

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

A meeting of the Maintenance Committee held on Thursday 14 September at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Barnes

Absent:

In attendance: Alexandra Coxall and Abigail Williams (Parish Clerks), Steve Pitman (Warden), Maureen Brierley & Les Brierley (RMRG)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09.30

MA039/23 To receive and approve apologies for absence

Apologies received from Cllrs Clark & Kilmurray. Acceptable reasons were given.
It was RESOLVED to accept apologies from Cllrs Clark & Kilmurray.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

MA040/23 To receive any Declarations of Interest and Dispensations

None received.

MA041/23 To approve the minutes of the Maintenance Committee Meeting held on 17 August 2023

It was RESOLVED that the minutes of the Maintenance Committee Meeting held on 17 August 2023 were an accurate record.

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

a) To discuss comments on minutes from 17 August 2023

Cllr Travis noted correspondence re the minutes from the Maintenance Committee Meeting held on 17 August 2023 from another Cllr. Comments were responded to via return email as recorded in the supporting documents.

MA042/23 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.

MA043/23 Finance Matters:

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

It was noted.

MA044/23 Conservation Matters:

a) To receive the EA Monthly situation report for August 2023

It was noted.

b) To receive a report from River Mel Restoration Group

River Mel Restoration Group updated committee on upcoming meetings with the Environment Agency and Rob Mungovan and confirmed the upcoming working party.

Note was taken about the area of the river near the Shene Mill and will be added to discussions with the Environment Agency.

c) To receive any other updates and consider actions

Note was taken about the brook near Moat Lane / Science Park being stagnant. ACTION – office to contact land owners to discuss concerns.

MA045/23 Allotment Matters:

a) To receive any updates and consider actions

Allotment Association sent their apologies for the meeting. Clerk confirmed inspections had been carried out and the office were working towards reallocating vacant plots.

MA046/23 Stockbridge Meadows:

a) To receive an update on the progress of the management plan

Progress was noted and action was agreed to present the report to Full Council with a recommendation to support the future costs of putting in place and sustaining the area as a legal

Nature Reserve. It was noted that new signage will be required at Stockbridge Meadows. ACTION – Office to provide content for inclusion in the report and look at options for signage when appropriate.

- b) To consider proposed location of storage container.

It was noted. ACTION - Parish Office to obtain full quotes for storage unit at suggested location.

- c) To receive any other updates and consider actions

It was noted that water for the newt project is still being monitored.

River Mel Restoration Group are hosting a rake of the wildflower meadow on 6th October with assistance from two volunteer support groups.

MA047/23 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

No new reports of vandalism were reported.

- c) To receive any other updates and consider actions

None received.

MA048/23 Cemetery Matters:

- a) To consider quotes to replace the dead lavender and Hebe shrubs in New Road

Deferred.

- b) To consider quotes for Saxon Burial memorial

Parish office to obtain new quotes for a ground mounted wedge tablet, in a stone (not shiny) material with engraved lettering.

- c) To receive any other updates and consider actions

None received.

MA049/23 Village Maintenance Matters:

- a) To note any updates on the actions from the ROSPA reports

Deferred.

- b) To consider actions and implications of potential Reinforced Autoclaved Aerated Concrete (RAAC) use in Parish buildings

Please see <https://www.local.gov.uk/topics/housing-and-planning/information-reinforced-autoclaved-aerated-concrete-raac> for information on RAAC

Noted only building of concern would be Little Hands. ACTION – office to work with Little Hands and engage an engineer to inspect the building.

- c) To consider clarification of works of the quotation to cut back to trees along the Worcester Way fence boundary

Deferred. ACTION – request quote to tackle full run of Worcester Way boundary.

- d) To receive an update regarding the fencing works between Worcester Way and the private farm land

ACTION – office to continue to attempt to contact County Farms to work with them for a solution. Wardens to look at making the current vandalised fence safe.

- e) To consider quotations to repair the notice boards

Quotes were received from two suppliers that were capable of the work.

It was RESOLVED to accept the quote to refurbish the Parish noticeboards from Munby for £1210.00+VAT. This quote covers all boards and will be executed by taking each board out of action in turn for refurbishment.

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

- f) To consider updates to bin proposal

Deferred.

- g) To consider quotations for access matting to be used at War Memorial and across the Parish

It was RESOLVED to accept the proposal to spend up to £600 on access matting to be used across the Parish. Office to decide most cost-effective supplier at time of ordering.

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

- h) To consider quotations to cut Bowls Club hedge

Deferred.

- i) To consider request to carry out works to Bowls Club boundary fence

It was RESOLVED to accept the request to carry out fence works at the Bowls Club, with the Parish Council covering the costs of materials (approx. £150.00) after the offer to carry out works by a volunteer.

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

- j) To discuss current weedkilling policy from the County Council

Correspondence to the office was noted and discussed. The County Council has discontinued weed-killing services on roads/footways on a trial basis and are requesting feedback on the impact. There are some areas where the resulting weed impact has been bad enough to require strimming maintenance by the Wardens. Weed-killer is not in use by the Parish Council and there are no plans to further mitigate this policy change by County, although there has been a noticeable deterioration of the street scene.

- k) To receive any other updates and consider actions

None received.

MA050/23 Pavilion Matters:

- a) To consider actions from the legionella report from 4i Water

Deferred.

- b) To receive any other updaters and consider actions

Clerk informed about unusually high meter reading for electricity. ACTION – office to investigate.

MA051/23 Little Hands Matters:

- a) To consider options for work to improve car park for recommendation to full council

Deferred.

- b) To receive any updates and consider actions

Noted that drainage works are now complete and seem to be working well.

MA052/23 Policies and Risk Assessments

- a) To consider any updates and consider actions

None received.

MA053/23 Skate Park Working Party (SPWP)

- a) To receive any updates and consider actions

None received.

MA054/23 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

Actions were reviewed and noted.

Location	Reported by	Notes	Actions	WHO?
Norgetts lane	Resident	Bench along Norgetts need repairing.	SM to obtain quote from contractor. Contract wardens have inspected and have indicated they can repair. Quotes available. Further investigations required - deferred. Being consider for inclusion in the 2023/24 maintenance budget. Office to obtain quotes.	SM
Bowls club hedge	Wardens	Conifer needs cutting back	Obtain quotes - awaiting approval	SM
The moor	wardens	Sign faded. New sign needed (12 and under).	Obtain quotes - ROSPA report states new guidelines.	SM
Worcester Way	Resident	Branches over hanging residents garden.	Discussed 20/04/23 - obtaining quotes - awaiting approval	Wardens
Various	Wardens	Orchard, verge opposite sheeps row, and grass near telephone box requires cutting.	SM to inform contractor. Meeting to be arranged to discuss problem areas	Contractor
All roads	All	Councillors to inspect roads for potholes.	Creation of map to identify the worst areas. ONGOING	ALL
Tree - Cedar Close	Resident	Tree in need of cut, leaving sticky residue on paths etc.	ATC to obtain quotes for pruning - along with advice as to when best to cut.	ATC

Details of work required	Reported by	Notes	Actions	WHO?
Back Lane	Resident	Report that trees along Back Lane require cutting back. Office has reported to Highways with photo.	Parish Office to follow up. Highways have scheduled the work to be carried out soon.	Highways
Back Lane	SAH	Road sign at the bottom of Back Lane is very poor condition. SAH has reported to SCDC. Warden carried out some repair works, but awaiting action from SCDC	Update: sign now demolished, reported again to Highways 24/05/23 Re-reported 13/07/23 as sign missing.	SCDC
Damaged footpath sign, end of the Moor	Litterpicker	Footpath sign for path under the A10 damaged. SM to report to highways.	CCC confirm sign to be replaced 2023/24. Monitor.	SCDC
Bottom of The Moor (High Street end)	Resident	Damaged signs. Lamp post damaged. MVC sign to be replaced. Office to report to Highways. Library sign to be relocated to High Street. Office to seek permission. Signs on the corner of The Moor replaced. Awaiting information regarding relocation of library sign.	Action Clerk to chase - Highways confirmed replace of Library sign on lampost outside of Hub and possible alternative locations on A10 etc.	CCC
Station Road	Resident	Damage to barrier on corner of Station Road. Highways advised this should be reported to the EA.	Reported to EA.	EA
Palmer's way	resident	Damaged sign on Palmer's way. Wardens to identify location, take photo and office to report.	Reported to SCDC with photo.	SCDC

MA055/23 New Maintenance Issues: To consider Maintenance issues arising since last meeting
None received.

MA056/23 To note date of next meeting: Thursday 19 October 2023
The date of the next meeting was noted as Thursday 19 October 2023.

Meeting closed 11.04

DRAFT