

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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21 February 2024

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on ~~Monday 26 February 2024~~ Tuesday 27 February 2024 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 26 February 2024~~ Tuesday 27 February 2024 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

PC178/24 To receive and approve apologies for absence

PC179/24 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.

PC180/24 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.

PC181/24 To approve the minutes of the Parish Council meeting held on 15 January 2024

PC182/24 To report back on the minutes of the Parish Council meeting held on 15 January 2024

PC183/24 Chair's Announcements

PC184/24 To receive reports from the District and County Cllrs for Melbourn

PC185/24 Correspondence

- a) To consider request to add a link to the virtual issue of Melbourn Magazine to the Melbourn Parish Council website.
- b) To consider request from Melbourn Women's Institute to install memorial poppies to the village sign around the period of Remembrance Day as in 2023.
- c) To note request from 1st Orwell Scouts to nominate a Cllr representative to attend a Cub meeting on 22 March to enable three of their Cubs to present their activities in order to achieve the You Shaped Awards badge.

PC186/24 Email Decision

- a) To note email decision to accept increased charges from solicitors of £278 for land transfer at Greengage Rise.

PC187/24 Finance Matters

- a) To receive and consider the finance reports for January 2024.
- b) To consider approving the retrospective approvals list for January 2024.
- c) To consider approving the approvals list for February 2024.
- d) To consider approving invoices relating to PCN at the Hub.

PC188/24 Bank reconciliations

- a) To note bank reconciliations for January 2024.

PC189/24 Governance

- a) To note update to Section 137 limit for 2024/25 - The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81 (£9.93 for 2023/24).
- b) To note new requirements in accessibility for websites, moving from WCAG2.1AA to WCAG2.2AA in October 2024. Need to update the current website to confirm to be noted.
- c) To consider sharing data with SCDC about persistent parking issues to inform enforcement officers where and when the issues are. Send office information to be sent by 8 March 2024.
- d) To consider taking up the offer of a free copy of the official Kings Portrait. To celebrate the new reign of His Majesty The King, the Cabinet Office has announced a government funded voluntary scheme throughout the UK to allow public authorities to apply for a free, framed portrait of the Monarch.
- e) To consider introducing an additional meeting to award the community benefit grants – to be added to the meeting diary for May and December every year going forward.

PC190/24 Community Awards

- a) To note the launch of the Community Awards and to request Cllrs submit nominations to the office.

PC191/24 Melbourn Village Fete

- a) To consider Melbourn Parish Council requesting a stall at Melbourn Village Fete.

PC192/24 Cemetery Matters

- a) To consider the proposal to allow interment in Orchard Road Cemetery.

PC193/24 Maintenance Matters

- a) To consider approval and publication of the tender documents for village maintenance. Drawing attention to the change from fixed price for 3 years to index linked rises over the period of the contract as well as additional tasks added to contract.
- b) To consider the purchase of storage container and equipment for Stockbridge Meadows. Funds to be taken from Conservation (1100).
- c) To receive updates and consider actions.

PC194/24 Planning Matters

- a) To consider response to consultation letter from Cambridgeshire County Council – Meldreth Link Bridleway Public Path Creation Agreement 2024. Comments needed by 6 March 2024.
- b) Note the attendance of Clerks at 'Unlocking the Potential of Your Parish: How the Planning Team Can Support You as a Parish Clerk' and consider Council response to question 'How can the Planning Service help you and the residents in your parish?'
- c) To receive updates and consider actions.

PC195/24 Community Hub

- a) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.
- b) To receive updates and consider actions.

PC196/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC197/24 Melbourn Timebank

- a) To receive the Timebank's monthly report for February, to include the monthly report sent to ACRE.
- b) To receive any updates and consider actions.

PC198/24 To receive an update from the MAYD Joint Committee

- a) To receive reports from Connections Bus and Mix Music initiatives.

PC199/24 To receive an update from the Futures Working Party Committee

PC200/24 HR Matters

- a) To note that, in the opinion of the HR Committee, both Clerks have satisfactorily completed their probationary period.
- b) To receive updates and consider actions.

PC201/24 Policies

- a) To receive updates and consider actions.

PC202/24 To note the date of the next meeting

The next Full Council Meeting will be held on Monday 25 March 2024 at 7.30pm

