

Minutes of the Meeting of Milton Parish Council held on Monday 13 January 2014 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 HM Smith I Tyes
The clerk
County Councillor Maurice Leeke (arrived 8:45pm)

Absent: Jim Mowatt

- 1. Apologies for absence:** apologies were accepted and approved from: DJ Chamberlin and MC Perkins – work commitments.
- 2. Casual Vacancy:** The casual vacancy caused by the resignation of G Wynne-Jones has been advertised as required by law. Confirmation has been received that the vacancy can now be filled by co-option. Flyers encouraging residents to join the parish council were distributed in December with the Church leaflet. An item will be included in each issue of Village View asking for new members to join the council.
- 3. Minutes:** the minutes of the meeting of 02 December 2013 were approved and signed as a true record (proposed RTS, seconded HMS).
- 4. Public Participation – members of the public are invited to speak.**
There were no members of the public present.
- 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

New football pitches – North Lodge Park (previous min 7/10-13): Joe Goude from Cambs FA has come back and advised the FA and Cambridgeshire FA do not have a funding pot. Their funding work is delivered via the Football Foundation which is currently closed at this current time but will be reopening on 20th January 2014, more information is available at: <http://www.cambridgeshirefa.com/news/2013/oct/premier-league-and-the-fa-facilities-fund>. In addition to that there is funding available through the McDonalds KickStart Grant scheme – <http://www.mcdonalds.co.uk/ukhome/Sport/Football/Investment/small-grant.html?gclid=CLjy5rbPvLsCFQkEwwodtEMAJQ>. I would also advise looking at the LIVING Sport funding section of their website – <http://www.livingsport.co.uk/funding/opportunities/>.

Local Highway Improvement Scheme (previous min 8/12-13): Ian Tyes will attend a panel meeting on Monday 20th January at 3pm to represent the application submitted by Milton Parish Council.

JEC asked the Clerk to write to County Council Highways Department to ask that the white lines and road markings in the village are re-done.

New

Grants received: Milton Charities have agreed to award the following grants for 2013/14:

£2500 to Community Warden Scheme (see item 10 on this agenda);

£500 towards the tree work undertaken in the village in 2013;

Cheques have been received for both these amounts.

£500 towards the cost of a defibrillator (this is granted in principal should the CPAD unit in an alternative scheme offered by East of England Ambulance NHS Trust and agreed in principle at December's meeting (min 10/12-13) not be installed).

Impington Village College: In September 2014 Impington Village College will celebrate 75 years of service to the community by launching a year-long festival of events and activities. Local residents, students past and present, and community groups are welcome to join in this celebration. It will be an excellent opportunity to look to the past and highlight the contributions made by very many individuals and groups. The festival will also offer a platform for the many clubs, groups and societies in the local area to showcase what they do.

To be part of the planning process anyone can attend an open meeting on Thursday 30 January, 7 – 8.30pm in the Carnegie Room at Impington Village College. The meeting will be an opportunity to talk about your interests and share ideas to inform and shape the year-round celebration festival.

Please RSVP to the Development and Engagement Manager, Amy Wormald on awormald@impington.cambs.sch.uk or 01223 200400.

Number of Councillors: The Clerk asked SCDC Electoral Services about the procedure to reduce the number of seats on the council and received the following: 'If the council genuinely feels that a reduction in councillors is necessary, they should put forward a business case in writing and send it to the Head of Legal and Democratic Services at SCDC in Cambourne. It will need a full community governance review to be carried out. This would normally be initiated by a petition from the community. If you want SCDC to start one off its own back, you will need to make as solid a business case as possible.'

CAPALC AGM: The Clerk attended CAPALC's AGM in Impington on 9th December. The Quality Parish Council (QPC) scheme is still being reviewed and it is hoped that details for a new scheme will be available in 2014. CAPALC has made savings in the current year, particularly due to measures to make delivery of training courses more cost effective, but has also lost income from the discontinued County QPC and its support grant. Members present at the meeting voted to approve the affiliation fees for 2014/15 (1 abstention) – for Milton this will be £740.95 for 2014/15.

Joint Meeting MCC/Milton Parish Council (MPC): A joint meeting for MCC and MPC has been arranged for Weds 29th January at 7:30pm in the Community Centre. Agenda items already confirmed are to agree the location of skatepark, re-surfacing car park outside the Youth Building and to discuss the Annexe and the Cygnets possible move to another site. Any other Agenda items to be with the Clerk by 17th January. A representative from Bellway Homes will be invited to attend to give an update on the timescale for new sports pitches and pavilion and the development in general. The Clerk has asked Bellway several times for information on progress at North Lodge but has not received anything.

Histon & Swavesey Area Police Panel Meetings for 2014: Meetings are scheduled for the following dates, meetings take place from 7:30pm–9pm.
12th February – Cottenham Village College
11th June – Swavesey Village College
15th October – Orchard Park Community Primary School.

Office: due to ongoing problems with Internet and email access a new router and modem has been installed in the office by World of Computers – cost £69 + VAT. A new external drive for backups has also been purchased – cost £66 + VAT. AGREED that P Oldham can have the old router and modem (proposed JEC, seconded RTS).

Cycle Legacy - Small Grant Fund: On Monday 7 July, Cambridge will host the start of the third stage of 'Le Tour De France' 2014. The riders will set off by Parkers Piece, cycling through the historic city streets and then into the beautiful south Cambridgeshire countryside before heading down to London for the conclusion of the stage on The Mall. In celebration of this exciting event, Cambridgeshire County Council announces the Cycle Legacy Small Grant Fund. Small grants are now available and will be awarded to local groups and organisations to support activities or events linked to and inspired by cycling or the race. The grants are for activities designed and delivered within your community that involve and motivate people to create a lasting and positive legacy to mark this historic occasion for Cambridgeshire. Each grant will be up to a maximum of £500 and additional funding or support in kind will be expected. The grants are being awarded in three rounds. The deadlines for applications for each round are 17 January, 7 March and 11 April.

Parish Council Noticeboard: The noticeboard by the War Memorial has been damaged for a second time (the perspex on one of the doors was pushed in again) but is now repaired. Hopefully this time no more damage will occur – Paul Capitain has advised the noticeboard is in fair condition but the doors may need replacing in a year or so. JEC felt a new noticeboard should be installed when the doors need more work.

Annual Parish Meeting – 14th April 2014: AGREED to invite speakers to talk about Sewage Works, Science Park Railway Station and, if they are unable to attend the joint MCC/MPC meeting, someone from Bellway to talk about progress at the North Lodge development and timescale for delivery of the sports pitches/pavilion (proposed GH, seconded RTS).

Gas Mains replacement work – Kings Hedges Road: Gas mains replacement work is due to start on 17th February and take around three weeks to complete on Kings Hedges Road, Cambridge. The project is being done by tR110 working on behalf of National Grid. There will be a lane closure in place for one week only during half term, to minimise disruption, and a diversion route will be in place. Residents affected will be contacted by letter and a press release will be done.

Police: PCSO John Mason is busy with Operation Oaklands, which is an operation to prevent burglaries, shed break-ins and vehicle crime. A community is targeted each day, with uniform staff visiting villages and towns to spread the crime prevention message. During these visits residents can purchase shed alarms for just £7.00 – these are a simple and effective deterrent. Milton was visited on 21st December, the operation ends on 17th January 2014. Anyone wanting more information and advice on home, shed or vehicle security should call 101 and ask to talk with the local PCSO. JEC asked the Clerk to write to the police to ask that the parish council is notified of any operations taking place in the village in advance (no advance notification was received about Operation Oaklands).

7. **Planning:** the minutes of the meetings held on 16 December 2013 and 06 January 2014 were received and noted.

Decisions received:

S/2359/13/FL Mr G Chowdury, 34 Froment Way, Milton – Extension of house to join the existing outbuilding: **approved** (previous min P5/12-13). The extension shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 34 Froment Way, Milton.

53 Cambridge Road, Milton – grant of right of access to rear of property over road to Barnabas Court (previous min P 7/12-13). AGREED to pay £1000 + VAT towards Cambridge Housing Society's (CHS) legal fees for preparing the deed of variation to grant right of access to the rear of 53 Cambridge Road, Milton (proposed HMS, seconded RJF). The total fee to be charged to CHS for the legal work to prepare the deed of variation is £2,500 plus VAT which includes £800 for advice already provided on this matter to date. The solicitor acting for the Parish Council will charge around £1200 + VAT for her work, which will be billed to the landowner of 53 Cambridge Road.

8. **Maintenance:** the minutes of the meetings held on 16 December 2013 were received and noted.

AGREED recommendations:

- **That cemetery fees remain unchanged for 2014** (proposed JEC, seconded AB);
- **Increase allotment rents from October 2014 as follows:** (proposed JEC, seconded IFM: 8 in favour, 1 abstention);
Full-size allotment – increase from £25 to £30;
Half-size allotment – increase from £15 to £20 (other size allotments pro rata increase based on this figure);
- **Horse grazing fees to be reviewed at end of current tenancy (31 Mar 2014)** (Proposed JEC, seconded IFM).

NOTED a grant of £500 has been received from Milton Charities towards cost of tree work in the village for 2013/14.

NOTED that an inspection of play equipment maintained by the parish council was carried out by Fenland Leisure Products on 3rd December 2013. No urgent repairs are required.

Bus Shelter, Cambridge Road AGREED to replace the seating unit in the bus shelter – cost £585.00 + VAT.

9. **Staffing:** the minutes of the meeting held on 17 December 2013 were received and noted.
AGREED [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public/press to this item owing to the confidential nature of the business (proposed IT, seconded RTS).
The meeting re-opened at 8:45pm (proposed IT, seconded RTS).

10. **Community Care:**

Milton Charities Lifeline Scheme

Milton Charities will run down the existing Lifeline scheme, as it is proving too costly and it is increasingly difficult to find volunteers willing to help out with setting up new units. Any residents who are presently on the scheme will continue on the same basis, until their Lifeline is no longer required. However, no further Lifelines will be issued and any new enquiries should be directed towards the very comprehensive scheme run by SCDC or The Borough Council of King's Lynn and West Norfolk's scheme, which covers Milton. Milton Charities may be able to help out village residents in times of hardship if they are struggling to afford either scheme. The website has been updated to direct people to these websites.

Grant received from Milton Charities for Community Care Scheme

NOTED a grant of £2,500 has been received for the Community Care Scheme.

11. **Finance & Administration:**

AGREED not to write to SCDC about the fact that no rate support grant will be paid in 2014/15 to compensate for losses in tax base due to changes in the welfare system (proposed RTS, seconded HMS). SCDC had given notice that this would not be paid for the next financial year.

AGREED no comments were needed to SCDC consultation relating to payment of parish precepts (proposed RTS, seconded JEC).

12. **Open Space/Community Facility Project Working Group** (previous min 10/09-13)

AGREED to arrange a cycling tour of the village for councillors at a later date, to take place on a Saturday or Sunday following the Annual Parish Meeting in April (proposed GH/ seconded JEC).

IT noted that children from Milton Primary School would be presenting ideas for short and long term projects in the village to the council at the March meeting.

13. **South Cambridgeshire Community Awards:**

AGREED to nominate the Environment Group, led by Hazel Smith, for Community Pride: Improving the Local Environment Award (proposed JEC, seconded GH – 7 for, 2 abstentions (AB and HMS)). AB will complete the paperwork for this nomination.

14. **Reports from external meetings: Reports were received and noted from:**

Gail Wynne-Jones – Parish Paths meeting 28 November 2013 (Appendix I);

Anna Bradnam – visit to Water Treatment Works 12 December 2013 (Appendix II).

Hardcopy of both reports is available from the Parish Council office.

RTS thanked both Gail (who has now resigned from the council) and Anna for attending these events.

15. **MCC report was received: Andy Gray, Community Centre Manager**

Maintenance/Improvements:

The 3 Netball/Tennis courts have been professionally cleaned, as they were becoming slippery.

The wooden floor in the main hall has been given a deep scrub and re-sealed.

Upstairs rooms 1 + 2, the stairwell and the lounge are all presently being decorated.

Bookings:

All of our regular groups will be returning after the Christmas Break.

Saturday Night Party Bookings remain quiet, although weekends during the day are busy, with a dog show, chess tournament and a children's party during January alongside the regular bookings (Tumbletots, Pilates, Children's Dance and Remote Controlled Car Club).

Youth Building:
Nothing to report.

Vandalism:
Nothing to report.

16. County Councillor's report was received: Maurice Leeke, County Councillor

Science Park Station – The Deputy Prime Minister, Nick Clegg, visited Cambridge and announced a sum of £6million to allow the development of the Science Park Station. The money is to provide for the access to the new station.

A14 Tolls – Danny Alexander MP, the Chief Secretary to the Treasury, has announced that the proposal for tolls to be charged to help pay for the improvements to the A14 has been scrapped. Local councils will still be expected to contribute towards the overall cost of the scheme, but the withdrawal of the tolling proposal means that local people will not have to pay the tolls when the scheme is completed, and the concern about vehicles “rat-running” along local roads to avoid the tolls is also removed.

Mud on Fen Road – There was a problem with mud on Fen Road when the maize crop was lifted. It appears that the Farm School did try to sweep the road but had a failure with the equipment they were using. They are aware of the problem and of the responsibility on farmers to clear up the mud they leave, and have undertaken to do so in future. JEC asked that action is taken now to avoid similar problems next year – noted that similar problems had occurred throughout the county with biofuel harvesting.

13th Public Drain – I am following up a query about the responsibility for replacing the gates at the outflow of the drain into the river at the end of Fen Road. I am told that they have been missing for a long time but clearly, with the current concerns about rainfall and flooding, we should see if we can get them replaced. RTS felt that replacing the gates could increase the flooding hazard.

17. District Councillors' reports

Councillors Report – January 2014 – Hazel Smith

Anglian Water

Anna and I went to see Steve Boulton, Ceri (pronounced Kerry) Williams and Lucy Sharp at the Cambridge Sewage Treatment Works (CambsST). We spent 2 ½ hours touring the site and then met in the office. Steve is Area Manager, Ceri runs the works and quite a few other smaller ones, and Lucy deals with customer-facing work. They agreed they would be more pro-active in telling us when they knew work was going on that might be smelly. We agreed to write an article for the VV and to publicise the number for complaints – it helps them if all contact comes by phone through the Lincoln office, and any calls logged there do get through to Lucy.

Planning application for 'Science Park' station

The station plan was approved at the JDC Committee on the 18th December, with additional conditions. I attended the planning meeting at the Cambridge Guildhall to represent Milton Parish Council on the application.

The main thrust of my argument was that the station will be a huge asset to this area, but it must not ignore the need to protect the amenity of those living close by.

The plans give no detail of the drainage proposals, and given that we have had flooding to businesses just the other side of the railway line only last year, these must be well thought through. The plans mention permeable paving to the car parks and a 'green roof' for the main station building, but other than that they talk of allowing the water to drain away into the ground through swales. There are huge areas of hard roofs and platforms in addition to the main station building – the access to the platforms is a 43m long bridge across the railway lines, and all the rainwater falling onto these areas must be dealt with properly.

The committee agreed that these issues are important and asked for 4 items to come back in front of the committee later on. These are the solutions that the developers come back with for

- drainage,
- noise disturbance,
- safety for cyclists and pedestrians on Cowley Road,
- and how much access to the station through Bramblefields Nature Reserve will be allowed.

There will be an Area Action Plan for the whole area of the sidings, which is to be worked on over the next few years and adopted by the City Council and South Cambs District Council. Influential consultants have suggested that the area covered by this plan should include also the Chesterton Fen Road area beyond the railway, as far as the River Cam. We must ensure that we get improvements for this area too – another road into the area via a bridge over the railway was mentioned and I also again raised the question of a sewage connection for that area. However, neither of these projects can be linked to the station development itself to get any funding.

Consultation on review of Statutory Guidance on sewerage undertakers' duty to connect properties to the public sewerage system under the Water Industry Act 1991 Section 101A

Changes to this legislation could help with getting a sewage connection to Chesterton Fen Road traveller sites. HMS and IT will review the documents and bring a response to the March council meeting for approval.

18. Bills for Payment and Money Received, Budget Figures

CONFIRMED and AGREED payment of cheques 100981–101007 (proposed by RTS, seconded by MH).
Budget figures were **NOTED**.

19. Correspondence:

None received.

20. Dates of Next Meetings – 20th January Finance & Administration; 22nd January Community Care (11:30am); 29th January Joint MCC/MPC meeting (in Community Centre); 3rd February Parish Council.

21. Items and Reports for February agenda (to be received by Fri 24 January 2014).

The meeting closed at 9:24pm

APPENDIX I

Parish Paths Patch Meeting - 28 November 2013 at Quy Village Hall

The meeting was one of four similar meetings held by the Rights of Way group of the Cambridgeshire County Council, to which all parishes were invited to send a representative.

There were three main points raised by the RoW group:

1. As part of the restructuring of the County Council, Rights of Way are now part of the Highways Group. The local Highway Officer representing Milton is Nicola Burdon. From 1st April all grass cutting will be handled by the 'Cyclic Maintenance' team of the Highways Group. This will replace what the RoW group currently does and also any work previously contracted to farmers. They need feedback from Parish Councils in April/May if any cutting is not happening.
2. Parish Councils are urged to consider applying for the Local Highways fund for any new projects (which does not include maintenance). Some parishes commented that they had not had much luck applying for this, and thought success might depend on how big a proportion of the costs the parish was prepared to pay. The District Highways Manager (John Clark) suggested they contact him to help them with applications.
3. More cuts are on the way, but not yet defined.

The Council has a policy of replacing old stiles with kissing gates for better access.

Generally the Council is expecting the Parishes to help with their work. For example, they will produce Footpath signs if required, but the Parish will be expected to specify what the footpath sign should say (e.g. destination and distance), and to erect them.

All problems with footpaths should be reported on the County Council website which has been updated and is extremely easy to use. (www.cambridgeshire.gov.uk > Do It Online > Report a Problem).

Gail Wynne-Jones

APPENDIX II

Report of a visit to the Cambridge Sewage Treatment Centre 12 December 2013.

Attendees: Hazel Smith, Anna Bradnam, Stephen Boulton (Tactical Support Manager for Essex and Cambridgeshire), Ceri Williams (Site Manager), Lucy Sharp (Customer Services) and Anna Totterdell (Graduate Trainee)

Hazel Smith and Anna Bradnam were given a guided tour of the treatment centre, first established in 1895 and currently run by Anglian Water. (Photo 008)

The Centre deals with sewage from the Cambridge City as well as some outlying villages. The process is continuous and monitored at the control centre in Lincoln. Day to day a team of just 2-3 people look after the site locally; two operational managers and one mechanic/electrician.

The sewage arrives into an 18 m deep inlet chamber and is then screened to remove waste, such as paper, nappies, plastic, wet wipes and cotton buds, collectively known as 'rag'. Approximately 5-6 tonnes of this waste is washed and removed every day by Biffa for disposal at their specialist landfill site. These inlet screens were built in 1989 and will be replaced in mid 2014.

We followed the route of the sewage through settling tanks, which allowed solids to be separated out and fat to be skimmed off. Grit and stone (from road surfaces) is removed, then washed and stored. The grit is then sent to the depot at Great Billings, where it is re-used for road building or to make compost.

The sewage then flows through 70 foot long perforated booms which run up and down the 1930s biological filter beds. These beds are about 10 feet deep and are filled with a rough aggregate which is colonised by bacteria and microflora and fauna which digest and remove the organic material from sewage. (Photo 010)

Fresh sewage is about 90% water and whilst it is aerated and moving, is mercifully free of odour. Normally the system processes around 1,276 litres per second. It is only if flow rates slow or the sewage becomes static and anaerobic, that it becomes odorous. During rainstorms, the plant might have to handle as much as 4,000 litres per second. High flows of water scour the sewers and the first flush can contain very strong sewage. In this case it is pumped into overflow tanks and once the organic matter has settled out, the liquid is pumped into the 15 million litre storm lagoon to await treatment. This storm lagoon is currently empty and AW plan to scrape out the residue and check the drains beneath it. (Photo 013)

Deep sand filters help to remove more particulate matter and reduce the biological oxygen demand (BOD) of the water ready for release to the River Cam.

The sludge collected at the start of the process is treated and some energy is generated from the methane released. This offsets the large amount of energy used by the treatment centre. The resulting 'cake' is recycled either to agricultural land for farmers to use as fertiliser.

There is also an Activated Sludge Aeration System consisting of three concrete 'lanes' with aeration systems in the floor. The oxygen bubbling up through the wastewater encourages the organic matter to break down (Photo 015). This is an alternative treatment system to the biological filter beds. The wastewater is then pumped into a circular settling tank 3-4 m deep. It is pumped to the bottom, where solids settle out, then rises up under a weir which skims off any fatty deposits (Photo 012). The sludge is pumped away to be treated and the cleaner water is treated to remove phosphate (from washing powders, dishwasher tablets and toothpaste) before it is released to the river, just south of the A14 river bridge.

Key points

- 1) Whilst moving and aerated, sewage doesn't smell. Odour (methane) is generated when the sediment becomes anaerobic. The conditions most likely to cause nuisance odour are a prolonged period of warm weather, followed by a storm. The first flush of sewage is very strong and may need to be stored in a storm tank to settle and then the liquid stored in the storm lagoon, which is close to the Country Park's southern boundary.
- 2) All odour incidents should be reported as quickly as possible to the Lincoln Control Centre by telephone Freephone 0800 145 145
08457 145 145 (Local Rate 24Hr Helpline) or 01522 341000.
Refer to the "CambST" (Cambridge Sewage Treatment Centre) and say "Advice is required", which means they will report back to you about the problem. AW will be able to check the plant data remotely and will liaise directly with the staff at Cowley Road. This means that all complaints are logged, they can immediately locate the problem and take action to improve the situation.
For residents, receiving lots of different explanations for what caused the odour (which may individually be correct at the time) tends to erode confidence of those reporting problems.
- 3) We asked if we could be informed in advance about any planned procedures which were likely to cause odour (like cleaning out of the main inlet chamber) and Ceri Williams, whilst unenthusiastic, did say he would try to liaise with Jane Coston or the Clerk by email.

- 4) Anglian Water is attending the Parish Council meeting in February 2014. We asked them to explain (for example) what happened on 4 August 2013, when odour affected the Parklife Event. What caused the odour and what did they do to resolve? How will they avoid similar problems in future? How are they planning to deal with the extra capacity required as a result of housing developments in the catchment area?
- 5) It would be useful to know what odour standards and discharge standards they are required to comply with

We asked about provision of a mains sewer system for Fen Road. Apparently if asked to do so, AW would install a sewer but this depended on individuals paying to be connected. A significant problem seemed to be the legal difficulties about building underneath the railway. HS explained the history of the request for such a scheme and the assessment that only the 12 or so houses counted as dwellings, whereas there are in fact around 300 caravans and perhaps around 800 inhabitants.

Anna Bradnam