



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
☎ 01763 263303, ext 3
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 30 July 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 Barnes, Campbell, Clark (Chair), Coulman, Davey, Hart, Wilson

Absent:

In attendance: Abi Williams (Clerk), Cllr Richard Goddin (Meldreth Parish Council Chair), County Cllr Bostanci

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:31

PC051/2526 To receive and approve apologies for absence.

It was RESOLVED to accept apologies of absence from Cllrs Alexander, Cowley, Kilmurray, Kanagarathnam, Kyprianou, Redelinghuys.

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

PC052/2526 To consider application for co-option.

Co-option candidate was unable to attend the meeting. Item deferred.

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

None received.

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. No members of the public present.

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.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 June 2025, including the correction shown above, as an accurate record.

Proposed by Cllr Campbell, seconded by Cllr Wilson.

In favour: Cllrs Barnes, Campbell, Clark, Coulman, Hart, Wilson

Against:

Abstain: Cllr Davey.

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

Nothing to report.

PC057/2526 Chair's Announcements

Chair extended a welcome to Cllr Goddin, Chair from Meldreth Parish Council.

Chair noted the Local Highways Improvement application meeting was well received. Decision on funding due to be announced in October.

PC058/2526 To receive reports for District and County Councillors

A verbal report was received from County Cllr Bostanci and District Cllr Hart. Cllr Bostanci highlighted the successful provision of a bus service for students from Royston to Melbourn Village College and highlighted similar problems that Bassingbourn Village College are facing. Cllr Hart highlighted the Rural England Prosperity Grant Fund. ACTION: Office to promote

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

opportunities. *A full copy of the report can be found in the supporting documents for this meeting.*

PC059/2526 Finance Matters:

- a) To receive and consider the finance reports for June 2025.
The report was noted.
- b) To consider approving invoices relating to PCN at the Hub.
No invoices received this month.
- 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.
It was RESOLVED to approve payment of invoice to Trulight at £2,892.00 for balance of works to outer doors at Little Hands.
Proposed by Cllr Campbell, seconded by Cllr Davey. All in favour.
- 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.
It was RESOLVED to approve payment of invoice to Shelford Heating at £4,373.17 for balance of works to replace the oil tank at Little Hands.
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.
- e) To note staff expenses of £44.20 associated with travel to and from CiLCA training.
Expense payment noted.
- 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.
A report on works to pavilion heating was considered.
It was RESOLVED to approve additional estimated costs of £1,965.18.
Proposed by Cllr Davey, seconded by Cllr Hart. All in favour.
- g) To consider approving the approvals list for July 2025.
It was RESOLVED to approve the approvals list for June 2025.
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.

PC060/2526 Governance:

- a) To receive the Internal Auditors report – as emailed to Cllrs – and consider any actions.
Internal Auditors report received and actions considered.
- b) To receive the unaudited AGAR and notice of public rights as posted on 27 June 2025.
Unaudited AGAR and notice of public rights noted as published 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.
It was RESOLVED to adopt the edited NALC Model Financial Regulations.
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.
- d) To consider recommendation from F&GG Committee to adopt updates to Document 4.03 Community Grant Policy.
It was RESOLVED to adopt updates to Document 4.03 Community Grant Policy including the additional definition of NEET (Not in Education, Employment, or Training).
Proposed by Cllr Barnes, seconded by Cllr Coulman. All in favour.
- e) To consider recommendation from F&GG Committee to adopt updates to Document 4.33 Income and Receipts Procedure.
It was RESOLVED to adopt updates to Document 4.33 Income and Receipts Procedure.
Proposed by Cllr Barnes, seconded by Cllr Coulman. All in favour.
- f) To note possibility of slightly altered office hours, working from home and closure dates over the summer period.
Altered hours noted.
- 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).
It was RESOLVED to accept the recommendation from F&GG to increase the allotment fees for both Grays and St Georges by £2.00 from October 2025.
Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.
- h) To receive updates and consider actions.
None received.

PC061/2526 Bank reconciliations

- a) To note bank reconciliation for June 2025.

It was noted that bank reconciliation would be completed after the meeting.

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.

It was RESOLVED to include a Moor car park key for hirers when using the pavilion as proposed to be used solely in case of emergency services requiring access.

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

- b) To consider possibility of Royston Town Youth Football Club holding their annual tournament on the New Rec in June 2026.

Requested was noted and it was agreed to consider application if tendered.

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

- c) To receive any updates and consider actions.

None received.

PC063/2526 Maintenance Matters:

- a) To consider recommendation from Maintenance Committee to move time and day of committee meetings.

A proposal to move Maintenance Committee meetings from day to evening to encourage more Cllrs to attend and to enable a new Chair to be appointed was considered.

It was RESOLVED to move Maintenance Committee meetings to a Tuesday evening. ACTION: Clerk to arrange new timetable of meetings and communicate.

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

- b) To consider quotations to reinstate an allotment plot as suitable for lease.

Quotes to reinstate allotment plot to be suitable for lease were considered.

It was RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance Ltd at a cost of £570+VAT.

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

- c) To consider quotations to remove sycamore and reduce tree on Grays Allotments.

Quotes to works on trees on Grays Allotment were considered. It was noted that arborists recommend the removal of the large sycamore and the reduction of height for the field maple.

It was RESOLVED to accept the quotation from Shire Trees Limited at a cost of £1,725+VAT.

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

- d) To receive updates and consider actions.

None received.

PC064/2526 Planning Matters:

- a) To note update on TTRO for New Road.

It was noted that works are progressing. Contractors are noted as being as helpful as they can.

It was noted that there are numerous Intends Notices for further road closures to be published.

- b) To receive updates and consider actions

None received.

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.

It was RESOLVED to approve the works to label the electric circuits as quoted at a cost of £720+VAT.

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

- b) To note MGS (door servicing) contract has moved to Expert Access. Contract terms remain the same.

It was noted.

- 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.

It was noted.

- d) To receive updates and consider actions.

None received.

PC066/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC067/2526 Melbourn Timebank

- a) To receive the Timebank's July report.
The report was noted with thanks.
- b) To note expenses related to Timebank as approved.
Expenses for the Community Allotment were noted. It was noted that a further application for the Community Growing Fund from South Cambridgeshire District Council had been made.
- c) To consider funding of replacement leg for Timebank gazebo – damaged by Melbourn Parish Council use at fete at a cost of £123.37.
It was RESOLVED to approve the cost of £102.82+VAT for a replacement gazebo leg.
Proposed by Cllr Coulman, seconded by Cllr Wilson. All in favour.
- d) To receive any updates and consider actions.
None received.

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

It was noted that efforts are to be taken to hold the next MAYD Joint Committee meeting and elect a new Chair for the committee.

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

It was noted that communication had started with providers of outdoor gym equipment in order to investigate the feasibility and suitability of installing equipment in Melbourn. The Futures Working Party will approach representatives from schools and the local gym to gather further advice when the time is right.

- a) To receive responses from questionnaire around suggested LHI works to Orchard Road / Mortlock Street.
Responses were noted. It was noted that through the survey concern was raised around parking in Mortlock Close. Cllr Campbell to speak with Melbourn Primary School around staff parking in this area. Residents are encouraged to report any parking infringements to the parking enforcement agents through Cambridgeshire County Council.

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.
It was noted.
- b) To receive any updates and consider actions.
It was noted that the Office Assistant had passed their probationary period and it was recommended by the HR Panel that they continue in the role.

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

- a) Planning Committee Meeting, **Wednesday 13 August 2025** at 7.30pm.
The date for the Planning Committee Meeting was noted as Wednesday 13 August at 7.30pm.
- b) Maintenance Committee Meeting, **Thursday 21 August 2025** at 9.30am.
Under item PC063/2526a) it was RESOLVED to move the Maintenance Committee Meetings to evenings. ACTION: Clerk to re-arrange meeting timetable and communicate to Cllrs and public.
- c) Full Council Meeting, **Wednesday 24 September 2025** at 7.30pm.
A request to move the next Full Council Meeting to Monday 29 September was agreed.
ACTION: Clerk to update meeting timetable and communicate to Cllrs and public.

Meeting closed 20:47