

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

A meeting of this Committee was held on Thursday, 22 April at 09:30 via Zoom link
<https://zoom.us/j/97503993330>

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

In attendance: Claire Littlewood (Parish Clerk), Sophie Marriage (Assistant to the Parish Clerk), K Rudge, M Brierley, T Stebbing, M Sherwen

Absent: Cllr Cowley

MA127/20 To receive and approve apologies for absence

Apologies were received from Dennis Bartle and Les Brierley

MA128/20 To receive any Declarations of Interest and Dispensations

None received

MA129/20 To approve the minutes of the Maintenance Committee Meeting held on 18 March 2021

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting on 18 March 2021 as an accurate record.

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

MA130/20 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.

MA131/20 Finance Matters:

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

It was noted that the Committee's budget was underspent for the year. The following items were identified to be carried forward to the next financial year:

- Pavilion external redecoration : £2,000
- Highways – brown tourist sign for Stockbridge Meadows : £200

- b) To consider insurance renewal for the parish van

It was:

RESOLVED to accept the quotation from Came and Co for insurance renewal for the parish van in the sum of £508.36.

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

MA132/20 Conservation Matters:

- a) To receive the EA Monthly situation report for March 2021

The report was received.

- b) To receive a report on Stockbridge Meadows

Noted that a tree was blown down in strong winds – has been secured. Also poles by the river bank that had been moved were replaced. Noted an increase in dog fouling. Also path by the boardwalk has become more established. Discussion with regard to planting new trees.
ACTION: Clerk to provide a copy of the original ecological survey report to M Brierley for information.

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

Chair noted that the grant application was in progress and a report would be made once the application was submitted.

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

Signed: Dated:

Page 126

RMRG hope to resume activities when restrictions are reduced after 17 May.

- e) To consider approving a quote from Argenta Tree Surveys for tree inspections

It was:

RESOLVED to accept the quote from Argenta Tree Surveys in the sum of £624.10 for tree inspections in the village.

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

ACTION: Clerk to ask Ian Lorman if M Brierley can attend when the inspections are carried out in Stockbridge Meadows.

- f) To discuss projects eligible for Zero Carbon Community Fund grants

Noted there may be opportunities to apply for funding for projects including tree planting.

ACTION: Clerk to find out more details of workshop with a view to Cllr Travis and the Clerk attending.

- g) To consider a memorial seat in Stockbridge Meadow

Noted that the proposal to fund a memorial seat for Rosemary Gatward was discussed by full Council in February 2020. A young oak tree in Stockbridge Meadow has been identified as a suitable location. It was noted that the area would require some preparation for installation of a seat and to create a path. **ACTION:** Assistant to Clerk to look for more hardwood seating options for further consideration.

- h) To note a donation for trees and consider locations for planting

Noted a generous donation of £500 from a resident to plant trees in the village. The resident had suggested along Cambridge Road. Noted that County Highway's permission would be required. Discussion with regard to ongoing maintenance to ensure success of young trees. Also noted the possibility of new trees for Stockbridge Meadow. Wardens to contact the resident with regard to heritage fruit trees he has offered to donate from his garden – to be replanted in the autumn. To be considered further.

ACTION: Clerk to seek advice from Highways authority with regard to planting trees along Cambridge Road.

- i) To receive any other updates and consider actions

Nothing to discuss.

MA133/20 Allotment Matters:

- a) To receive any updates and consider actions

Wardens reported that the bonfire heap has been cleared.

MA134/20 Governance Matters:

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

The inspection reports were received.

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

Noted that offensive graffiti on the road at The Cross had been reported and removed by the District Council Environmental Team. **ACTION:** Clerk to report the graffiti to the police.

T Stebbing updated the meeting on fly tipping.

Noted that damaged lamppost in the car park still requires repair. **ACTION:** TS to see if he has a key for the control plate.

- c) To receive any other updates and consider actions

Nothing to discuss.

MA135/20 Cemetery Matters:

- a) To consider approving a quotation for emptying the soil store at New Road Cemetery

It was:

RESOLVED to accept the quote from Herts & Cambs Ground Maintenance in the sum of £420 + VAT.

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

- b) To consider an update with regard to trees at New Road Cemetery
Discussion with regard to failed trees. Wardens to monitor. Noted that Himalayan Birch needs replacing. Further discussions in the autumn with a view to replacing.
- c) To consider a proposal for a wild flower area in New Road Cemetery
A member suggested a wild flower area to the west of the mound. Noted that this would require maintenance and existing grass needs to be weakened for wild flowers to establish. Suggested that grass cutting should be reduced to allow existing wild flowers to flourish naturally.
- d) To receive any other updates and consider actions
Noted that Valuations Office have requested information with regard to expected future use of both cemeteries. **ACTION:** Clerk to follow up with M Sherwen for information on New Road.

MA136/20 Village Maintenance Matters:

- a) To consider a quotation for repairs to the Parish clock
It was:
RESOLVED to request Smiths of Derby to carry out the repairs detailed in their email of 1 April in the sum of £717.00.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.
ACTION: Clerk to follow up with local business who have very generously offered to donate towards this repair.
- b) To consider quotations for relocation of boulders in Clear Crescent play area
Two quotes were considered. Discussion with regard to necessity for this work. Noted that RoSPA inspections confirm that the boulders are considered low risk. Noted that no further complaints had been received. No further action to be taken at this time.
- c) To consider quotations for tree work in Beechwood Avenue
ACTION: Assistant to Clerk to request Shires update their quote to lift canopy 3 meters above footpath and 5 meters above the road. Updated quotes to be considered at next meeting.
- d) To receive an update on litter picking volunteers
Noted that volunteer litterpickers have been provided with equipment from the parish office. A suggestion has been received to arrange a village litterpick. Suggestion that Keep Britain Tidy campaign would be able to provide risk assessments and advice on organising safe litterpicks.
ACTION: M Brierley to contact Keep Britain Tidy group and copy Clerk in.
- e) To receive any other updates and consider actions
Noted that the gulley on the car park has been cleared.
Awaiting updated quote from Willards including replacement fencing at 83 High Street.

MA137/20 Pavilion Matters:

- a) To receive an update on resumption of football training and matches
Noted that teams are permitted limited access to the pavilion. Post match cleaning being arranged through the parish office. MVC will be moving out after May half term. No additional pitch maintenance costs for extending use of pitches until end of June. **ACTION:** Assistant to Clerk to send list of fixtures to Cllr Clark.
- b) To receive any other updates and consider actions
Noted that Asgard storage shed would be delivered and installed first week of June.
Lock on veranda has been repaired.

MA138/20 Littlehands Matters:

- a) To receive any updates and consider actions

Discussion with regard to Legionella testing and monitoring. To be discussed further.
Discussion with regard to drains. Survey of drains required before further progress can be made. **ACTION:** Assistant to Clerk to obtain quotes for survey of the drains from Littlehands out to the main road.

MA139/20 Melbourn Play Parks Working Party:

- a) To receive any updates and consider actions.

Verbal report back following inaugural meeting. **ACTION:** Assistant to Clerk to arrange next meeting.

[11:15 M Sherwen left the meeting]

Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 22 April 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO ?
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	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. Wardens to look at installing bin on concrete base.	CL
3	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. Work has started with help from Mr Phipps. Existing dedication plaque to be replaced in original position.	Wardens
4	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 Outside remit of Futures WP. Discuss appropriate wording and seek quotes for sign. ACTION: Assistant to the Clerk to chase quote for sign. Sign has been ordered from Unlimited Logos - awaiting delivery	SM
5	Cambridge Road	TS	Increase of litter from Hot Numbers - Parish Office to write raising the issue of litter. HN responded positively to our request with a litter pick. ACTION: Assistant to Clerk to write suggesting that they may wish to sponsor an additional bin. To be monitored - issue may be resolved when HN's customer are able to eat/drink in the garden. Monitor	SM

6	Verge Rose Lane - damaged by delivery driver	DB	Make committee aware and monitor the situation. Rose Lane resident has reported the damage. Parish Office to follow up if no response is received. ACTION: Clerk to check when Dennis if the repairs have been done.	CL
7	Cnr Medcalf and Palmers Way	DB	Parked cars obstructing corner and causing cars on the grass. Reported to Highways - response from John Obrien - <i>'If cars are parking on this junction which is a Give way junction that is illegal, I would ask the police to intervene, I do not think we would get double yellow lines installed there, enforcement would be an issue, you could put in a bid for posts on the corner to stop vehicles cutting the corner.'</i> Noted that cars are parked illegally but there is no resident parking available. ACTION: Parish Office to contact Highways . <i>Highways have indicated Parish could pick this up as LHI. Commented that posts would be more effective. Need to address the parking issue.</i> Further discussion. Enforcing parking restrictions outside the remit of the Parish Council. No further action	SM
8	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. ACTION: Clerk to follow up with Highways	CL
9	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. Wardens to get plate key from TS	Wardens
10	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. ACTION: SM to order paint	Wardens
11	Step at side of pavilion	Wardens	Slab is broken. ACTION: Assistant to Clerk to obtain quotes for repair	SM

MA141/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting
Nothing to report.

MA142/20 To note date of next meeting: 20 May 2021

The meeting closed at 11:15