

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Wednesday, 14 November 2018 at
Melbourn Community Pavilion, The Moor, Melbourn at 11:00**

Present: Cllrs Travis (Chair), Cllr Norman, Cllr Clark, Cllr Stead, B Deville

In attendance: S Crocker - Parish Clerk, K Rudge

Absent: None

MA015/18 To receive and approve apologies for absence

Apologies were received from T Stebbing, R Gatward, D Bartle

MA016/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA017/18 To approve the minutes of the Maintenance Committee Meeting held on 12 October 2018

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 12 October 2018 be approved as a correct record and duly signed by the Chair.

Proposed by Cllr Clark, seconded by Cllr Norman – All in favour.

MA018/18 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)

There were no members of the public in attendance

MA019/18 Finance Matters: To receive a monthly finance report on expenditure within the Committee's remit.

The monthly finance report was considered. Members commented that spending was in line with expectations.

The report was **Noted**.

MA020/18 Allotment Matters: To receive updates and consider actions.

BdV reported overhanging tree adjacent to plot 46a in need of attention

ACTION – Wardens to inspect and report.

MA021/18 Cemetery Matters:

- a) To consider a quote to maintain Orchard road cemetery hedge adjoining Haggars Close

It was:

RESOLVED to accept the quote for £180 + VAT from Herts & Cambs Ground Maintenance and proceed with the work.

Proposed by Cllr Norman, seconded by Cllr Clark – All in favour

- b) To consider quotes for replacement trees at New Rd Cemetery

It was decided to arrange a site visit with a view to adding the cost of replacement trees into budget deliberations for the following financial year. Quotes were not considered at this time.

ACTION – SC to arrange a site visit, to consist of SC, JT, GC, KR

- c) To receive any other updates and consider actions

ACTION – Cemetery gates to remain unlocked (KR/DB)

MA022/18 Stockbridge Meadows Matters:

Signed:..... Dated:...../...../.....

- a) To consider a quote for the removal of wire fencing

It was:

RESOLVED to accept a quotation from Herts & Cambs Ground Maintenance for £780 + VAT and proceed with the work.

*Proposed by **Cllr Clark**, seconded by **Cllr Stead** – All in favour.*

- b) To consider a report from the Committee Chair on the future of the Boardwalk

It was:

RESOLVED to accept an offer from volunteers to help with repairs to the boardwalk.

*Proposed by **Cllr Norman**, seconded by **Cllr Clark** – All in favour*

ACTION – Obtain quotes for timber (KR)

- c) To receive any other updates and consider actions

None

MA023/18 Pavilion Matters: To receive updates and consider actions

It was reported that the new lighting had been installed and the clock was now working

MA024/18 Littlehands Matters: To consider measures to discourage vandalism

GC reported on concerns re youths climbing on to the roof at Littlehands

ACTION – Liaise with Littlehands re issues and concerns and report back to next meeting (GC)

ACTION – Add roof issue to jobs spreadsheet (SC)

ACTION - Add Littlehands Electrical works to jobs spreadsheet (SC)

ACTION – Chase progress on quote to remove electrical supply cabinet (CL)

MA025/18 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Action Notes
1	Stockbridge Meadows - boardwalk railings	Offer of help from volunteers accepted. ACTION - KR to obtain quotes for timber
2	KR report that flagstones are flaking and loose, creating trip hazard. Possible repairs or relay area. War memorial. JT to provide spec to CL.	Work in progress - remove from list
3	New Road - Grave reinstatement and turfing	Remove from list
4	Dividing Hedge in Orchard Road Cemetery - Leave or remove?	Leave sign in place until spring
5	Trees overhanging in Chalkhill Barrow/Back Lane	Awaiting report from CCC inspection
6	Ivy choking poplar trees on Royston Road	KR to remove ivy - ongoing
7	Bushes on Orchard Road (opp Orchard Gate)	ACTION Assistant to Clerk to chase quote from Ashtons & obtain further quotes
8	Moving soil stores in New Road and Orchard Road Cemeteries	ACTION - Chase quote for tidying of New Rd Soil Store (SC)

Signed:..... Dated:...../...../.....

9	Pavilion toilets - problems during fete 2018	ACTION – Obtain further quotes
10	Gate from Moor play area to the rec broken off hinges	ACTION - Gate is broken off at hinges. Wardens to repair
11	Littlehands drainage investigation	ACTION obtain quotes for corrective work to downpipe
12	Stockbridge Meadows wire fencing	ACTION chase quotes for removal of wire
13	New Rd Cemetery bins	Complete - remove from list
14	Trees at the bottom of Maple Way (Orchard Road)	Complete – remove from list
15	Cupboard in Pavilion - door fallen off	Complete - remove from list
16	Cllr Road Inspections	In progress
17	Orchard Rd Cemetery Yellow Lines	ACTION - Wardens to repaint yellow line
18	Pavilion - ink splattered on door after youth club	Remove from list
19	Pavilion ASHP	Scheduled for Jan 2019
20	Tree at entrance to allotments	ACTION – Obtain quote for work (CL)
21	Bus stop - guttering has been damaged by vandals	Complete – Remove from list
22	Pavilion clock not working	Complete – remove from list
23	Railings on pavement outside Hub	ACTION – Determine planning related issues and options (SC)
24	Fire damage to bridge on public bridleway	ACTION – Wardens to put sign up notifying public that authorities are aware
25	Damage to Stockbridge Meadows Gate	ACTION – Repair under delegated authority (SC)
26	Supply & Install village xmas tree	ACTION – Source Tree and arrange installation (SC)
27	Extra benches on field behind MVC	ACTION – Make enquires of CCC (CL)

MA026/18 New Maintenance Issues: To consider Maintenance issues arising since last meetings

A member reported the grit bin in the village car park had been overturned

ACTION – Car park bin to be moved (KR / DB)

ACTION – Stocks of all bins to be audited (CS)

KR reported blocked drain adjacent to Army Hut on old Rec

ACTION – Obtain photo evidence (KR)

ACTION – Write to cadets and enquire as to drain connections / purpose (CL)

MA027/18 To note the date of next meeting

14 Dec 2018