

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 19 March 2007 at 7.30pm in the Bowls Pavilion

Present: RH Chapman (chairman) R Day B Jefferson J Payne RLE Waters
WD Booth E Spong (allotments) D Chamberlin (cemetery)
The clerk

140/3-07 On behalf of the Maintenance Committee RHC thanked PKO for his hard work during his time as Chairman.

1 Apologies for absence - JE Coston M Ellwood

2 Declarations of Interest – personal/prejudicial - none

141/3-07 **3 Minutes** - The minutes of the maintenance meeting of 18 September 2006 were approved and signed as a true record.

(398/06) Overhanging bushes / shrubs - the clerk had been unsuccessful in asking a resident and also the County Council to cut back pyracantha overhanging the pavement at The Rowans.

AGREED

that RHC ask the resident if he would be willing to pay Buchans Landscapes to cut this back. **Action: RHC**

(402/06) Memorial Green – work needed on the hornbeam and hole in Memorial Green.
The clerk to discuss with Buchans. **Action: RHC and the clerk**

142/3-07 **4 Cemetery**

Emptying green waste bin – the green waste bin had not been emptied (as per contract). There was plastic as well as green waste in the bin. It was agreed that the clerk investigate having green and black wheelie bins. **Action: the clerk**

Policy on tree planting – a shrub, which was likely to grow large, had been planted on a grave. The clerk would contact the family. **Action: the clerk**

AGREED

to investigate making a policy which would include the planting of shrubs and trees.

DC would let the clerk have a copy of the Church's regulations. **Action: DC**
[DC left the meeting at this point].

143/3-07 **5 Allotments**

(395/06) Gate / roadway – ES and WDB thanked RHC and the committee for the gate and new roadway. (Min 423/06 also refers). Chain on gate needed to be shortened. The clerk would contact James Matthews. **Action: the clerk**

Hazel coppicing policy – there were not enough hazel trees to make a coppicing policy feasible. There were probably enough sticks for no more than two or three allotment holders. ES and WDB would coppice the trees so that the sticks would be available for use by allotment holders.

Applications – the clerk reported that there were five residents waiting for allotments. The clerk and RHC would ask Buchans to spray an area at the northern end with "Roundup" in order to create new allotments. **Action: RHC and the clerk**

RHC offered to move the manure heap and to ask the College of West Anglia to create heaps at three different sites. **Action: RHC**

Ditch – noted that the ditch between the College of West Anglia land and the allotments needed cleaning out. The clerk would contact Pat Matthews, SCDC. **Action: the clerk** (RHC declared a personal interest as this ditch flows through his farm).

Overhanging trees – the clerk would advise Bob Howard, CCC that trees overhanging the Ely Road adjacent the allotments were causing a danger to cyclists and impeding visibility for vehicles exiting the allotments. **Action: the clerk**

WDB and ES left the meeting.

144/3-07 **6 Play update**
Council’s employees were conducting regular inspections and reporting back. RoSPA’s annual inspection was due in April. City Services had repaired the motorbike mobile Froment Way again. Renewing the bark worked well.

145/3-07 **7 Litter picking / Village Cleaning**
Retirement of present employee - RCT Adams had sent a letter indicating that he intended to retire at the end of June.
Replacement and contract of employment – the clerk advised committee that P Adams, the relief litter picker, was keen to take over the duties. It was agreed that the post be advertised on the village notice boards. A contract of employment would then be drawn up. **Action: the clerk**

146/3-07 **8 Grass cutting and general maintenance contract**
Review - committee were happy with the contractors.
Renewal 2008 - proposal that Council does not go out to tender but stay with Buchans: Under Standing Order 56(d): “When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council,”
It was **AGREED to recommend**
that Council continue to employ Buchans Landscapes as the village contractor for 2008-09 with an increase in the contract price to allow for inflation and justifiable and agreed changes to the existing contract.

RHC and the clerk had identified overhanging shrubs on two cycle / foot paths to be included in the contract. Winter cuts to be increased from 2 to 6. Grass to be strimmed behind office. Weeds to be sprayed between hard courts and bowls green.

RLEW reported that the football club and Buchans had a good relationship. It was agreed that generally there was a good relationship with Buchans.

It was **AGREED**
that RHC and the clerk meet Stuart and Neil Buchan as soon as possible to amend the contract. **Action: RHC and the clerk**

147/3-07 **9 Risk assessments**
RHC and the clerk were looking at risk assessments for play, allotments, cemetery, lone working, litter picking, Christmas lights, bus shelters – in fact all the areas that Council looked after. **Action: RHC and the clerk**

148/3-07 **10 Poplar tree Coles Road verge**
Lack of action from SCDC – Acacia Tree Surgery had advised the clerk that the poplar tree on the (SCDC owned) verge outside Recreation Close could be dangerous as it had split stems. The clerk had reported this to SCDC.
The clerk would contact the Trees Officer, SCDC and would ask that he does not remove the tree but pollard it. **Action: the clerk**

Laurel bushes The Rowans – a resident had asked that Council cut back laurel bushes on Council owned land behind her house. RHC and the clerk would ask Buchans to reduce the height of these bushes to about 6 feet. **Action: RHC and the clerk**

The meeting ended at 9.00pm.

Signed.....

Date.....