

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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19 June 2024

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 24 June 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 24 June 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

PC030/24 To receive nominations and to elect the Vice Chair of the Parish Council

PC031/24 To receive and approve apologies for absence

PC032/24 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

PC033/24 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.

PC034/24 To approve the minutes of the Annual Parish Council meeting held on 20 May 2024

PC035/24 To report back on the minutes of the Annual Parish Council meeting on 20 May 2024

PC036/24 Chair's Announcements

PC037/24 To receive reports from the District and County Cllrs for Melbourn

PC038/24 Finance Matters:

- a) To receive and consider the finance report for May 2024.
- b) To consider approving invoices relating to PCN at the Hub.
- c) To note payment made to Wild Party Hire for re-approved hire of inflatable nightclub for Mix Music to use at the Fete at a cost of £280.
- d) To consider options for updating management of Cllrs email accounts.
- e) To note completed and signed AGAR and note dates of public notice as 17 June to 26 July 2024.
- f) To consider recommendation from Finance & Good Governance Committee to increase allotment fees.
- g) To consider recommendation from Finance & Good Governance Committee to increase pitch fees and retain pavilion hire fees.
- h) To consider approving the approvals list for May 2024.

PC039/24 Governance:

- a) To note Cllr Kanagarathnam has been elected Chair and Cllr Kilmurray has been elected Vice Chair of the Finance & Good Governance Committee.
- b) To note the recommendation from Finance & Good Governance to delay adopting the Model Financial Regulations released from NALC until the new finance system is installed and we can adopt more of the practices outlined in the regulations (FG016/24b).
- c) To consider the recommendation from Finance & Good Governance to accept the completed annual effectiveness of the system of internal controls review (FG011/24).
- d) To consider the recommendation from Finance & Good Governance to accept the completed annual effectiveness of the system of internal audit review (FG012/24).
- e) To receive updates and consider actions

PC040/24 Bank reconciliations

- a) To note bank reconciliation for May 2024

PC041/24 Correspondence

- a) To note correspondence from All Saints informing Council of the Christmas Tractor Train that will run through the village on 29 November 2024.

PC042/24 Maintenance Matters:

- a) To note Cllr Travis has been elected Chair and Cllr Clark has been elected Vice Chair of the Maintenance Committee.
- b) To receive update and consider quotes for works to The Moor car park.
- c) To note update on weed management from CCC and consider any actions needed.
- d) To remind Cllrs that the road inspection allocations have been released and should be completed and returned to the office.
- e) To receive updates and consider actions

PC043/24 Planning Matters:

- a) To note Cllr Kilmurray has been elected Chair and Cllr Wilson has been elected Vice Chair of the Planning Committee.
- b) To note the Planning Committee RESOLVED to support the planning application for the construction of a scout storage hut on the old rec – as RESOLVED in principal under item PC138/23a).
- c) To note the completion and funds transferred (£50,000) for the strategic green buffer land at the Hopkins Homes development.

PC044/24 Community Hub

- a) To consider proposal for replacing café chairs.
- b) To consider quotations for repair work to kitchen floor.
- c) To receive updates and consider actions.

PC045/24 To discuss Melbourn Sports Centre Closure

PC046/24 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions

PC047/24 Melbourn Timebank

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

PC048/24 To receive an update from the MAYD Joint Committee

- a) To consider intention to look at alternative options to removal of seating shelter on the New Rec. Advice from 3rd parties is that it would be more beneficial to work with young people to restore the seating to educate about behaviour rather than remove the structure deferring the RESOLUTION to remove the shelter made at PC in November 2023 under item PC114/23a).
- b) To propose a project to extend the pavilion to update facilities and provide more options for use.
- c) To receive any updates and consider actions

PC049/24 To receive an update from the Futures Working Party

- a) To consider the installation of village gateways as recommended by the Futures Working Party.
- b) To consider project to install two 'village map' information boards.

PC050/24 To receive an update from the Skate Park Working Party

- a) To consider spend of up to £250 for the production and delivery of a village wide door drop skate park questionnaire.

PC051/24 HR Matters

- a) To receive updates and consider actions

PC052/24 Policies

- a) To consider updates to the Parish Estate Safety Inspections Policy as recommended by Maintenance Committee.

PC053/24 To note the date of the next meeting as Monday 22 July 2024