

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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21 September 2022

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 26 September 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, 26 September 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

PC083/22 To receive and approve apologies for absence

PC084/22 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

PC085/22 Chairs' Announcements – For information only

PC086/22 To approve the minutes of the Parish Council Meeting held on 25 July 2022

PC087/22 To report back on the minutes of the Parish Council Meeting held on 25 July 2022

PC088/22 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.

PC089/22 To receive reports from the District and County Cllrs for Melbourn

PC090/22 To consider and discuss proposed withdrawal of 915 bus service

PC091/22 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee
- b) To note an email decision with regard to initial payment to Maydencroft
- c) To note an email decision with regard to payment of grant monies
- d) To receive the external Auditors' report
- e) To consider applying for a Unity Bank credit card
- f) To discuss and consider an agreement with Dynamos for use of the football pitches
- g) To receive any updates and consider actions

PC092/22 Finance Matters:

- a) To receive and consider the finance reports for July and August 2022.
- b) To consider approving the approvals list for July and August 2022
- c) To receive any updates and consider actions

PC093/22 Bank reconciliations

- a) To note bank reconciliations for June, July and August 2022
- b) To receive nominations for a councillor to carry out future bank reconciliations

PC094/22 Maintenance Matters:

- a) To receive an update on the boardwalk replacement project and approve payment of interim invoice
- b) To consider quotations for tree work adjacent to the Hub
- c) To receive any updates and consider actions.

PC095/22 Planning Matters:

- a) To consider approving vendor's legal fees for purchase of open space at Greengage Rise
- b) To receive any updates and consider actions

PC096/22 Community Hub

- a) To consider quotations for extending the patio to be funded from s106 monies
- b) To consider quotations for a new coffee machine
- c) To consider quotations for a new convection oven
- d) To consider quotation for Legionella Risk Assessment Review and sample
- e) To consider quotations for replacement of damaged double glazing units
- f) To consider approving wording for street signage for The Hub
- g) To consider quotations for procurement and installation of street signage for The Hub
- h) To consider approving monthly expenditure by the library to be funded from s106 monies
- i) To receive any updates and consider actions

PC097/22 To receive an update with regard to works under the LHI grant

PC098/22 Signage for village amenities

- a) To discuss and consider a joint sign with Kingsway Golf
- b) To discuss and consider wording for proposed sign at Grinnell Hill pump track

PC099/22 HR Matters:

- a) To receive any updates and consider actions

PC100/22 Melbourn Timebank

- a) To receive the Timebank's monthly report for July and August
- b) To consider approving reimbursement of expenditure to the Timebank Coordinator
- c) To receive any updates and consider actions

PC101/22 To receive an update from the Melbourn Play Park Working Party

PC102/22 To receive an update from the MAYD Joint Committee

PC103/22 Policies and Terms of Reference:

- a) To consider approving updated Standing Orders
- b) To consider any other updates and consider actions

PC104/22 To note the date of the next meeting : 24 October 2022