



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
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24 September 2025

**Dear Councillor**

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 29 September 2025 at 7.30pm in the Atrium 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 Monday 29 September 2025 at 7.30pm in the Atrium 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**

**PC072/2526 To receive and approve apologies for absence.**

**PC073/2526 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

**PC074/2526 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.

**PC075/2526 To approve the minutes of the Parish Council meeting held on 30 July 2025**

**PC076/2526 To report back on the minutes of the Parish Council meeting held on 30 July 2025**

**PC077/2526 To receive reports for District and County Councillors**

**PC078/2526 Finance Matters:**

- a) To receive and consider the finance report covering July and August 2025.
- b) To consider approving the retrospective approvals for August 2025.
- c) To consider approving renewal invoice for parish insurance policy at an annual cost of £.
- d) To note emergency spend on removal of fallen tree in Elm Way at a cost of £410+VAT.
- e) To consider retrospective approval of invoices relating to the PCN at the Hub and receive an update on remaining funds.
- f) To consider approving the approvals list for September 2025.
- g) To request any projects for consideration under the precept 2026/27 to be sent to the Office for review.

**PC079/2526 Bank reconciliations**

- a) To note bank reconciliation for July and August 2025.

**PC080/2526 Email decisions**

- a) To formally record approved switch for unmetered power supply for street lighting.

**PC081/2526 Governance**

- a) To receive the external auditors report and completed Annual Governance and Accountability Report 2024/25.
- b) To note 'Notice of conclusion of audit' was published on 24 September 2025 for a period no shorter than 14 days on the noticeboards and online.
- c) To receive the updated meeting schedule to accommodate changes to maintenance committee.
- d) To receive updated committee membership list.
- e) To receive updates and consider actions.

**PC082/2526 Correspondence:**

- a) To note correspondence with regard to installation of flags and posters on street furniture through Melbourn.
- b) To note correspondence from resident and consider actions to speeding issues along Back Lane and High Street.
- c) To receive any updates and consider actions.

**PC083/2526 Maintenance Matters:**

- a) To consider quotes for asset valuation project.
- b) To note spend of £240+VAT under delegated authority to the Clerk for works to verge on Water Lane / Back Lane due to safety concerns.
- c) To note request and response from Maintenance Committee for the installation of lighting in All Saints Churchyard.
- d) To note request and response from Maintenance Committee for works to All Saints Church wall.
- e) To receive updates and consider actions.

**PC084/2526 Planning Matters:**

- a) To consider plans for alterations to High Street landscape for Melbourn Greenway.
- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.
- c) To receive updates and consider actions

**PC085/2526 Community Hub**

- a) To note spend of £205.00+VAT on call out and labour for air conditioning unit in kitchen.
- b) To receive minutes from private meeting with Melbourn Community Hub Management Group.
- c) To receive an update from Melbourn Community Hub Management Group.
- d) To receive updates and consider actions.

**PC086/2526 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

**PC087/2526 Melbourn Timebank**

- a) To receive the Timebank's August report.
- b) To note expenses related to Timebank as approved.
- c) To note the successful application to the Community Growing Grant from South Cambridgeshire District Council. £500 received and being used for the community allotment plot.
- d) To receive any updates and consider actions.

**PC088/2526 To receive an update from the MAYD Joint Committee**

- a) To receive the Connections Bus termly report.
- b) To respond to call for action to reinstate MAYD Committee meetings and agree a date for meeting.

**PC089/2526 To receive an update from the Futures Working Party**

**PC090/2526 Policies**

- a) To consider approving changes to Document 4.23 Parish Estate Safety Inspections on recommendation of the Maintenance Committee.
- b) To consider approving changes to key holder agreement to reflect emergency key use and Provision at the pavilion as recommended by the Maintenance Committee.
- c) To consider the introduction of the Lost Property Policy to help manage items received by the office.

**PC091/2526 To receive an update from the HR Panel**

- a) To note annual reviews of RFO and Assistant have taken place.
- b) To consider accepting the NALC local government pay agreement increases 2025/26 as stated in 10.1 of the contracts of employment.
- c) To consider recommendation by HR Panel for the Clerk to undertake coaching.
- d) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC092/2526e)**
- e) Review pay scale for RFO.
- f) **Motion to reopen meeting to the Public and Press.**
- g) To receive any updates and consider actions.

**PC092/2526 Chair's Announcements**

**PC093/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 8 October 2025** at 7.30pm.
- b) Maintenance Committee Meeting, **Wednesday 15 October 2025** at 7.30pm.
- c) Full Council Meeting, **Wednesday 22 October 2025** at 7.30pm.