

MELBOURN PARISH COUNCIL

Clerk: Simon Crocker
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, SG8 6DZ

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27 September 2019

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on Thursday, 3 October 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:

Dear Non-Cllr Committee Member

You are invited to attend a meeting of the Maintenance Committee to be held on Thursday, 3 October 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend a meeting of the Maintenance Committee to be held on Thursday, 3 October 2019 at 09.00am in Melbourn Community Pavilion for the purpose of transacting the following business:

Simon Crocker

Simon Crocker, Parish Clerk to the Parish Council.

AGENDA

- MA052/19 To receive and approve apologies for absence**
- MA053/19 To receive any Declarations of Interest and Dispensations**
- MA054/19 To approve the minutes of the Maintenance Committee Meeting held on 15 August 2019**
- MA055/19 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**
- MA056/19 Finance Matters:**
 - a) To receive a finance report on expenditure within the committee's remit.
 - b) To consider a report on water bills for Parish Council Assets
 - c) To consider the purchase of a chainsaw and provision of relevant training
- MA057/19 Conservation Matters:**
 - a) To consider a report on water levels in the River Mel
- MA058/19 Governance Matters:**
 - a) To receive the weekly inspection reports and consider any necessary actions
 - b) To consider any updates on vandalism in the Parish
 - c) To consider a request to hold a 'sausage picnic' in the Millennium Copse
- MA059/19 Cemetery Matters:** To receive any updates and consider actions
- MA060/19 Village Maintenance Matters:**
 - a) To consider a quotation for felling of trees in All Saints Churchyard
 - b) To consider the need for herbicide spraying in All Saints Churchyard
 - c) To consider quotations for repairs to the zip-wire in Clear Crescent Playground
 - d) To consider the need for herbicide spraying in Clear Crescent Playground
 - e) To consider a report on the location of bollards in Clear Crescent Playground
 - f) To receive an update on the Parish Clock
 - g) To consider quotations for the reduction of an overhanging tree in Beechwood Avenue
 - h) To consider quotation for crown lift of tree outside the Black Horse on Orchard Road
- MA061/19 Allotment Matters:** To receive any updates and consider actions
- MA062/19 Stockbridge Meadows Matters:**
 - a) To consider replacing trees in the Orchard area

- b) To receive any other updates and consider actions

MA063/19 Pavilion Matters:

- a) To consider measures to protect heating controls and compressor switches
- b) To consider a quotation for an annual Legionella Risk Assessment
- c) To receive any other updates and consider actions

MA064/19 Littlehands Matters: To receive any updates and consider actions

- a) To consider a quotation for repairs to doors
- b) To consider a quotation for a drain patch
- c) To consider a quotation for works to roof area

MA065/19 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet

MA066/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA067/19 To note date of next meeting: 31 October 2019