

MELBOURN PARISH COUNCIL

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

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 27 November 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 27 November 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

PC125/23 To receive and approve apologies for absence

PC126/23 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.

PC127/23 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.

PC128/23 To approve the minutes of the Parish Council meeting on 23 October 2023

PC129/23 To report back on the minutes of the Parish Council meeting on 23 October 2023

PC130/23 Chair's Announcements

- a) To note the village Christmas tree will be installed on Friday 1 December 2023.

PC131/23 To receive reports from the District and County Cllrs for Melbourn

PC132/23 Correspondence

- a) To note email from resident re objection to CALA Homes development after public consultation.
- b) To note correspondence from Cambridge County Council re the modifications to the speed cushion on New Road.

PC133/23 Email Decisions

- a) To note payment of Grinnel Hill insurance premium.

PC134/23 Finance Matters

- a) To receive and consider the finance reports for October 2023.
- b) To consider approval of increased total cost for Little Hands drainage work to be taken from asset reserves – estimate for asbestos removal and additional works was £1,145.56 short due to additional weight of asbestos in tonnes being measured at weighbridge after collection. Previously approved total £17,475.89 - total costs **£18,621.45**
- c) To consider approving upgrade to office IT infrastructure as recommended by Finance & Good Governance Committee FG030/23.
- d) To note South Cambs notification of consultation and precept dates as 12 December 2023 and 31 January 2024.

- e) To consider business case for new finance system.
- f) To consider approving invoices relating to PCN at the Hub.
- g) To consider approving approvals lists for November 2023.
- h) To receive updates and consider actions

PC135/23 Bank reconciliations

- a) To note bank reconciliations for October 2023.

PC136/23 Governance:

- a) To note response from Old Rec user agreement and consider reduction of fees.
- b) To note confirmation that vacancy notice has expired and no request for election was received.
- c) To receive updates and consider actions

PC137/23 Maintenance Matters:

- a) To consider approving quote for works to Worcester Way tree line – as recommended by Maintenance Committee MA067/23a)
- b) To consider approving quote for works to Clear Crescent play park by Wickstead.
- c) To receive updates and consider actions

PC138/23 Planning Matters

- a) To consider the updated request from 1st Orwell Scout Group to support the building of a new storage unit on the Old Rec. Update to item PC108/23a) 23 October 2023.
- b) To discuss and consider actions to responses from lawyer to TP1 queries for SGB land off New Road (Hopkins Homes).
- c) To receive updates and consider actions

PC139/23 Community Hub

- a) To receive updates and consider actions.

PC140/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC141/23 Melbourn Timebank

- a) To receive the Timebank's monthly report for November.
- b) To receive any updates and consider actions.

PC142/23 To receive an update from the MAYD Joint Committee

- a) To note the Connections Bus Newsletter.

PC143/23 To receive an update from the Futures Working Party Committee

- a) To note update from the Chair.

PC144/23 HR Matters

- a) To note office closure on Friday 8 December 2023 to allow Clerks to attend SLCC Branch Meeting.
- b) To note office closure from 25 December 2023 until Tuesday 2 January 2024 inclusive.
- c) To consider accepting NALC pay scale increase for year 2023/2024 as published 6 November 2023.
- d) To receive updates and consider actions.

PC145/23 Policies

- a) To consider approving the Financial Risk Assessment
- b) To consider approving the F&GG TOR
- c) To consider approving the Financial Regulations

PC146/23 To note the dates of the next meetings

Monday 4 December – Community Benefit Grants Applications
Monday 15 January 2024 – Full Council