



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
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23 July 2026

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting to be held on **Wednesday 29 July 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 29 July 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

PC056/2627 To receive and approve apologies for absence

PC057/2627 To receive an update from Melbourn Energy Superloop (max 15 minutes)
<https://melbourn.energysuperloop.co.uk/>

PC058/2627 To receive and consider application for co-option.

PC059/2627 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

PC060/2627 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.

PC061/2627 To report back and approve the minutes of the Parish Council meeting held on 24 June 2026.

PC062/2627 To receive reports from the District and County Cllrs for Melbourn

PC063/2627 Finance Matters

- a) To receive and consider the finance reports for June 2026.
- b) To consider approval of invoices for £99.08 and £19.18 from Harts Books to be taken from library s106.
- c) To consider request for possible drawdown of capital funds of £5,054.95 held against Royston & District Community Transport scheme.
- d) To note election costs of £225.00 for uncontested Parish Council election held 7 May 2026 recovered from election reserve.
- e) To consider purchase of replacement defibrillator battery at a cost of £225+VAT.
- f) To consider approving attendance of Clerk and Deputy Clerk to CAPALC Annual Conference at a cost of £150.
- g) To consider approving approvals list for July 2026.
- h) To discuss criteria for Community Benefit Grants – Cllr Kyprianou.
- i) To receive an update on reserves and S106 monies.
- j) To receive any updates and consider actions.

PC064/2627 Bank reconciliations

- a) To note bank reconciliation for June 2026.

PC065/2627 Antisocial Behaviour in the Village

- a) To receive the latest Damage, violence and antisocial behaviour report.
- b) To consider hosting a summer photography competition with prizes to gather photographs for the new website.
- c) To receive any updates and consider actions.

PC066/2627 Correspondence

- a) To receive correspondence from Cambridgeshire County Council about School Street scheme request from Melbourn Primary School – as previously discussed under PC020/2627a).
- b) To receive any updates and consider actions.

PC067/2627 Governance

- a) To note the elected Chair of Finance & Good Governance Committee for 2026/27 as Cllr Kanagarathnam and the election of the Vice Chair deferred to next meeting.
- b) To note altered office opening times over the summer period.
- c) To receive and consider approval of Heads of Terms from Reserve Forces' and Cadets' Association (RFCA) in relation to proposed upgrade of facilities at the Old Rec as recommended by Maintenance Committee (MA062/2627a).
- d) To consider increase of allotment plot fees to account for rising costs of upkeep as discussed under F&GG (FG010/2627).
- e) To consider recommendation from F&GG Committee to increase match fees by £5 (increased to £50) to account for rising costs of upkeep (FG011/2627).
- f) To note resignation of Parish Council nominated Trustee of Triggs Charity. Requirement to nominate replacement Trustee.
- g) To confirm Councillor training booked for **Saturday 21st November 2026**. Details to follow.
- h) Update on Local Government Reorganisation from Cambridgeshire County Council.
- i) To receive any updates and consider actions.

PC068/2627 Planning Matters

- a) To note TTRO 26-20837 (anticipated works 1 August – 1 September 2026) New Road (between Victoria Way and Rosemary Place), road closure and diversion. Access will be maintained to properties affected by this order.
- b) To receive the Fowlmere & Melbourn active travel survey.
Any comments to be raised with Planning Committee for 12 August meeting.
- c) To receive updates and consider actions.

PC069/2627 Community Hub

- a) To note disposal of unsafe chairs arranged at a cost of £221.28 approved under delegated authority.
- b) To note Melbourn Community Hub AGM took place on Wednesday 21 July 2026. Next meeting date to be confirmed.
- c) To receive updates and consider actions.

PC070/2627 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC071/2627 Melbourn Timebank & Community Coordinator Reports

- a) To receive reports covering July.
- b) To note any Timebank expenses.
- c) To receive any updates and consider actions.

PC072/2627 To receive an update from the Maintenance Committee

- a) To receive correspondence from GCSP and Hopkins Homes and consider offer regarding the commuted sum under agreement for the transfer of LEAP, LAP and incidental parcels at Hopkins Homes as recommended by Planning and Maintenance Committees.
- b) To receive any updates and consider actions.

PC073/2627 To receive an update from the MAYD Joint Committee

- a) To receive any updates and consider actions.

PC074/2627 To receive an update from the Futures Working Party

- a) To update on meeting held 29 July 2026.

PC075/2627 To receive an update from the HR Panel

- a) To note reduction of hours by Timebank and Community Coordinator and consider filling hours with additional staff member.
- b) To consider budget spend approval on equipment & software updates for existing and potential staff members.
- c) To receive any updates and consider actions.

PC076/2627 Policies

- a) To consider approval of updates to Doc 4.05 – Equal opportunities for public access policy as recommended by Maintenance Committee (MA062/2627a).
- b) To consider approval of updates to NALC Model Financial Regulations as recommended by Finance & Good Governance Committee (FG014/2627a).
- c) To consider approval and adoption of Scheme of Delegation as recommended by Finance & Good Governance Committee (FG014/2627b).
- d) To receive any updates and consider actions.

PC077/2627 Chair's Announcements

PC078/2627 To note the dates of the upcoming meetings as:

- a) MAYD Joint Committee Meeting, **Friday 7 August 2026** at 2pm.
- b) Planning Committee Meeting, **Wednesday 12 August 2026 & Wednesday 9 September 2026** at 7.30pm.
- c) Maintenance Committee Meeting, **Wednesday 19 August 2026 & Wednesday 16 September 2026** at 7.30pm.
- d) Note no August Full Council Meeting, next Full Council Meeting to be held on **Wednesday 30 September 2026** at 7.30pm.