

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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22 September 2023

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Wednesday 27 September 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 Parish Council Meeting to be held on Wednesday 27 September 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:

Alex Coxall & Abi Williams

Clerks to the Parish Council

PARISH COUNCIL MEETING: AGENDA

PC076/23 To receive and approve apologies for absence

PC077/23 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.

PC078/23 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.

PC079/23 To approve the minutes of the Parish Council meeting on 24 July 2023

PC080/23 To report back on the minutes of the Parish Council meeting on 24 July 2023

PC081/23 To approve the minutes of the Extraordinary Parish Council Meeting on 9 August 2023

PC082/23 To report back on the minutes of the Extraordinary Parish Council Meeting on 9 August 2023

PC083/23 Chair's Announcements

PC084/23 To receive reports from the District and County Cllrs for Melbourn

PC085/23 Correspondence

- a) To note correspondence re fencing at Melbourn Village College.
- b) To note correspondence re bins outside the old post office.

PC086/23 Email Decisions

- a) To note an email decision to cover additional costs for work on Little Hands drainage works.

PC087/23 Finance Matters

- a) To receive and consider the finance reports for August 2023.
- b) To consider approving the retrospective approvals lists for August 2023.
- c) To consider approving invoices relating to PCN at the Hub.
- d) To consider proposal for new finance system for Melbourn Parish Council.
- e) To consider proposal for SharePoint Migration and 365 Backup for office.
- f) To consider approving payment of the annual insurance premium (renews in oct).
- g) To approve asset management allocation for monies spent on Little Hands overspend.

- h) To consider updating of photocopier for office – with saving of £28.20 per quarter.
- i) To consider the invoice for legal fees for the invoice relating to Greenage Rise - £480.00.
- j) To consider approving the approvals list for September 2023.
- k) To note the AGAR external auditors report.
- l) To approve the payment of invoice SB20232088 from PKF Littlejohn LLP for £1365.00+VAT for professional audit of the AGAR.

PC088/23 Bank reconciliations

- a) To note bank reconciliations for June, July and August 2023.

PC089/23 Governance:

- a) To consider an application for dog training on recreation grounds.
- b) To consider charge for dog training on recreation grounds if accepted under PC089/23a).
- c) To note Pitch Power football agreement signed between Melbourn Parish Council and Dynamos.
- d) To note dates of 19 October – 17 November for poppy installation at the cross.
- e) To consider submitting an Expression of Interest to apply for a Local Highways Improvement project for 2024/25.
- f) To consider request from the Kebab Van to leave trailer in the car park overnight.
- g) To receive updates and consider actions

PC090/23 Maintenance Matters:

- a) To note draft Stockbridge Meadows Nature Reserve Application and Management Plan.
- b) To note the need to consider Stockbridge Meadows Management costs in the next precept.
- c) To note action to request a RAAC assessment for Little Hands.
- d) To consider Parish Council response to a request from County Council on changes to their weed-killing policy.
- e) To receive updates and consider actions

PC091/23 Planning Matters

- a) To consider application for a disabled parking space on High Street.
- b) To receive updates and consider actions

PC092/23 Community Hub

- a) To consider quotation for air conditioning deep clean (out of hours) - £375.00 +VAT.
- b) To receive updates and consider actions.

PC093/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC094/23 Melbourn Timebank

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

PC095/23 To receive an update from the MAYD Joint Committee

PC096/23 To receive an update from the Skate Park Working Committee

- a) To note update from the Chair.

PC097/23 To receive an update from the Futures Working Party Committee

- a) To note update from the Chair.

PC098/23 HR Matters

- a) To consider approval for training spend on ICCM Cemetery Management and Compliance - £135.00+VAT.
- b) To approve spend of £170.77+VAT on branded uniform items for Wardens.
- c) To approve spend of £47.50 on SLCC The Clerk's Manual for office.
- d) To receive updates and consider actions.

PC099/23 Policies

- a) To consider updates to the Risk management policy.

PC100/23 To note the date of the next meeting: 23 October 2023