

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
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17 March 2021

Dear Councillor

You are hereby summoned to attend a **Meeting of the Parish Council** to be held on Monday, 22 March 2021 at 7.30pm via Zoom link <https://zoom.us/j/94335130500> 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, 22 March 2021 at 7.30pm via Zoom link <https://zoom.us/j/94335130500> 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

PARISH COUNCIL AGENDA

- PC115/20 To receive and approve apologies for absence**
- PC116/20 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
- PC117/20 Chairs' Announcements – For information only**
- PC118/20 To approve the minutes of the Parish Council Meeting held on 22 February 2021**
- PC119/20 To report back on the minutes of the Parish Council Meeting held on 22 February 2021**
- PC120/20 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.
- PC121/20 Melbourn Community Hub Expansion:**
- a) To receive an update on the Hub extension works
 - b) To discuss and consider arrangements for approving expenditure
 - c) To note email decisions (change to groundworks contractor / amendment to Brownstone's contract / ES Pipeline costs)
 - d) To receive any other updates and consider actions
- PC122/20 Finance Matters:**
- a) To receive and consider the monthly finance report
 - b) To receive and consider the approvals list for March 2021
 - c) To consider quotations for the relocation of the Kohima Stone
 - d) To consider quotations for the annual maintenance of air conditioning units
 - e) To consider quotations for tree work on Orchard Road
 - f) To receive any other updates and consider actions

PC123/20 Governance Matters:

- a) To receive a combined report from the District and County Cllrs for Melbourn
- b) To consider approving direct debits for regular payments
- c) To consider a request from Cambridgeshire County Council to receive payment of s106 monies for Community Transport Vehicle Contribution
- d) To consider a request from the Melbourn Fete Committee to hold a Family Fun Day
- e) To consider quotations for replacement fencing at The Cross to be funded from s106
- f) To consider quotation for an interpretation board for the Jubilee Orchard to be funded from s106
- g) To consider arrangements for the Annual Council and Annual Parish Meetings

PC124/20 Melbourn Timebank

To receive any updates and consider actions

PC125/20 HR Matters:

- a) To consider a report from the HR Panel on 6 month probation reviews the Clerk and Assistant to the Clerk.
- b) To receive any updates and consider actions

PC126/20 Planning Matters :

- a) To receive an update on the proposed Thakeham development
- b) To discuss and consider areas of open space (Orchard Gardens / Greengage Rise)
- c) To receive any updates and consider actions

PC127/20 Policies and Terms of Reference:

- a) To note the updated Financial Regulations
- b) To note the updated Policy and Procedure for Prepaid Debit Cards
- c) To consider approving the Investment Strategy

PC128/20 To note the date of next meeting: 26 April 2021