

MELBOURN PARISH COUNCIL

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.

19th July 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council to be held on Monday 24th July 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 24th July 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

PC55/17: To receive any apologies for absence.

PC56/17: 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

PC57/17 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council **relating to Planning Application S/2141/17/OL – 3 minutes**).

PC58/17 Recommendation from Planning Committee – Notification of Outline Planning permission for the erection of up to 160 residential dwellings, including affordable housing provision, public open space and associated access, infrastructure and landscaping. All matters reserved except for access at Land to the west of Cambridge Road, Melbourn, Cambs. C.O Agent, Countryside Properties Plc, Mr Michael P. S/2141/17/OL

PC59/17: To approve the minutes of the Parish Council Meeting 26th June 2017

PC60/17: To report back on the minutes of the Parish Council Meeting 26th June 2017

PC61/17 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).

PC62/17: To Co-op new members onto Melbourn Parish Council

PC63/17: The Clerks Report

PC64/17: 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. To approve payment and agree the amount(s) to be transferred from the Business 'No Notice' Account.

PC65/17: To receive a report from County Cllr Van de Ven

PC66/17: To receive a report from District Cllrs Barrett and Hales

PC67/17: A recommendation from Finance and Good Governance Committee that The Clerk retains discretionary spend of up to £100 but will be moderated by reference to a categorisation list

PC68/17: To propose and agree an additional meeting of Finance and Good Governance on 4th September 2017 followed by a Planning Committee Meeting

PC69/17: To discuss and agree storage and insurance of items held on behalf of Francis John Clear Almshouses and Melbourn History Group.

PC70/17: To discuss and agree the temporary arrangement of the Parish Council taking back the responsibility of running the Pavilion as from 1 August 2017 and what impact that will have of Parish Council Staff.

PC71/17: To discuss and agree the amended Terms of Reference for Melbourn Futures Working Party

PC72/17: To discuss and agree the Maintenance Working Party Terms of Reference

PC73/17: To discuss and agree the updated Cemetery Regulations dated July 2017 and Associated Forms

PC74/17: A recommendation from the Maintenance Working Party to approve the Councillor Road Allocation Spreadsheet

PC75/17: HR Panel

- a) An update from HR Panel and to agree costings for Village Warden during winter months.
- b) To discuss a proposal that The Clerk works a four day week
- c) To discuss the appointment of a separate Responsible Financial Officer position
- d) To discuss a proposal to cease locking the gate at Littlehands Car Park, remove the sign saying it will be locked, and discuss the possibility of a member of public taking over responsibility.
- e) To propose and seek approval for appraisal documentation for Council employees

Sarah Adam

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Melbourn Parish Clerk