

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

**A meeting of the Maintenance Committee** held on Thursday 16 May 2024 at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Travis (Chair), Alexander, Clark, Kilmurray

**Absent:**

**In attendance:** Abigail Williams (Parish Clerk), Alex Coxall (Parish Clerk), Les Brierley (RMRG), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 09:31*

**MA187/24 To receive and approve apologies for absence**

Apologies received from Cllr Barnes.

It was RESOLVED to accept apologies from Cllr Barnes.

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

**MA188/24 To receive any Declarations of Interest and Dispensations**

None received.

**MA189/24 To approve the minutes of the Maintenance Committee Meeting held on 18 April 2024**

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 18 April 2024 as an accurate record.

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

- a) To discuss comments on minutes from 18 April 2024.

None received.

**MA190/24 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)**

No members of public in attendance.

**MA191/24 Finance Matters:**

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

The finance report was noted.

**MA192/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for April 2024.

The report was noted.

- b) To receive a report from River Mel Restoration Group (RMRG).

A verbal report was provided by RMRG.

It was noted that the river was flowing well. Gravel works were to be completed soon. It was noted that the river levels were particularly high at the Sheene Mill area.

- c) To receive correspondence from the Wild Trout Trust.

It was noted that works to re-introduce fish stock to sections of the river would take place soon thanks to the Wild Trout Trust. This is the first year of a three-year project. Funding for this year is being received from the Environment Agency – funding for subsequent years will be required.

- d) Wardens to advise on planting of memorial tree in the Millenium Orchard and offer advice to resident.

**ACTION:** Office to arrange for the Conservation Warden to meet with resident to discuss location and species options.

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

None received.

**MA193/24 Allotment Matters:**

- a) To consider quotes for additional cut to allotment grass walkways.

Consideration not required as offer to cut walkways has already been accepted by the Office.

- b) To receive any updates and consider actions.

A verbal report was provided by the Allotment Association.

It was noted that inspections had taken place and 3 plots were highlighted as needing attention, down from 8 plots the previous month. It was noted that the Community Plot was in need of maintenance as the arranged activities had not taken place as planned. ACTION: Office to follow up with Groundworks as to next steps and look at possible alternatives for use of the space. Thanks were given for the award of the Community Benefit Grant monies and it was noted that part of this fund would be used for a skip in June.

*Chris Selway left the meeting 09:49*

**MA194/24 Stockbridge Meadows:**

- a) To note installation of container on Tuesday 7 May 2024.

It was noted that the container had been installed. Work to improve the levelling of the unit would be undertaken by the Wardens in the coming weeks. Concern was raised about the need to coat it in anti-climb paint. It was decided to see if there was an issue before acting.

- b) To note and consider actions regarding report from the Historic Environment Team and FWAG.

The response from the Historic Environment Team was noted. ACTION: Office to request a brief of works required to allow for a quote for archaeological monitoring to be obtained and bring back to committee for review.

- c) To receive an update and consider actions.

A verbal report was provided by Stockbridge Volunteers. It was noted that the Duke of Edinburgh participants had reached the end of their three months and were working on a written report that would be presented to Council. Rabbits are still an issue. ACTION: Office to work with Conservation Warden to arrange for pest control to visit site as soon as possible.

*Maureen and Les Brierley left the meeting 10:02*

**MA195/24 Governance Matters:**

- a) To consider the request to alter work patterns for Conservation Warden to allow for the seasons – to be managed through the office.

It was noted that this request is inline with the current contract of employment. It was confirmed that the Office would keep an accurate record of time and review the process after twelve months. ACTION: Office to share proposal with HR Panel.

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

Inspection reports were noted.

- c) To consider any updates on damage or vandalism in the Parish.

Damage and vandalism reports were noted. It was also noted that a window at the Pavilion had been damaged. The Wardens have made the area safe and quotes for remedial works will be obtained by the Office. It was noted that the electrical waste bin was being regularly opened by MVC students. ACTION: Office to write to the College to ask them to inform their students of the safety risks of entering or rummaging in the bin.

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

None received.

**MA196/24 Cemetery Matters:**

- a) To note correspondence from Victoria Way residents and confirm meeting date to discuss.

Correspondence was noted. ACTION: Office to arrange a suitable time for a Zoom meeting.

- b) To note ICCM membership renewal notice.

Renewal was justified and noted.

- c) To note damage to memorial in Orchard Road – office to investigate possible cause.

The damage to the memorial was discussed and it was determined that, as no other damage had been recorded, it was probably a natural fault in the stone that led to the split. ACTION: Office to report back to resident.

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

The placement of the Saxon memorial was noted to be at the existing stone that denotes the actual location of the burial. ACTION: Office to arrange installation.

It was noted that grass cutters had left banks of wildflowers at New Road Cemetery.

**MA197/24 Village Maintenance Matters:**

- a) To note a request for clearing the Vicarage Close / Church Walk path to allow surface works to take place.

It was noted with thanks that most of the works had already been completed by the Wardens.

- b) Update on request for Wardens to cover Meldreth works.

Work Nest advised that rather than sub-contracting the Wardens it would be better to draw up a secondment agreement with Meldreth. Office have received confirmation that our insurance would still cover works carried out in another Parish as long as the works were instructed by Melbourn Parish Council. ACTION: Office to approach Meldreth with option of drawing up a secondment agreement (to their cost). Once plans have been confirmed a proposal will be presented to the HR Panel for review.

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

It was noted that Little Lane and Meeting Lane highways were becoming overgrown. ACTION: Wardens to inspect and report back if this is a highways or homeowner issue.

**MA198/24 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 – MA199/24)**

It was RESOLVED to carry the motion to exclude Public and Press as stated above.

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

**MA199/24 To consider the quotes received to tender for the Village Maintenance Contracts and make recommendation to Full Council.**

Tenders from six providers were discussed and reviewed.

It was RESOLVED to make a recommendation to Full Council to award the village maintenance contracts to Herts & Cambs Ground Maintenance Ltd.

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

**MA200/24 Motion to re-open meeting to Public and Press**

It was RESOLVED to re-open the meeting to Public and Press.

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

**MA201/24 Pavilion Matters:**

- a) To consider the increased costs for pavilion cleaning from £14.00 per hour to £17.50 per hour.

It was RESOLVED to approve the increased costs for pavilion cleaning from £14.00 per hour to £17.50 per hour.

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

- b) To consider request for use of a barbeque when hiring the pavilion.

The request was discussed. ACTION: Office to request a proposal from the organisers of what they wish to do, confirm the terms of agreement for the use of a barbeque and check with our insurers for any limitations to use.

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

None received.

**MA202/24 Little Hands Matters:**

- a) To consider estimate from Prince Property Improvements Ltd for £1015.00 + VAT for works to Little Hands – including preventing mould and external decoration.

It was RESOLVED to accept the quotation for works to Little Hands for £1015.00+VAT from Prince Property Improvements.

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

- b) To re-consider confirmed quote for works to trees in Little Hands car park.

Explanation of quotation was provided. It was RESOLVED to accept the quotation of works to trees in the Little Hands car park from Shire Trees Limited for £190.00+VAT.

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

- c) To consider giving MixMusic a key to the Little Hands car park to allow limited access on Monday evenings.

DEFERRED. Cllr Travis to talk to MixMusic about requirements. ACTION: Office to draw up a key holder agreement for all current holders of keys.

- d) To receive any updates and consider actions.

None received.

**MA203/24 The Moor Car Park Matters:**

- a) Receive an update on options for Car Park area.

Office requested a quotation from Cambridge Asbestos for the works required to remove 52tonnes of soil. Office is working with contactors to provide alternative solutions.

**MA204/24 Policies and Risk Assessments:**

- a) To consider approving updated Parish Estate Safety Inspections Policy (Doc 4.23)

It was RESOLVED to approve the updates to the Parish Estate Safety Inspections Policy (Doc 4.23).

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

- b) To consider any updates and consider actions.

None received.

**MA205/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

The report was noted. ACTION: Office to re-raise Back Lane tree issues with highways as fallen tree in verge still not safe.

**MA206/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

None received.

**MA207/24 To note date of next meeting:** Thursday 13 June 2024.

The date of the next meeting was noted as Thursday 13 June 2024.

*Meeting closed at 11:18*