

MILTON PARISH COUNCIL

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26 January 2010

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 01 February 2010 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 04 January 2010

Minutes of the Meeting of Milton Parish Council held on Monday 04 January 2010 at 7.30pm in the Bowls Pavilion

Present: RH Chapman (chair) AJ Campbell JE Coston R Day TA Drummond RJ Farrington SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters
The clerk, assistant clerk and one member of the public

1 **Apologies for absence** - GA Covell M Ellwood.

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

RHC – A14 widening (agenda 8) personal – A14 issues affect his business; planning application College of West Anglia personal – working relationship with CWA.

TAD - land update (agenda 7) personal – member of colts football club.

IFM - planning application P Newton personal – association with the family through football club; land update (agenda 7) personal – chairman of colts football club.

HMS – planning (agenda 6) - personal – member of SCDC planning committee.

3 **Minutes** – the minutes of the meeting of 07 December 2009 were approved and signed as a true record.

4 **Public Participation** – none.

5 **Clerk's/Chairman's report**

Mere Way improvements – phase 1 (near A14) completed. Phase 2 (strengthening gates, hardening surface, cutting back trees, gapping up hedges and signage) are all dependent on funding.

Double yellow lines – the clerk had advised David Lines, CCC that informal local consultation had taken place. D Lines was working on a scheme. CCC cannot secure any funding under S106 from the Gemmix application.

HCV issues and Countywide Advisory Freight Map – proposals supported.

Archaeology – thanks from WD Booth for the receipt of a cheque for £170 towards the cost of producing the two outstanding reports of three, on recent archaeological investigations at Long Meadow and Hill Close off Fen Road.

Office – JEC and the clerk had agreed on a computer from WOC and copier/printer from CBS – cost approximately £1400.

Community service – the Youth Offending Service place young people of 15 to 18 years old to complete a court order that has been made against them. The youngsters are required to do work to benefit the community.

It was **AGREED** to ask the Youth Offending Service to help with litter picking, to support the work done by the Environment Group. HMS to liaise with the clerk. **Action: the clerk and HMS**

Provision of salt bins – letter received from CCC offering to provide salt bins at £100 per bin. Council would have to be responsible for spreading the salt. CCC would fill the bins.

Concerns: What actually was the position in law if MPC employees or residents grit the bridge? The clerk would check the public liability insurance.

It was **AGREED** (7 votes in favour, 4 against and 1 abstention) to request two salt bins to be situated at each end of the A10 footbridge – the bins to be chained upright to prevent them from being knocked over – provided that MPC's public liability insurance would cover members / public for spreading the grit / salt. This would enable the County Council to fulfil its obligations to grit the bridge as promised at the time that the Park & Ride site was in the planning stage. **Action: the clerk**

Community Facilities Audit - this report had been approved by the Portfolio Holder who agreed that the SCDC should adopt an "informal" standard for community facilities of 111m2 per 1000 population. This standard can now be used by officers to help inform negotiations with developers for section 106 contributions towards indoor community facilities such as village halls and youth centres. The clerk would work out the level of community provision in Milton. **Action: the clerk**

Cambridge Past, Present & Future – **AGREED** not to apply for membership at £35 per year.

Dog bin – the lid on the dog bin at the entrance to the MCC car park was missing.

AGREED to purchase a new bin. **Action: the clerk.**

Anti-social behaviour – letter received from resident at northern end of village complaining about vandalism etc. PC Shulver and PCSO Whiteman visited the resident to discuss.

Christmas lights – thanks to RHC and Colin Nun for putting up the lights.

6 Planning

Appeal (PC6/11-09) – Mr C Goldsmith – land between A14 Eastbound slip on-slip road and Cambridge Road – against refusal to grant planning permission for Turnstone Estates Ltd to build a 120 room hotel and restaurant together with associated parking and infrastructure - **dismissed. Inappropriate development which by definition is harmful to the Green Belt. Significant harm to the openness of the Green Belt and its purpose of checking unrestricted sprawl of large built-up areas.**

Appeal – Mr J Hammond (PC6/12-09) against refusal of pp for demolition of bungalow and erection of dwelling at 53 Cambridge Road.

Decisions received:

Trinity College 310 Science Park (P5/9-09) – extension to form new offices and communal atrium area – **approved. Conditions: Landscaping, external materials, surface water drainage, Travel Plan and cycle parking, use of machinery and various conditions relating to construction works, removal of trees, shrubs and hedgerows, water conservation strategy, schemes for public art and transport infrastructures, scheme of ecological enhancement, external lighting and energy audit.**

Maple Cottage Veterinary Surgery 26 Cambridge Road (PC8/9-09) – extension to practice - **approved. Hard and soft landscaping to be approved. Overnight accommodation of animals for veterinary care purposes only to be within confinement of 26 and 26a Cambridge Road.**

Gemmix (PC6/11-09) – at SGB Storage and Distribution Cambridge Road concrete batching plant - **approved. Conditions refer to hours of operation, external lighting, route plan for hgv's, wheel wash strategy, pollution control and premises to be used as concrete batching plant only.**

New applications:

S/1621/09 Mr Luke Edwards 49 Cambridge Road (PC6/12-09) – alterations and extension to form a one bedroom flat and two bedsits – **application withdrawn.**

S/1740/09 College of West Anglia (494/11-07) – variation of condition 3 of pp S/1769/07 to allow retention of the Leonard building and double classroom - **no recommendation.**

S/1741/09 Ms F Roberts land to the east of 48 Fen Road – erection of single storey dwelling - **refuse. Out of keeping with and detrimental to the listed building at 48 Fen Road.**

S/1804/09 Mr Paul Newton 34 Butt Lane – demolition of single storey extension to rear and construction of new two storey extension - **no recommendation.**

C/11/40/072 Dr PE Noon River Manager Cam Conservators – tree works along haltingway towpath (conservation area) – **concerned that many of the trees are ecologically valuable (rare beetles) and trust that the felled trees are not removed and that there is a replacement programme within this important conservation area**

8 A14 widening (taken before agenda 7)

SCDC's response previously circulated by email. Notes from 9 & 16 December *Ad Hoc* Group meetings received.

AGREED to send the following response:

Milton Parish Council supports the scheme in principle, subject to extensive offsite tree planting to mitigate the scheme's visual impact as well as the increased noise which will be generated. The Council would like to see this offsite tree planting extend from the railway line at the east to the proposed sound barrier for the Blackwell caravan site to the west.

Although Milton Parish Council did not object to the scheme it wished to reserve the right to register concerns at any future Public Inquiry.

- 7 **Land update** (PC7/12-09) – minutes of the confidential business held on 2 November were received, confirmed and signed as a true record.
AGREED at 8.48pm [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 9.27pm.
- 9 **SCDC – Community Transport Strategy**
 Response to the CTS: capital grants as well as revenue should be considered; the needs of Chesterton Fen residents had not been taken into account. The clerk would advise SCDC of the community transport schemes in operation in Milton. **Action: the clerk**
- 10 **Maintenance** – the minutes of the Maintenance Committee meeting held on 14 December 2009 were received and noted. RD and RLEW had inspected the trees at the allotments and felt that they were not a problem (min M6/12-09).
Cemetery path and turning area
AGREED that as the gate was now locked to vehicular access no further action should be taken.
Cemetery seat – noted that the seat at the entrance to the cemetery was rotten. Repairs would cost £420 (wood itself costs £240).
AGREED to remove the wooden seat immediately. Action: RHC
to buy a metal seat from David Ogilvie @ £619 + VAT. Action: the clerk and AJC
 Exact location of seat to be decided by maintenance committee.
Gate – thanks to RHC for repairing the pedestrian gate.
- 11 **Parish Plan update**
Environment Group - SCDC was very keen to establish a regular programme of Community Clean Up events throughout the district. This initiative is supported by DEFRA and Keep Britain Tidy.
 HMS hoped to attend a Community Clear Up workshop in February.
 Environment Group meeting and litter pick planned.
- 12 **Milton Community Centre [MCC] update**
CONFIRMED Council’s continuing commitment to contribute up to £70k towards the community centre refurbishment costs. [Min 235/06 refers]
- 13 **County Councillor’s report** - not available.
- 14 **District Councillors’ reports**
Potholes – Fen Road and slip road by Tesco. Clerk to report. **Action: the clerk**
Tesco meeting – planned for 18 January 11am.
Chesterton Fen – appeal papers for sewage connection being prepared (PC13/12-09). Railway crossing difficult to cross in icy conditions. It was Network Rail’s responsibility to grit up to 12 metres either side of railway crossings. The clerk would ask the City Council to consider putting a salt bin at the crossing. **Action: the clerk**
Milton to Impington cycle route (PC5/12-09) – district councillors were not aware of compulsory purchase orders being made. Cllr MW would have the information.
- 15 **Bills for Payment and Money Received**
CONFIRMED and AGREED payment of cheques 100169 to 100184
- 16 **Correspondence**
Red2Green requesting donation of £100.* - was one of Cambridgeshire’s leading charities supporting people who are disabled, disadvantaged or vulnerable; and help older people with profound learning disabilities, adults with mental health problems, young people with autism and teenagers at risk of truancy.
Guided Busway next forum meeting Room 3, Meadows Community Centre 7 pm on Thursday 14 January.
 December newsletter.
SCDC invitation to a forum of Parish Councils, Housing Associations and key Council personnel to examine the workings of SCDC’s exception sites policy in light of recent experience and current market conditions.
ACRE Community Action magazine Winter 2009
NHS Public consultation on the future of Musculoskeletal Services
SARS Suffolk Accident Rescue Service – appealing for financial support.*
- *Noted that Council’s Policy was not to make donations.
- 17 **Dates of Next Meetings**
 Planning and Finance - 18 January, Council - 1 February
- 18 **Items and Reports for February agenda** (to be received by Friday 22 January)
- The meeting ended at 9.55pm
- Signed.....Date.....

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

5 Clerk's/Chairman's report

Community Care (CC11/3.4-09) – the Community Care scheme has been awarded a grant of £2000 from the County Council small grant scheme for 2010/11 – a reduction of £1000 from last year.

A grants reception will be held on 8 March at Over Community Centre 1.30pm. **Who will attend?**

Tree (M4/12-09) – John Holder and Gaye Lockwood are pleased that the tree adjacent the Post Office has been lopped and have offered to pay half of cost.

Salt bins (PC5/1-10) – having taken advice from Allianz Cornhill that the liability for gritting the bridge rests with the owner and that if members of the public used salt provided by us we may not be covered by our Public Liability insurance I consulted members. As a result I did not take up the offer of salt bins.

MW is trying to find the definitive legal position from the County Council legal department.

Michael Oakman, CCC, on 6 January stated the following: “I have checked records and our contractor has signed sheets to say that both bridges have been salted 9 times this winter. I will advise you next time we salt then perhaps your members might like to check. Precautionary salting will not remove all snow / ice as the process is somewhat reliant on traffic whether that be vehicles / cyclists or pedestrians.”

[Note: I have had no further communication from M Oakman].

I asked the City Council about the possibility of providing salt bins at the Chesterton Fen railway crossing. Response: “The responsibility rests with the County Council as the highways authority, they have responsibility for gritting of all adopted highways. I would not wish to complicate this issue given the railway location and the risks associated with the public working to spread grit etc. The safety aspect and the litigation issues need to be considered for such areas.”

Countryside access projects - Housing Growth Fund budget reduced resulting in ending of funding for Cambridgeshire Rights of Way Improvement Plan projects around Cambridge, Northstowe and St Neots as from 1st April. Mere Way improvements (PC5/1-10) - surfacing/gate/tree/hedge improvements – will not be completed after all the preparatory work.

Archaeology (PC5/1-10) – reports on archaeology finds at Long Meadow and Hill Close (off Fen Road adjacent lake beyond Milton Hall) received.

Office (PC5/1-10) – computer and printer installed. It's up and running well and we are in the process of organising connections.

Awaiting photocopier. CBS are giving us the photocopier.

We pay 1 pence per copy. **Do we allow clubs to use it eg bowls, scouts and if so how much do we charge?**

Day Centre free of charge?

Bin Fen Road - from officer at SCDC: “In a relatively short space of time we have installed three bins at the river end of Fen Road. The 1st was burnt out, the 2nd vandalised and the 3rd stolen within 3 months. Given that these bins are expensive, I am not inclined to replace this bin as it seems to be the focus of someone's amusement. I would be interested in your views.”

SCDC would consider a stronger bin at that point such as a David Ogilvie bin as at baseball court The Sycamores but “this bin is twice the price that we would want to pay and has not fire retardant device.

However if the Parish could contribute 50% of the cost I am willing to give it a go.”

Cost £602 + £95 delivery but if we order seat at same time (in April?) this would reduce delivery. I asked if SCDC would consider paying out £324.75.

Reply: If you have confidence in this bin, I am prepared to pay half each as a last attempt at securing a bin for this location.

D Ogilvie have confirmed delivery for two items is £125 making 50% **£332.25.**

Do we wish to proceed?

I have also asked whether Cam Conservators would pay one third. From the river manager “ I don't think my Chairman will be too happy about it but I'll broach the question and return to you asap. It is highly unlikely that we should be willing to offer an alternative litter bin here at the lock on account of vermin, vandalism etc”.

Bus stop – following a request from a resident about passengers standing out in all weathers to ensure that the citi2 stops at the Waggon & Horses bus stop I asked if Stagecoach would consider making this stop mandatory and to ask drivers to stop in the lay by provided.

Mr Norwell, commercial director, has confirmed that all stops are request stops. If we are aware that buses have not stopped we should pass the details on to Martin Musther assistant Operations Manager.

Meeting with Paul Torres 18th January 2009 – Hazel Smith (PC14/1-10)

Path from The Rowans

Head office are not prepared to take this forward. They want to maintain flexibility for developing the site in future, and not to have rights of way or new official accesses on the site.

Side passage

The next planned maintenance to improve the paintwork along this side will be well into the next financial year. Paul agreed to try to remove the build-up of grime on the covered path with steam-cleaning.

Grounds Maintenance

Paul has spoken to his contractors and told them about the need for cutting back the bushes, which are too close to the road. This would be a lot of work as those further up would need trimming too – it would look ugly for a while. He is reluctant to trim them.

We told him about the inadequate grass cutting last year, and he will keep an eye on the contractors. Jim had suggested he use the same contractor that the Parish Council uses for the rest of the village, but the contract (with Mighty) is managed centrally and he has no control of it.

Local staff had gritted the car park and managed pretty well in the recent snowy spell – no serious incidents.

Litter

The litter in the planting at the front by the bus stop has had a deep clean and looks a lot better. Some is hanging in the trees and bushes round the car park – further work is needed. Paul agreed to publicise the village Environmental Group's litter pick (20th Feb) among his staff, and perhaps to pay some staff for joining in to improve the surroundings of Tesco's. Hazel mentioned that the Youth Offending Team will be doing some litter clearance for the Parish Council, and promised to pass on the contact details to Paul.

Zebra crossings

Belisha beacons were fixed, and the crossing stripes have been painted late last year, but the paint is not very prominent (perhaps it is dirty after the snow?) The sunken drain cover on the entrance road is awaiting action from Tesco Maintenance dept. It has to be dealt with when the shop is closed (ie late on a Sunday).

Trolleys by parent/toddler parking at cash machines

Too many trolleys are stored here (long term) and they spill out beyond the yellow line, making it impossible for buggies to get past without walking in the roadway. They are sometimes still spilling out (Paul will remind the trolley boys) – the answer is to swap some of the deep trolleys for shallower ones, which would be used more often, and Paul has requested this from Tesco management.

Noticeboard and lobby

We had asked about the Parish Notices board that the previous manager had promised us, by the entrance, and he thought that would be OK. It could go on any blank wall, if we can find one. Paul has now seen the relevant section of the Design and Access statement for the lobby, and no sales activity will happen in there.

Foxes getting into waste food

Hazel had forwarded to Paul a posting on Milton Chat which suggested that Tesco left food-waste where a fox might get at it. Waste food is compacted in an enclosed machine at the back of the store. There would be nothing to attract a fox there.

Wheelchair

Paul has no significant money to give to the village – a wheelchair would be about £900 new. We would be happy with a spare second-hand one as we had before – Paul will ask if one might be available. Otherwise a Tesco Community Grant (administered at Head Office) might be the way forward – we should talk to Anne Lea (the Community Support person), at Tesco Milton.

Cycle racks

These seem sufficient, and are well-used, but fixings are pulling out of the block paving – some bolts have sheared off. Paul agreed to look into this.

Future meetings

Paul prefers Tuesday or Wednesday. We agreed to meet again in May, before the June litter pick.

Cambridgeshire County Council - Local Transport Plan Consultation – LTP3

A review is to take place on the Local Transport Plan for Cambridgeshire. The consultation period is from 11 January to 9 April 2010.

The final plan will need to be adopted in March 2011.

Cambridgeshire Horizons - Green Infrastructure Review

Review of the Green Infrastructure Strategy. The consultation period runs from 25 January to 7 March 2010. Green Infrastructure describes a network of public open spaces, routes, wildlife habitats, landscapes and historic sites. It is key to creating places which are attractive, healthy and give a good quality of life and delivers social, economic and environmental benefits.

Consultation Events in South Cambs: Green Infrastructure Review

Milton Country Park	Sunday 31 January	11am – 3pm
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Dates and venues of all consultations received.

War Memorials Trust - half day conference entitled '*looking after war memorials*' to provide advice and information to those who tend, have responsibility for or are interested in war memorials from 10am – 1pm on Thursday 4th March 2010 in the Small Hall at The Guildhall.
Anyone interested in attending?

Minor Highways Improvements, Provision of Mobility Crossings – we have been asked by CCC for suggestions “for the optimum locations for crossings. The cost of a pair of crossings is around £1000 however this does depend very much on site conditions and circumstances. Given the current budget available there is potential to fund around six pairs of crossings in your parish, it would be helpful therefore to have six sites identified with say two reserves for us to progress should there be major difficulties delivering any of the first choice sites.”

Bus timetable changes – as from 14th February: Cambridge - Ely – Littleport: Hourly service between Ely and Littleport. Journeys between Ely and Cambridge withdrawn except for two morning and one evening journey into Cambridge from Littleport and three evening journeys from Cambridge to Littleport. Connection at Ely with X9 service between Ely and Cambridge.

Note: Residents wishing to travel by bus to Ely will need to catch P&R or Citi2 to the Science Park (or walk) in order to catch the X9. X9 service will run from Cambridge to March and connect with Norfolk Green at March to continue to Wisbech (at present X9 continues on to Wisbech).

6 Planning to receive the minutes of the Planning Committee meeting held on 18 January 2010

Minutes of the Planning Meeting of Milton Parish Council held on Monday 18 January 2010 at 7.00pm in the Bowls Pavilion

Present: RJ Farrington (chair) JE Coston R Day HM Smith RT Summerfield RLE Waters
The clerk and Asst Clerk

- 1 **Apologies for absence** – RH Chapman B Jefferson.
- 2 **Declarations of Interest** - HMS personal (member of SCDC Planning Committee); application S/1858/09 personal (has car serviced at Godden Autos).
- 3 **Minutes** - the minutes of the meeting held on 21 September were approved and signed as a true record.
- 4 **Planning Decisions**

R Cave plot adj unit 24 Cave Industrial Estate Chesterton Fen (P5/9-09) – erection of offices and associated car parking – **approved**. **Conditions applicable: surface water drainage, foul water drainage /pollution prevention.**

Milton Parish Council – land at Landbeach Road (PC7/12-09) - change of use from agricultural to recreation land (to extend the time limit for implementation) – land south of Stanton Farm – **approved**. **Conditions refer to details of boundary treatment and a scheme for car parking.**

5 New applications

S/1730/09/RM Helical Ltd former EDF depot and training centre Ely Road (pc 7/12-09)- approval for the appearance, Landscaping, layout and scale of outline planning application S/1601/08 for 100 retirement units, including the setting of North Lodge, 1 warden's unit, central facilities building, sports pavilion, football pitches, hard and soft landscaping including the restoration of the parkland setting and lake to emulate the Humphrey Repton landscape – **no recommendation**.

Comments:

“Generally, the parish council commends what is proposed by URV. It is obvious that they have made a commitment to this very important historical site. However, we do have some reservations that we would like addressed.

We notice that the plans submitted with the reserve matters do not reflect those in the S106 Agreement. We understand that Iwan Jones is waiting for SCDC's input before making the necessary amendments to the plans so that all the changes can be made at once. That is fine, we just wanted to note that the plans should marry with the S106. For example, the football pitches should be changed to the Recreation Area agreed upon in the S106. Also, the siting of the pavilion is incorrect (e-mail from Iwan dated 16/11/09 refers) -- it should be sited halfway down the car park. Also, the front of the pavilion should face the recreation area. In the e-mail Iwan also mentions the use of renewable energy products in the pavilion, but we do not see this in the Reserve Matters application. Again, these are all matters we have discussed with Iwan and we understand that he will make these changes after the discussion with SCDC.

The parish council does have a serious concern about the Drainage Report prepared by URS which is contained in the Reserve Matters application. We find this report to be misleading. It does not reflect the fact that the lake in question is on a watercourse and that there is an inflow from various ditches in the village into this lake, and then an outflow. In our opinion, there is no need for a complex flow control. We also believe the lining of the lake is unnecessary. The scheme as proposed could result in flooding further upstream and interferes with the natural functions of the unlined lake.

Concerning the Lake & Woodland Strategy. Our observations are:

Page 4, Section 3.2: Suggest reinstate sluice at southeast end of lake.

Page 4, Section 3.5: Presume there is no Salix species (willow)

Page 6, Section 4.1: Informal footpath should enter the woods as it originally did (map ca. 1886 from the Milton Chronicle shows this).

Page 9, Section 5.7: Gates to discourage access to south side of lake. Why not keep access? This is the larger side of the lake, is quite open and its use should be encouraged rather than discouraged.

Page 10, Section 6.1: Bird & bat boxes. Should include owl boxes as well, since Cam Conservators are encouraging owls as well.

Page 11, Section 7.1: We welcome provision of an informal path that local community have permissive rights over.

Page 12, Section 8.5: Tree planting. Would suggest larch, field maple, alder, holly and Norway maple to be included. But exclude ash, which along with sycamores, is very invasive; both self set as a weed.

Tree work schedule: Some trees earmarked to be removed could have crown reduction instead, thus preserving these trees.

Notes on accuracy of report:

1. Tree #1 is actually on Highways land and should not be included.

2. References to Rempton should read Repton.

Planting near the houses. Rosa is too thorny and not suitable. Mahonia has very invasive roots and will be a problem.

In conclusion, we feel that a site meeting would be very beneficial between South Cambs officers and consultants to the developer to resolve these matters. We would like to have two representatives at this meeting to present the parish council viewpoint (as well as District Councillor Hazel Smith)."

S/1858/09 Godden Auto Services Ltd Bene't Garage 61 Cambridge Road – demolition of three single storey storage/tyre fitting garages and erection of one and a half storey garage building on expanded footprint serving the same function and providing additional workshop space - **approve**.

S/1895/09/A College of West Anglia - various signs – **no recommendation**.

The meeting ended at 7.55pm.

Signed.....

Date.....

Decisions received:

Ms F Roberts land to the east of 48 Fen Road (PC 6/1-10) – erection of single storey dwelling - **refused**. **Contrary to Policy CH/4 of SCDC LDF Control Policies DPD 2007 – adversely affects the curtilage or wider setting of a listed building. The proposed dwelling would detract from the special architectural and historic interest of the listed building at 48 Fen Road.**

New applications:

S/1890/09 Mr Luke Edwards 49 Cambridge Road – alterations and extensions to property to retain self contained ground floor hairdressing salon and create one 2 bedroom flat and one 1 bedroom flat

S/1333/10 Ricardo Ltd Cambridge Technical Centre Unit 400 Science Park – installation of roller shutter door (retrospective)

C/11/17/072/04 East Anglia Children's Hospice – various tree works

7 Land Group update – minutes of the confidential business held on 7 December 2009 and 4 January 2010

Minutes from Land Group meetings 8 and 14 January.

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

8 Finance – to receive the minutes of the Finance & Staffing Committee meeting held on 18 January 2010

Minutes of the Finance & Staffing Committee meeting held on Monday 18 January 2010 at 8.00pm in the Parish Council Office

Present: RT Summerfield (chair) AJ Campbell JE Coston SC Humphreys HM Smith RLE Waters
The clerk and Asst clerk (part)

1 **Apologies for absence** – RH Chapman.

2 **Declarations of interest** – none.

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

4 **Matters Arising** - none

5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 31 December 09.

6 **Review of Debtors and creditors at 31 December 09** – reviewed and noted.

7 **Review of Insurances and Risk Management** – amendments to the Policies: addition of new computer, photocopier and removal of old photocopier. **Action: the clerk**

Amendments to Risk Management:

Legal Liability – Computers are password protected (clerk and assistant instructed to ensure all computers are password protected); **Action: clerk and asst clerk**

- Laptop – remove “...signed for if taken off the premises” and replaced with “...responsibility of the assistant clerk.”

- Skate park – references to skate park removed.

8 **Minibus Accounts** – not received.

9 **Review of Budget and Year to Date Actuals**

INCOME – community care fees below budget – now 23 households. The clerk had applied to the Charities for a grant for the Community Care scheme. Horse grazing fee £50 below budget as increase started in October 09.

EXPENDITURE – Admin above budget (increased work load in clerk’s office caused by ongoing land negotiations); play well under budget (no bark bought but probably needed in 2010/11. No play inspection since July 09); S137 Community Care under budget. Clerk to investigate both items. **Action: clerk**

10 **To consider Grants Policy**

AGREED to recommend the following Policy:

Applications for grants will not be entertained from any body except village organisations and these applications will be considered at a full Council meeting – each application to be considered on its own merit.

11 **Staff appraisals**

AGREED at 8.50pm [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public as Committee wished to discuss personal confidential business relating to employees.

Noted that the assistant clerk had worked for Council for exactly one year. He had worked an average of 21.6 hours per week over the previous three month period.

Office opening hours – it was recommended that these be changed as from 1st April to:

Monday 10-12 noon

Wednesday 10-12 noon

Friday 10-12 noon

Saturday 10-12 noon.

The clerk and assistant left the room while Committee discussed their salaries.

The meeting re-opened at 9.10pm.

12-15 2009/10 Projected Expenditure, New projects if any 2010-2013, Expenditure Review 2010/11 and Precept 2010/11

The RFO had prepared a detailed spreadsheet showing actual income and expenditure 2008/09, the budget forecast of January 2009, his revised forecast as at 31 December 09 and a budget forecast for 2010/11. The chairman and RFO had also reviewed these figures prior to the meeting.

Committee went through the figures in great detail and agreed the following budget forecast:

	£
Expenditure	142980
Income	<u>19580</u>
Difference	123400
Less	<u>2000</u> (from trees reserve)
Requirement	<u>121400</u>

After much debate it was **AGREED** by 4 votes to 2
to recommend that Council precept for £120,000 for 2010/11.

This would amount to an increase from £1.24 per week to £1.35 per week for a Band D house – annual increase £5.81 from £64.48 to £70.29.

Committee's decision was based on the need for funds for future expenditure.

16 Consider Policies

Policies to be discussed at next F&S meeting.

AGREED to amend Standing Order 35 from:

SEALING OF DOCUMENTS

a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

to

“SIGNING OF DOCUMENTS

Any two members of the Council named in a resolution may sign, on behalf of the Council, any document required by law to be issued under seal.”

17 Any Other Business - none.

18 Date of next meeting – 26 April 2010

The meeting ended at 10.00pm.

and to consider recommendations to:

- 1. Agree Grants Policy**
- 2. Grant MCC £32,000 for 2010/11**
- 3. Approve the budget and**
- 4. Precept for £120,000 for 2010/11**
- 5. Confidential item: Recommendations from F&S Committee on salaries following staff appraisals. (To be circulated at meeting)**

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9 Request from Colts Football for grant towards pitch / pavilion hire outside the village

10 Christmas 2010 – to consider alternative arrangements

11 Parish Plan update

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

17 Dates of Next Meetings

Planning - 15 February

Council - 1 March

18 Items and Reports for February agenda (to be received by Friday 19 February)

Jim Daniels

Jim Daniels

Clerk

The full set of agenda papers are available in the office or on the website

www.miltonvillage.org.uk

