

MELBOURN PARISH COUNCIL

Parish Clerks: Alex Coxall & Abi Williams
Melbourn Parish Council
Melbourn Community Hub
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12 April 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Maintenance Committee to be held on **Thursday 18 April 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 April 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 April 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

MA168/24 To receive and approve apologies for absence

MA169/24 To receive any Declarations of Interest and Dispensations

MA170/24 To approve the minutes of the Maintenance Committee Meeting held on 14 March 2024

- a) To discuss comments on minutes from 14 March 2024.

MA171/24 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)

MA172/24 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
b) To note increase in minimum wage for litter pickers – from £10.42 to £11.44 from 1st April 2024.
c) To consider renewal quote for parish van insurance

MA173/24 Conservation Matters:

- a) To receive the EA Monthly situation report for March 2024.
b) To receive a report from River Mel Restoration Group (RMRG).
c) To note the invoice number 3093 from Shire Trees for £300+VAT for the re-pollarding of the crack willow on The Moor, as per the tree survey (MA098/23 c).
d) To note that the two young Horse Chestnut Trees donated by a resident, have now been kindly planted by Shire Trees at Melbourn Primary School (MA123/24 d).
e) To receive any other updates and consider actions.

MA174/24 Allotment Matters:

- a) To receive any updates and consider actions.
b) To note invoice number SI-3136 from Herts & Cambs Grounds Maintenance for £70+VAT for the rotavation of plot 19a (MA156 24b).

MA175/24 Stockbridge Meadows:

- a) To receive an update and consider actions.

- b) To note response from Cambridgeshire County Council Historic Environment Team with regard to reinstating of ancient pond at Stockbridge Meadows.
- c) To consider appointment of Cambridgeshire County Council Historic Environment Team to carry out ponds check at a cost of £96.00+VAT per hour.
- d) To note the planned delivery and installation of container is to take place on Tuesday 7 May 2024.
- e) To note invoice number SI-3140 from Herts & Cambs Ground Maintenance Ltd for £180+VAT for the strimming of orchard area at Stockbridge Meadows.

MA176/24 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.

MA177/24 Cemetery Matters:

- a) To receive any other updates and consider actions.

MA178/24 Village Maintenance Matters:

- a) To update on opinion for removal / renovation of the seating dome on the New Rec (PC114/23a).
- b) To consider quotes for tree works in Memorial Gardens (83 High Street).
- c) To consider quotes for tree works in Little Hands car park.
- d) To consider quotation of £375+VAT for the ROSPA inspections of the play parks.
- e) To consider action to be taken with regard to the advertising boards on the A10 / Royston Road turning.
- f) To receive verbal update with regard to Meldreth Parish Council proposal to use the Wardens time.
- g) To note the extension of deadline for tenders for the Village Maintenance contracts to 30 April 2024.
- h) To receive any other updates and consider actions.

MA179/24 Pavilion Matters:

- a) To receive any other updates and consider actions.

MA180/24 Little Hands Matters:

- a) To consider the request and plan of action for investigative works to be carried out on black mould inside the nursery.
- b) To discuss replacing / updating lighting to driveway of car park.
- c) To receive any updates and consider actions.

MA181/24 The Moor Car Park Matters:

- a) To note invoice SI20246488 from Cambridge Asbestos for asbestos testing at The Moor car park at a cost of £310.00+VAT.
- b) To note Cambridge Asbestos testing report and consider actions.

MA182/24 Correspondence:

- a) To note correspondence with regard to 'Nottingham Knockers' in Vicarage Close.

MA183/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

MA184/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

MA185/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

MA186/24 To note date of next meeting: Thursday 16 May 2024.