



🏠 **Melbourn Parish Council**
Melbourn Community Hub
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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 24 July 2025 at 09:30am
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Barnes, Clark (Chair), Davey

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

In accordance with Melbourn Parish Council Standing Orders (4.d(v)) Cllr Davey attended as a substitute member.

In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA022/2526 To receive nominations and elect a Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

MA023/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

No nominations were received. It was noted that as some members of committee were not in attendance and new members were needed it would be appropriate to defer the item until the next meeting.

MA024/2526 To receive and approve apologies for absence

Apologies received from Cllrs Alexander and Kilmurray and Warden Keith Rudge with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA025/2526 To receive any Declarations of Interest and Dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

MA026/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025

Noting correction to draft minutes in reference to the Standing Orders.

A vote was taken to accept the minutes of the Maintenance Meeting held on 19 June 2025 as an accurate record – including the correction to the Standing Order reference.

For: Cllr Clark, Barnes

Against:

Abstain: Cllr Davey

No resolution from this vote – minutes to be brought back to next meeting.

MA027/2526 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.

MA028/2526 Finance Matters:

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

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

The finance report was noted.

MA029/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for June 2025.
The report was noted.
- b) To note the disturbance of wasp nest by the river and report on actions.
Thanks passed to RMRG for highlighting the issue. ACTION: Office to add emergency contact details poster to the pavilion.
- c) To consider quotes for removal of fallen tree on river walk and orchard behind the pavilion.
Item deferred to gather further quotes.
- d) To receive a report from River Mel Restoration Group (RMRG).
A verbal report was given by RMRG. It was noted that river levels continue to be acceptable, the weed is helping to retain levels. The volunteer group will be working on areas of bank erosion at the next working party.
- e) To note article to be submitted to Melbourn Magazine.
Article noted and submitted.
- f) To receive any other updates and consider actions.
None received.

MA030/2526 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.
A verbal report was given by Stockbridge Meadows Volunteers. ACTION: Office to work with Warden to identify heritage trees to be purchased for planting at Stockbridge Meadows.
- b) To receive any other updates and consider actions.
None received.

Before Maureen left the meeting the Chair enquired if RMRG and Stockbridge representatives would be available for evening meetings – confirmed evenings were acceptable.

Maureen Brierley left the meeting 09:51

MA031/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
A verbal report was given by the Allotment Association. It was noted that the inspections had taken place and most plots were being worked sufficiently. 3 plots have been identified as requiring work. Allotment Association working through grant application – requiring confirmation of policy use. ACTION: Deputy Clerk to work with Allotment Association to progress. ACTION: Office to work with Wardens to assess the work needed to move the gate on plot 25b. ACTION: Full Council to consider quotes for removal of diseased tree at Grays.
- b) To note renewal of membership to National Allotment Society at a cost of £84.00.
Membership fee was noted.
- c) To reconsider quotes for works to hedges at St Georges Allotment resolved under item MA010 2526b) after further consideration.
After further information was gathered reconsideration of quotes was requested due to breakdown of work needed. It was RESOLVED to accept the quote from Herts & Cambs to carry out works to St Georges Allotment at a cost of £1,480+VAT.
- d) To receive any other updates and consider actions.
None received.

Before Chris left the meeting the Chair enquired if the Allotment Association representative would be available for evening meetings – confirmed evenings were acceptable.

Chris Selway left the meeting 10:02

MA032/2526 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. ACTION: Bench near the pavilion in need of replacement slats.

- c) To discuss proposal to present to Council for day and time changes for future Maintenance Committee meetings.

Consideration was given to moving the Maintenance Committee meetings to evenings to ensure quorum. It was noted that all Wardens should be encouraged to attend ensuring that one Warden is not expected to attend all meetings in the year. Consensus was gained to suggest to Full Council to move meetings to a Tuesday evening.

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

None received.

MA033/2526 Correspondence:

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

None received.

MA034/2526 Biodiversity:

- a) To receive any updates and consider actions.

None received. ACTION: Office to promote social media post by Cllr Barnes about insects seen on Hopkins strategic green belt.

MA035/2526 Cemetery Matters:

- a) To note Wardens to replace fencing around bins in Orchard Road Cemetery.

Noted.

- b) To consider recommending to Full Council a budget for memorials safety training / outsourcing.

It was agreed that a proposal should be submitted to Full Council around the introduction of memorials safety training and/or outsourcing of memorials testing. ACTION: Office to gather costs and investigate possibility of sharing training with neighbouring Parishes.

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

None received.

MA036/2526 Village Maintenance Matters:

- a) To consider actions over complaint from Victoria Way around sight lines to highway due to vegetation in front garden.

Issue of sightlines from driveways discussed. Concluded that no action required. ACTION: Office to communicate with both parties to encourage reversing on to driveways, in accordance with advice in the Highway Code to 'reverse into driveway if possible'.

- b) To consider next bin upgrades.

It was RESOLVED to approve the purchase of one 100 litre covered bin for top of Beeton Close and one 56 litre dog waste bin for Cambridge Road at a cost of £427.43+VAT. Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

- c) To consider quote for fix to Moor play park IAE gate.

It was RESOLVED to accept the quotation from HAGS to replace and install the IAE gate mechanism at The Moor play park at a cost of £681+VAT. Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

- d) To consider quote for works to Water Lane verge as agreed on item MA012 2526b).

Item deferred to allow for further quotes to be gathered.

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

It was noted that items on Fordham Way verge may be to discourage parking on the verges – Office to investigate.

MA037/2526 Pavilion/New Rec Matters:

- a) To receive a report and consider actions with regard to the heat pump fix at the Pavilion.

The report was received.

It was RESOLVED to retrospectively approve the costs for additional work previously miscalculated by the Clerk at a cost of £447.40+VAT.

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

It was RESOLVED to approve further costs to replace a pump as suggested by Shelford Heating at a cost of £854.75+VAT.

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

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

Cllr Davey enquired about solar panels on the pavilion. ACTION: To be taken into consideration when investigating the redevelopment of the pavilion.

MA038/2526 Little Hands Matters:

- a) To consider request for additional car park key to be held by Little Hands and to add manager to key holders WhatsApp group.

It was RESOLVED to approve the request for an addition car park key to be provided to Little Hands.

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

- b) To note completed works by Trulight to replace outer doors, to consider recommendation of balance to be paid at £2,892.00. Spend approved under item PC231/25b).

Completion of works approved. It was RESOLVED to approve payment of the balance invoice at a cost of £2,892.00.

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

- c) To note completed works by Shelford Heating to replace oil tank, to consider recommendation of balance to be paid at £4,374.17 (taking into account overpayment of deposit). Spend approved under item PC231/25a).

Completion of works approved. It was RESOLVED to approve the payment of the balance invoice at a cost of £4,374.17.

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

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

It was noted that youths have been accessing the roof of Little Hands via the shed against the back wall. ACTION: Wardens to look at installing anti-climb paint as required.

MA039/2526 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

None received.

MA040/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted.

MA041/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

Warden reminded Chair of issue on Water Lane Greengage Rise verge. ACTION: Warden and Chair to meet to review.

MA042/2526 To note date of next planned meeting: Thursday 21 August 2025.

The date of the next Maintenance Committee meeting was noted as Thursday 21 August 2025 with the potential for this to change after consideration of Full Council.

Meeting closed 10:51