

MELBOURN PARISH COUNCIL

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

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

12 January 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 17 January 2022 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, 17 January 2022 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

PC126/21 To consider applications for co-option

PC127/21 To receive and approve apologies for absence

PC128/21 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

PC129/21 Chairs' Announcements – For information only

PC130/21 To approve the minutes of the Parish Council Meeting held on 22 November 2021

PC131/21 To report back on the minutes of the Parish Council Meeting held on 22 November 2021

PC132/21 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.

PC133/21 To consider setting the precept for the financial year 2022/23

PC134/21 To receive reports from the District and County Cllrs for Melbourn

PC135/21 Governance:

- a) To note the Internal Auditor's report.
- b) To note an email decision with regard to Hub signage
- c) To consider how the Parish Council will mark the Queen's Platinum Jubilee
- d) To note new arrangements for energy supply to Parish facilities
- e) To receive any updates and consider actions

PC136/21 Finance Matters:

- a) To consider retrospectively approving the approvals list for December 2021
- b) To consider approving a quotation for 3 year contract with Edge
- c) To consider a recommendation from Maintenance Committee to approve expenditure on repairs to play equipment on Clear Crescent play area to be funded from reserves

- d) To consider a recommendation from Maintenance Committee to approve drainage repairs at Littlehands to be funded from reserves
- e) To consider retrospectively approving expenditure on a new laptop and software for the Parish office
- f) To consider approving payment of the licence fee to the Hub
- g) To receive any updates and consider actions

PC137/21 To note the bank reconciliations for November and December 2021

PC138/21 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 note the Parish Council's response to the draft Local Plan
- e) To consider signing an Indemnity in respect of 46-46 The Moor
- f) To receive any updates and consider actions

PC139/21 Maintenance Matters:

- a) To discuss and consider unauthorised signage on the highways
- b) To receive any updates and consider actions.

PC140/21 HR Matters:

- a) To discuss and consider funding Timebank activities for a further period of 3 years
- b) To receive a report from the HR Panel
- c) To receive any updates and consider actions

PC141/21 Melbourn Timebank

- a) To receive an update and consider approving expenditure on current Timebank activities

PC142/21 Policies and Terms of Reference:

- a) To consider any other updates and consider actions

PC143/21 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 – **PC144/21a)**

PC144/21 Community Hub Extension Project

- a) To discuss and consider Brownstone's final invoice for building works

PC145/21 Motion to re-open the meeting to Public and Press:

PC146/21 Community Hub Extension Project

- a) To consider approving reimbursement of the cost of electrical works to the Hub
- b) To receive any updates and consider actions

PC147/21 To note the date of the next meeting : 28 February 2022