



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
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7 May 2026

### Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting to be held on **Wednesday 13 May 2026** at 7.30pm in the Austen room of The 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 Annual Parish Council Meeting to be held on **Wednesday 13 May 2026** at 7.30pm in the Austen room of The Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

*Abi Williams*

Clerk to the Parish Council

## ANNUAL PARISH COUNCIL MEETING: AGENDA

- PC001/2627 To receive nominations and to elect the Chair of the Parish Council and to sign Declaration of Office**
- PC002/2627 To receive nominations and to elect the Vice Chair of the Parish Council and to sign Declaration of Office**
- PC003/2627 All Councillors to confirm signed form/sign Declaration of Acceptance of Office**  
*If not attending Cllrs to sign DAO at next opportunity.*
- PC004/2627 To receive and approve apologies for absence**
- PC005/2627 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
- PC006/2627 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.
- PC007/2627 To report back and approve the minutes of the Parish Council meeting on 22 April 2026**
- PC008/2627 To receive reports from the District and County Cllrs for Melbourn**
- PC009/2627 Melbourn Parish Council vacancies – co-option**
- To welcome all returning and new Cllrs. To note that Melbourn Parish Council was elected unopposed with two vacancies remaining, and to consider filling the vacant seats by co-option.
- PC010/2627 Appointment of Standing Committees**
- a) Planning Committee (max eight cllrs)
  - b) Finance & Good Governance Committee (max seven cllrs)
  - c) Maintenance Committee (max six cllrs)
  - d) MAYD Joint Committee (max five Melbourn cllrs)
  - e) HR Panel (max five cllrs)
- PC011/2627 Appointment of Standing Working Parties**
- a) Melbourn Futures Working Party (min three cllrs)
- PC012/2627 To note Parish Council Liaisons on the following:**
- a) Board of Trustees of Triggs Charity Trust (*Phil Stewart - Annual Report p18*)
  - b) Board of Trustees of Martin's Charity (*The Clerk - Annual Report p18*)
  - c) Board of Trustees of Francis John Clear Almshouses (*Mavis Howard - Annual Report p19*)
  - d) Melbourn and District Warden Scheme (*Jose Hales - Annual Report page 19*)
  - e) Community Hub (*Melbourn Community Hub Management Group – Annual report p20*)

- f) Melbourn & Meldreth Lunch Club (*Gemma Dowling - Annual Report p23*)
- g) Melbourn Action Community Support (*Stephanie Trayhurn – Annual Report p23*)
- h) Community Rail Partnership (*Sarah Grove – Annual Report p25*)
- i) Community Allotment (*Jenny Thame – Annual Report p37*)

**PC013/2627 To consider approving calendar of meetings for the new civic year.**

**PC014/2627 Policy Review & Governance**

- a) To receive and review recommendations from final part of Internal Audit by CAPALC.
- b) To review, approve and adopt the updated Standing Orders v10 (*date and page numbering change only*).
- c) To review, approve and adopt Doc 4.07 Model Publication Scheme.
- d) To review, approve and adopt the updated Terms of Reference for Planning Committee.
- e) To review, approve and adopt the updated Terms of Reference for HR Panel.
- f) To review, approve changes agreed under PC122/2526c) and adopt the updated Terms of Reference for Maintenance Committee.
- g) To note review and adoption of Terms of Reference for Finance & Good Governance Committee (*Nov 2025*).
- h) To note review and adoption of Terms of Reference for Futures Working Party (*Apr 2026*).
- i) To note review and adoption of Terms of Reference for MAYD Committee (*Nov 2025*).
- j) To note review and adoption of Financial Regulations (*Jul 2025*).
- k) To note review and adoption of Asset Register (*April 2026*).
- l) To receive the schedule of policies and procedures.

**PC015/2627 General Power of Competence (Re-adoption)**

To confirm that Melbourn Parish Council continues to meet the eligibility criteria and to resolve that it re-adopts the General Power of Competence under the Localism Act 2011.

**PC016/2627 Finance Matters:**

- a) To receive and consider the finance reports for April 2026.
- b) To note approvals list for May 2025 will be retrospectively approved due to timing required for post-election meeting.
- c) To consider approval of final internal audit invoice from CAPALC at a cost of £205.42 (total cost £456.92). Full report considered under PC014/2627.
- d) To note amount for Community Benefit Grant money for distribution received from Quintas/Melbourn Solar as £59,908.14 (confirmed but not received 6 May 2026). Consideration of grant applications meeting to be held on Wednesday 3 June 2026.
- e) To receive any updates and consider actions.

**PC017/2627 Draft Annual Accounting Statements and AGAR (2025/26)**

- a) To review the draft Accounting Statements and Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2026 to allow for any questions or amendments ahead of formal approval and signing at the June meeting.

**PC018/2627 Bank reconciliations**

- a) To note bank reconciliation for April 2026.

**PC019/2627 Antisocial Behaviour in the Village**

- a) To note recent incidents and allow councillors to share concerns and possible next steps. No formal action required at this stage.

**PC020/2627 Correspondence**

- a) To receive request from Melbourn Primary School to support Cambridgeshire County Council 'Safer Streets' application and consider impact on current LHI project.

**PC021/2627 Planning Matters**

- a) To receive updates and consider actions.

**PC022/2627 Community Hub**

- a) To receive job report and consider further costs of £1,499.90+VAT for switches to be replaced on Stannah stair riser.
- b) To receive updates and consider actions.

- PC023/2627 Health, Safety, accessibility, and Wellbeing**  
a) To receive updates and consider actions.
- PC024/2627 Melbourn Timebank & Community Coordinator Reports**  
a) To note Timebank expenses.  
b) To receive any updates and consider actions.
- PC025/2627 To receive an update from the Maintenance Committee**  
a) To consider approval of costs to replace vandalised lights at The Moor / Little Hands car park.  
b) To receive any updates and consider actions.
- PC026/2627 To receive an update from the MAYD Joint Committee**  
a) To consider approval of increased session cost of £20 for Connections Bus to accommodate another youth worker, to be charged only when attending.  
b) To receive any updates and consider actions.
- PC027/2627 To receive an update from the Futures Working Party**
- PC028/2627 To receive an update from the HR Panel**
- PC029/2627 Chair's Announcements**
- PC030/2627 To note the dates of the upcoming meetings as:**  
a) Maintenance Committee Meeting, **Wednesday 20 May 2026** at 7.30pm.  
b) Community Benefit Grants Meeting, **Wednesday 3 June 2026** at 7.30pm.  
c) Planning Committee Meeting, **Wednesday 10 June 2026** at 7.30pm.  
d) Maintenance Committee Meeting, **Wednesday 17 June 2026** at 7.30pm.  
e) Full Council Meeting, **Wednesday 24 June 2026** at 7.30pm.
- PC031/2627 Signed Code of Conduct to be received from all Councillors** *(If Cllr is not in attendance, this will be signed at the first possible opportunity).*