

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

**A meeting of the Maintenance Committee** held on Thursday, 20 May 2021 at 09:30 at **All Saints Community Hall, Station Road, Melbourn SG8 6DX**

**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

**Absent:**

**MA001/21 To receive nominations to elect a Chair of the Maintenance Committee**

Cllr Clark nominated Cllr Travis as Chair of the Maintenance Committee. Cllr Barnes seconded the nomination. There were no further nominations.

It was:

RESOLVED to elect Cllr Travis as Chair of the Maintenance Committee.

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

Cllr Travis was duly elected Chair of the Maintenance Committee

**MA002/21 To receive nominations to elect a Vice Chair of the Maintenance Committee**

Cllr Travis nominated Cllr Clark as Vice Chair of the Maintenance Committee. Cllr Barnes seconded the nomination. There were no further nominations.

It was:

RESOLVED to elect Cllr Clark as Vice Chair of the Maintenance Committee.

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

Cllr Clark was duly elected Vice Chair of the Maintenance Committee

**MA003/21 To receive and approve apologies for absence**

Apologies were received from Cllr Cowley – acceptable reasons were given.

It was:

RESOLVED to accept Cllr Cowley's apologies for absence.

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

Apologies were received from Les Brierley, Tim Stebbing, Barry Deville and Mike Sherwen.

*Post meeting note: Cllr Kilmurray had emailed the Clerk in advance of the meeting to say that he may be delayed.*

**MA004/21 To receive any Declarations of Interest and Dispensations**

None received.

**MA005/21 To approve the minutes of the Maintenance Committee Meeting held on 22 April 2021**

It was:

RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 22 April 2021 as an accurate record.

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

**MA006/21 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)**

No members of the public were in attendance.

**MA007/21 Finance Matters:**

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

A member noted that the electricity charges for the pavilion still appeared to be excessive. Cllr Cowley is monitoring. The report was received.

**MA008/21 Conservation Matters:**

- a) To receive the EA Monthly situation report for April 2021  
Noted that river levels are good. The report was received.
- b) To receive a report on Stockbridge Meadows  
Members noted a pictorial video compiled by a resident. It was suggested that this should be shared more widely through social media. The possibility of adding photographs was discussed. Noted that more information on how many people visit Stockbridge Meadows would be helpful for the Amey Cespa grant application. **ACTION:** Clerk to engage with local residents via social media for feedback and to attempt to gauge visitor numbers.
- c) To consider a request for an additional bin in Stockbridge Meadows car park  
It was:  
RESOLVED to approve expenditure up to £100 for installation of a bin in Stockbridge Meadows car park.  
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.  
**ACTION:** Clerk to order bin and check required post fixings.
- d) To receive an update on the Stockbridge Meadows boardwalk project  
Discussions with grant provider ongoing. Detail with regard to visitor numbers and other projects would be useful to support the application. Noted that RMRG is in discussion with Rob Mungovan re support in managing the River Mel as it flows through Stockbridge Meadows.  
**ACTIONS:**
  - Clerk to forward copies of Small Mammal Survey and Ecological Report to Cllr Travis.
  - Maureen Brierley to discuss with Rob Mungovan and volunteers for further information in support of the grant.
- e) To receive a report from River Mel Restoration Group  
Noted that the RMRG working party is resuming activities within Covid guidelines.
- f) To consider a memorial seat in Stockbridge Meadow  
Three designs were considered. Noted that the area will need preparation prior to a seat being installed. Decision on bench deferred to next meeting **ACTION:** Assistant to the Clerk to seek quotes for preparing the site and marking a path to the tree prior to installation of the seat.
- g) To consider locations for new trees  
**ACTION:** Clerk to request John Obrien to inspect the area to advise on suitability for planting trees on Cambridge road and all other approach roads into the village. Also seek advice from Ian Lorman on locations and species when he carries out tree inspections in June.  
Noted that 5 heritage fruit trees will be planted in Stockbridge Meadows in the autumn.
- h) To consider a request for additional recycling points in the village  
Discussed request from resident for Terracycling boxes. Noted that specific materials must be recycled in boxes and delivered to collection points in Royston or Steeple Morden.  
**ACTION:** Clerk to contact MVC and MPS to enquire if boxes (provided by the Parish Council) could be located on site for collection of crisp packets. Clerk to contact resident to discuss delivery of boxes to collection points.
- i) To receive any other updates and consider actions  
There was nothing further to report.

**MA009/21 Allotment Matters:**

- a) To receive any updates and consider actions  
Noted that potholes on the track behind the allotments have been filled.

[10:25 - Cllr Kilmurray joined the meeting]

**MA010/21 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions  
The weekly inspection reports were received. It was noted that Dennis Bartle has left the Parish Council. We welcome Steve Pitman as part-time warden on 25 May 2021.
- b) To consider any updates on vandalism in the Parish  
Recent incidents of offensive graffiti and posters were noted. These have been reported to the police.
- c) To consider the annual RoSPA reports for Clear Crescent and The Moor play areas  
**ACTION:** Wardens to review works identified in the RoSPA reports and to report back.
- d) To consider approving a revised Litter Picking Risk Assessment for Volunteers  
It was noted that additional Covid specific guidance on sharing equipment was required. The Risk Assessment would be shared with all volunteer litter pickings in future.  
It was:  
RESOLVED that subject to the addition of Covid specific guidance, the revised Litter Picking Risk Assessment for Volunteers was recommended to full Council for approval.  
Proposed by Cllr Clark seconded by Cllr Barnes. All in favour.
- e) To receive any other updates and consider actions  
There was nothing further to report.

**MA011/21 Cemetery Matters:**

- a) To consider a request to install a memorial bench in New Road Cemetery  
A request has been received to install a memorial bench. **ACTION:** Keith Rudge and a member of the Maintenance Committee to meet at New Road to consider a suitable location. Item deferred until the June meeting.
- b) To receive any other updates and consider actions  
Discussion with regard to weeds and wild flowers in the grass. To be discussed further.  
**ACTION:** Clerk to seek quotes for weed spraying partial areas in the cemetery.

**MA012/21 Village Maintenance Matters:**

- a) To consider quotations for tree work in Beechwood Avenue  
It was:  
RESOLVED to accept the quote from Shires in the sum of £150 + VAT for tree work.  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To receive any other updates and consider actions  
There was nothing further to discuss.

**MA013/21 Pavilion Matters:**

- a) To receive any other updates and consider actions  
Noted that there is damage to the guttering. This may have been caused by footballs.  
**ACTIONS:** Assistant to Clerk to obtain quotes for repair to guttering.  
  
Noted that money has been carried over from the previous year for external decoration of the building. **ACTION:** Assistant to Clerk to seek quotes for external decoration of the pavilion.

**MA014/21 Littlehands Matters:**

- a) To consider quotations for survey of the drains  
Quotes were considered. Noted that Trimble survey will identify the fall on the pipe.

It was:

RESOLVED to accept the quote from Drain Doctor in the sum of £425 + VAT for Trimble survey with high pressure water jetting if required at an additional cost of £80 + VAT per hour. Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- b) To consider and discuss arrangements for Legionella testing and monitoring

**ACTION:**

- Clerk to obtain quote for Legionella testing
- Clerk to contact Littlehands to advise that we intend to arrange for Legionella testing

- c) To receive any updates and consider actions

Noted that windows have not yet been replaced. **ACTION:** Clerk to write to Littlehands to enquire when this will be done.

**MA015/21 Melbourn Play Parks Working Party:**

- a) To receive any updates and consider actions.

Next meeting to be arranged.

**MA016/21 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 May 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	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. <b>Wardens to installing bin on concrete base and secure the inner basket.</b>	CL
2	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. <b>ACTION:</b> Assistant to the Clerk to chase quote for sign. Sign has been ordered from Unlimited Logos - awaiting delivery. <b>Sign received. Application to install sign on lamp post made to Balfour Beatty - awaiting response.</b>	SM
3	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. <b>ACTION:</b> 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. <b>Monitor</b>	SM
4	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	CL

			will be reviewed in new financial year. <b>ACTION: Clerk to follow up with Highways</b>	
5	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. <b>TS to see if he has the key for the control plate. Clerk to arrange for a key for the wardens from CPC.</b>	Wardens
6	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. ACTION: SM to order paint. <b>Paint received. Branches on adjacent tree have been removed. Monitor.</b>	Wardens
7	Step at side of pavilion	Wardens	Slab is broken. <b>ACTION: Assistant to Clerk to obtain quotes for repair</b>	SM
8	Cnr Chalkhill Barrow / Back Lane	Resident	Highways have removed unstable tree. Resident has requested verge be cleared of brambles and roots. John Obrien has indicated Highways will not carry out the works as there is no danger. <b>Work has not been completed. To be follow up with Highways.</b>	SM
9	Goal fixing on New Rec	Dynamos	Old goal fixing removed from the pitch. <b>To be collected from site.</b>	Wardens
10	Greengage Rise Play Area	Resident	Resident reported that area is overgrown. SM highlighted area to contractor - area to be cut soon.	SM
11	Cnr of Elm Way and Beechwood	Resident	Resident reported that verge has not been cut. SM highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon .	SM
12	Wasps in Pavilion	School	Wasps in pavilion, possible wasp nest - Wardens checked area could not see evidence of nest	Wardens
13	Guttering Pavilion	Wardens	Guttering damaged on Pavilion, <b>SM to obtain quotes for repair</b>	SM
14	Grass near Gray's Allotment	CL	Grass near Gray's Allotments overgrown - SM to highlight area to contractor	SM

**MA017/21 New Maintenance Issues:** To consider Maintenance issues arising since last meeting  
Nothing to report.

**MA018/21 To note date of next meeting: 18 June 2021**

**The meeting closed at 11:20**