

# MELBOURN PARISH COUNCIL

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6 January 2021

## Dear Councillor

You are hereby summoned to attend a **Meeting of the Parish Council** to be held on Monday, 11 January 2021 at 7.30pm via Zoom <https://zoom.us/j/94432910188> for the purpose of transacting the following business:

## To Members of the Public and Press

You are hereby invited to attend a **Meeting of the Parish Council** to be held on Monday, 11 January 2021 at 7.30pm via Zoom <https://zoom.us/j/94432910188> for the purpose of transacting the following business. Members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting:

Claire Littlewood  
Parish Clerk

## AGENDA

- PC084/20 To receive and approve apologies for absence**
- PC085/20 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
- PC086/20 Chairs' Announcements – For information only**
- PC087/20 To approve the minutes of the Parish Council Meeting held on 23 November 2020**
- PC088/20 To report back on the minutes of the Parish Council Meeting held on 23 November 2020**
- PC089/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.
- PC090/20 To consider setting the precept for the financial year 2021/22**
- PC091/20 Melbourn Community Hub Expansion:** To receive updates and consider any actions
- PC092/20 Finance Matters:**
- a) To receive and consider the monthly finance report
  - b) To receive and consider the approvals list for December 2020
  - c) To approve payment of £3,000 community benefit grant to Melbourn Primary School PTFA from s137
  - d) To consider approving payment of the PC Hub licence fee
  - e) To consider a request from Melbourn Dynamos to review the annual payment
  - f) To consider a quotation from Airway for the aircon maintenance contract
  - g) To consider a request from SCDC re street lights in Vicarage Close
  - h) To consider quotations for IT support
  - i) To consider quotations for repairs to underfloor heating at the Hub

- j) To consider any other updates and consider actions

**PC093/20 Planning Matters :**

To receive an update on the proposed Thakeham development

**PC094/20 Governance Matters:**

- a) To receive a combined report from the District and County Cllrs for Melbourn
- b) To consider requesting a review of the planned installation of speed cushions on New Road
- c) To note an email decision with regard to hedge works at Orchard Road Cemetery
- d) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC

**PC095/20 To receive the Timebank Coordinator's report**

**PC096/20 HR Matters:**

- a) To discuss the Timebank Coordinator's role
- b) To receive any other updates and consider actions

**PC097/20 Risk Assessments:** To consider any risk assessments needing to be brought to Council's attention

**PC098/20 Policies and Terms of Reference:**

- a) To consider adopting the Employment Policy
- b) To note the new Melbourn Futures Working Party Terms of Reference (approved by FGGC on 21 December under delegated authority (PC045/20c))
- c) To consider adopting the Policy and Procedure to Review of Effectiveness of Internal Controls

**PC099/20 To note the date of next meeting: 22 February 2021**