



🏠 **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 18 February 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

In attendance: Abigail Williams (Clerk), Chris Selway (Allotment Association), Steve Pitman (Warden), Keith Rudge (Conservation Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA123/2526 To receive and approve apologies for absence

Apologies received from Cllrs Kilmurray and Maureen & Les Brierley with acceptable reasons given. It was RESOLVED to accept those apologies.

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

MA124/2526 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.

MA125/2526 To approve the minutes of the Maintenance Committee Meeting held on 28 January 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 28 January 2026 as an accurate record.

Proposed by Cllr Barnes, seconded Cllr Clark.

In favour: Cllrs Alexander, Barnes, Clark, Kyprianou.

Against:

Abstain: Cllr Davey.

MA126/2526 To re-approve the minutes of the Maintenance Committee Meeting held 19 November 2025 noting the correction to present councillors list.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 19 November 2025 as an accurate record noting clerical omission corrected.

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

MA127/2526 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.

MA128/2526 Finance Matters:

- a) To consider a finance report on expenditure within the committee's remit.
The report was noted.
- b) To note purchase of pest control equipment from Amazon at a total cost of £104.48.
Spend was noted.
- c) To note spend under delegated authority for cut back of hedges at Chalkhill Barrow at a cost of £280.00 +VAT.
Spend was noted.
- d) To note spend of £109.99 with Screwfix on combi drill and battery.

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

Spend was noted.

MA129/2526 Conservation Matters:

- a) To receive the EA Monthly situation report for January 2026.
Report was noted.
- b) To consider quotations for works for priority 2 actions to tree maintenance as agreed under MA108/2526c).
It was RESOLVED to accept quote 7962 from Shire Trees Limited at a cost of £2,755+VAT for the priority 2 tree works as highlighted in biennial tree inspection report.
Proposed by Cllr Clark, seconded Cllr Davey. All in favour.
- c) To consider quotations for works to Jubilee Orchard.
It was RESOLVED to accept quote 8013 from Shire Trees Limited at a cost of £1,950+VAT for the works required to the Jubilee Wood as highlighted in biennial tree inspection report.
Proposed by Cllr Davey, seconded Cllr Clark. All in favour.
- d) To receive any other updates and consider actions.
A press release from Wild Trout Trust was noted with thanks. ACTION: Copy to be sent to Village Voice.

MA130/2526 Stockbridge Meadows:

- a) To receive a report from the Conservation Warden.
The Conservation Warden gave a verbal report. It was noted that the 9 fruit trees had been planted and would be monitored for watering over the coming months.
- b) To receive any other updates and consider actions.
None received.

Keith Rudge left the meeting 19:47

MA131/2526 Allotment Matters:

- a) To receive a report from the Allotment Association.
The Allotment Association gave a verbal report. It was noted that inspections had taken place with 6 plots highlighted for concern, plots to be watched over coming weeks. One plot is currently in the process of termination of tenancy. It was noted that the clearance of the boundary has highlighted the need for levelling in the area. ACTION: quotes to be gathered for works required.
- b) To receive an update on planning application associated with grant awards to Allotment Association.
A draft planning application was discussed. ACTION: Deputy Clerk to report on advice over applicant details and draft planning application to be presented to Full Council.
- c) To receive any other updates and consider actions.
None received.

Chris Selway left the meeting 20:06

MA132/2526 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 receive any other updates and consider actions.
None received.

MA133/2526 Correspondence:

- a) To consider suggested action on dog fouling – residents have raised concern about the amount of dog fouling on the pavements. Possible action to include temporary marking of waste to draw attention to issue.

Concern raised by residents was discussed. ACTION: Office to approach volunteers to use chalk paint to highlight fouling in attempt to highlight issue and change behaviours.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- b) To receive any other updates and consider actions.
None received.

MA134/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

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

MA135/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA136/2526 Biodiversity:

- a) To note planting of commemorative covid tree under SCDC agreement to take place on or before 8 March 2026.

Awaiting delivery of tree. ACTION: Arrange tree planting ceremony for Saturday 7 March 2026 depending on arrival of tree. Communicate to community.

- b) To receive any updates and consider actions.
None received.

MA137/2526 Cemetery Matters:

- a) To update on project to install memorial garden around Kohima Stone in New Road Cemetery.

ACTION: Office to arrange meeting with garden volunteer and Cllr Kyprianou.

- b) To review proposal for Memorial Garden at New Road Cemetery.

Proposal for Memorial Garden to allow scattering of ashes discussed. Decision to proceed with project and gather further information for consideration. Cllr Barnes to lead with memorial sculpture design. It was noted that memorial plaques could be added to the suggested arch way at a cost. ACTION: Office to proceed with required rules and regulation changes for New Road and present to Full Council for consideration.

- c) To receive any other updates and consider actions.
None received.

MA138/2526 Village Maintenance Matters:

- a) To note correspondence and consider actions in relation to Hopkins Homes transfer of land.

Awaiting response from Hopkins Homes.

- b) To consider acceptance of quote for replacement / fix of light on side of workshop at a cost of £85+VAT.

It was RESOLVED to accept quote from JHE at a cost of £85+VAT for replacement / fix of light on side of workshop.

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

- c) To receive any other updates and consider actions.
None received.

MA139/2526 Melbourn Community Hub Matters:

- a) To consider accepting quote for replacement / fix of internal emergency lighting and required bulbs at a cost of £315+VAT.

It was RESOLVED to accept quote from JHE at a cost of £315+VAT for replacement / fix of internal emergency lighting and required bulbs.

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

- b) To note installation of 'Keep Clear' labels to rear door to ensure emergency exit is not blocked.

Keep clear labels noted.

- c) To receive any other updates and consider actions.
None received.

MA140/2526 Pavilion/New Rec Matters:

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

It was noted that rabbits are causing issue in the area. ACTION: Office to request pest control in the area.

MA141/2526 Little Hands Matters:

- a) To note Trulight attended site and altered faulty doors.

Attendance was noted.

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

None received.

MA142/2526 Policies and Risk Assessments:

- a) To consider recommending to Full Council the review (date only) of Doc 4.22 Appointment of Contractors.

Grammatical errors highlighted. It was RESOLVED to recommend to Full Council to accept the changes with grammatical errors corrected to Doc 4.22 Appointment of Contractors. Proposed by Cllr Davey, seconded Cllr Clark. All in favour.

- b) To receive any updates and consider actions.

None received.

MA143/2526 To consider the date of next planned meeting as 15 April 2026. Note, potentially no meeting in March.

It was noted that any required items during March could be brought to Full Council for consideration. It was RESOLVED to confirm the next Maintenance Committee date as Wednesday 15 April 2026. Proposed by Cllr Clark, seconded Cllr Barnes. All in favour.

Meeting closed 20:40