



🏠 **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 24 June 2024 at 7.30pm at the Melbourn 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 Barnes, Campbell, Clark (Chair), Davey, Hart, Kilmurray, Kyprianou

Absent: Cllr Alexander, Coulman, Kanagarathnam

In attendance: Abi Williams (Clerk), Shelley Coulman (RFO), Lucy Capper (Assistant), Tom Allington & Victoria Cutmore (Sworders), County Cllr Bostanci, two members of the public

Meeting started 19:32

PC032/2627 To receive and approve apologies for absence

It was RESOLVED to accept apologies of absence from Cllrs Cowley, Laight and Wilson. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

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

Declarations of interest were received from Cllr Kilmurray for items PC046/2627a-b) and PC040/2627g). Dispensation was granted to remain for discussion but not to vote.

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. Two members of the public in attendance.

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

It was RESOLVED to approve the minutes of the Community Benefit Grants meeting held on 3 June 2026 as an accurate record.

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

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

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

Presentation received. Members of public and Cllrs asked questions about the proposals. Sworders were informed that public consultation letters had not been received by all residents off The Moor.

Residents are reminded that this presentation was for information only, hosting the presentation does not indicate support or objection to the proposals. Any planning application will be considered by the Planning Committee under normal procedures.

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

Objection noted.

Tom Allington and Victoria Cutmore left the meeting 20:11

Shelley Coulman RFO entered the meeting 20:13

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

A verbal and written report was received. Highlight was made of developments on the Melbourn Greenway, the local bus consultation (as listed under PC043/2627c)), response to

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

the Development Corporation plans and grants available through South Cambridgeshire District Council.

A full copy of the report can be found in the supporting documents for this meeting.

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

- a) To consider approving the Annual Governance Statements 1-10 in turn (Section 1).

Governance statements were considered one by one with the following conclusion:

Consideration to agree statement	Proposed by	Seconded by	Vote
Annual Governance Statement 1	Cllr Kilmurray	Cllr Davey	All in favour
Annual Governance Statement 2	Cllr Hart	Cllr Barnes	All in favour
Annual Governance Statement 3	Cllr Barnes	Cllr Kilmurray	All in favour
Annual Governance Statement 4	Cllr Davey	Cllr Barnes	All in favour
Annual Governance Statement 5	Cllr Kilmurray	Cllr Hart	All in favour
Annual Governance Statement 6	Cllr Davey	Cllr Barnes	All in favour
Annual Governance Statement 7	Cllr Hart	Cllr Barnes	All in favour
Annual Governance Statement 8	Cllr Barnes	Cllr Kilmurray	All in favour
Annual Governance Statement 9	<i>Not applicable to Melbourn Parish Council</i>		
Annual Governance Statement 10	Cllr Hart	Cllr Barnes	All in favour

It was RESOLVED to agree all annual governance statements as laid out above.

- b) To consider approving the Accounting Statements 2025/26 (Section 2).

It was RESOLVED to sign the Accounting Statements 2025/26.

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

- c) To authorise that the Chair and Clerk sign AGAR as required.

It was RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2025/26 by the Chair and Parish Clerk.

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

- d) To consider approving the dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

It was RESOLVED to approve dates for the Exercise of Public Rights period as Monday 29 June to Friday 7 August 2026.

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

PC039/2627 Email Decisions

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

Email decision noted.

PC040/2627 Finance Matters

- a) To receive and consider the finance reports for May 2026.

It was RESOLVED to receive the finance report for May 2026.

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

- b) To consider retrospective approval of invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400 as precepted.

It was RESOLVED to approve invoice from Melbourn Mobile Warden Scheme for 2025/26 contribution of £5,400.

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

- c) To note transfer of funds of £150,000 from current account to savings account at Unity Trust Bank.

Transfer of funds from current account to savings account noted.

One member of public left the meeting 20:35

- 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.

It was RESOLVED to approve the movement of funds from Unity Trust Bank savings account to CCLA Public Sector Deposit Fund as laid out above.

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

- e) To consider retrospective approval of approvals list for May 2026 as paid.

It was RESOLVED To approve the retrospective approvals for May 2025.

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

- f) To note payments have been made to all Community Benefit Grants applicants. Value of fund for December consideration stands at £23,612.36.

Payment of funds totalling £41,245.88 to Community Benefit Grant awardees noted. It was noted that £2,000 was held from the possible £8,055 Melbourn Dynamos award whilst consideration is made under the South Cambridgeshire District Council Community Chest Grant for the shortfall.

- g) To consider approval of invoice for £81.21 from Harts Books to be taken from library s106.

It was RESOLVED to approve the payment of invoice for £81.21 from Harts Books.

Proposed by Cllr Campbell, seconded by Cllr Davey.

In favour: Cllrs Barnes, Campbell, Clark, Davey, Hart, Kyprianou

Against:

Abstain: Cllr Kilmurray

- h) To consider approval of invoice from Melbourn Mobile Warden Scheme for 2026/27 contribution of £7,500 as precepted.

It was RESOLVED to approve invoice from Melbourn Mobile Warden Scheme for 2026/26 contribution of £7,500.

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

- i) To consider approval of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.

It was RESOLVED to approve the payment of invoice from Ricoh for photocopier hire and use at a cost of £227.52+VAT.

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

- j) To note renewal of ACRE membership for 2026 at a cost of £89.40 (2025 - £86.40).

Renewal of ACRE membership noted.

- k) To consider approval of Clerks expenses of £73.76.

It was RESOLVED to approve Clerks expenses of £73.76.

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

- l) To consider approving approvals list for June 2026.

It was RESOLVED to approve the approvals list for June 2026.

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

- m) To discuss criteria for Community Benefit Grants – Cllr Kyprianou.

Item deferred to July Full Council meeting. Considered at F&GG meeting prior to Full Council.

- n) To receive any updates and consider actions.

None received.

PC041/2627 Bank reconciliations

- a) To note bank reconciliation for May 2026.

It was noted that the bank reconciliation had been completed.

PC042/2627 Antisocial Behaviour in the Village

- a) To receive latest report and note attendance at Practical Solutions Group meeting.

Damage, vandalism and antisocial behaviour report noted.

Representation at the Practical Solutions Group meetings noted. Many agencies working with Melbourn Parish Council to present solutions.

- b) To receive report of suggestions raised at Melbourn Fete.

A report was received. Actions noted for consideration by MAYD Committee.

- c) To consider communication to promote reporting any incidents through the correct channels.

It was RESOLVED to approve a series of communications to promote reporting any incidents through the correct channels.

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

PC043/2627 Correspondence

- a) To receive correspondence and consider actions about misuse of blue badge spaces in village car park.

Discussion over appropriate action. It was RESOLVED, after further clarification from Cambridgeshire County Council and Parking Enforcement, to spend up to £1,000 in applying for a TRO (Traffic Regulation Order) to cover the blue badge spaces in the car park. ACTION: Office to update Council on appropriate next steps.

- b) To receive correspondence and consider actions about hemlock in public areas.

Maintenance Committee commented that hemlock is a wild plant and should be left. Confirmation from other sources to leave alone as it provides vital habitats for pollinators etc.

- 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/> Consultation noted. ACTION: Office to promote via social media.

- d) To receive any updates and consider actions.

None received.

PC044/2627 Governance

- a) To note updated committee membership 2026/27.

Updated committee membership noted. ACTION: County Cllr Bostanci would like to be included in MAYD Committee.

- b) To consider approval of 2026 JW Harris Fun Fair booking for the Old Rec.

It was RESOLVED to approve the 2026 JW Harris Fun Fair booking for the Old Rec. Proposed by Cllr Kilmurray, seconded by Cllr Campbell. All in favour.

- c) To receive any updates and consider actions.

None received.

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.

It was noted.

- 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.

It was RESOLVED to approve the 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. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- c) To receive updates and consider actions.

None received.

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.

It was RESOLVED to approve and adopt the Deed of Variation to Melbourn Community Hub Management Group lease to cover changes to licensed space available to Melbourn Parish Council.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Barnes, Campbell, Clark, Davey, Hart, Kyprianou

Against:

Abstain: Cllr Kilmurray

- b) To receive updates and consider actions.

Written report from Hub Management Group was received. AGM was noted as 21 July 2026. Cllrs encouraged to attend.

PC047/2627 Health, Safety, accessibility, and Wellbeing

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

PC048/2627 Melbourn Timebank & Community Coordinator Reports

- a) To note any Timebank expenses.
Timebank expenses noted.
- b) To receive reports covering May and June.
Reports received with thanks. Videos covering the Wellbeing Walks were shared with Cllrs.
- c) To receive any updates and consider actions.
None received.

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.
It was noted.
- 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.
It was RESOLVED to approve that the Emergency Evacuation Agreement to be provided to Melbourn Village College (for use of Pavilion in an emergency).
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- c) To consider approving Method of Works Agreement for grant funded allotment improvements as recommended by Maintenance Committee.
It was RESOLVED to approve the Method of Works Agreement for grant funded allotment improvements.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To consider approving Council response to Cambridge Water draft Drought Plan 2027 as recommended by Maintenance Committee.
It was RESOLVED to allow the office to respond to the Cambridge Water draft Drought Plan 2027 highlighting the issues as stated in the report on behalf of Melbourn Parish Council.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- e) To receive any updates and consider actions.
None received.

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

- a) To note report of antisocial behaviour in relation to the Connections Bus.
Report was noted. Request permission to continue to park at MVC for the rest of school year and review arrangements via MAYD Committee. ACTION: Office to liaise with MVC and Connections Bus.
- b) To receive any updates and consider actions.
None received.

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

Enhancement to green area at Beechwood Avenue with multigoal equipment will be investigated.

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.
It was noted.
- 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.

It was RESOLVED to approve memorials safety training for three members of staff to be completed at a cost of £555+VAT.

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

- c) To receive a report on coaching sessions received by the Clerk.

Report received.

- d) To receive any updates and consider actions.

None received.

PC053/2627 Policies

- a) To consider approving and adopting Doc 4.43 Metal Detecting Policy as recommended by Maintenance Committee.

It was RESOLVED to approve and adopt Doc 4.43 Metal Detecting Policy.

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

- b) To receive any updates and consider actions.

None received.

PC054/2627 Chair's Announcements

Thanks were passed for persevering with a long agenda in a very hot room!

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.

Dates of the upcoming meetings were noted as above.

Meeting closed 21:32