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

Abi Williams, Clerk
Alex Coxall, Deputy Clerk
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22 October 2026

Dear Councillor
You are hereby summoned to attend the Annual Parish Council Meeting to be held on **Wednesday 28 October 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 28 October 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

PC099/2627 Apologies for absence

a) To consider request from Cllr Wilson for a six-month leave of absence from Parish Council duties due to personal circumstances, to be reviewed 28 April 2027.
b) To receive and approve apologies for absence.

PC100/2627 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

PC101/2627 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.

PC102/2627 To report back and approve the minutes of the Parish Council meeting held on 30 September 2026.
Noting correction on voting allocation on item PC093/2627b).

PC103/2627 To receive reports from the District and County Cllrs for Melbourn

PC104/2627 Finance Matters

a) To receive and consider the finance reports for September 2026.
b) To consider approving invoice for Parish Online subscription at a cost of £250+VAT.
c) To note expense claim from Clerk for mileage to events totalling £70.40.
d) To note expense claim from Deputy Clerk for mileage to event totalling £18.15.
e) To consider approval of spend on The Clerks Manual (2026) at a cost of £49.20.
f) To note BACS payment of annual insurance premium at a value of £11,751.50 (approved PC086/2627e) completed by signatories 15 October 2026 to ensure continuity of cover.
g) To consider approving approvals list for October 2026.
h) To request any projects for consideration under the precept 2027/28 to be sent to the office for review.
i) To receive any updates and consider actions.

PC105/2627 Bank reconciliations

a) To note bank reconciliation for September 2026.

PC106/2627 Email Decision

a) To note email resolution to support approval of £321 spend, as recommended by the Maintenance Committee, for the building control application fee for the installation of the composting toilet at St Georges Allotments.

PC107/2627 Antisocial Behaviour in the Village

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

PC108/2627 Correspondence

a) To receive correspondence about parking on High Street and consider actions.

b) To receive any updates and consider actions.

PC109/2627 Governance

a) To note road closure and running order for Remembrance Parade to be held on Sunday 8 November 2026. Wreath purchased at a cost of £27.50 under delegated authority.

b) To note call for applications for Community Benefit Grants open until 20 November 2026. The meeting for application consideration will be held on Wednesday 2 December 2026.

c) To consider approval of request to s106 officer to reallocate funds from S/1032/17/FL and S/2424/18/FL agreements from skate park provision to more general youth provision.

d) To receive any updates and consider actions.

PC110/2627 Planning Matters

a) To receive updates and consider actions.

PC111/2627 Local Highways Improvement Scheme (LHI)

a) To review and consider comments on proposed designs for LHI around the Primary School received from Cambridgeshire County Council.

PC112/2627 Community Coordinator Reports

a) To receive report covering October.

b) To note any Timebank expenses.

c) To receive any updates and consider actions.

PC113/2627 To receive an update from the Maintenance Committee

a) To consider written approval for Stockbridge Meadows pond clearance project – with commitment from Council to maintain the pond areas after initial works are complete.

b) To note trial period of 3 sessions of Wardens not attending Maintenance Committee meetings, representation will be by Wardens report via the Clerk.

b) To receive any updates and consider actions.

PC114/2627 To receive an update from the MAYD Joint Committee

a) To consider approval of updated Terms of Reference to accommodate new members.

b) To receive any updates and consider actions.

PC115/2627 Community Hub

a) To receive updates and consider actions.

PC116/2627 To receive an update from the Futures Working Party

PC117/2627 To receive an update from the HR Panel

a) To consider proposal for change of Parish Office public opening hours.

b) To note RFO and Finance Assistant annual reviews completed.

c) To record Deputy Clerk gaining their CiLCA qualification and to consider increase of one SCP.

d) To receive any updates and consider actions.

PC118/2627 Policies

a) To consider approving update to Document 8.15 General Risk Register as recommended by Maintenance Committee (MA113/2627b).

PC119/2627 Chair's Announcements

PC120/2627 To note the dates of the upcoming meetings as:

a) Finance & Good Governance Committee Meeting, **Tuesday 3 November 2026** at 7.30pm.

b) Planning Committee Meeting, **Wednesday 11 November 2026** at 7.30pm.

c) Maintenance Committee Meeting, **Wednesday 18 November 2026** at 7.30pm.

d) MAYD Committee Meeting, **Friday 20 November 2026** at 2pm.

e) Cllrs training, **Saturday 21 November 2026**, 9.30am to 15.30pm.

f) Full Council Meeting, **Wednesday 25 November 2026** at 7.30pm.

g) Community Benefit Grants Meeting, **Wednesday 2 December 2026** at 7.30pm.