

MELBOURN PARISH COUNCIL

Clerk: Sophie Marriage
Melbourn Parish Council
Melbourn Community Hub
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17 May 2022

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday, 22 May 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 the Annual Meeting of the Parish Council to be held on Monday, 22 May 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, Parish Clerk

AGENDA : ANNUAL PARISH COUNCIL MEETING

- PC001/23 To receive nominations and to elect the Chair of the Parish Council**
PC002/23 To receive nominations and to elect the Vice Chair of the Parish Council
PC003/23 To receive and approve apologies for absence
PC004/23 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
PC005/23 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.
PC006/23 To approve the minutes of the Parish Council meeting on 3 May 2023
PC007/23 To report back on the minutes of the Parish Council meeting on 3 May 2023
PC008/23 Chair's Announcements
PC009/23 Appointment of Standing Committees
a) Planning Committee (max eight cllrs)
b) Finance & Good Governance Committee (max seven cllrs)
c) Maintenance Committee (max six cllrs)
d) MAYD Joint Committee (max three Melbourn cllrs)
PC010/23 Appointment of Standing Working Parties
a) Melbourn Futures Working Party (min three cllrs)
b) Melbourn Play Parks Working Party (max five cllrs)
c) Skate Park Working Party (max five cllrs)
d) Website Working Party (max four cllrs)
e) HR Panel (max five cllrs)
PC011/23 To note Parish Council Liaisons on the following:-
a) Board of Trustees of Francis John Clear Almshouses
b) Board of Trustees of Martin's Charity
c) Board of Trustees of Triggs Charity Trust
d) Melbourn Mobile Warden Scheme
e) Melbourn Community Hub Lunch Club
PC012/23 To consider approving the calendar of meetings for the new civic year
PC013/23 To review the schedule of policies and procedures

- PC014/23 To consider adopting the General of Power of Competence** (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011)
- PC015/23 Annual Governance and Accountability Return 2022/2023**
- a) To consider Annual Governance Statements 1-9 in turn
 - b) To consider approving that the Parish Chair and Parish Clerk sign the declaration
- PC016/23 Annual Governance and Accountability Return 2022/2023:**
- a) To consider signing the Accounting Statements 2022/23
- PC017/23 Finance Matters:**
- a) To receive and consider the finance reports for April 2023
 - b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
 - c) To quotations for the work to concrete areas of Littlehands car park following the drainage work
 - d) To consider approving the payment to the Melbourn mobile wardens' scheme from precepted funds
 - e) To consider approving the Assistants to the Parish Clerk's SLCC membership
 - f) To consider approving an invoice relating to PCN at the Hub
 - g) To consider approving the approvals list for May 2023
- PC018/23 Governance:**
- a) To consider the documentation for the local council award scheme
 - b) To receive updates and consider actions
- PC019/23 Bank reconciliations**
- a) To note bank reconciliation for March and April 2023
- PC020/23 Email Decisions**
- a) To note co-approved payment of the Ricoh UK Ltd invoice
- PC021/23 Maintenance Matters:**
- a) To receive updates and consider actions
- PC022/23 Planning Matters:**
- a) To consider approving the script for the Parish Council representative who will attend the SDCD planning meeting
 - b) To consider a licensing application relating to Mobile Street Trading Consent at the Black Horse
 - c) To receive updates and consider actions
- PC023/23 Community Hub**
- a) To consider quotations to repair tiles on the roof
 - b) To consider approving the call-out charge to repair the Wheelchair lift
 - c) To consider quotations for works to the sensors on the front and back doors
 - d) To receive updates and consider actions
- PC024/23 To discuss and consider the material for the Parish Council's stand at Melbourn Fete**
- PC025/23 To consider permitting the kebab van to be stored in the village car park**
- PC026/23 To consider a proposal as part of the proposed Greenway initiative to improve pedestrian and cyclist provision at Melbourn High Street/Station Road junction**
- PC027/23 Health, Safety, accessibility, and Wellbeing**
- a) To receive updates and consider actions
- PC028/23 Melbourn Timebank**
- a) To receive the Timebank's monthly report for May
 - b) To consider the approval of Timebank expenses
 - c) To receive any updates and consider actions
- PC029/23 To receive an update from the MAYD Joint Committee**
- a) To consider quotations for the purchase of DJ kits to facilitate the DJ workshops
- PC030/23 To receive an update from the Futures Working Party**
- PC031/22 HR Matters:**
- a) To receive updates and consider actions
- PC032/23 To note the date of the next meeting: 26 June 2023**