

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Conservation Committee held on Monday, 6<sup>th</sup> June 2016 in the upstairs meeting room of the Melbourn Community Hub commencing at 8.50 p.m.**

**Present: Cllrs. R.Gatward (Chair), M. Townsend, U.Cleminson, B Tulloch, C Stead, I.Bloomfield, S.Parton**

**In attendance: Peter Horley, former Clerk to MPC and a member of the public.**

**CON01/16: Apologies for Absence:**

Sarah Adam, Clerk to MPC; Cllr M.Sherwen due to ill health; Cllr Crosby for personal reasons.

**CON02/16 Declarations of Interest:**

None

**CON03/16 Minutes of the meeting held on Monday, 7<sup>th</sup> March 2016:**

It was proposed by Cllr. Parton and seconded by Cllr. Townsend and agreed that the minutes of the meeting held on Monday 7<sup>th</sup> March 2016 be signed as a true record.

**CON04/16 Report on the Meeting held on 7<sup>th</sup> March 2016**

See Appendix 1- Ongoing Action List

**CON05/16 Income and Expenditure:**

See Appendix 2.

**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR TULLOCH THAT THE INCOME & EXPENDITURE REPORT BE RECEIVED. This was CARRIED.**

**CON06/16 Update on Stockbridge Meadows:**

The cowslips are flowering and should not be cut.

**CON07/16 To receive a report from the Ranger**

In the absence of the Ranger there was nothing to report.

**CON08/16 To consider any matters concerning the Village Allotments. Update on the Allotments.**

The Committee received a copy of the Allotment Lease, a list of allotment holders who have taken out insurance with the Allotment Association and a letter from Cambridge Water re: water supply and the possibility of applying for Community Funding.

**CON09/16 To consider TPOs**

- (a) Proposed TPO on Handkerchief Tree at 149 High Street. The Clerk to write to SCDC in support of the application
- (b) Proposed TPOs on group of Elm trees at Langdale Farm. The Clerk to ask Ian Lorman to look at these and make a recommendation.

**CON10/16 Herts and Cambs Ground Maintenance**

**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR BLOOMFIELD THAT THE QUOTE FROM HERTS AND CAMBS GROUND MAINTENANCE FOR WOODCHIPPING THE LARGE SHUBBERY AREA IN CHALKHILL BARROW BE ACCEPTED. THIS WAS CARRIED.**

**Appendix 3**

**CON11/16 Discussion of Signage for Ditch**  
(See appendix 1)

**CON12/16 Grass Cutting**  
Cllr Gatward reported that Cambridgeshire County Council was taking responsibility for all grass cutting formerly split between itself and SCDC. It has been suggested that Melbourn Parish Council take responsibility for all grass cutting in the village. The committee needs to know the facts of the situation and what funding will be provided for this. **ACTION: The Clerk to liaise with C.Cllr S. van de Ven and District Cllr V.Barrett about this and to check with CCC and SCDC about this matter.**

**CON13/16 Update from the Memorial Working Party**  
The Chair of the War Memorial Working Party attended the committee meeting to update members on the latest plans. These are contained in the minutes of the War Memorial Working Party held on 3<sup>rd</sup> June, 2016 (see Appendix 4)

**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR TULLOCH THAT THE COMMITTEE ACCEPTS THE QUOTE FROM HIBBITT MASONRY FOR £4,439.54 FOR THE PORTLAND STONE WITH DUE REGARD TO THE TIMESCALE. THIS WAS CARRIED.** This will be forwarded to them by the Chairman of the Working Party.

**IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR BLOOMFIELD THAT THE QUOTE FROM WILLARDS FOR THE BOUNDARY FENCE BE ACCEPTED PROVIDED THAT THE TIMESCALE BY ADHERED TO AND THAT THE MONEY BE ALLOCATED IN NEXT YEAR'S PRECEPT. THIS WAS CARRIED.**

The Clerk to contact Balfour Beatty to move the lamppost to a less prominent position in time for the 100<sup>th</sup> anniversary. **ACTION THE CLERK**

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR PARTON THAT THE TUBS PRESENTLY AT THE WAR MEMORIAL BE MOVED TO THE COMMUNITY HUB IN FEBRUARY. THIS WAS CARRIED.**

The Chairman of the War Memorial Working Party to keep Mr Travis informed. The committee requested that Peter Cleminson remains in charge to oversee the work. He thanked the committee and accepted.

**CON14/16 Charges to Resident for Felling of Mature Maple Tree in Beechwood Avenue**  
The Clerk to request the sum of £300 from the resident in respect of this matter.

**CON15/16 Correspondence**  
None

**CON16/16 To accept items and matter for the next agenda.**  
(a) Grass Cutting  
(b) Allotment Association to be asked to attend the next meeting.

**The Chairman closed the meeting at 9.30p.m.**

APPENDIX 1

**Melbourn Parish Council  
Ongoing Action List from Conservation Committee Meeting:**

<b>Date of Meeting</b>	<b>Item Number</b>	<b>Action</b>	<b>By Whom</b>	<b>Action Taken</b>
18/1/16	CON45/15	The Pathway at Stockbridge Meadows has been cleared. The artwork still needs to be moved to the edge. <b>ACTION: The Clerk to arrange with Herts Grounds Maintenance.</b>	The Clerk	The Clerk has asked HGM to deal with this. This is now put on hold as cowslips are growing in the area.
18/1/16	CON58/15	Discussion was had about building a pathway next to the Recreation Ground access road, to give the public another right of way. <b>ACTION: The Clerk to ask Ashton Renovation to quote for this work.</b>	The Clerk	The Clerk has ask Ashton Renovation to quote on this work. <b>IMPOSSIBLE TO DO THIS AS TREES AND LAMPOST ARE IN THE WAY PAST ONTO PLAY AND RECREATION</b>
7/3/16	CON67/15	There was one item on expenditure for Transaction No: 640 Clearance of compost bins. £204.00 + VAT. <b>ACTION: THE CLERK TO CONFIRM WHERE THIS WAS FROM</b>	The Clerk	HGM confirmed it was the allotment that had boundary fence moved and they had to remove a double compost bin and contents first
7/3/16	CON70/15	5. Water Supply. <b>ACTION: THE CLERK TO CONTACT CAMBRIDGE WATER BOARD WHO CAN RECOMMEND 157 CONTRACTORS TO QUOTE FOR WORK. CONNECT FROM MAIN IN THE ROAD TO THE ALLOTMENT STOPVALVE AND</b>	The Clerk	The Clerk has spoken and emailed Anglian Water. The Clerk and Cllr Gatward to apply for a new connection. Forms to be completed by Clerk and Cllr Gatward. Once the forms are completed Anglian Water will see if funding can be available.

		<p><b>WATER METER WITH THE SAME SIZE PIPE THAT RUNS INTO THE ALLOTMENT. CLERK TO CONTACT CEO OF CAMBRIDGE WATER ASKING IS THERE ANY COMMUNITY FUNDING AVAILABLE.</b></p>		
7/3/16	CON70/15	<p><b>6. Insurance: ACTION THE CLERK TO INVESTIGATE HOW MANY PLOT HOLDERS HAVE JOINED THE ALLOTMENT ASSOCIATION. IF THIS HAS NOT BEEN COMPLETED TENANTS WILL BE ASKED TO PRODUCE EVIDENCE TO THE CLERK OF THEIR OWN INSURANCE POLICIES. THE CLERK TO ASK FOR A COPY OF A MODEL CONTRACT FROM THE ALLOTMENT ASSOCIATION. THE COMMITTEE WILL REVIEW WORDING OF AGREEMENT TO REFLECT INSURANCE AT NEXT MEETING – AGENDA ITEM</b></p>	The Clerk	<p><b>The Clerk has asked the Secretary of the Allotment Association to send details of ALL people who are currently a member. Received. On Agenda for 7 June 2016</b></p>
7/3/16	CON72/15	<p>Cllr Gatward confirmed Anita Cook has kindly offered to take over responsibility for 83 High Street. Ms Cook has had much experience in this field of work was fully trained in North of London.</p>	The Clerk	<p><b>The Clerk has contacted SSAFA to confirm replacement has been found to look after 83 High Street.</b></p>

		<b>ACTION: THE CLERK TO CONTACT SSAFA (Soldiers, Sailors and Air Force Association) TO CONFIRM POSITION OF 83 HIGH STREET HAS BEEN FILLED.</b>		
7/3/16	CON74/15	Cllr Sherwen witnessed members of the public opening the gate at the back of the Old Recreation Ground and walking through with their dog. <b>ACTION: THE RANGER TO PLACE LOCK ON THIS. DUE TO THERE BEING A 6FT DEEP DITCH THE OTHER SIDE OF THE FENCING THE CLERK TO ASK OUR INSURANCE COMPANY ABOUT ERECTING SIGNS TO WARN MEMBERS OF THE PUBLIC. "DO NOT ENTER – DEEP DITCH</b>	The Clerk	<b>The insurance Company confirmed this would not affect our insurance policy if we were to add signs "deep ditch" as long as we do not own the ditch. The Clerk checking with Burtons Turkey Farm to confirm ownership of ditch and land. This is not Burtons Land. This is been put the Neighbourhood Plan, they are finding out who owns which land in Melbourn.</b>

APPENDIX 2

CONOS/16

## Financial Budget Comparison

Comparison between 01/04/16 and 02/06/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

		2016/17	Actual Net
<b>Conservation</b>			
<b>Income</b>			
8	EOY difference	£0.00	£0.00
100	Allotment Rent	£1,800.00	£22.00
110	Grass Cutting	£1,600.00	£1,594.69
<b>Total Income</b>		<b>£3,400.00</b>	<b>£1,616.69</b>
<b>Expenditure</b>			
1000	Allotments	£2,000.00	£0.00
1100	Conservation	£9,000.00	£827.85
1200	Grass Cutting	£3,500.00	£0.00
1300	Public Open Space	£3,750.00	£177.78
<b>Total Expenditure</b>		<b>£18,250.00</b>	<b>£1,005.63</b>
<b>Cemeteries</b>			
<b>Income</b>			
200	Burial Fees	£2,500.00	£175.00
<b>Total Income</b>		<b>£2,500.00</b>	<b>£175.00</b>
<b>Expenditure</b>			
2000	Cemetery	£29,000.00	£3,357.86
<b>Total Expenditure</b>		<b>£29,000.00</b>	<b>£3,357.86</b>
<b>Play &amp; Rec</b>			
<b>Income</b>			
300	Match Fees	£0.00	£0.00
310	Use of gezebo	£0.00	£0.00
320	Hire of Old Recreation Ground	£0.00	£150.00
330	Little Hands Nursery Rent	£26,000.00	£0.00
340	Pavillion	£0.00	£0.00
350	Grant Money	£0.00	£0.00
360	Other Sports	£0.00	£0.00
370	MAYD reimbursements	£0.00	£0.00
380	Bike Bank	£0.00	£0.00
<b>Total Income</b>		<b>£26,000.00</b>	<b>£150.00</b>
<b>Expenditure</b>			
3000	Play Areas and Recreation	£13,000.00	£1,919.38
3100	MAYD PC budget	£4,400.00	£2,882.48
3200	Bike Bank	£0.00	£0.00
<b>Total Expenditure</b>		<b>£17,400.00</b>	<b>£4,801.86</b>
<b>Finance &amp; General Purpose</b>			
<b>Income</b>			
400	Club Rents	£0.00	£0.00
410	Precept	£195,917.24	£97,958.62
420	Bank Interest - Business No Notice	£300.00	£0.00
440	Bank Interest - Martin's Charity	£0.00	£0.00
450	Re-imburements	£0.00	£0.00
460	Miscellaneous Income	£500.00	£0.00

CONOS/16

Start of year 01/04/16

## Budget Headings Transaction Details

### Conservation Income

8 EOY difference

#### 100 Allotment Rent

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
	20/04/16	183	CASH160420	Lara Jobson - Allotment fees for Plot	22.00	0.00	22.00
<b>100 Allotment Rent Total</b>					<b>22.00</b>	<b>0.00</b>	<b>22.00</b>

#### 110 Grass Cutting

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
	31/05/16	188	BACS160531	Cambridge County Council - Village	1,594.69	0.00	1,594.69
<b>110 Grass Cutting Total</b>					<b>1,594.69</b>	<b>0.00</b>	<b>1,594.69</b>

### Conservation Income Total

### Conservation Expenditure

1000 Allotments

#### 1100 Conservation

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
	27/05/16	920	CHQ	Phillimore Garden Centre - Flowers for	221.85	0.00	221.85
26/04/16	28/04/16	870	VISA160426	Register & Title Plan View HM Land	6.00	0.00	6.00
27/04/16	30/03/16	801	BACS160427	Melbourn Community Hub	30.00	0.00	30.00
25/05/16	09/05/16	900	BACS160525	Shire Tree Surgery - Pollard 1 mature	600.00	0.00	600.00
<b>1100 Conservation Total</b>					<b>857.85</b>	<b>0.00</b>	<b>857.85</b>

#### 1200 Grass Cutting

#### 1300 Public Open Space

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
	27/05/16	925	BACS160627	Herts And Cambs Ground	177.78	35.56	213.34
27/04/16	31/03/16	806	BACS160427	Herts And Cambs Ground	213.34	42.67	256.01
<b>1300 Public Open Space Total</b>					<b>391.12</b>	<b>78.23</b>	<b>469.35</b>

### Conservation Expenditure Total

1,248.97      78.23      1,327.20

APPENDIX 3

Sarah Adams  
Melbourn Parish Council  
The Hub  
High Street  
Melbourn  
Royston  
Herts

22<sup>nd</sup> April 2016

Dear Sarah

I have worked out a quote to woodchip the large shrubbery areas in Chalkhill Barrow as promised, we will supply woodchip and spread around all bare areas to tidy the whole area up

**Total £590.00 plus Vat plus Vat**

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott



**Working Party Minutes 3<sup>rd</sup> June 2016**

**10.00 In The Hub.**

**Present: Peter Cleminson (Chairman) Cllr Rosemary Gatward, Cllr Kimmi Crosby and Val Barrett. Apologies, Mary Price, Colin Limming and Irene Bloomfield.**

- 1) The minutes of the meeting of 14<sup>th</sup> March 2016 were agreed and confirmed.**
- 2) Rosemary confirmed that she had not had any proposal for the “Kohima Words” from the ironworker, thus it was confirmed that the previously agreed Portland Stone quote from Hibbitt Masonry be accepted. The quote is with the Conservation Committee for a 1.25 metre high by 0.6 metre wide with a depth of 0.25 metre to be situated next to the seat adjacent to the church wall, this position being acceptable to the Church. The words not to be painted black so they match the War Memorial names. The installation to be early in 2017, prior to the landscape work and in liaison with Willards Landscapes. A 50% payment is required when contract is signed.**
- 3) Three tenders had been received for the boundary fence and it was agreed that Willards be accepted, thus only one contractor for landscaping and fence installation. This work to commence 24<sup>th</sup> April 2017. No money to be paid until work commences when 40% payment is required, the balance on satisfactory completion. Contract is with Conservation Committee.**
- 4) Rosemary proposed that the lamp post, if possible, should be moved to a less prominent position. This to be considered by the conservation committee, but, if moved, work must be completed prior to landscaping.**
- 5) The unsuccessful tenderers for the Kohima Stone have been informed accordingly.**
- 6) John Travis, who looks after the tubs to be kept in the picture by the Conservation Committee and tubs could be relocated as the committee may recommend.**
- 7) Conservation Committee to make provision of funds under PC legislation in order to enter contracts, the need is to confirm Hibbitt contact in the near future in order to pay 50% deposit as the Portland Stone has 16 week delivery time.**

ALL DIMENSIONS IN MILLIMETRES  
UNLESS OTHERWISE STATED

**NOTES**

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**REVISIONS**

A CHANGES TO LETTER HEIGHTS  
COLOUR T.B.C. - FLAT BACKED CROSS  
(NOT YET CUT) 14.03.18

**TITLE**

PORTLAND STONE KORHMA MEMORIAL  
PRELIMINARY DRAWING

**SUBJECT**

MELBOURNE PARISH COUNCIL  
MEMORIAL WORKING PARTY

**PROJECT**

MELBOURNE WAR MEMORIAL

**DRAWN BY**

A. L. DUNHAM

**SCALE**

NTS

**DATE**

14.03.18

**Rev. No.**

Rev. A

**COMPANY**

HIBBITT & SONS

**PERSON**

\_\_\_\_\_

**DATE**

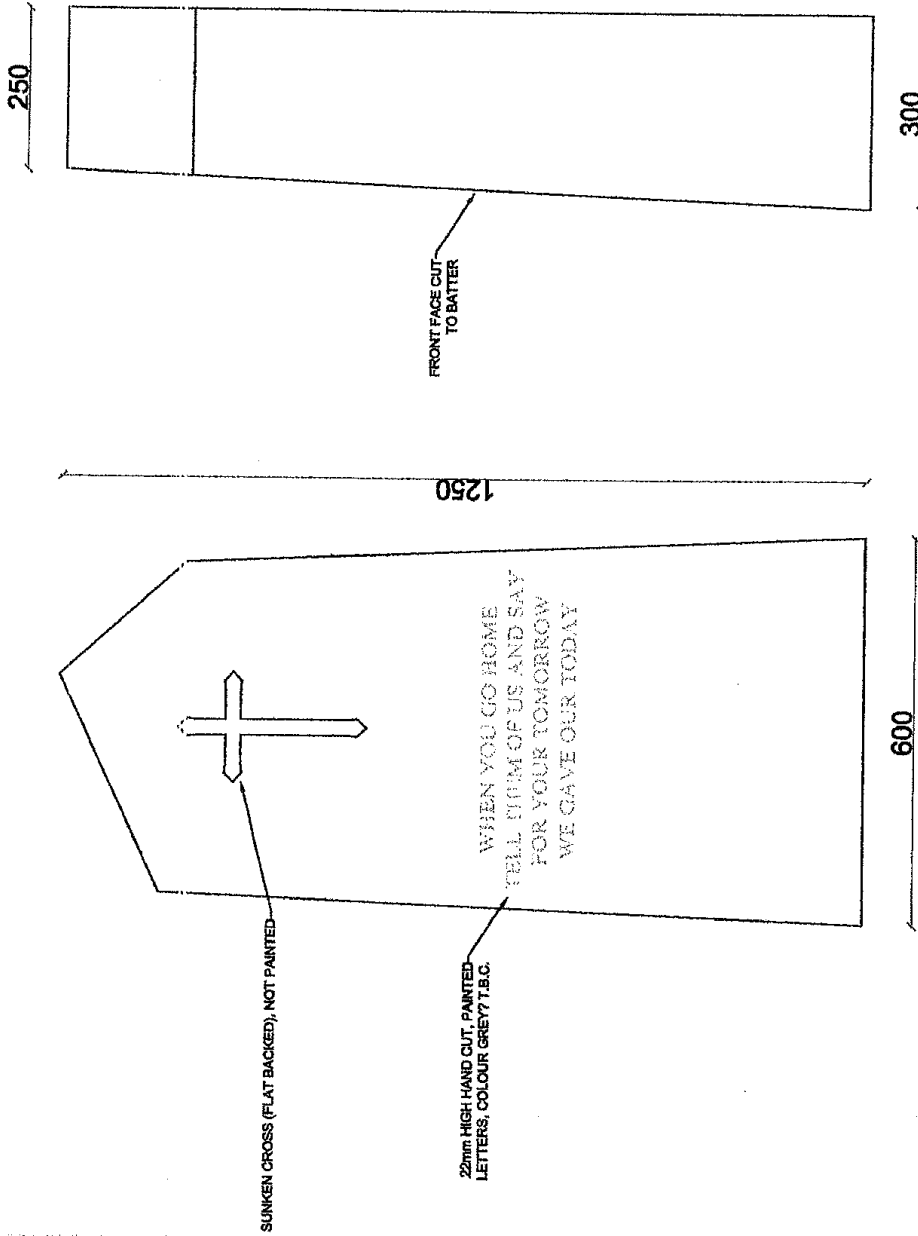
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**SCALE**

\_\_\_\_\_

**PRINT NAME**

\_\_\_\_\_



APPROXIMATE DIMENSIONS  
ALL TO BE CONFIRMED

PLEASE SEND ONE SIGNED COPY OF THIS DRAWING  
BACK TO HIBBITT & SONS FOR MANUFACTURING

Hibbitt & Sons  
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Cambridge  
01223 354556