



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

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
✉️ parishclerk@melbournparishcouncil.gov.uk
☎️ 01763 263303, ext 3
🌐 melbournparishcouncil.gov.uk

19 February 2026

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Wednesday 25 February 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 25 February 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

PC166/2526 To receive and approve apologies for absence

PC167/2526 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

PC168/2526 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.

PC169/2526 To report back and approve the minutes of the Parish Council meeting held on 14 January 2026

PC170/2526 To receive reports from the District and County Cllrs for Melbourn

PC171/2526 Finance Matters

- a) To receive finance report covering January 2026.
- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account of £20,000 made on 21 January 2026.
- c) To consider approving the retrospective approvals list for January 2025 as paid.
- d) To consider approving costs for Rialtas cemeteries training at £300+VAT.
- e) To consider approving invoice for £177.60 from Harts Books to be taken from library s106.
- f) To receive notice of increase in commercial waste rates from Greater Cambridge Shared Waste Service. Increase to be confirmed in March 2026.
- g) To consider approval of Rialtas costs of £330+VAT to upload data for asset register.
- h) To consider approving the approvals list for February 2026.

PC172/2526 Bank Reconciliations

- a) To note bank reconciliation for January 2025.

PC173/2526 Governance

- a) To note update to Section 137 limit for 2026/27 - The Department for Levelling Up, Housing and Communities confirmed that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2026/27 is £11.60 (up from £11.10 for 2025/26).

- b) To confirm updates to current committee member list.
- c) To note the updated meeting schedule for the remainder of 2025/2026.
- d) To consider approving agenda and proposed budget for Annual Parish Meeting to be held on 18 March 2026.
- e) To receive updates and consider actions.

PC174/2526 Correspondence

- a) To receive correspondence and consider actions for resident request for a 'No Cold Calling Zone'.
- b) To receive correspondence and consider actions around lack of white lining around the village.
- c) To receive correspondence of misuse of blue badge parking spaces in village car park and report on actions.
- d) To receive updates and consider actions.

PC175/2526 Maintenance Matters

- a) To note acceptance of quotation to complete priority 2 works and maintenance of Jubilee Wood as highlighted in the biennial parish tree survey.
- b) To note Allotment Association awarded £30,000 through grants for upgrading of fenceline and gates and installation of composting toilet. Parish Council to support planning application and draft agreement of ownership after works for consideration.
- c) To receive updates and consider actions.

PC176/2526 Planning Matters

- a) To consider responding to the Government consultation on a proposed Greater Cambridge Development Corporation. <https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge>
- b) To consider responding to Greater Cambridge Planning public consultation on intention to submit a Community Infrastructure Levy (CIL) Draft Chargin Schedule. www.greatercambridgeplanning.org/cil
- c) To receive updates and consider actions.

PC177/2526 Community Hub

- a) To note approved spend on emergency lighting repairs totalling £315+VAT (MA139 2526a).
- b) To receive community hub lease review from HCR law and consider publishing overview fact sheet for reference.
- c) To note receipt of proforma order with Strictly Tables & Chairs at a cost of £6,174.60 for replacement chairs and tub seating as approved under PC156/2526a).
- d) To receive updates and consider actions.

PC178/2526 Health, Safety, Accessibility and Wellbeing

- a) To receive updates and consider actions.

PC179/2526 Events to note

- a) Annual Parish Meeting, 18 March 2026 – noting the call for nominations for the Community Awards 2026.
- b) Parish Council Elections, 7 May 2026 – noting nomination papers to be published around 30 March 2026.
- c) Annual Parish Council Meeting, 13 May 2026 – post-election meeting.
- d) To consider use of New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.

PC180/2526 Melbourn Timebank and Community Coordinator report

- a) To receive the Timebank monthly report for January.
- b) To note any Timebanking expenses.
- c) To receive updates and consider actions.

PC181/2526 To receive an update from the MAYD Joint Committee

- a) To consider recommendation from MAYD Joint Committee (MAYD25/2526) to proceed with advertising for Community Coordinator (Youth) as described in the job specification.
- b) To recruit new member to join MAYD Committee.
- c) To receive update and consider actions.

PC182/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.

PC183/2526 HR Matters

- a) To receive updates and consider actions.

PC184/2526 Policies

- a) To consider recommendation from Maintenance Committee to accept update to Doc 4.22 Appointment of Contractors (date only).
- b) To consider adopting edited NALC model IT Policy – Doc 4.42 IT Policy.

PC185/2526 Chairs Announcements

PC186/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 11 March 2026** at 7:30pm
- b) Annual Meeting of the Parish, **Wednesday 18 March 2026** at 7:30pm
- c) Full Parish Council Meeting, **Wednesday 25 March 2026** at 7:30pm