

MILTON PARISH COUNCIL

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1st September 09

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 07 September 2009 at 7.30pm

AGENDA

1 Apologies for absence

2 Declarations of Interest – personal and/or prejudicial

3 To approve the minutes of the meeting of 20 July 2009

Minutes of the Meeting of Milton Parish Council held on Monday 20 July 2009 at 7.30pm in the Bowls Pavilion

Present: RH Chapman (chair) JE Coston GA Covell R Day TA Drummond M Ellwood RJ Farrington
SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters
Councillor M Williamson
The clerk and assistant clerk

1 Apologies for absence – PS Badley, AJ Campbell.

2 Declarations of Interest – personal and/or prejudicial

HMS – planning - personal – member of SCDC planning committee.

TAD - land update personal – member of colts football club.

IFM - land update personal – chairman of colts football club.

3 Minutes - the minutes of the meeting of 20 June 2009 were approved and signed as a true record.

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

A10 Bridge – from concerned residents that since the removal of the barriers from the end of the footbridge/Butt Lane cycles come down the slope at a speed and cars leaving Coulson Close just do not see them.

The clerk was liaising with Alistair Frost.

Noted that scramble bikes also come down the bund path at speed. Members would look at this during the village tour in September. Maintenance Committee to consider.

5 Clerk's/Chairman's report

Policies - noted that the *ad hoc* committee (PSB, AJC and JEC) formed to look at Policies had not yet met.
(See minute 13/1-09).

Training – members to let the clerk know by September how many hope to attend.

Colts Football – letter of thanks received from the secretary Colts Football club for grant of £620.

South Cambs Traffic Management Area Joint Committee meeting on 13 July 09 – the clerk asked that Milton Parish Council's request for a pavement adjacent Tesco (bid submitted 2008) be considered under agenda item 10.

Response: The report to the AJC will not be identifying schemes from individual parishes but will be updating the AJC on how the County Council members agreed that this year's funds should be used and suggests a way forward for next year. (Minute 9/7-09 below also refers – raised table at The Oaks / The Rowans).

Path from The Rowans to Tesco (PC7/3-09) - the village was being consulted (see Village View July). Two responses received so far. The clerk would ask County Council Highways view also. **Action: the clerk**
Further discussion at September meeting.

Crime update – Histon Neighbourhood Profile update received detailing latest crime statistics. Neighbourhood Panel meeting scheduled for 14 July.

Verge opposite Tesco – a digger driver for the day would cost up to £300. Work to be done in/by September.

South Cambs Parish Forum – new date with the agenda:

- Wednesday, 23rd September 2009 at 10.00am
South Cambs District Council, Council Chamber, Cambourne

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

The chairman, RLEW, clerk and assistant clerk hoped to attend.

Web site update – the assistant clerk explained that it was not clear that the miltonvillage.org.uk website belonged to Milton Parish Council and that he wanted to update the layout and wording to clarify that MPC was responsible for this website.

It was **AGREED** (12 votes in favour 1 abstention)

to proceed with the assistant clerk's proposals for updating the website (Plan B) provided that there was no financial implication. Action: assistant clerk

Council would consider the Communications Group proposals in September.

6 Proposal to purchase "Pay as you go" mobile phone for the Chairman

RHC reported that he had no intention of claiming his Chairman's Allowance,
AGREED

to purchase a "chairman's" mobile phone primarily for making outgoing calls.

The clerk would organise purchase through Virgin Media. **Action: the clerk**

7 Planning – the minutes of the planning meeting held on 29 June 09 were received.

Decisions received

The College of West Anglia – change of use and extension of straw barn from agricultural to educational equine therapy unit including the replacement of external cladding (PC8/6-09) – **approved.**

Milton Primary School Humphries Way – erection of cycle and scooter shed and racks (PC8/6-09) - **approved.**

SCDC - Blackwell Caravan Park – replacement warden's building (PC8/6-09) - **approved.**
If building ceases to be used for approved purposes it shall be removed and land restored to its former condition.

Ms M Barker and Mr J Morley 1 Old School Lane – extension and alterations (PC8/6-09) – including amendment – change to egress window in gable as requested by Building Control – **approved.**

Milton C of E Primary School – access ramp (P5/6-09) - **approved.**

New applications

S/0733/09 Cambridge Mencap Trading 1 High Street – change of use from residential (C3) to residential care home (C2) (min P5/6-09) – amended site plan received to include Edmund Close within ownership of applicant – **for information only**.

RTS reported that this application was **approved** at the Chairman's Delegation meeting as there were no planning reasons to refuse. He supported Council Planning Committee's comments at this meeting particularly the concerns about possible future planning applications.

S/0120/09 Napp Pharmaceutical Holdings Ltd 191 Science Park – generator and enclosure - including amendments (retrospective application) – **no recommendation**.

S/0848/09 Prof R Lemon 16 Butt Lane – erection of chimney - **approve**.

S/0974/09 Mr & Mrs Tyrrell 145 The Sycamores – rear single storey - **no recommendation** (provided that there were no adverse comments from neighbours).

TAD and IFM both declared personal interest as they knew the family through Colts football.

Guided Busway

Discharge of Condition 5 of Cambridgeshire Guided Busway [CGB] Order 2005 - Lighting. Details of the lighting system received.

Gypsy and Traveller Development Plan

A special meeting of the Planning Parish Forum to discuss the Gypsy and Traveller Development Plan Document Issues and Options 2 consultation taking place between 10 July to 9 October 2009 - Thursday 30 July 2009 is being held.

A road show will be held at Milton Community Centre Friday 31 July 1pm – 8pm.

If enough extra pitches can be found elsewhere SCDC propose to turn Blackwells caravan site back into a transit site. (Blackwells was originally a transit site).

Noted that the police cannot evict illegally parked travellers if no transit site is available.

Committee reports and recommendations:

8 Land Group update (PC10/6-09)

The meeting was not closed for this item.

The Group is negotiating with URV for the amount of recreation space required and size of sports pavilion on the land behind Milton Hall. Contrary to what URV had claimed, the provision of a larger pavilion would not delay planning permission. A meeting with SCDC to finalise the S106 had not yet been arranged.

IFM thanked the assistant clerk on behalf of Council for his hard work in negotiating with URV.

There had been no progress regarding other areas of land.

Noted that an application to renew the planning permission for recreation land at Landbeach Road would not be opposed by the Planning Officers.

Possible road proposals before the Area Joint Committee included a foot / cycle path from Landbeach to Milton. (This would possibly help support Milton's proposals for recreation land).

9 Maintenance – the minutes of the Maintenance Committee held on 29 June 09 were received.

Matters arising:

- Accident figures - noted that the accident rate information had since been received and sent out to councillors as well as to the Parish Plan Transport Group leader.
- Cemetery - the village website had been amended to reflect the policy for the interment of non-residents. Action **CONFIRMED**.
- Raised table at The Oaks / The Rowans – request to consider asking for funds from Area Joint Committee for Minor Highways Improvements (AJC) to install a raised table at this junction to slow down vehicles (similar to the one at Church Street / High Street Chesterton).
Noted that the Area Joint Committee for Minor Highway Improvements was changing its funding priorities and was considering 20mph speed limits in villages close to Cambridge in which case a raised table would not be necessary. Milton was third on the list. It was agreed to discuss when the AJC contacts Council.
- Play areas – Stuart had rotovated bark at The Sycamores (in error). He had promised to do the other areas.
- Accident – the clerk's office was pursuing a claim with the driver's insurance company for repairs to the allotments' fence.

Cemetery – reimbursement of fee. Ivett & Reed paid a fee for a headstone on behalf of a family. The family had now decided not to proceed.

AGREED to reimburse Ivett & Reed.

It was suggested that this type of decision could be delegated to the clerk.

10 Landfill Liaison – the minutes of the meeting with Waste Recycling Group held on 1st July were received. JEC highlighted: circular footpath around the site; site visit by members of PC; draft proposal for willow beds.

11 Community Care - the minutes of the Community Care meeting held on 16 July were received.

Matters arising:

- CHS had confirmed that it was the responsibility of SCDC to inform residents of the new procedures (CC7/7-09) and that SCDC should have done so. CHS had no list as everything had been passed on to SCDC. HMS had been in contact with the housing officers at SCDC and CHS, and understood from them that it had been really difficult for them to find people with a local connection to fill places in Barnabas Court over the past few years. This was now perhaps worse because anyone wanting a place has to be registered with Home-Link in order to bid. They then have to be aware that a place is coming up and put in a bid. When a vacancy arose recently, 8 people who had bid were turned down because they could not prove a local connection, before the flat was let to a relatively young couple (over 55 is the stipulation). HMS suggested a council officer to write a piece for the Village View outlining the eligibility and the process to encourage our own villagers to participate. **HMS to arrange**
The clerk's office would be happy to inform residents of the procedures. A copy of the Home-Link magazine (which is given to SCDC councillors) was now being delivered by them to the clerk's office.
- The Trustees of the Charities needed a clerk urgently (CC6/7-09).

AGREED at 8.55 pm [**Public Bodies (Admission to Meetings) Act 1960**] **to exclude members of the public to this item by reason of the confidential nature of the business.**

AGREED to put the Community Care Warden on SCP 19 as from 1st August 2009.

The meeting re-opened at 8.56pm.

12 Parish Plan update

Environment Group - next meeting 26 August. The Group had stalls at the Country Park Environment Day and Village Fayre. The village was to be "mapped" to find out which properties were insulated – information to help target grant applications. Energy saving lights and power down for computers are to be given away, remote controls for power switches and electricity monitors are available to borrow (tel Clarke on 502400)

Baits Bite Lock – feasibility study received. Conclusion – expensive – to be discussed on 26 August. Evidence suggests that there are decreasing flows in the River Cam.

Police Liaison Group – also had stalls at Country Park and Village Fayre.

Village Guide – has been delivered to every house. Positive feedback received. Thanks for the hard work done by JEC and assistant clerk.

Representative reports:

13 Milton Community Centre [MCC] update

The Village Fayre was again very successful. Thanks to all who took part. The clerk would write expressing Council's thanks to the organising committee. **Action: the clerk**

14 County Councillor's report

Communication – MW would ask Sgt Rogerson to keep him informed of major crimes in the area. It was noted that the district councillors had received such information from the police about a recent incident.

Butt Lane / A10 junction signage – MW still did not know when the additional signs would be in place.

CCTV – would be installed on the A14 bridge on 27 July.

Land at Landbeach – the church had sold land with an agricultural covenant. The purchaser had subsequently asked to have the covenant removed so that he could install a 95 metre high wind turbine.

Milton to Impington - at their meeting on July 13th, the South Cambs AJC is due to discuss a report entitled 'Cambridge Cycling Town' which contains the following:

- preliminary design is just starting on a new foot and cycleway to improve safety between Milton and Impington. The scheme will provide a safe route for children from Milton to cycle or walk to Impington Village College. The scheme will also link Impington to the Park and Ride site, give a route to Milton Country Park, and will provide a path for the many migrant workers who are commonly seen walking in large groups along the road. The facility is likely to be 2.5m wide and will require the felling and trimming of some trees and perhaps the piping of ditches.

Discussions will take place with Parish Councils and local members once some more details are available, and then a public consultation will be undertaken in the summer allowing construction to commence spring 2010. I know how concerned MPC have been in the past about the security of the bus service from Milton to IVC so the second sentence may well cause concern. RTS reported that a proper consultation would take place with an exhibition in Milton. Noted that a free bus could only be provided if the County Council deemed the route unsafe for a child walking to school accompanied by an adult. Council would wait to see details before commenting.

15 District Councillors' reports

Housing Transfer Ballot result of ballot:

Tenants:	Yes	1426 (27.4%)	Leaseholders:	Yes	165 (46.6%)
	No	3772 (72.6%)		No	189 (53.4%)
	Turnout	5198 (73.4%)		Turnout	354 (61%)

HMS

“Milton Country Park - The grant awarded following the Council meeting last Thursday of up to £261,000 is to pay for upgrading and extending the Visitor Centre (we saw the plans that went to Planning a few months ago). Contrary to the Cambridge News report today, there is no revenue support for the Park from SCDC. They paid a ‘dowry’ of £250,000 when the Park was handed over, and have made it clear that no further large revenue grants will be forthcoming. There was also a Sports Development Grant for the pontoon on Todds Pit awarded a few months ago. The Sport Lakes Trust are also actively seeking grants to upgrade the paths in the Park (particularly the areas which get very muddy in wet weather).

Sewage on Chesterton Fen – Section 101A request for first time sewerage

Anglian Water are continuing to research the current sewage arrangements on Chesterton Fen and land ownership, to inform their report, which will go to their October meeting. This meeting will either decide the case or ask for more information.

Swine flu - Council had been forwarded information about volunteering to staff Antiviral Collection Points. Our 2 closest are at Chesterton Hospital and Arbury. 3 roles are wanted – Meet and Greet, Hand out the Medication (against a unique number given over the phone) to the neighbour of the Flu sufferer, and Support Staff (organise the queue, etc). The email may be forwarded to anyone who is interested in helping. Sarah.smart@cambridgeshire.gov.uk is coordinating it all.

Neighbourhood Panel – motorcycle nuisance in Froment Way area is still a priority.”

16 Bills for Payment and Money Received

CONFIRMED payment of cheques 100077 - 100082

AGREED payment of cheques 100083 - 100100 (HMS abstained)

17 Correspondence

- Guided Busway** - Local Liaison Forum Thursday 11 June; update June 09
- ACRE** - Community Action magazine Summer edition
- SCDC** - Gypsy and Traveller DPD - Planning and New Communities Portfolio Holders' meeting, 19 June 2009
- National Trust** - Wicken Fen Vision Strategy Document
- CCC** - Archaeology Annual Report 2008-09
- NALC** - Local Council Review Summer 2009
- Cambridge Horizons** - Green Vision News June 2009
- Cambridge Housing Society** - Summer newsletter

18 Dates of Next Meetings

- Finance & Staffing - 27 July
- Council - 7 September

19 Items and Reports for September agenda

Village Tour – omitted from July agenda

The meeting ended at 9.30pm.

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

Crime update – large fire in field near railway on Tuesday 28 July. We have spoken to M Woolhouse, CSLT who now own the adjacent land with the open access (next to the railway) and rent it to a farmer from Waterbeach. We have suggested that CSLT block off the access. The Police have not been able to identify who or what caused the fire.

Parking problems along entrance road to Country Park. (M Woolhouse, CSLT and G Chamberlain, Cecil Instruments hope to attend)

PCSO Claire Whiteman also hopes to attend to report on these two issues.

5 Request for funds towards archaeology (WDB)

6 Clerk's/Chairman's report

Training – an encouraging response: 7 + 2 staff from MPC; 1 + 1 from Landbeach; 7 from Waterbeach; 4 from Histon and 4 from Impington + 2 staff will attend the training sessions.

Village Tour – (PC4/7-09) – **date to be agreed.**

Procedures: (PC5/7-09) thoughts for the “Policies and Procedures” ad hoc committee to consider - a taster.

- **Voting Procedures**

“It is not necessary to record the majority by which a decision is made unless a member requires the voting to be recorded.” LG Act 1972 Sch 12 paras 13(2) and 29(2). (Local Council Administration 8th edition Charles Arnold-Baker published 2009 p68).

- **Resolutions**

“A council may by standing order require that a resolution shall be seconded as well as moved (and many do)....” (p64) and as we do:

Our Standing Order 26:

A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be put in writing and handed to him before it is further discussed or put to the meeting.

“.....but a seconder is not required by any rule of law (or by either Houses of Parliament), and in the absence of such a standing order the chairman should permit resolutions and amendments to be discussed after they have been moved only.” (p64).

Highways issues: the clerk met Keith Fauch on 23 July to discuss the following:

- 1 Blocked drains: 1 and 2 Fen Road
Coles Road by telephone box
He will investigate but usually if the water has cleared within 24 hours he will not jet out the drains.
- 2 Verge opposite Tesco: (PC5/7-09) – we hope to install bunds in September. He will put in the bollards.
- 3 A10 Bridge: (PC4/7-09) Cycle barrier – he will consider putting in a barrier similar to the one in the Butt Lane / Froment Way path.
- 4 Path by Tesco: (PC5/7-09) - first we should consider asking for double yellow lines to allay the resident's concerns about parked cars obstructing the view and possibly being a cause of accidents.
Steps – may need some sort of barrier at the bottom and possibly railings – Health & Safety issue but as it is on private land this may not be the case.
Diagonal path from near James Carlton Close OK. It would need to be able to cater for disabled users.
The simplest solution – ask Tesco to block off the access.
Response from residents: “We have just returned from holiday and seen Milton Village View containing the plan for the path/steps from The Rowans to Tesco car park.
We think the path would be a good idea as so many people use the short cut across the grass in any case.
Furthermore, with a path across the grass we could perhaps allow the trees and shrubs next to the alleyway to flourish and grow so that we do not have to see the unsightly side of the Tesco building. The greenery was just beginning to mask the building when someone, without much idea of hedge trimming, came along and made an awful mess of reducing the size of the trees and shrubs. The state that the shrubs were left in was truly appalling. I assume this was done to allow more light into the alleyway (it was certainly not done to make the area look better). If residents had the option of using the path across the grass verge then there would be no need to massacre the trees and shrubs again.”

A new manager, Paul Torres, has been appointed by Tesco and he wishes to meet with us to discuss all outstanding issues including path. Meeting to be arranged.

- 5 Stanton Farm: - dangerous (and contrary to planning permission condition) entrance from A10 (PC5/6-09). I have sent Keith copy of SCDC Enforcement Officer's reply to me and have asked for the Enforcement Officer's update. [No response to date - 01/09/09]
- 6 1-5 Knights Way Road: – no money to repair this road – not a priority.

South Cambs Parish Forum (PC5/7-09) – reminder: meeting Wednesday, 23rd September 2009 at 10.00am
South Cambs District Council, Council Chamber, Cambourne

Mobile phone (PC6/7-09) – purchase to be arranged.

A14 Bridge (PC14/7-09) –

South Cambridgeshire Crime and Disorder Partnership - would like you to invite you to attend an information event about anti-social behaviour. The event will take place at South Cambs Hall on TUESDAY 29 SEPTEMBER 2009, starting at 7pm and finishing at 8.30pm.

By attending this event you will learn:

- how to report anti-social behaviour effectively
- how reports of anti-social behaviour are handled
- what tools are available to address anti-social behaviour
- what action is being taken by partners to address anti-social behaviour

The event will include presentations from officers from a number of agencies who are involved in the wide ranging work to address anti-social behaviour in the District and will include examples and case studies including Acceptable Behaviour Contracts, education to young people and details of positive interventions.

SLCC Regional Conference – at Chilford Hall Linton Thursday 24 September 10.00am – 3.45pm. Programme includes Local Empowerment, Managing Council Assets, Council's HR Duties, Modern Allotments and Leisure Garden Management, Excellence in our Sector, Innovations – Going the Extra Mile. Cost £49, 3 delegates £125.

SCDC:

- invite – **invitation** from C Nightingale Chairman SCDC to visit SCDC offices on 26 November.
- open space contributions – S106 Agreements: SCDC is trying to improve the process for obtaining the transfer of open spaces and S106 contributions to Parish Councils and is proposing a standard form of indemnity. SCDC requests two PC authorised signatories so that the deeds of indemnity can be prepared and sent out for signature at the relevant time.

CPALC – Invitation to Consultation “Rural Cambridgeshire: Ensuring a Vibrant Future” received. From CPALC: “I assume that you have received a copy of the invitation to the various workshops in the enclosed document. It is important Parish Councils are represented at these types of events, can you please circulate this to members of your parish council and canvass those who are available to take part. Please book spaces direct with Cambridgeshire ACRE via the reply slip also enclosed.” (Previously circulated).

Community Care - Care Network – meeting at Milton Community Centre 8 September 10.00am – 12.30pm.

7 Planning – to receive the minutes of the planning meeting held on 17 August

Minutes of the Planning Meeting of Milton Parish Council held on Monday 17 August 2009 at 7.30pm in the Parish Office

Present: RJ Farrington (chair) RH Chapman JE Coston R Day
HM Smith RT Summerfield RLE Waters
Asst Clerk

1 **Election of Chairman** – RD proposed RJF; HMS seconded; RJF elected Chairman unanimously.

2 **Apologies for absence** – B Jefferson.

3 **Declarations of Interest** - HMS personal (member of SCDC Planning Committee).

4 **Minutes** - the minutes of the meeting held on 29 June 2009 were approved and signed as a true record.

5 Planning Decisions

Mrs S Lee 6 Sunningdale Park Chesterton Fen (P5/6-09) – retention of day room not built within accordance of Condition Iii of Appeal Decision APP/W0530/C/08/2079175 dated 18 February 2009

Refused. Inappropriate development in Green Belt.

Cambridge Mencap 1 High Street (PC7/7-09) – change of use from residential (C3) to residential care home (C2)
Approved.

6 New Applications

S/0842/09 Ms Debbie Davis 8 The Sycamores (PC5/6-09) – extension

Application withdrawn

S/1005/09 Miss Rosie Davey 63 Cambridge Road – rear extension

No recommendation. Comment: No light to Lounge apart from door to Family Room.

S/1018/09 Mr & Mrs I McGuinness 10 Goding Way – single storey rear extension and first floor balcony

Refuse. Comment: Balcony intrusive to neighbours; Loss of privacy to neighbours.

S/0904/09 Equitable Life and Assurance Society Ltd Unit 220 Science Park – 3 roof chillers and cycle shelter

No recommendation.

S/1072/09 Mrs Lorraine Newton 109 The Sycamores – first floor extension over existing garage, kitchen and utility

No recommendation.

S/1128/09 Mr Ron Holmes 45 High Street – erection of store, garages and garden room

No recommendation. Comment: Usage should be restricted to ancillary use of 45 High Street.

7 Appeal (see below*)

S/1792/08 Mr C Goldsmith against refusal of planning permission for a 120 Bed Hotel and Restaurant together with Associated Parking and Infrastructure on land between A14 Eastbound on the slip road and Cambridge Road Milton (52/6-08)

It was **AGREED**

to place this item on the September Parish Council agenda and on the parish council website; re-submit the parish council's original comments on the application; determine the date of the hearing.

Action: Asst Clerk

[Asst Clerk's note: I e-mailed SCDC Appeals and they replied that it is too early in the process for a hearing date on this appeal to have been offered or decided upon yet.]

8 Gypsy and Traveller Community Strategy (PC7/7-09) (see below **)

It was **AGREED**

to place this item on the September Parish Council agenda.

Action: Asst Clerk

9 Gypsy and Traveller Site Consultation (see below ***)

HMS reported that SCDC had been out to interview site residents although summer was not an ideal time for consultation as many residents were on holiday. Two pitches have been earmarked for play areas and residents re concerned that their pitches will be taken over for this use. It was **AGREED**

to place this item on the September Parish Council agenda and invite Keith Miles from SCDC to attend the meeting and answer questions on this issue.

Action: Asst Clerk

10 Chairman's Delegation Procedure

Comberton Parish Council had sent a letter expressing concern about the Chairman's Delegation Procedure at SCDC Planning. In Comberton's view, powers are being taken away from both parish and district councillors. Comberton wishes to see the present system either changed or abolished and requests fellow parish councils to write SCDC in support of their view. HMS pointed out that there is a lot of development in South Cambridgeshire and, as the SCDC Planning Committee meets only once a month, a fair amount of delegation is needed to reach government targets. However, the present system of delegation was heavily criticized at a recent Scrutiny Meeting and there was general agreement that it requires revision. It was **AGREED**

to write to the SCDC Planning Portfolio Holder and the SCDC Planning Committee that Milton Parish Council, in principle, supports the views of Comberton Parish Council on the Chairman's Delegation Procedure.

Action: Asst Clerk

The meeting ended at 8.35pm.

*** (original comments)**

“24/11-08 S/1792/08 Turnstone Estates Ltd erection of 120 bed hotel and restaurant together with associated
(52/6-08) parking and infrastructure on land adjacent A14.
“Milton Parish Council strongly objects to this application as the proposed building would have a severe detrimental effect on our village.
Land is in Green Belt. As we have watched Cambridge creep towards us we have consistently resisted any attempt to take this one remaining piece of rural land at the southern approach to the village out of Green Belt. It is the one parcel of land preventing coalescence with the city. This does not meet the criteria for removal from Green Belt status as admitted by the applicant.
Inappropriate. A hotel is an inappropriate building in our village. The Parish Council and residents of Milton do not accept that this location is urban and have always totally opposed any further urbanisation of our village.
 We strongly refute the comments made in Section 9.2 and 9.6 of the Visual Impact Assessment. We are in great need of additional pitches for colts football and believe if the land were used for recreation/football it would benefit the village much more than the proposed hotel.
Traffic. A 120 bed hotel with car parking spaces for 93 begs the question “Where will all the cars go if the hotel is over ¾ full?” The roads in Milton are already extremely busy. They will not be able to cope with the extra amount of traffic. There would be an inevitable increased congestion on the A14/A10 interchange.
 There would be yet another junction in an area with a number of junctions already.
Quality of Life. This area of Milton has been allowed to grow haphazardly over the years to the mishmash of industrial units that we have now plus a superstore with its own problems of traffic. Another rectangular building will just compound what is an unsightly entrance to the village. Compare this with the northern approach to Milton to see how we have got it wrong previously.
 It is interesting to note that the recently completed Parish Plan survey highlights villagers’ concerns about this approach to the village.
Visual impact. A large building of the type proposed will have an adverse visual impact on our village.”

**** Gypsy & Traveller Community Strategy**

Consultation period runs until 21 October 2009.

Document can be found at: http://www.scams.gov.uk/documents/retrieve.htm?pk_document=908175

***** Gypsy & Traveller site consultation**

Handout which outlines sites will be sent to all parish councillors.
 SCDC Officer Keith Miles has been invited to attend but is unavailable.

Decisions received:

Prof R Lemon 16 Butt Lane (PC7/7-09) – erection of chimney - **approved.**

New applications:

S/1146/09 Village Vets Maple Cottage 26 Cambridge Road – single storey infill extension with pitched roof and conversion of existing double garage to provide additional space for veterinary practice

S/1154/09 Mrs S Lee 6 Sunningdale Park Chesterton Fen – part demolition and alterations of existing unauthorised building to provide a dayroom

S/1196/09 Mr Swegen and Ms Bennett 45 Butt Lane – two storey extension

S/1215/09 Mr Barry Tibone 81 Coles Road – single storey extensions to domestic dwelling – consisting of family room and entrance porch / shower room extension

C/11/17/072/14 Mrs E Taylor 2 Walnut Close – trimming of walnut tree at 1 Walnut Close overhanging conservatory at 2 Walnut Close

Any other urgent applications (at chairman’s discretion)

8 Milton to Impington cycle route - to consider response (PC14/7-09)

CCC is holding one consultation event in Milton to find out whether the schemes are supported by local residents and businesses at Milton Bowls Pavilion Tue 1st September 4.30pm - 7.30pm.

Consultation results to be reported to County Cabinet in late September.

The building of the path is likely to mean the withdrawal of free bus passes for IVC under current County policy.

This will also be a chance to consult on Winship Road.

Consultation period starts on 24th August until 10th September.

Committee reports and recommendations:

9 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

Landbeach Road: Expiration of planning permission at Landbeach Road in December 2009: SCDC had said it is no longer possible to renew an application by letter and fee alone. Even if an application is submitted prior to the date the decision expires, a completely new application (inc. all supporting plans and documentation) will be required. Consider asking County Council for permission to start work now on site.

Former EDF Site: Discuss the future management of the sports facilities on site, possibly to include involvement of Milton Community Centre.

10 To receive the minutes of the Finance & Staffing committee meeting held on 27 July 09

Minutes of the Finance & Staffing Committee meeting held on Monday 27 July 2009 at 7.30pm in the Parish Council Office

Present: RT Summerfield (chair) AJ Campbell RH Chapman SC Humphreys HM Smith RLE Waters
The clerk

1 **Election of Chairman** - RTS was elected chairman.

2 **Apologies for absence** - JE Coston.

3 **Declarations of interest** – none.

4 **Minutes** – the minutes of the meeting of 27 April 2009 were approved and signed as a true record.

5 **Matters Arising**

Electricity* (F4/4-09) and CRB check** (F11/4-09) - actions to be confirmed. **Action: the clerk**

* Assistant clerk has discussed with Andy Gray.

**Note the response from SLCC adviser: Why would you want your Assistant Clerk to be CRB checked?

Does he work with children or is he left alone with children? If not, I can't think of any reason for such a check.

6 **Bank Reconciliation and Bank Statements** - the bank accounts were reconciled as at 30 June 09. The Scottish Widows "Business Fund" Account paid interest yearly. The clerk had asked for a monthly statement and interest to be added monthly. Noted that Council would be notified in writing of any transaction over £250 – in which case a monthly statement would not be necessary. The chairman pointed out that monthly interest rates may be lower than annual. The clerk would monitor. **Action: the clerk**

7 **Review of Debtors and creditors at 30 June 09** – there were three long term creditors and no long term debtors. HMS would find out about the £593 pledged by SCDC towards Parish Plan printing costs.
Action: HMS

8 **Minibus Accounts 2009/10** - income to date £837 expenditure £1614. The clerk would ask the minibus treasurer for the quarterly account. **Action: the clerk**

9 **To consider recommendations in Internal Audit report**

Archived minutes – the internal auditor queried Council's Policy about the archiving of minutes. The minutes were kept in loose leaf folders in the fireproof safe. Committee felt that there was very little risk of the minutes being "tampered" with. It was **AGREED** however that the clerk should investigate the cost of having the minutes from 1953 – 1997 scanned to an external hard drive with a view to taking the minutes to the archives department at Shire Hall (in 1997 the minutes were computerised). **Action: the clerk**
Minutes from 1894 – 1953 were already at Shire Hall with copies kept in the Council safe. The clerk reported that JEC had copied these minutes and he would discuss the archiving of the post 1953 minutes with her.

Capital projects – the MCC renovations and land acquisition were both ongoing projects. Minutes of meetings during the previous year referred to both of these projects. Council had precepted for funds towards these projects.

It was **AGREED** that at the year end the youth fund could be incorporated into general reserve. This would not preclude Council from considering putting this money towards a skate park for example. Part of the millennium / history fund could be used for archaeological projects (min 29/10-08 refers).

Budget – the budget spreadsheet had been seen by Council at its February meeting. The clerk would ensure that this is clearly reported in the minutes in future.

External auditor report – this had been minuted in December 2008 – 24/12-08.

The clerk and RTS would reply to the internal auditor. **Action: the clerk and RTS**

10 **Review of Budget and Actuals to date** - Community Care Grants £1000 under budget. It was hoped that further grants would become available towards the end of the financial year.

Allotments expenditure over budget – fence repairs. It was anticipated that this would be reclaimed from the car driver's insurance (min PC9/7-09).

Minibus over budget – major breakdown of minibus resulting in repair bill.

11 **Staff contracts**

Committee reviewed and amended contracts for the assistant clerk, clerk and village litter picker. The chairman of Council would sign these contracts.

Noted that the assistant clerk's annual review in January 2010 would determine his position on the National Joint Council Spinal Column Point as per his contract.

The meeting ended at 8.40pm.

11 Parish Plan update

Communications Group and Web Site Policy (PC5/7-09)

To discuss the action points raised in the following:

Milton Communications Group

Notes from a meeting 12 August 2009 in the Bowls Pavilion, 7.30 – 9.15 pm

Attendees: Phil Badley (PB) (Chair), Jane Coston (JC), David Geasor (DG), Rob Hague (RH), Mary-Anne Johnson (MAJ), Karen Gale (KG), Anna Bradnam (AB).

(Agenda points 16-18 were those at the previous meeting)

Apologies had been received from Paul Oldham.

19. Minutes of the previous meeting (07/07/09).

Version 3 17/07/09 was agreed to be a true record of the meeting.

20. Matters arising

18. Action - PO had not drafted a proposal to take to the Parish Council because neither PO nor PB was able to attend the PC meeting on 20 July 2009.

It had been agreed we needed to clarify the proposal first.

21. DG was concerned about the accuracy of the website and wanted to ensure data on the website matched the "Guide to Milton". DG was given permission to proceed at the Parish Council meeting. The Parish Council is concerned to ensure that the website run under their 'heading' has a neutral tone and provides information only, not comment.

The aim of the Milton Communications Group should be to make the web site we currently have as good as it can be.

22. It was agreed that if the Group did want to suggest changes, we need to keep the Parish Council clearly informed with appropriate justification.

23. The Group agreed that the general procedure would be:

- a. Ensure Comms group meeting are timed to fit with the cycle of Council meetings.
- b. Ensure the minutes are circulated and include proposed items for discussion at next Comms group meeting.
- c. Present the minutes and action points at the Council meeting and seek appropriate approval.
- d. Ensure the Comms Group offers solutions to issues we've identified.
- e. Any viewer must clearly know it is a Parish Council website.
- f. Parish Council has the final word, so it is important that we seek approval from the PC to consider various items from the beginning.

Summary of intended information route:

- Comms Group makes a proposal to PC at PC meeting
- PC advises group if they are happy that Comms are reviewing subject.
- Comms Group then has mandate to review subject
- Comms Group reviews subject

- Comms Group makes recommendation to PC providing justification
- If PC agrees PC instructs work to be undertaken.

24. For www.miltonvillage.org.uk:

The **Parish Notice board** page repeats information issued previously on Milton News (via www.milton.org). Whilst it would be preferable to have one location for information, we are not in a position to change who sends information to whom. So, given that PO receives information and is happy to forward to DG – we must aim to make best use of the information. PO (we understand from DG) is happy to pick up information from the Parish Notice board to add to Milton News if he hasn't already received it.

Action - No change planned

25. "Would it be useful to have space for a forum like Milton Chat on the PC website?" After some discussion it was concluded that it was not appropriate to have a forum for comment and opinion on the PC website but that:

- a) Readers could be encouraged to send their comments and views to the PC, using a prompt such as “If you want to let the Parish Council know your views on this or ask a question, please contact the PC at <contact>”
- b) For some news items that may generate discussion, we may wish to direct the readers to <Milton Chat>.
- c) If the reader did choose to follow the link, insert a statement that the reader was leaving the PC website
- d) DG would like unlimited space to upload new current items and then on expiry, those items to be automatically moved to a searchable archive.

Action - Ask Parish Council if they agree with these proposals in principle. If yes, we'll proceed to details.

26. What items should be included on the Parish Notice Board?

JC observed that she would prefer the website to refer only to events going on in Milton and immediately neighbouring villages. (DG had posted events of interest to Milton residents but going on outside Milton.) How strictly to interpret the word ‘local’ - was discussed at some length. DG pointed out that under the advertising policy, the statement of what events would be advertised was flexible (but ambiguous). At the time of writing the statement says “We advertise events only in Milton and the surrounding villages. Items are posted at the discretion of the Parish Clerk's Office”.

This was discussed at some length. It was generally felt that restricting the advertisement of Events to only those in Milton would severely reduce the interest and content of the Events page, although it was important that the amount of time DG spent on it was kept under review. In general DG felt that anything on a public (real) notice board, should go on the electronic notice board.

Action – Confirm Parish Council satisfaction with the current advertising policy.

27. Home Page - review

On accessing the miltonvillage website, the viewer used to be directed straight to the Parish Notice board but now the viewer is directed to a suite of changing pictures and long page of lists.

The Comms group felt this was not a good entry to the website because:

- a. The first page (four changing views of Milton) is more than one screen view long. This is unhelpful because usually viewers do not realise that there is information below the suite of pictures, they do not scroll down and so they miss any information further down the page.
- b. The Home Page currently has a long list of internal links down the left hand side of the page and the central part of the page holds navigation links.

The following suggestions were made:

- Replace the detailed lists with broad categories, which could then be navigated through
- Use the four or six pictures to illustrate the broad categories. For example, have a picture illustrating leisure activities (with a text description) and make this picture a clickable link to detailed lists of the different leisure activities
- A sub-group (KG, DG and JC) to meet Friday 14 August and decide on the 4-6 categories of subjects and let Comms Group know. (Use ‘pie’ picture from Annual Report 2007/2008 as guidance on categories They will Email categories to Comms Group
- Aim – to make first page one screen-full only – so resize pictures as necessary to fit screen.

Action - Propose change as above to PC

Next meeting Monday 14 September 2009 7.30pm Bowls Pavilion

The meeting ended at 21:05

Environmental Group - Baits Bite Lock project

From HMS: “We should decide whether to try to get planning permission for the Kaplan turbine, and approach funders for grants for the project. I have a sub-committee of the Environmental Group forming which is keen to give it a go. I would like to propose that the PC supports progressing the project and funds a planning application as first step.

We might need to get funding for consultants to produce environmental reports for the planning permission, so this in itself may be a longer process.

We are having a meeting of the Env Group before the PC meeting (probably Wed of the week before) so I will have more to say then.”

Representative reports:

12 Milton Community Centre [MCC] update

13 County Councillor's report

14 District Councillors' reports

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

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

SCDC

South Cambridgeshire Local Development Framework

Adoption of Supplementary Planning Documents

SCDC adopted the following Supplementary Planning Documents (SPD), which expand upon policy policies in adopted Development Plan Documents, on 2 July 2009: Biodiversity; Listed Buildings: Works to or affecting the setting of.

CCC

Guided Bus - Contractor's update

BUSWAY HANDOVER DATE ANNOUNCED Busway contractors BAM

Council that they expect to hand over the track between St Ives and Cambridge at the end of October.

Next Local Liaison Forum for the Oakington to Cambridge section will take place in the Family Wing, Meadows Community Centre on Thursday 10 September 7pm.

John Sargeant

Rights of Way Officer CCC

Improvement works expected to take place in the autumn/winter. It is HGF (Housing Growth Fund) funded and forms part of our programme to improve access to the countryside.

Following improvement works to the southern end of Mere Way (both sides of the A14 and adjacent to Blackwells Travellers' Camp) which were completed earlier this year, we are now planning Phase 2 to take in the northern section from Butt Lane (Sun Close Farm) to Oldfield Farm – a location map is attached (in green). The main works include strengthening the TRO gates across the byway, hardening the surface adjacent to Sun Close Farm where there is a great deal of farm traffic, cutting down some trees that have encroached onto the byway, gapping up the hedges with native hedge species, and signage.

I am sure that it will contribute positively towards securing this pleasant Roman Road route for walkers and riders to enjoy the countryside.

ACRE

Standards Committee

AGM 29 September 5.30pm.

Newsletter – Kathy English (member of MCC Committee) is new chairman.

17 Dates of Next Meetings

Planning - 21 September

Maintenance - 28 September

Council - 5 October

18 Items and Reports for October agenda (to be received by Friday 25 September)

Jim Daniels

Jim Daniels

Clerk

