

## MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 24 September 2020 at 09:30 via Zoom link  
<https://zoom.us/j/91282870575>

**Present:** Cllrs Travis (Chair), Clark, Barnes, Baker, Kilmurray

**In attendance:** Simon Crocker – Parish Clerk, Claire Littlewood - Assistant Clerk, K Rudge, D Bartle, M Sherwen, T Stebbing

**Absent:**

**MA033/20 To receive and approve apologies for absence**

Apologies received from Maureen and Les Brierley.

Post meeting note: Email apologies received from Cllr Cowley

**MA034/20 To receive any Declarations of Interest and Dispensations**

None received

**MA035/20 To approve the minutes of the Maintenance Committee Meeting held on 20 August 2020**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting on 20 August 2020 as an accurate record of the meeting.

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

**MA036/20 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)**

None in attendance

**MA037/20 Finance Matters:**

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

Discussion with regard to items of expenditure on the agenda which may exceed budget. These items to be discussed and ratified retrospectively by full Council.

- b) To consider applying for community benefit funding for an interpretation board for New Road Cemetery

It was:

RESOLVED to recommend to full Council that interpretation board for New Road Cemetery is funded out of solar farm community benefit monies.

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

- c) To receive an update on payment from TTP for Easement over the Old Rec

Noted that any monies received must be reinvested in improvements or maintenance on the Old Rec. This could include tree works.

**MA038/20 Conservation Matters:**

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

The report was noted. No response received from the Bury to letter requesting permission to connect the pipe. ACTION: Cllr Travis to write again.

- b) To receive an update on conservation works on the River Mel

Permission has been given for further conservation works. Awaiting an update.

- c) To consider quotations for tree work on the Old Rec

Two quotes considered.

It was:

RESOLVED to accept the quote from Shires in the sum of £1,250 plus VAT (£1,500).

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

- d) To consider quotations for tree work on Beechwood Avenue play area

Two quotes considered. Discussion as to whether works are a safety issue and therefore essential. ACTION: Wardens to inspect the trees and advise if they can carry out some of the works.

- e) To receive a report on Stockbridge Meadows

The report was received. Signs advising visitors to keep to footpaths to be attached to main gate.

- f) To receive a report on Millennium Copse

Discussion with regard to raising awareness of the Millennium Copse for planting of trees of remembrance. ACTION: Assistant Clerk to prepare an article for website/facebook. Further discussion with regard to illustration for interpretation board for the Millennium Orchard.

- g) To receive any other updates and consider actions

#### **MA039/20 Allotment Matters:**

- a) To receive any other updates and consider actions

Noted that the rental increase for Grays Allotments should be from £15 p/a to £16.50 p/a (rather than £20 p/a to £21.50 p/a as noted in July minutes of full Council). Correction to be noted by full Council on 28 September 2020.

#### **MA040/20 Governance Matters:**

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

The reports were noted.

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

The update was discussed. Noted an increase in fly tipping. ACTION: Assistant Clerk to update information for website and facebook highlighting the public's responsibility to ensure waste contractors are properly licensed.

- c) To receive any other updates and consider actions

#### **MA041/20 Cemetery Matters:**

- a) To receive a report on scattering ashes in Orchard Road and New Road Cemeteries

Report was discussed. Noted that Rules and Regulations primarily relate to New Road however scattering of ashes is not prohibited in either cemetery. ACTIONS: Assistant Clerk to review Rules and Regulations to include:

- Ashes only to be scattered where there is an existing family plot in Orchard Road Cemetery

- Ashes may be scattered in New Road Cemetery
- Permission for scattering ashes in either cemetery must be obtained in advance from the Parish Clerk

- b) To consider quotations to reduce the hedge in Orchard Road Cemetery

Two quotes considered. Noted there is insufficient money in this year's budget to carry out this work. Recommendation to be made to Finance and Good Governance to ensure additional funds are precepted for in 2021/22 for large scale hedge work.

- c) To receive any other updates and consider actions

**MA042/20 Village Maintenance Matters:**

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

Noted that contact has been made with Wicksteed – awaiting response.

- b) To consider draft Terms of Reference for the Play Parks Working Party

Deferred until October meeting. ACTION: Assistant Clerk to liaise with Cllr Travis.

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

Initial appointments with suppliers/designers are being arranged. Update to follow.

- d) To consider a quotation to reduce the hedge in Clear Crescent play area

Two quotes considered for reducing the height of the hedge. Discussion with regard to seeking views of residents living adjacent to the play area. Consider only reducing the hedges bordering the road.

ACTIONS: Assistant Clerk to:

- Seek further quotes for only reducing two hedges bordering the road
- Write to residents living directly adjacent to the play area with details and reasons for proposed works.

- e) To receive an update on gulleys

The update was received. Parish office has requested additional cleaning from street sweeper from District Council and a gully clearance from County Highways.

- f) To consider a quotation for fencing at Worcester Way play area

Noted that County Farms are chasing for repairs to the fence. Tenant has indicated that permission will be given for a known contractor to access his land for the purposes of carrying out the work.

It was:

RESOLVED to recommend to full council to approve the quote from Herts & Cambs Ground Maintenance for £3,700 plus VAT.

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

- g) To consider quotations for reducing the hedge at Clear Crescent play area

*This item is a duplicate of item d) above.*

- h) To consider a report on the Parish clock

Quote for replacement motor received from Smiths of Derby. Discussion as to precepting for this expenditure in 2021/22.

ACTION: Assistant to Clerk to discuss possibility of joint fundraising initiative with the Church Wardens.

- i) To consider a proposal for a commemorative bench

Discussion with regard to making a commemorative gesture to mark Rosemary Gatward's contribution to the village. Various options were suggested. ACTION: Assistant Clerk to contact the family to discuss options.

- j) To receive any other updates and consider actions

**MA043/20 Pavilion Matters:**

- a) To note the Risk Assessment to re-open the Pavilion

The Risk Assessment was noted.

- b) To note Risk Assessments from Beavers and Scouts for meeting on the New Rec

The Risk Assessments were noted.

- c) To receive any updates and consider actions

**MA044/20 Littlehands Matters: To receive any updates and consider actions**

- a) To receive an update on repairs to UK Power Networks cable

The work has been completed.

- b) To receive any updates and consider actions

**MA045/20 Outstanding Maintenance Issues: To consider the status of the jobs spreadsheet**

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 24 September 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. <b>Update received from Tom Upcraft. Ecology reports/appraisals to be forwarded to him. QUERY: Do we need to consider installing safety rings for the areas over water?</b>	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. <b>Bench has been cleaned. Suggestion with regard to bus shelter to protect the bench ACTION: Discuss at s106 meeting</b>	KR / DB
3	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. <b>Email from Carly Freed - awaiting date for works to be carried out 12/6/20 - CL to follow up</b>	CL
4	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. <b>Dog bins installed. ACTION: Assistant Clerk to source supplier of inner baskets.</b>	CL
5	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. <b>HCGM quote to be considered at next meeting.</b>	CL

6	Salt bin on Vicarage Close	DB	Lid broken. <b>CL requested replacement from Highways - monitor</b>	CL
7	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. <b>ACTION: Wardens to check if done</b>	CL
8	Scythe mower	KR	Needs replacement tyres. <b>Delegated authority to Parish Office to purchase tyres. KR to order replacement axel for fitting over winter</b>	KR
9	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. <b>ACTION: Assistant Clerk to chase</b>	CL
10	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. <b>NOTE - dedication plaque on bench which needs to be preserved. ACTION: Assistant Clerk to seek quote from engineer for straightening metal work. Wardens to source hardwood to make repairs</b>	DB / KR
11	Pavilion	KR	Boot scrapper to be repaired. <b>ACTION: Wardens to repair</b>	CL
12	Overgrown hedges -	Resident	5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. <b>Monitor</b>	CL
13	Rose Lane	KR	Concrete bin has been removed by UK Power Networks during the course of works. CL has written requesting replacement 17/9/20. <b>Monitor</b>	CL
14	Rose Lane	Resident	Grit bin outside 4 Rose Lane - unused? <b>Contact resident to ensure bin is left in situ</b>	CL
15	Tree line separating New Rec and MVC field	JW	Justin reported a row of very large trees separating New Rec from college grounds - very low hanging branches. <b>ACTION: Assistant Clerk to obtain quotes for work.</b>	CL
16	Hedge between Old Rec and adjacent property	Resident	Resident has very kindly offered to cut this hedge at own cost. Was done some years ago. CL has confirm this is fine and thanked resident. <b>Monitor when work is done</b>	CL
17	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - "At an unmarked crossroads no one has priority. If there are no road signs or markings do not assume that you have priority. Remember that other drivers may assume they have the right to go. No type of vehicle has priority but it's courteous to give way to large vehicles". <b>JT to advise resident</b>	CL
18	Water Lane	TS	BT cable down - unstable tree. Reported to Highways. Area marked as hazard. <b>BT cable secured. Highways have indicated no works to be carried out to tree</b>	SC

**MA046/20 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

- Wardens noted parish van is due for pre-MOT check on 25/09/20. To be discussed further by full Council.
- Noted that spring on Ash Grove gate has been tampered with. **ACTION: Wardens to repair**

**MA047/20 To note date of next meeting:** 22 October 2020

The meeting closed at 11:39

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

## 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

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

- 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: <b>RESOLVED</b> 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. <b>ACTION:</b> 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. <b>Discussed at MA023/20d) - ACTION: Assistant Clerk to arrange meeting with Tom Upcraft</b>	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. <b>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</b>	KR / DB
3	Flooded layby on Cambridge Road (opposite Solway Farm entrance)	Resident	Reported to SCDC - part of ongoing gully problem. <b>Assistant Clerk has requested additional street clean. Will identify specific areas to be targetted. Will also request gully clearance from Highways</b>	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. <b>Email from Carly Freed - awaiting date for works to be carried out 12/6/20 - CL to follow up</b>	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. <b>Dog bins installed. ACTION: Assistant Clerk to source supplier of inner baskets.</b>	CL
6	Clear Crescent Play area	HCGM	Weeds on paths - HCGM to send quote for spraying. <b>Quote received but hold back until after school holidays</b>	CL
7	Salt bin on Vicarage Close	DB	Lid broken. <b>CL requested replacement from Highways - monitor</b>	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. <b>ACTION: Wardens to check if done</b>	CL

9	Scythe mower	KR	Needs replacement tyres. <b>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</b>	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. <b>ACTION: Assistant Clerk to chase</b>	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. <b>NOTE - dedication plaque on bench which needs to be preserved. Can we repair rather than replace? Discussed at MA027/20g</b>	DB / KR
12	Pavilion	KR	Boot scrapper to be repaired. <b>ACTION: Assistant Clerk to get costs for new boot scrapper and replacement brushes</b>	CL
13	Worcester Way green	SC	A member suggested including the area as a walking route. ACTION: Discuss fence and access gate with farmer. <b>ACTION: Update required from SC</b>	SC
14	Dolphin Lane	Resident	Concern for safety discussed as the work would require someone to stand in Station Road. <b>ACTION: Assistant Clerk to seek quotes for this work.</b>	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 <b>Already discussed - Assistant Clerk to request additional clearance from Highways and SCDC</b>	CL
16	Offer of bench by bereaved family	Resident	Need to consider location and design of bench - <b>ACTION: Assistant Clerk to write to family re design and location.</b>	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

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

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

EDGE Code		Budget 2020/21	Actual to date (31/08/20)	Committed	Balance	Notes
	<u>Budgeted expenditure (included in Precept)</u>	£	£	£	£	
	<u>Conservation:</u>		<u>Paid</u>	<u>Unpaid</u>		
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 - extra tree work approved June Maint Committee Shires (paid Sept). Unplanned - refurbish gate at Ash Grove
1100	Conservation - unplanned	500	238		262	
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	2,110		490	Installation of 26 headstone bases and 4 blocks of bases for cremated remains at NRC
		3,800	2,110	-	1,690	
	<u>Play Areas, Recreation Grounds &amp; 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	480		20	Replacement parts for dog bins. Replace 2 x dog bins
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	400	330	35	35	Sanitary disposal (£266) - credit note expected for some of this; fire extinguisher service £49 (paid Jul); cleaning mats
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	1,073	35	4,437	
	<u>Finance &amp; General Purpose</u>					
4300/2	Wardens' materials	500	128	35	337	
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	653	26	722	Insurance £504
4900	Parish Clock	200		150	50	Call out to repair fault (not budgeted)
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	806	457	2,438	
	<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	65		935	Gate sign
9000	Rental Property - anti-vandalism measures	2,000	1,147	65	788	Barley Maint - security wall, refurb door and step. Car park sign (paid Aug)
		3,450	1,212	65	2,173	
	Total Maintenance (excluding grounds maintenance contracts)	25,765	9,418	1,427	14,920	
	<u>Grounds Maintenance Contracts</u>					

1200	Grass cutting contract - verges/Hub etc	7,470	3,113		4,358	
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	2,300		3,220	
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	2,029		2,841	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	3,775		5,285	
3200	Recreation Grounds - extra cuts x 4	540	130		410	Extra cut old and new rec grounds (April?)
		30,690	11,647	-	19,043	
9600	<b><u>Community Benefit (memo only - not precepted)</u></b>					
	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 a further £870 will be paid in September for tree works and ivy cutting. This budget heading is likely to go over budget later in the year.  
Parish Clock - a call out cost of £150 to repair a fault has been incurred (not budgeted)

# Monthly water situation report

## East of England, East Anglia

### Summary – August 2020

East Anglia received an above normal amount of rainfall in August with an average total rainfall of 78mm (148% of the Long Term Average (LTA)). Despite the above normal amount of rainfall the groundwater levels has continued to decrease in majority of the key sites. The River flows has increased as majority of the sites with 57% of the sites reporting a normal or higher flows. The soil moisture deficit (SMD) has improved this month falling just below the above normal category and ended the month with 82 mm SMD. The reservoir levels have decreased at most of the sites and the groundwater support schemes have been operating to support river flows.

### Rainfall

East Anglia received an above normal rainfall with a total averaged rainfall of 78 mm in the month of August resulting in 148% of the Long Term Average (LTA). Rainfall totals varied across the area with catchments towards the North and South East receiving normal amount of rainfall, catchments towards the West receiving above normal rainfall and catchment towards the South west receiving notably high amount of rainfall. The 12-months accumulation of rainfall surplus has increased to 681 mm.

### Soil Moisture Deficit/Recharge

The Soil Moisture Deficit (SMD) across East Anglia has improved this August and remain just below the above normal category. The SMD varied across East Anglia and ended the month with an averaged SMD of 82 mm.

### River Flows

Monthly mean river flows for August has increased at 13 out of the 21 indicator sites, with 57% of the sites classified as normal or higher and 43% of sites classified as below normal or lower. The river Wissey and Ouzel recorded a notably high flows and the River Cam, Lark and Little Ouse record a notably low flows for this time of the year.

### Groundwater Levels

The Groundwater levels continues to decrease at majority of the sites in August. Out of the 20 indicator sites 45% has reported a normal groundwater levels and 40% has reported below normal groundwater levels.

### Reservoir Storage/Water Resource Zone Stocks

Reservoir levels have increased at 2 out of the 5 indicator sites (Grafham and Ardleigh) in the area this August. All sites has reported a normal reservoir levels with the exception of Abberton which is classified as below normal.

### 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 5 out of 8 pumps operating with 1 of the pump operating 24 hours a day. The Thet and the Little Ouse support scheme has 2 pump operating with 1 of the pump operating 24 hours. There are no pumps operating on the Hiz in August.

## Forward Look

### Probabilistic ensemble projections for river flows at key sites

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

**December 2020:** There is a reduced probability of exceptionally low flows at majority of the key sites with the exception of Stiffkey which shows an increased probability of notably low and exceptionally low flow in December.

### Probabilistic ensemble projections for groundwater levels in key aquifers

**September 2020:** There is an increased probability of normal groundwater levels at majority of the key sites with the exception of Newmarket, Bury St. Edmunds and Redlands Hall where there is an increased probability of below normal groundwater levels.

**March 2021:** There is a reduced probability of exceptionally low groundwater levels at all the key sites with the exception of Newmarket in the coming March.

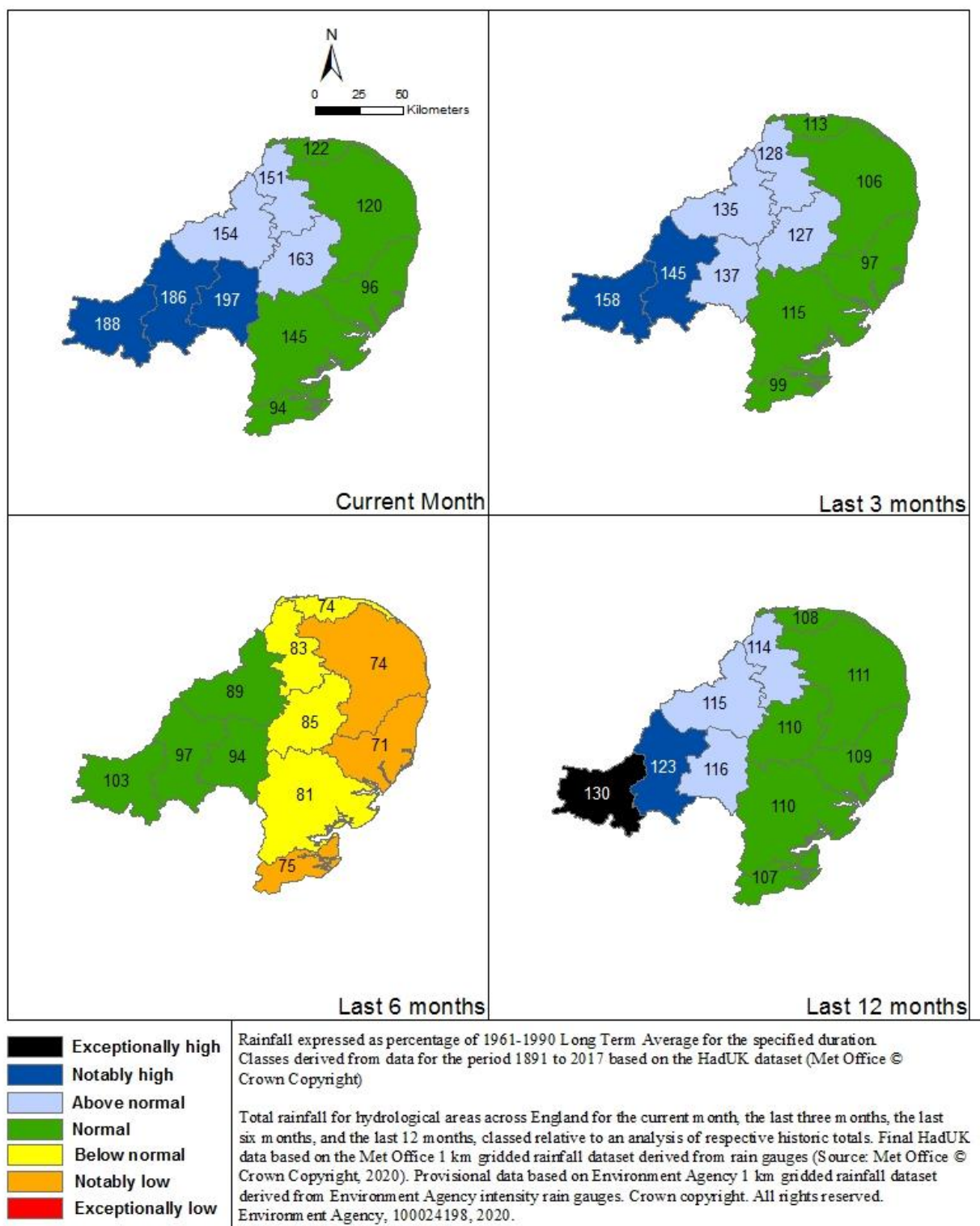
Author: [Hydrology & Operations](#)

Contact details: 03708506506



# Rainfall

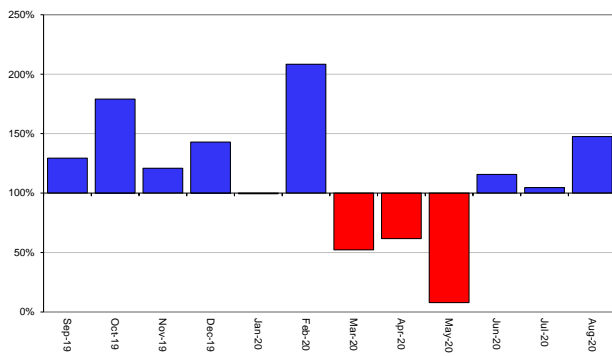
August 2020



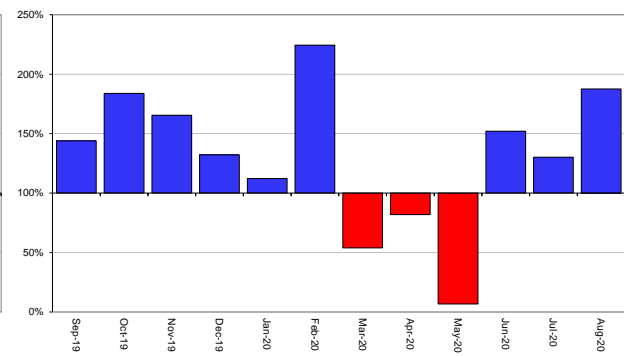
**Above average rainfall**

**Below average rainfall**

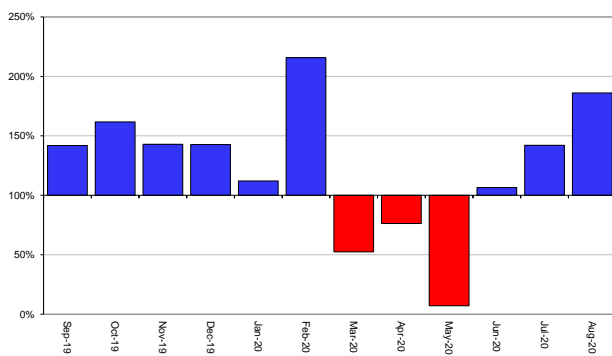
1-Month Period for East Anglia



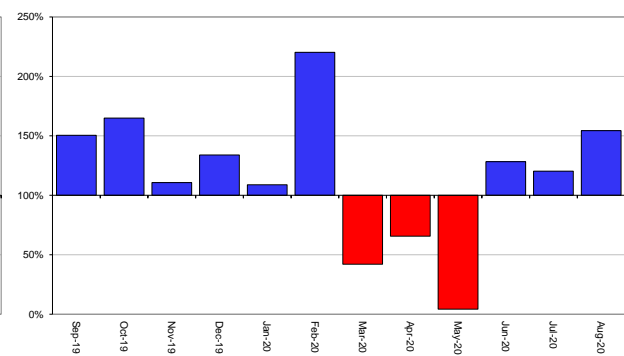
1-Month Period for Upper Bedford Ouse



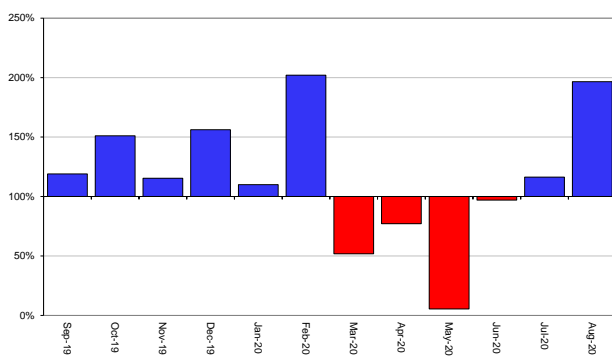
1-Month Period for Lower Bedford Ouse



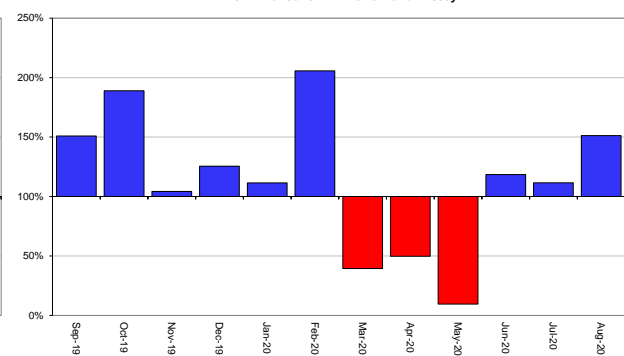
1-Month Period for Central Area Fenland



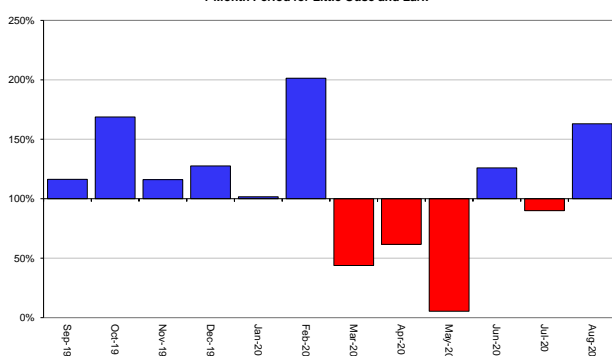
1-Month Period for Cam



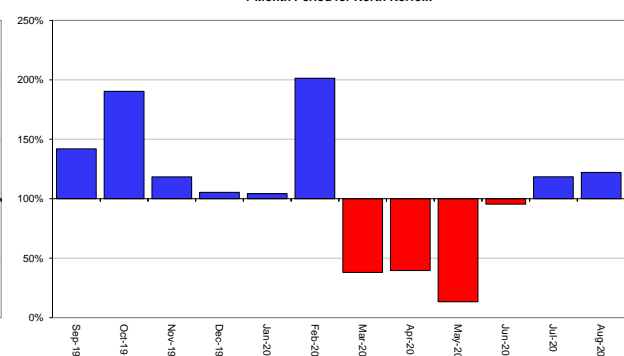
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



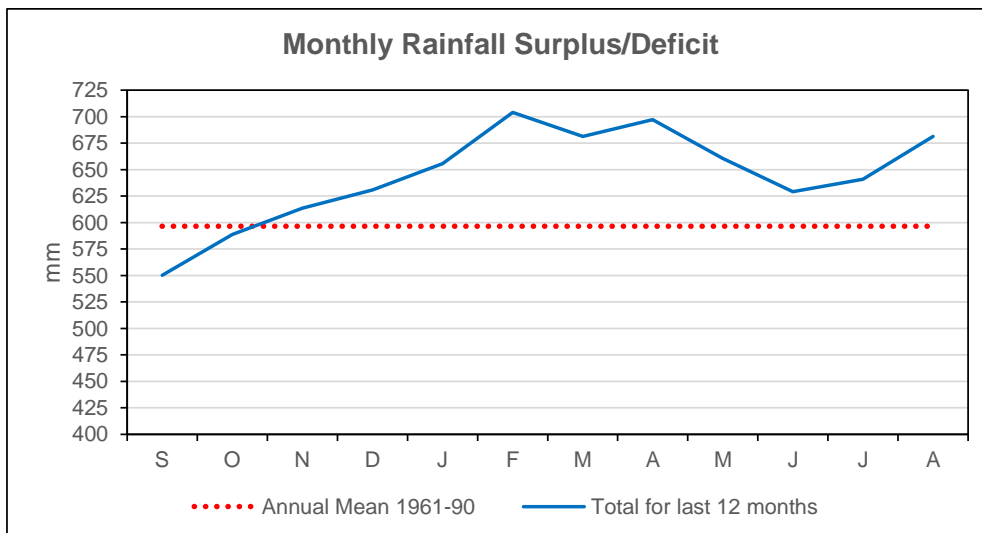
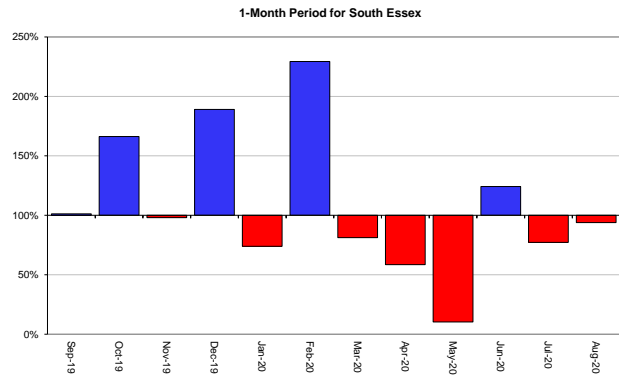
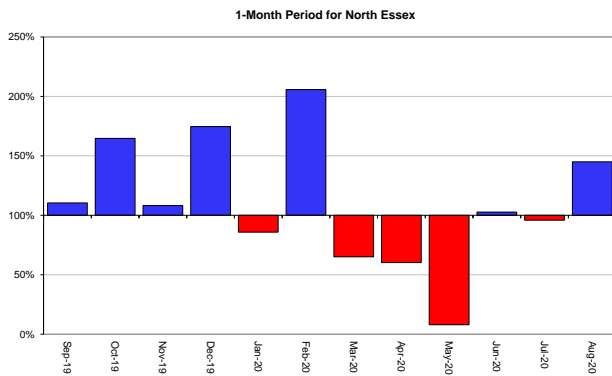
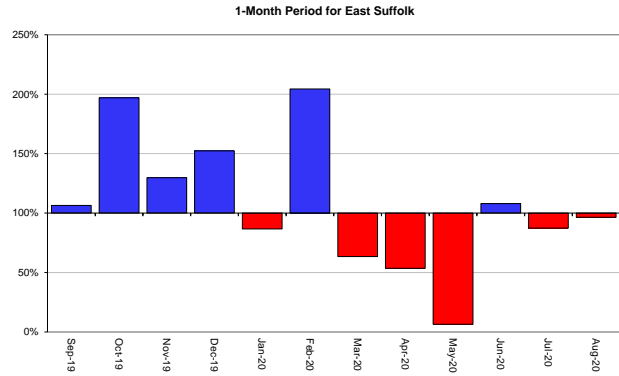
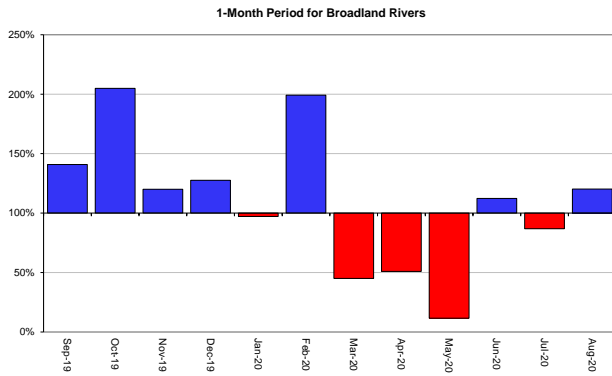
1-Month Period for North Norfolk



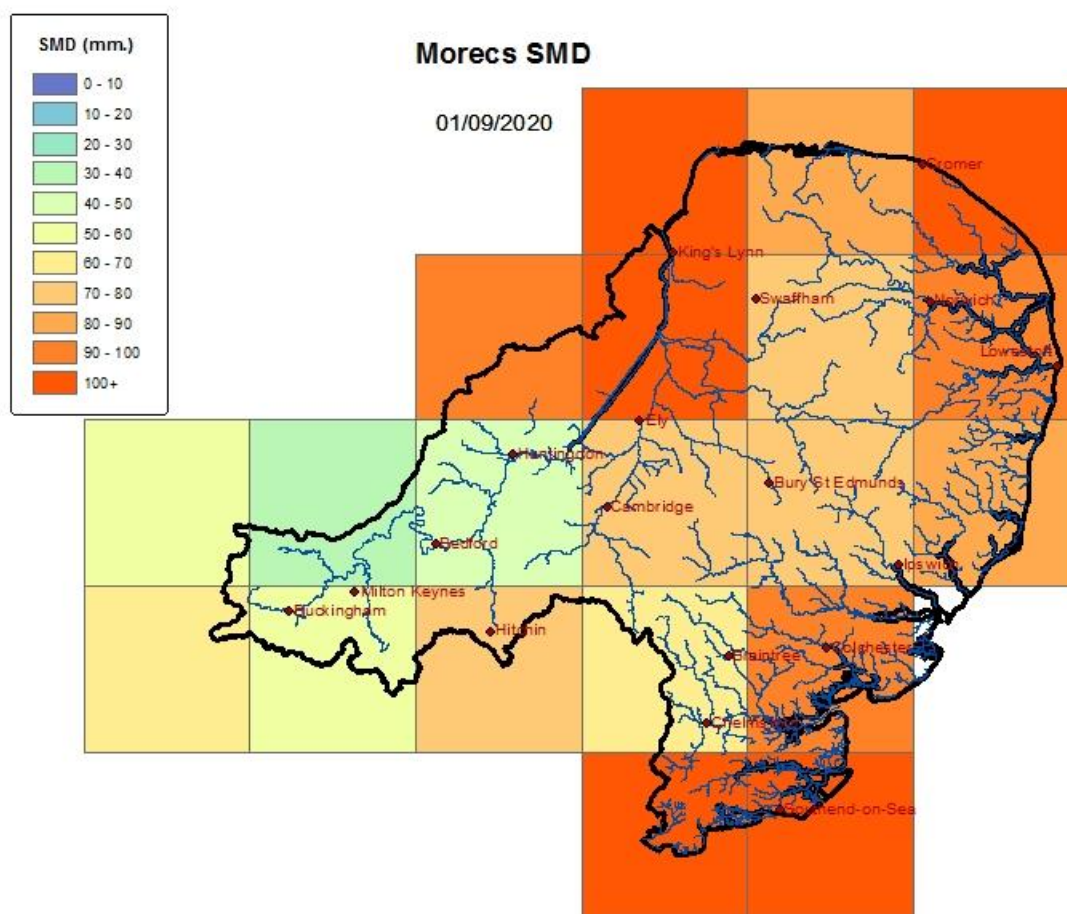


**Above average rainfall**

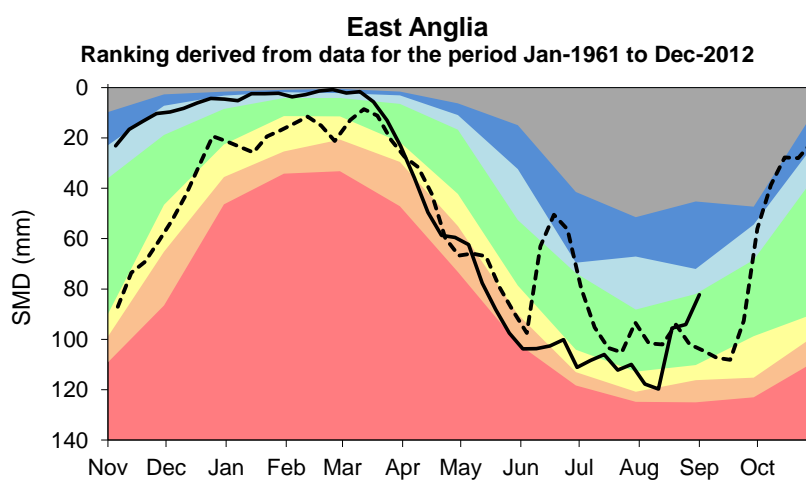
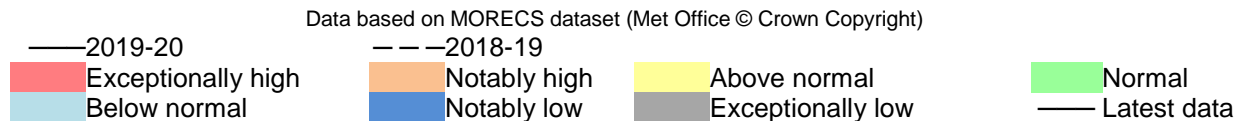
**Below average rainfall**



# Soil Moisture Deficit

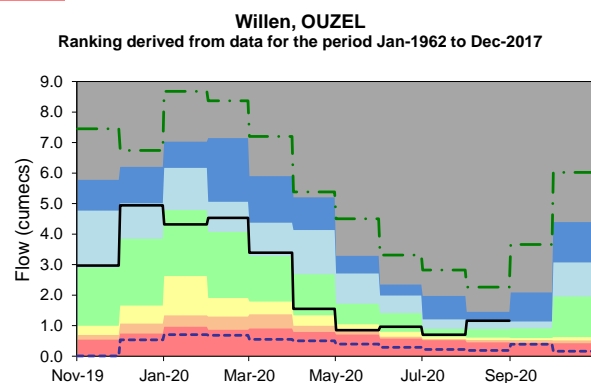
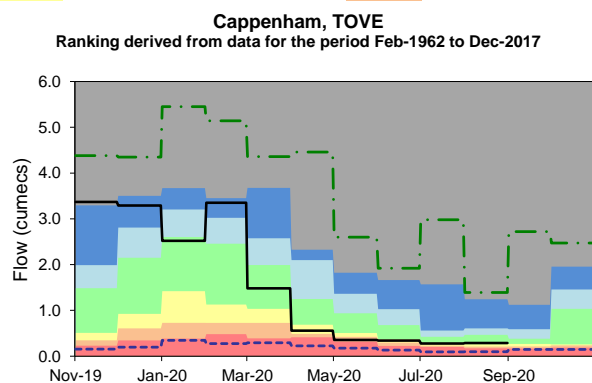
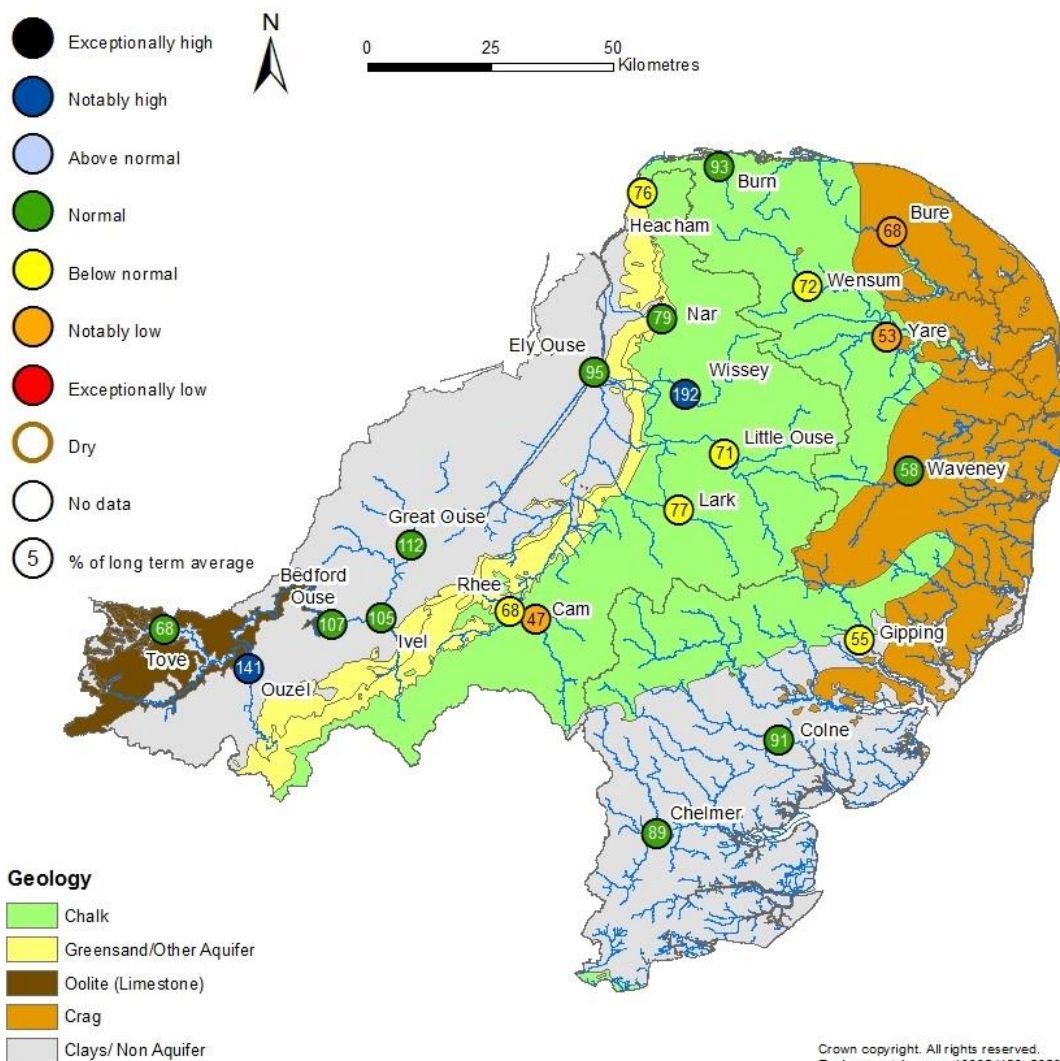


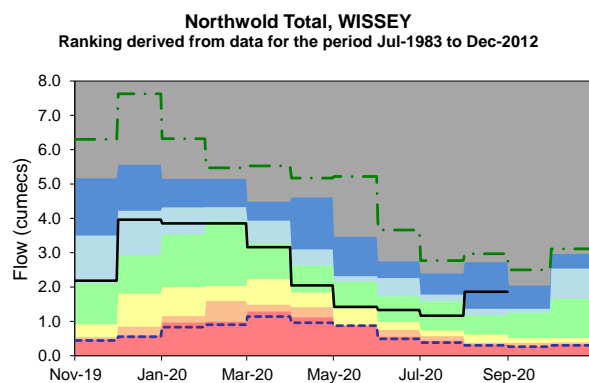
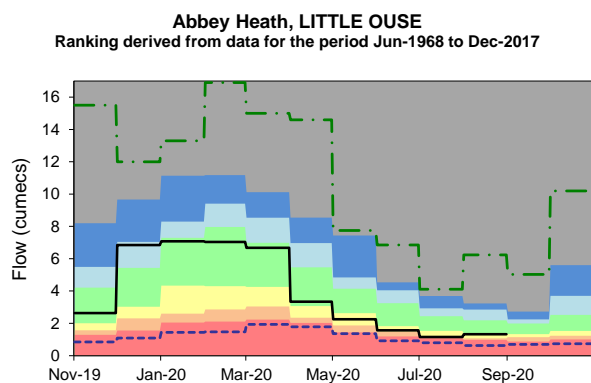
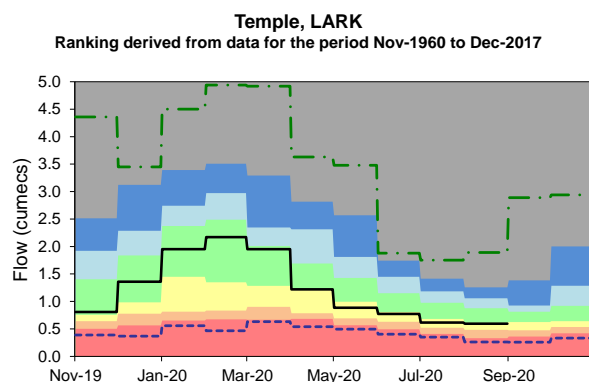
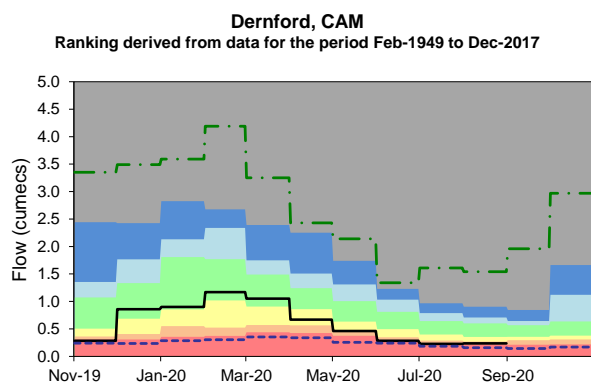
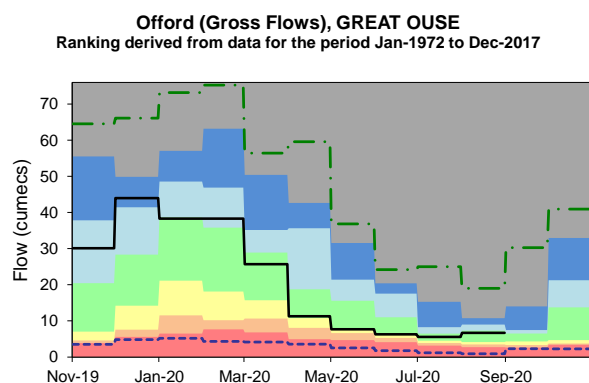
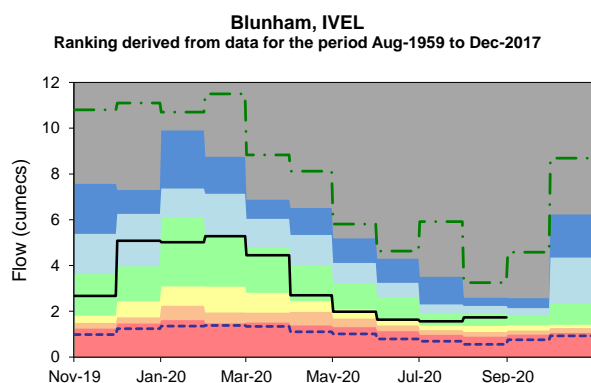
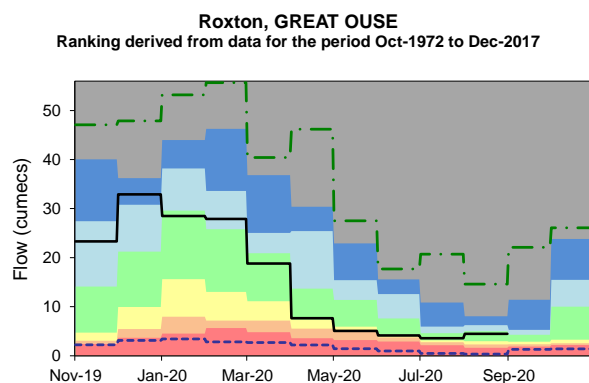
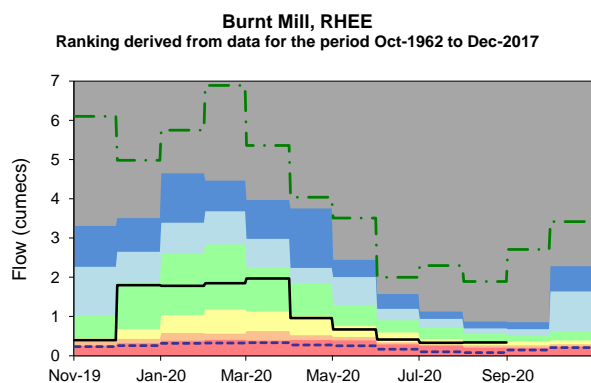
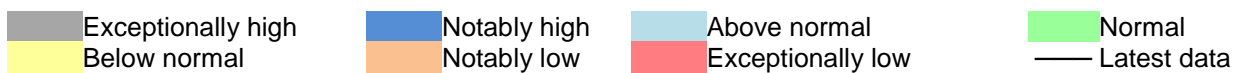
Data based on MORECS (Met Office © Crown Copyright)

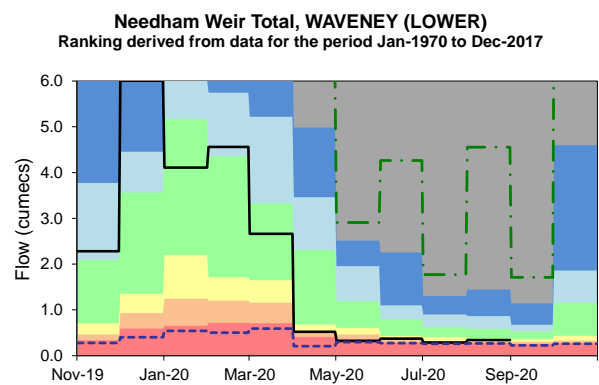
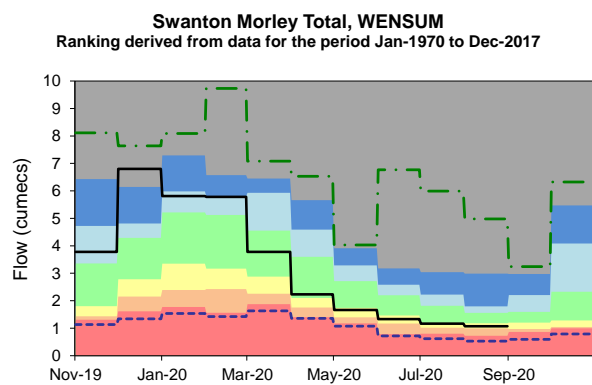
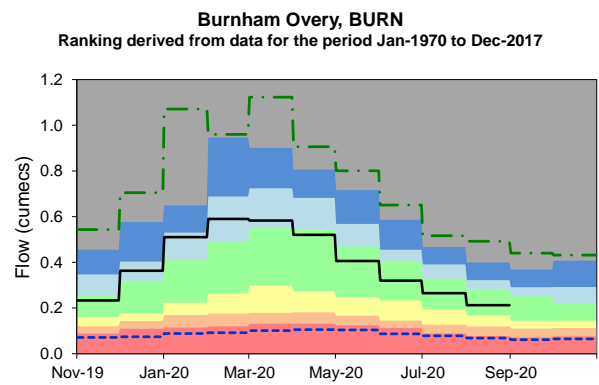
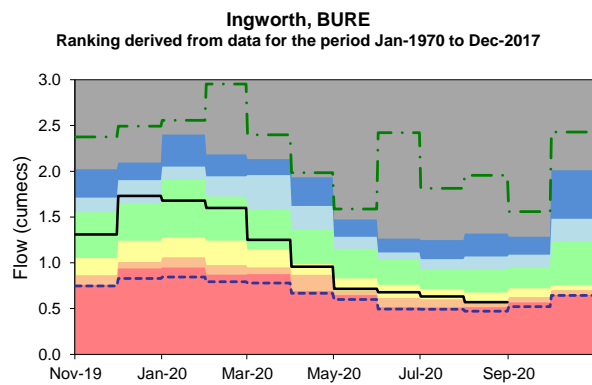
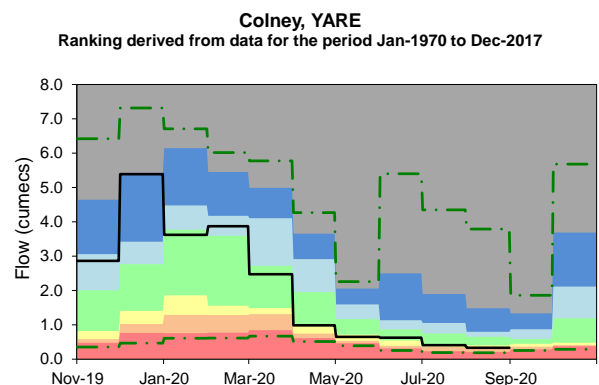
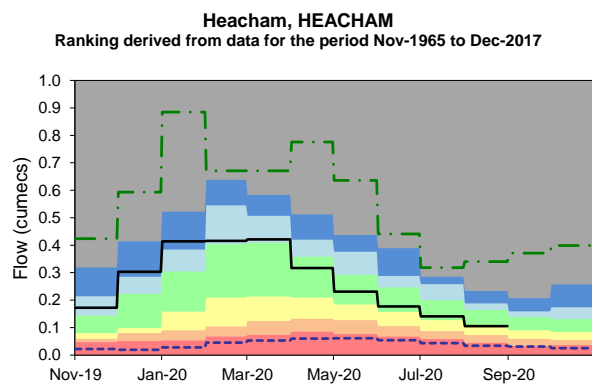
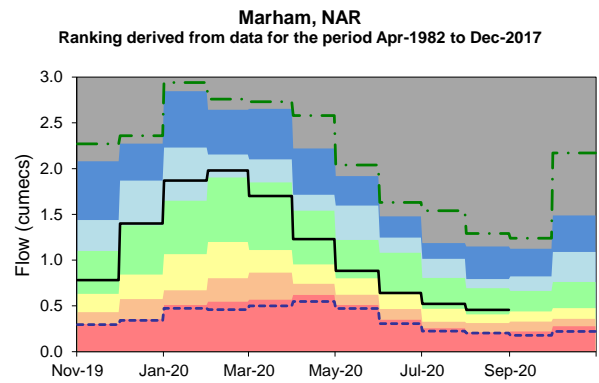
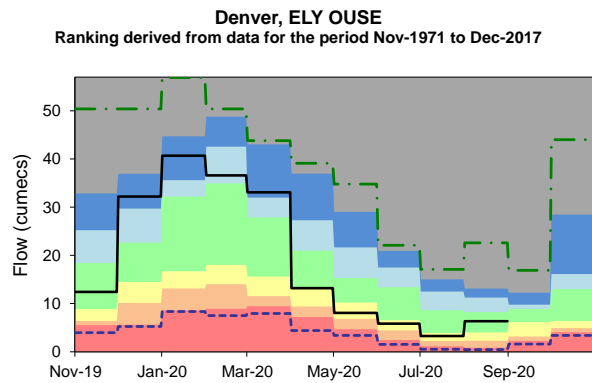
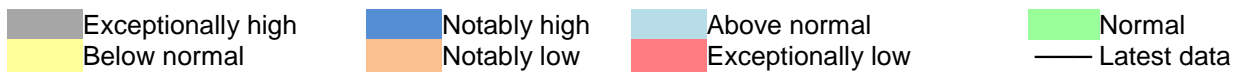


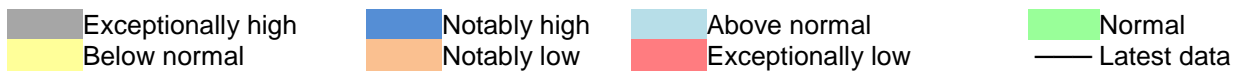
# River Flow

August 2020



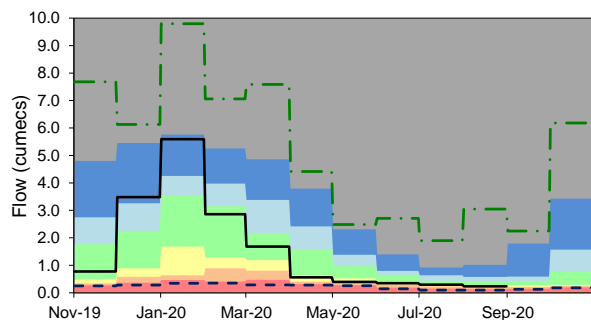






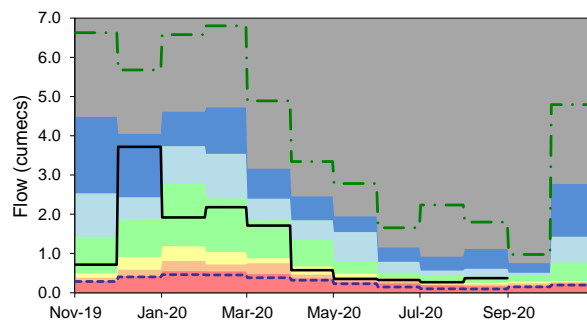
#### Bramford, GIPPING

Ranking derived from data for the period Jan-1970 to Dec-2017



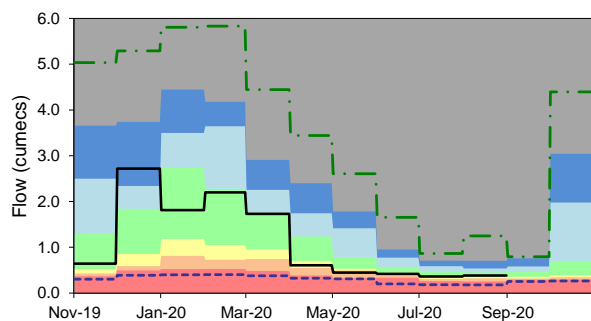
#### Lexden, COLNE

Ranking derived from data for the period Jan-1970 to Dec-2017



#### Springfield, CHELMER

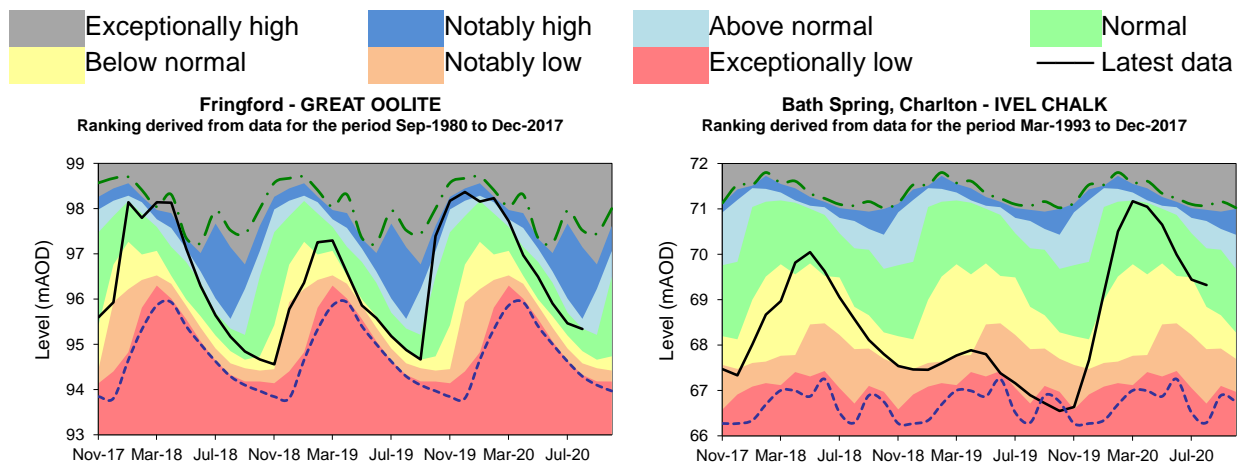
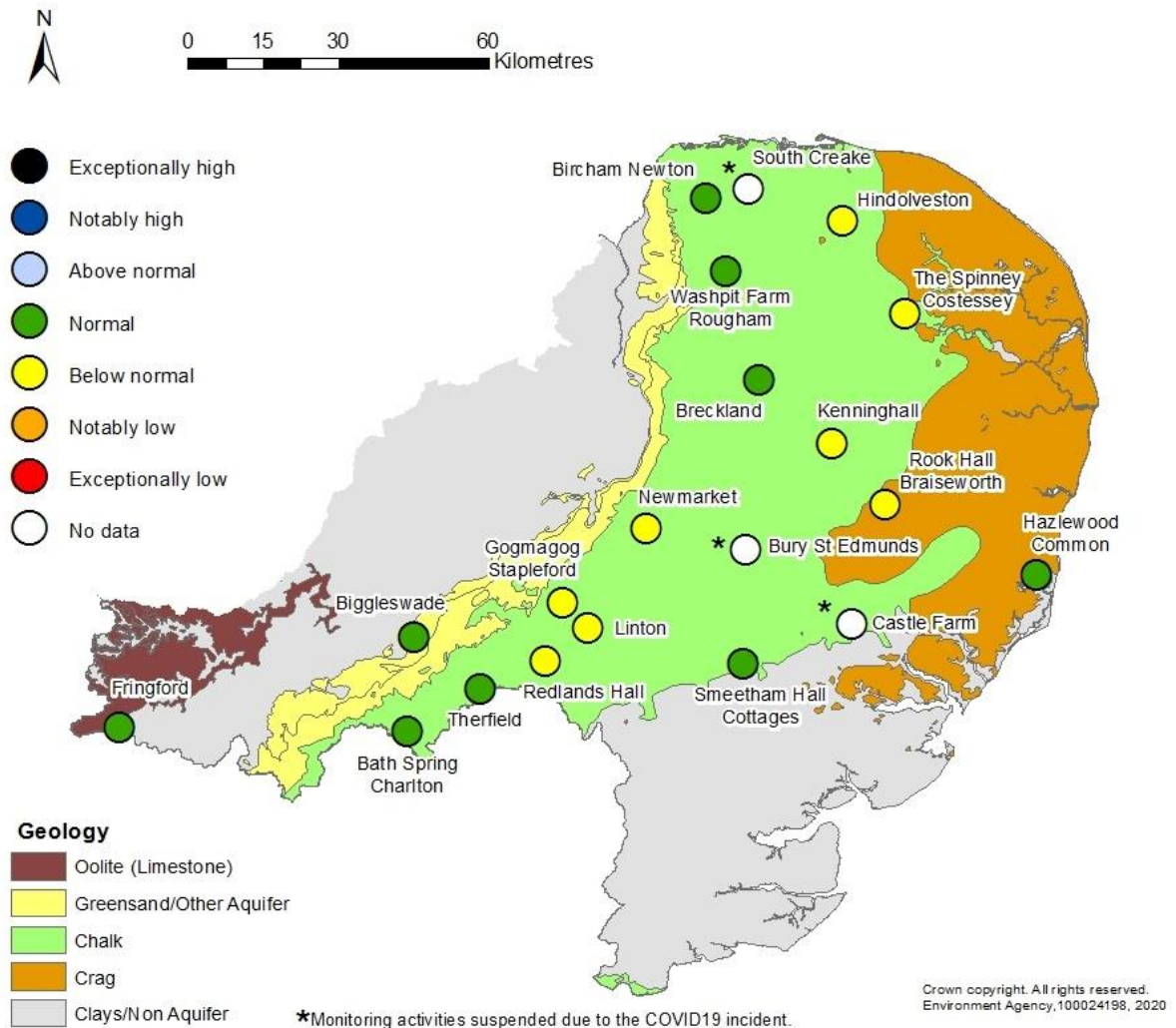
Ranking derived from data for the period Jan-1970 to Dec-2017





# Groundwater Levels

August 2020



customer service line  
03708 506 506

[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

incident hotline  
0800 80 70 60

floodline  
0845 988 1188

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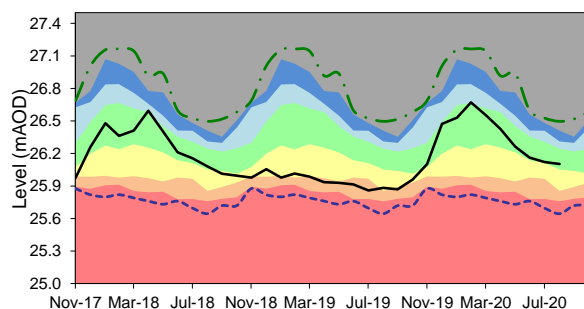
Exceptionally high  
Below normal

Notably high  
Notably low

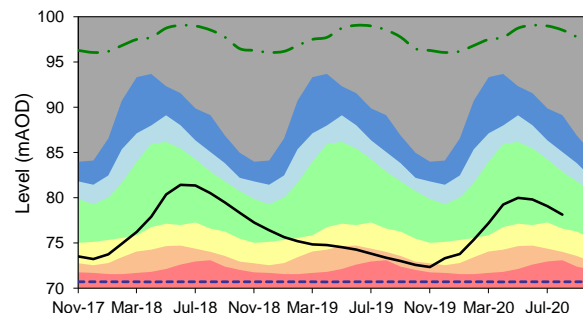
Above normal  
Exceptionally low

Normal  
— Latest data

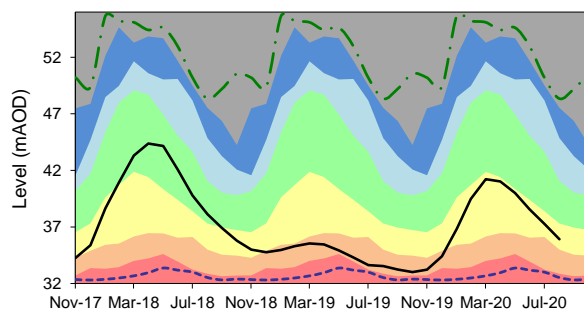
**Biggleswade - IVEL SANDSTONE**  
Ranking derived from data for the period Mar-1968 to Dec-2017



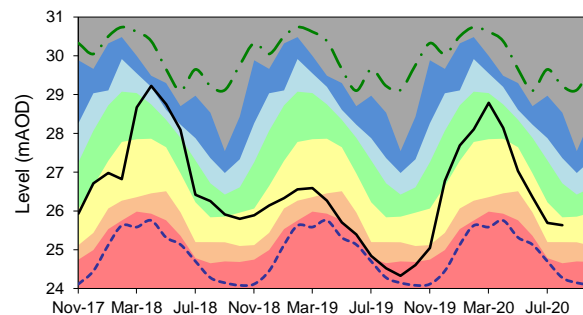
**Therfield Rectory - N HERTS CHALK**  
Ranking derived from data for the period Jan-1883 to Dec-2017



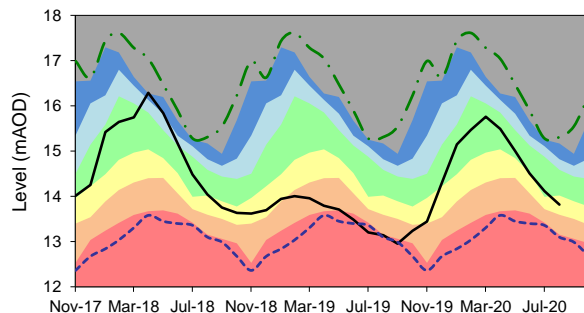
**Redlands Hall, Ickleton - CAM CHALK**  
Ranking derived from data for the period Aug-1963 to Dec-2017



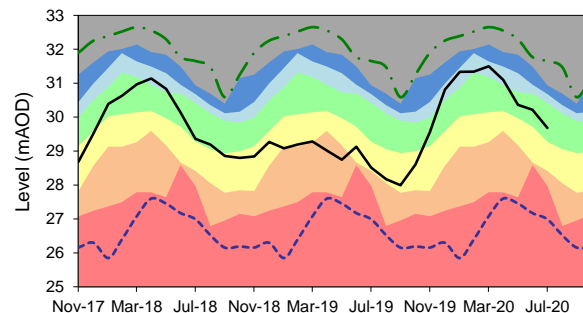
**Linton - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



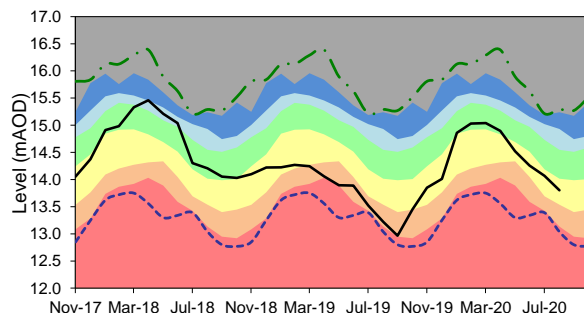
**Gog Magog, Stapleford - CAM CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017



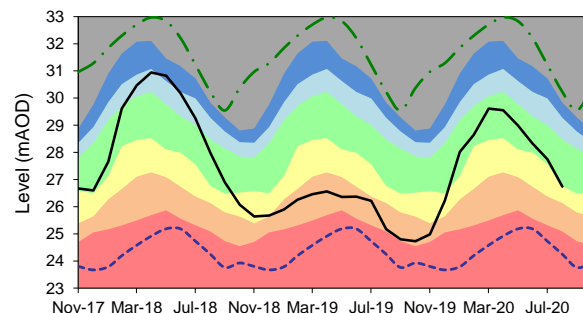
**Bury St Edmunds - UPPER LARK CHALK**  
Ranking derived from data for the period May-1983 to Dec-2017



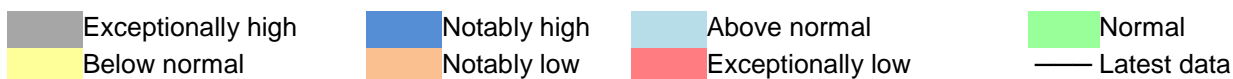
**Newmarket - SNAIL CHALK**  
Ranking derived from data for the period Feb-1983 to Dec-2017



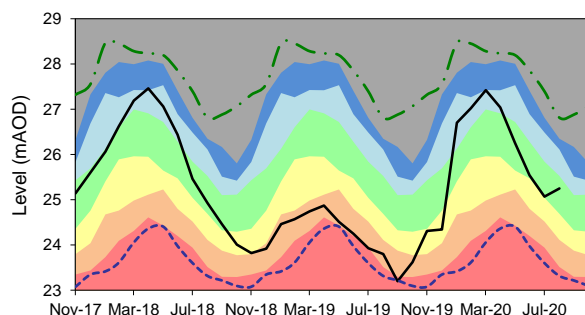
**Kenninghall - LITTLE OUSE CHALK**  
Ranking derived from data for the period Aug-1973 to Dec-2017



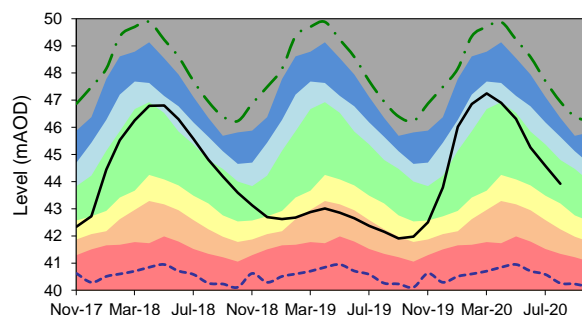




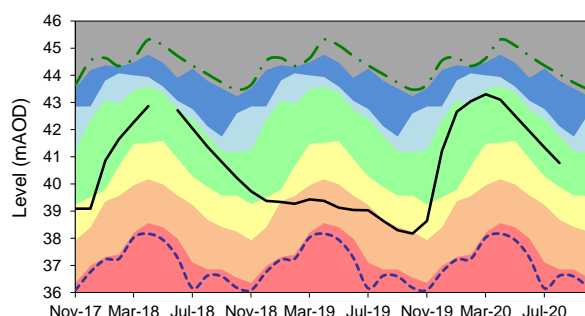
**Breckland - WISSEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



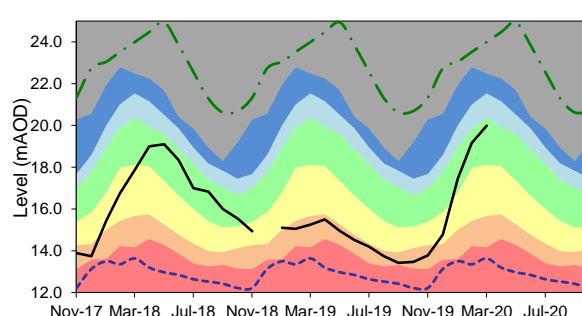
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



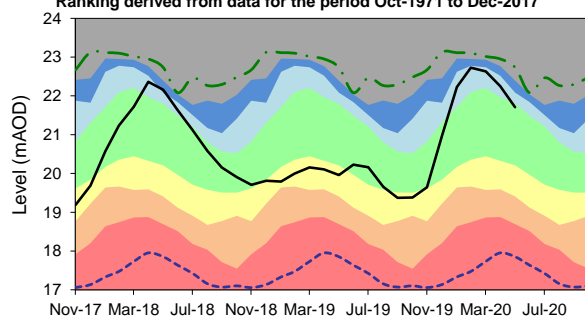
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



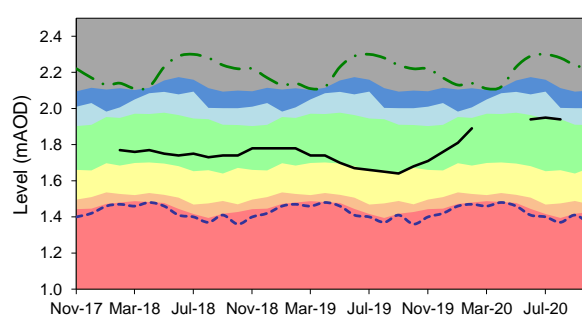
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



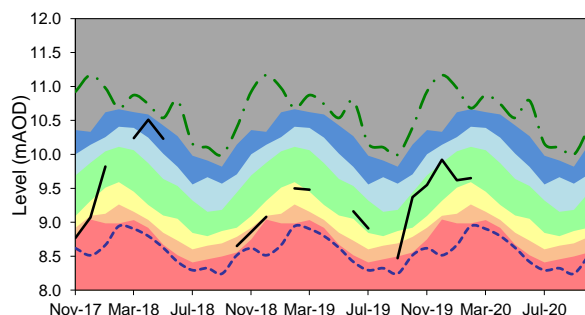
**Old Primary School, South Creak**  
**NW NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



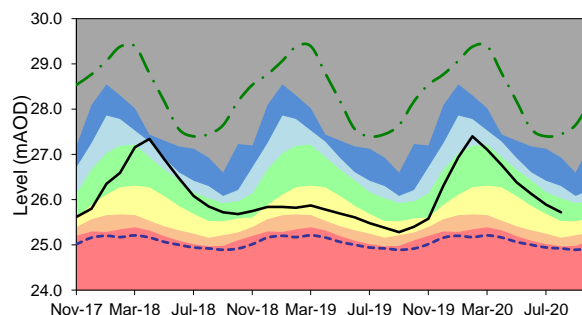
**Hazlewood Common - SUFFOLK CRAG**  
Ranking derived from data for the period Oct-1988 to Feb-2020

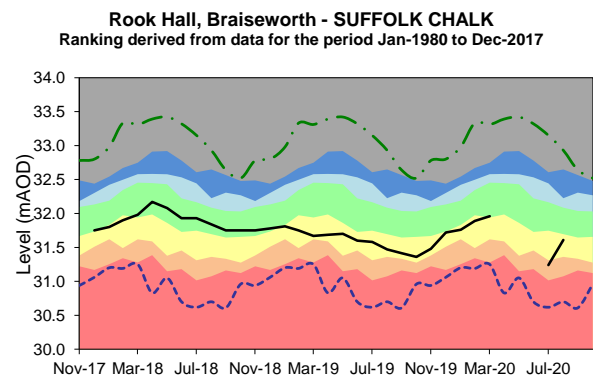
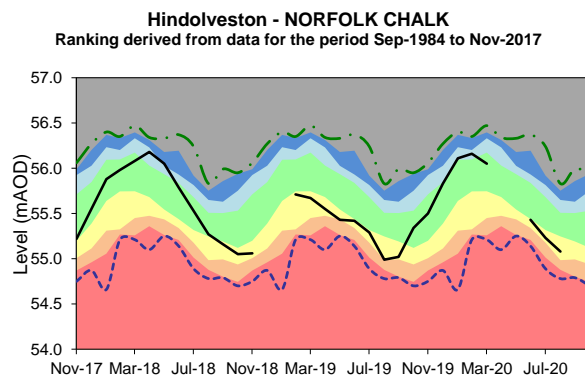
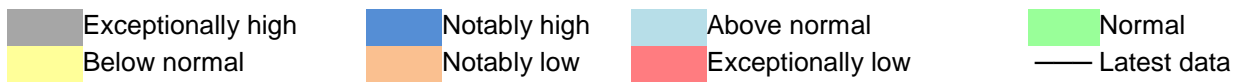


**The Spinney, Costessey - WENSUM CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



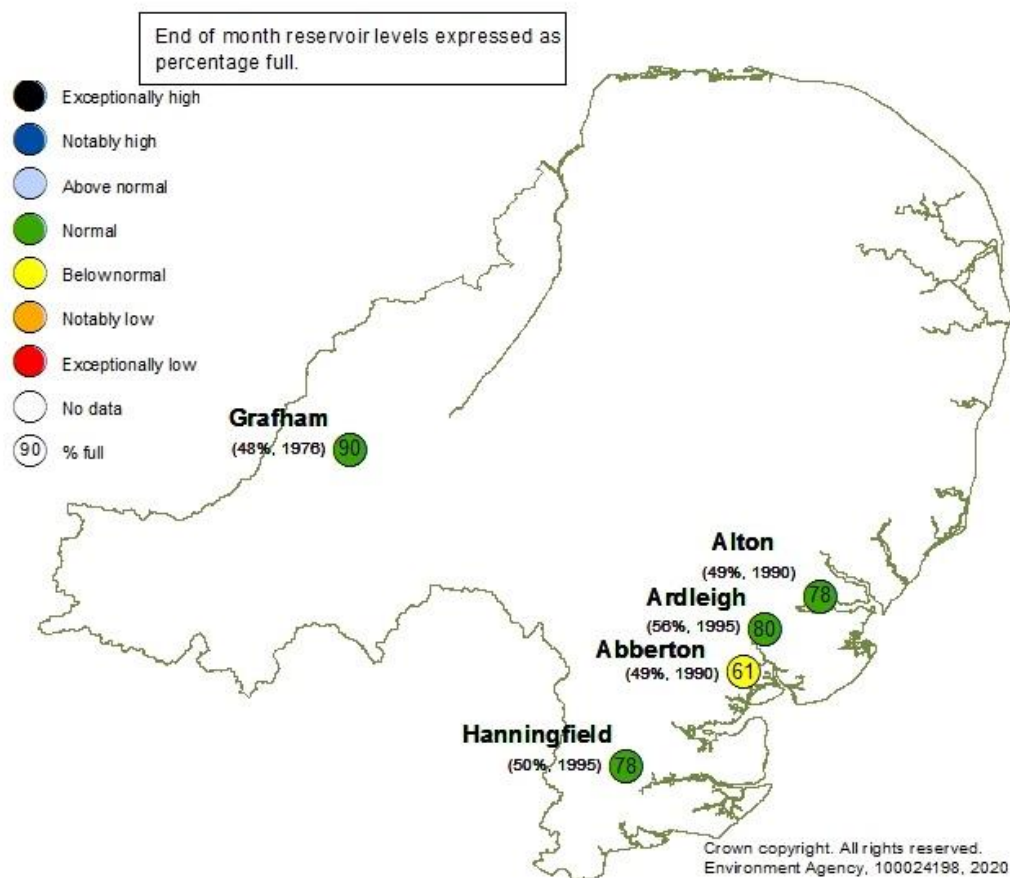
**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017



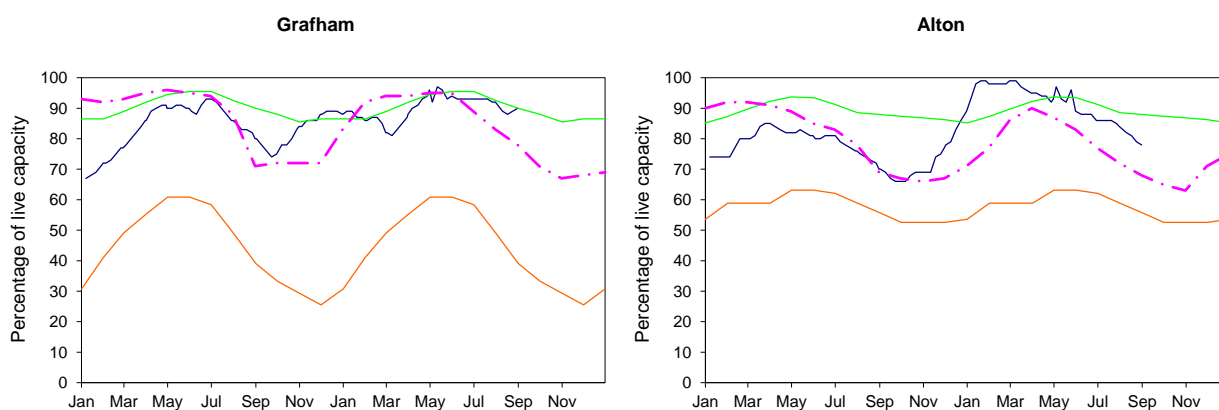


# Reservoir Stocks

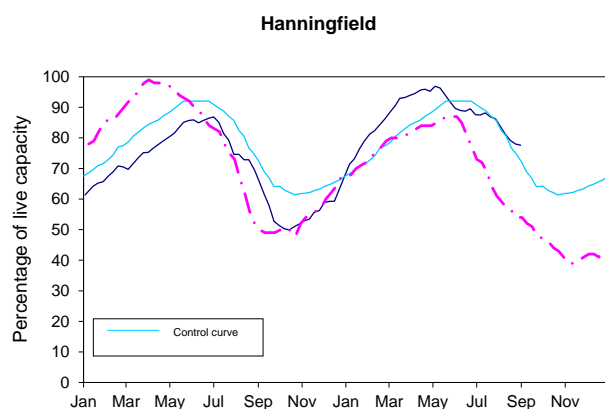
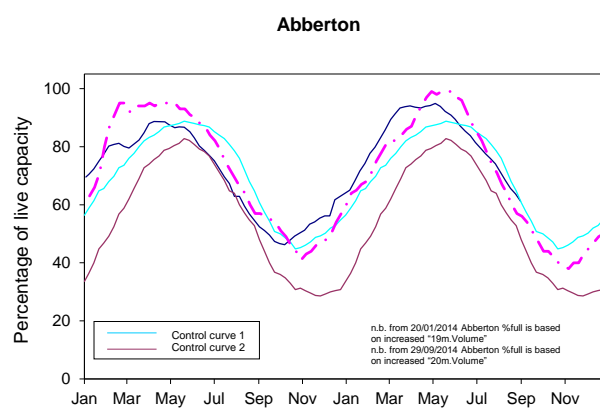
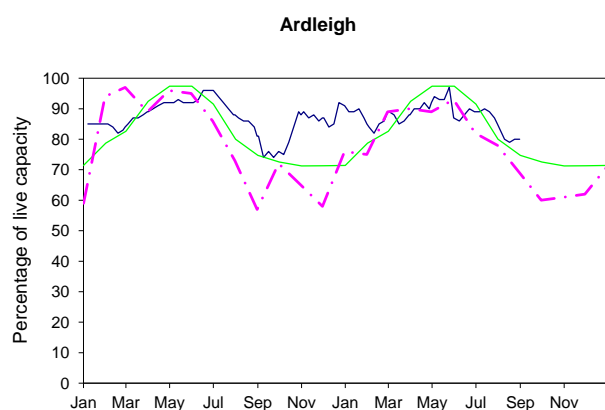
August 2020



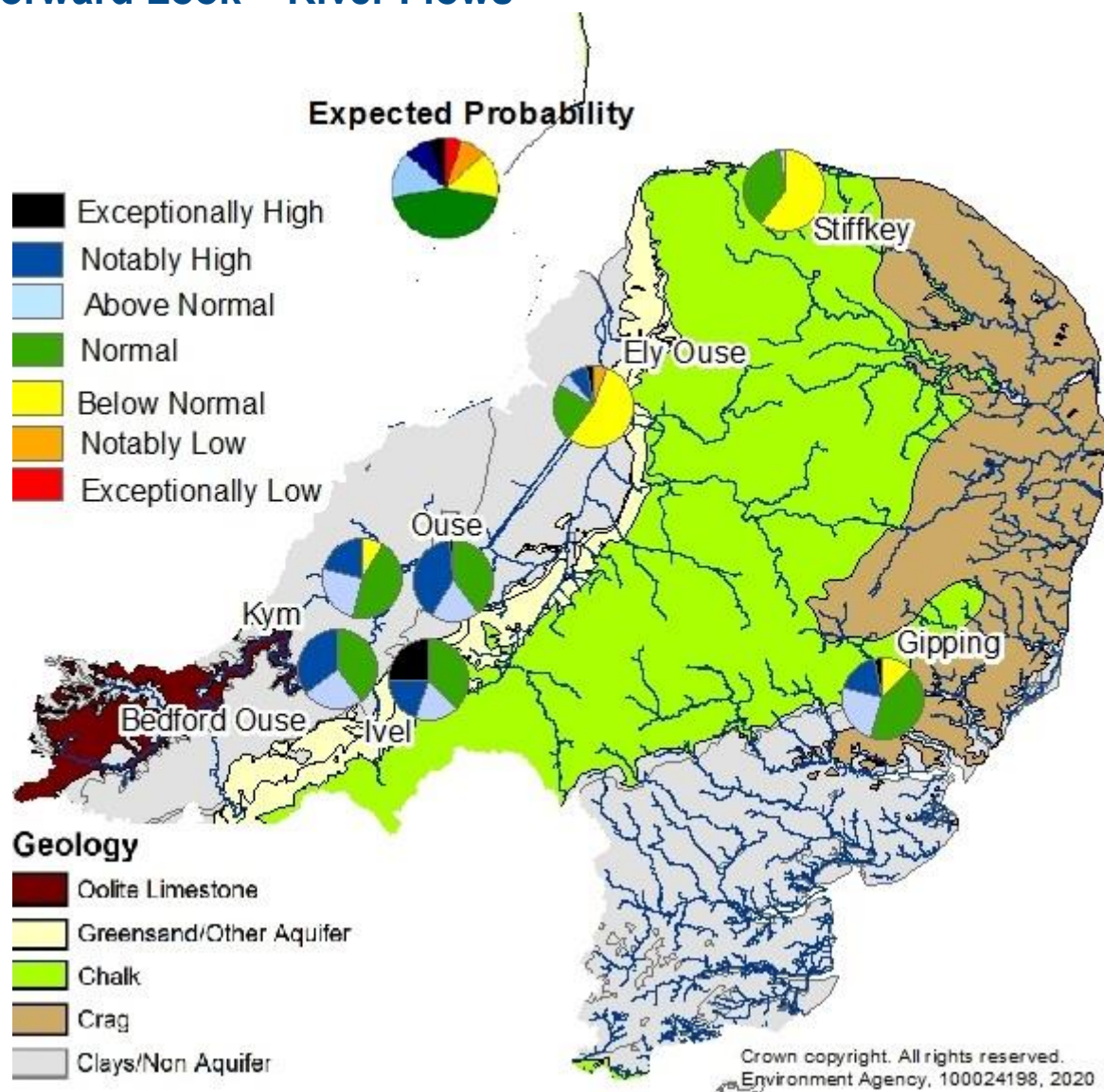
— 2019-2020    — Normal Operating Curve    — Drought Alert Curve    — 1995-1996



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



## Forward Look – River Flows

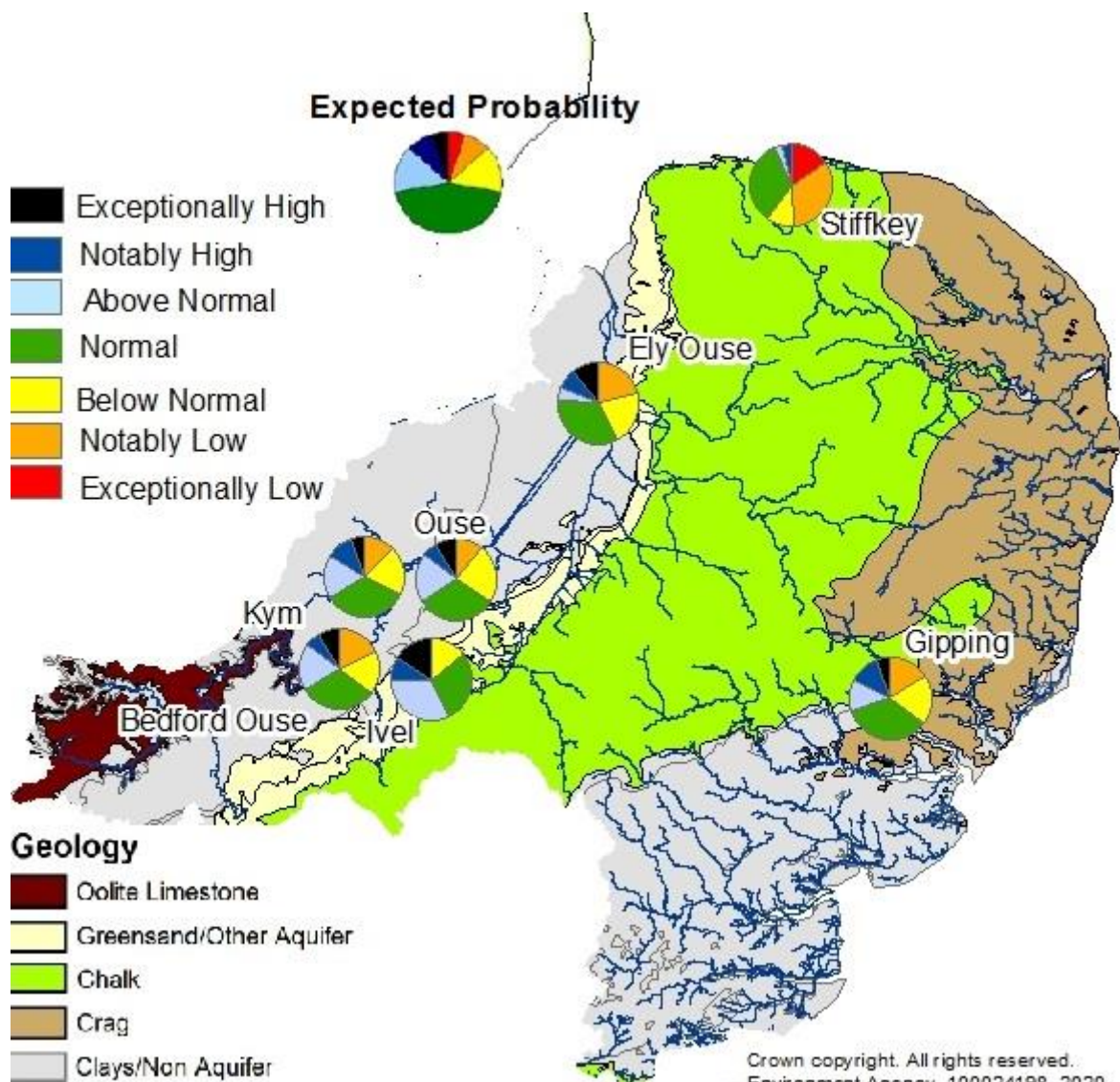


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

<sup>^</sup> "Naturalised" flows are projected for these sites'

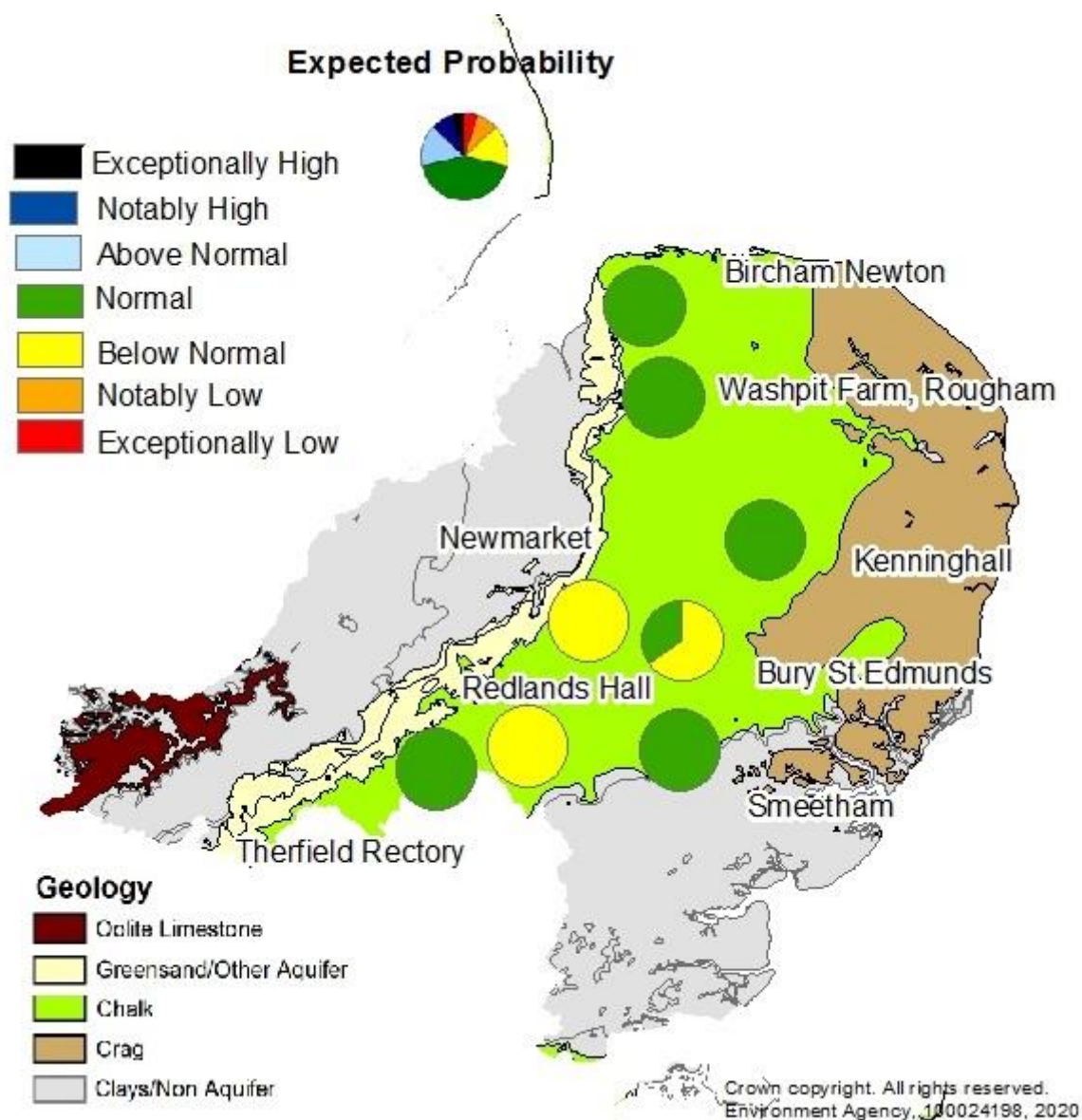




Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

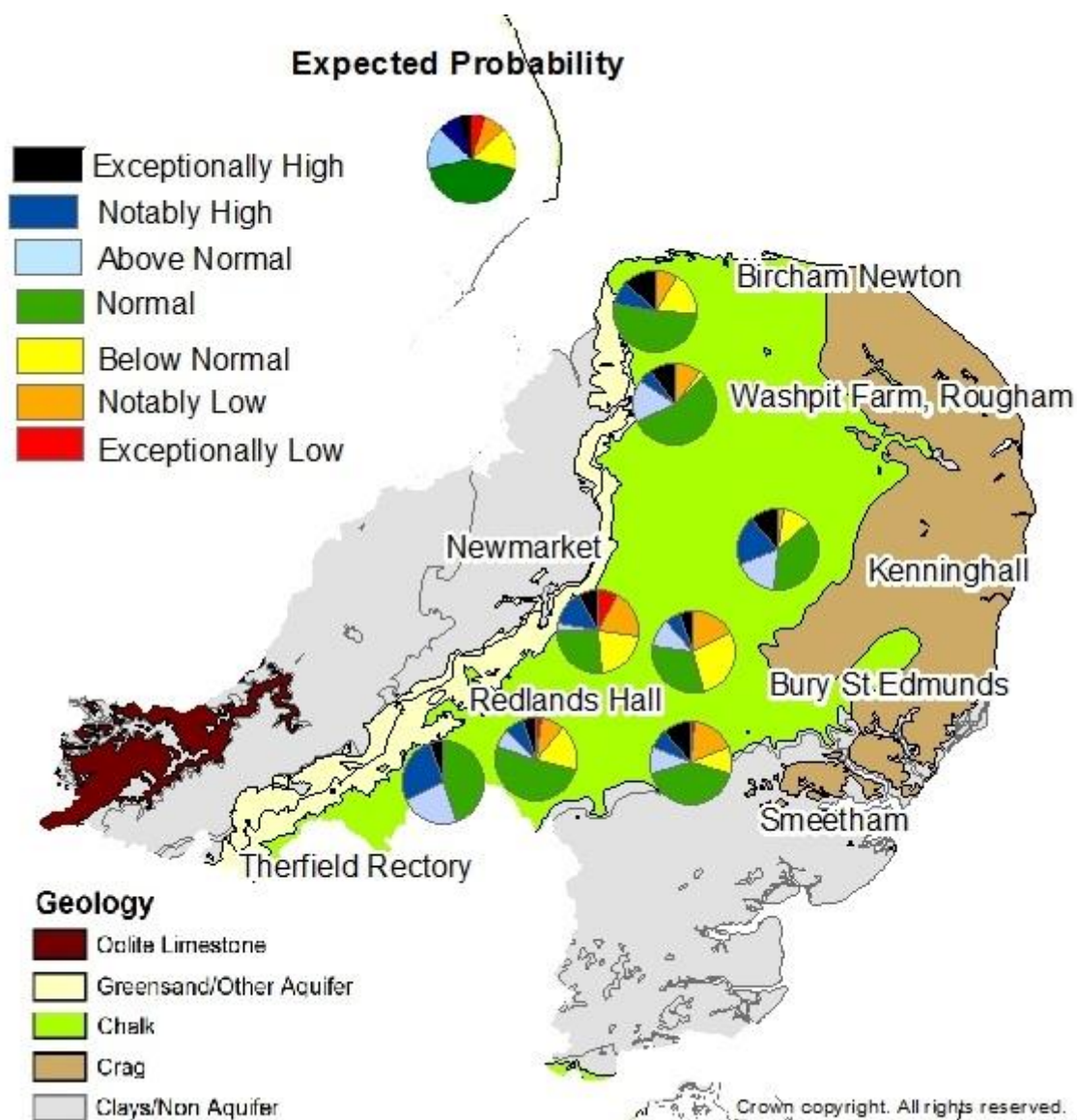
**Probabilistic ensemble projections of river flows at key indicator sites in December 2020.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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

## Forward Look - Groundwater



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 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.



*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 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 <sup>3</sup> s <sup>-1</sup> )
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

# SHIRE TREES LIMITED



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

Date Sent: 03/08/2020

## Quote information

Account No: 143  
Quote No: 1877  
Surveyor: James Cantle  
Site Ref No: 1592  
Order No:

## Quotation

**Site Address** moor playing field,moor,Melbourn ,Royston,SG8 6DZ

Item No	Item	Description Of Work	Value
	London plane x4	Remove major deadwood throughout whole crown area (Deadwood > 25mm in diameter ). Crown lift to 5m over road and playing field	£1,000.00
	Ash x2	Remove major deadwood throughout whole crown area (Deadwood > 25mm in diameter ) and crown lift to 5M over road and playing field.	£250.00

Total Value: £1,250.00

Vat(20%): £250.00

Total Inc Vat: £1,500.00

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

01763 220880 / 07725808887 shiretreesltd@gmail.com

Company housing no. 10546603



# **Herts & Cambs Ground Maintenance Ltd**

Landscape Maintenance Solutions

Simon Crocker  
Melbourn Parish Council  
High Street  
Melbourn  
Royston  
Herts

10<sup>th</sup> March 2020

Dear Simon

Following our meeting, I have got some prices for you as listed below

1/ Footpath at bowls club, spray of the weeds first, supply woodchip to the whole length of the path, supply & install a timber edging at the recreation ground end of the path to retain the woodchip from getting out on to the grass. We would cut back the ivy at one end to widen the pathway

**Total £730.00 x Vat**

2/ Replace the section of damaged fence at the neighboring property. As we saw this is due to one of your trees falling on their fence, the trees/rubbish needs cutting back hard first to avoid it happening again allowing us to install the fence.

All old materials will be removed from site

**Total £840.00 x Vat**

### **3/ Worcester Way**

a/ Repair 240m length of chainlink fencing we looked at, there are 9 areas to repair. We would have to cut back a fair bit of growth to allow us to do the repairs first. On closer inspection it is not vandalism, it is the weight of the growth from the trees/shrubs that has pulled the fencing over. This has encouraged people to use it as a pathway to the fields. Once the areas were cut back we would supply new chainlink fencing & straining wires & install it accordingly.

**Total for these works £1420.00 x Vat**

b/ Replace the length of closeboard fencing at the far end boundary of the woodland, we would remove all of the old fencing from site, clear the fallen tree across the boundary. Supply & install fencing as required

**Total £1840.00 x Vat**

c/ Replace section of post & rail fencing on the edge of the grass/woodland on the green area. We would remove all the old fencing from site & replace with like for like

**Total £440.00 x Vat**

Should you have any questions please do not hesitate to contact me

I would strongly recommend that the entire length of the chainlink fence on outside boundary is cut back hard on both sides of the fence. Quite a big job I know but it will save the fence for many years over the long term. Happy to meet with council if required

Kind Regards

Justin Willmott (Director)

**Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL**

**Tel: 01763 261 999**

**Email: Justin@hcgmltd.co.uk**

**VAT Reg: 987421972 Company number: 6936328**

**[www.hcgmltd.co.uk](http://www.hcgmltd.co.uk)**