



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

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 29 September 2025 at 7.30pm in the Atrium 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, Cowley, Davey, Hart, Kilmurray, Wilson

Absent: Cllr Kanagarathnam

In attendance: Abi Williams (Clerk), County Cllr Bostanci, two representatives of Melbourn Community Hub Management Group, six members of the public (mop)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC072/2526 To receive and approve apologies for absence.

It was RESOLVED to accept apologies of absence from Cllrs Kyprianou and Redelinghuys. Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.

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

Cllr Hart declared a non-pecuniary interest in item PC091/2526c) – dispensation was granted to be involved in the discussion but not to vote.

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. Six members of the public were present.

Four representatives attended to discuss item **PC084/2526b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.** Concern was raised that proper consultation had not taken place between Fowlmere Parish Council and Cambridgeshire County Council as they were not aware of the proposed changes to the designation of the road. Residents expressed concern over potential one-way system and changes to access. ACTION: Clerk to contact relevant Parish Clerks to make them aware of the request and to respond to the Active Travel Officer with Melbourn Parish Councils comments over appropriate consultation and timescales for review and the fabric of questionnaire.

Cllr Coulman joined the meeting 19:41

Two representatives attended to discuss items under **PC085/2526) Community Hub.** Concern was raised over the introduction of a banking hub into the Community Hub without the involvement of the Parish Council. Concern over risk and the liability of insurance were raised. Concern raised over the interpretation of the Hub lease and whether certain financial liabilities fell to the correct party. ACTION: MOP offered Cllrs opportunity to discuss the lease with the benefit of their professional experience. ACTION: Cllrs and Community Hub Management Group to meet on a more regular basis and confirm where liabilities fall ongoing.

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

It was RESOLVED to approve the minutes of the Parish Council meeting held on 30 July 2025 as an accurate record.

Proposed by Cllr Hart, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Davey, Hart, Kilmurray, Wilson

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

Against:
Abstain: Cllr Cowley.

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

Nothing to report.

PC077/2526 To receive reports for District and County Councillors

A verbal report was received from County Cllr Bostanci and District Cllr Hart. Cllr Bostanci reported on the correct reporting procedures for unauthorised signs etc through the highways reporting tool. *A full copy of the report can be found in the supporting documents for this meeting.*

PC078/2526 Finance Matters:

- a) To receive and consider the finance report covering July and August 2025.
The reports were noted.
- b) To consider approving the retrospective approvals for August 2025.
It was RESOLVED to retrospectively approve the approvals list for August 2025.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- c) To consider approving renewal invoice for parish insurance policy at an annual cost of £13,562.65.
It was RESOLVED to approve the renewal if the annual insurance premium at a cost of £13,562.35.
Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.
- d) To note emergency spend on removal of fallen tree in Elm Way at a cost of £410+VAT.
Spend noted.
- e) To consider retrospective approval of invoices relating to the PCN at the Hub and receive an update on remaining funds.
It was RESOLVED to approve invoice 1769 at a cost of £1,500.00
Proposed by Cllr Davey, seconded Cllr Wilson. All in favour.
It was RESOLVED to approve invoice 1770 at a cost of £30.00
Proposed by Cllr Davey, seconded Cllr Barnes. All in favour.
It was RESOLVED to approve invoice 1771 at a cost of £321.87
Proposed by Cllr Davey, seconded Cllr Barnes. All in favour.
It was noted that £3,337.03 remaining under s106 for future payments – Hub Management Group advised they are waiting for confirmation of future funding to continue 'Health at the Hub' initiatives.

Cllr Kilmurray joined the meeting 20:09
- f) To consider approving the approvals list for September 2025.
It was RESOLVED to approve the approvals list for September 2025.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- g) To request any projects for consideration under the precept 2026/27 to be sent to the Office for review.
Request was made for suggestions before the next meeting in October.

PC079/2526 Bank reconciliations

- a) To note bank reconciliation for July and August 2025.
It was noted that the bank reconciliations for July and August had taken place.

PC080/2526 Email decisions

- a) To formally record approved switch for unmetered power supply for street lighting.
Email decision to switch street lighting energy supplier formally recorded.

PC081/2526 Governance

- a) To receive the external auditors report and completed Annual Governance and Accountability Report 2024/25.
The external auditors report and AGAR was received by Council.
- 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.
Notice of conclusion of audit was noted.
- c) To receive the updated meeting schedule to accommodate changes to maintenance committee.
Updated meeting schedule was received.
- d) To receive updated committee membership list.

ACTION: It was noted that a correction was needed to reflect Cllr Barnes as Vice Chair of Maintenance and not Cllr Clark as shown.

- e) To receive updates and consider actions.
None received.

PC082/2526 Correspondence:

- a) To note correspondence with regard to installation of flags and posters on street furniture through Melbourn.
Correspondence was noted.
- b) To note correspondence from resident and consider actions to speeding issues along Back Lane and High Street.
Correspondence was noted and discussed. Cllr suggested we move traffic monitoring equipment to approved location on Back Lane to monitor and review activity and report any relevant statistics to the police. ACTION: Office to request move of MVAS unit to Back Lane to monitor vehicles and report to relevant authorities.
- c) To receive any updates and consider actions.
None received.

PC083/2526 Maintenance Matters:

- a) To consider quotes for asset valuation project.
Quotes for the asset valuation project were considered. It was RESOLVED to approve the quote from Bremner Partnership LLP to provide services of asset valuation at a cost of £850+VAT.
- 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.
Spend was noted.
- c) To note request and response from Maintenance Committee for the installation of lighting in All Saints Churchyard.
Request and response to not proceed with introduction of lighting project was duly noted.

Chair altered the order of the agenda.

PC085/2526 Community Hub

- a) To note spend of £205.00+VAT on call out and labour for air conditioning unit in kitchen.
Spend was noted.
- b) To receive minutes from private meeting with Melbourn Community Hub Management Group.
Minutes were received. Discussion about the risks associated with Cambridge Business Building Society operating a banking hub from the premises were raised. Concerns over increased footfall around the office was also noted. Comment from MOP was raised under public participation about liabilities to different parties on the lease. *Action as noted under public participation.*
- c) To receive an update from Melbourn Community Hub Management Group.
Included in the discussion above. The loss of John Travis as a Director was noted, this highlights the need for regular review at Parish Council meetings as the direct link has been lost. Cllrs and Management Group commended the efforts of all the volunteers that range across roles such as Directors and café volunteers.
- d) To receive updates and consider actions.
None received.

Chair altered the order of the agenda.

PC084/2526 Planning Matters:

- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.
As discussed during public participation. Council agreed to push back with concerns over the range of consultation and Cllrs are encouraged to review the draft survey and provide feedback to the office. *Action as noted under public participation.*

Members of the public left the meeting 20:53

Chair altered the order of the agenda.

PC083/2526 Maintenance Matters Continued:

- d) To note request and response from Maintenance Committee for works to All Saints Church wall.
It was noted that the request for works to All Saints Wall has been received and investigation is being carried out to confirm responsibilities of the Parish Council. Currently we are awaiting

confirmation from All Saints of a written agreement this will then allow Melbourn Parish Council to proceed.

- e) To receive updates and consider actions.

None received.

PC084/2526 Planning Matters:

- a) To consider plans for alterations to High Street landscape for Melbourn Greenway.
Plans were reviewed. It was noted that Cllrs were unable to print and sufficiently review the plans. It was noted that responsibility for the bike repair station should be confirmed as they can have a tendency to be broken and not maintained. ACTION: Request printed versions for review within the office.
- b) To review and consider comments on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.
Chair moved item to earlier in the meeting.
- c) To receive updates and consider actions
None received.

Cllr Barnes left the meeting 21:09

PC085/2526 Community Hub

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

PC086/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.
None received.

PC087/2526 Melbourn Timebank

- a) To receive the Timebank's August report.
Report received with thanks.
- b) To note expenses related to Timebank as approved.
None received.
- 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.
Grant was noted.
- d) To receive any updates and consider actions.
None received.

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

- a) To receive the Connections Bus termly report.
Termly report received. ACTION: Clerk to share details of Connections Bus AGM with Cllrs.
- b) To respond to call for action to reinstate MAYD Committee meetings and agree a date for meeting.
Cllr Hart noted that she will continue as Vice Chair in order to progress with the next meeting where it will be looked to elect a new Chair and Vice Chair. It was noted that meetings would be moved to an evening to allow more Cllrs the opportunity to attend. ACTION: Office to contact all joint committee members to arrange a date for the next meeting.

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

Chair confirmed he is looking to hold a meeting in October. Local Highways Initiative decision should be published mid-October.

PC090/2526 Policies

- a) To consider approving changes to Document 4.23 Parish Estate Safety Inspections on recommendation of the Maintenance Committee.
It was RESOLVED to approve the updates to Document 4.23 Parish Estate Safety Inspections. Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.

- 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.
It was RESOLVED to approve the changes to key holder agreement to reflect emergency key use and provision at the pavilion.
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.

- c) To consider the introduction of the Lost Property Policy to help manage items received by the office.

It was RESOLVED to approve the adoption of the Lost Property Policy as presented.

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

PC091/2526 To receive an update from the HR Panel

- a) To note annual reviews of RFO and Assistant have taken place.

Completed annual reviews noted. Thanks passed to Cllr Alexander and Cllr Barnes for helping to complete the reviews.

- b) To consider accepting the NALC local government pay agreement increases 2025/26 as stated in 10.1 of the contracts of employment.

It was RESOLVED to accept the local government pay agreement increase announced by NALC.

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

- c) To consider recommendation by HR Panel for the Clerk to undertake coaching.

It was RESOLVED to approve recommendation for Clerk to undertake coaching as quoted at a cost of £1,369.00+VAT.

Proposed by Cllr Davey, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Cowley, Davey, Kilmurray, Wilson

Against:

Abstain: Cllr Hart.

- 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)**

It was RESOLVED to carry the motion to exclude Public and Press as stated above.

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

Two members of the public left the meeting 21:30

- e) Review pay scale for RFO.

HR Panel have been presented with a proposal to review the RFO pay scale. Insufficient time was available to review the details and the item is deferred to the next meeting after review by the HR Panel.

- f) **Motion to reopen meeting to the Public and Press.**

It was RESOLVED to re-open the meeting to Public and Press.

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

- g) To receive any updates and consider actions.

None received.

PC092/2526 Chair's Announcements

None received.

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

- a) Planning Committee Meeting, **Wednesday 8 October 2025** at 7.30pm.

The date of the next Planning Committee Meeting was noted as Wednesday 8 October 2025.

- b) Maintenance Committee Meeting, **Wednesday 15 October 2025** at 7.30pm.

The date of the next Maintenance Committee Meeting was noted as Wednesday 15 October 2025.

- c) Full Council Meeting, **Wednesday 22 October 2025** at 7.30pm.

The date of the next Full Council Meeting was noted as Wednesday 22 October 2025.

Meeting closed at 21:34