

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

parishclerk@melbournparishcouncil.gov.uk

Telephone: 01763 263303

melbournparishcouncil.gov.uk

12 January 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 18 January 2024** at **09:30** in the **Austen Room, The Hub**, Melbourn SG8 6DZ for the purpose of transacting the following business:

Dear Non-Cllr Committee Member

You are hereby invited to attend a meeting of the Maintenance Committee to be held on **Thursday 18 January 2024** at **09:30** in the **Austen Room, The Hub**, Melbourn SG8 6DZ for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend a meeting of the Maintenance Committee to be held on **Thursday 18 January 2024** at **09:30** in the **Austen Room, The Hub**, Melbourn SG8 6DZ for the purpose of transacting the following business:

Alex Coxall & Abi Williams

Clerks to the Parish Council

MAINTENANCE COMMITTEE: AGENDA

MA110/24 To receive and approve apologies for absence

MA111/24 To receive any Declarations of Interest and Dispensations

MA112/24 To approve the minutes of the Maintenance Committee Meeting held on 14 December 2023

- a) To discuss comments on minutes from 14 December 2023

MA113/24 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)

MA114/24 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note payment of vehicle tax for parish van.
- c) To consider the purchase of a new battery for the parish van as quoted.

MA115/24 Conservation Matters:

- a) To receive the EA Monthly situation report for December 2023.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To receive any other updates and consider actions.

MA116/24 Allotment Matters:

- a) To receive any updates and consider actions.
- b) To consider quotations for works to identified problem trees.

MA117/24 Stockbridge Meadows:

- a) To receive any other updates and consider actions.
- b) To note the office is in contact with the Ecology team at Cambridgeshire County Council to request designation and awaiting a response on the application for Nature Reserve status.

MA118/24 Governance Matters:

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

- b) To consider any updates on vandalism in the Parish.
- c) To update situation at Victoria Way / New Road Cemetery.
- d) To receive any other updates and consider actions.

MA119/24 Cemetery Matters:

- a) To consider the request to plant a memorial tree in New Road Cemetery by resident.
- b) To confirm process for allotting spaces for memorial trees/benches etc.
- c) To receive any other updates and consider actions.

MA120/24 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – MA121/24a)

MA121/24 Village Wardens:

- a) To consider actions when Wardens are on extended sick leave.

MA122/24 Motion to re-open meeting to Public and Press

MA123/24 Village Maintenance Matters:

- a) To note emergency tree work spend of £300 approved for fallen tree on Station Road.
- b) To update on play park works.
- c) To update on maintenance of the Wonderpass.
- d) To update that Melbourn Primary School are taking horse chestnut trees kindly donated to the parish – Shires offer to plant has been accepted.
- e) To consider request that road inspections by Cllrs should be ongoing rather than annually.
- f) To report on goal screening proposal.
- g) To update on feasibility report with regard to the reinstating of pond at junction of Back Lane.
- h) To receive any other updates and consider actions

MA122/24 Pavilion Matters:

- a) To provide update and consider quotes for heating issue at Pavilion.
- b) To receive any other updates and consider actions.

MA123/24 Little Hands Matters:

- a) To provide update on exterior lighting issues at Little Hands access road.
- b) To receive any updates and consider actions.

MA124/24 Correspondence:

- a) To note correspondence from Cambridgeshire County Council with regard to streetlighting LED replacements.
- b) To note correspondence re the installation of a Senbotex Ltd recycling bank.
- c) To note correspondence with regard to the continuing issue of the damaged grit bin off New Road.

MA125/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

MA126/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet

MA127/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting

MA128/24 To note date of next meeting: Thursday 15 February 2024.