

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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Community Hub
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28 July 2021

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 2 August 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, 2 August 2021 at 7.30pm at All Saints Community Hall, Station Road, Melbourn, SG8 6DY for the purpose of transacting the following business: **Members of the public are requested to advise the parish office if they wish to attend the meeting. Alternatively, 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

- PC051/21 To receive and approve apologies for absence**
- PC052/21 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
- PC053/21 Chairs' Announcements – For information only**
- PC054/21 To approve the minutes of the Parish Council Meeting held on 28 June 2021**
- PC055/21 To report back on the minutes of the Parish Council Meeting held on 28 June 2021**
- PC056/21 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.
- PC057/21 To receive reports from the District and County Cllrs for Melbourn**
- PC058/21 Governance:**
 - a) To approve signature of an Indemnity relating to Supplementary s106 Agreement for Victoria Heights
 - b) To note updated Internal Auditor's report
 - c) To invite nominations for members of the Finance and Good Governance Committee
 - d) To invite nominations for members of the Maintenance Committee
 - e) To consider an application for Street Trading Licence
 - f) To discuss and consider making a LHI grant application
 - g) To consider approving wording for memorial bench in Stockbridge Meadows
 - h) To receive any updates and consider actions

PC059/21 Finance Matters:

- a) To consider retrospective approval for the approvals list for July 2021
- b) To receive and consider finance report for June 2021
- c) To consider approving revised IT support costs
- d) To consider approving expenditure from reserves for an electric bike
- e) To receive any updates and consider actions

PC060/21 To note the bank reconciliations for June 2021

PC061/21 Community Hub Extension Project

- a) To receive an update on the Hub Extension Project
- b) To consider retrospectively approving additional Structural Engineers fees
- c) To consider retrospectively approving additional scaffolding hire costs
- d) To receive any updates and consider actions

PC062/21 Planning Matters:

- a) To note email decision to respond to Stonebond's offer to transfer the open spaces on the Orchard Gardens development
- b) To consider purchase of open space on Greengage Rise from Taylor Wimpey
- c) To receive an update on Hopkins Homes offer to transfer the SGB
- d) To receive an update on Dolphin Lane verge
- e) To receive any updates and consider actions

PC063/21 Maintenance Matters:

- a) To discuss and consider a suggestion relating to Ground Source Heat Pump heat network
- b) To receive an update on Pavilion heating costs
- c) To receive any updates and consider actions.

PC064/21 To receive the Timebank Coordinator's report

PC065/21 HR Matters:

- a) To receive an update from the HR Panel
- b) To consider approving CILCA training course for Assistant to the Clerk
- c) To consider approving Clerk's attendance at SLCC National Conference
- d) To consider approving amended Independent Service Provider Agreement
- e) To receive any updates and consider actions

PC066/21 Policies and Terms of Reference:

- a) To consider adopting Terms of Reference for the Website Working Party

PC067/21 To note the date of the next meeting : 27 September 2021