

MILTON PARISH COUNCIL

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5 MAY 2009

TO ALL MEMBERS OF THE PARISH COUNCIL

In accordance with The Local Government Act 1972 Schedule 12 section 10 (b) you are summoned to the next meeting of Milton Parish Council to be held in the Bowls Pavilion on Monday 11 May 2009 at 7.00pm [NOTE TIME]

AGENDA SUMMARY

- 1 Election of chairman and signing of declaration of acceptance of office**
- 2 Apologies for absence**
- 3 Election of vice chairman**
- 4 Declarations of Interest – personal and/or prejudicial**
- 5 To approve the minutes of the meeting of 6 April 2009** (pages 1-6)
- 6 Public Participation – Sgt Paul Rogerson and PCSO Claire Whiteman** (page 6)
- 7 To confirm committees** (page 6)
- 8 To confirm representatives** (pages 6-7)
- 9 Clerk's/Chairman's report** (page 7)
Councillors' Training, Village Guide, Fly tipping Stanton Farm, Elections
- 10 Council meeting June – to consider rearranging the meeting to 8th or 22nd June** (page 7)
- 11 Planning - to receive the minutes of the planning meeting held on 20 April 2009** (pages 7-8)
Decisions received - none to date New applications - none to date
Any other urgent applications (at chairman's discretion)
- 12 Land Group update** (Confidential) (page 8)
- 13 Finance – to receive the minutes of the finance meeting held on 27 April** (pages 8-9) **and to accept recommendation to accept the accounts 2008-09** (attached green)
- 14 Annual Parish Meeting – to receive the minutes of the APM 2009** (attached beige)
- 15 Parish Plan update** (page 9)
- 16 Milton Community Centre (MCC) update**
- 17 County Councillor's report** - no report to date
- 18 District Councillors' reports** – no report to date
- 19 Bills for Payment and Money Received**
- 20 Correspondence**
- 21 Dates of Next Meetings**
- 22 Items and Reports for June agenda**

Jim Daniels

Jim Daniels Clerk



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- 4 Declarations of Interest – personal and/or prejudicial**
- 5 To approve the minutes of the meeting of 6 April 2009**

Minutes of the Meeting of Milton Parish Council held on Monday 6 April 2009 at 7.15pm in the Bowls Pavilion

(Note: Numbers in parentheses refer to Minutes from previous meetings of the Parish Council (PC), Community Minibus (CM), Finance (F), Maintenance (M) and Planning (P) Committees, or Community Care (CC) and Youth (Y) Groups. For example, F1/3-09 refers to the first Minute/Agenda Item of the March 2009 Finance Committee meeting.)

Present: JE Coston (chair) RH Chapman PS Badley AJ Cambell G Covell R Day TA Drummond
RJ Farrington SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters
Councillor M Williamson (part), five members of the public (part), the clerk and assistant clerk

1 Apologies for absence – M Ellwood.

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.

RD - agenda 4 Country Park - personal (member of Cambridge Fish Preservation and Angling Society Ltd).

IFM and RLEW - agenda 4 Country Park - personal (family members fish at Country Park).

BJ - agenda 4 Country Park - prejudicial.

3 Minutes - the minutes and the confidential minutes of the meeting of 2 March 2009 were approved and signed as a true record. Minute 34/3-09 amended – SCDC element of council tax rise 4.5%.

4 Public Participation

Police - Sgt Paul Rogerson

Sgt Paul Rogerson reminded members of the Neighbourhood Panel meeting at Impington Village College on Tuesday 14 April. He would propose at this meeting that the police and all agencies focus on nuisance vehicle use and anti-social behaviour at Coles Road recreation ground, High Street by One-Stop and Froment Way. He suggested that the Parish Council take the initiative by chairing an informal working group to agree the strategy and tactics used to problem solve this. The police, liaison officers from the District and County Councils would be available. Council's main role would be to decide on which options to adopt and where, when and how. A police link person would help coordinate actions.

Sgt Rogerson would propose this problem as a priority at the Neighbourhood Panel meeting.

He was unaware of the CCTV at the two recreation grounds. A member suggested that the system could be used more effectively.

Thanks to Sgt Rogerson for attending.

Country Park - Aimee Mason and Malcolm Busby - (apologies for absence from M Woolhouse) Cambridge Sport Lakes Trust – reported on CSLT’s application for Village Sports Facility Grant from SCDC:

“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.”

Concerns were expressed about noise and the conflict with fishermen and wildlife. CSLT were looking for support from MPC for the grant application.

It was proposed and seconded that MPC support the CSLT application for a grant towards this facility.

As there were 2 votes in favour 2 against and 9 abstentions the proposal was withdrawn and it was **AGREED** that the clerk inform SCDC that Council was evenly split on this issue and that it would make no recommendation.

Action: the clerk

BJ having declared a prejudicial interest did not vote.

Thanks to AM and MB for attending and to CSLT for consulting MPC.

Ideally prejudicial interests should be declared at the beginning of the debate. It did not always become apparent, however, that there was a particular, especially prejudicial, interest at that stage of the debate.

5 Clerk’s/Chairman’s report

Community Care grant – the clerk attended the CCC Grants reception on 18 March as it was a condition for receiving the grant. RLEW was unable to attend. Noted that SCDC had awarded the scheme a £1,000 grant.

Bank Account – the main account had now been set up. The minibus account should be operational within a few days. As the account had not been set up in time all cheques written using the Co-op Bank and confirmed at the March meeting had been cancelled. These cheques 100001 to 100008 were replaced with cheques 3907 – 3914 (Lloyds account).

Register of Interests - reminder to see the clerk/assistant if any changes were to be made to the Register of Interests.

Youth meeting 16 March - rescheduled to 6 April at 6pm.

Annual Parish Meeting – 20 April at 7.30pm.

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

6 Councillors’ Training

The cost for delivering training locally is based on 10 attendees and is fixed at £350.00. The Councillor Development sessions are spread over 3 separate dates and each session is for 2-2.5 hours.

Session 1 Code of Conduct and Standards Committee: Meeting Procedures

Session 2 Statutory Powers: Budgets and Accounts

Session 3 Planning Process: Risk Management

The clerk would try to arrange sessions on Tuesday and Wednesday evenings. **Action: the clerk**

7 Office computer configuration - update

Both the clerk’s computer and the laptop used by the assistant 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 Council’s 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 his 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. The clerk also downloads all files on to a separate hard drive which is taken off site every day.

The chairman expressed concern about the fundamental change and that Council should debate exactly what is needed.

8 Office security system - to accept quotation from CIA based at Wisbech for annual maintenance agreement 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.

The clerk would find out if CIA could respond quickly if necessary and liaise with MCC about possibly incorporating the MCC and youth building alarm systems into one contract.

AGREED

that Council should have a maintenance agreement in place and that the clerk investigate other options. Action: the clerk

9 Resolution to amend Standing Order 17

In an effort to enhance the efficiency of Parish Council meetings, the Clerk's Office proposed to change the order of proceedings at Council meetings as follows:

New Draft 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.

AGREED [Noted that it may be necessary to change the order of business occasionally].

10 Planning applications

Decisions Mr & Mrs Parkins Meadow Farm Ely Road (54/12-08) – annexe **approved** – very special circumstances outweighed inappropriateness of development on the Green Belt. The family had written to SCDC thanking the Planning Committee for its decision.

RG Cave, South of Unit 24 Cave Industrial Estate, Chesterton Fen Road (21/2-09)

Erection of Office Building with Associated Car Parking – **refused. Outside development framework, not compatible with its location, contrary to SCDC transport and flooding / drainage policies.**

Mr & Mrs Karia, 136 The Rowans (21/3-09) – extensions – **refused. Out of character and unacceptable visual impact on street scene. Adverse impact on residential amenity.**

New S/0089/09 Jamie Beynon 9 Hall End (22/3-09) – 1st floor extension over existing garage and part playroom – amendment – increase in height of roof light and new bedroom window for means of escape - **no recommendation.** Officers had asked for fire escape at Chairman's delegation meeting. [HMS left the room for this item].

S/0381/09 Cambridge Newspapers Ltd Winship Road – generator - **no recommendation. Queried possible noise problem adjacent Barnabas Court.**

S/0143/09 Miss Rosie Davey 63 Cambridge Road – conversion of garage to annex (24/3-09) – amended access arrangements and further amendment as requested by district councillors at Chairman’s delegation meeting – **for information only**. S106 Agreement ensured that proposed building could not be sold off separately.

S/0198/09/F S Wrench, Mereway Farm, Milton Road, Impington (25/3-09) - removal of Condition 18 of Planning Permission S/1017/06/F - **no recommendation** (delegated). Subsequently **approved**.

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 had come forward for mineral and waste developments. Cambridgeshire County Council and Peterborough City Council had to consider these 'new' site proposals and decide whether they should be included in the next version of the Plan.

Further public consultation from 31 March to 12 May 2009.

Noted that Network Rail had withdrawn the application for a railhead north of Waterbeach. Savills/AWA had submitted an application for an aggregates depot north of Chesterton Fen (see agenda 19). To be discussed at planning 20th April – responses to be agreed 11th May.

HMS reported that the Jesus College waste transfer proposal (at Chesterton Fen by the river) had been withdrawn.

11 A14 Ellington to Fen Ditton Improvement Scheme – Council had no comment to make to proposed changes to westbound loop road at M11/A14/A428 Girton interchange.

12 Land Group update (Confidential) (30/3-09) - to consider proposals from Land Group including land at Landbeach Road

AGREED at 9.00pm - **[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 re-opened at 9.30pm.

13 Parish Plan update

PSB apologised for missing previous meeting.

There would a brief report at the Annual Parish Meeting.

2,000 copies of “A Plan for Milton” had been printed and would be distributed in April, along with a handout showing what actions had already been addressed by the various working parties. SCDC grant of £593 for the printing had been approved.

The working groups were meeting and would report back to Council. Any public decisions would be made by Council. PSB would provide Council with names of the members of the working groups.

The working parties would provide Minutes of meetings to the assistant clerk, who would forward them to councillors via e-mail. It was felt that the assistant clerk did not need to attend these meetings. The groups would be expected to send to the clerk’s office in writing any communication to present to Council.

The working parties are also expected to be kept informed of Parish Council issues by reading the Parish Council Agendas and Minutes available on the village website.

Transport Group, in the coming months, intended looking at specific areas of the village (Cambridge Road / High Street, Butt Lane, Ely Road) with a view to making recommendations for improvements.

Noted that the PC had paid £5 for the Environmental Group to take a stall at Country Park Environment Day on 14 June.

SCDC Parish Sustainable Energy Partnership.

The Milton Environmental Group would like to participate, and needed:

- a member of the PC to be an Energy Champion for the village - **HMS**
- a subcommittee of the PC to work with SCDC sustainability officers and produce a programme of action - **Environmental Group**
- a commitment from the PC to support the project.

Council supported this initiative in principle and would expect to be forewarned of any proposed project.

Hydro-Electric Feasibility Study –The Big Lottery Fund and SCDC had awarded grants. HMS would approach SCDC to pay the 12.5% deposit needed from their grant. Horningsea and Fen Ditton Parish Councils had been contacted. They were not interested in actively participating in the scheme although a resident of Horningsea was interested.

14 Consider re-launching village guide

The recent Parish Plan survey highlighted that residents wanted more information about the village.

AGREED **that the Clerk’s Office 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. It would be expanded to include information about current services and facilities.**

The assistant clerk would produce a draft for the May meeting. **Action: Assistant clerk**

Funding would be through advertising and donations. The Chairman's Annual Report would be inserted in the guide as a separate document as the guide may not be printed annually.

15 Maintenance Committee – the minutes of the meeting held on 30 March 09 were received. The cemetery gate was now locked to prevent vehicular access. RHC and the clerk had keys.

AGREED to accept recommendations:

- to increase cemetery fees for non-residents to 4 times residents' fees (M5/3-09).
- to increase horse grazing fee to £500 per year provided that no more than three horses grazed the land (M7/3-09). 13 votes in favour 1 abstention. (Any increase in number of horse would incur extra fees). The clerk reported that the tenant had agreed to these terms.

Noted that a non-resident was inquiring about interring ashes at Milton as Cambridge cemetery was full. Level of requests from outside the village would be monitored for a year.

Changes to verge opposite Tesco (M10/3-09) – K Fauch offered to put in three bollards. M Woolhouse Cambridge Sport Lakes Trust would be keen to put up a sign "Milton Country Park" and RHC could create a bund using spare top soil from the Park & Ride site. To be discussed at May meeting.

It was pointed out that the area could never be "tidy" while the kebab van operated there.

16 Community Minibus – the minutes of the meeting held on 4 March 09 were received and noted. RJF reported that the committee were looking at replacing the minibus in the medium term.

17 Community Care – the minutes of the meeting held on 5 March 09 were received.

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

Representative reports:

18 Milton Community Centre (MCC) update - nothing to report.

19 County Councillor's report

Railhead in Waterbeach Fen

Network Rail had withdrawn this application. A new application had been submitted from Savills on behalf of Anglian Water for Land North of Chesterton Sidings as a 'Railhead for aggregates (including crushed rock) and potentially waste, with ancillary uses e.g. ready mixed concrete plant, asphalt plant'.

As far as MW could see, the other applications had not been withdrawn.

No information to date about Parish Council consultation (see agenda 10 above).

Development at Waterbeach

Cllr. Michael Williamson had submitted a written report and for clarification reported that he had concerns that the possibility of a new settlement at Waterbeach was still on the agenda. A review of the Regional Spatial Strategy was currently taking place, and he intended to attend a meeting of the Joint Cambridgeshire Regional Spatial Strategy Review Panel on April 7th where he would ask some questions and try to judge the current status. He hoped to report back after the meeting.

Michael Williamson - www.michaelwilliamson.org.uk

20 District Councillors' reports

Graffiti on A14 bridge - Despite the agreement reached at the meeting held on 9 February the City Council was prevaricating. HMS was in contact with both the City Council and Highways Agency.

HA had agreed to replace the lights with a more vandal resistant type.

Fly tipping – at Stanton Farm. The clerk had contacted the land owners – the County Council. He would copy his email to Chris Bradley, Enforcement Officer SCDC. **Action: the clerk**

21 Bills for Payment and Money Received

CONFIRMED payment of cheques 10009 – 100020 and 3915-3916 (Lloyds)

AGREED payment of cheques 100021 – 100038 and minibus cheques (RHC abstained - cheque 100030)

22 Correspondence

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 rescheduled to Saturday, 16th May 2009 at the CPALC office St Ives at 11.00am.

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)

JEC thanked Council and especially Rob Chapman as vice chairman, the clerk (and more recently the assistant clerk) for their support during her five years as Chairman. She was very proud to have served on such a well respected Council.

The meeting ended at 10.35pm.

Signed.....

Date.....

6 Public Participation – members of the public are invited to speak
Sgt Paul Rogerson and PCSO Claire Whiteman

7 To confirm the following committees:
Community Care Community Minibus Finance Land (Working Group)
Maintenance (incorporating Allotments, Cemetery and Play) Planning
Youth (Working Group)

Extract from 2008 Annual Parish Council meeting Minutes:

Committees – the following committees and members were confirmed:

Community Care	RD ME IFM HMS RLEW
Community Minibus	RJF RTS <i>C Nunn B Pain G Sheen</i>
Finance and Staffing	AJC JEC SCH HMS RTS RLEW
Land working group	RHC JEC IFM HMS RTS.
Maintenance	RHC JEC RD ME IFM BJ SCH RLEW
(inc Allotments, Cemetery and Play)	<i>WD Booth E Spong allotments' consultees</i> <i>Cemetery All Saints' Church representative</i>
Planning	JEC RD RJF BJ HMS RTS RLEW
Youth	PSB GAC HMS <i>L Henderson</i>

8 To confirm the following representatives:
Archaeological Warden AWA CPALC Child Protection Officer Country Park, Tomkins Mead and Sport Lakes Trust Day Centre Footpaths Officer IT Liaison Landfill Liaison MCC Milton Charities Northern Fringe Parish Plan Police Liaison Press Officer [usually chairman] Tree & Deputy Warden Trolley Bus Under 5's Group Village View (by invitation) Website (Chairman [as Press Officer], clerk and assistant clerk)

Extract from 2008 Annual Parish Council meeting Minutes:

Representatives – the following representatives were elected:

Archaeological Warden	<i>WD Booth</i>
AWA [sewage works]	JEC [as chairman] HMS and RTS would attend meetings as district councillors
Cambridge Sport Lakes Trust	HMS
Child Protection Officer	<i>L Henderson</i>
Country Park (& Deputy)*	ME (JEC)
Day Centre	RLEW
Footpaths Officer	RLEW
Landfill Liaison	RHC JEC HMS RTS
MCC	RHC
Milton Charities	RD IFM <i>P Harrold BC Waterson</i>
Northern Fringe	JEC HMS RTS
Parish Plan	PSB JEC
Police Liaison	JEC

Press Officer	JEC	[as chairman]
Tree Warden (& Deputy)	RHC (RD)	
Trolley Bus	JEC	
Village View (by invitation)	JEC	
Website	Press Officer and clerk (min 193/4-07)	

9 Clerk's/Chairman's report

Councillors' Training (PC6/4-09) – 3 sessions of 2 hours each session have been booked.

All Wednesdays - 7.30-9.30pm

- 1 September 23rd at Milton - Meeting Procedures - Statutory Powers and Standing Orders
- 2 October 14th at Horningsea – Budgets - Code of Conduct
- 3 November 11th at Histon - Planning Process - Risk Management

Village Guide (PC14/4-09) – latest draft guide to be circulated.

Fly tipping Stanton Farm (PC 20/4-09) – from John Macmillan CCC: “I have visited the farm and intend to get a skip organised to remove most of the rubbish after Easter. The asbestos amounts to about 10 short lengths of cement fibre domestic gutters and are more than 500m from the children's nursery so not a great risk. The asbestos will be dealt with separately as there is only a small amount.

Fly tipping is a costly nuisance. I would be grateful if you could mention in your parish newsletter that the County Council will prosecute fly tippers if they are caught.”

Elections – notice of County and European elections received.

10 Council meeting June – to consider rearranging the meeting to 8th or 22nd June (RHC)

11 Planning - to receive the minutes of the planning meeting held on 20 April 2009

Minutes of the Planning Meeting of Milton Parish Council held on Monday 20 April 2009 at 7.00pm in the Bowls Pavilion

Present: RJ Farrington (chair) HM Smith Summerfield RLE Waters
The clerk

- 1 **Apologies for absence** - R Day B Jefferson.
- 2 **Declarations of Interest** - HMS personal (member of SCDC Planning Committee).
- 3 **Minutes** - the minutes of the meeting held on 19 January 2009 were approved and signed as a true record.

4 Planning Decisions

Appeal

Lancashire Industrial and Commercial Services Ltd (LCIS) (7/9-08) against SCDC's failure to give notice within the prescribed period of a decision on an application for a certificate of lawful use or development (LDC).

The LDC sought “to confirm that planning permission S/2103/01F can be implemented in full”.

Appeal **successful**. SCDC to pay LCIS' costs.

5 New Applications

S/1140/07 Cambridge Regional College – erection of two educational buildings, sports centre etc (468/11-07) – minor alterations to external appearance of approved buildings, including amendment to external materials and fenestration and cycle parking – **for information only**

S/0367/09 Milton Primary School Humphries Way – enclosure of existing external open area to form ICT suite - **approve**.

S/0385/09 Mr Ian Jones 32 Fen Road – erection of garage and carport – **no recommendation.**

S/0421/09 Mr & Mrs W Gunn 313 The Rowans – first floor side extension and single storey rear extension – **no recommendation.**

S/0425/09 Mrs L Shane 106 The Rowans – first floor bedroom and bathroom extension over garage – **no recommendation.** . **Does this comply with Policy DP/3 of the SCDC LDF 2007 - impact on neighbouring amenity?**

S/0469/09 Napp Pharmaceutical Holdings Ltd 194, 196, 198 Science Park – glazed enclosure of bridges between buildings at first and second floors (retrospective application) - **no recommendation.**

S/0143/09 Miss Rosie Davey 63 Cambridge Road (10/04-09) – conversion of garage to annex – amended access arrangements showing dimensions – **for information only.**

6 Minerals and Waste Plan consultation (10/04-09) – no further response.

7 Cambridge City Council – consultation on draft Public Art Supplementary Planning Document – 14 April – 26 May 2009 – HMS would look at the documents and report back.

The meeting ended at 7.15pm.

Signed.....

Date.....

Decisions received - none to date

New applications - none to date

Any other urgent applications (at chairman's discretion)

Committee reports and recommendations:

12 Land Group update (Confidential)

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.

13 Finance – to receive the minutes of the finance meeting held on 27 April and to accept recommendation to accept the accounts 2008-09 (attached green)

Minutes of the Finance & Staffing Committee meeting held on Monday 27 April 2009 at 7.30pm in the Bowls Pavilion

Present: RT Summerfield (chair) AJ Campbell RH Chapman JE Coston HM Smith
The clerk

1 Apologies for absence – SC Humphreys RLE Waters.

2 Declarations of Interest – none.

3 Minutes – the minutes of the meeting of 19 January 2009 were approved and signed as a true record.

4 Matters Arising

Bank reconciliation minibus (F5/1-09) – reconciled.

Insurance of laptop (F7/1-09) – confirmed that the laptop is insured off the premises.
CCTV (F7/1-09) – the manager MCC would discuss with Crawford Associates (supplier of CCTV).
Risk management (F7/1-09) – the document had been signed and attached to the minutes.
Electricity (F9/1-09) – the assistant clerk had reviewed usage and charges. As the electricity costs at the youth building were high the assistant clerk would pass the results of his research to the manager MCC. **Action: assistant clerk**

- 5 **Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 31 March 2009.
- 6 **Review of Debtors and Creditors at 31 March 2009**
Debtors and creditors were reviewed. The clerk had written off two creditors (F6/1-09). RHC declared a personal interest (as one of the creditors and business associate of two others).
- 7 **Minibus Accounts 2008-09**
Income £4768 expenditure £4533. The increase in hire charges covered the major repair bill during the year.
- 8 **Notice of Audit and Year End Internal Audit**
Internal audit 14 May. External audit 1st June.
- 9 **Review of Budget and Year End Actuals**
Noted that trees costs had been taken from Tomkins Mead Fund now renamed Trees Fund.
Play underspent by £1899 – this was taken into consideration at the time of setting 2009-10 budget.
Allotments increase due to preparation of new allotments and removal of rubbish from site.
Cemetery increase due mainly to tree work and pest control contract.
- 10 **Recommendation that Council approve Accounts 2008-09**
Committee reviewed the accounts and amended typing errors.
Significant Variations – Council was required to explain differences greater than 15% from the previous year. The RFO had detailed significant differences some of which were less than 15%.
Income & Expenditure – income over expenditure amounted to £17,021.
Supporting Statement – noted the reserves. £54,000 had been reserved in “provision for capital expenditure” (3 years at £18,000). Capital projects fund was £144,000 – general reserve increased from £17,084 to £19,901.
Peppercorn rent – the RFO would seek advice from SLCC about the necessity to charge a “peppercorn” rent.

AGREED

to recommend that Council approve these accounts.

- 11 **Assistant Clerk’s contract**
JEC and RHC had met with David Geasor at the end of his 3 months probationary period. Both parties were satisfied that DG had completed a satisfactory probationary period as a result of which a contract for permanent employment was discussed together with a job description.
Committee discussed gratuity payment, holiday entitlement, starting date of incremental increase, provision of sick pay and length of notice of termination of employment.
The clerk would negotiate with the assistant clerk and would also clarify holiday pay.
Action: the clerk
CRB check – the clerk understood that DG had undertaken a CRB check in December. The clerk would seek SLCC’s advice as to whether a CRB check was necessary. **Action: the clerk**

- 12 **Salary Scales 2009**
AGREED (Admission to Meetings Act 1960) to close the meeting to the public for this item owing to the confidential nature of the business.

The meeting ended at 9.20pm.

Chairman.....

Date.....

14 Annual Parish Meeting – to receive the minutes of the APM 2009 (attached beige)

15 Parish Plan update

Representative reports:

16 Milton Community Centre (MCC) update

17 County Councillor's report - no report to date

18 District Councillors' reports – no report to date

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

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

- EACH** - request for donation
- Guided Busway** - Next Local Liaison Forum for the Oakington to Cambridge section
Thursday 7 May 7pm 3 at The Meadows Community Centre.
- SCDC** - Sustainable Parish Energy Partnership
- JAG** - Next meeting 28 May

21 Dates of Next Meetings

Planning (if necessary) 8 June

Council 15 June (see agenda 12)

Maintenance 29 June

22 Items and Reports for June agenda (to be received by Friday 5 June)

Jim Daniels

Jim Daniels
Clerk

