

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 19 November 2020 at 09:30 via Zoom link
<https://zoom.us/j/95156619478>

Present: Cllrs Travis (Chair), Baker, Barnes, Clark, Kilmurray
In attendance: Claire Littlewood – Parish Clerk, K Rudge, D Bartle, M and L Brierley, T Stebbing,
Absent: Cllr Cowley

MA063/20 To receive and approve apologies for absence

Apologies received from Barry Deville.

MA064/20 To receive any Declarations of Interest and Dispensations

None received.

MA065/20 To approve the minutes of the Maintenance Committee Meeting held on 22 October 2020

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 22 October 2020 as an accurate record.

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

MA066/20 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.

MA067/20 Finance Matters:

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

MA068/20 Conservation Matters:

- a) To receive the EA Monthly situation report for October 2020

The report was received. Noted high rainfall during October. Flow in the River Mel is good.
- b) To receive a report on Stockbridge Meadows

Erosion of the bank caused by cattle requires attention. **ACTION:** Works to be carried out by RMRG after lockdown.
- c) To receive an update on the Stockbridge Meadows boardwalk project

Zero Carbon Fund is now closed for applications. Possible grant funding available from Amey Cespa fund. Update following meeting with project manager was received. Awaiting comparative quotes for engineering reports. Also quotes for concrete or stainless steel pilings. **ACTION:** Clerk to follow up with Tom Upcraft for progress.
- d) To receive a report from River Mel Restoration Group

Further letter sent to the owners of The Bury. Awaiting response. Request to be made to Environment Agency to accompany them on a routine visit to The Bury. **ACTION:** Clerk to follow up with Maureen Brierley for EA contact.
- e) To receive an update on tree inspections

Ian Lorman to submit a quote for carrying out tree inspections. Will focus on high risk areas and also Ash trees. Need to consider tree work for budget purposes. **ACTION:** Clerk to seek some indicative costs from local contractors.

- f) To consider a request to install a wooden bench in the Millennium Copse

Oak tree has now been planted. Design for oak bench has been provided with suggested wording. Noted that wardens would assist with installation of the bench as required.

ACTION: Clerk to contact Mr Phipps to discuss preferred wording.

- g) To receive any other updates and consider actions

MA069/20 Allotment Matters:

- a) To receive any updates and consider actions

Reports of rats at the allotments. Discussed that there is little we can do about this.

Bonfire heap to the rear of the allotments have become very large. Clerk seeking quotes for clearance.

Noted that a recently vacated plot requires clearance. **ACTION:** Assistant to the Clerk to seek quote for clearance.

MA070/20 Governance Matters:

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

Noted that moss has grown back on the paths in Orchard Road Cemetery. **ACTION:** Clerk to obtain quotes for clearance.

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

The updates were noted. Two incidents of graffiti were reported – Give Way sign on High Street and bus stop cnr Vicarage Close. **ACTION:** Wardens to clear.

- c) To receive an update on Cllr street inspections

Assistant to the Clerk updated the meeting. Reports to relevant authorities being made and letter sent to residents. Wardens assisting with inspections where required.

- d) To receive any other updates and consider actions

MA071/20 Cemetery Matters:

- a) To consider options for interpretations board in New Road Cemetery

It was:

RESOLVED to purchase the Landmark (Hatfield A1 size) interpretation board at a cost of £888.00.

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

ACTIONS:

- Cllr Barnes to consider best way to transfer the art work to Landmark.
- Location of interpretation board to be confirmed and Clerk to check installation arrangements.
- Photos at unveiling of interpretation board to be sent to local press with thanks to Cllr Barnes for her work

- b) To receive any other updates and consider actions

A member queried progress with regard to relocation of Kohima Stone. Stonemasons have been invited to quote for relocating the stone. Report to be prepared for consideration at a future meeting.

MA072/20 Village Maintenance Matters:

- a) To receive an update on gulley clearance

Tim Stebbings met with two contractors – 36 gullies require clearance. One quote received. Possibility of coordinated approach with neighbouring villages may reduce cost. Also need

to explore possibility of recharging costs to Highways Authority. Noted that gullies have not been cleared for c.5 years. **ACTION:** Clerk to write to County Cllr van de Ven to explore options to proceed.

[Cllr Clark briefly left the meeting.]

- b) To consider a request from SCDC to on street lights in Vicarage Close

It was:

RESOLVED to recommend to full Council to accept the proposal from SCDC that the Parish Council take responsibility for the electricity supply to the three upgraded street lights on Vicarage Close.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes. In favour: Cllrs Baker and Travis.

[Cllr Clark briefly absent from the meeting.]

- c) To receive any other updates and consider actions

[Cllr Clark returned to the meeting]

A member suggested that road gutters throughout the village require sweeping to clear them of leaves. It was noted that street sweepers are currently operating in the area.

MA073/20 Pavilion Matters:

- a) To receive any other updates and consider actions

Noted that the secure storage for the rear patio will be delivered and installed before Christmas.

MA074/20 Littlehands Matters: To receive any updates and consider actions

- a) To receive any updates and consider actions

Noted that the tenant is undertaking refurbishment of the interior of the building.

MA075/20 To receive an update from the Melbourn Play Parks Working Party

This item to be deferred until December meeting. **ACTION:** Clerk to advertise for members of the public to join MPPWP.

MA076/20 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 19 November 2020				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. Bench has been cleaned. Suggestion with regard to bus shelter to protect the bench. Consider moving bench from under tree. ACTION: M Sherwen to inspect the area.	Wardens
2	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. SM has emailed Carly Freed for an update 20/10/20. Work scheduled for early December.	CL

3	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. Ongoing	CL
4	Salt bin on Vicarage Close	DB	Lid broken. CL requested replacement from Highways - monitor	CL
5	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Ongoing	CL
6	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. Various options discussed. ACTION: Assistant to the Clerk to seek quote from engineer for straightening metal work. Wardens to source hardwood to make repairs. Ongoing - wardens to progress when they can work together again	Wardens
7	Pavilion	KR	Boot scrapper to be repaired. ACTION: Wardens to repair	Wardens
8	Overgrown hedges -	Resident	5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. Monitor	Wardens
9	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. UK Power Networks suggested a free standing bin. Assistant to the Clerk to respond requesting a fixed bin. UK Power Networks have confirmed they will supply and fit fixed bin.	SM
10	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. Clerk to obtain quotes for work to precepting in 2021/22. Clerk to meet with Ian Lorman 16/11/20 to discuss tree inspection including Ash die back. Awaiting quote for tree inspection.	SM
11	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - " <i>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</i> ". JT to advise resident. Clerk to forward email from Highways to JT Referred to Futures WP to progress	JT
12	Water Lane	TS	BT cable down - unstable tree. Reported to Highways. Area marked as hazard. BT cable secured. Highways have indicated no works to be carried out to tree. TS noted that the tree is looking precarious. Wardens have inspected. Tree is stable. CL has advised resident. Monitor.	CL
13	Salt bin on car park	JH	Contents thrown around the car park. Should we install a padlock on the bin? No padlock to be installed at this time. Monitor	CL
14	Orchard Road (children and baby clinic)	Resident	Road sign completely obscured by ivy. Wardens to cut back.	Wardens

15	Pavilion	DB	Drain downpipe broken at the bottom. Wardens to repair	CL
16	Zip wire on Clear Crescent	CL	Wicksteed have confirmed that repairs will be carried out by Fawn w/c 30/11/20	CL
17	Silver birches on The Moor play area	GC	Wardens have inspected. CL will ask Ian Lorman to take look	CL
18	Gutters on Hub	GC	Leaves to be cleared. CL to obtain quotes	Wardens
19	Flooding at the bottom of London Way	Resident	Water flowing down London Way. Resident has queried previous discussion to install a soak away. Road surface is degrading due to heavy traffic on London Way. To be addressed as part of gulley clearance project.	CL
20	Allotments	Wardens	Bonfire pile to rear of allotments to be cleared. CL to obtain quote.	CL

MA077/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting
A member noted degraded road markings on the approach to Russet Way (opposite the Science Park). **ACTION:** To be reported to Highways.

MA078/20 To note date of next meeting: 17 December 2020

The meeting closed at 11:26

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 22 October 2020 at 09:30 via Zoom link
<https://zoom.us/j/94237769473>

Present: Cllrs Travis (Chair), Clark, Barnes,
In attendance: Claire Littlewood – Parish Clerk, K Rudge, D Bartle, M and L Brierley, T Stebbing,
Absent: Cllr Kilmurray, Cllr Cowley

MA048/20 To receive and approve apologies for absence

Apologies received from Cllr Baker – acceptable reasons for absence were provided.

It was:

RESOLVED to accept the Cllr Baker's apologies for absence.

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

[Post meeting note: M Sherwen emailed with apologies for absence]

MA049/20 To receive any Declarations of Interest and Dispensations

None received

MA050/20 To approve the minutes of the Maintenance Committee Meeting held on 14 September 2020

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting of 14 September 2020 as an accurate record.

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

MA051/20 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)

There were no members of the public in attendance

MA052/20 Finance Matters:

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

The report was noted.

MA053/20 Conservation Matters:

- a) To receive the EA Monthly situation report for September 2020

The report was noted. **ACTION:** Cllr Travis to follow up correspondence with The Bury.

- b) To receive a report on Stockbridge Meadows

L and M Brierley reported back on another successful day with volunteers from Johnson Matthey. They have indicated they would be keen to carry out more work. Discussion with regard to cattle damage to riverbank. At this stage riverbank repairs are considered possible without recourse to parish council support.

- c) To receive an update on the Stockbridge Meadows boardwalk project

Update received and discussed. The project is temporarily suspended pending further investigation into sources of funding.

- d) To receive and consider a report on tree planting at Millennium Copse

The report was received and discussed. Request to plant English Oak in Millennium Copse was considered. Tree will be approximately 4 meters in height. Will be delivered and planted by supplier. Wardens to identify suitable location. Resident to be responsible for watering. Need to install lockable outside tap at the pavilion for this purpose.

ACTIONS:

- Clerk to contact resident to confirm that consent is given for planting the tree and to advise location.
- Wardens to install lockable tap.

Resident has indicated he would like to install a hardwood 5-sided bench once the tree is established – to be discussed at a later date.

Wardens are preparing a reference map of trees planted in the Millennium Copse.

- e) To receive a report from River Mel Restoration Group

The good works carried out by Rob Mungovan were noted. Possibility for further works in the spring.

- f) To receive any other updates and consider actions

MA054/20 Allotment Matters:

- a) To receive any updates and consider actions

Allotment renewals underway. Vacant plots are being re-allocated.

MA055/20 Governance Matters:

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

The inspection reports were received. **ACTION:** Clerk to write to The Bury again requesting the hedge on the bend of Royston Road is cut back.

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

Discussion as to increase in fly tipping in the village. **ACTION:** Clerk to write to the farmer to request gates on A10 are secured to prevent access.

- c) To receive any other updates and consider actions

MA056/20 Cemetery Matters:

- a) To consider approving an amendment to the cemetery Rules and Regulations

It was:

RESOLVED to approve the amendment to sections 6.s and 6.t of the Cemetery Rules & Regulations with regard to scattering ashes.

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

- b) To receive any other updates and consider actions

A query was noted with regard to the interpretation board for New Road Cemetery. This is to be discussed by full Council on 26 October 2020.

Noted that the hedge in Orchard Road Cemetery is within General Maintenance Contract and the contractor has been requested to cut the hedge.

MA057/20 Village Maintenance Matters:

- a) To receive an update on repairs to play equipment highlighted in the RoSPA Play Safety report
Awaiting a date for repairs by Wicksteed. **ACTION:** Wardens to decommission zip wire until repairs are carried out.
- b) To consider draft Terms of Reference for the Play Parks Working Party
It was:
RESOLVED to recommend the draft Terms of Reference, as amended in clause 3.3, to full council for approval.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.
- c) To receive an update on the proposed refurbishment of The Moor play area
Three companies have been invited to submit designs and costings. **ACTION:** Clerk to chase for consideration at November Maintenance Committee meeting.
- d) To consider a quote for spraying the footpaths in Clear Crescent play area
It was:
RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance to spray footpaths at a cost of £70 + VAT and cut back edges at a cost of £290 + VAT.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.
- e) To consider responses from residents to proposed reduction of the hedge in Clear Crescent play area
Responses to the letter to residents was considered. Of the responses received, all objected to the hedge along the footpath adjacent to their property being reduced to a height of 4 feet. No objections to reduction in the height of the hedge bordering the road were received.
- f) To consider quotations for reducing the hedge in Clear Crescent play area (two options for consideration)
Following discussion at e) above, two quotations were considered to reduce the two hedges bordering Clear Crescent to a height of 4 feet and to trim top and sides of the hedges adjacent to footpath. **ACTION:** Clerk to write to residents advising of the work to be carried out.

It was:
RESOLVED to accept Shire Trees' quotation number 2138 in the sum of £1,595 + VAT.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

Noted that the hedge on the footpath side is encroaching on to the footpath and requires cutting back. **ACTION:** Clerk to speak to HCGM about this.
- g) To receive an update on trees on the Beechwood green
The update was received. No further action at this time.
- h) To consider a request from Melbourn Dynamos for flood lights on the Old Rec
Noted that power supply is available on the Old Rec. Further information required as to the flood lighting equipment to be used. Also risk assessments to be provided. **ACTION:** Clerk to discuss further with Melbourn Dynamos and report back to Maintenance Committee.
- i) To receive any other updates and consider actions
Noted that some inspections following road allocations are outstanding.

ACTIONS:

- Assistant to the Clerk to follow up outstanding reports.
- Assistant to the Clerk to check if previously reported works are still required.

MA058/20 Pavilion Matters:

- a) To note resumption of youth club after October half term
Noted that a date for re-start of youth club not yet available.
- b) To receive any other updates and consider actions
Wardens noted difficulties in accessing pavilion during the day to carry out weekly inspections. They will try to access the building after 3.30pm.

MA059/20 Littlehands Matters: To receive any updates and consider actions

- a) To note Dynorod annual drain clean on 1 October 2020
This was noted.
- b) To receive any updates and consider actions
Noted that the green trade bin outside Littlehands has been damaged by fire. Assistant to the Clerk has reported this to SCDC and requested a replacement. Also enquiring if the bin can be locked and if SCDC operatives will be able to unlock for emptying.

MA060/20 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. Bench has been cleaned. Suggestion with regard to bus shelter to protect the bench ACTION: To be discussed at s106 meeting	Wardens
2	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. SM has emailed Carly Freed for an update 20/10/20	CL
3	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: SM to source supplier of inner baskets.	CL
4	Salt bin on Vicarage Close	DB	Lid broken. CL requested replacement from Highways - monitor	CL
5	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. Works now completed	CL
6	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: SM to chase	CL
7	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. Various options discussed. ACTION: SM to seek quote from engineer for	Wardens

			straightening metal work. Wardens to source hardwood to make repairs	
8	Pavilion	KR	Boot scrapper to be repaired. ACTION: Wardens to repair	Wardens
9	Overgrown hedges -	Resident	5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. Monitor	Wardens
10	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. UK Power Networks suggested a free standing bin. ACTION: SM to respond requesting a fixed bin.	SM
11	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. ACTION: CL to obtain quotes for work to precepting in 2021/22. CL to follow up with Ian Lorman re wider tree inspection. Also request advice on Ash die back	SM
12	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - <i>"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"</i> . JT to advise resident. CL to forward email from Highways to JT	JT
13	Water Lane	TS	BT cable down - unstable tree. Reported to Highways. Area marked as hazard. BT cable secured. Highways have indicated no works to be carried out to tree. TS noted that the tree is looking precarious. Monitor	CL
14	Bolts on Clear Cres climbing frame to be tightened	IC	Keith has inspected and has tightened the bolts. Thinks this may be a recurring problem - Monitor	KR
15	Dickasons	Resident	Footpath overgrown (16 Dickasons and Moat Lane) - Wardens to clear	Wardens
16	Salt bin on car park	JH	Contents thrown around the car park. Should we install a padlock on the bin?	CL
17	Orchard Road (children and baby clinic)	Resident	Road sign completely obscured by ivy. Wardens to see if they can clear	Wardens

MA061/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting
Discussion with regard to gullies. **ACTION:** Clerk to gather information on employing a contractor to clear gullies in the worst affected areas of the village.

Wardens noted that car park gullies need clearance.

Noted that Silver Birches bordering the driveway to Littlehands car park are overhanging properties in Cooks Garden. **ACTION:** Wardens to inspect and report back.

MA062/20 To note date of next meeting: 17 December 2020

The meeting closed at 11:03

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

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

EDGE Code		Budget 2020/21	Actual to date (31/10/20)	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	4,740	1,250	510	Emergency tree work to willow and ash trees - rec and opposite science park, repair fencing The Moor. Extra tree work re ivy. Committed - tree works on recreation ground
1100	Conservation - unplanned	500	238	2,070	(1,808)	Unplanned - refurbish gate at Ash Grove; committed £2,070 Worcester Way fencing (overspend agreed by MPC 26/10/20)
1150	Stockbridge Meadows - path cutting	120	70		50	
1150	Stockbridge Meadows - unplanned	500	40		460	Signs
		9,070	5,128	3,320	622	
	<u>Cemeteries</u>					
2000	Orchard Road - unplanned	100			100	
2000	New Road - tree & hedge work, soil store	500		500	-	Committed = £500 for Clear Crescent hedge reduction (part)
2000	New Road - pest control	400			400	
2000	New Road - unplanned	200	33		167	Turf
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	2,143	500	1,157	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	225	214	-	11	
3000	Playground - play area maintenance, equipment repair/renewals	600		360	240	Committed £360 for paths and edging Clear Crescent (note this heading is for equipt maint)
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	366	48	(14)	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	163		637	Spare keys, deep cleaning
3400	Pavilion - external redecoration	2,000			2,000	
		5,545	1,271	408	3,866	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials	500	166		334	
4300/3	Wardens' equipment (chainsaw and training)	1,000	183		817	
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	801	173	426	Insurance £504; MOT and repairs £147
4900	Parish Clock	200	343		(143)	Call out to repair fault (overspend approved MPC 26/10/20)
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	1,739	173	1,788	
	<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		853	Barley Maint - security wall, refurb door and step.
		3,450	1,662	-	1,788	
	Total Maintenance (excluding grounds maintenance contracts)	25,765	11,944	4,401	9,421	

	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc	7,470	4,358		3,113	
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	3,220		2,300	
1300	Public Open Space - additional work	1,480	300	1,095	85	Extra cut open areas and parks (April?); hedge work Clear Crescent (£1,095 - balance from cemeteries heading £1,595 total)
2100	Cemeteries (£405.83 x 12)	4,870	2,841		2,029	
2100	Cemeteries - extra cuts x 3	630			630	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	5,285		3,775	
3200	Recreation Grounds - extra cuts x 4	540	130		410	Extra cut old and new rec grounds (April?)
		30,690	16,133	1,095	13,462	
	<u>Community Benefit (memo only - not precepted)</u>					
9600	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 £3,900. An additional £1,250 has been committed for trees on the rec ground. This budget heading is likely to go over budget later in the year.

Replacement fencing at Worcester Way play area - this is unbudgeted and will cost £2,070 (overspend agreed by MPC 26th Oct 2020)

Hedge Work - Clear Crescent £1,595 - to be taken from cemeteries unplanned (£500) plus public open spaces additional works (£1,095)

Parish Clock - a call out cost of £150 to repair a fault has been incurred (not budgeted) Overspend agreed MPC 26th Oct 2020

Pavilion - there are likely to be cost savings from Pavilion Cleaner (budget £1,500) although extra costs may be incurred on utilities from use by MVC. This should be more than offset via rental income

Monthly water situation report

East Anglia

Summary – October 2020

East Anglia received a notably high total average rainfall of 111mm in October (212% of the Long Term Average (LTA)). Heavy rainfall results in a notably low Soil Moisture Deficit (SMD) ending the month with 22mm averaged SMD. Monthly mean river flows has increased at all the indicator sites and the majority of sites recorded notably high flows. Groundwater levels increased at majority of the indicator sites with reservoirs levels increased at majority of the sites. Groundwater support schemes have been operating to support river flows.

Rainfall

October was a wet month with a notably high total average rainfall of 111 mm, resulting in 212% of the Long Term Average (LTA). The rainfall totals varied across the area from above normal to exceptionally high making it the 9th wettest October in the record since 1891. Exceptionally high amount of rainfall was received at the Cam, the Little Ouse and Lark, the North Essex and South Essex. The Cam catchment had its 8th wettest October in the record with 112 mm of total rainfall with South Essex having its 2nd wettest October on the record with 152mm of total rainfall; and the North Essex had its 4th wettest October in the record with 128 mm of total rainfall. The 12 months accumulation of rainfall surplus has increased to 692 mm which is in the above normal category which is 116% of the LTA.

Soil Moisture Deficit/Recharge

The Soil Moisture Deficit (SMD) across East Anglia has reduced over the month of October following a notably high amount of rainfall in the area. The SMD varied across the area ending the month with notably low averaged SMD of 22 mm.

River Flows

The river flow has increased at all the indicator sites in October with majority of the sites reporting notably high flows. Out of the 21 indicator sites all sites has reported a normal or higher category of flows with an exceptionally high flows reported at the River Wissey and the River Ouzel.

Groundwater Levels

The Groundwater has started recharging and levels has increased at majority of the indicator sites in October. Out of the 20 indicator sites 85% has reported a normal or higher groundwater levels with the Wissey Chalk of Breckland and the Great Oolite of Fringford reporting an exceptionally high groundwater levels. The groundwater levels at the Little Ouse chalk of Kenninghall and the Cam chalk of Redlands Hall remain below normal.

Reservoir Storage/Water Resource Zone Stocks

Reservoirs level has increased at all the indicator sites with the exception of Abberton. All site are reporting normal reservoirs levels in October with levels at majority of the sites remaining above their normal operating curve.

Environmental Impact

The Lodes-Granta groundwater support scheme has 4 out of 6 pumps operating with 1 of the pump operating 24 hours a day. The Rhee groundwater support scheme has 3 out of 8 pumps operating with 1 of the pump operating 24 hours a day. There are no pumps operating at the Hiz, the Thet and the Little Ouse in September.

Forward Look

Probabilistic ensemble projections for river flows at key sites

December 2020: There is a reduced probability of exceptionally low and notably low flows at all the key sites with an increased probability of exceptionally high and notably high flows at majority of the key sites in December.

March 2021: There is a reduced probability of exceptionally low flow at all the key sites with an increased probability of exceptionally high flows at the River Stiffkey and River Ivel in March.

Probabilistic ensemble projections for groundwater levels in key aquifers

March 2021: There is a reduced probability of exceptionally low groundwater levels at all the key sites with an increased probability of above normal or higher groundwater levels at all the key sites in March.

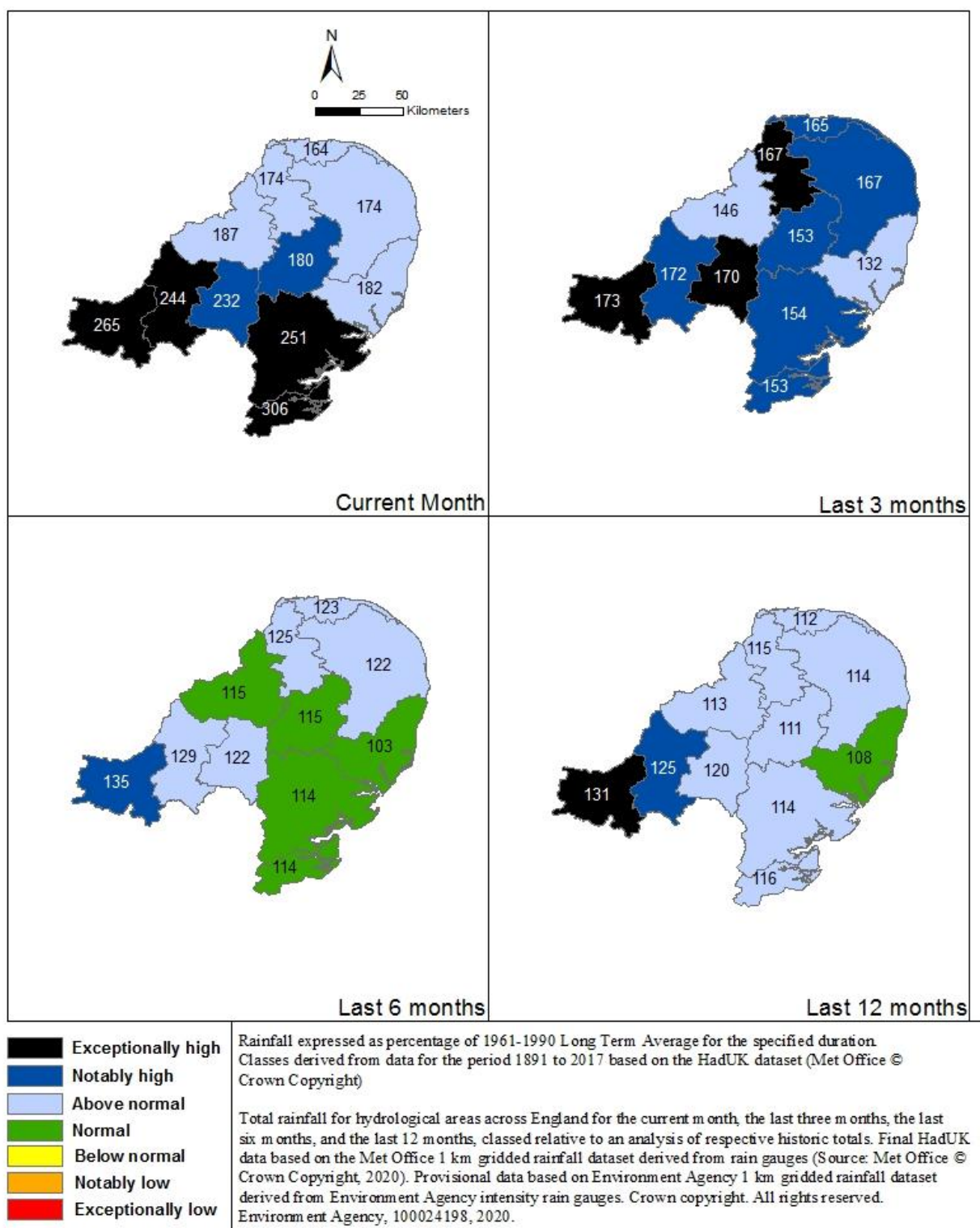
September 2021: There is a reduced probability of exceptionally low groundwater levels at all the key sites with a reduced probability of notably low and below normal groundwater levels at majority of the key sites.

Author: [Hydrology & Operations](#)

Contact details: 03708506506

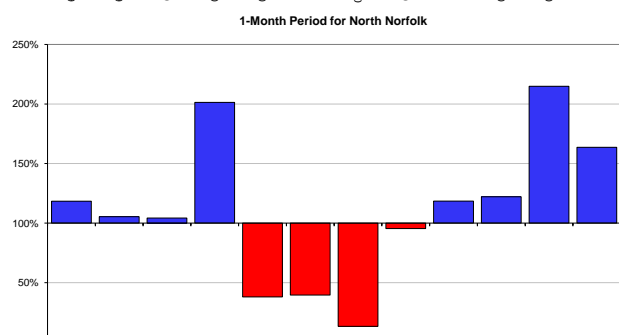
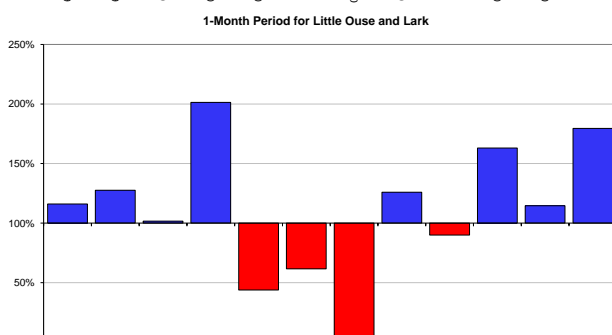
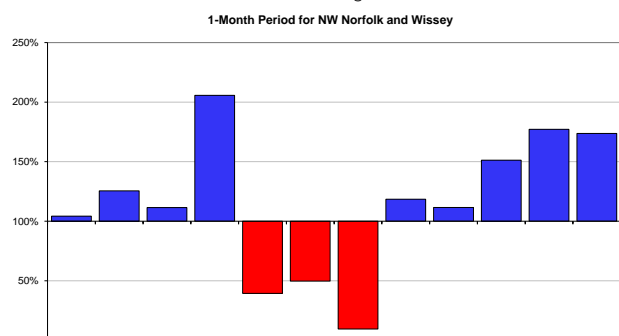
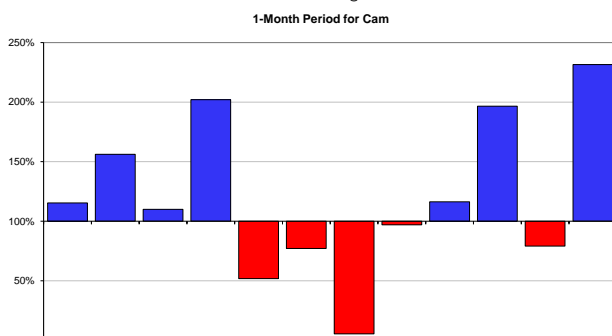
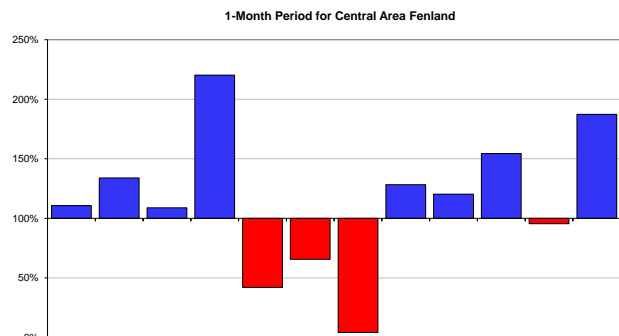
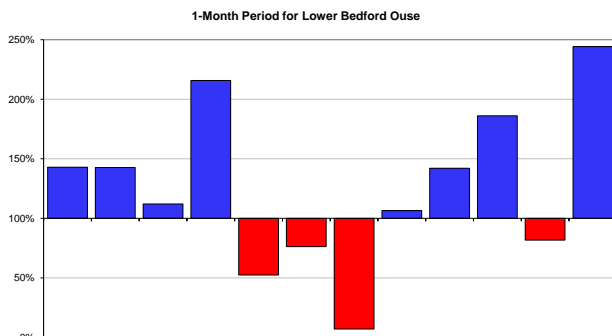
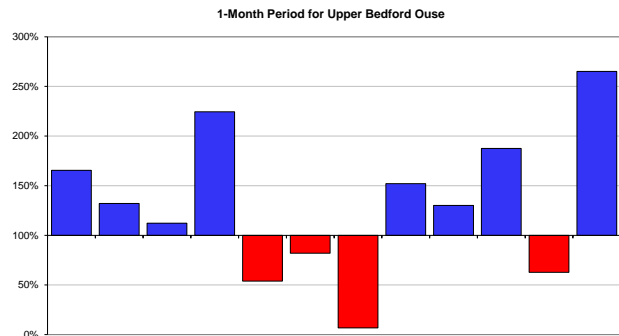
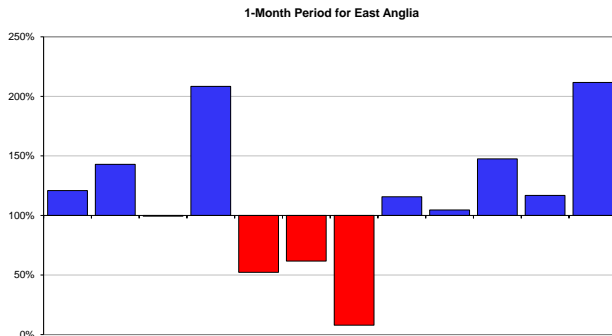
Rainfall

October 2020



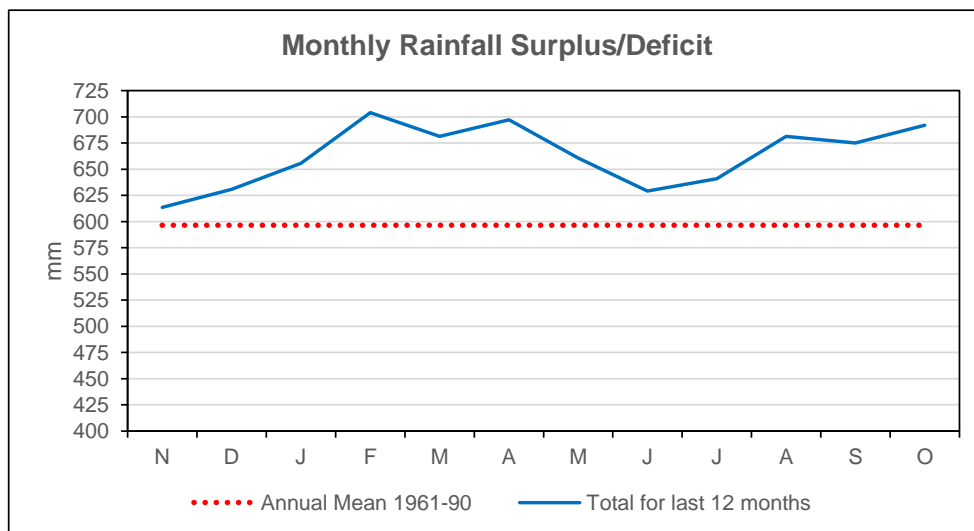
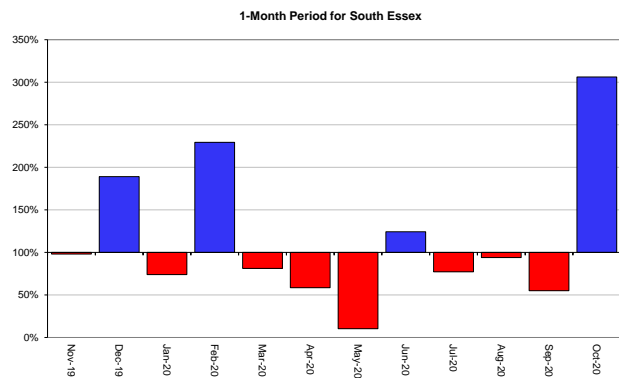
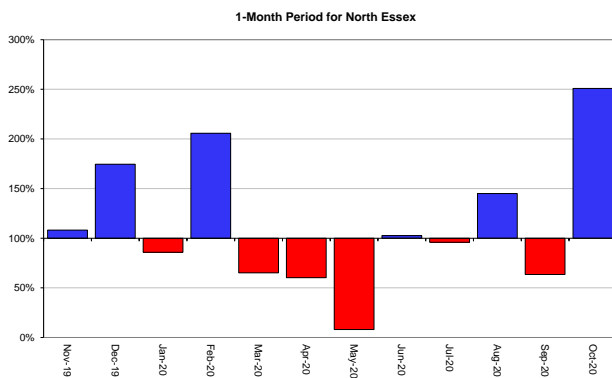
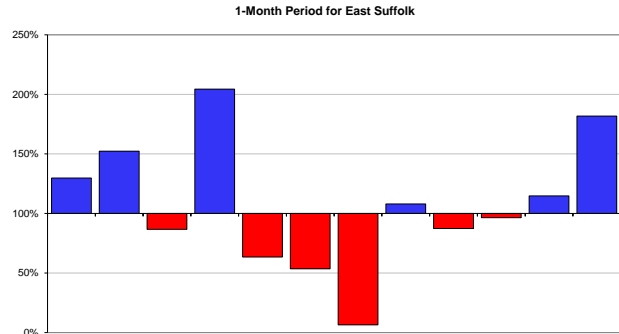
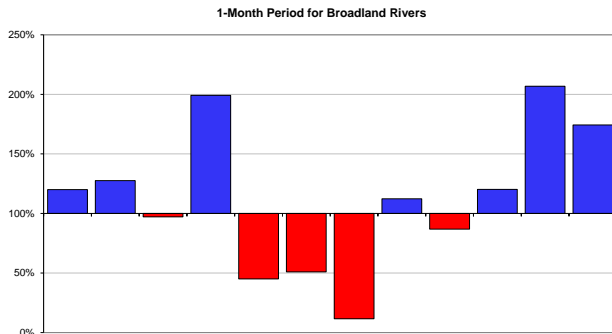
Above average rainfall

Below average rainfall

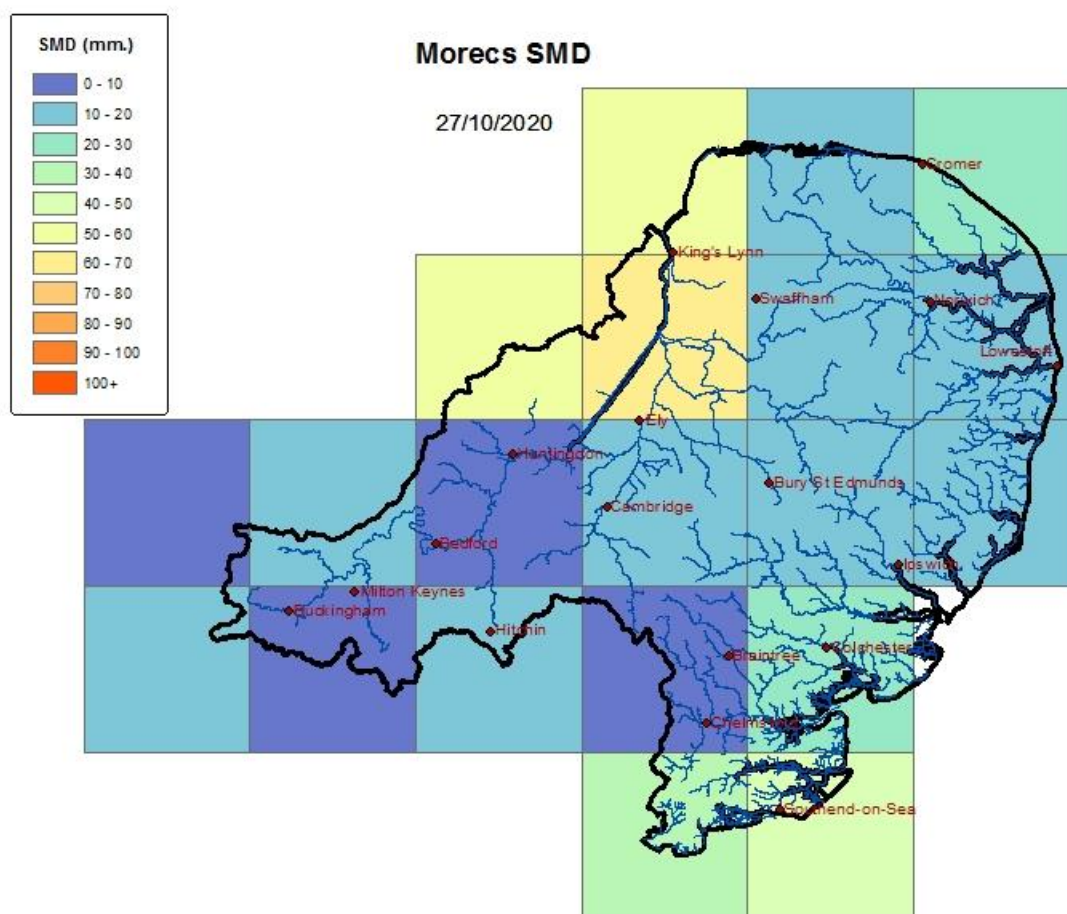


Above average rainfall

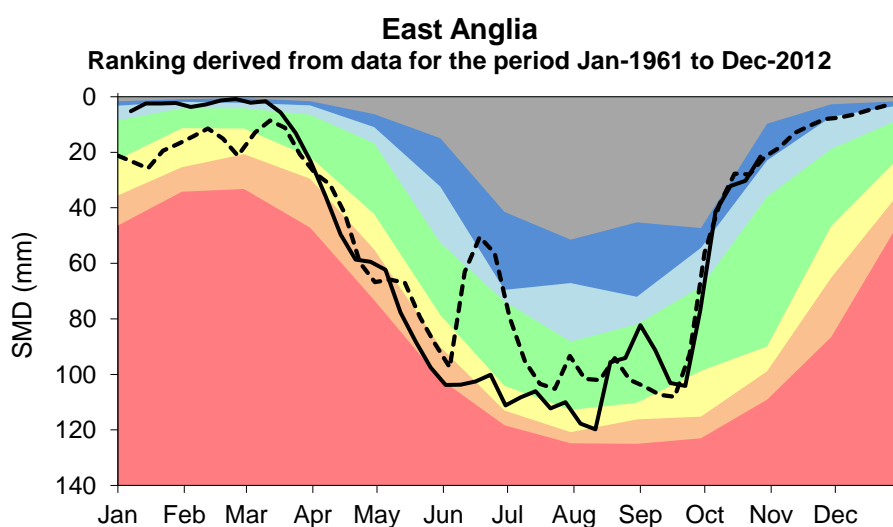
Below average rainfall



Soil Moisture Deficit

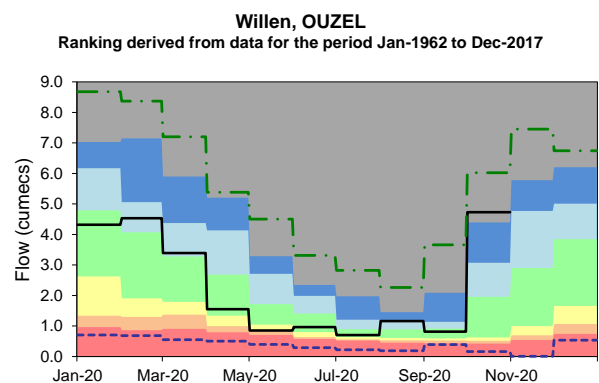
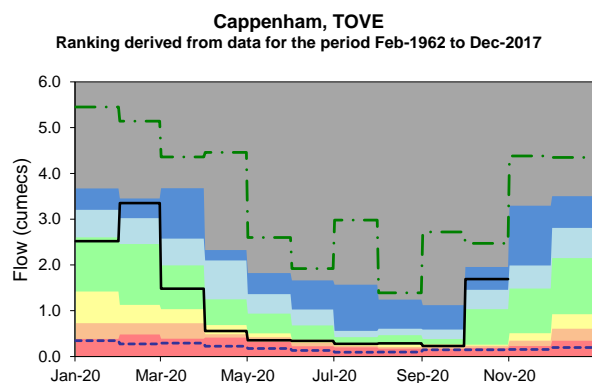
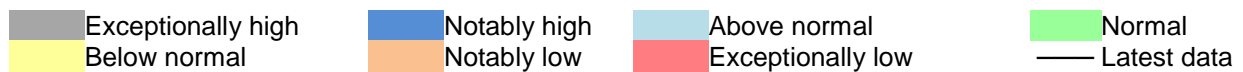
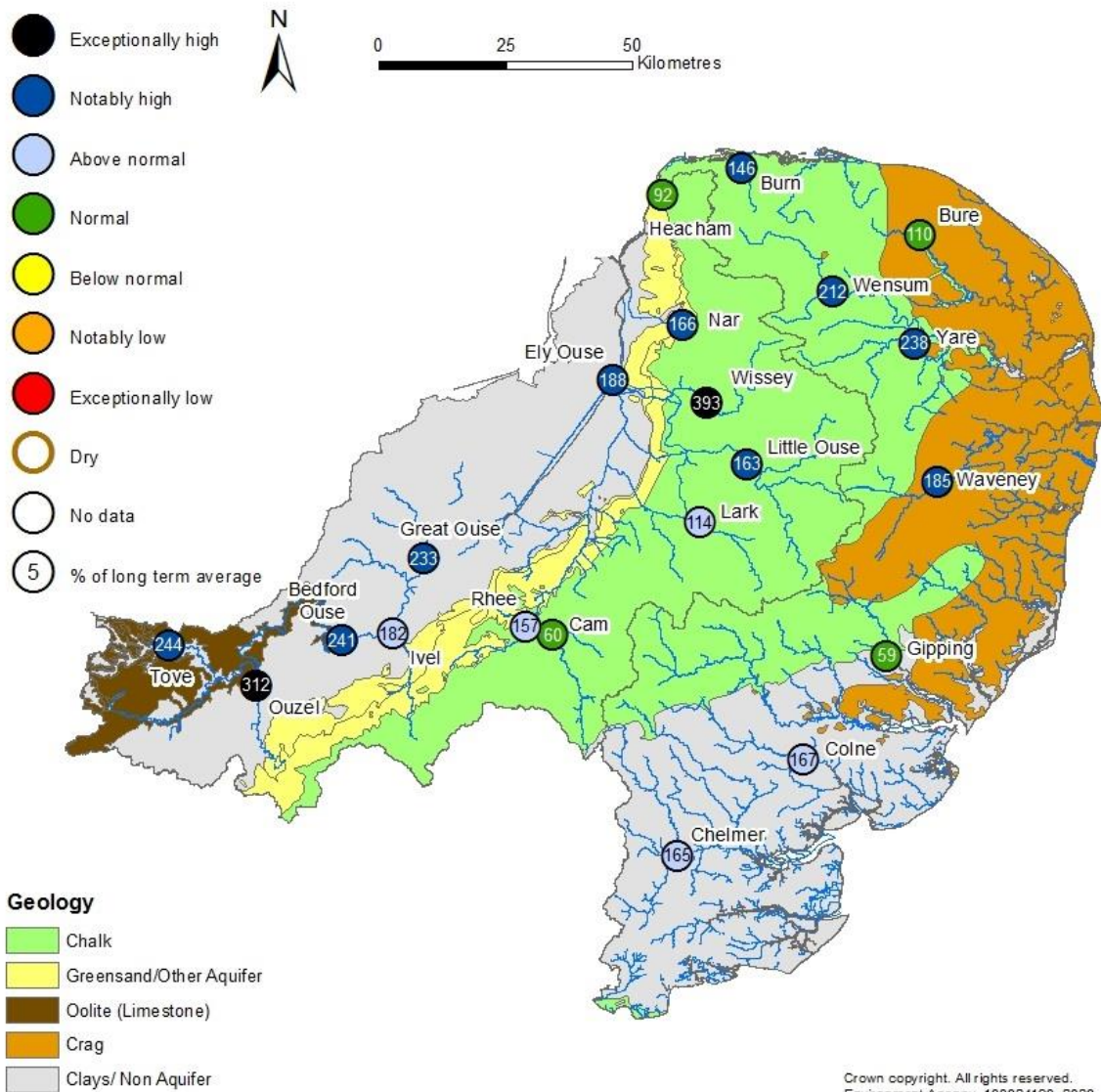


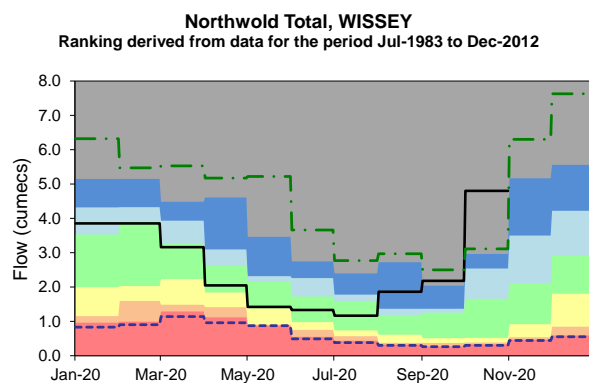
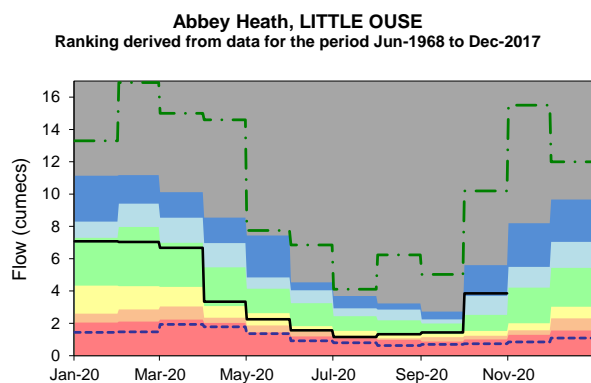
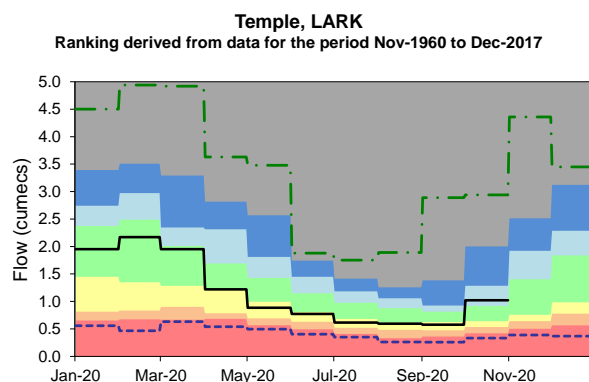
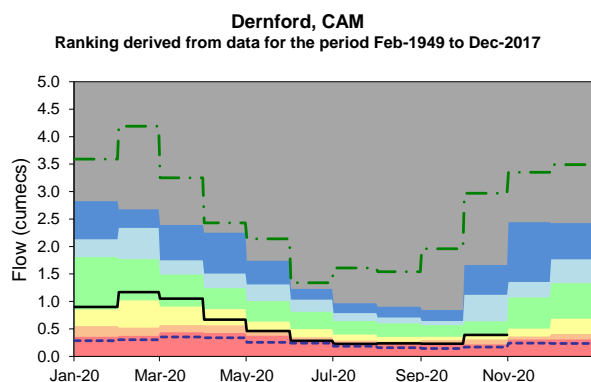
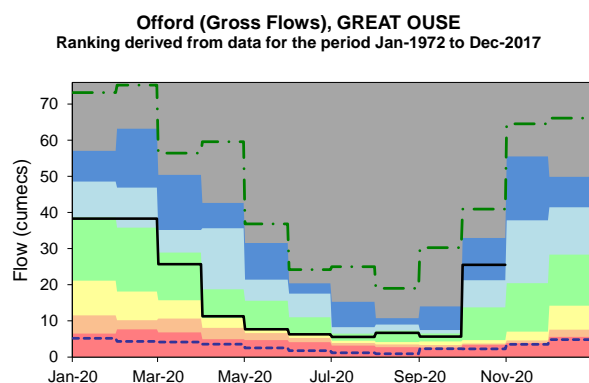
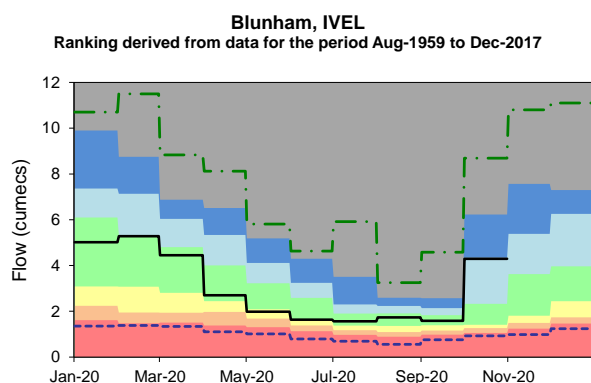
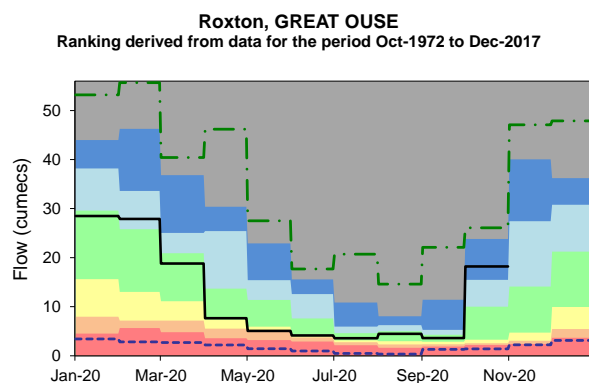
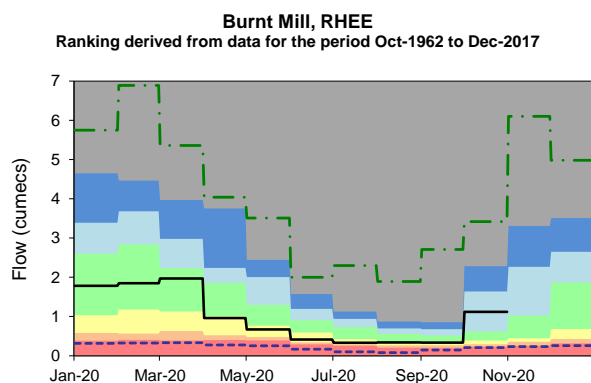
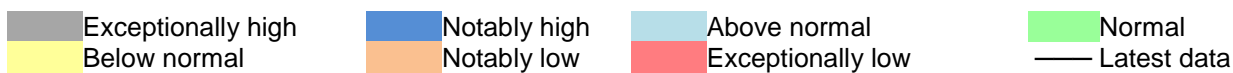
Data based on MORECS (Met Office © Crown Copyright)

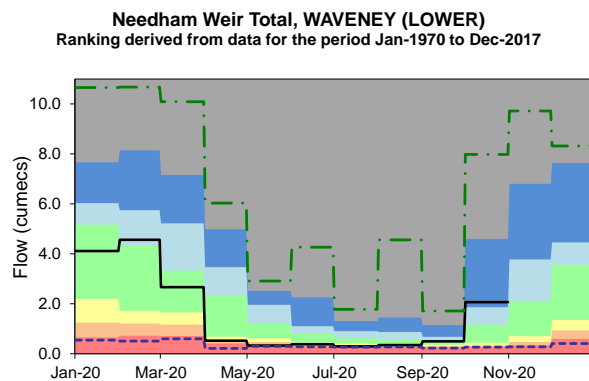
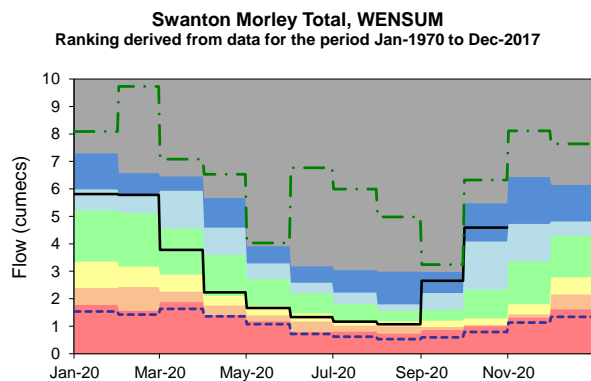
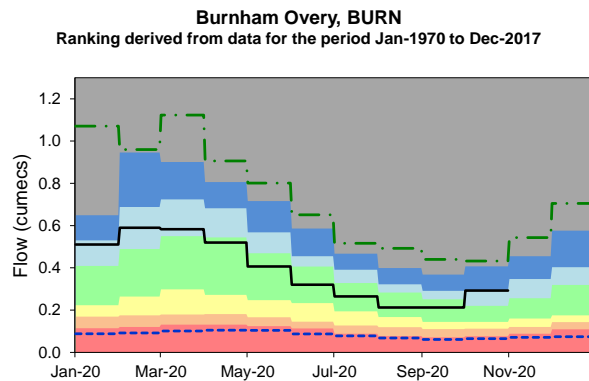
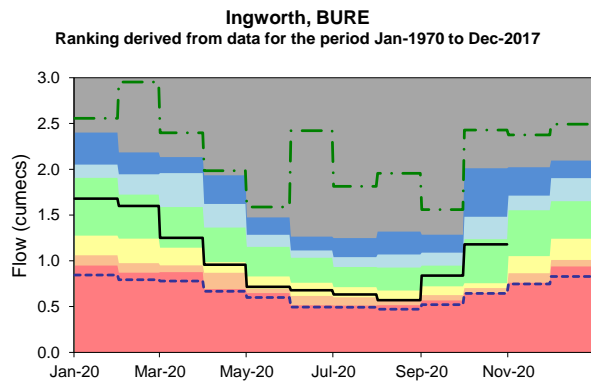
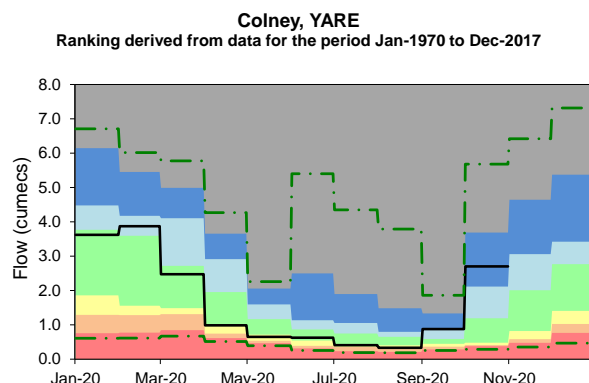
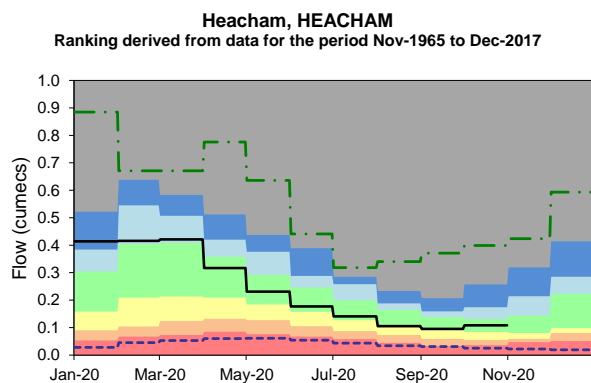
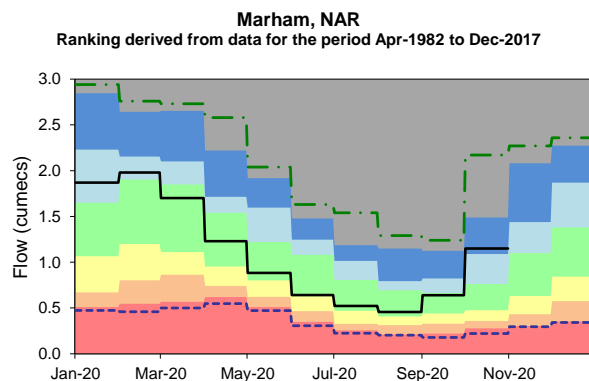
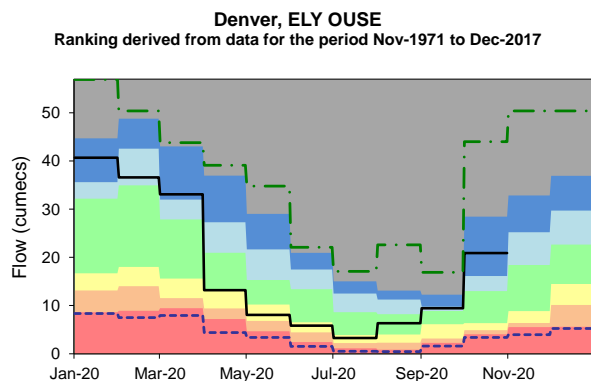
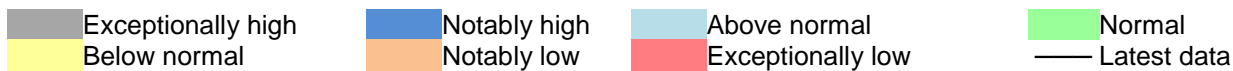


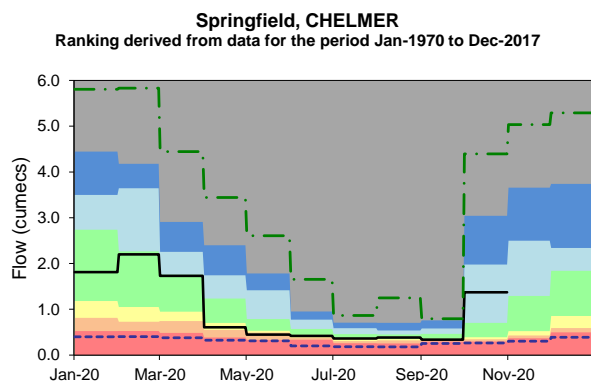
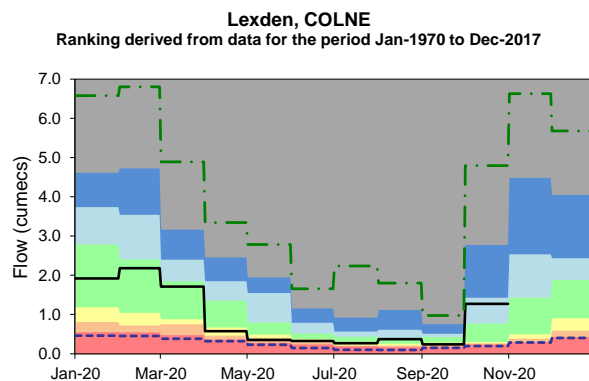
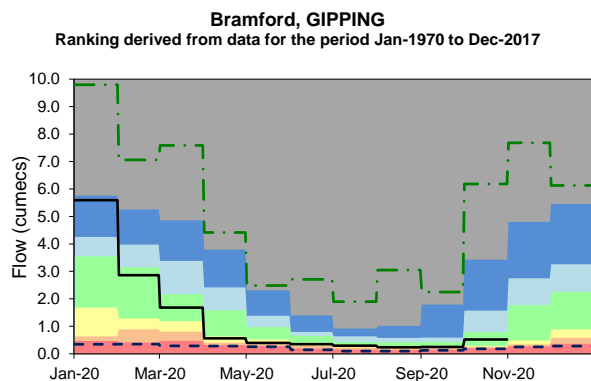
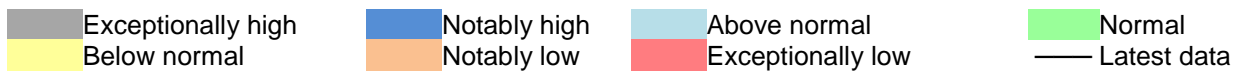
River Flow

October 2020



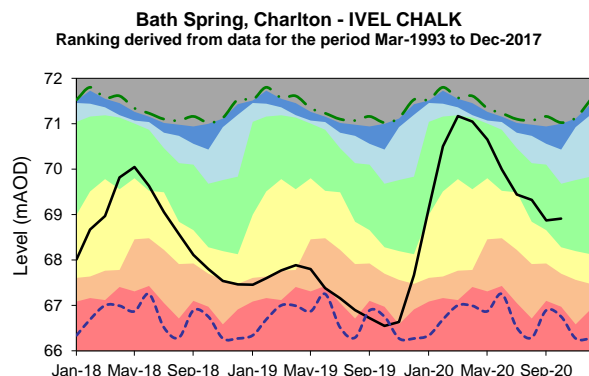
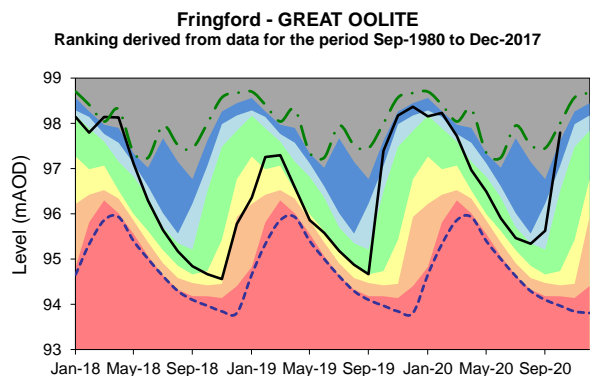
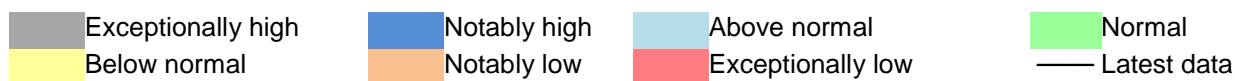
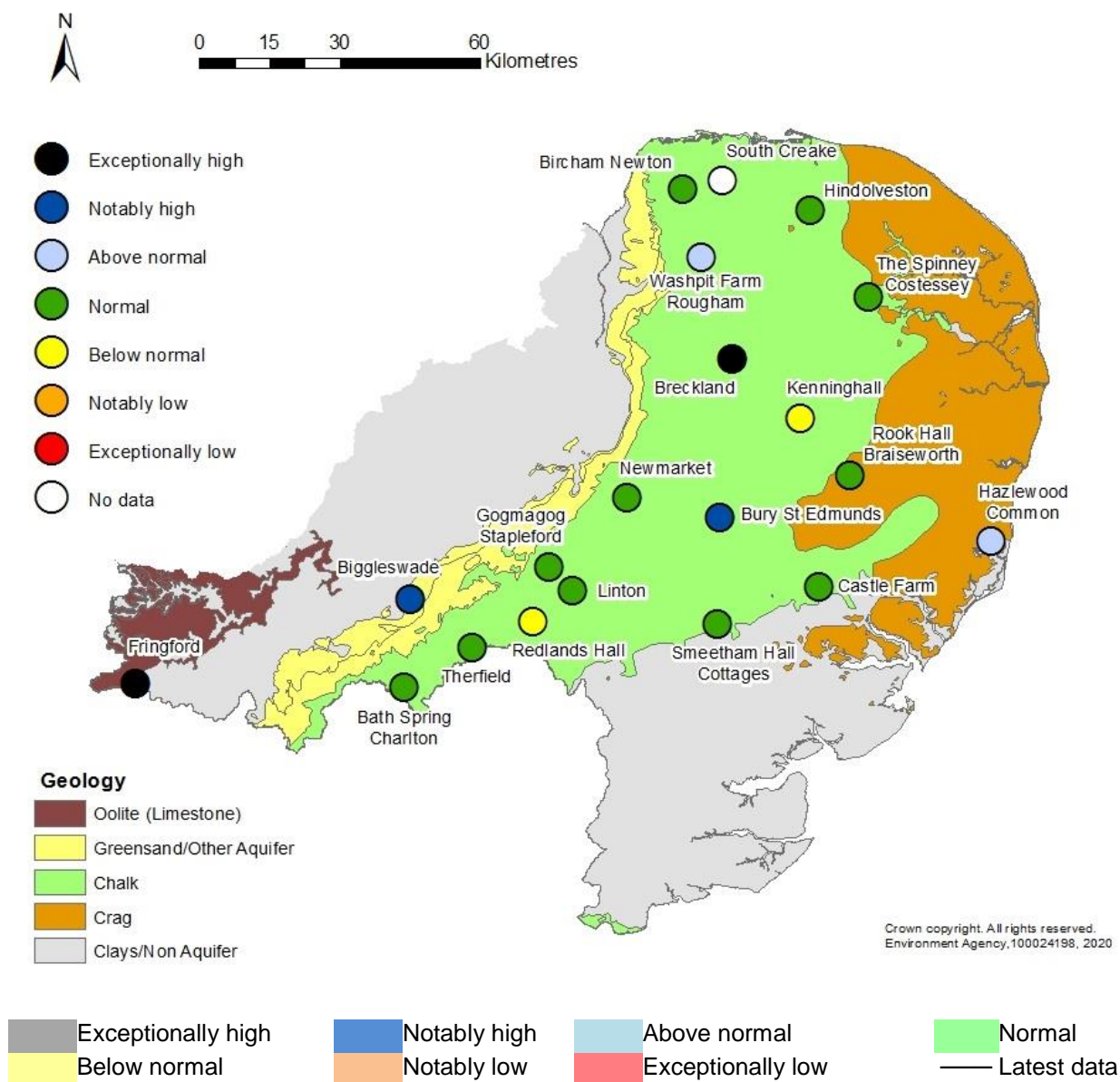


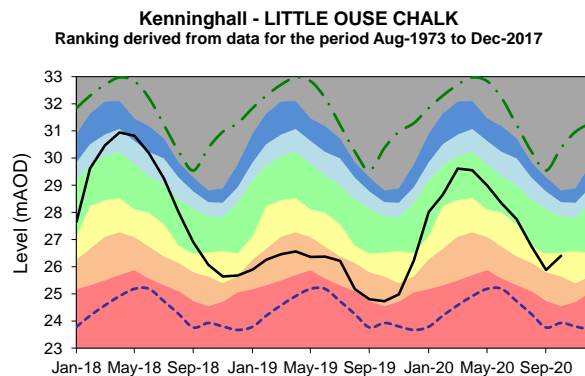
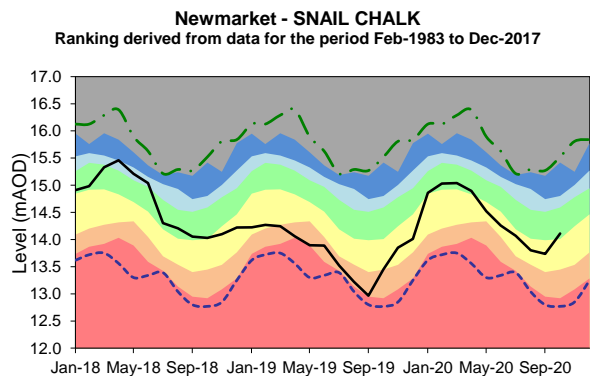
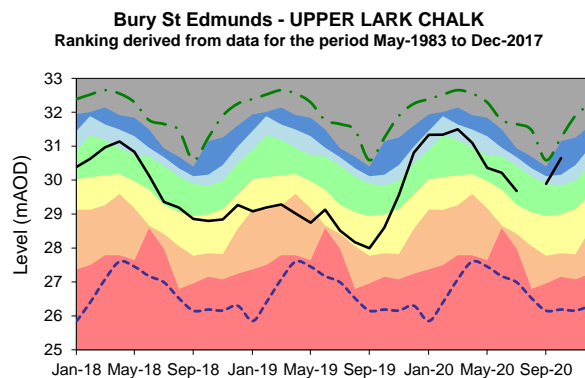
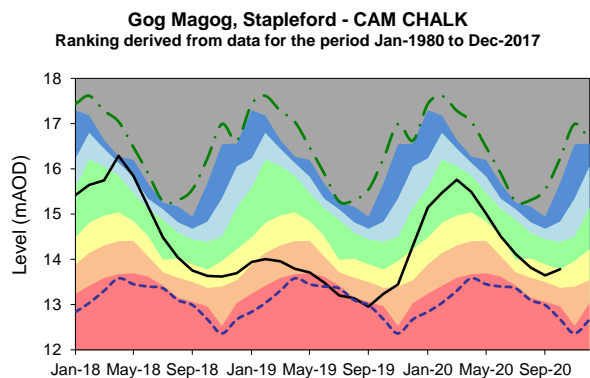
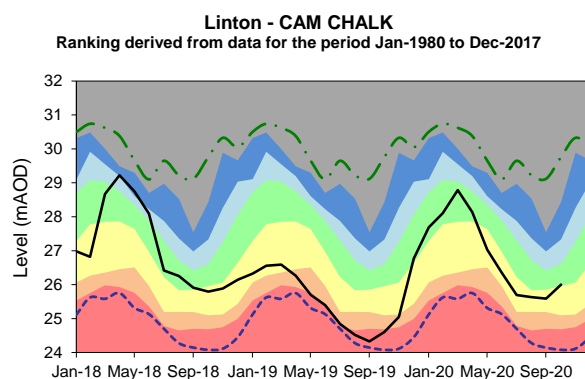
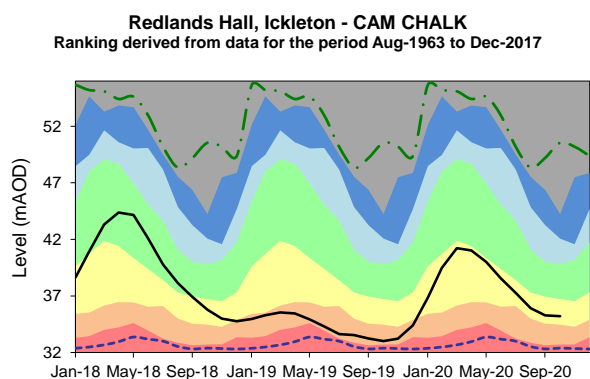
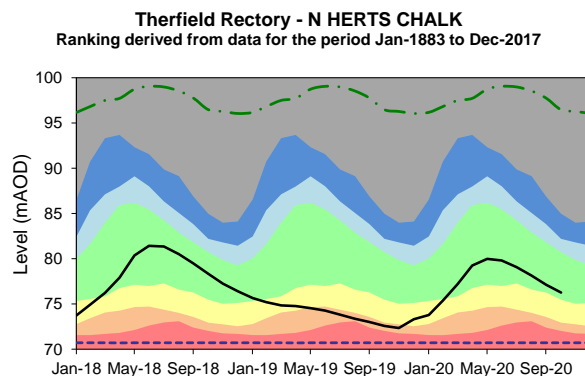
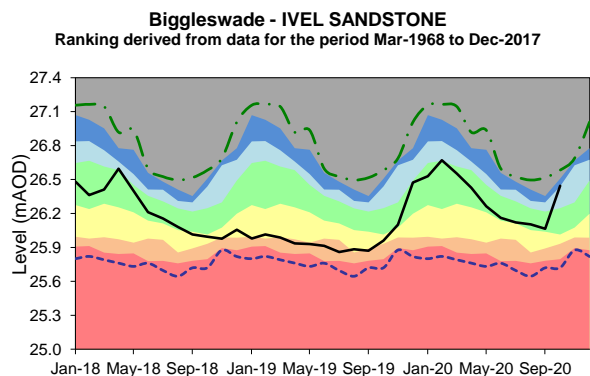
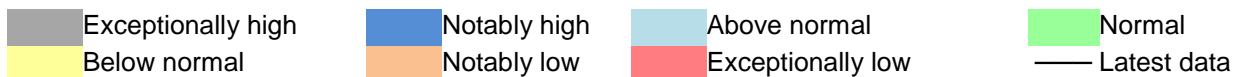




Groundwater Levels

October 2020





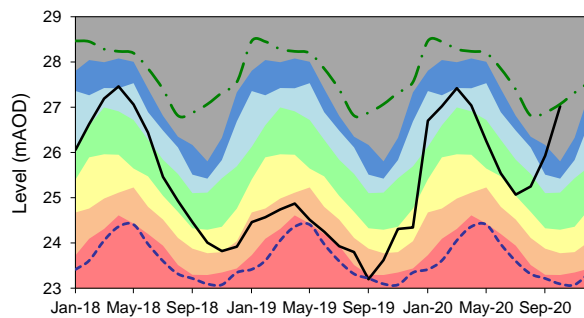
Exceptionally high
Below normal

Notably high
Notably low

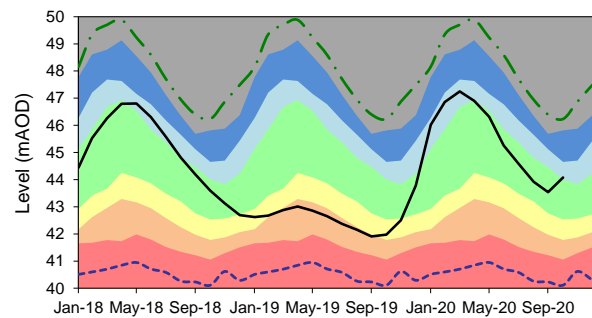
Above normal
Exceptionally low

Normal
— Latest data

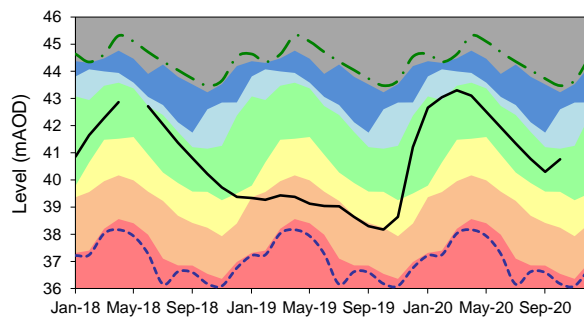
Breckland - WISSEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



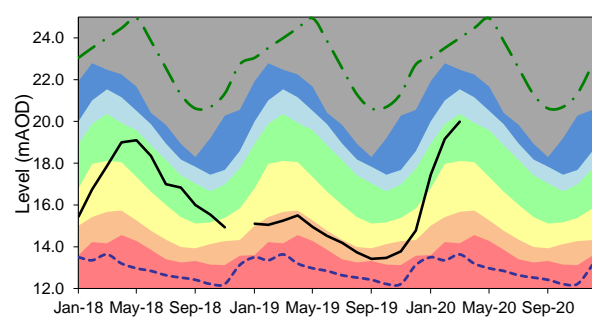
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



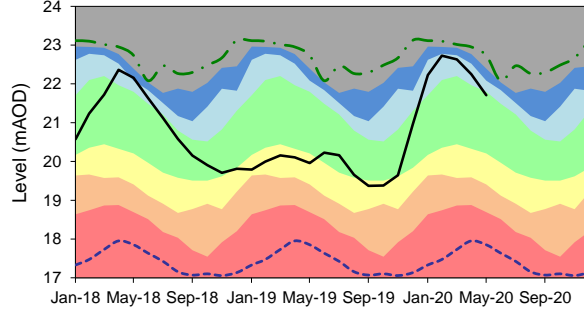
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



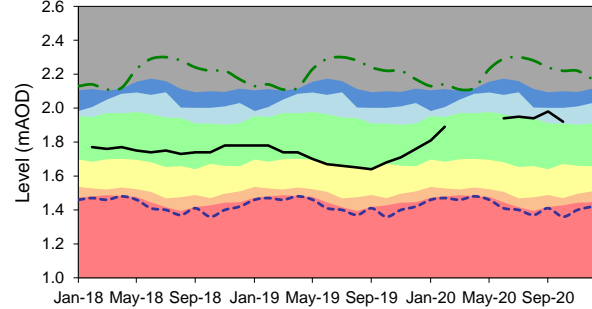
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



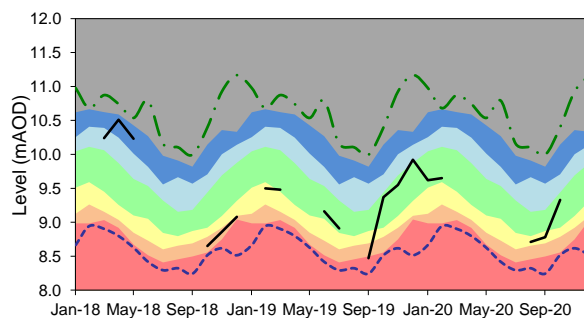
Old Primary School, South Creak
NW NORFOLK CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017



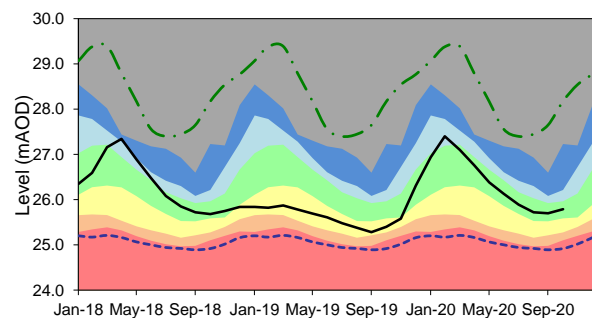
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Feb-2020



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



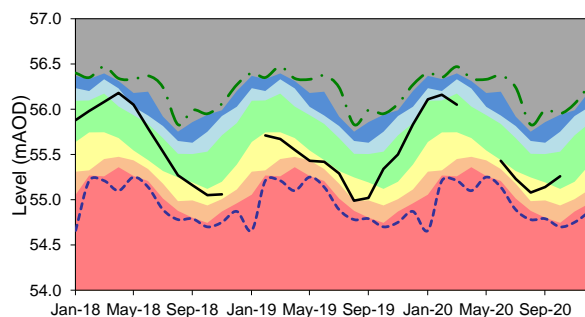
Exceptionally high
Below normal

Notably high
Notably low

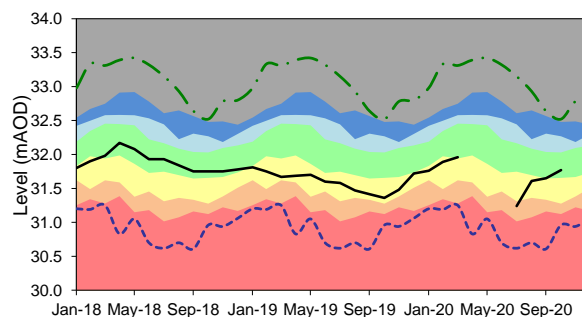
Above normal
Exceptionally low

Normal
— Latest data

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

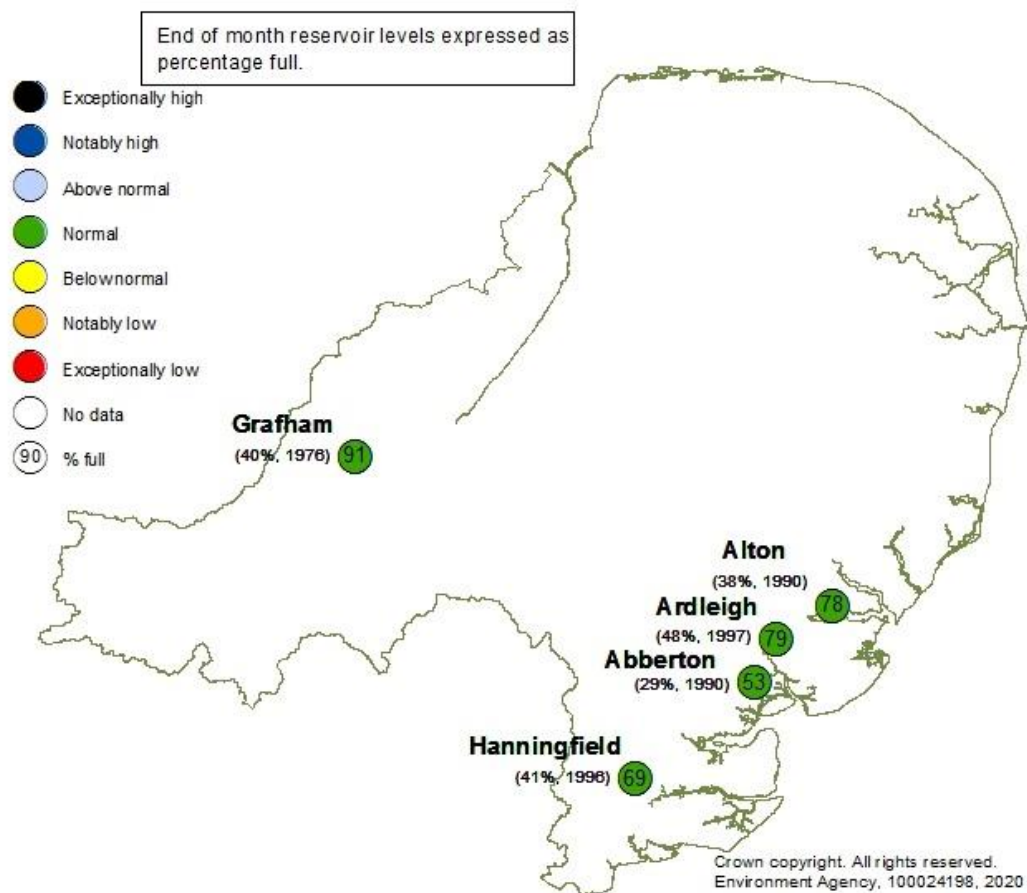


Rook Hall, Braiseworth - SUFFOLK CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



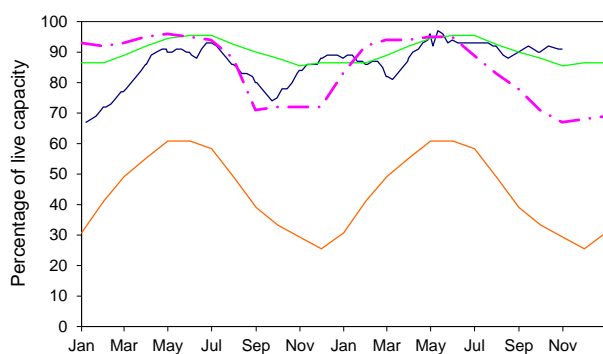
Reservoir Stocks

October 2020

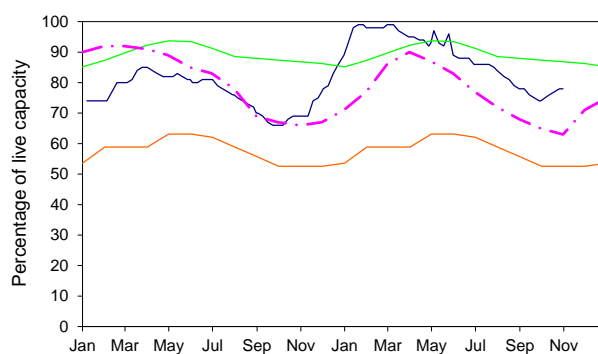


— 2019-2020 — Normal Operating Curve — Drought Alert Curve — 1995-1996

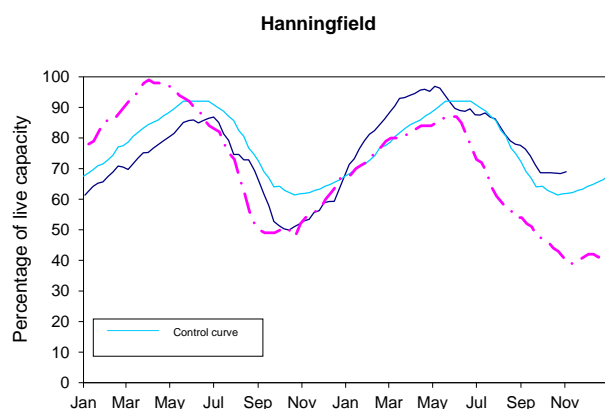
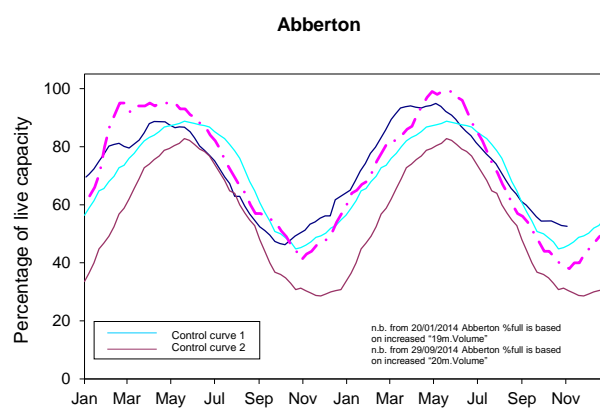
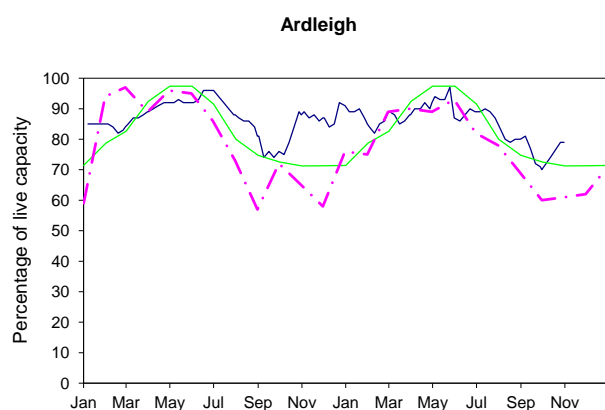
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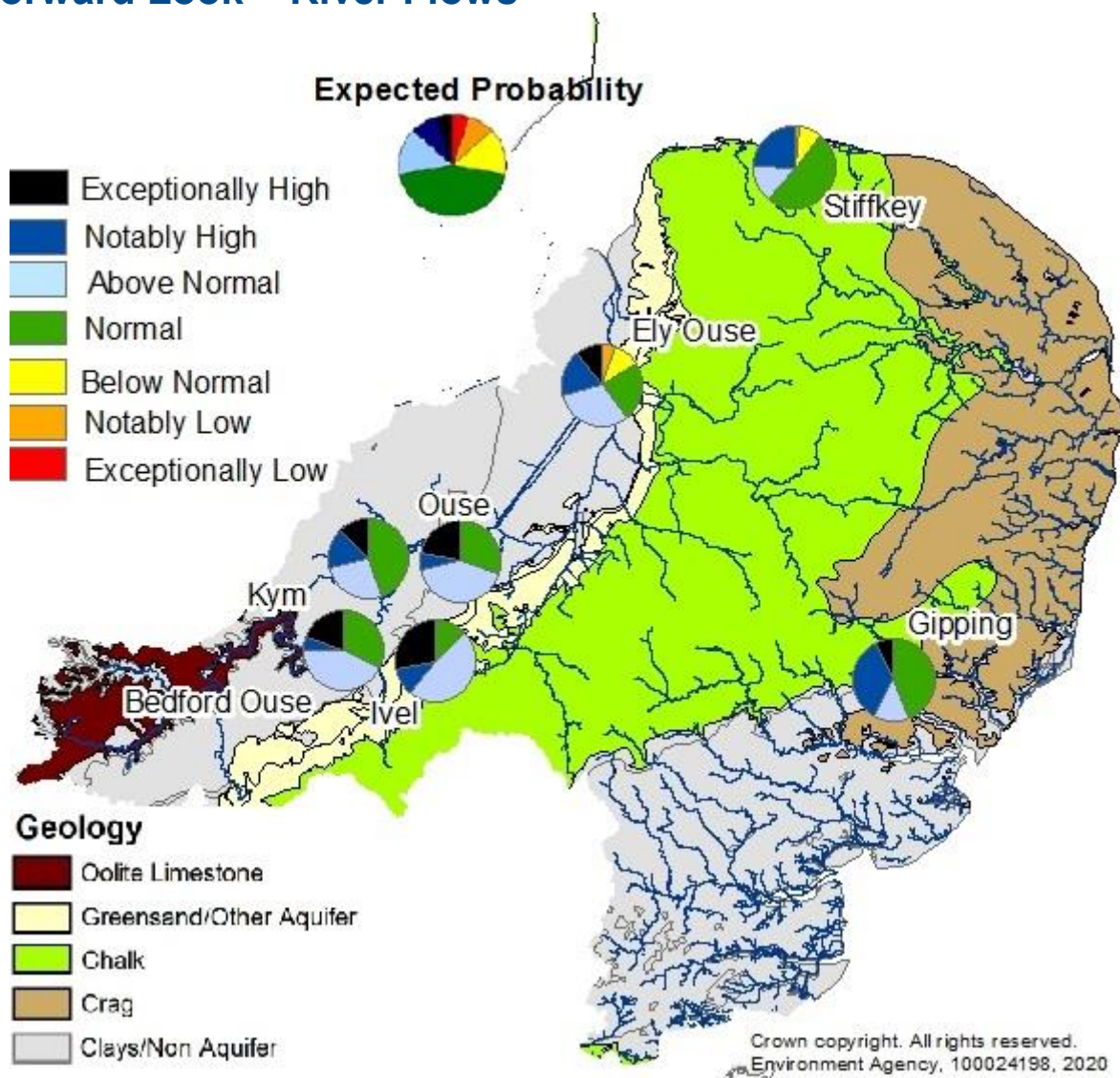
Alton



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



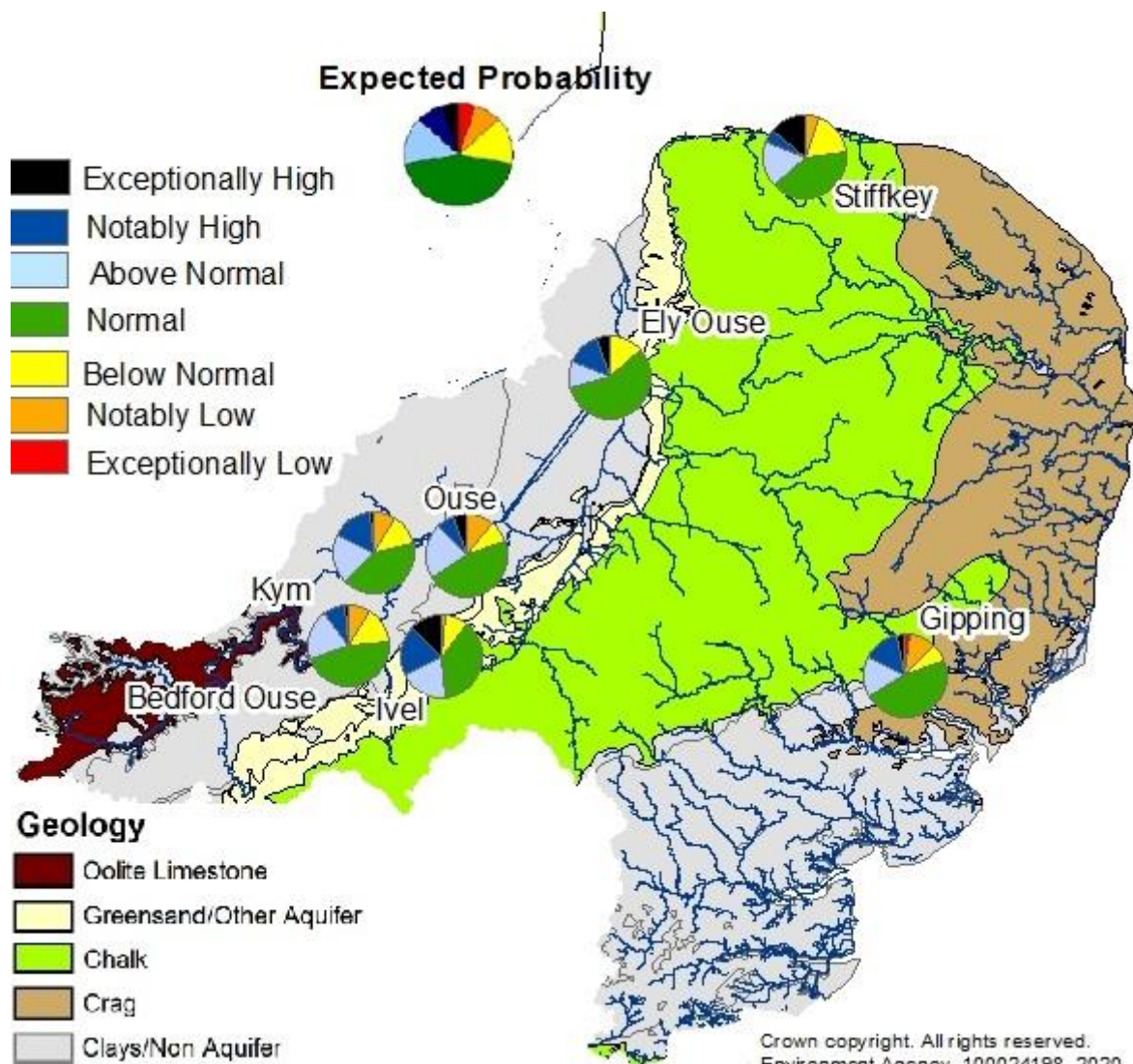
Forward Look – River Flows



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 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.

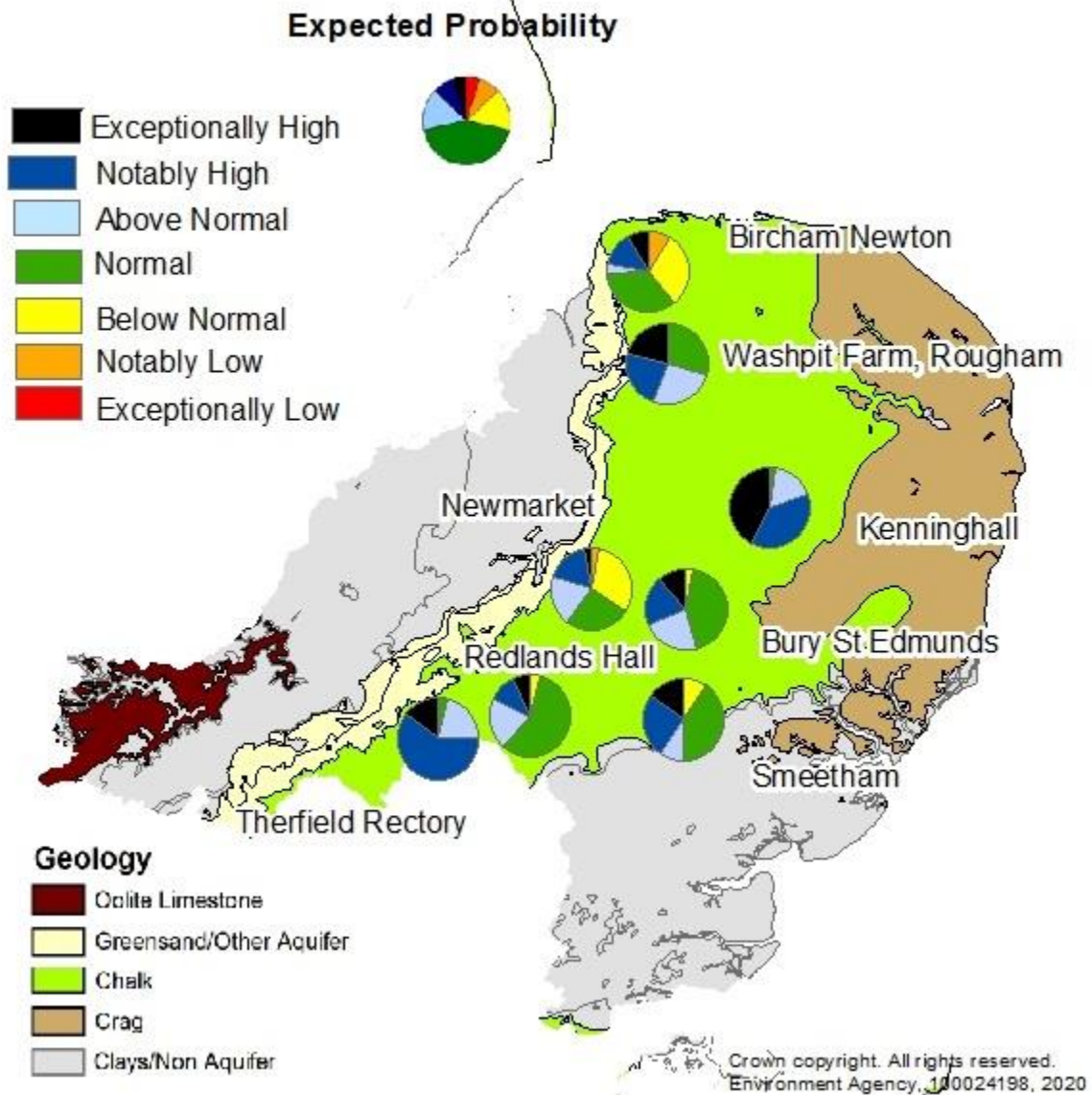
[^] "Naturalised" flows are projected for these sites'



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.

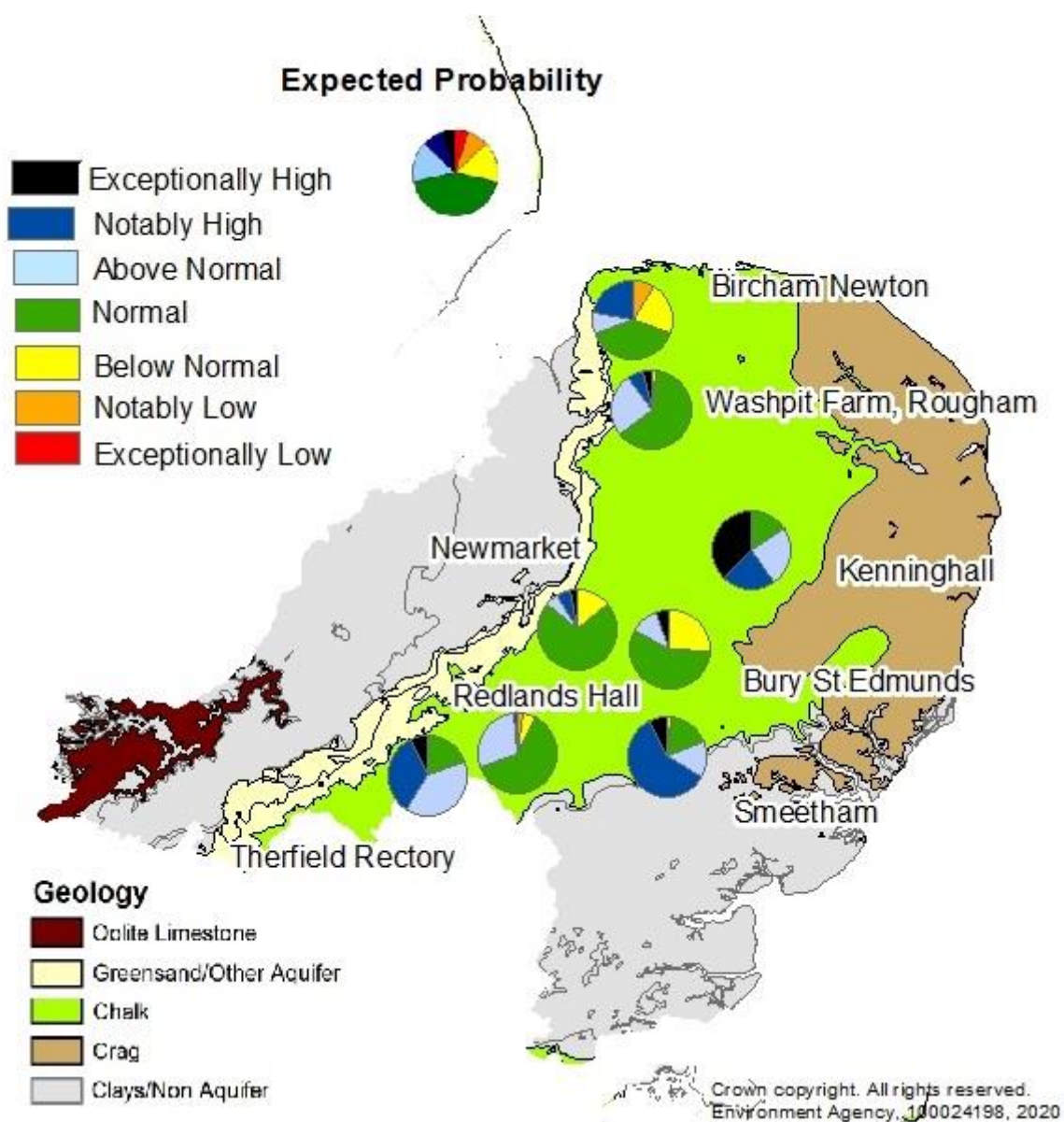
Probabilistic ensemble projections of river flows at key indicator sites in March 2021. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) 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 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.



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 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

MELBOURN PARISH COUNCIL

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Review By: Jan 2020

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	
Village Car Park	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	
War Memorial	15/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	
Littlehands and Access Way	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	
New Rec. Ground	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	
Clear Cres. Play Park	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	* ZIP WIRE IS DECOMMISSIONING.
Orchard Road Cemetery	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	* MESS ON FOOTPATHS.
New Road C/metry	12/10/20 <i>[Signature]</i>	19/10/20 <i>[Signature]</i>	26/10/20 <i>[Signature]</i>	2/11/20 <i>[Signature]</i>	
Old Recreation Ground	12/10/20 <i>[Signature]</i>		26/10/20 <i>[Signature]</i>		
Pavilion	12/10/20 <i>[Signature]</i>		26/10/20 <i>[Signature]</i>		
Stockbridge M.	15/10/20 <i>[Signature]</i>		26/10/20 <i>[Signature]</i>		
Worcester Way	12/10/20 <i>[Signature]</i>		26/10/20 <i>[Signature]</i>		
BMX Site (Summer & only if open)					

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Area	Monthly Checking Record				
	Week1	Week2	Week 3	Week4	
Allotments	15/10/20 <i>TKS</i> *		26/10/20 <i>TKS</i>		* REMOVED FLY TIPPING
All Saints' CYard	15/10/20 <i>TKS</i>		26/10/20 <i>TKS</i>		
Jubilee Orchard	15/10/20 <i>TKS</i>		26/10/20 <i>TKS</i>		
Fire Engine Shed				2/10/20 <i>TKS</i>	
Armingford Cres.				2/10/20 <i>TKS</i>	
Beechwood Avenue		19/10/20 <i>TKS</i>			
Chalkhill Barrow		19/10/20 <i>TKS</i>			
Elm Way		19/10/20 <i>TKS</i>			
Millennium Copse		19/10/20 <i>TKS</i>			