

# MELBOURN PARISH COUNCIL

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19 April 2023

## Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held on Monday, 24 April 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, 24 April 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 : PARISH COUNCIL MEETING

**PC229/22 To receive and approve apologies for absence**

**PC230/22 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

**PC231/22 Chairs' Announcements – For information only**

**PC232/22 To approve the minutes of the Parish Council Meeting held on 27 March 2023**

**PC233/22 To report back on the minutes of the Parish Council Meeting held on 27 March 2023**

**PC234/22 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.

**PC235/22 To receive reports from the District and County Cllrs for Melbourn**

**PC236/22 Finance Matters:**

- a) To receive and consider the finance reports for March 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 Littlehands car park following the drainage work
- d) To consider approving the CAPALC Affiliation Fee
- e) To consider approving the annual payment to RDCT from s106 monies
- f) To consider approving the approvals list for approvals list for April 2023

**PC237/22 Governance:**

- a) To consider approving the DRAFT calendar of meeting for the forthcoming civic year
- b) To note the explanation about salaries from the Financial Officer

**PC238/22 Bank reconciliations**

- a) To note bank reconciliation for March 2023

**PC239/22 Email Decisions**

- a) To note the email decision for the purchase of coronation bookmarks
- b) To note the email decision for insurance for the parish van

- PC240/22 Coronation**  
a) To receive an update regarding the coronation
- PC241/22 Maintenance Matters:**  
a) To receive updates and consider actions
- PC242/22 Planning Matters:**  
a) To consider the cost of the legal fees for the transfer of open space at Rosemary Place  
b) To receive updates and consider actions
- PC243/22 Community Hub**  
a) To consider quotations to repair tiles on the roof  
b) To consider a request for permission to carry out work to the outside of the Hub and to improve storage capacity  
c) To receive updates and consider actions
- PC244/22 To discuss the plan for the Parish Council's stand at Melbourn Fete**
- PC245/22 Health, Safety, accessibility, and Wellbeing**  
a) To receive updates and consider actions
- PC246/22 To receive an update and consider quotations to install a tourist sign along the A10**
- PC247/22 Melbourn Timebank**  
a) To receive the Timebank's monthly report for March  
b) To consider the approval of Timebank expenses  
c) To receive any updates and consider actions
- PC248/22 To receive an update from the MAYD Joint Committee**
- PC249/22 To receive an update from the Futures Working Party**
- PC250/22 HR Matters:**  
a) To consider approving the appointment of the Clerk as the RFO  
b) To receive updates and consider actions
- PC251/22 Policies and Terms of Reference:**  
a) To consider approving the updated financial regulations  
b) To consider approving the DRAFT Creation, Revision and Review of Documents policy  
c) To receive updates and consider actions
- PC252/22 To note the date of the next meetings :**  
- Community Grants Meeting **Wednesday 3 May**  
- Annual Parish Meeting **Monday 15 May**  
- Annual Parish Council Meeting **Monday 22 May**