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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 September at 7.00pm** in 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) Presentation by Mr R Lowe about the proposed events at Melbourne Hall
- (b) 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.
- (c) If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter.

(d) 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.

Cllr Dunicliff declared a prejudicial interest in planning application DMOT/2021/1077 which is submitted by a member of the family.

Cllr Carroll declared a personal interest in planning application DMOT/2021/1194.

Cllr Summerlin declared a prejudicial interest in planning application DMOT/2021/1205 which is submitted by a family member.

(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

(a) To receive reports from County Cllrs, District Cllrs and any invited guests

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 6th July 2021 and the meeting held 2nd August 2021 (previously circulated)**
8. **Governance (See Clerk's Report)**
 - a) GDPR Reports
 - b) Risk Register review

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

Planning & Strategy Committee	12 th July 2021
Facilities, Recreation and Events Committee	12 th July 2021
Burial Committee	12 th July 2021
Highways Committee	12 th July 2021
Jubilee 2022 Working Party	

Note: Minutes will be available on the parish council website. Any amendments to the draft committee minutes can only be made at the next relevant committee meeting where the meeting will be required to confirm the accuracy of the minutes and approve as a true record of proceedings. Recommendations of the Committees are to be considered under agenda item 10.

10. **To consider Committee recommendations brought forward**

Planning & Strategy Committee	12 th July 2021
Facilities, Recreation and Events Committee	12 th July 2021
Burial Committee	12 th July 2021
Highways Committee	12 th July 2021
Jubilee 2022 Working Party	

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 Resident – enquiry if a bracket for a flag and Christmas tree can be installed at their property on Chapel Street
- 3 PCC – notification of grant funding to tackle ASB – closing date for applications = 10th September 2021 (circulated to cllrs 21.07.21)
- 4 DCC – Notification of closure of Blackwell Lane for scheduled gas repairs between 23 – 27 August
5. EMA – update on the noise monitoring equipment

6. Applicant of DMPA/2021/0972 – invitation for a Cllr to attend a site meeting on 30th July 2021 related to planning application DMPA/2021/0972
Advice given by the Clerk to all Cllrs in an email dated 29/07/21 about attendance at meetings without Council's prior approval
7. Resident – complaint about encroachment of hedge over pavement at Sweet Leys.
Reported to DCC by Clerk on 02.08.21 (reference number F838255). Email from DCC on 03.08.21 stating the Sweet Leys estate has not been adopted by DCC – query sent to County Cllr Muller.
8. Applicant – information from the site meeting held 30th July 2021
DMPA/2021/0972
9. Various – information that the new PCC has a grant funding pot for ASB projects which can be accessed by parish councils. The project must involve the community
10. Enquiry made via the website for vacant properties within Melbourne to set up a bookshop
11. Resident – raising concerns about standards of driving in Melbourne and anti social behaviour
12. Resident – offering a 10' Christmas tree from her front garden to the parish for Christmas 2021
Cllr Hicklin has viewed and unfortunately the tree is too small for the Market Place
13. Highways England - essential survey works on the A42 at Junction 14 to the A453 roundabout and the M1 at Junction 23a.
Survey will be overnight 6th – 23rd September 2021
14. SDDC – Notification of efforts to obtain grant funding to install electric vehicle recharging points at three locations in South Derbyshire; the nearest being the Assembly Rooms car park
15. Melbourne Hall – enquiring if there is a Christmas Market as they are holding one and would like to avoid a clash of dates.
16. DCC - Highways Act 1980, Section 256
Notice of proposed agreement by Council with owners of land for the adjustment of the boundaries of Ashby Road, Melbourne, Derbyshire
17. EMAD Comms – Notification of survey works A42 Junction 14 to A453 roundabout and M1 Junction 23a
18. W S Newman – request for sponsorship for a charity bike ride supporting Moat House and the RBL
19. Methodist Chapel – seeking arrangements about Carols around the Christmas Tree

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:

- Senior Citizens Centre
- Safer Neighbourhood/Area Meeting
- Melbourne Festival
- Sporting Partnership
- Assembly Rooms
- Donington Park Liaison Committee
- Severn Trent Water Liaison Group
- EMA Forum
- Communication engagement project with the Diocese

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

15. 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 August 2021
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
Any requests for financial assistance together with the supporting documentation will be previously circulated within the Clerk’s Report
- (d) To consider the suggestion of bidding for one of the Derby Rams
A suggestion has been made for the Council to acquire one of the Derby Rams to be placed at a location within the centre of Melbourne such as in the Lothian Gardens
- (e) To receive the external auditor’s report for the year ending 31st March 2021

16. Welcome Back Fund project

To make a decision about the Christmas project circulated to Cllrs submit for funding

17. 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.

18. To discuss the proposal to take over Coronation Close play area

19. Arrangements for Melbourne at Christmas, the Wakes, Remembrance Service

20. Consultations for consideration

To consider any consultations received and recommendations to be made.

SDDC – Licensing policy review – deadline for responses 1st October 2021

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

- a) Advice on forthcoming meetings and training
All details of the remote training sessions run by DALC have been circulated to all Cllrs via the Clerk by email 28/01/21

Date	Training event	Attendee
	None	

22. 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

23. Date for the Parish Council and its Committee meetings 2021 (Standing Orders 5j (x))

To confirm the date and venue of the next full Parish Council meeting to take place on 5th October 2021

To confirm the date and venue of the Committee meetings to be held on Monday 13th September 2021

24. 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) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw."

- a) To consider the quotes for the 2021 Christmas trees

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.