



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

Present: Cllrs Alexander, McMahon (substitute), Kyprianou (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Lucy Capper (Assistant), Maureen Brierley (RMRG), Steve Pitman (Warden)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA086/2627 To receive and approve apologies for absence

Apologies received from Cllrs Barnes, Clark, Davey and Laight, Warden Keith Rudge and Chris Selway of the Allotment Association with acceptable reasons given.

It was RESOLVED to accept those apologies.

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

MA087/2627 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.

MA088/2627 To approve the minutes of the Maintenance Committee Meeting held on 19 August 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 19 August 2026 as an accurate record.

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

MA089/2627 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.

MA090/2627 Finance Matters:

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

No finance report was available on this date – a full finance report will be presented at Full Council in September.

b) To note spend of £18.33+VAT on yellow rattle seed for Stockbridge Meadows.

Item noted.

c) To note refund of £14.99 for pest control gloves due to no delivery.

Item noted.

d) To note refund of £28.87 for pest control boots due to no delivery and to note purchase of replacement at a cost of £32.95 from Workwear Express.

Item noted.

e) To consider approving costs of £100 for replacement rabbit traps.

It was RESOLVED to approve costs of £100 for rabbit traps.

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

- f) To note incorrect defibrillator pads purchased – incorrect item refunded and balance of £47.05+VAT for correct unit paid.

Item noted.

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

None received.

MA091/2627 Conservation Matters:

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

Report was noted.

- b) To consider application to SCDC 'Six Free Trees' <https://www.scambs.gov.uk/grants-and-funding/six-free-trees-open>

It was RESOLVED to make an application for the 'Six Free Trees' scheme – details of application to be confirmed by the office.

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

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

RMRG gave a verbal report. Monthly working parties continue. RMRG continue to progress with water quality checking and continue to perform kick sampling.

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

None received.

MA092/2627 Stockbridge Meadows:

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

Stockbridge Meadows volunteers gave a verbal report. The wildflower area has been cut and re-sown. The trial area has been prepared and sown.

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

It was noted that pest control advised that muntjak continue to be an issue at Stockbridge Meadows. Item was noted.

Steve Pitman entered the meeting 19:47

Maureen Brieley left the meeting 19:48

MA093/2627 Allotment Matters:

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

A report was sent in the absence of a representative. The conditions over the summer resulted in an early finish to the main summer growing season. Recent rain has resulted in weeds growing quickly and is affecting the majority of plots. ACTION: Deputy Clerk will contact plot holders with requests for work to be completed before renewals. ACTION: Awaiting date for contractor to start path levelling along the southern boundary. ACTION: chase grass track to Greys cutting.

- b) To receive an update on planned grant funded improvement projects at St Georges.

Three quotes now obtained for new gates and fencing. All the potential contractors have asked for the hedges to be cut back to the hedge line prior to erecting the fence. ACTION: Hedging contractor to confirm if an autumn cut is planned and when this is likely to be done, so this can be coordinated with the final contractor.

- c) To note Temporary Hosepipe Ban currently in place <https://www.cambridge-water.co.uk/household/temporary-hosepipe-ban> - supporting tenants with information.

Item noted.

- d) To consider quote from Herts and Cambs for the clearance of plot 26a.

Items d and e to come to Full Council for consideration as a combined quote.

- e) To consider quote from Herts and Cambs for the clearance of bindweed from plot 38a back.

As above.

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

None received.

MA094/2627 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.

MA095/2627 Trees:

- a) To receive an update and consider costs of £300 for tree inspection at Cambridge Road / Hale Close.
It was RESOLVED to approve the cost of £300 for an inspection to trees off Cambridge Road.
Proposed by Cllr McMahon, seconded by Cllr Alexander. All in favour.
- b) To receive an update and consider costs of £300 for tree inspection at Greengage Rise.
No action required. Land still under ownership of Taylor Wimpey. Any issues to be reported to the developers and actioned through legal representative prior to Melbourn Parish Council taking on the land.
- c) To receive any updates and consider actions.
None received.

MA096/2627 Correspondence:

- a) To consider action regarding dogs on leads at Hopkins Homes estate.
ACTION: to respond to resident around current ownership of land and address any restrictive conditions when adopting the land.
- b) To consider action regarding request for double yellow lines at High Street end of Meeting Lane.
Item discussed and other areas of concern raised. Highlighted that proposed works on Melbourn Greenway may address some issues.
- c) To receive any updates and consider actions.
None received.

MA097/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding items were discussed. ACTION: Wardens to look at possible fix to memorial bench and advise.

MA098/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA099/2627 Biodiversity:

- a) To consider a proposal to request local neighbouring Parish, District and County support for a screening of National Emergency Briefing film <https://www.nebriefing.org/the-film>.
It was RESOLVED to recommend to Full Council to support a screening of the National Emergency Briefing film.
Proposed by Cllr McMahon, seconded by Cllr Alexander. All in favour.
- b) To receive any updates and consider actions.
None received.

MA100/2627 Cemetery Matters:

- a) To receive a report from ICCM Memorials Safety course completed by 3 members of staff.
Report received. It was noted that procedures would be put in place to support health and safety in the cemeteries. A proposal of any considerations to be presented at future committee meetings.
- b) To receive any other updates and consider actions.
Warden raised concern about people using New Cemetery to ride bikes. ACTION: promote appropriate use of the space via website and social media.

MA101/2627 Village Maintenance Matters:

- a) Update on TRO in village car park.

A report was presented. With thanks to resident for allowing signage to be fixed to their fence.

- b) To consider providing temporary small electrical recycling collection.

Due to safety concerns about the type of goods that would be collected the office will continue to work with South Cambridgeshire District Council waste team supporting the reintroduction of the pink recycling bins. ACTION: Print information about electrical recycling at Thriplow and display in an A board at the site of the bin.

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

None received.

MA102/2627 Melbourn Community Hub Matters:

- a) To note spend of £104.35+VAT on emergency call out for leaking aircon unit in Parish Office.

Item noted.

- b) To consider approval of quotation for fix to upstairs emergency lighting.

It was RESOLVED to approve the quote for £365.00+VAT from JHE Electricals Contractor. Proposed by Cllr Alexander, seconded by Cllr McMahon. All in favour.

- c) To receive any updates and consider actions.

None received.

MA103/2627 Pavilion/New Rec Matters:

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

None received.

MA104/2627 Little Hands Matters:

- a) To receive any updates and consider actions.

None received.

MA105/2627 Policies:

- a) To consider approving update to Document 4.23 Melbourn Parish Council Parish Estate Safety Inspections.

It was RESOLVED to recommend approval of the update to Document 4.23 Melbourn Parish Council Parish Estate Safety Inspections.

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

MA106/2627 To note the date of next planned meeting as **21 October 2026**.

The date of the next Maintenance Committee meeting was noted as 21 October 2026.

Meeting closed 20:51