

# MILTON PARISH COUNCIL

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**30 December 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 5 January 2009 at 7.00pm**

**Public Participation – members of the public are invited to speak**

### AGENDA

**1 Alistair Frost CCC Highways** [Mins 11/12-08, 12/12-08 and 16/12-08] **to include feedback on the A14 bridge meeting [to be held on 5 January]**

**2 Apologies for absence**

**3 Declarations of Interest – personal and/or prejudicial**

**4 To approve the minutes of the meeting of 1st December 2008** (pages 3-6)  
**Confidential Minutes 10th November and 1st December** (to be circulated)

**5 Clerk's/Chairman's report** (page 7)

Assistant clerk; 100th birthdays; Receipts; Neighbourhood Watch; Traffic Management Area Joint Committee; SLCC meeting/CPALC

**6 Planning - to receive the minutes of the planning meeting held on 15 December 2008** (page 8)  
Helical – retirement village - Planning Officer is recommending the application for approval at the Planning Committee on 14th January. The Conservation Officer still holds some concerns regarding the layout. S 106 not likely to be agreed till after 14th January.

Decisions received

(21/12-08) Mr & Mrs W Gunn 313 The Rowans – first floor side and single storey rear extensions – **refused**. **Contrary to Policy DP/3 of the LDF – unacceptable adverse impact on neighbouring amenity – number 311 (by virtue of its siting, scale and height).**

(22/12-08) Mr R Fairhurst 42 Fen Road – conversion of outbuilding to form annexe to main building - **approved**.  
East of England Plan 2008: **Policy SS1**  
South Cambs Local Development Framework Development Control Policies 2007: **DP/1, DP/2 & DP/3.**

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

**7 Youth – to receive the minutes of the youth meeting held on 9 December 08, the youth club report** (pages 9-10) **and to accept recommendation**

- **to convert the executive youth committee into a youth working group of the Council.**

**8 Community Care – to receive the minutes of the Community Care meeting held on 11 December 08** (pages 11-12)

**9 Maintenance - to receive the minutes of the Maintenance meeting held on 15 December 08** (pages 13-14)

**10 Bid by the Environment Group for a micro hydro-electric scheme at Baits Bite Lock (HMS)**

**11 Land update and proposal to bid for land for recreation use**

- 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

**12 MCC update**

**13 County Councillor's report** - no report to date

**14 District Councillors' reports** – ditch behind Goding Way inc report of meeting with Mike Bowdell the new Environment Agency officer for our area

**15 Bills for Payment and Money Received** (attached)

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

- |                      |   |   |
|----------------------|---|---|
| <b>SCDC</b>          | - | Invite to the Neighbourhood Watch Executive Group Annual Conference 31 January  |
|                      | - | Housing Futures Newsletter  |
| <b>ACRE</b>          | - | Community Action magazine   |
| <b>NHS</b>           | - | In Touch (Newsletter) Issue 1   |
| <b>Guided Busway</b> | - | Next Guided Busway Local Liaison Forum for the Oakington to Cambridge section - Thursday, 8 January 09 from 7 pm at the Meadows Community Centre. |

**17 Dates of Next Meetings**

- |          |   |                   |
|----------|---|-------------------|
| Planning | - | 19 January 7.00pm |
| Finance  | - | 19 January 7.30pm |

**18 Items for February agenda** (to be received by Friday 23 January)

*Jim Daniels*

Jim Daniels - Clerk

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

**Parish Council office, Community Centre notice board and**

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



**Minutes of the Meeting of Milton Parish Council held on Monday 1<sup>st</sup> December 2008 at 7.15pm in the Bowls Pavilion**

**Present:** JE Coston (chair) RH Chapman PS Badley AJ Campbell G Covell TA Drummond M Ellwood SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters  
Councillor M Williamson (part), 3 members of the public and the clerk  
PCSO C Whiteman (part)  
M Woolhouse CSLT (part)

1/12-08 **1 Public Participation**

Issues raised:

- Concerns about recent crime in the village – houses targeted by youths probably using catapults to fire pebbles at windows, vandalism, graffiti, thefts from the allotments and the apparent lack of response from the police.

Noted that RTS reported these problems to the recent Police Panel meeting.

- Questionnaire from Januarys had been circulated at St.John's Innovation Centre in Cowley Road about the proposed Travelodge hotel.
- Cemetery gate.
- Jane Coston bridge - broken lights and graffiti still there after months.
- Allotment gate - overwhelming response against keeping the gate locked.

2/12-08 **2 Welcome to PCSO Claire Whiteman**

PCSO Claire Whiteman introduced herself to the meeting and reminded members about “e-cops”. The police were trying to track down the person tagging “CB4” in the village. Noted that the youth club leader intended to talk with the youngsters about the car vandalised on Wednesday 19 November. The police and Trading Standards were aware that the rogue trader had returned. Cathy Inman Trading Standards Officer had reported to the clerk that her department and the police were working together on this case.

CW was liaising with CSLT about vandalism at the Country Park.

Noted that Milton had one of the lowest crime rates in the area.

The Parish Plan Steering Group hoped that a police liaison group and Neighbourhood Watch could be set up. Parish Plan meeting scheduled for 11<sup>th</sup> December at 7.30pm.

Thanks to CW for attending.

3/12-08 **3 Mick Woolhouse CSLT - update**

Issues covered by M Woolhouse:

Country Park - Cambridge Fish and Preservation Society; café; burnt dog bins; planning application to extend the Visitor Centre and project to refurbish the building; £50,000 grant received for landscaped play facility; diary of events for 2009 eg small beer festival, food and farming markets; ongoing maintenance work including planting of 272 trees, proposal to improve the boundary adjacent the recreation ground and tree work in Tomkins Mead. Noted that CSLT used a tree company for high level work and that Acacia Tree Surgery had quoted for works in Tomkins Mead. [Cost of works in Tomkins Mead – if agreed by MPC - would be met by MPC as per the Agreement with CSLT].

Rowing Lake – Mike Muir-Smith was the new chairman. S106 Agreement was close to being signed. Estimated start of works approximately 12 months assuming funding was forthcoming. Donations were being sought from private, charitable and sporting organisations. Many young people were involved in a triathlon programme.

There was possibly scope for a Milton Country Park User Forum. The CSLT office was now based at the Visitor Centre.

Thank you to MW for attending.

4/12-08 **4 Apologies for absence** - R Day RJ Farrington.

5/12-08 **5 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 - land update personal – chairman of colts football club.

PSB and ME – allotments – personal – both allotment holders.

6/12-08 **6 Minutes** - the minutes of the meeting of 10 November 2008 were approved and signed as a true record.

#### **7 Clerk's / Chairman's report**

7/12-08 Milton Primary School – time capsule – letter of thanks received for the donation received from the  
(8/10-08) School Council.

8/12-08 Parish Plan – due to be published at a “pre-launch” meeting on 11<sup>th</sup> December. All councillors invited.  
(6/11-08) Membership of groups would need to be identified. The Environmental Group were due to meet on 10 December to discuss renewable energy and had arranged to visit Donarbon on 28 January. All welcome.

9/12-08 Telephone Box – BT would not replace their glass kiosks with the "red" kiosks. [Refers to replacing the  
(8/11-08) one in High Street with the red box].  
BT's planning team was consulting with South Cambridgeshire District Council as to the future of the kiosk in Coles Road. Council could apply to adopt the kiosk ahead of the outcome.

10/12-08 Remembrance Ceremony – as usual a moving ceremony was held on 11<sup>th</sup> November at 11am.  
(9/11-08)

11/12-08 Park & Ride – it was **AGREED** that the clerk write to A Frost and B Smith CCC to query:  
(14/11-08) Lack of lighting on the A10 foot bridge (especially the dark village side); responsibility for gritting the bridge; possibility of unauthorised access to the recently levelled land adjacent A10; insufficient parking space at the Park & Ride (car park was full on the first Saturday and cars were parking on the adjacent road); the immediate provision of CCTV while the A14 bridge had been waiting for 5+ years for CCTV. In addition the gate at the end of Butt Lane was being left open. **Action: the clerk**

12/12-08 A10 surface - it was **AGREED** that the clerk include in the letter Council's concerns that that part of the  
A10 c 200 metres in length just north of the Butt Lane junction had not been resurfaced in conjunction with the Park & Ride improvements as promised by Alistair Frost. AF in an email to the clerk had stated: “It is my intention to do the remaining surfacing work as soon as is possible. However currently I do not have a firm date in mind nor has funding been allocated. I am sorry I cannot give you a firm date for the final sections of resurfacing.” **Action: the clerk**

RHC was concerned that A Frost had failed to deliver on promises made at Council meetings (and APM) and that Council should consider making a formal complaint. It was **AGREED** to invite A Frost to the next meeting and that prepared specific questions be put to him to give him the opportunity to explain. The clerk would ask MW to assist. **Action: the clerk**

13/12-08 IVC – Foundation status - nothing further to report.  
(15/11-08)

14/12-08 Christmas arrangements – RJF had reported “business as usual”.

15/12-08 Assistant clerk – advert had been published. Interviewing panel: Chairman, vice- chairman, RTS and the  
(25/11-08) clerk.

16/12-08 A14 Cycle/foot bridge – residents were complaining about the lack of upkeep of the lighting on the bridge  
(32/11-08 & As neither the Highways Agency nor CCC were willing to accept responsibility the chairman offered to  
(33/11-08) broker a meeting with both bodies. (See also min 11 & 12/12/-08 above). **Action: the chairman**

17/12-08 Granta Housing – the chairman attended a celebration of 40 years of Granta Housing. The Society were  
looking at the possibility of providing a scheme in Milton.

#### **8 Planning**

18/12-08 S/1774/08/F - First floor side extension, 49 Fen Road, Milton  
(23/11-08) Recommendation of officers: **Approval**

#### Decisions received

19/12-08 Tesco Stores Ltd Cambridge Road – installation of a combined heat and power unit – **approved**.  
(22/11-08) (Noise impact assessment report received). Policies: East of England Plan 2008 **SS1**; South Cambs Local Development Framework Development Control Policies 2007 **DP/1 to 3, DP/7 and NE/15** (Noise Pollution).

- New applications
- 20/12-08  
(52/4-08) S/0457/08 Mr & Mrs Jefford Greengates Chesterton Fen Road – replacement dwelling and extension to garden – **amended layout in response to the Local Highway Authority’s comments – for information only.**
- 21/12-08 S/1845/08 Mr & Mrs W Gunn 313 The Rowans – first floor side and single storey rear extensions – **no recommendation so long as the proposed extensions would not adversely affect the amenities of the neighbouring properties.** (Delegated).
- 22/12-08 S/1864/08 Mr R Fairhurst 42 Fen Road – conversion of outbuilding to form annexe to main building - **no recommendation.**
- 23/12-08 S/1984/08 Mr L Smith – 8 Cambridge Road – conversion of garage to living accommodation - **no recommendation.**
- 24/12-08 **9 External auditor’s report for year ended 31 March 2008**  
From Moore Stephens: “The information given in the Annual Return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”
- 25/12-08  
(28/10-08) **10 Maintenance**  
**Quotations for tree works**  
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.
- 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*
- 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.”]
- 26/12-08 **12 MCC update** – no report.
- 27/12-08 **13 County Councillor’s report** - no report. [MW had left to attend another meeting].

- 28/12-08 **14 District Councillors' reports**  
Home insulation – two older residents had qualified for insulation of their homes.
- (41/9-08) Chesterton Fen – provision of mains sewer – investigation still ongoing.  
Climate change action – discussed at recent CPALC meeting. Grant schemes for villages was being proposed by SCDC.  
Ditch Goding Way – causing problems. Environment Agency were going to look at it.
- (1/11-08) A14 Consultation – John Clarke, Highways Agency had confirmed that there would be some land take to widen the A14 and that clay and gravel would be extracted from land to the west of the A10 for works between Histon/Girton and Fen Ditton. The material would be transported across fields. There would be no works depot in the Milton area.  
 There would be substantial tree planting but no sound barrier.
- 29/12-08 **15 Bills for Payment and Money Received**  
**CONFIRMED** payment of cheques 3858-3861 and direct debit (Broadband)  
**AGREED** payment of cheques 3862-3867. (Cheque 3867 to be confirmed by RHC)  
 Noted: receipts and payments for the minibus from 01/04/08 to date – cheques 41-50 and monthly direct debits for fuel – were circulated.
- 30/12-08 **16 Correspondence**  
**SCDC** - Standards Committee's Autumn newsletter  
 - Council Housing in South Cambs newsletter  
**CCC** - Trading Standards newsletter  
 - Information about welfare benefits (Community Care)  
 - Parish Paths Partnership – invitation to apply for grant  
 - Annual Report 2007-08  
**Citizens Advice Bureau** - information about extra service now being provided and requesting a donation
- 31/12-08 **11 Land update including update about land at rear of Milton Hall** (agreed to take this item last)  
 (29/11-08) **AGREED [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**  
 The meeting was closed at 9.17 and re-opened at 9.20pm.
- 17 Dates of Next Meetings**  
 Youth - 9 December  
 Community Care - 11 December 11.00am  
 Planning - 15 December 7.00pm  
 Maintenance - 15 December 7.30pm  
 2009 dates attached
- 32/12-08 **18 Items for January agenda** (to be received by Tuesday 23 December – agenda to be published on Tuesday 30 December)

The meeting ended at 9.20pm

Signed.....

Date.....

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## **Clerk's / Chairman's report**

Assistant clerk – interviews being held on 5 and 7 January.

100th birthdays – the chairman has presented flowers and a card on behalf of Council to Olive Parker, 100 on October 28 and May Richardson 100 on December 3, both residents of Barnabas Court. Card thanking Council received.

Receipts – I am pleased to report that Harveys have returned £270 – youth building sofas (min 35/9-08) and that CCC have granted us £3000 towards the Community Care scheme (min 50/9-08).

Neighbourhood Watch – Executive Group Annual Conference at Hinchbrook Performing Arts Centre Huntingdon Saturday 31 January 09.45 - 13.00 (lunch). All members of Neighbourhood watch invited. Notes of Histon Neighbourhood Panel held 14 October 2008 received. [previously circulated].

Meeting of the South Cambridgeshire area of CPALC (extract from minutes):

### **Traffic Management Area Joint Committee**

The Committee met on 7th July and 6th October 2008

**PARKING CONTROLS FOR HEAVY COMMERCIAL VEHICLES** Closure of some lay-bys on the A14 and closure of the Night Owl lorry area at Alconbury had led to the use of various sites close to the A14 for parking. Restrictions would only relocate the problem. The County Council was asked to take the lead with other authorities in tackling the problem, whether in conjunction with the A14 improvement or by reopening the Night Owl parking area, which could take 200 vehicles. It was agreed to consider parking controls in Impington and other villages and work with other agencies to provide more appropriate places for parking.

**MINOR HIGHWAY IMPROVEMENTS** Scoring of bids from parish councils had resulted in plans for work at Litlington, Waterbeach, Hinxton and Madingley in 2008/09. A scheme at Shepreth would be the first reserve. Schemes at Great Shelford, Waterbeach and Stow-cum-Quy had been completed. A larger scheme at Cardinals Green and the relocation of the Cowley Road park and ride site were in progress. A scheme at Flint Cross had been deferred to 2009/10. Bids for 13 traffic management and safety schemes in Barton, Melbourn, Girton, Orwell, Babraham, Shepreth, Croydon, Waterbeach and Bartlow are being considered for 2009/10.

SLCC meeting / CPALC – the clerk attended a meeting of SLCC on 12 December. The minutes will be forwarded in due course.

**1 CPALC:** Ian Dewar, County Executive Officer of CPALC gave an update (attached - ivory) .

**You will see that to gain re-accreditation as a Quality Council (Test 10) we must “produce a Statement of Intent on training for both staff and members and at re-accreditation provide evidence that this has been acted upon.”**

Legislation is always being updated. In my opinion the clerk must be aware of these changes. I attend courses that I think are relevant. I do believe however that it is beneficial for councillors to attend seminars, training sessions etc. Richard for example has attended morning courses with me on income tax and VAT. Jane has attended a SLCC meeting. Hazel recently attended a Community Care meeting at SCDC. Bob has attended a SLCC conference with me and Jane and I recently had a “training” discussion with two of our newer councillors.

**Perhaps a way forward is for a different councillor to accompany me to a conference, seminar etc. and/or to have training at Milton and invite other local councils to participate.** I have already contacted local councils who would like to participate. I am happy to set this up.

**Test 4 “Communication and Community Engagement” and Test 8 “Promoting Local Democracy and Citizenship” are also new. Council must work actively to support local democracy and citizenship in its local area.**

Is the Parish Plan an example of this? Actively listening to young people’s views as suggested by the Action for Youth proposal at the youth meeting of 9 December is an example. Informing people at election time of the procedures for voting: when and where they can vote, standing for Council or functions of Council and councillors (in Village View?) are other examples. Perhaps keeping the village better informed of Council’s activities could be a job for the assistant clerk? Communication seems to be an issue according to the Parish Plan.

**2 SLCC:** The Human Resources Adviser SLCC also attended. Council as an employer has a duty of care. In many cases clerks are treated with a lack of respect. Bullying is quite common. Fortunately MPC and I, and especially the chairmen and I, have always had a good working relationship. The HRA talked about the various Policies that we should have in place. We already have the important ones but **I would advise that we form an *ad hoc* committee to review all our Policies and Procedures, including Policies such as “Dignity at Work, Bullying, Lone Working” and “Recruitment and Complaints Procedures”. In addition this committee could formulate a Training Policy (item 1 above).**

**Minutes of the Planning Meeting of Milton Parish Council held on Monday 15 December 2008 at 7.00pm in the Bowls Pavilion**

**Present:** RJ Farrington (chair) RH Chapman R Day B Jefferson RLE Waters  
The clerk

47/12-08 **1 Apologies for absence** – JE Coston HM Smith RT Summerfield.

48/12-08 **2 Declarations of interest – personal and prejudicial** –none.

49/12-08 **3 Minutes** - the minutes of the meeting held on 30 June 2008 were approved and signed as a true record.

**4 Decisions received**

50/12-08 Mr P Runham - 49 Fen Road - first floor side extension – **approved**

(18/12-08) Policies: South Cambs Local Development Framework Development Control Policies 2007:

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

**DP/3 (Development Criteria). Loss of Light and Overbearing** not considered to be of such significance as to outweigh the reason for the decision to approve the application.

**5 New applications**

51/12-08 S/0457/08 Mr & Mrs Jefford Greengates Chesterton Fen Road – replacement dwelling

(20/12-08) and extension to garden – **amendment: replacement dwelling reduced in size by way of altering the two storey rear projection to single storey – no recommendation.**

52/12-08 S/1601/08/O Helical (Milton) Ltd - Former EDF Depot and Training Centre Ely Road

(18/9-08) 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 –

**Amended building scale parameter plan, vehicle access drawing, pedestrian and cycle access plan, land use concept plan, indicative layout accompanied by a statement setting out the reasons for these changes (response to meeting held 28 October 2008).**

**Approve.**

53/12-08 S/1634/08 Mr L Saunders 27 and 28 Newfields Chesterton Fen Road - proposed 2 utility /day rooms  
**no recommendation. Should comply with SCDC Policies for Chesterton Fen.**

54/12-08 S/1984/08 Mr & Mrs Parkins – Meadow Farm Ely Road – extension and conversion of garage into annexe and link to main dwelling - **no recommendation.**

55/12-08 S/2017/08 Mr & Mrs Milner 248 The Rowans - two storey side extension - **no recommendation.**

56/12-08 S/2018/08 Mr & Mrs B Grant 31 Old School Lane – single storey front extension - **no recommendation.**

57/12-08 C/11/40/072 Mrs Lockwood Queen Anne Lodge – reduce crown of sycamore and lift crown of robinia to 3 metres (Conservation Area) – **no comments.**

The meeting ended at 7.25m.

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**Minutes of the Youth Committee Meeting of Milton Parish Council held on Tuesday 9 December 2008 at 6.35pm in the Bowls Pavilion**

Present: L Henderson (chair) PS Badley RH Chapman HM Smith  
Paula Mayes Sophie Lucas The Clerk

33/12-08 **1 Election of chairman – and vice chairman** – LH was elected chairman and HMS as vice chairman.

34/12-08 **2 Apologies for absence** - JE Coston GA Covell.

35/12-08 **3 Declarations of interest** – none.

36/12-08 **4 Minutes** - the minutes of the meeting of 15 September 2008 were approved and signed as a true record.

(58/9-08) £50 float – Sophie would give receipts to the clerk. As the clerk did not have petty cash he would pay £50 to Sophie and reclaim the money.

(61/9-08) Barrier key/door weather strip – the clerk would contact the manager of MCC. **Action: the clerk**

(63/9-08) “Champion of play” – HMS would talk again with the leader of the Cygnets Pre-school. **Action: HMS**  
(& also 73/9-08 – Maintenance).

37/12-08 **5 Youth Clubs – update**

Sophie’s report was circulated. Both clubs were progressing well and numbers were increasing – 40+ members for the junior club and 20-25 for the senior club. It was hoped that more girls could be recruited for the senior club. Malcolm Busby from the Country Park had attended 3 sessions. This had helped build bridges between the young people and the Country Park.

Trips were being organised eg ice skating before Christmas.

Youth leaders were trying to keep notice board up to date.

Liz Baker was monitoring computers.

Reminder to youth leaders to feed back to MCC office any problems with the building.

Jenny Humphreys - replacement for Sophie (on leave) - was due to start in January.

PSB offered to attend to try to survey again the youngsters in order to build on the “patchy” responses in the Parish Plan.

38/12-08 **6 Committee – the way forward**

(27/10-08) 1 Action for Youth

PM reported that up to £5000 was available as a “one off” payment from Awards for All for voluntary bodies in the present financial year. This money could be used to set up a third evening session or as a project for girls. It was agreed that PM should investigate as soon as possible the setting up of a group “Action for Youth”. The group must adopt a constitution, meet for a minimum three times a year and produce minutes of the meetings. A separate bank account would be needed.

PM would contact all youth organisations scouts, guides, colts football, junior netball etc.

The group would be independent of the Parish Council.

2 Composition of Committee

It was suggested that the Parish Council consider converting the executive youth committee into a youth working group of the Council (noted that the Milton Youth Centre Management Group had been disbanded – min 5/5-08). This group would be less formal in its approach and would still be able to function with fewer than three councillors. At present the committee is not quorate with fewer than three council members. (In effect this group would become a sub-committee of Council). Note Standing Order 56 c (i) “For expenditure of between £100 and £500 the chairman of the spending committee together with the clerk shall have executive power.” The chairman of the youth working group would therefore not be covered under Standing Order 56 c (i).

39/12-08 **7 Budget 2009-10**

	£
Estimated expenditure CCC	4100
Colts Football	1000 (Perhaps the Colts football could apply to Awards for All)
MCC (building) estimated	<u>4900</u> (awaiting figures from MCC accountant)
Total	<b>10000</b>

40/12-08 **8 Date of next meeting** – Monday 16 March 2009 at 6.00pm.

The meeting ended at 7.55pm.

## **Milton Youth Clubs Update Dec 08**

### **Tuesday Junior club**

The numbers for this club have continued to rise since September. We now have over 40 members across the year 7-9 bracket, with a pretty even split between the sexes. Following the half term holiday we reduced the club running time to 1.5 hrs as numbers were so high it was taking staff longer to prepare for the session and to evaluate the session at the end of the evening.

Topics covered since September are Talent contest, group games, craft activities, National Youth work week, Healthy Eating, Anti Bullying week.

The group are beginning to settle in and are building good working relationships with the staff and volunteers.

### **Wednesday Senior Club**

The numbers for this club are consistent; the group is predominantly made up of year 11 boys. I will be trying to recruit some more girls and some year 10's before Xmas and again in the New Year.

There are a small sub - group of senior members who volunteer at the junior club on Tuesdays. This has been a very successful piece of work and we are building on their skills and working towards Duke of Edinburgh Access Certificates.

The senior group have taken part in discussion-based sessions around Healthy lifestyle/smoking/alcohol, Issues that affect young people in Milton.

Youth Club plans.

The group have decided as a whole that they would like to do more trips and are currently working on organising an Ice Skating trip before the Xmas hols. This is to take place in the last week of term in place of the usual session.

### **Other Business**

Malcolm Busby from Milton Country Park has visited the club on 3 occasions and this has really helped in building bridges between the young people and the Country Park. Malcolm discussed some opportunities for the young people to get involved with a local community radio and a local story telling group

Some of the young people are interested in the story telling and I have arranged for Malcolm to visit the club on 16<sup>th</sup> Dec to tell some stories and teach the group story telling skills.

It is hoped that in the New Year we can arrange to take some young people over to the park to do some joint work with the rangers there and help to build relationships.

Sophie Lucas  
December 08

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**Minutes of the Community Care Committee Meeting of Milton Parish Council held on 11 December 2008 at 11.00am in the Bowls Pavilion**

Present: IF May (chair) R Day HM Smith RLE Waters  
Tracey Ebbon – Warden Community Care Scheme  
Debbie Driver – Manager Barnabas Court  
SJ Daniels - Clerk to the Council

41/12-08 **1 Apologies for absence** - M Ellwood L Harding (Deputy Warden).

42/12-08 **2 Declarations of Interest – personal and/or prejudicial** - none.

43/12-08 **3 Minutes** - the minutes of the meeting of 10 September 08 were approved and signed as a true record.

44/12-08 **4 Mobile Warden Scheme**

Update

There were still 32 clients (26 homes). The employment of a deputy warden had helped TE significantly as she was now able to spend more time with those clients that needed her help.

TE's phone was left on so that clients could contact her at any time. She had recently been called out late evening.

It was **AGREED**

**that the chairman and clerk could approve overtime when necessary without having to seek committee's approval.**

Payment of overtime was agreed in this instance.

TE reported the possibility of having a hospital operation during the next year.

The clerk had drawn up a "Vulnerable Adults Policy" which committee approved. He would send a copy to each client. TE attended various NHS courses which covered such areas as Vulnerable Adults and Complaints Procedures.

(51/9-08) TE and the chairman signed two copies of the warden's contract (Deputy's to be signed subsequently). (Noted that the minimum holiday requirement in law included bank Holidays – advice from CPALC. This contract therefore allowed the same number of days holiday as agreed in original contract – 27 days + Bank Holidays).

Meeting at SCDC

HMS reported on a meeting held at SCDC (attached to minutes). It was interesting to note that some schemes were struggling to find volunteer helpers and that the Milton scheme had by far the largest number of clients and provided much more than other schemes.

The clerk would apply for grant aid from SCDC. **Action: the clerk** SCDC budget would be agreed in mid February.

45/12-08 **7 Barnabas Court update**

DD reported that the scheme continued to run smoothly.

One resident had recently died and another had broken her femur.

RLEW reported that the cutting of the shrubs on the eastern boundary was in hand.

46/12-08 **9 AOB**

Loft insulation – HMS reported that surveyors were looking at 3 properties. Money would become available in April.

Benefits advice centre – the contact telephone number had been published in the Village View.

Day Centre – the Day Centre was running below capacity. Ideally four new members were needed. The Day Centre committee were exploring the purchase of a supportable microphone to use instead the hearing loop system.

The meeting ended at 11.45am.

## Report on Community Care warden scheme meeting 27 Oct 2008 at Cambourne

6 schemes were represented, from Milton (35 members), Gt Shelford (16?), Haslingfield (12-16), Harston (6), Mordens and Littlington (18) and Comberton (7). SCDC supports 12 village schemes with 240 members in total.

Also present were 2 organisers from **Age Concern**. They run schemes in Teversham (used to be a PC scheme), Ramsey, Littleport, Histon & Impington, Linton and 7 villages near Haverhill. A total of 125 members. They receive separate grant support from SCDC. Their schemes have a local 'liaison group' for each scheme which meets 6-monthly to give the local perspective and feed back any issues.

Their wardens work 15-25 hours a week, and they have a team of relief wardens to cover sickness and holidays across the area. Members pay £3.30 per week.

Many of the independent schemes had received advice and help from **Care Network**, which sent 2 development workers to the meeting. They organise training for care staff in warden schemes, which is highly thought of. They also run the 'Welcome home from hospital' scheme.

Some schemes had huge demand, others were finding it hard to recruit members. The relationship with the local GP was important – some GPs did not refer members, others misunderstood the limits of what was on offer. Liaison with District Nurses was also important. The Lifeline scheme was running alongside the Community Care Warden scheme in most villages, as in Milton.

Many schemes had difficulty with getting committee members and organisers, volunteers, etc. Trustees and one warden were now in their 80's and really needed younger people to get involved. Some provide weekend cover, either a Saturday visit or both days at the weekend (often the volunteers or committee members are doing this visiting). Some give out the warden's home phone number so she is effectively on call 24-7. This is considered unacceptable. There was a consensus that the warden is not an emergency service and if members require that type of monitoring Social Services should provide it. The role of wardens is to enable older people to retain their independence, not to become dependent.

Most **fees** are similar to ours (£3 a week). Some charge a different fee for couples. Some schemes have a cheaper fee for 'Associate members' who perhaps need holiday cover when their relations are not there, or do not need much help yet, but want to be able to call the warden and become full members more easily in the future, as their details are already on file.

The **conclusion** was that some of the smaller schemes that were struggling with the administration would contact Age Concern with a view to receiving more help from them, or being taken over. Trisha Pope (SCDC officer) had put in a bid to SCDC for extra funding of £12,000 from April 2009, so that each scheme could have an additional grant of £50 per full member, to subsidise the schemes, as it was recognised that these voluntarily-run schemes provide a very cost-effective way of achieving many of the aims of the council in this area. She was confident that this bid had the support of the Leader of council.

Hazel Smith 2 Nov 2008

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**Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 15 December 2008 at 7.30pm in the Parish Council Office**

**Present:** RH Chapman (chairman) R Day SC Humphreys B Jefferson IF May RLE Waters  
WD Booth  
Richard Jones and Phil Badley (for the public participation)  
The clerk

58/12-08 **Public Participation – Parish Plan**

(8/12-08) Richard Jones gave a summary of the responses in the Parish Plan about the appearance of the village, litter and dog mess, roads and paths, and bushes overhanging pavements.  
PSB commented that communication and publicity appeared to be major concerns.  
The clerk offered to write an article for the Village View about maintenance issues.

Thank you to RJ and PSB.

59/12-08 **1 Apologies for absence** – JE Coston D Chamberlin M Ellwood.

60/12-08 **3 Declarations of Interest – Personal / Prejudicial** – RD, RHC and SCH cemetery - personal (relatives buried in the cemetery).

61/12-08 **4 Minutes** – the Minutes of the meeting held on 30 June 2008 were approved and signed as a true record.

(72/9-08) Tree works – Council had accepted a quotation for the tree works (min 25/12-08 refers). Tree works at Tomkins Mead (min 25/12-08) would be discussed at January meeting.

(72/9-08) Dogwood roots (boundary of Humphries Way open space) – a letter had been received from residents in Ballard Close. It was **AGREED** to forward the letter to the SCDC Trees Officer to advise.

**Action: the clerk**

(74/9-08) Bus shelter lighting (see also min 28/11-08) – RHC and Colin Nunn (CFN) had replaced the faulty bulbs in both brick built bus shelters. CFN was willing to continue to replace spent bulbs.

The clerk would again ask Stagecoach to instruct their drivers to stop on the concrete area by the bus shelter opposite the Waggon & Horses and whether this stop could be upgraded from a request to a mandatory stop. Reasons: safety and difficulties for passengers standing on the edge of the pavement especially in poor weather in order to see the approaching us. **Action: the clerk**

62/12-08 **5 Cemetery**

(68/9-08) Update: having been unable to make contact with the Smith family by letter the clerk had telephoned Mr Nelson Smith who agreed to discuss with the family the purchase of a double plot and a metal seat. Noted that the “Exclusive Rights of Burial” form used by the clerk gave exclusive rights to the purchaser and his/her successors.

RHC had cleared rubbish from green bin (min 25/12-08).

Ash trees: RHC reported that the remaining dead boughs would be removed soon.

Yew tree: in hand.

Pest control: Command Pest Control Ltd had visited twice and submitted written reports. RHC reported that the rabbits had now gone.

63/12-08 **6 Allotments – update**

(69/9-08) The signs for the gate had been received (min 25/12-08 refers). Instead of replacing the lock RHC was going to provide a “better fit” chain. Adjustment to gate needed. **Action: RHC**

In view of the financial climate it was **AGREED** to keep the fees at the same rate ie £15 per 10 pole allotment. The clerk would remind allotment holders that the rents would be reviewed again in December 2009. **Action: the clerk**

The clerk had allocated half allotments. A Landbeach resident was next on the waiting list. It was **AGREED** to provide allotments to Milton residents only (as per Agreement). The clerk would inform the Landbeach of the reasons: demand exceeded supply; Milton residents subsidised the allotments through the Council Tax. **Action: the clerk**

Pest control: Command Pest Control Ltd inspected the allotments and advised that it would be unproductive and very expensive to try to control the rabbits here. Most of the allotments were fenced.

**AGREED** that it was the responsibility of the allotment holders to control rats and mice.

64/12-08 **7 Litter picking – review of work schedule**  
 (70/9-08) SCDC rota for the village received:  
 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.

It was decided not to alter the village litter picker's duties except to include the litter hotspot adjacent the bus shelter at Landbeach Road.  
 The clerk would continue to monitor Cambridge Road and High Street.

The recent improvement to the appearance at The Sycamores recreation ground was noted. The clerk was asked to write and thank the employee of MCC who had made such a difference. **Action: the clerk**

Noted that JEC was attempting to arrange a meeting with all the parties involved in maintaining the A10 foot and A14 cycle / foot bridge (see min 16/12-08). A Frost CCC had been invited to the January Council meeting.

65/12-08 **8 Play**  
 (73/9-08) RHC and the clerk would replace the sign on Froment Way play area.

It was hoped that the assistant clerk would be able to access grants towards replacement play equipment. Noted that it was MCC's responsibility to decide whether to put extra play / youth equipment on The Sycamores recreation ground.

66/12-08 **9 Highways**  
 The clerk would report the sunken manhole in High Street near Lion & Lamb to Keith Fauch, CCC.  
**Action: the clerk**  
 .  
 Noted that the red tarmac was fading. CCC had no money in the budget.

67/12-08 **10 Budget 2009-10**

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

**Note:** \* MCC £9468 (to be included in grant to MCC)  
 ✘ **Tree works:** RD could foresee no major tree works during the next year.  
 \*\* **Capital expenditure** if any to be taken from capital reserves and/or grant aided  
 \*\*\* **Cemetery path:** £1500 allocated to the turning area. RHC proposed that Council ask whether the church would agree to installing a hard drive way in the old part of the cemetery and also whether the church would help with the cost.

**AGREED to ask for £32,414 in the budget.**

It was suggested that in the financial climate the Precept should not be increased.

RHC commented that the Maintenance Committee were already proactively involved in improving the appearance of the village as highlighted in the Parish Plan.

The meeting ended at 9.05pm.

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