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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 4th April 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.

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 7th March 2023 (previously circulated)

8. Governance (See Clerk's Report)

- a) GDPR Reports (Standing Orders 21)
- b) Risk Register review
- c) Deeds issued in March 2023 (Standing Orders 23)
- d) 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	13 th March 2023
Highways Committee	13 th March 2023
Burial Committee	13 th March 2023
FRE Committee	13 th March 2023
Finance Committee	21 st March 2023

10. To consider Committee recommendations brought forward

P&S Committee	13 th March 2023
Highways Committee	13 th March 2023
Burial Committee	13 th March 2023
FRE Committee	13 th March 2023
Finance Committee	21 st March 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 BayWa.re – Update on the Oaklands Farm Solar proposal
Circulated to cllrs 03.03.23
3. Request to reinstate the basketball hoops in Lothian Gardens
Circulated to Cllrs 13.03.23
4. Resident – informing of a For Sale sign attached to the Woodlands street nameplate
Clerk written to resident and estate agent about local agreement between SDDC and estate agents.
5. SDDC – Information about the local elections
Circulated to Cllrs 03.03.23 and placed on the website
6. DCC Highways – Notification that a dropped kerb will be installed outside the Almshouses in the financial year 23/24
7. Melbourne Estate – Invite to the launch of the glamping event 5th April 2023
8. SDDC – Invite to the retirement event for the SDDC Chief Executive
9. Resident – enquiry about the Parish Council's stance to the planning application at 12 Penn Lane
10. Resident – enquiry about planning matters at the bottom of Church Street and enquiring how to attend the next meeting
11. Former resident – complaint about signage on the entrance to Melbourne
12. DCC – Answers to questions raised at the Parish and County Liaison meeting

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
- g) Noticeboards

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. Addressing Anti Social Behaviour and 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 March 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

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))

The date of the next Parish Council is to be confirmed and is dependent upon the outcome of the local elections. The venue will be at the Melbourne Assembly Rooms at 7.30pm.

To confirm the date and venue of the Committee meetings to be held on Monday 10th April 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."

- Staff salary review as recommended by the Finance Committee 21st March 2023

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.