

# MELBOURN PARISH COUNCIL

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20 March 2024

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 25 March 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 25 March 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

**PC203/24 To receive and approve apologies for absence**

**PC204/24 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.

**PC205/24 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.

**PC206/24 To approve the minutes of the Parish Council meeting held on 27 February 2024**

**PC207/24 To report back on the minutes of the Parish Council meeting held on 27 February 2024**

**PC208/24 Chair's Announcements**

**PC209/24 To receive reports from the District and County Cllrs for Melbourn**

**PC210/24 Correspondence**

- a) To consider approving contract for H Harris Fun Fair to locate on the Old Rec 28 May to 3 June 2024.
- b) To consider request from Melbourn Kebab Van for the use of electricity in the car park.
- c) To consider an offer of Traffic Management Training Course from Cambridge County Council – offering the Hub as a possible location for training.
- d) To note closing remarks from EDGE with regard to the cyber incident in October 2023.

**PC211/24 Email Decision**

- a) To note email decision to fund Stannah stair lift fix at a cost of £315.90.
- b) To note email decision to appoint Cllr Travis as the representative of Melbourn Parish Council at the Planning Committee Meeting with regard to the Bruntwood science park planning application held on 13 March 2024.

**PC212/24 Finance Matters**

- a) To receive and consider the finance reports for February 2024.
- b) To consider approving invoices relating to PCN at the Hub.
- c) To note price increase from 1<sup>st</sup> April for Greater Cambridge Shared Waste of 5% on the general waste collection from New Rec.

- d) To note price increase from 1<sup>st</sup> May for Lucid Systems support offering – fixed for two years – at an additional cost of £4 (5%) rising from £74.00 to £78.00 a month.
- e) To consider approving CAPALC affiliation fees and Data Protection Officer Membership Scheme for 1 April 24 – 31 March 25 at a cost of £1,021.92
- f) To consider approving the approvals list for March 2024.

**PC213/24 Bank reconciliations**

- a) To note bank reconciliations for February 2024.

**PC214/24 Governance**

- a) To receive and consider the updated fixed asset register as recommended by Finance & Good Governance Committee.
- b) To note the date of meeting to award the Community Benefit Grants as 8 May 2024.
- c) To consider the response from CAPALC regarding the hosting of Melbourn Magazine on the Melbourn Parish Council website.
- d) To receive any updates and consider actions.

**PC215/24 Maintenance Matters**

- a) To receive updates and consider actions.

**PC216/24 Planning Matters**

- a) To consider signing Deed of Covenant between Melbourn Parish Council and The Master and Fellows of Peterhouse in the University of Cambridge with regard to the Visibility Splay Area and Future Access Corridor at Land to the north-east side of New Road as recommended by Planning Committee.
- b) To consider signing the TP1 in relation to property CB426864 (SGB) – Land to the north-east side of New Road.
- c) To receive updates and consider actions.

**PC217/24 Community Hub**

- a) To note the achievement of all staff and volunteers for maintaining a 5 star food hygiene rating.
- b) To consider quotes for servicing of rackline library system with possible replacement of locks.
- c) To note invoice for works required to rectify issue with reducing valve identified when carrying out boiler works at a cost of £210.00+VAT
- d) To note invoice for works to underfloor heating valve identified when heating stopped working in Norbury room at a cost of £90.00+VAT
- e) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.
- f) To consider renewal of MGS automatic doors service contract at an annual cost of £495.00
- g) To consider quotation for replacing 2 x roof tiles to the front and rear of The Hub.
- h) To receive updates and consider actions.

**PC218/23 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

**PC219/24 Melbourn Timebank**

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

**PC220/24 To receive an update from the MAYD Joint Committee**

**PC221/24 To receive an update from the Futures Working Party Committee**

**PC222/24 To receive an update from the Skate Park Working Party Committee**

- a) To note proposed agenda for meeting to be held on 15 April 2024 – time and venue to be confirmed.

**PC223/24 HR Matters**

- a) To note the introduction of a new model contract by NALC for any future Council employees.
- b) To receive updates and consider actions.

**PC224/24 Policies**

- a) To note that the Financial Regulations are currently being updated by NALC our approved regulations will be reviewed after these have been released.
- b) To consider approving the Subject Access Request Register as recommended by the Finance and Good Governance Committee.
- c) To consider approving the draft Record of Processing Activities as recommended by the Finance and Good Governance Committee.

**PC225/24 To note the date of the next meeting**

The next Full Council Meeting will be held on Monday 22 April 2024 at 7.30pm