

MILTON PARISH COUNCIL

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2 June 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 08 June 2009 at 7.30pm**

AGENDA SUMMARY

- 1 Apologies for absence**
- 2 Declarations of Interest – personal and/or prejudicial**
- 3 To approve the minutes (inc confidential) of the meeting of 11 May 2009**
- 4 Public Participation – members of the public are invited to speak**
- 5 Clerk's/Chairman's report**
- 6 Verge – to consider proposals to improve appearance of verge opposite Tesco**
- 7 Request from Colts Football for funding towards expense of playing home games outside the village**
- 8 Planning**
- 9 Independent Internal Audit**
- 10 Land Group update (Confidential)**
- 11 Parish Plan update including Village Guide costs and revenue**
- 13 Joint Action Group [JAG]**
- 14 Milton Community Centre [MCC] update**
- 15 County Councillor's report**
- 16 District Councillors' reports**
- 17 Bills for Payment and Money Received**
- 18 Correspondence**
- 19 Dates of Next Meetings**
- 20 Items and Reports for July agenda**

Jim Daniels

Jim Daniels
Clerk

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AGENDA

1 Apologies for absence

2 Declarations of Interest – personal and/or prejudicial

3 To approve the minutes (inc confidential – attached blue) of the meeting of 11 May 2009

Minutes of the Meeting of Milton Parish Council held on Monday 11 May 2009 at 7.00pm in the Bowls Pavilion

Present: RH Chapman (chair) PS Badley AJ Cambell JE Coston GA Covell R Day M Ellwood
RJ Farrington SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters
The clerk

- 1 Election of chairman and signing of declaration of acceptance of office** – RH Chapman was elected chairman and signed the declaration of acceptance of office.
He thanked JEC for her five years as chairman. She had Milton at heart and if he could do just half as good a job as Jane then the village would still be improving.
- 2 Apologies for absence** - TA Drummond, Councillor M Williamson.
- 3 Election of vice chairman** – it was felt that ideally the vice chairman should be prepared to stand as chairman. Although ME declared that he had no interest in becoming chairman he was elected vice chairman. It was hoped that a prospective chairman “in waiting” would be found in due course.
- 4 Declarations of Interest – personal and/or prejudicial**
ME – planning application S/0568/09/F – prejudicial.
HMS – planning - personal – member of SCDC planning committee.
IFM - land update personal – chairman of colts football club.
- 6 Public Participation** – welcome to Sgt Paul Rogerson and PCSO Claire Whiteman (PC4/4-09).
The Neighbourhood Panel meets quarterly – it being multi-agency including police, health and all levels of local government. Parish Councils, though not obliged to be part of this initiative, were welcome to be part of this panel which would be a “community problem solving panel”. In Milton initially it would look at disorder in the Country Park and anti-social behaviour by motor cyclists. PSB and JEC volunteered as Milton’s representatives on this panel.
Information relating to these issues should be passed on to PSB and/or JEC.
It was felt that the Police Liaison Group should also be involved.
There would be a training day about working in partnership in October.
Progress being made at present:
 - 1 Motor cycle nuisance - trying to change youngsters’ mindset
 - 2 Country Park - Park Watch being formed.

Concerns about a motor home parked partly over a pavement were expressed. Sgt Rogerson and PCSO Whiteman would endeavour to find the driver and ask him to move it.
Thanks to Sgt Rogerson and PCSO Whiteman for attending.

7 To confirm the following committees:

Community Care, Community Minibus, Finance & Staffing, Land (Working Group), Maintenance (incorporating Allotments, Cemetery and Play), Planning, Youth (Working Group)

The following committees and members were confirmed:

Community Care	GAC 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 Cemetery All Saints' Church representative</i>
Planning	JEC RD RJF BJ HMS RTS RLEW
Youth Working Group	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)

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	ME HMS
Child Protection Officer	<i>L Henderson</i>
Country Park (& Deputy)	Removed from list
Day Centre	RLEW
Footpaths Officer	RLEW
JAG	ME
Landfill Liaison	RHC JEC HMS RTS
MCC	PSB
Milton Charities	RD IFM <i>P Harrold BC Waterson</i>
Northern Fringe	JEC HMS RTS
Parish Plan	PSB JEC
Police Liaison Panel	PSB JEC
Press Officer	RHC [as chairman] Noted that RHC would not make press statements as all correspondence should go through the clerk's office.
Tomkins Mead	RD RLEW
Tree Warden (& Deputies)	RHC (RD and RLEW)
Trolley Bus	JEC
Under 5's Group	Removed from list
Village View (by invitation)	JEC
Website and IT Liaison	Press Officer, JEC, clerk and assistant clerk. Noted that the Communications Group intended looking at the website and would report back to Council.

[Footnote: CPALC representative not elected]

9 Clerk's/Chairman's report

Councillors' Training (PC6/4-09) – 3 sessions of 2 hours each session had 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 had been circulated. Money for advertising was being received and the Guide would be self-financing. It was agreed that the chairman's report would be printed in the middle section and not as an insert. No decision had been taken as to whether the Guide would be printed annually.

The assistant clerk had worked very hard to produce the Guide.

AJC expressed thanks to all concerned in the publication. JEC hoped to have the Guide published by mid June.

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.

Youth minutes – the clerk had circulated the minutes of the youth working group held on 6 April 09.

10 Council meeting June

AGREED to rearrange the meeting to 8th June.

11 **Planning** - the minutes of the planning meeting held on 20 April 2009 were received and noted.

Appeal – Mr L Saunders (PC17/3-09) land at 27 and 28 Newfields Chesterton Fen Road - against enforcement notice issued by SCDC alleging erection of a building for domestic purposes without planning permission - **dismissed**.

Appeal - Mr L Saunders (PC17/3-09) land at 27 and 28 Newfields Chesterton Fen Road – against refusal by SCDC to grant planning permission for building 2 utility/day rooms ancillary to the existing stationing of gypsy caravans - **dismissed**.

Decisions received:

Miss Rosie Davey 63 Cambridge Road (P5/4-09) – conversion of garage to annex (retrospective application) - **approved**. **Conditions reacting to windows, driveway access, boundary. For purposes ancillary to residential use of 63 Cambridge Road.**

Cambridge Consultants Ltd Science Park (18/11-08) - proposed 3 storey extension and energy centre following demolition of the banana block with associated landscaping additional car & cycle parking & alternative access arrangements – amendment: reduction in height by c 0.5m and width by c 4.5m – **approved**.

Jamie Beynon 9 Hall End (PC10/4-09) – extension – **approved**. **Conditions about windows and roof light.**

New applications:

S/0367/09 Milton Primary School (P5/4-09)) – enclosure of external open area to form ICT suite – amended fenestration – **for information only** .

S/0452/09 ABCAM 330 Science Park for “installation of liquid nitrogen tank associated fencing and erection of bicycle shelters” – **no recommendation**.

S/0568/09/F Ms F Roberts land to the east of 48 Fen Road – dwelling - **refuse**.

Comments: “We believe the building to be contrary to Policies CH/4 and DP/3 of the SCDC DPD 2007.

Overbearing development in relation to neighbouring historical property and within historic curtilage of a listed building.

We are concerned about the impact on the trees.

We found it difficult to judge the effect of the proposed dwelling in relation to number 3 Shirley Close. The back boundary on drawing DR 10/08 does not conform with the boundary shown on the location plan.”

Having declared a prejudicial interest ME left the room for this item.

Committee reports and recommendations:

12 **Land Group update** (PC12/4-09)

AGREED (at 8.50pm) [**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 9.00pm.

13 **Finance** – the minutes of the Finance & Staffing meeting held on 27 April were received

It was **AGREED**

to accept **The Finance & Staffing Committee’s recommendation to approve the accounts 2008-09.**

Noted that the year-end internal audit was due to take place on 14 May. The clerk would circulate this report.

- 14 Annual Parish Meeting (PC5/4-09)** – the minutes of the APM 2009 were received. The clerk would include PSB’s thanks to those residents who delivered the Parish Plan.
- 15 Parish Plan update (PC13/4-09)**
Communications Group was continuing to meet to discuss the Village Guide and the web site. There would be a Parish Plan stall at the Village Fayre.

Representative reports:

- 16 Milton Community Centre (MCC) update**
MCC hoped to seek tenders for the refurbishment before long. There had been an attempted break-in at the Sycamores pavilion.
- 17 County Councillor’s report** – the clerk reported on behalf of MW that Donarbon were to take over the running of the HWRC site. SCH having declared a personal interest (husband an employee) reported that Donarbon had won the contract to operate the site as from October.
- 18 District Councillors’ reports**
Voting papers about the housing stock issue had been sent out to tenants.
More graffiti had appeared on the Jane Coston bridge.
- 19 Bills for Payment and Money Received**
CONFIRMED payment of cheques 100042 – 10049 (excluding 100041)
AGREED payment of cheques 100050 – 100061 and cheque 3917 (transfer of precept to S Widows account).
RHC declared a personal interest (two recipients were business associates) and did not vote.

20 Correspondence

- | | | |
|----------------------|---|--|
| EACH | - | request for donation |
| Guided Busway | - | Local Liaison Forum for the Oakington to Cambridge section held Thursday 7 May |
| SCDC | - | Sustainable Parish Energy Partnership |
| JAG | - | Next meeting 28 May |

21 Dates of Next Meetings

- Council - 8 June
Maintenance - 29 June

22 Items and Reports for June agenda

- Request from Colts Football
Verge opposite Tesco
CPALC - South Cambs Parish Forum meetings

The meeting ended at 9.20pm.

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

To consider request from a resident:

“Recently the barriers on the footpath between the end of Froment Way and Butt Lane have been removed (at the Froment Way end). This has resulted in the footpath being used by people on motorbikes. In the past couple of weeks I have contacted the police on two occasions, the first was when two motorbikes travelled in the footpath at I would estimate 30-40 mph. The second was a motorbike coming out of the footpath at a similar speed. The police agreed with me that both incidents were extremely dangerous both for the motorcyclists themselves and any pedestrians who happened to be using the footpath at the time. The entry to the footpath is blind and motorcycles entering the footpath at speed would not be able to see any pedestrians using the footpath until it was too late. I think removing these barriers was a serious error of judgement and I think they should be re-installed as a matter of urgency before there is a serious accident.”

5 Clerk's/Chairman's report

Office alarm system (PC8/4-09) – in conjunction with A Gray, MCC and JEC I have accepted CIA Solutions' quotation for a maintenance agreement at the office and youth building. CIA do not charge a call-out fee. The local firm that I contacted charge £40 – call-out time 1 hour. **Please confirm this action.**

Police Liaison (PC6/5-09) – Sgt Rogerson has contact RHC and wishes to have further discussions with him.

CPALC Representative (PC8/5-09) – **do we wish to elect a CPALC representative?**

Landfill Liaison (PC8/5-09) – I have spoken with Dave Harling, Waste Recycling Group. He is going to give us some dates for a meeting.

Allotments fence – we paid £220 to repair the allotments fence last month. I have received from the Police Collision Enquiry Unit details of the driver of the car that damaged the fence and her insurance company so that we can reclaim the cost. I have written to the insurance company.

Stanton Farm Nursery – reports of parents using the A10 entrance are being investigated by SCDC as this is not only dangerous but also a breach of planning consent for the nursery.

Maintenance:

- Litter bin – bin at end of Fen Road set on fire. **For Maintenance to discuss.**
- Bus shelter Landbeach Road – another glass panel has been broke. Rob arranged for it to be replaced by a metal panel. I am pursuing an insurance claim.
- Tomkins Mead: “..... routine work we are looking to carry out in Tompkins Mead, and while I am emailing some extra work that has taken place as previously discussed as well.

We spoke on the walk around about volunteers carrying out willow regrowth cutting back in early may in the wet grassy area, we have had some of this work done now by a smallish group from a Huntingdon company, they cleared a very respectable amount in the time they were here.

Work we are hoping to do soon. We are aware that the path edges are overhanging with the growth of adjacent plants. If all goes to plan we hope to cut these back in the next couple of weeks, we will monitor regrowth to see if another cut is needed later in the season.

You will have noticed that the bark chippings have been dropped in a pile on the opposite side of the ditch to the doctors surgery, we are hoping to get some of these on the boardwalk ends in the next few weeks. If we get a chance we will use some of our Thursday morning volunteers to get it done quicker.

Hope this is all okay. Regards, Malcolm Busby”

CPLAC – South Cambs Parish Forum meetings. This session will be repeated 3 times at 3 different venues.
Wednesday 17th June 2009 – Impington - 7.00pm - Community Room, Histon/Impington Recreation Ground,
Thursday 25th June 2009 – Sawston - 7.00pm - Walnut Gallery, Sawston College, Sawston
Tuesday, 30th June 2009 - Cambourne – 2.00pm - South Cambs District Council Offices, Cambourne

All South Cambs Parish & Town Councillors and Clerks are welcome to attend

AGENDA

1. Welcome & Overview
2. Session on:
 - Changing role of Parish councils
 - New Power of Wellbeing
 - Capacity building projects
3. Main session on parish council planning powers and potential problem areas
4. Code of Conduct and key areas of advice to parish councils
5. Data Protection Act and Freedom of Information issues for parish councils
6. Parish Liaison with SCDC & partnership working
7. Questions & Answers session

Please contact accounts@cpalc.org.uk to reserve places for your council

Does anyone wish to attend? Rob and I hope to attend the meeting at Cambourne on 30 June.

Headstone – Having been instructed to erect a headstone at Milton cemetery Ivett & Reed paid MPC £90. The family have now decided not to proceed. Ivett & Reed have asked for a refund. They tell me that in such cases other councils have always refunded the money. **For Maintenance to discuss.**

SCDC Standards Committee – nominations for four parish council members who represent all South Cambridgeshire parish councils and meetings required by 7 August 2009.

A14 improvements – a resident from Impington has asked local councils to consider “lobbying” for noise prevention measures (attached green).

6 Verge – to consider proposals to improve appearance of verge opposite Tesco

7 Request from Colts Football for funding towards expense of playing home games outside the village

8 Planning

Wind turbine Tesco (PC6/3-09) - correspondence received in support of application.

Conservation Area

walnut tree 42-44 High Street - application C/11/40/072 to remove limb, six lowest laterals and lift remaining crown. – **no comments** (delegated)

Decisions received

Cambridge Newspapers Ltd – generator (PC10/4-09) – **approved. Specific details and noise levels to be approved.**

Mr Ian Jones 32 Fen Road – garage and carport (P5/4-09) – **approved. Details of materials to be approved.**

Milton Primary School Humphries Way (P5/4-09) – enclosure of existing external open area to form ICT suite - **approved.**

Mr & Mrs W Gunn 313 The Rowans (P5/4-09) – first floor side extension and single storey rear extension – **approved. No windows or openings on south west elevation at first floor level.**

Mrs L Shane 106 The Rowans (P5/4-09) – first floor bedroom and bathroom extension over garage – **approved.**

New applications

S/1769/07 The College of West Anglia Landbeach Road – demolition of existing workshop and Leonard buildings, alterations and construction of new teaching and administration building – revised landscaping scheme – **for information only**

S/0480/09 Milton Primary School Humphries Way – erection of cycle and scooter shed and racks

S/0520/09 The College of West Anglia Landbeach Road – Change of use and extension of straw barn from agricultural to educational equine therapy unit including the replacement of external cladding.

S/0587/09 SCDC - Blackwell Caravan Park – replacement warden’s building

S/0647/09 Ms M Barker and Mr J Morley 1 Old School Lane – extension and alterations

Any other urgent applications (at chairman’s discretion)

9 Independent Internal Audit

- to receive year end report (attached - beige)

- to appoint Canalbs Ltd as Independent Internal Auditor for 2009-10

Committee reports and recommendations:

10 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

11 Parish Plan update including Village Guide costs and revenue

Representative reports:

13 Joint Action Group [JAG] (ME)

14 Milton Community Centre [MCC] update

15 County Councillor's report - no report to date

16 District Councillors' reports – Culvert wall – HMS has been trying to find out who is responsible for maintaining the brick wall at the end of the culvert into the river along side Fen Road. Philippa Noon, River Cam Conservators has also been investigating: Conservators are not responsible. "We therefore remain in limbo until the asset owner can be proven."

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

18 Correspondence (can be read at 7.15pm or you may request copies)

- Standards Committee** - Newsletter
- ACRE** - Calor Village of the Year Competition

19 Dates of Next Meetings

- Youth Working Group – 11 June 6.30pm
- Maintenance - 29 June
- Community Care – 16 July 11.00am
- Council – 20 July
- Finance – 27 July

20 Items and Reports for July agenda (to be received by Friday 10 July)

Jim Daniels

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Clerk

