

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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8 March 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 14 March 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 14 March 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 14 March 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

MA150/24 To receive and approve apologies for absence

MA151/24 To receive any Declarations of Interest and Dispensations

MA152/24 To approve the minutes of the Maintenance Committee Meeting held on 15 February 2024

- a) To discuss comments on minutes from 15 February 2024.
To note addition of explanation to MA135/24c) *Committee commented that this is not setting a precedent for the Parish Council to clear rubbish from private land and should be seen as emergency action only due asbestos being involved in a relatively public area.*

MA153/24 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)

MA154/24 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
- b) To note the payment of Worcester Way tree works invoice at £1250.00 – thanks received from residents for the work carried out.
- c) To consider quote for repairs to the litter pickers electric bike at a cost of £64.16.

MA155/24 Conservation Matters:

- a) To receive the EA Monthly situation report for February 2024.
- b) To receive a report from River Mel Restoration Group (RMRG).
- c) To receive any other updates and consider actions.

MA156/24 Allotment Matters:

- a) To receive any updates and consider actions.
- b) To consider a request by a plot holder to organise the rotavating of the plot to allow them to continue to tend to it after a period of ill health.

MA157/24 Stockbridge Meadows:

- a) To receive an update and consider actions.

- b) To note that pest control work to be carried out in Stockbridge Meadows. To consider request for equipment if required.

MA158/24 Governance Matters:

- a) To receive the weekly inspection reports and consider any necessary actions.
- b) To consider any updates on damage or vandalism in the Parish.
- c) To receive any other updates and consider actions.

MA159/24 Cemetery Matters:

- a) To consider the accurate completion and submitting of the Non-Domestic Rating forms as requested by HM Revenue & Customs for Orchard Road and New Road Cemetery. Deadline to submit 11 April 2024.
- b) To consider the upkeep of sunken graves in Orchard Road Cemetery. To the cost of top soil and Wardens time.
- c) To discuss the impact of Royston running out of burial space – do we need to amend the rules around New Road Cemetery?
- d) To receive any other updates and consider actions.

MA160/24 Village Maintenance Matters:

- a) To note continuing issues with mud from boots on Vicarage Close and to note refusal from Melbourn Village College to allow a boot cleaner on the field.
- b) To consider quotes to fix IAE self-closing gate at Clear Crescent play park are being gathered.
- c) To discuss options for removal / renovation of the seating dome on the New Rec (PC114/23a).
- d) To consider upgrade of bin at Maple Way / Orchard Road – at a cost of £211.37
- e) To receive any other updates and consider actions.

MA161/24 Pavilion Matters:

- a) To consider the purchase of 3 x boot brushes to refurbish the boot cleaner at the Pavilion at a cost of £288.45+VAT.
- b) To consider the purchase of replacement defibrillator pads for the defib at the Pavilion – current pads expire in June 2024 at a cost of £64.95+VAT.
- c) To note investigation needed into the tripping of switch 1 at the Pavilion.
- d) To receive any other updates and consider actions.

MA162/24 Little Hands Matters:

- a) To consider accepting quote from Steve Young to replace flood lights as required at Little Hands at a cost of £415.
- b) To note that investigations are underway to quote for the works required to fix the driveway lights at Little Hands.
- c) To note works underway to gather quotes for works to car park at Little Hands.
- d) To receive any updates and consider actions.

MA163/24 Correspondence:

- a) To consider actions in regard to request to move 'dog poo' bin on New Road to Hopkins Homes development. To note requests from residents for about further dog waste bins around the estate.
- b) To consider request from Meldreth re secondment of Warden for 7 hours a month.
- c) To consider suggestion to adopt phone box and convert it into a community asset.

MA164/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

MA165/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA166/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA167/24 To note date of next meeting: Thursday 18 April 2024.