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Date issued: 21st October 2022

NOTICE OF MEETING

To: The Chairman and Members of Melbourne Parish Council

You are summoned to attend the Ordinary meeting of Melbourne Parish Council which will be held on **Tuesday 1st November 2022 at 7.30pm** at The Lounge, Melbourne Assembly Rooms, High Street, Melbourne

Members are asked to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely

Jacqui Storer
Clerk to the Parish Council

Recording of Council meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal council meeting, though not, under current legislation, of the public participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Public Speaking – Total of 15 Minutes – Standing Order 3f

- (a) A period of not more than 3 minutes will be made available for members of the public and Members of the Council to comment on any matter (Standing Orders 3g). A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.
- (b) If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter.

- (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

AGENDA – ORDINARY PARISH COUNCIL MEETING

1 To receive apologies for absence.

2 Variation of Order of Business

3 Declaration of Members Interests.

- (a) To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interest from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (sections 30 – 33).

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the agenda. A member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

- (b) To receive, consider and record Cllrs requires for DPI dispensation (s31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for public participation

To adjourn the meeting for 15 minutes to allow members of the public to make representations on the business of the agenda for the meeting. No resolutions can be made under public participation.

5. Reports from County/District Councillors and invited guests (Standing Orders 24)

6. To determine which items if any from Part 1 of the agenda should be taken with the public excluded.

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -

"In view of the confidential nature of item to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

7. To approve the Minutes of the Ordinary Parish Council Meeting held on 4th October 2022 (previously circulated)

8. To receive the arrangements made for Christmas Events for 2022 and to seek marshalls for the event

9. Governance (See Clerk's Report)

- a) GDPR Reports (Standing Orders 21)
- b) Risk Register review
- c) Deeds issued in October 2022 (Standing Orders 23)

- d) Update on Cllr vacancies and co-option of a cllr to fill the casual vacancy created by Cllr Hogan's resignation and provide an update on the casual vacancy created by Cllr Fearria's resignation
- e) Appointment of the Chair and Vice Chair to the FRE Committee (*as per the FRE Committee ToR*)
- f) Consideration of any actions for the community in the current cost of living crisis

10. To receive reports from the Parish Council Committees and Working Parties (draft minutes circulated with the meeting papers)

| | |
|--------------------|-------------------------------|
| Burial Committee | 6 th October 2022 |
| P&S Committee | 6 th October 2022 |
| FRE Committee | 10 th October 2022 |
| Highways Committee | 10 th October 2022 |

11. To consider Committee recommendations brought forward

| | |
|--------------------|-------------------------------|
| Burial Committee | 6 th October 2022 |
| P&S Committee | 6 th October 2022 |
| FRE Committee | 10 th October 2022 |
| Highways Committee | 10 th October 2022 |

12. Chairman's Announcements

For the Chair of the Parish Council to report on any events attended or interaction with the press. This is an item for information and not for discussion.

13. To receive the report of the Clerk (previously circulated)

(a) To receive any further progress updates from the Clerk and to resolve any further actions required inclusive of costs

(b) Correspondence received and actions taken

To consider any correspondence or communication brought forward by the Clerk not otherwise specifically relating to items being discussed by the Parish Council or its committees.

- 1 DALC – various circulars
- 2 DCC – Update on the No 2 bus service (circulated to Cllrs 11.10.22)
- 3 Resident – complaint about building work at Smith Avenue impacting on residents
- 4 East Midlands Airport – Airspace modernization programme stage 2 , phase two invites (circulated to cllrs 11.10.22)
- 5. Carer visiting Castle Mills – raising concerns and complaint about access to Castle Mews being blocked by the Wakes

All correspondence has been circulated to all Cllrs

14. Reports from representatives on outside organisations

To receive reports from Cllrs who have attended recent meetings or events on behalf of the parish council including representation on external bodies:

Safer Neighbourhood/Community Meeting
Melbourne Sporting Partnership
Melbourne Assembly Rooms

Donington Park Liaison Committee
Severn Trent Water Liaison Group
EMA Forum
Download Festival committee
Kings Newton Residents Association

15. Parish Council assets – (see Clerk’s report)

To receive an update on matters relating to the Parish Council assets

- a) Public Toilets
- b) Chapels & Cemetery, Old Burial Ground
- c) Lothian Gardens and Thomas Cook Gardens
- d) Bus shelter
- e) War memorial
- f) Market Place clock

16. Marking the reign of Queen Elizabeth II and consideration of the events to celebrate the Coronation of King Charles III on 6th May 2023 (Cllr Ward) and to set the budget

(Min 2675)

17. Finance – (see Clerk’s report)

- (a) Accounts for Payment, Receipts received in the month
The schedule of accounts for payment together with the income received are contained within the Clerk’s Report
- (b) To approve the bank reconciliation to 30th September 2022
This is for the Chair of the Parish Council to review and to report back to Cllrs
- (c) To consider the request for financial assistance
- (d) To consider the re- allocation of earmarked funds

18. To consider Planning Applications and other planning matters

To receive the planning applications listed in the Clerk’s Report. Planning applications are normally taken by the Planning and Strategy Committee; applications listed on the agenda have been referred to Full Council for a decision due to time limitations or for further discussion by Full Council.

19. Consultations for consideration

To consider any consultations received and recommendations to be made.

- SDDC – Issues and Options Report deadline for replies 5th December 2022 (emailed to Cllrs 14th September 2022)
- DCC – Adult Care Strategy consultation
Friday 11th November – Face to Face – Oaklands Village, Hall Farm Rd, Swadlincote DE11 8ND – 10am-12pm.
Friday 4th November – Virtual on Microsoft Teams – 1pm-3pm
Tuesday 8th November – Virtual on Microsoft Teams – 6pm-8pm.

20. Items for information only – no action to be taken

- a) Advice on forthcoming meetings and training

All details of training sessions run by DALC have been circulated to all Cllrs via the Clerk by email and are included in DALC circulars

- SDDC Flood Liaison Meeting – 17th November 2022 10am – 12noon via TEAMS
- DALC – Basic Tree survey and inspection course - 8th November 2022, 8.30 – 4.30pm The Whitworth Centre, Darley Dale, Matlock, DE4 2EQ

b) Meetings attended

- Police and Council Liaison Forum – 29th September 2022 at 1pm via TEAMS
- DALC AGM – 20th October 2022 – Derby Pride Park (circulated to Cllrs 27.09.22)
- Parish and Town Council Liaison Forum – 17th October 2022, 5.30pm at County Hall, Matlock.

| Date | Training event | Attendee |
|------|----------------|----------|
| | None | |
| | | |

21. Any items for discussion for a future agenda and to agreement on official communications to be made on social media and the website

To notify the Clerk of any matters for inclusion on the agenda of the next meeting and to agree the official communication to be released by the Parish Council

22. Date for the Parish Council and its Committee meetings 2022 (Standing Orders 5j (x))

To confirm the date and venue of the next full Parish Council meeting to take place on 6th December 2022 to be at the Melbourne Assembly Rooms at 7.30pm.

To confirm the date and venue of the Committee meetings to be held on Monday 7th November 2022. All committees to meet in order to provide a budget for consideration at the Finance Committee for the 2023/23 precept.

23. EXEMPT SECTION

To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings – Standing Orders 11 and 19) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”

Clerk’s salary review

Governance Note:

Standing Orders 3x; allocates 2 hours for the meeting; any extension of time will require the Parish Council to agree to suspend Standing Order 3x.