



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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19 March 2026

Dear Councillor

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

PC187/2526 To receive and approve apologies for absence

PC188/2526 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

PC189/2526 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.

PC190/2526 To report back and approve the minutes of the Parish Council meeting held on 25 February 2026

PC191/2526 To receive reports from the District and County Cllrs for Melbourn

PC192/2526 Finance Matters

- a) To receive finance report covering February 2026.
- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account.
- c) To consider approving CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2026 – 31 March 2027 at a cost of £1,067.33. (£1,032.00 2025/26)
- d) To consider approving CAPALC invoice for mid-year audit, completed on 24 February 2026 at a cost of £251.50. Report to be considered under item PC173/2526c).
- e) To consider approving annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.
- f) To consider approval of annual costs for industrial waste disposal from bin at Moor car park at a cost of £497.12 (2025 - £459.42).
- g) To note costs paid to Savills (acting on behalf of the Church Commissioners for England) of £390.00, under delegated authority, to instruct them to review and approve plans for Scouts storage building required under restrictive covenant on land named the Old Rec.
- h) To consider approving payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.
- i) To consider approving invoice for £105.50 from Harts Books to be taken from library s106.
- j) To consider approving the approvals list for March 2026.

PC193/2526 Bank Reconciliations

- a) To note bank reconciliation for February 2026.

PC194/2526 Governance

- a) To note office closures during upcoming Easter holidays.
- b) To note Community Benefit Grants call for applications publicised – deadlines for applications Wednesday 20 May 2026, awarded on Wednesday 3 June 2026.
- c) To consider approval of Mix Music holding Community Grant award for use until 2027.
- d) To receive report and consider actions from mid-year internal audit completed on 24 February 2026.
- e) To consider response to the Government consultation on Local Government Reorganisation options. <https://consult.communities.gov.uk/local-government-reorganisation/cambridgeshire-and-peterborough/>
- f) To receive updates and consider actions.

PC195/2526 Neighbourhood Plan

- a) To consider actions for progressing with Neighbourhood Plan.

PC196/2526 Correspondence

- a) To note offers to purchase land at Grinnel Hill and consider formal response.
- b) To receive letter with regard to beech hedge in Kays Close.
- c) To receive updates and consider actions.

PC197/2526 Maintenance Matters

- a) To consider approving costs for vertidrainage of Old Rec – due to exceptionally wet year and upcoming uses.
- b) To receive update and consider actions on planning permission for Allotment Association grant projects.
- c) To receive updates and consider actions.

PC198/2526 Planning Matters

- a) To consider approving response 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 receive updates and consider actions.

PC199/2526 Community Hub

- a) To consider additional spend of £233.10+VAT on Stannah stair riser fix – part replaced, arms need realigning.
- b) To receive updates and consider actions.

PC200/2526 Health, Safety, Accessibility and Wellbeing

- a) To receive updates and consider actions.

PC201/2526 Melbourn Timebank and Community Coordinator Reports

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

PC202/2526 To receive an update from the MAYD Joint Committee

- a) To note spend of £15.70 for enhanced DBS application in connection with provision of Mix Music DJ Workshops.
- b) To note Generation Game course to be held at Pavilion for 10 weeks by Connection Bus.
- c) To receive update and consider actions.

PC203/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.

PC204/2526 HR Matters

- 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 PC204/2526b-d)**
- b) To consider wage increase for litter picker contractors.
- c) To consider wage increase for Wardens.
- d) To consider increase in SCP for Clerk in response to confirmation of CiLCA qualification.

e) Motion to reopen the meeting to the Public and Press.

- f) To receive updates and consider actions.

PC205/2526 Policies

- a) To consider approving update of approval and review date of policy Document 3.04 Melbourn Parish Council Skills Audit.
- b) To consider approving update of approval and review date of policy Document 3.05 Melbourn Parish Council Co-option procedure.
- c) To consider approving updates to the accessibility statement for the current website.
- d) To receive updates and consider actions.

PC206/2526 Chairs Announcements

PC207/2526 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 8 April 2026** at 7:30pm
- b) Maintenance Committee Meeting, **Wednesday 15 April 2026** at 7:30pm
- c) F&GG Committee Meeting, **Tuesday 21 April 2026** at 7:30pm
- d) Full Parish Council Meeting, **Wednesday 22 April 2026** at 7:30pm