

# MELBOURN PARISH COUNCIL

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

**Monday: 10.00-1.00, Wednesday: 10.00-1.00, Friday: 10.00-12.00**

Alternatively, please call to arrange an appointment.

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22 February 2018

## Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council to be held on Monday, 26 February 2018 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, 26 February 2018 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

- PC166/17 To receive any apologies for absence
- PC167/17 To receive any Declarations of Interest and Dispensations
- PC168/17
  - 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
- PC169/17 To approve the minutes of the Parish Council Meeting 22 January 2018
- PC170/17 To report back on the minutes of the Parish Council Meeting 22 January 2018
- PC171/17 To approve the minutes of the Extraordinary Parish Council Meeting on 12 February 2018
- PC172/17 To report back on the minutes of the Extraordinary Parish Council Meeting on 12 February 2018
- PC173/17 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)
- PC174/17 To receive a report from County Cllr Van de Ven
- PC175/17 To receive a report from District Cllrs Barrett and Hales
- PC176/17 To receive the Clerk's Report
- PC177/17 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 February 2018.
- PC178/17 To receive monthly finance reports
- PC179/17 To consider a request from the MCHMG to prepare a Planning Application to extend the footprint of the building and to seek grant funding by way of capital money from Garfield Weston.
- PC180/17 To consider whether to adopt the spur road in the Victoria Heights development leading to New Road Cemetery

- PC181/17 To discuss and consider diversion of traffic from the A10 through the village
- PC182/17 To approve repair works to be carried out by Wicksteed to play areas at Clear Crescent and The Moor.
- PC183/17 To discuss and agree quotes for cutting back Leylandii at Thatcher Stanfords Close
- PC184/17 To review and discuss whether the list of in Camera minutes can be released to the Public – relating to the Grievance and Car Park Project
- PC185/17 To discuss and approve the final recommendation of the Phase 1 Car Park report.
- PC186/17 HR Panel Update:  
a) Lone-Working Policy - proposal for adoption  
b) Recruitment: Parish Clerk  
c) Updates to contracts : Holiday entitlement
- PC187/17 Cemeteries Update :  
a) To agree changes to burial charges  
b) To agree changes to Rules & Regulations (music)  
c) To agree purchase and installation of new memorial bases for New Road cemetery  
d) To agree purchase and planting of replacement trees for New Road cemetery
- PC188/17 To discuss and agree Invitation to Quote : Melbourn Cemeteries
- PC189/17 To discuss and agree Invitation to Quote : Grass Cutting
- PC190/17 To discuss and agree Invitation to Quote : General Maintenance
- PC191/17 To discuss and agree Policy and Procedure for Parish Estate – Safety Inspections
- PC192/17 To discuss and agree Policy and Procedure for Appointment and Management of Contractors
- PC193/17 To discuss and agree Community Facilities and Services : Equal Opportunity for Access Policy
- PC194/17 To discuss and agree the Risk Assessment for the Pavilion
- PC195/17 To receive update on negotiations with regard to Littlehands rent increase

***Claire Littlewood***

Claire Littlewood  
Assistant to Melbourn Parish Clerk