

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.

17th May 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Annual Parish Council Meeting to be held on Monday 22 May 2017 at 7.15pm in the upstairs meeting room of Melbourn Community Hub for the purpose of transacting the following business:

Dear District Councillor Hales and Barrett

You are invited to attend a meeting of the Annual Parish Council Meeting to discuss Planning Issues to be held on Monday 22nd May 2017 at 7.15pm in the 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 Annual Parish Council Meeting to be held on Monday 22nd May 2017 at 7.15pm in the 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

PC1/17: To receive nominations and to elect the Chair of the Parish Council;

PC2/17: To receive nominations and to elect the Vice-Chair of the Parish Council;

PC3/17: To receive any apologies for absence.

PC4/17: 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

PC5/17: To discuss and agree Committee Structures:

- a) Cemeteries
- b) Conservation
- c) Highways & Rural Footpaths
- d) Play Areas and Recreation Committee
- e) Planning Committee
- f) Finance & Good Governance

PC6/17: Confirmation of Parish Council Representatives on the following:-

- (a) Board of Trustees of Francis John Clear Almshouses;
- (b) One Parish Council representative on the Board of Trustees of Martin's Charity;
- (c) One Parish Council representative on the Board of Trustees for Triggs Charity Trust;
- (d) One Parish Council representative on the Melbourn Mobile Warden Scheme;

- (e) One Parish Council representative on the Melbourn and Meldreth Luncheon Club.
- (f) Parish Council representatives on the Management Company of the Community Hub.

PC7/17: To approve the minutes of the Parish Council Meeting 2nd May 2017

PC8/17: To report back on the minutes of the Parish Council Meeting 2nd May 2017

PC9/17: To approve the minutes of the Annual Parish Meeting 8th May 2017

PC10/17: To report back on the minutes of the Annual Parish Meeting 8th May 2017

PC11/17 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).

PC12/17: 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.

PC13/17: To receive a report from District Cllrs Barrett and Hales

PC14/17: To decide whether to appeal the ICO decision on the Grievance Report

PC15/17: To review REDACTED minutes from 2012 relating to The Hub and 2016/2017 and decide if they should remain redacted.

PC16/17: To agree:

- a) Risk Management Policy
- b) Risk Register 2017-2018

PC17/17: To appoint a Councillor to verify the bank reconciliations

PC18/17: To propose a new start time of 7.30pm for Parish Meetings

PC19/17: To appoint an Internal Auditor for the Financial Year 2017/18

PC20/17: To propose the moving of two fire safes from Melbourn Community Hub to the Workshop on the Car Park currently containing Cemetery Records, History Group Records and Francis John Clear Almshouses Records.

PC21/17: To receive any notifications or planning consultation documents.

- (a) Appeal Decision – The Planning Inspectorate – 73 High Street, Melbourn Cambridgeshire, SG8 6AA. Appeal Ref: APP/W0530/W/17/3167199 – Decision. The Appeal has been dismissed. Mr D Solanki.
- (b) South Cambridgeshire District Council Town and Country Planning Act 1990 The Council hereby grants permission for front single storey extension and rear single storey extension at 2 Mortlock Close, Melbourn, Royston, Cambridgeshire, SG8 6DA. S/0789/17/FL. Mr Andrew Mellor
- (c) A planning decision has been approved – Lawful Development Certificate for Proposed Conversion of Existing Garage at 15 Orchard Way, Melbourn, Royston, Cambridgeshire, SG8 6HT. MR Paul Rogers. S/0696/17/LD
- (d) Any other notifications at the time of meeting

PC22/17: To consider the following Planning Applications:

- a) Notification of Planning Application of replacement tiled pitched roof to extension conservatory. Remove windows on western side and replace with wall. Fit three velux windows in south-facing roof at 31 Chalkhill Barrow, Melbourn, Royston, Cambridgeshire, SG8 6EQ. S/1200/17/FL. Mr Nigel Willimer.
- b) Notification of Planning Application of replacement of kitchen, bedroom and bathroom windows with new wooded double glazed windows of the same style at 5 Drury Lane, Melbourn, Royston, Cambridgeshire, SG8 6EP. Mr Edward Wakjer. S/1420/17/LB
- c) Notification of Planning Application for proposed new three bedroom house adjacent to no 20 Fordham Way at 20 Fordham Way, Melbourn, Royston, Cambridgeshire, SG8 6JB. Mr Ian Porter. S/1404/17/FL.
- d) Notification of Planning Application for Annexe at 19A Dolphin Lane, Melbourn, Royston, Cambridgeshire, SG8 6AE. Mr Robin Wedd. S/1533/17/FL
- e) Cambridge County Council Town and Country Planning Act 1990. Proposal – The internal relocation of an existing 15.6m x 9.6m 5 bay mobile classroom, for a temporary period until 31st December 2018 at Melbourn Primary School, Mortlock Street, Melbourn, SG8 6DB. S/0232/17/CC

PC23/17: Correspondence:
(a) Jocelyn Robson

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for discussion.

Sarah Adam

Sarah Adam
Melbourn Parish Clerk