Heating at a cost of £4,374.17 (Spend approved under item PC231/25a) as recommended by Maintenance Committee.
- e) To note staff expenses of £44.20 associated with travel to and from CiLCA training.
- f) To consider approval of additional costs for fixing of pavilion heating as recommended by the Maintenance Committee at a total estimated cost of £1,965.18+VAT.
- g) To consider approving the approvals list for July 2025.

PC060/2526 Governance:

- a) To receive the Internal Auditors report – as emailed to Cllrs – and consider any actions.
- b) To receive the unaudited AGAR and notice of public rights as posted on 27 June 2025.
- c) To consider recommendation from F&GG Committee to adopt the updated and amended Financial Regulations based on the NALC Model Financial Regulations published in March 2025.
- d) To consider recommendation from F&GG Committee to adopt updates to Document 4.03 Community Grant Policy.

- e) To consider recommendation from F&GG Committee to adopt updates to Document 4.33 Income and Receipts Procedure.
- f) To note possibility of slightly altered office hours, working from home and closure dates over the summer period.
- g) To consider recommendation from F&GG Committee to increase allotment plot fees by £2.00 per plot, per year to account for rising costs of upkeep (FG010/2526).
- h) To receive updates and consider actions.

PC061/2526 Bank reconciliations

- a) To note bank reconciliation for June 2025.

PC062/2526 Correspondence:

- a) To consider request by Scouts for key to Moor car park to ensure safety of users when in the pavilion – to be used for emergency access only.
- b) To consider possibility of Royston Town Youth Football Club holding their annual tournament on the New Rec in June 2026.
- c) To receive any updates and consider actions.

PC063/2526 Maintenance Matters:

- a) To consider recommendation from Maintenance Committee to move time and day of committee meetings.
- b) To consider quotations to reinstate an allotment plot as suitable for lease.
- c) To consider quotations to remove sycamore and reduce tree on Grays Allotments.
- d) To receive updates and consider actions.

PC064/2526 Planning Matters:

- a) To note update on TTRO for New Road.
- b) To receive updates and consider actions

PC065/2526 Community Hub

- a) To reconsider approval of costs associated with labelling of electric circuits at The Hub at a cost of £864.00.
- b) To note MGS (door servicing) contract has moved to Expert Access. Contract terms remain the same.
- c) To note confirmation that John Travis has stepped down as Director and Chairman of Melbourn Community Hub Management Group. Mr Jose Hales has been appointed as Chairman and Mr Jonathan Berks has been appointed Deputy Chairman.
- d) To receive updates and consider actions.

PC066/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC067/2526 Melbourn Timebank

- a) To receive the Timebank's July report.
- b) To note expenses related to Timebank as approved.
- c) To consider funding of replacement leg for Timebank gazebo – damaged by Melbourn Parish Council use at fete at a cost of £123.37.
- d) To receive any updates and consider actions.

PC068/2526 To receive an update from the MAYD Joint Committee

PC069/2526 To receive an update from the Futures Working Party

- a) To receive responses from questionnaire around suggested LHI works to Orchard Road / Mortlock Street.

PC070/2526 To receive an update from the HR Panel

- a) To note pay of staff will now be on nominated day of the month rather than with approvals. All costs will be duly reported through the approvals process as previously.
- b) To receive any updates and consider actions.

PC071/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 13 August 2025** at 7.30pm.
- b) Maintenance Committee Meeting, **Thursday 21 August 2025** at 9.30am.
- c) Full Council Meeting, **Wednesday 24 September 2025** at 7.30pm.