



🏠 **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

16 April 2026

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Wednesday 22 April 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 22 April 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

PC208/2526 To receive and approve apologies for absence

PC209/2526 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

PC210/2526 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.

PC211/2526 To report back and approve the minutes of the Parish Council meeting held on 25 March 2026

PC212/2526 To receive reports from the District and County Cllrs for Melbourn

PC213/2526 Finance Matters

- a) To receive finance report covering March 2026.
- b) To note any transfer of funds from Unity Instant Access Savings account to Unity Current Account.
- c) To consider approval of 2026/27 membership fees for the Institute of Cemetery and Crematorium Management (iccm) at cost of £110 (2024/25 £105).
- d) To consider approving invoice from Rialtas for annual support and software fees for finance system to the value of £4,173.00+VAT.
- e) To consider approving renewal of membership to SLCC for the Clerk at a cost of £379 (£360 2025/26) and Deputy Clerk at a cost of £200 (£190 2025/26).
- f) To note approval by Maintenance Committee of renewal of parish van insurance at a cost of £657.92 (2025/26 £640.20).
- g) To note approval by Maintenance Committee of renewal of service contract with Stannah to cover stairlift at Melbourn Community Hub at a cost of £268.43+VAT (2025/26 £259.35).
- h) To consider approving invoice for £202.27 from Harts Books to be taken from library s106.
- i) To consider approval of invoice for £1,592.00 for Connections Bus visits.
- j) To consider approving the approvals list for April 2026.

PC214/2526 Bank Reconciliations

- a) To note bank reconciliation for March 2026.

PC215/2526 Governance

- a) To receive Notice of Uncontested Election.
- b) To consider proposal for Councillor training to be completed after elections.
- c) To consider approval of Fixed Asset Register April 2026.
- d) To receive updates and consider actions.

PC216/2526 Neighbourhood Plan

- a) To receive update on Neighbourhood Plan project and consider any actions.

PC217/2526 Correspondence

- a) Update on beech hedge at Kays Close.
- b) To formally receive invitation from Melbourn Energy Superloop to attend public information event to be held on 24th April 2026.
- c) To note request for formal Council response to Melbourn Energy Superloop recent communications.
- d) To receive updates and consider actions.

PC218/2526 Maintenance Matters

- a) To receive update on planning permission for Allotment Association grant projects and to consider covering the cost of submitting the planning application.
- b) To consider approval of recommended changes to Cemetery Rules and Regulations and Notice of Interment to formalise the scattering of ashes at New Road Cemetery.
- c) To receive updates and consider actions.

PC219/2526 Planning Matters

- a) To consider proposal of lease agreement for Scouts building on the Old Rec and consider costs associated with proceeding.
- b) To receive updates and consider actions.

PC220/2526 Community Hub

- a) Chair to report on attending Community Hub Management Group meeting and encourage Cllrs to attend or visit the Hub.
- b) To note request for works to guttering and note possible application for Improving High Street grant from South Cambridgeshire District Council to fund works.
- c) To consider proposal and associated costs for Melbourn Parish Council occupying further space at Melbourn Community Hub.
- d) To receive updates and consider actions.

PC221/2526 Health, Safety, Accessibility and Wellbeing

- a) To receive updates and consider actions.

PC222/2526 Melbourn Timebank and Community Coordinator Reports

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

PC223/2526 To receive an update from the MAYD Joint Committee

- a) To receive termly report from Connections Bus.
- b) To consider approval of spend to enable Connections Bus attending Melbourn Fete to promote activities for youth.
- c) To note meeting at Melbourn Village College with Community Team from Cambridgeshire County Council.
- d) To note, with thanks, contribution to MAYD activities received from Meldreth Parish Council (£1,850).
- e) To receive update and consider actions.

PC224/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.

PC225/2526 HR Matters

- a) To receive updates and consider actions.

PC226/2526 Policies

- a) To consider recommendation from Maintenance Committee to approve the updates to Document 8.02 Risk Management Document Playparks.

- b) To consider recommendation from Maintenance Committee to approve the updates to Document 8.03 Risk Management Document Cemeteries.
- c) To consider recommendation from Maintenance Committee to approve the updates to Document 8.04 MVAS Risk Assessment.
- d) To consider recommendation from Maintenance Committee to approve the updates to Document 8.08 Risk Management Document Allotments.
- e) To consider recommendation from Maintenance Committee to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.
- f) To consider recommendation from Maintenance Committee to approve the updates to Document 8.11 Pavilion Risk Assessment.
- g) To consider approval of Investment Strategy for 2026/27 (6 month review).
- h) To consider approval of updates to Document 4.01 Policy for Creation, Revision and Review of Documents.
- i) To consider approval of updates to Document 4.04 Expenses Policy.
- j) To consider approval of updates to Document 4.06 Gifts and Hospitality Policy.
- k) To consider approval of updates to Document 4.09 Modern Slavery Statement.
- l) To consider approval of updates to Document 4.14 Reserves Policy.
- m) To consider approval of updates to Document 4.37 Asset Management Reserve Policy.
- n) To consider approval of updates Document 6.10 Terms of Reference for Internal Audit.
- o) To consider approval of updates to Document 6.11 Futures Working Party Terms of Reference.
- p) To consider approval of updates Document 8.15 General Risk Register.
- q) To consider approval of updates Document 1.0 Members Code of Conduct.
- r) To receive updates and consider actions.

PC227/2526 Chairs Announcements

PC228/2526 To note the dates of the upcoming meetings and events as:

- a) Planning Committee Meeting, **Wednesday 6 May 2026** at 7:30pm (note not 2nd Wednesday)
- b) District and Parish Council Elections, **Thursday 7 May 2026**
- c) Annual Parish Council Meeting, **Wednesday 13 May 2026** at 7:30pm (note not 4th Wednesday)
- d) Maintenance Committee Meeting, **Wednesday 20 May 2026** at 7:30pm
- e) Community Benefit Grants Meeting, **Wednesday 3 June 2026** at 7.30pm