

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Tuesday, 4 May 2021 at 7.30pm via**Zoom link <https://zoom.us/j/94914640440> at 7.30pm***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 Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Buxton, Davey, Hart, Kilmurray, Travis, Wilson**Absent:****In attendance:** Claire Littlewood (Parish Clerk) and one member of the public**PC001/21 To receive nominations and to elect the Chair of the Parish Council**

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year. Cllr Clark so sign the Declaration of Office in the presence of the Parish Clerk.

Proposed by Cllr Travis, seconded by Cllr Buxton. All in favour.

PC002/21 To receive nominations and to elect the Vice-Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Cowley as Vice Chair of the Parish Council for the new civic year. Cllr Cowley to sign the Declaration of Office in the presence of the Parish Clerk.

Proposed by Cllr Buxton, seconded by Cllr Hart. All in favour.

PC003/21 To receive and approve apologies for absence

Apologies were received from County Cllr van de Ven and District Cllr Hales.

PC004/21 To receive any Declarations of Interest and Dispensations

- 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

None received.

PC005/21 Chair's Announcements – For information only

There were no Chair's announcements.

PC006/21 To approve the minutes of the Parish Council Meeting 26 April 2021

It was:

RESOLVED to approve the minutes of the Parish Council Meeting of 26 April 2021 as an accurate record.

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

PC007/21 To report back on the minutes of the Parish Council Meeting 26 April 2021

PC135/20d) Following discuss with the RFO, Cllr Cowley to take over verification of bank reconciliations.

PC139/20 Clerk to follow up on further Gypsy Romany awareness training available.

PC008/21 Appointment of Standing Committees

- a) **Planning Committee** (max eight Cllrs)

Cllr Buxton

Cllr Clark

Cllr Cowley

Cllr Hart

Cllr Kilmurray

Cllr Wilson

b) **Finance & Good Governance** Committee (max nine Cllrs)

Cllr Barnes
Cllr Cowley
Cllr Clark
Cllr Hart
Cllr Kilmurray

c) **Maintenance Committee** (max six Cllrs)

Cllr Baker
Cllr Barnes
Cllr Clark
Cllr Cowley
Cllr Kilmurray
Cllr Travis

d) **MAYD Joint Committee** (max three Melbourn Cllrs)

Cllr Barnes
Cllr Hart
Cllr Travis

PC009/21 Appointment of Standing Working Parties

a) **Melbourn Futures Working Party**

Cllr Baker
Cllr Barnes
Cllr Davey
Cllr Clark
Cllr Hart

b) **Melbourn Play Parks Working Party**

Cllr Clark
Cllr Cowley
Cllr Hart
Cllr Kilmurray
Cllr Travis

c) **Website Working Party**

Cllr Baker
Cllr Barnes
Cllr Kilmurray

d) **HR Panel**

Cllr Buxton
Cllr Clark
Cllr Hart
Cllr Travis

PC010/21 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses
- b) Board of Trustees of Martin's Charity
- c) Board of Trustees of Triggs Charity Trust
- d) Melbourn Mobile Warden Scheme
- e) Melbourn Community Hub Lunch Club

The reports were noted.

PC011/21 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.

There were no questions from members of the public in attendance.

PC012/21 Futures Working Party

- a) To consider approving the village flyer
Cllr Barnes was thanked for her work on the flyer.

It was

RESOLVED to approve the flyer as drafted for distribution to all residents of Melbourn.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

ACTION: Clerk to share flyer on social media and notice boards.

- b) To consider approving printing and delivery costs for the Village Flyer

Printing costs are estimated to be no more than £50 with delivery costs up to £150. A member suggested that the Timebank may be able to help with distribution. Noted that in the event that Timebank volunteers are unable to help, distribution should not be delayed. **ACTION:** Clerk to follow up with Timebank Coordinator.

It was:

RESOLVED to approve expenditure of up to £200 for printing and distribution of the flyer.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.

PC013/21 To note the date of next meeting: Monday, 24 May 2021

Noted that the date of the next full Council meeting will be Monday, 24 May 2021.

The meeting closed at 7.50pm.