

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

**A meeting of this Committee was held on Thursday, 27 June 2019 at  
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

**Present:** Cllrs Travis (Chair), Cllr Barnes, Cllr Clark, R Gatward, M Sherwen, T Stebbings  
**In attendance:** S Crocker, Parish Clerk, C Littlewood, Assistant to Parish Clerk, K Rudge, D Bartle, L Williams (Chain of Wild Flowers)  
**Absent:** Cllr R Wilson

**MA090/18 To receive nominations and elect the Chair of the Maintenance Committee**  
Cllr Travis was nominated.

It was:

RESOLVED to elect Cllr Travis as Chair of the Maintenance Committee  
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

**MA002/19 To receive nominations and elect the Vice Chair of the Maintenance Committee**  
Cllr Clark was nominated.

It was:

RESOLVED to elect Cllr Clark as Vice Chair of the Maintenance Committee.  
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

**MA003/19 To receive and approve apologies for absence**  
Apologies received from Barry Deville

**MA004/19 To receive any Declarations of Interest and Dispensations**  
There were no declarations of interest and no requests for dispensation

**MA005/11 To approve the minutes of the Maintenance Committee Meeting held on 16 May 2019**

Noted that two items discussed at the meeting should be included in the job spreadsheet:

MA097/18 - ROSPA reports

MA103/18a) – Container on the Old Rec.

MA103/18b) – Tree inspections.

It was:

RESOLVED to accept the minutes as written.

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

**MA006/19 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)**

Chair introduced a representative from Chain of Wild Flowers. An update on activities was received. It was noted that the Parish Council would assume responsibility for

maintaining the wild flower areas in the village. **Any unspent grant monies would be returned to the Parish Council to be used for purchase of wild flower seeds.**

#### **ACTIONS:**

- Wardens to remove and return the gate and arch from the area in the Millennium Orchard
- Cllr Travis to meet with representative to discuss future works

The Chair varied the order of the Agenda to accommodate Mike Sherwen, who had to leave at 10am.

#### **MA012/19 Cemetery Matters:**

##### **a) To consider progress updates following New Road Cemetery field trip.**

Assistant to the Clerk noted that a quote had been received from HCGM for a replacement Judas tree. **ACTION** : To be circulated in advance of the next meeting.

##### **b) To consider a draft design for the Saxon Burial Mound Interpretation Board**

The draft design was considered. It was noted Melbourn is unique in obtaining permission to rebury Saxon remains. Suggested that the Parish Council should be the main contact number on the board. Suggested that the interpretation board should be located to mark the area where the Saxon remains are buried. Cllr Barnes was thanked for her efforts so far.

Discussion as to the cost of the board. **ACTION:** Clerk to look into possibility that this could be paid for out of s106.

##### **c) To consider soil quality issues at Orchard Road Cemetery**

Wardens presented a report highlighting a grave where chalky soil was preventing the grass from growing. Noted that wardens would attend to this but that this should not set a precedent. **ACTION:** Add to job spreadsheet.

##### **d) To receive any other updates and consider actions**

A member queried if the area previously taken up by the dividing hedge could be utilised for grave space. No further action at this time.

There was discussion as to replacement of the section of hedge in the extension – further details to be included in Clerk's report for Parish Council meeting in July. **ACTION:** Wardens to replant the section of hedge in the autumn.

A member noted concern as to the lack of progress with regard to the soil store in New Road Cemetery.

#### **ACTIONS:**

- Parish Office to chase HCGM for their quote.
- Ensure grave digger put soil in the proper area.

#### **MA007/19 Governance Matters:**

a)

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

To be deferred until July meeting. Noted that a member of the public had contacted the Parish Office in respect of the volunteer tree warden post.

- b) To consider adopting an updated Parish Estates Safety Inspection Policy  
Updated policy was circulated for review. **ACTION:** Add Pavilion to the list with same inspection frequency as the New Rec.

It was:

RESOLVED to adopt the Parish Estates Safety Inspection Policy as amended.

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

- MA008/19 Vandalism issues:** To consider any updates on vandalism in the Parish  
Discussion as to bench on Medcalfe Way. Residents to be encouraged to report matters of concern to the police. Parish Office to continue to monitor and report issues. **ACTION:** TS/KW/DB all requested to photograph and log evidence of drug taking activity from now on wherever possible.

- MA009/19 Chain of Wild Flowers:** to consider a report and actions going forward  
Discussed under MA006/19 above.

- MA010/19 Allotment Matters: To receive updates and consider actions**  
Nothing to report.

- MA011/19 Stockbridge Meadows Matters: To receive updates and consider actions**  
Noted that paths have now been cut.  
**ACTION:** Clerk to prepare a report for Maintenance Committee to consider with regard to boardwalk railings to discuss how to fund.

**MA013/19 Pavilion Matters**

- a) **To consider the provision of replacement boot brushes**

Agreed to purchase two new boot brushes at a cost of £63 + VAT each – cost is within Clerk's discretionary spend.

- b) **To consider the purchase of a steam cleaner**

Three quotations were considered.

It was:

RESOLVED to purchase the Dupray Cleaner Multipurpose Steamer at a cost of £149.99.

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

[Mike Sherwen left the meeting at 09:54]

- c) **To receive a report on the employment of a Pavilion Cleaner**  
Assistant to the Clerk updated the meeting on the new Pavilion cleaner.

- d) **To receive a report on Pavilion heating repairs**  
Shelford Heating are booked in on Tuesday, 27 August 2019 – work to be carried out in accordance with their quote dated 4 February 2019. Should be completed in one day

- e) **To consider a draft updated Pavilion Risk Assessment and the need for Legionella Testing**

It was:

RESOLVED to adopt the updated Pavilion Risk Assessment.

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

**ACTION:** Parish Office to arrange for Legionella testing to be carried out.

**f) To consider a quotation for an annual drainage service**

It was :

RESOLVED to accept the quote dated 8 May 2019 from Dynorod in the sum of £330 (£275.00 + VAT) in respect of an annual drain survey at the Pavilion.

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

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

Noted that there is unauthorised access to the roof taking place. Discussion as to applying anti-climb pain and required notices.

It was:

RESOLVED to purchase and apply anti-climb pain to the affected areas on the Pavilion.

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

**MA014/19 Littlehands Matters**

Noted that tenants would be reminded not to flush wipes, nappies etc down the toilets.

It was:

RESOLVED to accept the quote dated 8 May 2019 from dynorod in the sum of £540 (£450 + VAT) in respect of an annual drain survey at Littlehands.

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

**MA015/19 Village maintenance matters**

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

It was:

**RESOLVED** to receive the weekly inspection reports and note that there are no outstanding issues.

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

**b) To consider a report on contractor access to Clear Crescent Play Area:**

Noted that grass cutting contractor had reported that he was unable to access the play area as the access gate was blocked by parked cars. Discussion as to actions to be taken.

It was:

**RESOLVED** that the Parish Office would prepare appropriate wording for a permanent sign to be placed at the entrance to the play area. Wording to be circulated and agreed by email.

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

**MA016/19 Outstanding maintenance issues: To consider the status of the jobs spreadsheet**

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 27 June 2019				
ITEM	Details of work required	Report ed 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. <b>ACTION: Parish Office to obtain several quotes for different boardwalk designs and railings for future consideration.</b>	SC / CL
			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.	
2	Orchard Rd Cemetery Yellow Lines	KR	Wardens to repaint yellow line. Waiting for dry weather to carry out work - <b>ONGOING</b>	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. <b>CL TO CHASE AGAIN</b>	CL
4	Tidying New rd cemetery soil store	DB	Quote received 29 Jan 2019 with update for grass seeding. <b>Discussed at MA012/19d) - ACTION: Parish Office to chase HCGM for quote</b>	SC
5	New Rd Cemetery site visit re tree planting	SC	Arrange field trip for committee before April Maintenance Committee meeting - <b>Discussed at MA012/19a) - ACTION: HCGM quote to be circulated</b>	SC
6	Littlehands external electricity box	contractor	Box can only be removed by electricity supplier. Wait until wider condition issues resolved. <b>Action:</b> Assistant to Clerk to arrange for utility company to remove box once cabling sorted. In progress - discussed at MA102/18. <b>ACTION: CL to arrange for UK Power Networks to remove cable. Box to be demolished.</b>	CL
7	Car Park Shrub bed planting	JN	HCGM quote accepted. Work completed. Clerk noted that shrubs replanted from hub to car park have failed. New planting required. <b>ACTION: Clerk to follow up with HCGM</b>	SC
8	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. <b>Drainage tour rescheduled to 2 July - TS to report back after that</b>	TS

9	Utility supply consolidation	SC	Make contact with LSI before end of financial year - <b>ONGOING</b>	SC/RFO
10	Street lighting energy charges	SC	Audit of ownership of streetlighting columns that PC pay energy bills for is needed with a view to clarification on ownership of land - Clerk investigating - Clerk noted that CCC may be ending agreement with energy provider. Possible that responsibility will fall to parish. <b>ONGOING. ACTION: Clerk to contact Sean Gentle about unfinished light on the footpath from Beeton Close</b>	SC
11	Pavilion compressor switches	DB	In-house measures to secure switches - wardens looking into this. Wait until ASHP repairs are completed. <b>Repairs booked for 27 August 2019</b>	DB
12	Asset verification	RFO	CLlr Wilson has the asset list and will undertake inspections - <b>ONGOING. ACTION: Clerk to progress registration of land at 83 High Street and Maple Way</b>	RW
13	69 Beechwood Avenue	JH	Tree overgrown and causing possible obstruction for pedestrians. Wardens to inspect. CL sent letter requesting resident to cut back <b>ACTION: Wardens to check if tree has been cut back. UPDATE 29/05 - CCC say its responsibility of landowner but they don't know who that is ACTION: Parish Office to write to resident advising that we will cut tree back</b>	KR/DB
14	Rupert Neve Close	Resident	Neighbour has cut boundary hedge back and resident is concerned about exposure of their property and also as to what replacement hedge will be planted. RG noted there are restrictions on cutting back this hedge. John Obrien indicated he would visit to inspect the work. <b>ACTION: Clerk will continue to monitor Planning Enforcement updates to see if this is actioned</b>	SC
15	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. <b>ACTION: Trees to be included in tree inspection - Clerk to arrange</b>	CL
16	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. <b>Discussed at MA008/19</b>	SC
17	New Rec Youth Shelter	JH	Reported that Solar panels and wif-fi no longer working. <b>ACTION: Clerk to obtain quote for repairs</b>	SC

18	High St Bus Stop	JH	Reported that Wifi regularly used by residents. Possible link to car park CCTV. If so, data protection implications. <b>ONGOING</b>	SC
19	Farm buildings at the back of the allotments, The Moor	TS	Tree cuttings dumped - Reported to police with vehicle details. Also on vandalism sheet	
20	Overgrown trees opposite entrance to science park	JT	CL inspected. Trees are outside garden fencing - appear to be responsibility of PC <b>ACTION: Trees to be included in inspection to be arrange by Clerk</b>	SC
21	Overgrown bushes / trees nr Beechwood green (nr 7 Cedar Close)	JT	Wardens to inspect <b>ONGOING</b>	KR / DB
22	River Mel behind the youth shelter	CS	Chair and other debris thrown into River Mel. CL requested wardens to check and remove if possible. <b>ONGOING</b>	KR / DB
23	Worcester Way Pocket Park	TS	TS reported continued fly tipping behind properties. <b>ACTION: TS to take photos and Parish Office to report to SCDC. Also request input from District Councillor</b>	TS / CL
24	Trees along footpath by The Moor Play Area	GC	Low hanging branches obstructing footpath - <b>ACTIONS: Wardens to cut back low hanging branches</b>	KR / DB
25	RoSPA reports for play areas	JT	Wardens to inspect and carry out remedial works were possible. Contractors to be instructed as necessary/	KR / DB
26	Container on Old Rec - offensive behaviour	JT	Reported to police. Parish office has written to resident advising that container will remain where it is and anti climb paint applied	KR / DB
27	Silver birches on The Moor Play Area	GC	To be included in tree inspection to be arranged by Clerk	SC
28	Willows along River Mel	RG	Quotes obtained for pollarding. To be carried over to next year	SC

**MA017/19 New maintenance issues: To consider maintenance issues arising since the last meeting**

Nothing to report.

**MA018/19 PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960**

It was:

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and by reason of the confidential nature of the business, the Press and Public be excluded from the meeting.

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

**MA019/19 To consider a report on the Village Grass Cutting Contract**

**REDACTED**

**MA020/19 PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960**

It was:

**RESOLVED** that the confidential business having been concluded, the Press and Public be re-admitted .

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

**MA021/19** Next meeting scheduled for Thursday, 18 July 2019.

The meeting closed at 10:50.