



🏠 **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

24 September 2026

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting to be held on **Wednesday 30 September 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 30 September 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

PC079/2627 To receive and approve apologies for absence

PC080/2627 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

PC081/2627 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.

PC082/2627 To report back and approve the minutes of the Parish Council meeting held on 29 July 2026.

PC083/2627 Chair's Announcements

PC084/2627 Community Hub

- a) To receive an update from Melbourn Community Hub Management Group.
- b) To consider a request to apply for planning consent to install air conditioning units in the atrium.
- c) To receive updates and consider actions.

PC085/2627 To receive reports from the District and County Cllrs for Melbourn

PC086/2627 Finance Matters

- a) To receive and consider the finance reports for July and August 2026.
- b) To consider retrospective approval of CHRGS Ltd invoice for £2,711.30 for work to provide evidence-based report on review of Council assets as approved under PC195/2526a).
- c) To consider retrospective approval of invoice from Harts books for £136.68 to be taken from library s106.
- d) To consider approving retrospective approvals for August 2026.
- e) To consider approving renewal of parish insurance policy at a cost of £11,751.50 (2025 £13,562.65).
- f) To consider approval of interim bill from HCR Legal for works in relation to Scouts lease at a cost of £778.00+VAT.
- g) To consider approval of invoice from Harts books for £127.91 to be taken from library s106.
- h) To consider approval of invoice from Melbourn Community Hub for part year lease of Dickens Room at a cost of £3,906.25 as agreed under PC220/2526c).
- i) To consider approving approvals list for September 2026.

- j) To request any projects for consideration under the precept 2027/28 to be sent to the office for review.
- k) To receive any updates and consider actions.

PC087/2627 Bank reconciliations

- a) To note bank reconciliation for July and August 2026.

PC088/2627 Antisocial Behaviour in the Village

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

PC089/2627 Correspondence

- a) To receive request to Rights of Way Improvement Plan survey from Cambridgeshire County Council and consider response.
- b) To receive the Draft Interim Greater Transport Strategy report from Cambridgeshire & Peterborough Combined Authority.
- c) To receive update on School Streets scheme and consider actions.
- d) To consider a resident request to support the introduction of a 7.5 tonne weight restriction and whether to refer the matter to Cambridgeshire County Council for investigation.
- e) To note concerns raised and current actions regarding unsafe pavements at Station Road, Orchard Gate and Back Lane.
- f) To consider request to install poppies on the village sign (25 Oct – 15 Nov) as previously.
- g) To consider allowing Fete Committee to charge for parking at Melbourn Fete 2027.
- h) To consider any action regarding Gold Arthur trading from the High Street car park.
- i) To note multiple requests and consider actions for double yellow lining around junctions.
- j) To receive any updates and consider actions.

PC090/2627 Governance

- a) To receive the external auditors report and completed Annual Governance and Accountability Report 2025/26.
- b) To note 'Notice of conclusion of audit' was published on 25 September 2026 for a period of no shorter than 14 days on the noticeboards and online.
- c) To note formal appointment of Parish Council representative for Triggs Charity as Helen Oliver.
- d) To receive any updates and consider actions.

PC091/2627 Planning Matters

- a) To receive intends notice for Temporary Traffic Regulation Order (TTRO) on Cambridge Road.
- b) To receive intends notice for Temporary Traffic Regulation Order (TTRO) covering Chapmans Close, Portway, The Lawns, Lawn Close, The Moor, Water Lane.
- c) To receive correspondence about Fowlmere and Melbourn Active Travel Survey and consider any actions.
- d) To note confirmation of acceptance of commuted sum for Hopkins Homes maintenance and consider any actions arising from inspection held on 29 September 2026 and to note instruction of engagement with HCR Legal.
- e) To note correspondence with planning compliance with regard to parking issues on The Moor.
- f) To receive update and consider actions on lease for Scout storage unit on Old Rec.
- g) To receive updates and consider actions.

PC092/2627 Community Coordinator Reports

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

PC093/2627 To receive an update from the Maintenance Committee

- a) To consider a proposal to request local neighbouring Parish, District and County support for a screening of National Emergency Briefing film <https://www.nebriefing.org/the-film> .

- b) To consider costs for clearing two plots at St Georges Allotments.
- c) To receive any updates and consider actions.

PC094/2627 To receive an update from the MAYD Joint Committee

- a) To receive update and DRAFTS minutes from August MAYD Committee meeting.
- b) To note Fowlmere Parish Council notice of intent to join MAYD.
- c) To receive any updates and consider actions.

PC095/2627 To receive an update from the Futures Working Party

PC096/2627 To receive an update from the HR Panel

- a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda items – PC096/2627 b-c)**
- b) To consider accepting National Joint Council for Local Government Services pay agreement increases for 2026/27 as stated in 10.1 of the contracts of employment.
- c) To consider moving Wardens SCP due to SCP removal from National Joint Council for Local Government Services pay scales.
- d) **Motion to reopen meeting to public and press.**
- e) To note Clerk and Deputy Clerk annual reviews completed and consider any actions.
- f) To consider approving the appointment of part-time Community Coordinator.
- g) To consider approving the appointment of part-time Community Coordinator for Youth.
- h) To receive any updates and consider actions.

PC097/2627 Policies

- a) To consider approving update to Document 4.23 Melbourn Parish Council Estate Safety Inspections as recommended by the Maintenance Committee (MA105/2526a).

PC098/2627 To note the dates of the upcoming meetings as:

- a) Planning Committee Meeting, **Wednesday 14 October 2026** at 7.30pm.
- b) Maintenance Committee Meeting, **Wednesday 21 October 2026** at 7.30pm.
- c) Full Council Meeting, **Wednesday 28 October 2026** at 7.30pm.