



🏠 **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

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

The Annual meeting of this Council was held on Wednesday 13 May 2026 at 7.30pm in the Austen Room of the 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), Coulman, Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Laight.

Absent:

In attendance: Abi Williams (Clerk), Lucy Capper (Finance Assistant)

ANNUAL PARISH COUNCIL MEETING: MINUTES

Meeting started 19:31

PC001/2627 To receive nominations and to elect the Chair of the Parish Council and to sign Declaration of Office

Cllr Clark was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Clark as Chair of the Parish Council for the civic year 2026/2027.

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

PC002/2627 To receive nominations and to elect the Vice Chair of the Parish Council and to sign Declaration of Office

Cllr Hart was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Hart as Vice Chair of the Parish Council for the civic year 2026/2027.

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

PC003/2627 All Councillors to confirm signed form/sign Declaration of Acceptance of Office

If not attending Cllrs to sign DAO at next opportunity.

It was noted that all attending Cllrs had completed the Declaration of Acceptance of Office. Any remaining forms would be processed at the next opportunity.

PC004/2627 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Kyprianou, Wilson, and County Cllr Bostanci.

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

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

Cllr Kilmurray declared an interest in items PC022 a-b) Dispensation was granted to remain for discussion but not to vote.

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. No members of the public were present.

PC007/2627 To report back and approve the minutes of the Parish Council meeting on 22 April 2026

It was RESOLVED to approve the minutes of the Parish Council meeting on 22 April 2026 as an accurate record.

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

Signed..... Date.....

PC008/2627 To receive reports from the District and County Cllrs for Melbourn

District Cllr Hart gave a verbal report. Highlights included a positive increase in turnout for recent elections, information about the Community Safety Conference being held on 14 May 2026. Cllr Kilmurray offered congratulations to District Cllrs Hart and Hales on their re-election and thanked them for their support of the local community.

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. Cllr Laight was welcomed to the Council. Council passed thanks to Piere Redelinghuys for his service and contribution to the Council over the last 11 months.

It was RESOLVED to proceed with filling vacant seats by co-option.

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

PC010/2627 Appointment of Standing Committees

Cllrs that were not present at this meeting will be confirmed later.

- | | |
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| <p>a) Planning Committee
(max eight cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Barnes- Cllr Campbell- Cllr Clark- Cllr Coulman- Cllr Hart- Cllr Kilmurray- Cllr Wilson (not present) | <p>b) Finance & Good Governance Committee
(max seven cllrs, 1 vacancy)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Campbell- Cllr Clark- Cllr Cowley- Cllr Hart- Cllr Kanagarathnam |
| <p>c) Maintenance Committee
(max six cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Barnes- Cllr Clark- Cllr Davey- Cllr Kilmurray- Cllr Kyprianou | <p>d) MAYD Joint Committee
(max five Melbourn cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Barnes- Cllr Campbell- Cllr Clark- Cllr Davey- Cllr Kyprianou (not present) |
| <p>e) HR Panel
(max five cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Barnes- Cllr Clark- Cllr Davey- Cllr Hart | |

PC011/2627 Appointment of Standing Working Parties

- a) **Melbourn Futures Working Party** (min three cllrs)
- Cllr Barnes
 - Cllr Campbell
 - Cllr Clark
 - Cllr Davey

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*)
- All reports from the Parish Council Liaisons were noted in the Annual Report.

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

It was RESOLVED to accept the calendar of meetings for the civic year 2026/27.

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

PC014/2627 Policy Review & Governance

- a) To receive and review recommendations from final part of Internal Audit by CAPALC.
The Internal Audit report was received and reviewed. Recommendations to minute budget and precept separately and confirmation of new website recorded.
It was RESOLVED to accept the Internal Auditors report.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- b) To review, approve and adopt the updated Standing Orders v10 (*date and page numbering change only*).
It was RESOLVED to approve and adopt the updated Standing Orders v10.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.
- c) To review, approve and adopt Doc 4.07 Model Publication Scheme.
It was RESOLVED to approve and adopt Doc 4.07 Model Publication Scheme.
Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.
- d) To review, approve and adopt the updated Terms of Reference for Planning Committee.
It was RESOLVED to approve and adopt Terms of Reference for Planning Committee.
Proposed by Cllr Campbell, seconded by Cllr Kanagarathnam. All in favour.
- e) To review, approve and adopt the updated Terms of Reference for HR Panel.
It was RESOLVED to approve and adopt Terms of Reference for HR Panel.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.
- f) To review, approve changes agreed under PC122/2526c) and adopt the updated Terms of Reference for Maintenance Committee.
It was RESOLVED to approve and adopt Terms of Reference for Maintenance Committee.
Proposed by Cllr Kilmurray, seconded by Cllr Campbell. All in favour.
- g) To note review and adoption of Terms of Reference for Finance & Good Governance Committee (*Nov 2025*).
Adoption of Terms of Reference for Finance & Good Governance Committee noted.
- h) To note review and adoption of Terms of Reference for Futures Working Party (*Apr 2026*).
Adoption of Terms of Reference for Futures Working Party noted.
- i) To note review and adoption of Terms of Reference for MAYD Committee (*Nov 2025*).
Adoption of Terms of Reference for MAYD Committee noted.
- j) To note review and adoption of Financial Regulations (*Jul 2025*).
Adoption of Financial Regulations noted.
- k) To note review and adoption of Asset Register (*April 2026*).
Adoption of current Asset Register noted.
- l) To receive the schedule of policies and procedures.
The schedule of policies and procedures was noted. Policies to be reviewed during the upcoming civic year.

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.
It was RESOLVED that Melbourn Parish Council confirms that it meets the eligibility criteria for the General Power of Competence and hereby re-adopts the General Power of Competence.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

PC016/2627 Finance Matters:

- a) To receive and consider the finance reports for April 2026.
Report received.
- b) To note approvals list for May 2025 will be retrospectively approved due to timing required for post-election meeting.
Approvals will proceed as required and be retrospectively reported at June 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.
It was RESOLVED to approve CAPALC invoice at a cost of £205.42.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- 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.

It was confirmed that funds of £59,908.14 received on 13 May. Funds available for grants 2026/27 total £64,858.24 (including carry over from 2025/26).

- e) To receive any updates and consider actions.

None received.

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.

Cllrs were encouraged to review the AGAR documents and pass any questions to the office before the confirmation meeting in June.

PC018/2627 Bank reconciliations

- a) To note bank reconciliation for April 2026.

Bank reconciliations completed for March and 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.

Discussion around importance of addressing needs of the youth in the area. Attendance at the Community Safety Conference confirmed – issues will be addressed at this event. It was noted that young people from other areas were travelling into Melbourn to gather. It was noted that more provision for existing youth initiatives may help, example being the local Scout group has a waiting list of 115 young people. The Moor, Clear Crescent Park and the High Street were mentioned as problem areas. ACTION: Investigate CCTV at the Pavilion and playpark as a deterrent. ACTION: Contact other communities to share concerns.

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.

Support of the 'Safer Streets' application was discussed. Cllrs recorded support for the concept but raised concerns about problems being moved to neighbouring roads, volunteers for the gates being the target for abuse, potential objections from the community and the impact this scheme would have on the current approved Local Highways Improvement (LHI) project. Cllrs concluded that the Parish Council will proceed to support the suggested LHI project to install a chicane and barriers in the area in the belief that this would mean the 'Safer Streets' scheme would not be required. If, at a future point, the LHI has not delivered the results expected then support to progress with a 'Safer Streets' application would be considered. ACTION: Office to communicate intention to Melbourn Primary School.

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

PC021/2627 Planning Matters

- a) To receive updates and consider actions.

None received.

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.

Consideration of removal, replacement and repair was taken. Removal is not an option (Equality Act 2010), replacement would be a substantial cost. Repair approved.

It was RESOLVED to approve costs of £1,499.90 for switches to be replaced on Stannah stair riser.

Proposed by Cllr Hart, seconded by Cllr Coulman.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Coulman, Cowley, Davey, Hart, Kanagarathnam, Laight.

Against:

Abstain: Cllr Kilmurray

- b) To receive updates and consider actions.

None received.

PC023/2627 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.
PC024/2627 Melbourn Timebank & Community Coordinator Reports

- a) To note Timebank expenses.
Timebanking expenses of £51.84 noted.
- b) To receive any updates and consider actions.
April report received with thanks. Successful vaccination event noted.

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.
It was RESOLVED to approve costs for replacement of 4 lights with vandal proof covers at The Moor at a cost of £220+VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Coulman. All in favour.
- b) To receive any updates and consider actions.

None received.

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.
It was RESOLVED to approve the increased session cost of £20 to accommodate another youth worker.
Proposed by Cllr Cowley, seconded by Cllr Coulman. All in favour.
- b) To receive any updates and consider actions.

None received.

PC027/2627 To receive an update from the Futures Working Party

Futures will support MAYD in youth initiatives and work with office on determining suitable projects.

PC028/2627 To receive an update from the HR Panel

HR policies will be reviewed and a HR handbook created.

PC029/2627 Chair's Announcements

None received.

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.

Dates for the upcoming meetings were noted.

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).

All Cllrs present signed the Code of Conduct. Those Cllrs not present will be asked to sign the Code of Conduct and return as soon as possible.

Meeting closed 21:10