

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

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 gully 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

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

A meeting of this Committee was held on Thursday, 18 March at 09:30 via Zoom link

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

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

Absent:

MA111/20 To receive and approve apologies for absence

Apologies received from Cllr Baker, T Stebbing and M Brierley

It was:

RESOLVED to accept apologies from Cllr Baker.

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

MA112/20 To receive any Declarations of Interest and Dispensations

None received

MA113/20 To approve the minutes of the Maintenance Committee Meeting held on 18 February 2021

It was:

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

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

MA114/20 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.

MA115/20 Finance Matters:

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

The report was noted.

- b) To consider purchase of a chain saw and associated PPE and training

The requirement to purchase a chainsaw and associated PPE and training was discussed. Noted that training is not available at this time. Also noted that there is no regular necessity for a chainsaw. In the circumstances, this item was deferred for further consideration. There will be no planned spend this financial year.

MA116/20 Conservation Matters:

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

The report was received.

- b) To receive a report on Stockbridge Meadows

The report was received. Noted that a new informal path has become established by the boardwalk. No action deemed necessary at this time. Bark chippings have been put down on the muddy pathways. Noted that there appears to be signs of badger activity in the area.

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

The report was received. Chair noted that information required for a grant application is now available. To be progressed.

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

Noted that no response yet received from The Bury.

- e) To receive an update on tree planting in the Millennium Copse

Take up has been very good. Three more trees to be planted this month. Wardens to update their map showing location of trees planted. The oak sign made by a resident has now been installed. Members noted that the sign is a wonderful addition to the area and expressed their gratitude which will be passed on to the resident by the Parish Office.

- f) To consider a request to plant a tree on The Cross

A request to plant a magnolia tree on The Cross had been received. Concern was expressed with regard to the precise location of the tree. **ACTION:** Clerk to contact the resident to advise that the request is under consideration and to discuss with the Chair how this proposal is investigated.

- g) To consider an update to the Community Orchard interpretation board design

The updated design was considered. Cllr Barnes was thanked for her work. Funding of the interpretation board is to be discussed by full Council on 22 March 2021.

It was:

RESOLVED to approve the design and recommend to full Council that the interpretation board be funded from s106 monies.

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

- h) To consider a request from the Freshwater Habitats Trust

The request was considered. **ACTION:** Clerk to respond confirming permission to take samples.

- i) To receive any other updates and consider actions

Nothing further to discuss.

MA117/20 Allotment Matters:

- a) To receive any updates and consider actions

Noted that hedges have been cut. There is currently a waiting list for allotments. Noted that dog walkers are using the parking spaces outside the allotments.

ACTIONS:

- Assistant to the Clerk to report the state of the track behind the allotments to Highways.
- Assistant to the Clerk to follow up with Shires to see when the bonfire heap is to be cleared.

MA118/20 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

Noted that a lamppost on the village car park appears to have been damaged.

Noted that people are climbing on to the container on the New Rec. Discussion with regard to possibility of using anti-climb paint to prevent this.

ACTIONS:

- Wardens to see if they can repair the lamppost.
- Assistant to the Clerk to add bonfire in the old orchard to the spreadsheet.
- Clerk to contact Dynamos to request that they remove the unused goalposts to prevent people using these to access the roof of the container.
- Wardens to see how much anti-climb paint they have available.
- Clerk to check who owns the container.

- c) To consider requests to permit use of football pitches beyond the end of the season

ACTION: Clerk to establish if there would be a cost implication (pitch marking and maintenance) by extending use of the New and Old Rec until end June 2021.

- d) To receive any other updates and consider actions

Update with regard to boulders on Clear Crescent play area. Awaiting quotes for possible relocation of boulders. To be discussed when quotes received.

MA119/20 Cemetery Matters:

- a) To receive any other updates and consider actions

ACTION: Clerk to obtain quote for emptying soil store.

MA120/20 Village Maintenance Matters:

- a) To receive an update on gulley clearance

Update received with regard to gulley clearance. Work is ongoing. Chair noted thanks to Tim Stebbing for his efforts in getting this work done. Noted that County Cllr van de Ven hopes this work will be done as part of County's regular maintenance in future.

ACTION: Clerk to contact contractor to see if they can clear the gulley on the village car park while they are in the village.

- b) To consider a quotation for pest control on the Old Rec

Noted there is evidence of moles on the Old Rec.

It was:

RESOLVED to approve the quote from The Pest Company for £130 + £60 per capture.

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

- c) To consider quotations for safety sign outside Clear Crescent play area

Only one quote received to date.

It was:

RESOLVED to give delegated authority to the Clerk to approve expenditure up to £210 + VAT on signage for outside the play area at Clear Crescent.

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

ACTION: Clerk to write to resident who originally raised concern to advise of the action to be taken.

- d) To receive any other updates and consider actions

MA121/20 Pavilion Matters:

- a) To consider the Legionella Risk Assessment

Recommendations contained in 4i report were considered. Routine inspections and actions can be carried out by wardens.

ACTIONS:

- Assistant to the Clerk to prepare a monitoring sheet.
- Assistant to Clerk to check if Hub thermometer is available for use at the Pavilion.
- Clerk to check terms of the Lease with Littlehands to establish who has responsibility for Legionella testing.

- b) To consider a quotation from Shelford Heating

Noted that system is not sufficiently heating water to satisfy Legionella requirements.

It was:

RESOLVED to accept the quote from Shelford Heating in the sum of £369 + VAT.

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

- c) To receive any other updates and consider actions

Noted that MVC has advised that they would not require use of the Pavilion after May half term 2021.

Noted that one of the locks on the veranda requires repair. **ACTION:** Wardens to investigate options to make the door safe.

MA122/20 Littlehands Matters: To receive any updates and consider actions

- a) To receive an update and consider quotations for inspection of the drains at Littlehands

Discussion with regard to work required to drains. Quotes for CCTV inspections have been obtained but may not be required. An earlier inspection had highlighted a problem with the fall on the drains. Options were discussed including correcting the fall on the drain and also possibility of installing a septic tank. Further investigations required to obtain an idea of cost as the works may need to be precepted.

ACTIONS:

- Parish office to obtain quotes to rectify fall on drains and installation of septic tank.
- Maintenance Committee to provide clear specification as to the works required.

b) To receive any updates and consider actions

Nothing further to discuss.

MA123/20 To receive an update from the Melbourn Play Parks Working Party

Initial meeting to be arranged. One member of the public has expressed an interest so far in joining the WP.

MA124/20 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 March 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	Salt bin on Vicarage Close	DB	Lid broken. Highways advised we must replace at our cost (£140 + VAT). Wardens to repair	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. 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
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 now they can work together. Ongoing	Wardens
5	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. Discussed at MA120/20c)	SM

6	Leaves on footpath and road on New Rd	Resident	Leaves on road and footpath. SM to report to South Cambs and request road sweeping. Awaiting date for road sweeper in the village ACTION: Assistant to the Clerk to follow with SCDC - they had indicated road sweepers would be in the village between 1 - 14 February. No visit has yet taken place. SCDC Road sweeper was in the village early March.	SM
7	Tree cnr Beechwood and Maple Way	TS	Quotes required for lifting ACTION: Assistant to the Clerk to obtain quotes - quotes outstanding	SM
8	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	SM
9	Tree work on Orchard Rd opposite Orchard Gate	Resident	ACTION: CL to obtain quotes for work. Quotes requested Shires and Acacia to inspect. For consideration at full Council on 22/3	CL
10	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. Ongoing	CL
11	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 with suggestion as to installation of matting or blocks which will protect the verge	SM
12	Path on Cambridge Road (between Armingford & Russett)	Resident	Grass encroaching onto footpath - needs trimming back. Wardens have inspected. Path is not obstructed.	Wardens
13	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	CL
14	Car park bus shelter	Resident	Graffiti - wardens will paint over	Wardens

MA125/20 New Maintenance Issues: To consider Maintenance issues arising since last meeting

A member noted damage to a tree at Chalkhill Barrow. Assistant to the Clerk confirmed that this had been reported to Highways.

A member queried progress with regard to a bus shelter over the bench on Cambridge Road. Clerk reported that two new bus shelters on either side of Cambridge Road would be installed as part of the s106 agreement for TTP expansion.

Chair noted that Grounds Maintenance Contracts would be sent out for tender by end of March - new contracts to be awarded by end of April.

MA126/20 To note date of next meeting: 15 April 2021

The meeting ended at 11:26

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

EDGE Code		Budget 2020/21	Actual to date (31/03/21)	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	230		370	Sign for asbestos bin; hedge cutting
1100	Conservation - Christmas tree and plants for tubs	350	295	18	37	Christmas Tree, new lights and Tree Recycling Sign
1100	Conservation - tree survey and tree works	6,500	6,115		385	Emergency tree work to willow and ash trees - rec and opposite science park, repair fencing The Moor. Extra tree work re ivy, tree works on recreation ground
1100	Conservation - unplanned	500	1,528	780	(1,808)	Unplanned - refurbish gate at Ash Grove; committed £2,070 Worcester Way fencing (overspend agreed by MPC 26/10/20)
1150	Stockbridge Meadows - path cutting	120	70		50	
1150	Stockbridge Meadows - unplanned	500	123		377	Signs & matting for repair to river bank
		9,070	8,861	798	(589)	
	<u>Cemeteries</u>					
2000	Orchard Road - unplanned	100	2,320		(2,220)	Hedge Reduction £1,940 - ORC - unbudgeted (approved MPC 17/12/20) + moss removal/path cleaning £380
2000	New Road - tree & hedge work, soil store	500			500	
2000	New Road - pest control	400			400	
2000	New Road - unplanned	200	50		151	Turf
2000	New Road - headstone bases and installation	2,600	2,110		490	Installation of 26 headstone bases and 4 blocks of bases for cremated remains at NRC (bal to be spent on moss removal)
		3,800	4,480	-	(680)	
	<u>Play Areas, Recreation Grounds & Pavilion</u>					
3000	Playground - ROSPA	225	214	-	11	
3000	Playground - play area maintenance, equipment repair/renewals	1,500	840		660	Replacement dog bins + £360 for paths and edging Clear Crescent (note this heading is for equipt maint)
3200	Recreation Ground - pest treatment	600		130	470	
3200	Recreation Ground - unplanned	500	500		-	£500 Clear Crescent hedge reduction (part)
3400	Pavilion - maintenance (sanitary disposal, septic tank, cleaning materials)	550	365		185	Sanitary disposal (£266); cleaning mats
3400	Pavilion - legionella assessment	220	298		(78)	
3400	Pavilion - maintenance (PAT testing, boiler service/repairs, fire alarm service)	600	348		252	Fire extinguisher service £49, PAT tests £48 and boiler service/repairs
3400	Pavilion - unplanned repairs & renewals	800	210		590	Spare keys, deep cleaning, guttering, lockshield for o/s tap
3400	Pavilion - external redecoration	2,000			2,000	Ring-fence and carry forward to 2021/22 if not done this yr
		6,995	2,776	130	4,089	
	<u>Finance & General Purpose</u>					
4300/2	Wardens' materials	500	227	113	160	
4300/3	Wardens' equipment (chainsaw and training)	1,000	258		742	Chainsaw & training will not happen 2020/21. Ringfence and carry forward £500?
4300/4	Parish Van expenses (insurance, MOT, road tax, repairs and fuel)	1,400	1,095	49	256	Insurance £504; MOT and repairs £147
4900	Parish Clock	200	343		(143)	Call out to repair fault (overspend approved MPC 26/10/20)
7100	Car park workshop - PAT testing	100	30		70	
7100	Car park - unplanned	500	246		254	Car park CCTV upgrade
		3,700	2,199	162	1,339	
	<u>Highways</u>					
8000	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	195		805	Gate sign; emergency drain clean £450
9000	Rental Property - anti-vandalsim measures	2,000	1,147		853	Barley Maint - security wall, refurb door and step.
		3,450	1,792	-	1,658	
	Total Maintenance (excluding grounds maintenance contracts)	27,215	20,107	1,090	6,018	
	<u>Grounds Maintenance Contracts</u>					
1200	Grass cutting contract - verges/Hub etc	7,470	7,470		-	

1200	Grass cutting contract - extra cuts x 2	1,120		300	820	
1300	Public Open Space - maintenance (£460 per month)	5,520	5,520		-	
1300	Public Open Space - additional work	1,480	1,475		5	Extra cut open areas (April?); hedge work Clear Crescent (£1,095 - bal from Rec Ground unplanned: £1,595 total); £80 cut corner Rose Ln
2100	Cemeteries (£405.83 x 12)	4,870	4,870		0	
2100	Cemeteries - extra cuts x 3	630		360	270	
3200	Recreation Grounds (currently £755 per month but may change)	9,060	9,060		-	
3200	Recreation Grounds - extra cuts x 4	540	130		410	Extra cut old and new rec grounds (April?)
		30,690	28,525	660	1,505	
9600	Community Benefit (memo only - not precepted)					
	Community Benefit Donations - Cemetery Tree Planting (New Rd)	1,000			1,000	Agreed by MPC to write this back to community benefit balance - Nov 2020. Not needed
		1,000	-	-	1,000	

2700 potential expenditure to be carried forward to 2021/22

Overall underspend on Maintenance 2020/21 (excluding staff costs)	7,523
Underspend excluding potential carry forward items	4,823
Underspend % (excluding potential carry forward items)	8%

Conservation - Emergency tree works carried out have cost £3,900 (approved by MPC). An additional £1,250 has been spent on trees on the rec ground.

Conservation - Replacement fencing at Worcester Way play area - this was unbudgeted and cost £2,070 (overspend agreed by MPC 26th Oct 2020). This budget heading was overspent.

Cemeteries - hedge reduction was unbudgeted and agreed by MPC (17/12/20). Although there were cost savings in other parts of this budget heading, overall it was overspent in 2020/21.

Play Areas, Recreation Ground & Pavilion - there has been unbudgeted work carried out on Clear Crescent play area (£500 approved) but there were underspends on equipt. maintenance, pest control and unplanned maintenance.

Overall this budget heading was underspent. The £2,000 Pavilion re-decoration budget may be ring-fenced and carried forward to next year (subject to approval).

Wardens' Equipment - there are cost savings for this budget as the chainsaw purchase and training will not take place this year. This could potentially be ring-fenced and carried forward to next year.

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

Rental Property - there were budget underspends for unplanned maintenance and anti-vandalism works this year.

Public Open Space works - hedge reduction at Clear Crescent £1,595 (approved by MPC on 1/01/21) and taken from Recreation Ground unplanned (£500) plus public open spaces additional works (£1,095)

Other Grounds Maintenance contracts - fewer extra cuts included in the budget were needed this year. This depends on the weather.

Pavilion cleaning - there are approx £1,360 cost savings from Pavilion Cleaner budget although extra costs have been incurred on utilities from use by MVC. This has been more than offset via rental income

Litter picking - there are cost saving against this budget of aprox £1,800 as the initial budget was too high. The budget has been reduced for 2021/22

Does the Maintenance Committee wish to carry forward any unspent items to next year - suggested £2,700 (Pavilion exterior £2,000, chainsaw/training £500, brown hghways signs £200)

Renewal Quotation Countrywise Motor Insurance



Policy number	AGRI/105790/2020	Broker name	Arthur J. Gallagher (Guildford)
Date of issue	23 Mar 2021	Current policy expiry	22 Apr 2021

Policyholder

Name of Company	MELBOURN PARISH COUNCIL
Trading Name	
Address	30 High Street Melbourn Royston Hertfordshire SG8 6DZ

Thank you for insuring with MS Amlin.

Your current motor policy is due to expire at the above date and we are pleased to offer you an invitation to renew your policy.

The following pages contain a statement of the facts we hold about your insurance requirements, which you should read carefully, together with our renewal quotation.

It is important for you to be aware that there are no days of grace allowed under your existing policy and you will need to provide your broker with your confirmation should you wish to take up this offer to renew, prior to the expiry of your current MS Amlin policy. Failure to instruct renewal prior to the expiry date will cause your cover to stop.

Important: Cover will not begin until MS Amlin confirms acceptance, which shall include a confirmation schedule and the issue of your new certificate(s) of insurance

Your right to seek alternative insurance

You have been with us a number of years. You may be able to get the insurance cover you want at a better price if you shop around.

We strive to provide the right insurance cover based on your needs, whilst offering a high level of service to our Policyholders. It is important to remember that insurance products vary in terms and cover limits and this is something that you should consider when comparing prices.

Your current and renewal premium shown below is based on the annualised premium, which may have increased or reduced depending upon a number of factors, such as any change in Insurance premium Tax (IPT) imposed by the Government and any changes you may have made to your policy during the previous period of insurance, for example: a change of address, a change of drivers, a change of vehicles, all of which could affect your premium.

Whether or not you chose to shop around, please do check your policy documents to ensure that your insurance cover still meets your needs. If you have any questions or concerns, please contact your broker.

Premium

	Premium (excluding Insurance Premium Tax)	Insurance Premium Tax	Total including Insurance Premium Tax
Expiring premium	£ 450.01	£ 54.00	£ 504.01
Renewal (premium required)	£ 453.89	£ 54.47	£ 508.36



MS Amlin Insurance SE

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MS Amlin

Renewal Quotation Countrywise Motor Insurance



Quotation number	RQ-1W7HV	Broker name	Arthur J. Gallagher (Guildford)
Date of issue	23 Mar 2021	Quotation is valid for 45 days	

Important - This quotation is:

- issued for an annual policy
- a summary of the cover we are quoting
- subject to no change in the information provided to us when obtaining this quotation
- subject to no incidents which might lead to a claim occurring before inception
- subject to the terms of our current standard Countrywise Motor Insurance policy, a copy of which is available on request
- subject to the receipt of Claims history and No Claim Discount entitlement plus any other document requested by us within 30 days of inception.

Important: Cover will not begin until MS Amlin confirms acceptance.

Proposer (who will be stated as the "Policyholder" if you proceed with this quotation)

Name of Company	MELBOURN PARISH COUNCIL
Trading Name	
Address	30 High Street Melbourn Royston Hertfordshire SG8 6DZ
Agricultural Occupation	Parish Council
Other Occupation(s)	None

Premium

Premium (excluding Insurance Premium Tax)	£ 453.89
Insurance Premium Tax	£ 54.47
Total Premium including Insurance premium Tax	£ 508.36

Insured Vehicles

Commercial Vehicles

Registration	Make / Model	GVW (tons)	Year	Value	Cover	Premium (ex IPT)
HY03 KVV	VAUXHALL ASTRA ENVOY DTI	0T - 3.50T	2003	£ 1,500	Comprehensive	£ 453.90

Trailers / Implements

The MS Amlin policy covers Trailers / Implements that are attached to a vehicle listed above and continues to do so once detached until such time the Trailer / Implement is attached to another vehicle, subject to

- the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the Trailer / Implement is (or was last) attached to and
- Catering trailers, Caravans and Mobile Homes plus any trailer / Implement valued in excess of £100,000 are excluded, unless specified below



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Renewal Quotation

Countrywise Motor Insurance



Permitted Drivers

Registration / Identification	Permitted Drivers (subject holding correct licence type)
HY03 KVV	Any driver aged over 25

Policy Excess

The following shows the amount of excess payable by the proposer in the event of a claim for loss of or damage to the insured vehicle.

Where more than 1 excess applies these should be added together

Policy excess

Standard excess (including Voluntary)	£ 100
---------------------------------------	-------

Young & inexperienced driver excess (does not apply to Agricultural/ Special type vehicles)

Where driver is aged 21 years or below	£ 250
Where driver is aged 22-24 years	£ 200
Where a driver aged 25 years or more has not held their full relevant UK/EU driving license at least 12 months	£ 200

Glass excess (in total)

Agricultural / Special Types

Repair of Windscreen & Window Glass	£ 0
Replacement of Windscreen & Window Glass	£ 50

All other Vehicle Types

Repair of Windscreen & Window Glass	£ 0
Replacement of Windscreen & Window Glass (approved repairer)	£ 50
Replacement of Windscreen & Window Glass (non approved repairer)	£ 125



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Renewal Quotation Countrywise Motor Insurance



Use of Insured Vehicles

1. Permitted use

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance
- Agricultural and/or Forestry contracting where the amount of income that is derived from this use is no more than 10%

2. Excluded use - Unless shown in section 3. below as an Additional use extension, the following use is not covered

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade
- Third party liability is excluded where a vehicle, trailer or implement is being used outside of the public highway.

3. Additional use extension

Driver Name	Vehicles
Use in the ordinary course of their occupation/trade	
Carriage of any horse, animal and/or other living creature for hire and/or reward	

Endorsements

The standard insurance cover provided by this policy is extended or restricted by means of the following endorsements.

P06 - Fleet Rated

The General Term "No Claim Discount" and "Protected No Claim Discount (PNCD)" are deleted
all other terms, conditions and warranties apply



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Renewal Quotation Countrywise Motor Insurance



Important Notices

Policy changes

Changes to this policy are only valid from the time that MS Amlin confirms acceptance.

Privacy Notice

Your information has been, or will be, collected or received by MS Amlin. We will manage personal data in accordance with data protection law and data protection principles. We require personal data in order to provide good-quality insurance and ancillary services and will collect the personal data required to do this. This may be personal information such as name, address, contact details, identification details, financial information and risk details.

The full Data Privacy Notice can be found on www.msamlin.com/en/site-services/data-privacy-notice.html.

A paper copy of the Data Privacy Notice can be obtained by contacting the Data Protection Officer by email (dataprotectionofficer@msamlin.com) or at the below address:

Data Protection Officer
MS Amlin Insurance SE (UK Branch)
The Leadenhall Building, 122 Leadenhall Street, London EC3V 4AG

Fraud prevention

MS Amlin may pass information to the Claims and Underwriting Exchange register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti-Fraud and Theft Register, run by the Association of British Insurers (ABI). The aim is to help us check information provided and also to prevent fraudulent claims. When dealing with your request for insurance, we may search these registers. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may give rise to a claim. When you tell us about an incident, we will pass information relating to it to the registers.

Financial Services Compensation Scheme

MS Amlin Insurance SE (UK Branch) is covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we are unable to meet our obligations to you under this policy. If you are entitled to compensation under the Scheme the level and the extent of the compensation would depend on the type of business and the circumstances of the claim. Further information is available from the FSCS.

Financial Services Compensation Services
10th Floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU

Website address: www.fscs.org.uk

Motor Insurance Database

Following UK legislation which implemented the Fourth EU Motor Directive, all UK motor insurance details are now required to be held on a central database. This legislation places an obligation upon you to ensure that the information stored on this database remains accurate and current at all times. Consequently any delay or failure to update your records may cause you to be in breach of this legislation which is a punishable offence.



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MS Amlin

Monthly Water Situation Report

East of England

Summary – March 2021

East Anglia received 77% of the long term average rainfall in March which is in the normal category. Soil moisture deficits has increased and ended the month with an average SMD of 15mm with monthly mean river flows ranging from normal to exceptionally high across the area. The groundwater levels have decreased at majority of the indicator sites and the reservoir levels at majority of the indicator sites are above their normal operating curve.

Rainfall

East Anglia as a whole received a total average rainfall of 35 mm, equivalent to 77% of the Long Term Average (LTA) which is in the lower part of the normal category. The majority of the rainfall fell in the first two weeks with a relatively dry weather towards the end of the month. There was slight variations of rainfall total across the catchments, with the lowest amount falling in the South Essex catchment which received a total of 23 mm (56% of LTA); and the highest amount falling in the Cam catchment which received a total of 37 mm rainfall (90% of the LTA). The 12 month rainfall surplus has increased to 706mm for the time of year.

Soil Moisture Deficit/Recharge

Soil Moisture Deficit (SMD) decreases during the first half of the month then began to increase towards the end of the month as the weather gets warmer. The SMD is fairly consistent across East Anglia in March with an average SMD of 15mm, which is classified as normal for the time of year.

River Flows

Monthly mean river flows has decreased at all the indicator sites in March, ranging from normal to exceptionally high flows across the area. The river flows in the North Norfolk catchments remains high with the River Burn at Burnham Overy, River Nar at Marham and River Heacham at Heacham reporting an exceptionally high flows. Further 10% of the indicator sites has reported above normal flow and 14% of the indicator sites reported notably high flows (out of the 21 indicator sites).

Groundwater Levels

The Groundwater level has started decreasing at majority of the indicator sites in respond to the increasing SMD and a normal amount of rainfall in the last two month. However, groundwater levels at all the indicator sites remain in the normal or higher category for the time of the year. Out of the 20 indicator sites 25% of the sites which are in the chalk aquifer have reported exceptionally high levels and 35% of indicator sites have reported notably high groundwater levels. There is one groundwater flood alerts that remain in place for Newmarket in March.

Reservoir Storage/Water Resource Zone Stocks

Reservoir storage levels have increased at all the indicator sites with the exception of Alton. Normal or higher storage levels are reported at majority of the indicator sites with the exception of Ardleigh which is reporting notably low storage level by the end of March. Reservoir levels at all sites are above their normal operating curves except at Ardleigh.

Environmental Impact

Groundwater support scheme operations have remained minimal in March. The Lodes-Granta groundwater support scheme has 1 of the 6 pumps operating, with no pumping taking place in the Rhee, Hiz and Thet-Little Ouse schemes.

Forward Look

Probabilistic ensemble projections for river flows at key sites

June 2021: There is a reduced probability of exceptionally low river flows at all the key sites with an increased probability of normal flows at majority of the key sites in June.

September 2021: There is a reduced probability of exceptionally low and notably low river flows at all the indicator sites with the exception of the River Gipping where the probability of all the flow categories are relatively as expected in September.

Probabilistic ensemble projections for groundwater levels in key aquifers

September 2021: There is greatly a reduce probability of below normal or lower groundwater levels at all the key sites, with a greatly increased probability of exceptionally high levels at Kenninghall in the Little Ouse chalk and a greatly increased probability of notably high level at Therfield Rectory in the North Herts chalk.

March 2022: There is a reduced probability of exceptionally low groundwater levels at all the key sites in March.

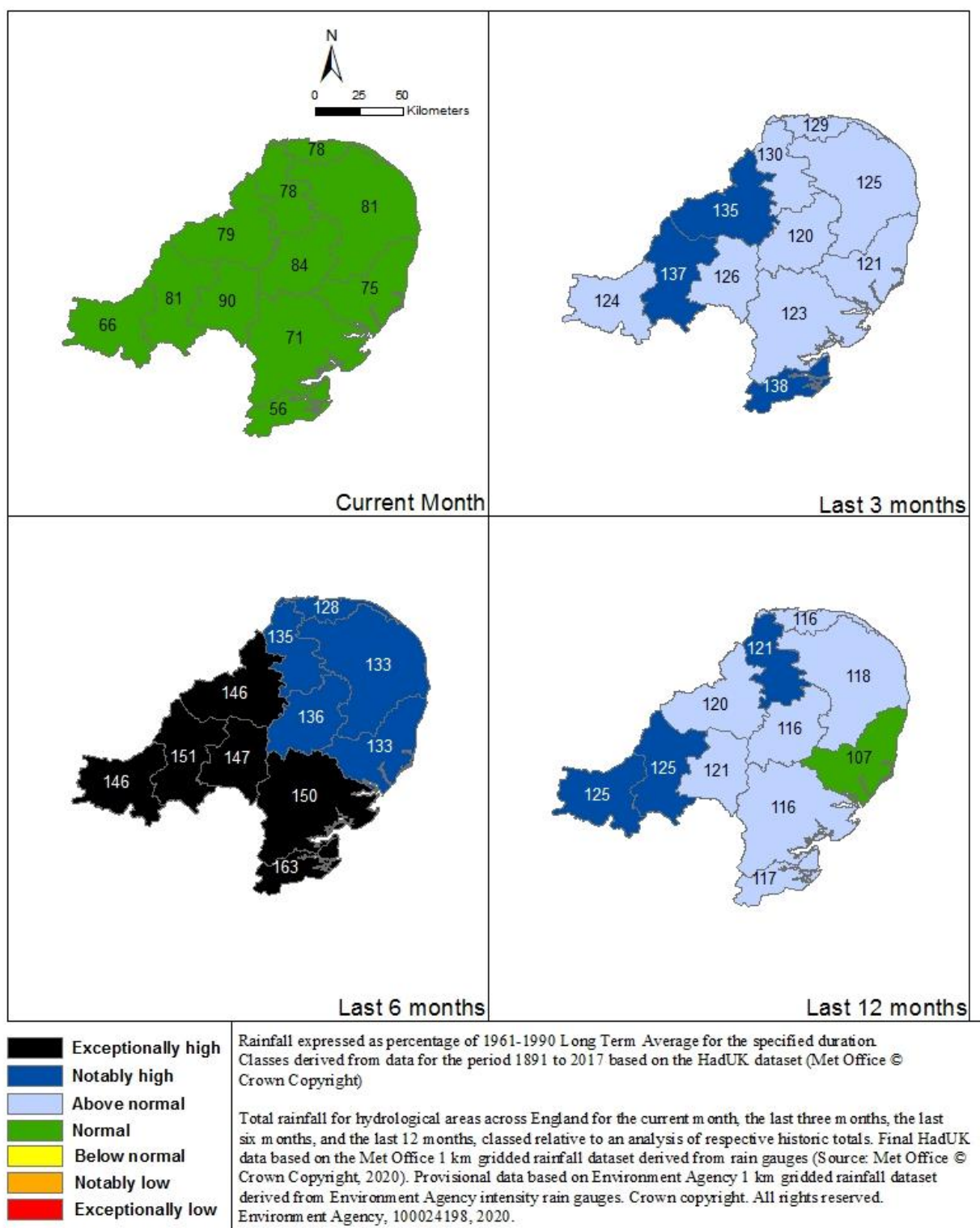
Author:

[Hydrology & Operations](#)

Contact details: 03708506506

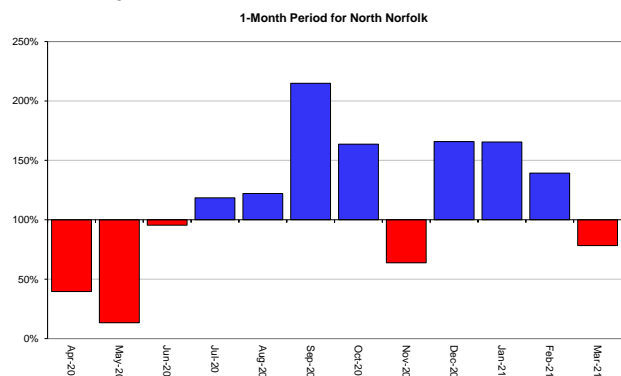
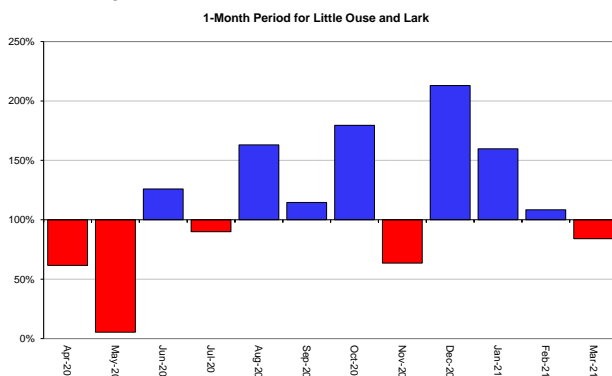
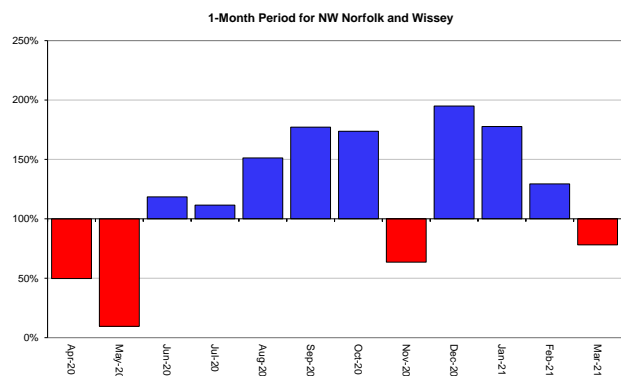
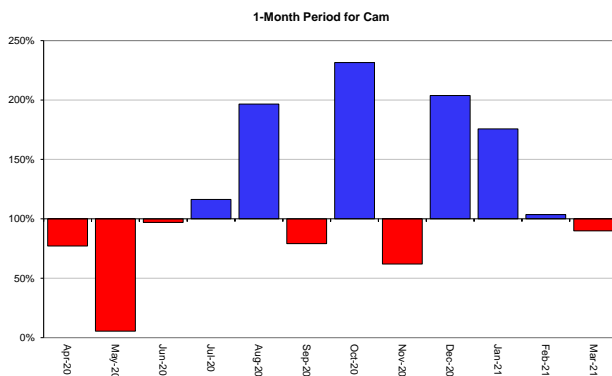
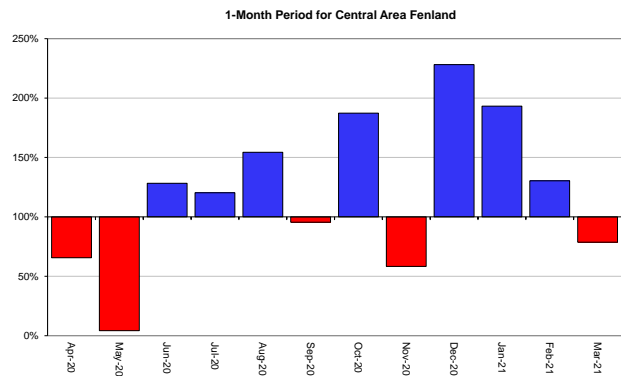
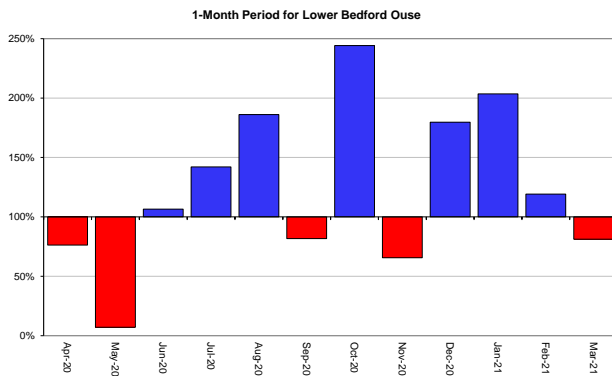
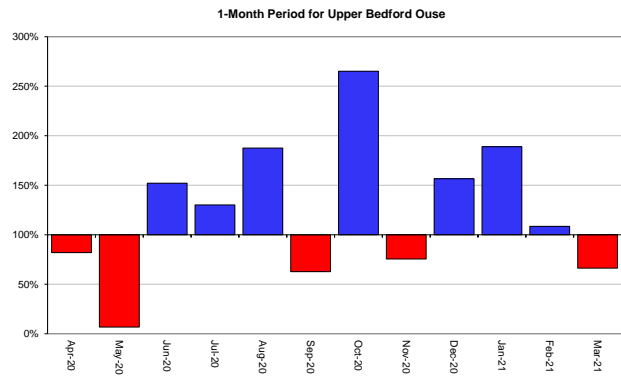
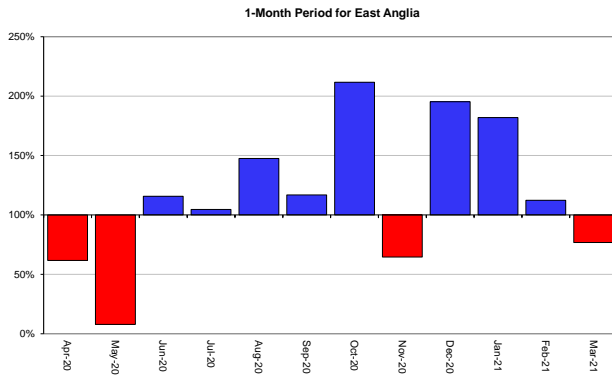
Rainfall

March 2021



Above average rainfall

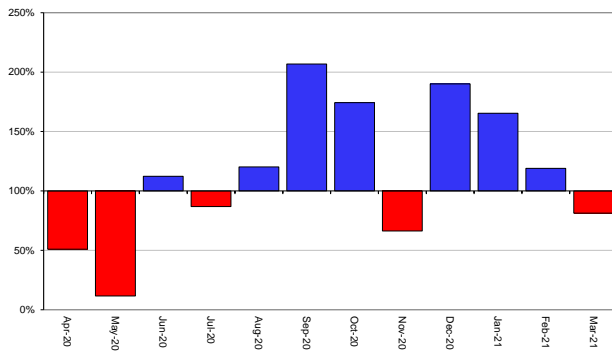
Below average rainfall



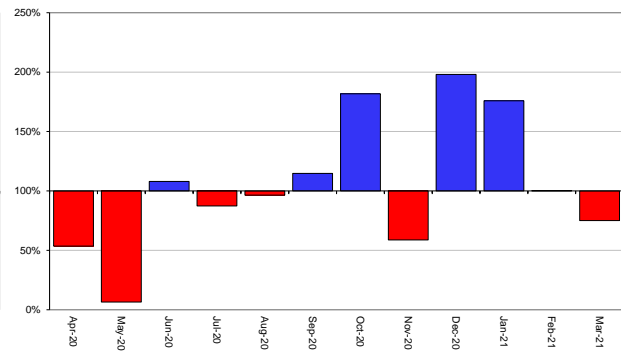
Above average rainfall

Below average rainfall

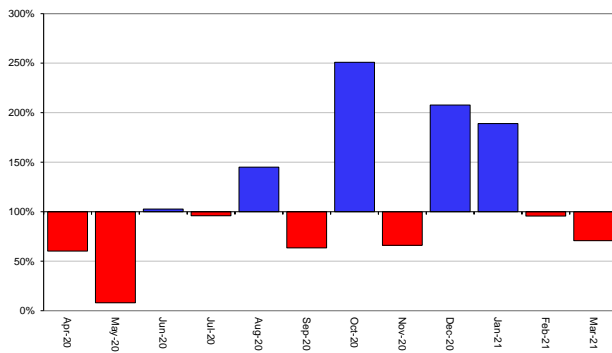
1-Month Period for Broadland Rivers



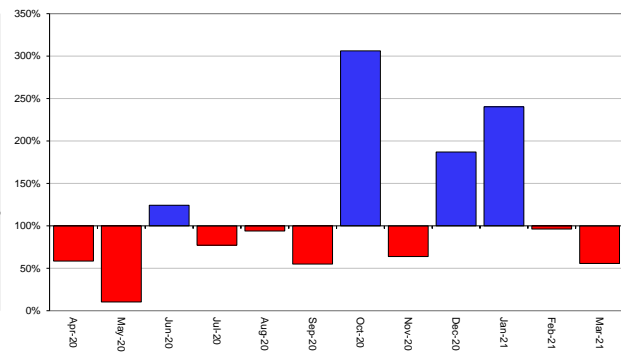
1-Month Period for East Suffolk



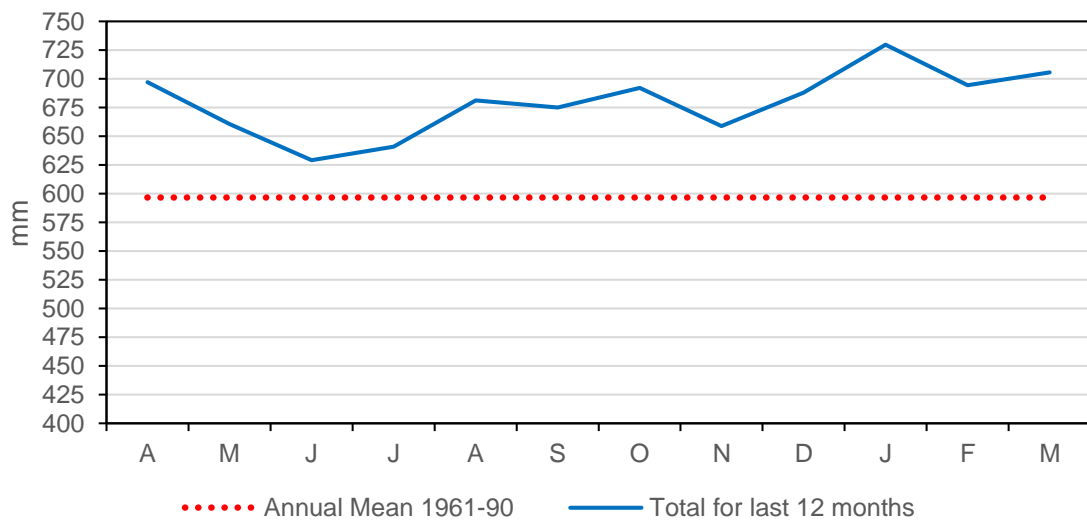
1-Month Period for North Essex



1-Month Period for South Essex



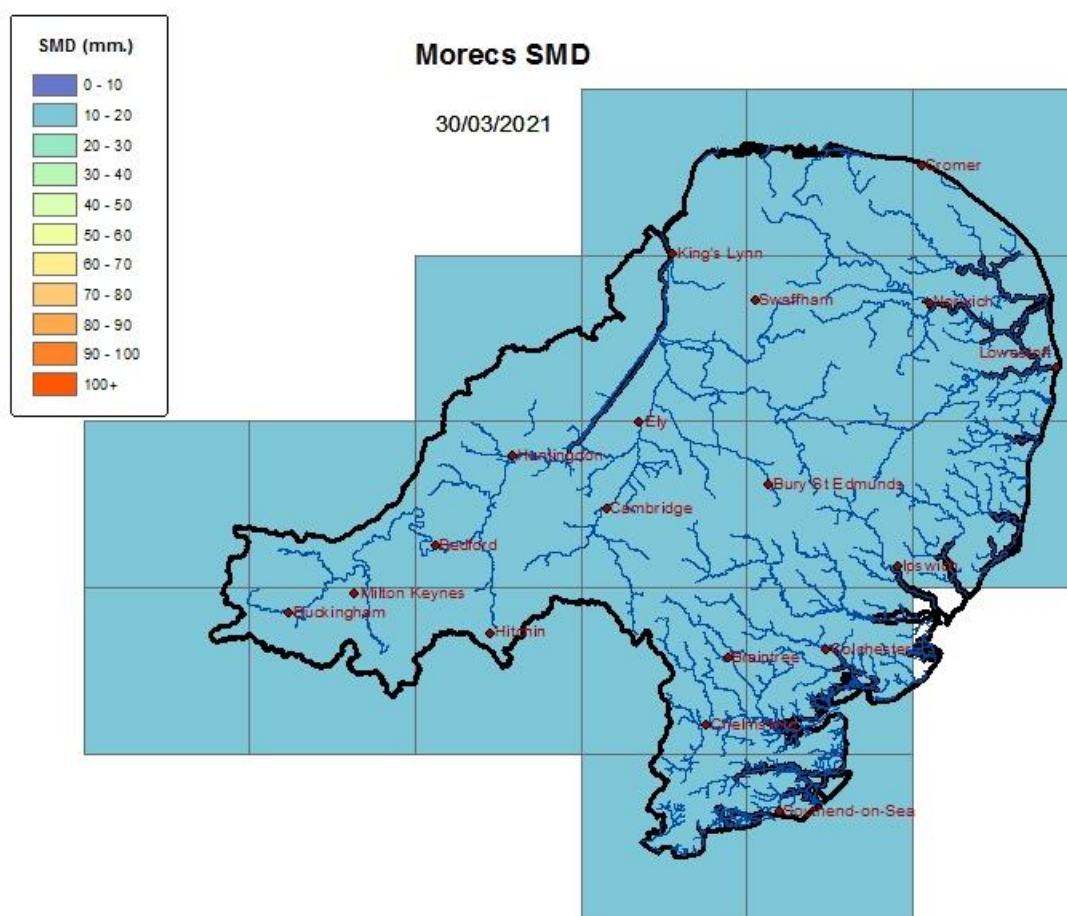
Monthly Rainfall Surplus/Deficit



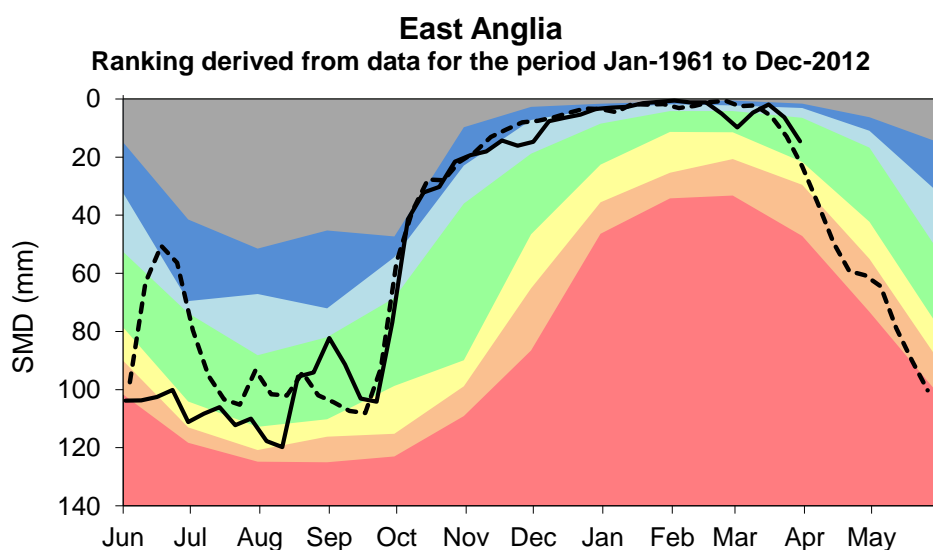
..... Annual Mean 1961-90

— Total for last 12 months

Soil Moisture Deficit

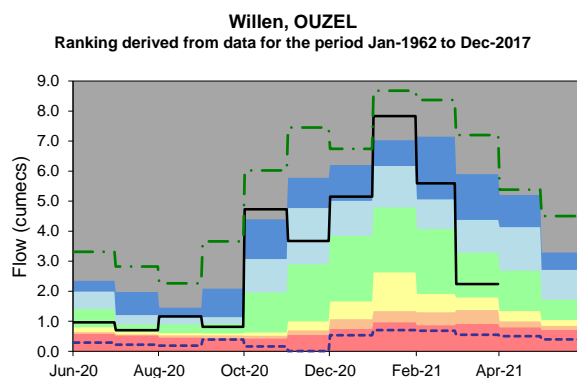
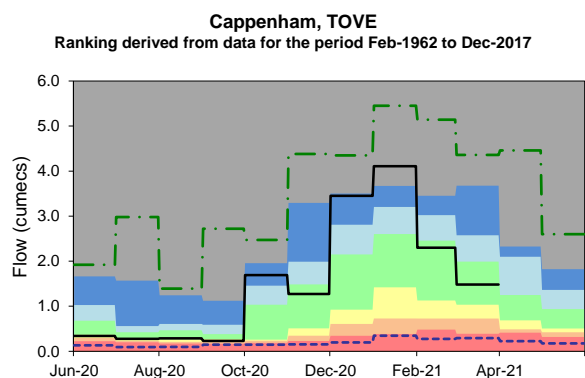
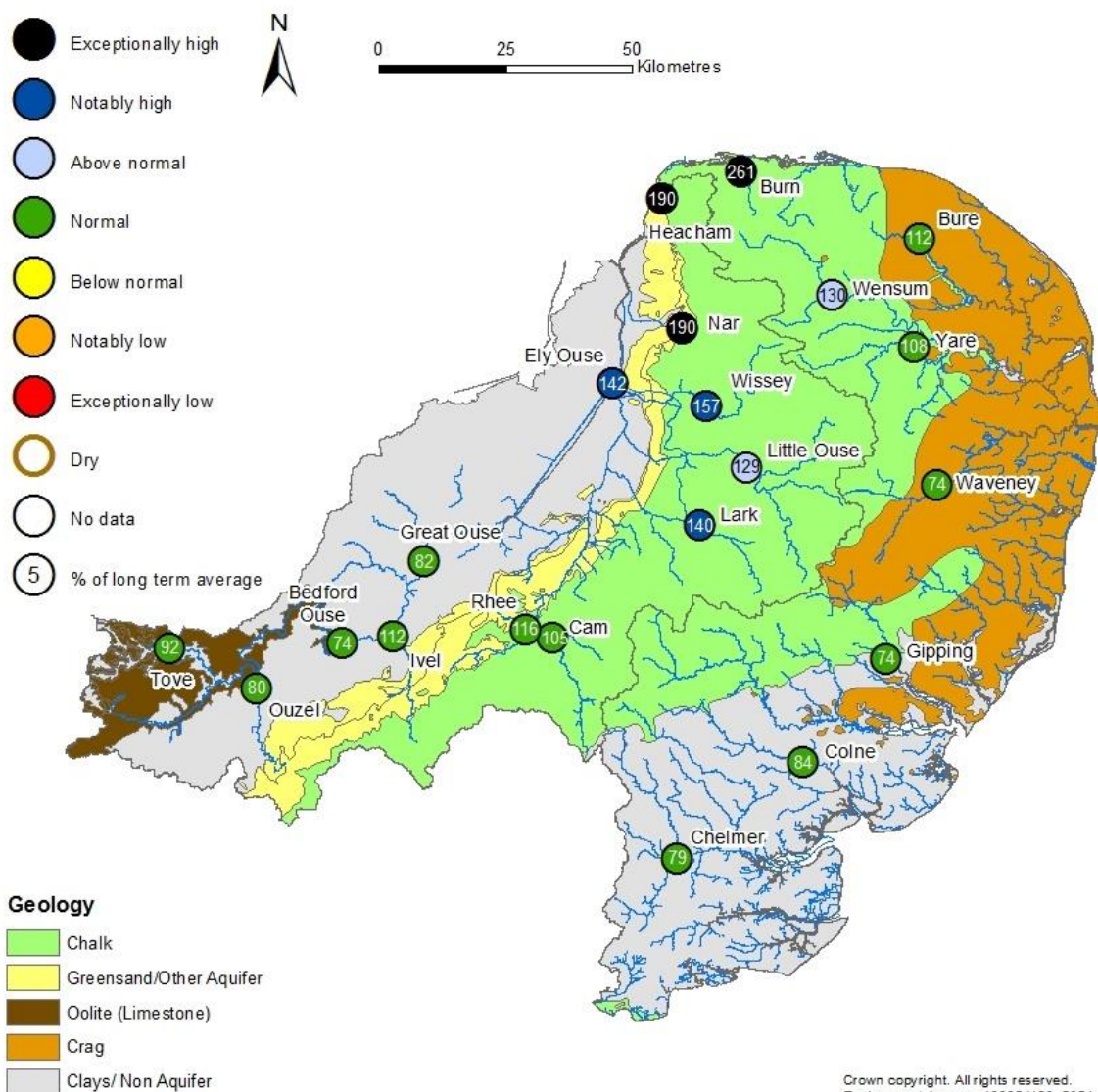


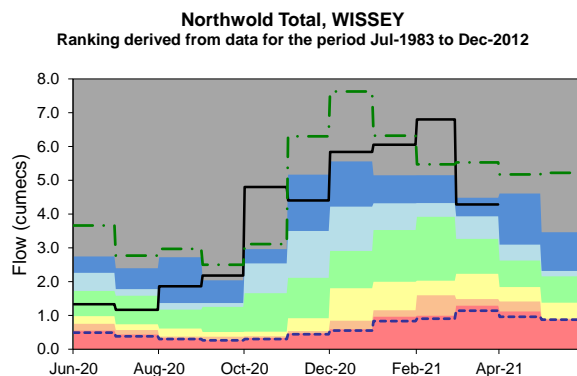
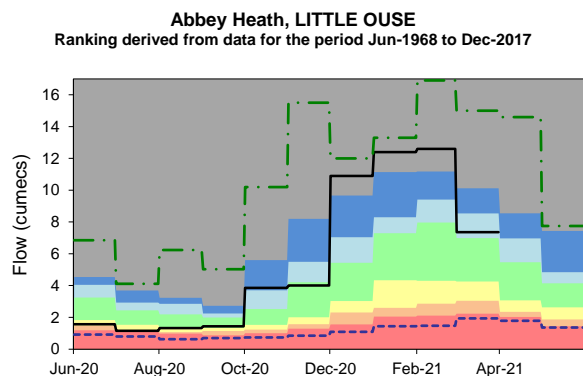
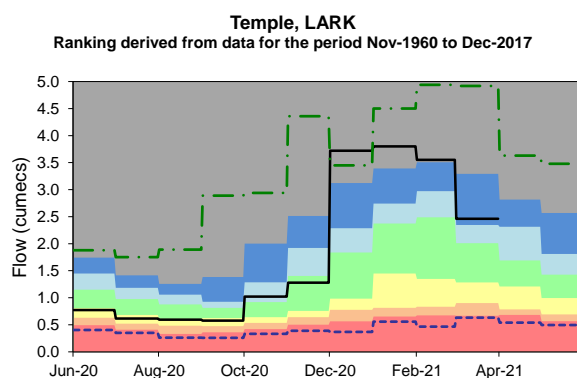
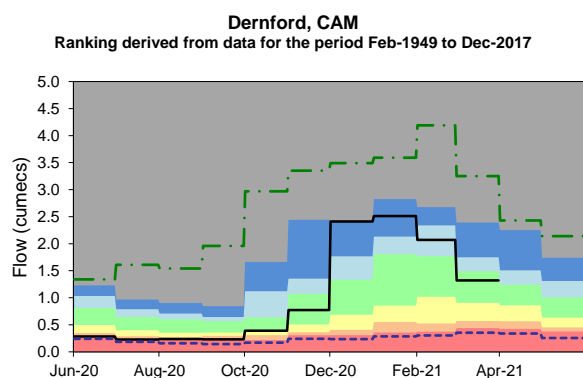
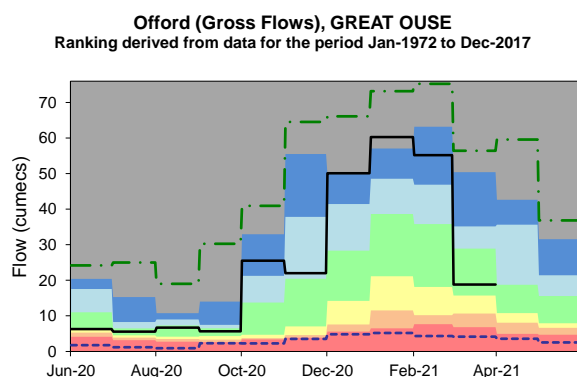
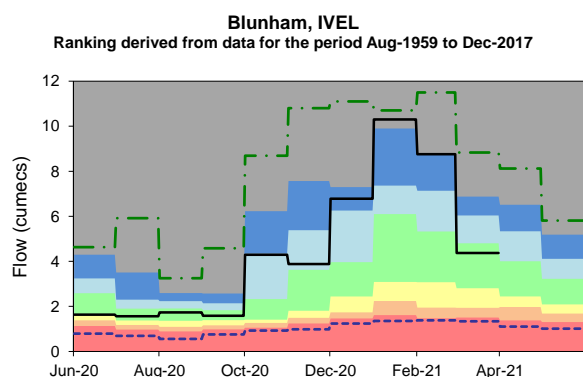
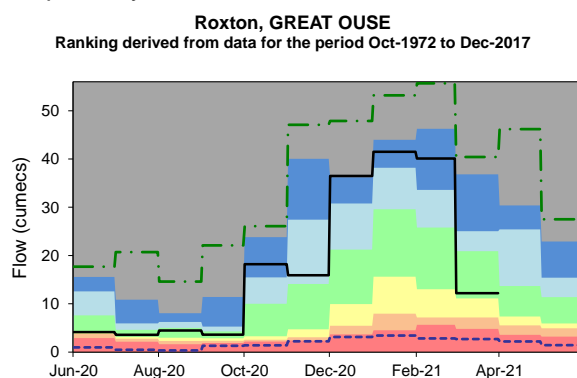
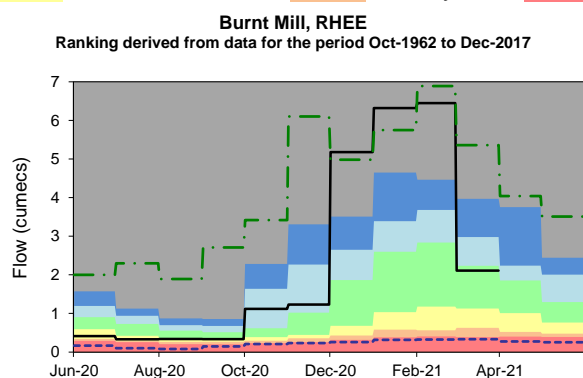
Data based on MORECS (Met Office © Crown Copyright)



River Flow

March 2021

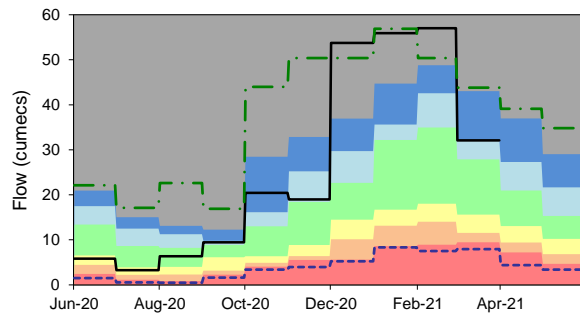






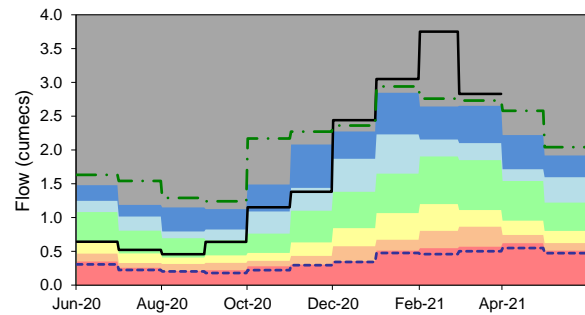
Denver, ELY OUSE

Ranking derived from data for the period Nov-1971 to Dec-2017



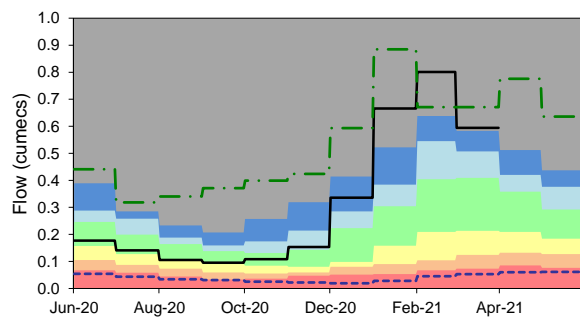
Marham, NAR

Ranking derived from data for the period Apr-1982 to Dec-2017



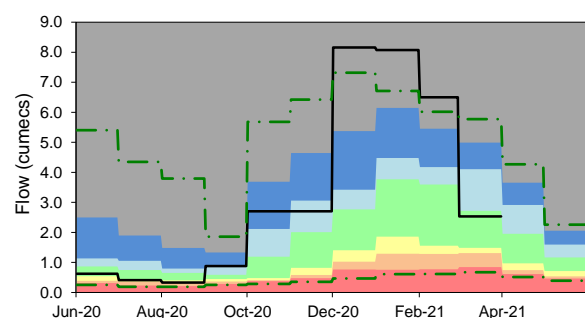
Heacham, HEACHAM

Ranking derived from data for the period Nov-1965 to Dec-2017



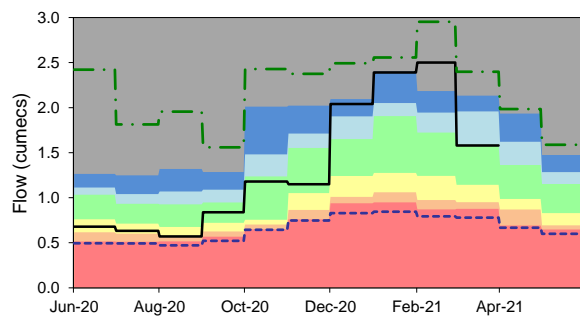
Colney, YARE

Ranking derived from data for the period Jan-1970 to Dec-2017



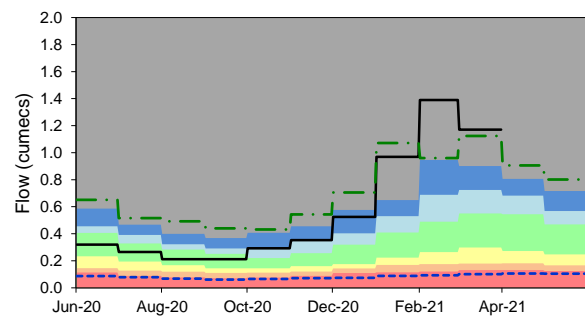
Ingworth, BURE

Ranking derived from data for the period Jan-1970 to Dec-2017



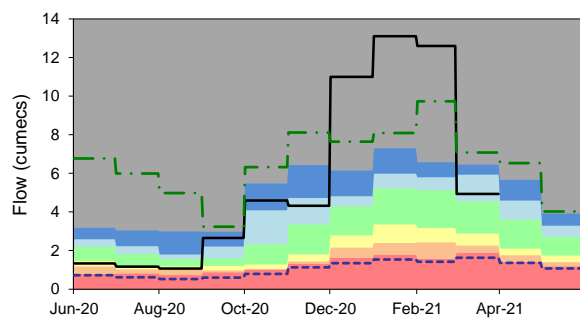
Burnham Overy, BURN

Ranking derived from data for the period Jan-1970 to Dec-2017



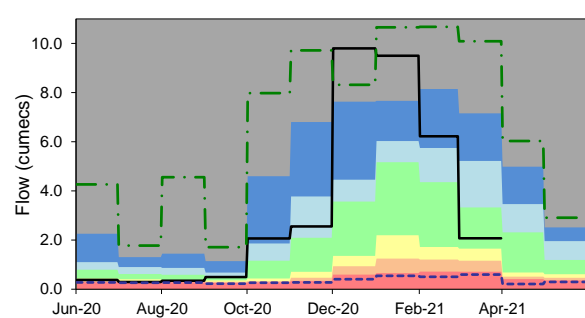
Swanton Morley Total, WENSUM

Ranking derived from data for the period Jan-1970 to Dec-2017



Needham Weir Total, WAVENEY (LOWER)

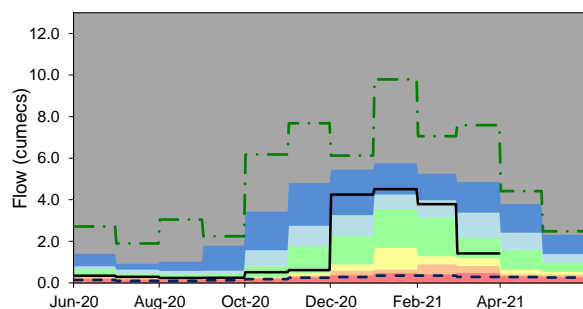
Ranking derived from data for the period Jan-1970 to Dec-2017





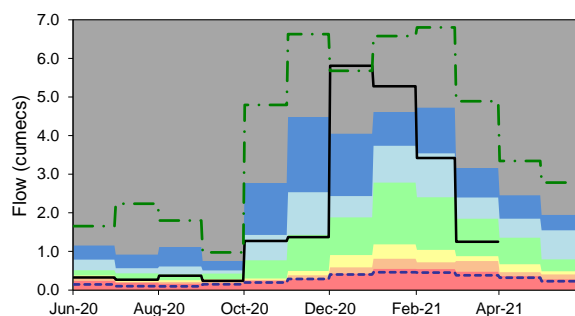
Bramford, GIPPING

Ranking derived from data for the period Jan-1970 to Dec-2017



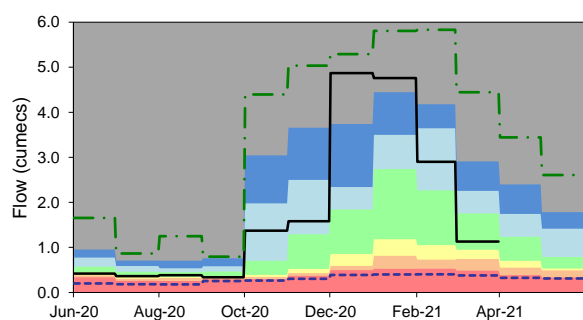
Lexden, COLNE

Ranking derived from data for the period Jan-1970 to Dec-2017

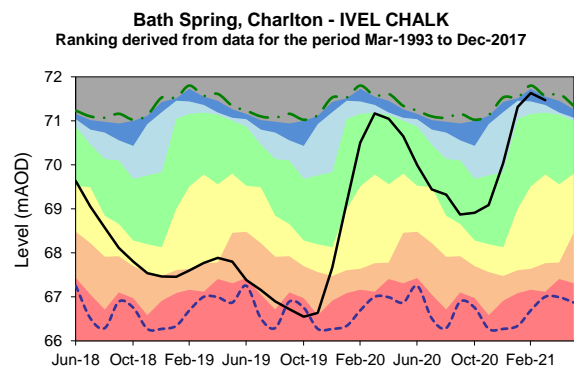
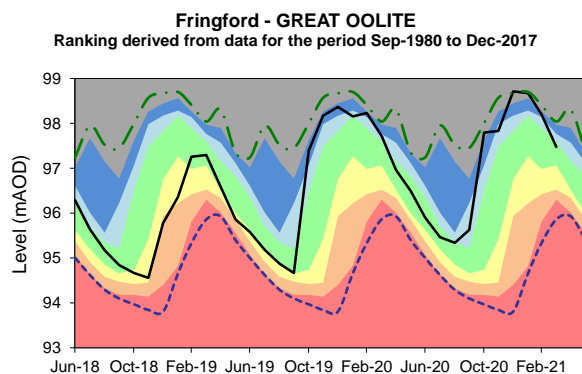
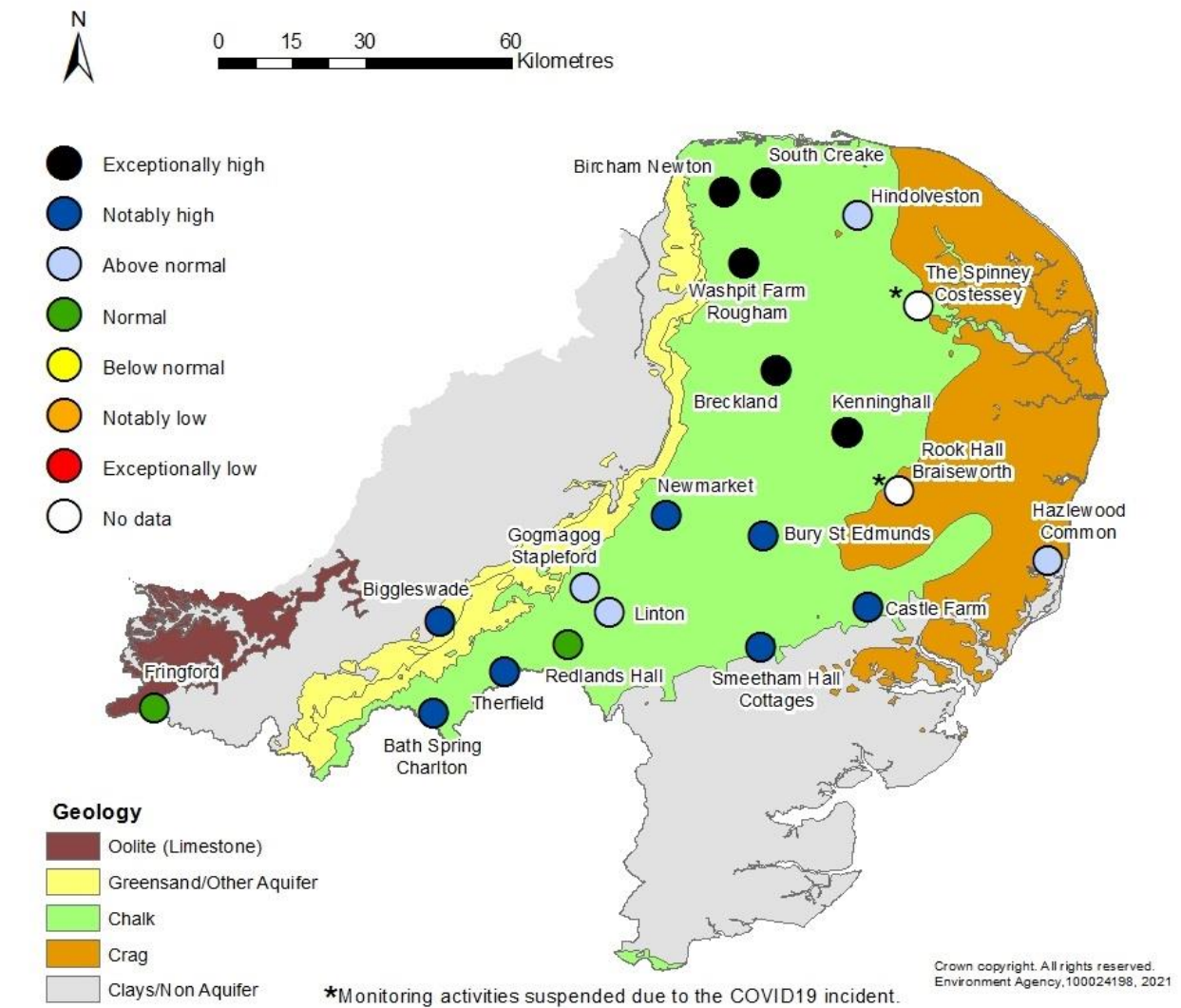


Springfield, CHELMER

Ranking derived from data for the period Jan-1970 to Dec-2017

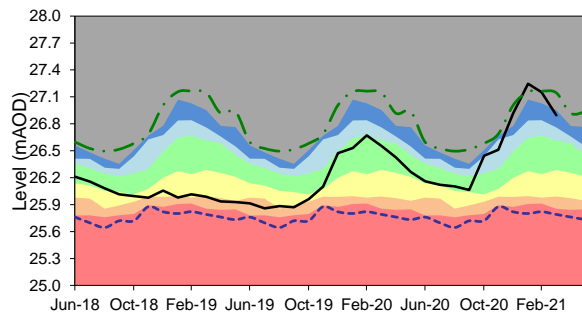


Groundwater Levels March 2021

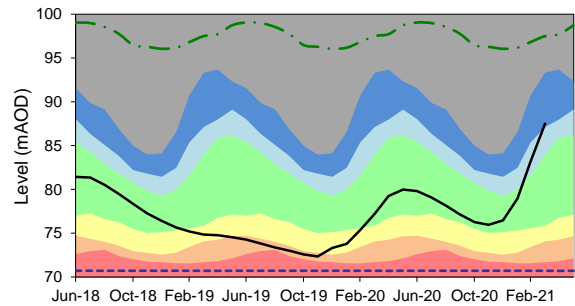




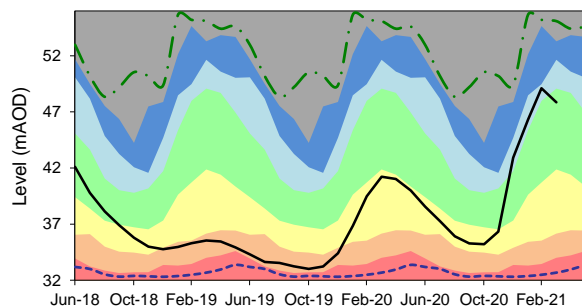
Biggleswade - IVEL SANDSTONE
Ranking derived from data for the period Mar-1968 to Dec-2017



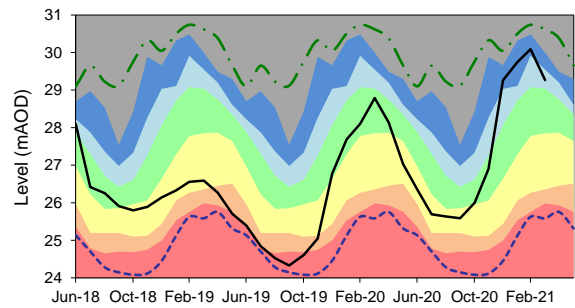
Therfield Rectory - N HERTS CHALK
Ranking derived from data for the period Jan-1883 to Dec-2017



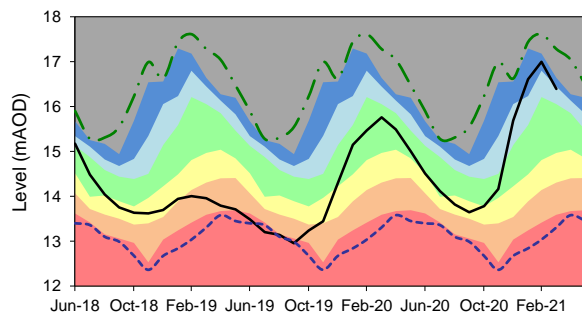
Redlands Hall, Ickleton - CAM CHALK
Ranking derived from data for the period Aug-1963 to Dec-2017



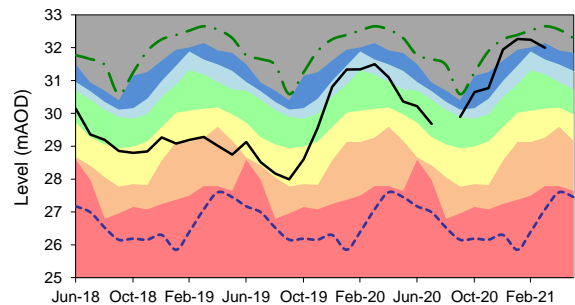
Linton - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



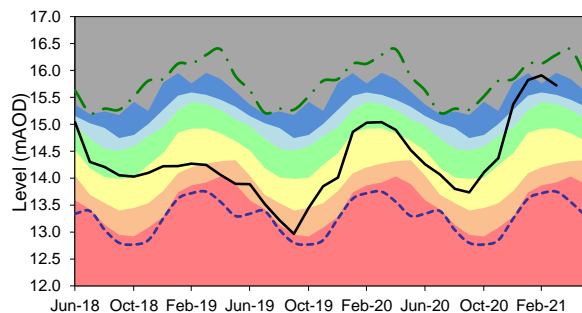
Gog Magog, Stapleford - CAM CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017



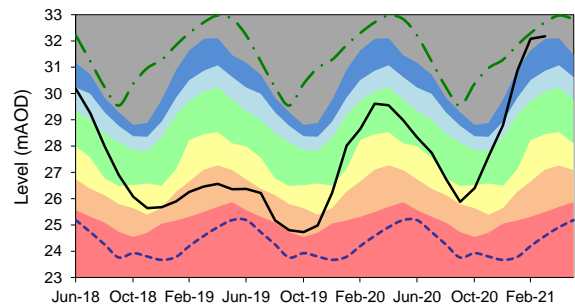
Bury St Edmunds - UPPER LARK CHALK
Ranking derived from data for the period May-1983 to Dec-2017

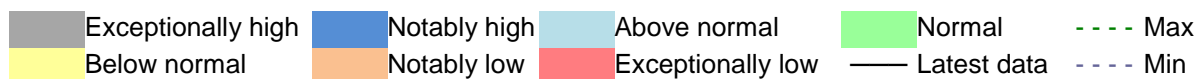


Newmarket - SNAIL CHALK
Ranking derived from data for the period Feb-1983 to Dec-2017

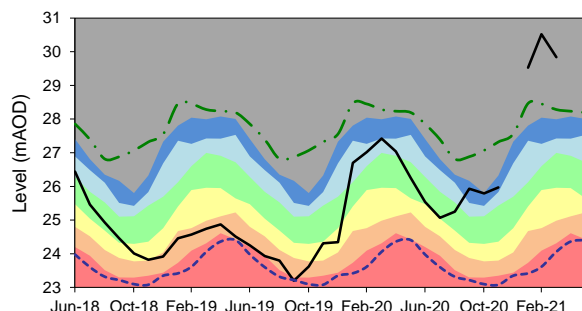


Kenninghall - LITTLE OUSE CHALK
Ranking derived from data for the period Aug-1973 to Dec-2017

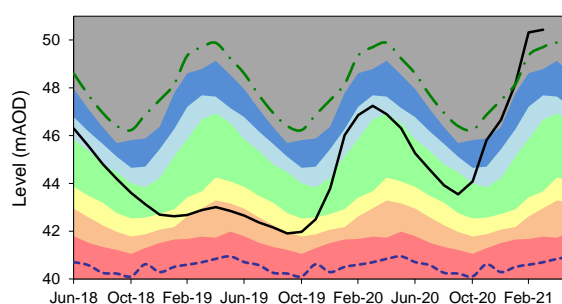




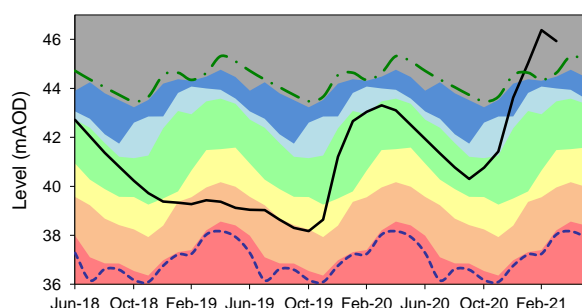
Breckland - WISEY CHALK
Ranking derived from data for the period Jan-1971 to Nov-2017



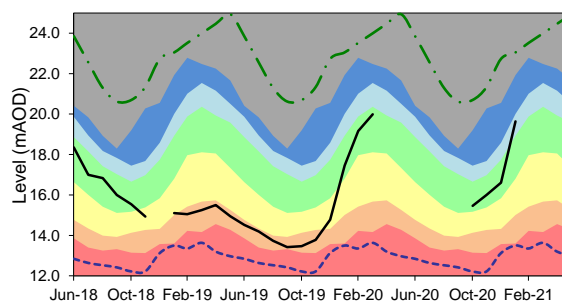
Washpit Farm, Rougham - NW NORFOLK CHALK
Ranking derived from data for the period May-1950 to Dec-2017



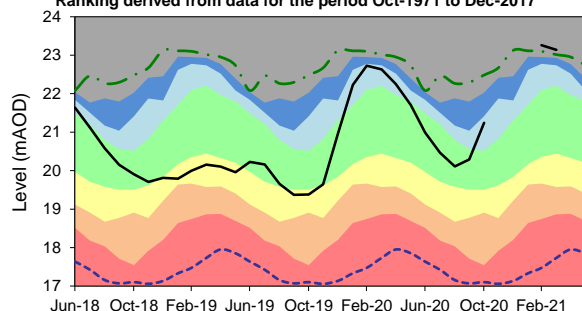
Bircham Newton - NW NORFOLK CHALK
Ranking derived from data for the period Mar-1995 to Sep-2017



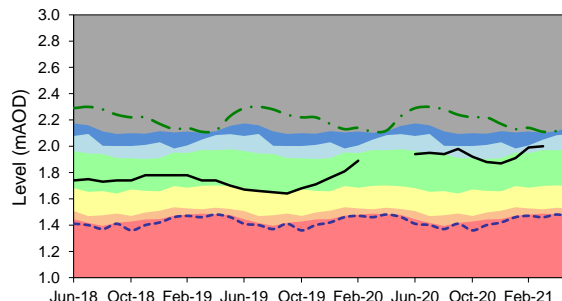
Castle Farm, Offton - MID SUFFOLK CHALK
Ranking derived from data for the period Mar-1967 to Dec-2017



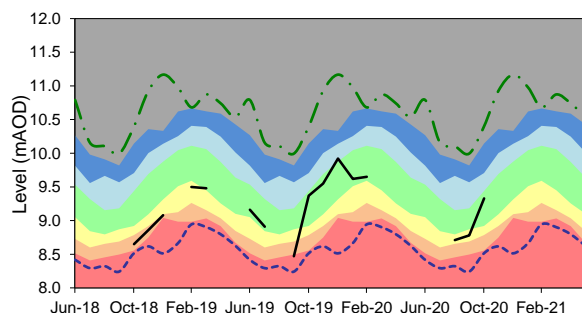
**Old Primary School, South Creake
NW NORFOLK CHALK**
Ranking derived from data for the period Oct-1971 to Dec-2017



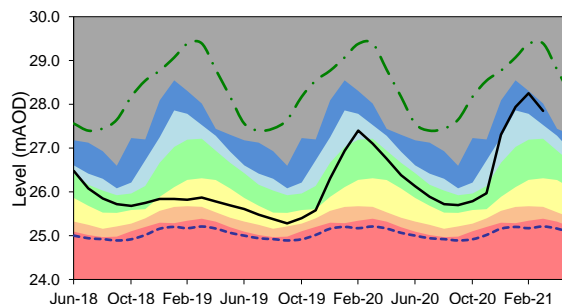
Hazlewood Common - SUFFOLK CRAG
Ranking derived from data for the period Oct-1988 to Feb-2020

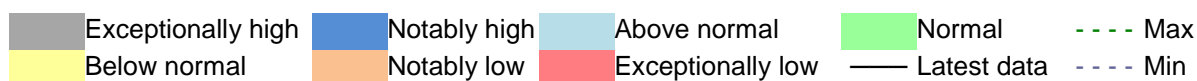


The Spinney, Costessey - WENSUM CHALK
Ranking derived from data for the period Oct-1971 to Dec-2017

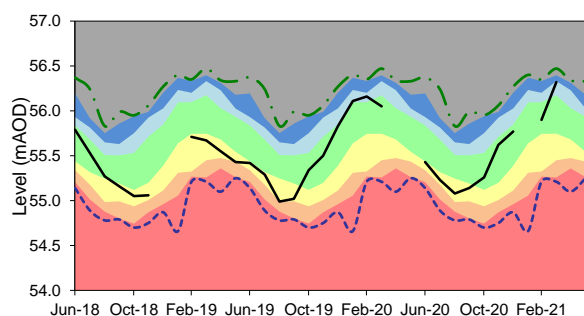


Smeetham Hall Cottages, Bulmer - ESSEX CHALK
Ranking derived from data for the period Jan-1964 to Dec-2017

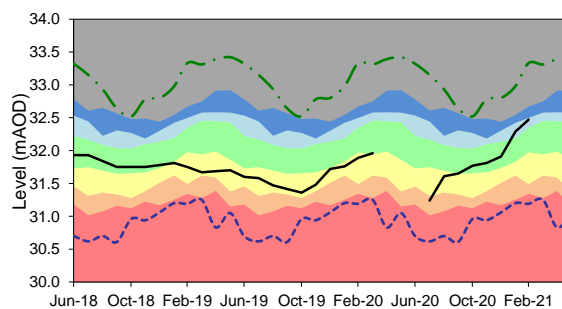




Hindolveston - NORFOLK CHALK
Ranking derived from data for the period Sep-1984 to Nov-2017

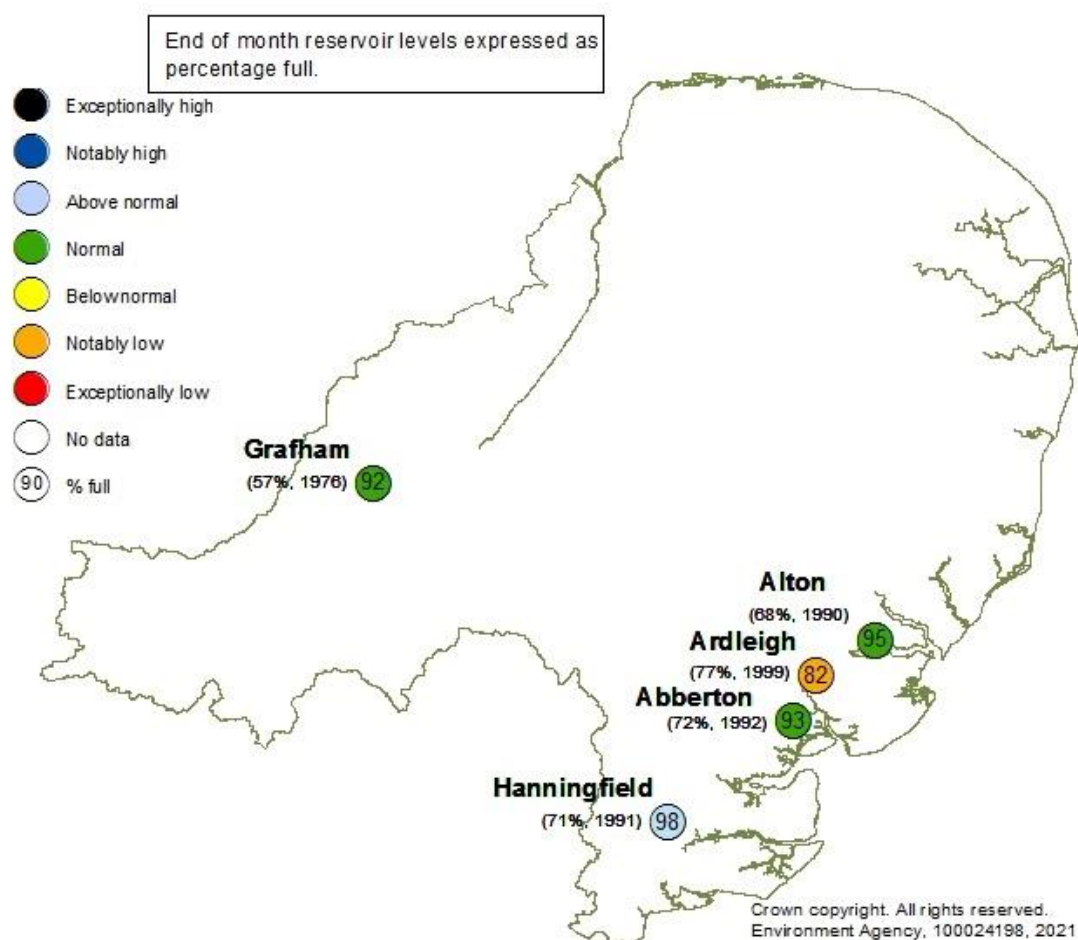


Rook Hall, Braiseworth - SUFFOLK CHALK
Ranking derived from data for the period Jan-1980 to Dec-2017

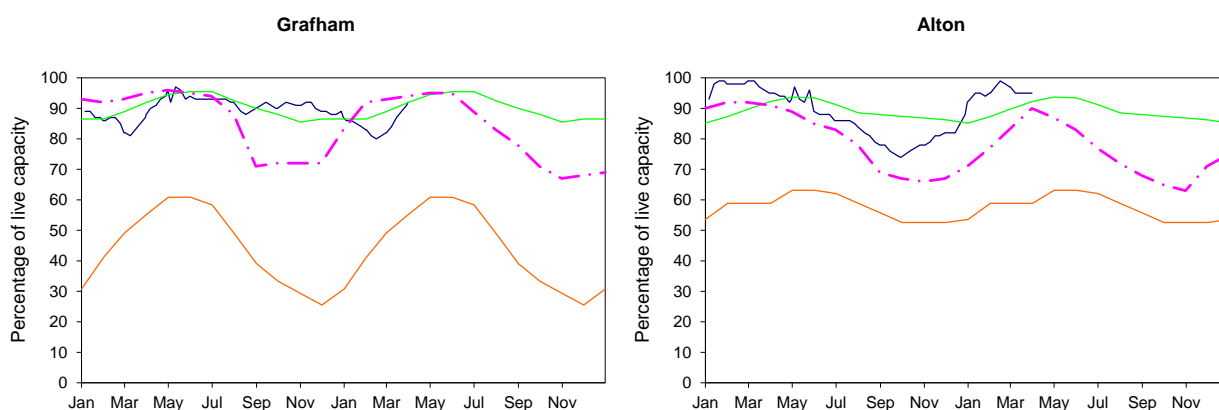


Reservoir Stocks

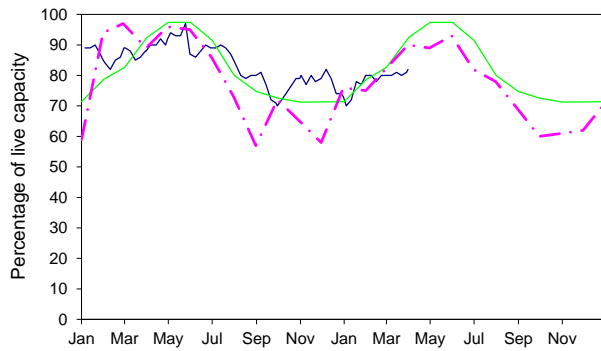
March 2021



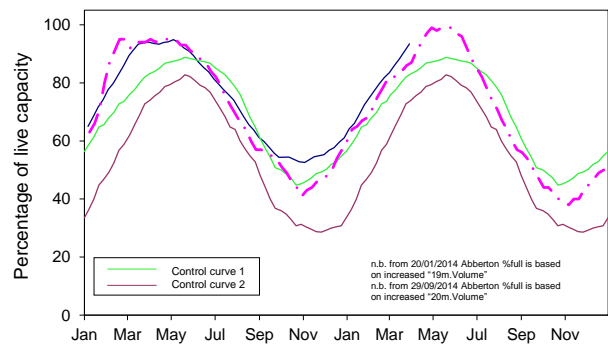
— 2020-2021 — Normal Operating Curve — Drought Alert Curve — 1995-1996



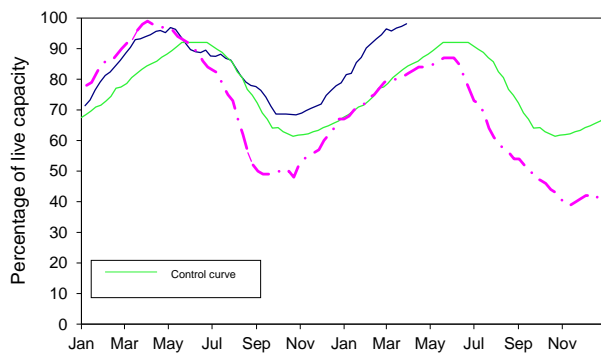
— 2020-2021 — Normal Operating Curve
Ardleigh



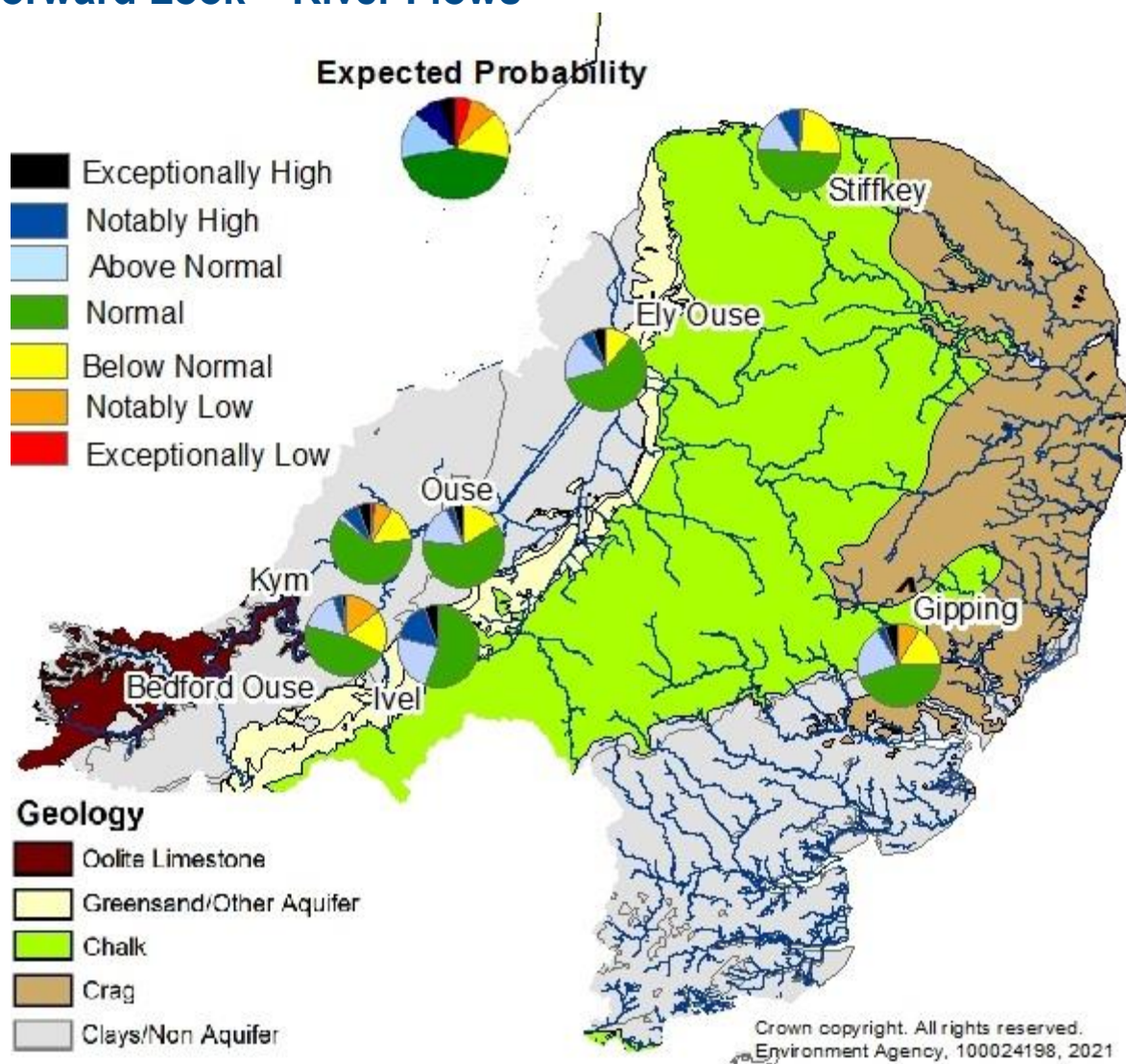
— Drought Alert Curve — 1995-1996
Abberton



Hanningfield



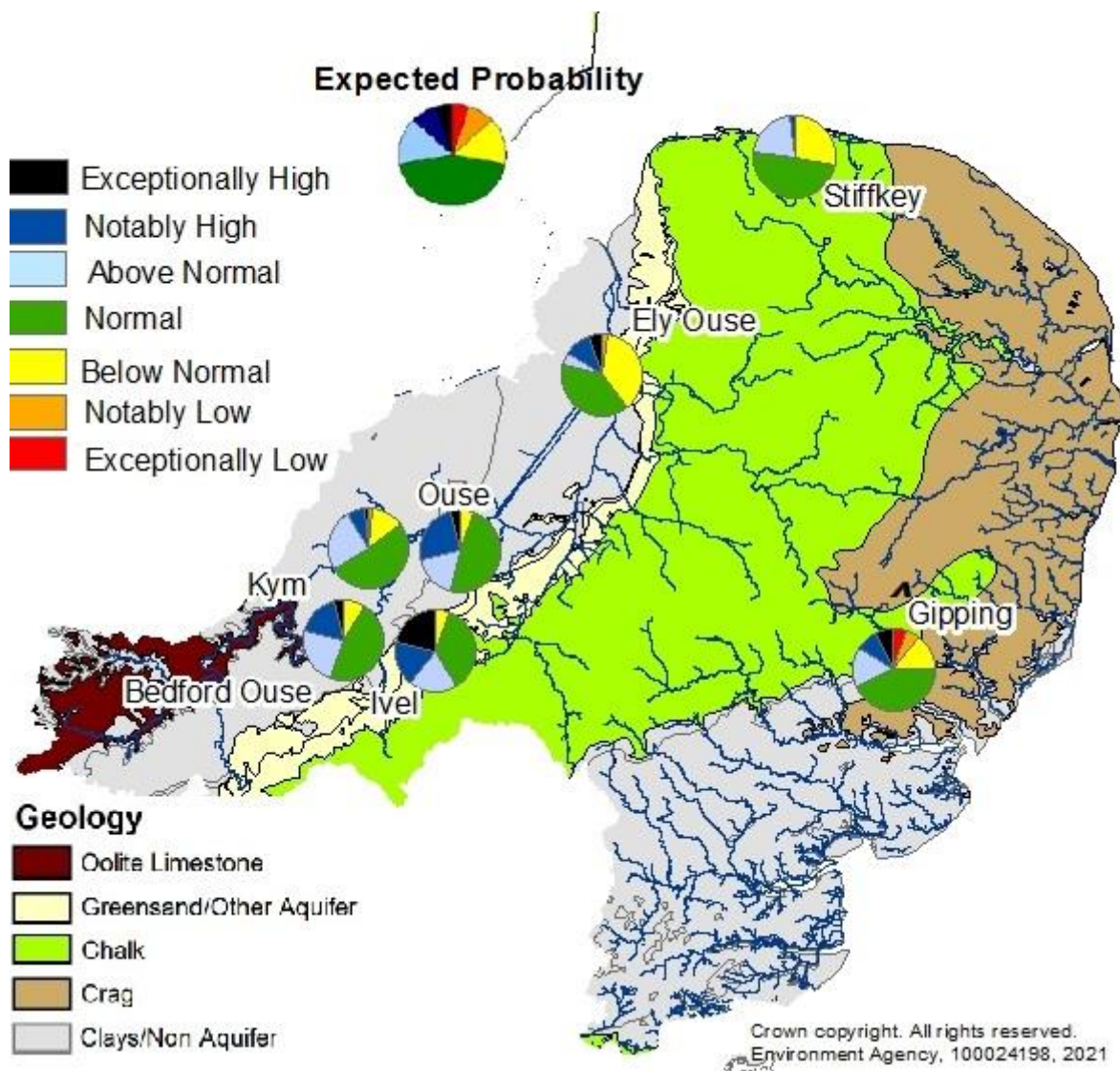
Forward Look – River Flows



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 June 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, 2021.

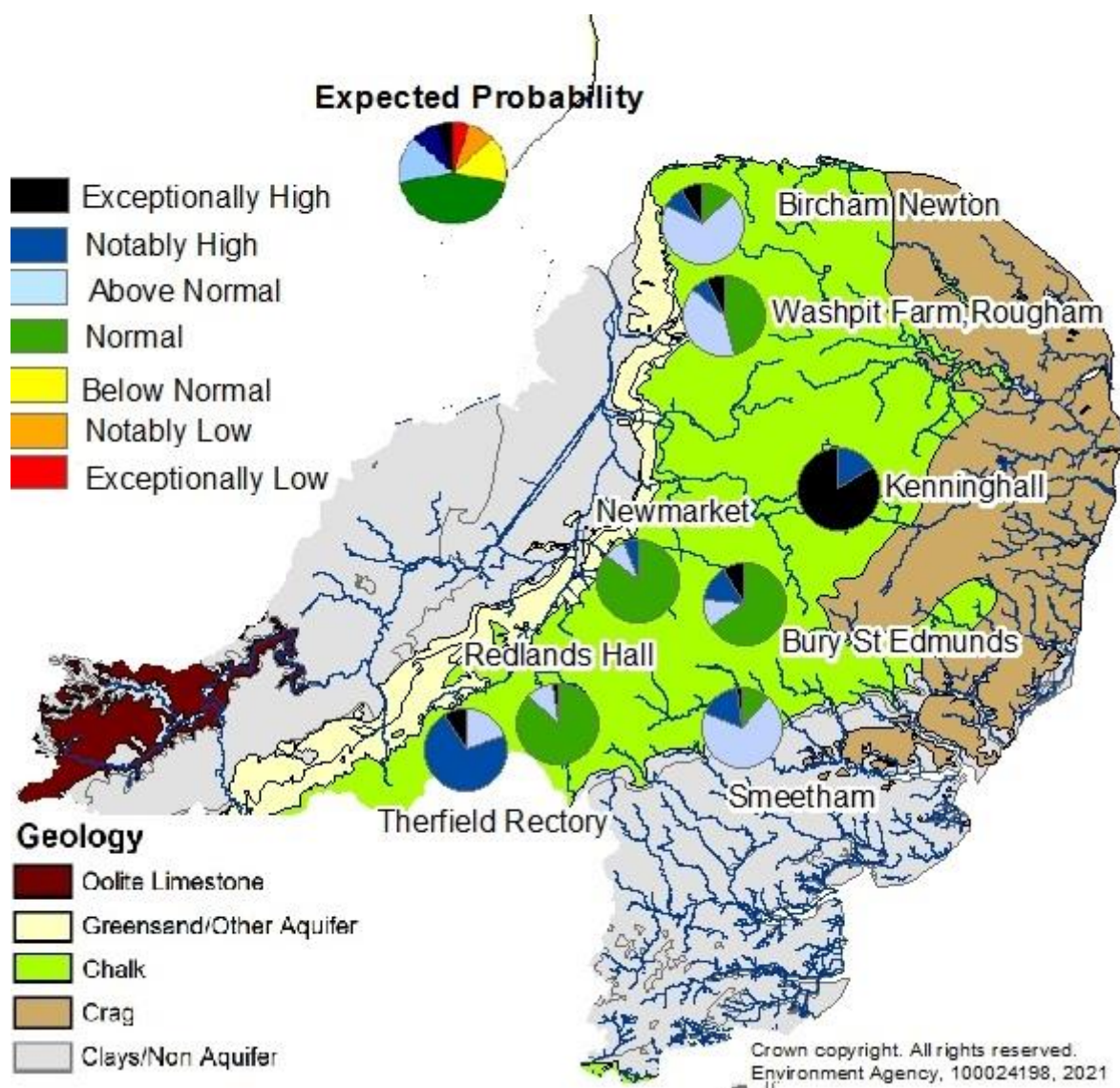
[^] "Naturalised" flows are projected for these sites'



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.

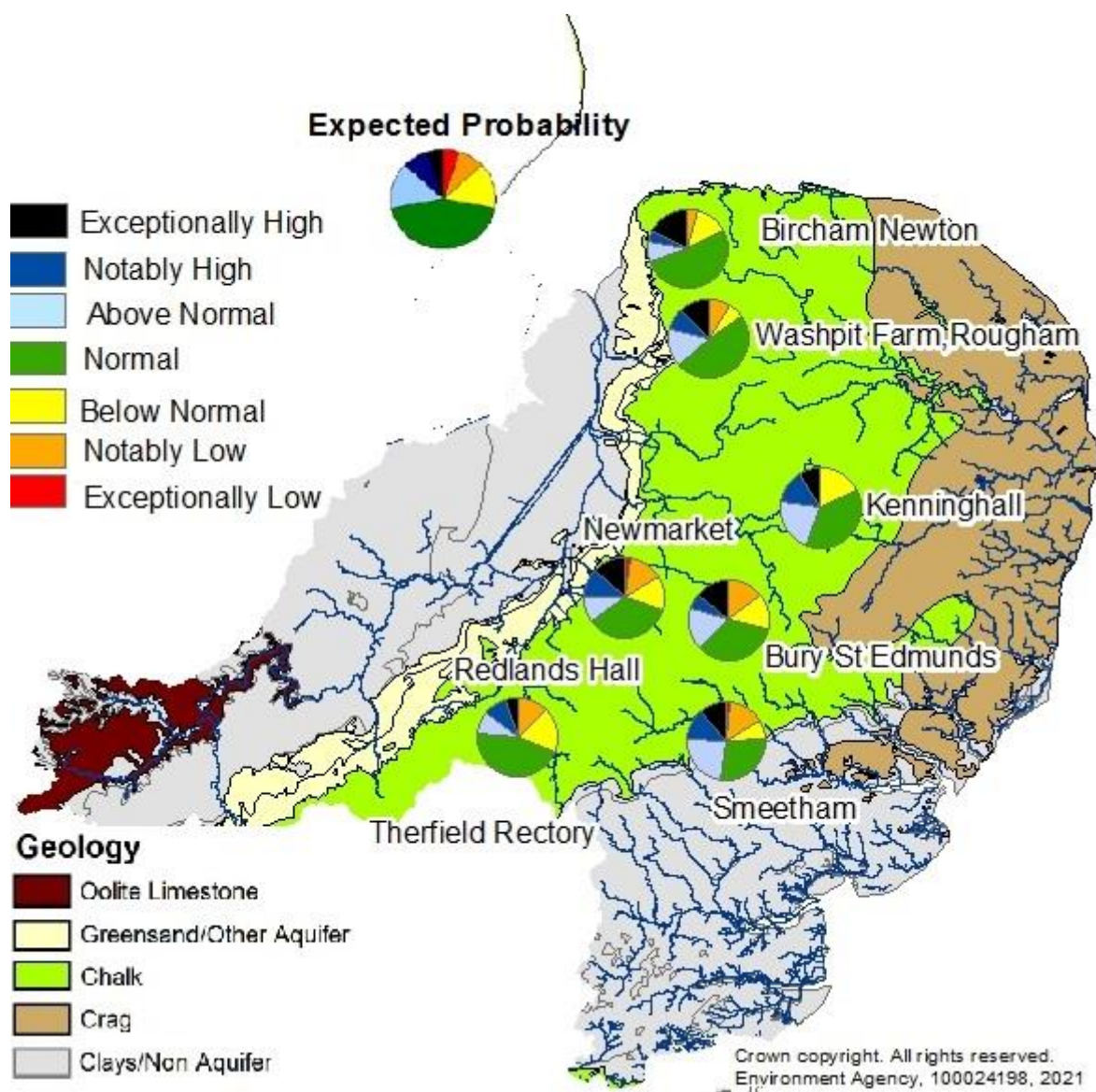
Probabilistic ensemble projections of river flows at key indicator sites in September 2021. Pie charts indicate probability, based on climatology, of the surface water flow at each site being e.g. exceptionally low for the time of year. (Source: [Centre for Ecology and Hydrology](#), Environment Agency) Geological map reproduced with kind permission from UK Groundwater Forum, BGS © NERC. Crown copyright. All rights reserved. Environment Agency, 100026380, 2021

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 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, 2021.



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 2022. 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, 2021.

Glossary

Term

Definition

Aquifer	A geological formation able to store and transmit water.
Areal average rainfall	The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).
Artesian	The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.
Artesian borehole	Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.
Cumecs	Cubic metres per second (m ³ s ⁻¹)
Effective rainfall	The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).
Flood Alert/Flood Warning	Three levels of warnings may be issued by the Environment Agency. Flood Alerts indicate flooding is possible. Flood Warnings indicate flooding is expected. Severe Flood Warnings indicate severe flooding.
Groundwater	The water found in an aquifer.
Groundwater level	The water level measured in the aquifer at a borehole, which may include the impacts of artificial influences.
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.
River Flow	The flow in the river measured at a gauging station which includes the upstream impact of artificial influences.
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 within the historic record.
Notably high	Value likely to fall within this band 8% of the time within the historic record.
Above normal	Value likely to fall within this band 15% of the time within the historic record.
Normal	Value likely to fall within this band 44% of the time within the historic record.
Below normal	Value likely to fall within this band 15% of the time within the historic record.
Notably low	Value likely to fall within this band 8% of the time within the historic record.
Exceptionally low	Value likely to fall within this band 5% of the time within the historic record.

QUOTE

Melbourn Parish Council

Date	21 Nov 2020	Argenta Tree Surveys Limited
Expiry	30 Sep 2021	Attention: Ian Lorman
Quote Number	QU-0510	11 East Road
Reference	Melbourn PC 2021	Isleham
VAT Number	335731700	ELY
		Cambridgeshire
		CB7 5SN
		GBR

Tree health & safety inspection 2021

Royston Road Poplar trees, Stockbridge Meadows Ash trees (Ash Dieback), Rec ground row of Ash trees on boundary & play area Silver Birch trees at The Moor - As advised on site visit with Claire Littlewood on 16 November 2020
Advice and recommendations provided in summary report

Description	Quantity	Unit Price	VAT	Amount GBP
Melbourn PC tree health & safety survey / advice 2020: Royston Road Poplar trees, Stockbridge Meadows Ash trees (Ash Dieback), Rec ground row of Ash trees on boundary & play area Silver Birch trees at The Moor - As advised on site visit with Claire Littlewood on 16 November 2020.	1.00	595.00	20%	595.00
OS Vectormap base for Royston Road Poplar trees (at cost) 1km2 (small price rise from OS might affect cost from 1st April 2021)	1.00	29.10	20%	29.10
			Subtotal	624.10
			TOTAL VAT 20%	124.82
			TOTAL GBP	748.92

Terms

Advice and work in addition to the above is charged at a rate of £60.00 per hour in 15 minute increments of £15.00. If access to a site is unavailable on the day arranged a charge of £120.00 applies. Argenta Tree Surveys is not responsible for vegetation clearance to obtain site access. If the site is overgrown it shall be the responsibility of the client to arrange clearance before the date of the tree survey. Price quoted does not include arboricultural method statements or discharge of planning conditions unless explicitly stated. Reports are provided in electronic format (e.g. PDF) and submitted by email.

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moore Play Park	29/3/21 TB	6/4/21 TB	12/4/21 TB	21/4/21 TB	* SMALL SLIP STEPS LOOSE
Village Car Park	29/3/21 TB	13/4/21 TB	13/4	21/4/21 TB	
War Memorial	29/3/21 TB	7/4/21 TB	12/4/21 TB	21/4/21 TB	
Littlehands and Access Way	29/3/21 TB	6/4/21 TB	12/4	21/4/21 TB	
New Rec. Ground	29/3/21 TB	6/4/21 TB	12/4	21/4/21 TB	
Clear Cres. Play Park	29/3/21 TB	6/4/21 TB	13/4	21/4/21 TB	* PLAY BARK NEEDED
Orchard Road Cemetery	29/3/21 TB	6/4/21 TB	12/4/21 TB	21/4/21 TB	
New Road C/metry	29/3/21 TB	6/4/21 TB	12/4/21 TB	21/4/21 TB	
Old Recreation Ground	29/3/21 TB		12/4/21 TB		
Pavilion	29/3/21 TB		12/4		
Stockbridge M.	29/3/21 TB		13/4		
Worcester Way	29/3/21 TB		13/4		
BMX Site (Summer & only if open)					

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	29/3/21		29/3/21	
All Saints' C/Yard	29/3/21		29/3/21	
Jubilee Orchard	29/3/21		29/3/21	
Fire Engine Shed				29/3/21
Armingford Cres.				29/3/21
Beechwood Avenue		29/3/21		
Chalkhill Barrow		29/3/21		
Elm Way		29/3/21		
Millennium Copse		29/3/21		

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record			NOTES
	Week 1	Week 2	Week 3	Week 4
Moor Play Park	1/3/21 JB	10/3/21 JB	18/3/21 JB	22/3/21 JB
Village Car Park	3/3/21 JB	8/3/21 JB	15/3/21 JB	22/3/21 JB
War Memorial	5/3/21 JB	8/3/21 JB	18/3/21 JB	22/3/21 JB
Littlehands and Access Way	13/3/21 JB	8/3/21 JB	18/3/21 JB	22/3/21 JB
New Rec. Ground	13/3/21 JB	8/3/21 JB	18/3/21 JB	22/3/21 JB
Clear Cres. Play Park	13/3/21 JB	8/3/21 JB	15/3/21 JB	22/3/21 JB
Orchard Road Cemetery	13/3/21 JB	8/3/21 JB	15/3/21 JB	22/3/21 JB
New Road C/metry	13/3/21 JB	8/3/21 JB	15/3/21 JB	22/3/21 JB
Old Recreation Ground	13/3/21 JB		15/3/21 JB*	
Pavilion	13/3/21 JB		15/3/21 JB	
Stockbridge M.	13/3/21 JB		15/3/21 JB	
Worcester Way	13/3/21 JB		15/3/21 JB	
BMX Site (Summer & only if open)				

* MOLES IN
only rec

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	1/3/21 DB		15/3/21 DB	
All Saints' C/Yard	3/3/21 DB		18/3/21 DB	
Jubilee Orchard	1/3/21 DB		18/3/21 DB	
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue		pol 8/3		
Chalkhill Barrow		pol 8/3		
Elm Way		pol 8/3		
Millennium Copse		pol 8/3		

SHED IN OLD
ORCHARD DESTROYED
BY FIRE

Date reported to PO	Location	Details	Reported by	Reported to Police	Incident No	Action taken and cost of repair
14/01/2020	Block garages - rear Palmers Way	Fly tipping - sofa and bike	RW	Reported to SCDC		
Dec/Jan	Empty charity box discarded in hedge		TS			
Jan	Littlehands	Garden toys thrown on to roof	GC			
27/02/2020	Royston Road, Greenlow Kennels drive	carpets fly tipped	TS	Reported to SCDC		
Feb / March	High Street - various	Reports of young people causing nuisance and danger to self and others along the High Street	Various	Reported to 101		Incident number INT/35/4WIZ/1132020
18/03/2020	Track to the rear of allotments	Young people smoking weed	BD	Reported to PCSO James Lynch		
23/03/2020	Stockbridge Meadows	Evidence of a fire	DB	Reported to PCSO James Lynch		
25/03/2020	Orchard Road cemetery	Groups of people gathering and smoking weed	Resident	Report to PCSO James Lynch and 101 online		Incident number INT/35/LUXS/2632020
18/05/2020	Stockbridge Meadows	People gathering	Various	Report to PCSO James Lynch and 101 online		
18/05/2020	Track at the top of Water Lane	Fly tipping (poss asbestos material)	TS	Reported to SCDC		
Various	New Rec and generally around the village	Litter left on open spaces due to groups gathering. Bins overflowing.	Various			
01/06/2020	Vicarage Close	Salt bin damaged - lid broken	DB			
15/07/2020	Bottom of London Way	Fly tipping - 2 x wings from car	TS			TS moved to pick up point by bin
15/07/2020	Bench by River Mel (nr pavilion	Bench damaged - one slat needs replacing	CS			KR has inspected - does not seem repairable.
Various	Illegal access to High Street from Norgetts Lane and Water Lane	Various reports by residents - increased incidents since Mortlock Street has been closed.	Various	Emailed SvdV, PCSO James Lynch.		Police have attended and observed. Sat Nav is directly people to access High Street from Norgetts. Police have emailed suggesting repainting road markings. Resident has requesting Norgetts Lane is closed off to the High Street both ways. Discussed by MC
11/08/2020	Damage to no parking sign in car park	One of the 'No parking after 3pm' signs has been damaged and removed from the fencing.	JH			Wardens have re-installed the sign. No further action.
vARIOUS	Fly tipping	Various reports of fly tipping - definitely increased over the summer.				CL to put posters on website, facebook and notice boards. Tim Stebbings reporting back whenever he finds items. Problem areas generally farm tracks, London Way / Back Lane. JH also discussing with SCDC. CL has put a call in to PCSO to share information.
09/10/20 -11/10/20	Fly tipping	Various reports of fly tipping and litter over the weekend	TS			Main areas include Greenbanks, near Pig Farm and farm tracks. Pig farm reported to SCDC. TS cleared the rest of the fly tipping collected from pick up point at Back Lane by SCDC on 14/10/20
18/10/2020	Car park	Salt from the yellow bin has been spread all around the car park.	JH / Resident			Wardens to install padlock on the bin
18/10/2020	New bus shelter	Back rest on new bus shelter broken	GC			GC returned damaged piece. Contractors to refit and re-enforce.
20/10/2020	Trade bin (green) outside Littlehands	Bin damaged by fire	GC			SM to report to SCDC. SCDC to provide replacement. Bin to be kept locked - query this with SCDC for emptying.
11/11/2020	Abandoned van on High Street	Untaxed and in poor condition	TS			CL has reported to SCDC
18/01/2021	Disused orchard behind allotments	Meeting place with signs of drug use	TS	Reported to PCSO James Lynch		SM to report to James Lynch
27/01/2021	Fly tipping	Fly tipping at the back of 30 Worcester Way	DB	Reported to SCDC		SM reported to SCDC
05/02/2021	Fly tipping	Fly tipping along London Way. Rubbish found includes addresses and evidence of substance use.	TS	Reported to SCDC		TS moved to pick up point by bin and retained items with addresses on and evidence of substance use. Photos of addresses and evidence of substance use sent to SCDC
11/02/2021	Abandoned trailer + fly tipping	Adandoned trailer Greengage Rise, not moved for at least 2 months. Sofa and other rubbish left in trailer.	DB	Reported to SCDC		SM reported to SCDC
05/03/2021	Suspicious vehicle - The Moor	"Suspicious" vehicle reported by resident behind the allotments where fly tipping has occurred. No illegal behaviour witnessed.	Resident	Reported to SCDC		SM contacted SCDC and gave description of the vehicle for their records
15/03/2021	Fire in the Old Orchard	Shed in Old Orchard destroyed by fire	DB			
16/03/2021	Graffiti on bus shelter (High Street)	Graffiti reported by neighboring resident	Resident			Reported to wardens - they will paint over
23/03/2021	Littering and noise in car park	Neighbour reported noisy gathering and litter left in car park. Requested Parish Office look at CCTV. Incidents were at night so CCTV was not clear.	Resident			
Various	Litter	Various - littering generally on the increase around the village.	Various			
13/04/2021	Car park	Young people throwing salt around and littering	Resident			CCTV images available. SM to follow up with MVC
20/04/2021	Junction at The Cross	Offensive graffiti on the road	Resident			Reported to County Highways
21/04/2021	Workshop on the car park	Offensive graffiti on the wall	Resident			Wardens to paint over.



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Claire Littlewood
Melbourn Parish Council
High Street
Melbourn
Royston
Herts

17th February 2021

Dear Claire

Sorry this is last minute, here are the quotes for the items as requested

Empty soil store in New Rd Cemetery as previously done

Total £420.00 x Vat

Remove the large stones from the mound at Clear Crescent Park.

As discussed, this will require machinery to do this due to the weight of the stones. The bank will need re topsoiling & grassing where the holes will be once stones are out.

It is a job to give a quote to re install the stones unless we know how & where they are going to go. We are quoting two prices below one to remove stones from site & the other to re install them dug into the ground as they are now.

Remove stones from the bank, backfill with soil & grass over to blend in with the rest of the bank. Remove stones from site.

Total £630.00 x Vat

Reset stones into the ground once removed from site, make good around the edges with topsoil/grass to leave a nice finish

Total £180.00 x Vat (if done at same time as digger hire etc is included in the above price)

Should you need to discuss anything, please do not hesitate to contact me

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

From: [Martin Butchers](#)
Sent: 01 April 2021 09:21
To: parishclerk@melbournpc.co.uk
Cc: [Cllr Ian Cowley](#); [Tony Charlesworth](#)
Subject: All Saints church Melbourne

Claire Littlewood

Dear Claire,

Further to your enquiry, Tony and myself have looked into the problems at all Saints. The parts you will require are 1 x T1R motor and capacitor plus a complete controller

The controller you have is now obsolete.

The price to come out to site and fit the new components is **£717.00** plus vat. I hope this meets with your approval. We will require an early instruction as we currently

Have a four week lead time.

Best regards

Martin.

Martin Butchers

Sales & Systems Consultant

	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.	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. Ongoing - wardens to progress now they can work together. Ongoing	Wardens
4	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - " <i>At an unmarked crossroads no one has priority. If there are no road signs or markings do not assume that you have priority. Remember that other drivers may assume they have the right to go. No type of vehicle has priority but it's courteous to give way to large vehicles</i> ". JT to advise resident. Clerk to forward email from Highways to JT Outside remit of Futures WP. Discuss appropriate wording and seek quotes for sign. ACTION: Assistant to the Clerk to chase quote for sign. Discussed at MA120/20c)	SM
5	Tree cnr Beechwood and Maple Way	TS	Quotes required for lifting ACTION: Assistant to the Clerk to obtain quotes - quotes outstanding	SM
6	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
7	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. Ongoing	CL
8	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 with suggestion as to installation of matting or blocks which will protect the verge. Highways have indicated Parish could pick this up as LHI. Commented that posts would be more effective. Need to address the parking issue.	SM
9	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.	CL
10	Trees in New Road Cemetery	MS	CL discussed Beech tree with Brian Tyler - he will inspect and replace any failed trees in the autumn. Wardens have inspected other trees - to report back at Maintenance Meeting.	CL
11	Step at the side of the pavilion broken	Resident	CL reported to wardens	Wardens