

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

19th October 2016

Dear Councillor,

You are hereby summoned to attend a meeting of Melbourn Parish Council in the Lecture Room of Melbourn Village College, The Moor, Melbourn on Monday 24th 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 Lecture Room of Melbourn Village College, The Moor, Melbourn on Monday 24th 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

PC109/16: To receive any apologies for absence

PC110/16: To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda.

PC111/16 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)

PC112/16: To approve the Minutes of the Parish Council Meeting 10th October 2016

PC113/16: To report back on the minutes of the Parish Council Meeting 10th October 2016

PC114/16: Declassify 14th March 2016 Extraordinary meeting minutes: Report on what actions have been taken and progress on remainder

PC115/16: To receive the Financial Report dated 30th September 2016.

PC116/16: 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.

PC117/16: To discuss and approve support for The Clerk and Financial Matters

PC118/16: To discuss and approve a new Internal Auditor

PC119/16: To discuss and approve the revised Melbourn Parish Council Community Grant Policy

PC120/16: To receive a report from C.Cllr S.van de Ven

PC121/16: To receive a report from District Cllrs Barrett and Hales

PC122/16: Melbourn Car Park

- a) To discuss and approve Membership of Car Park Working Party
- b) To discuss and agree Terms of Reference

- c) Given the urgency of the situation the Working Group will need to raise the issue of funding any validated potential claim from the contractor, if required, with the Parish Council at the Meeting on 24th October 2016. In this regard it is recommended that the Parish Council review the process for funding via the PWLB and its likely timescale if no other alternative funding source is available”¹

PC123/16: To agree Members of the Code of Conduct Working Party and Terms of Reference

PC124/16: To receive a report from the Management Company of Melbourn Community Hub.

PC125/16: To discuss and agree Members of the HR Panel and tasks to be delegated

PC126/16: Further discussions on the process of Co-option

PC127/16: To agree whether to hold a Chairman’s Reception in December

PC128/16: To discuss and approve the remaining meeting schedule for 2016/2017

PC129/16: To discuss and approve Public Payphone Removal Consultation – Medcalfe Way

PC130/16: To consider the following Planning Applications.

- (a) Application of Single storey extension at rear and new dormer windows to the front & rear at 25 Hale Close, Melbourn, Royston, Cambridgeshire, SG8 6ET. S/2536/16/FL
- (b) Application of the demolition of existing garages and construction of new food processing building, with associated changes to existing retail premises and boundary walls. Change of use to provide A3 consumption of food and drink on the premises. Change of use of existing first floor flat to residential at 1-3 Station Road, Melbourn, SG8 6DX. S/1597/16/FL
- (c) Application proposed rear extension and restoration of existing Grade 11 listed building including conversion to two dwellings. Demolition of existing dilapidated building and erection of dwelling at 59 High Street, Melbourn, Royston, SG8 6DZ. S/2423/16/FL
- (d) Application to add a partition wall into a room that is part of a 1980’s extension at 5 Drury Lane, Melbourn Royston, Cambridgeshire, SG8 6EP. S/2431/16/LB

PC131/16: Correspondence:

- a) Email from Mr Solanki
- b) Email from Florence Hyde – Filming Permit
- c) Letter from unnamed resident - Withdrawal of Application for co-option to Melbourn Parish Council
- d) Any other correspondence at time of meeting

PC132/16: 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

¹ The decision to proceed with a loan would have to come back to council for agreement. The application needs to be made whilst the Car Park Working Party is still carrying out its tasks in case the Council’s request for an additional 30 days to pay is refused