

## MELBOURN PARISH COUNCIL

---

---

Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

### **Opening Hours :**

Monday to Friday – 0900-1600 closing from 1300-1400 for lunch

---

---

5<sup>th</sup> October 2016

**Dear Councillor,**

You are hereby summoned to attend a meeting of Melbourn Parish Council in the Common Room of Melbourn Village College, The Moor, Melbourn on Monday 10<sup>th</sup> October 2016 at 7.15pm for the purpose of transacting the following business.

### **To Members of the Public and Press**

You are invited to attend a meeting of Melbourn Parish Council in the Common Room of Melbourn Village College, The Moor, Melbourn on Monday 10<sup>th</sup> October 2016 at 7.15pm 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**

PC79/16: From The Clerk – Closing of the meeting of 25<sup>th</sup> July 2016

PC80/16: From The Clerk – Confirmation of Declaration of Office and Register of Interest received from New Councillors

PC81/16: To receive nominations and to elect the Chairman of the Parish Council and signing of Declaration of Office

PC82/16: To receive any apologies for absence

PC83/16: To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda.

PC84/16: To approve recordings at meetings

PC85/16: The council to decide how the recordings are going to be stored and publicised

PC86/16: To receive nominations and to elect the Vice-Chairman of the Parish Council and signing of Declaration of Office

PC87/16: To receive nominations and to elect the representative to the Hub Management Group

PC88/16 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).

PC89/16: To discuss Melbourn Parish Council Committee Structure and Appoint Committees<sup>1</sup> and Chairs and Vice Chairs.

PC90/16: To approve the Minutes of the Parish Council Meeting 27<sup>th</sup> June 2016 as drafted by The Clerk (excluding the in camera minutes).

---

<sup>1</sup> Councillors must appoint MAYD (Melbourn Area Youth Development Committee). The Chair and Vice Chair will need to be elected at the first meeting of MAYD which is being held on Tuesday 18<sup>th</sup> October 2016 because MAYD is made up of other Parish Councils in addition to Melbourn.

PC91/16: To approve the Minutes of the Parish Council Meeting 25<sup>th</sup> July 2016

PC92/16: To approve the payments made in August and September 2016

PC93/16: For information only – Public Works Loan Board payment being debited from current account on Monday 17<sup>th</sup> October 2016 - £16,477.10.

PC94/16: For Information only - to Report on External Audit End of Year Figures

PC95/16: Insurance Policy Renewal Ratification by Council

PC96/16: To approve All Saints Church Service Agreement for Maintenance of Parish Clock

PC97/16: To approve one of 3 quotes to separate the Hub Server from the Parish Council

PC98/16: To give permission for The Clerk to investigate changing banks for Melbourn Parish Council – Current Account with Cheque Book and Savings Account.

PC99/16: Appoint additional signatures for Melbourn Parish Council

PC100/16: To agree to engage a Pensions Advisor

PC101/16: Littlehands Nursery - Signing of Deed of Rectification required removing the building at the Recreation Ground from the terms of the Field in Trust restriction.

PC102/16: Current Financial Situation

PC103/16: To appoint a working party to review the Code of Conduct

PC104/16: To make a decision on publication of the Grievance Report

PC105/16: To appoint a working party to investigate the Car Park spend

PC106/16: To confirm a date to discuss and appoint members of the public for co-option

PC107/16: To consider the following Planning Applications.

- (a)** Application of alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. S/2487/16/LB
- (b)** Application of alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. S/2486/16/FL
- (c)** Application to erect a PVCU Conservatory to Front of Property at Muncneys Farm, London Way, Melbourn, Royston, Cambridgeshire SG8 6DJ. S/2556/16/FL
- (d)** Notification of Tree Works Application – Reference CA528 – 19/09/16 at United Reformed Church, Orchard Road, Melbourn.

PC108/16: To accept notices and matters for the future agendas.

- a) Suggestions from Councillors
- b) Suggestions from Members of the Public

*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  
Melbourn Parish Clerk