

MELBOURN PARISH COUNCIL

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19 October 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 24 October 2022 at 7.30pm in the Austen Room of the 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, 24 October 2022 at 7.30pm in the Austen Room of the 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

PC105/22 To receive and approve apologies for absence

PC106/22 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- 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

PC107/22 Chairs' Announcements – For information only

PC108/22 To approve the minutes of the Parish Council Meeting held on 26 September 2022

PC109/22 To report back on the minutes of the Parish Council Meeting held on 26 September 2022

PC110/22 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.

PC111/22 To receive reports from the District and County Cllrs for Melbourn

PC112/22 Governance:

- a) To consider apply for the Local Council Award Scheme Foundation level award
- b) To consider approving payment of the annual insurance premium
- c) To consider retrospectively approving expenditure on a new workstation for the parish office
- d) To consider appointing substitutes for committees (s4.d.v Standing Orders)
- e) To consider applying for gov.uk domain name
- f) To receive any updates and consider actions

PC113/22 Finance Matters:

- a) To receive and consider the finance reports for September 2022
- b) To consider approving the approvals list for September 2022
- c) To consider approving an invoice from HAGS
- d) To consider approving expenditure on a poppy wreath to be funded from s137
- e) To approve payment of interim invoice from Maydencroft

- f) To receive any updates and consider actions

PC114/22 Bank reconciliations

- a) To note bank reconciliation for September 2022

PC115/22 Maintenance Matters:

- a) To receive any updates and consider actions.

PC116/22 Planning Matters:

- a) To consider approving signature of the Transfer document for Orchard Gardens
- b) To consider approving the quotation from Herts & Cambs Grounds Maintenance for annual maintenance of the Open Spaces at Orchard Gardens
- c) To receive any updates and consider actions

PC117/22 Community Hub

- a) To consider approving additional expenditure for circuit and PAT testing
- b) To consider approving a quotation for upgrade to kitchen electrical circuits
- c) To receive any updates and consider actions

PC118/22 Melbourn Greenway Consultation

- a) To receive a report from a cycle group representative
- b) To discuss and consider a response to the Greenway consultation
- c) To receive any updates and consider actions

PC119/22 Proposed 20mph zone

- a) To discuss and consider a response to the proposed 20mph zone
- b) To receive any updates and consider actions

PC120/22 To consider making a response to the Making Connections Survey 2022

PC121/22 To receive a report from the Meldreth, Shepreth and Foxton Community Rail Partnership

PC122/22 HR Matters:

- a) To receive any updates and consider actions

PC123/22 Melbourn Timebank

- a) To receive the Timebank's monthly report for September
- b) To receive any updates and consider actions

PC124/22 To receive an update from the Melbourn Play Park Working Party

- a) To consider quotations for upgrading the play park entrance

PC125/22 To receive and consider an update from the MAYD Joint Committee

PC126/22 Policies and Terms of Reference:

- a) To consider approving the Policy and Procedure for Procurement of Goods and Services
- b) To consider approving revised Financial Regulations
- c) To consider approving revised Credit Card Policy and Procedure
- d) To consider approving the draft Investment Plan 2022/23
- e) To consider approving revised Financial Risk Assessment
- f) To consider approving revised Terms of Reference for Finance and Good Governance Committee
- g) To consider approving revised Terms of Reference for Melbourn Futures Working Party
- h) To consider approving revised Terms of Reference for the MAYD Joint Committee

PC127/22 To note the date of the next meeting : 28 November 2022

