



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
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 15 April 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)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:32

MA144/2526 To receive and approve apologies for absence

Apologies received from Cllr Kilmurray with acceptable reasons given.

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

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

Steve Pitman (Warden) joined meeting 19:33

MA145/2526 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.

MA146/2526 To approve the minutes of the Maintenance Committee Meeting held on 18 February 2026.

It was **RESOLVED** to approve the minutes of the Maintenance Committee Meeting held on 18 February 2026 as an accurate record.

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

MA147/2526 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.

MA148/2526 Finance Matters:

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

The report was noted.

b) To consider request for pest control equipment for works to be undertaken at Stockbridge Meadows.

It was **RESOLVED** to accept note of spend on jacket of £85.54 and approve spend for long net of £196.00 for use undertaking pest control.

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

c) To consider acceptance of quote for renewal of Parish van insurance at a cost of £657.92 (2024/25 £640.20).

It was **RESOLVED** to approve quote for renewal of Parish van insurance at a cost of £657.92

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

MA149/2526 Conservation Matters:

a) To receive the EA Monthly situation report for February / March 2026.

Reports were noted.

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

Representatives not available to report at meeting. Communication from the Wild Trout Trust noted with further translocation works planned to help boost the trout population.

c) To receive any other updates and consider actions.

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

It was noted that the goal posts on the New Rec had ended up in the River Mel on occasion. Retrieved by the football teams with seemingly no damage to the river bank.

MA150/2526 Stockbridge Meadows:

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

No report received due to Volunteers being unavailable for meeting. It was noted that pest control efforts continue and soil had been delivered to fill holes in pathways.

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

None received.

MA151/2526 Allotment Matters:

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

The Allotment Association (AA) gave a verbal report. It was noted that inspections had taken place with 6 plots highlighted for concern, Deputy Clerk would write to the plots concerned. It was noted that new tenants have taken up any relinquished plots. Thanks were passed to the Wardens for resecuring the footings for the water butts. The AA held their AGM and approved the Constitution, Safeguarding and Environmental policies. It was noted that the AA needed a secretary due to the current individual stepping down from the role. Membership fees remain at £5 annually. It was noted that an application would be made for a Community Benefit Grant and that the AA have applied for a stall at the Fete. ACTION: Deputy Clerk to follow up on quotes for levelling southern border.

- b) To receive an update on planning application associated with grant awards to Allotment Association.

Item was discussed and confirmed that Full Council would be asked to approve Melbourn Parish Council being stated as the applicant (and benefiting from 50% reduced planning fee) and AA would be listed as the agent. It was confirmed that the Deputy Clerk would be the named contact for Melbourn Parish Council. Confirmation was still required from advisors around the roles of procurement and who would instruct contractors to complete the works.

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

None received.

Chris Selway left the meeting 19:53

MA152/2526 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.

MA153/2526 Correspondence:

- a) To receive repeated request from Medcalfe Way resident for contribution to fence repairs.

It was RESOLVED to offer a goodwill gesture of £100 towards the materials for the fence damaged by the overgrown hedge at Orchard Road Cemetery. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

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

None received.

MA154/2526 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed. Wildflower seeds to be sown at Little Hands in the next couple of months. It was noted that a call of thanks had been received by the office for works the Wardens were carrying out on the ivy on certain trees. No further actions recorded.

MA155/2526 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA156/2526 Biodiversity:

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- a) To note plans to propose a memorial sensory garden at New Road Cemetery.
Item deferred. Plans and funding opportunities to be presented at a later date.
- b) To receive any updates and consider actions.
None received.

MA157/2526 Cemetery Matters:

- a) To review and consider recommendation to Full Council the changes to Cemetery Rules and Regulations to officially accommodate scattering of ashes at New Road Cemetery.

It was RESOLVED to recommend to Full Council the changes to Cemetery Rules and Regulations to officially accommodate scattering of ashes at New Road Cemetery (with a spelling correction). Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- b) To consider approval of quote to tidy path edges at New Road Cemetery.
Item deferred, awaiting quotes.
- c) To receive any other updates and consider actions.
None received.

MA158/2526 Village Maintenance Matters:

- a) To consider approval of spend for perennial wall flowers to be planted in pots at the cross.

Itemised quotes were not available for review. A budget of £120 was proposed to cover cost of planting perennial wall flowers in tubs at the cross. It was suggested we use one colour for impact. Proposed by Cllr Davey, seconded by Cllr Clark. All in favour.
- b) To note costs associated with extra cuts for verges as noted under MA096/2526d).

Cost of extra village wide cut, totalling £1,050+VAT noted. ACTION: 2 extra cuts to be added to future tender proposals for village maintenance to accommodate longer grass growing season evidenced by repeated extra cuts required.
- c) To note spend of £83.33+VAT on mulch for 83 High Street memorial garden.
Costs noted. It was noted that the garden should be referred to as the Remembrance Garden.
- d) To receive any other updates and consider actions.
None received.

MA159/2526 Melbourn Community Hub Matters:

- a) To consider approval renewing the annual service contract with Stannah to provide service and maintenance of the stair riser at a cost of £268.43+VAT (24/25 £259.35).

It was RESOLVED to approve renewing the annual service contract with Stannah to provide service and maintenance of the stair riser at a cost of £268.43+VAT
Proposed by Cllr Clark, seconded by Cllr Davey. All in favour.
- b) To note request from MCHMG for works to gutters. Office to gather opinion on work needed and gather any quotes required.

ACTION: Office to gather opinion of requirement of works. ACTION: Letter to be sent to Brooksbank residents to request that footballs are not kicked at, or over, the building. It was noted that the Melbourn Community Hub may apply for an Improving the High Street grant from South Cambridgeshire District Council for the works to gutters and maintaining the fascia wood. It was noted that Melbourn Parish Council are responsible for the outside of the building and the Melbourn Community Hub should work with the Parish Council when engaging any contractors.
- c) To receive any other updates and consider actions.
None received.

MA160/2526 Pavilion/New Rec Matters:

- a) To note acceptance of the quote under delegated authority for intruder alarm maintenance agreement for the period 1 April 2026 to 31 March 2027 from Briar Security Systems at a cost of £105+VAT.
Costs noted.
- b) To consider approving estimated costs for pavilion heating service at an estimated cost of £300+VAT (not including parts).

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It was RESOLVED to approve estimated costs for pavilion heating service at an estimated cost of £300+VAT (not including parts).

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

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

Cllr Davey suggested investigating the possibility of CCTV at the pavilion to help deterring graffiti etc. ACTION: Office to gather quotes for web-based security camera options.

MA161/2526 Little Hands Matters:

- a) To consider approving quote for Little Hands roof inspection to be carried out at a cost of £260+VAT.

It was RESOLVED to approve quote for Little Hands roof inspection to be carried out at a cost of £260+VAT.

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

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

It was noted that anti-climb paint was still to be added to the eaves to the rear of the building. Warden suggested that the shrub in the rear garden space may need pruning.

MA162/2526 Policies and Risk Assessments:

- a) To consider recommendation to full council to approve the updates to Document 8.02 Risk Management Document Playparks.

It was RESOLVED to recommend to full council to approve the updates to Document 8.02 Risk Management Document Playparks.

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

- b) To consider recommendation to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.

It was RESOLVED to recommend to full council to approve the updates to Document 8.03 Risk Management Document Cemeteries.

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

- c) To consider recommendation to full council to approve the updates to Document 8.04 MVAS Risk Assessment.

It was RESOLVED to recommend to full council to approve the updates to Document 8.04 MVAS Risk Assessment.

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

- d) To consider recommendation to full council to approve the updates to Document 8.08 Risk Management Document Allotments.

It was RESOLVED to recommend to full council to approve the updates to Document 8.08 Risk Management Document Allotments.

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

- e) To consider recommendation to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

It was RESOLVED to recommend to full council to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.

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

- f) To consider recommendation to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.

It was RESOLVED to recommend to full council to approve the updates to Document 8.11 Pavilion Risk Assessment.

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

- g) To receive any updates and consider actions.

None received.

MA163/2526 To note the date of next planned meeting as 20 May 2026.

The date of the next planned Maintenance Committee Meeting was noted as 20 May 2026.

Meeting closed 20:36

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