



🏠 **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 22 April 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, Clark (Chair), Coulman, Davey, Kilmurray, Kyprianou

**Absent:** Cllr Wilson

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

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:31*

**PC208/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Campbell, Cowley, Hart, Kanagarathnam and Redelinghuys all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Campbell, Cowley, Hart, Kanagarathnam and Redelinghuys.

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

**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.*

- 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 items PC220/2526a-d), PC213/2526h)

*At time of vote* Cllr Kyprianou declared an interest in item PC213/2526j).

Dispensation was granted to remain for discussion but not vote.

**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.

Two members of the public present.

MOP requested confirmation of the rules around dogs on the lead on the New Rec. It was noted that dogs are only required to remain on the lead on the College back field. It was noted that there is a need for signage to remind people to pick up after their dog. ACTION: Office to review and present costs to Maintenance Committee.

MOP enquired about increasing the width of the path to the pavilion to make it more suitable for mobility scooters etc. ACTION: Item to be added to Maintenance Committee agenda for consideration.

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

It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 March 2026 as an accurate record.

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

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

A verbal report was received from County Cllr Bostanci. Highlights include East West Rail consultation, Nature Recovery Consultation, Community Flood Action programme and Highways improvements. Thanks were passed to County Cllr Bostanci for his efforts in addressing the many

highways repair issues in the area. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC213/2526 Finance Matters**

- a) To receive finance report covering March 2026.  
A comparative report covering March 2026 was received.
- b) To note any transfer of funds from Unity Instant Access Savings account to Unity Current Account.  
No transfers to note.
- 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).  
It was RESOLVED to approve membership fees for the Institute of Cemetery and Crematorium Management (iccm) at cost of £110.  
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- d) To consider approving invoice from Rialtas for annual support and software fees for finance system to the value of £4,173.00+VAT.  
It was noted that budgeted spend has been brought forward due to early implementation of products. It was RESOLVED to approve Rialtas invoice for annual support and software fees for finance system to the value of £4,173.00+VAT.  
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- 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).  
It was RESOLVED to approve renewal of membership to SLCC for the Clerk at a cost of £379 and Deputy Clerk at a cost of £200.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- f) To note approval by Maintenance Committee of renewal of parish van insurance at a cost of £657.92 (2025/26 £640.20).  
Approval noted.
- 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).  
Approval noted.
- h) To consider approving invoice for £202.27 from Harts Books to be taken from library s106.  
It was noted that a small overspend of £2.27 was agreed. It was RESOLVED to approve invoice from Harts Books at a cost of £202.27.  
Proposed by Cllr Barnes, seconded by Cllr Alexander.  
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Kyprianou.  
Against:  
Abstain: Cllr Kilmurray
- i) To consider approval of invoice for £1,592.00 for Connections Bus visits.  
It was RESOLVED to approve invoice from Connections Bus at a cost of £1,592.  
Proposed by Cllr Davey, seconded by Cllr Coulman. All in favour.
- j) To consider approving the approvals list for April 2026.  
It was RESOLVED to approve the approvals list for April 2026.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey.  
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Kilmurray.  
Against:  
Abstain: Cllr Kyprianou

**PC214/2526 Bank Reconciliations**

- a) To note bank reconciliation for March 2026.  
It was noted that due to delayed bank statements in relation to year end the bank reconciliation was not available to be completed before the meeting. Papers are now ready to be reviewed.

**PC215/2526 Governance**

- a) To receive Notice of Uncontested Election.  
Notice of Uncontested Election received.
- b) To consider proposal for Councillor training to be completed after elections.  
It was RESOLVED to approve the proposal for Councillor training, preference option one (onsite training for all Cllrs) with any unavailable to attend offsite sessions as required.  
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

- c) To consider approval of Fixed Asset Register April 2026.

It was RESOLVED to approve the Fixed Asset Register April 2026 as recommended by Finance & Good Governance Committee.

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

- d) To receive updates and consider actions.

None received.

**PC216/2526 Neighbourhood Plan**

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

Chair and Clerk arranging meeting with Meldreth Neighbourhood Plan group to identify if any collaboration between the two Parishes would be beneficial.

**PC217/2526 Correspondence**

- a) Update on beech hedge at Kays Close.

Update requested from resident, to be presented to Council when received. County Cllr Bostanci is following up with compliance team around possible actions.

- b) To formally receive invitation from Melbourn Energy Superloop to attend public information event to be held on 24<sup>th</sup> April 2026.

Invitation received. Members of Council will be attending on 24 April 2026.

- c) To note request for formal Council response to Melbourn Energy Superloop recent communications. At this time there is no formal response from Council. It was noted that the only consultation Council are expecting will be a planning application and the item will be added to the agenda accordingly. Residents are encouraged to attend information events and raise concerns directly with Melbourn Energy Superloop.

- d) To receive updates and consider actions.

None received.

**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.

It was RESOLVED to proceed with proposal to title Melbourn Parish Council as the applicant and the Allotment Association as the agent and to cover the cost of the 50% reduced planning application fee up to the value of £400.

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

- 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.

It was RESOLVED to accept the changes to Cemetery Rules and Regulations and Notice of Interment.

Proposed by Cllr Davey, seconded by Cllr Barnes.

- c) To receive updates and consider actions.

None received.

**PC219/2526 Planning Matters**

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

It was RESOLVED to proceed with legal advice, estimated £1,500, for the lease agreement relating to Scouts storage hut on Old Rec.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes.

- b) To receive updates and consider actions.

None received.

**PC220/2526 Community Hub**

- a) Chair to report on attending Community Hub Management Group (MCHMG) meeting and encourage Cllrs to attend or visit the Hub.

Chair reported having attended a very positive meeting and encouraged Cllrs to attend future meetings as well as attending the Community Hub during the day to experience the activities undertaken and to introduce themselves to the Management Group.

- 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.

Request noted. ACTION: Office to follow up with MCHMG and suppliers for quotes as required.

- c) To consider proposal and associated costs for Melbourn Parish Council occupying further space at Melbourn Community Hub.  
Chair reported a meeting with the MCHMG. An offer for Melbourn Parish Council to occupy the Dickens Room for an annual cost of £9,375 was received and considered by Council.  
It was RESOLVED to proceed with the offer and work with MCHMG to formalise the offer through and addendum to the lease.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey.  
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Kyprianou.  
Against:  
Abstain: Cllr Kilmurray
- d) To receive updates and consider actions.  
None received.

**PC221/2526 Health, Safety, Accessibility and Wellbeing**

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

**PC222/2526 Melbourn Timebank and Community Coordinator Reports**

- a) To receive the Timebank monthly report for March.  
Timebank report received with thanks.
- b) To note any Timebanking expenses.  
Timebanking expenses of £65.92 noted.
- c) To receive updates and consider actions.  
None received.

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

- a) To receive termly report from Connections Bus.  
Termly report noted. It was noted that the Connections Bus is a valuable service for the youth. Cllr Kyprianou reported visiting the bus and being impressed by the quality of the care and service provided especially around safeguarding and signposting relevant external services.
- b) To consider approval of spend to enable Connections Bus attending Melbourn Fete to promote activities for youth.  
It was RESOLVED to approve a budget of £750 to invite Connections Bus and Community Team to attend the fete and encourage youth voice via a thought wall.  
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- c) To note meeting at Melbourn Village College with Community Team from Cambridgeshire County Council.  
Clerk reported ongoing work with Cambridgeshire County Council Community Team and efforts to engage with Melbourn Village College.
- d) To note, with thanks, contribution to MAYD activities received from Meldreth Parish Council (£1,850).  
Contribution noted with thanks. ACTION: Letter of thanks to be sent to Chair of Meldreth Parish Council.
- e) To receive update and consider actions.  
None received.

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

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

**PC225/2526 HR Matters**

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

**PC226/2526 Policies**

- a) To consider recommendation from Maintenance Committee to approve the updates to Document 8.02 Risk Management Document Playparks.  
It was RESOLVED to accept the updates to Document 8.02 Risk Management Document Playparks.  
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

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

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

- r) To receive updates and consider actions.

None received.

**PC227/2526 Chairs Announcements**

A reminder for elected Cllrs to return their election expenses form to SCDC.

Cllr Davey noted that the works to the Community Orchard looked wonderful and thanks were passed to Shire Trees for their care and hard work.

**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 2<sup>nd</sup> Wednesday)  
The next Planning Committee Meeting was noted as Wednesday 6 May 2026.
- b) District and Parish Council Elections, **Thursday 7 May 2026**  
The District and Parish Council Elections were noted as Thursday 7 May 2026.
- c) Annual Parish Council Meeting, **Wednesday 13 May 2026** at 7:30pm (note not 4<sup>th</sup> Wednesday)  
The Annual Parish Council Meeting was noted as Wednesday 12 May 2026.
- d) Maintenance Committee Meeting, **Wednesday 20 May 2026** at 7:30pm  
The next Maintenance Committee Meeting was noted as Wednesday 20 May 2026.
- e) Community Benefit Grants Meeting, **Wednesday 3 June 2026** at 7.30pm  
The Community Benefit Grant Meeting was noted as Wednesday 3 June 2026.

*Meeting closed 20:57*