



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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16 October 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Wednesday 22 October 2025 at 7.30pm in the Austen Room at 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 22 October 2025 at 7.30pm in the Austen Room at 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

PC094/2526 To receive and approve apologies for absence.

PC095/2526 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

PC096/2526 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.

PC097/2526 To approve the minutes of the Parish Council meeting held on 29 September 2025

Noting correction from draft minutes from Business to Building under item PC085/2526.

PC098/2526 To report back on the minutes of the Parish Council meeting held on 29 September 2025

PC099/2526 To receive reports for District and County Councillors

PC100/2526 Finance Matters:

- a) To receive and consider the finance report covering September 2025.
- b) To consider approving insurance renewal (precepted) at a cost of £2,279.00 for Grinnell Hill (no increase from 2024). Review for 2026/27 to take place.
- c) To consider approving invoice for Parish Online subscription at a cost of £240 (£60 discount).
- d) To consider approval of invoices relating to the PCN at the Hub.
- e) To note expense claim from the Clerk for mileage to events at a cost of £64.80.
- f) To consider approving the approvals list for October 2025.
- g) To note any recommendations to be considered for precept funding.
- h) To consider precepting funds for approved Local Highways Improvement application.

PC101/2526 Bank reconciliations

- a) To note bank reconciliation for September 2025.

PC102/2526 Governance

- a) To note road closure and running order for Remembrance Parade to be held on Sunday 9 November and request confirmation of attendance. Wreath purchased at a cost of £24.49 under delegated authority.
- b) To receive updated committee membership list.
- c) To note call for applications for Community Benefit Grants open until 24 November 2025. The meeting for application consideration will be held on Monday 3 December 2025.

- d) To receive updates and consider actions.

PC103/2526 Correspondence:

- a) To consider request for extended opening hours of Moor car park.
- b) To receive any updates and consider actions.

PC104/2526 Maintenance Matters:

- a) To receive update for works to All Saints Church wall.
- b) To encourage any remaining road inspections to be returned to the office.
- c) To receive the Reinstatement Cost Assessment for Parish assets.
- d) To receive updates and consider actions.

PC105/2526 Planning Matters:

- a) To update on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.
- b) To note Intends Notice for Clear Crescent road closure from 1 November 2025.
- c) To consider Intends Notice for Station Road road closure from 10 December 2025.
- d) To receive updates and consider actions.

PC106/2526 Community Hub

- a) To consider quote for works to automatic doors to ensure compliance with BSEN 16005 Standards.
- b) To receive updates and consider actions.

PC107/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC108/2526 Melbourn Timebank

- a) To receive the Timebank's September report.
- b) To note trial use of the Pavilion for Food Bank activities.
- c) To note expenses related to Timebank as approved.
- d) To receive any updates and consider actions.

PC109/2526 To receive an update from the MAYD Joint Committee

- a) To confirm date of MAYD Committee meeting.

PC110/2526 To receive an update from the Futures Working Party

PC111/2526 Website rebuild

- a) To consider proposal to rebuild website to ensure compliance with WCAG 2.2 AA (Web Content Accessibility Guidelines).

PC112/2526 To receive an update from the HR Panel

- a) **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 item PC112/2526b)**
- b) Review pay scale for RFO.
- c) **Motion to reopen meeting to the Public and Press.**
- d) To receive any updates and consider actions.

PC113/2526 Chair's Announcements

PC114/2526 To note the dates of the upcoming meetings as:

- a) Finance & Good Governance Committee Meeting, **Tuesday 4 November 2025** at 7.30pm.
- b) Planning Committee Meeting, **Wednesday 12 November 2025** at 7.30pm.
- c) Maintenance Committee Meeting, **Wednesday 19 November 2025** at 7.30pm.
- d) Full Council Meeting, **Wednesday 26 November 2025** at 7.30pm.