



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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20 November 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Wednesday 26 November 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 26 November 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

PC115/2526 To receive and approve apologies for absence.

PC116/2526 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

PC117/2526 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.

PC118/2526 To report back and approve the minutes of the Parish Council meeting held on 22 October 2025

PC119/2526 To receive reports for District and County Councillors

PC120/2526 Finance Matters:

- a) To receive and consider the finance report covering October 2025.
- b) To consider spend of up to £100 for additional outdoor lights for Christmas tree at The Cross.
- c) To consider approval of invoices relating to the PCN at the Hub.
- d) To consider approving invoice from Harts Books at a cost of £107.09 to be taken from s106.
- e) To consider retrospective approval of invoice from Melbourn Garage for fix to parish van at a cost of £597.72.
- f) To consider retrospective approval of spend of £149.40 for 14th edition of Local Council Administration from SLCC bookshop.
- g) To consider uplift in costs from Lucid (IT suppliers) for 365 Secure Implementation at a cost of £50 per month.
- h) To consider approving the approvals list for November 2025.
- i) To note any recommendations to be considered for precept funding.

PC121/2526 Bank reconciliations

- a) To note bank reconciliation for October 2025.

PC122/2526 Governance

- a) To receive updated committee membership list.
- b) To consider recommendation from F&GG item FG024/2526) that burial fees should remain the same as in 2025.
- c) To consider recommendation from F&GG item FG028/2526) that the budget for Melbourn Community Hub be moved for initial consideration to the Maintenance Committee to allow for

the same scrutiny of projects as other parish assets with the approval of change to terms of reference to reflect this.

- d) To consider approval of Approved Signatories List.
- e) To receive updates and consider actions.

PC123/2526 Correspondence:

- a) To receive correspondence and consider actions to email about parking on The Moor.
- b) To receive any updates and consider actions.

PC124/2526 Maintenance Matters:

- a) To consider hedge trimming works to top of Water Lane at a cost of £680 +VAT.
- b) To receive update and consider actions in relation to maintenance of agreed areas at Hopkins Homes.
- c) To consider approval of £500 spend to offer Christmas tree recycling to residents again this year.
- d) To receive updates and consider actions.

PC125/2526 Planning Matters:

- a) To receive report from legal review meeting.
- b) To consider costs for survey of land at Grinnel Hill to define boundary and enforce reinstatement of fenceline.
- c) To receive updates and consider actions.

PC126/2526 Community Hub

- a) To consider permanent display of Cambridge Building Society opening times in Community Hub foyer window.
- b) To consider spend of estimated £750 for Community Hub lease review and report.
- c) To receive updates and consider actions.

PC127/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC128/2526 Melbourn Timebank

- a) To receive the Timebank's October and November report.
- b) To consider approval of costs associated with replacement of Timebank mobile phone.
- c) To note expenses related to Timebank as approved.
- d) To receive any updates and consider actions.

PC129/2526 To receive an update from the MAYD Joint Committee

- a) To receive a report from MAYD Committee meeting held on 20 November 2025.

PC130/2526 To receive an update from the Futures Working Party

PC131/2526 To receive an update from the HR Panel

- a) To note the office closure from 19th December 2025 until Monday 5 January 2026 inclusive. Emails will be monitored during this time - answer phone messages are delivered as emails and can be reacted to if needed.
- b) To receive any updates and consider actions.

PC132/2526 Policies

- a) To consider approval of the annual effectiveness of the system of internal audit review as recommended by F&GG under item FG025/2526).
- b) To consider approval of the completed annual effectiveness of the system of internal controls review as recommended by F&GG under item FG026/2526).
- c) To consider approval of updated Financial Risk Assessment as recommended by F&GG under item FG029/2526a).
- d) To consider approval of updated Finance and Good Governance Terms of Reference as recommended by F&GG under item FG029/2526b).
- e) To consider approval of the Investment Strategy as recommended by F&GG under item FG029/2526c).

PC133/2526 Chair's Announcements

PC134/2526 To note the dates of the upcoming meetings as:

- a) Community Benefit Grants Meeting, **Wednesday 3 December 2025** at 7.30pm.
- b) Planning Committee Meeting, **Wednesday 10 December 2025** at 7.30pm.
- c) Finance & Good Governance Committee Meeting, **Tuesday 16 December 2025** at 7.30pm.
- d) Full Council Meeting, **Wednesday 14 January 2026** at 7.30pm (*precept setting*).