

# MELBOURN PARISH COUNCIL

---

Clerk: Claire Littlewood  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

---

19 May 2021

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 24 May 2021 at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DX for the purpose of transacting the following business:

## To Members of the Public and Press

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 24 May 2021 at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DX for the purpose of transacting the following business: **To ensure compliance with current Covid restrictions on numbers and social distancing, members of the public are requested to contact the Parish Office if they wish to attend the meeting.**

*Claire Littlewood*

Claire Littlewood, Parish Clerk

## **AGENDA : PARISH COUNCIL MEETING**

- PC014/21 To receive and approve apologies for absence**
- PC015/21 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
- PC016/21 Chairs' Announcements – For information only**
- PC017/21 To approve the minutes of the Annual Parish Council Meeting held on 4 May 2021**
- PC018/21 To report back on the minutes of the Annual Parish Council Meeting held on 4 May 2021**
- PC019/21 To approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021**
- PC020/21 To report back on the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021**
- PC021/21 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.
- PC022/21 To receive reports from the District and County Cllrs for Melbourn**
- PC023/21 Governance:**
- a) To approve nominations for Chair and Vice Chair of Planning Committee (s4.d.v of SO)
  - b) To approve nominations for Chair and Vice Chair of Maintenance Committee (As above)
  - c) To consider quotations for valuation of parish buildings
  - d) To consider submitting a response to the East West Rail Consultation
  - e) To consider a request to replace the bench on Back Lane

**PC023/21 Finance Matters:**

- a) To receive and consider the year end finance report and approval of ring-fenced reserves
- b) To receive and consider the approvals list for May 2021
- c) To receive and consider finance report for April 2021
- d) To consider approving expenditure for Futures Working Party leaflet deliveries

**PC024/21 Annual Governance and Accountability Return 2020/2021:** To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.

**PC025/21 Annual Governance and Accountability Return 2020/2021:** To consider signing the Accounting Statements 2020/21.

**PC026/21 To note the bank reconciliation for March 2021**

**PC027/21 To receive an update on the Community Hub Extension Project**

- a) To note a revised quotation for air-conditioning units

**PC028/21 To receive the Timebank Coordinator's report**

**PC029/21 Policies and Terms of Reference:**

- a) To consider adopting the new model Code of Conduct
- b) To consider approving revised Litter-picking Risk Assessments

**PC030/21 HR Matters:**

- a) To note the resignation of Dennis Bartle, village warden
- b) To consider approving the appointment of a new village warden
- c) To receive any updates and consider actions

**PC031/21 Maintenance Contracts:** To review bids and consider awarding the grounds maintenance contracts – **TO BE HELD IN CAMERA**

**PC032/21 To note the date of next meeting: 28 June 2021**