

Minutes of the Meeting of Milton Parish Council held on Monday 02 December 2013 at 7.30pm in the Bowls Pavilion

Present: RT Summerfield (chair) A Bradnam JE Coston RJ Farrington G Heaney
M Hersom (arrived at 7:45pm) IF May J Mowatt MC Perkins HM Smith I Tyes
G Wynne-Jones
The clerk
County Councillor Maurice Leeke (arrived 8:45pm)
4 members of the public (left at 8:15pm)

1. **Apologies for absence:** apologies were accepted and approved from: David Chamberlin – illness.
2. **Casual Vacancy:** Design of A5-size flyer was AGREED (proposed IFM, seconded RTS). Clerk to check this can be distributed with Church leaflet in December. AGREED that the leaflet should be printed externally – cost £191 + VAT (proposed RJF, seconded RTS). **Action: Clerk**
3. **Minutes:** the minutes of the meeting of 04 November 2013 and the confidential minutes from the meeting on 04 November 2013 were approved and signed as a true record (proposed IFM, seconded MCP).
4. **Public Participation – members of the public are invited to speak.**
The Chairman advised the 4 members of the public present for item 8 (Cemetery) that they would be allowed to speak when that item was discussed.
5. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
HMS (non pecuniary interest) Agenda item 7 – member of SCDC planning committee
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
None received.
 - c) **To grant any requests for dispensation as appropriate.**
6. **Clerk's report**

Actions from previous meeting

Sewage Works (previous min 7/11-13): A visit has been arranged for Thursday 12th December at 10am, with a Q&A session after the tour. The Clerk will ask for a map of the site to show car parking and where to meet for circulation to members. **Action: Clerk**

Green Waste at cemetery (previous min 7/11-13): Rates for green waste collection by SCDC: £3.75 per lift for a 240 ltr green waste bin - £5.65 for a 360 ltr bin. The bin will need to be presented close to the roadside at the cemetery on collection day. Collections can be weekly, fortnightly or monthly. Maintenance Committee will discuss this at their meeting in December and make a recommendation to full council at the January meeting.

Bellway Homes – North Lodge (previous min 16/11-13): The clerk has contacted Richard Gardner at Bellway Homes for an update on progress but no report has yet been received. Richard has also been asked to send a timescale for completion of the deed of variation to the S106 agreement to grant the freehold for the sports pitches at the development to the Parish Council. The Clerk will contact Richard Gardner to arrange a site visit for members. **Action: Clerk**

War Memorial (previous min 7/11-13): The Clerk has contacted the War Memorials Trust, who were unable to recommend any contractor for advice on maintaining the war memorial. The National Association of Memorial Masons (NAMM) has given the name of a firm in Diss who have a lot of experience in work to war memorials. Grants are available via the War Memorials Trust of up to 50% of the cost for cleaning/repairs, to a maximum of £2500. JEC expressed concern that further cleaning would make the stonework more porous and cause more problems in the future. She will forward details of expert stonemasons who have worked on large projects, e.g Ely Cathedral, to the Clerk to contact for advice.

New

Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) 111 service: The new 111 service was launched in Cambridgeshire on 12th November. This service should be used if medical help or urgent advice is needed but it's not a life-threatening situation. Call 111 if: It's not a 999 emergency; You think you need to go to A&E or another NHS urgent care service; You don't think it can wait for an appointment with your GP; or, You don't know who to call for medical help.

Clubs and Activities page on parish council website: the "Clubs & Activities" link on the parish council web site now sends people to the village directory on the village web site. Forwarding pages have been added in place of the original page, see <http://www.miltonvillage.org.uk/directory.html>, and all the individual pages for the clubs and organisations. From now on the directory will be managed and updated on the village web site. Mary-Ann Johnson and Paul Oldham plan to do an annual audit in June and then "Village View" will print a summary version in the September edition as happened this year for the first time.

SCDC Trees Officer: Roz Richardson is leaving at the end of December to work closer to her home. Due to restructuring within the department Andrew Grimmer, the Trees & Landscape Technician, is likely to be leaving at the end of March 2014.

Community Public Access Defibrillators: This was discussed under agenda item 10

Cambridgeshire Statement of Community Involvement (SCI): The County Council is consulting on the Cambridgeshire Statement of Community Involvement (SCI) which is currently being reviewed. The Statement of Community Involvement sets out how the County Council intends to involve the community in the development of its land use policy and projects. The draft SCI document can be found at: <http://www.cambridgeshire.gov.uk/environment/planning/applications/submitapplication/supportinfo/cambridgeshirestatementofcommunityinvolvement.htm>. Please send your views by 20 December 2013. These can be emailed to: planningdc@cambridgeshire.gov.uk or sent to: County Planning, Minerals and Waste, Box CC1213, Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge CB3 0AP.

2 signatures rule for parish council payments: Local Government Minister, Brandon Lewis, on 11th November 2013, laid before Parliament a legislative reform order which will repeal S 150(5) of the Local Government Act requiring 2 parish or community councillors to sign all cheques and orders for payment – so technically preventing them from making electronic payments. The order will now be considered by parliamentary committees over the coming weeks.

New constitution for Cambs County Council: The County Council's Constitution and Ethics Committee is recommending a draft new Constitution for Cambridgeshire County Council to Full Council on 11 December 2013. Details can be found at: <http://www.cambridgeshire.gov.uk/council/democracy/constitution/>. Full Council is scheduled to agree a revised Constitution in December 2013 for implementation in May 2014. Any comments should be forwarded to the County Council's Acting Democratic Services Manager at michelle.rowe@cambridgeshire.gov.uk before 11 December 2013. AB had read through the draft constitution and had not found anything contentious.

ClLCA: The clerk has passed the Certificate in Local Council Administration qualification. RTS congratulated the Clerk on this achievement.

7. **Planning:** the minutes of the meeting held on 18 November 2013 were received and noted.

53 Cambridge Road, Milton – grant of right of access to rear of property over road to Barnabas Court (previous min P 5/11-13). The Council's solicitor has proposed a 50:50 split of the figure agreed (£62,500) for this between the Parish Council and Cambridge Housing Society (CHS) that CHS have agreed to. AGREED to proceed with Deed of Variation to grant right of access to the rear of 53 Cambridge Road, Milton on this basis (proposed JEC, seconded IFM).

8. **Maintenance:**

Cemetery: Stuart Harrison, legal advisor for the 3 members of the Smith family present, spoke on behalf of the family.

The family have submitted a drawing for approval by the council of a headstone 4ft 6in high, 5ft wide, on a raised granite cover slab over the grave that is 6in high for the grave of the late Louise Smith. The family say they were not aware of the restrictions on size of headstones at the time of the burial. Their stonemason has advised that the minimum height for the style of headstone the family wish to have is 4ft. They are concerned that if the cover slab is at ground level this will flood when there is heavy rain.

The clerk clarified that the family were advised of the cemetery regulations prior to the burial.

The family were asked to submit a revised proposal to the council for approval. The council will consider a proposal for a headstone of a maximum height of 3ft 6in from ground level by 5ft wide with a granite cover slab at ground level and kerbing 6in high (there is already one grave in the cemetery that has a headstone 3ft 6in high). Freestanding vases on the grave will be considered but must be removed if they are not holding flowers. The family were told that the parish council does have the right to remove and dispose of any item on a grave that has not received prior approval from the council.

Stuart Harrison asked that a copy of all correspondence from the Parish Council to the Smith family is sent to him. The family members present agreed to this request.

4 members of the public left the meeting at 8:15pm.

Highways: Local Highway Improvement Initiative 2014/15. Funding up to a maximum of £10,000 can be sought from the County Council. Noted the bid submitted for a zebra crossing at the top of Fen Road last year was unsuccessful. AGREED to submit a bid for funding for speed reduction measures, e.g. flashing 30mph signs, along the northern approach to the village on Ely Road, after the pinch point here.

JEC asked that a tour of the village for councillors is arranged for 2014 to identify future projects and that an item is included in a future issue of the Village View to consult with the public to identify possible highway improvements.

9. **Staffing:** the minutes of the meeting held on 18 November 2013 were received and noted.

AGREED to ratify the cost of the advert for the Clerk's job in the Cambridge Evening News (£909 + VAT) to be taken from the amount budgeted for Contingency (proposed JEC, seconded HMS)

AGREED to ask D. Geasor to provide ad hoc admin support as required, hours to be determined by 2 of the following: The Clerk, RTS, IFM or IT.

- 10. Community Care: Update on defibrillator:** East of England Ambulance NHS Trust is running a scheme to install defibrillators (AEDs) on an external wall of a building that is accessible 24/7 until March 2014. Milton has been identified as a potential site. The AED and Cabinet would be purchased by the East of England Ambulance NHS Trust who would also undertake awareness sessions in the village free of charge. The custodian of where the AED/Cabinet is to be placed will be responsible for the cost of installation (an electrical supply is required) and the annual running costs of approx. £2.46. Should the AED be used replacement pads would be required to be replaced by the custodian which cost £25 each. The battery would also need replacing after 5 years, current cost £125. A representative from the East of England Ambulance NHS Trust will attend the Community Care Meeting on 22nd January 2014.

AGREED in principle to pursue this option, with the Parish Council acting as custodian, and identify possible sites for an AED (proposed IFM, seconded GH).

AB advised she has volunteered to join the Community Care Committee. AB advised that Tesco's are planning to have a defibrillator in-store.

11. Milton Skatepark

The parish council had agreed in principle to support a new skatepark at the September council meeting. IT advised that Cambridge Sport Lakes Trust (CSLT) will not support a skatepark in the Country Park.

JEC noted that new equipment must be a robust design that requires little maintenance.

RJF advised that Milton Community Centre (MCC) do not want to own or maintain a new skatepark and would not want this at The Sycamores recreation area.

JEC thought there was an agreement when the original skatepark was taken down that it would be replaced in the future in the same location. **Note:** the Clerk has subsequently found minute 6/06-07 from the Parish Council meeting in June 2007: 'As there were concerns about safety it was AGREED to remove the half-pipe and flat bank (option 3 in Play minutes) with a view to securing funding for a robust replacement. (11 in favour, 2 against and 1 abstention).'

IFM and RTS asked the Clerk to convene a joint MCC/Milton Parish Council meeting. Replacing the original skatepark at The Sycamores rec will be an agenda item. The parish council will own and maintain it.

Noted that any grants received would need to be paid to a registered charity, i.e. MA4Y.

**Action:
Clerk**

12. Reports from external meetings:

Phoenix Trust Event – 14 November 2013: Cllr. Anna Bradnam (AB) attended the grand opening of the Phoenix Trust's new pan mixer by Cllr. Phil Saunders, the Mayor of Cambridge on 14 November. Funding for this equipment was provided by, amongst others, the City Council, Cambridge Building Society and the Microsoft Research Fund. The machine will enable the disadvantaged young people and adults to continue to make paving slabs as well as garden ornaments. A photograph from the Cambridge News on 16 Nov was circulated.

13. MCC report: Andy Gray, Community Centre Manager

Maintenance/Improvements:

RJF advised that maintenance work has been carried out on the courts.

Bookings:

Not surprisingly, Children's Parties are the main weekend activity during December, with Cambridge District Beavers, EACH and Cambridge District Cubs all holding their Xmas Parties here.

New Year's Eve has not been booked, so our last day before Xmas will be Monday 23rd Dec, returning on Thursday 2nd Jan.

Youth Building:

There have been three additional bookings this month, two from the Liberal Democrats and one private party. IT advised that Cygnets have viewed the building but it is not ideal for their needs. Cygnets staff will speak to other clubs in the Annexe to see if they would be able to use the Youth Building instead.

Members expressed concern about potential loss of revenue from the Annexe if Cygnets move to a dedicated portacabin at the school site.

Vandalism:

Nothing to report.

14. County Councillor's report: Maurice Leeke, County Councillor

Milton to Landbeach Cycleway, Phase 2 – The consultation responses have now been analysed. Mike Davies from the county council tells me that he will be supplying the results to the parish council in time for the meeting. He will also be able to give the details of the work that is proposed for the junction.

Email received from Mike Davies, Team Leader - Cycling Projects at Cambs County Council, on 26th November:

I am contacting you with an update on the consultation results, and our proposed way forward.

Option 1 is the preferred option overall, and by residents of Milton, residents of Landbeach, and others.

A lot of people commented that the proposed new length of path from the A10 crossing point to Humphries Way (as shown in option 2 only) would be very useful.

We therefore propose to proceed with construction of Option 1, with the inclusion of the additional length of path and dropped kerbs to link to Humphries Way as well. At this stage I would estimate works commencing in April 2014.

Park and Ride Parking Charges – The latest development in this story is that there is now a further proposal to do away with concessionary fares on the Park and Ride buses. I hope more information will be available soon.

15. District Councillors’ reports

Councillors Report – December 2013 – Hazel Smith

South Cambs Ltd

A private property company has been set up to buy houses for rent. SCDC voted to borrow up to £7 million from the Public Works Loan Board (PWLB) to provide funds for the new company. The district council will charge the company a higher rate of interest than the PWLB rates.

Waste Collection with Cambridge City

More and more of the council’s services are now being delivered through partnerships with either the County or City Councils. It is intended to rationalise the waste collections in cross-border developments, e.g. Trumpington Meadows, through a Memorandum of Understanding with the City Council, so both councils save on what would otherwise have been spent out.

Planning Application for Chesterton Sidings

The plan for the new Cambridge Science Park station has still not come before the Joint Development Control Committee for a decision, the provisional date for this is now 18th December. The station was discussed at a meeting of the full council on 28th November. A motion calling on the County Council to continue to prioritise this development was passed. Julian Huppert MP advised there are some sticking points. The re-letting of the rail franchises that is the mechanism for the County Council to recoup the money invested has been put back again and there may need to be some other process to ensure the development is set up on a sustainable financial basis.

A new planning application has been received to move the freight railway track to the terminal at the North end of the site. This is required so the area for development can be maximised.

16. Bills for Payment and Money Received, Budget Figures

CONFIRMED and AGREED payment of cheques 100962–100980 (proposed by MH, seconded by MCP). Budget figures were **NOTED**.

17. Correspondence (inc. urgent correspondence not on the agenda)

Letter from WD Booth – thanks to Chairman and Council for support for application for Community Chest grant.

The Clerk Magazine – November 2013

Clerks & Councils Direct – November 2013

War Memorials Trust Bulletin – November 2013

IVC etcetera – Winter 2013

18. Dates of Next Meetings – 16th December Planning (7pm); 16th December Maintenance; 17th December Staffing; 10th January 2014 Staffing; 13th January 2014 Parish Council.

19. Items and Reports for January agenda (to be received by Fri 03 January 2014).

Gail Wynne-Jones leaves the council after this meeting. The Chairman thanked her for her service as a councillor and wished her all the best for her forthcoming move.

The meeting closed at 9:34pm

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