

PARISH MAINTENANCE WORKING PARTY

NOTE OF THE MEETING HELD ON MONDAY 14 AUGUST AT 12PM

Present: Cllrs Buxton, Hales (for some of the meeting), Norman, Siva and Travis (Chair).

1. **Apologies for absence:** Keith Rudge (Village Warden), Tim Stebbing (Litter Picker) and Cllrs Gatward and Sherwen.

2. **Agreement to last Meeting Notes 17 July 2017**

The notes were agreed without amendment.

3. **Matters Arising**

- Barry Deville (Chair of the St George's Allotment Society) has agreed to join the WP as its representative. He was unable to attend this meeting.
- The article on village tidiness will be published in the forthcoming Melbourn Magazine.
- The Terms of Reference and Cemetery Regulations (but see below for an outstanding action on the latter) were agreed by the Council on 24 July.

4. **Other Issues Arising since the last Meeting**

- The Chair welcomed Cllr Buxton as a new member of the WP.
- **Weed-spraying by Warden.** There are no impediments to the Warden doing this subject to preparation of a risk assessment and the purchase and wearing of the correct protective clothing. **Action: JT to prepare a risk assessment. Action: KR to purchase the necessary equipment, as per label instructions.** [*Post meeting notes: (i) a sprayer will also need to be purchased; (ii) an additional criterion should be added to Category A of the Expenditure Categories – purchase of equipment to enable staff to either do additional work and hence reduce reliance on contractors or spend less time on tasks*].
- **Purchase of brushwood shredder.** It is not cost effective to repair the shredder. It is needed to reduce the volume of trimmings generated by the Wardens and enable the waste to be composted. This results in fewer trips with the trailer and no need to burn trimmings. It was agreed that there is insufficient, good quality compost to be worth considering selling it.

There is no need to purchase the new shredder until the winter. An estimate of cost is £850 + VAT. **Action: warden to obtain quotes for a shredder which is sufficiently robust to last.**

5. Agreement of Road Allocations and Logging Process for Road Inspections

- **Action: JH to include the new Cllrs in the road allocation and send to the Clerk before Thursday.**
- **Action: Clerk to circulate the revised allocation to all Councillors with a reminder of the deadline. Also to circulate the pro forma as agreed at the PC meeting with a request that all Cllrs complete the form electronically and return to the Clerk.**
- It was agreed that the WP needs to meet to go through the responses and agree who to send letters to. The letters will be prepared at the meeting and given to the Clerk to post. **Action: JT to arrange meeting date/venue.**
- The Warden will check whether action has been taken 2 weeks after letters sent and report back to the WP. The inspections will be carried out quarterly initially.

6. Cemeteries

- **Revised fee structure.** The PC did not agree to charge for plots for stillborns (Form 6). The Clerk will present further information on 25 September.
- **Missing signage.** All agreed that signage is needed to show what actions/behaviour is not permitted in the New Road Cemetery. The PC needs to be seen as being consistent in applying rules at the cemetery otherwise there will be damage to its reputation. **Action: Add 'Seriously impact the Council and village's reputation' to Category a of the Expenditure Categories.** The need for signage then becomes Category A.
Action: Wording of signage to be agreed. Action: SS to check the number of entrances (and hence number of signs needed) and whether signs can be attached to gate/fence. Action: Decide the form and material of the signs. Action: Get a quote for the specification.
- **Tree replacement.** This was assessed as Category C (medium/low risk) and will not be progressed.
- **Planting Plans for trees which are Granary Responsibility.** Action: KR to put a white mark on those which are the responsibility of the Parish Council.
- **Future development of the Green Burials Area.** It was agreed that the area needs to be treed to enhance the attractiveness of the site. Approx. 50 trees will be needed overall and it is important to plant them properly to allow for future use. Once there is a plan, planting can be done section by section if necessary. Members felt that this is something which should be done as a legacy by this Council. **Action: SS and JT to look at the layout of other Green Burial sites.** Obtaining free trees from the Woodland Trust will be investigated once a plan is in place.

SS said that James Cattle of Shires Tree Surgery would like to donate 5 trees to the village. **Action: JN to draft e-mail for the Clerk to send to invite James to the next WP meeting to discuss.**

7. Allotments

- **Leak at taps.** The leak is underground. **Action: Assistant Clerk to contact installer and ask for advice.** The leak will need to be repaired in due course.
- **Rents.** It was agreed that the Allotment Society's view is needed on whether it prefers to keep the rent low and have a 'no-frill' site or to pay higher rents and have a development plan. **Action: JN to draft a letter to go the Society to seek views ahead of a discussion at the next meeting.**
- **Use of Astra Zeneca Volunteers.** This initiative was welcomed and a list of jobs will be needed.
- The other agenda items were held over to the next meeting.

8. List of Outstanding Jobs

No 6. Broken railing in Armingford Crescent. **Action: JH to follow up with SCDC.**

No.8 Vandalised picnic bench in Stockbridge Meadows. Broken beyond repair. **Action: KR to take away and dump.**

No. 9 Capping stones at All Saints. **Action: JN to ask David Atkins to consider repairing.**

No. 11. Trees at The Moor. **Action: JN to check whether this is in the Conservation Area and draft a letter for the Clerk to send.**

No. 12a Repairs at Littlehands. The WP was pleased to learn that Littlehands is carrying out the outstanding repairs to windows. The oil tank is still in use so the fence needs replacing. **Action: JT to obtain quotes.** The WP considered this is category A ('Must') because there has been an issue with oil being stolen and young people using the tank to climb onto the roof.

No. 14 Ash tree at the New Rec with dead branches. The WP needs to know if this is an H&S issue. **Action: The Clerk to obtain an opinion and quotes.**

No. 16 Maintenance at the Hub. The WP needs to know what H&CGM is doing. **Action: JN to draft an e-mail for the Clerk to send.**

No. 17 Blockage at Pavilion. **Action: The Clerk to ask a plumber to look at the toilet which causes the problem.**

The closure of the septic tank had been changed June 2016 to ensure that it is safe. The septic tank had been emptied then and it was agreed that the volume of use subsequently had not been such that it needs emptying again. **Action: JN to add septic tank emptying to the maintenance schedule for the Pavilion.**

No. 19 Up-ended chess table and chairs. A resident's suggestion that the facility be re-sited at the Hub has been rejected by the Hub Management Group

because it would be constricting on the outside space. It was noted that the chairs and tables were not set in concrete and hence liable to vandalism. The work was categorised as B (desirable but can be deferred or reviewed). **Action: RB to obtain quotes for setting it all in concrete.** A decision on whether to recommend that the work go ahead will be made once the WP knows the cost. No 19a Repairs to the Boardwalk. This is category A because of H&S concerns and also damage to the Council's reputation. **Action: RB to obtain quotes at the same time as for 19.**

No 23. Work at Hagers Close. Thought to be an issue for SCDC. **Action: JH to liaise with SCDC.**

9. Vandalism/Risk reduction plans.

A summary of vandalism incidents has been prepared by the Clerks. This will be discussed at the next WP meeting.

10. Development of a master maintenance schedule.

To be discussed at the next meeting.

11. AOB

It was agreed to put an article in the December Melbourn Magazine asking for volunteers with skills. It was also agreed to compile a list of work for them to undertake.

12. Date of next meeting: Monday 11 September. Consider changing the time to 4-6pm.