

# MELBOURN PARISH COUNCIL

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18 September 2024

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 23 September 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 23 September 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

**PC077/24 To receive and approve apologies for absence**

**PC078/24 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

**PC079/24 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.

**PC080/24 To approve the minutes of the Parish Council meeting held on 22 July 2024**

**PC081/24 To report back on the minutes of the Annual Parish Council meeting on 22 July 2024**

**PC082/24 Chair's Announcements**

**PC083/24 To receive reports from the District and County Cllrs for Melbourn**

**PC084/24 Finance Matters:**

- a) To receive and consider the finance report for July and August 2024.
- b) To consider approving the retrospective approvals for August 2024.
- c) To consider approving invoices relating to PCN at the Hub.
- d) To consider quotes and recommendation for renewal of annual parish insurance policy.
- e) To consider retrospectively approving increase of costs for fire extinguisher service at The Hub from £70.25 (as approved PC067/24b) to £348.65 due to extensive replacement of units required.
- f) To consider approving the approvals list for September 2024.
- g) To request any projects for consideration under the precept 2025/26 to be sent to Office for review.

**PC085/24 Bank reconciliations:**

- a) To note bank reconciliation for July and August 2024.

**PC086/24 Governance**

- a) To receive updated and consider actions.

**PC087/24 Correspondence**

- a) To consider 1<sup>st</sup> Orwell Scout request to use the pavilion on a Tuesday evening to accommodate their extended offering to local youth.
- b) To note letter of appreciation from Melbourn & District Warden Scheme for the top up funding awarded through the Community Benefit Grant.
- c) To consider request from Melbourn Primary School PTFA to hold 'fun run' event from the New Rec on Sunday 11 May 2025.
- d) To note request and consider actions about increasing traffic problems on Norgetts Lane.
- e) To note South Cambs District Council Community Roadshow to be held at the Hub on Wednesday 20 November(TBC) – aimed at educating Parish Cllrs, members and voluntary and community groups about what is on offer through SCDC.
- f) To note update from Local Highways as to how they are advertising capital projects going forward – none on the list for Melbourn.
- g) To note advance warning of the Foxton level crossing closure between 25/12/24 and 1/1/25.
- h) To note Cambridgeshire & Peterborough Combined Authority (CPCA) bus franchising consultation formal consultation on how to reform buses across the area.

**PC088/24 Maintenance Matters:**

- a) To note the introduction of Biodiversity item to Maintenance Committee meetings – pulling together all biodiversity considerations that are taken under one item. If you have any issues to discuss under this item please direct them to the Maintenance Committee for consideration.
- b) To consider proposal and discuss actions for provision of electrical point in car park for use by the kebab van.
- c) To note need for urgent works to the All Saints church wall – to replace loose coping stones and consider actions for future project to repair the wall. Quotes being sourced.
- d) To note revised costs for Majestic to maintain the SGB area at Hopkins Homes estate – as reviewed by Maintenance Committee.
- e) Reminder to provide your road inspection reports to the office if you have not already done so.
- f) To receive updates and consider actions

**PC089/24 Planning Matters:**

- a) To note that Mole Architects will be presenting at the Full Parish Council meeting on 21 October with reference to the redevelopment of the Cambridge Building Society site.
- b) To receive updates and consider actions.

**PC090/24 Community Hub**

- a) To note need to arrange meeting between Cllrs and Hub to learn more about the relationship between the Parish Council and the Hub.
- b) To receive updates and consider actions.

**PC091/24 To discuss Melbourn Sports Centre Closure**

**PC092/24 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

**PC093/24 Melbourn Timebank**

- a) To receive the Timebank's monthly report for July & August.
- b) To retrospectively approve Timebank expenses for July / August.
- c) To note the successful application to the Community Growing Grant from South Cambridgeshire District Council. £500 received and being used for the community allotment plot.
- d) To note joint article published with ACRE to promote the Village Agents and their attendance at MACS events.
- e) To receive any updates and consider actions

**PC094/24 To receive an update from the MAYD Joint Committee**

- a) To receive any updates and consider actions

**PC095/24 To receive an update from the Futures Working Party**

- a) To consider quotes for build and installation of 'Village map' to car park.
- b) To consider completing the Expression of Interest Survey for LHI 25/26 through Cambridgeshire County Council.
- c) To receive any updates and consider actions.

**PC096/24 To receive an update from the Skate Park Working Party**

- a) To receive any updates and consider actions.

**PC097/24 HR Matters**

- a) To note Cllr training booked for Cllr Coulman in November.
- b) To consider suggested update to contract of employment to confirm statutory sick pay terms and include additional items as per the NALC model contract of employment.
- c) To note completion of Safeguarding Level 1 and GDPR e-Training by AW and AC.
- d) To receive update re mid-term joint Clerk appraisals.
- e) To receive report of resources needed to support the role of RFO.
- f) To receive office re-organisation update.

**PC098/24 Policies**

- a) To consider updates to Environmental & Biodiversity Policy.
- b) To consider updates to the Safeguarding Policy.
- c) To consider approving key holder agreements as recommended by Maintenance Committee.
- d) To consider approving amended Allotment lease.
- e) To consider approving amended Bee Keeping policy.

**PC099/24 To note the date of the next meeting as Monday 21 October 2024**