

# MELBOURN PARISH COUNCIL

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Community Hub  
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11 January 2023

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 16 January 2023 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, 16 January 2023 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

**PC152/22 To receive and approve apologies for absence**

**PC153/22 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

**PC154/22 Chairs' Announcements – For information only**

**PC155/22 To approve the minutes of the Parish Council Meeting held on 28 November 2022**

**PC156/22 To report back on the minutes of the Parish Council Meeting held on 28 November 2022**

**PC157/22 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.

**PC158/22 To receive reports from the District and County Cllrs for Melbourn**

**PC159/22 Asset Management Reserve**

- a) To consider and discuss the report from Croyland Building Surveyors
- b) To consider and discuss the proposed maintenance programme
- c) To consider approving a quotation for a survey of All Saints Church wall to be funded from AMR
- d) To receive any updates and consider actions

**PC160/22 Finance Matters:**

- a) To receive and consider the finance reports for November and December 2022
- b) To consider retrospectively approving the approvals list for December 2022
- c) To consider approving invoices for Meridian PCN provision at the Hub
- d) To consider approving payment of the precepted grant to Melbourn Area Youth Development
- e) To consider retrospectively approving spend from s106 monies for the boardwalk project
- f) To consider approving payment of the annual licence fee to the Hub
- g) To consider approving an increase in annual rental for Littlehands Nursery
- h) To discuss and consider approving expenditure on a new laptop for the Timebank Coordinator

**PC161/22 To consider setting the precept for the financial year 2023/24**

**PC162/22 Governance:**

- a) To receive nominations for members of the Finance and Good Governance Committee
- b) To consider approving an amendment to the calendar of meetings
- c) To consider approving payment of the Local Councils Award Scheme registration fee
- d) To receive any updates and consider actions

**PC163/22 Email Decisions**

- a) To note an email decision regarding Melbourn Action Community Support
- b) To note an email decision regarding expenditure to replace the parish van

**PC164/22 Bank reconciliations**

- a) To note bank reconciliation for October, November and December 2022

**PC165/22 Maintenance Matters:**

- a) To receive any updates and consider actions.

**PC166/22 Planning Matters:**

- a) To consider agreeing the commuted sum and transfer of the SGB on Kingley Grove, New Road
- b) To receive any updates and consider actions

**PC167/22 Community Hub**

- a) To consider approving a quotation from 4i Water Services
- b) To receive any updates and consider actions

**PC168/22 To note the response to the proposed revised 20mph zone**

**PC169/22 Melbourn Timebank**

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

**PC170/22 To receive an update from the Melbourn Play Park Working Party**

**PC171/22 To receive an update from the MAYD Joint Committee**

**PC172/22 To receive an update from the Futures Working Party**

**PC173/22 Policies and Terms of Reference:**

- a) To consider approving the updated Press and Media Policy (document 4.10)
- b) To consider approving the Asbestos Management Plan (document 8.05)

**PC174/22 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 – PC175/22a)**

**PC175/22 HR Matters:**

- a) To consider approving the appointment of a new part time Finance Officer
- b) To consider approving increasing wardens' hours

**PC176/22 Motion to re-open the meeting to Public and Press:**

**PC177/22 HR Matters**

- a) To retrospectively note the resignation of the Parish Clerk (effective 12 January 2023)
- b) To receive an update on recruitment of a Parish Clerk/RFO
- c) To note arrangements for temporary warden cover
- d) To receive any updates and consider actions

**PC178/22 To note the date of the next meeting : 27 February 2023**