

# MELBOURN PARISH COUNCIL

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17 November 2021

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 22 November 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ 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, 22 November 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

*Claire Littlewood*

Claire Littlewood, Parish Clerk

## AGENDA : PARISH COUNCIL MEETING

- PC105/21 To receive and approve apologies for absence**
- PC106/21 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
- PC107/21 Chairs' Announcements – For information only**
- PC108/21 To approve the minutes of the Parish Council Meeting held on 25 October 2021**
- PC109/21 To report back on the minutes of the Parish Council Meeting held on 25 October 2021**
- PC110/21 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.
- PC111/21 Governance:**
- a) To retrospectively note emergency expenditure for Hub kitchen equipment
  - b) To retrospectively note expenditure for Fire Strategy document
  - c) To note an email decision with regard to expenditure relating to Boardwalk Project from s106
  - d) To considering approving expenditure on a wreath for Remembrance Day from s137
  - e) To note membership of the Skate Park Working Party
  - f) To receive any updates and consider actions
- PC112/21 Finance Matters:**
- a) To consider the approvals list for November 2021
  - b) To receive and consider finance report for October 2021
  - c) To consider approving a quotation for a new laptop for the Parish office
  - d) To receive any updates and consider actions
- PC113/21 To receive reports from the District and County Cllrs for Melbourn**

- PC114/21 To consider approving the feasibility summary to support the LHI Application**
- PC115/21 To note the bank reconciliations for October 2021**
- PC116/21 To receive the Timebank Coordinator's report**
- PC117/21 Planning Matters:**
- a) To discuss and consider approving transfer of the open space at Victoria Heights
  - b) To discuss and consider adopting the access road to New Road Cemetery
  - c) To receive an update on transfer of the SGB from Hopkins Homes
  - d) To consider approving signature of the Indemnity for the development at 36 New Road
  - e) To consider making a response to the draft Local Plan
  - f) To receive any updates and consider actions
- PC118/21 Community Benefit Grants : To discuss and consider applications for grant funding from solar farm monies**
- a) Melbourn Community Library
  - b) Relate
  - c) Stockbridge Meadows Nature Reserve Volunteers
  - d) Melbourn FC
  - e) 1<sup>st</sup> Melbourn Rainbows
  - f) Melbourn Squash Club
  - g) Melbourn Playgroup
  - h) Home-Start Royston Buntingford & South Cambridgeshire
- PC119/21 Maintenance Matters:**
- a) To consider approving payment of a deposit for fencing works at The Cross
  - b) To receive any updates and consider actions.
- PC120/21 HR Matters:**
- a) To receive a report from the HR Panel
  - b) To receive any updates and consider actions
- PC121/21 Policies and Terms of Reference:**
- a) To consider approving Terms of Reference for the Skate Park Working Party
  - b) To consider any other updates and consider actions
- PC122/21 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC123/21**
- PC123/21 Community Hub Extension Project**
- a) To discuss and consider Brownstone's final invoice for building works
  - b) To consider approving reimbursement of the cost of electrical works to the Hub
  - c) To receive any updates and consider actions
- PC124/21 Motion to re-open the meeting to Public and Press:**
- PC125/21 To note the date of the next meeting : 17 January 2021**

## FOR NEXT TIME

Discuss and consider recycling at the Hub

To consider approving a Risk Assessment for installation of MVAS unit – more research on H&S working at height required

To consider approving application for planning permission for installation of signage [quote for sign? JT?]