

MELBOURNE PARISH COUNCIL

Mrs J Storer (Clerk to the Parish Council)  
Tel: 07734939292

Email: [Melbourneclerk@aol.com](mailto:Melbourneclerk@aol.com)

DATE: 23<sup>rd</sup> February 2016

To: The Chairman and Members of Melbourne Parish Council

Dear Councillor

You are summoned to attend the Ordinary meeting of Melbourne Parish Council which will be held on **Tuesday 1<sup>st</sup> March 2016 at 7.45pm** in The Lounge, Melbourne Assembly Rooms, 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

AGENDA – ORDINARY PARISH COUNCIL MEETING

PART I – NON CONFIDENTIAL INFORMATION

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

- (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken
  - (b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
- 4 To grant any dispensations following declaration of interests

5. Public Speaking – Total of 15 Minutes

- (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.
- (b) If the Police Liaison Officer, 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.

6. To approve the Minutes of the Meeting held on 2nd February 2016 (Copy attached)

7. To receive reports from the Committees and Working Parties

Planning & Strategy Committee - 8<sup>th</sup> February 2016  
Burial Committee – meeting with resident 12<sup>th</sup> February 2016  
Telephone Kiosk Working Party  
Neighbourhood Development Plan Working Party

8. 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.”*

9. Chairman’s Announcements and Reports.

- a) For the Chair of the Parish Council to present any reports and/or amendments
- b) For the Chair of the Parish Council to report on matters discussed during the public participation section as appropriate

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

11. Reports from representatives on outside organisations  
Senior Citizens Centre  
Infant School Governors  
Safer Neighbourhood  
Education for Melbourne  
Festival  
Sporting Partnership  
Assembly Rooms  
Donington Park Liaison Committee  
Grays, Green & Adcock Charity
  
12. Parish Council assets
  - a) Public Toilets
  - b) Chapels
  
13. Governance
  - a) Co-option of a Parish Councillor
  - b) To adopt the revised Financial Regulations
  
14. Correspondence
  1. DALC – Various Circulars
  2. N W Leicestershire District Council – Gypsy and Travellers Policy
  3. SDDC – Notification that no election has been called for the Parish Councillor vacancy
  4. DCC – Comments about Potter Street repairs
  5. Alexander Bruce – Public toilets
  6. Melbourne Hall – seeking assistance with identifying the relevant agency responsible for highway drainage
  
15. Finance
  - (a) Accounts for Payment – see Finance sheet
  - (b) Receipts
  - (c) To receive a report from the Clerk of actual expenditure to budget
  - (d) Risk Assessment update
  - (e) To consider the recommendation of the Finance Committee held 12.01.16 (as per Clerk's Report)
  
16. To consider Planning Applications and matters
  - a) Planning applications  
9 2016 0052 - the felling of an oak tree covered by SDDC number 30 at the Dower House, Church Square, Melbourne

NO OBJECTIONS

9 2016 0054 - the felling of a willow tree within Melbourne conservation area at British Telecom telephone exchange 26a Chapel Street, Melbourne  
NO OBJECTIONS

9 2016 0065 - installation of proposed ATM at 39 Market Place, Melbourne  
NO OBJECTIONS

9 2016 0064 - erection of new garden wall and screen fences at 16, 17 and 18 Market Place, Melbourne  
NO OBJECTIONS

9 2016 0070 - the erection of a new garden wall and screen fences at 16, 17 and 18 Market Place, Melbourne

9 2016 0083 - the felling of a walnut tree covered by SDDC TPO number 377 at land at rear of 64 - 68 Ashby Road, Melbourne  
OBJECTION: the tree is healthy and not causing a nuisance

17. Consultations for consideration

a) SDDC – Charitable Collection Policy (deadline = 18<sup>th</sup> March 2016)

b) DCC – Highways Asset Infrastructure survey (deadline = 30<sup>th</sup> March 2016)

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

a) Advice on forthcoming meetings and training

None advised

b) Councillors reports for information purposes only

19. Date for the Parish Council and its Committee meetings 2016

Burial

Facilities

Highways

Finance

Strategy

**20. 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) Staffing Update
- b ) Public Toilets