

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 20 August 2020 at 09:30 via Zoom link
<https://zoom.us/j/93165325217>

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Baker

In attendance: C Littlewood - Assistant Clerk, K Rudge

Absent: Cllr Cowley

MA018/20 To receive and approve apologies for absence

Apologies received from Cllrs Barnes and Kilmurray, D Bartle, T Stebbing, M and L Brierley, B Deville and M Sherwen

MA019/20 To receive any Declarations of Interest and Dispensations

None received.

MA020/20 To approve the minutes of the Maintenance Committee Meeting held on 23 July 2020

It was:

RESOLVED to approve the minutes of the meeting of the Maintenance Committee on 23 July as an accurate record.

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

MA021/20 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)

No members of the public in attendance.

MA022/20 Finance Matters:

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

The report was noted.

MA023/20 Conservation Matters:

- a) To consider a quotation for signage at Stockbridge Meadows

It was:

RESOLVED to accept the quotation from Unlimited Logos in the sum of £40 + VAT for 2 signs.

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

ACTION: Wardens to meet with Maureen Brierley to discuss where signs should be sited.

[09h38 Keith Rudge joined the meeting]

- b) To receive a the EA Monthly situation reports for July 2020

The report was noted

- c) To consider quotations for tree work on the Old Rec and Beechwood Avenue play area

Two quotes had been requested but only one received. This item to be deferred pending receipt of second quote.

- d) To receive a report on Stockbridge Meadows

Discussion with regard to lack of bins, particularly near seating areas.

ACTIONS:

- Wardens to inspect area and determine best location for two bins

- Assistant Clerk to contact Tim Stebbings to request that he empties bins when on duty. Wardens to empty bins in Tim Stebbings' absence.

e) To receive any other updates and consider actions

Noted that Tom Upcraft (project manager) has requested a meeting with representatives of Maintenance Committee to progress boardwalk project (suggested 26, 27 or 28 August).

ACTION: Assistant Clerk to check availability and arrange meeting.

Noted that wild flower meadow is due to be cut. Uncertain whether volunteers will be available to clear cuttings due to current restrictions. If unavailable, wardens will need to clear the cuttings from the area. **ACTION:** Assistant Clerk to remind Mr and Mrs Brierley to support this activity if possible with volunteers.

Noted that Millennium Copse has traditionally been an area where members of the public can request a memorial tree to be planted. A member suggested that public awareness is raised in this regard. Also suggested raising awareness of Jubilee Orchard. **ACTION:** Assistant Clerk to write article for the Melbourn Magazine.

Discussion with regard to damaged picnic bench near pavilion. Noted that this had a dedication plaque. Wardens to source suitable hardwood for repair.

MA024/20 Allotment Matters:

a) To receive any other updates and consider actions

Nothing to report.

MA025/20 Governance Matters:

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

Noted that hedges at Clear Crescent play area and Orchard Road Cemetery require cutting. Discussion with regard to significantly reducing height of the hedge at Clear Crescent.

ACTIONS:

- Assistant Clerk to seek quotes for cutting hedge at Orchard Road Cemetery – top and sides.
- Assistant Clerk to seek quotes for (1) cutting hedge at Clear Crescent play area – top and sides to reduce height by 3 feet and (2) a further quote to cut hedge down to 4 feet from ground level.
- Assistant Clerk to arrange meeting with HCGM to discuss hedge cutting to include top and sides in future.

b) To consider any updates on vandalism in the Parish

Noted an increase in cars illegally accessing the High Street from Norgetts Lane and Water Lane since Mortlock Street roadworks closure. Police have been in attendance. County Highways to repaint road markings.

c) To receive any other updates and consider actions

MA026/20 Cemetery Matters:

a) To retrospectively approve the installation of new cremated remains memorial bases

Update received with regard to installation of bases. Some remedial work had been required but this has now been completed.

It was:

RESOLVED to give retrospective approval for the quote from Herts & Cambs Ground Maintenance to install 4 x blocks of 4 cremated remains bases (16 in total) at New Road Cemetery in the sum of £720 + VAT (£864).

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

- b) To receive any other updates and consider actions

A member queried if there had been any progress on grant application for interpretation boards.

ACTION: Assistant Clerk to progress and report back.

MA027/20 Village Maintenance Matters:

- a) To receive an update on repairs to play equipment highlighted in the RoSPA Play Safety report
Discussion with regard to outstanding actions. Noted that wardens now have tools to re-tension zip wire. **ACTION:** Assistant Clerk to check insurance policy with regard to repairs.
- b) To consider an update on the proposed refurbishment of The Moor play area
Discussion with regard to progress. Four companies identified to approach. **ACTION:** Assistant Clerk / Cllr Clark to seek initial drawings for consideration.
- c) To consider quotation for annual drain clean at Littlehands and the Pavilion

It was:

RESOLVED to request Dynorod to carry out annual drain clean for Littlehands at a cost of £540 + VAT.

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

Noted that Pavilion drains were upgraded in February 2019. **ACTION:** Wardens to inspect drain to determine if annual clean is required.

- d) To note correspondence with SCDC regarding transfer of open space on Hopkins Homes development
Noted that this had been discussed by Planning Committee on 10 August. Parish is to take transfer only once the development is complete. Inspection to be arranged at a later date once building works are finished. **ACTION:** Assistant Clerk to advise SCDC Planning Department that Parish will take transfer only once the development is complete.
- e) To discuss electricity charges for the Pavilion and car park workshop
Noted that electricity charges have been based on estimates. **ACTION:** Wardens to take monthly readings for both pavilion and workshop.
- f) To discuss scope of grass cutting for 2021
Discussion with regard to identifying areas where local ecology may benefit from reduced grass cutting. **ACTION:** Cllr Travis to review grass cutting areas by end of 2020 in preparation for contracts to be updated in Spring 2021.
- g) To receive any other updates and consider actions

None

MA028/20 Pavilion Matters:

- a) To discuss re-opening the pavilion to the public
Documents including re-opening checklists and risk assessments being drafted in preparation for re-opening pavilion in early September. **ACTION:** Assistant Clerk to draft and circulate for comment.
- b) To note a request from MVC to install additional sockets
The request was noted.
- c) To receive any updates and consider actions
None

MA029/20 Littlehands Matters: To receive any updates and consider actions

- a) To receive any updates and consider actions
Email sent to Littlehands advising that works had been completed. No further action required at this time.

MA030/20 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 at MA023/20d) - ACTION: Assistant Clerk to arrange meeting with Tom Upcraft	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? 3) Wardens to repair bench opposite Sheeps Head Row	KR / DB
3	Flooded layby on Cambridge Road (opposite Solway Farm entrance)	Resident	Reported to SCDC - part of ongoing gully problem. Assistant Clerk has requested additional street clean. Will identify specific areas to be targetted. Will also request gully clearance from Highways	CL
4	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. CL to follow up with Carly Freed. Email from Carly Freed - awaiting date for works to be carried out 12/6/20 - CL to follow up	CL
5	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. Dog bins installed. ACTION: Assistant Clerk to source supplier of inner baskets.	CL
6	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. Quote received but hold back until after school holidays	CL
7	Salt bin on Vicarage Close	DB	Lid broken. CL requested replacement from Highways - monitor	CL
8	6 Bramley Avenue	Resident	Trees / shrubs overgrown - obstructing footpath. Letter sent to occupier 16/6/20. Email from tenant to say letter has been forwarded to property owner. ACTION: Wardens to check if done	CL

9	Scythe mower	KR	Needs replacement tyres. Delegated authority to Parish Office to purchase tyres. KR to order from Wrights (approx £40 each). KR noted tyres not available from Wrights - need to order whole Axel (cost £80 each). Will keep looking for a supplier	KR
10	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. ACTION: Assistant Clerk to chase	CL
11	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench. NOTE - dedication plaque on bench which needs to be preserved. Can we repair rather than replace? Discussed at MA027/20g	DB / KR
12	Pavilion	KR	Boot scrapper to be repaired. ACTION: Assistant Clerk to get costs for new boot scrapper and replacement brushes	CL
13	Worcester Way green	SC	A member suggested including the area as a walking route. ACTION: Discuss fence and access gate with farmer. ACTION: Update required from SC	SC
14	Dolphin Lane	Resident	Concern for safety discussed as the work would require someone to stand in Station Road. ACTION: Assistant Clerk to seek quotes for this work.	DB / KR
15	Flooding following storm 13/8/20	Various	Reports on flooding on Cambridge Road, Orchard Road, Bramley Avenue - blocked gulleys. CL reported to County Highways and emailed SCDC street team to request urgent clearance of gulleys Already discussed - Assistant Clerk to request additional clearance from Highways and SCDC	CL
16	Offer of bench by bereaved family	Resident	Need to consider location and design of bench - ACTION: Assistant Clerk to write to family re design and location.	CL

MA031/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting
None

MA032/20 To note date of next meeting: 24 September 2020

The meeting closed at 11:24

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 23 July 2020 at 09:30 via Zoom link
<https://zoom.us/j/92914861566>

Present: Cllrs Travis (Chair), Cllr Clark, Cllr Kilmurray, Cllr Baker
In attendance: S Crocker, Parish Clerk, C Littlewood, Assistant Clerk, K Rudge, T Stebbing, M Sherwen, L Brierley
Absent: Cllr Barnes, Cllr Cowley

MA001/20 To receive nominations and to elect the Chair of the Maintenance Committee

Cllr Travis was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Travis as Chair of the Maintenance Committee.

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

MA002/20 To receive nominations and to elect the Vice Chair of the Maintenance Committee

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Vice Chair of the Maintenance Committee.

Proposed by Cllr Travis, seconded by Cllr Baker. All in favour.

MA003/20 To receive and approve apologies for absence

Apologies were received from D Bartle, M Brierley, B Deville.

MA004/20 To receive any Declarations of Interest and Dispensations

None received

MA005/20 To approve the minutes of the Maintenance Committee Meeting held on 8 June 2020

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting on 8 June 2020.

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

MA006/20 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)

No members of the public in attendance.

MA007/20 Finance Matters:

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

The finance report was noted.

MA008/20 Conservation Matters:

- a) **To receive updates and reports on Stockbridge Meadows**

Discussion as to discouraging use of unofficial footpaths in Stockbridge Meadow. **ACTION:** Assistant Clerk to obtain quotes for signage.

Noted that wardens are keeping on top of thistle growth.

- b) **To receive a the EA Monthly situation reports for May and June 2020**

The reports were noted. Levels are low but rainfall has been lower than average. A member suggested requesting the EA to start pumping into the river. Noted that there had been no response from The Bury to the request to move the pipe. **ACTIONS:** Cllr Travis to write again to The Bury.

- c) **To consider reports and updates on various trees**

Discussion re ownership of woodland area on Royston Road. Noted that a number of trees in the woodland are in poor condition and require attention. **ACTION:** K Rudge to make enquiries as to the identity of the owner.

Trees on the New Rec to be monitored.

Noted dead wood on trees and also canopy needs lifting. **ACTION:** Assistant Clerk to seek quotes for tree work.

d) To receive an update on works along the River Mel

The report from Rob Mungovan was received. Committee noted appreciation at the work that had been carried out. RMRG hope to recommence activities when circumstances allow.

e) To consider quotation for Stockbridge Meadows boardwalk project

Quote from 1731 Ltd including planning and design of the boardwalk and project management was considered. Discussion as to seeking grant funding to match s106 monies available for the project.

It was:

RESOLVED to accept the quote from 1731 Ltd for £1,500 to carry out project management and preparation of drawings, schedule of works and manage tender process for replacement of the boardwalk at Stockbridge Meadows.

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

f) To receive any other updates and consider actions

No updates or actions

MA009/20 Allotment Matters:

a) To receive any other updates and consider actions

No updates or actions.

MA010/20 Governance Matters:

a) To note the email decision to re-open the The Moor and Clear Crescent play areas

Chair thanked the wardens for their efforts in cleaning the play areas. The email decision as noted.

b) To note the email decision to give permission to Melbourn Dynamos to resume training on the Old Rec

The email decision was noted.

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

The weekly inspection reports were received.

d) To consider any updates on vandalism in the Parish

The update was noted. A member reported that the police have been carrying out patrols in the area.

e) To receive any other updates and consider actions

No updates or actions

MA011/20 Cemetery Matters:

a) To retrospectively approve the installation of new cremated remains memorial bases

This item was deferred

b) To review the Rules & Regulations for New Road Cemetery

Suggested revision of the Rules & Regulations were discussed. A member suggested the following wording be added at the end of paragraph 2a '*This does not constitute a right of way.*'

It was:

RESOLVED to approve the amended Rules & Regulations for New Road Cemetery with the addition of the wording as discussed.

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

- c) To receive any other updates and consider actions

A member queried progress with regard to interpretation board for the Saxon burial mound.

ACTION: Assistant Clerk to progress.

MA012/20 Village Maintenance Matters:

- a) **To approve expenditure on an additional sign for The Moor car park**

It was:

RESOLVED to purchase an additional sign for The Moor car park at a cost of £65 + VAT.

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

- b) **To receive an update on repairs to play equipment highlighted in the RoSPA Play Safety report**

Wardens to report back – work ongoing.

- c) **To consider an update on the proposed refurbishment of The Moor play area**

A member reported back on a recent meeting to discuss refurbishment of The Moor play area.

Project to include public consultation including young people. **ACTION:** Assistant Clerk to identify three companies to approach for quotes / designs.

- d) **To note expenditure with regard to repairs to the gate at the bottom of Ash Grove**

As this was a safety issue, repairs to the gate had been carried out. Noted that contractor is to replace the spring closing. Also that the paint finish is not drying and needs attention before this job is signed off.

- e) **To consider request from Cambridgeshire County Council re light in Clear Crescent**

Discussion as to who will be responsible for cost of light if it is retained. **ACTION:** K Rudge to check if light is working.

- f) **To consider replacing various bins**

Noted that two dog bins require replacement. The damaged grit bin should be replaced by Highways Department.

It was:

RESOLVED to purchase two replacement dog bins at a cost of £189 + VAT each – wardens to install.

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

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

A member asked if there had been any progress on clearance of the gulleys. Concern was noted with regard to possible flooding. Clerk suggested this could be raised at Parish Council Meeting on 27 July 2020. **ACTION:** Assistant Clerk to follow up with Highways.

A member queried if inner baskets could be purchased for concrete bins. **ACTION:** Assistant Clerk to try to source.

MA013/20 Pavilion Matters:

- a) **To consider re-opening the pavilion to the public**

Pavilion to remain closed but to be monitored and reviewed at August Maintenance Committee meeting.

[10:52 M Sherwen left the meeting]

b) **To consider a proposal for block booking of the pavilion from September 2020**

It was:

RESOLVED to recommend the block booking to full Council at the meeting on 27 July.

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

c) **To receive any updates and consider actions**

Noted that fire safety inspection had recently been carried out.

MA014/20 Littlehands Matters: To receive any updates and consider actionsa) **To note a report from Barley Maintenance following inspection of the flat roof**

The report was noted.

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

Noted that maintenance works required to be carried out by Parish Council have now been completed.

MA015/20 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. Discussed at MA008/20e)	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? - Ongoing	KR / DB
3	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? ACTION: CL to investigate	CL
4	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 - follow up	CL
5	Flooded layby on Cambridge Road (opposite Solway Farm entrance)	Resident	Reported to SCDC - part of ongoing gulley problem. Discussed at MA012/20g)	CL

6	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. Futures WP to discuss. SvdV to attend to discuss Greenways project. Also consider 20mph limit throughout village.	CL
7	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. CL to follow up with Carly Freed. Email from Carly Freed - awaiting date for works to be carried out 12/6/20 - CL to follow up	CL
8	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. Discussed at MA012/20f)	CL
9	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. Quote received but hold back until after school holidays	CL
10	Salt bin on Vicarage Close	DB	Lid broken. ACTION: CL to request replacement from Highways	CL
11	A10 milestones	Resident	Missing stones? Where are they? Follow up with Peter Simmonett and History Group. Have written to SvdV. She is following up with Highways. No further update available at this time	CL
12	Haggers Close parking area	Resident	Piles of leaves against fences of properties on Orchard Road. Email to Carly Freed - leaves to be cleared w/c 3 August	CL
13	6 Bramley Avenue	Resident	Trees / shrubs overgrown - obstructing footpath. Letter sent to occupier 16/6/20. Email from tenant to say letter has been forwarded to property owner. ACTION: Wardens to check if done	CL
14	Scythe mower	KR	Needs replacement tyres. Delegated authority to Parish Office to purchase tyres. KR to order from Wrights (approx £40 each).	KR
15	Plot E29 Orchard Road Ext	Resident	Ground dipped under memorial stone. KR has inspected and will top up. Stone is stable.	KR
16	83 High Street	SAH	Garden overgrown - needs tending. KR has spoken to GS - he is still doing it	GS? KR/DB
17	Rupert Neve / Back Lane cnr	Resident	Hedge needs cutting on the cnr of Rupert Neve / Back Lane	KR / DB
18	New Road Cemetery	JW	Damage to brickwork around a drain(?) - wardens to fix	KR / DB
19	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update.	CL
20	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench.	DB / KR
21	Pavilion	KR	Boot scrapper to be repaired	DB / KR
22	Worcester Way green	SC	A member suggested including the area as a walking route. ACTION: Discuss fence and access gate with farmer.	SC
23	Grinnell Hill	SC	Noted that the boundary is very overgrown and boundary line not visible. It was RESOLVED to observe the natural boundary and not install further fencing at this time. Proposed Cllr Baker, seconded Cllr Clark. All in favour.	SC

MA016/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted an tree on Grays Allotments overhanging property on Thatcher Stanfords. Will be addressed as part of road inspections.

MA017/20 To note date of next meeting: 20 August 2020

The meeting closed at 11:25

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

EDGE Code		Budget 2020/21	Actual to date (31/07/20)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		Paid	Unpaid		
1000	Allotments - plot clearance/maintenance	500			500	
1000	Allotments - unplanned e.g. asbestos removal	600	40		560	Sign for asbestos bin
1100	Conservation - Christmas tree and plants for tubs	350			350	
1100	Conservation - tree survey and tree works	6,500	3,870	870	1,760	Emergency tree work to willow and ash trees - rec and opposite science park, repair fencing The Moor. Committed -
1100	Conservation - unplanned	500	238		262	extra tree work approved June Maint Committee Shires. Unplanned - refurbish gate at Ash Grove
1150	Stockbridge Meadows - path cutting	120	70		50	
1150	Stockbridge Meadows - unplanned	500			500	
		9,070	4,218	870	3,982	
	<u>Cemeteries</u>					
2000	Orchard Road - unplanned	100			100	
2000	New Road - tree & hedge work, soil store	500			500	
2000	New Road - pest control	400			400	
2000	New Road - unplanned	200			200	
2000	New Road - headstone bases and installation	2,600	1,390	720	490	Installation of 26 bases at NRC. Committed - installation of 4 bases for cremated remains
		3,800	1,390	720	1,690	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	225	214	-	11	
3000	Playground - play area maintenance, equipment repair/renewals	600			600	
3200	Recreation Ground - pest treatment	200			200	
3200	Recreation Ground - unplanned	500	67	413	20	Replacement parts for dog bins. Committed - replace 2 x dog bins
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	400	282	49	70	Sanitary disposal (£266) - credit note expected for some of this; fire extinguisher service £49 (paid Jul)
3400	Pavilion - legionella assessment	220			220	
3400	Pavilion - maintenance (PAT testing, boiler service/repairs, fire alarm service)	600	49		552	Fire extinguisher service
3400	Pavilion - unplanned repairs & renewals	800			800	
3400	Pavilion - external redecoration	2,000			2,000	
		5,545	611	462	4,472	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials	500	111	35	354	
4300/3	Wardens' equipment (chainsaw and training)	1,000	25		975	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	629	36	735	Insurance £504
4900	Parish Clock	200		150	50	Call out to repair fault
7100	Car park workshop - PAT testing	100			100	
7100	Car park - unplanned	500		246	254	Car park CCTV upgrade (paid on debit card)
		3,700	765	467	2,468	
	<u>Highways</u>					
8100	Highways - brown tourist info signs re Stockbridge Meadows	200	-		200	
		200	-	-	200	
	<u>Rental Property</u>					
9000	Rental Property - Littlehands annual drain cleaning	450			450	
9000	Rental Property - unplanned	1,000			1,000	
9000	Rental Property - anti-vandalsim measures	2,000	1,147	65	788	Barley Maint - security wall, refurb door and step. Car park sign (paid Aug)
		3,450	1,147	65	2,238	
	Total Maintenance (excluding grounds maintenance contracts)	25,765	8,131	2,584	15,050	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc	7,470	2,490		4,980	
1200	Grass cutting contract - extra cuts x 2	1,120			1,120	

1300	Public Open Space - maintenance (£460 per month +£1,500 for extra works)	5,520	1,840		3,680	
1300	Public Open Space - additional work	1,480	300		1,180	Extra cut open areas and parks (April?)
2100	Cemeteries (£405.83 x 12)	4,870	1,623		3,247	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	3,020		6,040	
3200	Recreation Grounds - extra cuts x 4	540	130		410	Extra cut old and new rec grounds (April?)
		30,690	9,403	-	21,287	
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 has approved a further quote of £870 for tree works and ivy cutting. This budget heading is likley to go over budget later in the year.
Parish Clock - a call out cost of £150 t repair a fault has been incurred (not budgeted)

JOB DETAILS & QUOTATION

DATE: 6th August 2020

TITLE: Our Ref: JN 200813 / Your Ref: Melbourn Parish Council- Signage

MATERIAL: Arlon Self adhesive vinyl airflow

SIZE: A4 – 297mm Wide x 210mm High

COLOURS: Printed CMYK as close as possible to sample seen

QUANTITY: x2

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

NOTES: Signs to be collected from Unlimited Logos upon completion

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 ===

200813 - Visual

x2 A4 Signs

Material: 3mm Rigid composite board / Arlon Self Adhesive vinyl - airflow

Size: A4 - 210mm high x 297mm wide

Colour: CMYK Digital

Finish: Printed to face with gloss laminate seal

STOCKBRIDGE MEADOWS NATURE RESERVE

PLEASE KEEP TO THE FOOTPATHS.

**ACCESS TO THE RIVER IS RESTRICTED FOR THE
PROTECTION OF MUNTJAC AND OTHER WILDLIFE**

**THANK YOU FOR YOUR COOPERATION
MELBOURN PARISH COUNCIL**

Monthly water situation report

East Anglia

Summary – July 2020

East Anglia received a normal amount of rainfall in July with an average total rainfall of 53mm (105% of the Long Term Average (LTA)). Despite the normal amount of rainfall the groundwater levels and river flows has continued to decrease in majority of the key sites. The soil moisture deficit (SMD) has reduced this month falling in the normal category and ended the month with 110 mm SMD. The reservoir levels have decreased at all the sites and the groundwater support schemes have been operating to support river flows.

Rainfall

East Anglia received a total averaged rainfall of 53 mm in the month of July resulting in 105% of the Long Term Average (LTA). The rainfall totals throughout the catchments were in the normal category (relative to the monthly LTA); with the lowest rainfall amount in South Essex recording a total rainfall of 36 mm (77% of LTA). The 12-months accumulation of rainfall surplus has increased to 641 mm.

Soil Moisture Deficit/Recharge

Soil Moisture Deficit (SMD) across East Anglia is in the normal category this July and ended the month with an averaged SMD of 110 mm. The SMD is fairly consistent across East Anglia, although slightly lower in the North West Norfolk & Wissey and the Lower Bedford Ouse areas.

River Flows

Monthly mean river flows in July has decreased at all sites in the area; except the River Wensum at Swanton Morley where the flow has increased. New sites at Burnt mill has been added in the report to represent flow at the River Rhee. Out of the 21 reported sites, 48% are reporting normal category of flows, 38% are reporting below normal flows and 14% reporting notably low category of flow.

Groundwater Levels

The groundwater levels has continued to decrease in majority of the indicator sites across East Anglia. Out of the 20 indicator sites 55% are classified to be in the normal category or higher with an above normal flow at the Suffolk crag of Hazlewood Common. 30% of the sites are reporting below normal or lower category of flow with a notably low flow at the Suffolk chalk of Rook Hall. There are 3 new sites added to the key reported sites in July.

Reservoir Storage/Water Resource Zone Stocks

The reservoir storage levels have decreased in all the indicator sites with a normal storage level in all the sites. Most of the sites has the storage level below their normal operating curve except Ardleigh and Hanningfield.

Environmental Impact

The Lodes-Granta groundwater support scheme has 4 out of 6 pumps operating with 2 of the pump operating 24 hours. The Rhee groundwater support scheme has 3 out of 8 pumps operating with 2 of these operating 24 hours a day. The Thet and the Little Ouse has 1 pump operating 24 hours and there are no pumps operating on the Hiz in July.

Forward Look

Probabilistic ensemble projections for river flows at key sites

September 2020: There is a reduced probability of notably low flows in majority of the key sites except at Ely Ouse with an increased probability of below normal flows at Stiffkey and Ely Ouse this September.

December 2020: There is a reduced probability of normal flow in all the key sites with an increased probability of below normal or lower flows in majority the sites except the River Ivel in December.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2020: There is an increased probability of normal groundwater levels at all the key sites except at Redlands Hall where there is an increased probability of below normal level in September.

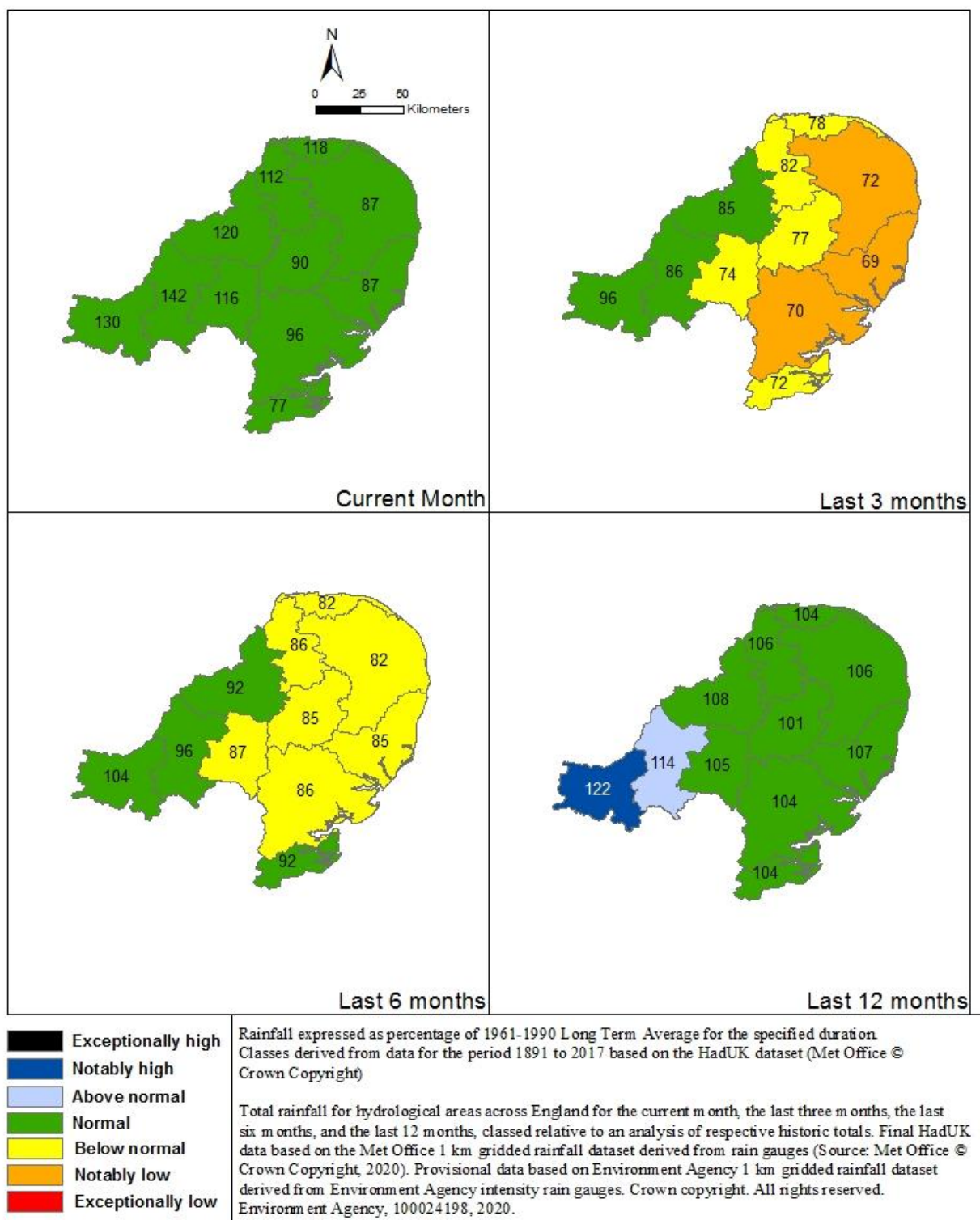
March 2021: There is an increased probability of below normal or lower groundwater levels in majority of the key sites except at Therfield Rectory and Washpit Farm where there is an increased probability of normal or higher groundwater levels next March.

Author: [Hydrology & Operations](#)

Contact details: 03708506506

Rainfall

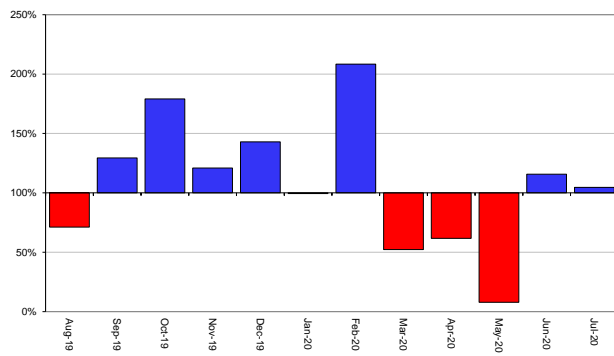
July 2020



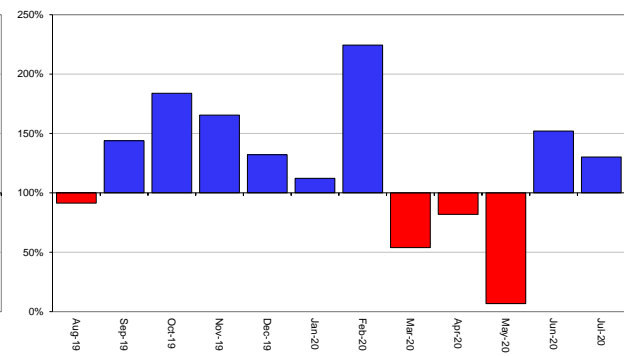
Above average rainfall

Below average rainfall

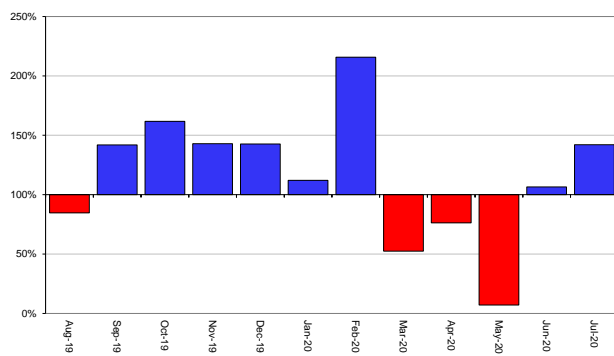
1-Month Period for East Anglia



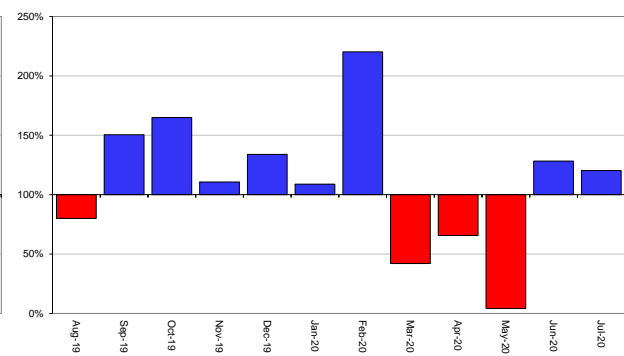
1-Month Period for Upper Bedford Ouse



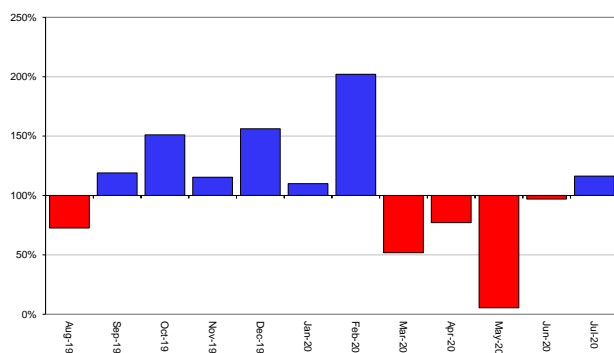
1-Month Period for Lower Bedford Ouse



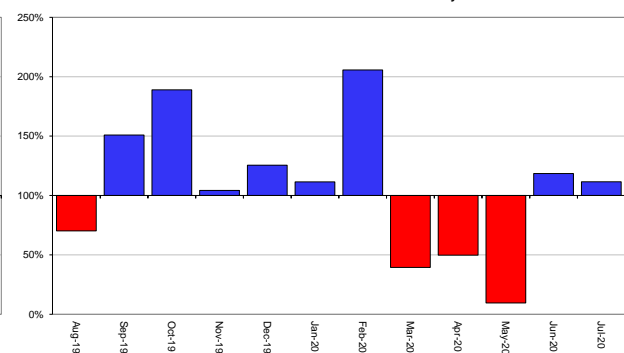
1-Month Period for Central Area Fenland



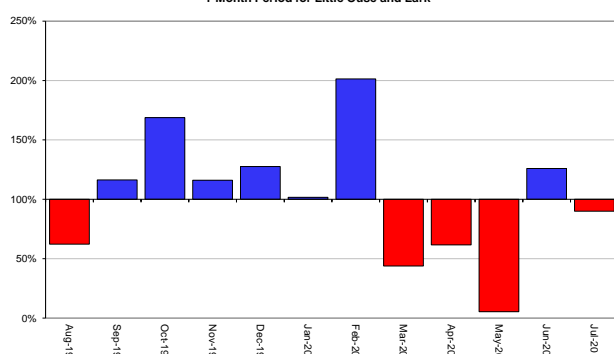
1-Month Period for Cam



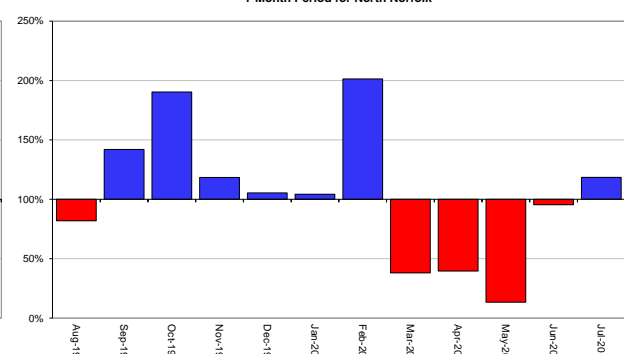
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



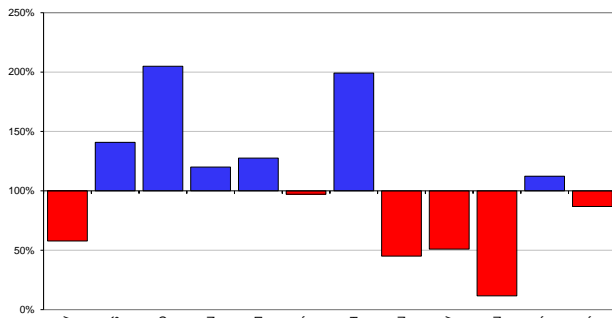
1-Month Period for North Norfolk



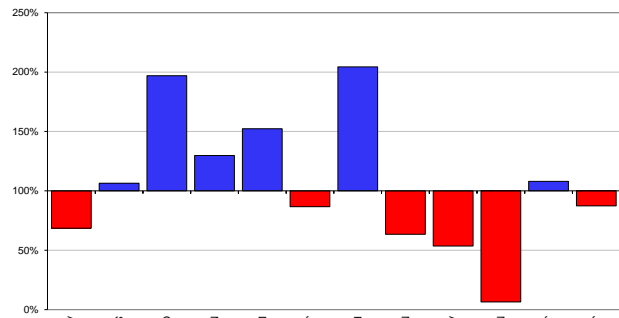
Above average rainfall

Below average rainfall

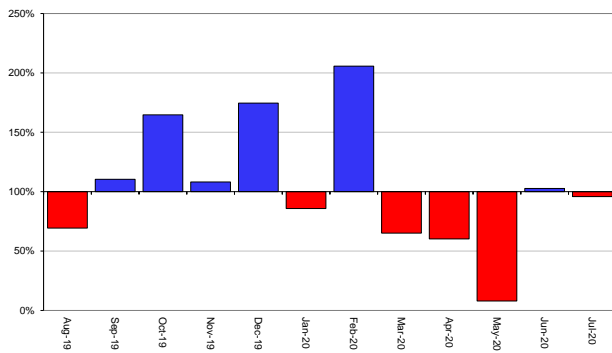
1-Month Period for Broadland Rivers



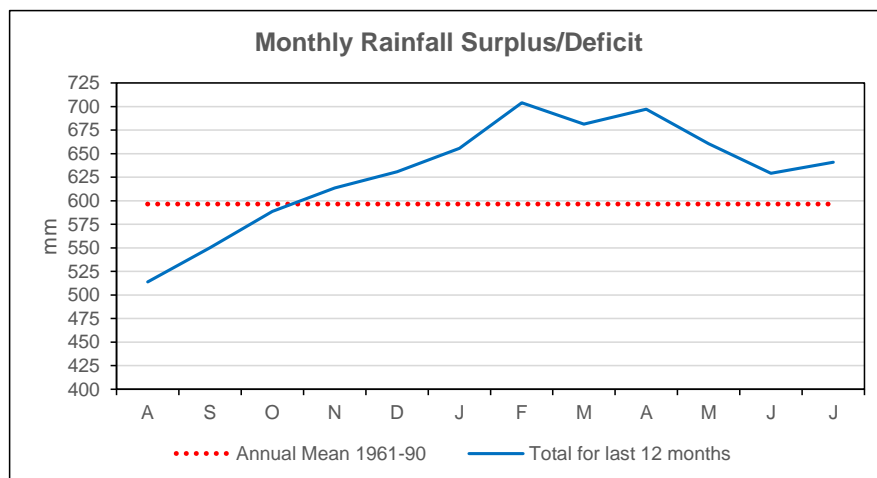
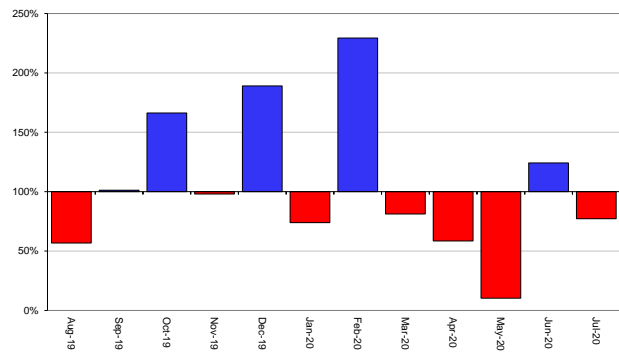
1-Month Period for East Suffolk



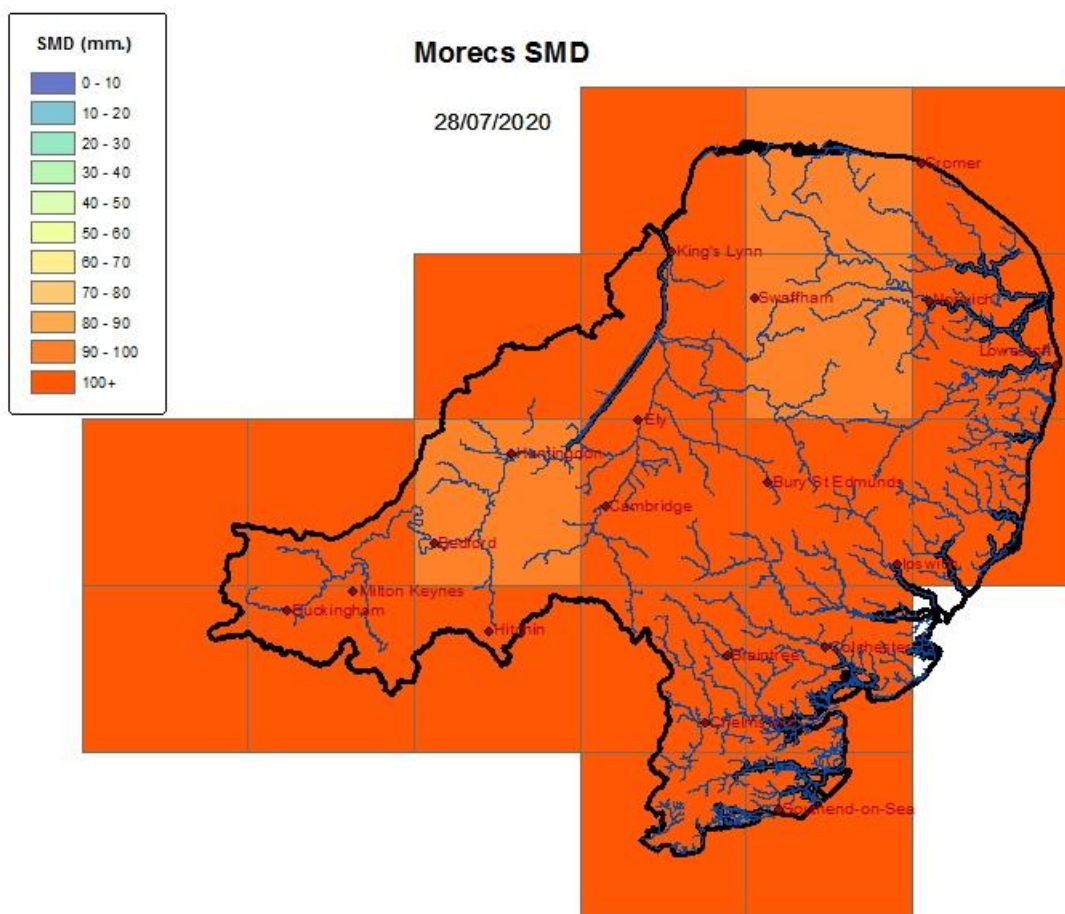
1-Month Period for North Essex



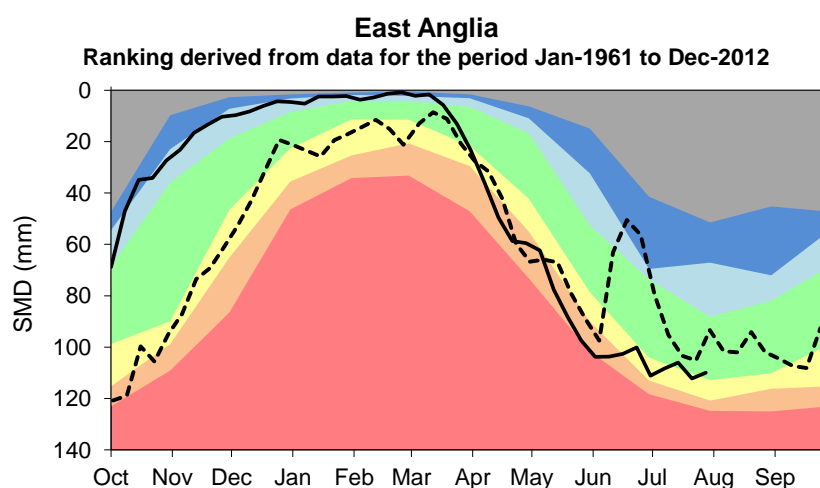
1-Month Period for South Essex



Soil Moisture Deficit

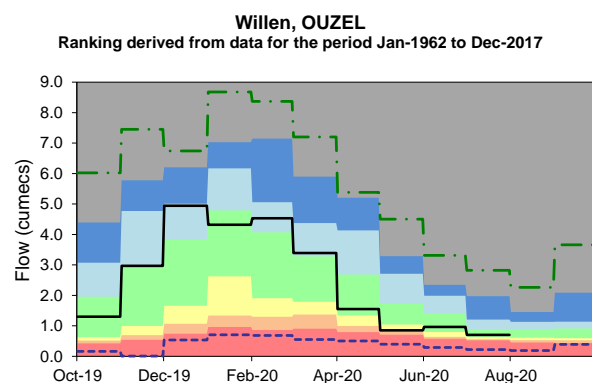
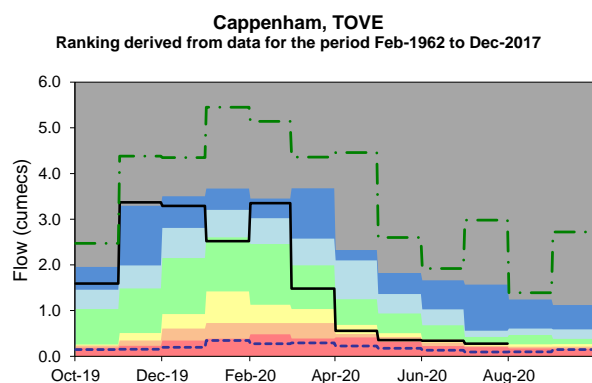
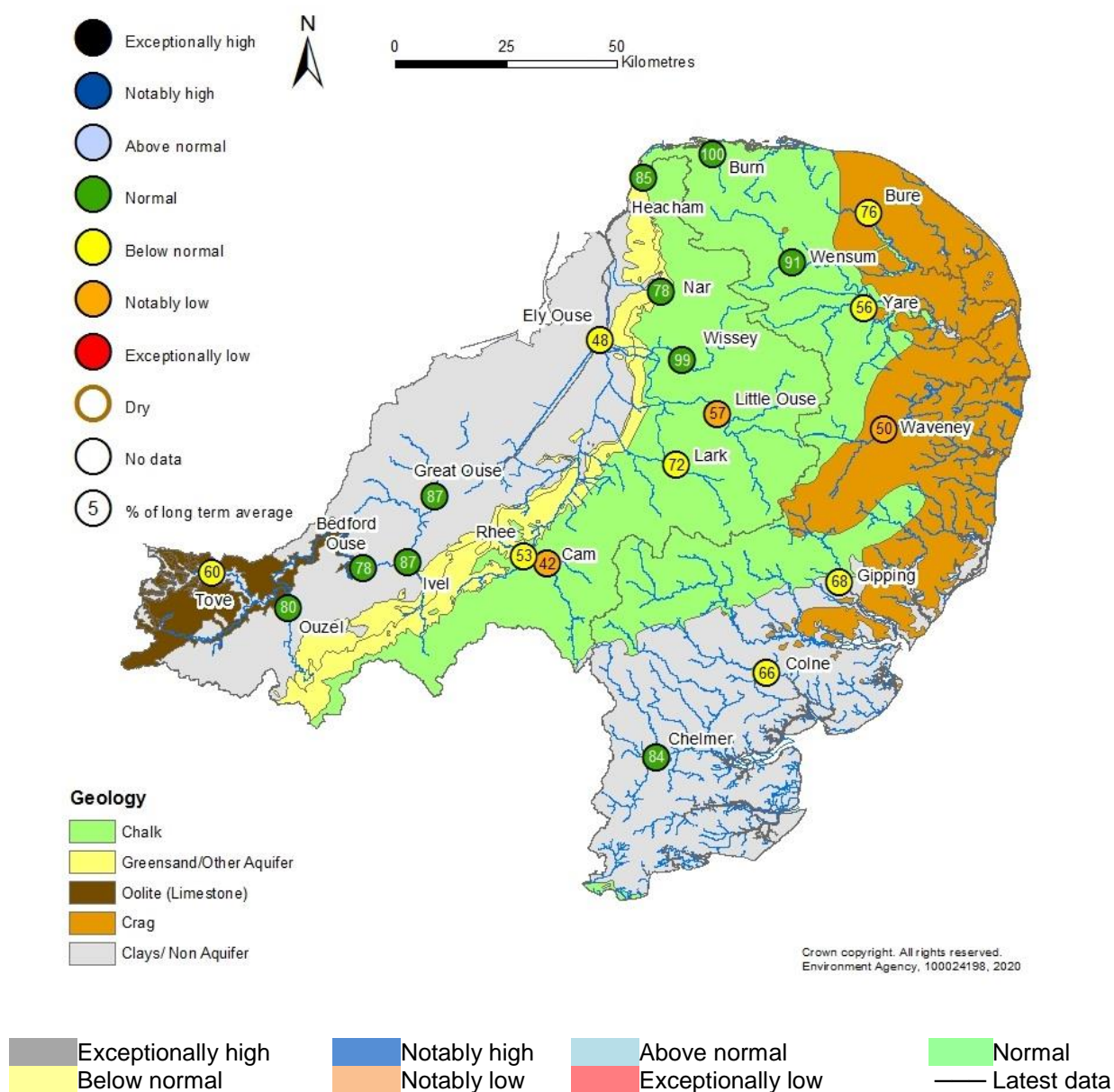


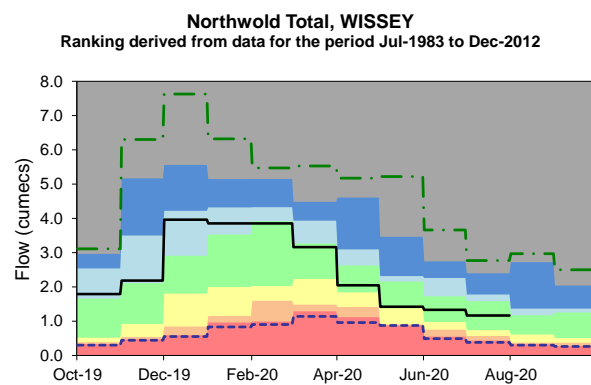
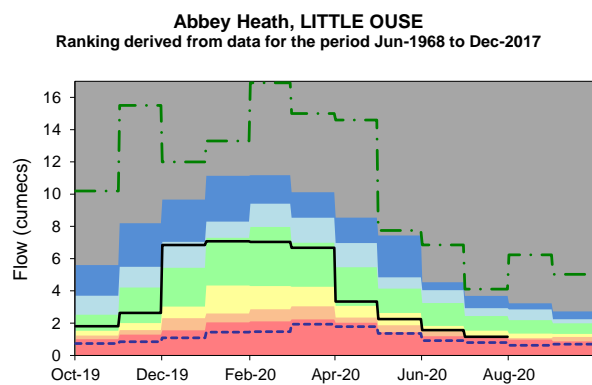
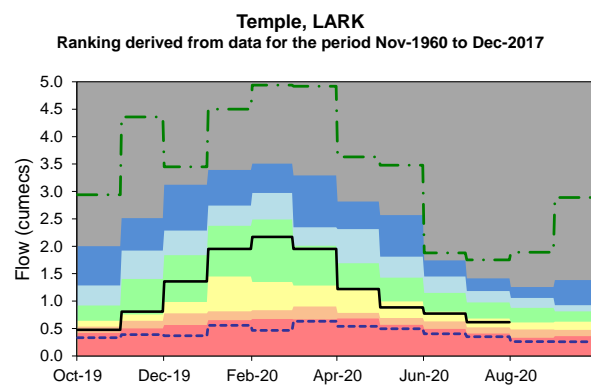
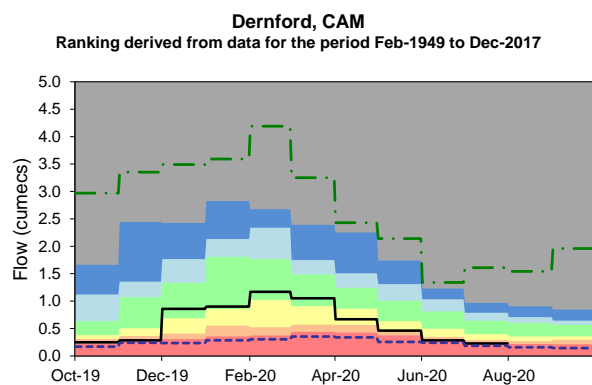
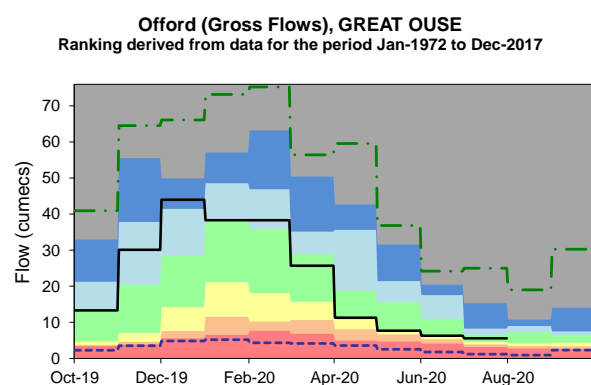
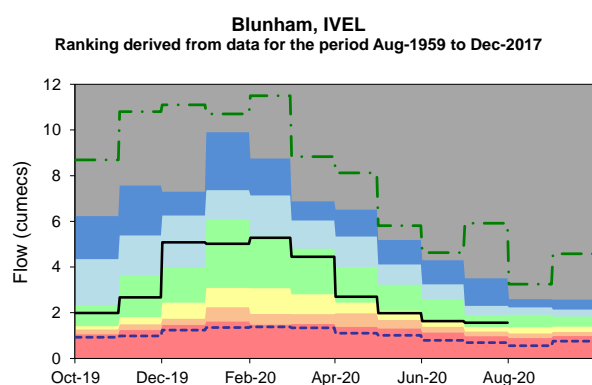
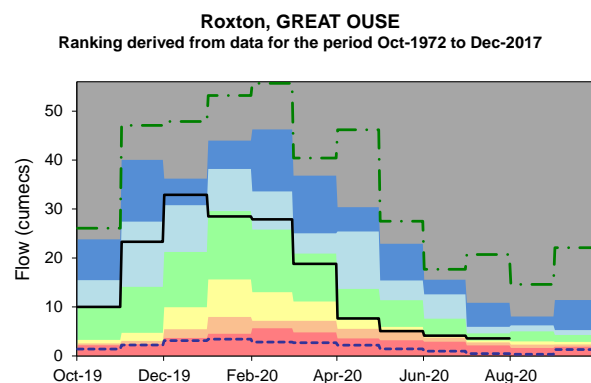
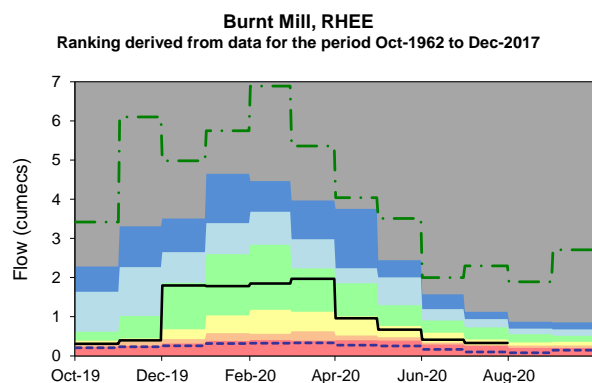
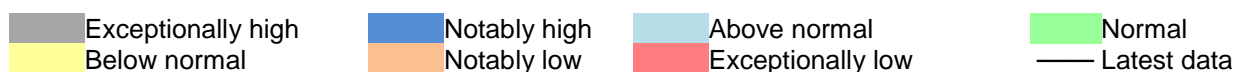
Data based on MORECS (Met Office © Crown Copyright)

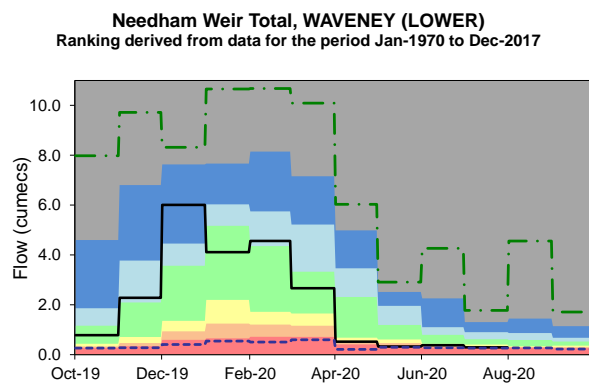
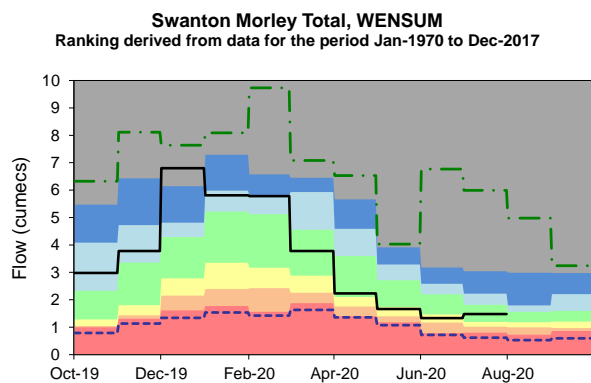
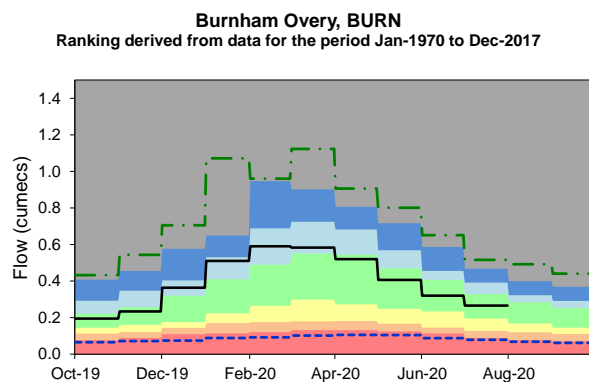
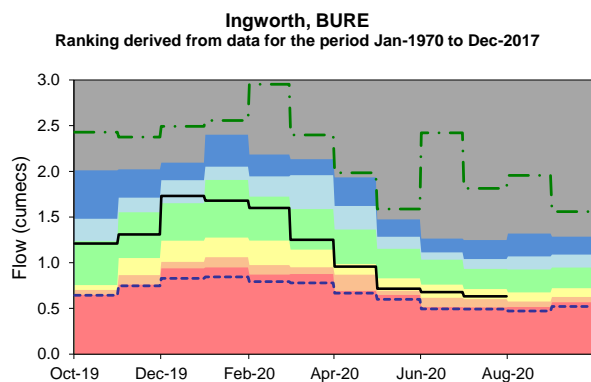
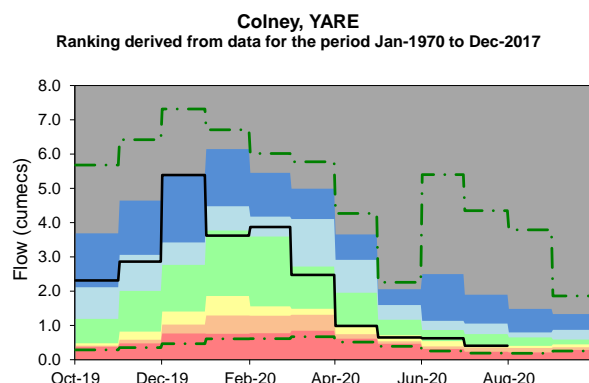
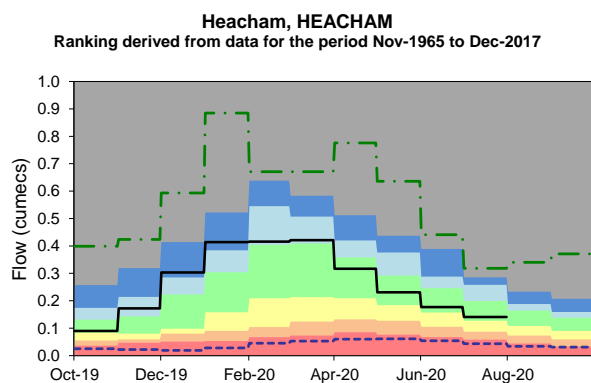
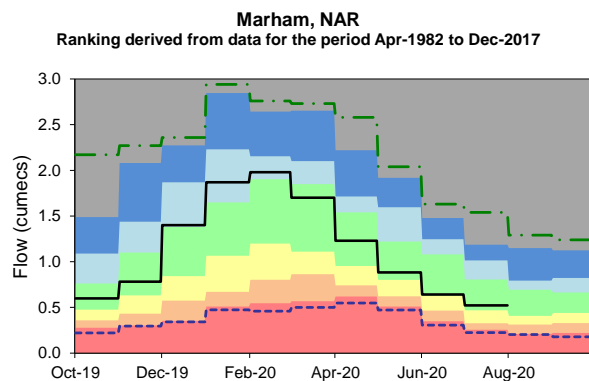
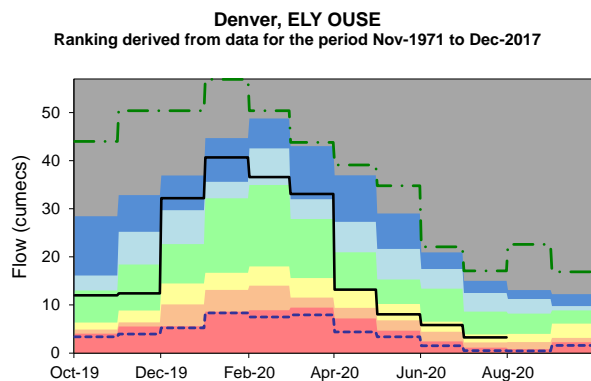


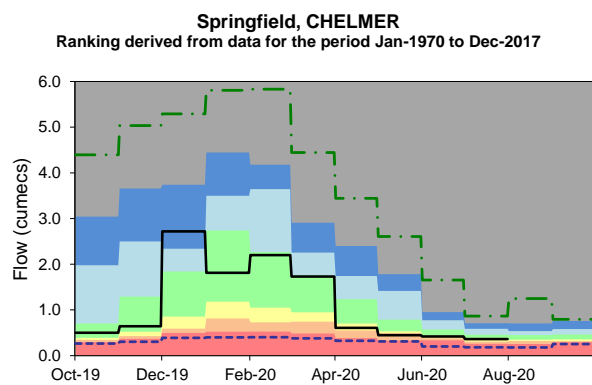
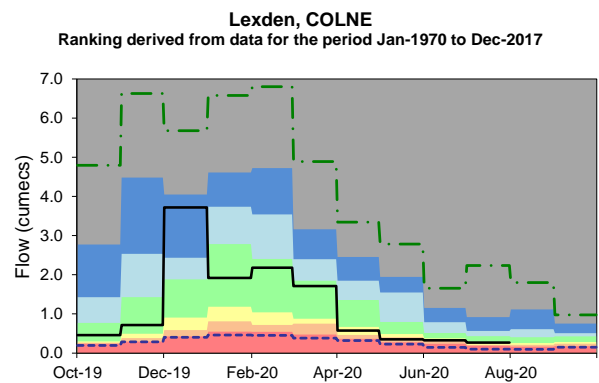
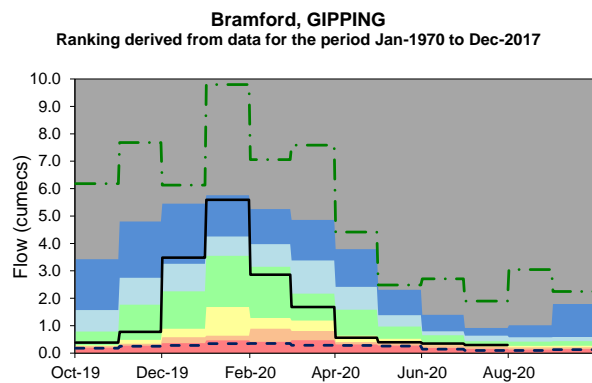
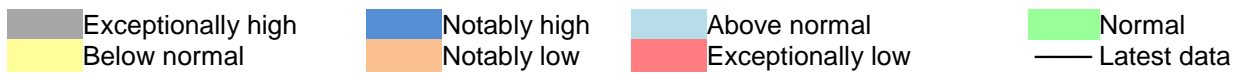
River Flow

July 2020









Groundwater Levels July 2020

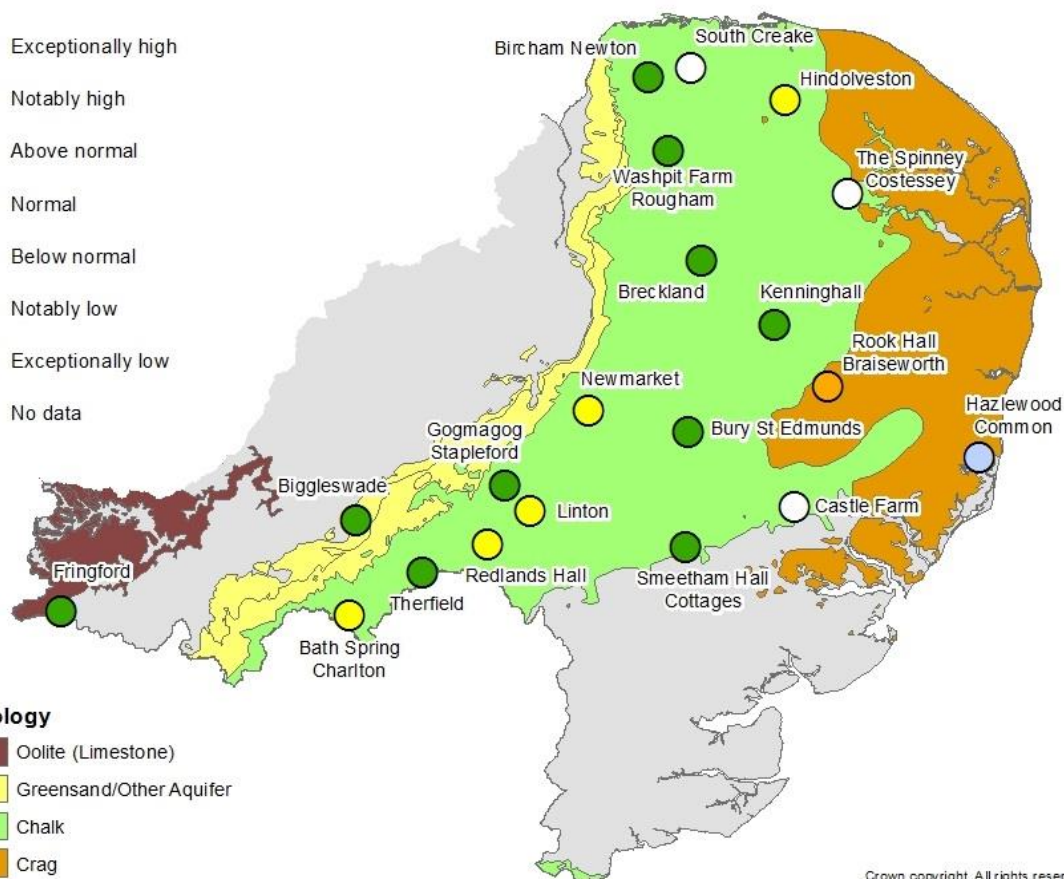


0 15 30 60 Kilometres

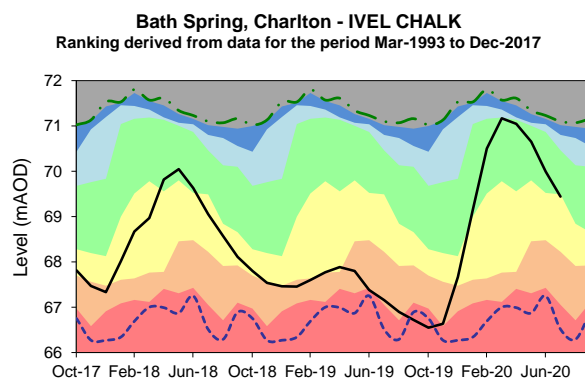
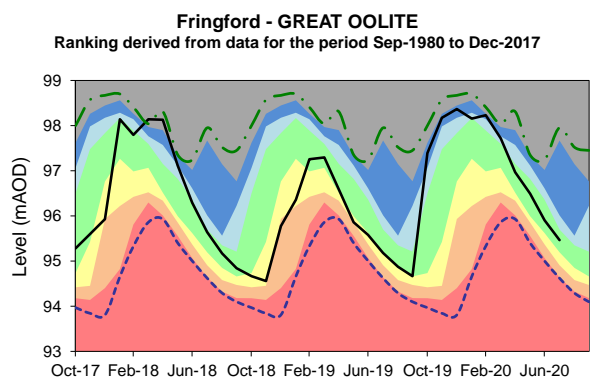
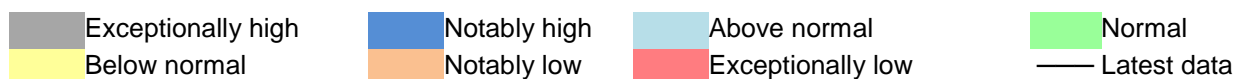
- Exceptionally high
- Notably high
- Above normal
- Normal
- Below normal
- Notably low
- Exceptionally low
- No data

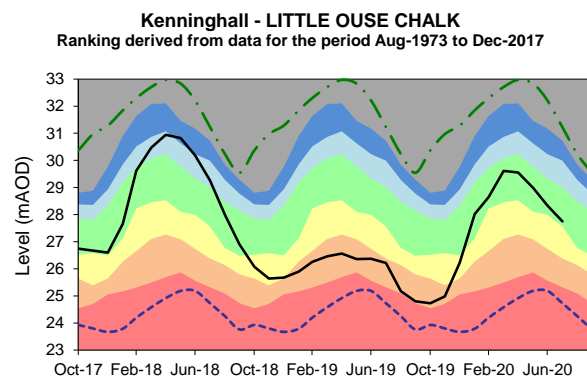
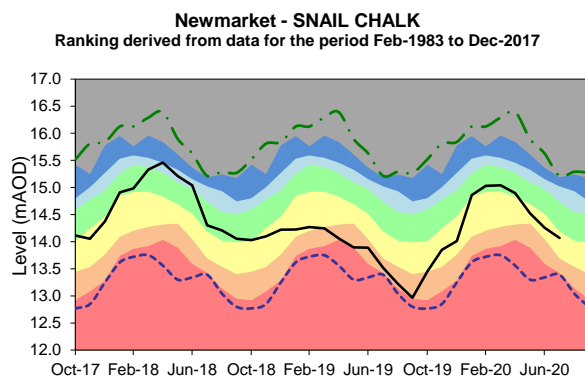
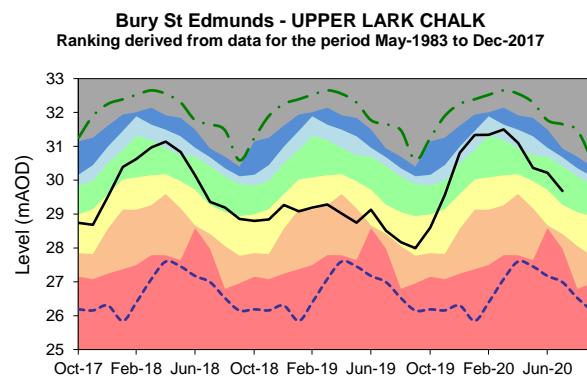
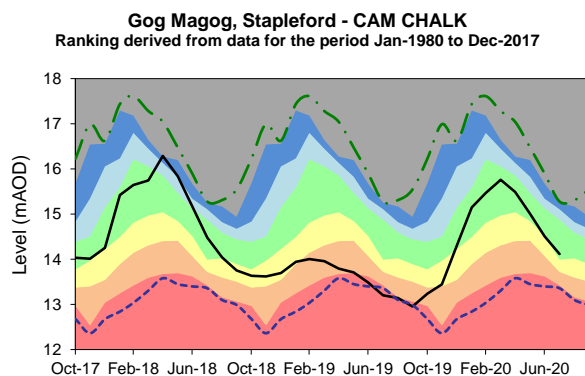
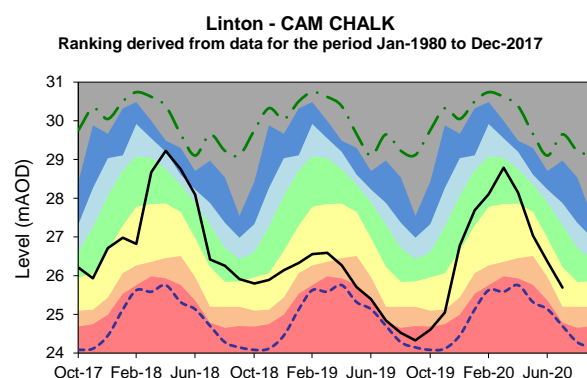
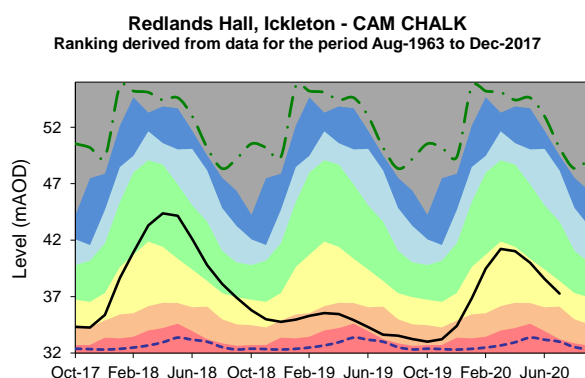
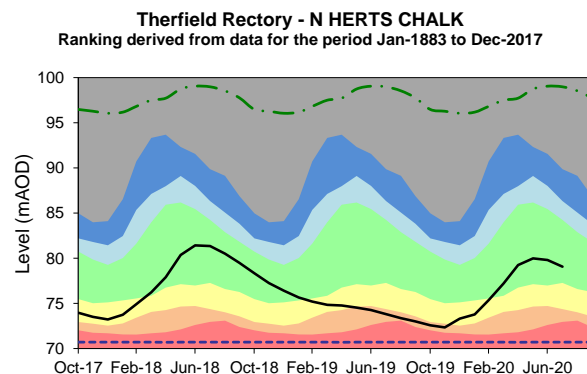
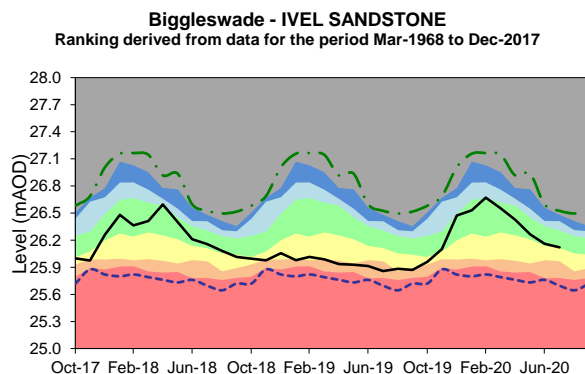
Geology

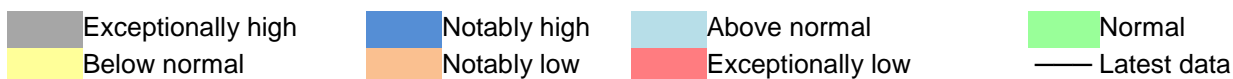
- Oolite (Limestone)
- Greensand/Other Aquifer
- Chalk
- Crag
- Clays/Non Aquifer



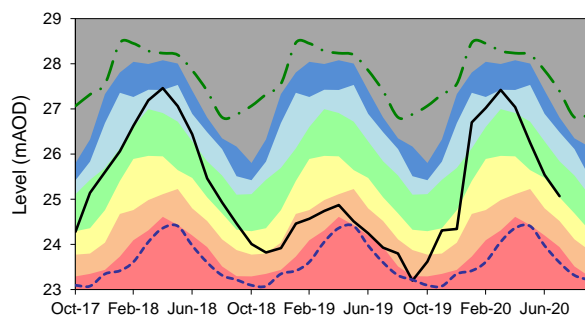
Crown copyright. All rights reserved.
Environment Agency, 100024198, 2020



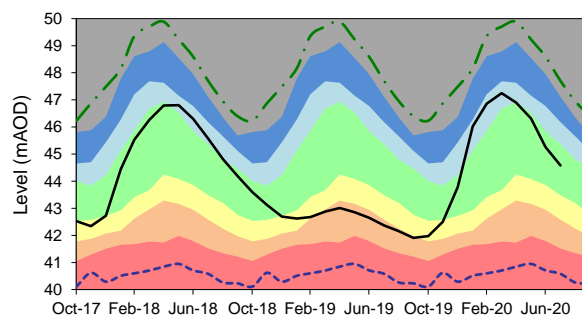




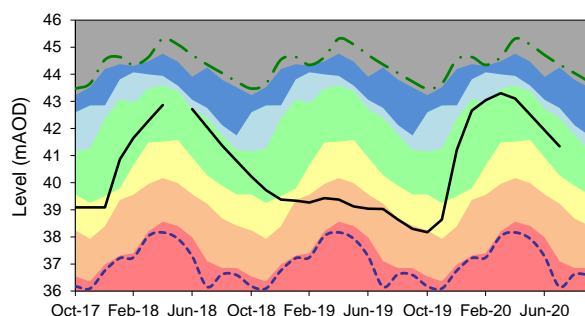
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



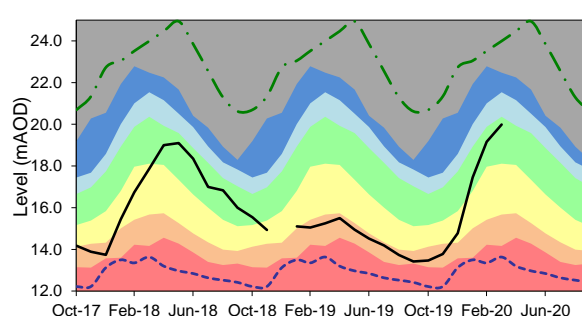
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



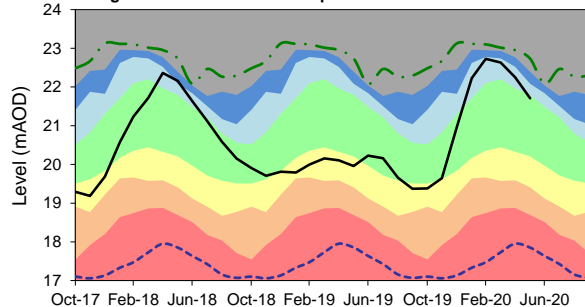
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



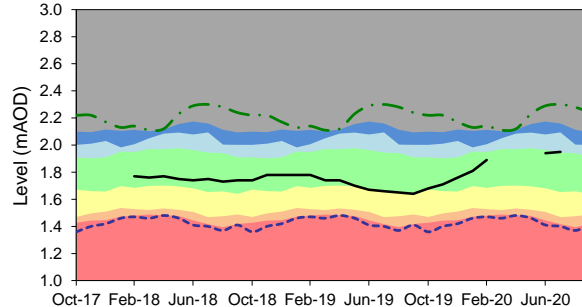
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



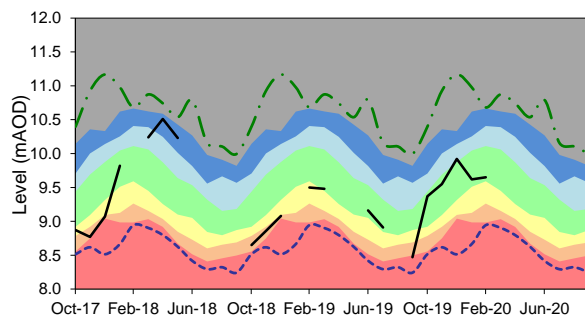
Old Primary School, South Creak
NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



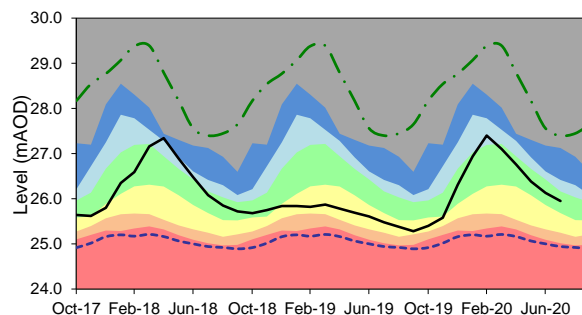
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Feb-2020



The Spinney, Costessey - WENSUM CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017



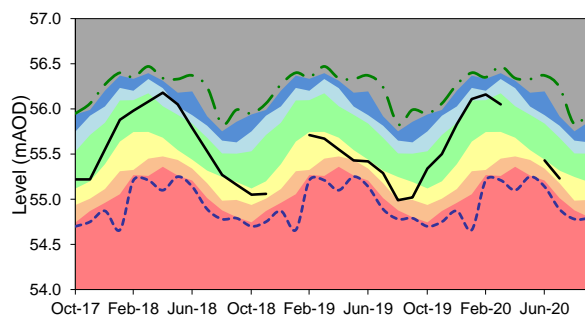
Exceptionally high
Below normal

Notably high
Notably low

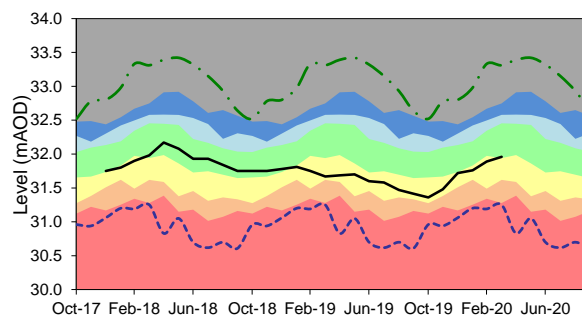
Above normal
Exceptionally low

Normal
— Latest data

Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017

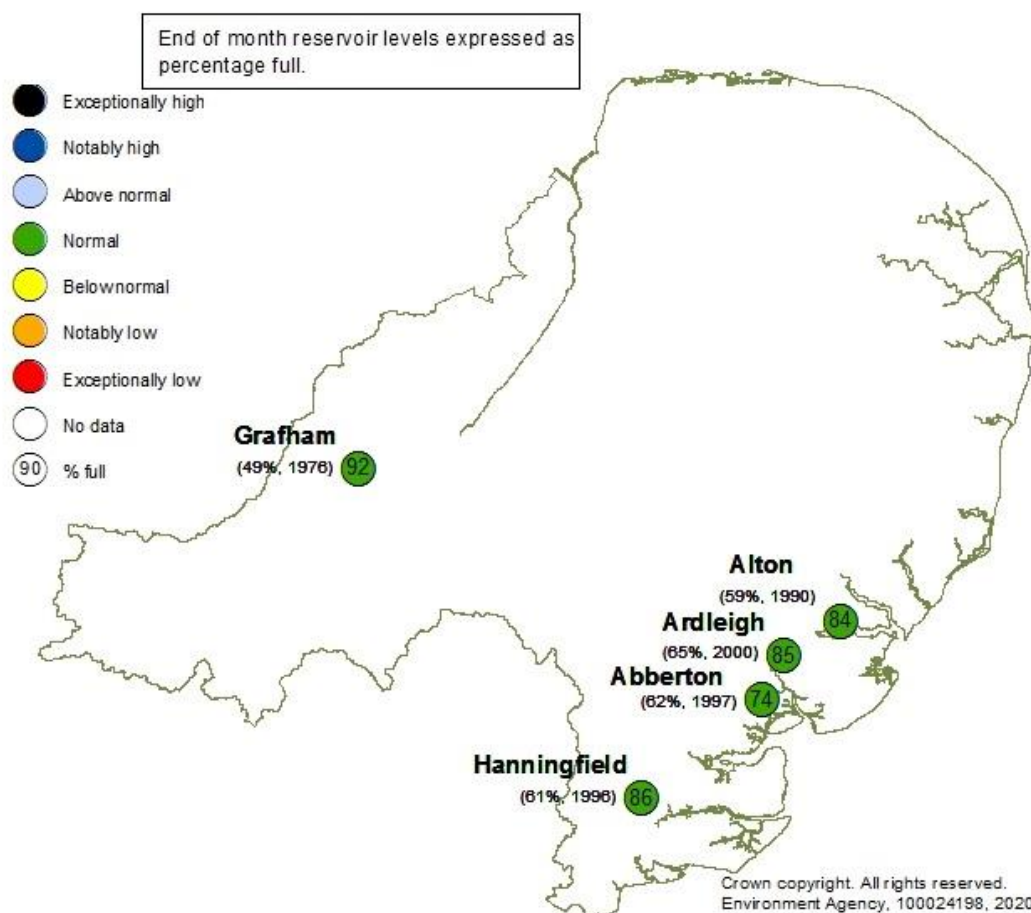


Rook Hall, Braiseworth - SUFFOLK CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017

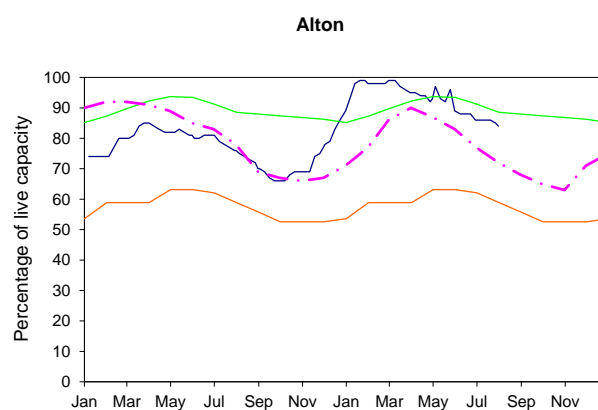
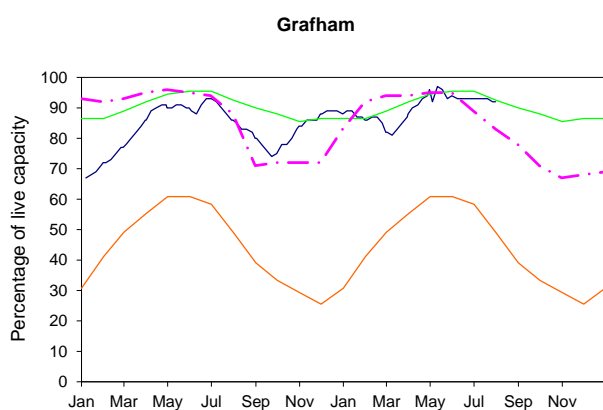


Reservoir Stocks

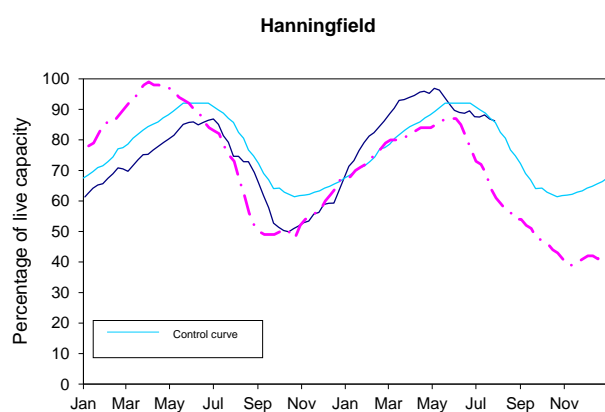
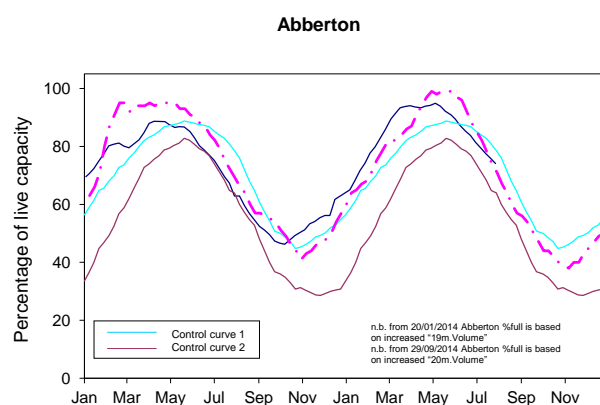
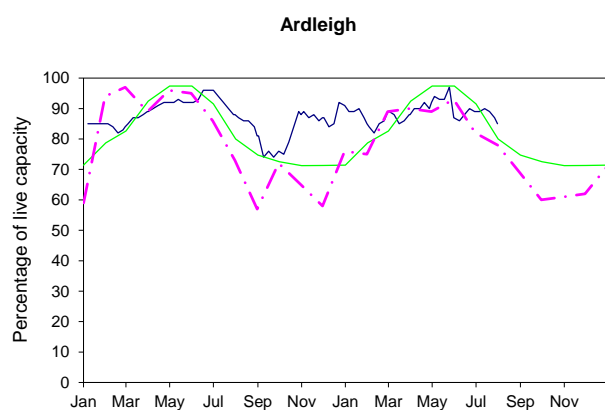
July 2020



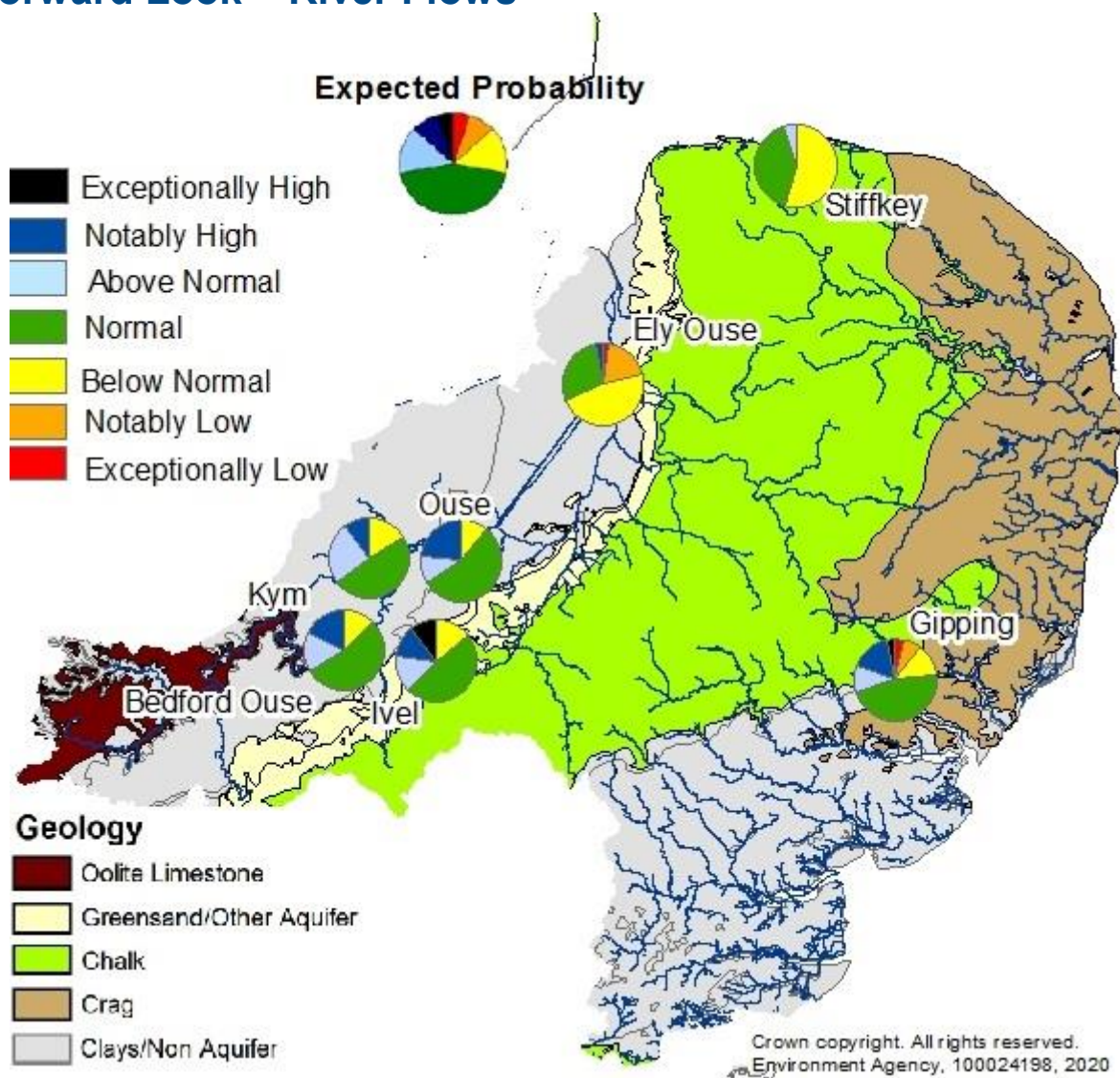
— 2019-2020 — Normal Operating Curve — Drought Alert Curve — 1995-1996



— 2019-2020 — Normal Operating Curve — Drought Alert Curve - - 1995-1996



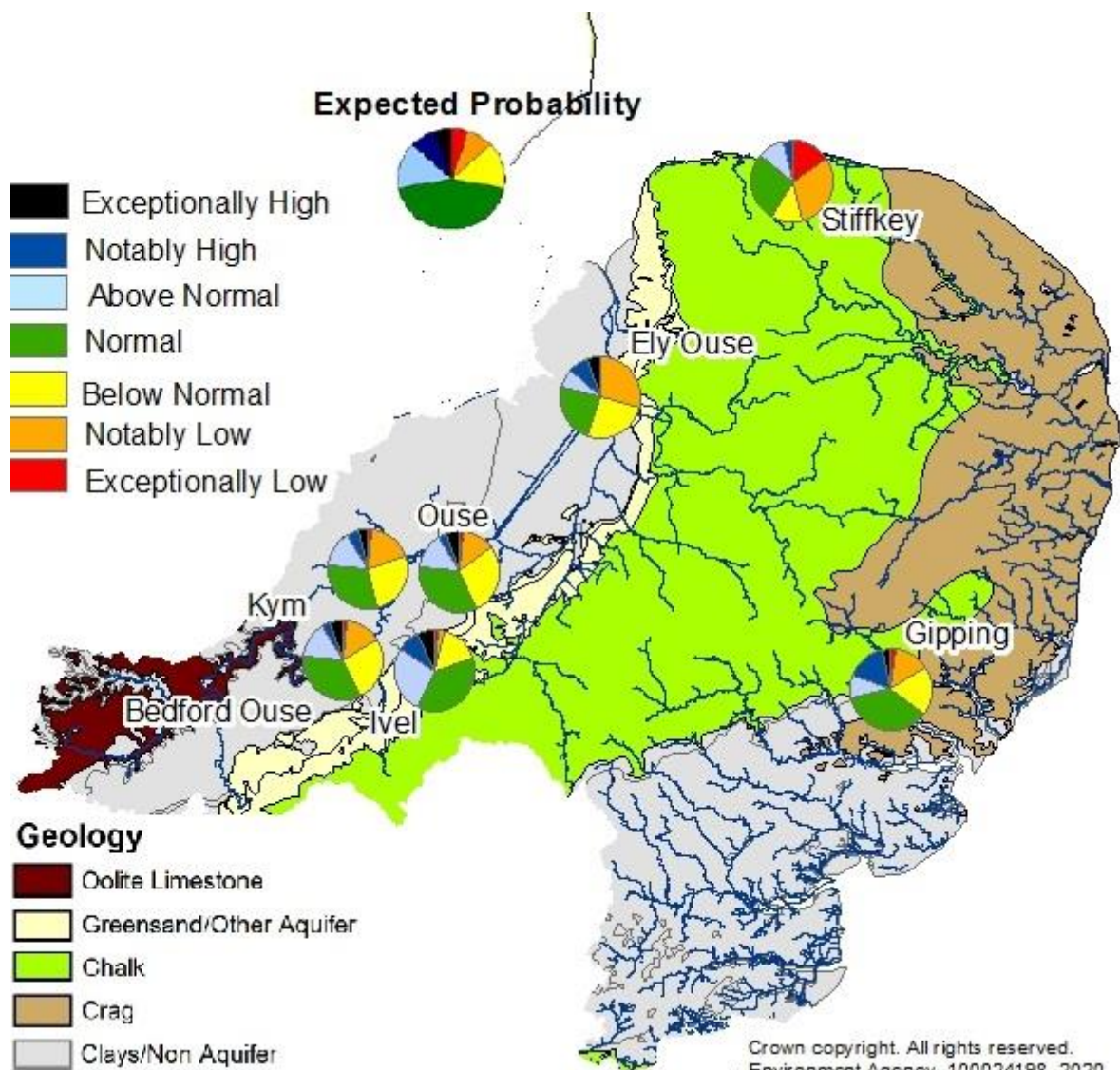
Forward Look – River Flows



Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are those which would typically occur 44% of the time within the historic record.

Probabilistic ensemble projections of river flows at key indicator sites in September 2020. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2020.

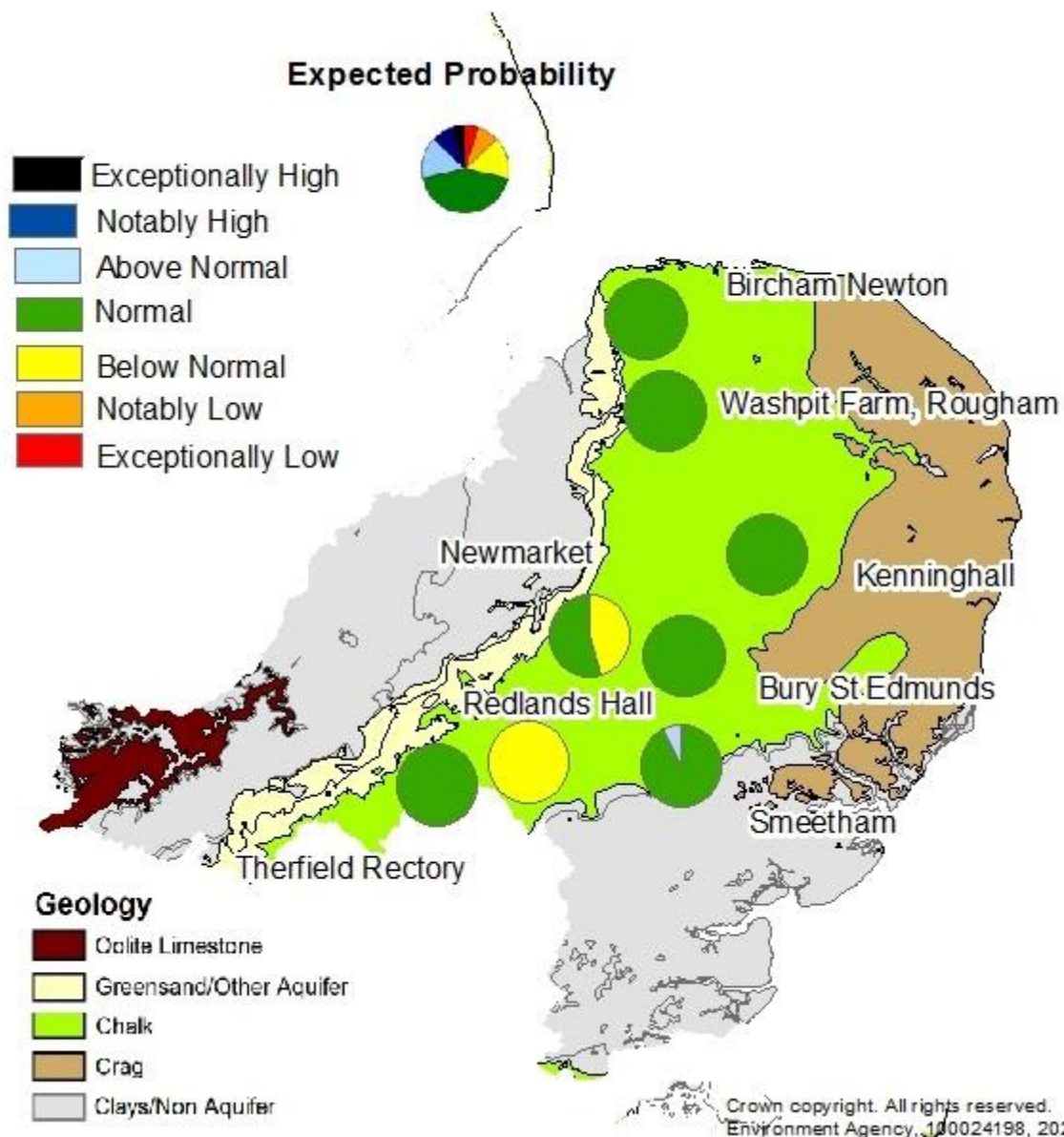
[^] "Naturalised" flows are projected for these sites



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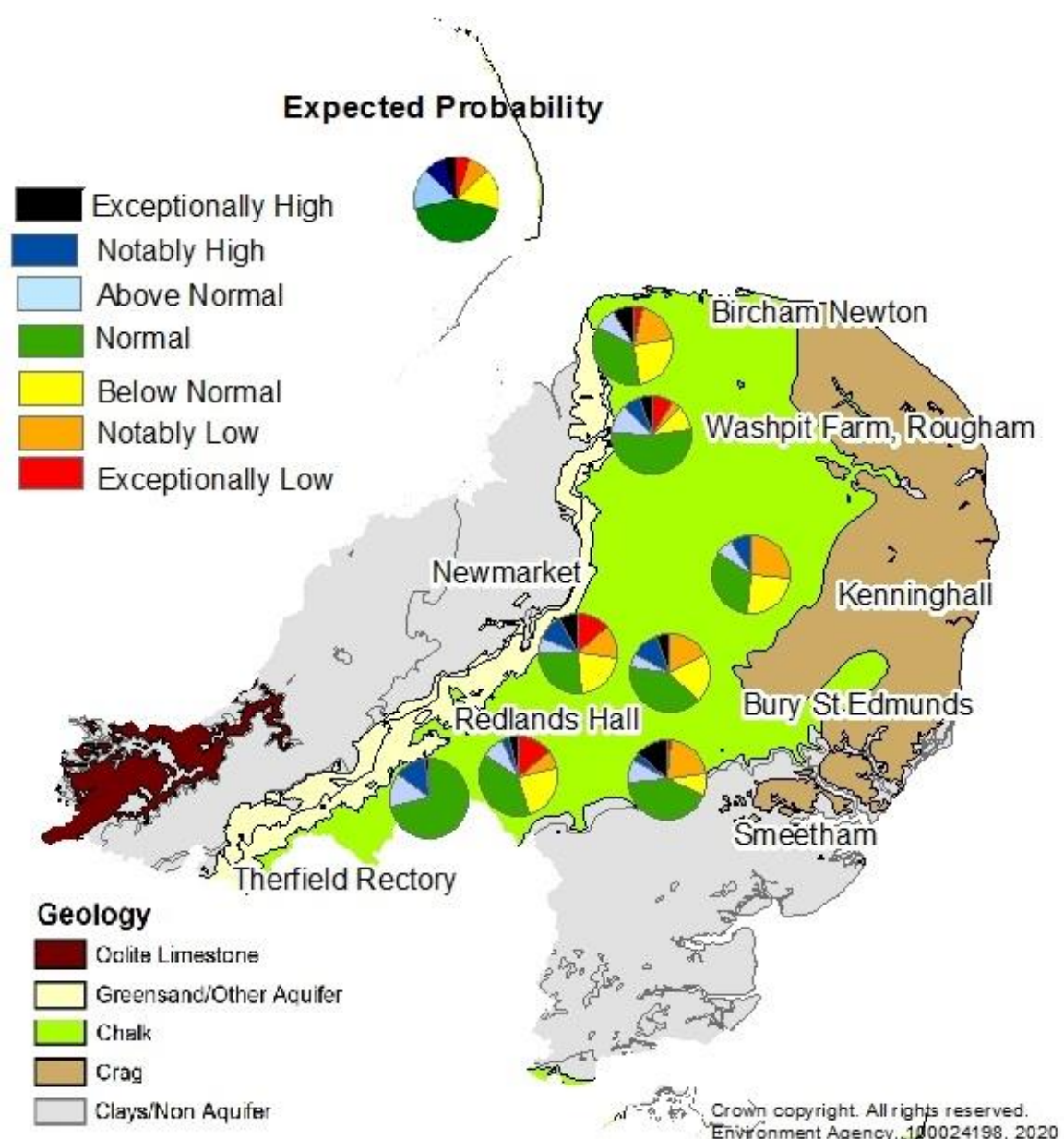
Probabilistic ensemble projections of river flows at key indicator sites in December 2020. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2020

Forward Look - Groundwater



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Probabilistic ensemble projections of groundwater levels at key indicator sites for end of September 2020. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2020.



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Probabilistic ensemble projections of groundwater levels at key indicator sites for end of March 2021. Pie charts indicate probability, based on climatology, of the groundwater level at each site being e.g. exceptionally low for the time of year. (Source: Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2020.

Glossary

Term

Definition

Aquifer	A geological formation able to store and transmit water.
Areal average rainfall	The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).
Artesian	The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.
Artesian borehole	Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.
Cumecs	Cubic metres per second (m ³ s ⁻¹)
Effective rainfall	The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).
Flood Alert/Flood Warning	Three levels of warnings may be issued by the Environment Agency. Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.
Groundwater	The water found in an aquifer.
Long term average (LTA)	The arithmetic mean calculated from the historic record, usually based on the period 1961-1990. However, the period used may vary by parameter being reported on (see figure captions for details).
mAOD	Metres Above Ordnance Datum (mean sea level at Newlyn Cornwall).
MORECS	Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 x 40 km grid.
Naturalised flow	River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.
NCIC	National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 5 km gridded dataset, which uses rain gauge observations.
Recharge	The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).
Reservoir gross capacity	The total capacity of a reservoir.
Reservoir live capacity	The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (e.g. storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as 'net' or 'deployable' capacity.
Soil moisture deficit (SMD)	The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

Categories

Exceptionally high	Value likely to fall within this band 5% of the time
Notably high	Value likely to fall within this band 8% of the time
Above normal	Value likely to fall within this band 15% of the time
Normal	Value likely to fall within this band 44% of the time
Below normal	Value likely to fall within this band 15% of the time
Notably low	Value likely to fall within this band 8% of the time
Exceptionally low	Value likely to fall within this band 5% of the time



Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN
ROYSTON, Hertfordshire, SG8 6DL
United Kingdom

Telephone 07968 365833 **Email** justin@hcgmltd.co.uk

VAT Registration Number
GB 987421972

Invoice To

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Royston
Herts
SG8 6DZ

Customer

Melbourn Parish Council

Invoice Number SI-286

Invoice Date 07/08/2020

Due Date 06/09/2020

Description	Net Amt	% VAT	VAT	Total
Install 4 cremation remains bases (£180 x vat per block of 4 bases)	720.00	20.00	144.00	864.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£720.00	£144.00

Net Amount	720.00
VAT Amount	144.00
Total	£864.00

Notes

Bank Account Details: -

Sort Code: 30-97-16

Account Number: 24993668



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