

# MILTON PARISH COUNCIL

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**2 November 2008**

## **TO ALL MEMBERS OF THE PARISH COUNCIL**

**You are summoned to the next meeting of Milton Parish Council to be held in the Bowls Pavilion on Monday 10<sup>th</sup> November 2008 at 7.00pm [NOTE DATE & TIME]**

### AGENDA

- 1 Representative from the Highways Agency – A14**
- 2 Public Participation – members of the public are invited to speak**
- 3 Apologies for absence**
- 4 Declarations of Interest – personal and/or prejudicial**
- 5 To approve the minutes of the meeting of 6th October 2008** (pages 4-9)
- 6 Parish Plan – report and action points**

### **7 Clerk's/Chairman's report** (pages 10-11)

Plastic recycling; Telephone box Coles Road; Parish Plan; Remembrance Ceremony; Minor Highways Improvement Schemes – bids for 2009/10; Crime update; drain – sluice gates; Park & Ride: opening ceremony and cycling improvements; IVC – Foundation status;

### **8 Planning**

SCDC – LDF – consultation on preferred sites for making up housing shortfall of about 1500 houses (see web: [www.scambs.gov.uk/ldf](http://www.scambs.gov.uk/ldf)). Consultation period ends 12 December.

#### Decisions received

(50/6-08) Cambridge Regional College Kings Hedges Road – erection of 20m x 15m canopy – **approved**.  
Policies: East of England Plan 2008 **SS1**; South Cambs Local Development Framework Development Control Policies 2007 **DP/1 to 3**.

(22/9-08) Cambridge Consultants Ltd Science Park – proposed 3 storey extension and energy centre following demolition of the banana block with associated landscaping, additional car and cycle parking and alternative access arrangements - **approved**. **Various conditions: landscaping, materials to be used, cycle parking, travel plan, construction phasing plan including working conditions and traffic management scheme, removal of trees, shrubs and hedgerow, protection of watercourse, provision of bird nest and bat boxes, visibility splays, provision of footway link and transport infrastructure.**  
Following Policies apply:  
East of England Plan 2008: **SS1 (Achieving Sustainable Development)**.  
South Cambs Local Development Framework Development Control Policies 2007:  
**DP/1 to DP/4 (Development considerations); ET/1,3 and 5 Expansion of Firms); NE/1,2,3,6,9,10,11,14,15 and 16 (Environmental impact); TR/1 to 4 (Travel implications).**

(21/10-08) Mr & Mrs R Holmes 45 High Street - extension – **approved. No windows, doors or openings in side or rear elevations at and above first floor.**  
Policies: East of England Plan 2008 **SS1**; South Cambs Local Development Framework Development Control Policies 2007 **DP/1 to 3** and **CH/5 (Conservation Areas)**.

(486/06) New applications:  
Possfund Custodian Trustee Ltd & Exemplar Property Holding LLP – demolition of existing building and construction of office building (Class B1(b) Research and Development) associated parking with single storey deck parking and landscaping at Building 101 Science Park – **amended vehicle access – for information only.**

S/1669/08 Tesco Stores Ltd Cambridge Road – installation of a combined heat and power unit. – **no recommendation** (delegated)

S/1774/08 Mr P Runham 49 Fen Road – 1st floor bedroom extension over part of existing garage

S/1792/08 Turnstone Estates Ltd erection of 120 bed hotel and restaurant together with associated parking and infrastructure on land adjacent A14

Any other decisions received and urgent applications (at chairman’s discretion)

**9 To receive the minutes of the Finance & Staffing Committee meeting held on 20 October** (pages 12-13) **and to accept recommendations:**

- **Independent internal audit report : handling of cash – proposal that Council agrees to the clerk writing out a cheque to “Milton Parish Council” for the amount of cash received and then sending that cheque to Council’s bank.** [Note this happens when an allotment holder pays in cash and the clerk is unable to get to the bank to pay this in to Council’s account].
- **Appointment of an assistant clerk – proposal that Council proceed with advertising the post initially in the Village View, the Job Centre, on the web sites of Council, SLCC and CPALC and in the NARPO magazine with a view to appointing an assistant clerk to start work in January.**

**10 To receive the minutes of the Minibus Committee meeting held on 22 October** (pages 13-14) **and to accept recommendation**

**that Council amend the resolution 36/9-08 “.....that the minibus committee be given the authority to implement *increases* as and when necessary without the need to refer back to Council” to “..... that the minibus committee be given the authority to implement *changes* as and when necessary.....” [Committee may decide to reduce charges].**

**11 Cambs and Peterborough Minerals and Waste Preferred Options 2 Consultation** (page 14)

**12 Maintenance**

- **to approve increase in Grass cutting and general maintenance contract of 4%** (min 7/9-08)
- **to accept one off quote to control rabbit infestation and moles at cemetery of £200 + VAT and an ongoing quarterly contract of £60 + VAT from Command Pest Control Ltd of Sudbury**
- **repairs to bus shelter lighting** (min 28/10-08) RHC to report

**13 Land update including update about land at rear of Milton Hall** (verbal reports from meetings held after publication of this agenda)

- **proposal [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item as publicity would prejudice the public interest by reason of the confidential nature of the business**
- **to consider appointing a fundraiser**

**14 To adopt Freedom of Information Act Model Scheme and to consider charges, if any, to levy for photocopying information** (pages 14-17)

**15 MCC update**

**16 County Councillor’s report** - no report to date

**17 District Councillors’ reports** – no report to date

**18 Bills for Payment and Money Received** (to be circulated)

**19 Correspondence** (can be read at 6.45pm or you may request copies)

- JAG** - Notes from September and the agenda for the meeting on Thursday 16th October, 7pm at Cottenham Village College.
- CPALC** - Annual General Meeting of CPALC – 6th December 2008  
Any motions for consideration by the board for the AGM – to be sent no later than the 11th November.
- Guided Busway** - Next meeting of the Oakington to Cambridge Forum –  
Thursday, 13 November from 7 pm at the Meadows Community Centre  
- October update
- SCDC** - Performance of the Police Service Centre for September 2008.
- ACRE** - Details of new Cambridgeshire LINK (Local Involvement Network) which was established on 25 September 2008 as part of a new Government initiative to help communities have a stronger voice in their Health and Social Care services.
- CCC** - Consultation on tenders for contract6ed bus services - proposed changes
- Communities and Local Government** – “Communities in control: Real people, real power: Codes of conduct for local authority members and employees – a consultation.”

**20 Dates of Next Meetings**

- Planning - cancelled;  
Council - 1 December

**21 Items for December agenda** (to be received by Friday 21 November)

*Jim Daniels*

Jim Daniels - Clerk

**The full Parish Council agenda papers are available at:**

[www.miltonvillage.org.uk](http://www.miltonvillage.org.uk) [Council website]

**Parish Council office & Community Centre notice board**



**Minutes of the Meeting of Milton Parish Council held on Monday 6 October 2008 at 7.00pm in the Bowls Pavilion**

**Present:** JE Coston (chair) RH Chapman [from 25/10-08 apologies for lateness] PS Badley [from 25/10-08 apologies for lateness] AJ Campbell R Day M Ellwood RJ Farrington B Jefferson IF May  
HM Smith RT Summerfield RLE Waters  
Councillor M Williamson (part) and the clerk  
WD Booth, Parish Archaeological Warden (part)

- 1/10-08     **1 Public Participation** – no member of the public present.
- 2/10-08     **2 Apologies for absence** - G Covell TA Drummond SC Humphreys.
- 3/10-08     **3 Declarations of Interest – personal and/or prejudicial**  
JEC – land update - personal – husband and son play cricket for Milton Cricket Club.  
HMS – planning - personal – member of SCDC planning committee.  
IFM - youth personal – son a member of youth club; land update personal – chairman of colts football club.  
RLEW - youth personal – grandson a member of youth club;  
RD - cemetery personal – relatives buried in cemetery;  
RHC - cemetery personal – relatives buried in cemetery.
- 4/10-08     **4 WD Booth – Parish Archaeological Warden** [taken after Maintenance]
- 5/10-08     **5 Minutes** - the minutes of the meeting of 1st September 2008 were approved and signed as a true record.
- 6/10-08     **6 Clerk's/Chairman's report**  
Telephone Box – noted that SCDC intended to object to closure of telephone box in Milton.  
As a result the clerk had not contacted BT with an offer of £1 for the box. The clerk would contact BT and offer £1 in the event of its closure.     **Action: the clerk**
- 7/10-08     Parish Plan – four groups were working on the four main areas identified in the plan. PSB hoped that an Action Plan should emerge. The group would then put together a report to present to the village. A provisional report would be available at the November meeting. An environmental group had already been set up as a result of the responses to the questionnaire.  
  
ACRE had no grants available since March 2008 towards the costs.  
  
Thanks to PSB for all his work.
- 8/10-08     Milton Primary School – time capsule: JEC would provide old minutes. Millennium Book – too large for the capsule .  
**AGREED to donate £40 to the project from Chairman's Allowance.**
- 9/10-08     Report of SLCC [Society of Local Council Clerks] meeting 19 September 08 – presentation on budgets given.  
Major changes had taken place at CPALC [Cambs & Peterborough Association of Local Councils].  
Jacquie Wilson, administrative officer, had left. Accounts assistant had also left. There were now 3 members of staff working a total of 60 hours per week. All queries were now being dealt with electronically through the website. Of the 2000 council members and 200 clerks of CPALC 1000 council members were signed up to use the web.  
Quality training, especially for councillors, was the new emphasis. Ian Dewar, County Executive Officer, intended to bring the training to Councils. Milton and other local Councils for example could receive training together at a venue in Milton.  
It is likely that Councils in future would need to demonstrate that their members had done some training in order to qualify for Quality Status.
- 10/10-08    CPALC training programme – CPALC training programme from October to March 2009 received.

11/10-08 SLCC Regional Conference 25 September 2008 - "Overall it was a rather disappointing conference.

#### **Planning**

A website [www.planning-portal.gov.uk](http://www.planning-portal.gov.uk) has been funded by central government to allow planning applications to be submitted and comments to be made online. It is anticipated that 85% of LPA's will be using this service by 2011. The intention is to reduce the amount of paper use.

#### **Audit**

Dickon Sandbach, partner at Moore Stephens, auditor:- one of the biggest problems he comes across is inadequate level of reserves. He suggests that when working out our budget we should first decide the level of reserves that we want.

We should show in our minutes that we have considered the risks when we make large expenditure decisions.

#### **Questions from the floor**

- Consultation documents: How do we deal with these? Is the clerk expected to read through them and submit a précis? Some councils appoint a group of 2/3 councillors to read the consultation papers. Some designate a councillor for each area.
- A new Freedom of Information model scheme must be adopted place by 31 December. I shall put this on the November agenda.
- Training for councillors. It was stressed that all councillors should undertake training – even experienced councillors as new legislation is continually being passed.
- Reports from district and county councillors. How do clerks persuade their dc's and cc's to submit a written report to the meeting? One council included in their standing orders "no written report, no report".
- Power of well-being. When will this power be utilised? We do not know. We are awaiting guidance."

12/10-08 Remembrance Ceremony – 11 November at 11am.

**AGREED that David Chamberlin be asked to take part.**

#### **7 Planning**

13/10-08 RTS reported that the Lion & Lamb application had been withdrawn.

(6/9-08)

14/10-08 Appeal – Ms R Davey 63 Cambridge Road – against refusal of pp for conversion of garage to annex.

(41/6-08)

#### Decisions received:

15/10-08 Mr & Mrs Nix 50 High Street – extensions and alterations / remodelling of existing extension to form enlarged studio, utility and WC – **approved**. **Note:** application amended – change of roof materials from tile to slate.

(19/9-08)

(20/9-08)

**Conditions: to be approved types of materials for roof, brickwork, windows and doors.**

Following Policies apply:

East of England Plan 2008: **SS1 (Achieving Sustainable Development).**

South Cambs Local Development Framework Development Control Policies 2007:

**DP/1 (Sustainable Development); DP/2 (Design of New Development);**

**DP/3 (Development Criteria); CH/3,4 and 5 (Conservation area and listed building).**

16/10-08 Mr L Wheeler 26 The Sycamores – extension – amendment: 1st floor window on west elevation to be made slightly larger and moved slightly further north along the elevation – **for information**. [Already approved – min 21/9-08].

(21/9-08)

17/10-08 Mr C Crickmore land r/o the Barn Chesterton Fen Road – change of use of land for the stationing of storage containers, general storage and erection of a covered/enclosed storage area – **refused**.

(23/9-08)

Note: amendment showing visibility splays and alteration to drawing legend received.

**Reasons: Inappropriate development in Green Belt. Contrary to various Green Belt Policies.**

HMS reported that SCDC were taking enforcement action.

18/10-08 Post Office Ltd – installation of ATM at Milton Post Office 2 Coles Road – **approved**.

(24/9-08)

**Condition: installation of anti-ram bollards to be installed before use of ATM.**

Note: amendment received and approved under delegated powers: installation of anti ram bollards outside the proposed ATM.

Following Policies apply: East of England Plan: **SS1 (Achieving Sustainable Development).**

South Cambs Local Development Framework Development Control Policies 2007:

**DP/1 (Sustainable Development); DP/2 (Design of New Development); DP/3 (Development Criteria).**

19/10-08 (25/9-08) S/1379/08 Mr Fairhurst 42 Fen Road – conservatory – amendment: east elevation set back approx 500m to minimise the impact of proposals upon the street scene – **approved. Policies DP/1, DP/2 and DP/3.**

New applications:

20/10-08 (22/9-08) S/1257/08 Cambridge Consultants Ltd Science Park – proposed 3 storey extension and energy centre following demolition of the banana block with associated landscaping, additional car and cycle parking and alternative access arrangements – amended landscaping plan – **for information.**

21/10-08 S/1479/08 Mr & Mrs R Holmes 45 High Street - extension – **no recommendation** (delegated). [See also application S/1663/07 min 419/10-07]

22/10-08 S/1595/08 Mrs F Roberts 48 Fen Road – fence (retrospective application).  
Proposed: **No recommendation** – in favour 3, against 4 and 3 abstentions.  
**AGREED refuse – spoils setting of the listed building.** 5 votes in favour, 3 against and 2 abstentions.

23/10-08 S/1601/08/O Helical (Milton) Ltd - Former EDF Depot and Training Centre Ely Road Milton - outline planning application for the demolition of existing buildings, removal of existing pylons/mast etc from training grounds & construction of 101 retirement units (including restoration of north lodge for use as a retirement dwelling) 1 warden’s unit, visitor accommodation, central facilities building, provision of formal & informal open space, associated landscaping & improvements to the existing access -

Comments: “Milton Parish Council **supports** this application and makes the following comments:  
**Green Belt.** Council supports the principle of change of use from industrial units to retirement housing on the existing footprint.

We welcome the renovation of North Lodge, a listed building, with appropriate materials after many years of neglect. [Milton Parish Council has been trying for years to have this building restored].

**Visual aspect.** Such a development will improve the visual aspect of this area. Properties with appropriate landscaping will be an improvement over industrial units.

**Woods and lake.** We welcome the improvements to the lake and wood and their opening up to the public.

**Section 106 Agreement.** It is **imperative** that Milton Parish Council is a party to a S106 Agreement which must address the following:

Considerable support for sports facilities for community use, a minimum requirement being three junior football pitches and an appropriate pavilion.

**Age Limit** – it is essential that restrictions are in place to ensure that the properties are sold to the over 55’s only.”

24/10-08 North West Cambridge Area Action Plan – Objection Sites Consultation

25/10-08 Cambs and Peterborough Minerals and Waste Preferred Options 2 Consultation

The chairman reported that she had been trying to get a joint meeting arranged with both the Highways Agency and the County Council Minerals and Waste Team. This would have been for parish councillors and others to attend to discuss a possible response on the Minerals and Waste Plan and also to discuss the details of the A14 plans with the Highways Agency as some of the issues were interlinked. She suggested that such a meeting should still be pursued because more details were required before a full response could be given to the County Council on the Minerals & Waste Plan and this and the A14 were both major issues that would have an impact on the village. She offered to meet with both the County and the Highways Agency on behalf of the Council so a full response could be given if the council did not want a meeting.

**AGREED** to make the following response:

“**Milton Parish Council is concerned that an area larger than the present landfill site at Milton may be excavated for clay for the improvements to the A14, thus increasing the size of the site. We are worried about the traffic implications and the time span of the operation.**”

**The clerk would arrange for the Highways Agency to attend the November meeting to explain their plans for the A14. Action: the clerk**

[Note: Further information has come to light since the meeting so the chairman has spoken to David Atkinson about an extension to the timescale to possibly give a further response on the Minerals & Waste Plan and he has agreed to this providing we give him the headings by the 20th Oct. He is willing to wait for a full response being ratified at our November meeting. We are looking at a possible response for council to send subject to ratification at our November meeting.]

- 26/10-08 **8 Community Care** – the minutes of the community care meeting held on 10 September 2008 were received.  
**AGREED** to accept recommendations:  
- **that all fees should be increased to £3 per week as from 1st October 2008 and that Committee should consider increasing the fees to £4 as from 1<sup>st</sup> April 2009 with a proviso that an increase to £5 from 1<sup>st</sup> April for those receiving attendance allowance should be considered.**  
- **to increase the warden’s mileage allowance from 8 miles to 10 miles per day as from September 1<sup>st</sup>.**
- Two letters of appreciation from relatives of members on the scheme had been received.
- HMS would find out the up-to-date criteria for offering places at Barnabas Court and would report back to the November meeting. *Action: HMS*
- 27/10-08 **9 Youth** – the minutes of the Youth Committee meeting held on 15 September 2008 were received. Appointment of additional members to the Youth Committee – no additional appointments were made. The youth committee would discuss the best way forward. Paula Mayes had suggested that a charity “Milton Action for Youth” could be set up.
- 28/10-08 **10 Maintenance** - the minutes of the Maintenance Committee meeting held on 29 September 2008 were received. RHC having gone through the proposed actions expressed concerns about the budget requirements for 2009-10. He would discuss with the chairman of the Finance Committee.  
Major tree works - RD and RLEW had completed a trees survey and identified works to be carried out. They were now arranging site visits with tree surgeons. These tree surgeons had been asked to quote for the work by December. Thanks to RD and RLEW for all their hard work.  
Noted that the horse chestnut at the church (min 72/9-08) was to come down next week.  
Repairs to bus shelter lighting (min 42/9-08) – RHC would ask an electrician to look at the bus shelter lighting. RD pointed out that bus shelter was built in 1954 with voluntary labour at a cost of £50.  
Minor Highways Improvement Schemes – bids for 2009/10 (min 289/6-07 refers) - (maximum cost of any bid £15,000). Improvements to pinch point Ely road and footpath on the southern side of the Rowans near Tesco were suggested. As Keith Fauch had recently walked the village with the chairman and clerk, the clerk would ask for his advice. *Action: the clerk*
- 29/10-08 **4 WD Booth – Parish Archaeological Warden**  
WD Booth gave a resume of the archaeological work done in Milton. Much had been added to Milton’s heritage through archaeological finds.  
He had never asked for funds but was in need of funding to pay for specialists to identify finds and to write up reports.  
He could arrange for an exhibition to be laid on for the village. A permanent place in the village for display would be ideal.  
Noted that Milton was one of the largest villages locally not to have its own local history society.  
**AGREED that MPC should promote archaeology and that £250 should be allocated in 2009-10 either from the budget or the Millennium/History Fund.**
- Thanks to WDB.
- 30/10-08 **11 Web – proposal to move the miltonvillage.org.uk (and .co.uk) on to a new server**  
Paul Oldham’s company “The Hug” had purchased its own server which was proving to be faster than the present server.  
The cost would be exactly the same as before - £140 per year.  
**AGREED to move the miltonvillage.org.uk (and .co.uk) on to a new server**
- 31/10-08 **15 County Councillor’s report** [brought forward]  
“Highways Maintenance - I received from our local Highways Supervisor:  
At a meeting yesterday, the supervisors were advised that the budget for 2008/2009 was effectively spent, and that we should only be looking to cover emergency works and potholes, etc.  
This seems to be the case for the whole County I’m afraid.

Park and Ride - The new site should be open early November. I shall keep an eye on its effect on the traffic.

Cycle Routes I have spoken to Alistair Frost about, among other things, the markings at the end of Winship Road. He tells me that the work so far is temporary pending hopeful receipt of funds linked to Cambridge's 'Cycling City' status.

Cycle Bridge I am following up Jane's email concerning the multiplicity of agencies that seem to be concerned when things go wrong. I'll report back when I have some answers.

Chesterton Fen I attended a meeting (with Hazel) of the Old Chesterton Residents' Association where various planning issues were brought up. I am looking into these and will report back."

32/10-08 **12 Crime update**

(38/9-08) **a) Tesco walk way – report of meeting with manager of Tesco and the police 3rd October 08**

In attendance:

Police: Sarah Webb (last duty before transferring) Paul Rogerson (replacement)

MPC: HMS, RLEW and the clerk

Tesco: Scott Forsyth (temporary manager)

Martin Bradford manager was off (possibly long term) sick. SF agreed to make changes to the duties of his security staff: check walkway hourly – more of a physical presence. He would get graffiti removed.

HMS asked that the security staff be made aware that youth club members shop on Tuesday and Wednesday evenings.

Police would like feedback when youths congregate and possibly intimidate people.

Any trouble at the store – please let the store know immediately.

They had an "egg selling" strategy – to try to prevent youngsters buying eggs to throw at buildings, cars etc.

He was made aware of changes in plastic recycling. He made no comment to request for tetra pack recycling facility. HMS was pursuing this through SCDC.

He could see no benefit in Tesco closing the walkway and extending the store.

SF would ensure that the contract for grass cutting was looked at. The clerk advised him that he was getting a number of complaints about the state of the verge and that Council would happily cut the grass if he would prefer - the costs being charged to Tesco.

33/10-08 **b) South Cambridgeshire Crime and Disorder Reduction Partnership conference** – HMS attended this conference. Cambs Criminal Justice Board newsletter for Autumn 2008 received

34/10-08 **13 MCC update** – Chris Drummond, manager, had resigned. The post would be re-advertised. Noted that Liz Harding had also left. The AGM scheduled for 08/10/08 had been postponed.

35/10-08 **14 Land update – to consider appointing a fund raiser**

(39/9-08) It was **AGREED** [at 9.10pm] [Public Bodies (Admission to Meetings) Act 1960]

**to exclude members of the public to this item as publicity would prejudice the public interest by reason of the confidential nature of the business.**

The minutes of the confidential session of the meeting held on 1st September were circulated.

The meeting reopened at 9.40pm with 12 members present.

36/10-08 **16 District Councillors' reports** (see also min 31/10-08 above)

Chesterton Fen and possible sewage connection; – further surveys were being done;

Cycle bridge – problem with contractors for CCTV – Jacksons offered to help with linking up the ducting;

Park & Ride – date in November for opening not yet agreed – contractors would remove village cycle route barriers – other designs would have to be passed by "City demonstration" team; should be County Council's responsibility to grit footbridge over A10; [building on land adjacent - clerk to check];

(38/9-08) Sluice gates – one of the sluice gates adjacent the river was recently stolen. The other two gates had been taken into storage by SCDC. SCDC intended not to replace them. The clerk would find out why SCDC felt it unnecessary to replace them. "If they are now considered to be surplus to requirements why were they installed in the first place? It is our belief that these gates act as protection against a "back surge" of water." **Action: the clerk**

A14 – meeting with Highways Agency – already agreed (see above – min 25/10-08).

Planning relaxation – on 1st October 2008 Planning Legislation changed to introduce significant changes to the current system, particularly with regard to the size of extensions and outbuildings that are permitted development not requiring planning permission.

37/10-08 **17 Bills for Payment and Money Received**  
**CONFIRMED** payment of cheques 3820 – 3827 (ch 3828 cancelled)  
**AGREED** payment of cheques 3829 - 3839

38/10-08 **18 Correspondence**

**The Cambridgeshire Rural Forum** - conference on community-based solutions for rural communities

**SCDC** - monthly email designed to assist Parish Councils to plan their involvement in plan-making.

**Highways Agency** - new quarterly newsletter - providing information on the routes managed in the Cambridgeshire Area.

**SCDC** - details of an event “Engaging Parish Councils” being held for Parish Councils at 5pm-7pm on Wednesday 19th November 2008

**CCC** - Newsletters: Future for Council Housing  
- Details of next Guided Busway Histon to Cambridge Local Liaison Forum.

**Standards Board** - Newsletter

**IVC Governors** - Letter stating that the Governors of Impington Village College had taken the decision to seek a change of status for the College from being a Local Authority controlled school to a Foundation School.

**AGREED** the following response: **“We trust that users of the college from Milton will still be welcome and that the catchment area will not be affected. We trust also that the free transport that we fought hard for will continue to be enjoyed by Milton youngsters.”**

39/10-08 **19 Dates of Next Meetings**

<b>Planning</b>	-	<b>20 October;</b>	<b>Finance &amp; Staffing</b>	-	<b>20 October;</b>
<b>Minibus</b>	-	<b>22 October;</b>	<b>Council</b>	-	<b>10 November.</b>

Note: Council meeting **10 November** NOT 3 November.

40/10-08 **20 Items for November agenda** (to be received by Thursday 23 October)

The meeting ended at 10.10pm

Signed.....

Date.....

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**7 Clerk's / Chairman's report** (pages 9-11)

Plastic recycling – plastic recycling centre at Tesco will be removed this month.

(41/9-08)

Telephone box - Attached please see a scanned letter from BT regarding SCDC objections to phone box closures on behalf of Parish councils.

(6/10-08)

As you know we put in pretty much a blanket coverage of phone box closures to BT as a way of creating some time for parishes to consider whether they would like to adopt" or "sponsor" a phone box.  
 As this option ends on November 1st I subsequently wrote to Rick Thompson at BT asking for clarification from BT as to when they are intending to respond to our objections to closure. Many parishes have said they do not want to commit to adopt or sponsor a phone box if BT are going to retain it as a result of our objection. You will see from Mr Thomson's letter that BT will challenge retention of phone boxes retained purely for aesthetic reasons.  
 Unfortunately the two timescales are not going to co-inside, due to the country wide programme of phone box closures it will take some time for BT to challenge SCDC objections. Therefore this council has to take a decision now as to which ones it will continue to object to the closure of when BT do come to challenge us.  
 We have therefore established criteria of; usage, proximity to recreational facilities, poor mobile reception and/or proximity to accident hotspots and we have used this to determine our continued objection to closures, these are set out in the attached table.

I need to make it clear that our continued objection does not automatically mean that BT will continue to retain them as they have the right of challenge. I am sending you this list now so that parishes where objections to closure will not be supported in the future may wish to go ahead and apply for sponsorship or adoption.

At the Portfolio Holder meeting in September where this matter was discussed SCDC members took the following view;

"The Leader said that the District Council could not justify allocating substantial funds to preserving threatened phone boxes, and suggested that this matter should be addressed instead by BT and affected local residents. It was noted that parish councils had not had sufficient time to consider the proposals.

The Leader instructed the Community Development Manager to inform British Telecom that South Cambridgeshire District Council expected BT to give affected parish councils more time to formulate their considered responses to consultation over the removal of phone boxes in the District, and should not take any further action with regard to this matter until after 1st November 2008."

From SCDC table:

01223 420439	Cambridge Road Milton	1520	Object	Wish to retain this old style telephone box. Could it replace the new one in the High Street, Milton? There are also a high proportion of elderly residents.
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(26/10-08) Barnabas Court – admissions policy – HMS reported that .....

(28/10-08) Minor Highways Improvement Schemes – bids for 2009/10 – following advice from Keith Faunch the clerk had bid for a footpath on the southern side of the Rowans near Tesco.

Crime update

(32/10-08) **Speedwatch** – Landbeach PC ask: “Are you planning on having the Speedwatch people give a talk to Milton as perhaps we could join forces. What do you think?”

John Fuller Cambs Police has sent this:

“ Following discussion with my police colleagues and county council representatives agreement has been reached to introduce 'Speedwatch' countywide. Funding has been provided to secure the purchase of a number of sets of equipment and the first of these will arrive in the county in about 6 weeks time. Clearly we will need to decide how much equipment is needed and how it will be resourced, allocated and managed. There is much to consider and agree through discussion and it is suggested we need to meet collectively to consider the detail.

In consultation with your Sector Inspector Chris Savage it is suggested we hold special meetings with parish representatives and councillors based on neighbourhood panel areas. We need to know which parishes want to join in the scheme and from there we can work out the practical arrangements for implementation. We have 7 panel areas in South Cambs and thus the investment in time is not inconsiderable. However, Chris and I are prepared to attend the meetings as we don't think the time needed is available during our 3 monthly panel meetings.

I enclose a rather detailed document (*14 pages long – Jim*) it is proposed to run it based on the experiences of the pilot held in East Cambs. I would like the debate to start as soon as possible and therefore invite you to let me know:

Does your Parish wish to be involved in Speedwatch?

Do you support a special neighbourhood meeting to discuss its implementation?”

**CRDP** - from John Reynolds CCC:

“The South Cambridgeshire Crime & Disorder Reduction Partnership is very keen to keep up the momentum following the recent conference with Parish Councils. The workshops produced four ideas that stood out:

improving communications with Parish Councils

encouraging respect between different parts of local communities

considering an Adopt a Neighbour scheme (to keep an eye out for vulnerable neighbours, people on holiday etc to reduce burglary)

using Visual Audits to identify areas of concern in a community/village that require further action

Dealing with those ideas in order:

The CDRP is planning to put together a short monthly email that will provide some brief updates on information and activities, as well as providing short generic articles that can be reproduced in Parish newsletters etc. We plan to start this next month.

I think the issue of respect could best be explored further, perhaps through a conference. The CDRP will be having an initial discussion about this when it meets at the end of this month, and I will update you after then.

Regarding the suggestions of "Visual Audits" and an "Adopt a Neighbour" scheme, the CDRP would like to set up two working groups to take these ideas forward. The groups would ideally be made up of officers from the CDRP agencies and representatives from Parish Councils, and would meet 2 or 3 times to plan and agree how the schemes could operate.

I am sure many of you will be interested in being part of one of these groups, although I am sure you will appreciate it will not be possible to include everybody! To gauge the level of interest please simply email Bridget Fairley [bridget.fairley@scamb.gov.uk](mailto:bridget.fairley@scamb.gov.uk) with your contact details and the Parish Council you represent. When replying please place "NEIGHBOUR" or "AUDIT" in the subject line of your email so that the replies can be easily sorted. Please register your interest by Friday 12 December 2008. We will then seek to put the groups together in January 2009."

**New Neighbourhood Police sergeant** – letter from Sgt Paul Rogerson introducing himself and the new team including PCSO Claire Whiteman.

**Allotments** – there have been a few break-ins recently at the allotments.

Sluice gates - from Pat Matthews SCDC:

(36/10-08) "yes you are correct - one of the gates was stolen. I arranged to remove the other two from the river for safe keeping and have stored them at our Depot.

I have been unable to identify the gate owners. The section of drain in which they are located is not an award. In any event the Council does not own any of the awards or the structures (pipes, manholes, headwalls, valves etc) within them. These are usually the responsibility of the local landowners.

I have discussed with the Conservators and the City Council and they also will not claim ownership.

Eventually I contacted Geoff Facer (now retired from the City Council) who was involved with the design and he also was uncertain as to ownership. However, he advised that the gates serve little purpose as river water will flow over the banks towards the railway and negate any impact they might have and that any 'back surge' will remain within the drain up to the railway bridge.

I did wonder, like you, why they were put there in the first place and agreed to replace them if we could identify the owners. I have asked Alan Wingfield at the City Council if they would be willing to share the cost of a new gate with SCDC. I have not yet received a reply - which probably means no!

I am now at the stage where it is very difficult to justify replacing the gates if they serve no purpose.

Do you have any information on ownership? I feel this will not be easy to resolve for the above reasons."

I queried "not an award". Answer from Pat: "The award continues straight across Fen road - although the connection is now blanked off. However, you are correct, we treat the final section as an SCDC drain as it is the outlet to the river. The main point is whether the gates are actually serving any real purpose and I need to have further discussions with the City on this."

Park & Ride:

Opening ceremony Thursday, 13 November from 11 am.

Cycle improvements – see attached from Oliver Merrington (Sustrans Cycle Ranger for Waterbeach) to Alistair Frost.

IVC Foundation status – from Martin Rigby Chair of Governors

(38/10-08) "Thank you very much for your letter of 7 October raising two points about the Village College's proposed change of status.

On the first point, I can reassure you that the College will remain fully committed to delivering the best possible education for all children in the catchment area, as well as continuing to develop a full community education programme, irrespective of the proposed change of status.

On the second, the present arrangements for school buses would be unaffected by any change in status."

Note that a public meeting is to be held and that the following letter has gone out to parents:

**“CHANGE OF STATUS CONSULTATION**

You will be aware that the governing body of the College has been consulting you and other stakeholders on a proposed change in the status of the College to a foundation school.

Many parents have said that they would welcome a meeting at which they would be able to hear about the proposed change and how it would impact on the life of the College and the education of their children. In response to that, I am pleased to say that we have arranged a meeting to be held in the Gropius Hall of the College at 6.30pm on Wednesday 12 November.

The meeting will last one hour and will take the form of a short presentation on the governors' reasons for proposing a change of status, a short talk by a governor from an existing local foundation school and then an opportunity for you to ask questions or make observations. We have also asked a senior education officer from Cambridgeshire County Council to be available to answer questions on the local authority's perspective.

Finally, let me add that we are extending the deadline for submitting responses to the consultation to Tuesday 18 November."

**Minutes of the Finance & Staffing Committee meeting held on Monday 20 October 2008 at 7.30pm in the Council Office**

**Present:** RT Summerfield (chair) AJ Campbell RH Chapman JE Coston SC Humphreys  
RLE Waters The clerk

- 41/10-08 1 **Apologies for absence** – HM Smith.
- 42/10-08 2 **Declarations of Interest** – none.
- 43/10-08 3 **Minutes** – the minutes of the meeting of 21 July 2008 were approved and signed as a true record.
- 44/10-08 4 **Matters Arising**  
(41/7-08) The Broadband fee was now paid by direct debit.
- 45/10-08 5 **Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 30 September 08.
- 46/10-08 6 **Review of Debtors and Creditors at 30 September 2008**  
Debtors amounted to £2323. First instalment of bowls club loan to be repaid in current financial year. [RLEW declared a personal interest - member of the bowls club].  
Creditors were reviewed.
- 47/10-08 7 **Minibus report**  
Minibus account was received. Lloyds TSB now charged for cheques issued. To date the interest received on this account was greater than the service charge.
- 48/10-08 8 **Review of Budget and Year End Actuals**  
INCOME:  
Community Care fees £675 since received. Interest higher than budget – interest rates likely to go down. Minibus receipts higher than budget - offset by higher costs than budget.  
EXPENDITURE:  
Allotments over budget – unexpected costs of clearing rubbish from the site. MCC bills over budget for 6 months. Youth club and building costs to be separated.
- 49/10-08 9 **Internal Auditor report**  
Comment from auditor: “Some of the questions are quite needless for a well run Council such as yours but they might be quite telling in a different environment.”  
Answers to questions (min 25/7-08):  
The Ethical Framework 2001 should of course have been changed to 2007 requirement. This should have been adopted by Council.  
The comment N beside Insurance cover for all assets - this answer might provoke someone to look more closely, if councillors are aware of their own decisions on the matter then it has no significance at all. In a less well run council, councillors may not always be on top of things and a reminder to look closely is necessary. I am quite happy that some of your assets are self insured.”  
Issues raised:  
“In order for an item to appear on the Agenda councillors must have an opportunity to raise it. I understand these items are currently arranged directly with the Clerk beforehand. If a member of the public followed the course of a meeting he or she might wonder if this is totally transparent. I understand you have an item on the agenda called Clerk/Chair’s report. Mere Councillors appear to have no say in this item.”  
The clerk would point out to the auditor the last item on every Council agenda:  
“Items for next agenda (to be received by date).”  
Standing Order 53 was amended to correct an apparent omission.  
Handling of cash policy to be agreed by Council.  
“If I may make an observation, the Council and its offices appear, as always to be very well run.”

- 50/10-08    **10**    **Assistant Clerk**  
 (41/7-08)    The chairman, vice chairman and clerk had produced a job specification.  
 Committee fine tuned it and  
**AGREED**    to recommend that Council proceed with advertising the post  
 initially in the Village View, the Job Centre, on the web sites of Council, SLCC  
 and CPALC and in the NARPO magazine with a view to appointing an  
 assistant clerk to start work in January.
- 51/10-08    **11**    **Employees' Contracts**  
 Contracts for the Community Care warden and deputy warden were reviewed and  
 amended. These would be given to the warden and deputy to consider.  
*Action: the clerk*
- 52/10-08    **12**    **AOB**  
 There being no further business the meeting ended at 9.05pm.

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**Minutes of the Community Minibus Committee Meeting held on Wednesday 22 October 2008 in the Council Office at 7.30pm**

**Present:**    CF Nunn (chair)    RJ Farrington    R Pain    G Sheen    RT Summerfield  
 The clerk

- 53/10-08    **1 Election of Chairman** - CF Nunn was elected chairman.
- 54/10-08    **2 Apologies for absence** - none.
- 55/10-08    **3 Declarations of Interest** - Item 5 - R Farrington R Pain (scouts)  
 C Nunn and G Sheen (bowls). C Nunn – Day Centre.
- 56/10-08    **4 Minutes** – the minutes of the meeting of 17 December 2007 were confirmed and signed as a true record.
- 57/10-08    **5 Review of tariffs for 2008**  
**General tariff** - Min 38/7-08 Finance & Staffing (confirmed by Council min 36/9-08):  
 “The treasurer Minibus Committee had suggested an increase in charges due to the rise in fuel bills. **AGREED** to recommend an immediate increase of 7 pence per mile and to propose the Minibus Committee consider an increase in the minimum charge from £8 to £10. It was also recommended that the committee be given the authority to implement increases as and when necessary without the need to refer back to Council.”  
 The chairman expressed surprise that this increase was agreed without first being passed by the Minibus Committee.

Noted that the price of diesel had now come down by about 20 pence per litre. Additional maintenance should be expected as the minibus was now 6 years old although it was in very good condition, due to being kept in a garage.

It had not been intended to set the level of charges to allow for depreciation and thus provide money to purchase a new vehicle. There was enough money to pay a deposit – grants to pay the remainder would have to be sought.

**AGREED** to leave the general tariff as per minute 36/9-08 and to monitor the effect that this may have on bookings.

**RECOMMENDATION** that Council amend the resolution 36/9-08 “.....that the minibus committee be given the authority to implement *increases* as and when necessary without the need to refer back to Council” to “..... that the minibus committee be given the authority to implement *changes* as and when necessary.....” [Committee may decide to reduce charges].

Minimum charge – **AGREED** to leave this at £8. Day Centre paid minimum rate (approximately 7 miles each week). A change would therefore have little impact.

**Scouts arrangement** – “£8 per marquee booking” - rarely used. **AGREED** status quo.  
**Bowls club arrangement** – no special arrangement – rescinded min 536/12-07.

58/10-08 **6 Review of drivers records (Corporate Manslaughter and Corporate Homicide Act 2007).**  
 Committee was responsible for ensuring drivers are capable / competent.  
 Policy should be to update drivers' registration forms each year.  
 RJF (with help from CFN) would send out forms to ask drivers to re-declare with a copy of their driving licence.

**CTA Journal May/June 2008 Maximum Authorised Mass. CTA Journal July / August 2008.**  
 This article was considered. No action required.

59/10-08 **7 AOB**  
Accidents – two accidents in 2008.  
 1 A passenger's hand was trapped in the side door and his finger badly damaged. CFN had put a clear warning sign on the vehicle.  
 2 The minibus was damaged during a parking manoeuvre. Excess has been reclaimed from the hirer. As a result the protected no claims bonus was lost for 3 years. [????]

Minibus use – noted that the minibus was not used by many village organisations.

Next meeting – February – exact date to be arranged.

The meeting ended at 8.35pm.

Chairman.....

Date.....

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**10 Minerals and Waste Plan**

**Options to consider:**

- retention of the aggregates rail terminal at Chesterton junction (which may have a major role to play in the A14 upgrade)
- new Local Recycling Centre to replace Butt Lane in Cambridge Northern Fringe East permanent site in CNFE for construction waste handling
- aspirations of the operators of Milton Landfill to build a permanent major waste management site including Energy from Waste on the land off Butt Lane.
- waste consultation area around the Cambridge Sewage Works
- permanent retention of the Local Recycling Centre at Butt Lane.

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**11 Information available from MILTON Parish Council under the model publication scheme**

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard copy, website and notice boards.
Who's who on the Council and its Committees	Hard copy, website and notice boards.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, website and notice boards.

Location of main Council office and accessibility details	Hard copy, website and notice boards.
Staffing structure	Hard copy and website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard copy and website - and notice boards
Current and previous financial year as a minimum	Hard copy and website - and notice boards
Annual return form and report by auditor	Hard copy and website - and notice boards
Finalised budget	Hard copy and website - and notice boards
Precept	Hard copy and website - and notice boards
Borrowing Approval letter	Hard copy and website - and notice boards
Financial Standing Orders and Regulations	Hard copy and website - and notice boards
Grants given and received	Hard copy and website - and notice boards
List of current contracts awarded and value of contract	Hard copy and website
Members' allowances and expenses	Hard copy and website - and notice boards
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy and website - and notice boards
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website - and notice boards
Quality status	Hard copy and website - and notice boards
Local charters drawn up in accordance with DCLG guidelines	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy and website - and notice boards
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website - and notice boards
Agendas of meetings (as above)	Hard copy and website - and notice boards
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website - and notice boards
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website - and notice boards
Responses to consultation papers	Hard copy and website - and notice boards
Responses to planning applications	Hard copy and website - and notice boards
Bye-laws	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and website - and notice boards

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and website
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website
Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	Hard copy and website
Schedule of charges (for the publication of information)	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information ma available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Hard copy and website - and notice boards
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	
Register of members' interests	Hard copy
Register of gifts and hospitality	N/A
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information ma available by inspection)
Allotments	Hard copy and website - and notice boards
Burial grounds and closed churchyards	Hard copy and website - and notice boards
Community centres and village halls	Website and from MCC
Parks, playing fields and recreational facilities	Website and from MCC
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	Hard copy and website - and notice boards
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website - and notice boards
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**Contact details:**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .p per sheet (black & white)	Actual cost *
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

Dated November 2008

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