

# MELBOURN PARISH COUNCIL

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Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
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Please note: New Parish Office opening hours:

**Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm**

Alternatively, please call to arrange an appointment.

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18<sup>th</sup> October 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council to be held on Monday 23<sup>rd</sup> October 2017 at 7.30pm in large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend a meeting of the Parish Council to be held on Monday 23<sup>rd</sup> October 2017 at 7.30pm in large upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

*Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – NONE*

## AGENDA

PC96/17: To receive any apologies for absence.

PC97/17: To receive any Declarations of Interest and Dispensations

- 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

PC98/17: To approve the minutes of the Parish Council Meeting 25<sup>th</sup> September 2017

PC99/17: To report back on the minutes of the Parish Council Meeting 25<sup>th</sup> September 2017

PC100/17 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).

PC101/17: Co-option

PC102/17: To discuss and agree setting up a working party for the 2017 and future Remembrance Day Parades

PC103/17: To note the redactions made by The Clerk to the Grievance Report (following the decision of the first tier tribunal (information rights) to allow the appeal against the decision notice of the Information Commissioners Office).

PC104/17: To approve the publishing of the Grievance Report with the relevant redactions on Melbourn Parish Council's website and a copy of the substituted decision notice.

PC105/17: To receive a report from County Cllr Van de Ven

PC106/17: To receive a report from District Cllrs Barrett and Hales

PC107/17: The Clerks Report

PC108/17: To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments for October 2017

PC109/17: To accept the Car Park Report recommended by the Car Park Working Party

PC110/17: To review the Community Engagement Strategy

PC111/17: To review the Strategic Plan

PC112/17: To discuss and approve Employee Personal Information policy

PC113/17: To agree proposals for s106 mitigation for the proposed Hanson Homes development at the rear of 46-53 The Moor (S/1032/17/FL) and the proposed Countryside development to the west of Cambridge Road (S/2141/17/OL).

PC114/17: To agree that Cllr John Regan speaks on behalf of Melbourn Parish Council at the SCDC Planning Meeting to be held on Wednesday 1 November when S/1032/17/FL [and S/2141/17/OL] are to be discussed.

PC115/17: To discuss and agree a proposal for the Management and running of the Pavilion and sports ground

PC116/17: To discuss and agree the DRAFT Risk Assessment for the Pavilion

PC117/17: To review Child Protection Policy

PC118/17: Recommendation from F&GG to:

- a) Charge £10.00 per session for business use of the sports field
- b) Accept the proposal made by MDFC for an annual fee of £1600
- c) To accept the following criteria for free use of recreation grounds:
  - The organisation must be based in the Parish
  - The organisation must not make money from the use
  - It must be an occasional use booking
- d) Charge MAYD an annual fee of £2300.00 for the use of the Pavilion

PC119/17: Recommendation from the Maintenance Working Party to approve the following items for safety and other reasons:

- a) Accept Quotation of £615 inclusive of VAT from Cambridge Fencing to replace Oil Tank Fencing at Little Hands Nursery
- b) Accept Quotation for £295 inclusive of VAT from MD Landscapes to reinstate pavilion chess table and chairs.
- c) Accept Quotation for £400 + VAT from MD Carter to repair boardwalk railings at Stockbridge Meadows.
- d) Accept best quote for removal of dead branches from ash trees at corner of Moor.

PC120/17: HR Panel

- a) HR Matters Update
- b) To agree an increase in the Assistant Clerks Salary Scale

**Sarah Adam**

Sarah Adam  
Melbourn Parish Clerk