

# MELBOURN PARISH COUNCIL

---

Clerk: Claire Littlewood  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn, SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

---

15 January 2021

## Dear Councillor

You are hereby summoned to attend an online meeting of the **Maintenance Committee** to be held on Thursday, 21 January 2021 at 09:30 via Zoom <https://zoom.us/j/95446346567> for the purpose of transacting the following business:

## Dear Non-Cllr Committee Member

You are hereby invited to attend an online meeting of the **Maintenance Committee** to be held on Thursday, 21 January 2021 at 09:30 via Zoom <https://zoom.us/j/95446346567> for the purpose of transacting the following business:

## To Members of the Public and Press

You are hereby invited to attend an online meeting of the **Maintenance Committee** to be held on Thursday, 21 January 2021 at 09:30 via Zoom <https://zoom.us/j/95446346567> for the purpose of transacting the following business:

Claire Littlewood  
Clerk to the Parish Council

## AGENDA

**MA079/20 To receive and approve apologies for absence**

**MA080/20 To receive any Declarations of Interest and Dispensations**

**MA081/20 To approve the minutes of the Maintenance Committee Meeting held on 19 November 2020**

**MA082/20 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)**

**MA083/20 Finance Matters:**

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

**MA084/20 Conservation Matters:**

- a) To receive the EA Monthly situation reports for November and December 2020
- b) To receive a report on Stockbridge Meadows
- c) To receive an update on the Stockbridge Meadows boardwalk project
- d) To receive a report from River Mel Restoration Group
- e) To consider a request to supply and install a notice board in the Millennium Copse
- f) To receive any other updates and consider actions

**MA085/20 Allotment Matters:**

- a) To receive any updates and consider actions
- b) To consider quotations for clearance of allotment plot 13b

**MA086/20 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions
- b) To consider any updates on vandalism in the Parish

- c) To consider keeping play areas open during current restrictions
- d) To receive any other updates and consider actions

**MA087/20 Cemetery Matters:**

- a) To consider quotations for removal of moss at Orchard Road Cemetery
- b) To consider a request to install a memorial seat or tree in New Road Cemetery
- c) To receive any other updates and consider actions

**MA088/20 Village Maintenance Matters:**

- a) To receive an update on gully clearance
- b) To consider a quotation for ivy removal from trees on the New Rec
- c) To receive an update on maintenance of bus shelters (S106)
- d) To consider quotations for relocation of Kohima Stone
- e) To receive any other updates and consider actions

**MA089/20 Pavilion Matters:**

- a) To consider a quotation for PAT testing
- b) To consider a quotation for Legionella testing
- c) To receive any other updates and consider actions

**MA090/20 Littlehands Matters: To receive any updates and consider actions**

- a) To receive any updates and consider actions

**MA091/20 To receive an update from the Melbourn Play Parks Working Party**

**MA092/20 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

**MA093/20 New Maintenance Issues:** To consider Maintenance issues arising since last meeting

**MA094/20 To note date of next meeting:** 18 February 2021