



🏠 **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 Wednesday 22 October 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 Barnes, Clark (Chair), Coulman, Cowley, Davey, Kanagarathnam, Kilmurray, Kyprianou, Redelinghuys

Absent:

In attendance: Abi Williams (Clerk), six members of the public (MOP)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC094/2526 To receive and approve apologies for absence.

Apologies received from Cllrs Alexander, Campbell, Hart, Wilson and Count Cllr Bostanci all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Alexander, Campbell, Hart, Wilson and Count Cllr Bostanci.

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

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

Cllr Coulman has a standing declaration in HR Matters (PC112/2526) and will leave the meeting at this time.

Cllr Cowley declared an interest in item PC103/2526a) in his capacity as a Beaver Leader. Dispensation was granted to remain for the discussion but not vote.

Cllr Kilmurray declared an interest in items PC100/2526d) and PC106/2526a-b) in his role as Director of the Melbourn Hub Management Group. Dispensation was granted to remain for the discussion but not vote.

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.

Six members of the public were present.

MOP1 (PC105/2526a) Fowlmere Road) continued concerns about the nature of the draft survey provided by Active Travel Officer from Cambridgeshire County Council. Residents from the local area called for priority of the works to be on the maintenance and improvement of the road and not changes that may negatively impact those that live on the road. Continued concern that residents in the area had still not been contacted.

MOP2 (PC105/2526a) Fowlmere Road) continued concern over draft survey not asking the correct questions.

MOP3 (PC105/2526a) Fowlmere Road) Calls for maintenance of the road to be the priority with thought given to placement of passing places etc. Clarification needed of what a 'Quiet Road' means. Request to have sight of draft survey to address with relevant parties. ACTION: Office to send copy of supporting document.

MOP4 & 5 – Question over actions of Parish Council meeting with Melbourn Community Hub Management Group (MCHMG) to discuss lease. Questions over statements in the lease documentation with regard to profits from MCHMG being paid to the Parish when appropriate. Question over restriction of Community Hub for youth provision this is an ongoing discussion

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

with MCHMG as advised. Request for confirmation that Cambridge Building Society will be renting space.

Cllr Clark provided response to the questions that were relevant for Melbourn Parish Council to answer. Prior to this Council meeting a meeting was held between a number of Cllrs to discuss the lease and it was agreed by those present that further action will be taken. Cllr Clark confirmed that if MCHMG were to be profitable then the lease states that funds would be made payable to the Parish Council. ACTION: To ask for confirmation of conditions that restrict use for youth provision.

Chair altered the order of the agenda.

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.

An update was provided of actions taken so far. *Update is available in the supporting documents for this meeting.*

Four MOPs left the meeting 19:55

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.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 29 September 2025 as an accurate record.

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

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

Nothing to report.

PC099/2526 To receive reports for District and County Councillors

Cllr Clark provided notes from County Cllr Bostanci drawing attention to the Practical Solutions Group meeting to be held in November, Melbourn being awarded the LHI funding, level crossing barrier replacement to take place between 13 December and 5 January. *A full copy of the report can be found in the supporting documents for this meeting.*

PC100/2526 Finance Matters:

- a) To receive and consider the finance report covering September 2025.

The report was noted

- 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.

It was RESOLVED to approve payment of £2,279 for Grinnell Hill insurance.

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

- c) To consider approving invoice for Parish Online subscription at a cost of £240 (£60 discount).

It was RESOLVED to approve payment of Parish Online subscription invoice of £240.

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

- d) To consider approval of invoices relating to the PCN at the Hub.

It was RESOLVED to approve invoice 1772 at a cost of £2,618.13.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Barnes, Clark, Coulman, Cowley, Davey, Kanagarathnam, Kyprianou, Redelinghuys
Against:

Abstain: Cllr Kilmurray.

It was RESOLVED to approve invoice 1774 at a cost of £140.00.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Barnes, Clark, Coulman, Cowley, Davey, Kanagarathnam, Kyprianou, Redelinghuys
Against:

Abstain: Cllr Kilmurray.

- e) To note expense claim from the Clerk for mileage to events at a cost of £64.80.

It was RESOLVED to accept the payment of Clerks expenses of £64.80.

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

- f) To consider approving the approvals list for October 2025.

It was RESOLVED to approve the approvals list for October 2025.

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

- g) To note any recommendations to be considered for precept funding.

Request for items to be considered before the Finance & Good Governance Committee Meeting to be held on 4 November 2025.

- h) To consider precepting funds for approved Local Highways Improvement application.

Note of the successful LHO application was made with consideration to be taken over precepting £25,000 (as previously agreed) to be taken at the Finance & Good Governance Committee meeting to be held in November.

PC101/2526 Bank reconciliations

- a) To note bank reconciliation for September 2025.

It was noted that the bank reconciliation has been complied and signed by the RFO but not yet checked.

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.

Discussion was had about length of time that wreaths should remain at the memorial. A suggestion of six month period was made, unless the wreaths had started to degrade before the six month period was up. ACTION: Office to reach out to other wreath layers and All Saints Church to arrange removal at a suitable time. A request for attendees at the service was made. The wreath to be laid on behalf of the Parish Council by Cllr Clark.

- b) To receive updated committee membership list.

Updated committee membership list received.

- c) To note call for applications for Community Benefit Grants open until 24 November 2025. The meeting for application consideration will be held on Wednesday 3 December 2025.

It was noted that Community Benefits Grants applications are now open. It was noted that applicants will be expected to attend the decision meeting, provide relevant financial information and to provide % details of beneficiaries that are from Melbourn.

- d) To receive updates and consider actions.

None received.

PC103/2526 Correspondence:

- a) To consider request for extended opening hours of Moor car park.

Request to extend car park opening hours was discussed.

It was RESOLVED to keep the car park opening hours as they are currently as sufficient measures are in place. ACTION: Office to respond to resident.

Proposed by Cllr Barnes, seconded by Cllr Davey.

In favour: Barnes, Clark, Coulman, Davey, Kanagarathnam, Kilmurray, Kyprianou, Redelinghuys

Against:

Abstain: Cllr Cowley.

- b) To receive any updates and consider actions.

Cllr Davey added request to look at yellow lines on The Moor to deter parking.

PC104/2526 Maintenance Matters:

- a) To receive update for works to All Saints Church wall.

Update received.

- b) To encourage any remaining road inspections to be returned to the office.

Cllrs reminded to submit their road inspections for review.

- c) To receive the Reinstatement Cost Assessment for Parish assets.

Report received. Actions, if any, to be discussed at Finance & Good Governance.

- d) To receive updates and consider actions.

None received.

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.

Item discussed earlier in the meeting. See above.

- b) To note Intends Notice for Clear Crescent road closure from 1 November 2025.

Intends Notice received. No comment.

- c) To consider Intends Notice for Station Road road closure from 10 December 2025.

Intends Notice received. No Comment

- d) To receive updates and consider actions.

None received.

PC106/2526 Community Hub

- a) To consider quote for works to automatic doors to ensure compliance with BSEN 16005 Standards.

Cllr Cowley and MOP left the meeting 20:47

It was RESOLVED to approve quotation for works to automatic doors at a cost of £1,455.79+VAT.

Proposed by Cllr Kyprianou, seconded by Cllr Coulman.

In favour: Barnes, Clark, Coulman, Davey, Kanagarathnam, Kyprianou, Redelinghuys

Against:

Abstain: Cllr Kilmurray.

- b) To receive updates and consider actions.

None received.

PC107/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

MOP left the meeting 20:53

PC108/2526 Melbourn Timebank

- a) To receive the Timebank's September report.

Report received with thanks for continued effort and excellent contribution to the community.

- b) To note trial use of the Pavilion for Food Bank activities.

Use of the Pavilion noted. Clerk / Community Coordinator to feedback to Council when established.

- c) To note expenses related to Timebank as approved.

None received.

- d) To receive any updates and consider actions.

None received.

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

- a) To confirm date of MAYD Committee meeting.

Item deferred. Date still to be confirmed.

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

Continued focus on ninja trail / gym equipment project.

PC111/2526 Website rebuild

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

It was RESOLVED to approve the £1,500+VAT budget for the office to select a provider and produce a WCAG 2.2AA compliant website suitable for Melbourn Parish Council.

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

Cllr Coulman left the meeting 20:59

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)**

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

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

- b) Review pay scale for RFO.

HR Panel presented their recommendation to increase the RFO pay scale to better reflect the responsibility involved and move closer to market value in line with the NALC recommendations.

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

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

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

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

- d) To receive any updates and consider actions.

None received.

PC113/2526 Chair's Announcements

None received.

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

- a) Finance & Good Governance Committee Meeting, **Tuesday 4 November 2025** at 7.30pm.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 4 November 2025.

- b) Planning Committee Meeting, **Wednesday 12 November 2025** at 7.30pm.

The date of the next Planning Committee Meeting was noted as Wednesday 12 November 2025.

- c) Maintenance Committee Meeting, **Wednesday 19 November 2025** at 7.30pm.

The date of the next Maintenance Committee Meeting was noted as Wednesday 19 November 2025.

- d) Full Council Meeting, **Wednesday 26 November 2025** at 7.30pm.

The date of the next Full Council Meeting was noted as Wednesday 26 November 2025.

Meeting closed 21:07