



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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19 June 2026

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting to be held on **Wednesday 24 June 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 24 June 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

PARISH COUNCIL MEETING: AGENDA

PC032/2627 To receive and approve apologies for absence

PC033/2627 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

PC034/2627 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.

PC035/2627 To report back and approve the minutes of the Parish Council meeting (Community Benefit Grants) held on 3 June 2026

PC036/2627 To receive a presentation from SWORDERS, developers of land off The Moor.

Presentation to be 5-10 mins with opportunity for questions.

- a) To receive written objection to development as outline above.

PC037/2627 To receive reports from the District and County Cllrs for Melbourn

PC038/2627 Annual Accounting Statements and AGAR (2025/26)

- a) To consider approving the Annual Governance Statements 1-10 in turn (Section 1).
- b) To consider approving the Accounting Statements 2025/26 (Section 2).
- c) To authorise that the Chair and Clerk sign AGAR as required.
- d) To consider approving the dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

PC039/2627 Email Decisions

- a) To note email decision to approve response from S106 office to Hopkins Homes.

PC040/2627 Finance Matters

- a) To receive and consider the finance reports for May 2026.
- b) To consider retrospective approval of invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400 as precepted.
- c) To note transfer of funds of £150,000 from current account to savings account at Unity Trust Bank.
- d) To consider movement of funds from Unity Trust Bank savings account (interest rate 1.95%) to CCLA Public Sector Deposit Fund (interest rate 3.727-3.827%) calculated to leave up to £120,000 in the Unity Trust Bank savings account.

- e) To consider retrospective approval of approvals list for May 2026 as paid.
- f) To note payments have been made to all Community Benefit Grants applicants. Value of fund for December consideration stands at £23,612.36.
- g) To consider approval of invoice for £81.21 from Harts Books to be taken from library s106.
- h) To consider approval of invoice from Melbourn Mobile Warden Scheme for 2026/27 contribution of £7,500 as precepted.
- i) To consider approval of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.
- j) To note renewal of ACRE membership for 2026 at a cost of £89.40 (2025 - £86.40).
- k) To consider approval of Clerks expenses of £73.76.
- l) To consider approving approvals list for June 2026.
- m) To discuss criteria for Community Benefit Grants – Cllr Kyprianou.
- n) To receive any updates and consider actions.

PC041/2627 Bank reconciliations

- a) To note bank reconciliation for May 2026.

PC042/2627 Antisocial Behaviour in the Village

- a) To receive latest report and note attendance at Practical Solutions Group meeting.
- b) To receive report of suggestions raised at Melbourn Fete.
- c) To consider communication to promote reporting any incidents through the correct channels.

PC043/2627 Correspondence

- a) To receive correspondence and consider actions about misuse of blue badge spaces in village car park.
- b) To receive correspondence and consider actions about hemlock in public areas.
- c) To note public engagement for Cambridge & Peterborough Combined Authority on proposed changes to local bus services. <https://cpca-yourvoice.co.uk/bus-network-review-engagement/>
- d) To receive any updates and consider actions.

PC044/2627 Governance

- a) To note updated committee membership 2026/27.
- b) To consider approval of 2026 JW Harris Fun Fair booking for the Old Rec.
- c) To receive any updates and consider actions.

PC045/2627 Planning Matters

- a) To note the elected Chair of the Planning Committee for 2026/27 as Cllr Kilmurray and the elected Vice Chair for 2026/27 as Cllr Wilson.
- b) To consider approval of progression of the document as drafted for lease of land at The Old Recreation Ground to 1st Orwell Scouts in relation to the installation of storage facility.
- c) To receive updates and consider actions.

PC046/2627 Community Hub

- a) To consider approval and adoption of Deed of Variation to Melbourn Community Hub Management Group lease to cover changes to licensed space available to Melbourn Parish Council.
- b) To receive updates and consider actions.

PC047/2627 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC048/2627 Melbourn Timebank & Community Coordinator Reports

- a) To note any Timebank expenses.
- b) To receive reports covering May and June.

- c) To receive any updates and consider actions.

PC049/2627 To receive an update from the Maintenance Committee

- a) To note the elected Chair of the Maintenance Committee for 2026/27 as Cllr Kyprianou and the elected Vice Chair for 2026/27 as Cllr Barnes.
- b) To consider approval of proposed agreement of Emergency Evacuation Agreement to be provided to Melbourn Village College (for use of Pavilion in an emergency) as recommended by the Maintenance Committee.
- c) To consider approving Method of Works Agreement for grant funded allotment improvements as recommended by Maintenance Committee.
- d) To consider approving Council response to Cambridge Water draft Drought Plan 2027 as recommended by Maintenance Committee.
- e) To receive any updates and consider actions.

PC050/2627 To receive an update from the MAYD Joint Committee

- a) To note report of antisocial behaviour in relation to the Connections Bus.
- b) To receive any updates and consider actions.

PC051/2627 To receive an update from the Futures Working Party

PC052/2627 To receive an update from the HR Panel

- a) To note the elected Chair of the HR Panel for 2026/27 as Cllr Hart and the elected Vice Chair for 2026/27 as Cllr Alexander.
- b) To consider approval of recommendation from Maintenance Committee for memorials safety training for three members of staff to be completed at a cost of £555+VAT.
- c) To receive a report on coaching sessions received by the Clerk.
- d) To receive any updates and consider actions.

PC053/2627 Policies

- a) To consider approving and adopting Doc 4.43 Metal Detecting Policy as recommended by Maintenance Committee.
- b) To receive any updates and consider actions.

PC054/2627 Chair's Announcements

PC055/2627 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 8 July 2026** at 7.30pm.
- b) Maintenance Committee Meeting, **Wednesday 15 July 2026** at 7.30pm.
- c) Finance & Good Governance Committee Meeting **Tuesday 21 July 2026** at 7.30pm.
- d) Full Council Meeting, **Wednesday 29 July 2026** at 7.30pm.