

PARISH MAINTENANCE WORKING PARTY

NOTE OF THE MEETING HELD ON MONDAY 11 SEPTEMBER AT 4PM

Present: Cllrs Buxton, Gatward, Hales, Norman, Sherwen, Siva and Travis (Chair), and Barry Deville (St George's Allotment Association).

1. Apologies for absence. Keith Rudge (Warden) and Tim Stebbing (Litter Picker)

2. Agreement to note of last Meeting 14 August 2017. The note was agreed subject to the deletion of one section (see 3 below)

3. Matters arising

- Cllr Graham Clark will join the WP from its next meeting.
- The Astra Zeneca volunteers will not be helping with the allotments.
- Repairs to the workshop floor will be completed by the contractor so it was **agreed** to delete the suggestion of other action from the note of 14 August.
- Risk assessment – weed spraying. The RA drafted by JT was **agreed**. It was **agreed** that empty allotments would not be sprayed due to the risk of drift onto other plots. MS proposed that the potential costs savings to the Council are explored by the Warden spraying those areas currently done by contractors. BD seconded. All voted in favour except for RG who voted against. It was noted that the Council could potentially earn money by providing a spraying service to other PCs and taking over responsibility for areas currently tended by CCC and SCDC.
- Spraying equipment needs – these have been added to the list of proposed spend.
- Revision of road allocations – the Clerk will send out the revised road list and form with a deadline of 6 October. It was **agreed** that the compiled list of action needed would be 'owned' by the Council. Comments will be non-attributable to individual councillors.
- Brushwood shredder – this has been added to the list of proposed spend.

4. Other issues arising since the last meeting.

- **Significant Maintenance Jobs**
JH to provide list contribution of Hub requirements
JT to consolidate all contributions for review at the next meeting,
differentiating between spend and projects.

5. Vandalism/risk reduction plans

The Clerks have produced a very useful summary of incidents which will enable the council to decide how to guard against vandalism in the future. It was **agreed** that anti-social behaviour and property not owned by the PC should not be

included in the list. The next step is for **JT to ask the Clerks** to add in as much information *as available* about the cost to the Parish of the vandalism. This should include: replacement cost; staff time and consequential costs (eg cutting down tree damaged by fire). An article will be included in Melbourn Magazine when the cost information is available.

6. Cemeteries.

- The revised **fee structure** should be presented to Council.
- The revised **funerals documentation** is working well.
- **Missing signage. MS to decide on wording** (which should include 'By order of Melbourn Parish Council') and **then seek costs** for simple signs for the 2 public entrances.
- **Dead trees.** They have been identified. Removal is a low priority but the task should be added to the work list.
- **Development of Green Burials site.** MS, JT and SS will work together to develop proposals. **MS to summarise what he has already learned in discussion with other sites.**

7. Allotments.

- **Leaks.** The approximate cost to fix the underground leak is £500. It was **agreed** that this should be added to the list of jobs. It would be advantageous to the allotment holders to have an extension to the water supply. It was proposed this could be achieved by improving the basic supply capacity. **BD and JH to draw up proposal to include the cost of both fixing leaks and new pipework if financially reasonable..**
- **Allotment rents.** Allotment holders need to think further about what improvements might be needed so there is no proposal to raise substantially allotment rents this year to pay for them. However, **provision of a composting or chemical toilet will be investigated by BD.**
- **Allotment holders' Insurance.** It was **agreed** by Barry Deville and the WP that this year the Allotment Association will ask the Parish Council to collect the annual fees from plot-holders **together with** an amount that includes for each plot-holder's annual insurance. The Parish Council will then refund that portion of the money received related to the plot-holders insurance so this can be paid, allowing BD the certainty that all allotment users are properly insured. **BD to contact the Clerk.** This was proposed by JH, seconded by SS and all were in favour.
- **Tactics for non-maintained plots.** **KR to cover one plot** with back plastic to test the effectiveness of this.
- **General maintenance.** Two holes in the hedge adjoining the road are to be plugged. **RG offered to supply plants.** Trees need to be removed at the back of the allotments. **The Clerk to check land search to ascertain ownership.**

8. List of outstanding jobs.

- 2. MS has reported on All Saints Churchyard.
- 3. Sign to return in 2 weeks. **KR to oil post.**
- 4. Remove deer fencing in Stockbridge meadows but monitor for any signs of damage.
- 6. CCC to ask Skanska to relevel uneven areas of verge along Cambridge Road.
- 7. Railing in Worcester Way fixed thanks to intervention by JH.
- 8. Overgrown bushes at Water Lane SCDC responsibility. **JH will report to SCDC Housing.**
- 13A. Hub maintenance. **JT to check** whether any payment made for work in the current year. Then decide whether to continue to employ contractor.
- 17 and 18. 2 companies quoting.
- 20 No progress on work arising from ROSPA playparks inspection. The WP expressed concern since there may be H&S considerations. **JT to speak to Clerk.**
- 21 Maintenance at Hagers Close. This is SCDC responsibility. **Clerk to write** to Wayne Newman saying it is their action.
- 23. Gritting scheme. Wardens do this. Cllrs need to check that salt bins are full when they do their road inspections.
- 24. Yellow lines in High Street/Water Lane. It was **agreed** that this is not a PC priority. **JN to draft a letter** for the Clerk to send.
- 26. Asbestos tiles have been found on an allotment plot. **Clerks to tell BD the plot number and he will then inspect.**
- 27. **JH to put a fire extinguisher** into the workshop.
- 29. MAYD to take over 2 unused MVC noticeboards in the main room of the Pavilion.
- 31. Oak posts on grass area at the Cross. PC has an estimate of replacement cost. To go into the prioritisation for the Precept.
- 32. Tree on edge of communal car park in Medcalfe Way. This is SCDC responsibility. **Clerk to tell residents. It was agreed that the road inspection exercise will be used as an opportunity to identify areas (trees, verges, hedges, etc) which are not the PC's responsibility so that we can build up a database of what is our responsibility.**
- 35. **KR to be asked whether the Warden can cut back grass** overgrowing paths at Clear Crescent Playpark.

9. Any other business

10. Date of next meeting: Monday 16 October at 4pm

