



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

👤 Abi Williams, Clerk
👤 Alex Coxall, Deputy Clerk
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20 November 2024

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Monday 25 November 2024** at **7.30pm** in the **Austen room, 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 25 November 2024** at **7.30pm** in the **Austen room, Community Hub**, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

Abi Williams

Clerk to the Parish Council

PARISH COUNCIL MEETING: AGENDA

PC122/24 To receive and approve apologies for absence

PC123/24 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

PC124/24 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.

PC125/24 To approve the minutes of the Parish Council meeting held on 21 October 2024

PC126/24 To report back on the minutes of the Parish Council meeting on 21 October 2024

PC127/24 Chair's Announcements

- a) To note the village Christmas tree will be installed on Thursday 5 December 2024 with the Turn on to Christmas event being held on Saturday 7 December 2024.

PC128/24 To receive reports from the District and County Cllrs for Melbourn

PC129/24 Email Decisions

- a) To note email decision to approve IT upgrade for office as recommended by Finance & Good Governance Committee FG029/24) at a cost of £2,971.59.
- b) To note email decision between Clerk and Chair to approve spend of £230 to upgrade income level on EDGE accounting software to £1m.

PC130/24 Finance Matters

- a) To receive and consider the finance report for October 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 invoices from Harts Books to be taken from library s106.
- e) To consider approving invoice from MGS Ltd for pre planned maintenance on automatic door system at Melbourn Community Hub at a cost of £247 +VAT
- f) To note South Cambridgeshire District Council precept dates as 31 January 2025.
- g) To consider using Clear Utility Solutions to help negotiate new energy deals that are coming up for renewal. *No budget can be approved as prices are dependent on the day of contract.*
- h) To consider accepting the NALC pay increase for the year 2024/2025 including back pay from 1st April 2024.

- i) To consider approving the approvals list for November 2024.
- j) To receive updates and consider actions.

PC131/24 Bank reconciliations

- a) To note bank reconciliation for October 2024.

PC132/24 Governance

- a) To receive the external auditors report and completed AGAR.
- b) To note 'Notice of conclusion of audit' was published on 26 September 2024 for a period no shorter than 14 days on the noticeboards and online.
- c) To consider the recommendation from Finance & Good Governance to increase non-resident burial fees to reflect the scarcity of burial space in our area and be in line with local cemeteries.
- d) To consider response to governments consultation on enabling remote attendance and proxy voting at local authority meetings as emailed to Cllrs 1 November 2024.
<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>
- e) To consider action to respond to Cambridgeshire County Council request to highlight any capitably funded highway maintenance schemes for 2025/26 – suggestions based on road inspections.
- f) To receive updates and consider actions.

PC133/24 Correspondence

- a) To note an introduction to Melbourn Energy Superloop - a smart, green, and more affordable energy network for the village of Melbourn: <https://melbourn.energysuperloop.co.uk/> and to note public consultation being held on 29 and 30 November at Melbourn Primary School.
- b) To note complaint about speeding in Norgetts Lane area – responded with details of how to report speeding and upcoming initiatives such as the Melbourn Greenway.
- c) To note correspondence between resident and MVC about litter and mis-use of land adjoining residence to college.
- d) To note correspondence between MPC and MVC with regard to anti social behaviour at the Moor Play Park.
- e) To receive update and consider actions.

PC134/24 Maintenance Matters

- a) To consider approving increase to bi-annual tree survey to include full coverage of parish trees.
- b) To consider including budget to upgrade doors at Littlehands in the precept planning (obtaining quotes – estimate £5k).
- c) To receive updates and consider actions.

PC135/24 Planning Matters

- a) To note response to the Melbourn Greenway Scheme updates.
- b) To note presentation was given to Planning Committee and public consultation event to be held by TTP and Savills to introduce Building 4 on TTP Campus – date to be confirmed.
- c) To receive updates and consider actions.

PC136/24 Community Hub

- a) To consider the purchase of 71 x replacement chairs from BUK Ltd at a cost of £1446.00 +VAT.
- b) To receive updates and consider actions.

PC137/24 Health, Safety, accessibility, and Wellbeing

- a) To consider approving the First Aid Needs Assessment document.
- b) To receive updates and consider actions.

PC138/24 Melbourn Timebank

- a) To receive the Timebank's monthly reports for October and November.
- b) To note Timebanking expenses at a cost of £25 for the hire of Elin Way Hall for a Yoga class.
- c) To receive any updates and consider actions.

PC139/24 To receive an update from the MAYD Joint Committee

- a) To note the term report from The Connections Bus Project.
- b) To receive any updates and consider actions.

PC140/24 To receive an update from the Futures Working Party

- a) To receive any updates and consider actions.

PC141/24 HR Matters

- a) To note the office closure from 20th December 2024 until Monday 6 January 2025 inclusive. Emails will be monitored during this time - answer phone messages are delivered as emails and can be reacted to if needed.
- b) To note Finance Assistant started employment on 14 November 2024.
- c) To receive and updates and consider actions.

PC142/24 Policies

- a) To consider approving the Investment Strategy as recommended by Finance & Good Governance FG031/24a).
- b) To consider approving the Financial Risk Assessment as recommended by Finance & Good Governance FG031/24b).
- c) To consider approving the F&GG TOR as recommended by Finance & Good Governance FG031/24c).
- d) To note Financial Regulations to be updated when Rialas is installed and operational to allow for changes to process to be reflected in regulations (Current version January 2024).
- e) To consider approving updates to the Allotment Rental Agreement – to come into force from October 2025.

**PC143/24 To note the date of the next meeting as Monday 2 December (Community Benefit Grants)
To note the date of the following meeting as Monday 13 January 2025 (Precept Setting)**