

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 21 March 2019 at
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.

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

**A meeting of this Committee was held on Thursday, 28 February 2019 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

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

MA043/18 To receive and approve apologies for absence

Apologies received from Cllr Wilson and T Stebbing.

MA044/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA045/18 To approve the minutes of the Maintenance Committee Meeting held on 17 January 2019

It was:

RESOLVED that the minutes of the Maintenance Committee meeting held on 17 January 2019 be approved as a correct record and duly signed by the Chair.

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

MA046/18 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

MA047/18 Allotment matters:

c) To receive any other updates and considerations:

Report of the Allotment Association was received. The following matters were discussed:

- The Allotment Association requested permission to lay hardcore at their expense to improve the central path at the main allotment. This was agreed.
- A plot holder had requested permission to keep bees on the plot. Agreed that Cllr Kilmurray would be asked for his input before next meeting and a draft policy would be considered.
- Allotment Rental Agreement has been updated to include reference to removal of asbestos. **ACTION:** Bdv will carry out a comprehensive survey of the entire allotment grounds and list all items/locations where asbestos is present. Bdv and CL to arrange for Cambridge Asbestos to provide a quote for removal of all suspect material.
- Allotment Association proposed purchasing signs discouraging excessive watering and unattended bonfires. This was agreed.

MA049/18 Pavilion matters: To receive updates and consider actions.

a) To consider Pavilion heating issues.

David Humm of Shelford Heating was in attendance and provided an update following his inspection of the ASHP system.

It was:

RESOLVED to accept the recommendations of Shelford Heating contained in their report dated 4 February 2019 and to carry out the works detailed in the report. Work would be carried out in the basis that most obvious issues would be addresses first, minimising the potential costs.

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

MA047/19 Allotment matters:

a) To consider quotations on works to trees.

It was:

RESOLVED to accept the quote from Shire Trees to lift the crown of the tree at the entrance to the allotments in the sum of £175 plus VAT

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

- b) To consider quotations for hedgerow maintenance

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance to cut the front hedge at the allotments in the sum of £170 plus VAT

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

MA048/18 Cemetery matters:

- a) To consider a quote to reshape and tidy New Road Soil store

Discussion as to a more permanent structure/boundary for the soil store. **ACTION:** Clerk to obtain quotes to build a structure to enclose the soil store. Wardens to be in attendance when contractors visit to quote.

Further consideration to be given as to future use of old soil store. **ACTION:** Clerk to arrange site visit to the cemetery.

It was noted that the site of the Saxon remains is not marked. To be discussed further following the site visit to be arranged.

MA049/18 Pavilion matters: To receive updates and consider actions

- b) To consider the siting of a storage container for youth club purposes

Noted that Groundwork are applying for grant funding. Unable to consider the size of the storage container until size of grant is known. Discussion as to possible location of container.

- c) To receive any other updates and consider actions

It was noted that the boiler cupboard was very full and concern was expressed as to possible damage to heating and water valves. Agreed that cleaning materials would be relocated to the refs room.

MA050/18 Littlehands matters:

- a) To consider quotations for upgrade to roof lights

It was:

PROPOSED to accept the quote from Coton Electrical in the sum of £495 to upgrade the roof lights.

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

- b) To consider quotations for a condition report

It was noted that PJ Robinson Electricians were on site carrying out a condition report – to be discussed at a future meeting.

- c) To receive any other updates and consider actions

It was reported that damage had been caused to the downpipe which had recently been repaired by people attempting to access the roof of the building. Also reported that play equipment in the rear garden of the nursery had been vandalised. Tenant to be encouraged to report the event to the police. Discussion as to application of anti-climb paint to the pipework to discourage further trespass. Also further quotes to be requested from General Maintenance Barley to effect new repairs.

There followed a discussion as to recent events of vandalism in the village. Clerk reported that he has contacted police who will increase patrols.

It was:

RESOLVED that events of vandalism and damage to parish property and that of Littlehands should be reported to the police and an incident number requested.

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

MA051/18 Village maintenance matters

- a) To consider quotations for repairs to the zip wire at The Moor Play Park

Noted that previous quote from Fenland Leisure had been increased to include travel to site.

ACTION: Clerk to request a quote from HCGM (ROSPA certified) for the repair.

- d) To consider the provision of extra grit bins

Noted that there was no grit bin near the development on New Road.

It was:

RESOLVED to give Clerk delegated authority to obtain additional grit bins (quantity and timing at his discretion).

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

- b) To consider quote for additional crossing route adjacent to the Bus stop and shrub planting at the village car park

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £1,290 plus VAT.

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

- c) To consider a quotation for tree works at Melbourn Bowls club

It was:

RESOLVED to accept the quotation to remove all lower limbs from Herts & Cambs Ground Maintenance in the sum of £230 plus VAT

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

MA052/18 To consider an update from Cambs County Council Rights of Way Officer

This item was deferred as the Rights of Way Officer was not in attendance.

MA053/18 To receive a progress update on Worcester Way Pocket Park

Tim Stebbings report was received in his absence. The Committee thanks Tim for his efforts.

MA054/18 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	KR / JT
2	Dividing Hedge in Orchard Road Cemetery - Leave or remove?	Resident	Hedge removed revealing two large tree stumps. Contractors instructed to remove stumps by SC. Work has been completed	SC
3	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work	KR/DB

4	Trees overhanging in Chalkhill Barrow/Back Lane	Resident	Awaiting report from CCC inspection. Still awaiting a response	CL
5	Ivy choking poplar trees on Royston Road	RG	Ivy to be removed - ongoing work as filler job	KR
6	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
7	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019. Discussed at MA048/18b)	SC
8	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee - ongoing	SC
9	Littlehands Roof safety issue	GC	Anti-Climb paint available from ESPO. 5L = approx £40, covers around 2m ²	GC
10	Littlehands drainage investigation	JT	Work completed 04/02/19	GC/CL
11	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved	SC
12	Stockbridge Meadows wire fencing	SC / KR	Wire removed. Awaiting contractor to liaise with local farmer to dispose. CL chased HCGM for this.	SC
13	CLr Road Inspections	JT	Implemented 22 October 2018. Inspection sheets sent out 14/12/18. 3 reports still outstanding as of 28/02/19 - CL to chase	CL
14	Car Park Shrub bed planting	JN	HCGM quote accepted	CL
15	Blocked Gullies in village	TS	report from TS obtained and logged on CCC highway fault reporting service - monitor	
16	Vandalism issues	All	separate log of incidents created / to be standing agenda item for maint committee	SC/CL
17	Utility supply consolidation	SC	Make contact with LSI before end of financial year	SC/RFO
18	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	SC
19	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
20	Presence of asbestos or asbestos type material at allotments	various	Allotment rental agreement to contain hazardous material clause. Details of testing kits to be obtained. Discussed at MA047/18c)	CL/RW
21	Zip wire at Moor playpark loose	DB	Quote doubled in size. Committee to consider	All
22	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

23	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed.	DB
24	Review of Littlehands Lease	SC	Lease to be reviewed by Cllrs - noted that lease is ambiguous. Consider seeking legal advice on clarifying responsibilities	GC/RB
25	Asset verification	RFO	Cllr Wilson has agreed to carry out inspections. List of assets has been prepared	SC/RW
26	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
27	Hopkins home planting scheme	SC	Planting scheme obtained. RG has agreed to review the planting scheme.	RG

MA055/18 New maintenance issues: To consider maintenance issues arising since the last meeting

It was noted that due to the mild weather, maintenance contracts would commence sooner than usual.

Noted that a request has been received from Henry Harris Fun Fair to use the Old Rec from 28 May to 1 June.

It was:

RESOLVED to grant permission for Henry Harris Fun Fair to use the Old Rec on the dates requested subject to them signing the necessary agreement with the Parish Council.
Proposed by **Cllr Barnes**, seconded by **Cllr Clark** – all in favour.

MA056/18 Next meeting scheduled for Thursday, 21 March 2019 at 09:00

The meeting closed at 10:50.

Melbourn Parish Council
Maintenance Expenditure Tracking
2018/19

EDGE Code	Budget 2018/19	Actual to date (27/02/19)	Balance	Funding Source				
				Precept	Community Benefit	S106	Asset Mngt Reserve	External Grant
<u>Budgeted expenditure (included in Precept or on Prioritised List)</u>				£	£	£	£	£
1000 Allotments - plot clearance/maintenance	500	570	(70)	570				
1100 Conservation - gardening (83 High St), tree work, hedge cutting, plants for tubs, Christmas tree	1,420	1,084	336	1,420				
2000 Cemeteries - maintenance and headstone bases	4,000	2,596	1,404	4,000				
3000 Playground - maintenance/ROSPA etc	300	207	93	300				
3200 Recreation Ground - line marking/mole treatment (£100)	1,100	90	1,010	100				
3400 Pavilion - maintenance (sanitary disposal, septic tank, key safe)	500	500	-	500				
4300 Wardens' equipment (power washer, shredder- repair instead?)	2,330	1,225	1,105	2,330				
6401 Hub maintenance & replacements - (blown window (not needed), wall light (not needed), repainting exterior, Hub fire inspection remedial works)	2,290	1,062	1,228	2,290				
6700 War memorial - paving	3,500	3,065	435	2,565				500
7100 Car park - workshop wall (not needed - reallocate?)	400		400					
8000 Highways & Footpaths - (unspecified)	1,000		1,000					
9000 Rental Property - Littlehands drains	3,600	3,570	30	3,600				
9600 Community Benefit Donations - Cemetery Tree Planting (New Rd)	1,000		1,000		1,000			
9600 Community Benefit Donations - Pavilion floodlights	1,516	1,325	191		1,325			
9600 Community Benefit Donations - Pavilion pool table (still needed?)	230		230		230			
9600 Community Benefit Donations - Chess table	295	295	-		295			
9600 Community Benefit Donations - Boardwalk Stockbridge Meadows	400		400					
	24,381	15,589	8,792	17,675	2,850	-	-	500

EDGE Code	Actual to date (27/02/19)	Expected Cost	Description
<u>Expenditure not included in Precept:</u>			
1000 Allotments - asbestos removal (£645), water (£800)	1,357	100	Extremely high water usage bill Jun-Nov 2018- no leak
1100 Conservation - Kohima stone installation	998		
1150 Conservation - Stockbridge Meadows entrance gate/fence repair	1,570		
2000 Cemeteries - water bill (foul water) backdated bills			Now not expected to pay foul water
3000 Playground repairs/maintenance (essential - authorised 2017/18)	1,570	300	Zip-wire repairs etc
3200 Recreation Ground - repair to rec after fair	500		This can come out of unneeded line marking (above)
3400 Pavilion - drain investigation/repair	3,621		
3400 Pavilion - boiler service and repair works	194	3,000	
3400 Pavilion - reconfigure down pipe	344		Was included in 2019/20 precept but work done 2018/19
4900 Parish Clock - repair	382		
6401 Hub fire alarm - new control panel (essential)	650		See note above re fire audit works
6401 Hub telephone system	1,073		
6401 Hub replacement UPS (essential)	291		
7100 Car Park - new signs and foul water (including backcharges)	565		Part covered by workshop wall (see above)
9000 Littlehands exterior works	1,868		
9000 Littlehands signage	94		
	15,077	3,400	

Proposed funding source			
Precept	Community Benefit	S106	Asset Mngt
£	£	£	£
<i>Note 1</i>			<i>Note 1</i>
1,457			
998			
1,570			
1,870			
500			
3,621			
194			3,000
344			
382			
650			
1,073			
291			
565			
1,868			
94			
15,477	-	-	3,000

Total unbudgeted

18,477

18,477

	Community Benefit	S106	Asset Mngt	
<u>Potential Impact on Designated Reserves:</u>			<i>Note 1</i>	
Balance brought forward at 1/4/18	5,041	8,004	12,176	
Income 2018/19	41,526	107,250	13,726	Precept increase (AMR)
Expenditure 2018/19 (to date)	(42,544)			
Balance of budgeted maintenance 2018/19 expenditure	(1,230)		-	
Potential additional unbudgeted maintenance expenditure	-	-	(3,000)	
Balance carried forward	<u>2,793</u>	<u>115,254</u>	<u>22,902</u>	

Note 1:

There will be some cost savings in certain budget areas e.g. salaries, insurance, line marking, grounds maintenance. Some of these savings will need to be allocated to other areas where there are budget shortfalls, most notably utilities, but there is an anticipated surplus that could be available for reallocation against maintenance spend items (subject to agreement by the Parish Council). Only the balance would need to be taken out of Asset Mgt or Community Benefit reserves. Current forecasts are that overspends can be absorbed by savings elsewhere/unbudgeted income. It should not be necessary to use reserves although this will need to be monitored.

In 2019/20

Amounts have been built into the 2019/20 budget for unplanned maintenance costs and can be allocated based on priority. The AMR can be kept for major asset replacements. Ideally AMR expenditure should be planned (to an extent) with an attempt made to tie this into the Fixed Asset register over time.

Melbourn Parish Council
 Grounds Maintenance Contract Expenditure Tracking
 2018/19

EDGE Code	Budget Heading		Budget 2018/19	Actual to date (27/02/19)	Balance	
			£	£	£	
	Grass Cutting Contract (new contract):					
1200	Grass Cutting Contract	Verges	4000			
1200	Grass Cutting Contract	Playground Grounds Maint	1400			
1200	Grass Cutting Contract	Community Hub Grounds Maintenance	1500			
			<u>6,900</u>	6,420	480	New contract split differently to original budget allocation
1300	Public Open Space Maintenance Contract	General Maintenance (new contract):	3,100	4,773	(1,673)	(£460 per month fom Jul 2018 plus extra work as authorised) £420 extra hedge cutting Clear Crescent, Orchard Road, NR Cemetery
2100	Cemeteries Grounds Maintenance Contract	(New contract)	13,000	4,819	8,181	(£405.83 per month from May 2018)
3200	Recreation Grounds	Grounds maintainance (old contract)	9,360	8,050	1,310	(£755 per month) £500 extra repair damage after Fair
			<u>32,360</u>	<u>24,063</u>	<u>8,297</u>	

Three of the grounds maintenance contracts were re-tendered in 2018 and there have been adjustments since then. The tasks included in the contracts have been bundled differently to the original budget allocation. Budget allocations have been adjusted on Edge as best we can to allow tracking.

Generally, in total, we appear to have more than adequate budget to cover grounds maintenance costs. Although we still need to get a better understanding of what additional works might be needed before we reallocate the balance elsewhere, it is currently forecast that savings will be in the region of £3,800 against budget.

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			
27/01/2019	Various	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	New Road track to Black Peak	Empty alcohol bottles	TS			TS removed - no cost
10/02/2019	Orchard Road cemetery	Moving benches - meeting place	KR			Wardens repaired - no cost
11/02/2019	Clear Crescent play area	Damage to wooden train	DB			Wardens repaired - no cost
Mar-19	Littlehands Nursery	Damage to downpipe - used to access roof of the building	GC			Barley Maintenance quote to repair and paint with anti climb pain - cost £382.47. Plus cost of paint c£80
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.
23/03/2019	Container by Army Cadet hut	Young people climbing on the container - exposing themselves and urinating in view of local residents	Resident	Yes		Reported to the police
23/03/2019	70 High Street	Boundary wall damaged	TS	?		Private property - not PC responsibility