

MELBOURNE PARISH COUNCIL

Mrs J Storer (Clerk to the Parish Council)  
2 Mansfields Croft  
Etwall  
Derbyshire DE65 6NJ  
Tel: 07734939292  
Email: [Melbourneclerk@aol.com](mailto:Melbourneclerk@aol.com)

DATE: 21<sup>st</sup> July 2014

To: The Chairman and Members of Melbourne Parish Council

Dear Councillor

You are summoned to attend the meeting of Melbourne Parish Council which will be held on Tuesday 1<sup>st</sup> July 2014 at 7.30pm 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 (d) of Public Speaking.
- 4 To grant any dispensations following declaration of interest
- 5. Public Speaking – 15 Minutes
  - (a) Presentation by Mr I Hey on Neighbourhood Planning
  - (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.
  - (c) 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.
  - (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.
- 6 To approve the Minutes of the Meeting held on 3<sup>rd</sup> June 2014 (Copy attached)
- 7 To receive reports from the Committees held on 9<sup>th</sup> June 2014 (Copy attached)
  - Burials
  - Highways
  - Facilities
  - Personnel (to be taken in Closed Session)
- 8 To agree the terms of reference for the Working Parties (previously circulated) and to receive reports from Working Parties
  - Telephone kiosk
  - Christmas Event in Melbourne
- 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.
- 11 Report of the Clerk
- 12 Reports from representatives on outside organisations

Senior Citizens Centre	Cllr Sharp
Infant School Governors	Cllr Smith
Safer Neighbourhood	Cllr Smith
Education for Melbourne	Cllr Minifie
Festival	Cllr Carroll
Sporting Partnership	Cllr Jackson
Athenaeum	Cllr Butler
Promote Melbourne	Cllr Wilmore
Assembly Rooms	Cllr Howard and Cllr Carpenter
Donington Park Liaison Committee	Cllr Parker
- 13 Correspondence
  1. DALC – Various Circulars
  2. Mr M Harnden – email complaint (9<sup>th</sup> June 2014) about the weeds on Castle Street
  3. N W Leicestershire – Notification of consultation for the Local Plan (deadline for comments 19<sup>th</sup> September 2014).
  4. SDDC – Notification of road closure for Melbourne Carnival (12<sup>th</sup> July 2014)
  5. Shosmiths LLP – notification that licence between Melbourne Parish Council and Lord Kerr for the land at Cockshut Lane has been completed
- 14 Finance
  - (a) Accounts for Payment – see attached Finance sheet
  - (b) Risk Assessment update
- 15 To consider Planning Applications
- 16 Communication
  - (a) Update on communication policy
  - (b) Adoption of Recording of Council meetings protocol

- 17 Marking the 100<sup>th</sup> anniversary of World War 1  
To decide upon the assistance that will be provided by the Parish Council to mark this anniversary
  
18. Public Toilets update
  
- 19 Christmas Tree lights
  
20. Consideration of information received from Mr Hey about a Neighbourhood Plan for Melbourne
  
- 21 Items for information only
  
22. Date for Committee meetings  
Burial Facilities Planning & Strategy  
Highways Personal

**23. 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."**

Staffing matters  
(as per the minutes of the Personnel Committee)