

## 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. <b>Bench has been cleaned. Suggestion with regard to bus shelter to protect the bench ACTION: To be discussed at s106 meeting</b> | 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. <b>SM has emailed Carly Freed for an update 20/10/20</b>   | 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. <b>Dog bins installed. ACTION: SM to source supplier of inner baskets.</b>                     | CL      |
| 4    | Salt bin on Vicarage Close  | DB             | Lid broken. <b>CL requested replacement from Highways - monitor</b>  | 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. <b>Works now completed</b>   | 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. <b>ACTION: SM to chase</b>   | 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. <b>Various options discussed. ACTION: SM to seek quote from engineer for</b>  | Wardens |

|    |   |          |  |         |
|----|---|----------|--|---------|
|    |   |          | <b>straightening metal work. Wardens to source hardwood to make repairs</b>  |         |
| 8  | Pavilion  | KR       | Boot scrapper to be repaired. <b>ACTION: Wardens to repair</b>   | Wardens |
| 9  | Overgrown hedges -                                      | Resident | 5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. <b>Monitor</b>   | 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. <b>UK Power Networks suggested a free standing bin. ACTION: SM to respond requesting a fixed bin.</b>  | 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. <b>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</b>   | 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> . <b>JT to advise resident. CL to forward email from Highways to JT</b> | JT      |
| 13 | Water Lane  | TS       | BT cable down - unstable tree. Reported to Highways. Area marked as hazard. BT cable secured. <b>Highways have indicated no works to be carried out to tree. TS noted that the tree is looking precarious. Monitor</b>   | 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 - <b>Monitor</b>   | KR      |
| 15 | Dickasons   | Resident | Footpath overgrown (16 Dickasons and Moat Lane) - <b>Wardens to clear</b>  | 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. <b>Wardens to see if they can clear</b>  | 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 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 Expenditure Tracking 2020/21  
(Actuals based on paid invoices)

| EDGE Code |  | Budget 2020/21 | Actual to date (30/09/20) | 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                       |               | 262     | Unplanned - refurbish gate at Ash Grove   |
| 1150      | Stockbridge Meadows - path cutting   | 120            | 70                        |               | 50      |   |
| 1150      | Stockbridge Meadows - unplanned  | 500            | 40                        |               | 460     | Signs   |
|           |  | 9,070          | 5,128                     | 1,250         | 2,692   |   |
|           | <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            | 366                       | 35            | (1)     | 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            | 78                        |               | 722     | Spare keys  |
| 3400      | Pavilion - external redecoration   | 2,000          |                           |               | 2,000   |   |
|           |  | 5,545          | 1,186                     | 35            | 4,324   |   |
|           | <u>Finance &amp; General Purpose</u>   |                |                           |               |         |   |
| 4300/2    | Wardens' materials   | 500            | 131                       | 35            | 334     |   |
| 4300/3    | Wardens' equipment (chainsaw and training)                                       | 1,000          | 25                        | 16            | 959     |   |
| 4300/4    | Parish Van expenses (insurance, MOT, road tax, repairs and fuel)                 | 1,400          | 653                       | 321           | 426     | Insurance £504; MOT and repairs £147  |
| 4900      | Parish Clock   | 200            | 150                       | 193           | (143)   | Call out to repair fault  |
| 7100      | Car park workshop - PAT testing  | 100            |                           |               | 100     |   |
| 7100      | Car park - unplanned   | 500            |                           | 246           | 254     | Car park CCTV upgrade (paid on debit card)  |
|           |  | 3,700          | 959                       | 812           | 1,929   |   |
|           | <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          | 1,212                     | 450           | 1,788   |   |
|           | Total Maintenance (excluding grounds maintenance contracts)                      | 25,765         | 10,595                    | 2,547         | 12,623  |   |
|           |  |                |                           |               |         |   |

|      |  |        |        |   |        |   |
|------|--|--------|--------|---|--------|---|
|      | <b><u>Grounds Maintenance Contracts</u></b>                              |        |        |   |        |   |
| 1200 | Grass cutting contract - verges/Hub etc                                  | 7,470  | 3,735  |   | 3,735  |   |
| 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  | 2,760  |   | 2,760  |   |
| 1300 | Public Open Space - additional work                                      | 1,480  | 300    |   | 1,180  | Extra cut open areas and parks (April?); replace fencing Worcester Way play ares TBC c £3,000 |
| 2100 | Cemeteries (£405.83 x 12)  | 4,870  | 2,435  |   | 2,435  |   |
| 2100 | Cemeteries - extra cuts x 3  | 630    |        |   | 630    |   |
| 3200 | Recreation Grounds (currently £755 per month but may change)             | 9,060  | 4,530  |   | 4,530  |   |
| 3200 | Recreation Grounds - extra cuts x 4                                      | 540    | 130    |   | 410    | Extra cut old and new rec grounds (April?)  |
|      |  | 30,690 | 13,890 | - | 16,800 |   |
|      |  |        |        |   |        |   |
|      | <b><u>Community Benefit (memo only - not precepted)</u></b>              |        |        |   |        |   |
| 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 likley to go over budget later in the year. Quotes have been obtained for the replacement fencing at Worcester Way play area - this is unbudgeted and expected to be in the region of £3,000

Parish Clock - a call out cost of £150 to repair a fault has been incurred (not budgeted)

# Monthly water situation report

## East Anglia

### Summary – September 2020

East Anglia received a normal amount of rainfall in September with a total averaged rainfall of 59 mm (117% of the Long Term Average (LTA)). Although this has decreased the soil moisture deficit, groundwater recharge has not yet started in majority of the key sites, and river flows at most of the indicator sites continued to decrease for the time of the year. Reflecting this the reservoir levels also continued to decrease and the groundwater support schemes have been operating to support river flows.

### Rainfall

East Anglia received a total averaged rainfall of 59 mm in the month of September resulting in 117% of the Long Term Average (LTA). The amount of rainfall was fairly consistent with a normal category across all sub-catchments except in the catchment towards the Northern area. The NW Norfolk & Wissey received a notably high amount of rainfall and North Norfolk and Broadland Rivers received an exceptionally high amount of rainfall this September. The 12 months accumulation of the rainfall surplus was 675 mm.

### Soil Moisture Deficit/Recharge

Soil Moisture Deficit (SMD) across East Anglia has reduced and remain in the normal category in September. The SMD varies across the area and ended the month with an averaged SMD of 77 mm.

### River Flows

The monthly mean river flows has decreased in most of the indicator sites in September. However, flows at 6 out of the 21 indicator sites has responded to the rainfall with 67% of the indicator sites reporting normal or higher category of flows. The River Wensum and Yare has reported a notably high flows, and the River Wissey has reported an exceptionally high flow for the time of the year.

### Groundwater Levels

The groundwater levels has continued to decrease in majority of the indicator sites across East Anglia. Out of the 20 indicator sites 55% are classified to be in the normal category or higher and 35% of the sites are reporting below normal levels. A notably high groundwater levels have been reported at the Wissey chalk of Breckland and an above normal levels reported at the Suffolk crag of Hazlewood Common and the Great Olite of Fringford.

### Reservoir Storage/Water Resource Zone Stocks

Reservoir levels has decreased at all the indicator sites reporting a normal levels at all the key sites with the exception of Abberton in September.

### Environmental Impact

The Lodes-Granta groundwater support scheme has 4 out of 6 pumps operating with 2 of the pump operating 24 hours a day. The Rhee groundwater support scheme has 5 out of 8 pumps operating with 1 of the pump operating 24 hours a day. The support scheme has 2 pump operating with 1 of the pump operating 24 hours. 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 flows at all the key sites with an increased probability of above normal flows at the River Ivel and Stiffkey in December.

**March 2021:** The probability of normal flow is broadly as expected at majority the key sites in March. There is an increased probability of notably high flow at the River Kym and an increase probability of below normal flow at the River Stiffkey.

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

**March 2021:** There is a reduced probability of exceptionally low groundwater (GW) levels at all the key sites except at Newmarket and Smeetham in March.

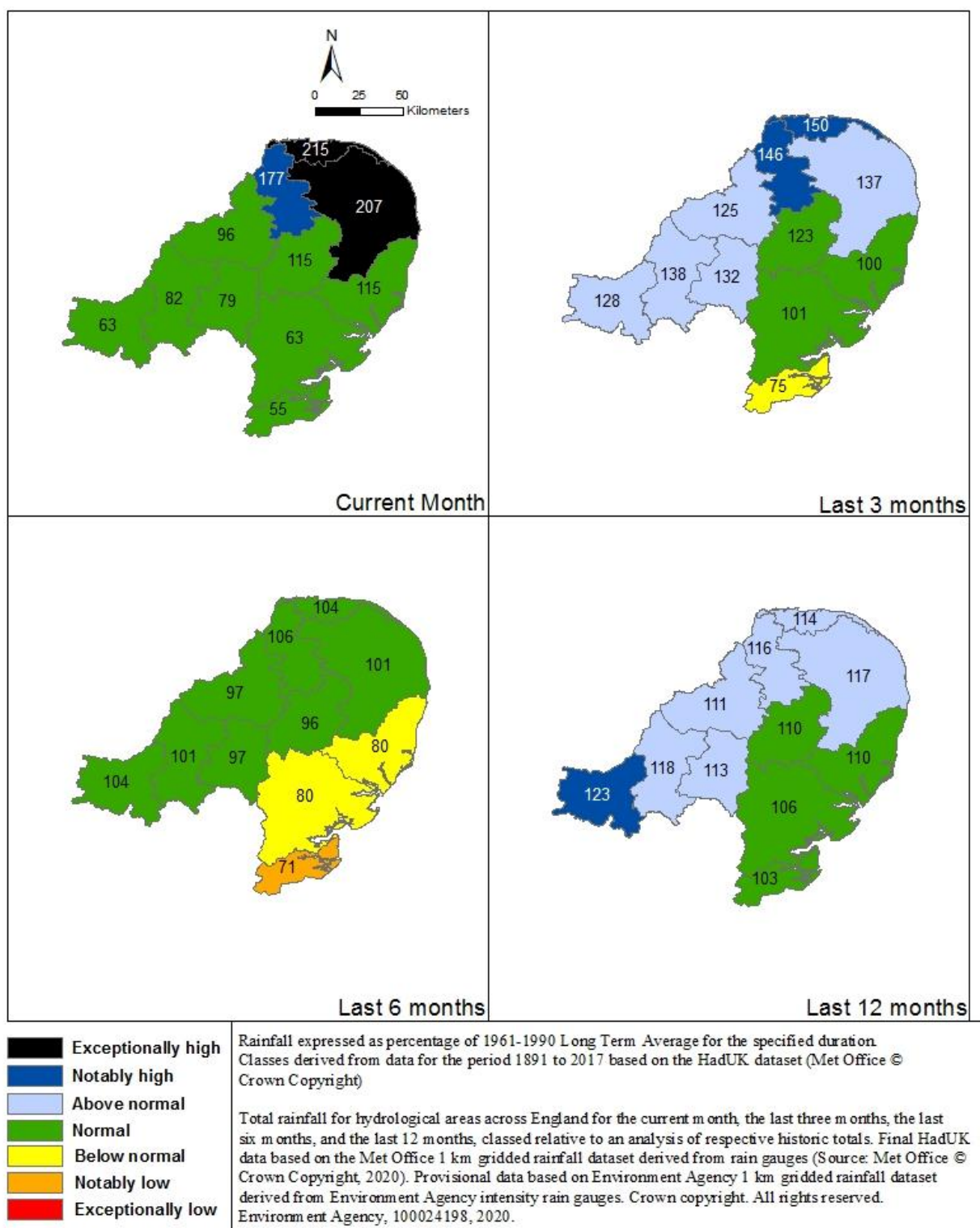
**September 2021:** There is an increased probability of normal groundwater levels at majority of the key sites with the exception of Smeetham, Kenninghall and Bircham Newton where there is an increased probability of notably high GW levels in September.

Author: [Hydrology & Operations](#)

Contact details: 03708506506

# Rainfall

September 2020

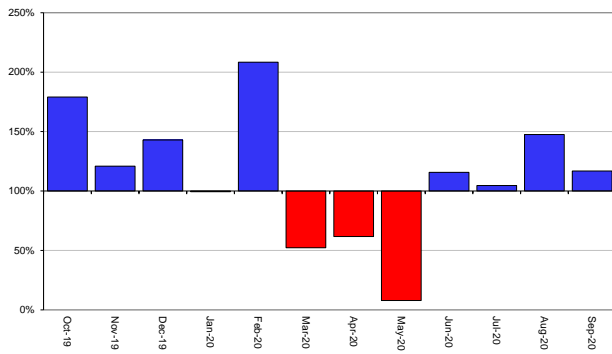




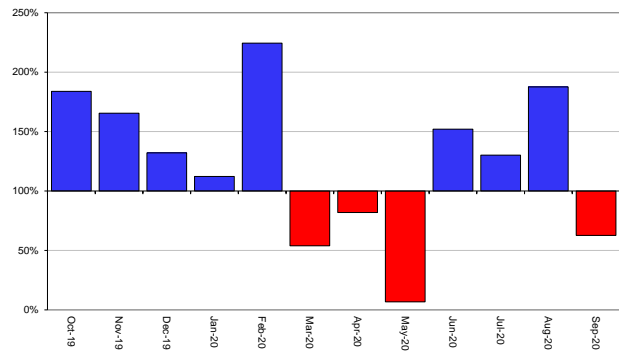
**Above average rainfall**

**Below average rainfall**

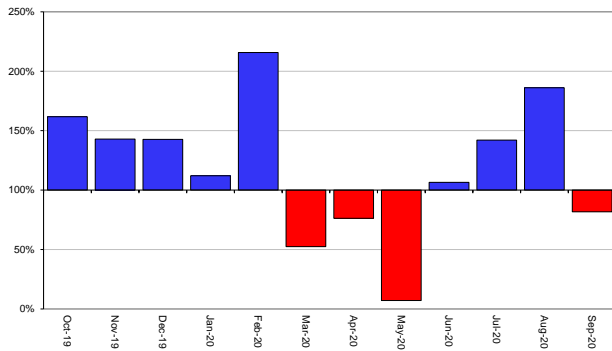
1-Month Period for East Anglia



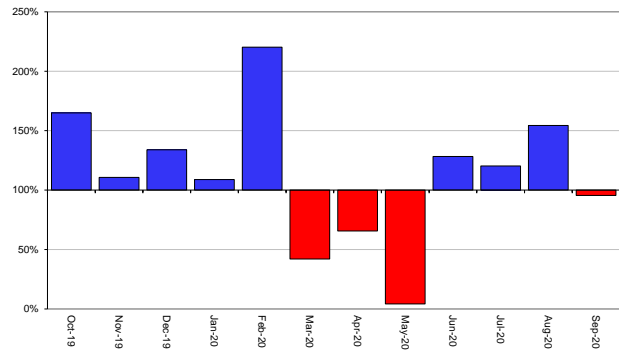
1-Month Period for Upper Bedford Ouse



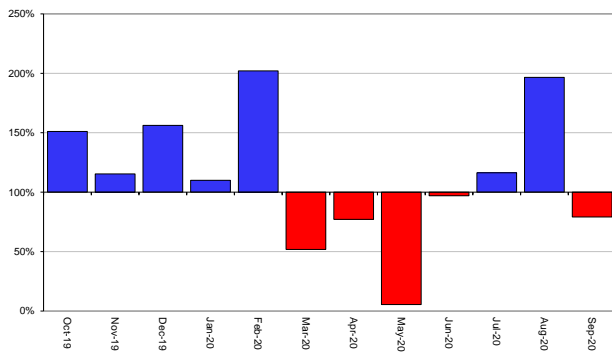
1-Month Period for Lower Bedford Ouse



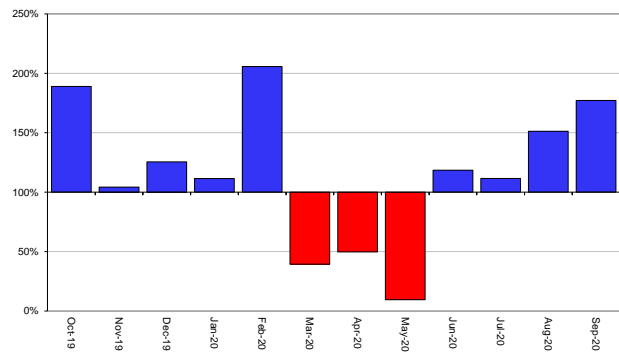
1-Month Period for Central Area Fenland



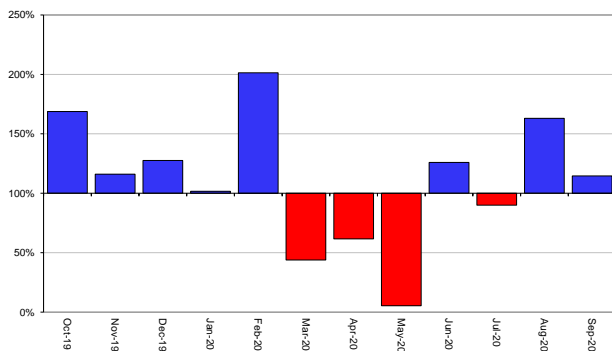
1-Month Period for Cam



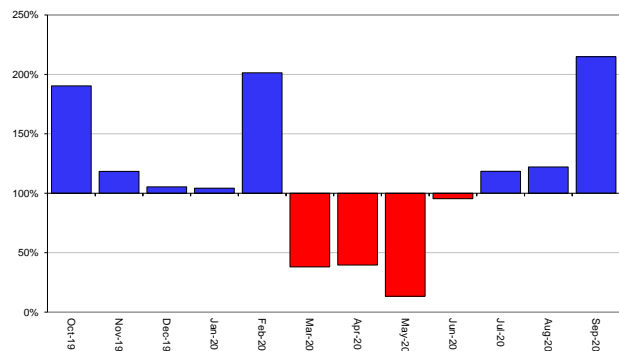
1-Month Period for NW Norfolk and Wissey



1-Month Period for Little Ouse and Lark



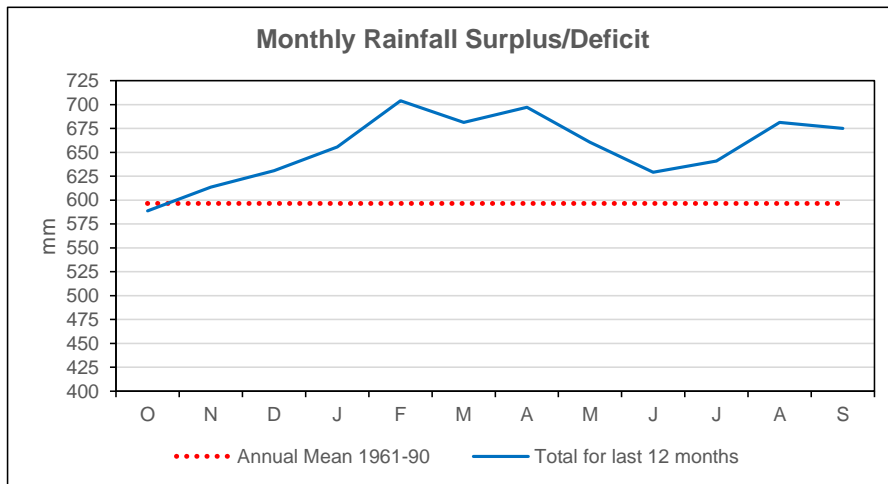
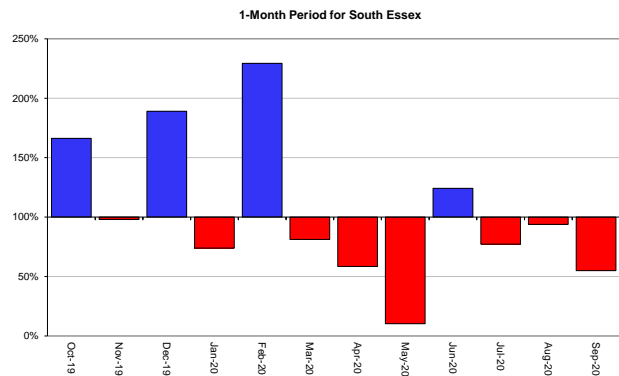
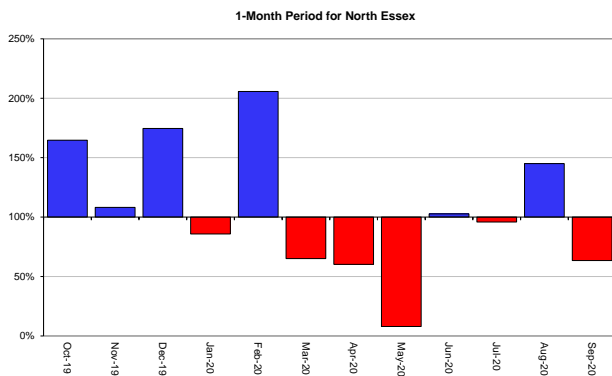
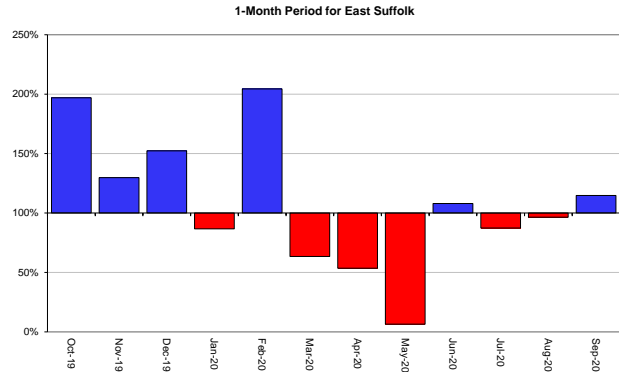
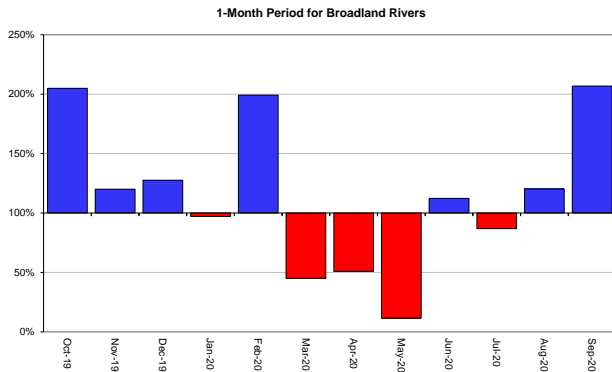
1-Month Period for North Norfolk



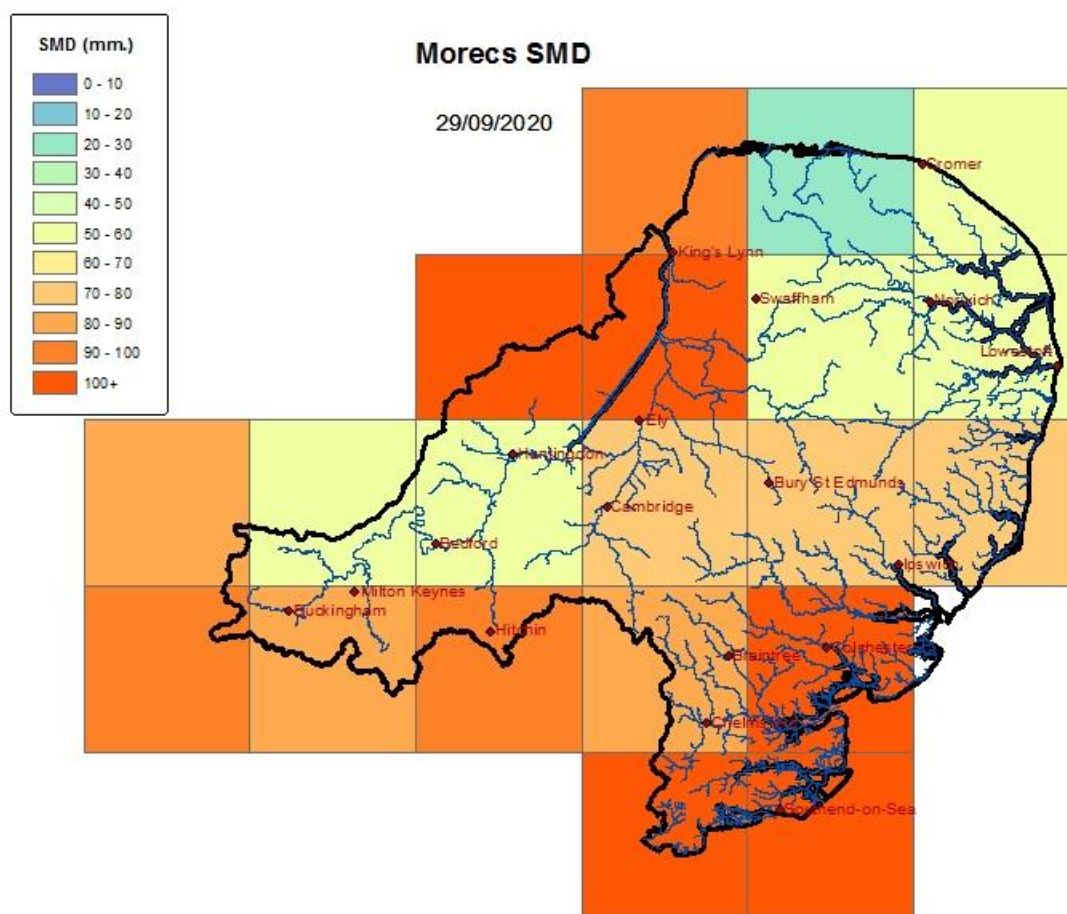


**Above average rainfall**

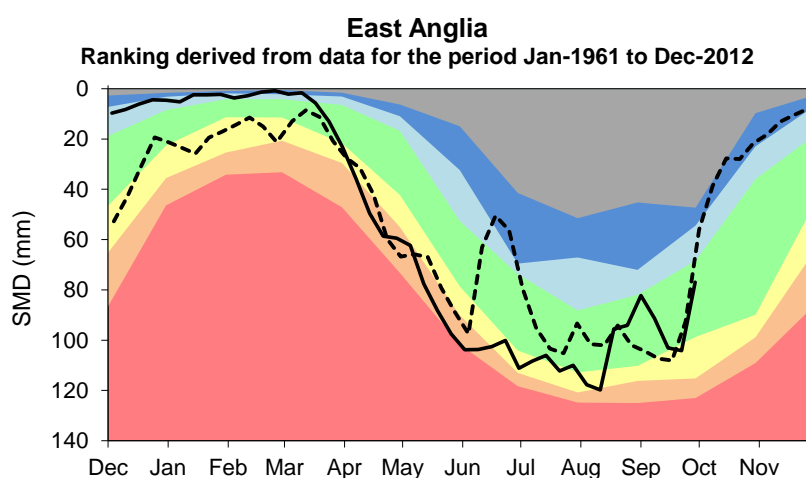
**Below average rainfall**



# Soil Moisture Deficit

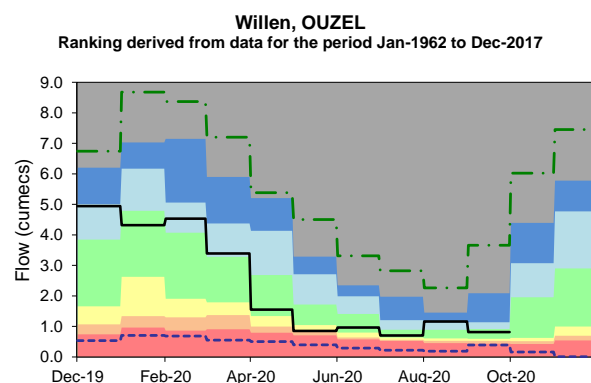
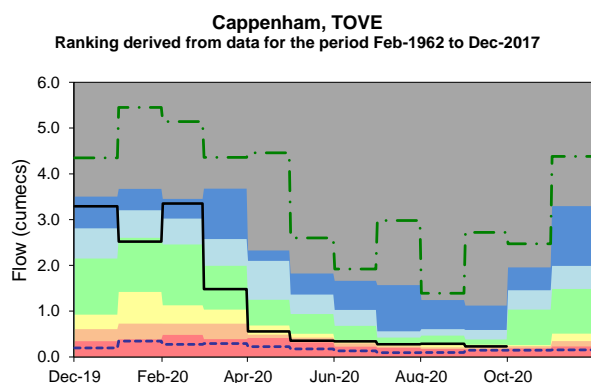
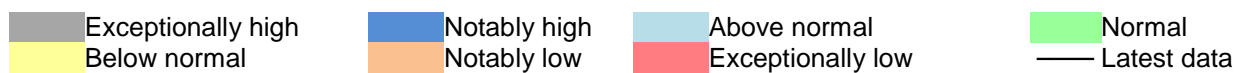
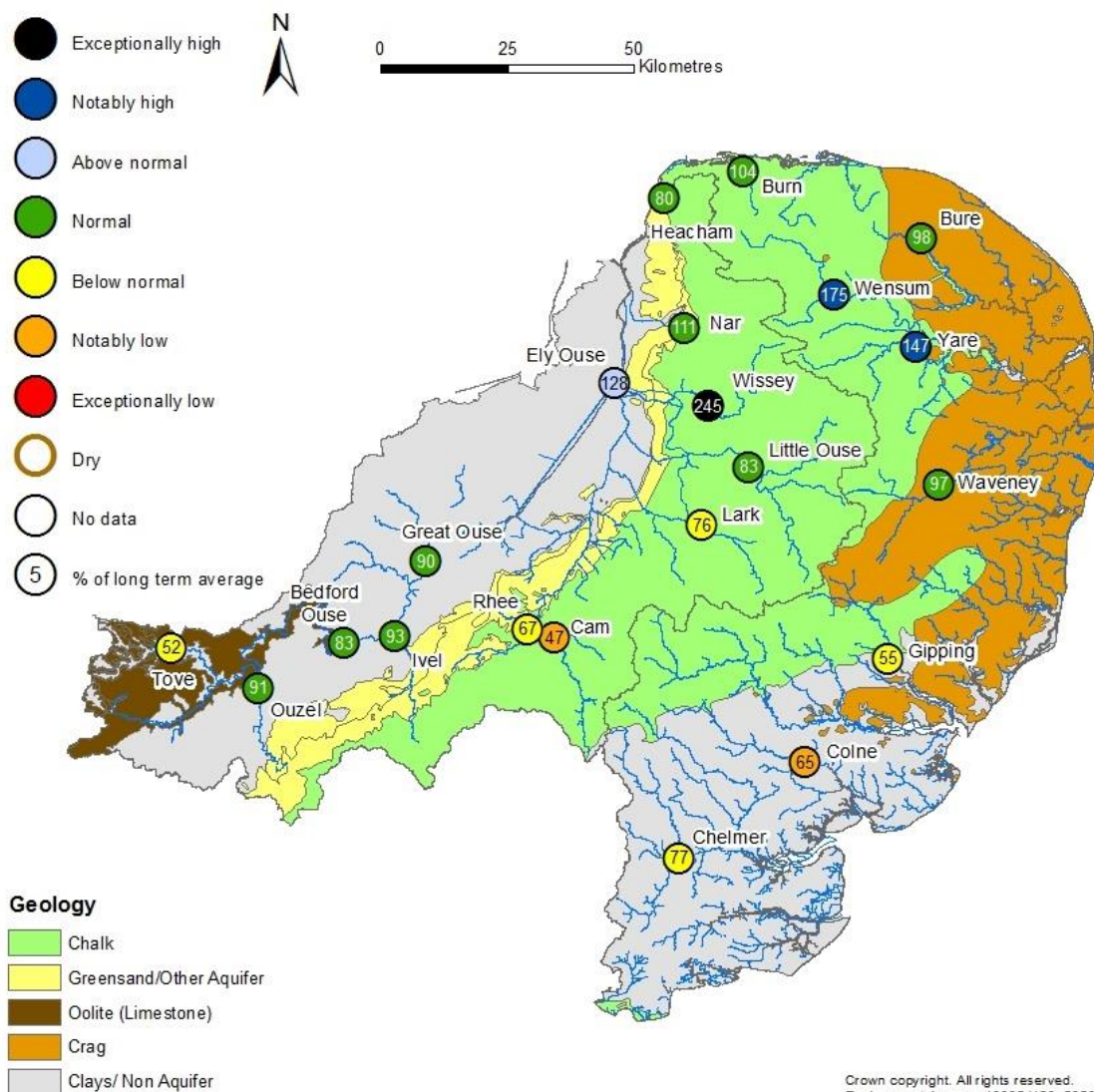


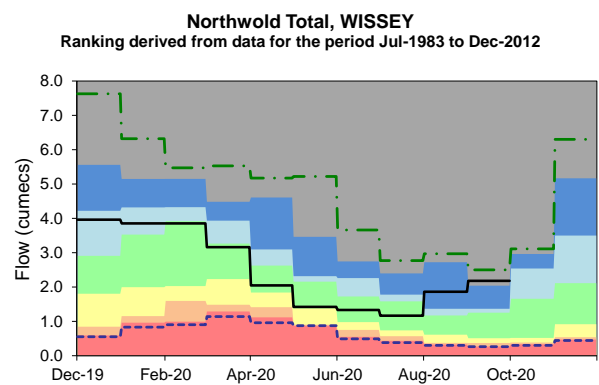
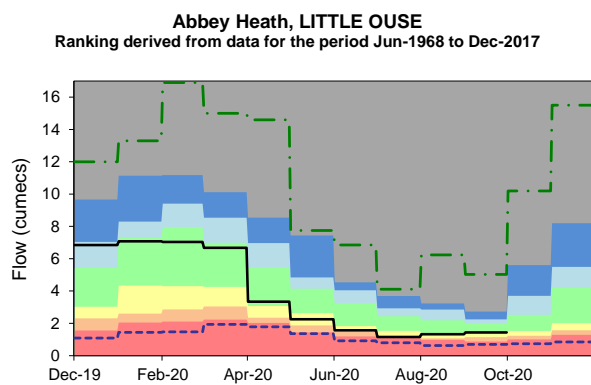
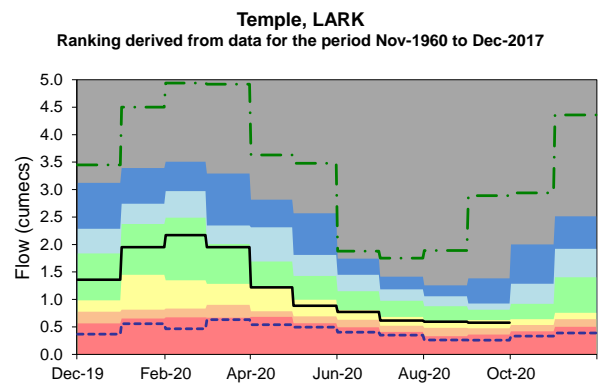
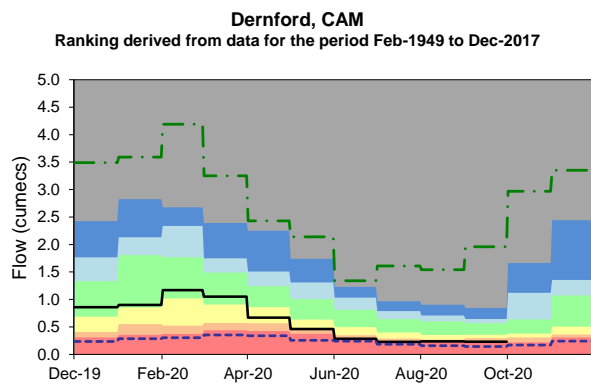
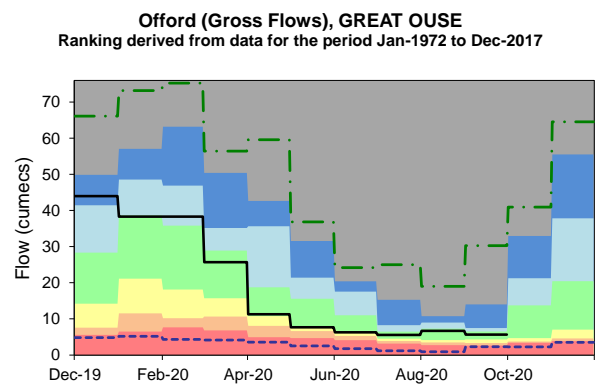
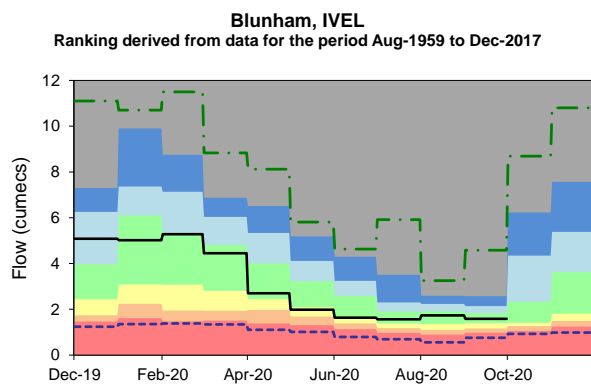
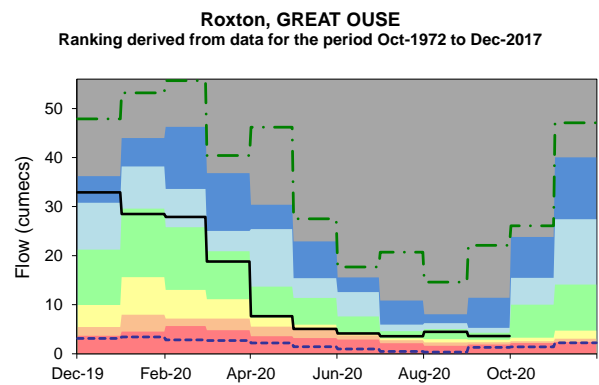
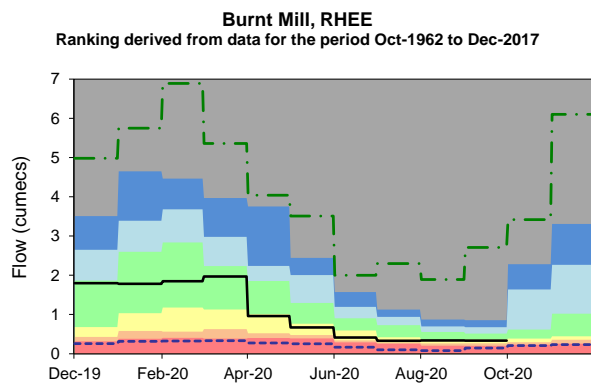
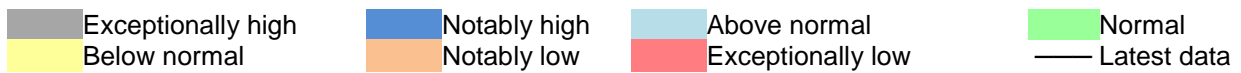
Data based on MORECS (Met Office © Crown Copyright)

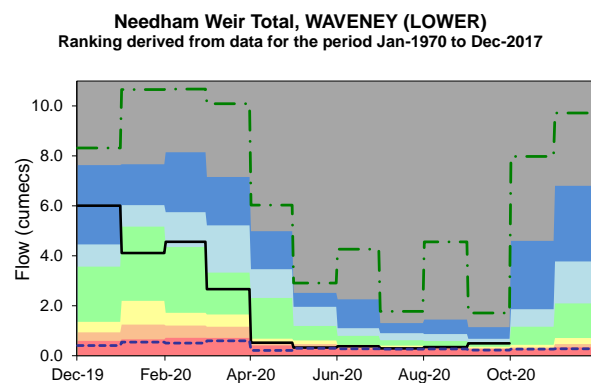
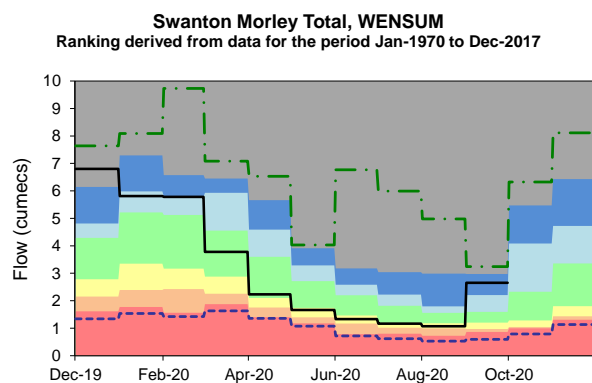
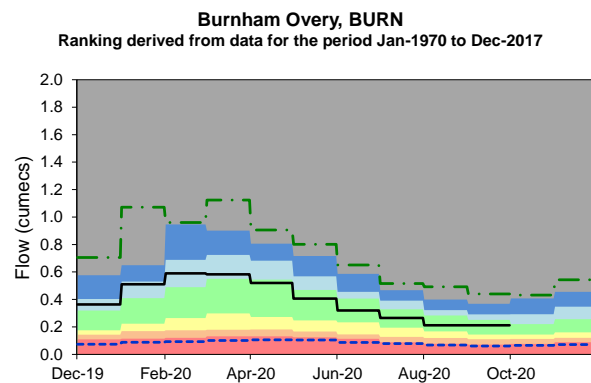
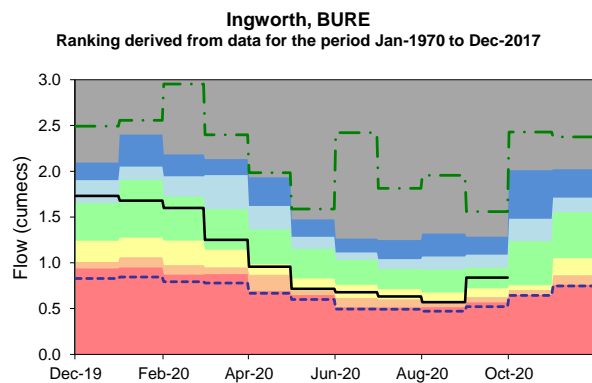
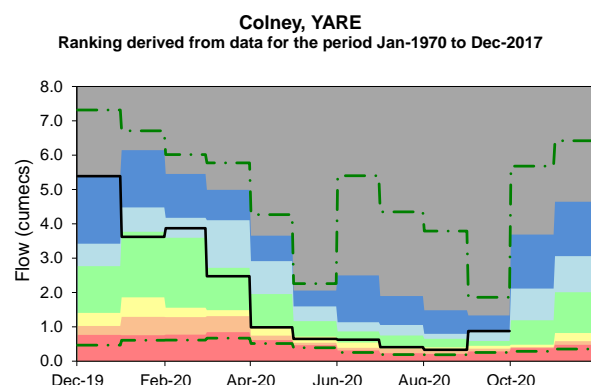
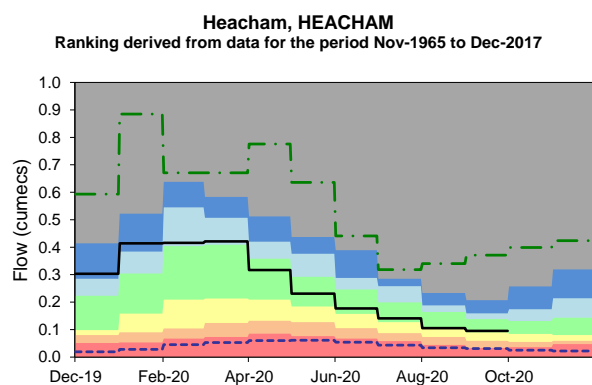
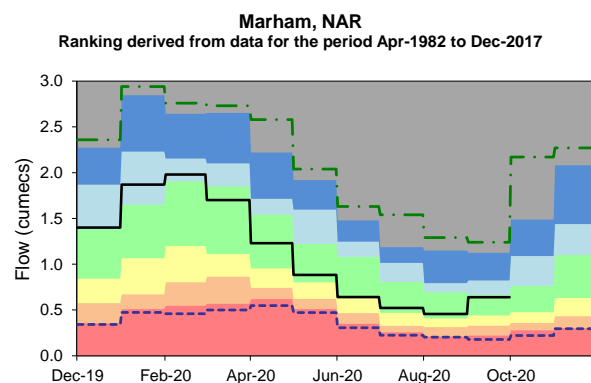
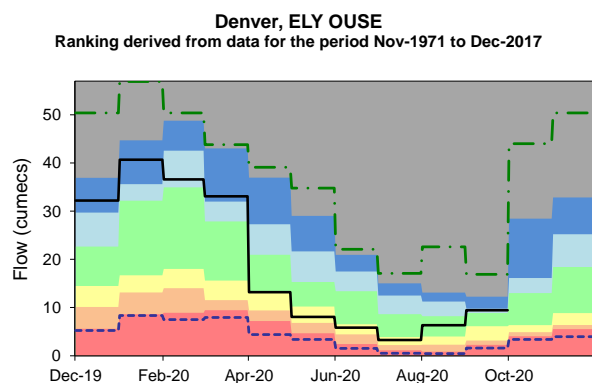
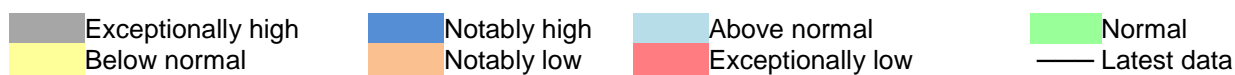


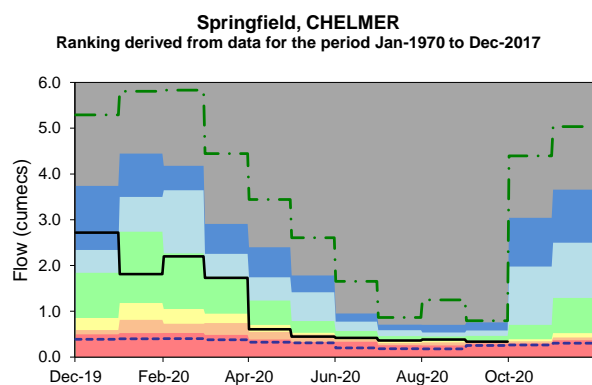
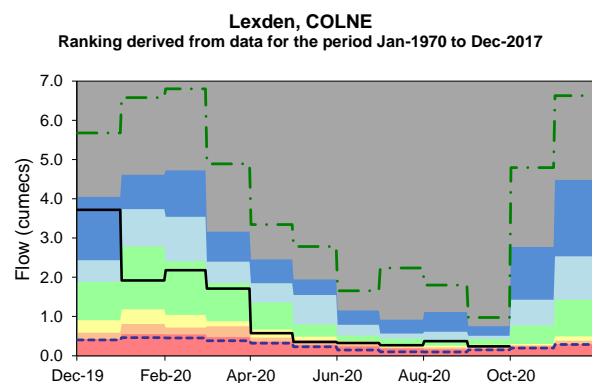
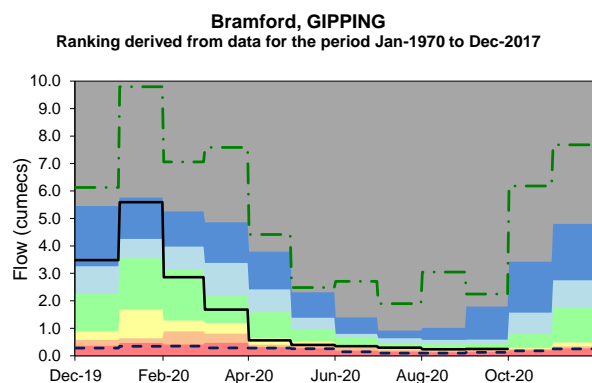
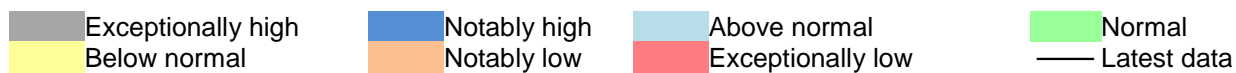
# River Flow

September 2020





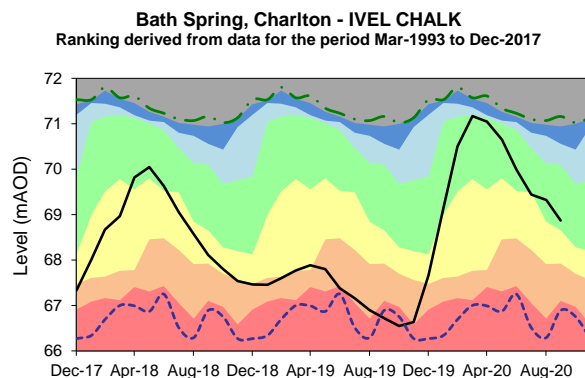
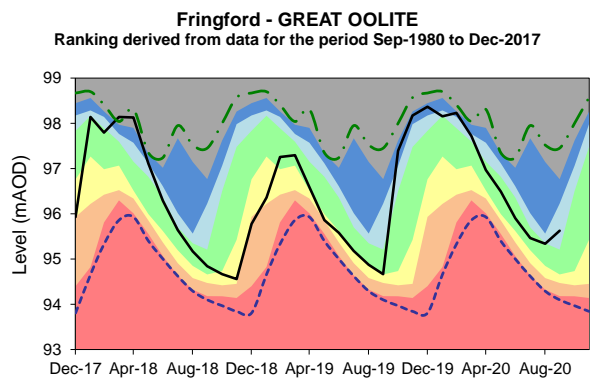
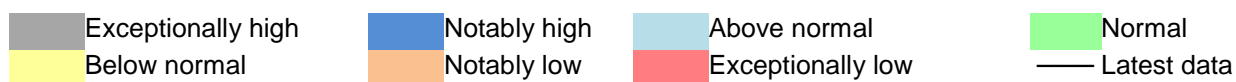
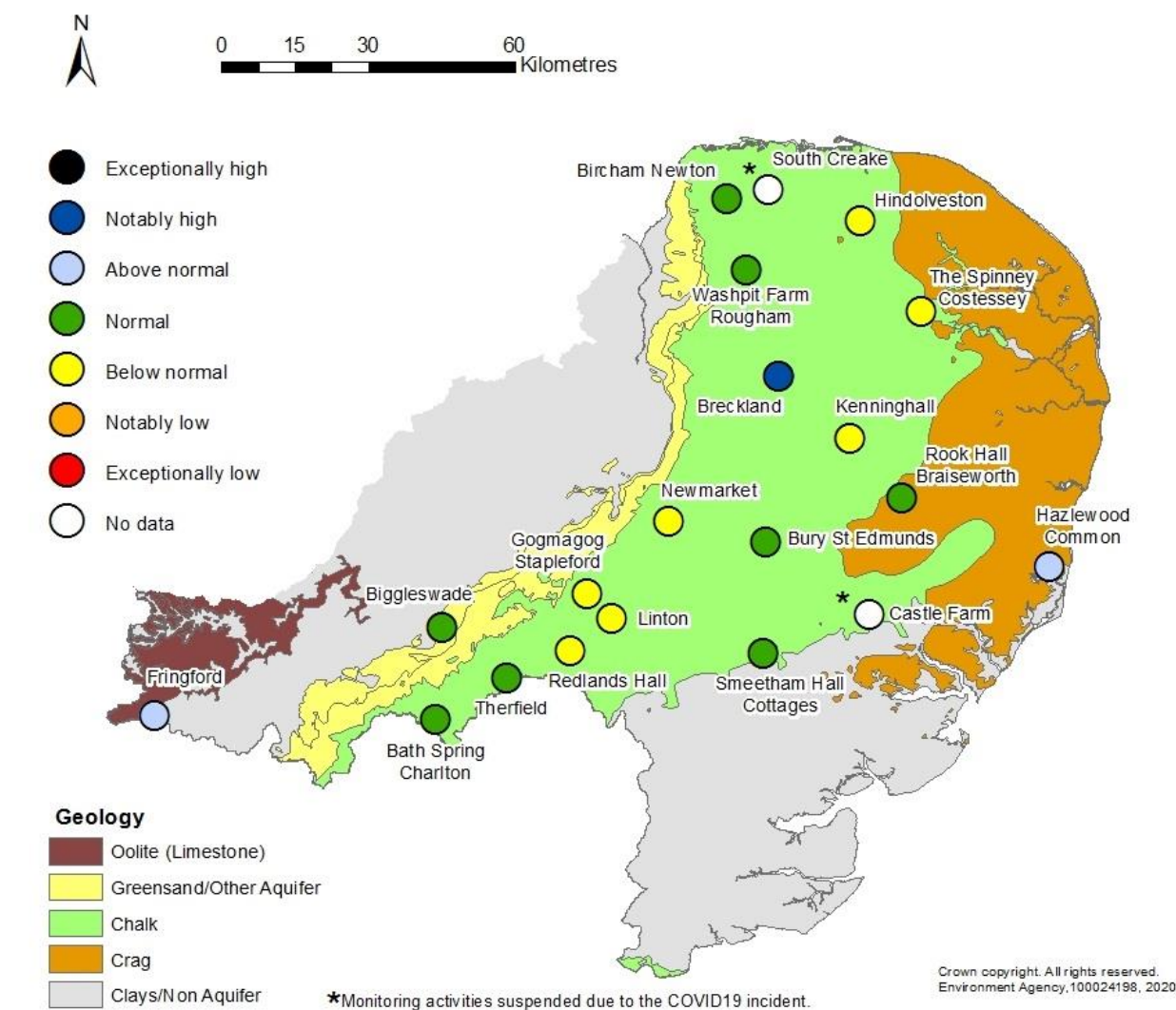


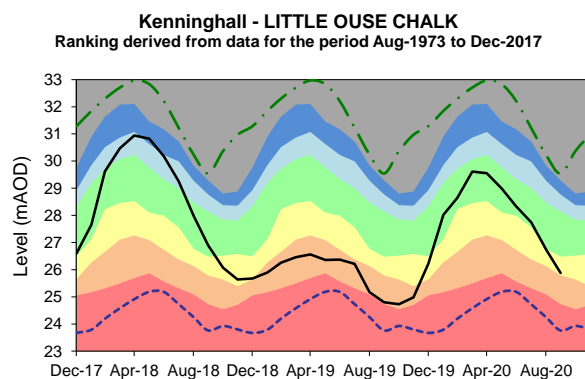
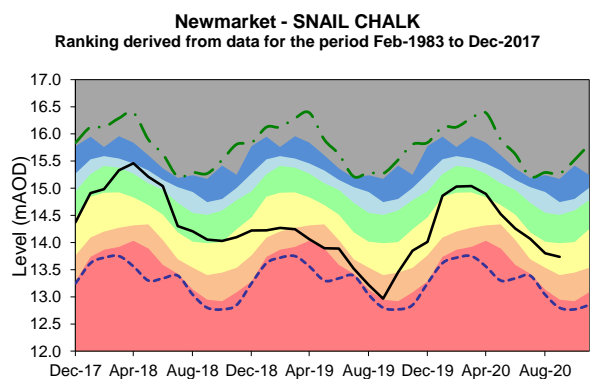
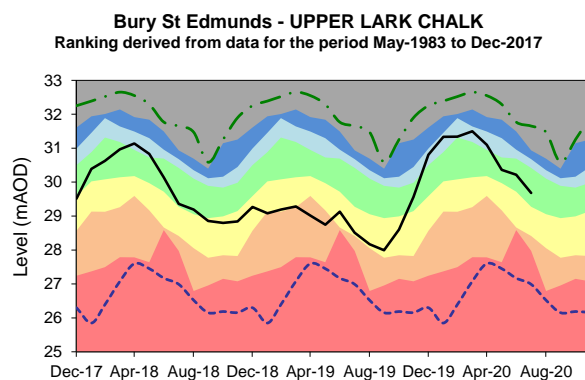
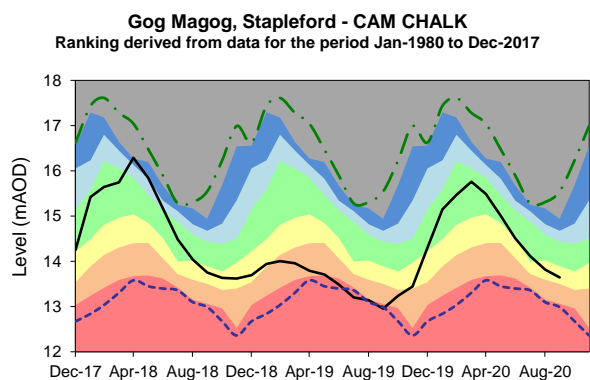
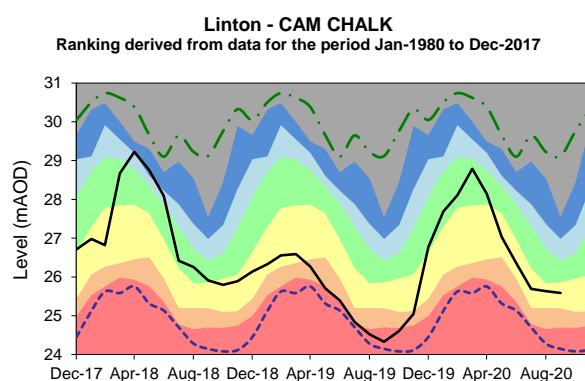
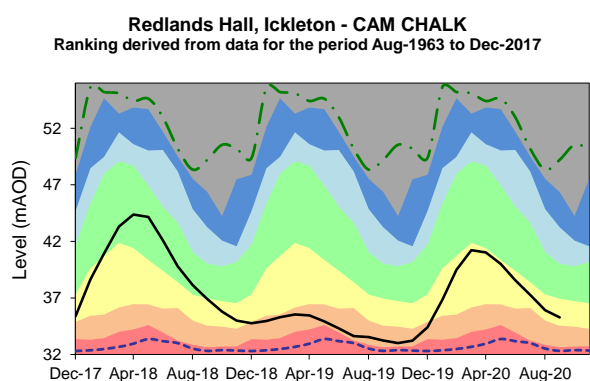
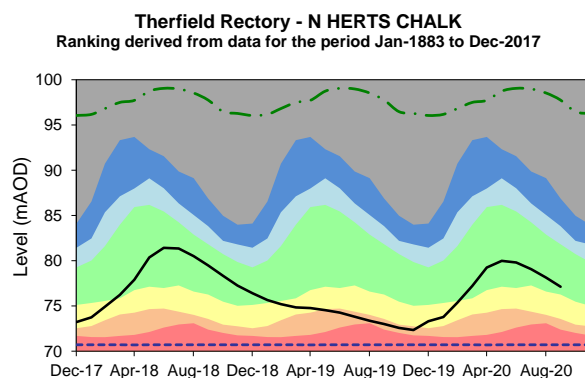
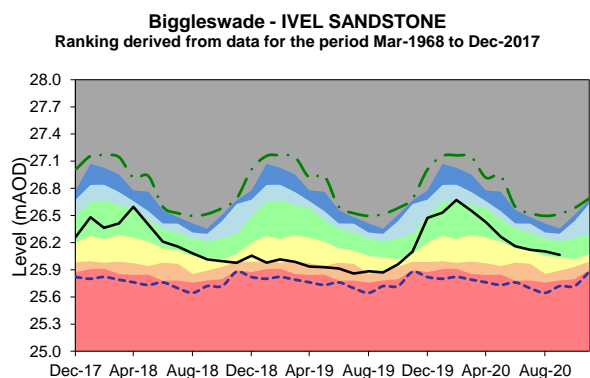
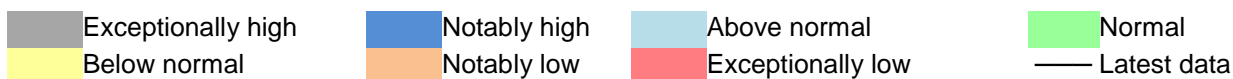




# Groundwater Levels

September 2020







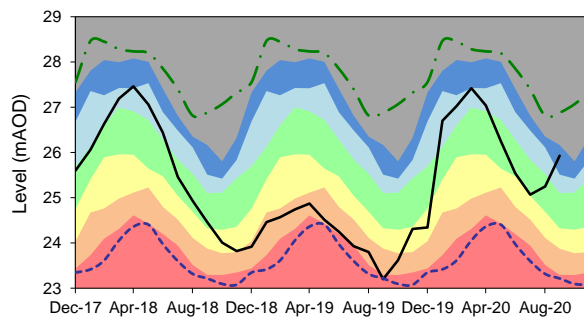
Exceptionally high  
Below normal

Notably high  
Notably low

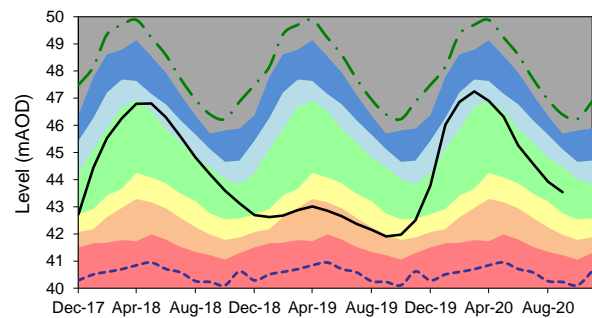
Above normal  
Exceptionally low

Normal  
Latest data

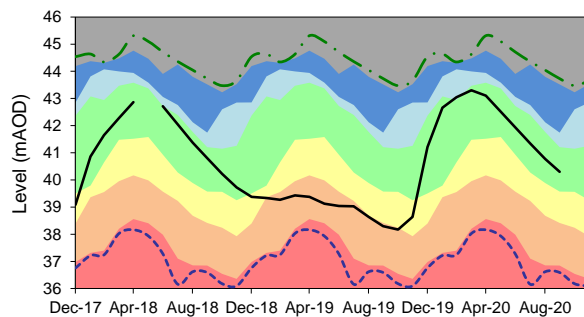
**Breckland - WISSEY CHALK**  
Ranking derived from data for the period Jan-1971 to Nov-2017



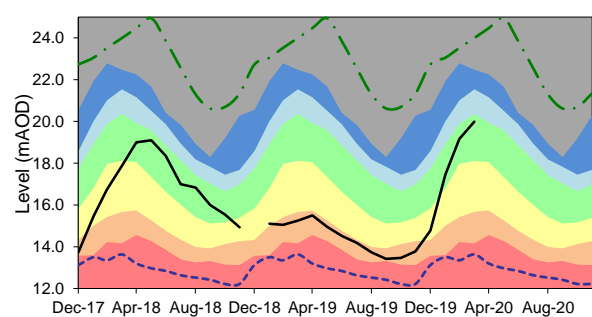
**Washpit Farm, Rougham - NW NORFOLK CHALK**  
Ranking derived from data for the period May-1950 to Dec-2017



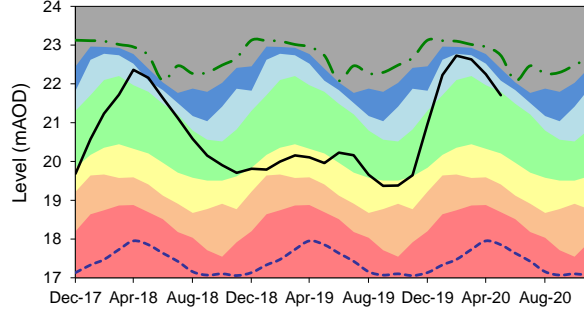
**Bircham Newton - NW NORFOLK CHALK**  
Ranking derived from data for the period Mar-1995 to Sep-2017



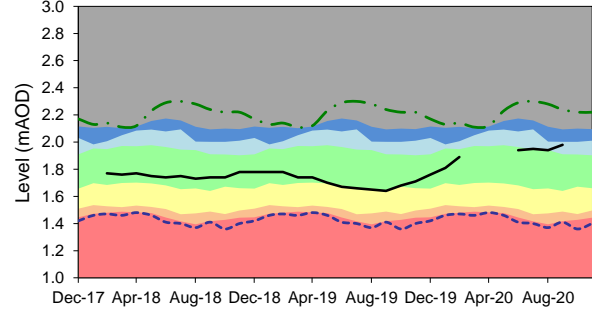
**Castle Farm, Offton - MID SUFFOLK CHALK**  
Ranking derived from data for the period Mar-1967 to Dec-2017



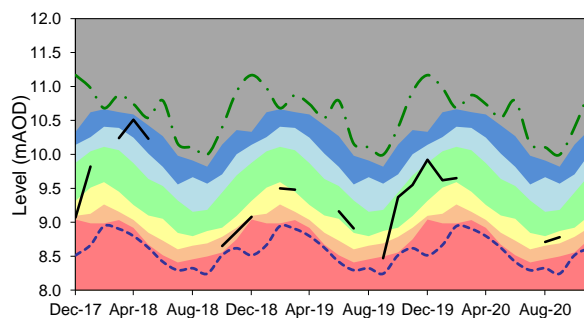
**Old Primary School, South Creak**  
**NW NORFOLK CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017



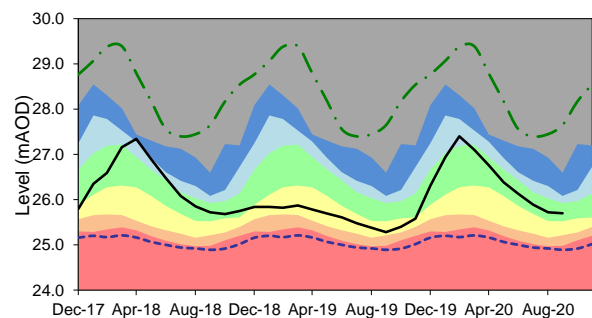
**Hazlewood Common - SUFFOLK CRAG**  
Ranking derived from data for the period Oct-1988 to Feb-2020

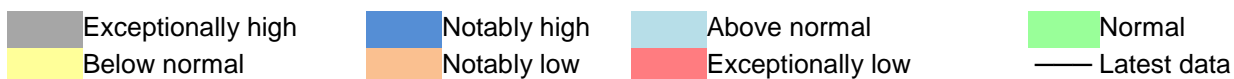


**The Spinney, Costessey - WENSUM CHALK**  
Ranking derived from data for the period Oct-1971 to Dec-2017

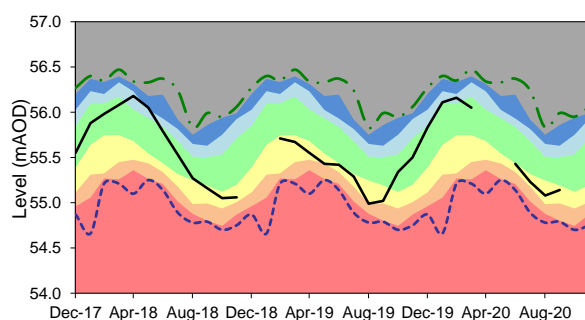


**Smeetham Hall Cottages, Bulmer - ESSEX CHALK**  
Ranking derived from data for the period Jan-1964 to Dec-2017

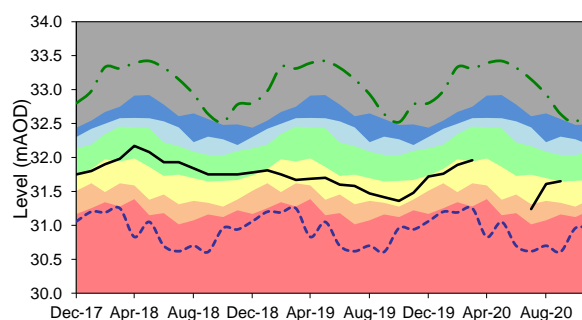




**Hindolveston - NORFOLK CHALK**  
Ranking derived from data for the period Sep-1984 to Nov-2017

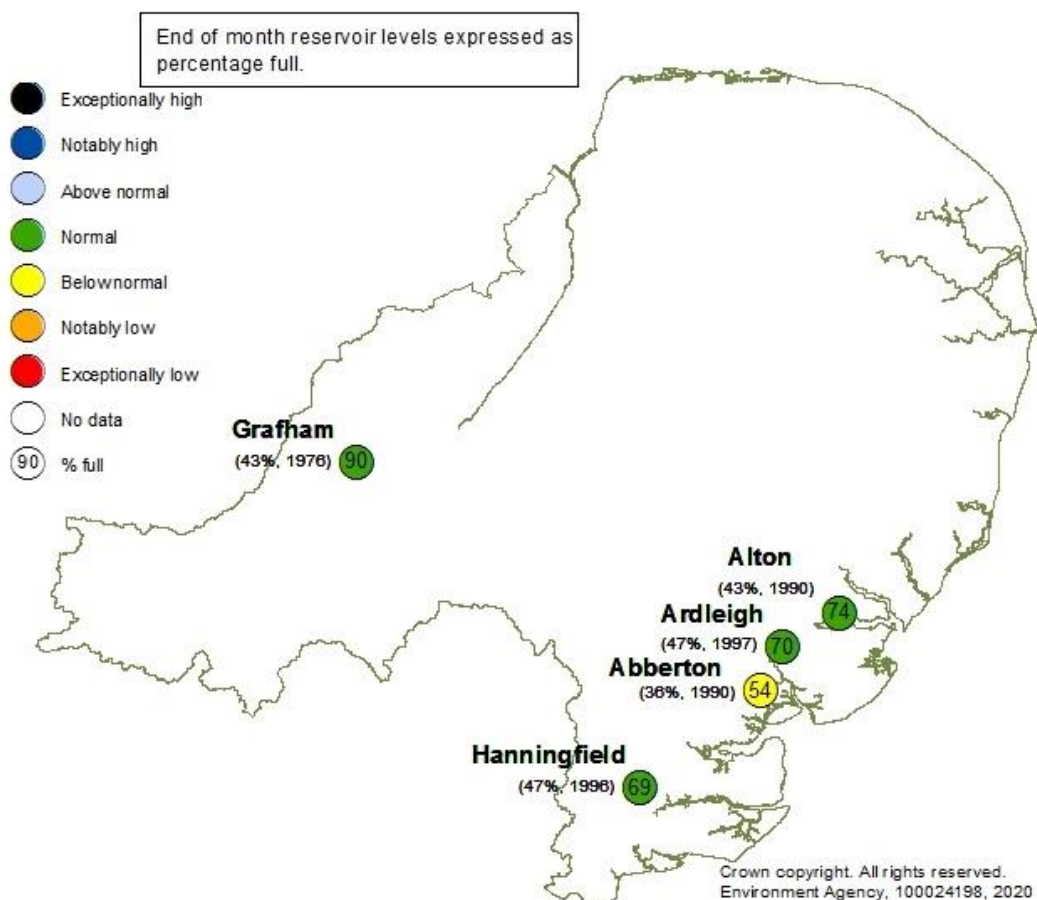


**Rook Hall, Braiseworth - SUFFOLK CHALK**  
Ranking derived from data for the period Jan-1980 to Dec-2017

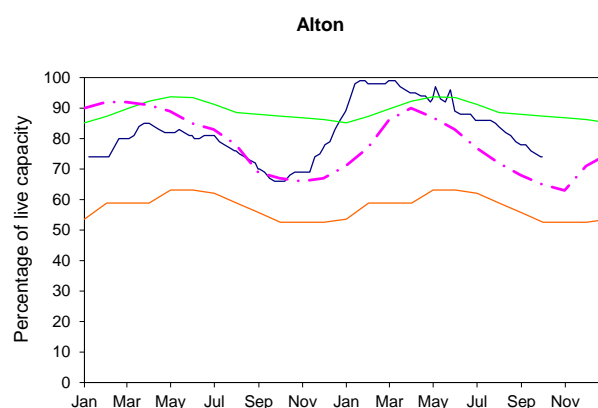
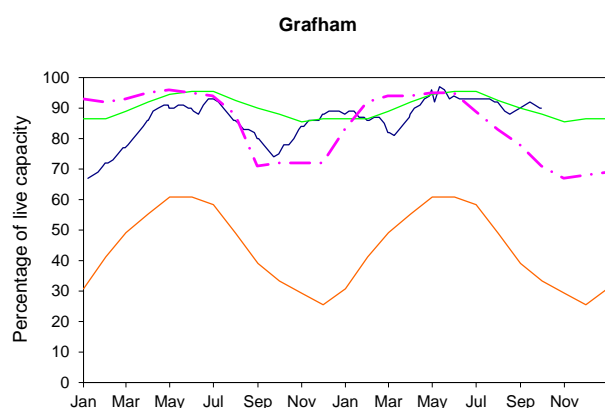


# Reservoir Stocks

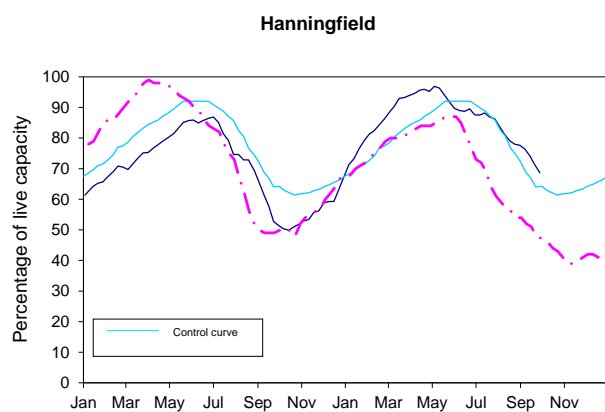
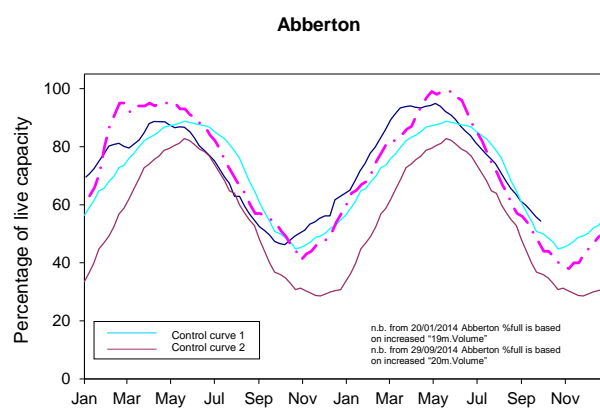
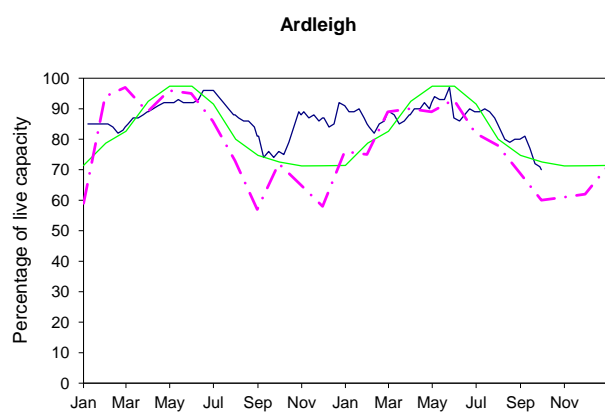
September 2020



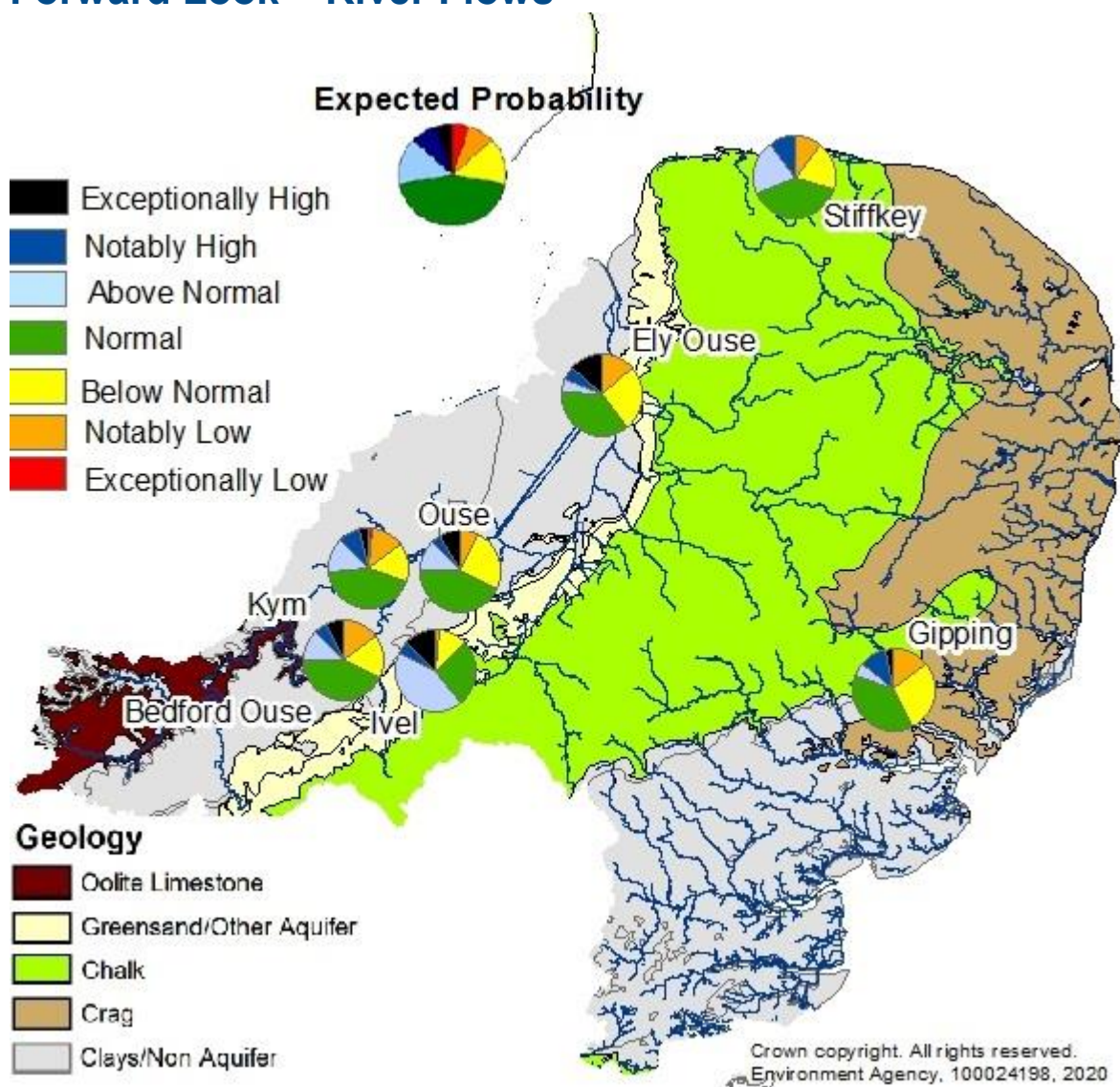
— 2019-2020      — Normal Operating Curve      — Drought Alert Curve      — 1995-1996



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



## Forward Look – River Flows

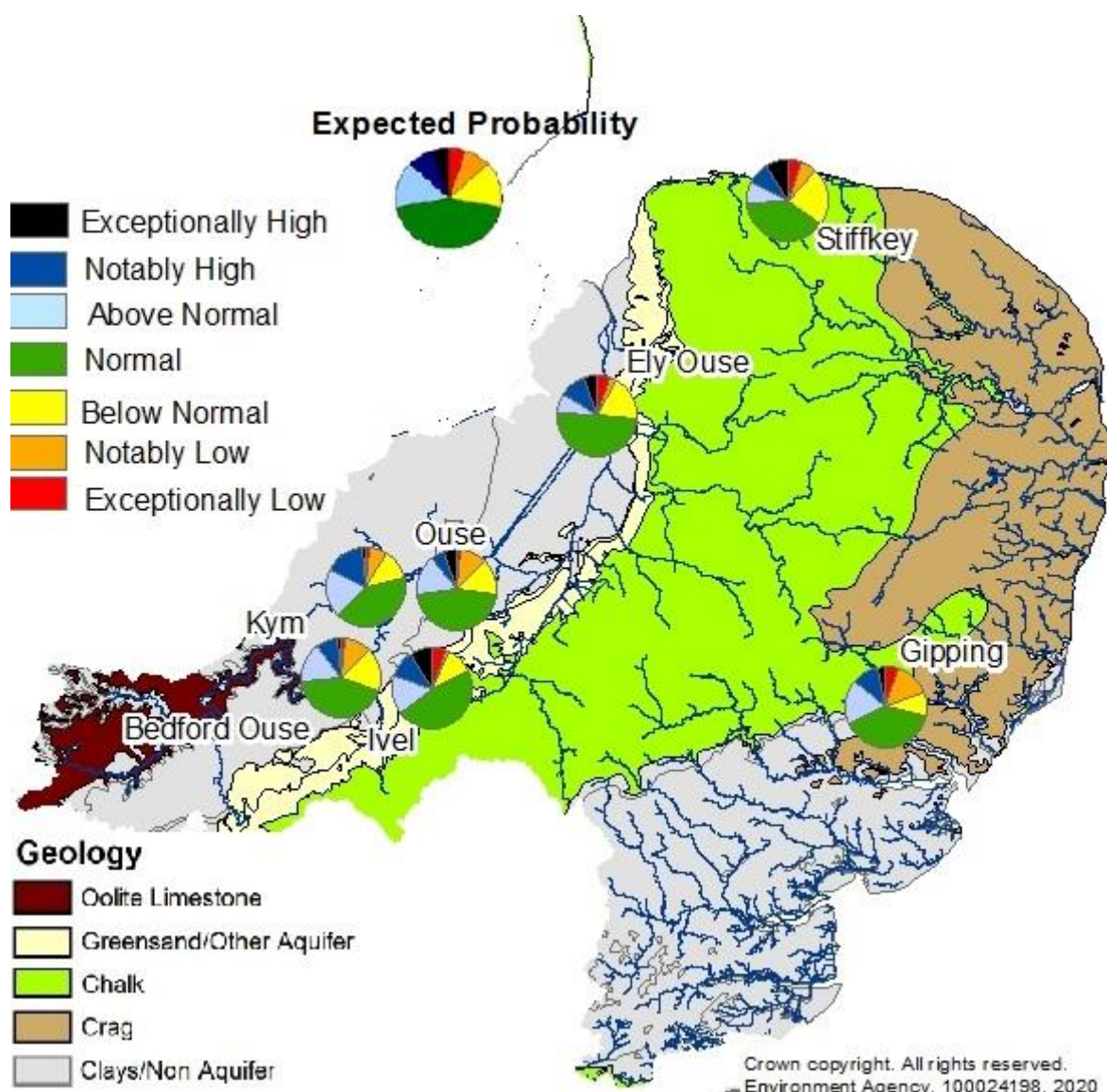


Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

**Probabilistic ensemble projections of river flows at key indicator sites in 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.

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

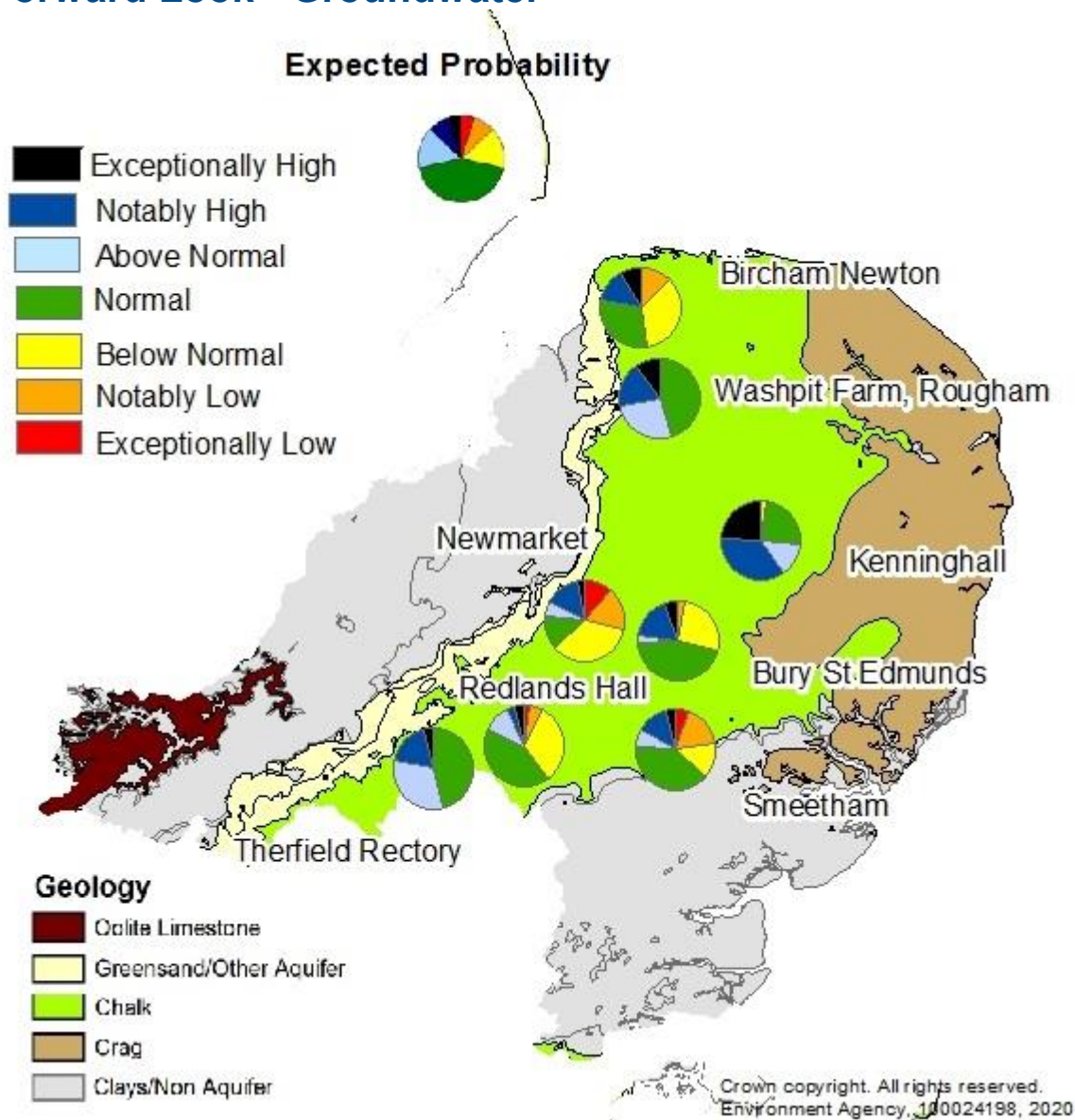




Exceptionally high or low levels are those which would typically occur 5% of the time within the historic record. Notably high or low levels are those which would typically occur 8% of the time. Above normal or below normal levels are those which would typically occur 15% of the time. Normal levels are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

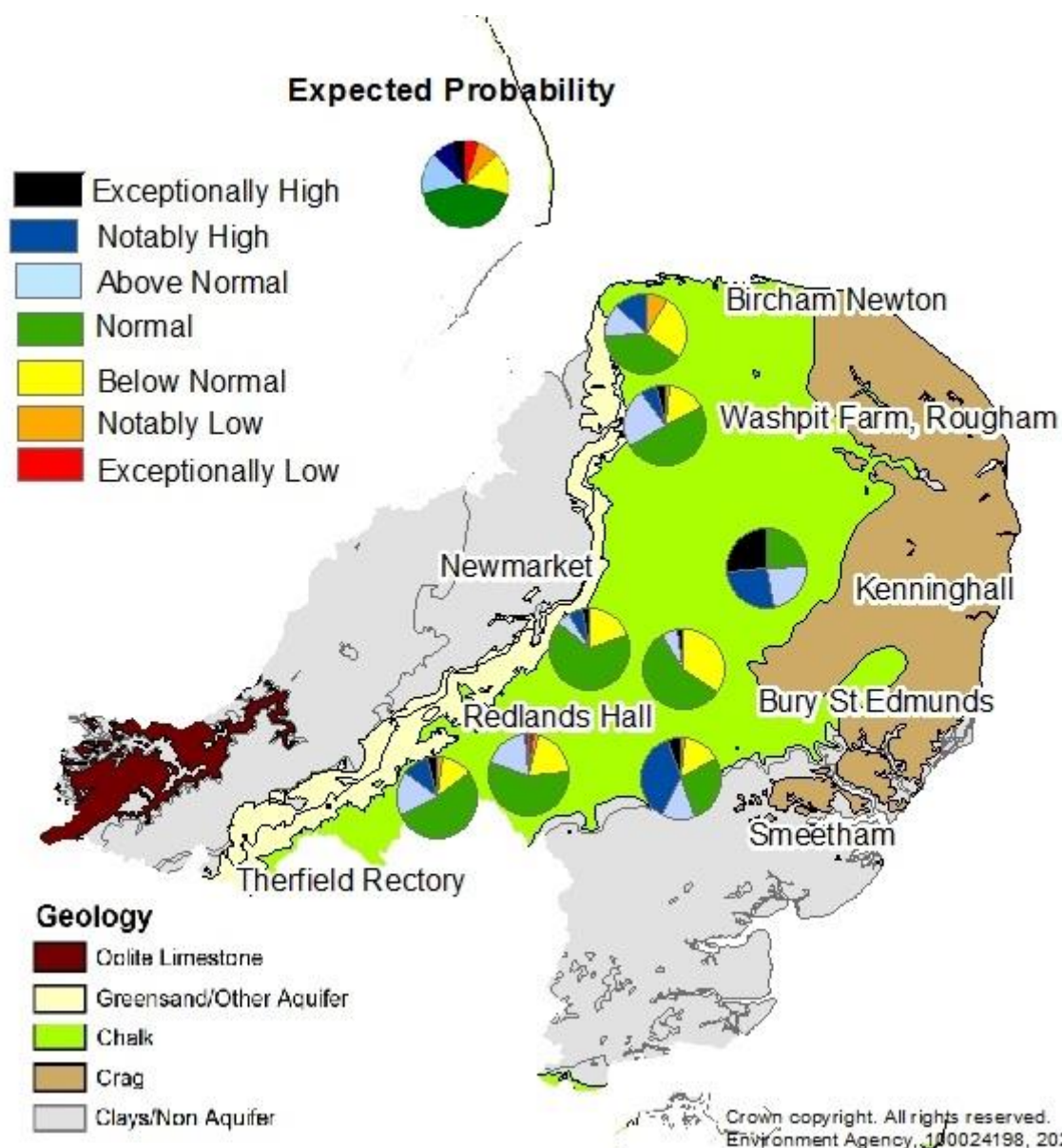
**Probabilistic ensemble projections of river flows at key indicator sites in March 2021.** Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency)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

# MELBOURN PARISH COUNCIL

## APPENDIX 3

| Area                             | Monthly Checking Record |            |            |            | NOTES |
|----------------------------------|-------------------------|------------|------------|------------|-------|
|                                  | Week 1                  | Week 2     | Week 3     | Week 4     |       |
| Moor Play Park                   | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| Village Car Park                 | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| War Memorial                     | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| Littlehands and Access Way       | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| New Rec. Ground                  | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| Clear Cres. Play Park            | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| Orchard Road Cemetery            | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| New Road C/metry                 | 14/9/20 TB              | 21/9/20 TB | 28/9/20 TB | 5/10/20 TB |       |
| Old Recreation Ground            | 14/9/20 TB              |            | 28/9/20 TB |            |       |
| Pavilion                         | 14/9/20 TB              |            | 28/9/20 TB |            |       |
| Stockbridge M.                   | 14/9/20 TB              |            | 28/9/20 TB |            |       |
| Worcester Way                    | 14/9/20 TB              |            | 28/9/20 TB |            |       |
| BMX Site (Summer & only if open) | 14/9/20 TB              |            | 28/9/20 TB |            |       |



## MELBOURN PARISH COUNCIL

| Area              | Monthly Checking Record |            |            |            |
|-------------------|-------------------------|------------|------------|------------|
|                   | Week1                   | Week2      | Week 3     | Week4      |
| Allotments        | 14/9/20 DB              |            | 28/9/20 DB |            |
| All Saints' CYard | 14/9/20 DB              |            | 28/9/20 DB |            |
| Jubilee Orchard   | 14/9/20 DB              |            | 28/9/20 DB |            |
| Fire Engine Shed  |                         |            |            | 5/10/20 DB |
| Armingford Cres.  |                         |            |            | 5/10/20 DB |
| Beechwood Avenue  |                         | 21/9/20 DB |            |            |
| Chalkhill Barrow  |                         | 21/9/20 DB |            |            |
| Elm Way           |                         | 21/9/20 DB |            |            |
| Millennium Copse  |                         | 21/9/20 DB |            |            |

## **Melbourn Parish Council**

### **Rules and Regulations : New Road Cemetery, Melbourn**

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

#### **1. General**

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least **3** consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be doubled.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk to Melbourn Parish Council shall be responsible for the day to day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways, pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.

- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to 7.i).
- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Council's expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See 7.b and 7.c for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees
- p. Please be aware that the cemetery is an open area and subject to the elements and wild life which the Parish Council have no control over.

## 2 Right of Access

- a. The cemetery is open to visiting public from sunrise to sunset. Members of the public are requested to stay on the paths when walking through the Cemetery. The seating on the mound can also be accessed via the footpath. Members of the public are reminded that access to the Cemetery is permitted in accordance with section 3. **Conduct** below. This does not constitute a right of way.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted to be used in the Cemetery.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

## 3 Conduct

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
  - i. Create any disturbance in a cemetery.
  - ii. Commit any nuisance in a cemetery.
  - iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
  - iv. Play any game or sport in a cemetery.

- v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. Dogs must be kept under control and on leads at all times when walking through the Cemetery
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.
- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

#### **4 Arrangements for a Burial**

- a. Will funeral directors please ensure the rules specified under paragraph 1.General have been complied with before commencement of any burial arrangements.
- b. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- c. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs 4.c or 4.d has been received.
- d. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- e. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.

- f. Multiple burials in the same grave may be pre-purchased at the time of the first burial and must be made at the time of 4.b. and 4.c.
- g. In the case of a multiple burial requested per 4.b, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- h. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- i. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.
- j. If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- k. Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- l. The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see 5.i and 5.j)
- m. The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- n. Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.
- o. Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.
- p. No coffin or ash container shall be opened in the Cemetery for any reason whatsoever.
- q. All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.



- r. The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.
- s. Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.
- t. The location of any non-private grave shall be determined by the Clerk to the Council

#### **5. Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.
- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
  - i. be buried in that grave.
  - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
  - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see I j I )
  - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).
- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).

- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

## **6 Burials and Interments**

- a. The **plot size for a grave** shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6.i. and/or 6.j. (This excludes the headstone base dimensions). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in) deep. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- b. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- c. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.
- d. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them.
- e. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.
- f. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.

- g. With the exception of the work carried out in regulation 6.g. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- h. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000mm (3ft 3in) below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- i. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150mm (6in) in thickness.
- j. All confined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- k. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- l. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- m. Shrouded bodies will only be accepted for direct to grave burials.
- n. Interment in a grave with the coffin lid removed shall not be permitted.
- o. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.
- p.
  - i All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
  - ii In the case of a stillborn child, no age shall be recorded.
  - iii Where two bodies are interred in one coffin then both names shall be marked.
- q. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.

- r. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- s. The scattering of ashes will be permitted in New Road Cemetery following written permission from the Clerk to Melbourn Parish Council.
- t. Ashes may only be scattered in Orchard Road Cemetery where there is an existing family plot in the Cemetery and upon written permission from the Clerk to Melbourn Parish Council.

## 7 **Memorials (Also refer to: 8 Definitions)**

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The **grave headstone base** may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm (3ft) wide and 460mm (1ft 6in) deep. The total height of the headstone base and headstone together must not to exceed 940mm (3ft 1in) measured from the concrete base. (see also 1j-i)
- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.
- d. No vaults, railings, kerbstones or other enclosures shall be permitted.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.

- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.
- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.
- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.
- t. **Hardwood crosses of timber** obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 750mm (2ft 6in) in height, 500mm (1ft 8in) in width and 100mm (4in) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.

- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.
- w. If the necessary repairs as described in 7.v are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: 8), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.
- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

## 8 Definitions

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to.

Headstone -The main vertical engraved component fastened to the headstone base



Memorial / tablet.- To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

## 9 **General**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or internment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

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By Order of the Clerk to Melbourn Parish Council

Tel: 01763 263303 option 3 for Parish Office

I confirm that I accept the Rules & Regulations relating to New Road Cemetery as set out above

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[please sign and print your name]

DATED

20.....



## Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

16<sup>th</sup> June 2020

Dear Claire

As discussed, we are quoting to spray the footpaths/parked areas & under play equipment at clear crescent paths

**Total £70.00 x Vat**

Also to edge back the very badly over grown edges totally encroaching over the paths/walkway areas, as per the pictures I sent you. This is a job for later in the year when the ground is much softer it will make a much tidier job  
All spoil would be removed from site

**Total £290.00 x Vat**

We really hope this is of use to you & look forward to your response

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)**

# SHIRE TREES LIMITED



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

Date Sent: 08/10/2020

## Quote information

Account No: 143  
Quote No: 2138  
Surveyor: James Cantle  
Site Ref No: 1248  
Order No:

## Quotation

**Site Address** Clear Crescent play park, Clear Crescent, Melbourn

| Item No | Item                | Description Of Work   | Value     |
|---------|---------------------|---|-----------|
|         | Mixed species hedge | Reduce height to 4 ft from ground level roadside hedge and trim sides. Trim regrowth top and sides of hedgerow adjacent to house clear & all arisings | £1,595.00 |

Total Value: £1,595.00  
Vat(20%): £319.00  
Total Inc Vat: £1,914.00

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

01763 220880 / 07725808887 shiretreesltd@gmail.com

Company housing no. 10546603