



🏠 **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 25 February 2026 at 7.30pm in the Austen Room 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 Alexander, Campbell, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, Kyprianou, Redelinguys

Absent: Cllrs Kanagarathnam, Wilson

In attendance: Abi Williams (Clerk), County Cllr Bostanci

Meeting started 19:30

PC166/2526 To receive and approve apologies for absence

Apologies received from Cllrs Barnes, and District Cllr Hales all with acceptable reasons. It was RESOLVED to accept apologies of absence from Cllrs Barnes, and District Cllr Hales. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

Cllr Coulman joined the meeting 19:32

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.

- To receive declarations of interest from councillors on items on the agenda
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

Cllr Kilmurray declared an interest in item PC171/2526e) and PC177/2526 a-d).

Cllr Kyprianou declared an interest in item PC180/2526b).

Dispensation was granted to remain for discussion but not vote.

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.

No members of the public present.

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

It was RESOLVED to approve the minutes, with the additional note on budget and precept item wording, of the Parish Council meeting held on 14 January 2025 as an accurate record.

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

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

A verbal report was received from County Cllr Bostanci and District Cllr Hart. It was noted that a bus users group meeting is being held on 5 March (details in report). The Greenways project report is due for publication soon. Cllr Bostanci offered a meeting to review a response to the Greater Cambridge Development Corporation consultation; residents are encouraged to respond via the details under PC176/2526a). It was noted that the South Cambridgeshire District Council increase in council tax has been agreed, this equates to an increase on band D properties of £5.24 a year. Cllr Cowley offered thanks for a neutral, balanced and non-politicised report. County and District Cllrs were asked about the increased funding for schools and the impact this could have locally. Cllr Bostanci confirmed he is due to meet with the Melbourn Primary Head to learn more about the

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

challenges the primary school is facing with numbers and funding. *A full copy of the report can be found in the supporting documents for this meeting.*

PC171/2526 Finance Matters

- a) To receive finance report covering January 2026.
A comparative financial report for January 2026 was received.
- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account of £20,000 made on 21 January 2026.
Transfer noted.
- c) To consider approving the retrospective approvals list for January ~~2025~~-2026 as paid.
It was RESOLVED to approve the retrospective approvals for January 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- d) To consider approving costs for Rialtas cemeteries training at £300+VAT.
It was RESOLVED to approve costs of £300+VAT for Rialtas cemeteries training.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To consider approving invoice for £177.60 from Harts Books to be taken from library s106.
It was RESOLVED to approve the payment of Harts Book invoice at a cost of £177.60.
Proposed by Cllr Campbell, seconded by Cllr Kyprianou.
In favour: Cllrs Alexander, Campbell, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Redelinghuys
Against:
Abstain: Cllr Kilmurray
- f) To receive notice of increase in commercial waste rates from Greater Cambridge Shared Waste Service. Increase to be confirmed in March 2026.
Notification received.
- g) To consider approval of Rialtas costs of £330+VAT to upload data for asset register.
It was RESOLVED to approve costs of £330+VAT to upload data to asset register on Rialtas.
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- h) To consider approving the approvals list for February 2026.
It was RESOLVED to approve the approvals list for February 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

PC172/2526 Bank Reconciliations

- a) To note bank reconciliation for January ~~2025~~ 2026.
It was duly noted that the bank reconciliation for January 2026 had been completed.

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).
S137 limit duly noted.
- b) To confirm updates to current committee member list.
Current committee member list confirmed. ACTION: Office to publish up to date document.
- c) To note the updated meeting schedule for the remainder of 2025/2026.
Updated meeting schedule for 2025/26 noted.
- d) To consider approving agenda and proposed budget for Annual Parish Meeting to be held on 18 March 2026.
It was RESOLVED to approve £250 budget and suggested agenda for Annual Parish Meeting.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To receive updates and consider actions.
None received.

PC174/2526 Correspondence

- a) To receive correspondence and consider actions for resident request for a 'No Cold Calling Zone'.
Discussion around response by Clerk and possible actions. ACTION: Office to contact Trading Standards to provide 'no cold calling' front door stickers to library for distribution to residents.
- b) To receive correspondence and consider actions around lack of white lining around the village.

Discussion around delay in white lining in certain areas due to Greenways scheme. County Cllr Bostanci offered to support enquiries into reestablishing white lining. It was noted that policy is that minor road to minor road junctions will not be lined. It was agreed to pursue with enquiries for white lining high traffic areas such as the High Street crossroads. It was noted that lining around the Primary School was part of the LHI application that is currently in the planning stage. ACTION: Office to share concerns with County Cllr Bostanci.

- c) To receive correspondence of misuse of blue badge parking spaces in village car park and report on actions.

It was noted that parking enforcement had been contacted, as the car park does not have a TRO (Traffic Regulation Order) the blue badge space misuse was not enforceable. ACTION: Office to investigate implementing a TRO for car park.

- d) To receive updates and consider actions.

None received.

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.

Acceptance of quotations noted. Works to commence as soon as possible.

- 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.

Congratulations passed for the hard work by the Allotment Association for securing the grants.

ACTION: Office to confirm best applicant and agent status for the planning application.

- c) To receive updates and consider actions.

None received.

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>

Concerns were raised over the impact of the proposed Greater Cambridge Development Corporation – it was agreed to build a response from Melbourn Parish Council to be considered at Planning Committee meeting on 11 March 2026. ACTION: Office to inform all Cllrs of questions and gather responses. Response to be communicated to public to encourage engagement in consultation.

- b) To consider responding to Greater Cambridge Planning public consultation on intention to submit a Community Infrastructure Levy (CIL) Draft Charging Schedule.

www.greatercambridgeplanning.org/cil

Discussion held over limited impact on funds available to Melbourn Parish Council, impact of Local Government Reorganisation and the benefit of proceeding with a Neighbourhood Plan. ACTION: Neighbourhood Plan progression to be added to future meeting agenda. ACTION: CIL consultation to be promoted via social media.

- c) To receive updates and consider actions.

None received.

PC177/2526 Community Hub

- a) To note approved spend on emergency lighting repairs totalling £315+VAT (MA139/2526a).

Spend on emergency lighting repairs totalling £315+VAT noted.

- b) To receive community hub lease review from HCR law and consider publishing overview fact sheet for reference.

Review and overview sheet received. Approved document will be used as reference for any actions going forward. ACTION: Definition of conduit to be added, correction to date of Law of Property Act 1925 (not 19265). ACTION: Request to add corrected overview sheet with link to be added to hub noticeboard.

- 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).

Proforma invoice received and processed for payment as per approvals PC171/2526h).

- d) To receive updates and consider actions.

None received.

PC178/2526 Health, Safety, Accessibility and Wellbeing

- a) To receive updates and consider actions.
None received.

PC179/2526 Events to note

- a) Annual Parish Meeting, 18 March 2026 – noting the call for nominations for the Community Awards 2026.
Annual Parish Meeting date noted.
- b) Parish Council Elections, 7 May 2026 – noting nomination papers to be published around 30 March 2026.
Parish Council Elections noted.
- c) Annual Parish Council Meeting, 13 May 2026 – post-election meeting.
Annual Parish Council meeting date noted.
- d) To consider use of New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.
It was RESOLVED to approve use, subject to correct insurances being in place, of the New Rec, Pavilion and Old Rec for Melbourn Primary School PTFA Fun Run on Sunday 10 May 2026.
Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

PC180/2526 Melbourn Timebank and Community Coordinator report

- a) To receive the Timebank monthly report for January.
Report received with thanks.
- b) To note any Timebanking expenses.
Expenses for the community allotment for £50.98 to be taken from Community Growing Grant award noted.
Expenses of £6.85 noted for the Timebank.
- c) To receive updates and consider actions.
None received.

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.
It was RESOLVED to approve recommendation from MAYD Joint Committee (MAYD25/2526) to proceed with advertising for Community Coordinator (Youth) as described in the job specification.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To recruit new member to join MAYD Committee.
One Cllr confirming availability to join MAYD Committee.
- c) To receive update and consider actions.
None received.

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

- a) To receive updates and consider actions.
Cllr Clark confirmed Futures would be working on white lining project and working with MAYD in developing the youth provision. Cllr Clark and Kyprianou to attend current youth provisions to research what is being achieved elsewhere.

PC183/2526 HR Matters

- a) To receive updates and consider actions.
Council congratulated Clerk on passing CiLCA qualification. It was noted that the Deputy Clerk is working towards CiLCA qualification later in the year.

PC184/2526 Policies

- a) To consider recommendation from Maintenance Committee to accept update to Doc 4.22 Appointment of Contractors (date only).
It was RESOLVED to accept the date and grammatical updates to Doc 4.22 Appointment of Contractors policy.
Proposed by Cllr Davey, seconded by Cllr Coulman. All in favour.
- b) To consider adopting edited NALC model IT Policy – Doc 4.42 IT Policy.
It was RESOLVED to adopt Doc 4.42 It Policy.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

PC185/2526 Chairs Announcements

Nothing to add.

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

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

Cllr Davey and Full Council highlighted the great job done by the team behind the new Village Voice magazine and extended thanks to TTP for their continued support of the project.

Meeting closed 21:27