

# MELBOURN PARISH COUNCIL

---

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

---

16 October 2024

## Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on Monday 21 October 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 21 October 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

**PC100/24 To receive and approve apologies for absence**

**PC101/24 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

**PC102/24 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.

**PC103/24 To approve the minutes of the Parish Council meeting held on 23 September 2024**

**PC104/24 To report back on the minutes of the Parish Council meeting on 23 September 2024**

**PC105/24 To receive presentation from Mole Architects about the redevelopment of the Cambridge Building Society site.**

**PC106/24 Chair's Announcements**

**PC107/24 To receive reports from the District and County Cllrs for Melbourn**

**PC108/24 Finance Matters:**

- a) To receive and consider the finance report for September 2024.
- b) To consider approving invoices relating to PCN at the Hub.
- c) To note any recommendations to be considered for precept funding.
- d) To consider approving invoice for Grinnel Hill Insurance renewal (precepted) at a cost of £2,279.00 (increase from 2023 of £184.80).
- e) To consider approving invoice for Parish Online subscription of up to £250+VAT.
- f) To consider approving the approvals list for October 2024.

**PC109/24 Bank reconciliations:**

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

**PC110/24 Governance**

- a) To note road closure and running order for Remembrance Parade held on Sunday 10 November.

- b) Motion to retract previous resolution to provide a skate park due to lack of support from community and to request to use s106 funds for other youth initiative.
- c) To receive updates and consider actions.

**PC111/24 Correspondence**

- a) To note and consider actions correspondence with regard to parking on The Moor.
- b) To note request to help South Cambridgeshire District Council with the promotion of the public consultation for 2025 priorities. This was published on our website on 23 September and via Facebook and the noticeboards.
- c) To receive update and consider actions.

**PC112/24 Maintenance Matters:**

- a) To note the refurbishment of the sheltered seating area on the New Rec and extend thanks to local business that covered costs.
- b) To receive updates and consider actions

**PC113/24 Planning Matters:**

- a) To consider Council response to the suggested changes to the Melbourn Greenway scheme.
- b) To note TTP to be presenting at the Planning Committee meeting held on 11 November 2024 to introduce the next phase of TTP Campus build ahead of public consultation to be held later in November.
- c) To receive updates and consider actions.

**PC114/24 Community Hub**

- a) To consider costs of £270 for investigation work needed to air conditioning unit in the Bennett Room and deep clean of kitchen air conditioning system. Noting, further works and parts will be charged as extra. Costs for evening or Sunday works are 1.5 and 2 times cost.
- b) To consider approving costs for safe boarding of loft access to enable full servicing of air conditioning units.
- c) To receive updates and consider actions.

**PC115/24 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.

**PC116/24 Melbourn Timebank**

- a) To receive the Timebank's monthly report for September.
- b) To note Timebanking expenses for September at a cost of £18.95
- c) To receive any updates and consider actions

**PC117/24 To receive an update from the MAYD Joint Committee**

- a) To receive any updates and consider actions

**PC118/24 To receive an update from the Futures Working Party**

- a) To receive any updates and consider actions.

**PC119/24 HR Matters**

- a) To consider approval of new contracts and job descriptions for Clerk and Deputy Clerk roles.
- b) To receive an update and consider costs for office re-organisation.
- c) To note applications received for Finance Assistant role and to note interviews taking place.
- d) To receive and updates and consider actions.

**PC120/24 Policies**

- a) To consider approving amended Allotment lease.
- b) To consider approving amended Bee Keeping policy.

**PC121/24 To note the date of the next meeting as Monday 25 November 2024**