

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

A meeting of the Maintenance Committee held on Thursday 15 August 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: Alex Coxall (Parish Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:33

MA040/24 To receive and approve apologies for absence

None received.

MA041/24 To receive any Declarations of Interest and Dispensations

None received.

MA042/24 To approve the minutes of the Maintenance Committee Meeting held on 18 July 2024

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

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

MA043/24 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.

MA044/24 Finance Matters:

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

The RFO was unable to provide the finance report this month, but advised that there had been no significant changes and that the report will be available to review for the meeting to be held on 19 September 2024.

MA045/24 Conservation Matters:

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

The report was noted.

- b) To discuss the need for a drainage pipe across the woodland walk by the river – wardens to report.

It has been noted that one of the footpaths in the area around Millennium Orchard gets boggy, and that there maybe a need to install a drainage pipe. Questions raised over responsibility and who owns the land. Further investigation required, representative to visit the site to assess, then repost back to Maintenance Committee.

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

A verbal report was presented by the Clerk in the absence of representatives from RMRG. It was noted that the River Mel level has dropped but still has good flow. They are awaiting a date from Rob Mungovan, regarding the next gravel drop, as crop has not yet harvested from neighbouring land, so access point is not available.

The Ground in front of the picket fence by the access point and dog bin is still not cut. ACTION: Office to follow up with the grass cutting contractor.

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

None received.

MA046/24 Stockbridge Meadows:

- a) To note proposed meeting to be held on 29 August with CCC with regard to Local Nature Reserve designation. MB, LB, KR, JT and PC to attend. Time to be confirmed.

It was noted.

- b) To receive an update and consider actions.

None received.

MA047/24 Allotment Matters:

- a) To note Parish Council membership to The National Allotment Society at a cost of £56 + VAT.

It was noted.

- b) To note volunteers are reviewing the Community Plot agreement and are excited to get started.

It was noted. It was suggested to arrange a meeting between the volunteers and the Allotment Association. ACTION: Office to arrange meeting

- c) To note we were successful in applying for the £500 Growing Grant from SCDC and will use the funds for the community plot.

It was noted.

- d) To receive any updates and consider actions.

Soil improver delivered to the site for plot holders, funded by a community grant. Vast majority of plots are looking good. A few plots are not being maintained and there is a need for this to be followed up over the next few months. ACTION: Office to communicate with appropriate plot holders regarding the next steps.

Main walkway grass is still to be cut. ACTION: Office to follow up with grass cutting contractor.

Chris Selway left the meeting 09:48

MA048/24 Biodiversity:

- a) To note advice from CAPALC to include biodiversity as a standing item agenda and to discuss current actions.

It was noted.

- b) To consider recommendation to full council of alterations to Environmental Protection Policy to encompass NALC model Biodiversity policy.

Cllrs to review and feedback to Clerks. Maintenance Committee to consider recommendation to full Council at next meeting on 19 September 2024.

ACTION: Cllrs to review the Policy and comment to Parish Office before the next Maintenance Meeting

ACTION: Clarks to await feedback, make any amendments and bring to next Maintenance Meeting.

MA049/24 Governance Matters:

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

Inspection reports were noted.

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

Damage and vandalism reports were noted.

ACTION: Wardens to investigate if the bench on the MVC site is repairable.

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

None received.

MA050/24 Cemetery Matters:

- a) To note agreed proposal for biodiversity area within All Saints grounds, as agreed with Revd and Contractor. To be reviewed after the first season.

It was noted. ACTION: Follow up meeting to be arranged with Office and Cllrs

- b) To consider quote for filling dead beds at New Road with lavender.

DEFERRED

- c) To note that the clearance stage at 77 Victoria Way has now been completed

It was noted. The next stage is underway.

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

None received.

MA051/24 Village Maintenance Matters:

- a) To note approved spend of £300 to add rolling to the maintenance and improvement of the Old Recreation ground pitch.

It was noted.

- b) To consider the purchase of dog waste bin for installation at Hopkins homes after the SGB has been cut in September.

It was RESOLVED to purchase the Galvanised Steel Dog Waste Bin with ground fixing post at a cost of £267.03 + VAT.

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

- c) To consider the purchase of grit bin for Victoria Way, as resolved under item MA035/24b).

It was RESOLVED to purchase the 400ltr Heavy Duty Salt & Grit Bin at a cost of £243.00 + VAT.

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

- d) To note Majestic are reviewing costs and plan of action for maintaining SGB area at Hopkins. Costs to be presented to committee when received.

It was noted.

- e) To note response from CAPALC re overgrown bushes and claiming back costs and to note that CCC have inspected the area and are arranging works.

It was noted. ACTION: Office to follow up

- f) To note request for quote to remove and replace shrubs from land at Brooksbank / High Street.

It was noted.

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

None received.

MA052/24 Pavilion Matters:

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

A query about the fire exit inspections was raised. ACTION: Office to follow up.

MA053/24 Little Hands Matters:

- a) To receive any updates and consider actions.

It was noted that the new manager has now began their role at Little Hands and has had an introductory meeting with Cllr Clark. Little Hands will continue to let us know about late night meetings.

Wardens raised a query about large items for disposal being left by bins, Cllr Clark to follow up with Little Hands.

MA054/24 The Moor Car Park Matters:

- a) To review the key holder agreements for recommendation to full council.

It was RESOLVED to recommend the key holder agreements to full council.

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

MA055/24 Correspondence:

- a) To note response to resident re maintenance of sycamores on Orchard Rd and consider request to carry out works on trees at residents' expense.

Maintenance Committee are happy for the residents to progress with the work, on condition that tree surgeon plans are submitted to council for final approval prior to any work is to take place.

ACTION: Office to contact resident

ACTION: Office to investigate why Land Registry would not transfer the land to the Parish Council

MA056/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

None received.

MA057/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

It was noted.

MA058/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

It was noted.

MA059/24 To note date of next meeting: Thursday 19 September 2024.

The date of the next meeting was noted as Thursday 19 September 2024.

Meeting closed 10:42