



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
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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 20 May 2026 at 7.30pm
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

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

Absent:

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

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that Cllr Clark chair the meeting.

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

MA001/2627 To receive nominations and elect a Chair of the Maintenance Committee

Item deferred due to absences.

MA002/2627 To receive nominations and elect a Vice Chair of the Maintenance Committee

Item deferred due to absences.

MA003/2627 To receive and approve apologies for absence

Apologies received from Cllr Kyprianou and Conservation Warden, Keith Rudge, with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA004/2627 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.

MA005/2627 To approve the minutes of the Maintenance Committee Meeting held on 15 April 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 15 April 2026 as an accurate record.

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

MA006/2627 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.

MA007/2627 Finance Matters:

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

The report was noted.

b) To consider approval of invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.

It was RESOLVED to approve invoice from ROSPA Play Safety for annual inspection of Clear Crescent and The Moor at a cost of £262.00+VAT.

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

c) To consider approval of invoice from Shelford Heating for £475+VAT for heat pump service (MA160/2627b – approved estimate of £300+VAT).

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

It was RESOLVED to approve invoice from Shelford Heating for £475+VAT for heat pump service. Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

- d) To note credit of £85.45 for pest control equipment that did not arrive, re-purchase at alternative supplier at a cost of £114.46.

Refund and replacement noted.

- e) To consider approval to replace one litter bin at Vicarage Close and one dog waste bin at Stockbridge Meadows at a cost of £474.43+VAT.

It was RESOLVED to approve purchase of replacement bin and dog foul bin at a cost of £474.43+VAT.

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

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

None received.

MA008/2627 Conservation Matters:

- a) To receive the EA Monthly situation report for April 2026.

Report was noted. ACTION: Request crib sheet for definitions within the report.

- b) To note successful relocation of 25 trout ranging from 15 to 28cm on 11 May 2026.

Information noted and thanks passed to Rob Mungovan for continuing support of the River Mel and Stockbridge Meadows.

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

RMRG volunteers gave a verbal report. MB attended an online seminar that encouraged diversity of plants along the riverbank – group investigating the possibility of introducing new species. Recent invertebrate study showed strong may fly levels. It was noted that a volunteer had been bitten by a dog off the lead on New Rec, he had been encouraged to report to the police. ACTION: Office to request dead hedge materials from contractors.

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

None received.

MA009/2627 Stockbridge Meadows:

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

Stockbridge Meadows volunteers gave a verbal report. Discussions continue with The Wildlife Trust and Wild Trout Trust around a funding bid for works to the reed bed – Council should consider future costs to ensure works are maintained.

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

None received.

Maureen Brierley left the meeting 19:52

MA010/2627 Allotment Matters:

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

The Allotment Association (AA) gave a verbal report. Recent inspections highlighted 4 plots that require attention. Committee considered works to plot 26a – a new tenant has taken on an old plot that requires clearing – much of the work has been completed but they are unable to remove the waste. Committee proposed covering costs for removal on this occasion – need for assistance will continue to be assessed on a case-by-case basis.

It was RESOLVED to gather quotes for skip/clearance and cover costs to ensure the plot can be worked.

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

ACTION: Deputy Clerk to follow up on quotes for pathway levelling.

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

Planning application to proceed with Melbourn Parish Council as applicant and AA as agent. Planning application fees to be covered by Melbourn Parish Council as previously agreed.

- c) To consider recommendation of approval of Method of Works Agreement for Allotment project.

The draft Method of Works was discussed. Cllrs were asked to pass comment to the office for any changes and a new draft would be considered by Full Council in due course.

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

Chris Selway left the meeting 20:09

MA011/2627 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, vandalism and ASB in the Parish.
Incidents of damage, vandalism and ASB were noted.
- c) To receive any other updates and consider actions.
None received.

MA012/2627 Correspondence:

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

MA013/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding maintenance issues were discussed.

MA014/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

ACTION: Request that worn 'No Smoking and Vaping' signs are replaced at Melbourn Community Hub. ACTION: Review and replace as required damaged or worn signs at Clear Crescent and The Moor playparks. ACTION: Request clean (or replace if required) of 'Golf Prohibited' sign on New Rec.

MA015/2627 Biodiversity:

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

MA016/2627 Cemetery Matters:

- a) To consider approval of quote to tidy path edges at New Road Cemetery.
It was RESOLVED to approve quote to tidy up path edges at New Road Cemetery at a cost of £490.00+VAT.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- b) To receive any other updates and consider actions.
It was noted that the soil store at New Road required emptying and some topsoil replacing. Costs to be presented at a future meeting.

MA017/2627 Village Maintenance Matters:

- a) To note planting of tubs completed – with additional tub added to Vicarage Close bus stop.
Noted, with thanks.
- b) To receive ROSPA report for Clear Crescent playpark.
ROSPA report received – report on required works to be reported at a future meeting.
- c) To receive ROSPA report for The Moor playpark.
ROSPA report received – report on required works to be reported at a future meeting.
- d) To receive any other updates and consider actions.

Cllr Alexander enquired if a mobile shredder would be useful for Wardens – it was concluded that when a shredder was needed it could be hired as storage space was limited and use would be intermittent.

MA018/2627 Melbourn Community Hub Matters:

- a) To receive any updates and consider actions.

None received.

MA019/2627 Pavilion/New Rec Matters:

- a) To review report from Shelford Heating following annual service and consider proposal for works to Pavilion heating system.

A quotation for works was discussed. It was noted that some of the works could be carried out now and others should wait until strategic plans for the area have been reviewed. ACTION: Request breakdown of costs to allow each item to be considered independently.

- b) To note New Flame to complete fire extinguisher servicing at the Pavilion at a cost of £55.25+VAT.

Costs noted.

- c) To consider purchase and installation of appropriate ground anchors for memorial bench on New Rec at a cost of £83.22+VAT.

The bench has suffered further vandalism and now requires the arm removing / replacing. ACTION: Office to investigate costs.

It was RESOLVED to approve purchase of ground anchors for memorial bench at a cost of £83.22+VAT.

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

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

None received.

MA020/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

It was noted that works to the fencing may be taken out by Little Hands. ACTION: Follow up on installation of barrier to fire door.

MA021/2627 To note the date of next planned meeting as **17 June 2026.**

The date of the next planned Maintenance Committee Meeting was noted as 17 June 2026.

Meeting closed 20:39