

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
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16 April 2024

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 22 April 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 22 April 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

**PC226/24 To receive and approve apologies for absence**

**PC227/24 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.

**PC228/24 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.

**PC229/24 To approve the minutes of the Parish Council meeting held on 25 March 2024**

**PC230/24 To report back on the minutes of the Parish Council meeting held on 25 March 2024**

- a) To note that due to a clerical error in January 2024 the numbering of agendas has changed and so as not to duplicate will remain as 'meeting-number/calendar year' and not 'meeting-number/civic year'.

**PC231/24 Chair's Announcements**

**PC232/24 To receive reports from the District and County Cllrs for Melbourn**

**PC233/24 Finance Matters**

- a) To receive and consider the finance reports for March 2024.
- b) To consider approving invoices relating to PCN at the Hub.
- c) To consider approving the annual payment to Royston and District Community Transport from s106 monies.
- d) To consider approving the approvals list for April 2024.

**PC234/24 Bank reconciliations**

- a) To note bank reconciliations for March 2024.

**PC235/24 Governance**

- a) To receive the first part of the Internal Audit report from CAPALC and receive the Clerks report on actions.
- b) To note the second internal audit visit will take place on Wednesday 5 June 2024.
- c) To consider the DRAFT calendar of meetings for the forthcoming civic year.
- d) To note the importance of informing Clerks of absence from meetings as soon as possible to allow time for substitutes to be arranged if necessary and to list volunteer substitutes for Planning and Maintenance.
- e) To receive any updates and consider actions.

**PC236/24 Maintenance Matters**

- a) To note the approval by Chair to proceed with Cambridge Asbestos quote for asbestos testing in The Moor car park.
- b) To receive an update on the asbestos survey carried out in The Moor car park prior to works being carried out.
- c) To consider quotes for remedial works to The Moor car park.
- d) To consider decision of covering costs of work quoted in PC237/24c) by general or asset reserves.
- e) To receive updates and consider actions.

**PC237/24 Planning Matters**

- a) To receive report from Clerks on attendance of recent planning meeting with Greater Cambridge Planning.
- b) To note completion of works to Piggott Close / Orchard Gardens area – works signed off and invoiced.
- c) To receive updates and consider actions.

**PC238/24 Community Hub**

- a) To note flooring upgrade requirement in the kitchen – quotes to be obtained.
- b) To note request for spend on replacement chairs required.
- c) To note payment of Gratte Brothers invoice for kitchen equipment at a cost of £6,594.00 as approved PC194/22c) – carried out in 2023 (not invoiced by company at the time).
- d) To note that roof tiles were replaced at a cost of £190+VAT.
- e) To receive updates and consider actions.

**PC239/23 Health, Safety, accessibility, and Wellbeing**

- a) To note update on First Aid procedures.
- b) To receive updates and consider actions.

**PC240/24 Melbourn Timebank**

- a) To receive the Timebank's monthly report for April.
- b) To note the Mental Health Awareness course being provided by the Timebank / MACS. Clerks to attend on 7 May 2024.
- c) To receive any updates and consider actions.

**PC241/24 To receive an update from the MAYD Joint Committee**

**PC242/24 To receive an update from the Futures Working Party Committee**

**PC243/24 To receive an update from the Skate Park Working Party Committee**

- a) To confirm initial meeting to be held 29 April 2024 and to note potential change of Terms of Reference to allow up to four members of the public to sit on the working party.

**PC244/24 HR Matters**

- a) To note the increase in minimum wage for litter pickers – from £10.42 to £11.44 from 1<sup>st</sup> April 2024.
- b) To receive updates and consider actions.

**PC245/24 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.

**PC246/24 To note the date of the next meetings**

The **Community Benefit Grant Meeting** will be held on **Wednesday 8 May 2024** at 7.30pm.

The **Annual Parish Meeting** will be held on **Monday 13 May 2024** at 7.30pm.

The **Annual Parish Council Meeting** will be held on **Monday 20 May 2024** at 7.30pm