



🏠 **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 Wednesday 19 November 2025 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA084/2526 To receive and approve apologies for absence

Apologies received from Keith Rudge (Conservation Warden) and Les Brierley (RMRG) with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA085/2526 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.

MA086/2526 To approve the minutes of the Maintenance Committee Meeting held on 15 October 2025

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 October 2025 as an accurate record.

Proposed by Cllr Clark, seconded Cllr Barnes.

MA087/2526 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.

MA088/2526 Finance Matters:

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

The finance report was noted.

MA089/2526 Conservation Matters:

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

The report was noted.

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

A verbal report was given by RMRG. It was noted that the rain was welcomed and the river levels are good. It was noted that the last 'in river' working party for this year had been completed to allow spawning trout to be undisturbed. The latest kick sampling reported six bullheads of different sizes. Concern was raised that American crayfish had been spotted at Station Road – Otter had also been spotted so we hope they are having a good meal! RMRG thanked the Parish Council for their ongoing support. ACTION: Wood chip is requested for the river walk.

c) To receive any other updates and consider actions.

None received.

MA090/2526 Stockbridge Meadows:

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

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

A verbal report was given by Stockbridge Meadows volunteers. Contractor confirmed area had been scarified as requested. £200 resident donation to be used towards the purchase of suitable wildflower seed. Orchard trees had been delivered and would be healed in a foster bed until they can be planted. Plan to plant trees donated last year in Ash area in the next week or two. It was noted that there was still no news about the Local Nature Reserve delegation from County Council, the office and Conservation Warden continue to follow up. ACTION: Office to follow up on trench filling. ACTION: Office to confirm with Maureen seeds to be purchased for wildflower trial.

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

None received.

Maureen Brierley left the meeting 19:57

MA091/2526 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 skip had been removed and well used by tenants. It was noted that works are still required to the hedges – the contractor is aware and will complete soon. Allotment renewals have taken place with some new tenants joining the association. Some plots remain unworked. ACTION: Deputy Clerk to write to relevant plot holders with next steps. ACTION: Deputy Clerk to communicate with plot holders about maintaining common walkways after hedge trimming has taken place. ACTION: Support new plot holders in regulations around removing topsoil and laying bases for sheds etc.

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

None received.

Chris Selway left the meeting 20:04

MA092/2526 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.

- c) To note van booked in for MOT on 11 December 2025 (due 5 January 2026).

Noted.

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

None received.

MA093/2526 Correspondence:

- a) To note correspondence regarding a fallen tree near the Vicarage, and report actions.

Correspondence noted and request for Parish Council to adopt responsibility for pathway between All Saints and Vicarage Close considered.

It was RESOLVED to reply to resident stating that this duty falls to the Local Authority and as such would not be adopted by the Parish Council.

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

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

None received.

MA094/2526 Biodiversity:

- a) To receive any updates and consider actions.

None received.

MA095/2526 Cemetery Matters:

- a) To consider quotation for the installation of new cremated remains bases at New Road Cemetery.

It was RESOLVED to accept the quote for two 4 x 4 cremated remains bases to be installed at New Road Cemetery at a cost of £560+VAT.

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

- b) To consider proposal to landscape area around Kohima stone at New Road Cemetery.

Cllrs discussed the idea of installing a memorial garden / area of reflection around the Kohima stone.

It was RESOLVED that a proposal should be brought back to Committee for consideration.

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

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

None received.

MA096/2526 Village Maintenance Matters:

- a) To note invoice from Herts & Cambs for £290 for 3 tons of topsoil at the New Rec and Old Rec

Invoice noted and retrospective approval considered (work had been completed under delegated approval).

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

No further update – awaiting costs of survey.

Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at item MA096/2526c)

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

- c) To consider quotes for Hopkins Homes maintenance in relation to sum offered by Hopkins Homes for 10 year maintenance.

Quotations for maintenance to areas at Hopkins Homes were discussed. Concerns over agreement to adopt areas to be taken to s106 Officer and legal to confirm obligations of Hopkins Homes.

Motion to reopen meeting to the Public and Press.

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

- d) To note need for 'extra' cuts of verges in November – costs to be confirmed.

Item noted.

- e) To consider works to trees on Old Rec in response to deadwood falling.

It was RESOLVED to accept the quote for works to deadwood within trees at the Old Rec at a cost of £1,900+VAT.

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

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

None received.

MA097/2526 Pavilion/New Rec Matters:

- a) To discuss actions for proposal for development of Pavilion / New Rec area.

Discussion about actions for development of Parish assets took place. ACTION: Agenda item for proposal to be added to Full Council with the possibility of creating a Committee to drive projects.

- b) To note issue with clock timing and consider actions.

Issue noted. ACTION: Office to provide quotes for works.

- c) To note successful move of the Food Bank to the Pavilion, with engagement from other users.

Noted.

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

None received.

MA098/2526 Little Hands Matters:

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

None received.

MA099/2526 Policies and Risk Assessments:

- a) To receive any updates and consider actions.

None received.

MA100/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. No further actions recorded. It was noted that seeds to be sown at Little Hands in the spring.

MA101/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

Cllr Davey requested suggested that we look at marking out spaces at The Moor car park to encourage more efficient parking.

Question raised about signposting electric vehicle charging locations.

MA102/2526 To note date of next planned meeting: Wednesday 28 January 2025~~6~~ at 19:30.

The date of the next Maintenance Committee Meeting was noted as Wednesday 28 January 2026.
Noting correction to date on agenda.

Meeting closed 21:13