

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

A meeting of this Committee was held on Monday, 8 June 2020 via Zoom link
<https://zoom.us/j/96679553111>

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Barnes
In attendance: C Littlewood, Assistant Clerk, D Bartle, T Stebbing, Cllr Baker, Cllr Kilmurray, M Sherwen, L Brierley, M Brierley
Absent: Barry Deville

MA116/19 To receive and approve apologies for absence
None received

MA117/19 To invite Cllrs Kilmurray, Baker and Cowley to join the Maintenance Committee
Cllrs Kilmurray and Baker were in attendance. Cllr Cowley was unable to attend the meeting.

It was:

RESOLVED that Cllrs Kilmurray, Baker and Cowley would join the Maintenance Committee.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

The Chair welcomed Cllrs Baker and Kilmurray and they joined the meeting.

MA118/19 To receive any Declarations of Interest and Dispensations
None received

MA119/19 To approve the minutes of the Maintenance Committee Meeting held on 20 February 2020

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 20 February 2020 as written.

Proposed by Cllr Clark, seconded by Cllr Barnes. Abstain - Cllrs Baker and Kilmurray due to non-attendance at the meeting on 20 February 2020.

MA120/19 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)

None in attendance

MA121/19 Finance Matters:

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

MA122/19 Conservation Matters:

- a) To consider a quote for work to Ash trees opposite Science Park from Shire Trees

It was:

RESOLVED to accept the quote from Shire Trees in the sum of £1,044 (£870 + VAT) with regard to tree works to trees opposite the Science Park.

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

ACTIONS:

- Assistant Clerk to follow up with Shire Trees with regard to informal inspections around the village.

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

- Assistant Clerk to establish who is responsible for the trees at the bottom of London Way. Very overgrown with ivy and may need attention.

- b) To note updates from the Wild Trout Trust relating to works adjacent to the River Mel

Noted that the work has been completed. Final report from Wild Trout Trust to follow. RMRG to look at further work to nettles and dead hedging.

- c) To receive updates and reports on Stockbridge Meadows:

Noted increased footfall during lockdown period resulting in some informal footpaths being created. Discussed opportunities to engage with people with regard to protecting habitat – suggestions included leaflets, articles in Melbourn Magazine, information via schools. 'Dogs on Leads' sign has been re-attached to the entrance gate.

Noted a local resident had requested permission to feed badgers in Stockbridge Meadows. **ACTION:** Assistant Clerk to respond thanking the resident for their offer but declining at this time.

- d) To receive any other updates and consider actions

MA123/19 Allotment Matters:

- a) To consider a quotation for signage for the asbestos bin

It was:

RESOLVED to accept the quote from Unlimited Logos in the sum of £40 + VAT for an 'Asbestos Only' sign for the allotments.

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

- b) To receive any other updates and consider actions

Noted that the allotments are very busy due to lockdown and warm weather. Water usage to be monitored. There is currently a long waiting list for allotments – unworked plots also to be monitored.

MA124/19 Governance Matters:

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

The reports were received.

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

The updated vandalism reported was noted.

MA125/19 Cemetery Matters:

- a) To consider the installation of new cremated remains memorial bases

Awaiting quote for new cremated remains plots from HCGM. **ACTION:** DB, MS and JW to liaise and arrange to meet at New Road Cemetery to identify location for new plots.

- b) To receive any other updates and consider actions

Discussion with regard to review of R&Rs for New Road Cemetery. Noted an increase in dog walkers. Also cars parking in the cemetery. Discussion with regard to footpath from Victoria Way to Water Lane. A member noted that with so many people using local footpaths at this time, it would be a good opportunity to identify local network of footpaths.

ACTIONS:

- Review of the R&Rs for New Road Cemetery to be included on Agenda for next Maintenance Committee meeting for fuller discussion.
- Consider how to improve network of footpaths around the village.

MA126/19 Village Maintenance Matters:

- a) To consider the ROSPA Play Safety Annual Inspection Reports for The Moor and Clear Crescent
A summary of the works highlighted by the inspector was circulated. A member noted that there is some s106 money available for improvements to the play area at The Moor. Noted that this would benefit from public consultation.

ACTIONS:

- Assistant Clerk to speak to Wardens about issues highlighted in ROSPA inspection reports.
 - Assistant Clerk to arrange a site visit to The Moor for members of the Maintenance Committee.
- b) To consider and agree resumption of Councillor street inspections
It was:
RESOLVED that councillor street inspections should recommence and that this item should be referred to full council for approval.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- c) To consider costing for upgrade to the car park CCTV.
Noted that the CCTV on the village car park was unreliable. The parish office had been unable to respond to recent requests for footage from the police as the system was not working properly. Quotes for upgrade and ongoing support had been obtained but these were very costly. A member had obtained quotes for replacement DVRs which he could be install. Ongoing maintenance of the cameras could be carried out by wardens. This would be a far more cost effective solution.

It was:
RESOLVED to purchase the required DVR equipment up to a cost of £300 to be installed by Cllr Kilmurray.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
- d) To receive any other updates and consider actions
A member noted that the ongoing issue of blocked gulleys in the village was not resolved. Concern was raised with regard to potential for flooding. **ACTION:** Assistant Clerk to speak to District and County Cllrs in an attempt to progress.

MA127/19 Pavilion Matters: To receive any updates and consider actions

Noted that the Pavilion remains closed to the public at this time.

MA128/19 Littlehands Matters: To receive any updates and consider actions

Noted that Barley Maintenance will be carrying out scheduled works to the roof this week. Date has been approved by Littlehands manager.

ACTION: Assistant Clerk to report security light to an electrician as it won't turn off.

MA129/19 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 MA106/19B). Waiting to hear from Tom Upcraft. ACTION: JT to follow up.	JT
2	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. 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. Noted bench opposite Sheepshead Row requires repair. ACTIONS: 1) Wardens to clean bench. 2) Look at s106 - is there money for plastic replacements?	KR / DB
3	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. Dennis has removed the gate. CL requested quotes from HCGM and Barley Maintenance 27/5/20. ACTION: CL to chase quote from HCGM. GC to chase quote from Barley Maintenance.	CL
4	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. Slide repaired. Zip wire repairs to be carried out in 4-6 weeks. Repairs carried out. Seat to be re-installed and adjusted. Check issues in ROSPA report - is zip wire included?	CL
5	Two trees on green lane between Armingford and Hale Close	Resident	Reported to County Farms - Two trees felled. ACTION: Assistant Clerk to check if street light is repaired. Concern was noted over other trees along the green lane. ACTION: Clerk to write to County Farms to request they inspect	CL
6	Flooded layby on Cambridge Road (opposite Solway Farm entrance)	Resident	Reported to SCDC - part of ongoing gully problem	CL
7	Traffic along High Street	Resident	Concern re volume and speed of traffic and request for information on how to apply for traffic calming. Referred to Futures WP.	CL
8	26 Palmers Way - overgrown hedge	Resident	Reported to Carly Freed, SCDC 12/3/20. CL spoke to Carly on 24/3/20 to explain location of hedges - Carly will follow up with contractor. ACTION: CL to follow up with Carly Freed	CL

9	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the bin and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. ACTION: CL to get costs.	CL
10	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. Awaiting quote	CL
11	Salt bin on Vicarage Close	DB	Lid broken. ACTION: CL get cost for replacement	CL

MA130/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Noted that play equipment on parks would need to be cleaned before opening up. Suggested that wardens could do this with pressure washer.

MA131/19 To note date of next meeting: 23 July 2020 at 09:30

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

**A meeting of this Committee was held on Thursday, 20 February 2020 at
Melbourn Community Pavilion, The Moor, Melbourn at 09:00**

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

Chair opened the meeting and noted the sad news of the passing of Rosemary Gatward, a longstanding supporter of the Parish Council, both as a councillor and member of various committees. Her contribution to conservation matters in the village in particular was noted.

MA101/19 To receive and approve apologies for absence

It was noted that due to work commitments, Cllr Wilson had been unable to attend Maintenance Committee meetings for the preceding 6 months and would be standing down from the Committee. In view of the high workload and need for quoracy, it was noted the need to recruit more members to the committee. An invitation to join the committee would be emailed out to councillors.

Post meeting note: Tim Stebbings had advised the office of his absence in advance of the meeting.

MA102/19 To receive any Declarations of Interest and Dispensations

None received

MA103/19 To approve the minutes of the Maintenance Committee Meeting held on 23 January 2020

It was:

RESOLVED to approve the minutes as written.

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

[Cllr Barnes noted that she would need to leave the meeting at 10.45am]

MA104/19 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)

MA105/19 Finance Matters:

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

Noted that maintenance spend is generally on track. However, necessary tree work has resulted in over spend. Noted that budget for next year will be higher.

MA106/19 Conservation Matters:

- a) To consider the latest hydrology report

Noted that River Mel is flowing again but area is generally drier than previously. Letter to Bury has been sent. Waiting to hear back from EA re extension of pipe.

- b) To receive an update on Stockbridge Meadows Boardwalk

Preliminary design has been prepared. Clerk and Chair to meet with possible contractor to discuss. Once design is agreed, funding opportunities to be explored with a view to progressing project during the summer.

ACTIONS:

- Clerk to arrange meeting with boardwalk designer.
- Public exhibition/consultation to be arranged prior to commencement of work.

Noted willow in the field across the river overhanging boardwalk may require attention.

ACTIONS:

- Need to establish who is responsible for the tree / owner of the land.
- CL to arrange for Shires to inspect the tree to identify any safety issues.

- c) To consider a quotation for rolling wildflower area and adjacent meadow

It was:

RESOLVED to accept the quote for £170 plus VAT from Herts & Cambs Ground Maintenance to roll wild flower and small meadow areas at Stockbridge Meadows with a request that the work be carried out as soon as possible.

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

- d) To receive the Parish Council's newly adopted environmental policy

The policy was received.

- e) To receive any other updates and consider actions

Replacement trees for Stockbridge Meadows awaiting planting. Only apple trees (x 10) as plum trees not currently available. Volunteers for planting to be arranged.

ACTIONS:

- Wardens to purchase tree protection materials.
- Assistant Clerk to set up account with Phillimore Nurseries and adjacent fencing supplier.

MA107/19 Governance Matters:

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

The reports were received.

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

The updated list was considered.

- c) To consider implementing this year's programme of road inspections

Fault reporting criteria to be reviewed and considered at next full Council meeting with a view to arranging inspections at March Maintenance meeting.

ACTION: Assistant Clerk to review and update fault reporting criteria.

MA108/19 Cemetery Matters:

- a) To consider the installation of new memorial bases

Quote for supply of memorial bases was considered. Budget for supply and installation is sufficient.

It was:

RESOLVED to give prospective approval up to a total cost of £1,000 plus VAT to include purchase and delivery of 28 memorial bases from JKH Ltd (£477 plus VAT) and installation of bases.

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

ACTION: Clerk to discuss installation with HCGM

- b) To consider a quotation for the control of moss

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance to clear moss from the pathways in both Orchard Road and New Road Cemeteries at a cost of £390 plus VAT per site.

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

- c) To consider an update on tree watering

Noted that All Saints Community Hall have given permission for the wardens to access the outside tap for the purpose of watering the new trees in the churchyard. It was agreed that the Wardens should use discretion with the frequency of watering depending on the weather.

- d) To consider a quote for works to a tree in Orchard Road Cemetery

Noted that work exceeds current budget for tree work. To be considered by full council bearing in mind nesting season.

It was:

RESOLVED to recommend to full Council that the work is carried out as per quote received from Shire Trees.

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

- e) To consider a quotation for the removal of soil

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £490 plus VAT for removing the soil from the new soil store.

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

ACTION: Clerk to discuss with HCGM to request that quote includes emptying current soil store.

- f) To receive any other updates and consider actions

Artwork for interpretation board at New Road Cemetery was considered. Cllr Barnes was thanked for her work on the design.

It was:

RESOLVED to make application for grant funding for two interpretation boards (New Road Cemetery and Millennium Orchard)

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

It was reported that the wardens had arranged for repairs to the wooden gates at the entrance to Orchard Road Cemetery which had been damaged in the high winds.

MA109/19 Village Maintenance Matters:

- a) To consider a report on maintenance contract reviews
Clerk reported back on a meeting with contractor.
- b) To consider a report on pest control
Report from Pest Control Company was noted. No further work required.
- c) To consider quotations for streetlight energy
To be discussed later.
- d) To consider quotations for a CCTV upgrade and maintenance contract
Discussion with regard to recent difficulties in resolving technical issues with CCTV in the car park.
ACTION: Assistant Clerk to monitor system regularly to ensure it is operating.
- e) To consider a quotation for repair to equipment in Clear Crescent playground
It was:

RESOLVED to accept the quote from Wicksteed for £586.84 plus VAT for repairs to the motorbike springer.

Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- f) To consider quotations for repair to a fence adjacent to Melbourn Bowls club
It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £540 plus VAT to replace the damage fence and remove the elder tree at the Bowls Club.

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

ACTION: Clerk to check with HCGM if root needs to be poisoned.
- g) To consider a quotation for works to a tree in Clear Crescent Playground
Noted that work exceeds current budget for tree work. To be considered by full council bearing in mind nesting season.

MA110/19 Allotment Matters:

- a) To consider a report on the handling of asbestos fragments
Asbestos bags and storage box now in situ.

ACTIONS:
- Barry Deville to construct wooden frame to house box.
 - Assistant Clerk to get quote from Unlimited Logos for 'Asbestos Only' sign.
- b) To consider a request from Littlehands Nursery to have an allotment plot
Noted that no plots are currently available. Concern expressed with regard to safety. Possibility of accessing the community allotment under supervision.

ACTION: Assistant Clerk to discuss with Littlehands.
- c) To receive a report from the Parish Clerk on insurance
Query had been raised with regard to insurance at local events. Allotment insurance does not provide this cover.

ACTION: Barry Deville to update allotment holder.

- d) To receive any other updates and consider actions

Allotment Association AGM considered quote for rat clearance but decided the work was unnecessary. Plot holders may set traps provided they are covered but must not use poison.

MA111/19 Pavilion Matters:

- a) To consider an update on Pavilion Cleaning

Noted difficulty in cancelling cleaning if football matches are cancelled at the last minute.

- b) To receive any other updates and consider actions

Noted that the heating system appears to be working well.

Chair updated the meeting on plans to upgrade the pavilion, particularly noise reducing acoustic panels and kitchen upgrade. To be funded from s106 monies.

ACTION: Clerk to arrange for quotes for clock to be repaired.

MA112/19 Littlehands Matters: To receive any updates and consider actions

Meeting with Littlehands to be held in March. Discussion to be had with regard to replacement windows. Work to roof scheduled for early April.

[10:25 Cllr Barnes left the meeting]

MA113/19 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 February 2020				
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 MA106/19B)	SC
2	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. JT discussed with AJ Grab Hire. They have offered to clear	CL

			rubble. They will advise were rubble should be left for collection.	
3	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. Ash free felled. Rest of trees need ivy removing in new fin year.	SC
4	Benches on Cambridge Road (x 3)	MS	Require cleaning and maintenance - DB has inspected. Bus stop bench has been cleaned. 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. Noted bench opposite Sheephead Row requires repair.	KR / DB
5	Ash Grove / Orchard Road	TS	Wooden post on gate at bottom of Ash Grove cut through is rotten and requires replacement. ACTION: Wardens to repair	Wardens
6	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. Land owner has indicated he wishes to build stables. No planning application received yet. To be monitored by Planning Committee.	SC
7	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. Slide repaired. Zip wire repairs to be carried out in 4-6 weeks	DB
8	Royston Road - hedge opposite entrance to Back Lane	Resident	Email received advising that hedge will present obstruction once it is in leaf. Response that we will follow up with landowner if this becomes an issue ACTION: Assistant to Clerk to write to property owners to cut back before nesting season.	CL
9	Two trees on green lane between Armingford and Hale Close	Resident	Reported to County Farms - Two trees felled. ACTION: Assistant Clerk to check if street light is repaired. Concern was noted over other trees along the green lane. ACTION: Clerk to write to County Farms to request they inspect	CL
10	Fallen tree - Burltons Farm across the river to field behind MVC	Irene Bloomfield	Responsibility of Burltons Farm. Wardens inspected - tree is partially in the water.	SC
11	Dog poo - Orchard Gate / Orchard Road	Resident	Reported to Tim - away on holiday at the moment	CL
12	Lights on footpath to pavilion	JT/LT	Lights not working after dark. DB has inspected and timers all appear to be correct. Sensor tested and working. Wardens inspected again - lights appear to be working	DB/KR

MA114/19 New Maintenance Issues: To consider Maintenance issues arising since last meeting

Clerk noted that due to proactive tree inspections, recent poor weather had not resulted in extensive damage to trees in the village.

Noted that the zip wire in The Moor play area require attention. **ACTION:** Wardens to inspect.

MA115/19 To note date of next meeting: 19 March 2020


The meeting closed at 10:40

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

Melbourn Parish Council
Maintenance Expenditure Tracking 2020/21
(Actuals based on paid invoices)

EDGE Code	Budget 2020/21	Actual to date (31/05/20)	Committed	Balance	Notes
	£	£	£	£	
Budgeted expenditure (included in Precept)					
<u>Conservation:</u>					
1000	500			500	
1000	600			600	
1100	350			350	
1100	6,500	2,450	1,420	2,630	Emergency tree work to willow and ash trees - rec and opposite science park. Committed: work to another willow at later date £580 plus repair fencing The Moor (£840). Quote from Shires for extra tree work currently being considered £870
1100	500			500	
1150	120			120	
1150	500			500	
	9,070	2,450	1,420	5,200	
<u>Cemeteries</u>					
2000	100			100	
2000	500			500	
2000	400			400	
2000	200			200	
2000	2,600	-	1,390	1,210	Installation of 26 bases at NRC (paid 2/06/20)
	3,800	-	1,390	2,410	
<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	225		214	11	Paid 02/06/20
3000	600			600	
3200	200			200	
3200	500		67	433	Replacement parts for dog bins
3400	400		266	134	Sanitary disposal (£266) - credit note expected for some of this
3400	220			220	
3400	600			600	
3400	800			800	
3400	2,000			2,000	PC approval gained re brushes/steam clea
	5,545	-	547	4,998	
<u>Finance & General Purpose</u>					
4300/2	500		7	493	
4300/3	1,000			1,000	
4300/4	1,400	550	21	829	Insurance £504
4900	200			200	
7100	100			100	
7100	500			500	
	3,700	550	28	3,122	
<u>Highways</u>					
8100	200	-		200	
	200	-	-	200	
<u>Rental Property</u>					
9000	450			450	
9000	1,000			1,000	
9000	2,000			2,000	
	3,450	-	-	3,450	
Total Maintenance (excluding grounds maintenance contracts)					
	25,765	3,000	3,385	19,380	
<u>Grounds Maintenance Contracts</u>					
1200	7,470			7,470	See note below
1200	1,120			1,120	
1300	5,520			5,520	See note below
1300	1,480		300	1,480	Extra cut open areas and parks (April?)
2100	4,870			4,870	See note below
2100	630			630	
3200	9,060			9,060	See note below
3200	540		130	540	Extra cut old and new rec grounds (April?)

		30,690	-	430	30,690	
9600	Community Benefit (memo only - not precepted) Community Benefit Donations - Cemetery Tree Planting (New Rd)	1,000			1,000	These items are ring-fenced within Community Benefit monies
		1,000	-	-	1,000	

 potential cost savings

Conservation - Emergency tree works carried out have cost £3,030 to date and the maintenance committee are considering a further quote of £870 for tree works and ivy cutting. In addition MPC has approved £840 to replace a fence at the Moor which was damaged by a tree. This budget heading is likely to go over budget later in the year.

Grounds Maintenance Contracts - work has been carried out but bills have not been paid in April due to ongoing discussions about invoicing. It is expected that two months will be paid in May or early June.

SHIRE

TREES LIMITED



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

Date Sent: 26/04/2020

Quote information

Account No: 143
Quote No: 1571
Surveyor: Frank Cattle
Site Ref No: 1162
Order No:

Quotation

Site Address Opposite Science park Cambridge Road Melbourn SG8 6EE

Item No	Item	Description Of Work	Value
t5	Ash	Remove Ivy and dead wood	£485.00
t6	Ash	Remove Ivy	£385.00
	Multiple trees	Severe Ivy at base of tree by 1M on multiple trees along tree line.	

Total Value: £870.00
VAT(20%): £174.00
Total Inc VAT: £1,044.00

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

01763 220880 / 07725808887 shiretreesltd@gmail.com

Company housing no. 10546603

JOB DETAILS & QUOTATION

DATE: 11th March 2020

TITLE: Our Ref: JN 200321 / Your Ref: Melbourn Parish Council – Safety Sign

MATERIAL: Vion White Self Adhesive Vinyl onto 3mm White Rigid Composite Board

SIZE: 210mm Wide x 297mm High (A4)

COLOURS: CMYK Digital

QUANTITY: x1 off

FINISH: Board printed to face with gloss laminate seal as per visual PDF

NOTES: Board to be collected from Unlimited Logos upon completion
(Price below includes x1 banner date patch)

TOTAL: £40.00+VAT – Supply Only

Please be aware that payment is required upon completion/collection

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us,
in order to acknowledge approval.

This quotation is based on information received and is subject to final sight of artwork.
This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

MAKE PAYMENT BY BACS TO: BARCLAYS BANK, SORT CODE: 20-17-20, ACCOUNT NUMBER:63840964
ACCOUNT NAME: MR T R FULTON T/A UNLIMITED LOGOS LTD
=== ALL MAJOR CREDIT CARDS ACCEPTED ===

Visual - 200321

x1 A4 Sign on composite board

Colours: CMYK Digital

Finish: Graphics printed and applied to face with gloss laminate finish



MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 8 June 2020 (Maintenance Committee)

Date of Report: 3 June 2020

Agenda Item: MA126/19c) Car park CCTV

Cllr Kilmurray has kindly looked at options for upgrading the CCTV box in the car park workshop. The parish office regularly checks the CCTV to ensure it is working. However, it has become unreliable and it's only when asked for footage following an incident that this becomes apparent. There has been a recent assault on the car park and the police have requested footage which we are again unable to provide.

The hard disk that I have pulled from the existing CCTV box appears to be in good shape, so the disk cost should not be needed; I can just install the old disk into the new box when we get it and format it.

Cheers
Steve

At 17:26 22/05/2020,:

Hi Simon

Here are Amazon links to the same box plus hard disk that both vendors appear to have quoted for. Now, I know that they are offering an installation service and that costs, but even so...

https://www.amazon.co.uk/Hikvision-Recorder-Supporting-Surveillance-16Channel/dp/B07CF49MJ2/ref=sr_1_1?dchild=1&keywords=hikvision+tvi+16+channel+ds-7216&qid=1590164168&sr=8-1

https://www.amazon.co.uk/Purple-Surveillance-Drive-Intellipower-Cache/dp/B07Q95NT7J/ref=sr_1_1?crid=147LOKJB6OPGO&dchild=1&keywords=wd+purple+6tb&qid=1590164315&refinements=p_89%3AWestern+Digital%2Cp_n_size_browse-bin%3A10625612031&rnid=187137031&s=computers&prefix=wd+purple%2Caps%2C150&sr=1-1

DVR is 296 and disk is 170 - both figures include VAT.

I see no reason why you or I could not put these together and install ourselves. Looking at the cost of the annual contract, these things are disposable once the warranty is up anyway. Ridiculous prices!!!

Cheers
Steve

Councillor Steve Kilmurray
Melbourn Parish Council