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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 7th February 2023 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.

(d) Colleen Hempson – East Midland Airport

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 3rd January 2023 (previously circulated)

8. Governance (See Clerk's Report)

a) GDPR Reports (Standing Orders 21)

b) Risk Register review

c) Deeds issued in January 2023 (Standing Orders 23)

d) Consideration of any actions for the community in the current cost of living crisis

- e) Update on the FOI request received 7th January 2023 – deadline for submission of information is 3rd February 2023.
- f) Arrangements for the Annual Meeting of the parish
- g) Committees Structures 2023 onwards (Appendix 1)

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

P&S Committee	9 th January 2023
Highways Committee	9 th January 2023
Feedback on the meeting held with Ian Hey (S106 Office, SDDC)	31 st January 2023

10. To consider Committee recommendations brought forward

P&S Committee	9 th January 2023
Highways Committee	9 th January 2023

11. 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.

12. 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 Derbyshire PCC – Briefing note
3. Melbourne Surgery – reply to invite to attend the Annual meeting of the Parish and to queries raised at the January 2023 meeting
4. Barrow upon Trent PC – commenting on the cleanliness and tidiness of the play area and Lothian Gardens and asking for details of the contractor used
5. Civic Society – request to place notices in the Potter Street noticeboard
6. Melbourne Surgery – reply to the parish council's concerns about early morning queues about the surgery and the invite to attend the Annual Meeting of the Parish
Email circulated to Cllrs 13.01.23
7. Notification from internal auditor about creation of company no longer a sole trader
Email circulated to Cllrs 23.10.23
8. SDDC Planning Dept – response to query raised 17.11.22 about the imposition of a TPO and impact upon a tree in Lothian Gardens
- 9 One Stop – copy of letter of concern sent to Heather Wheeler MP relating to STW use of their property
10. Notification of funding opportunities for the Coronation

All correspondence has been circulated to all Cllrs

13. 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

14. 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

15. Marking the reign of Queen Elizabeth II and consideration of the events to celebrate the Coronation of King Charles III on 6th May 2023 (Min 2675)

16. Dog fouling; update and suggestions

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 31st January 2023
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 project to be put forward for funding application via the EMA Community Fund
- (e)

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.

None received.

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 for 2023 have been circulated to all Cllrs via the Clerk by email on 16th December 2022 and are also included in DALC circulars

Parish and County Council Liaison Meeting – 13th March 2023, at County Hall, Matlock 5-8pm

EMA Parish Forum – 27th March 2023, 10-12 via TEAMS

b) Meetings attended

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 TUESDAY 4th MARCH 2023 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 13th February 2023.

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."

- Consideration of the quote for new CCTV system in the centre (Appendix 2 information circulated with meeting papers)
- Consideration of the quote for alarm and fire equipment maintenance at the Chapels (Appendix 3 information circulated to Burial Committee members 23.10.23 and to all Cllrs with the meeting papers)
- Quote for Summer 2023 floral scheme (Appendix 4)

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.

