

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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Community Hub
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23 June 2021

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 28 June 2021 at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend a Meeting of the Parish Council to be held on Monday, 28 June 2021 at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY 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. Alternatively, members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting.**

Claire Littlewood

Claire Littlewood, Parish Clerk

AGENDA : PARISH COUNCIL MEETING

PC034/21 To receive and approve apologies for absence

PC035/21 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

PC036/21 Chairs' Announcements – For information only

PC037/21 To approve the minutes of the Parish Council Meeting held on 24 May 2021

PC038/21 To report back on the minutes of the Parish Council Meeting held on 24 May 2021

PC039/21 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.

PC040/21 To receive reports from the District and County Cllrs for Melbourn

PC041/21 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee
- b) To receive and consider the Internal Auditor's report
- c) To consider and review allotment rentals for the year
- d) To consider and review Pavilion hire charges for the year
- e) To note the District Council's review of Street Trading Policy
- f) To note any email decisions taken
- g) To receive any updates and consider actions

PC042/21 Finance Matters:

- a) To consider approving payment of the £15,000 grant to the Community Hub

- b) To receive and consider the approvals list for June 2021
- c) To receive and consider finance report for May 2021
- d) To consider approving purchase and installation of a memorial seat in Stockbridge Meadows to be funded from s106
- e) To consider approving expenditure on MVAS units
- f) To receive any updates and consider actions.

PC043/21 To note the bank reconciliations for April and May 2021

PC044/21 To receive an update on the Community Hub Extension Project

PC045/21 Planning Matters:

- a) To consider Stonebond's offer to transfer the open spaces on the Orchard Gardens development
- b) To consider Hopkins Homes offer to transfer the Strategic Green Belt on the New Road development
- c) To receive any updates and consider actions.

PC046/21 Maintenance Matters:

- a) To consider approving engineers costs for design of Stockbridge Meadows boardwalk
- b) To consider approving updates to the weekly inspection sheet
- c) To receive any updates and consider actions.

PC047/21 To receive the Timebank Coordinator's report

PC048/21 HR Matters:

- a) To receive any updates and consider actions

PC049/21 Policies and Terms of Reference:

- a) To consider approving revised Persistent, Vexatious or Abusive Complaints Policy
- b) To consider approving revised Terms of Reference for Finance and Good Governance Committee
- c) To consider approving revised Standing Orders
- d) To consider approving revised Confidential Authorised Signatory List
- e) To consider approving revised Policy for Creation and Revision of Documents
- f) To consider approving revised Policy and Procedure for Publication of Information
- g) To consider approving revised Written Records Management and Disposal Policy
- h) To consider approving revised Allotment Rental Agreement
- i) To consider withdrawing Unplanned Expenditure Decision Making Policy

PC050/21 To note the date of the next meeting : 26 July 2021