

**Minutes of the Maintenance Committee Meeting of Milton Parish Council held on Monday 25 March 2013 at 7.30pm in the Bowls Pavilion**

**Present:** M Ellwood (chair) WD Booth DJ Chamberlin J Mowatt M Perkins  
RT Summerfield  
The clerk

1. **Apologies for absence were accepted from:** J Western – conflicting commitment; IF May – work commitment.

2. **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).**

None received.

c) **To grant any requests for dispensation as appropriate.**

M. Ellwood had been given dispensation for item 6 (Allotments)

3. **Public Participation:** No members of the public were present.

4. **The minutes of the Maintenance committee meeting held on 20 December 2012 were approved.**

5. **Cemetery**

Command Pest Control reports (Oct & Dec) were NOTED – rabbits very active, all accessible burrows had been treated, moles active - 4 traps set.

WDB asked if ivy growing on trees in the cemetery could be cut back/removed. ME will remove as much as possible.

**Action:  
ME**

6. **Allotments**

There are currently 5 people on the waiting list for allotments.

Rabbit Infestation:

WDB read a report of a survey conducted by himself and JW – c. 78 burrows counted.

AGREED to approach College of West Anglia (CWA) to ask if they would contribute towards/help with the control of rabbits as there were burrows on their land adjoining the allotment site.

If CWA could not help with control of rabbits it was AGREED a quote of £440 + VAT from Command Pest Control seemed the best option for short-term control.

Allotment holders to be advised to consider putting up rabbit-proof fencing as there are rabbits active on the site via a notice on the noticeboard at the allotment site.

**Action:  
ME**

Neglected allotments: 2 site inspections to be carried out by allotment reps each year who will report to clerk any overgrown/neglected allotments. A letter will be sent to tenants of all overgrown allotments asking that the allotment is tidied up within 3 weeks. The cost to spray overgrowth on neglected allotments is included in general maintenance contract.

Lock: WDB asked that next time the lock is replaced consideration is given to having the chain secured to the gatepost and the lock welded to the chain.

Horse Grazing: NOTED the advert in the Village View had not received any response (previous min M6/12-12). Another advert will be placed in the next Village View. The Clerk will prepare an advert for the Parish noticeboard and approach Tesco to display an advert on their Community Noticeboard.

**Action:  
Clerk**

7. **Play – update**

One rubber pad under the swings at Humphries Way was damaged. ME and Clerk will inspect this. Quote received for £186.00 + VAT to replace this. AGREED to go ahead with repair if the damaged mat is a danger to children playing on the swings.

8. **Grass Cutting and General Maintenance**

AGREED to recommend a 2% increase for 2013/14 contract and to add two extra items to the contract (both to come out of the MCC grant).

The Clerk declared an interest in the next item but committee voted that she remain in the meeting.

AGREED to accept R Humphreys quote for £35/month to clean the Perspex bus shelters and office windows. Clerk will write to current cleaner to stop their service.

**Action:  
Clerk**

Bund footpath from Butt Lane to Sycamores Rec: Following receipt of a complaint from a resident and inspection by ME and the Clerk AGREED to replace one wooden sleeper on this footpath subject to receipt of an acceptable quote from Buchans (Chairman and clerk to receive quote). [Note: Quote received - £95 + VAT.]

**Action:  
Clerk**

Hedgerow at rear of 84-92 The Sycamores: A request to cut back this hedge had been received from a resident in the Sycamores – AGREED to accept the quote of £293.63 + VAT to cut back the hedgerow here (Hawthorn Hedge green area). This was last done in 2008.

**9. Review of Risk Assessments**

The chairman and clerk had reviewed all (eleven) Risk Assessment forms.  
AGREED to recommend draft Tree Assessment Policy for adoption by council.

**10. Correspondence:** none received

**11. Date of next meeting** – Monday 1<sup>st</sup> July 2013.

ME advised that he would be resigning from the council at the May AGM and that a new chairman will be elected for this committee at the July meeting.

The meeting closed at 8:10 pm

Signed: .....

Date: .....