



🏠 **Melbourn Parish Council**
Melbourn Community Hub
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SG8 6DZ

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

A meeting of the Maintenance Committee held on Wednesday 27 August 2025 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark (Chair), Kyprianou

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA043/2526 To receive nominations and elect a Chair of the Maintenance Committee

Cllr Kyprianou was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Kyprianou as Chair of the Maintenance Committee for the civic year 2025/2026. Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

Cllr Clark to chair this meeting.

MA044/2526 To receive nominations and elect a Vice Chair of the Maintenance Committee

Cllr Barnes was nominated. There were no other nominations.

It was **RESOLVED** to elect Cllr Barnes as Vice Chair of the Maintenance Committee for the civic year 2025/2026. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

MA045/2526 To receive and approve apologies for absence

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

It was **RESOLVED** to accept those apologies.

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

MA046/2526 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.

MA047/2526 To approve the minutes of the Maintenance Committee Meeting held on 24 July 2025

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

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 24 July 2025 as an accurate record.

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

MA048/2526 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.

MA049/2526 Finance Matters:

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

The finance report was noted.

MA050/2526 Conservation Matters:

a) To receive the EA Monthly situation report for July 2025.

The report was noted.

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

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

A verbal report was given by RMRG. It was noted that river levels continue to be within satisfactory levels. Working parties continue with ongoing maintenance of the river. It was noted that more volunteers could be encouraged by advertising at Fowlmere Bird Reserve and on Facebook. Cllr Kyprianou also suggested Duke of Edinburgh (DofE) volunteer involvement for more physical work that could be planned. ACTION: RMRG to look at possibility of utilising DofE volunteers.

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

None received.

MA051/2526 Stockbridge Meadows:

- a) To receive a report from Stockbridge Meadows Volunteers and Warden.

A verbal report was given by Stockbridge Meadows Volunteers. Request for follow up on the trench being filled in requested. It was noted that the wildflower trial area had been set this week. ACTION: Office, volunteers and Warden to work on identifying which heritage trees are required for planting – costs to be presented to Council. It was noted that trees currently in the nursery bed will be transplanted to Stockbridge soon. The Local Nature Recovery Strategy consultation by Cambridge County Council was noted as open until 11 September. ACTION: Office to enquire how Stockbridge Meadows fits in the strategy and request update on application to be a designated Local Nature Reserve.

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

None received.

Maureen and Les Brierly left the meeting 19:55

MA052/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.

A verbal report was given by the Allotment Association. It was noted that inspections had taken place. 3 plots were identified as requiring work. ACTION: Deputy Clerk to write to plot holders that require work and send general reminder about clearing paths and compost heaps. It was noted that tree had been removed from Grays as resolved. Work to tree requested for plot 5b. ACTION: Deputy Clerk to request quotes for work to trees. Warden noted that the gate requires a sign to inform plot holders to lock correctly to avoid damage. ACTION: Deputy Clerk to arrange for sign to be installed. ACTION: Deputy Clerk to investigate the terms of use for the allotment and if they need to include conditions for tree planting / tending.

- b) To receive an update on the Allotment Improvement Grant application.

Grant applications for allotment improvements have been made to the Allotment Improvement Grant through South Cambridgeshire District Council and the National Lottery Awards for All fund. Updates to be provided later in the year.

- c) To note successful application to £500 Growing Grant from SCDC to be used by the Community Plot.

Grant award was noted and thanks passed for continued support by the community plot volunteers.

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

None received.

Chris Selway left the meeting 20:07

MA053/2526 Governance Matters:

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

Inspection sheets were noted.

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

Incidents of damage or vandalism were noted. ACTION: Notice to be added to abandoned bicycle on Hopkins Homes.

- e) ~~To consider recommending to full council the changes to the key holder agreement and pavilion terms and conditions.~~

Item removed as duplicated in items below.

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

None received.

MA054/2526 Correspondence:

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

None received.

- b) To consider actions for request to works along Fowlmere Road.

Concern over Fowlmere Road safety considered. ACTION: Office raise concerns with Highways.

MA055/2526 Biodiversity:

- a) To receive any updates and consider actions.

None received.

MA056/2526 Cemetery Matters:

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

None received.

MA057/2526 Village Maintenance Matters:

- a) To note delegated approval of spend for materials for repair of Bowls Club fence at est. £240.00

Spend of £235.87 noted. ACTION: Office to contact Bowls Club about replacing the remaining panels.

- b) To consider quote for works to tree overhanging Bowls Club at a cost of £850+VAT

It was RESOLVED to approve quote for works to tree overhanging Bowls Club at a cost of £850+VAT.

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

- c) To consider actions for request for works to All Saints Church wall.

Request for works to All Saints wall discussed. ACTION: Office to follow up with All Saints to provide documented confirmation of responsibility to maintain closed churchyard and if this explicitly includes maintenance of boundary wall. Next actions to be considered after responsibility has been confirmed.

- d) To consider actions for request for the installation of lighting into All Saints Churchyard.

Request for works to install lighting in All Saints Churchyard discussed. It was RESOLVED to decline the request for funding works through the Parish Council due to any agreement (confirmation as requested above) would be for the maintenance of the Churchyard and not the improvement of facilities. ACTION: Office to contact ALL Saints with decision.

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

- e) To note kind offer from resident to revive old sign for High Street.

Offer noted with thanks.

- f) To note spend of £92.97, approved under Clerks delegation, for materials associated with pest control.

Spend noted.

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

None received.

MA058/2526 Pavilion/New Rec Matters:

- a) To receive report and consider approval invoice for works to pavilion heating at £1,066.50 (within funds as approved under PC059/2526f).

Completion of works to pavilion heating noted.

It was RESOLVED to approve the payment of invoice at a cost of £888.75+VAT.

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

- b) To consider approving changes to Pavilion hire terms and conditions to reflect emergency key use and provision.

Changes to Pavilion hire terms and conditions approved.

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

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

Cllr Kyprianou enquired about the pavilion being available for further use by MACS and the need for a deep clean. ACTION: Office to work with Community Coordinator on plans for use and investigate costs associated with further cleaning.

MA059/2526 Little Hands Matters:

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

None received.

MA060/2526 Policies and Risk Assessments:

- a) To consider recommending updates to Document 4.23 Parish Estate Safety Inspections for approval by Full Council.

It was RESOLVED to accept the updates to Document 4.23 Parish Estate Safety Inspections for approval by Full Council.

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

- b) To consider approving changes to key holder agreement to reflect emergency key use and provision.

It was RESOLVED to approve the changed to the key holder agreement.

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

- c) To receive any updates and consider actions.

None received.

MA061/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

Outstanding items were noted. ACTION: Office to contact Greenways and Highways about drain issues identified by Wardens on village inspections. ACTION: Greengage Rise and Orchard Road hedge trimming to be quoted with the intention of adding to the village maintenance contract.

MA062/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA063/2526 To note date of next planned meeting: Wednesday 17 September 2025 at 19:30.

The date of the next Maintenance Committee meeting was noted as Wednesday 17 September 2025.

Meeting closed 20:58