

Minutes of the Meeting of Milton Parish Council held on Monday 06 December 2010 at 7.00pm in the Bowls Pavilion

Present: RT Summerfield (chair) PS Badley (part) GA Covell R Day TA Drummond M Ellwood
RJ Farrington M Hersom SC Humphreys B Jefferson IF May HM Smith RLE Waters
Cllr M Williamson, the clerk, assistant clerk and one member of the public

1 **Apologies for absence** – AJ Campbell JE Coston. PSB – apologies for being able to attend item 2 only.

2 **Linda Henderson - update on how Milton Action for Youth (MAY) was moving forward in light of the changes happening at county (PC2/11-10)**

It was hoped that MAY would be comprised of a partnership with the church and possibly the Calvery and Wesley Churches. As funding from the County Council would cease in April 2011 MAY was looking for financial support from Council. In addition the church was intending to appoint a part time youth worker who could also work at the village youth centre. MAY's aim was a professional youth worker in the village.

The option of one youth club session per week using expertise from the Locality team (employed by the County Council) would cost Council £5717 per year. Insurance would be covered by the County Council. Approximately 20 youngsters attended the youth club. The recently appointed youth leader was working hard to attract more members.

MAY was considering registering as a charity.

Council would consider MAY's request as part of its budget deliberations at its February meeting.

The chairman thanked LH for a comprehensive report.

AGREED to allow LH up to £300 from the youth equipment reserve to purchase a new cooker for the youth building.

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

HMS – Planning agenda 7 personal – a member of SCDC's planning committee.

TAD – Land update agenda 14 personal – member of Colts football club.

4 **Minutes** - the minutes of the meeting of 1 November 2010 were approved and signed as a true record after two minor amendments were made.

5 **Public Participation – members of the public are invited to speak** - apologies from M Woolhouse who hoped to attend the January meeting.

6 **Clerk's/Chairman's report**

Fly tipping (PC6/10-10) – SCDC had prosecuted a resident for fly tipping on land off Fen Road.

Community Care:

- donation (PC10/11-10) – in abeyance.

- grant – Milton Charities had granted £2,000 towards the scheme. The clerk understood that the Charities intended to grant £2,000 each year at this time (funds permitting). The clerk to write a letter of thanks. **Action: the clerk**

Power of Well Being (PC6/10-10) – course lasting 2 hours costs £350. The clerk would aim for a session in September. As part of Council's continuing development the clerk had produced a Training Statement Intent (agenda 11 below).

Village View – the clerk would write to Jane Coston thanking her on behalf of the Council for her 20 years of hard work producing the Village View.

Quality status – election news (PC6/11-10) – various quotations received varying from £352 to £165. The clerk accepted the quote of £165 from the Cambridge News.

Archives - the clerk hoped to take the old minutes to the archives department in the new year. All the minutes since 1894 were now on the website – thanks to Paul Oldham (PC15/11-10).

A10/Humphries Way junction – the clerk happened to meet a Road Safety Officer and Police consultant who were observing this junction. Apparently there has been a disproportionate number of motor cycle accidents here and they were looking at ways to reduce the number of accidents.

SCDC liaison meeting – notes received.

SCDC awards – the third South Cambridgeshire Arts Award showcase was due to be held on 30 March 2011 at Swavesey Village College New Hall. Parish Councils were being invited to nominate individuals or groups who had made a significant difference to the cultural life of their communities.

- 7 **Planning** - the minutes of the planning meeting held on 15 November 2010 were received and noted.

Decisions received:

Mrs Monica Beaver 20 New Fields Chesterton Fen Road – variation condition 3 of pp ref S/0523/10/F (P6/10-10) – **approved. The building shall not be used for overnight accommodation.**

Steve Rumbelow CREATIVE STONE – 13 Willow Crescent – extensions, garage and boundary wall (P6/10-10) inc amendments to materials of side elevation facing Gunnell Close and boundary wall – **approved. Conditions: materials specified, parking space for two vehicles.**

A resident was unhappy about the decision especially as the CCC Highways Department had reservations about the application. To be discussed at planning meeting 13 December.

A Everitt 46 High Street – replacement of flat roof on single storey front extension with pitched roof (PC7/11-10) – **approved. Details of materials to be used to be approved**

Appeals:

APP/W0530/D/10/2138315 Mr J Lindsay 17a High Street – part two and part single storey front extension ref S/1178/10/F – **refused. Would inflict harm on the character and appearance of the local area as well as the setting of the Lion and Lamb Public House, a Grade II listed building.**

New applications:

East Anglia Children's Hospices (P5/11-10) – tree works - **no comments.**

S/01777/10/CW Donarbon Ltd Ely Road Waterbeach - construction of a Materials Recycling Facility including welfare/office building, weighbridge gatehouse, haul roads and associated infrastructure and permanent retention of temporary car park (PC7/11-10) – to be considered by (CCC) Development Control Committee on 9 December.

S/1905/10 Mr P Tomlin 79 Coles Road – single storey extensions and replacement outbuilding - to be discussed at planning meeting 13 December.

S/1935/10 Mr P Jackson 21The Sycamores – side single storey conservatory – **no recommendation.**

S/1992/10 Cambridge Regional College installation of mezzanine floor to create additional classroom; erection of external staircase and external alterations – **no recommendation.**

S/2008/10 A De Simone 25 Butt Lane - 2 storey side and single storey rear extension and front bay. Extension to time limit for implementation of planning approval S/2055/07 – (minute 18/1-08) - to be discussed at planning meeting 13 December. - to be discussed at planning meeting 13 December.

C/11/17/072/01 J Butcher 7 Knights Way – raise crown of ash tree (TPO); reduce and shape middle and lower crown by approx 30% - **no comments.**

8 Quotations for Christmas lights

Quotation including a hoist and labour was received.

It was **AGREED** **in view of the costs not to proceed.**

Maintenance committee was asked to consider other options for 2011 (at March 2011 meeting).

15 County Councillor's report (brought forward – full report attached to the minutes)

Budgets - Councillors were receiving extensive briefings on next year's budget. Financial situation poor – but final figure not yet known.

Localism - the Localism Bill would allow decisions to be passed down to local communities probably resulting in extra powers for Parish Councils. A Power of General Competence may replace the Power of Wellbeing. Concerns raised about the risks to councils and level of reserves need to cover contingencies.

Local referenda consultation - (ie whether the electorate could hold a referendum if Parish Councils raised the precept too much) – many responses made to this consultation.

Park & Ride – in response to a query MW would raise the issue of the lights being on all night.

- 9a) **Finance** - the minutes of the Finance and Administration committee held on 18 & 26 October were received.
- 9b) **Staffing** – the minutes of the Staffing Committee meeting held on 15 November were received. RLEW pointed out (ref min SC2/11-10) that the clerk and assistant should keep a record of work done so that Staffing could come to a decision whether to seek to appoint a full time clerk or a part time clerk and assistant in 2012.

9c) The chairman took Council through all the Policies.

It was AGREED to adopt the Policies as per the minutes (9a and 9b above) and that they should be reviewed as required:

Aims (formerly General Policy); Code of Conduct; Committees and their terms of reference; Complaints procedure; Dignity at Work; Disability Access and Discrimination; Disciplinary; Equal Opportunities; Freedom of Information; Grievance; Health & Safety; Lone Working; Recruitment; Standing Orders and Financial Regulations; Use of photographs on the web.

Note: The clerk would include these Policies in a Councillor's Handbook to be produced in May 2011. Policies relating to employment issues would be given to members of staff. The clerk would continue to bring to Council's attention any amendments that he becomes aware of. The assistant clerk would put all of these Policies on to the web.

The chairman thanked the committee members for the detailed work done in reviewing these Policies.

- 9d) **Internal Auditor's report** – Council received the Internal Auditor's report and would take the appropriate action.
- 10 **Minibus** – the minutes of the Minibus meeting held on 3 November were received. Committee continued to look to replace the minibus – possibly in the next financial year. HMS offered to ask SCDC if there was any grant money available towards a new minibus.

11 **Training Statement of Intent**

AGREED to adopt the Training Statement of Intent as prepared by the clerk.

12 **Maintenance issues**

Litter picking at Chesterton Fen; state of areas around Tesco site; grass cutting contract 2011/12. To be discussed by Maintenance Committee on 13 December.

A member of the public from Chesterton Fen expressed concern about the level of litter in Chesterton Fen. The clerk would ask SCDC about their litter picking schedules. **Action: the clerk**

13 **Diary Dates 2011** - dates of meetings were circulated and approved.

14 **MCC update**

Refurbishment: a long delay due to a change in design of the toilet cubicles. The aim was to be finished by 17 December.

Bookings: Very little to report, all the regular groups continued to use the facilities, the majority continuing as before in 2011, the exception being the Sunday Zumba class, which had moved to a larger venue at Waterbeach.

Youth Building: the building was used by the Youth Club on a Tuesday evening and Young Carers on a Saturday morning.

Vandalism: No problems at all to report.

16 District Councillors' reports (full report attached to the minutes)

S106 payments – “the trigger point for the developer satisfying this obligation can be different in each legal agreement. In normal circumstances, for 1 and 2 unit applications, the section 106 contributions are to be satisfied prior to the occupation of any dwelling. For larger schemes a mid-point trigger is more reasonable to take account of the developers cashflow.

SCDC invoices the developer at the appropriate trigger and will take receipt of payment. A indemnity agreement will be issued to the Parish Council no less than 5 days from receipt of the contribution.”

Golf course (PC13/11-10 – see below) – “breach of planning control had occurred. Full planning application should be submitted otherwise formal enforcement action should be taken. SCDC to serve a Planning Contravention notice.”

Council Action on Chesterton Fen - A coordinated action was going on, to target the areas where there were caravans or pitches to rent on Chesterton Fen. HMS reported on a meeting held on 30th Nov organised by Kate D'Arcy, the Traveller Education officer for the County.

Tesco (See agenda 13 above) - the Contracts Manager was shocked on return from holiday to see that the grass had still not been cut. She had promised to try to make it a priority.

Chesterton Fen surface water drainage (PC13/11-10) - at Grassy Corner the water level in the ditches beside the path had been at the level of the path for the past 2 months.

Chesterton Fen sewage appeal (PC13/07-10) – delayed till March 2011.

SCDC council meeting on 25th Nov - S106 agreement on Orchard Park; a plea for more dialogue – between the two main groups on the council; planning system re change of nature of shops – eg Eaden Lilley turning into a Tesco at Gt Shelford; Smithy Fen; redundancy payments.

Rowing Lake S106 (PC13/07-10) – no closer to finalising the S106 Agreement.

Officers – the Chief Executive and new planning officer intended to visit Chesterton Fen. It was suggested that MPC members could also visit Chesterton Fen.

17 Land Group update - it was not necessary to exclude members of the public to this item.

Council's solicitor had confirmed that the allotments were non-statutory and that therefore Council did not need to seek the Secretary of State's approval to dispose of the allotments land.

R Janes of Savills intended to produce a 'pro-map' of the CWA land.

Council's agreement with Savills was “no deal no fee”. It was proposed however that Council pay Savills £500 on account.

18 Bills for Payment and Money Received

CONFIRMED payment of cheques 100356 - 100361

AGREED payment of cheques 100362 – 100376

Minibus payments and receipts not yet received.

The clerk reported that two allotments rents were outstanding and that he was trying to recover a bank charge of £6 from an allotment holder.

19 Correspondence

NHS - Keeping in Touch (newsletter)

Guided Busway - notes of meeting held 16/10/10; agenda forum meeting Wednesday 24/11/10

Carter Jonas - Government's Localism Bill and new local planning powers

Magpas - request for funding

SCDC - consultation till 14 January about fifteen key actions for the council to deliver 2011/12.

20 Dates of Next Meetings -

Planning 13 December 7.00pm; Maintenance 13 December 7.30pm; Council 10 January.

21 Items and Reports for January agenda - to be received by 31 December.

The meeting ended at 9.25pm.

Signed..... Date.....

BILLS and RECEIPTS Nov-Dec 2010

Interest	Interest	275.09
Community Care Fees	C Care fees	56.00
Receipts	Allotments	30.00
Interest	Interest	7.72
Receipts	Allotments	120.00
Eclipse Internet	Broadband November	-17.57
	MCC improvements 2nd	
Grantchester Construction	payment	-17837.55
Buchans Landscapes	Grass cutting month 7 + extra	-2374.38
H Woodruff	Bus shelters October	-56.00
Receipts	Allotments/photocopying	34.00
Receipts	C Care grant/allotment	2010.00
Receipts	Allotment	10.00
Greenhams	Lock	40.00
BT	Office phone	-108.21
Receipts	Allotment	10.00
VAT Reclaim	Reclaim to 30/09/10	4252.42
CBS Office Solutions	Photocopying October	-8.25
	Trolley Bus	
Dial-A-Ride	October	-96.00
Newey & Eyre	Bus shelter light bulbs	-16.08
Ridgeons	Wooden stakes	-12.83
Cambridge Newspapers	Election news	-165.00
World Of Computers	Laptop charger	-29.38
P Capitain	Play repairs/bin	-29.69
Canalbs Ltd	Internal audit - intermediate	-114.00
Jim Daniels (Tesco)	Envelopes	-5.45
SLCC	SLCC annual membership fee	-135.00
H Woodruff	Bus shelters November	-56.00
CIA SOLUTIONS	Office/MYC security systems	-152.76
Buchans Landscapes	Grass cutting month 8	-2268.63
Receipts	Minibus hire fees	40.34
Interest	Interest	0.99
FuelGenie	Minibus fuel	-59.00
Receipts	Minibus hire fees	62.04
Receipts	Minibus hire fees	327.60
Staff	Salaries	-2797.41

	TOTAL 02/11/10 - 06/12/10	-19,132.99
	TOTAL INFLOWS	7,236.20
	TOTAL	
	OUTFLOWS	-26,369.19

	NET TOTAL	-19,132.99