

# 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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22<sup>nd</sup> November 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Parish Council to be held on Monday 27<sup>th</sup> November 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 27<sup>th</sup> November 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

PC121/17: To receive any apologies for absence.

PC122/17: 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

PC123/17: To approve the minutes of the Parish Council Meeting 23<sup>rd</sup> October 2017

PC124/17: To report back on the minutes of the Parish Council Meeting 23<sup>rd</sup> October 2017

PC125/17: To approve the minutes of the Extraordinary Parish Council Meeting on 23<sup>rd</sup> October 2017

PC126/17: To discuss and agree whether to release the 'In Camera' Extraordinary Parish Council Meeting minutes from 23<sup>rd</sup> October 2017

PC127/17: To approve the minutes of the Extraordinary Parish Council Meeting from 13<sup>th</sup> November 2017

PC128/17 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).

PC129/17: 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.

- e) Accept to replace 2x picnic benches at Stockbridge Meadows. They cost £1598 each + vat + delivery and Installation is £80.00 plus VAT per bench.
- f) To accept to repair leak at allotment. £545 +VAT
- g) To accept to carry out the repairs to the play park equipment.
- h) To accept the quote to replace better quality trees at New Road Cemetery.
- i) To accept the quote to provide more powerful floodlights at the Pavilion to improve the safety for Youth Club

PC130/17: To receive a report from County Cllr Van de Ven

PC131/17: To receive a report from District Cllrs Barrett and Hales

PC132/17: The Clerks Report

PC133/17: 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 November 2017

PC134/17 To receive the quarterly financial report from Melbourn Community Hub Management Group

PC135/17 To approve spend on the urgent replacement of non-functioning Community Hub washroom taps.

PC136/17: To amend and agree the wording in Standard Orders to reflect not recording 'In Camera' Meetings

PC137/17: To agree to change the date of the December 2017 and January 2018 Finance & Good Governance Committee Meetings from Monday 11<sup>th</sup> December to Thursday 14<sup>th</sup> December 2017 and from Monday 8<sup>th</sup> January to Tuesday 9<sup>th</sup> January 2018.

PC138/17: To discuss and agree the amount for Community Grant Applications:

- a) CamSAR
- b) 1<sup>st</sup> Orwell Scout Group
- c) A Chain of Wild Flowers
- d) Gallery Writers (Meldreth/Melbourn)
- e) Melbourn Amateur Dramatics Society
- f) Melbourn Community Hub Management Group
- g) Melbourn Short Story Reading Group
- h) River Mel Restoration Group
- i) RSPB Fowlmere Nature Reserve
- j) The Melbourn District Library
- k) Home Start Royston and South Cambridgeshire

PC139/17: To discuss and agree the action plan to address the findings of the Car Park Working Party

PC140/17: HR Panel Update

- a) An RFO has now been appointed - initially to work 1 day week.
- b) Appraisals for both Clerk & Assistant Clerk have been completed - recommendations to be discussed at January Parish Council meeting following consultation with CAPALC
- c) A new Village Warden commenced employment on 13<sup>th</sup> November 2017 and is required to work alongside the experienced Warden at times to complete induction/training. The HR panel would therefore like to propose the experienced Village Warden works an extra day a week to support induction/training if necessary and agreed with Clerk up to 31<sup>st</sup> December 2017.

PC141/17: 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. S/2141/17/OL at Land to the west of Cambridge Road, Melbourn, Cambs. C/O Agent, Countryside Properties Plc, Mr Michael.

PC142/17: Planning Application – Reserved Matters Conditions 1) Details of appearance, and landscaping, layout and scale following outline permission S/2791/14/OL for a care home of up to 75 beds, new vehicular and pedestrian access. At Land East of New Road, New Road, Melbourn, SG8 6BX. Richard Dooley, Octopus Healthcare.

S/3448/17/RM

PC143/17: To receive the mid-year internal Auditor Report

PC144/17: To review the Strategic Plan

- a) Review Strategic Plan December 2017 to May 2018
- b) DRAFT Strategic Plan November 2017 to October 2018

***Sarah Adam***

Sarah Adam  
Melbourn Parish Clerk