

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

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

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

In attendance: C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle, T Stebbing

Absent: None

MA073/18 To receive and approve apologies for absence

Apologies received from Cllr Barnes

MA074/18 Co-option: To consider co-opting a member of the public to the Committee

Mike Sherwen was not in attendance. This item to be deferred to the next meeting of the Maintenance Committee.

MA075/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA076/18 To approve the minutes of the Maintenance Committee Meeting held on 21 March 2019

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 21 March 2019 be approved as a correct record and duly signed by the Chair.

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

MA077/18 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

MA078/18 Finance Matters: To receive a monthly finance report on expenditure within the Committee's remit

Noted that, at the end of the financial year, the budget relating to maintenance was positive.

MA079/18 Vandalism issues: To consider any updates on vandalism in the Parish

Assistant to the Clerk reported that PCSO James Lynch had held a surgery in The Hub on 17 April. PCSO Lynch indicated that all unlawful behaviour and vandalism should be reported either via 101 (for non-emergencies) or online at <https://www.cambs.police.uk/report/Report>.

MA080/18 Maintenance Contracts: To consider a report from the Parish Clerk on contract reviews
Noted that the contract for Recs had been reviewed and was fit for purpose. Other contracts to be reviewed in due course.

MA081/18 Allotment Matters:

a) To consider a draft Bee keeping policy

Draft policy was circulated. Reported that an email had been sent to plot holders adjacent to the plot making the request to keep bees. Only one had noted an objection. Discussion as to possible alternative site for bees at the far end of the allotment gardens. To be investigated further. Agreed that Bee policy is fit for purpose – to be approved by full council in due course.

Actions:

- Barry Deville to discuss further with plot holder requesting permission to keep bees.

b) To consider progress on hazardous material removal

Barry Deville reported on his meetings with contractors and two quotations were circulated (Cambridge Asbestos £1,340 + VAT and Fleet Insulation £2,302 + VAT).

It was:

RESOLVED: to accept the quotation from Fleet Insulation in the sum of £2,302 + VAT.

Proposed by Cllr Clark, seconded by Cllr Wilson – all in favour.

Actions:

- Assistant to Clerk to contact Fleet Insulation to arrange a date for removal of asbestos.
- Assistant to Clerk to write to all plot holders to advise of the date for removal of ALL asbestos-type material from the area in accordance with H&S Regulations.

c) To receive any other updates and consider actions

Barry Deville noted that replacement pins are required for the main gate. **Action:** Wardens to repair.

MA082/18 Stockbridge Meadows Matters:**a)** To consider reports on the Boardwalk Railings

Assistant to Clerk reported that she was waiting to hear back from the RSPB with their views on railings. **Action:** Assistant to Clerk to seek views of the Ecology Officer at SCDC re boardwalk railings.

Noted that volunteers from Johnson Matthey are due to carry out work for one day at Stockbridge Meadows on 22 May 2019. Discussion as to what the group could be asked to do. **Action:** Cllr Wilson to prepare a scope of work to identify what needs to be done.

b) To receive any other updates and consider actions

Noted that some of the fruit trees require placing. **Action:** Rosemary Gatward and Keith Rudge to discuss a plan for re-planting 10-12 trees in the autumn.

It was reported that a resident was given permission to plant a memorial tree in the orchard (to be included in the autumn planting scheme).

MA083/18 Cemetery Matters:**a)** To consider a report from the parish Clerk on the New Road Cemetery field trip.

The report was received – the following comments were made:

- 1 – Judas tree : request that this be multi-stemmed.
- 2 – New soil store : noted
- 3 – Spraying the mound : HGCM to be requested to ensure they spray the mound as per Cemeteries Contract
- 4 – Old soil store : Laurels to be planted
- 6 – Water connection : Clerk to write to Butch Tyler to ensure water connection has been disconnected.

b) To consider proposals for the marking of the Saxon burial site

Item to be deferred in the absence of Cllr Barnes and Mike Sherwen.

c) To receive any other updates and consider actions

None

MA088/18 New Maintenance Issues : To consider Maintenance issues arising since last meeting

Noted that the Parish van had failed its MOT. Repair costs iro £200. Cllr Clark, as Chair of the Parish Council, indicated that spending would be within discretionary spending powers.

MA084/18 Pavilion Matters: To receive updates and consider actions**a) To consider the purpose of additional cleaning equipment**

Noted that current cleaning equipment is not fit for purpose, particularly when cleaning showers after football matches. Also discussion about difficulties in identifying a new pavilion cleaner.

Actions:

- Assistant to Clerk to write to regular users to reiterate that boots must be removed before entering the pavilion.
- Assistant to Clerk to see if boot brushes are available from Wicksteed.
- Assistant to Clerk to identify suitable steam cleaner for pavilion.

MA085/18 Littlehands Matters: To receive any other updates and consider actions

Reported that Dynorod had attended to clear a block from the drain (not the drain that had previously been repaired). Noted that Dynorod had suggested an annual inspection of the drains to prevent blockages.

Actions:

- Assistant to Clerk to write to Littlehands advising that wipes must not be flushed away.
- Assistant to Clerk to investigate annual service contracts for drains.

Noted that electrical works have not yet been carried out.

Action: Assistant to Clerk to following up with Littlehands to agree dates for works and also arrangements for out of hours opening / key holder.

MA086/18 Village maintenance matters**a) Top consider a request from Cambs County Council on the proposed removal of a gate on public byway number 10**

Action: Clerk to write to Peter Gaskin to indicate that we would prefer the right of way to remain open but note concern as to consequences of removing the gate.

b) To consider a report from Chain of Wild Flowers

Noted that Chain of Wild Flowers had requested assistance in maintaining planted areas.

Action: Assistant to Clerk to write to Chain of Wild Flowers to advise that Parish Council would re-incorporate the planted areas in to the wider Parish estate and take on responsibility for ongoing maintenance.

MA087/18 Outstanding maintenance issues: To consider the status of the jobs spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WH O?
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. Action: Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust. DISCUSSED AT MA082/18	CL / RB

2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - ONGOING	KR/D B
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	CL
4	Ivy choking poplar trees on Royston Road	RG	Ivy to be removed - ongoing work as filler job. 2 trees still to do. COMPLETED - REMOVE FROM SHEET	KR
5	Bushes on Orchard Road (opp Orchard Gate)	Resident	Contractor instructed. Work has been done. RG noted this is responsibility of CCC - CL to investigate. CCC RESPONSIBLE IN FUTURE	CL
6	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. DISCUSSED AT MA083/18a)	SC
7	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting - COMPLETE - DISCUSSED AT MA083/18	SC
8	Littlehands Roof safety issue	GC	Work undertaken by General Maintenance Barley - minor finishing off required. Anti climb paint left over - to be kept by wardens. COMPLETE - REMOVE FROM SHEET	GC
9	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to check with Coton Electrical if work has been carried out - CL spoke to David 11/04. He will look for dates and get back to us. DISCUSSED AT MA085/18 - CL TO FOLLOW UP WITH ELECTRICITY BOARD	CL
10	Stockbridge Meadows wire fencing	SC / KR	Wire removed. Awaiting contractor to liaise with local farmer to dispose. Action: Wardens to check that wire has been removed - COMPLETE - REMOVE FROM LIST	SC
11	CLr Road Inspections	JT	implemented 22 October 2018. Inspection sheets sent out 14/12/18. All reports in now apart from CS - roads to be re-allocated. All roads inspected. CL TO COLLATE REPORT	CL
12	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. ACTION: Clerk to write to HCGM to request tarmaced pathway as part of original job. Any additional costs to be discussed by Maintenance Committee	CL
13	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. ACTION: Assistant to Clerk to write to CCC to report	
14	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee. Updated log attached to agenda. DISCUSSED AT MA079/18 - ONGOING	SC/C L
15	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ONGOING	SC/R FO
16	Review of grass cutting contracts	SC/CL	SC to prepare and agenda review process for March 2019. RG suggested arranging additional cut for woodland along Royston Road. ACTION: Assistant to Clerk to check with MD Landscapes if this area has been cut	SC
17	Maintenance contract invoices not sent in timely manner	SC	Contractors to be requested to supply monthly invoices. To be monitored. Contracted to be reviewed annually TO BE MONITORED.	SC
18	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause - to be emailed out to tenants. Details of testing kits to be obtained. Discussed at MA047/18c). Discussed at MA064/18b). Quotes now in. DISCUSSED AT MA081/18b) - FLEET INSULATION QUOTE ACCEPTED	CL/B D
19	Zip wire at Moor playpark loose	DB	Discussed at MA068/18b). HCGM carried out repairs - COMPLETE - TAKE OFF LIST	SC
20	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 - ONGOING	SC

21	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. SUGGESTED THAT ASHP REPAIRS ARE CARRIED OUT IN SUMMER HOLIDAYS. ACTION: CLERK TO WRITE TO SHELFORD HEATING.	DB
22	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 - to be discussed by PC	RW
23	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access. Noted that costs for this work appear to be very high. ACTION: Clerk to write to SvdD to query costs and request if scope of works is available.	SC
24	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme. RG requires larger hardcopy. RG noted concern as to ongoing maintenance costs of planting and street furniture. Chair thanked RG for her input. Suggestion was made that grounds maintenance contractor could provide an indication of cost of ongoing maintenance. Clerk reported that a commuted sums will be payable to PC. Amounts to be determined once planting scheme is approved. ACTION: Clerk to clarify who will own roads and common areas if we are responsible for maintenance - SCDC or PC?	RG
25	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back ACTION: Assistant to Clerk to write to resident advising that if no action is taken within a month, we will cut the tree back.	KR/D B
26	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. Work has been reported to Planning Enforcement and Highways. TO BE MONITORED.	SC
27	Village car park	Resident	Resident has requested 'no ball games' sign to be installed in the car park. ACTION: WARDENS TO PUT SIGN UP BUT NOT ATTACH TO WORKSHOP	SC
28	Station Road - near Sheene Mill	TS	Fallen branch - likely to fall into the road. ACTION: WARDENS TO REMOVE BRANCH	SC
29	Clear Crescent play park	DB	Missing spacers on equipment. DB temporary repair. CL ordered replacements 11/4/19 AWAITING PARTS FROM WICKSTEED.	CL
30	Retaining wall in All Saints churchyard	David Farr, church warden	Rob Barratt has damaged the wall. CL spoke to Val - no issues over liability. They will obtain quote for MPC and Ely Diocese to consider. QUOTE SENT TO DAVID FARR FOR ELY DIOSESE - AWAIT RESPONSE OR FOLLOW UP WITH ROGER MELLOR / DAVID FARR	
31	Footpath to Meldreth under A10	SAH	Litter bin has been thrown into the river. RMRG HAVE RETREIVED BIN - ASSISTANT TO CLERK TO ASK WHERE IT IS	DB
32	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: ASSISTANT TO CLERK TO CHECK WHO IS RESPONSIBLE FOR THESE TREES.	CL
33	Littlehands manhole cover	KR	Manhole cover raised - KR investigated possible blockage. Dynorod to inspection 17/4/19 with KR in attendance. DISCUSSED AT MA085/18	KR
34	Stockbridge Meadows boardwalk	SC	JM volunteers to repair boardwalk - 2/5/19 DISCUSSED AT MA082/18	SC
35	Fly tipping - Royston Road	TS	Oil cans - TS moved items to collection point for SCDC NOTED	TS

36	Medcalfe Way / Palmers Way	RW	RW suggested a bin be installed by the bench on the corner of Medcalfe and Palmers Way. ACTION: CLERK TO CHECK IF THIS IS SCDL LAND AND REQUEST BIN	SC
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MA088/18 New maintenance issues: To consider maintenance issues arising since the last meeting

A member requested that the willows along the river bank on the New Rec should be pollarded.

Action: Assistant to Clerk to seek quotations for this work.

MA089/18 Next meeting scheduled for Thursday, 16 May 2019 at 09:00

The meeting closed at 10:55.

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(District of South Cambridgeshire)

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Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, R Gatward
In attendance: C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle, T Stebbing
Absent: None

MA057/18 To receive and approve apologies for absence

Apologies received from Cllr Wilson

MA058/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA059/18 To approve the minutes of the Maintenance Committee Meeting held on 28 February 2019

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 28 February 2019 be approved as a correct record and duly signed by the Chair.

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

MA060/18 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

MA061/18 Finance Matters: To receive a monthly finance report on expenditure within the Committee's remit

The finance report was considered and noted.

Actions:

- Clerk to report back at next Maintenance Committee meeting on invoicing for grass cutting contractor.
- Wardens to report back on possible shredder replacement

MA062/18 Vandalism issues: To receive a report on vandalism in the Parish

The report was noted.

Actions:

- Wardens to apply sealant to plaque in bus shelter to protect it from graffiti.
- Assistant to Clerk to update report with all events of vandalism and damage in the village.
- Assistant to Clerk to speak to PCSO about reporting incidents and crime numbers.
- Assistant to Clerk to let TS know when Police Surgeries are arranged.

MA063/19 Maintenance Contracts: To review village maintenance contracts

Noted that Herts & Cambs Ground Maintenance have offered to extend their contract for a further 2 years at current rates.

Actions:

- Clerk to review contract to ensure it is fit for purpose.
- Item to be discussed further at next Maintenance Committee meeting in April.

It was:

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

RESOLVED that the Clerk should write to Herts & Cambs Ground Maintenance to request that their contract continue for a further month with a view to a decision being taken at the April Maintenance Committee meeting.

Proposed **Cllr Barnes**, seconded **Cllr Clark** – All in favour.

MA064/18 Allotment Matters:

a) To consider a draft bee keeping policy

Draft policy was circulated. Noted that only one plot has requested permission to keep bees at this time.

Actions:

- Assistant to Clerk to write to neighbouring plot holders to ask if they have any objection to bees being kept on adjacent plot.
- Assistant to Clerk to request views of Cllr Kilmurray on the policy

b) To consider progress on hazardous material removal

BD has arranged to meet Cambridge Asbestos to inspect the area and quote for removal. Further quote to be sought.

c) To receive any other updates and consider actions

Noted that there have been incidents of fly tipping in the area. Wardens will dispose of wooden fence panels. Further investigations into source of fly tipping to be made.

Noted that the ditch at the back of the allotments requires clearing.

Action: Assistant to Clerk to make investigations into who is responsible for this.

MA065/18 Cemetery Matters:

a) To consider progress on soil store renovations

Noted that a built structure was likely to be very expensive. HCGM had already provided a quote for soil bund in January - £420 + VAT. This was updated to include grass seeding the area at an additional cost of £130 + VAT. Discussion as to use of sleepers to protect the area from slippage.

Discussion of old soil store noted that it was not suitable to be adapted as a shelter. Suggested that the area is disguised by planting of laurels. To be considered further at site visit.

Actions:

- Assistant to Clerk to request updated quote from HCGM for soil store with clear boundary with soil banked up against sleepers.
- Clerk to arrange site visit to cemeteries with members of Maintenance Committee before April meeting.

b) To consider proposals for the marking of the Saxon burial site

Suggested that Mike and Ann Sherwen should be invited to attend the April meeting for their input. Cllr Barnes to assist in illustration of sign with input from others on text.

Action: Assistant to Clerk to provide information to Cllr Barnes.

c) To receive any other updates and consider actions

Wardens reported that the hedge and tree stumps in Orchard Road cemetery had been removed and they had grass seeded the area.

MA066/18 Pavilion Matters: To receive updates and consider actions

Discussed under item MA070/18 (jobs spreadsheet)

MA067/18 Littlehands Matters: To receive any other updates and consider actions

Reported that PJ Robinson had carried out a condition report. Report not available to the meeting but noted that it highlighted work was required. Quote for works received - £3,986 + VAT. Noted that works will take iro 2/3 days and must be undertaken out of hours. Quote to be taken to Parish Council meeting for decision.

It was:

RESOLVED to request that the Clerk call an Extraordinary Meeting of the Parish Council to discuss the quote from PJ Robinson for remedial works to be undertaken at Littlehands. Proposed **Cllr Clark**, seconded **Cllr Barnes** – All in favour.

MA068/18 Village maintenance matters**a)** To consider the provision of a 'no ball games' sign in the village car park

It was:

RESOLVED to attach a 'no ball games' sign to the work shop in the car park. Proposed **Cllr Barnes**, seconded **Cllr Clark** – All in favour.

b) To consider actions regarding the zip wire and swings at the village play parks

It was noted that under delegated authority, the Clerk had instructed HCGM to carry out the repair to the zip wire at The Moor. On inspection, the wooden uprights on the equipment appear to require attention.

Noted that rubber components on cradle swings are perishing. Quote has been obtained from Wicksteed to replace crotch strap only at a cost of £516.

Actions:

- Assistant to Clerk to contact PlaySafety with a request that they inspect this piece of play equipment during their annual inspection in April.
 - Clerk to review insurance arrangements to check whether our insurers need to carry out their own inspection of play equipment.
- Assistant to Clerk to obtain full quote for crotch straps for cradle swings including delivery costs.

MA069/18 To receive a progress update on Worcester Way Pocket Park

TS updated the meeting on progress. Noted that Shire had agreed to shred some of the fallen trees in the area. Also to request local residents to assist in clearance.

MA070/18 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. Action: Assistant to Clerk to contact RSPB to seek opinion on need for railings. Cllr Barnes to make similar enquiry of Wildlife Trust.	CL / RB
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work	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
4	Ivy choking poplar trees on Royston Road	RG	Ivy to be removed - ongoing work as filler job. 2 trees still to do	KR
5	Bushes on Orchard Road (opp Orchard Gate)	Resident	Contractor instructed. Work has been done. RG noted this is responsibility of CCC - CL to investigate.	CL
6	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. Discussed at MA065/18a)	SC
7	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting	SC
8	Littlehands Roof safety issue	GC	Work undertaken by General Maintenance Barley - minor finishing off required. Anti climb paint left over - to be kept by wardens.	GC
9	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. Action: Assistant to Clerk to check with Coton Electrical if work has been carried out	CL
10	Stockbridge Meadows wire fencing	SC / KR	Wire removed. Awaiting contractor to liaise with local farmer to dispose. Action: Wardens to check that wire has been removed	SC
11	CLlr Road Inspections	JT	Implemented 22 October 2018. Inspection sheets sent out 14/12/18. All reports in now apart from CS - roads to be re-allocated.	CL
12	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. Action: Clerk to clarify whether pathway was to be hard standing not bark chippings	CL
13	Blocked Gullies in village	TS	Report from TS obtained and logged on CCC highway fault reporting service. Some work has been undertaken - ongoing / monitor	
14	Vandalism issues	All	Separate log of incidents created / to be standing agenda item for maintenance committee. Updated log attached to agenda.	SC/CL
15	Utility supply consolidation	SC	Make contact with LSI before end of financial year - ongoing	SC/RF O

16	Review of grass cutting contracts	SC/CL	SC to prepare and agenda review process for March 2019. RG suggested arranging additional cut for woodland along Royston Road. Action: Check if area in Greengage Rise has been done.	SC
17	Maintenance contract invoices not sent in timely manner	SC	Contractors to be requested to supply monthly invoices. To be monitored. Contracted to be reviewed annually	SC
18	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause - to be emailed out to tenants. Details of testing kits to be obtained. Discussed at MA064/18b)	CL/BD
19	Zip wire at Moor playpark loose	DB	Discussed at MA068/18b)	SC
20	Street lighting energy charges	SC	Audit of ownership of street lighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating	SC
21	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. Action: SC to provide update on ASHP repairs.	DB
22	Asset verification	RFO	Cllr Wilson has the asset list and will undertake inspections	RW
23	Melbourn / Meldreth footpath # 9 upgrade	SC	Approx £168k earmarked for project (identified in 2 s106 docs). SvdV reporting to PC on 25/2/19. CCC to coordinate. We are liaising with Meldreth PC via SvdV. Query disabled access	SC
24	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme. RG requires larger hardcopy. RG noted concern as to ongoing maintenance costs of planting and street furniture. Chair thanked RG for her input. Suggestion was made that grounds maintenance contractor could provide an indication of cost of ongoing maintenance. Action: Clerk to check with Hopkins Homes about contribution towards future costs under s.106 payments. Also need to check SCDC have any responsibility for maintenance.	RG
25	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect	KR/DB

26	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. Action: Clerk to investigate further.	SC
27	Village car park	Resident	Resident has requested 'no ball games' sign to be installed in the car park. Discussed at MA068/187a)	SC
28	Station Road - near Sheene Mill	TS	Fallen branch - likely to fall into the road. Action: Wardens to inspection	SC

MA071/18 New maintenance issues: To consider maintenance issues arising since the last meeting

Noted that a request had been made as to the Funeral Bier in the Fire Engine Shed.

Action: Clerk and Cllr Travis to arrange to inspect the Funeral Bier.

Stockbridge Meadows to be included as a standing Agenda item for future meetings.

MA072/18 Next meeting scheduled for Thursday, 18 April 2019 at 09:00

The meeting closed at 11:00.

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
27/01/2019	Stockbridge Meadows	Damage to double bench	TS			
		Drugs paraphernalia - Stockbridge Meadow, Church Walk, village carpark (by school gate), pig farm behind allotments, bottom of London Way	TS	Yes		TS removed - no cost
27/01/2019	Various	Empty alcohol bottles	TS			TS removed - no cost
27/01/2019	New Road track to Black Peak	Moving benches - meeting place	KR			Wardens repaired - no cost
10/02/2019	Orchard Road cemetery	Damage to wooden train	DB			Wardens repaired - no cost
11/02/2019	Clear Crescent play area					Barley Maintenance quote to repair and paint with anti climb pain - cost £382.47. Plus cost of paint c£80
Mar-19	Littlehands Nursery	Damage to downpipe - used to access roof of the building	GC			
Mar-19	Littlehands Nursery	Outside play equipment damaged and removed from play area	GC / Jayne Marshall			
06/03/2019	Bus shelter on car park	Damage to wooden slats to the rear of the shelter	JT	No		Wardens repaired - no cost
08/03/2019	Car park	Young people playing football in the car park and attempting to recover ball from their garden without permission	Resident	No		Resident has requested 'no ball games' sign. CL responded to email and suggested police be alerted wrt unauthorised access to property.
Mar-19	Pavilion	Windows broken to rear of building	Wardens	No		Broken units replaced - cost of 117.64
Mar-19	Bus shelter on car park	Graffiti on walls	Wardens	No		
18/03/2019	Allotments	Fly tipping - wooden fence panels and concrete supports	Wardens / BD	No		Wardens to remove
18/03/2019	Track to the rear of allotments	Fly tipping - washine machine etc	CL	No		Report to police. Farmer also aware. Now removed.
		Young people climbing on the container - exposing themselves and urinating in view of local residents	Resident	Yes		Reported to the police
23/03/2019	Container by Army Cadet hut	Boundary wall damaged	TS	?		Private property - not PC responsibility. TS recorded with photos
23/03/2019	70 High Street	Fly tipping of turf - piled up on the bank	TS			TS has recorded with photos - no action required.
23/03/2019	London Way (botton nr Back Lane)	Fly tipping - oil cans etc	TS	No		TS has moved to a pick up point for SCDC collection
15/04/2019	Royston Road					

POLICY: BEE-KEEPING POLICY : ALLOTMENTS

PURPOSE: Melbourn Parish Council ('the Council') provides allotments for rent to Tenants under a standard Allotment Rental Agreement (Appendix 1). This policy sets out the terms upon which Tenants may keep bees on their allotment plots.

SCOPE: Tenants are obliged to comply with the terms of this policy for the duration of their allotment rental. Failure to do so will result in permission to keep bees on their allotment plot being withdrawn and a review of their allotment rental agreement.

POLICY:

1. Bee keepers must be members of a local bee keeping association operating under the British Bee Keeping Association (BBKA) and provide proof of membership when submitting their application and annually thereafter.
2. As a minimum, bee keepers must have undertaken beginners training with a local bee keeping association and preferably have achieved the Beginners Certificate (BBKA) BBKA's Basic Assessment in Beekeeping.
3. The bee keeper must provide a copy of their public liability insurance annually (usually included with BBKA membership) in respect of their bee keeping activities to the Council.
4. All hives must be registered with the National Bee Unit.
5. Bee keepers must inspect the bees at least weekly during the swarming season, which can be between April and September and advise other tenants about this inspection procedure to ensure they are aware of great number of bees flying during the inspections.
6. The bee keeper must satisfy the Council that they have adequate arrangements in place to ensure that the bees are looked after in their absence and to ensure that any problems caused by their bees will be resolved.
7. A suitable sign or notice must be placed on the plot with the bee keeper's name and contact details in case of emergencies.
8. Bee keepers must be able to demonstrate that they have alternative site arrangements in place in the event that they are asked, by the Council, to remove the bee hives from their plot.
9. The Council may ask for the hives to be removed if a new Tenant requests it for

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

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- a ~~valid~~'good' reason, such as an allergy to bee stings. In the event of an objection by another allotment holder, both parties should be encouraged to discuss any concerns in an attempt to properly understand any risks and allay such concerns.
10. If the Council asks for hives to be removed, the bee keeper must do so within [4] weeks of such request. The Council's decision on the removal of hives is final.
 11. Before first introduction of bees to a site, all Tenants should be canvassed for ~~valid~~'good' objections (as noted in 9 above). Once bees have been introduced to the site, the responsibility will fall to Tenants to make the Council aware of any ~~valid~~'good' objections.
 12. Hives must be positioned to avoid bees flying towards paths or roads. Screening, such as netting or fencing, must be provided around the hives to direct the bees' flight path above head height.
 13. Tenants are only normally permitted to keep a maximum of two hives on their plot. However, this may be temporarily increased by adding nucs as part of swarm prevention. Note: Tenants must not exceed the limit as set out in their insurance.
 - ~~13-14.~~ In the event of the terms of this agreement not being complied with, the Council reserves the right to arrange for the removal of bees and bee keeping equipment from the allotment. The Council will not be liable for any loss of, or damage to, bees and bee keeping equipment and may seek reimbursement from the Tenant of any costs incurred.

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Document Review Policy: 1 Year from last approval

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

CAMBRIDGE ASBESTOS REMOVAL

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Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

26th March 2019

Dear Claire

HSE Asbestos Removal Licence 091505392

Further to your recent enquiry, we provide our quotation for the asbestos disposal work as discussed and detailed in the summery below.

TO COLLECT AND DISPOSE OF LARGE QUANTITY ASBESTOS MATERIALS FROM ALLOTMENTS

Supply licensed heavy duty waste carrying vehicles, fully trained operative, waste sacks and trained operative to site. Wrap or bag asbestos materials in EU labelled 500 gauge polythene sacks, seal with duct tape and spray adhesive if necessary, double bag any debris and label with warning signs for disposal in asbestos skip. Carry out environmental clean of localised area if necessary. Complete consignment notes for the asbestos waste on disposal at hazardous waste land fill site.

For the sum of: £1,340.00 + VAT

Cambridge Asbestos Removal Ltd is a licensed Health and Safety Executive approved contractor and strongly recommends a licensed contractor for all asbestos removal projects. Please be cautious of unlicensed traders. A waste carrier's license is not an asbestos removal license.

We trust we have interpreted your requirements correctly, however should you have any questions regarding this quotation, please contact this office where we will be pleased to assist you. Terms and conditions apply and available on request.

Yours sincerely

B. Bridges (senior estimator)

Cambridge Asbestos Removal

Licensed waste carrier no. CB/DU163052

Kings View, Queens Lane, Chevington, Bury St Edmunds, Suffolk IP29 5RF
Email: info@cambridge-asbestos.co.uk



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Tel: 01268 773236
Fax: 01268 773237

Email: info@fleet-insulation.co.uk
Website: www.fleet-insulation.co.uk

Ref: Melbourn080419KD
Date: 8th March 2019

For The Attention of: Claire Littlewood

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Re: Parish Council's allotment garden at The Moor, Melbourn

We thank you for your enquiry for the cost to carry out asbestos removal works at the above titled site. Further to our recent site visit and the details supplied, we now have pleasure in submitting our quotation for your consideration.

Removal of Asbestos Cement Sheet

To supply trained asbestos removal operatives with RPE, PPE and specialist equipment to remove and dispose of asbestos cement sheet from the locations listed below:

All waste to be placed into our waste skip prior to a disposal at a license waste disposal site, a copy of the hazardous waste consignment note to be submitted for your records.

Photo 1: Asbestos cement heap / Far left corner of allotment (Councils dump area)



Photo 2&3: Cement sheets used as dividing fence between plot 13 & 14. Total x24 sheets (30 Metres long).



Photo 4&5: Plot 36 / Cement sheets used as vegetable dividers / 14 dividers (x2 sheets per divider / Total x28 sheets approx.)



Photo 6: Plot 37 / x5 sheets used as edging.



Photo 7: Plot 41 Rear / x1 discarded sheet.



Photo 8: Allotment access road – Location to site the Asbestos Waste Skip



The asbestos cement sheet will be removed from all areas as detailed above, as the boards are removed any visible debris in the vicinity will also be picked and disposed of, however please be aware that further fragments and debris may be located in the subsoil spread throughout the allotment site, no allowance has been made for the to remove this should it be present.

Breakdown of Costs

Asbestos Operatives inclusive of disposable PPE & materials to remove the Asbestos = £925.00

20 Yard Asbestos Skip, inclusive of up to 3 tonnes of waste = £1,185.00

Cost per Tonne thereafter = £192.00

All sums plus vat @ Standard Rate

NB: The total cost is dependent on the total weight of the asbestos removed from site, but as a guide I would anticipate that the weight should not exceed 5 tonnes. The final cost will be calculated once the skip has been on the weigh bridge and the final weight calculated.

The attached Specific Terms and Conditions form part of this quotation.

All works to be carried out strictly in accordance with:

1. Health & Safety At Work Regulations 1974
2. The Control Of Asbestos Regulations 2012
3. HSG264- Asbestos The survey Guide
4. HSG 248- Asbestos The Analyst Guide
5. HSG 247 -The Licensed Contractors Guide
6. Hazardous Waste Regulations 2005

We trust this quotation meets with your approval and assuring you of our best attention at all times.

Yours faithfully

Fleet Insulation Company Limited

Kieran Donnellan
Contracts Manager

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 18th April (Maintenance)

Agenda Item: MA082/18 a)

Date of Report: 17/04/19

Peter Gaskin (Rights of Way Officer) called this morning with an update:

The barrier is still in place and the option to apply for a TRO has not been taken up by any of the land owners. EW Pepper are not prepared to bear the whole cost of applying for a TRO (c£500). Peter indicated that he is still prepared to assist landowners.

He noted that he has received complaints about the state of the surface of by-way and also concerns that it looks as if motorbikes are being driven at speed along there. One section has been improved by filling in some of the ruts which may help to reduce the off-road motorbike traffic.

Peter is taking advice on removing the barrier as no one has made a claim of ownership. He indicated that this isn't likely to happen immediately.

If the Parish Council wish to consider this further, he has offered to come along to a meeting to provide an update. Evenings are difficult but if there is an appetite for him to attend, there is a Maintenance Comm meeting on Friday, 11 January - could he come to this and then Maintenance feedback to Parish ...?