

MILTON PARISH COUNCIL

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31 March 2009

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 6 April 2009 at 7.15pm (Note Time)

AGENDA SUMMARY

- 1 Apologies for absence
 - 2 Declarations of Interest
 - 3 Approval of minutes and confidential minutes of the 2 March 2009 meeting (pages 1-5)
 - 4 Public Participation (page 5)
 - 5 Clerk's/Chairman's report (page 5)
 - 6 Councillors' Training (pages 5-6)
 - 7 Office computer configuration (page 6)
 - 8 Office security system (page 6)
 - 9 Resolution to amend Standing Order 17 (page 6)
 - 10 Planning applications (page 7)
 - 11 A14 Ellington to Fen Ditton Improvement Scheme
- Committee reports and recommendations:**
- 12 Land Group update (attached beige)
 - 13 Parish Plan update (page 7)
 - 14 Consider re-launching village guide (page 8)
 - 15 Maintenance Committee (page 9)
 - 16 Community Minibus (pages 9-10)
 - 17 Community Care (page 10)
- Representative reports:**
- 18 Milton Community Centre (MCC) update
 - 19 County Councillor's report
 - 20 District Councillors' reports
 - 21 Bills for Payment and Money Received
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AGENDA

- 1 Apologies for absence
- 2 Declarations of Interest – personal and/or prejudicial
- 3 Approval of minutes and confidential minutes of the 2 March 2009 meeting

Minutes of the Meeting of Milton Parish Council held on Monday 2 March 2009 at 7.30pm in the Bowls Pavilion

Present: RH Chapman (chair) JE Coston (chair from min 32/3-09 - apologies for lateness) R Day
M Ellwood RJ Farrington SC Humphreys B Jefferson IF May HM Smith RT Summerfield
RLE Waters Councillor M Williamson (part), the clerk, assistant clerk and one member of the public

Public Participation – no member of the public wished to speak.

- 1/3-09 **1 Apologies for absence** - PS Badley AJ Campbell G Covell TA Drummond.
- 2/3-09 **2 Declarations of Interest – personal and/or prejudicial**
HMS – planning - personal – member of SCDC planning committee; application S/0089/09 prejudicial.
IFM - land update personal – chairman of colts football club.
- 3/3-09 **3 Minutes** - the minutes and the confidential minutes of the meeting of 2 February 2009 were approved and signed as a true record.
- 4/3-09
(7/2-09) **4 Clerk's / Chairman's report**
Highways inc A14 bridge – notes of meeting held on 9 February detailing the various responsibilities for maintaining the cleanliness and structures of the bridge were received and noted.
- 5/3-09 Winship Road – see agenda item 13.
- 6/3-09 Verge opposite Tesco – RHC had spoken to the kebab van owner about the ruts on the verge. The clerk had asked Keith Fauch CCC for his advice. Mick Oakman CCC intended to talk with Paul Quigley SCDC. RHC offered to bring a proposal together with costings to prevent further damage to the verge to the April meeting. **Action: RHC**
- 7/3-09
(28/2-09) Tesco meeting – report of meeting between HMS, PSB, BJ and County Councillor Michael Williamson, and the Tesco manager was received.
- Parish Council issues:
1. The manager offered Council a place inside the lobby at the front of the store for a parish notice board. Council would have to provide the board and keep it tidy. Council agreed with this suggestion. To be further investigated.
 2. RLEW had drawn up a plan for the path from The Rowans to the car park by the cash machines. It was **AGREED** to submit to the manager of Tesco the suggested footpath plan. **Action: HMS and the clerk**
- 8/3-09 Cycle barriers - a resident had expressed his concern that the barriers between The Elms and Butt Lane had been moved. Another resident had expressed concern about the removal of other barriers. Other messages of approval for the scheme had also been received. The clerk would ask K Fauch CCC to repair damaged verge adjacent to removed barriers by Sycamores recreation ground. **Action: the clerk**

- 9/3-09 [Dog bin](#) – request for dog bin on Elms open space received - for Maintenance Committee.
- 10/3-09 [Community Care grant](#) – two members of the Community care Committee had been invited to a County Council Grants Reception at Hinchingbrooke House Huntingdon on Wednesday 18 March 2-4pm. CCC had granted the scheme £3,000. The clerk and RLEW would attend.
- 11/3-09 [Risk assessments](#) – all risk assessments had been reviewed and signed by the clerk and chairman of maintenance: allotments, bus shelters, cemetery, community care, litter picking, office, open spaces, play areas, tree maintenance, erecting Christmas lights, use of contractors.
- 12/3-09 [Bank Account](#) – RTS and the clerk had decided to use the Co-op Bank as Council's main current account as the Co-op did not levy charges.
- 13/3-09 [Digital camera](#) – the clerk had taken photographs for various items. Council agreed that these helped the discussions and that Council should buy its own camera. **Action: RHC and the clerk.**
- 14/3-09 [Confidential items](#) – **AGREED** that confidential items could be sent to Councillors by email.
- 15/3-09 [Working Groups](#) – noted that the assistant clerk was sending information to the relevant Parish Plan working groups for their comments.
- 6 Planning**
- 16/3-09 (P4/1-09) [Appeal](#) - [Ms Sarah Lee](#) Plot 6 Sunningdale Chesterton Fen Road - against an enforcement notice issued by South Cambridgeshire District Council. The breach of planning control as alleged in the notice is without planning permission the erection of a dayroom building. Appeal **allowed**, the enforcement notice quashed and planning permission granted.
- 17/3-09 (40/6-08) [Appeal](#) – [Mr L Saunders](#) 27 and 28 Newfields Chesterton Fen Road – against enforcement notice served by SCDC alleging without permission the erection of a dwelling and a garage and a utility room. – **hearing** scheduled for 3 March
- [Decisions received](#)
- 18/3-09 (P8/1-09) Mr P Doyle 120-126 Science Park – external alterations to include re-cladding of all external elevations and re-spraying of all existing windows and doors and formation of new air conditioning compound and bin store - **approved**. Colour detail and sample panel of cladding to be approved. SCDC LDF 2007: **DP/ 2 (Design of New Development) and DP/3 (Development Criteria).**
- 19/3-09 (P9/1-09) [Mr K Spires](#) KES Contracts 12 Burling Walk – extension over existing garage – **approved**. SCDC LDF 2007: **DP/2 and 3.**
- 20/3-09 (P11/1-09) [Cambridge Sport Lakes](#) Country Park – extension to Visitor Centre and addition of velux roof lights **approved**. East of England Plan 2008: **SS1 (Achieving Sustainable Development);** SCDC LDF 2007: **DP/1, 2, 3 and 7 (Sustainable and other criteria for development), ET/10 (Tourist facilities), GB/1 and 2 (Green Belt).**
- [New applications](#)
- 21/3-09 (22/2-09) S/0026/09 [Mr & Mrs Karia](#) 136 The Rowans – two storey front extension and first floor extension over garage. Copy letter of objection received. Amendment showing height of roof lights serving a bedroom – **for information only.**
- 22/3-09 S/0089/09 [Jamie Beynon](#) 9 Hall End – 1st floor extension over existing garage and part playroom – **no recommendation. Query possible over development.** [HMS took no part in this debate].
- 23/3-09 S/0140/09 [Tesco Plc](#) Cambridge Road – erection of wind turbine - **refuse. Comments: “In a prominent position adjacent to a busy roundabout and will be a distraction to motorists using the highway and the busy entrance to the store. Our Village Appearance Group (a working group that has emerged as a result of the Parish Plan) is trying to improve the appearance of this approach to the village and the turbine will detract from these efforts. The manufacture and installation of the turbine will far exceed any 'green' benefits.”**
- 24/3-09 S/0143/09 [Miss Rosie Davey](#) – 63 Cambridge Road – conversion of garage to annex - **refuse. Back-land development out of character with the surrounding area. The annexe would be sited in a poor environment suffering noise and disturbance from its commercial neighbours and causing noise and disturbance to its residential neighbour. The proposed access for the annexe would run between and in close proximity to the two proposed houses. Further noise and disturbance would occur through the use of the proposed access to the new properties either side of the access. Contrary to Policies DP/2 and DP/3 of the SCDC Control Policies 2007.**
- 25/3-09 S/0198/09 [Mr S Wrench](#) Mereway Farm Milton Road Impington – removal of Condition 18 of planning permission S/1017/06/F. The clerk would seek clarification from SCDC. **Action: the clerk** For Planning Committee 16 March.

26/3-09
(27/11-08)

7 Minerals and Waste Plan consultation – Council's responses

AGREED to send the following responses:

SS1 Site 73 – Clay extraction for the A14 upgrade– quantity 200,000m at the current landfill site off Butt Lane

Objection to the entrance into Butt Lane (as shown on the plan).

According to officers from the Highways Agency the clay would be transported over fields.

Reassurances requested that none of this clay would be transported on the highway.

The Park & Ride site in Butt Lane had increased the traffic flow.

MPC had always argued that the land between Butt Lane and the A14 should be returned to agriculture as soon as possible.

Abstracting clay would increase the life of the landfill site, to which Council objects.

SS4 Site 126 – land at Chesterton Fen for Household Waste recycling centre

Strong objection to this totally unsuitable site, including a flood plain, which would result in increased traffic flow through a residential area.

It was believed that this was a site of special interest beside the river, contributing to the setting of the river.

SS4 Site 139 North of Waterbeach – relocation of aggregate sidings from Chesterton and to facilitate London waste rail transfer

Unsuitable flat landscape. The development would be close to 6 houses. The proposed access road would run very close to Denny Abbey.

Traffic would spill out on to the A10, causing issues with heavy vehicles. There would be added traffic on to the already congested A10 and would encourage vehicular movements cross-country.

27/3-09
(24/2-09)

8 Parish Plan

The "Plan for Milton" had been circulated.

AGREED

to accept the survey report (9 in favour 1 against)

approve the Action Plan and distribution of the Plan for Milton (9 in favour 1 against).

28/3-09
(32/2-09)

9 Office / Bowls Pavilion - suggested improvements

Estimate from CJ Murfitt received:

1. Works to entrance porch to construct glazed screen with door to create lobby space. The clerk and assistant clerk were content to have no changes made to the entrance.

AGREED to take no action.

2. Mount projector to ceiling including provided of timber supports and fixing for - **£45.00 +VAT.**

AGREED to accept quotation.

3. To provide studwork and plywood casing to meter cupboard and below including access doors and

4. Electrical works comprising replacing 3 No. distribution boards and fit 1 No. dual Tariff distribution board; upgrade mains tails from 16mm to 25mm (24 hr & Economy 7) Test on completion.

MCC had no objection to these works being carried provided Council met the cost.

RLEW having declared a personal interest (bowls club member) commented that a proper review of the electrics should be carried out as the system did not meet modern standards.

RJF would meet with CF Nunn (MCC and bowls club) and G Sheen (bowls club). RHC and the clerk would ask an electrician for a survey and quotation. **Action: RHC and the clerk**

Matter to be referred to the Maintenance Committee. **Action: Maintenance Committee**

29/3-09

10 Maintenance

1. **AGREED**

to accept quotation of £290 + VAT from Buchans for grubbing out shrubs and reseeding area adjacent the foot /cycle path The Sycamores.

Noted that trees in the tree and hedge line at the Norman Industrial Estate had been cut back, one severely.

2. **AGREED**

to ask businesses adjacent tree and hedge line at industrial estates Cambridge Road to request Council to carry out any remedial work in future. Action: the clerk

The Village Appearance Group were looking at ways to improve this area and had suggested the Cambridge News be asked to cut back their hedges in Winship Road. **The clerk to action**

(10/2-09)

3. **Tomkins Mead update** - RLEW had circulated a history and update. M Woolhouse, CSLT also submitted a report. It was accepted that communication between the two bodies could be improved. Noted that remedial work had now been done to the previously poorly coppiced trees.

MPC had a good working relationship with CSLT supported by an Agreement. Next liaison meeting with CSLT scheduled for April.

Noted that SCDC had done a major litter pick to the west of the A10.

- 30/3-09
(25/2-09) **11 Land update**
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.
The meeting closed at 9.10pm and re-opened at 9.43pm.
- 31/3-09 **14 County Councillor's report – (brought forward)**
Park and Ride
We had a very useful meeting on February 20th. Alistair Frost and Campbell Ross-Bain were there from the County Council and we had, besides myself, Hazel and Richard, David Chamberlin and a representative from Impington Parish Council.
We discussed a range of issues, mainly following through a list of points raised by David. Alistair told us that the Stage 3 Safety Audit had been carried out but had not been as useful as he had hoped.
On the subject of the A10 bridge, Alistair confirmed that this was not part of the P&R project and that there were no funds available for improvements to the parapet. It was pointed out by us that there were some issues with the signage for both cyclists and pedestrians and these will be looked at.
We discussed signs for motor vehicles coming from Impington and pointed out the dangers of vehicles who miss the signed route trying to turn right at the A10 or turning left and then doing a dangerous U-turn at the lay-by. Alistair said he would look into some temporary signs to remind drivers of what they should do.
There was a general feeling from the Milton representatives that some of the signs on the site were a bit confusing. Alistair said that a couple had been wrongly installed and he would look to get them replaced. We raised the issue of the exit barriers where drivers have to get very close before they open.
We raised the issue of disabled access to the building. We pointed out that the ramps seemed to be a little steep for wheel chairs. This would be checked.
- Michael Williamson
www.michaelwilliamson.org.uk
- JEC agreed to find out if the Highways Agency contribution towards CCTV on the A14 bridge had been paid. **Action: JEC**
- JEC took the chair.
- 32/3-09 **12 Milton Community Centre (MCC) update**
- **audit:** noted that South Cambs District Council had commissioned consultants Strategic Leisure to complete an audit of village halls and community facilities across the district.
The manager had been in post for four months and had settled in very well.
- 33/3-09
(7/2-09) **13 Winship Road junction improvements**
Options from Mike Davies, CCC, to improve the junction for cyclists had been circulated.
AGREED to ask M Davies to proceed with the kerbed option.
10 in favour 1 against. [Noted that this would cost £10,000].
- 34/3-09 **15 District Councillors' reports**
Orchard Park – Reorganisation of Community Governance Order 2009 had been implemented. A triangle of land had been transferred from Impington Parish Council to Milton Parish Council.
Council House Transfer - newsletter received. This was proceeding – voting to take place late Spring / early Summer.
Council Tax – Council had agreed to increase the SCDC element by 4.4%.
Speedwatch – five residents had been trained. The only road where speeding had been recorded was Ely Road.
- 35/3-09 **16 Bills for Payment and Money Received**
CONFIRMED payment of cheques 3902- 3906 and direct debit to Eclipse
AGREED payment of cheques 100001 - 100006
- 36/3-09
(27/2-09) **17 Correspondence**
Guided Busway - Local Liaison Forum – Park Lane, Histon to Milton Road – notes of meeting held on 08/01/09
Cambridgeshires Transport Commission - consultation till 6 March 09 on proposals to tackle congestion web: www.cambstransportcommission.co.uk
Cambridge Housing Society - Newsletter Winter 2009
City Council - invitation to a wide range of internal and external stakeholders to this presentation of the Council's draft Adoption Guide for sustainable drainage, on Friday 6th March 2009 at 11am-1pm, at The Kings Room, the Corn Exchange Cambridge.
- Old Press/Mill Lane Supplementary Planning Document consultation
Highways Agency - Stakeholder News – quarterly newsletter
County Council - Countryside access issues

18 Dates of Next Meetings

Minibus - 4 March 7.30pm
Community Care - 5 March 11.00am
Land Group - 10 March 7.00pm
Planning - 16 March 7.30pm
Maintenance - 30 March 7.30pm
Council - 6 April
Youth working group 16 March to be confirmed.

19 Items and Reports for April agenda (to be received by Friday 20 March)

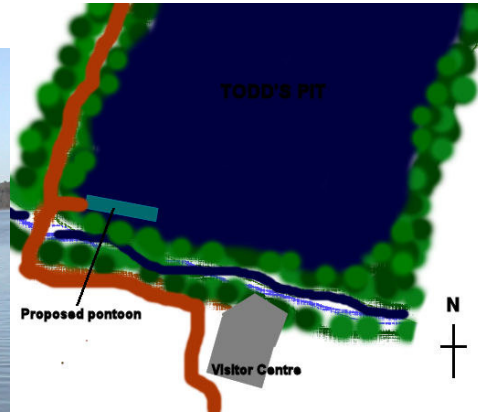
4 Public Participation – members of the public are invited to speak

- Sgt Paul Rogerson – Cambridge Constabulary 7.20pm
- Aimee Mason Cambridge Sport Lakes Trust – Village Sports Facility Grant 7.45pm

“A short summary of the rowing project proposal;

Cambridge Sport Lakes Trust have submitted a proposal to SCDC, for funding towards a project to create opportunities for beginners rowing and canoeing on Todd's Pit in Milton Country Park. If successful, funding received from this bid will be used to put in place a 10m pontoon at the south end of Todd's pit. This pontoon will allow safe access to the water for the purpose of junior and beginners rowing tuition. Rowing on the lake will be limited to beginners boats for 1 and 2 people and we do not envisage more than 6 boats being on the water at any one time. With the exception of a safety launch for use in emergencies, there will be no form of motorised craft on the lake. Impact on wildlife has been discussed with the Park Rangers and is expected to be very minimal. We hope that this will be a great project, allowing us to offer a safe and peaceful environment away from the very busy river Cam to encourage people to try a new sport.

I've attached my pretty ropey diagram, and a photo of the kind of thing we are thinking of. Hope this helps? If you need anything else please do let me know. Best Wishes Aimee



5 Clerk's/Chairman's report

Community Care grant – I attended the CCC Grants reception on 18 March as it was a condition for receiving the grant. Bob was unable to attend. We have been awarded £1,000 grant from SCDC.

Bank Account – all councillors have now signed bank mandate for both accounts (inc minibus). As the account had not been set up in time all cheques written using the Co-op Bank and confirmed at the March meeting have been cancelled. These cheques 100001 to 100008 have been replaced with cheques 3907 – 3914 (Lloyds account).

Register of Interests - just a reminder to see David or me if you have any changes to make to your Register of Interests.

Youth meeting 16 March - rescheduled to 6 April.

Annual Parish Meeting – 20 April at 7.30pm.

Bus shelter Landbeach Road – glass panel has been broken. Rob and I have accepted a quotation of £350 from Algar Signs to replace this and another panel which has offensive graffiti on it. Algar will put in an 8mm thick Perspex that is vandal resistant.

6 Councillors' Training

From CPALC: “We would be very happy to delivery training locally to the Councils in your area. The cost is based on 10 attendees and is fixed at £350.00. You supply the hall, the tea, coffee and biscuits and invite as many attendees as a hall can hold. We provide the trainer and training material (we would need to know total numbers for handout material). We would also provide a laptop and projector, if you do not have one locally.

The Councillor Development sessions are spread over 3 separate dates and each session is for 2-2.5 hours. Members who attend all 3 receive a certificate.

Some of the sessions may also be of interest to Communities Groups in your area these are marked with an asterisk mark below.

Session 1 Code of Conduct and Standards Committee: Meeting Procedures *

Session 2 Statutory Powers: Budgets and Accounts *

Session 3 Planning Process*: Risk Management *

You may wish to change the sequence of the topics especially if members of Communities Groups attend. The sessions can be run during the weekday, evening or weekend. The choice is yours.”

I have sent this to local councils: (Histon & Impington, Horningsea, Landbeach and Waterbeach)

“I am putting the item about training on our agenda for 6th April. We shall never be able to agree on the best dates for our training sessions but I am going to suggest we meet one evening eg Wednesday at monthly intervals in the middle of each month as I think most of us have our council meetings early in the month. I am looking at September, October and November.

Do you have any strong thoughts about this? Which evenings must I avoid?”

7 Office computer configuration - update

We in the Clerk’s Office would like to update councillors on our information technology (IT) configuration. As far as e-mail is concerned, both Jim’s computer and the laptop used by David access e-mail from a server (owned by Paul Oldham’s company “The Hug”) which is located offsite in a secure facility. E-mail can also be accessed via any web browser with the appropriate user id and password. At the moment, the user id and password information is held by the Chairman of the Parish Council as well as Paul Oldham, who has signed a confidentiality agreement. Paul needs to have access as he maintains our computer system. It is recommended that e-mails are not accessed from public terminals (e.g. at an internet cafe) as there is a risk of compromise, but access from a computer in one’s own home is fine.

As far as files and documents are concerned, the Clerk’s files are all stored on Jim’s computer. Files may be accessed from another PC on the office local area network (e.g. from the office laptop) but if done using the wireless access point it requires an additional password. The password is held by the Clerk and can be given to councillors or visitors at meetings who wish to have access. It is recommended that this password be changed once a year. Jim also downloads all files onto a separate hard drive which he takes home so that if the office is burgled we have a copy of our hard drive.

8 Office security system - to accept quotation for annual maintenance agreement at £71.20 + VAT which includes:

Full 24hr call-out facility
The cost of any call-out
One maintenance visit per year
Access to free advice and telephone support
Replacement parts will be charged at the current rate

9 Resolution to amend Standing Order 17

In an effort to enhance the efficiency of Parish Council meetings, the Clerk’s Office proposes to bring forward the consideration of resolutions or recommendations to the early part of the agenda so that these matters are dealt with while councillors’ minds are freshest. Next on the agenda shall be planning matters, followed by updates from the various groups and committees, then reports, bills and correspondence.

New Draft of Standing Order 17:

The order of business, unless the Council decides otherwise on grounds of urgency, shall be:

- A. To accept apologies for absence.
- B. To deal with business expressly required by statute, including Declarations of Interest.
- C. To read, consider and approve the signature of the Minutes by the person presiding as a correct record. If a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- D. To take comments and questions from the public.
- E. To receive the clerk's/chairman’s report including such communications as the person presiding may wish to lay before the Council
- F. To consider resolutions or recommendations.
- G. To deal with planning matters including planning committee minutes.
- H. To receive and consider reports and minutes of committees, sub-committees and groups.
- I. To receive representative reports including County and District Councillors’ reports.
- J. To authorise the signing of orders for payment.
- K. To receive correspondence.
- L. To authorise the sealing/signing of documents.
- M. Any other business specified in the summons.

10 Planning applications

- Decisions RG Cave, South of Unit 24 Cave Industrial Estate, Chesterton Fen Road
Erection of Office Building with Associated Car Parking
Refused
- Mr & Mrs Karia, 136 The Rowans
Extensions
Refused
- New S/0381/09 Cambridge Newspapers Ltd Winship Road – generator
- S/0143/09 Miss Rosie Davey 63 Cambridge Road – conversion of garage to annex – amended access arrangements – **for information only**
- S/0198/09/F S Wrench, Mereway Farm, Milton Road, Impington
Removal of Condition 18 of Planning Permission S/1017/06/F
Field to west of Mereway Farm is in ownership of Walkers who got the pp. This field has permitted development rights ie agriculture buildings only – pp must still be sought however. Planning Officers have pushed to have Condition 18 removed. Legal complexity as they cannot force Mr Wrench to keep to a S106 which was agreed with Walkers. I am told this will safeguard the land and also the cycle / foot path and contribution to North Area Transport Plan.
As this is a major change it will go to Planning Committee.
As a result we have made **no recommendation** under delegated powers.
Amended site location plan and application forms & additional statement since received.
- Plan Notice of “Additional Consultation on the Inspectors Larger Site Option for the North West Cambridge Area Action Plan” – SCDC and City Council joint plan
- Minerals & Waste Plan
In response to the recent site consultation, a limited number of new suggestions have come forward for mineral and waste developments. Cambridgeshire County Council and Peterborough City Council have to consider these 'new' site proposals and decide whether they should be included in the next version of the Plan.
There will be a further public consultation from 31 March to 12 May 2009.

11 A14 Ellington to Fen Ditton Improvement Scheme – response to proposed changes to westbound loop road at M11/A14/A428 Girton interchange (plans are on display in office)

Committee reports and recommendations:

12 Land Group update (Confidential) - to consider proposals from Land Group including land at Landbeach Road

13 Parish Plan update

Phil will provide details about what he plans to say at the Annual Parish Meeting vis-a-vis the Parish Plan Update.

2,000 copies of “A Plan for Milton” have been printed. Phil intends to have them distributed in early April, along with a handout showing what actions have already been addressed by the various working parties.

Environmental Group to take stall at Country Park Environment Day on 14 June – PC has paid £5 for the stall
SCDC Parish Sustainable Energy Partnership.

The Milton Environmental Group would like to participate, and to do this we need:

- a member of the PC to be an Energy Champion for the village (Hazel has agreed to do this)
- a subcommittee of the PC to work with SCDC sustainability officers and produce a programme of action (Environmental Group has agreed to do this)
- a commitment from the PC to support the project.

No financial commitment for this is necessary from the PC.

Would the PC like to meet the SCDC sustainability officer to understand more about the project?

He is producing a leaflet in the next couple of months designed for parish councillors.

From Hazel: “If we could get in on the first tranche of Parish Councils to be a part of this, it would be good for the village, and lead to opportunities for funding energy saving projects in the village.”

Transport Group, in the coming months, will be looking at specific areas of the village (Cambridge Road/ High Street, Butt Lane, Ely Road) with a view to making recommendations for improvements. The first order of business will be to meet with Keith Fauch of CC, show him what was proposed for these areas in the action plan and receive input from him about what is/is not feasible and the best way forward.

Currently, David is attending all meetings of the Parish Plan working parties in order to facilitate communication with the parish council. We in the Clerk’s Office wonder whether this is actually necessary. Perhaps it would be equally effective (and less costly) if the various working parties were to either: A) make representation for themselves (if they so wish) at a parish council meeting; or B) send a report to the Clerk’s Office at least four working days prior to a scheduled parish council meeting so that we could include it with the councillors’ agenda. Should the working parties require any specific action from the Clerk’s Office, they are asked to submit their request in writing to the Asst Clerk.

14 Consider re-launching village guide

One of the key lessons learned from the recent Parish Plan survey is that residents want more information about the village. We in the Clerk's Office thought the time was right to re-launch the village guide to clubs and organisations which was first published in 1997 by the Parish Clerk in association with *Milton Village View*. We shall expand the guide to include information about current services and facilities.

Draft Index for the new guide:

Activities & Clubs: Arts, Babies & toddlers, Children, Dancing, Fitness, Guides, Hobbies, Scouts, Seniors, Social, Sports, Women, Youth; Allotments; Cemetery; Charities; Churches; Community Care; Community Centre; Country Park; Local government: Clerk's Office, Elected officials, Parish Chairman's Report, Parish Council, Planning applications; Map of Milton; Parish Plan; Services: Camshare, Community Minibus, Dial-a-Ride, Doctors' surgery, Mobile library, Recycling, Veterinarian, Village View, Village website; Frequently Asked Questions; Useful phone numbers and websites

15 Maintenance Committee – to receive the minutes of the meeting held on 30 March 09

and to accept recommendations:

- cemetery – to increase fees for non-residents to quadruple residents' fees
- to increase horse grazing fee

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 30 March 2009 at 7.30pm in the Parish Council Office

Present: RH Chapman (chairman) JE Coston R Day M Ellwood SC Humphreys B Jefferson IF May
RLE Waters
WD Booth E Spong
The clerk

1 **Public Participation** – no members of the public were present.

2 **Apologies for absence** – D Chamberlin.

3 **Declarations of Interest** – personal and/or prejudicial – RHC, RD and SCH cemetery - personal (relatives buried in the cemetery). RHC – lock for cemetery gate – personal (M Overall, contractor, does work for RHC).

4 **Minutes** – the Minutes of the meeting held on 15 December 2008 were approved and signed as a true record.

5 Cemetery - update

The clerk and assistant clerk had met the relatives of the late Sam Smith.

They wished to reserve 5 plots and pay for them monthly - £40 for example.

AGREED that they could reserve plots and that they must be paid for in full – not by instalments.

They have taken away the seat and wished to put in a marble seat fixed to the ground.

AGREED to inform them that Council used one style of (metal) seat throughout the village and therefore refused this request.

The clerk would write to the family explaining the reasons behind these decisions. **Action: the clerk**

The clerk had asked them not to drive across the grass and explained that Council intended putting up a notice saying vehicular access for disabled. As the problem was getting worse RHC had arranged for M Overall to fit a lock on the gate to prevent vehicular access. This would cost £30 + VAT. RHC had bought two padlocks £24.50 + VAT. A new sign had been made "Please respect our cemetery. No vehicular access. Milton Parish Council."

All **AGREED** with this action.

Path – committee will discuss adding a turning area for vehicles in 2010-11. Would the church consider contributing towards putting down a hard drive in the old part of the cemetery?

Interment of ashes – request for double depth received. Fee for interment of ashes £50. The clerk would ask D Chamberlin's advice about fee to charge. **Action: the clerk**

Review of fees

AGREED to recommend that the fees for non-residents be quadruple. (8 in favour 1 abstention)

6 Allotments – update

It was not possible to let one piece of land near the A10 because of brambles and poplar suckers. The clerk would ask Stuart Buchan to keep this area clean. **Action: the clerk**

Signs and improvements to chain on gate were in hand. (63/12-08)

Rent review

AGREED to conduct a rent review in September each year.

This would allow the clerk to give allotment holders 12 months notice – October to October.

7 Horse Grazing

Rent review – noted that three horses were grazing the land.

AGREED to recommend an increase in rent from £400 to £500 as from October 2009.

This would be increased proportionately if the tenant grazed more than three horses.
The clerk to notify the tenant. **Action: the clerk**

8 Play – update

AGREED that the clerk ask City Services to repair those areas itemised in the latest play inspection as medium and high risk.

The clerk would ask S Buchan to “rotovate” the bark as City Services had highlighted this as “high risk” and to replace top soil in goalmouth at Froment Way.

Action: the clerk

Signs for Froment Way open space were in hand.

Noted that ACRE published a magazine “The Playing Field” which gave details of grants available for play equipment. (65/12-08)

9 Tree works and general maintenance

Stuart Buchan had pollarded hedge / trees between doctors’ surgery and entrance to Tomkins Mead.

As he needed to do this work mid March RHC, RD and RLEW had accepted his quote of £290 +VAT. **Action confirmed.** Noted that the doctors had requested that this work be done.

John Holder Queen Anne Lodge had asked that Council cut back the tree between his garden and the post office. RLEW had investigated the ownership of the tree. Further investigations were needed to try to ascertain the ownership. Work on this tree would be scheduled for Autumn 2009.

Firms from the industrial estates Cambridge Road had requested that the adjacent trees and hedge line Road be cut back. This had been put in the programme for Autumn 2009. (29/3-09)

Request to have trees cut back from gardens of Knights Way and Ely Road - RLEW reported that the trees in question were not on public land.

Moles in Ely Road – moles had been causing residents of Knights Way a problem. The County Council had no funds available to deal with moles on the verge of Ely Road.

10 Changes to verge opposite Tesco (6/3-09)

RHC declared a personal interest as he was a customer of the kebab van.

Keith Fauch CCC had reported that his budget for 22 villages had been cut. He advised that the simplest solution to dealing with the problem was to move the van off the site.

He offered to put in two concrete bollards. M Woolhouse Cambridge Sport Lakes Trust would possibly pay towards some sort of barrier that included a sign “Milton Country Park”.

RHC could create a bund using spare top soil from the Park & Ride site. These actions would ensure that the kebab would use one access point only.

The clerk would write to K Fauch and M Woolhouse with these proposals. **Action: the clerk**

11 To consider new dog bin at open space The Elms

A resident had requested that Council consider a dog bin at the open space at The Elms.

AGREED to take no action. (6 votes in favour 4 abstentions).

12 Date of Next Meeting - 29 June 2009

The meeting ended at 9.25pm.

16 Community Minibus – to receive the minutes of the meeting held on 4 March 09

Minutes of the Community Minibus Committee Meeting held on Wednesday 04 March 09 at 7.30pm in the Council office

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

1 Apologies for absence - RT Summerfield.

2 Declarations of Interest

R Farrington R Pain - Scouts; C Nunn G Sheen – Day Centre.

3 Minutes – the minutes of the meeting of 22 October 2008 were approved and signed as true record.

Drivers’ records (58/10-08) – letters had been sent - 31 replies received to date.

4 Review of tariffs for 2009/10

Tariffs were increased due to sharp increase in fuel min 57/10-08. Fuel prices had now been reduced.

AGREED no change to the tariffs. (Min 26/11-08 refers).

The treasurer will include notes with end of year accounts.

The minibus account stood at £6240 at 31 January.

5 Review of bank account – to consider changing to the Co- op bank

The clerk would investigate opening a second Minibus account with the Co-operative Bank account. **Action: the clerk**

6 AOB

Medium term aim: to replace the minibus. Committee would meet in October to consider.

Disability Badge – had expired 18 Oct 07. The clerk had contacted Gavin Moulton, CCC for a replacement.

Request - from a scout group to use minibus to France. RP would ask Community Transport Association for advice especially about a tachograph. **Action: RP**

Insurance to be checked. Committee were minded to refuse this request.

7 Date of next meeting – October – to be confirmed.

Future meetings would be held in April and October.

The meeting ended at 8.25pm

- 17 Community Care** – to receive the minutes of the meeting held on 5 March 09 and to accept recommendation that Council increase the fees to £4 for everyone as from October and to review again in October.

Minutes of the Community Care Committee Meeting of Milton Parish Council held on 05 March 2009 at 11.10am in the Bowls Pavilion

Present: IF May (chair) R Day HM Smith RLE Waters
Tracey Ebbon – Warden Community Care Scheme
The Clerk to the Council

1 Apologies for absence - D Driver M Ellwood L Harding.

2 Declarations of Interest – personal and/or prejudicial - none.

3 Minutes - the minutes of the meeting of 11 December 2008 were approved and signed as a true record.

4 Mobile Warden Scheme

There were 30 clients on the scheme. Tracey and Linda had a good working arrangement. The reorganisation of duties and hours was working well.

The question had been asked whether the hearing aid repairs etc held monthly at the Doctors' surgery could also attend Barnabas Court. It was suggested that Debbie could investigate.

RLEW reported that the Day Centre was looking into acquiring a portable microphone. Grants were available.

Contract phone – nothing had been done As the Tesco top-up was good value at present it was agreed not to change. £15 per month was sufficient. To be kept under review.

It was **AGREED** to recommend

that Council increase the fees to £4 for everyone as from October and to review again in October.

Other grants were probably available. The clerk's office to explore? **Action: clerk's office**

One loft installation had been completed.

CCC Grants Reception 18 March - RLEW and the clerk would attend. The clerk would also invite L Harding.

5 Barnabas Court update - no report.

6 AOB inc correspondence

- taxi-card scheme (probably not necessary – already a Red Cross scheme available and Dial-a-Ride)

- Care Network News

- Charities Lifelines - none now available. Since B Jefferson had retired as clerk to the Trustees of the Milton Charities there was no one trained to supervise. BC Waterson (chairman of Trustees) and BJ were sorting out.

Noted that it cost £35 to set up and approx £4 per week for the lifeline through SCDC/City Council. Clients who use the Charities' lifelines were asked to make a donation. The Trustees were due to discuss the scheme.

It had not been possible to find a volunteer clerk to the Charities.

David Chamberlin had expressed an interest in attending committee meetings. The clerk would invite him to be co-opted. **Action: the clerk**

7 Date of next meeting - Thursday July 16th 11.00am.

The meeting ended at 12 noon.

Representative reports:

18 Milton Community Centre (MCC) update

19 County Councillor's report - no report to date

20 District Councillors' reports – no report to date

21 Bills for Payment and Money Received (to be circulated)

22 Correspondence (can be read at 7.00pm or you may request copies)

- | | | |
|------------------------|---|--|
| Standards Board | - | Newsletter February 09 |
| National Trust | - | Wicken Fen Vision newsletter |
| SCDC | - | Housing Futures: formal offer document |
| ACRE | - | Community Action magazine Spring 2009 |
| | - | Village of the Year competition |
| Guided Busway | - | Next Local Liaison Forum for the Oakington to Cambridge section will take place on Wednesday 1 April from 7pm and newsletter March 09 |
| | - | |
| CCC | - | Notice of Local Access Forum meetings |
| CPALC | - | The CPALC Assembly Meeting on the Saturday, 25th April 2009 has been rescheduled to Saturday, 16th May 2009. The meeting will be held at the CPALC office, 33 Stephenson Road, St Ives, PE27 3WJ at 11.00am. An agenda will be provided to Assembly Members nearer the time. Any matters councils would like to be noted, can they please send submissions by no later than Saturday, 25th April 2009. |

23 Dates of Next Meetings

- Annual Parish Meeting and Planning - 20 April
- Finance - 27 April
- Annual Parish Council Meeting - 11 May

24 Items and Reports for May agenda (to be received by Friday 1st May)

Jim Daniels

Jim Daniels
Clerk

