



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

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

A meeting of the Maintenance Committee held on Thursday 17 April 2025 at 09:30
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Maureen Brierley (RMRG), Chris Selway (Allotment Association), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 09:30

MA178/25 To receive and approve apologies for absence

Apologies received from Cllrs Travis and Kilmurray with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA179/25 To receive any Declarations of Interest and Dispensations

None received.

MA180/25 To approve the minutes of the Maintenance Committee Meeting held on 13 February 2025

It was RESOLVED to accept the minutes from the Maintenance Committee Meeting held on 13 February 2025 as an accurate record.

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

MA181/25 To approve the minutes of the Maintenance Committee Meeting held on 13 March 2025

It was RESOLVED to accept the minutes from the Maintenance Committee Meeting held on 13 March 2025 as an accurate record.

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

MA182/25 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 the public present.

MA183/25 Finance Matters:

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

No finance report was available for this meeting. RFO reported budget to be on track (reflecting underspend as expected). Finances will be reviewed at the next Parish Council meeting.

- b) To note delegated authority approval from Clerk of works to remove self-seeded sapling from verge on Rose Lane due to damage to fence line (est costs £150).

It was noted.

- c) To note delegated authority of cost of works to parish van due to engine light indicating works at a total of £102+VAT.

It was noted.

- d) To note invoice for £90.80 for mulch delivered to 83 High Street memorial garden.

It was noted.

- e) To consider acceptance of quote for renewal of Parish van insurance at a cost of £640.20 (£671.24 2024/25).

It was RESOLVED to accept the quote for renewal of the Parish van insurance through Gallagher at a cost of £640.20.

Signed..... Date.....

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

MA184/25 Conservation Matters:

- a) To receive the EA Monthly situation report for February & March 2025.
The reports were noted.
- b) To note works by Environment Agency, arranged by Rob Mungovan of The Wild Trout Trust, took place on 10 April 2025.
The works were noted with thanks passed to Rob Mungovan for his ongoing support.
- c) To receive a report from River Mel Restoration Group (RMRG).
A verbal report was given by RMRG. It was noted that the river is flowing well. Water voles have been spotted. Kick sampling has started again to monitor the health of the riverbed.
- d) To receive any other updates and consider actions.
None received.

MA185/25 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
A verbal report was given from Stockbridge Meadows Volunteers and Warden. It was noted that the volunteer group have recently cut the reed bed to protect the area from returning to shrub land. It was noted that an article has been submitted to Melbourn Magazine and promotion will take place at the Melbourn Fete to encourage new volunteers to join the group. It was noted that extra works are being quoted to add to the maintenance schedule, costs to be presented to full council.
- b) To note meeting with surveyor from UA-5 on behalf of UK Power Networks with regard to trees in the power lines.
The Conservation Warden noted the meeting with the surveyor and is happy to proceed with works as suggested. The office has indicated the need for UK Power Networks to keep the Parish informed of works.
- c) To receive any other updates and consider actions.
It was noted that drug paraphernalia has been found in the car park and repeated coming and going of vehicles has been reported. The PCSO has been informed and will pass information on the investigative team. Residents are encouraged to report any suspicious activity.
It was noted that one of the gates has been damaged – the Warden will repair.

Maureen Brierly left the meeting 09:51

MA186/25 Allotment Matters:

- a) To receive a report from the Allotment Association.
A verbal report was given by the Allotment Association. It was noted that inspections were carried out – most plots are being worked with some that are being watched. Plots have been relinquished and are in the process of being reallocated. It was noted that the Allotment Association AGM took place, and the current committee were re-elected. Concern was raised about the number of items being taken from St Georges. ACTION: Office to investigate adding locks to the gates along with the implications of a storage container for use by plot holders being installed.
- b) To receive any other updates and consider actions.
None received.

Chris Selway left the meeting 10:00

MA187/25 Correspondence:

- a) To note request for works to lighting on Piggott Close.
The correspondence was noted. ACTION: Office to confirm with Stonebond who will be responsible for lighting when transfer takes place.
- b) To receive any other updates and consider actions.
None received.

MA188/25 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.

- c) To note email approval of 2025 contract for J W Harris Fun Fair attendance on Old Rec 27 May – 2 June 2025.

It was noted.

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

None received.

MA189/25 Biodiversity:

- a) To receive verbal update on the creation of a new working group for the Melbourn / Meldreth station path.

The formation of the new working group was noted.

- b) To receive any updates and consider actions

None received.

MA190/25 Cemetery Matters:

- a) To receive an update on works to property outside of New Road Cemetery as agreed.

It was noted that works have started at the property and a full report is expected at the next meeting. The contractor informed Council that one of the fences, bordering other owners land, was damaged.

- b) To note response to a request for correction to placement of memorials on plots CL1 and CL3.

The response was noted.

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

None received.

MA191/25 Village Maintenance Matters:

- a) To consider purchase of replacement bins as per the bin replacement schedule at a cost of £307.75 + VAT.

It was RESOLVED to proceed with the purchase of replacement bins as per the bin replacement schedule at a cost of £307.75+VAT.

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

- b) To consider proposals to replace the flower tubs at The Cross.

It was RESOLVED to proceed with option 3 – purchase of 12 x half barrels, potting compost to fill and flowers/bulbs as required. Funding up to the value of £1,000.

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

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

Conservation Warden noted that the best kept village sign needs to be moved to accommodate the proposed Greenway changes. It was noted that the sign could be removed and added to the village sign or moved to a new area. Warden to investigate.

MA192/25 Pavilion/New Rec Matters:

- a) To note acceptance of the quote under delegated authority for intruder alarm maintenance agreement for the period 1 April 2025 to 31 March 2026 from Briar Security Systems at a cost of £90.00+VAT.

It was noted.

- b) To consider approving estimated costs for pavilion heating service at an estimated cost of £300+VAT (not including parts).

It was RESOLVED to approve estimate from Shelford Heating for the heating service at an estimated cost of £300+VAT.

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

- c) To consider extending Scouts use of Pavilion on Friday evenings to allow them to provide a Squirrel session for younger children.

It was RESOLVED to approve the request to extend the booking hours for pavilion use to allow 1st Orwell Scout Group to offer Squirrel sessions.

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

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

None received.

MA193/25 Little Hands Matters:

- a) To consider emergency replacement of oil tank as highlighted in the Croyland Report.

It was RESOLVED to recommend to full council that Shelford Heating be appointed to replace the oil tank at Little Hands at an estimated cost of £7,290.29+VAT.

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

- b) To note completion of the works to instal lighting on driveway to car park.

It was noted.

- c) To receive report and consider quotes for works to outer main doors of building.

It was RESOLVED to recommend to full council that Trulight be appointed to replace the existing outer door with aluminium replacements at an estimated cost of £4,820.00+VAT.

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

ACTION: Cllr Clark to meet with Trulight before works to ensure area of roof has been taken into consideration.

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

None received.

MA194/25 Policies and Risk Assessments:

- a) To consider recommendation to full council to approve the updates to Document 8.02 Risk Management Document Playparks.

It was RESOLVED to recommend to full council to approve the updates to Document 8.02 Risk Management Document Playparks.

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

- b) To consider recommendation to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.

It was RESOLVED to recommend to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.

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

- c) To consider recommendation to full council to approve the updates to Document 8.04 MVAS Risk Assessment.

It was RESOLVED to recommend to full council to approve the updates to Document 8.04 MVAS Risk Assessment.

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

- d) To consider recommendation to full council to approve the updates to Document 8.08 Risk Management Document Allotments.

It was RESOLVED to recommend to full council to approve the updates to Document 8.08 Risk Management Document Allotments.

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

- e) To consider recommendation to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

It was RESOLVED to recommend to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

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

- f) To consider recommendation to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.

It was RESOLVED to recommend to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.

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

- g) To consider recommendation to full council to approve the updates to Document 8.12 Risk Assessment Warden Weedkiller Spraying.

It was RESOLVED to recommend to full council to approve the updates to Document 8.12 Risk Assessment Warden Weedkiller Spraying.

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

- h) To receive any updates and consider actions.

None received.

MA195/25 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA196/25 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA197/25 To note date of next meeting: Thursday 15 May 2025

The date of the next meeting was noted as Thursday 15 May 2025.

Meeting closed 10:37