

MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of this Committee was held on Thursday, 21 January at 09:30 via Zoom link
<https://zoom.us/j/95446346567>

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

In attendance: Claire Littlewood – Parish Clerk, Sophie Marriage – Assistant to the Parish Clerk, K Rudge, D Bartle, M and L Brierley, T Stebbing, M Sherwen

Absent:

- MA079/20** **To receive and approve apologies for absence**
Apologies received from M Sherwen.
- MA080/20** **To receive any Declarations of Interest and Dispensations**
None received
- MA081/20** **To approve the minutes of the Maintenance Committee Meeting held on 19 November 2020**
It was:
RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 19 November 2020 as an accurate record.
Proposed by Cllr Clark, seconded by Cllr Baker. All in favour.
- 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)**
None in attendance
- MA083/20** **Finance Matters:**
a) To consider a finance report on expenditure within the committee's remit.
The report was noted.
[K Rudge joined the meeting]
- MA084/20** **Conservation Matters:**
a) To receive the EA Monthly situation reports for November and December 2020
Reports received. Noted high rainfall during November and December. River Mel higher than in 2012.
[Cllr Kilmurray joined the meeting]
b) To receive a report on Stockbridge Meadows
Wardens thanked for their help to repair the eroded river bank. Repair now complete.
Stockbridge Meadows is very muddy due a high footfall. **ACTION:** Clerk to contact Shires about supplying bark chippings to put on to muddy walkways.
c) To receive an update on the Stockbridge Meadows boardwalk project
Awaiting information so a plan can be prepared in order to apply for grant funding.
d) To receive a report from River Mel Restoration Group
Environment agency will allow Maureen Brierley to accompany them on a routine visit to The Bury subject to the owner giving permission. Due to high water levels, the access point close to the pavilion may require further repair

possibly in Spring/Summer - monitor. Woodland path along the River Mel is muddy and would benefit from bark chippings.

- e) To consider a request to supply and install a notice board in the Millennium Copse

The Committee was happy to accept the kind offer made by a resident to donate a handmade hardwood notice board to the village in the Millennium Copse. Wardens to assist with installation.

- f) To receive any other updates and consider actions

Future tree planting in the village. Woodland trust offering free tree samplings in Autumn 2021. Committee support the idea but it would be a big project with lots to consider. **ACTION:** To be brought to the attention of the Futures Working Party

MA085/20

Allotment Matters:

- a) To consider quotations for clearance of allotment plot 13b

Two quotations were considered.

It was:

RESOLVED to accept the quotation from Bens Barns for the sum of £500. Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

- b) To receive any updates and consider actions

Quotes to be obtained for clearance of the bonfire heap at the allotments.

MA086/20

Governance Matters:

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

Reports received. Noted that damaged roof tiles on the pavilion need repairing. **ACTION:** Assistant to the Clerk to obtain quotes.

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

The updates were noted.

- c) To consider keeping play areas open during current restrictions

It was noted that North Herts District Council have closed some play parks. In line with the current Government guidance, the Committee agreed that it is important for play parks in Melbourn to remain open with appropriate safety signage on display.

- d) To receive any other updates and consider actions

None received

MA087/20

Cemetery Matters:

- a) To consider quotations for removal of moss at Orchard Road Cemetery

Three quotations were received.

It was:

RESOLVED to award Herts & Cambs Ground Maintenance the work for the sum of £380 plus VAT.

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

[M Sherwen joined the meeting. M and L Brierley briefly left the meeting]

- b) To consider a request to install a memorial seat or tree in New Road Cemetery

The Committee agreed in principle a resident's request to install a memorial seat/tree in New Road Cemetery. Further details to be provided.

- c) To receive any other updates and consider actions

Cremated remains bases at New Road Cemetery, which were accidentally marked out, are still without grass. **ACTION:** Clerk to discuss with Herts & Cambs how it is planned to be rectified.

[M and L Brierley re-joined the meeting]

MA088/20

Village Maintenance Matters:

- a) To receive an update on gully clearance

County Councillor Susan Ven de Van is in discussion with Highways to have the gullies cleared. T Stebbing was thanked for his hard work.

Road sweeping needed in the village. Road sweeper will be in the area 1st- 14th February. Residents need to be notified.

ACTIONS:

- Assistant to the Clerk to contact SCDC to highlight areas that require attention in the village and to ask for exact dates of road sweeping so residents can be notified.
- Clerk to ascertain cost of additional bags for Billy Goat,

- b) To consider a quotation for ivy removal from trees on the New Rec

It was:

RESOLVED to accept the quote from Shires for the sum of £150.

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

- c) To receive an update on maintenance of bus shelters (S106)

The Parish Council to receive a "Bus Stop Maintenance Contribution" for the future maintenance of two bus stops located on Cambridge Road in the vicinity of Melbourn Science Park.

Moving the bench on Cambridge road now deemed unnecessary, providing that the bus shelters will have seating. **ACTION:** Clerk to ask the County Council to clarify the design of bus shelters

- d) To consider quotations for relocation of Kohima Stone

It was:

DEFERRED until the next meeting.

ACTION: Assistant to the Clerk to obtain price of steel anchor rods.

- e) To receive any other updates and consider actions

Noted that Cambridge Road is to be patched w/c 1/2/21 in preparation for surface dressing in the summer. Residents will be notified of affected areas prior to works.

MA089/20

Pavilion Matters:

- a) To consider a quotation for PAT testing

It was:

RESOLVED to accept the quotation from Newflame at the cost of £25 attendance fee and £2.95 per item tested.

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

- b) To consider a quotation for Legionella testing

It was:
RESOLVED to accept the quotation from 4iWater Services to carry out a review of the LRA and legionella sample for the sum of £298 plus VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

c) To receive any other updates and consider actions

K Rudge asked if MVC is still using the pavilion, despite the current lockdown restrictions. **ACTION:** Clerk to contact MVC to ask if use is continuing.

[K Rudge left the meeting]

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

a) To receive any updates and consider actions

Noted that the damaged trade waste bin has been replaced Littlehands and the Wardens will lock the bin.

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

The five councillor positions have been filled. Public involvement has been advertised. The project will need to go out to tender so a plan/proposal will be needed. Cllrs on the working party to have a preliminary meeting to discuss the project.

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

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 21 January 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
0				
1	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the bin and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. Dog bins installed. ACTION: Assistant Clerk to source supplier of inner baskets. Ongoing	CL
2	Salt bin on Vicarage Close	DB	Lid broken. CL requested replacement from Highways - monitor	CL
3	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Ongoing	CL
4	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench. NOTE - dedication plaque on bench which needs to be preserved. Various options discussed. ACTION: Assistant to the Clerk to seek quote from engineer for straightening metal work. Wardens to source hardwood to make repairs. Ongoing - wardens to progress when they can work together again	Wardens
5	Pavilion	KR	Boot scrapper to be repaired. ACTION: Wardens to repair	Wardens
6	Overgrown hedges -	Resident	5 Rupert Neve Close and 26 Water Lane - wardens to inspect and advise. CL has written to residents. Monitor	Wardens
7	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". JT to advise resident. Clerk to forward email from Highways to JT Referred to Futures WP to progress	JT
8	Salt bin on car park	JH	Contents thrown around the car park. Should we install a padlock on the bin? No padlock to be installed at this time. Monitor	CL
9	Gutters on Hub	GC	Leaves to be cleared. CL to obtain quotes	Wardens
10	Allotments	Wardens	Bonfire pile to rear of allotments to be cleared. CL to obtain quote.	CL
11	Pavilion - damaged roof tiles	Wardens	A few tiles damaged on the roof - SM to obtain quotes	SM
12	Leaves on footpath and road on New Rd	Resident	Leaves on road and footpath. SM to report to South Cambs and request road sweeping	SM

MA093/20

New Maintenance Issues: To consider Maintenance issues arising since last meeting

Car park gullies need clearing. Quotes to be obtained.

A member noted a large tree with low branches outside 34a Orchard Road.

ACTION: Assistant to the Clerk to write requesting the tree is cut back.

MA094/20

To note date of next meeting: 18 February 2021

The meeting closed at 11:25am