

# MELBOURN PARISH COUNCIL

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18 October 2023

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 23 October 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 Monday 23 October 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

### PC101/23 To receive and approve apologies for absence

### PC102/23 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.

### PC103/23 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.

### PC104/23 To approve the minutes of the Parish Council meeting on 27 September 2023

### PC105/23 To report back on the minutes of the Parish Council meeting on 27 September 2023

### PC106/23 Chair's Announcements

### PC107/23 To receive reports from the District and County Cllrs for Melbourn

### PC108/23 Correspondence

- a) To consider request for Scouts to build a new storage unit on the Old Rec. The new unit would occupy the same concrete base that was historically the base for the old scout hut.
- b) To note correspondence re the Melbourn Greenway project received from Greater Cambridge Partnership.
- c) To note Cllr Barleys resignation.
- d) To consider offer from UKNA and the Commonwealth War Graves Commission to enquire if the Parish Council would be interested in having a sign at Orchard Road Cemetery to let the public know there are war graves situated there.
- e) To note request to revive the A10 Joint Parish Council Working Party from Foxton Parish Council.

### PC109/23 Email Decisions

- a) To note email decision to approve spend of £1,275 +VAT to complete compliance upgrade to Hub doors.

### PC110/23 Finance Matters

- a) To receive and consider the finance reports for September 2023.
- b) To consider approving approvals lists for October 2023.
- c) To consider approving invoices relating to PCN at the Hub.

- d) To receive updates and consider actions
- PC111/23 Bank reconciliations**
  - a) To note bank reconciliations for September 2023.
- PC112/23 Governance:**
  - a) To approve additional Parish Council meeting for Community Benefit Grant Allocations on Monday 4<sup>th</sup> December, 7.30pm
  - b) To note road closure during Remembrance Parade on Sunday 12 November.
  - c) To consider approving agreement for Old Rec use for dog training.
  - d) To receive updates and consider actions
- PC113/23 Maintenance Matters:**
  - a) To receive updates and consider actions
- PC114/23 Vandalism of shelter seating on the New Rec**
  - a) To consider actions in relation to the fire at the shelter seating on the New Rec.
- PC115/23 Planning Matters**
  - a) To note new determination date (*the date which the Planning Officer has set to make a determination on the application*) for Bruntwood Melbourn Science Park development application as 12 January 2024.
  - b) To note confirmation that street traders are permitted to continue trading at The Black Horse whilst applications are determined by the District Council Licensing Panel.
  - c) To note street trader consent licensing sub committee to be held on Tuesday 24 October 2023.
  - d) To consider how Council would like to progress with the Melbourn Neighbourhood Plan.
  - e) To receive updates and consider actions
- PC116/23 Community Hub**
  - a) To receive updates and consider actions.
- PC117/23 Health, Safety, accessibility, and Wellbeing**
  - a) To receive updates and consider actions.
- PC118/23 Melbourn Timebank**
  - a) To receive the Timebank's monthly report for October.
  - b) To consider the approval of Timebank expenses.
  - c) To receive any updates and consider actions.
- PC119/23 To receive an update from the MAYD Joint Committee**
- PC120/23 To receive an update from the Skate Park Working Committee**
  - a) To note update from the Chair.
- PC121/23 To receive an update from the Futures Working Party Committee**
  - a) To note update from the Chair.
- PC122/23 HR Matters**
  - a) To receive updates and consider actions.
- PC123/23 Policies**
  - a) To receive updates and consider actions.
- PC124/23 To note the date of the next meeting: 27 November 2023**