

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 15 August 2019 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, R Gatward, M Sherwen, B Deville
In attendance: S Crocker, Parish Clerk, C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle
Absent: Cllr Wilson

MA037/19 To receive and approve apologies for absence

Apologies received from T Stebbings.

MA038/19 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA039/11 To approve the minutes of the Maintenance Committee Meeting held on 18 July 2019

It was:

RESOLVED to accept the minutes as written.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

MA040/19 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)

No members of the public were in attendance.

M041/19 Finance Matters:

- a) To receive a finance report on expenditure within the committee's remit
Noted that any items overspent were reported back to full council. These included asbestos removal from the allotment and change of grass cutting contractor resulting in spend over budget due to additional cuts as a result of weather conditions.
- b) To consider the use of s106 monies
Indemnity for s106 payment for Victoria Heights development was circulated. Noted this includes monies for children's play areas. Discussion as to which areas could benefit and possibility of someone taking this on as a project to assess current play facilities and possible improvements. Public consultation to be considered.

ACTIONS:

- Clerk, Cllrs Clark and Travis to discuss updating The Moor play area.
- Clerk to arrange field trip to Cambourne play area.
- Clerk to review s106 agreement for The Moor development

Awaiting quote from HCGM for repairs to zip wire at Clear Crescent play area. **ACTION:**
Clerk to contact insurers with regard to repairs to play equipment

MA042/19 Governance Matters: To receive the weekly inspection reports and consider any necessary actions

Inspection reports were received.

ACTIONS:

- Assistant to Clerk to ensure wardens have updated inspection sheets.
- Assistant to Clerk to ensure Hub outside areas are removed.

MA043/19 Vandalism issues: to consider any updates on vandalism in the Parish
Updated sheet circulated. At recent Police Surgery, PCSO had emphasised importance of all non-emergency incidents being reported via 101. Concern was noted over increase in anti-social behaviour involving young children.**ACTIONS:**

- Assistant to Clerk to look into local Neighbourhood Watch schemes
- Clerk to write article for Melbourn Magazine requesting residents to report any unlawful or anti-social behaviour to the police.

MA044/19 Village Maintenance Matters:

- a) To receive an update on fly tipping
Update on a recent incident of fly tipping reported to SCDC which resulted in a fine of £400 and prosecution.
- b) To consider a Tree Health & Safety survey and Arboricultural report
Tree inspector had attended and inspected a number of trees in the village including all trees in All Saints Churchyard. Report was considered – noted that the report was very thorough. A number of trees, including plum trees in churchyard, were given priority 1 status – urgent attention required. Discussion as to increased budget for tree work in 2020 precept. Further meeting to be arranged with tree inspector to discuss village-wide inspections.

It was:

RESOLVED that Ian Lorman should be approached for a quote to carry out a village-wide inspection of trees (frequency to be determined).

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

It was:

FURTHER RESOLVED that the Clerk would arrange a meeting with Cllr Travis and the Church Wardens to discuss a course of action with regard to the works required to the avenue of plum trees.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- c) To consider a quote for pollarding of willows on New Rec

It was:

RESOLVED to accept the quote from Shire Trees in the sum of £1,300 plus VAT (£1,560) to pollard the willows on the New Rec.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- d) To consider provision for out of season football pitch marking

Noted that the pitch had not been marked in time for a recent pre-season friendly. A quote had been obtained for one-off line marking. **ACTION:** Clerk to investigate one off line marking costs and obtain further quote.

A letter from Melbourn Dynamos was circulated with their proposal for a single payment for the new season. Noted that Melbourn Sundays would now fall under the umbrella of Dynamos and would not therefore be making separate match bookings.

It was:

RESOLVED that the Clerk be given delegated authority to discuss with Dynamos arrangements with regard to Melbourn Sundays' match fees and single payment for Dynamos' new season.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- e) To consider a report on the Parish Clock

It was noted that the parish clock is mis-chiming and requires repair. Further noted that the clock was serviced within the last 3 months.

ACTIONS:

- Clerk to check maintenance agreement for parish clock.
- Clerk to research clock repairers in the local area for future servicing and repairs.

It was:

RESOLVED that the Clerk should obtain a quote from Smiths of Derby to carry out repairs to the parish clock.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

- f) To consider a quote for hedgerow maintenance in Thatcher Stanford's Close

It was:

RESOLVED to accept Option 2 on Herts & Cambs Ground Maintenance quote dated 2 August 2019 for £280 + VAT.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

MA045/19 Allotment Matters: To receive updates and consider actions.

Updated quote for cutting the hedge along the front of the allotments had been received from Herts & Cambs Ground Maintenance (previously accepted by Maintenance Committee at 28 February 2019 meeting). Noted that the hedge at the rear of the allotments is very overgrown. Uncertainty as to who is responsible for the track.

ACTIONS:

- Clerk to instruct Herts & Cambs Ground Maintenance to carry out work.
- Assistant to Clerk to ascertain who is responsible for track to the rear of the allotments. If MPC, obtain quotes for cutting back hedge.

MA046/19 Stockbridge Meadows Matters:

- a) To receive a progress update on the boardwalk

Noted that £20,000 s106 money has been ring-fenced for boardwalk. Replacement is likely to cost c£40/50k – grants to be investigated to cover shortfall.

ACTIONS:

- Clerk to investigate grants as sources of funding
- Clerk to arrange for boardwalk supplier to visit Stockbridge Meadows
- Clerk to invite representative from RMRG to attend.

- b) To receive any other updates and consider actions

Letter from representative of RMRG was discussed. Noted that meadow has been cut – resident to be contacted with regard to clearing the area after cuts. Discussion as to ant and mole hills in the meadow – require rolling to allow mowing of the area. Discussion as to re-seeding wild flower area.

ACTIONS:

- Keith Rudge to arrange to meet representative of RMRG, Cllr Travis and Rosemary Gatward to discuss future maintenance of the area.
- Wardens to remove fencing around wild flower area behind Pavilion and return gate to Chain of Wild Flowers.

MA046.5/19 Cemetery Matters

- a) To consider progress updates following New Road Cemetery field trip
No updates available.
- b) To consider a quote for the construction of a soil store at New Road Cemetery
Quote circulated – noted this expenditure has not been precepted for. **ACTION:** Clerk to obtain a second quote based on same specification.
- c) To receive any other updates and consider actions
Noted that trees along the south border require support posts to be removed. **ACTION:** Wardens to remove posts.

Noted that Waterbeach Parish Council had approached the parish office for advice on setting up a new cemetery. Mike Sherwen offered to share his photographs of the development of New Cemetery with the Parish Council.

MA047/19 Pavilion Matters: To receive any updates and consider actions
Noted that repairs to heating system will be carried out 27 August 2019.

MA048/19 Littlehands Matters: to receive any updates and consider actions
Noted that UK Power Networks will attend to remove external electricity cable on 27 August 2019.

A member reported increased incidents of people climbing on to the building roof and removing spikes. Discussion as to securing the area.

ACTIONS:

- Assistant to Clerk to investigate mosquito alarms
- Cllr Clark to discuss with Barley Maintenance to secure roof

MA049/19 Outstanding maintenance issues: To consider the status of the jobs spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 15 August 2019				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. Discussed at MA046/19	SC / CL
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work. Wardens reported that parking has improved. ACTION: Assistant to Clerk to order permanent signs for gate - no yellow lines to be painted at this time.	KR/DB
3	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. CL TO CHASE AGAIN. DB noted that a neighbouring resident had spoken to him about damage to greenhouse - CL has reported.	CL
4	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. Discussed - ACTION: Parish Office to obtain additional quote	SC
5	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. ACTION: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40). Discussed at MA048/19	CL
6	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. Clerk noted that shrubs replanted from hub to car park have failed. New planting required. ACTION: Monitor new planting to ensure it is sufficiently watered. Ongoing - wardens to weed car park. Remove from list	SC
7	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor. Noted ongoing problems. Drainage tour rescheduled to 2 July - TS to report back after that. TS report discussed at MA033/19a). Ongoing. Remove from list	TS
8	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ONGOING - See item 9 below	SC/RFO
9	Street lighting energy charges	SC	Audit of ownership of streetlighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - Clerk noted that CCC may be ending agreement with energy provider. Possible that responsibility will fall to parish. ONGOING. ACTION: Clerk to contact Sean Gentle about unfinished light on the footpath from Beeton Close. Clerk reported this item had been discussed at full council meeting. SCDC to upgrade lights to LEDs - will reduce electricity costs. To be considered in future under new item - Street Lights and Energy.	SC
10	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. Repairs booked for 27 August 2019	DB
11	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections - ONGOING. ACTION: Clerk to progress registration of land at 83 High Street and Maple Way. LR rejected application - new forms to be submitted. RW undertaking rolling review of assets. Hopes to complete by end of summer - remove from list	RW
12	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back ACTION: Wardens to check if tree has been cut back. UPDATE 29/05 - CCC say its responsibility of landowner but they don't know who that is ACTION: Parish Office to write to resident advising that we will cut tree back. Letter sent. Wardens to cut tree back and clear footpath	KR/DB

13	Rupert Neve Close	Resident	Neighbour has cut boundary hedge back and resident is concerned about exposure of their property and also as to what replacement hedge will be planted. RG noted there are restrictions on cutting back this hedge. John Obrien indicated he would visit to inspect the work. ACTION: Clerk to chase Planning Enforcement for updates. CL followed up with JH - JH indicated there is unlikely to be further action taken. CL to advise resident	SC
14	Trees in Orchard Road bordering 12 Pryors Orchard	Resident	Resident emailed concerned that the trees appear to need cutting back - queried if they are TPO'd. CL checked CCC map and responded to resident that they are not. ACTION: Trees to be included in tree inspection - CL meeting Ian Lorman on 25/7/19 to quote for tree inspections. Tree report received. Discussed - remove from list	CL
15	Medcalfe Way / Palmers Way	RW	RW suggested a bin be installed by the bench on the corner of Medcalfe and Palmers Way. Response from SCDC. They will consider installation a bin but concern raised over previous incidents of vandalism. Resident has reported again 12/6/19. Resident has suggested removing bench rather than installing bin. Still awaiting decision by SCDC. ONGOING - no decision yet on installation of bin	SC
16	New Rec Youth Shelter	JH	Reported that Solar panels and wif-fi no longer working. ACTION: Clerk to chase quote for repairs	SC
17	Overgrown trees opposite entrance to science park	JT	CL inspected. Trees are outside garden fencing - appear to be responsibility of PC ACTION: Trees to be included in inspection to be arrange by Clerk. Tree report received - not priority	SC
18	Overgrown bushes / trees nr Beechwood green (nr 7 Cedar Close)	JT	Wardens inspected. Very high branch overhanging. Wardens can cut back ivy from Beechwood side. ACTION: CL to obtain quote for tree work.	KR / DB and CL
19	Worcester Way Pocket Park	TS	TS reported continued fly tipping behind properties. ACTION: TS and JT to inspect and identify the property before reporting to SCDC. CL reported fly tipping to SCDC. SCDC Officers attended - resident fined and fly tipping removed. DISCUSSED at MA044/19a). Remove from list	TS / JT
20	Silver birches on The Moor Play Area	GC	To be included in tree inspection to be arranged by Clerk. Tree report received - remove from list	SC
21	Willows along River Mel	RG	Quotes obtained for pollarding. To be carried over to next year. Tree report received - remove from list	SC
22	Clear Crescent (between 18 & 20)	Resident	Bench damaged - possibly by grass cutters. CL asked wardens to inspect. RW has supplied photos of two benches on Clear Crescent - appear to be in good condition. Damage has been repaired	CL
23	Thatcher Stanfords - behind Grays allotments	Resident	Hedge and ivy overgrown and obstructing footpath. KR inspected - CL requested quote from HCGM - Already discussed MA044/19f) - remove from list	CL
24	Light on footpath to the pavilion	Resident	Light is coming on during daylight hours - can we re-set timer? Need to identify where the controls are - Wardens to locate timer and re-set. Timer to be re-set in lighting column - KR to arrange	CL
25	London Way - north of A10	IC	Chair fly tipped on Bury Lane (opp entrance to London Way) - CL reported to SCDC	CL
26	Millennium Orchard	JT	Wardens to remove gate and arch from wild flower area and return to L Williams.	Wardens
27	Millennium Orchard	JT	JT to meet with L Williams to discuss future works	JT
28	Overhanging trees on High Street	JH	CL to write to residents on the High Street where trees/bushes are overhanging/obstructing the footpath. Properties to be identified and letters sent	CL
29	Millennium Orchard	Resident	Resident complained that the grass had not been cut and was concerned about spread of seeds to his property (Thatcher Stanfords). CL advised that a pathway was cut around the area. Resident thought the whole area had been cut in the past. ACTION: CL to check contracts	CL
30	Beechwood Avenue	Resident	Complaint of construction traffic using Beechwood as a cut-through. Advised resident to contact CCC Highways	CL
31	littlehands - refurb of 2 x double doors	RW	CL has requested quotes from Barley Maintenance and Handylamb	CL
32	Parish Clock	DB/resident	Clock is chiming out of sync. SC to report to Smiths of Derby. Discussed at MA044/19e)	SC
33	35 High Street	SC	Willow tree requires cutting back - too low over footpath	CL
34	Stockbridge Meadows	KR	Ash die-back - Ian Lorman to inspect trees as part of village-wide inspection. Discussed at MA050/19	SC

	Trailer for parish van	KR	Lights do not work - must be repaired. Discussed at MA050/19	KR
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MA050/19 New maintenance issues: To consider maintenance issues arising since the last meeting

Trees: Concern was raised with regard to Ash Die-back. **ACTION:** Clerk to request Ian Lorman to include Stockbridge Meadows in village-wide inspection.

Noted that the current sub-post master will be leaving the Post Office on 1 October 2019 after 19 years in the village. The Parish Council will show appreciate for his service. **ACTION:** Parish Office to follow up with Royston Crow and arrange presentation.

Noted that trailer for the parish van requires repairs to lights. **ACTION:** Wardens to arrange.

Query was raised as to re-location of Kohima Stone – noted that a report and method statement as to re-location was being prepared.

MA051/19 Next meeting scheduled for Thursday, 19 September 2019

The meeting closed at 10:58.

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 18 July 2019 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Wilson, R Gatward, B Deville, T Stebbings

In attendance: C Littlewood, Assistant to Parish Clerk, D Bartle

Absent:

MA022/19 To receive and approve apologies for absence

Apologies received from Cllr Barnes, the Clerk, K Rudge, M Sherwen

MA023/19 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA024/11 To approve the minutes of the Maintenance Committee Meeting held on 27 June 2019

Chair requested that items under MA006/19 be added to the job sheet.

It was:

RESOLVED to accept the minutes as written.

Proposed by Cllr Clark, seconded by Cllr Wilson. All in favour.

MA025/19 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)

No members of the public were in attendance.

MA026/19 Governance Matters:

- a) To consider a first revision of a draft Parish Tree Inspection Policy

The policy is still under review and will be considered at the next meeting of the Maintenance Committee. Assistant to Clerk provided an update following her meeting with volunteer tree warden and a useful training course offered by SCDC. R Gatward offered ongoing support to the volunteer tree warden.

MA027/19 Vandalism issues: to consider any updates on vandalism in the Parish

Updated sheet circulated.

ACTIONS:

- Assistant to Clerk to provide a copy of the sheet to PCSO at the Police Surgery on 23 July.
- JT to attend the Police Surgery.
- TS to continue to provide photos of fly tipping and evidence of drug use.
- GC to follow up with MVC and MPS to arrange meetings.

MA028/19 Allotment Matters: To receive updates and consider actions.

B Deville reported on a number of thefts from the allotments – details to be added to vandalism sheet.

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

Noted that the track behind the allotments is in very poor repair. **ACTION:** TS to speak to farmer about this.

Noted that the hedge along the road is very overgrown. **ACTION:** Assistant to Clerk to investigate who is responsible and if necessary, obtain quotes.

MA029/19 Stockbridge Meadows Matters: To receive updates and consider actions.

Discussions as to refurbishment or replacement of boardwalk – dependent upon budget available. Also discussion as to extending boardwalk and improvements to area.

ACTIONS:

- Clerk to establish if s106 money is available to fund boardwalk repairs.
- Cllr Wilson to provide costings for like for like replacement.

MA030/19 Cemetery Matters:

- a) To consider progress updates following New Road Cemetery Field Trip
Two quotes for replacement Judas tree were considered.

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £460 + VAT.

Proposed by Cllr Wilson, seconded by Cllr Clark. All in favour.

- b) To consider applying for grant funding for Saxon Burial Mound Interpretation Board
This was noted.
- c) To receive any other updates and consider actions
Noted that updated quote for soil store is still outstanding. **ACTION:** Assistant to Clerk to chase.

MA031/19 Pavilion Matters:

Noted that one of the regular users has decided to move to another venue. **ACTION:** Assistant to Clerk to find ways to raise profile of the pavilion to attract more users.

MA032/19 Littlehands Matters

- a) To consider a quotation from UK Power Networks for removal of electricity cable.

It was:

RESOLVED to accept the quote from UK Power Networks in the sum of £492 + VAT (£590.40).

Proposed by Cllr Clark, seconded by Cllr Wilson. All in favour.

- b) To receive any other updates and consider actions

Cllr Clark reported that he had had a very useful meeting with the tenant. Discussion as to improving overall appearance of the property. Repair/replacement of windows to be arranged by tenants. Suggestion as to planting tree at the rear of property to provide shade – to be included in next year's precept budget. **ACTION:** Assistant to Clerk to obtain quotes for refurbishment of two sets of double doors.

MA033/19 Village maintenance matters

- a) To receive and consider a report following the drainage tour

Report was circulated. T Stebbing updated the meeting on geotagging. SCDC have indicated they would share technology with CCC Highway Department. Noted that the report highlights the state of the gullies in the village. Noted the need to monitor to ensure the work is done. The Chair thanked T Stebbing for his efforts.

- b) To receive the weekly inspection reports and consider actions
The reports were received.
- c) Update on grass cutting contract
Noted that a new contractor has been appointed and has carried out a first cut of the village. Clerk to provide updated report at next meeting of the Parish Council.
- d) To consider quote from Shire Trees work to Lime Tree at the Cross
It was:
RESOLVED to accept the quote from Shire Trees in the sum of £175 + VAT (£210)
Proposed by Cllr Wilson, seconded by Cllr Clark. All in favour.

MA034/19 Outstanding maintenance issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Stockbridge Meadows - boardwalk railings	June 2018 emails	Offer of help accepted from volunteers. Quotes for timber obtained - 14/11/18. Cllr Travis has discussed with M Brierley. M Brierley to arrange meeting with Johnson Matthey. RB contacted Wildlife Trust. Advice is railing required where there is a potential hazard. It was: RESOLVED to repair the boardwalk and install railings and to investigate grant funding opportunities to fund this. Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour. ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration. Discussed at MA029/19	SC / CL
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - ONGOING	KR/DB
3	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response. Emails sent - no response yet. CL TO CHASE AGAIN. DB noted that a resident had spoken to him about damage to greenhouse	CL
4	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. Discussed at MA030/19a) - ACTION: Parish Office to chase HCGM for quote	SC

5	Littlehands external electricity box	contract or	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. CL to arrange for UK Power Networks to remove cable. Box to be demolished. UKPN carried out survey. Quote circulated for consideration. Discussed at MA032/19a) RESOLVED to accept UK Power Networks quote for £492 + VAT (£590.40).	CL
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8	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ONGOING	SC/RFO
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26	Millennium Orchard	JT	Wardens to remove gate and arch from wild flower area and return to L Williams.	Wardens
27	Millennium Orchard	JT	JT to meet with L Williams to discuss future works	JT
28	Overhanging trees on High Street	JH	CL to write to properties on the High Street where trees / shrubs are overhanging or obstructing the footpath	CL

MA035/19 New maintenance issues: To consider maintenance issues arising since the last meeting

Nothing to report.

MA036/19 Next meeting scheduled for Thursday, 15 August 2019.

The meeting closed at 10:26.

Melbourn Parish Council
Maintenance Expenditure Tracking 2019/20

EDGE Code		Budget 2019/20	Actual to date (31/07/19)	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	
	<u>Conservation:</u>				
1000	Allotments - plot clearance/maintenance	500	-	500	
1000	Allotments - unplanned e.g. asbestos removal	240	2,110	(1,870)	Asbestos removal - unbudgeted
1100	Conservation - tree work,hedge cutting, tree inspections, Christmas tree, plants for tubs	5,000	-	5,000	Tree inspection and related work expected August onwards
1100	Conservation - unplanned	500	-	500	
1150	Stockbridge Meadows - boardwalk repair/replacement	1,500	-	1,500	Now likely to be funded from S106 monies
1150	Stockbridge Meadows - unplanned	500	-	500	
		8,240	2,110	6,130	
	<u>Cemeteries</u>				
2000	Cemeteries - maintenance, tree work, soil store	1,535	-	1,535	High water bill of £463 which is being investigated
2000	Cemeteries - headstone bases	2,600	-	2,600	
		4,135	-	4,135	
	<u>Play Areas and Recreation Grounds</u>				
3000	Playground - wild play area Armingford Crescent	1,000		1,000	
3000	Playground - auto closing gate at The Moor	1,650		1,650	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	634	866	Repairs to cradle swing plus new sign for Clear Crescent
3200	Recreation Ground - pest treatment	200		200	
3200	Recreation Ground - unplanned	570		570	
3400	Pavilion - maintenance (sanitary disposal, septic tank)	500	242	258	
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service)	370	80	290	
3400	Pavilion - unplanned	300		300	
		6,090	955	5,135	
	<u>Finance & General Purpose</u>				
4300	Wardens' equipment	500	42	458	
6401	Hub maintenance projects A rated - disability access steps £700, legionella £1,400, magazine rack £125, kitchen equipment £725	2,950	160	2,790	Mag rack £160
6401	Hub maintenance projects B rated - repaint exterior £3,000, air con parish office/meeting room £3,250, CCTV upgrade £4,000	10,250	7,640	2,610	Aircon £3,760, CCTV £3,880
6401	Hub maintenance - unplanned	500	397	103	Repairs to faulty boiler
6401	Hub maintenance - services for stair lift (x2) £300, CCTV, fire extinguishers, fire alarms, boiler + PAT	1,300	943	357	Fire stops/cover grilles for fire doors £625

7100	Car park - path to RHS of bus shelter including planting	1,010	-	1,010	Done 2018/19
7100	Car park - PAT testing	200	-	200	
7100	Car park - unplanned	200	-	200	
		16,910	9,181	7,729	
	<u>Highways</u>				
8100	Street lighting maintenance contract	500	-	500	Done 2018/19
	Streetlight lantern LED upgrade - 12 per year @ £240 (Reserve - not sure if plan is to upgrade 12 per yr or save for 3 yrs and do in one go)	2,900	-	2,900	
		3,400	-	3,400	
	<u>Rental Property</u>				
9000	Rental Property - Littlehands link drainpipe to drain	300		300	
9000	Rental Property - Littlehands move electricity cabinet/repair outside lights	685	515	170	
9000	Rental Property - Littlehands electrical works	5,000	4,543	457	
9000	Rental Property - unplanned	190	236	(46)	
		6,175	5,294	881	
		44,950	17,540	27,410	
	<u>Grounds Maintenance Contracts</u>				
1200	Grass cutting contract - verges/Hub etc	6,420	2,720	3,700	£2,720 MD Landscapes. H&CGM will charge more per cut
1300	Public Open Space - maintenance (£460 per month +£1,500 for extra works)	7,000	1,880	5,120	
2100	Cemeteries (£405.83 x 12)	4,870	1,623	3,247	
3200	Recreation Grounds (currently £755 per month but may change)	9,360	3,020	6,340	
		27,650	9,243	18,407	
	<u>Community Benefit</u>				
9600	Community Benefit Donations - Cemetery Tree Planting (New Rd)	1,000		1,000	These items are ring-fenced within Community Benefit monies - are they still needed?
9600	Community Benefit Donations - Pavilion pool table (still needed?)	230		230	
		1,230	-	1,230	

SHIRE TREES LIMITED

Melbourn Parish Council
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 08/05/2019

Quote Information

Client Ref: 143
Quote No: 902
Surveyor: James Cantle
Site Ref: 169
Order No:

Quote

Site Address The Moor, Melbourn, Royston

Item No	Item	Description Of Work	Value
by mushroom	Willow	Re-Pollard back to previous pollard points	£80.00
by mushroom	Willow (dead in Ivy)	Re-Pollard back to previous pollard points	£80.00
	Willow	Re-Pollard back to previous pollard points	£295.00
middle	Willow	Re-Pollard back to previous pollard points	£275.00
next to bench bigger	Willow	Re-Pollard back to previous pollard points	£350.00
	Willow (smaller next to bench)	Re-Pollard back to previous pollard points	£220.00

Total Value: £1,300.00
VAT (20%): £260.00
Total Inc VAT: £1,560.00

1A TRIGG WAY, MELBOURN, ROYSTON, SG8 6HX
07725 808887 shiretreesltd@gmail.com



Herts & Cambs Ground Maintenance Ltd
Grounds Maintenance Contractor's



2nd August 2019

Melbourn Parish Council
The Hub
High Street
Melbourn
Royston
Herts

Dear

I have worked out 2 prices to cut back the Leylandii hedge in
Thatcher Stanford Close as discussed,

Option 1: trim hedge top & path side, cut back hard the ivy clearing away debris,
spray ivy with round up

Total £180.00 x Vat

Option 2: Cut back hedge hard top & path side, cut back ivy, removing all debris,
spray with much stronger selective weed killer to try and really attack the ivy,
spray a second time 1 month later

This should reduce how quickly the growth all returns as it is almost blocking the
path

Total £280.00 x Vat

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL

Tel: 01763 261 999

Email: Justin@hcgmltd.co.uk

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