

PARISH MAINTENANCE WORKING PARTY

NOTE OF THE MEETING HELD ON MONDAY 26 JUNE AT 12PM

Present: Cllrs Gatward, Hales, Norman, Sherwen, Siva and Travis (Chair), and Keith Rudge (Warden). Cllr Hales and Mr Rudge were present from 1pm.

1. Apologies for Absence: Tim Stebbing (Litter Picker)

2. Agreement to Last Meeting Notes. These were accepted without amendment.
Action: JN to ask Clerks to publish notes on website once agreed.

3. Matters arising.

- Agenda Item 4. The Clerk has advertised for members of the public to join the WP. Closing date: 30 June.
- Agenda Item 5. The Internal Auditor advised that it is acceptable to have 'Earmarked Reserves' The WP agreed to ask the Finance and Good Governance (F&GG) Committee to consider allocating some of the money carried over from FY 16/17 to 'Village maintenance – hard'.
- Agenda Item 7. The Clerk, MS and JT are to meet a funeral director to discuss current procedures. There may be further changes needed to the Cemetery Regulations so they will go to the July PC meeting.
- Agenda Item 6. The proposed changes to the contract were agreed by the PC on 26 June. They will result in a reduction in cost to the PC.
- Agenda item 9. A reporting form has been developed by the Clerks.

4. Other issues arising.

- **Kohima Stone.** RG re-iterated her view that the Kohima Stone should be installed at The Cross, and not at 83 High Street.
- **Fire safes.** The WP agreed this is a matter for the PC to decide as it is outside its remit.
- **Question of Wardens carrying out spraying.** The following actions were agreed:
 - **Clerk to investigate what training is available.**
 - **Clerk to ask Herts and Cambs Grounds Maintenance how hazardous spraying is and what precautions its workers take.**
 - **Clerk to seek Warden's view on undertaking this work.**
- **Pricing of miscellaneous jobs.** It was agreed that contractors suggesting additional work should complete the same reporting form as members of the public. The Clerk should authorise miscellaneous work only if is a demonstrable H&S issue. Otherwise it is to be added to the Jobs Sheet for consideration by the PMWP.

The WP noted as a point of principle that it may consider some jobs not worth doing and will recommend accordingly.

- **Allotments.** The following actions were agreed:
 - **JN to check whether the allotments are included in the PC's insurance policy.**
 - **The Assistant Clerk to advise whether she writes to plot holders who are not caring for their plot.**
 - **The Assistant Clerk to provide a price (by 17 July) for covering vacant plots with black plastic and whether this is a job to be carried out by the Warden/Assistant Warden.**
 - **The Assistant Clerk to advise (by 17 July) how much other local PCs charge as rent.**

In the longer term the PC needs to talk to the Allotment Association about increasing the rent if the PC is to undertake work such as renovating plots before a new tenant takes it over. JN volunteered.

- **Play park reports.** The WP agreed JT's suggestions for which tasks will need to be carried out by Wicksteed. **Action: The Clerk.** The remaining jobs need to be categorised into those to be carried out by the Warden/Assistant Warden and those by contractors. **Action: The Clerk.** It was noted that keeping the signage by the gate at Clear Crescent free of obscuring branches is part of a contract **and the Clerk needs to remind Herts and Cambs of this.**

TS had suggested by e-mail that the Council should consider asking a local business to sponsor the play parks. It was agreed to ask the F&GG Committee to look into this. **Action: The Clerk.**

- **Tree surgery.** The WP considered a request from a resident at The Moor to reduce the height of the trees along the edge of the Old Recreation Ground. The WP agreed that the trees do not need to be reduced. **Action: Clerk to write to the resident.** The WP also requests **that the Clerk:**
 - **Provides members of the WP with the information on trees in the Parish which have TPOs.**
 - **Invites the new SCDC Trees Officer to come to Melbourn to meet the WP.** The WP will ask her whether she intends to provide the same advice service as the previous officer has suggested.
- **Cemetery Issues.** Four Himalayan birches potentially need replacing. It was suggested that a tree is only replaced if its absence ruins the

symmetry of the planting. **Action: MS to assess and advise the Clerk on what she needs to get a quote for.**

The WP agreed to consider at a future meeting whether to suggest that green burials area is planted with trees to reduce over time the need for mowing. It may be possible to acquire trees via the Woodland Trust.

5. Review and agreement of the Terms of Reference. The ToRs were agreed subject to 1 amendment – add “/contractors” after ‘service providers’ at the end of 1.1. JN proposed and SS seconded. The vote was unanimous. **Action: JT to provide the ToRs to the Clerk for consideration at the July PC meeting.**

6. Agreement of Road Allocations and Duties Checklist. Members agreed that JT’s draft Inspection Report Form (based on MS’ suggestions) does the job. **Action: JT to amend in the light of comments and re-circulate.**
Action: JH to add in new roads and make a rough allocation in time for the next meeting.

Members agreed that an article should be placed in the next Melbourn Magazine saying that inspections will be happening and that people might get letters asking them to take action. **Action: JN to draft** [*Post-meeting note: the deadline is 14 July. JN will let MM know the article is coming and the WP can sign it off at its meeting on 17 July*]

List of outstanding jobs. The following actions were agreed:

- Trees in Stockbridge Meadows have been in for 10 years –does the anti-deer fencing (now in poor condition) need to be replaced? **Action: JH to find the name of the new SCDC Conservation Officer and KR will seek her advice.**
- **New Road Cemetery** – the trees which are the responsibility of Granary need to be clearly identifiable for the next 8(ish) years. **Action: MS to give the Clerk a copy of the planting plans. KR to mark the tress with a coloured tie.**
- **38 Water Lane.** The work has been done but the bushes are the responsibility of SCDC.
- **Walkway between Greenbanks and Water Lane.** This part of the Highways infrastructure but apparently the PC maintains it. No-one knows why.

Action: JT will update the list and then hand back to the Clerks to keep up to date and give the WP the latest version for each of its meetings.

7. Future work programme.

- **Reducing vandalism.** The starting point will be a list of where vandalism has occurred over the last 2 years. **Action: Clerks to provide a list and update the list when an incident is reported.** JH suggested that there should be regular reports in Melbourn Magazine making clear to the community what the cost of vandalism is to the community. JN agreed to mention this in the article she is drafting.

JH asked whether the PC should adopt a zero-tolerance approach to vandalism, anti-social behaviour and drug use in the village. JN suggested that he put a proposal to the July PC meeting.

- **Development of a master maintenance schedule.** A programme for maintenance of trees will be developed with the SCDC Trees Officer (see comment at 4 above). **Action: KR volunteered to develop a seasonal schedule to include his work, work by contractors and any foreseeable one-off tasks.**

8. **Any other business.** The shrub planting at the front of the car park is patchy. JN noted that the PC had agreed in principle to put a path at the RHS side of the bus shelter but needs a new quote. If the path is installed, Stagecoach will need to be asked to move the bus timetable back into the shelter.

9. **Date of the next meeting:** Monday 17 July 2017