



🏠 **Melbourn Parish Council**
Melbourn Community Hub
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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Thursday 21 November 2024 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Travis (Chair), Alexander, Barnes, Kilmurray

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

MA100/24 To receive and approve apologies for absence

Apologies received from Cllr Clark with acceptable reasons given.
It was RESOLVED to accept apologies from Cllr Clark.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

MA101/24 To receive any Declarations of Interest and Dispensations

None received.

MA102/24 To approve the minutes of the Maintenance Committee Meeting held on 17 October 2024

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 17 October 2024 as an accurate record.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

MA103/24 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 present.

MA104/24 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The finance report was noted.
- b) To note any projects under the authority of the Maintenance Committee to be taken into consideration for the precept.
No projects of note.

MA105/24 Conservation Matters:

- a) To receive the EA Monthly situation report for October 2024.
The report was noted.
- b) To receive a report from River Mel Restoration Group (RMRG).
A verbal report was given by RMRG. It was noted that a number of working parties have had to be cancelled due to inclement weather. Working with external agencies with possibility of funding for chalk streams.
- c) To consider recommending to Full Council to approve the increase in costs for the additional coverage of bi-annual tree survey (to be carried out October 2025).
It was RESOLVED to recommend to Full Council to approve the increased costs for additional coverage of the bi-annual tree survey.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

- d) To note meeting to confirm area to be tended on new rec by River Mel.
Plan was noted. Works to be monitored going forward.
- e) To consider applying for 'Six Free Trees 2024' through South Cambs District Council – propose to apply for one large tree as a replacement for those needed at Piggot Close. 2023 six free trees are currently in a nursery bed waiting for transplant when ready.
It was agreed to apply for one of the trees from the 'Six Free Trees 2024' scheme.
- f) To receive any other updates and consider actions.
None received.

MA106/24 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
A verbal report was given by Stockbridge Volunteers. Working with Herts & Cambs and Keith to map areas for cuts to ensure all are aware of areas agreed. It was noted that the test trench needs maintenance. ACTION: MB to discuss with Keith appropriate actions including strimming and re-instating the fence. Cllr Barnes suggested a nature trail be installed in the spring.
- b) To note approval of spend of £144.98 for materials associated with pest control at Stockbridge Meadows – approved by Chair of committee.
It was noted.
- c) To consider action to address muntjak numbers at Stockbridge Meadows and surrounding area.
Discussion about muntjak numbers and possible actions took place. It was noted that official monitoring of numbers is needed before decision to cull population is considered. It was decided to monitor the situation and gather information about expected numbers for the type of area. ACTION: Office to communicate with pest control.
- d) To receive an update and consider actions.
None received.

Maureen Brierley left the meeting 09:56

MA107/24 Allotment Matters:

- a) To consider recommending to Full Council the updated Allotment Rental Agreement.
It was RESOLVED to recommend acceptance of the changes to the Allotment Rental Agreement to Full Council. ACTION: Spelling and grammar issues highlighted to be updated before approval. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To note late payment to Allotment Association of insurance funds. Office to request a formal annual invoice stating numbers in order to pay the fees.
It was noted that payment had not been made to the Allotment Association for insurance funds. ACTION: Allotment Association to provide an invoice based on numbers to the office for payment.
- c) To receive a report from the Allotment Association.
A verbal report was given by the Allotment Association. Inspections took place this week, it was noted that four plots are currently unworked, reasons have been noted. A significant rat infestation has been noted, seemingly caused by two large compost heaps – it was agreed that the plot owner would be contacted and action requested. The situation would be monitored and any further actions considered at the next meeting. It was noted that the noticeboard has been removed for repair. It was noted that the allotment driveway needed another cut. It was noted that inspections would not take place in December or January.
- d) To receive any updates and consider actions.
None received.

Chris Sellway left the meeting 10:07

MA108/24 Correspondence:

- a) To receive complaint from a resident and consider actions about the potential planning compliance issues at Hopkins Homes estate off New Road.
Correspondence was noted and welcomed. ACTION: Office to thank resident for attention they are paying to the issues at Hopkins Homes (HH) development and confirm that consideration was taken before accepting responsibility for the SGB area that the maintenance schedule had not been completed by HH,

this was reflected in amount agreed for ongoing maintenance. The Parish controlled maintenance of the SGB is to start imminently and would be reviewed after 12 months, or sooner if required. The roadways remain the responsibility of HH and any remedial works to bring the roads up to specification rests with them. Other green spaces would be reviewed as and when they are included in the handover of land. It was noted that Council are appreciative of the actions being taken by the resident to ensure the best outcome and Council agree that all issues need to be addressed before any other land transfer can take place.

- b) To consider request to add Melbourn Football Club signage to The Moor car park.

It was RESOLVED to allow Melbourn Football Club to add signage to The Moor car park. It was agreed that a new sign would be created to include the Bowls Club, The Pavilion and Melbourn Football Club. Permission to mount the sign to the fence will be clarified with the owners of the adjoining property.

- c) To consider actions for request to add dog foul bin to New Road Cemetery.

It was noted that a number of dog foul bins are available in the area and Committee agree that previous decision not to include a dog foul bin at New Road Cemetery would be upheld. A sign could be added to the black bin encouraging people to use this for dog waste and investigation would take place as to the possibility of introducing a dog foul bin in Victoria Way. ACTION: Office to communicate with resident and work with Wardens to relocate existing bins as previously agreed.

MA109/24 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.

Incidents of damage and vandalism were noted.

It was noted that damage to the Bowls Club fence had ceased and it was agreed that the Bowls Club would be encouraged to improve the state of a section of fencing in order to discourage any further damage. No further action would be taken at this time and the situation would be monitored.

Fly tipping at Worcester Way was noted. ACTION: Wardens to monitor.

It was noted that the damaged bench on the new rec was beyond repair and should be removed due to health and safety concerns. ACTION: Wardens to remove bench and recycle materials as required.

- c) To note the van is booked in for MOT on Thursday 12 December 2024 (due 5 January 2025).

It was noted.

- d) To consider cancelling December Maintenance Committee Meeting to be held on 12 December 2024. Next meeting to be held on Thursday 23 January 2025.

It was RESOLVED to cancel the December Maintenance Committee Meeting due to no urgent actions required and to re-convene in the New Year.

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

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

None received.

MA110/24 Cemetery Matters:

- a) To consider costs for works to Orchard Road Cemetery hedging (bordering Haggars Close).

Item deferred.

- b) To note acceptance from the Diocese of Ely to carry out tree works at All Saints along with decision 'not to object to works' from South Cambridgeshire District Council.

It was noted.

- c) To receive and consider quotes for works to border outside 77 Victoria Way/New Road Cemetery.

Quotes for works were received. It was RESOLVED to accept the quote for works from Bespoke Ponds and Landscaping at a cost of £4,700 (previously agreed to cover costs of up to £2,000 with resident covering remainder). It was noted that a request for add-on works should be included to cover the clearance and planting of lavender in the beds within the cemetery at Parish Council cost.

- d) To consider advice about tree in Orchard Road Cemetery damaging the pathway.

It was agreed that advice would be sought from surface installers and the consideration of narrowing /diverting the path should be included.

- e) To receive any updates and consider actions.

Clerk reported further communication about the installing of bird deterrents to memorial benches in New Road Cemetery. It was concluded that as memorial benches become the property of Melbourn Parish Council when installed and bird spikes pose a risk to others using the area we have the right to insist they are not installed on any memorials. ACTION: Office to communicate stance with resident.

MA111/24 Village Maintenance Matters:

- a) To consider the purchase and installation of a dash-cam into the wardens van.

Item deferred. ACTION: Office to seek advice as to best unit to purchase before bringing back to committee.

- b) To consider approving costs for three extra grass cutting costs due to weather conditions of up to £3,780.

It was RESOLVED to approve costs of up to £3,780 for extra grass cuts needed over and above the maintenance contract.

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

- c) To consider costs for removing fallen tree at River Mel (behind the sheltered seating).

It was RESOLVED to accept the quote for Shire Trees Limited to remove the fallen tree from the River Mel at a cost of £540.00.

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

- d) To consider proposal and actions for lighting work to moor car park.

It was RESOLVED to approve the quote from JHE Electrical Contractors to install low level lighting along the roadway to the Moor car park at a costs of £1,365.60 assuming the agreement from neighbouring properties to install the fixtures on the fencing.

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

- e) To consider costs for replacing lost van key at Motor Parts Direct – estimated costs to be £155.93+VAT

It was agreed to replace the lost van key. ACTION: Office to arrange van to be taken to Motor Parts Direct with all current keys for re-programming.

- f) To consider quotes for annual maintenance of green area at Rosemary Place.

It was RESOLVED to accept the quote from Herts & Cambs Ground Maintenance Ltd at a cost of £580.00 +VAT for the annual maintenance of the green area at Rosemary Place.

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

- g) To note CCC request to update records of grass verges that we maintain.

Request was noted. ACTION: Office to work with current contractor to confirm all areas.

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

None received.

MA112/24 Pavilion Matters:

- a) To note replacing of shower chair and grab rails in changing rooms at a cost of £109.20.

Report was noted.

- b) To receive any updates and consider actions.

None received.

MA113/24 Littlehands Matters:

- a) To receive a report on the costs associated with the blocked drains at Littlehands and consider retrospective approval of costs amounting to £367.32.

Report was received. It was RESOLVED to retrospectively approve the costs associated with emergency works to drains.

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

- b) To receive any updates and consider actions.

None received.

MA114/24 Car Park Matters:

- a) To note that vendor has purchased a supplementary battery for running the food van and will report back on progress.

Noted.

MA115/24 Policies and Risk Assessments:

- a) To consider any updates and consider actions.

None received.

MA116/24 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA117/24 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

It was noted that the large willow at the edge of the Millenium copse needs lifting due to health and safety concerns for some of the low branches.

It was agreed that quotes would be gathered and an email decision could be made to complete works.

MA118/24 To note date of next meeting: Thursday 12 December 2024 or if resolved under MA109/24d) to cancel the December meeting Thursday 23 January 2025.

Due to resolution MA109/24d) it was noted that the next meeting would take place on Thursday 23 January 2025.

Meeting closed 11:10