

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, 28 November 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, 28 November 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

PC128/22 To receive and approve apologies for absence

PC129/22 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

PC130/22 Chairs' Announcements – For information only

PC131/22 To approve the minutes of the Parish Council Meeting held on 24 October 2022

PC132/22 To report back on the minutes of the Parish Council Meeting held on 24 October 2022

PC133/22 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.

PC134/22 To receive reports from the District and County Cllrs for Melbourn

PC135/22 To consider applications for community benefit grant funding

- a) Wild Trout Trust
- b) Meldreth Shepreth and Foxton Community Rail Partnership
- c) John Impey Way Residents Association
- d) HomeStart
- e) Relate
- f) Hub Lunch Club
- g) Melbourn Action Community Support
- h) Melbourn Squash Club
- i) 1st Orwell Scouts
- j) Melbourn Area Youth Development
- k) Grinnell Hill BMX insurance premium (precepted funds)
- l) Melbourn FC
- m) To receive any updates and consider actions

PC136/22 Finance Matters:

- a) To receive and consider the finance reports for October 2022

- b) To consider approving payment of the Timebanking UK invoice
- c) To consider approving the final invoice from HAGS
- d) To approve payment of the final invoices from Maydencroft
- e) To consider retrospectively approving expenditure on drain investigation at The Moor
- f) To consider approving invoices for Meridian PCN provision at the Hub
- g) To consider approving NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022
- h) To consider approving the approvals list for November 2022
- i) To receive any updates and consider actions

PC137/22 Governance:

- a) To consider extending the provision of a small electrical appliance bin on the village car park
- b) To receive any updates and consider actions

PC138/22 Bank reconciliations

- a) To note bank reconciliation for October 2022

PC139/22 Maintenance Matters:

- a) To consider approving a quotation from Huntree Fencing
- b) To consider approving quotations for supply and installation of a restart motor to the pavilion clock
- c) To receive any updates and consider actions.

PC140/22 Planning Matters:

- a) To note correspondence regarding adoption of the North Herts Local Plan 2011-2031
- b) To receive any updates and consider actions

PC141/22 Community Hub

- a) To consider quotations for replacement toaster
- b) To consider retrospectively approving additional works to the patio extension
- c) To consider retrospectively approving purchase of materials from Norburys
- d) To consider a quotation for installation of convection oven and coffee machine
- e) To consider a quotation for additional shelving in the Hub
- f) To consider a quotation to increase hard standing for Hub waste bins
- g) To receive any updates and consider actions

PC142/22 To discuss and consider a response to the proposed revised 20mph zone

PC143/22 To consider making a response to the Making Connections Survey 2022

PC144/22 To note the response to the Greenways consultation

PC145/22 HR Matters:

- a) To note the resignation of the RFO
- b) To receive an update on RFO recruitment
- c) To discuss and consider increasing wardens' hours
- d) To discuss and consider arrangements for temporary warden cover
- e) To receive any updates and consider actions

PC146/22 Melbourn Timebank

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

PC147/22 To receive an update from the Melbourn Play Park Working Party

PC148/22 To receive and consider an update from the MAYD Joint Committee

PC149/22 To receive and consider an update from the Futures Working Party

- a) To consider quotations for village gateways
- b) To consider any updates and consider actions

PC150/22 Policies and Terms of Reference:

- a) To consider approving revised Standing Orders (Doc 2.0 s4.d.v substitutes for committees)
- b) To consider approving the draft Information Data Protection Policy (Doc 4.33)
- c) To consider approving the revised Community Engagement Policy (Doc 4.15)
- d) To consider approving the revised Policy and Procedure for use of Social Media (Doc 4.16)
- e) To consider approving the revised Policy and Procedure for Appointment and Management of Contractors (Doc 4.22)

PC151/22 To note the date of the next meeting : 16 January 2023