

MILTON PARISH COUNCIL

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MAINTENANCE COMMITTEE

To all members of Milton Parish Council Maintenance Committee

For information to all members of Milton Parish Council

You are summoned to the next meeting of Milton Parish Council Maintenance Committee to be held in the Bowls Pavilion on (Date change) Monday 25 March 2019 at 7.30pm
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coder*
Date of issue: 19 March 2019

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 17 December 2018: (Appendix 1)**
To APPROVE the minutes of the Extraordinary meeting on Monday 19 November 2018 (Appendix 2)
3. **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);
 - c) To grant any requests for dispensation as appropriate.
4. **Public Participation – members of the public are invited to speak.**

At the close of this item members of the public will no longer be permitted to address the council members unless invited to do so by the Chairman.
5. **Allotments (Appendix 3)**

Update AH/SC.
To **CONSIDER** Buchans quote of £480.00 + VAT to clear 3 vacant plots plus £112.00 + VAT to rotovate back to a rentable standard.
6. **Cemetery (Appendix 4-8)**

Update AH/SC.
To **CONSIDER** quotes received to extend the footpath from the new part of the cemetery up to the entrance gate. Stearn Construction Ltd £4,425 + VAT, CJ Murfitt £6788 + VAT, Buchans £2,978 + VAT.
To **CONSIDER** quotes received to elevate rabbit issue at the cemetery. Millennium Pest Control £600 + VAT per visit, Command Pest Control £180 + VAT per visit, JG Pest Control £5,400 + VAT for 6 visits over 12 months or £2,049.99 for a 3-day visit.
To **RECEIVE** Cemetery Safety Audit Report from All Saints Church.
To **CONSIDER** membership with the Institute of Cemetery and Crematorium Management (ICCM) £90 per year.
To **CONSIDER** adding wording to the Cemetery Policy “no covering slabs”.
To **CONSIDER** memorial height for single and double headstones.
7. **Play Areas (Appendix 9-11)**

To **CONSIDER** quotes received to revamp Froment Way play area. Fenland Leisure £17,703.71 + VAT (including repainting the springers) or £21,652.71 + VAT (including replacing the springers). Wicksteed £13,030.51 + VAT (including repainting the springers) or £16,148.50 + VAT (including replacing the springers)
Coles Road Play Park – To **CONSIDER** quote received from Buchans to improve the mound £498 plus £328 (turf) + VAT (MCC and MPC to split the cost).

Humphries Way Play Park - To **CONSIDER** quote received from Buchans to clear and relay play bark under the tyre sings £486 + VAT.

8. Parish Council Office (Appendix 12)

To **CONSIDER** request from the Clerk for maintenance work to be carried out in the office.

9. Correspondence

To **CONSIDER** request received for a delivery of free soil improver from Amey to the allotments.

10. Dates of next meeting

Monday 17 June 2019 at 7:45pm

Clerks Office

The full agenda papers are available on the website www.miltonvillage.org.uk and at the Parish Council office.

Appendix 1

Minutes of the Maintenance Committee Meeting of Milton Parish Council held on Monday 17 December 2018 at 7.30pm in the Bowls Pavilion

Present: A Horne (AH) (Chair), T Leavens (TL), D Wildman (DW)

In attendance: S Corder (Clerk), J Barrett (Office Support), P Adams (Village Cleaner), A Bradnam (Tree Warden)

1. Apologies for absence
JEC (personal)

2. To APPROVE the minutes of the meeting held on Monday 17 September 2018
AH Proposed to approve the minutes – DW Seconded **ALL AGREED**

3. Declarations of interest and dispensations:

(a) To receive declarations of interest from councillors on items on the agenda. – AH Item 5 Allotments: Allotment tenants.

(b) To receive written requests for dispensations for disclosable pecuniary interests (if any). - None

(c) To grant any requests for dispensation as appropriate. – None

4. Public Participation – members of the public are invited to speak.
No public attended.

Query received regarding the cutting back of the bushes at Froment Way and Humphries Way play areas: why was this work done and concerns of lack of security and privacy now the bushes have been cut to fence level- **It was agreed in 2017 that the bushes would be cut back and cropped by 50% to make them manageable and promote new growth. Ongoing maintenance on these bushes will occur yearly (around November) to help promote new growth in the spring. The village planting is not designed with security in mind that is the responsibility of the house owner.**

5. Allotments

Update AH/SC – There are currently a few vacant plots available for rent.

To **CONSIDER** Buchans clearing vacant allotment plots to a rentable standard. **Clerk asked if Buchans could quote to clear plots E4, E5 and A7 to a rentable standard. ALL AGREED.**

6. Cemetery

Update AH/SC.

To **CONSIDER** cost of purchasing a plot and remove the x4 fee – Clerk attended a cemetery course and was informed this charge cannot be included it would be the same charge as for a Milton resident, but you can state in the policy there needs to be a village connection and is at the discretion of the Council. **AH Proposed to amend the policy and remove this charge and Clerk to look into costings of purchasing a plot in surrounding villages with a possible future increase in MPC charges. ALL AGREED.**

To **CONSIDER** extending the footpath from the new part of the cemetery up to the entrance gate and relocating the latch to the gate. Clerk advised the pathway and gate needs to be wheelchair friendly. The Village Rector is seeking confirmation this work can be done. **AH Proposed Clerk to source quotes for the work – ALL AGREED.**

To **CONSIDER** adding memorial safety to the Maintenance of the whole cemetery. Clerk was advised that memorial topple testing needs to be carried out during routine maintenance checks. This check is for any unstable memorials to be notified to the Clerk or All Saints Church, who would then contact family members to advise of the situation and if required the memorials to be laid down for safety. **AH Proposed for this to be added to the Cemetery Risk Assessment and Village Cleaner maintenance checks. Clerk to check insurance cover – ALL AGREED.**

7. Play Areas

To **CONSIDER** quote from Wicksteed for £16,148.50 to revamp Froment Way play area. **DW Proposed to accept this quote and take to full council for agreement – ALL AGRRED**

8. Grass Cutting

Update – JB has been updating the tender contract and mapped areas to be cut and is ready to be sent out. The tender will be sent out to 3 companies for quotes and advertised on the noticeboards. **AH Proposed we send the tender out before end of December for quotes to be discussed at the February MPC meeting. ALL AGREED.**

9. Tomkins Mead

To **CONSIDER** the ongoing proposal of Tomkins Mead agreed in 2013. **A few minor amendments to be made to MPC agreement with CSLT – Clerk to arrange both parties signatures.**

To **AGREE** to the request to pay £1,000 grant to the County Park maintenance of Tomkins Mead. **AH reported that work on Tomkins Mead has been ongoing and Proposed to pay the grant – ALL AGREED.**

10. Risk Assessment

To **CONSIDER** Risk Assessment for the Village Cleaner. Clerk put together a risk assessment for the Village Cleaner covering all duties for approval – **AH Proposed to go to full council for agreement.**

11. Tree Work

Tree report received from AB listed all works to be carried out throughout the village.

To **CONSIDER** quote from Town & Country for £180.00 for tree work required at the Cemetery and on The Oak and Elms grass area. **AH Proposed to accept the quote – DW Seconded ALL AGREED**

12. Mapping Software

To **CONSIDER** subscription of £200 per year for Ordnance Survey on-line to record land and property MPC own. **AH Proposed to purchase the mapping software – DW Seconded ALL AGREED**

13. Date of next meeting

Monday 18 March 2019 at 7.45pm

The meeting closed at 8.20p.m.

Signed:

Date:

Appendix 2

Minutes of the Extraordinary meeting of Maintenance Committee held at the Parish Council Offices on 19 November 2018.

Those present: Adam Horne, Don Wildman, Tom Leavens, Gary Heaney, Jane Coston

1. Apologies for Absence: None
2. Declarations of interest: None
3. Grass Cutting and Grounds Maintenance Contract:

Members discussed the process for arranging a tender for the grass cutting and grounds maintenance.

Members agreed the following:

- a. There should be only one contract and the work for MCC land will be included
- b. Costs for three main different areas will be received from tenderers.
- c. Only land owned by the Parish Council shall be included in the tender, with the exception of the Church land at the Cemetery.
- d. At a later date members agreed to consider the Notice Board at the junction of Fen Road and Coles Road and whether this should be renewed and re-positioned.