

# MELBOURN PARISH COUNCIL

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Acting Clerk: Sophie Marriage  
Melbourn Parish Council  
Community Hub  
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22 February 2023

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 27 February 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, 27 February 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:

*Sophie Marriage*

Sophie Marriage, Acting Parish Clerk

## AGENDA : PARISH COUNCIL MEETING

**PC179/22 To receive and approve apologies for absence**

**PC180/22 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

**PC181/22 Chairs' Announcements – For information only**

**PC182/22 To approve the minutes of the Parish Council Meeting held on 16 January 2023**

**PC183/22 To report back on the minutes of the Parish Council Meeting held on 16 January 2023**

**PC184/22 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.

**PC185/22 To receive reports from the District and County Cllrs for Melbourn**

**PC186/22 Policies and Terms of Reference:**

- a) To consider approving the Asset Management Reserve Policy

**PC187/22 Asset Management Reserve:**

- a) To consider and discuss the Asset Management Reserve Action Plan Report
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
- c) To receive any updates and consider actions

**PC188/22 Finance Matters:**

- a) To receive and consider the finance reports for January 2023
- b) To consider retrospectively approving the approvals list for January 2023
- c) To consider approving the approvals list for approvals list for February 2023
- d) To consider approving invoices for Meridian PCN provision at the Hub
- e) To consider approving invoice for the hire of the Atrium for a police event at the Hub
- f) To consider approving the renewal fee with EDGE
- g) To note the recent electricity bill for the workshop

**PC189/22 Governance:**

- a) To consider the approval of a Memorandum of Understand between the Parish Council, the Melbourn Community Hub and the Meridian Primary Care Network.
- b) To discuss and consider introducing an additional meeting to award the community benefit grants
- c) To receive any updates and consider actions

**PC190/22 Email Decisions**

- a) To note an email decision regarding the EWR letter
- b) To note an email decision regarding the road tax for the Parish Van

**PC191/22 Bank reconciliations**

- a) To note bank reconciliation for January 2023

**PC192/22 Maintenance Matters:**

- a) To consider a quotation recommended by the maintenance committee from Herts and Cambs Ground Maintenance to carry out verti-draining on the New Rec
- b) To consider a quotation recommended by the maintenance committee from Majestic to maintain the Hopkins Home SGB.
- c) To receive any updates and consider actions

**PC193/22 Planning Matters:**

- a) To receive any updates and consider actions

**PC194/22 Community Hub**

- a) To consider quotations for the annual service for the automatic doors.
- b) To consider quotations for the refurbishment of the inner lobby door
- c) To consider quotations to replacement equipment in the kitchen to be funded from 2023/24 budget
- d) To consider quotation for electrical works at the Hub to be funded from S106
- e) To receive any updates and consider actions

**PC195/22 Coronation**

- a) To receive an update and discuss plans to celebrate the coronation

**PC196/22 To note an update to the proposed revised 20mph zone**

**PC197/22 To consider a request to support a SCDC Community Chest Grant application from the Bowls Club**

**PC198/22 To consider a request to install hand crafted poppies on the church wall for Remembrance Sunday**

**PC199/22 Melbourn Timebank**

- a) To receive the Timebank's monthly report for February
- b) To consider the approval of Timebank expenses
- c) To receive any updates and consider actions

**PC200/22 To receive an update from the MAYD Joint Committee**

**PC201/22 To receive an update from the Futures Working Party**

**PC202/22 HR Matters:**

- a) To receive any update to the recruitment of an Assistant to the Clerk/ Assistant Clerk
- b) To receive any updates and consider actions

**PC203/22 To note the date of the next meeting : 27 March 2023**