

**Minutes of the Meeting of Milton Parish Council held on Tuesday 7 April 2015 at 7.30pm
in the Bowls Pavilion**

Present: JE Coston (chair), A Bradnam, RJ Farrington, D Stirrups, RT Summerfield,
I Tyes (left at 10.20p.m.), HM Smith
S Wilkin (SW) (Assistant Clerk), D Geasor

1 Public Participation – members of the public are invited to speak.

None.

2 Apologies for absence.

D J Chamberlin - personal, G Heaney - personal, J Mowatt - personal
A Dark - absent, M Perkins - absent, M Hersom - absent

3 Casual Vacancy

JC noted that the Parish Council is looking for new Councillors, so if anyone knows a local resident that might be interested in joining please speak to them.

JC noted that this meeting marks IT's last attendance at a Parish Council meeting and thanked him for his contribution towards his work for Milton Parish Council.

4 Minutes of the Parish Council meeting on 2nd March 2015

The Minutes were approved and signed as a true record.

5 Declarations of interest and dispensations

Item 7 - AB (member of SCDC Planning Committee and Licensing Committee);
JC (personal)

6 Clerk's report

From previous meetings:

North Lodge. To be discussed later in the agenda.

Humphries Way/A10 Bund. Email received from the County Council confirming that daffodil bulbs will be sent to us in the autumn but not replanted by them. SW to request that the CC replant the bulbs as well and replace the "Milton" sign.

Parking on The Rowans. AB received a complaint about speeding out of the village north of Fen Road and the possibility of having a 30mph "repeater" sign along that stretch of the road. JC noted there were several highway-related issues that needed addressing and suggested an on-site meeting with Nicola Burdon of CCC Highways Department. SW to arrange; if unsuccessful, SW to write to Maurice Leeke for assistance.

New items:

The Clerk: Gemma Faulkner resigned on 11 March with immediate effect.

Graffiti on the bridge: This had been reported to the Highways Agency. There was also a problem with algae. The Highways Agency said that Carillion?? would carry out this work but there was an issue with splashing on the highway which would have to be considered.

Notice of election: JC reminded all councillors that the elections are in May and nomination forms have been issued by the Clerk.

7 Planning

Received the minutes of the Planning Committee meeting of 16 March 2015.

Decisions received:

S/0309/15/FL – 153, Cambridge Road, Milton. Tesco Properties – Change of use from D1 Tuition facility to B1 offices and B1(c) Light Industrial Use. – **APPROVED**.

New applications:

S/2786/14/FL - Mr Spencer Wrench, BBU Ltd, Mereway Farm, Milton Road, Impington – Mezzanine floor in part of building 3 – **NO OBJECTIONS**.

S/0630/15/FL – CBRE Global Investors, 250-289 Cambridge Science Park – Hybrid planning application for phased demolition of existing office buildings and phased redevelopment of plots 250-289 with three office/R&D (Bla/Blb) buildings (17,219m sq) and decked car park & associated development. Building one & car park applied for in full & buildings two & three applied for in outline – **NO OBJECTIONS** – **Comment: Would like to see as many mature trees as possible retained.**

S/0652/15/FL – Mr T Collingwood, 45 Cambridge Road, Milton – Two storey rear extension and side and rear roof extension – **NO OBJECTIONS**.

S/0658/15/FL – Mr Eric Murfet, 40 Old School Lane, Milton - Single storey extension to front of property – **NO OBJECTIONS**.

Licensing for Milton Golf Club: SCDC after receiving comments from Milton Parish Council and the Police, proposed the following changes to the application:

1. The opening hours will be changed to 09.00 to 23.00 hours 7 days a week (this is less than the previous licence that ran until midnight)
2. The Adult Entertainment has been removed from the application
3. Under the "Live music Act" the club would be allowed legally to hold live music until 11.00pm without requiring a licence, and the new proposed timings will not go beyond this time anyway.
4. It has been made clear to the Golf Club that all four licensing objectives must be observed at all times which includes things like ensuring windows and doors will be closed during any regulated entertainment inside the building, so as to prevent any undue disturbance to neighbouring properties.

It was **AGREED**:

AB to attend Licensing meeting on 24 April 2015 and represent Parish Council to ensure that above changes have been made to the application and, if so, the Parish Council will remove previous objections.

8 Maintenance

Received the minutes of the Maintenance Committee meeting on 23 March 2015.

JC thanked SW for her time spent going through outstanding items in the minutes.

It was **AGREED (Proposed: DS Seconded: AB - All in favour)** to pay the following costs:
Repair of Sycamores exercise equipment: £185.20 (ex VAT)
Replacement of bark on Rowans play area: £400

Replacement of spring and netball hoop in Froment Way play area: up to £360
Re-installation of parish noticeboard (Coles Road): up to £100

Fencing at 100-104 The Sycamores: The fence in question was previously discussed on a village walk around and it is owned by Milton Parish Council. The residents had asked for it to be removed. It was **AGREED (Proposed: RF Seconded: DS - All in favour) – to remove fence and SW to write and inform residents.**

Railway Seat on Fen Road: Seat in disrepair. It was **AGREED to remove and repair seat and re-site it at a more suitable place in the village.**

Parish Notice Board by Post Office in Coles Road: This was being repainted ready for going back in its original position.

9 Staffing

Received update from the Staff Committee meeting of 12 March 2015.

AB thanked HS for agreeing to being co-opted on to the staffing committee.

It was **AGREED that the Parish Council continue DM's employment for a further 12 weeks to Friday 12 June 2015 (if no leave is taken) at the same rate and hours as before.**

It was **AGREED (Proposed AB, Seconded DS – All in favour) to allow JC flexibility to manage staff resources and their hours and to employ external administration services if necessary, to ensure the smooth running of the parish council.**

JC said that she appreciated all the work that AB had done on the staffing committee and thanked the committee for their support.

10 Finance & Administration

To approve Cambridgeshire and Peterborough Association of Local Councils (CAPALC) subscription for 2015-16 (£576.28)

Unity Trust bank account:

It was **AGREED (Proposed HS, Second RF – All in favour) to close the Co-op current account and for any remaining monies to be deposited to Unity Trust bank (new current account).**

It was **AGREED (Proposed DS, Second HS – All in favour) to ratify authorisation of the Clerk and Asst Clerk to become internet users of Unity Trust bank (to view and submit payments but to not authorise).**

JC said that she would like as many of the committee as possible before the summer to be able to approve the Unity Trust payments on line.

Responsible Finance Officer: It was **AGREED (Proposed HS, Seconded DS - All in favour) to confirm that the Finance Committee had delegated this role to Dianne Marshall for the time being.**

Cambridgeshire and Peterborough Association of Local Councils (CAPALC):

It was **AGREED (Proposed HS, Seconded DS - All in favour) to renew the subscription for 2015-16 (£576.28).**

11 Grant Applications

Milton Cricket Club: Request from Milton Cricket Club for £600. As the previous year's grant money had not all been spent, **it was AGREED (Proposed AB, Seconded HS - All in favour) to award the Milton Cricket Club £500.**

Milton Tennis Club: Request from Milton Tennis Club for the Parish Council to submit a planning application on the club's behalf upgrading the tennis court flood lights at the Community Centre. The Tennis Club had been advised (From South Cambs Planning) that, if a planning application was to come from Milton Parish Council, the fee would be reduced by 50%. It was **AGREED that the Parish Council needed to see the planning application before it was submitted to SCDC and would then consider the club's request.**

12 Request from Milton Football Club

Request from Milton Football Club concerning the upgrade to the Sycamores Pavilion for the Parish Council to become the client and pay invoices progressively so that the VAT can be reclaimed. General agreement that becoming the client could create issues concerning liability etc. There was also an issue concerning VAT related to the Milton Community Centre grant. It was **AGREED (Proposed DS, Seconded HS – All in favour) to write to Milton Football Club and inform them that the Parish Council would not agree to become the client. However, the Parish Council would pay invoices progressively up to the £15,000 MPC grant on the understanding that if VAT has to be paid in the future the liability would fall to Milton Football Club. Also the club would have to consult Milton Community Centre concerning a similar arrangement for their grant.**

13 North Lodge Park Update

Received the notes from the joint group meeting on the 6th of March 2015.

JC reported on the progress to date. The Pavilion is nearing completion and the drainage is going in for the sports pitches. JC noted some work in the Pavilion needed to be done prior to use (carpet for the lounge, boxing in of pipework, purchase of kitchen appliances & and generally setting up with equipment etc. ready for use) and all **AGREED** to use the money that had been set aside for this purpose.

JC to liaise with contractors on the possibility of putting in a cricket square.

14 Deed of Easement at 53 Cambridge Road, Milton

Request from Cambridge Housing Society for Milton Parish Council to pay £1,000 plus VAT towards their legal costs. It was noted that clarification was required as to the total amount Milton Parish Council would receive and the total legal costs for Cambridge Housing Society. Clarification was also needed regarding the mention of Hundred Housing in the request. It was **AGREED to write to the Parish Council's solicitor for further information and clarification so that an informed decision could be made.**

15 Governance documents

DS to review all governance documents for 2015-16 and report back to Parish Council.

Review of the Local Government Transparency Code 2014 guidelines – deferred.

Email containing the document to be re-sent.

16 £50,000, S106 payment for Public Arts Contribution

This item deferred to the next Parish Council meeting.

17 Milton Air Quality Group Working Party

Received update on liaison meeting with FCC Environment (9th March 2015)

It was **AGREED that relevant data could be collected via a survey.**

18 MCC Report

Community Centre Report - April 2015

Maintenance/Improvements:

Nothing to report

Bookings:

There is one Saturday Night Party/Christian gathering during April

Staff:

Linda has handed in her notice. Atkins Gregory will take on cleaning the Community Centre as well as the Annexe, but we will need to find an additional staff member to unlock, lock up and clean at weekends. If necessary, an advert will be placed in the next Village View.

Youth Building:

Nothing to report

Vandalism:

Nothing to report

Other:

Signed Trustee Declaration and Representative forms are still awaited back from:

Jim Mowatt – Parish Council

Michael Perkins – Youth Club

Please can these be returned asap.

Andy Gray

Community Centre Manager

31/03/2015

19 County Councillor's report

No report received.

20 District Councillors' reports

District Councillor's Report for PC 07 April 2015 – Anna Bradnam

(24 February 2015 – 17 March 2015)

Environmental Services Portfolio Holder's Meeting – 25 Feb 2015 (Mick Martin)

Waste and Recycling TEEP Assessment (Technically, Environmentally and Economically Practicable)

Business Improvement and Efficiency Programme (BIEP) Waste and Recycling Service Changes – Interim Update

Histon Area Police Panel Meeting – 25 Feb 2015

SCDC Council Meeting – 26 Feb 2015

SCDC Planning Committee – 04 Mar 2015

Housing Portfolio Holder Meeting – 18 March 2015

District Councillor's Report – Hazel Smith

I have spent long hours this month on the application for Northstowe, Phase 2 including the town centre, which is so crucial to the whole project.

On 9th March we had a meeting on Viability which did not actually reveal much apart from the mechanics of deciding what it is reasonable to expect a developer to pay in terms of S106 contributions and the amount of Affordable Housing to be offered on the site. Our policies ask for 40% of the houses to be 'affordable' (ie subsidised), subject to viability, and they have offered 20%.

On 10th March there was a demonstration of weed-cutting at the outflow to the Great Ouse, from Webb's Hole, where the sewage outfall from Northstowe ends up.

On 11th it was the Transport Working Group, which looked at the road connection arrangements for Phase 2 and the monitoring that is, and will be, going on, to ensure that the building of Northstowe does not cause all the nearby villages to be gridlocked.

On 12th there was a lunchtime briefing on Northstowe.

On Friday the 13th I had some light relief and went to deliver the SCDC Magazine to Chesterton Fen residents with the new Traveller Liaison Officer, Gary Collins, and Anna.

There was a break in the Northstowe activity while the officers wrote up the report for our meeting on 25th, which you may be aware ran till

19:45 and was then adjourned without a decision being taken. I cannot say more for fear of being accused of predetermination when the meeting resumes!

The Housing Portfolio meeting on 18th was largely given over to new and reviewed policies, and this is a very up-beat part of the council's work with new council houses being built, and good work being done on community support and cohesion. In addition to the new council houses, there is the new Ermine Street Homes housing company, which is buying selling and renting properties in the private sector. This is quite an innovative use of £7m of council reserves, and the company has to report to Cabinet in November on its pilot scheme. The idea is to make some money in order to support running council services in the long run when government funding for local councils is expected to be even more reduced.

21 Bills for Payment and Money Received, Budget figures

It was AGREED (Proposed HS, Seconded DS) to pay the outstanding bills with the proviso that those items marked by JC should be reviewed by Dianne Marshall.

No budget figures were tabled.

22 Correspondence

- A. Planning for Climate Change
- B. On line Planning seminar
- C. Request from MAGPAS
- D. World War II commemoration
- E. Connect Cambridgeshire Police and Crime Commissioner
- F. RoSPA Play safety Playground Inspection Training Course-Reminder 2015
- G. South Cambridgeshire Transport Directory (in office)

- H. Community work placement
- I. Rebecca Avery (Sir Graham Brights' appointed Outreach Worker serving South Cambridgeshire)
- J. CCF Bitesize Grant Bulletin

23 Dates of Next Meetings

Date of Annual Parish Meeting: Monday 13th April 2015
Finance and Administration Committee 20th April 2015 7:30pm
Parish Council Meeting (to approve year ending 31 March 2015 accounts and annual return) 27th April 2015 7:30pm
Community Care Meeting: Wednesday 29th April 2015 11:30am
Date of Annual Meeting of the Parish Council (post election) 18th May 2015

Meeting closed at 10.30p.m.

Signed.....

Date.....

DRAFT