



🏠 **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 15 October at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:31

MA064/2526 To receive and approve apologies for absence

Apologies received from Cllrs Kilmurray and Alexander and Les Brierley with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA065/2526 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.

MA066/2526 To approve the minutes of the Maintenance Committee Meeting held on 27 August 2025

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 27 August 2025 as an accurate record.

Proposed by Cllr Barnes, seconded Cllr Clark.

For: Cllrs Barnes, Clark, Kyprianou

Against:

Abstain: Cllr Davey

MA067/2526 To approve the minutes of the Maintenance Committee Meeting held on 19 June 2025 due to no resolution at previous meeting.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 27 August 2025 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes.

For: Cllrs Barnes, Clark, Kyprianou

Against:

Abstain: Cllr Davey

MA068/2526 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.

MA069/2526 Finance Matters:

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

The finance report was noted.

MA070/2526 Conservation Matters:

a) To receive the EA Monthly situation report for August & September 2025.

The reports were noted.

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

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

A verbal report was given by RMRG. It was noted that river levels are low but measures to retain weed and maintain levels were helping. Concern was raised about the inaccessibility of the support pipe that is believed to be on Melbourn Bury. RMRG will work with the Environment Agency to attempt to gain access to this from the landowner. Working parties are continuing. It was noted that a water vole has been spotted.

MA071/2526 Stockbridge Meadows:

- a) To receive update on issues at Stockbridge Meadows.

A verbal report was given by Stockbridge Meadows volunteers. Request was made to scarify the wildflower meadow to allow the wildflower seed trial to commence. ACTION: Office to follow up with contractor. £200 resident donation to be used towards the purchase of suitable wildflower seed. Stockbridge Meadows volunteers have provided an article to be included in the next edition of Melbourn Magazine. ACTION: Office and Wardens to add photos.

- b) To note update from Conservation Warden about designating Stockbridge Meadows as a Local Nature Reserve.

Conservation Warden updated on efforts to designate Stockbridge Meadows as a Local Nature Reserve. After multiple contact attempts Cambridgeshire County Council have confirmed the process is now going through the legal stage and will update us when they can.

- c) To consider selection of up to 9 heritage trees for replacement on Stockbridge Meadows.

It was RESOLVED to budget up to £200 for the purchase of heritage trees as required.

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

ACTION: Stockbridge Meadows volunteers to provide a list of appropriate trees.

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

It was noted that in late November sapling trees that had been in a nursery elsewhere will be planted to help counteract the effects of ash dieback. Assistance will be required in the form of help from Wardens and the purchase of stakes etc.

It was RESOLVED to approve costs of up to £100 under Clerks delegated authority to allow works to commence.

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

Maureen Brierley and Keith Ridge left the meeting 19:58

MA072/2526 Allotment Matters:

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

A verbal report was given by the Allotment Association. It was noted that grant applications had been made, one was oversubscribed, and they required the application to be scaled back. This has been done. It was noted that the skip and soil improver, funded by the Community Grant funds, have been ordered. It was noted that works are still required to the hedges – the contractor is aware and will complete soon. Allotment renewals have been taking place with some plots changing hands and others being marked for improvement. ACTION: Deputy Clerk to write to relevant plot holders with next steps.

- b) To note issue with anti-social behaviour and consider impact on allotment agreement etc.

Issue was noted. ACTION: Office to research possible clauses that could legally be added to the Allotment Agreement to allow the Parish Council to act. ACTION: Deputy Clerk to research and present back to Committee.

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

None received.

Chris Selway left the meeting 20:13

MA073/2526 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 and vandalism were noted. ACTION: Office to propose programme of bench replacement across the village as part of precept planning.

- c) To review Maintenance Committee Terms of Reference and consider including The Hub maintenance to be included under delegated authority to the Maintenance Committee, reporting to full council as required.

Note correction to date spelling. ACTION: Proposal to add Community Hub maintenance to the Maintenance Committee remit to be taken to Full Council.

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

None received.

MA074/2526 Correspondence:

- a) To consider request for help with works to fence bordering Orchard Road Cemetery.

Item was discussed. ACTION: Office to communicate with resident to find out who owns the boundary fence. Findings to be presented to Committee at a future date.

- b) To consider request for help with works to vegetation along fence bordering Primary School from property on Orchard Road.

Item was discussed. Possibility of Time Bank help was mentioned. ACTION: Office to contact Primary School and PTFA to raise concern about works and encourage resolution.

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

None received.

MA075/2526 Biodiversity:

- a) To consider which option to select for the six free trees offer from South Cambridgeshire District Council.

It was RESOLVED to request a crab apple tree to be planted at the Millenium Copse in recognition of the dedication to the Parish shown by ex County Councillor Susan van de Ven. A plaque to be sourced through personal donations.

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

- b) To receive any updates and consider actions.

None received.

MA076/2526 Cemetery Matters:

- a) To consider request to install memorial bench and scatter ashes at New Road Cemetery.

It was RESOLVED to approve the installation of a memorial bench and to formally note the area of a memorial garden to allow ashes to be scattered.

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

- b) To note works carried out by Wardens to tree affecting garden on Orchard Road.

Works noted and thanks passed.

- c) To consider quote to install new cremated remains bases.

Item deferred due to insufficient quotes.

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

Cllrs requested investigation take place about restricting plastic flowers / memorials in New Road Cemetery. ACTION: Office to review regulations and present options.

MA077/2526 Village Maintenance Matters:

- a) To consider quote for works to Orchard Road hedge line.

It was RESOLVED to accept the quotation from Herts & Cambs Ground Maintenance Ltd to cut back vegetation along Orchard Road that is causing obstruction to the carriageway at a cost of £400+VAT.

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

- b) To consider quote for works to access roadway / pathway to New Road Cemetery off Water Lane.

Item discussed. It was decided to review area with Highways and readdress at a later date.

- c) To consider quote for works to Water Lane hedging.

Item deferred due to insufficient quotes.

- d) To update on All Saints Wall project and consider further actions.

Confirmation of Parish responsibility for wall received and presented. ACTION: Office to obtain quotes for survey to assess required works. ACTION: Office to talk to Rev Birks and Greenways team about works to area.

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

None received.

MA078/2526 Pavilion/New Rec Matters:

- a) To discuss possible use by MACS and Food Bank.

It was noted that the Food Bank will be trialling running from the Pavilion to free up space for other activities at Vicarage Close.

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

It was noted that a small section of outer wall had degraded and lost render. ACTION: Office to obtain quotes for works.

MA079/2526 Little Hands Matters:

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

None received.

MA080/2526 Policies and Risk Assessments:

- a) To note updates to cemeteries paperwork to reflect updates to non-resident costs and clerk details.

Updates noted.

- b) To receive any updates and consider actions.

None received.

MA081/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded.

MA082/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA083/2526 To note date of next planned meeting: Wednesday 19 November 2025 at 19:30.

The date of the next Maintenance Committee Meeting was noted as Wednesday 19 November 2025.

Meeting closed 21:06