



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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8 January 2026

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Wednesday 14 January 2026 at 7.30pm** in the **Austen room, 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 14 January 2026 at 7.30pm** in the **Austen room, 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

PC142/2526 To receive and approve apologies for absence

PC143/2526 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

PC144/2526 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). If required, written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

PC145/2526 To report back and approve the minutes of the Parish Council meeting held on 26 November 2025

PC146/2526 To report back and approve the minutes of the Parish Council meeting (Community Benefit Grants) held on 3 December 2025

PC147/2526 To receive reports from the District and County Cllrs for Melbourn

PC148/2526 Finance Matters

- a) To receive finance report covering November and December 2025.
- b) To consider approving invoices relating to healthcare at the Hub.
- c) To note payment of invoice to Smith of Derby for £313.20 to service the All Saints Clock under the power Section 2 of the Parish Councils Act 1957, granting parish councils the authority to provide, maintain, and light public clocks within the parish.
- d) To note direct debit payment of £345.00 for vehicle tax for parish van.
- e) To note payment of invoice to Melbourn Garage for £464.59 to complete works to parish van as part of MOT.
- f) To consider approving the retrospective approvals list for December 2025.
- g) To consider approving payment of annual licence fee to Melbourn Community Hub at a cost of £15,000.
- h) To note Community Benefit Grant monies for 2025/26 have been allocated and report sent to Melbourn Solar Limited (Quintas). Remaining £4,950.10 proposed to Melbourn Solar to be carried over to 2026/27 round.
- i) To note approvals for January will be retrospective due to early date of January meeting.
- j) To consider recommendation by Finance & Good Governance to increase Little Hands rent to £28,107 for 2026/27 (2025/26 £27,000) and to review in 12 months (FG037 2526).
- k) To consider recommendation by Finance & Good Governance to appoint CAPALC as internal auditor and to accept charges quoted. Final cost to be reported to council on completion.

PC149/2526 Bank Reconciliations

- a) To note bank reconciliation for December 2025.
- PC150/2526 2026/2027 Precept**
 - a) To receive summary of precepted items as reviewed and recommended by the Finance & Good Governance Committee (FG039/2526b).
 - b) To consider setting the precept for the financial year 2026/27 at £367,776 (2025/26 £350,217) as recommended by the Finance & Good Governance Committee (FG039/2526b).
- PC151/2526 Clerks Report**
- PC152/2526 Governance**
 - a) To receive updates and consider actions.
- PC153/2526 Correspondence**
 - a) To consider response to Ministry of Housing, Communities and Local Government re impact of postponing local elections on Parish Council elections to be held in May 2026.
 - b) To receive and consider offer from South Cambridgeshire District Council for a free blossom tree to commemorate and honour those affected by the Covid-19 pandemic.
 - c) To consider request from Melbourn Village College to use the Pavilion as a designated hub for their evacuation planning as part of their Business Contingency Plan.
 - d) To consider request from 1st Orwell Scouts to use the Pavilion and The Moor recreation ground for an overnight sleep out in support of a homeless charity on Friday 20 March 2026.
 - e) To consider action for request by 1st Orwell Scouts to use the Pavilion on 11 March and 15 April between 19:00 – 21:00 for training of young leaders.
 - f) To receive updates and consider actions.
- PC154/2526 Maintenance Matters**
 - a) To receive updates and consider actions.
- PC155/2526 Planning Matters**
 - a) To consider draft agreement with 1st Orwell Scouts for written permission to build on / use land at Old Rec.
 - b) To note TTRO 26-10243 for road closure of High Street (proposed works to be carried out between 09:30 and 15:30 16 February 2026).
 - c) To receive updates and consider actions.
- PC156/2526 Community Hub**
 - a) To consider replacement of chairs for café.
 - b) To report email vote and costs associated with fix to stairlift (Processed under Financial Regulations 5.15).
 - c) To receive report on request to move office space within the Community Hub.
 - d) To receive update from Management Group and consider actions.
 - e) To receive updates and consider actions.
- PC157/2526 Health, Safety, Accessibility and Wellbeing**
 - a) To receive updates and consider actions.
- PC158/2526 Melbourn Timebank and Community Coordinator report**
 - a) To receive the Timebank monthly report for December.
 - b) To note any Timebanking expenses.
 - c) To reconsider purchase of suitable phone for Timebank and Community Coordinator.
 - d) To receive updates and consider actions.
- PC159/2526 To consider a motion to support our commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people through MAYD or other relevant committee.**
- PC160/2526 To receive an update from the MAYD Joint Committee**
 - a) To consider approval of changes to MAYD Terms of Reference to reflect up to date practices and increase Councillor numbers on committee as approved and recommended by MAYD Joint Committee (MAYD10/2526).
 - b) To confirm date for next committee meeting.
 - c) To receive the Connections Bus termly report.
 - d) To consider agreement to pay increase costs of 5% for Connections Bus as recommended by MAYD Committee. (MAYD08/2526b). Increasing from 2025/26 £348 to 2026/27 £366 per session.

PC161/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.

PC162/2526 HR Matters

- a) To receive updates and consider actions.

PC163/2526 Policies

- a) To consider accepting updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) as recommended by Finance & Good Governance (FG040/2526a).
- b) To consider accepting update to the Risk Management Policy (Document 4.19) as recommended by Finance & Good Governance (FG040/2526b).

PC164/2526 Chairs Announcements

PC165/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 21 January 2026** and **Wednesday 11 February 2026** at 7.30pm
- b) Maintenance Committee Meeting, **Wednesday 28 January 2026** and **Wednesday 18 February 2026** at 7.30pm
- c) Full Parish Council Meeting, **Wednesday 25 February 2026** at 7.30pm