

MELBOURNE PARISH COUNCIL

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DATE: 26th April 2016

To: The Chairman and Members of Melbourne Parish Council

Dear Councillor

You are summoned to attend the Annual meeting of Melbourne Parish Council which will be held on **Tuesday 3rd May 2016 at 7.00pm** in The Lounge, Melbourne Assembly Rooms, Melbourne. The Ordinary Parish Council meeting will follow immediately afterwards.

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 – ANNUAL MEETING OF THE PARISH COUNCIL

1. Apologies
2. Election of Chairman
3. Chairman to take and sign the Declaration of Acceptance of Office
4. Election of Vice Chairman
5. Vice Chairman to take and sign the Declaration of Acceptance of Office
6. Review of Council's Standing Orders (Standing Order 5 viii)
7. Review of Financial Standing Orders (Standing Order 5 viii)
8. Arrangements for Committees for 2016-20 (Standing Order 5 v-vii)
 - Review of Terms of Reference of Committees
 - Appointment of members to existing committees
9. Review of Council's subscriptions to other Bodies (Standing Order 5 xii)
 - DALC
 - Institute of Cemetery & Crematorium Management

10. Review of Council's Policies, including the Code of Conduct
11. To appoint the representative to outside organisations (Standing Order 5 ix)
12. To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of the Full 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 5th April 2016 (Copy attached)

7. Governance

a) Co-option of a Parish Councillor

8. To receive reports from the Committees and Working Parties

Burial Committee – 11th April 2016
Highways Committee – 11th April 2016
Telephone Kiosk Working Party
Neighbourhood Development Plan Working Party

9. 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.”
10. Chairman’s Announcements and Reports.
 - a) For the Chair of the Parish Council to report on any events attended.
11. To receive the report of the Clerk (previously circulated)
12. Reports from representatives on outside organisations
Senior Citizens Centre
Infant School Governors
Safer Neighbourhood
Melbourne Festival
Sporting Partnership
Assembly Rooms
Donington Park Liaison Committee
Grays, Green & Adcock Charity
13. Parish Council assets
 - a) Public Toilets
 - b) Chapels
14. Correspondence
 1. DALC – Various Circulars
 2. Mr R Hague – reporting cutting of trees on the Cockshut Lane recreation ground
 3. Mr & Mrs Hague – report of bonfire at the Cockshut Lane recreation ground
 4. Dee Harris – request for information whilst researching family tree
 5. SDDC – Invitation to attend a meeting on 27th April about South Derbyshire Cycling Action Plan and Aviva Women’s Tour of Britain

- which comes through the area on 18th June
6. SDDC – Civic Council meeting 26th May 2016 at 6.00pm
 7. Persimmon Homes – Request for a meeting with the Parish Council regarding the footpath at The Woodland and new Estate
 8. Chris Smith (SDDC) – notification of changes to staffing of local police neighbourhood teams
 9. Chris Smith – Weekly update on crime news for the week 11th – 17th April 2016
 10. DCC – Advising that the removal of disabled parking bays needs the official confirmation from Adult Care who investigate the requests.
 11. SDDC – minutes of the meeting held with STW and details of the cycle race on 18th June 2016

15. Finance

- (a) Accounts for Payment – see Finance sheet
- (b) Receipts
- (c) To approve the accounts for the year ending 31st March 2016 and to receive the internal audit report for the year ending 31st March 2016
- (d) To complete the Audit Return for the financial year 2015-2016
- (e) Risk Assessment update
- (f) To approve the change of contractor for the hanging baskets for the year 2016
- (g) Sage accounting system
- (h) To approve the payment to lay slabs in Lothain Gardens

16. To consider Planning Applications and matters

a) Planning applications

9 2016 0291 – The pruning of two silver birch trees on land at Jubilee Close, Melbourne
NO OBJECTIONS

9 2016 0262 – External alternations to outbuilding to facilitate use as a hobby room at 75 High Street, Melbourne
NO OBJECTIONS

9 2016 0295 – The erection of an extension and garage at 31 Packhorse Road, Melbourne
NO OBJECTIONS

9 2016 0318 – The replacement of existing window with a door at 29 Derby Road, Melbourne
NO OBJECTIONS

9 2016 0331 – The felling of a tree to the north of Melbourne Hall, Church Square, Melbourne

NO OBJECTIONS

9 2015 1195 – The erection of an extension at 28 Melton Avenue, Melbourne
NO OBJECTIONS

9 2016 0313 - The demolition of an existing agricultural building and erection of a detached building to form 3 no. holiday lets with associated parking and stone entrance wall at Broadstone, Broadstone Lane, Ticknall

Appeal

9 2015 1115 – Outline application (all matters to be reserved) for the residential development of up to 60 dwellings at land SK3825 9795 and Jawbone Lane, Kings Newton

Informal hearing at **10.00 am on 10/05/2016** at the Civic Offices, Civic Way, Swadlincote, DE11 0AH. The hearing is scheduled to last for 2 days. The name of the appointed Inspector is G Underwood BA(Hons) PGDip(UrbCons) MRTPI IHBC.

18. Consultations for consideration

SDDC – Draft Sex Establishment Policy (deadline 18th June 2016)

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

a) Advice on forthcoming meetings and training

- SDDC Briefing on ASB – 11th May 2016

b) Councillors reports for information purposes only

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

Burial

Facilities

Highways

Finance

Strategy

21. 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) CCTV