

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

**A meeting of this Committee was held on Thursday, 23 January 2020 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, M Sherwen, T Stebbings, L Brierley, M Brierley

In attendance: S Crocker, Parish Clerk, C Littlewood, Assistant Clerk, D Bartle

Absent: Cllr Wilson

MA085/19 To receive and approve apologies for absence

Apologies received from R Gatward and K Rudge.

MA086/19 To receive any Declarations of Interest and Dispensations

None received

MA087/19 To approve the minutes of the Maintenance Committee Meeting held on 21 November 2019

It was:

RESOLVED to accept the minutes as written.

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

MA088/19 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)

MA089/19 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.

It was Noted that spending was under budget and in-line with expectations.

MA090/19 Conservation Matters:

- a) To consider the latest hydrology report

The report was discussed. **ACTION:** Cllr Travis to try to arrange a meeting between representatives of the RMRG and the owner of the Bury

- b) To receive any other updates and consider actions

Report on free trees from the Woodland Trust was considered. Application to be made by March 2020 (delivery in November 2020). We can apply for up to 405 trees/hedges – need to recruit volunteers to help with planting. Also need to identify safe storage for plants on delivery. **ACTIONS:** Committee members invited to make suggestions of what packs to apply for.

Noted that an Environmental Protection Policy was adopted at the Parish Council meeting on 13 January. **ACTION:** Clerk to circulate policy at February Maintenance Committee meeting.

MA091/19 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions

The inspection reports were received.

- b) To consider any updates on vandalism in the Parish

The updated spreadsheet was considered.

MA092/19 Cemetery Matters:

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

- a) To consider a report on parking at New Road Cemetery
The report was considered. No recent reports of parking received - to be monitored.
- b) To consider a quotation for remedial works to a tree at Orchard Rd Cemetery
It was:

RESOLVED to accept the quotation number 1362 from Shire Trees Limited in the sum of £510 for works to the tree in Orchard Road Cemetery.

Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To consider the location within New Rd Cemetery for the memorial stone at 83 High St
Area for re-location of memorial stone has been identified. **ACTION:** Clerk to liaise with Cllr Wilson to arrange for the stone to be moved.
- d) To receive any other updates and consider actions
It was reported that a number of graves in New Road cemetery have sunk leaving the ground uneven. **ACTION:** Wardens to inspect and top up to level the ground.

Noted that there had been 3 interments so far in January. **ACTION:** Parish Office to monitor availability of plots and memorial bases.

Soil store. **ACTION:** Parish Office to arrange for HCGM to clear new soil store and revert to old soil store.

MA093/19 Village Maintenance Matters:

- a) To consider a report on maintenance contract reviews
Meeting on 22 January to review all 4 maintenance contracts.

ACTIONS:
- Clerk to arrange meeting with contractor in early February to discuss invoicing.
 - Monthly meetings to be arranged with contractor to discuss maintenance requirements.
 - Assistant Clerk to circulate notes from meeting on 22 January to Maintenance Committee.
- b) To consider the purchase of a battery-operated angle grinder
It was:

RESOLVED to purchase a battery operated angle grinder up to a cost not exceeding £100.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- c) To consider a report on car park drains
Noted that large quantity of debris had been cleared from the drain in the car park. The drains are the responsibility of the Parish Council. **ACTION:** Assistant Clerk to obtain a quote from Dynorod for drain clearance for autumn/winter 2020.
- d) To consider a report on CCTV at the Village Car Park
Noted that the Parish Office had received a number of requests for footage from the CCTV in the car park. System not working – Britannia called out to re-set. Quote for new DVR received.

ACTIONS:

- Assistant Clerk to obtain further quote for new DVR and support contract.
- Respond to request from resident with regard to CCTV on workshop.

- e) To consider a quotation for remedial works to a tree at 83 High St

It was:

RESOLVED to accept quote number 1289 from Shire Trees Limited to reduce the cherry tree at 83 High Street in the sum of £354.

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

- f) To consider the purchase of rubble bags

ACTION: Cllr Travis to contact AJ Grab Hire. If they are unable to assist in disposing of the rubble, then Assistant Clerk to purchase a rubble bag.

It was:

RESOLVED that if AJ Grab Hire are unable to assist as noted above, delivery of a rubble bag should be arranged.

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

- g) To consider an update on Clear Crescent Playground

Noted that Wicksteed had attended at Clear Crescent. The zip wire is under warranty. Wicksteed have indicated that repairs to the zip wire will be carried out without cost. Noted that zip wire seat has been removed to prevent the equipment being used. Wicksteed have provided a quote for repairs to spring motorbike and removal of posts. To be considered further. Skate park options to be discussed further.

MA094/19 Allotment Matters:

- a) To consider a quotation for the control of rats

The quote was considered. No further complaints received since before Christmas. **ACTION:** B Deville to raise matter at Allotment Association AGM.

- b) To receive any other updates and consider actions

Noted that approval for purchase of an asbestos bin had been given by full council.

ACTIONS:

- Assistant Clerk to purchase a bin to be located at the end of the allotment drive.
- B Deville to advise allotment holders and request that only small quantities of asbestos-type material should be deposited.

MA095/19 Stockbridge Meadows Matters: To receive any other updates and consider actions

Noted that River Mel is flowing again. Rabbits very active in the area – particularly wild flower meadow. Litter continues to be an issue. Awaiting update from Wardens on replacement trees for orchard. Further small mammal survey to be carried out. Discussed possibility of involving schools and members of public.

ACTIONS:

- Clerk to liaise with Cllr Wilson to discuss design of boardwalk and cost out replacement.
- Clerk to seek grant funding for boardwalk replacement to supplement s106 money already allocated.
- Clerk to provide details of small mammal survey to L and M Brierley.

MA096/19 Pavilion Matters:

- a) To consider a pest control update
Report considered. Noted further mole activity on the New Rec.
ACTION: Assistant Clerk to check cost of a further visit by The Pest Company.
- b) To consider an update on the use of S106 monies
Item to be deferred.
- c) To consider an update on Pavilion Cleaning
Report considered. **ACTION:** Assistant Clerk to investigate options.
- d) To receive any other updates and consider actions
Noted that heating was not working. **ACTION:** Assistant Clerk to call Shelford Heating out to investigate.

MA097/19 Littlehands Matters: To receive any updates and consider actions

- a) To consider a quotation for anti-vandalism measures
It was:
RESOLVED to accept General Maintenance Barley's quote number QT1159 in the sum of £644.96 for works to roof.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
Mosquito Alarm to be discussed by full Council. **ACTION:** Cllr Clark to meet with tenant on 24 February to discuss replacement windows.

MA098/19 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. No update available. Awaiting response from boardwalk supplier. Clerk and Cllr Wilson to discuss further. Discussed under MA095/19	SC
2	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. Discussed at MA092/19d)	SC

3	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. Work complete and refund for approx £185 received. Work completed. Wardens to demolish electricity box. Wardens noted difficulty with disposing of rubble - local tips only accept rubble from domestic sites. ACTION: Assistant Clerk to obtain quotes for mini skip to dispose of rubble. Cost within Clerk's discretion. Discussed at MA093/19f)	CL
4	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. ACTION: CL to chase SCDC. No response received yet. Assistant Clerk to chase again.	CL
5	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. Tree near bus stop needs to be felled. ACTION: Clerk to obtain quote for felling. Ash tree felled.	SC
6	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. Letters sent 11/9/19. Remove from list	CL
7	Beechwood Avenue	Resident	Complaint of construction traffic using Beechwood as a cut-through. Advised resident to contact CCC Highways. Also copied SvdV on emails - she is in contact with resident. A number of reports of heavy construction vehicles, including crane for Hopkins developed, witnessed accessing Beechwood Avenue / Back Lane. ACTION: Email to be sent to County Cllr van de Ven, Robert Eburn at Hopkins, Director of Planning at McGoff, Aaron Sands at SCDC Planning and District Cllr Hales setting out concerns. Susan van deVen taking the lead. Take off list	CL
8	littlehands - refurb of 2 x double doors	RW	CL has requested quotes from Barley Maintenance and Handylamb - quotes in. Discussed at MA064/19a) Discussed at MA081/19b). Barley Maintenance to carry out works early April. Take off list	CL
9	35 High Street	SC	Willow tree requires cutting back - too low over footpath. Letter sent - tree has been cut back. Request made to resident to cut back bushes along the side of property. Already discussed. Tree and bushes have been cut back - continue to monitor. Take off list	CL
10	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. Noted bench opposite Sheepshead Row requires repair. Noted that wooden benches difficult to keep clean - plastic would be easier to maintain. Benches have been cleaned by hand. Need pressure washing. Consider replacing with plastic.	KR / DB

11	Opposite 2&3 Hale Close	MS	Overhanging Leylandii branches - need to check house number. CL to write requesting trees cut back. ACTION: Assistant to Clerk to write to resident to cut back trees. Letter sent ACTION: Wardens to re-inspect. Trees cut back - take off list	KR / DB
12	New Road Cemetery	MS	Pathway need cutting back, branch removed and hedges along rear footpath require cutting. Hedge adjacent to new development cut back but not along the top. ACTION: - Parish office to speak to contractor to cut hedge and tidy up hedge along back of cemetery - this to be done separately to any works relating to new soil store. ACTION: Assistant clerk to check if clearing edges of paths is within contract. ACTION: M Sherwen to inspect area and report back. a) Hedge to be discussed as part of maintenance contracts review. b) Footpaths to be monitored and also part of contract review. c) JM Sherwen has inspected. Take off list.	SC
13	Fence to the rear of Bowls Club storage shed	Bowls Club	Clerk discussed with Bowls Club - celebrating centenary in 2022. Damaged fence to be repaired. ACTION: Parish office to obtain quotes from HCGM and Cambridge Fencing for repair. - Is this still necessary - some repairs have been carried out. Take off list	CL
14	Bramble overhanging footpath nr Clear Crescent park	KR	Needs cutting back - too big for wardens - poss SCDC. Work scheduled for w/c 2 December - SCDC to carry out. Worked completed. Take off list.	CL
15	Drain in car park (rear nr school entrance) blocked	SK	Asked KR to take a look. ACTION: Wardens to clear drain - Done. Discussed at MA093/19d) - take off list	KR
16	Overnight parking in New Road Cemetery	KR	Sign put up at entrance warning gates may be locked. POST MEETING NOTE: Assistant Clerk to write to residents of access road requesting that they do not block entrance to cemetery. Discussed at MA092/19a) - take off list	CL
17	Road sign unstable - Cambridge Road opposite Russet Way	JT	Reported to CCC.	CL
18	Tree in OR Cemetery overhanging and dropping debris	Resident	For discussion on Agenda Discussed at MA076/19b) Discussed at MA092/19b) - take off list	CL
19	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. ACTION: Wardens to see if it is repairable	Wardens
20	Fallen leaves along High Street (bottom of Water Lane) slippery and causing a hazard	RG	Leaves need to be cleared Done - take off list	Wardens
21	Allotments	Resident	Rats on the allotments - CL arranging for Pest Company to inspect and quote for pest control. Inspected - quote received £600. See report. Discussed at MA094/19a)	Wardens / Barry
22	Field adjacent to Elbourn orchard off London Way / Grinnell Hill	Resident	Field has been cleared and appears to have been prepared with hardstanding - Clerk has discussed with owner of the land	SC
23	Fly tipping - A10 footpath to the Bury	MS	Reported to SCDC - reported again 8/1/20	CL
24	Worcester Way	SC	Street light #SC33 on permanently - reported to SCDC	
25	CCTV in car park	CL	Date and time have re-set. Engineer has inspected and will attend again on 20/1/20. Resident in adjacent property has complained about litter/noise from car park Discussed at MA093/19e)	SC
26	Palmers Way	CL	Street light SC21 on permanently - reported (Liam Flatters)	SC

27	Clear Crescent Play area	DB	Faulty equipment (zip wire and slide) and damage to spring train. Wicksteed have inspected - awaiting report for zip wire and slide. Spring train quote provided. Discussed at MA093/19g)	DB
28	New Rec - bin on riverbank	GC	Hawthorne bush overgrown and obstructing bin. SCDC contractors have requested that we cut the bush back.	DB

MA099/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting

- Noted that the hedge along Royston Road (near the 30mph sign) was damaged by a car. **ACTION:** Clerk to determine who is responsible for replacing the hedge.
- Field off Grinnell Hill – no planning application received yet.
- Noted that external lights on Old Telephone Exchange on the A10 were distracting for motorists. This is a matter for the Highways Authority.

MA100/19 To note date of next meeting: 20 February 2020

The meeting closed at 10:50.

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

**A meeting of this Committee was held on Thursday, 21 November 2019 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes, B Deville, M Sherwen, T Stebbings, L Brierley, M Brierley

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

Absent: Cllr Wilson

MA068/19 To receive and approve apologies for absence

Apologies received from S Crocker and R Gatward

MA069/19 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

MA070/11 To approve the minutes of the Maintenance Committee Meeting held on 3 October 2019

It was:

RESOLVED to accept the minutes as written.

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

A member noted regret that no card was sent to the postmaster on his retirement.

MA071/19 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)

MA072/19 Co-option: To consider co-opting members of the public to the Committee

Les and Maureen Brierley were in attendance and provided the meeting with some information as to their involvement in local conservation matters.

It was

RESOLVED to co-opt Les and Maureen Brierley as non-voting members of the Maintenance Committee

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

MA073/19 Finance Matters:

a) **To receive a finance report on expenditure within the committee's remit**

The report was received. **ACTION:** Assistant Clerk to clarify the amount spent to date on tree work and planned works for the rest of the financial year.

b) **To consider a report on Pocket Park Grant funding**

Noted that this may be something that local residents could be involved with. Possible opportunity for Timebank members.

ACTIONS:

- Clerk to set up meeting with Timebank Coordinator to discuss how to progress.
- Clerk to find more information on match funding.

MA074/19 Conservation Matters:

a) **To consider the latest hydrology report**

Discussion as to meeting with Environment Agency in the summer. A member noted that the water flow is from a support pipe from the bore hole at Newsell's in Barkway. The pipe needs to be extended by c.100m to cope with low water levels. Noted possibility of s106 monies being available for this work. Noted that water levels in this region remain low. Noted that overflow on London Way supports River Mel.

ACTION: L and M Brierley to make a written proposal to the Committee for extending support pipe. **ACTION:** Clerk to seek advice on costings to be obtained from Environment Agency.

b) **To receive any other updates and consider actions**

Nothing to report.

MA075/19 Governance Matters:

a) **To receive the weekly inspection reports and consider any necessary actions**

The inspection reports were received. No items of concern were noted.

b) **To consider any updates on vandalism in the Parish**

Report was circulated. Noted that letters had been sent to MVC requesting a meeting.

c) **To consider an offer of free trees from the Woodland trust**

Discussion as to potential locations including Clear Crescent play area, Millennium Copse, Stockbridge Meadows.

ACTIONS:

- Clerk to arrange meeting to discuss further with interested Committee members and seek involvement from professionals.
- Assistant Clerk to check deadline for applications.

MA076/19 Cemetery Matters: To receive any updates and consider actions

a) **To consider a report on parking at New Road Cemetery**

It was reported that cars have been using the cemetery as a public car park. Gates had been locked but this caused difficulty for visitors to the cemetery and residents on the access road. A temporary sign has been displayed advising that the gates may be locked.

ACTION: Wardens to monitor.

b) **To consider a report of an overgrown tree at Orchard Road Cemetery**

The meeting considered photographs of the tree. Noted that the tree is an original feature of the cemetery. Possible to reduce size by removing lower branches.

ACTIONS:

- Assistant Clerk to obtain quote to sympathetically reduce the size of the tree.
- Assistant Clerk to request HCGM to use leaf blower to clear the grave when cutting the grass.
- Assistant Clerk to update resident.

c) **To consider the location within New Road Cemetery for the memorial stone at 83 High Street**

Discussion following earlier cemetery field trip. **ACTION:** M Sherwen to discuss best location with Clerk and Maintenance Committee Chair as an on-site visit.

To receive any other updates and consider actions

d)

Discussion as to new soil store. A member noted that the mound has become spread as it is not contained. Discussion as to moving back to old soil store. A member noted that the soil store does not require regular emptying.

ACTIONS:

- Clerk to discuss taking away soil from new store and relocating remaining soil to old soil store.
- Clerk to obtain quotes for walls of old soil store to be strengthened

Noted that laurel bushes are now available for planting around old soil store. **ACTION:** Wardens to plant.

A member noted that the southern hedge is overgrown and needs attention. **ACTION:** Assistant Clerk to ask HCGM to attend to this as part of the existing contract.

MA077/19 Village Maintenance Matters:

a) To consider an update on trees in All Saints Churchyard

Noted that Ely Diocese have obtained Faculty for tree work at a cost of £296.20 to be paid by the Parish Council. Advice from NALC confirmed that the Parish Council were liable for this cost.

It was:

RESOLVED to pay £296.20 to the Bishop of Ely in respect of the Faculty.

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

ACTION: Assistant to Clerk to request Shires to obtain Planning Permission for tree works.

b) To consider a quotation for remedial works to the hedge adjacent to the Old Rec.

It was:

RESOLVED to accept HCGM quote in the sum of £110 + VAT to cut back hedges and trees overhanging the footpath from the Old Rec boundary.

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

c) To consider a quotation for remedial works to trees opposite Melbourn Science Park

Noted that only Tree 3 (Ash) on Shire's quote required urgent attention.

It was:

RESOLVED to accept Shire Trees quotation for £150 + VAT to fell tree 3 (Ash) on their quotation number 1336.

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

d) To consider a quotation for remedial works to a tree at 83 High Street

Quote not yet received – deferred to next meeting.

e) To consider a report on lighting adjacent to the Bowls Club

Noted that the lighting column is there but no longer wired up. The light was originally installed for the skate ramp. Suggested that Bowls Club could seek to re-connect the light.

ACTION: Clerk to contact Bowls Club to advise that the Parish Council will not re-connect light but that Bowls Club may wish to investigate this at their cost.

f) To receive an update on Clear Crescent playground

Concern expressed that two large pieces of play equipment have become faulty. Draft letter to Wicksteed was circulated.

ACTIONS:

- Letter to be sent to Wicksteed
- Assistant Clerk to check period of guarantee for play area equipment.

MA078/19 Allotment Matters: To receive any updates and consider actions

Noted that hedges have now been cut.

ACTIONS:

- Assistant Clerk to report rear track to Highways Authority with photographs.
- Assistant Clerk to obtain quote for container for asbestos fragments.

MA079/19 Stockbridge Meadows Matters:

a) To receive an update on replacement trees in the orchard area

Noted that volunteers from Johnson Matthey may be able to help plant replacement trees once purchased.

It was:

RESOLVED to purchase 14 trees for Stockbridge Meadows orchard including posts and

protective wire up to a maximum of £350.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

- b) **To consider the provision of signage**
Discussed possibility of applying to Cambridgeshire County Council (Highways) for LHI funding for two signs directing visitors to Stockbridge Meadows. **ACTION:** Assistant Clerk to obtain more information.
- c) **To receive any other updates and consider actions**
A member noted that the 'Dogs on Lead' signs are not displayed. **ACTION:** Wardens to re-instate signs.

Update following Small Mammal Survey: 30 wood mice, 3 voles and 1 shrew were observed. Survey was very successful. Report to be circulated to committee. Results will be published in Melbourn Magazine. Group may request permission to carry out reptile and bat survey next year.

It was reported that bird boxes have become damaged – possibly by squirrels or woodpeckers.

MA080/19 Pavilion Matters:

- a) **To consider a quotation for pest control at the New Rec**
Quotes considered. Noted difficulties in identifying companies to carry out rabbit control. Also noted concern that rabbits would return to the area. **ACTION:** Assistant Clerk to seek advice from The Pest Company on how long the clearance would be effective for.

It was:
RESOLVED to accept the quote from The Pest Company (£150 set traps, £50 per capture up to a maximum of £250 - £400 in total).
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- b) **To consider actions identified in the Legionella Risk Assessment**
Report was circulated. Cost of remedial works to be precepted for in 2020. **ACTION:** Clerk to arrange to meet with Cllrs Clark and Travis to discuss work required.
- c) **To consider the details of proposed external redecoration**
ACTION: Cllrs Travis and Clark to discuss scope of external decorations and provide specification to Assistant Clerk to obtain quotes.
- d) **To receive any other updates and consider actions**
Noted that the pavilion cleaner had reported pavilion had been left in a very dirty condition after football matches. **ACTION:** Wardens to check condition of the pavilion on Monday after weekend matches.

MA081/19 Littlehands Matters: To receive any updates and consider actions

- a) **To consider an update from Cllr Clark**

Cllr Clark reported back on a fruitful meeting with nursery owner. They have indicated that they would be happy for Mosquito alarms to be fitted (range of alarm to be checked prior to installation). Also happy for adaptations to roof to make the area inaccessible. Both items to be precepted for in 2020.

To consider a quotation for repairs to doors
- b) It was:
RESOLVED to accept the quotation from General Maintenance Barley for refurbishment of two sets of exterior doors in the sum of £444.44.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

MA082/19 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. 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. No update available. Awaiting response from boardwalk supplier. Clerk and Cllr Wilson to discuss further. ONGOING	SC
2	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. Response received from John O'Brien at CCC. They have advised that roots should not be cut back. CL replied that we did not intend to carry out works - but were passing on residents comments as trees are responsibility of CCC. ACTION: CL to advise resident to contact CCC direct about work required. No further action by PC.	CL
3	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. Discussed at MA076/19d)	SC
4	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. Work complete and refund for approx £185 received. Work completed. Wardens to demolish electricity box. Wardens noted difficulty with disposing of rubble - local tips only accept rubble from domestic sites. ACTION: Assistant Clerk to obtain quotes for mini skip to dispose of rubble. Cost within Clerk's discretion.	CL
5	Street Lights and Energy Charges	SC	Clerk reported this item had been discussed at full council meeting. SCDC to upgrade lights to LEDs - will reduce electricity costs. Clerk in discussions about responsibility for street lights. SCDC have indicated that they will be upgrading to LEDs within 12 months. GC queried if a refund can be claimed for payments made to date. No further action - remove from list	SC/ RF O
6	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. ACTION: CL to chase SCDC. No response received yet. Assistant Clerk to chase again.	CL

7	New Rec Youth Shelter	JH	Reported that Solar panels no longer working. ACTION: Clerk to chase quote for repairs. No quotes received. ACTION: Clerk to contact suppliers of play ground equipment for further information. Technology on shelter now obsolete. No further action.	SC
8	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. Tree near bus stop needs to be felled. ACTION: Clerk to obtain quote for felling. Discussed at MA07719c)	SC
9	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. Quotes received . Discussed at MA060/19g) Complete - remove from list	KR / DB and CL
10	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. Letters sent 11/9/19. Trees cut back - continue to monitor	CL
11	Beechwood Avenue	Resident	Complaint of construction traffic using Beechwood as a cut-through. Advsd resident to contact CCC Highways. Also copied SvdV on emails - she is in contact with resident. A number of reports of heavy construction vehicles, including crane for Hopkins developed, witnessed accessing Beechwood Avenue / Back Lane. ACTION: Email to be sent to County Cllr van de Ven, Robert Eburn at Hopkins, Director of Planning at McGoff, Aaron Sands at SCDC Planning and District Cllr Hales setting out concerns. Discussed by Futures Working Party - note meeting notes	CL
12	littlehands - refurb of 2 x double doors	RW	CL has requested quotes from Barley Maintenance and Handylamb - quotes in. Discussed at MA064/19a) Discussed at MA081/19b)	CL
13	35 High Street	SC	Willow tree requires cutting back - too low over footpath. Letter sent - tree has been cut back. Request made to resident to cut back bushes along the side of property. Already discussed. Tree and bushes have been cut back - continue to monitor	CL
14	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. Noted bench opposite Sheephead Row requires repair. Noted that wooden benches difficult to keep clean - plastic would be easier to maintain	KR / DB
15	2&3 Hale Close	MS	Overhanging Leylandii branches - need to check house number. CL to write requesting trees cut back. ACTION: Assistant to Clerk to write to resident to cut back trees. Letter sent ACTION: Wardens to re-inspect	KR / DB
16	New Road Cemetery	MS	Pathway need cutting back, branch removed and hedges along rear footpath require cutting. Hedge adjacent to new development cut back but not along the top. ACTION: - Parish office to speak to contractor to cut hedge and tidy up hedge along back of cemetery - this to be done separately to any works relating to new soil store. ACTION: Assistant clerk to check if clearing edges of paths is within contract. ACTION: M Sherwen to inspect area and report back	SC
17	Fence to the rear of Bowls Club storage shed	Bowls Club	Clerk discussed with Bowls Club - celebrating centenary in 2022. Damaged fence to be repaired. ACTION: Parish office to obtain quotes from HCGM and Cambridge Fencing for repair.	CL
18	Bramble overhanging footpath	KR	Needs cutting back - too big for wardens - poss SCDC. Work scheduled for w/c 2 December - SCDC to carry out	CL

	nr Clear Crescent park			
19	Between 13 and 15 Clear Crescent	Resident	Sinkhole has appeared. Urgent report made to Highways - John O'Brien dealing. Wardens noted that the area is not cordoned off. Need to check for safety of public. Work has been carried out. Take off list	SC
20	River Mel at New Rec	DB	Logs have been placed in the river creating a dam. Report to RMRG for their advice on clearance. Dam cleared - remove from list	DB
21	Lights along footpath not coming on	Groundwork	Reported by Groundwork after youth club on 15/10/19. Lights working - remove from list	DB/KR
22	Drain in car park (rear nr school entrance) blocked	SK	Asked KR to take a look. ACTION: Wardens to clear drain	KR
23	Overnight parking in New Road Cemetery	KR	Sign put up at entrance warning gates may be locked. POST MEETING NOTE: Assistant Clerk to write to residents of access road requesting that they do not block entrance to cemetery	CL
24	Road sign unstable - Cambridge Road opposite Russet Way	JT	Reported to CCC.	CL
25	Tree in OR Cemetery overhanging and dropping debris	Resident	For discussion on Agenda Discussed at MA076/19b)	CL
26	Wooden gate at bottom of cut through from Ash Grove to Orchard Road	TS	Wooden post is rotten and requires replacement	Wardens

MA083/19 New maintenance issues: To consider maintenance issues arising since the last meeting

Footpath along New Road is very slippery with fallen leaves. **ACTION:** Wardens to clear.

A member reported that the wooden gate at the bottom of the cut through from Ash Grove to Orchard Road requires repair. **ACTION:** Assistant Clerk to obtain quotes.

MA084/19 Next meeting scheduled for 16 December 2019 (if required).

The meeting closed at 11:06

Melbourn Parish Council
Maintenance Expenditure Tracking 2019/20
(Based on Paid Invoices)

EDGE Code		Budget 2019/20	Actual to date (30/11/19)	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	
	<u>Conservation:</u>				
1000	Allotments - plot clearance/maintenance	500	-	500	May be some pest control costs
1000	Allotments - unplanned e.g. asbestos removal	240	2,110	(1,870)	Asbestos removal - unbudgeted. Hazardous waste bin to be purchased.
1100	Conservation - tree work,hedge cutting, tree inspections, Christmas tree, plants for tubs	5,000	2,649	2,351	Tree survey £534 + £1,300 pollarding willows + £375 other tree work + £255 fee to diocese re work in church yard. Note £2,500 to come for trees in churchyard
1100	Conservation - unplanned	500	-	500	plus £150 for tree opp Science Park + £120 Christmas Tree (total £2,770)
1150	Stockbridge Meadows - boardwalk repair/replacement	1,500	-	1,500	Not needed - now to be funded from S106 monies
1150	Stockbridge Meadows - unplanned	500	80	420	Path cutting x 2. Tree purchases planned
		8,240	4,839	3,401	
	<u>Cemeteries</u>				
2000	Cemeteries - maintenance, tree work, soil store	1,535	40	1,495	Tree work and soil store unlikely to exceed £1,000 this year
2000	Cemeteries - headstone bases	2,600	-	2,600	Unlikley to be needed this year as few burials taking place
		4,135	40	4,095	
	<u>Play Areas and Recreation Grounds</u>				
3000	Playground - wild play area Armingford Crescent	1,000		1,000	Not needed - grant funding may be available
3000	Playground - auto closing gate at The Moor	1,650		1,650	No longer needed
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	Rabbit treatment needed - max £400
3200	Recreation Ground - unplanned	570		570	
3400	Pavilion - maintenance (sanitary disposal, septic tank)	500	242	258	Sanitary disposal £242
3400	Pavilion - maintenance (PAT testing, boiler service, fire alarm service)	370	80	290	£80 security alarms service
3400	Pavilion - unplanned	300	1,109	(809)	£848 heating repairs, £136 boot brushes + £125 steam cleaner. £213 to come for legionella testing
		6,090	2,064	4,026	
	<u>Finance & General Purpose</u>				
4300/2	Wardens' materials	500	152	348	
4300/3	Wardens' equipment	500	83	417	
4300/4	Parish Van expenses	1,400	1,038	362	
4900	Parish Clock	200	187	13	
7100	Car park - path to RHS of bus shelter including planting	1,010	-	1,010	Not needed - done 2018/19
7100	Car park - PAT testing	200	-	200	Unlikley to cost more than £100
7100	Car park - unplanned	200	-	200	
		4,010	1,460	2,550	
	<u>Highways</u>				
8100	Street lighting maintenance contract	500	-	500	Not needed but £200 to be spent on brown Stockbridge Meadows highways signs
	Streetlight lantern LED upgrade - 12 per year @ £240	2,900	-	2,900	Not needed - SCDC will carry out upgrades (reserve contribution)
		3,400	-	3,400	
	<u>Rental Property</u>				
9000	Rental Property - Littlehands annual drain cleaning	300	450	(150)	
9000	Rental Property - Littlehands move electricity cabinet/repair outside lights	685	515	170	
9000	Rental Property - Littlehands electrical works	5,000	4,391	609	£405 charge from e.on/UK power networks re store disconnection
9000	Rental Property - unplanned	190	637	(447)	Drain blockage/padlock & keys for gate/£375 drainage patch
		6,175	5,993	182	Also anti-vandalism expenditure
	Total Maintenance (excluding grounds maintenance contracts)	32,050	14,397	17,653	
	<u>Grounds Maintenance Contracts</u>				
1200	Grass cutting contract - verges/Hub etc	6,420	6,000	420	£2,720 MD Landscapes. H&CGM £790 initial cut then £622.50 p/m** Also £560 extra cut to come
1300	Public Open Space - maintenance (£460 per month +£1,500 for extra works)	7,000	3,960	3,040	£600 extra cuts to come. Of the £1,500 for extra works, £280 spent to date and £700 to come plus the extra cuts
2100	Cemeteries (£405.83 x 12)	4,870	3,247	1,623	2 x extra cuts done (£360) - to come
3200	Recreation Grounds (currently £755 per month but may change)	9,360	6,430	2,930	3 x extra cuts done (£390) - to come
		27,650	19,637	8,013	

PC approval gained re brushes/steam cleaner?

	Community Benefit				
9600	Community Benefit Donations - Cemetery Tree Planting (New Rd)	1,000		1,000	These items are ring-fenced within Community Benefit monies - may not still be needed?
9600	Community Benefit Donations - Pavilion pool table (still needed?)	230		230	
		1,230	-	1,230	

potential cost savings

** Total verges contract expected to be £9,673 (MD Landscapes £2,720; H&CGM £6,393 plus £560 extra cuts). This is £3,253 over budget.

At the eight month stage maintenance spend, in total, looks reasonable and is expected to stay within budget overall. Items highlighted in yellow are where potential cost savings could be made (c£11,160) and there are also several other areas where provision has been made for expenditure that may not be needed. However, there are large budget overspends on the allotment asbestos removal, the verges grass cutting contract and the Pavilion heating repairs. In addition it is also anticipated that there will be an overspend on Littlehands. These overspends should be much lower than the potential savings and it should be possible to vire funds from budget heading to another (subject to PC approval).

SHIRE TREES LIMITED



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

Date Sent: 27/11/2019

Quote Information

Client Ref: 143
Quote No: 1362
Surveyor: James Cantle
Site Ref: 202
Order No:

Quote

Site Address Orchard Road Cemetery, Orchard Road, Melbourn

Item No	Item	Description Of Work	Value
	Yew	Crown reduction by up to 50% and remove all debris.	£425.00
			Total Value: £425.00
			VAT (20%): £85.00
			Total Inc VAT: £510.00

1A TRIGG WAY, MELBOURN, ROYSTON, SG8 6HX

01763 220880 / 07725808887 shiretreesltd@gmail.com

Company housing no. 10546603

SHIRE TREES LIMITED

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

Date Sent:

Quote Information

Client Ref: 143
Quote No: 1289
Surveyor: Frank Cantle
Site Ref: 1040
Order No:

Quote

Site Address Melbourn

Item No	Item	Description Of Work	Value
	Cherry	Crown Reduction - Reducing the height and spread of the tree by up to 2 metres	£295.00
Total Value:			£295.00
VAT (20%):			£59.00
Total Inc VAT:			£354.00

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

GENERAL MAINTENANCE BARLEY.

14 BANKSIDE,THE HIGH STREET
BARLEY,ROYSTON.
SG8 8HU.
TEL:07971 069449.
TEL:01763 849238.
Email:parttdarren@yahoo.co.uk.

Sold To

GRAHM CLARK.

SIMON CROCKGR
PARISH CLERK.
MELBOURN PARISH COUNCIL.

ESTIMATE

Quotation	QT1159
Date	27/09/2019
Our Ref.	WORKS.
Cust Ref.	WORKS.
Terms	COMPLETION.

Description	Amount
-------------	--------

TO:INSTALL SECURITY WALL ABOVE RECEPTION AT LITTLE HANDS .

X2 COURSES OF BLOCK WORK TO RAISE WALL APPROX 1FT/TIED IN TO CURRENT BLOCK WORK.

DRAINAGE OUTLETS TO BE INTERGRAL/REINSTATE GUTTERING.

TO:RENDAR AND REPAINT THE ABOVE.

REINSTATE ALL SECURITY SPIKES.

MATTS: £104.96

LABOUR: £540.00

GRAHAM I WOULD SUGGEST MAJOR BUILD WORKS TAKE PLACE ON A SATURDAY TO AVOID ISSUES WITH MUMS AND BABYS.

Remarks	Total	£644.96
ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT.		
THE CO-OPERATIVE BANK.		
ACCNO:13115924.		
SORTCODE:08-92-49.		