

# MILTON PARISH COUNCIL

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**22 September 2008**

## **Members of the Maintenance Committee (For Information to all Parish Councillors)**

There will be a **MAINTENANCE** Committee meeting on **Monday 29 September 2008 at 7.30pm** in the bowls pavilion

**Public participation – members of the public are invited to speak**

### **AGENDA**

- 1 Apologies for absence**
- 2 Declarations of Interest – Personal / Prejudicial**
- 3 Minutes of the meeting held on 30 June 2008** (pages 2-3)
- 4 Cemetery – update** (page 4)
- 5 Allotments – update** (page 4) **and review of allotment rents** (min 289/6-07 refers)
- 6 Litter picking – review of work schedule** (page 4)
- 7 Review of Grass Cutting and General Maintenance Contract**  
- quotation for cutting back bushes and trees r/o 84-92 The Sycamores
- 8 To consider tree works as per schedule** (pages 5-6)
- 9 Play - update including comments from Youth Committee about replacement equipment for skate ramps and youth shelter and action following City Service inspection reports** (page 6)
- 10 Highways** (page 6)
  - **Drainage Fen Road**
  - **A10 road surface Landbeach Road junction (RHC)**
  - **Minor Highways Improvement Schemes – bids for 2009/10**  
(maximum cost of any bid £15,000)
- 11 Correspondence – replacement tree** (Page 7)

*Jim Daniels*

Jim Daniels - Clerk

### 3 MINUTES

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 30 June 2008 at 8.00pm in the Parish Council Office

**Present:** RH Chapman (chairman) JE Coston R Day SC Humphreys B Jefferson IF May RLE Waters  
In attendance: RJ Farrington RT Summerfield  
The clerk and 2 members of the public

53/6-08 **1 Election of Chairman** – RHC was elected chairman.

54/6-08 **2 Apologies for absence** – WD Booth D Chamberlin M Ellwood E Spong.

55/6-08 **3 Declarations of Interest – Personal / Prejudicial** – RD, RHC and SCH cemetery - personal (relatives buried in the cemetery).

55/6-08 **4 Minutes** – the Minutes of the meeting held on 17 March 2008 were approved and signed as a true record.

56/6-08 **5 Cemetery**

(43/3-08) **Update** – RHC had spoken to the Smith family who would write to Council asking for permission to put up a seat and to express concern about the problem of rabbits.

**Review of fees and regulations** – It was **AGREED** to **RECOMMEND:**

#### **FEES**

	At present	
<b>RECOMMENDATION</b>		
Interment of an adult	£160	<b>£200</b>
Interment of a child up to 7 years	£16	<b>No charge</b>
Interment of a child from 8 years to 18 years	£80	<b>£80</b>
Interment of ashes (£47.50) and tablet (£32.50)	£80	<b>£50 + £35</b>
Headstone not exceeding 76cms x 46cms	£86	<b>£90</b>
Double headstone not exceeding 90cms x 150 cms		<b>£200</b>
Headstone for a child up to 7 years	£15	<b>£15</b>
Headstone for a child from 8 years to 18 years	£43	<b>£45</b>
Inscription on any monument added on a later occasion	£20	<b>£25</b>
<b>All fees to be 3x current rates (at present therefore £600) for non residents.</b>		

Note: At clerk's discretion the 3x fee may be waived for people previously resident in the village.  
Purchase of exclusive rights of burial includes the fee for interment.

#### **REGULATIONS**

**“Anything placed and planted on any grave other than a headstone/tablet becomes the property of the Council and may be removed and disposed of at the Council’s discretion without the Council being liable to account for any proceeds of disposal.**

**No memorial shall be erected in the cemetery without the prior approval of the details by the Council.**

**(This function to be delegated to the clerk). All applications should be made by a Council approved memorial mason and submitted to the Council together with a drawing showing dimensions, method of construction, proposed inscriptions, method of fixing and description of the type of materials to be used and shall be in accordance with the National Association of Memorial Masons specification for the construction and fixing of memorials.**

**Vehicles must keep to the hard track.\*\***

**Double plot headstones to be no taller than 90 cms and no wider than 150 cms”**

**\*\* The addition of a turning area to be debated at next meeting.**

Details to be given to undertakers and families at appropriate time. *Action: the clerk*

**Ash trees:** dead boughs should be removed before the Autumn. The clerk would ask a qualified tree surgeon to quote. **Action: the clerk**  
RHC and RD to meet contractor on site to explain. RHC declared a prejudicial interest and left the meeting for this item.  
Trees to be monitored.

57/6-08  
(44/3-08) **6 Allotments – update**  
RHC intended clearing all rubbish off site after which the clerk would write to all allotment holders asking them to keep rubbish within the boundaries of their allotments. **Action: RHC and the clerk**  
There would be three areas for manure and a turning area for cars.  
Fees to be reviewed in December.  
Noted that there was a waiting list. The clerk would bear this in mind if future applicants wanted more than one allotment. [Multiple allotments had been allowed when demand was low].

58/6-08  
(46/3-08) **7 Litter picking – review of work schedule**  
The village litter picker’s duties were agreed. The clerk would ask SCDC for more detailed information about their rota for the village. **Action: the clerk**

59/6-08 **8 Review of Grass Cutting and General Maintenance Contract**  
**Tender – AGREED to RECOMMEND** that  
Council ask Buchans to quote for a three year contract with a clause revoking the contract in any year if their work was deemed unsatisfactory.  
If Committee were not happy with the quotation submitted it would then consider asking other contractors to quote eg A Hall, Truelink. RHC declared a personal interest (working relationship with A Hall).  
Noted that Council’s aim was not necessarily the cheapest quotation but “Best Value for Money”.

**Trees** - Residents from The Sycamore had asked if they could cut back bushes at the rear of their garden in the Hawthorn Hedge open space. It was more appropriate for Council to maintain this area and to seek a quotation. It was agreed that the clerk provide RD and RLEW with a list of sites (including Hawthorn Hedge) where tree works were considered necessary. RD and RLEW would look at these and report back. **Action: the clerk, RD and RLEW**

**Weed spraying open spaces** – RD and RLEW would report back whether committee should consider adding “weed spraying open spaces” to contract and to ask contractors to quote for this. **Action: RD and RLEW**

60/6-08  
(47/3-08) **9 Play**  
**- Update and confirmed clarification of the relationship between MPC and MCC**

- MCC employs its own staff to inspect play equipment weekly on the two recreation grounds including basketball court. MPC employs its staff to inspect all other play areas.
- MPC organises quarterly inspections by Cambridge City Services. The cost of the inspections on the two recreation grounds will be taken from the annual grant.
- Large items, eg play bark, should be ordered through the clerk as it is more economical to do so.
- Play repairs on the two recreation grounds are organised by MCC and ordered by the administrator of MCC. Currently the City Services are the main contractor for MCC play repairs.

Noted that the youth shelter, quarter pipe and wooden play houses had been removed. [Wooden house had been condemned verbally by City Services]. RHC reported that the legs on the wooden houses were rotten. Members of the committee to inspect what was left of the skate park site.

Next youth committee would discuss replacement of youth shelter and skate park.

Replacement of wooden houses to be discussed.

The meeting ended at 9.25pm.

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#### 4 CEMETERY

I attended a seminar run by the Institute of Cemetery and Crematorium Management. The onus to get things right in law at the cemetery lies with us not the funeral director.

The seminar focused on "Exclusive Rights of Burial" and the transfer of these rights. The only person in law who is allowed to be buried in a cemetery is the rightful owner of the grave.

At the time of burial I give the family, through the funeral director, a Grant of Exclusive Rights of Burial for the deceased UNLESS the person already has one by purchasing a plot previously. [In which case of course I know the name and address of the person being granted the rights]. I normally word it thus I normally word it thus "We .....in consideration of the sum of £200 paid to us by Funeral Director's name pro deceased person..... of (address if known) **DO HEREBY GRANT unto the grantee and his / her successors in title the exclusive right of burial.....**"

So in effect it could be argued that the Funeral Director then becomes the owner.

Apparently we should see the family (but I never do as the funeral director deals with them) and ascertain to whom I should transfer the rights of burial as dead owners are not allowed to have this title. The only time that this may cause a problem in Milton if a next of kin wants ashes buried in the grave. If the next of kin has not been named in my certificate as the rightful owner in law (s)he cannot have the ashes buried there.

BUT

I take a pragmatic / common sense approach. We know almost every one buried at Milton and I have never had a problem (and we have allowed ashes to be buried in graves). Apparently problems occur when families are in a bitter dispute for example. Members of family could argue about the wording on a headstone. Who has the final say in that case? The rightful owner and if (s)he is buried.....

We have been advised not to change the way we work immediately but work towards ensuring transfer of ownership is completed to the appropriate member of family.

I shall be aware of this at our next funeral.

One other thing we grant rights for 100 years. We could change this if we want to 25/50/75. After 100 (or whatever is decided) years a new right can be negotiated.

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#### 5 ALLOTMENTS

Stuart can foresee a problem. If we weed spray some allotments as we have done this year perhaps other allotment holders will let parts of their allotment go wild and ask for a weed spray application. **Should we consider a charge for this service?**

He believes that **4 applications a year is a minimum** (contract at present says 3) so that he can do an efficient job. He is not satisfied with the standard this year and he wants to raise the standard. He wants to create a maintenance programme that works

One or two allotments are still uncared for. I sent a warning letter last year. We need to inspect again and decide whether to send any 12 months notice to quit. Stuart suggests that perhaps we should say "if your allotment has not been tidied by the beginning of the 2009 season our contractor will tidy it up for you and we shall charge for this service."

Garden equipment stolen and damage to some sheds reported 18/09/08 – done probably during 17/09/08.

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#### 6 LITTER PICKING

SCDC litter pick Coles Road to Lion & Lamb weekly on Tuesday and Tesco roundabout to Country Park entrance fortnightly. I have not been able to get any more information.

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#### 7 QUOTATION – to remove 3 trees at Elms (report page 5 item 5) – Buchans £100 (I have accepted) and shrubs r/o The Sycamores £300 (Sam Bowden has quoted £600).

## 8 TREE WORKS

Review of tree; shrub and grass maintenance by  
Roger Day and Bob Waters on Friday 18<sup>th</sup> July 2008

1. Willow Tree – Recreation Close/Coles Road (cut back)  
**This tree needs the crown raising. Drags on passing vehicles.**  
  
**Q. Who owns the tree? County Council; District Council or person who lives at no Cambridge Road?**
- B. Edmund Green (weed spray)  
**No**
- C. The Rowans by Shapers (weed spray)  
**Boundary shrubs, inside and out require a hard cut back in Autumn/Winter  
No to weed spraying. However play area needs weed spraying and the laurel bush in the play area requires a hard trim.**
2. Sycamores Recreation Ground (boundary trees)  
**(a) The whole of the inside boundary requires a more severe cut back and to a greater height than in previous years. (part of normal contract?) I have received 2 letters from owner of 45 The Sycamores (Jim).**  
**(b) All of the trees that are adjacent to Tesco's wall need to be cut down and killed.**  
**(c) Grass between skate park and basketball court needs weed spraying.**  
**(d) The trees along the path from Tesco's walkway to The Sycamores need a hard cut back.**
3. 44 The Sycamores (raise or lower crown 2 trees)  
**Reduce crowns of field maples by 40 per cent and raise the crowns. Grub out shrubs and seed the area.  
Raise the crowns on the other trees in the area.**
- A. Hawthorn Hedge (weed spray)  
**No. However middle hedge could be trimmed higher.**
4. Hawthorn Hedge 84 to 92 The Sycamores (cut back hedging etc to 8 feet high bearing in mind Jim received a lot of flack from one resident for cutting back too much last time)  
**Before any work is done all residents should be asked their view and a consensus taken. A hard cut back is the obvious choice.**
5. Elms triangle with street light in (remove trees and shrubs)  
**Remove trees and grub out shrubs.**
- D. The Elms (weed spray)  
**No**
- E. Froment Way (weed spray)  
**No**
- F. Humphries Way (weed spray)  
**No**
6. Willow Crescent (lower poplars)  
**Reduce height of poplars by 50 per cent.**
- G. Pond Green (weed spray)  
**Small area along boundary fence of 1 Willow Crescent needs weed spraying and reseeded.  
Silver Birch Ely Road and horse chestnut by bus shelter?  
Is there a problem?**
- H. Memorial Green (weed spray)  
**No**
7. 37 Old School Lane (Sycamore Tree raise/lower crown)

**Raise the crown and reduce the branches overhanging the road.**

- 8. **Ash trees in the cemetery**  
**Remove all dead wood and monitor.**

- 9. **Ballard Close two trees on boundary**  
**Did not find the two offending trees. Where are they exactly?**  
**Apparently this relates to shrubs along the boundary of the Humphries Way play area. The roots are shooting up suckers in residents gardens. Roger and Bob inspected the garden at No 3. There is no real problem. Bob will visit the resident at No 1, who made the original complaint.**

**Additional:**

- 10. **Ely Road**  
**Willow boughs overhanging Ely Road (from the paddock) have been removed. Two willow trees will need to be pollarded.**

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### **9 PLAY**

**City Services play inspection report (attached) + report from Philip bark needs topping up.**

**From Youth Committee:**

**“Replacement youth shelter and skate ramps**

The clerk would advise MCC that the youth committee wished to consult with the youth about possible replacement equipment on The Sycamores recreation ground.

Nothing could be done on the recreation ground without permission from MCC. He would therefore ask MCC if there were any areas at The Sycamores available and whether there would be any objection to the youth committee, in conjunction with the Maintenance Committee, proceeding with investigating the possibility of replacing the youth shelter and skate ramps. **Action: the clerk**

At this stage committee were open minded about the type of equipment, if any, that should be considered. The clerk reminded committee of “items for consideration for the 2009-10 play budget: [metal fence at The Rowans play area]; concrete table tennis table; replacement for wooden houses.” [Minute 47/3-08 Maintenance Committee].”

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### **10 HIGHWAYS**

Drainage – (from Keith Faunch) Following our unplanned meeting of yesterday, I was able to speak to the resident of 25 Fen Road. He has no problem with me sorting out the drainage.

Note: this should prevent the flooding seen recently at Hall End / Fen Road.

A10 Landbeach Road junction

Surface has a higher PSV (Polished Stone Value) than previous surface and has no veneer. It is as good an anti-skid/breaking surface as down previously – [my note from talking with Keith Faunch].

**From Keith Faunch:**

**“As far as the junction is concerned, the material used was of a high PSV - polished stone value. In this instance 68. By laying an anti-skid veneer, the PSV would increase minimally, to around 70 or just above. Further, the life of anti-skid is now being questioned, BUT, if it shown at some later date that it should be put down, it will be.”**

**17/09/08**

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## **11 TREE REPLACEMENT**

**From Roz Richardson, Trees Officer SCDC:**

**“Hi Linda**

**Do you remember the Poplar at Recreation Close, Milton ?**

**Poplar was removed which was on our land against the wishes of the local community, it was agreed that a replacement would be sort and agreed. I met with Jim Daniels, Milton PC Clerk and they would like an Oak to be planted on the opposite side of the road - see attached map.**

**I suggest that the tree (Quercus robur) is purchased from Barcham Trees specification 12-14 or 14-16 depending what they have in stock, [www.Barcham.co.uk](http://www.Barcham.co.uk)**

**I guess SP landscapes will be asked to quote so they will need to collect the tree and provide the staking materials - it has been expressed that the PC are happy to plant the tree, I suggest that the details are clarified and finalised with Jim, I have offered the tree to be installed with a TreeGator which will help with irrigating the tree during the summer months so this will need to be installed when the tree is planted. If you can keep me informed I can arrange delivery of one.**

**Thanks Linda**

**Regards**

**Roz”**

**I have had an offer of a tree (will report).**