

MILTON PARISH COUNCIL

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9 December 2008

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

There will be a **MAINTENANCE** Committee meeting on **Monday 15 December 2008 at 7.30pm** in the bowls pavilion

**Public participation – members of the public are invited to speak
Phil Badley and Richard Jones Parish Plan**

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Interest – Personal / Prejudicial**
- 3 Minutes of the meeting held on 29 September 2008** (pages 2-4)
(72/9-08) **Tree works – quotation agreed at December Council meeting** (min 25/12-08)
(72/9-08) **Ballard Close – dogwood roots**
(74/9-08) **Bus shelter lighting** (RHC to report - min 28/11-08)
- 4 Cemetery – update** (inc exclusive rights of burial page 5)
- 5 Allotments – update** (signs for gate ordered – chain to be modified - page 5 – pest control [rats, mice])
- **review of allotment rents** (min 28/9/07 refers)
- 6 Litter picking – review of work schedule** (page 6 and attached)
- 7 Play - update**
- 8 Highways – update**
- 9 Budget 2009-10** (page 6)

Jim Daniels - Clerk

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 29 September 2008 at 7.30pm in the Bowls Pavilion

Present: RH Chapman (chairman) JE Coston R Day M Ellwood B Jefferson IF May RLE Waters WD Booth
In attendance: HM Smith (part) and L Henderson (part)
The clerk

65/9-08 **1 Apologies for absence** – D Chamberlin SC Humphreys E Spong.

66/9-08 **2 Declarations of Interest – Personal / Prejudicial** – RD, RHC and ME cemetery - personal (relatives buried in the cemetery). RHC agenda 7 prejudicial.

67/9-08 **3 Minutes** – the minutes of the meeting held on 30 June 2008 were approved and signed as a true record.

68/9-08 **4 Cemetery**

Update – the clerk attended a seminar run by the Institute of Cemetery and Crematorium Management which focused on “Exclusive Rights of Burial” and the transfer of these rights. RLEW offered to read the relevant law and report back to the next meeting.

Committee were satisfied that the clerk should continue to exercise a common sense approach.

(56/6-08) Seat - RHC had spoken to the Smith family.

AGREED that the clerk write asking if they would be prepared to buy a seat to Council’s specification [ie metal seat from David Ogilvie]. *Action: the clerk*

Rabbits - RHC declared a personal interest as rabbits were seriously damaging his crops adjacent the cemetery. He agreed to ask for a quote from Command Pest Control – this item to be put in the budget each year – and also for the allotments. *Action: RHC*

Ash trees – the dead boughs had not been removed from one ash tree in the “new” part of the cemetery. RHC would investigate. *Action: RHC*

Replacement yew tree – this was in hand.

Turning area - drive way – RHC offered to put in a turning area and would find out the costs – to be included in 2009-10 budget. *Action: RHC*

69/9-08 **5 Allotments – update**

RD and the clerk had inspected the allotments.

AGREED

to contact the tenants whose allotments were not being maintained to give them 12 months notice to terminate the contract. Committee expected these allotments to be tidied by March 1st 2009 otherwise Council’s contractor would clean them and the cost charged to the tenant. Immediate relinquishing of the tenancy would be accepted.

RHS hoped that the College of West Anglia would deliver manure soon.

AGREED

to remind all allotment holders that the gate was installed in order to prevent fly tipping and access by travellers and that if the gate continued to be left open committee would consider locking the gate permanently. A reminder to be sent in Spring 2009. Action: the clerk

Review of allotment rents (min 289/6-07 refers) – deferred to December meeting.

70/9-08
(58/6-08)

6 Litter Picking – review of work schedule

The clerk understood that SCDC litter pick Coles Road to Lion & Lamb weekly on Tuesday and Tesco roundabout to Country Park entrance fortnightly but had been unable to get any more information. HMS would ask SCDC for a copy of their work schedule for Milton. As a last resort the clerk would ask for a copy under the Freedom of Information Act.

As litter hot spots were identified the clerk passed these on to Council's litter picker. HMS reported that a group of volunteers (Milton's ecological group) would be litter picking the village on November 1st.

Request for bin in Fen Road near Country Park – a resident had requested a bin in Fen Road near the Country Park entrance. As it was felt that there was not a significant litter problem it was **AGREED not to purchase a bin.**

The clerk reported that he had forwarded to the Principal of the College of West Anglia a resident's concern about litter and cigarette ends apparently dropped by students in Landbeach Road.

71/9-08
(59/6-08)

7 Review of Grass Cutting and General Maintenance Contract

The clerk had accepted the quotation of £100 by Buchans Landscapes to remove the trees and shrubs at the Elms triangle.

AGREED to accept the quotation of £300 by Buchans Landscapes to cut back hedging etc to 6-8 feet high r/o 84 to 92 The Sycamores.

The clerk would advise the residents that this work was scheduled to be done as part of Council's maintenance programme. *Action: the clerk*

Contract: the state of the verge near Tesco would be raised at Friday's meeting with the Tesco manager. Noted that it was Council's responsibility to maintain the verge as far as the highway boundary and that this may have to be included in the contract.

[Stuart Buchan (SB) believes that 4 applications of weed spray at the allotments per 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.]

The clerk reported that SB proposed an increase of 4% (approx £860) for 2009-10.

AGREED to accept this provided that SB confirmed this figure in writing. *Action: the clerk*

72/9-08

8 To consider tree works as per schedule

As a result of the village tour (min 7/7-08) RD and RLEW had conducted a trees and open spaces survey:

1 The clerk would ask Buchans to:

Cut back willow tree – Recreation Close/Coles Road and raise the crown (drags on passing vehicles).

Cut back hard boundary shrubs, inside and out at Rowans play area, weed spray play area and trim hard the laurel bush in the play area; trim higher middle hedge at Hawthorn Hedge; a more severe cut back of the whole of the inside boundary and to a greater height than in previous years; weed spray grass between skate park and basketball court; Pond Green weed spray and re-seed small area along boundary fence of 1 Willow Crescent; 44 The Sycamores grub out shrubs and seed the area - as part of contract.

2 Open Spaces: Weed spray not needed at Edmund Green, The Rowans, Hawthorn Hedge, The Elms, Froment Way, Humphries Way and Memorial Green. IFM suggested that Edmund Green could be opened up by cutting back trees and hedge.

3 The clerk would ask tree surgeons to quote for the following work (some of which is the responsibility of MCC).

Sycamores Recreation Ground: coppice boundary trees starting at 45 The Sycamores; cut down all of the trees that are adjacent to Tesco's wall; cut back hard the trees along the path from Tesco's walkway to The Sycamores.

In front of 44 The Sycamores (raise or lower crown 2 trees); reduce crowns of field maples by 40 per cent and raise the crowns; raise the crowns on the other trees in the area.

Willow Crescent - lower poplars and reduce height by 50 per cent.

37 Old School Lane - raise/lower crown of sycamore tree raise/lower crown and reduce the branches overhanging the road.

Ely Road – [noted that willow boughs overhanging Ely Road (from the paddock) had been removed] – pollard two willow trees.

High Street adjacent no 46 - noted that the resident at 46 High Street was concerned about the horse chestnut and silver birch near his property.

Footnote: RLEW and the clerk by chance met M Everitt on Tuesday morning 30 September. He is concerned about possible damage to his house foundations. He would like to be present when tree contractors survey the trees.

Action for all above: the clerk

Thanks to RD and RLEW for their hard work. RD and RLEW would show the contractors the various sites.

Ballard Close – dogwood roots from shrubs along the boundary of the Humphries Way play area are shooting up suckers in residents gardens. The Trees Officer SCDC visited the site and recommended that the resident paint glyphosate on the leaves of the suckers. The clerk would inform the residents. **Action: the clerk**

C/11/40/072 Mr A Everitt - at 46 High Street application to remove mountain ash in garden between house and bus shelter (Conservation Area) – **no objection**.

Horse chestnut church car park – noted that Roz Richardson had advised that a horse chestnut should be removed (it has bleeding canker). She had agreed to supply 2 oak trees as replacements.

73/9-08 **9 Play - update including comments from Youth Committee about replacement equipment for skate ramps and youth shelter and action following City Service inspection reports**

(62/9-08) LH was prepared to consult with youngsters. Maintenance and regular inspections of any equipment was essential.

RHC was disappointed that it had become necessary to remove play equipment.

A play strategy was needed.

The way forward: it was necessary to find out what was acceptable to MCC at The Sycamores recreation ground. Funding was available – either a volunteer or an employee (assistant clerk?) could work towards obtaining grants. Were there requests in the Parish Plan for play equipment? What, if anything, should be erected at Hawthorn Hedge? The Youth committee through the youth workers could consult with youngsters.

Further discussions would be held at December meeting.

Committee were conscious of the demands on the budget. The clerk advised that the metal fence at The Rowans could be deferred.

Play inspections report – these has been received. The faults reported were of medium risk. Action therefore put in abeyance till 2009-10 (as per Play Policy).

74/9-08 **10 Highways**

Drainage Fen Road (opposite Hall End) – Keith Fauch reported that he would try to sort out the drainage in order to prevent the flooding seen recently at Hall End / Fen Road.

A10 road surface Landbeach Road junction - From Keith Fauch:

“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.”

Minor Highways Improvement Schemes – bids for 2009/10 – not discussed.

Bus shelter lighting opposite Waggon & Horses – not discussed.

75/9-08 **11 Correspondence – replacement tree**

(15/5-08) Roz Richardson - poplar was removed (on SCDC land) against the wishes of the local community. Roz advised that an oak (*Quercus robur*) be planted (by SP Landscapes) to be installed with a TreeGator on land opposite (as suggested by RD).

Tree offer – committee agreed not to accept the offer of a German coniferous tree.

The meeting ended at 10.00pm.

25/12-08
(28/10-08)

DRAFT MINUTES DEEMBER COUNCIL MEETING

Maintenance

3 TREEWORKS

Four quotations were received for tree works throughout the village including The Sycamores recreation ground. RLEW stressed that these works were essential and not ongoing general maintenance and that in some instances residents had requested the works.

RHC, RD and RLEW had opened the quotations together.

AGREED (10 in favour 2 abstentions)

to accept the quotation in full from Town & Country Tree Surgeons and to ask MCC to pay 50% of the costs relating to The Sycamores recreation ground. [Works at The Sycamore recreation ground were a legacy left by the developers and MPC prior to the hand over of the ground to MCC]

Chairman of Finance recommended that payment would be taken from budget underspend; failing that from reserve.

An article publicising the tree works would be published in the Village View.

Tree works at Tomkins Mead

M Woolhouse had passed to Council a quotation for tree works at Tomkins Mead – to be discussed at January meeting.

4 CEMETERY

Proposal to lock gate at cemetery to prevent vehicular access

Vehicles had been seen in the cemetery late at night. Rubbish was being dumped in the green waste bin which RHC intended to clear. It was **AGREED**

to put a sign on the green waste bin:- “Green waste only. Please put other rubbish in the bin provided” and to put a sign on the gate:- “Please respect our cemetery. Do not use vehicles unless it is really necessary.” *Action: RHC and the clerk*

[Note: RHC and the clerk had subsequently agreed on the following wording: “Please respect our cemetery. Vehicular access for disabled only.”]

Council has appointed a Pest Control Company to deal with rabbits and moles (min 28/11-08)

5 ALLOTMENTS

Proposal to lock gate at allotments

Council provided the gate to try to prevent unauthorised access and the problem of fly tipping on site. RHC stressed that Council could not be held responsible for thefts from the allotments.

The clerk had informed those allotment holders with email addresses of the proposal to keep the gate locked. There was an overwhelming response against the idea. RHC thanked the allotment holders for their replies. It was **AGREED**

to take note of the responses: to replace the lock with a more ‘user-friendly’ one and to put signs on the gate:- “Please lock gate when you leave”. *Action: RHC and the clerk*

Clerk: waiting list. Do I allow a Landbeach resident have an allotment?

A tenant has asked about dealing with rats and mice. Shall I ask our Pest Control Company for advice?

	2008-09	2009-10
	£	£
Allotment rents	909	637
(£909 in £384 in advance 2009-10)		
Expenditure	4,207	1,352

6 LITTER

SCDC do:

Weekly - litter pick the High Street, Coles Road to Lion & Lamb pub and empty all litter & dog bins

Fortnightly - litter pick from Tesco roundabout to entrance of Country park

Monthly - litter pick Cambridge Road, Tesco roundabout to Coles Road,
High Street, Lion & Lamb pub to Willow Crescent,
Fen Road, High Street to Coles Road including up to no. 6 Church Lane and no. 1 Coles Road.

9 BUDGET 2009-10

	£
Grass cutting	22714* (+ 4%) [inc allotments and cemetery]
Tree works	3000
Play (maintenance)	3000**
Emergency fund	1000
Cemetery-path & moles etc	<u>1700***</u>
Total	32414

Note: *MCC 9468 (to be included in grant to MCC)

** Capital expenditure if any to be taken from capital reserves and/or grant aided

*** Path £1500 from capital reserves