

Melchbourne and Yelden Parish Council

Chairman: Peter Wilkinson

Clerk: David Brough

MINUTES

Minutes of the Parish Council Meeting held 18th March 2026 at 8pm in Yelden Village Hall

Present: Cllrs Jason Gordon (Chaired the meeting by majority vote), Paul Alexander, Frank Morgan, Sarah Croft, Mark Fitzsimmons, Simon Paynter, David Brough (Clerk), and one resident.

- 1 **Apologies for absence accepted:** Cllrs Craig Young (Work commitment), Peter Wilkinson (Prior commitment).
Borough Councillor Martin Towler (Full council meeting clash).
- 2 **Declarations of interest in items on the agenda:** None.
- 3 **Requests to grant dispensations for declared interests:** None.
- 4 **Public Open Session:** Resident spoke in relation to a planning matter in Yelden.
- 5 **Approval of the minutes of the parish council meeting** held on 22nd January 2026.
Resolved to approve the minutes as an accurate record of the meeting.
- 6 **Clerk's report on the Action List**
No items beyond those on the agenda.
- 7 **Finance**
 - *To approve payments and note receipts.*
Resolved to approve the payments listed in the appendix.
 - *To review the bank balance and the "Spend vs Budget" analysis.*
The council noted the balances and analysis with no concerns.
- 8 **Common Land**
To consider actions in relation to material dumped on the Common Land in Yelden.
It was **resolved** to approve the draft correspondence and for it to be issued to a resident regarding the nauthorized deposit of material on the common land.
- 9 **Allotments**
To approve the use of some of the Allotment Reserve to pay for the clearance of waste material.
It was **resolved** to approve the use of funds from the Allotment Reserve to cover the cost of clearing waste material.
- 10 **Litterpicks**
To confirm arrangements for the Melchbourne and Yelden litterpicks and agree the event risk assessment.
Cllrs Alexander and Gordon confirmed they were ready to run each village event on 28th March, and it was **resolved** to approve the event risk assessment.
- 11 **Honeycomb**
To consider a grant of £200 for the Honeycomb publication.
It was **resolved** to approve a grant of £200 for the Honeycomb publication.
- 12 **Melchbourne Residents' Questionnaire**
To receive information from the Melchbourne residents' questionnaire undertaken by Councillors Wilkinson and Croft.
Councillor Croft presented the results of the residents' questionnaire, which were noted. The findings indicate a strong overall satisfaction with village life, with residents valuing the community spirit, rural character and key assets such as the village hall and church. Recurring concerns were identified in relation to parking, traffic speeds and behaviour, and the maintenance of footpaths and bridleways.

David Brough, Clerk, Melchbourne & Yelden Parish Council

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There was also interest in increased community activities, but no clear demand for major new facilities.

It was noted that Cllr Fitzsimmons was creating a new Yelden survey, which will be distributed to residents shortly.

13 Community Infrastructure Levy (CIL) – Initial Consideration of Spending Priorities

The parish council recently received a CIL payment of £9,820; this funding must be spent within five years in accordance with the CIL Regulations.

To consider proposals for the use of these funds, noting that expenditure must be directed towards projects or items that support the development of the area by:

- a) funding the provision, improvement, replacement, operation or maintenance of infrastructure; or*
- b) addressing the demands that development places on the area.*

Councillors held another discussion on potential priorities for its use, with no decisions made at this stage. It was agreed that the item be included on alternate agendas for ongoing review.

14 Governance policies

To review and consider the adoption of the Bring Your Own Device (BYOD) Policy, the Guide to Information & Publication Scheme, and the IT and Email Policy.

It was **resolved** to adopt the Bring Your Own Device (BYOD) Policy, the Guide to Information & Publication Scheme, and the IT and Email Policy.

15 Annual review of risk assessment

To review and adopt the parish council's risk assessment for the forthcoming financial year.

It was **resolved** to adopt the parish council's risk assessment.

16 Crime report

To note reported crime since the last council meeting.

It was noted that there was no reported crime.

17 Planning applications and enforcement:

a) New applications received since the last meeting (to include any received after the agenda is issued up to the date of the meeting).

APPLICATION NO: 26/00465/FUL Full Planning Application

PROPOSAL: Single storey rear and side extensions.

LOCATION : The Bungalow Melchbourne Park Melchbourne Bedford Bedfordshire MK44 1BD

No comment.

APPLICATION NO: 26/00438/FUL Full Planning Application

PROPOSAL: Conversion of existing outbuilding, with alterations to roof to form residential annexe.

LOCATION : Hillands End House Park Road Melchbourne Bedford Bedfordshire MK44 1BB

No comment.

APPLICATION NO: 26/00316/FUL Full Planning Application

PROPOSAL: Demolition of existing conservatory and erection of single storey rear extension.

LOCATION : 3 Stanbrook Way Yelden Bedford Bedfordshire MK44 1AX

No comment.

b) Monitoring of applications and enforcement (for information)

The following is a Nationally Significant Infrastructure Project that the parish council has objected to:

- East Park Energy Solar Farm proposal: *Background: Brockwell Storage and Solar Ltd has submitted a Development Consent Order (DCO) application for the East Park Energy solar farm, a Nationally Significant Infrastructure Project spanning c.1,900 acres north-west of St Neots.*
Status: Application accepted by the Planning Inspectorate. The relevant representation period has closed and the project is now entering the Examination stage, beginning with a Preliminary Meeting in March 2026, ahead of a recommendation to the Secretary of State for a final decision.

The following is a long-standing item of enforcement:

- Location: *Hill Farm, Melchbourne Road, Riseley.*
Details: *Investigation regarding the right to live on the land.*

History: Enforcement notice issued in 2017 in respect of unauthorised residential use. Enforcement notice upheld on appeal in 2018. Planning applications refused: 22/01571/MAF, 23/01212/FUL, 23/02188/OUT, 24/00466/FUL. Government Appeal for 23/02188/OUT dismissed, and 25/01918/LDE refused in 2025.

18 Councillors' Reports and Updates:

- Ward Councillor – Cllr Martin Towler
Cllr Towler was not available due to a clash with a full borough council meeting.
- Chelveston Wind Farm Community Benefit Fund Trust
Nothing to report.
- Highways, drains and streetlights
Cllr Gordon raised an issue with a potentially blocked ditch/culvert in Melchbourne, which the borough council are aware of.
Yelden councillors noted blocked gullies along Church Lane, which the Clerk will report to the borough council.
- Report on Speeding (SIDs – Speed Indication Devices) – Cllr Morgan
Cllr Morgan noted technical issues with one of the speed signs, for which he will contact a maintenance company.
- Report on River Til/Yelden Flood group – Cllr Alexander
Cllr Alexander noted a fallen tree and debris causing an obstruction to the River Til. He has raised this with the borough council, but no action has been observed so far.

19 Business for future agendas

Cllr Croft: The purchase of additional streetlight poppies.

Date of the next meeting: Wednesday, 20th May 2026 at 8pm – Melchbourne Village Hall.

Melchbourne and Yelden Parish Council
Payments & Receipts - March 2026

Date Paid	Category	Payee/Payer	Desc	Transfers	Receipts	Payments Gross	VAT	Cashbook Balance	Bank balance
Unity Trust Current								£ 877.80	£ 877.80
08/01/2026	Internal Transfer	MYPC UT Savings		£ 500.00					
31/01/2026	Bank Charges	Unity Trust				£ 6.00			
03/02/2026	Staff Costs	N/A				£ 502.52			
22/02/2026	Internal Transfer	MYPC UT Savings		£ 2,000.00					
23/02/2026	Flood Group equipment	D Brough	Expenses			£ 1,086.52	£ 181.09		
23/02/2026	External Audit	Mazars				£ 252.00			
23/02/2026	Website running cost	Eyelid	Website support			£ 100.00	£ 42.00		
23/02/2026	Payroll fees	Red Shoes	Expenses Clerk: Qtrly payroll fees			£ 17.40	£ 2.90		
28/02/2026	Bank Charges	Unity Trust				£ 0.01			
28/02/2026	Bank Charges	Unity Trust				£ 6.00			£ 1,407.35
Not Yet Paid	Internal Transfer	MYPC UT Savings		£ 400.00					
Not Yet Paid	Staff Costs	N/A	Inc Qtrly PAYE			£ 1,474.16			
Not Yet Paid	Village Hall Hire	Yelden VH				£ 20.00			
Not Yet Paid	Payroll fees	Red Shoes				£ 34.80	£ 5.80		
								£ 278.39	
Unity Trust Savings								£ 32,500.00	£ 32,500.00
08/01/2026	Bank Interest	Unity Trust		-£ 500.00					
31/01/2026	Bank Interest	Unity Trust			£ 87.17				
22/02/2026	Internal Transfer	MYPC UT Current		-£ 2,000.00					£ 30,087.17
Not Yet Paid	Internal Transfer	MYPC UT Current		-£ 400.00					
								£ 29,687.17	
Lloyds Bank								£ 184.11	£ 184.11
17/02/2026	Bank Charges	LBG				£ 4.25			
27/02/2026	Streetlights: Elect	NPower	NPower Streetlight			£ 61.60	£ 2.93		
								£ 118.26	£ 118.26

Melchbourne and Yelden Parish Council

2025/26 - Balance - March 2026

	£
Lloyds Current	£ 118
Unity Trust Current	£ 278
Unity Trust Savings	£ 29,687
Total Balance	30,084
Current Balance (Forecast)	

Allocation of Balance Sheet

Remainder of budgeted expenditure	1,100	
CIL	9,820	
River Til Reserve	9,956	
Allotments Reserve	1,422	
General reserve	7,785	Balancing figure
Flood Group Equipment (Grant & VAT Reclaim - not yet received)	1,087	

Melchbourne and Yelden Parish Council
Spend vs Budget report

2025/26 P&L (Net of VAT) - As at March 2026

<u>Income</u>		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Full year (Est)	Variance
Precept Income		8,910	8,910	8,910	8,910	0
Other Income	CIL Income	9,820	9,820	0	9,820	
		9,820	9,820	0	9,820	9,820
VAT Refund		0		0		0
Allotment Income		15	15	13	15	2
CIL Receipts (Section 106)		0	0	0	0	0
Bank Interest		87	87	16	300	284
Total Income		18,833	18,833	8,939	19,045	10,106
<u>Outgoings</u>						
Employment Costs	Staff Costs	5,930	5,930	5,483	5,930	
		5,930	5,930	5,483	5,930	-447
	Village Hall Hire	100	100	90		
	Payroll fees	104	87	80		
	ICO - Annual Data Protection	47	47	35		
	Membership BATPC	0	0	110		
	Training: Councillors	0	0	15		
	Clerk Expenses	0	0	16		
	Bank Charges	61	61	0		
	Internal Audit	160	160	160		
	External Audit	252	252	0		
	Website running cost	280	208	270		
	Election costs	0	0	30		
Admin		1,004	915	806	915	-109
Insurance	Insurance	446	446	450	446	4
	Maintenance	0	0	1,200	0	
	Streetlights: Elect	463	441	500	441	
Parks and open spaces		463	441	1,700	441	1,259
Grants out	Grant Honeycomb	0	0			
		0	0	200	200	0
	Defib Maintenance & Speed sign	218	181	300	181	
	Flood Group equipment	1,087	905	0	905	
Miscellaneous		218	181	300	181	119
Total Outgoings		8,061	7,913	8,939	8,113	826
Year To Date Net P&L		10,772	10,919	0		10,932