

# MELBOURN PARISH COUNCIL

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Parish Clerks: Alex Coxall & Abi Williams  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

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17 July 2024

## Dear Councillor

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

**PC054/24 To receive and approve apologies for absence**

**PC055/24 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

**PC056/24 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.

**PC057/24 To approve the minutes of the Parish Council meeting held on 24 June 2024**

**PC058/24 To report back on the minutes of the Annual Parish Council meeting on 24 June 2024**

**PC059/24 Chair's Announcements**

**PC060/24 To receive reports from the District and County Cllrs for Melbourn**

**PC061/24 Finance Matters:**

- a) To receive and consider the finance report for June 2024.
- b) To consider approving invoices relating to PCN at the Hub.
- c) To consider approving invoice from Harts Books to be taken from library s106.
- d) To consider approving invoice for £300+VAT for Airway air conditioning annual service contract for the Hub.
- e) To consider approving invoice for stairlift annual service contract at a cost of £248.18+VAT.
- f) To consider approving invoice for works to stairlift – now in working order – at a cost of £341.27+VAT.
- g) To note email approval requested for 40% deposit payment of Moor car park works.
- h) To consider approving the approvals list for July 2024.

**PC062/24 Governance:**

- a) To receive the Internal Auditors report from July 2024.
- b) To consider the draft Keyholder agreement as recommended by the Maintenance committee.
- c) To receive updates and consider actions

**PC063/24 Bank reconciliations**

- a) To note bank reconciliation for June 2024

**PC064/24 Correspondence**

- a) To note works to start on pathway between Meldreth Station and Melbourn aim to start 29 July, lasting for approx. 11 weeks.
- b) To consider a request for overnight parking in the village car park.

**PC065/24 Maintenance Matters:**

- a) To remind Cllrs that the road inspections should be completed and returned to the office.
- b) To receive updates and consider actions

**PC066/24 Planning Matters:**

- a) To note TTRO in place to close and divert the High Street between 19 and 23 August 2024.
- b) To consider signing TP1 for title CB334639 (Land at Orchard Gardens, The Moor, Melbourn) as recommended by Planning Committee (PL024/24a & email approval).
- c) To receive updates and consider actions.

**PC067/24 Community Hub**

- a) To note private Hub Management Group and Parish Council update meeting to take place on 25 July 2024.
- b) To consider approving quote for fire extinguisher service, estimated as £70.25
- c) To receive updates and consider actions.

**PC068/24 To discuss Melbourn Sports Centre Closure**

**PC069/24 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

**PC070/24 Melbourn Timebank**

- a) To receive the Timebank's monthly report for June.
- b) To consider approving Timebank expenses.
- c) To receive any updates and consider actions

**PC071/24 To receive an update from the MAYD Joint Committee**

- a) To receive any updates and consider actions

**PC072/24 To receive an update from the Futures Working Party**

- a) To consider approving invoice (August approvals) for village gateways from Glasdon UK for £1,751.61+VAT as agreed under PC049/24a.
- b) To receive any updates and consider actions.

**PC073/24 To receive an update from the Skate Park Working Party**

- a) To receive any updates and consider actions.

**PC074/24 HR Matters**

- a) To consider request to close the office for a total of 4 days over the school summer holiday period.
- b) To consider attendance of the Clerks at the CAPALC Conference (20 September 2024) at a cost of £150.
- c) To receive updates and consider actions.

**PC075/24 Policies**

- a) To consider update to Prepaid Debit Cards policy 4.27 to include weekly top-ups to ensure maximum funds are available to users when needed.
- b) To consider approval of the CONFIDENTIAL signatories list document 3.07.

**PC076/24 To note the date of the next meeting as Monday 23 September 2024**