

Minutes of the Meeting of Milton Parish Council held on Monday 04 February 2013 at 7.30pm in the Bowls Pavilion

Present: RT Summerfield (chair) JE Coston DJ Chamberlin M Ellwood RJ Farrington G Heaney
M Hersom (arrived at 7:43pm) IF May J Mowatt MC Perkins HM Smith I Tyes
The clerk and assistant clerk
2 members of the public (left at 7:57pm)

Absent: AJ Campbell

1. **Apologies for absence:** County Cllr. M. Williamson.
2. **Casual Vacancy:** One application had been received. The applicant had been invited to attend the February meeting to observe but was not present.
3. **Minutes:** the minutes of the meeting of 07 January 2013 were approved and signed as a true record.
4. **Public Participation – members of the public are invited to speak.**
Chairman advised members of the public would be allowed to speak when the items they wished to comment on were 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.
HMS (disclosable pecuniary interest) Agenda item 7 – neighbour.
HMS, IT (non pecuniary interest) item 9 – on MA4Y 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.**
RJF, HMS and RTS have been granted a dispensation for to discuss and vote on items relating to MCC (item 9).
All councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and setting the precept (Item 9).
6. **Clerk's report**

Connecting Cambridgeshire Campaign for better broadband: The next stage of the Connecting Cambridgeshire programme will be to award the contract to a supplier in February 2013 to roll-out better broadband for all over the next three years.

Signs for cyclists to Jane Coston Bridge: email received from a resident and circulated to councillors about lack of signage at Science Park to direct cyclists to the Jane Coston Bridge. Email received from Patrick Joyce (CCC): 'We are doing some additional signing in the vicinity which will lead folk to the Busway cycle route. It seems logical to add the few signs that would be necessary set matters straight for the resident and her friends as part of that work. This has been the intention all along.' The resident has sent a reply that signs directing cyclists travelling from Milton towards the busway cycleway are not clear. This was cc'd to Patrick Joyce.

Street Lighting (previous min 6/12-12): Cambs County Council (CCC) have advised that the following roads will have replacement lanterns fitted in May (all the columns will remain in place): Footpath to 20 to 34 Shirley Close, Foxs Close, Garner Close, Goding Way, Gunnell Close, Kens Way, LANDER Close, Mansfield Close, Recreation Close, Starling Close, Ballard Close, Burling Walk, Butcher Close, Conder Close, Coulson Close, David Bull Way, Townsend Close, Sutton Close. The roads where light columns are being replaced/removed will now take place between July–Dec 2013.

PAYE Real Time Information: from April 2013 payroll payments will be sent to HMRC each time a payment is made (monthly in our case). The free basic HMRC software currently used can still be used for this. This topic will be on the agenda for the next CAPALC meeting in February.

Committees: following Terrie Drummond's resignation from the council volunteers were sought to replace her on the following committees: Staffing, Planning and Maintenance. A volunteer was also sought to join the Community Care Committee, which usually meets on a Wednesday morning. The following councillors were co-opted onto these committees: IT – Staffing; GH – Planning; MP – Maintenance; GW-J – Community Care.

College of West Anglia (previous min 15/01-13): Rob Cook, course director, will get back to the Clerk's office with dates for his students to fork over the bark on children's play areas and do a litter pick (he has been given Andy Gray's contact details for the MCC areas) and also to help with maintenance work on vehicle access areas at the allotments.

Parish Council Liaison Meeting – to be held on 7th March at SCDC offices in Cambourne. Two councillors can attend - IT has volunteered and has suggested Council Tax Benefit changes, Housing strategy, Waterbeach update and Green belt usage as topics for discussion.

Shared use footway Milton–Landbeach: work is due to start on this around 4th March 2013 and last for about 10 weeks. The new footway will be 2 meters wide and where possible set back from the carriageway by 1 meter. Disruption to traffic will be kept to a minimum. The project will be in two stages. At present the new path is being constructed. In the not too distant future CCC will be looking into how pedestrians will cross the A10. Preliminary plans have been circulated via email to councillors. RTS had received an email from a resident suggesting that the junction from Milton to Landbeach Road should be in a straight line across the A10, using the old exit road from Milton, by the College of West Anglia, that is now closed off. The clerk would check the preliminary plans received and write to the technician dealing with this project to make sure they liaise with the county council officers reviewing safety at the road junction. IT recommended that a central white line is added along the footway to designate the areas for cyclists and pedestrians.

**Action:
Clerk**

Bellway archaeology: The Asst Clerk has contacted Richard Gardner to inquire whether the archaeology survey at North Lodge Park has been completed and received this reply: "I can confirm that the archaeological survey is just being finished on the front part of the site and will continue in the main part of the site for approximately 8 -10 weeks. Our archaeological consultant is preparing their report for submission to the Local Planning Authority; I will liaise with our consultant to establish when the report will be available. Whilst writing, I can confirm that we are preparing for a commencement on site in the week commencing 11th February 2013."

Website blog: The proposed new requirements for Quality Status suggest that parish councils set up a blog which is linked to parish council websites. The Asst Clerk has set up a Milton Parish Council blog for council to view. Any news items with attachments will be posted on the Noticeboard. The Asst clerk will make sure no-one else can post items/comments on the blog to maintain integrity of the site.

**Action:
Asst
Clerk**

Road Closure at Fen Road (Chesterton Fen) rail crossing: an application for a temporary traffic order to close the road at the rail crossing in Chesterton Fen has been received. The date of the proposed closure is 23.45hrs Sunday 12 May 2013 to 05.05hrs Monday 13 May 2013. The applicant (Centurion Site Services) will do a letter drop to the relevant people affected and advance warning signs will be put out 7-10 days prior to the closure. A letter has been sent to CCC expressing concern about the large number of residents (c. 2000) that will be affected by this and who will be cut-off from any emergency services whilst the road is closed. A reply has been received that confirms access for emergency vehicles will not be affected and that all residents will be notified via a leaflet drop prior to the closure.

Parish Paths and Future Partnerships meeting: CCC have organised a meeting that will take place on 7th March 2013 at 6:30pm in Over Community Centre. GW-J was appointed to the vacant post of Footpath Officer. Bob Waters (former councillor and Footpath Officer) offered to attend with GW-J and offered to help with any queries she may have.

11. Milton Bowls Club – request for contribution towards cost to replace floor covering in the bowls pavilion (item brought forward as there were 2 members of the Bowls Club present).

A sample of the carpet to be used for the seating area was circulated. AGREED (proposed JEC, seconded RTS) that the Parish council will pay £525.34 + VAT towards the cost to replace the flooring using materials detailed in the quotation supplied. MCC and the Bowls Club will pay the balance remaining. The two members of the public left after this item.

7. Planning: the planning committee meeting scheduled for January 28th was cancelled as no applications had been received.

Decisions:

S/2621/12/PD Mr Nick Staddon, Bidwells Drug Discovery Ltd, Unit 10 Science Park, Milton Road, Cambridge – Demolition of existing two storey office building – **approval required**.

New applications:

S/ 2609/12/FL Xaar Ltd, Unit 316 Cambridge Science Park, Milton Road, Cambridge – Installation of 3 extraction flues on roof of building. **No recommendation**.

S/2621/12/PD Mr Nick Staddon, Bidwells Drug Discovery Ltd, Unit 10 Science Park, Milton Road, Cambridge – Demolition of existing two storey office building – **for information only**.

S/0074/13/VC Mr Trevor Smith, Cambridge Regional College, Kings Hedges Drive, Cambridge – Removal of condition 1 of planning approval S/1019/08/F requiring removal of building by 1st November 2013. **No recommendation**.

HMS left the room at 8:05pm whilst this application was discussed.

S/0104/13/FL Mr Jamie Beynon, 9 Hall End, Milton – 2 storey side extension. **Refuse. Effect on street scene – the extended house will dominate the street scene; effect on neighbour’s amenity; overdevelopment of the plot; lack of garden space. Contrary to policies DP/2 and DP/3 of the adopted SCDC LDF Development Control Policies 2007.**

HMS re-joined the meeting at 8:15pm.

Withdrawn Applications:

S/2497/12/FL Mr & Mrs Mackay, 33 Butt Lane, Milton (previous min P5/12-12).

S/2500/12/FL Ms Nichola Garner, PR Garner Discretionary Trust 19 Landbeach Road, Milton (previous min P5/12-12).

Pre-planning consultation:

It was **AGREED** that Chair of Planning Committee and Clerk will decide if a pre-planning meeting is appropriate on a case-by-case basis and, if it is felt a meeting will be helpful, arrange a formal meeting to include at least 2 councillors and the clerk/asst. clerk. It is important that the Council ensures that the consultee is clear that any comments it makes is not a formal response and that they will consider it formally when presented as an application and that minutes for each meeting are produced.

RJF has been contacted by David Lee for a pre-application meeting at Milton school as they wish to do some work at the school fronting Butt Lane. They would appreciate any help and advice we could give. RJF has advised that he would get back to him after the Parish Council meeting. By necessity this would be a site meeting rather than at the PC office. RJF will contact David Lee to arrange a meeting. RJF, RTS and the Clerk will attend.

Action:
RJF

8. **Community Care:** the minutes of the meeting held on 10 January 2013 were received and noted. It was NOTED that despite advertising for a Relief Warden no applicants had come forward.

It was **AGREED to accept recommendations** (proposed IFM, seconded JEC):

- **That fees are increased to £4.50 per week from April 2013.**
- **That A Class Care provides holiday/sickness cover for the Warden.**

The performance of A Class Care would be monitored to ensure the high level of service given by the Warden was maintained in her absence.

A grant of £2000 had been received from Milton Charities towards the costs of the Community Care Scheme for 2012/13. A letter of thanks would be sent by the Clerk.

Action:
Clerk

9. **Finance & Administration:** the minutes of the meeting held on 28th January 2013 were received and noted.

It was **AGREED to accept recommendations:**

- **Bank signatories mandate to be updated** (proposed RTS, seconded IFM);
- **that Council grant MCC £32,500 for 2013/14** (proposed RTS, seconded IFM);
- **that funds from contingency budget for 2012/13 are used to purchase Scribe accounts software (cost £245 p.a.) and a new PC (cost £665 + VAT) for the Clerk** (proposed JEC, seconded IFM);
- **to approve budget forecast for 2013/14 as supplied and that Council set a precept of £125,000 for 2013/14** (proposed RTS, seconded HMS).

10. Consultations

Local Development Plan – Issues and Options (SCDC) – 2nd round consultation

Consultation Period: 7 January – 18 February 2013 (previous min 9/01-13)

Following discussion and some minor corrections responses to questions 1, 3 and 8 from Book 1 and items 9, 11 and 13 from Book 2 were **AGREED** and would be submitted to SCDC. The responses to Questions 1, 3 from Book 1 (protect green belt land outside Milton and oppose Union Place Community Stadium proposal) and Book 2 Item 9 (oppose development of a marina at Fen Road, Chesterton) would also be sent to the City Council's LDP consultation.

Action:
Asst. Clerk

HMS advised she would be visiting the Blackwell travellers site with the SCDC Travellers Officer as residents there will be affected by the Union Place Community Stadium proposal.

11. **Milton Bowls Club** (item moved forward to follow item 6 on the agenda).

12. MCC report: Andy Gray, Community Centre Manager

Maintenance/Improvements:

The following projects have been allowed for in our 2013/14 Budget:

- Replacing the heater in MCC main hall
- Carry out repairs and decoration to MCC low level roof
- Internal decoration of the Annexe
- Work to the diamond shape cladding in the Annexe
- Replacing the shower screens at the Sycamores Pavilion.

Bookings:

These continue very much as before.

Youth Building:

Nothing new to report.

Vandalism:

Nothing to report.

13. County Councillor's report: Michael Williamson, County Councillor
www.michaelwilliamson.org.uk

MW was not present but had sent a report:

This is a joint report for Landbeach, Milton and Waterbeach. I know that some issues will be relevant to only some parishes, but to avoid leaving anything out, I felt it would be useful to circulate everything to all. I have used initials to show which items may be most relevant to which Parishes.

Cycle Parking at Waterbeach Station (L,W)

This is progressing. I don't have any specific news at the moment but will advise as soon as I do.

Cycle crossing of the A10 (L,W)

As above, I am awaiting more detailed responses from the County Council officers.

Landbeach Road - A10 junction (L,M)

To expand upon my email to Landbeach and Milton Parish Councils (see below), there is to be a meeting of County Officers to discuss how the junction can be made safer, particularly in view of the planned dual use path from the edge of Landbeach to the A10.

In addition, the road safety team intend to put in some video surveillance at both junctions from Milton to the A10 to observe driver behaviour.

I would suggest that it would be best to postpone the meeting of Parish Councillors until the video surveillance has been carried out.

Ian May had asked that we make sure the County Council engineers were aware of plans for the dual use footway between Milton and Landbeach, to take into consideration when offering proposals for the A10 junction improvements. To that end, Michael Williamson wrote to County Council officers and received the following replies:

Email from Mike Davies to Michael Williamson:

'Thanks for this. Sue [Parsons] is aware of our plans for Milton to Landbeach.

Rikki and myself are meeting Sue on 11th February to discuss how we can provide some form of safe crossing facility over the A10, as part of the Milton to Landbeach scheme.'

Email from Sue Parsons to Michael Williamson:

'Thank you for your email.

As Mike has said above we are going to be talking with him regarding the crossing. However we will also be looking at the type of accidents that are occurring to try and establish if there are any additional measure that we can include to address the accidents at the same time. In working together we hope that any proposals we put forward will join up so both schemes complement each other.

We have also commissioned video surveys for both junctions leaving Milton to be undertaken before April. This will help us in analysing if there is a possibility to put forward any more solutions.'

Improved Park and Ride Signage (M)

I think this may have been delayed due to some reorganisation in the Highways team. I shall try to see what is happening.

Council Tax

The proposal is that the County Council raise its share by 1.99%. This will be discussed by full Council later this month.

14. District Councillors' reports

Councillors Report – February 2013 – Hazel Smith

Traveller site for SCDC rental plots

2 officers from the Housing Department of SCDC met with Richard, Michael Perkins and myself in the parish office, to discuss the approach from the land-owner about a site on Chesterton Fen. We suggested they look at other sites that already have planning permission, and they have gone away to try that approach.

Budget

We now have the detail of the new regime that replaces Council Tax Benefit. This goes under the title of Localised Council Tax Support, and each council has had to invent its own way to balance the books. The government has handed over the system of subsidising Council Tax to the district councils, together with 90% of the budget that they used to spend in each area on this. Councils have to protect the position of pensioners, people receiving disability benefits, carers and single parents with children under 5. The 25% reduction for people living alone in a house also comes into this. The main group of people left is those people of working age who are either out of work or have low wages, and their rebate must not be less than 91.5% of what it is now. There are a number of serious differences from the current system:

1. The new regime does not charge council tax and then give people who qualify a rebate. The rebate is deducted at source, by reducing the bill in the first place. And this reduces the Tax Base for each parish, which is the number of Band D properties that would yield the same amount of tax. The Tax Base for SCDC as a whole will reduce from 60,793 to 57,525 (5.4%). Areas with a lot of people of working age on benefit will see their Tax Base reduce more than others. Milton Parish's Tax Base will reduce from 1746.5 to 1683.6 (3.6%), even though there are expected to be 31 new properties added to the village since last year. This would mean that for the Parish Precept to stay the same, each household would have to pay about 3.6% more. This will be the case in 2014-15, but for the current year (2013/14) there is a grant from the government which will cover 90% of the loss.
2. The Local Council Tax Support scheme of SCDC removes the 6 months free of council tax if a property is empty. So if a landlord does not immediately fill an empty rented house, they will themselves be liable for the full Council Tax on that house.
3. It removes the 10% reduction for second homes.
4. The full list of changes is best seen in the agenda for Council on Thursday <http://scambs.moderngov.co.uk/documents/s69300/Council%20Tax%20Support%20Scheme%20Report.pdf>. Don't try reading the scheme itself – it is completely inscrutable.

JEC thanked HMS for the time spent to compile this useful information for the parish council.

Environmental Health PFH meeting

We met to discuss the setting of rates and charges for 2013-14. Not very controversial, except for the charges for collecting waste from village halls. If the usage is less than 51% "commercial" then it will be classified as household waste and collected free, if it is deemed "commercial" then fees will be charged.

Previous meeting in November

There is a major problem with meeting the recycling target of 65%. This is likely to be 58% at the end of the year, largely due to the dry spring and wet summer! The Green Bin waste was less than expected in the Spring, and then when everything started growing the green waste was too wet to compost.

Recycling 'on-the-go' - bins for recycled materials (Blue Bin waste) have been put next to normal rubbish bins in some of the larger villages. This is proving a success and will be extended as and when we can afford the bins.

Hauxton remediation and planning:

The final report on the state of the soil is being considered by the EA and HPA experts. They have asked for more information and the amended report is due in 6 weeks time. A Phase 1 planning application has gone in, which does not include the flood mitigation work on the opposite side of the river (which may then not be included until Phase 3).

15. Bills for Payment and Money Received, Budget Figures

CONFIRMED and AGREED payment of cheques 100820□100835 (Proposed by RTS, seconded by MP). Budget figures were noted.

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

Clerks & Councils Direct – Jan 2013

The Clerk Magazine – Jan 2013

Letter from NALC about Localisation of Council Tax Support – AGREED that Clerk would draft a letter to send to Eric Pickles MP. The letter to be approved by RTS and IFM.

**Action:
Clerk**

17. Dates of Next Meetings – 18th February Planning (7pm); 18th February Staffing (7:30pm); 4th March Parish Council.

18. Items and Reports for March agenda (to be received by Fri 22 February)

The meeting closed at 9:17pm

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