



🏠 **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 29 July 2026 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 Alexander, Barnes, Clark (Chair), Coulman, Cowley, Davey, Kilmurray, Kyprianou, Laight, McMahon (co-opted at 20:18), Wilson

**Absent:**

**In attendance:** Abi Williams (Clerk), Lucy Capper (Assistant), Daniel Hill, Aidan van de Weyer, Emma Drake (Melbourn Superloop), Johnathon Hall and Matt Craggs (online – Melbourn Superloop), County Cllr Bostanci, two members of the public

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:31*

**PC056/2627 To receive and approve apologies for absence**

It was RESOLVED to accept apologies of absence from Cllrs Hart and Kanagarathnam. Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.

**PC057/2627 To receive an update from Melbourn Energy Superloop (max 15 minutes)**

<https://melbourn.energysuperloop.co.uk/>

Presentation given by Melbourn Superloop in person and online. Cllrs were given the opportunity to ask questions. Confirmation of next public consultation event as 15 August 2026 between 10am to 4pm at the United Reformed Church.

*19:59 Daniel Hill, Aidan van de Weyer, Emma Drake left the meeting*

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

*Chair altered the order of the meeting to address members of the public.*

**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

Declarations of interest were received from Cllr Kilmurray for items PC063/2627c) and PC069/2627a-c). Dispensation was granted to remain for discussion but not vote.

**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.

Two members of the public in attendance.

Raised concern around the Fowlmere & Melbourn active travel survey as reported under PC068/2627b. Concerns over what a 'quiet lane' means, who initiated the request, the quality of the survey and the validity of the questions. ACTION: Office to feedback to Active Travel Officer and publish survey results when public to raise awareness.

*20:13 Two members of the public left the meeting*

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

Application for co-option was considered from Tom McMahon. Cllrs were given the opportunity to seek further information from Mr McMahon on his reasons for standing for co-option. Mr McMahon left the room and the Cllrs indicated by ballot sheet unanimous support to co-opt Mr McMahon.

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

20:15 Mr McMahon left the meeting to allow Council to vote on co-option.

20:18 New Cllr McMahon joined the meeting.

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

It was RESOLVED to approve the minutes of the Parish Council meeting held on 24 June 2026, noting correction of date, as an accurate record.

Proposed by Cllr Kilmurray, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Kilmurray, Kyprianou, Laight, Wilson

Against:

Abstain: Cllr McMahon

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

A verbal and written report was received from County Cllr Bostanci. Highlight was made of changes to the bus routes, focus on the local plan and raising awareness of the Mobile Wardens schemes in the area. ACTION: Add Melbourn Greenway update to the next agenda.

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

**PC063/2627 Finance Matters**

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

Financial report for June received.

- b) To consider approval of invoices for £99.08 and £19.18 from Harts Books to be taken from library s106.

It was RESOLVED to approve the payment of invoices for £99.08 and £19.18 from Harts Books.

Proposed by Cllr Cowley, seconded by Cllr Wilson.

In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Kyprianou, Laight, McMahon, Wilson

Against:

Abstain: Cllr Kilmurray

- c) To consider request for possible drawdown of capital funds of £5,054.95 held against Royston & District Community Transport scheme.

It was RESOLVED to approve request for drawdown of capital funds of £5,054.95 held against Royston & District Community Transport scheme.

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

- d) To note election costs of £225.00 for uncontested Parish Council election held 7 May 2026 recovered from election reserve.

It was RESOLVED to approve election costs of £225.00 for uncontested Parish Council election.

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

- e) To consider purchase of replacement defibrillator battery at a cost of £225+VAT.

It was RESOLVED to approve purchase of replacement defibrillator battery at a cost of £225+VAT.

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

- f) To consider approving attendance of Clerk and Deputy Clerk to CAPALC Annual Conference at a cost of £150.

It was RESOLVED to approve attendance of Clerk and Deputy Clerk to CAPALC Annual Conference at a cost of £150.

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

- g) To consider approving approvals list for July 2026.

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

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

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

Item deferred.

- i) To receive an update on reserves and S106 monies.

Update on reserves and S106 monies discussed.

- j) To receive any updates and consider actions.

None received.

**PC064/2627 Bank reconciliations**

- a) To note bank reconciliation for June 2026.

It was noted that the bank reconciliations were completed.

#### **PC065/2627 Antisocial Behaviour in the Village**

- a) To receive the latest Damage, violence and antisocial behaviour report.

Damage, vandalism and antisocial behaviour (ASB) report noted. ACTION: To create posters for public areas of how to report ASB.

- b) To consider hosting a summer photography competition with prizes to gather photographs for the new website.

Cllrs requested a further age category and extra prize at the additional cost of £50.

It was RESOLVED to approve hosting a summer photography competition with prizes to the value of £150.

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

- c) To receive any updates and consider actions.

None received.

#### **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).

Correspondence was noted. Cllrs confirmed their support for the proposed LHI and highlighted concerns about possible public money being spent on either scheme if one scheme were to negate the other. Concerns were raised by Cllrs about the surrounding roads becoming a 'rat run' at closure times and causing issue for those that currently use this as a walking route. A meeting with Cambridgeshire County Council to discuss both the LHI and School Street scheme will take place on 17 August. A report will be provided to Full Council for consideration.

- b) To receive any updates and consider actions.

None received.

#### **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.

It was noted.

- b) To note altered office opening times over the summer period.

It was noted.

- 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).

Discussion over ambiguity of rent review term. ACTION: request to define as every three years.

Under rent to add 'if requested'. It was RESOLVED to approve Heads of Terms from Reserve Forces' and Cadets' Association (RFCA) in relation to proposed upgrade of facilities at the Old Rec, with changes as discussed.

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

- d) To consider increase of allotment plot fees to account for rising costs of upkeep as discussed under F&GG (FG010/2627).

It was RESOLVED to approve increase of allotment plot fees by £1 for each site to account for rising costs of upkeep.

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

- 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).

It was RESOLVED to approve increase of match fees by £5 (increased to £50) to account for rising costs of upkeep. ACTION: To change terminology over flat rate of hire to be less ambiguous.

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

- f) To note resignation of Parish Council nominated Trustee of Triggs Charity. Requirement to nominate replacement Trustee.

It was noted that Triggs Chairty does not have a proposed replacement. Council agreed to advertise the vacancy on behalf of Triggs Charity.

- g) To confirm Councillor training booked for **Saturday 21<sup>st</sup> November 2026**. Details to follow.

Booking confirmed.

- h) Update on Local Government Reorganisation from Cambridgeshire County Council.

Updated received.

- i) To receive any updates and consider actions.

None received.

**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.  
TTRO 26-20897 noted.
- b) To receive the Fowlmere & Melbourn active travel survey.  
*Any comments to be raised with Planning Committee for 12 August meeting.*  
Fowlmere & Melbourn active travel survey report received. Discussion from public participation reflected in Cllrs concerns. County Cllr Bostanci reiterated the importance of looking at what a 'quiet lane' is – information can be found here: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/active-travel-in-cambridgeshire/projects-and-plans/quiet-lanes>
- c) To receive updates and consider actions.

None received.

**PC069/2627 Community Hub**

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

None received.

**PC070/2627 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

None received.

**PC071/2627 Melbourn Timebank & Community Coordinator Reports**

- a) To receive reports covering July.  
Report received with thanks.
- b) To note any Timebank expenses.  
Community allotment expenses of £286.61 (to be taken from South Cambs District Council growing grant received) noted.
- c) To receive any updates and consider actions.

None received.

**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.  
It was RESOLVED to accept £80,000 commuted sum for the maintenance of proposed transferred land including LEAP, LAP and incidental parcels at Hopkins Homes on condition that a current review of area is carried out and any remedial work completed before handover.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To receive any updates and consider actions.

None received.

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

- a) To receive any updates and consider actions.  
None received. Committee meeting to be held 7 August 2026.

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

- a) To update on meeting held 29 July 2026.  
Cllr Clark confirmed meeting held on 29 July 2026. Projects to look at additional landscaping and multigoal provision on Parish land to be undertaken.

**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.  
It was RESOLVED to proceed with the advertising of role to fill 10 hours for Timebank Community Coordinator.  
Proposed by Cllr Alexander, seconded by Cllr Barnes.  
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Kilmurray, Laight, McMahon, Wilson  
Against:  
Abstain: Cllr Kyprianou
- b) To consider budget spend approval on equipment & software updates for existing and potential staff members.  
It was RESOLVED to approve spend of up to £2,500 on equipment & software updates for existing and potential staff members.  
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- c) To receive any updates and consider actions.  
None received.

**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).  
It was RESOLVED to approve updates to Doc 4.05 – Equal opportunities for public access policy.  
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- b) To consider approval of updates to NALC Model Financial Regulations as recommended by Finance & Good Governance Committee (FG014/2627a).  
It was RESOLVED to approve updates to NALC Model Financial Regulations.  
Proposed by Cllr Alexander, seconded by Cllr Laight. All in favour.
- c) To consider approval and adoption of Scheme of Delegation as recommended by Finance & Good Governance Committee (FG014/2627b).  
It was RESOLVED to approve and adopt the Scheme of Delegation.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- d) To receive any updates and consider actions.  
None received.

**PC077/2627 Chair's Announcements**

Thank you to Cllrs for surviving a long meeting.

**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.  
Dates of upcoming meetings were noted as above.

*Meeting closed 21:33*