

MILTON PARISH COUNCIL

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23 March 2009

TO ALL MEMBERS OF THE PARISH COUNCIL

There will be a Maintenance Committee meeting of Milton Parish Council in the Bowls Pavilion on Monday 29 March 2010 at 7.30pm

AGENDA

- 1 Apologies for absence**
- 2 Public Participation** – members of the public are invited to speak
- 3 Declarations of Interest – personal and/or prejudicial**
Allotment and cemetery representatives - report attached page 3
- 4 Approval of minutes of 14 December 2009**
Meeting room electrical works – **approved** (Min PC8/03-10)
- 5 Cemetery – update**
Seat– new seat **approved** (PC10/01-10). Where shall we put it? Grant from Milton Charities towards seat received.
Command Pest Control – pest control report Feb 10 – rabbits very active, all burrows treated. One molehill found - has been treated.
- 6 Allotments – update** (M6/12-09)
Security - report from M Desvaux
Notice board
Trees – Min PC10/10-01 “RD and RLEW had inspected the trees at the allotments and felt that they were not problem (min M6/12-09).”
Review of rents (omitted in Dec 09. Min 63/12-08 stated that rents would be reviewed in Dec 09)
- 7 Play – update**
Inspections – (attached). I have asked City Services to put right “High Risk” areas.
Dog fouling – (email 10 Feb 12.48) complaint received about dog fouling especially at The Rowans play area. I have had a sign made.
- 8 Horse grazing rights – review of rent**
- 9 Request from Mr John Sweeney** – letter page 4
- 10 Highway Issues**
Bus stop Waggon & Horses – recent correspondence about the difficulties at this stop reviewed at Council - (Min PC 5/03-10 refers). Glenn Edge CCC will raise the issue with Stagecoach. Although I have twice asked Mr Norwell of Stagecoach for a meeting he has not responded.
Verges: Ely Road – (letter attached). It is noticeable that there are a few verges damaged by vehicles – especially in Cambridge Road. Verge damaged by lorry Knights Way / High Street repaired by E Spong and resident.
Trees – the following will be printed in the Village View:
“It has come to the Parish Council’s notice that some trees on verges have been severely cut back. If you have problems with trees overhanging your garden /property from verges please contact the Parish Council office tel: 01223 861447 email: clerk@miltonvillage.org.uk.
The Parish Council tree wardens will then inspect the tree and put the appropriate remedial work into a programme to be carried out during the Autumn/Winter months so that the tree can be properly managed.”
Ownership of verges – Old School Lane and Willow Crescent: to establish whether land is registered would cost £5 per search Land Registry fees (clerk to report)
- 11 Any other business**
Bus shelter Cambridge Road – light needs to be repaired professionally. I suggest that I ask Thompsons when they do electrical works at pavilion.
- 12 Date of Next Meeting** – 28 June 2010

Jim Daniels

Jim Daniels - Clerk

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 14 December 2009 at 7.30pm in the Bowls Pavilion

Present: RH Chapman (chairman) JE Coston R Day M Ellwood SC Humphreys B Jefferson IF May
RLE Waters
WD Booth M Desvaux E Spong
In attendance RT Summerfield
I Jones, Neighbourhood Watch Co-ordinator and the clerk

1 Apologies for absence D Chamberlin.

2 Public Participation – I Jones had received numerous messages about recent ‘break-ins’ at the allotments and attended to consider options available to overcome these problems.

3 Declarations of Interest – personal and/or prejudicial – ME, RD and SCH cemetery - personal (relatives buried in the cemetery).

4 Minutes – the Minutes of the meeting held on 28 September 2009 were approved and signed as a true record.
Grass cutting contract (M11/9-09) – contract price + 2% £23,169 + VAT (Min PC12/11-09 refers).
SCDC areas – Recreation Close and Walking Way (M11/9-09). Noted that portfolio holders and officers were keen to explore but as the current contract runs until 31 March 2012 no wholesale changes could be made until that time. The clerk had been unable to make contact with the officer at SCDC to discuss.
Tree works had recently taken place (M10/9-09) (Min PC11/11-09 refers).
Meeting room electrical works (M13/9-09) - to be discussed again by Council and MCC with a view to put in budget for 2010/11 (Min PC9/11-09 refers).

5 Cemetery - update (M7/9-09)

Path – Charities to consider grant at March meeting. Noted that the Parochial Church Council had no objection to the path. RHC was due to meet a contractor to obtain a quotation for the work.

6 Allotments – update (M8/9-09)

Waiting list of 2 at present.

Car accident – cheque received (min PC12/10-09 refers).

There had been a spate of allotment thefts recently.

As a result various issues were discussed: gate was being left open regularly – replace the combination lock with a lock and key (deposit to be paid for the key), fit spring on gate and self locking mechanism.

Shed thefts: purchase large freight container, partition it off for the allotment holders to store all their valuable tools. Install CCTV. Install a perimeter fence. Paint anti vandal paint on top of fence.

The chairman felt that he could not take a recommendation to Council to spend a considerable amount of money to try to protect a remote and vulnerable site.

It was **AGREED** to advise all allotment holders of the following proposed guidelines which would be incorporated into the tenancy agreement:

- To make all allotment holders aware of the problem of thefts
- To stress the need to ensure that the gate is locked (especially– if no other person is on the site when leaving the site)
- Not to leave any tools on site
- To remind all allotment holders that they are responsible for their own security at the allotments.

The clerk would notify the allotment holders. **Action: the clerk**

Action points:

- MD would continue to ask allotment holders to keep him informed by email of incidents. He would report back to Committee.
- The College of West Anglia would supply the allotments with manure till the end of February.
- IJ, MD and ES would provide a notice board for central communications at the allotments.
- Two large trees over hanging allotment on College side (south) of allotment were creating shade. RD and RLEW would visit the site and advise Council in January of any action needed.

Noted that Radio 4 (“Gardener’s Question Timer”) were planning to visit the allotment in Jan/Feb to do a feature on Foodshare!

7 Play – update

Noted that the City Services had not conducted an inspection recently. The clerk would monitor.

8 Budget 2010/11

Projected expenditure:	£
Grass cutting and maintenance	23,169
Tree works	2,000
Play (replacement bark needed)	3,000
Cemetery path and gate	1,750
Highways (bus shelters, litter picking)	<u>3,000</u>
Total	32,919

Electrical works meeting room – not maintenance budget.

9 Date of Next Meeting – 29 March 2010

The chairman wished the seasons greeting to all and a prosperous and ‘fruitful’ year - especially to the allotment holders.

The meeting ended at 8.40pm.

Signed.....

Dated.....

AGENDA ITEM 3

Code of Conduct

Applies to all members and co-opted members, **including co-opted members of committees**. [Does not apply to officers]. Those members of the Maintenance Committee who have voting rights should complete Register of Interests. If however they wish to act as representatives without a vote then they do not need to fill in the Register of Interests.

Question therefore for allotments and cemetery reps:

Do you want full voting rights? If so you must fill in Register of Interests.

Or

Would you prefer to be a rep with no voting rights? [You will be able to take part in discussion but will not have a vote].

When does Code Apply?

Whenever you act in your official capacity, including whenever you conduct the business of the Council eg

- at formal meetings
- when you act, claim to act or give the impression that you are acting as a representative of the Council.

Personal and Prejudicial Interests

A member should declare a personal interest if :

- it relates to an interest on his/her Register of Interest
- affects the well-being or financial position of member, family or close associate [definition of close associate is not clear] more than it would affect the majority of people affected by the decision.

A member should declare a prejudicial interest if:

- it affects the financial position and/or relates to a licensing or regulatory (planning) matter of the member or any person or body through whom (s)he has a personal interest

if so would a member of the public who knows the relevant facts, reasonably think the interest is so significant that it would be likely to prejudice the member’s judgement of the public interest.

[It is your decision to make though the proper officer can advise].