



🏠 **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 March 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, Barnes, Campbell, Clark (Chair), Davey, Kanagarathnam, Kilmurray, Redelinghuys.

Absent:

In attendance: Abi Williams (Clerk), County Cllr Bostanci, two members of the public (MOP)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC187/2526 To receive and approve apologies for absence

Apologies received from Cllrs Coulman, Cowley, Hart, Kyprianou and Wilson all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Coulman, Cowley, Hart, Kyprianou and Wilson.

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

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

Cllr Kilmurray declared an interest in item PC192/2526h&i) and PC199/2526 a-b). Dispensation was granted to remain for discussion but not vote.

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.

Two members of the public present.

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

Grammatical errors corrected. It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 February 2025, with grammatical errors corrected, as an accurate record.

Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.

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

A verbal report was received from County Cllr Bostanci. Highlights include report on specific works for Melbourn under the Highways Improvement Programme. County Cllr Bostanci is representing Melbourn issues when meeting with the new Highways Maintenance Manager for the area. Attention was made to the EV Kerb charging channel trial being rolled out by Cambridgeshire County Council. ACTION: Office to promote opportunity. *A full copy of the report can be found in the supporting documents for this meeting.*

PC192/2526 Finance Matters

- a) To receive finance report covering February 2026.

A comparative report covering February 2026 was received.

- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account.
Transfer of £40,000 noted.
- 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)
It was RESOLVED to approve 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.
Proposed by Cllr Kilmurray, seconded by Cllr Kanagarathnam. All in favour.
- 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).
It was RESOLVED to approve CAPALC invoice for mid-year audit, completed on 24 February 2026 at a cost of £251.50.
Proposed by Cllr Campbell, seconded by Cllr Kilmurray. All in favour.
- e) To consider approving annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.
It was RESOLVED to approve annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.
Proposed by Cllr Campbell, seconded by Cllr Barnes. All in favour.
- 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).
It was RESOLVED to approve annual costs for industrial waste disposal from bin at Moor car park at a cost of £497.12.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- 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.
Payment was noted.
- h) To consider approving payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.
It was RESOLVED to approve payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.
Proposed by Cllr Clark, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.
Against:
Abstain: Cllr Kilmurray
- i) To consider approving invoice for £105.50 from Harts Books to be taken from library s106.
It was RESOLVED to approve the payment of Harts Book invoice at a cost of £105.50.
Proposed by Cllr Campbell, seconded by Cllr Alexander.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.
Against:
Abstain: Cllr Kilmurray
- j) To consider approving the approvals list for March 2026.
It was RESOLVED to approve the approvals list for March 2026.
Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

PC193/2526 Bank Reconciliations

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

PC194/2526 Governance

- a) To note office closures during upcoming Easter holidays.
Office closure for Easter bank holiday noted.
- b) To note Community Benefit Grants, call for applications publicised – deadlines for applications Wednesday 20 May 2026, awarded on Wednesday 3 June 2026.
Community Grants deadline and award meeting date noted.
- c) To consider approval of Mix Music holding Community Grant award for use until 2027.
It was RESOLVED to approve Mix Music holding the Community Grant award for use until 2027 under the proviso that monies are used as originally stated and within the additional year. If further

funds are required to deliver the activity the original funds will be returned and a new application will be made.

Proposed by Cllr Davey, seconded by Cllr Barnes.

- d) To receive report and consider actions from mid-year internal audit completed on 24 February 2026. Internal audit report received. No actions to consider at this time.
- e) To consider response to the Government consultation on Local Government Reorganisation options. <https://consult.communities.gov.uk/local-government-reorganisation/cambridgeshire-and-peterborough/>
Cllrs were encouraged to complete consultation with their own views.
- f) To receive updates and consider actions.
None received.

PC195/2526 Neighbourhood Plan

- a) To consider actions for progressing with Neighbourhood Plan.
Clerk updated on information gathering around completing a Neighbourhood Plan and will provide a report and proposal for Council to consider. Meldreth is currently undertaking a Neighbourhood Plan project, the possibility of working on a joint plan will be investigated. ACTION: Chair to contact Meldreth Neighbourhood Plan group.
In consideration of preparing for the Neighbourhood Plan it was proposed that Council accept the recommendation from MAYD Committee to complete a parish wide strategic review as laid out in the quote from Council HR and Governance Support to produce an asset review to look at long term planning and identify gaps in servicing the community (MAYD24/2526) at a cost of £2,625 (plus reasonable expenses).
Proposed by Cllr Campbell, seconded by Cllr Kilmurray.
All in favour.

PC196/2526 Correspondence

- a) To note offers to purchase land at Grinnel Hill and consider formal response.
Offers to purchase land received. It was stated that the policy of Melbourn Parish Council is not to sell land. It was proposed to consider sale of land at Grinnel Hill.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
No votes in favour.
Proposal was LOST.
ACTION: Office to respond to confirm the land is not for sale.
- b) To receive letter with regard to beech hedge in Kays Close.
Correspondence received. ACTION: Office to contact all parties to see how Melbourn Parish Council can support resident. ACTION: Ensure item is brought back to Council in a timely manner due to risk to health.
- c) To receive updates and consider actions.
None received.

PC197/2526 Maintenance Matters

- a) To consider approving costs for vertidrainage of Old Rec (*clerical error of omission of New Rec communicated to Council*) – due to exceptionally wet year and upcoming uses.
It was RESOLVED to approve costs of £1,220+VAT for vertidrainage of Old and New Rec as quoted.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- b) To receive update and consider actions on planning permission for Allotment Association grant projects.
Item deferred.
- c) To receive updates and consider actions.
None received.

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>
Thanks were passed to Cllr Kilmurray for the work put in to forming the response.
It was RESOLVED to approve response to Greater Cambridge Development Corporation consultation and submit on behalf of Melbourn Parish Council.
Proposed by Cllr Davey, seconded by Cllr Redelinghuys. All in favour.

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

PC199/2526 Community Hub

- a) To consider additional spend of £233.10+VAT on Stannah stair riser fix – part replaced, arms need realigning.
It was RESOLVED to approve additional spend of £233.10+VAT to complete the fix to the Stannah stair riser.
Proposed by Cllr Campbell, seconded by Cllr Alexander.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.
Against:
Abstain: Cllr Kilmurray
- b) To receive updates and consider actions.
None received.

PC200/2526 Health, Safety, Accessibility and Wellbeing

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

PC201/2526 Melbourn Timebank and Community Coordinator Reports

- a) To receive the Timebank monthly report for February.
Report received with thanks. It was noted that the recent Slow Cooker event had been very successful and encouraged the use of the LiFT communication tool offered by South Cambridgeshire District Council.
- b) To note any Timebanking expenses.
Timebanking expenses of £37.35 noted.
- c) To receive updates and consider actions.
None received.

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.
Spend of £15.70 for enhanced DBS application noted.
- b) To note Generation Game course to be held at Pavilion for 10 weeks by Connection Bus.
Generation Game information noted.
- c) To receive update and consider actions.
None received.

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

- a) To receive updates and consider actions.
Activities to recommence after election period.

PC204/2526 HR Matters

Two members of the public and County Cllr Bostanci left the meeting 20:35

- 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)**
It was RESOLVED to carry the motion to exclude Public and Press as stated above.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To consider wage increase for litter picker contractors.
It was RESOLVED to approve the wage increase for litter picker contractors to bring them in line with minimum wage requirements as recommended by the HR Panel.
Proposed by Cllr Campbell, seconded by Cllr Davey. All in favour.
- c) To consider wage increase for Wardens.
It was RESOLVED to approve the wage increase for Wardens to bring them in line with minimum wage requirements, with adjustments made once the NALC SCP recommendations are published, as recommended by the HR Panel.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To consider increase in SCP for Clerk in response to confirmation of CiLCA qualification.

It was RESOLVED to approve the increase in spinal column point (SCP) for the Clerk, as outlined in the contract of employment and backdated to award date of 23 January 2026, due to completion of the CiLCA qualification as recommended by the HR Panel.

Proposed by Cllr Davey, seconded by Cllr Campbell. All in favour.

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

It was RESOLVED to re-open the meeting to Public and Press.

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

f) To receive updates and consider actions.

None received.

PC205/2526 Policies

a) To consider approving update of approval and review date of policy Document 3.04 Melbourn Parish Council Skills Audit.

It was RESOLVED to approve the update of policy Document 3.04 Melbourn Parish Council Skills Audit.

Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

b) To consider approving update of approval and review date of policy Document 3.05 Melbourn Parish Council Co-option procedure.

It was RESOLVED to approve the update of policy Document 3.05 Melbourn Parish Council Co-option procedure.

Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

c) To consider approving updates to the accessibility statement for the current website.

It was RESOLVED to approve the update to the accessibility statement for the website.

Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

d) To receive updates and consider actions.

None received.

PC206/2526 Chairs Announcements

Chair thanked those Cllrs that attended the Annual Parish Meeting and it was noted that over 30 people were present.

Chair confirmed his attendance at the next Melbourn Community Hub Management Group meeting and encouraged Cllrs to attend future meetings. ACTION: Clerk to inform Cllrs of dates as and when they are announced.

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

a) Planning Committee Meeting, **Wednesday 8 April 2026** at 7:30pm

The date of the Planning Committee Meeting was noted as Wednesday 8 April 2026.

b) Maintenance Committee Meeting, **Wednesday 15 April 2026** at 7:30pm

The date of the next Maintenance Committee Meeting was noted as Wednesday 15 April 2026.

c) F&GG Committee Meeting, **Tuesday 21 April 2026** at 7:30pm

The date of the next F&GG Meeting was noted as Tuesday 21 April 2026.

d) Full Parish Council Meeting, **Wednesday 22 April 2026** at 7:30pm

The date of the next Full Parish Council Meeting was noted as Wednesday 22 April 2026.

Meeting closed 20:47