

## **Minutes of the Meeting of Milton Parish Council held on Monday 12<sup>th</sup> January 2015 at 7pm in the Bowls Pavilion**

**Present:** JE Coston (chair) A Bradnam RJ Farrington G Heaney (7.40pm)  
IF May J Mowatt M Perkins HM Smith D Stirrups RT Summerfield I Tyes  
D Geasor SE Wilkin  
John Stanley, Cambridgeshire County Council Cycling Officer (Item 2)  
2 members of the public

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

### **2 Guest Speaker**

JE Coston welcomed John Stanley who reported that £50,000 is available from Section 106 money for foot and cycle path improvements in Milton, particularly widening the 100 metre strip from Jane Coston bridge to Winship Road. He noted the existence of utilities under the verge which will have to be taken into consideration and will order a test from Skanska to find out exact location of utilities. He asked for comments and suggestions from the Parish Council.

I Tyes noted that there was no clear indication of rights of way on the shared use footpath and suggested ideas for improving safety, including staggered bollards at the base of the bridge, as well as speed bumps for vehicles. A Bradnam noted the path was very narrow and needed widening as well as better visibility displays and improved signage, particularly at Winship Road. HM Smith would like to ensure the verge strip is not used for parking of vehicles and suggested the possibility of bollards. JE Coston arranged an onsite meeting with J Stanley for Tuesday 27 January 2015 at 10.00a.m. (A Bradnam, JE Coston, M Perkins, HM Smith and I Tyes to attend). Ideally the work would be completed this year.

### **3 Welcome and Apologies for absence**

DJ Chamberlin – personal; A Dark – personal; M Hersom – personal;  
Maurice Leeke, County Councillor – personal.

### **4 Casual Vacancy**

JE Coston will invite John Saunders to attend the next Parish Council Meeting.

### **5 Minutes and Confidential Minutes of the Parish Council meeting of 1<sup>st</sup> December 2014**

The Minutes and Confidential Minutes were received and signed as a true record.

### **6 Declarations of interest and dispensations**

- a) To receive declarations of interest from councillors on items on the agenda.
  - Item 8 – A Bradnam, member of SCDC Planning Committee; M Perkins – personal
  - Item 9 – G Heaney and D Stirrups – Allotment holders
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
- c) To grant any requests for dispensation as appropriate.

## 7 Clerk's report

JE Coston welcomed SE Wilkin as the new Assistant Clerk.

### **From previous meetings:**

Street-lighting along Ely Road: Ongoing. M Leeke to provide update.

Relocating Waggon & Horses bus stop: Some responses from residents received, awaiting others and item will be put on February Parish Council agenda.

Reports of faults to the gym equipment: Ongoing.

Field by allotments/rent: Ongoing.

Parking in the Rowans: Ongoing. Need to follow up email to Nicola Burden.

### **New items:**

#### Parish Planning Training Sessions:

Email (23<sup>rd</sup> Dec) from Jane Green, Head of New Communities at South Cambs District Council, inviting two representatives from the Parish Council to attend Parish Planning training sessions on 28<sup>th</sup> January at Impington Village College and 10<sup>th</sup> March at Cottenham Village College. M Perkins and D Stirrups to attend.

#### Commemorating World War II:

Email (3<sup>rd</sup> Dec) from Nutan Patel, Community and Business Support Officer at Cambs County Council, to be forwarded to Mick Woolhouse at Milton Country Park, the editor of the Village View and Gary Heaney to forward to allotment holders.

#### Winter Health:

Email (3<sup>rd</sup> Dec) from Val Thomas, Consultant in Public Health at Cambs County Council, was received and noted.

## 8 Planning

The Minutes of the Planning Committee meeting of 15 December 2014 were received.

### **Decisions received:**

S/2555/14/FL Mr Alex Markham – 10 The Oaks, Milton – Alteration to front conservatory to create pitched roof lean to front extension: **APPROVED.**

### **New applications:**

S/2848/14/FL Mr Too-Chee Ng – 7 David Bull Way, Milton – Erection of part two storey, part first floor extension to the side and rear of the dwelling: **NO OBJECTIONS with query as to who owns the land between 7 David Bull Way and 9 Humphries Way.**

S/2852/14/FL Mr A Moffat – 70 The Rowans, Milton – Extensions: **NO OBJECTIONS.**

S/2878/14/FL Tesco Properties – 135 Cambridge Road, Milton – Change of use from DI Tuition Facility to B1 offices and B1(c) Light Industrial Use: **NO OBJECTIONS with queries as to hours of operation and noise levels of machinery.**

S/2990/14/FL Mr Thomas Frankham – Land at Grassy Corner Caravan Park, Grassy Corner Caravan Park, Fen Road, Cambridge – Change of Use of Land to Stationing of Caravans for Residential Purposes for 9 Gypsy Pitches Comprising Mobile Home, Touring Caravan and Utility/Dayroom together with Formation of Hardstandings: **STRONGLY REFUSE due to:**

**1. SCDC policy to allow some development west of Fen Road (eg. Sandy Park and Grange Park) in order to protect the area between the road and river from development;**  
**2. Parish Council policy to refuse any further development until Fen Road is connected to the mains sewer;** **3. Site is too low lying for package treatment plant and may frequently overflow (as at Newfields);** **4. Over development of site;** **5. Loss of amenity to existing caravans, e.g. river views at Clearview.**

## **9 Maintenance**

The Minutes of the Maintenance Committee meeting of 15 December 2014 were received. G Heaney reported that he has sent a letter to the Smith family and included a copy of the cemetery policy. Clerk to review play equipment quote from Fenland Leisure, liaise with Paul Capitain and bring recommendation to February Parish Council meeting.

Allotments: G Heaney to update tenancy agreements in the next few months. A4 tenant has agreed to cut down conifers. E4/E5 tenant would like to retain conifers on edge of allotment boundary. General agreement that the rules concerning conifers should be applied uniformly to all allotment holders. It was **AGREED (prop J Mowatt; second A Bradnam; 9 in favour, 2 abstentions – G Heaney and D Stirrups)**

**to have the tenant of E4/E5 remove all conifers from his allotment.**

Buchans contract: G Heaney reported that the current 3-year grass-cutting contract with Buchans Landscapers will expire at the end of March 2015. G Heaney and JE Coston met with Stuart Buchan and reviewed the situation. The parish council as well as the manager of Milton Community Centre have been very happy with Buchans' high standard of work and reliability. They have always answered the call to add extra works (whether regular or one-off), often at no extra cost to the council. Buchans has never increased the price to Milton over that of the official inflation figures of the CPI (consumer price index) since starting to work on behalf of the village, thus in real terms the cost to the village has remained at the same level. They propose a renewal of the 3-year contract with no price increase for 2015/16 and a CPI led increase in the subsequent two years. They also agree to include areas of the village which they currently maintain but are not part of the actual contract at no additional cost to the village. JE Coston consulted with the internal auditor (Canalbs) and our temporary experienced clerk, who both advised that the contract could either be put to tender or renewed with Buchans as long as best value considerations have been made and residents are given an opportunity (through these Minutes) to raise objections to the Clerk's Office. It was **AGREED (propose D Stirrups; second HM Smith)**

**to suspend Standing Orders at 8.30pm.**

It was **AGREED (propose A Bradnam; second D Stirrups)**

**to renew the Buchans contract for a further three years after considering any objections received by Friday 30<sup>th</sup> January 2015.**

Standing orders were resumed at 8.41pm.

## **10 Staffing**

It was noted that there were confidential meetings of the Staffing Committee on 18<sup>th</sup> December 2014 and 9<sup>th</sup> January 2015.

Temporary experienced clerk: It was **AGREED (propose IF May; second G Heaney)**

**to extend the contract for the temporary experienced clerk for a further six weeks at the same number of hours per week and the same hourly pay rate.**

## **11 Finance & Administration**

The interim internal audit from Canalbs was received. HM Smith to set up actions for implementing suggested changes and will review the asset register at the next Finance and Administration meeting.

National Association of Local Councils (NALC) financial regulations: It was **AGREED (propose HM Smith second RT Summerfield)**

**to adopt the new NALC financial regulations.**

## **12 Land Group**

IF May reported progress on the pavilion. HM Smith and Roger Day reviewed the lake landscaping. General agreement to update village football clubs and MCC Outdoor Recreation Committee on the progress to date of the sports facilities and discuss possible Football Association grant funding.

Need to chase Bellway for response to Peter Jones letter concerning drainage and Andrew Winter letter concerning S106 Agreement. I Tyes suggested it was not in the parish's interest to accept the pitches/pavilion until they are in a useable state. JE Coston to discuss with Peter Jones on what basis facilities will be handed over.

## **13 Reinstating Humphries Way bund/daffodils and Milton sign**

D Stirrups noted there is not much room for a bund now that the trees have matured. It was **AGREED (propose D Stirrups; second HM Smith)**

**to ask Cambs County Council to restore the Milton sign and replant daffodil bulbs.**

## **14 Society of Local Council Clerks (SLCC) Membership**

It was **AGREED (propose HM Smith; second A Bradnam)**

**to renew SLCC membership for 2015.**

## **15 WiFi for PCSO**

PCSO John Mason inquired about use of parish office's WiFi. He said the goal was for any police officer to use it. David informed him that parish council had concerns about password control and firewall protection. Email from our webmaster Paul Oldham who voiced concerns both for security and administrative reasons.

It was **AGREED** (propose RT Summerfield; second A Bradnam; 5 in favour, 1 against, 4 abstentions)

**not to allow police use of WiFi at the Parish Office or the Milton Youth Club building for the time being.**

## **16 MCC report**

### Community Centre Report - January 2015

#### Maintenance/Improvements:

During the Christmas Holidays, a high level clean was carried out in the Community Centre main hall.

Milton Football Club have arranged for plans to be drawn up to carry out various improvements to the Sycamores Pavilion.

#### Bookings:

All our regular groups and classes will continue in 2015 as before.

The new Village Fayre Committee organised a Family Disco on New Year's Eve, which proved to be a success, although the number of people attending was slightly disappointing. We had a 40<sup>th</sup> birthday party on Saturday 2<sup>nd</sup> January, but there are no other Saturday night party's until February.

#### Staff:

Linda is back at work and is cleaning MCC in the mornings. Kevin and Ray will continue with the evening lock-ups and the contract cleaners will continue to clean the Annexe.

#### Youth Building:

Nothing to report

#### Vandalism:

Nothing to report

## **17 County Councillor's report**

No report received.

## **18 District Councillors' reports**

Please see Agenda for full reports.

### **District Councillor's Report for PC 12 January 2015 – Anna Bradnam**

- SCDC Planning Committee – 03 Dec 2014;
- SCDC Parish Planning Forum – 08 December 2014: Greater Cambridge City Deal, Local Plan update, Cambridge Northern Fringe East – Area Action Plan, SCDC has been awarded 'Right to Build' vanguard status, Section 106.
- Future dates – 11 March Parish Council and Cabinet Liaison, 15 July Parish Planning Forum;
- Community Chest Grant Fund; Environmental Services Portfolio Holder's Meeting – 12 Dec 2014 (Mick Martin)

- Active and Healthy Life GP Referral Scheme; Proposed Fees and Charges for Health and Environmental Services 2015-16; Proposed Charging Policy for Caravan Site Licensing Mobile Homes Act 2013; Audit of Food Standards Agency of Food Law Services 1-3 July 2014; Forthcoming: SCDC Planning Briefing – 19 Dec 2014

**Councillors Report – January 2015 – Hazel Smith**

- Government planning rules; New Station Forum; Planning for Northstowe

**19 Bills for Payment and Money Received, Budget figures**

It was **AGREED (propose HM Smith; second D Stirrups: 10 in favour, 1 abstension (RJ Farrington)**

**to confirm and agree payment of outstanding bills up to 12 January 2015.**

**20 Correspondence**

Consultation on Cambridge Northern Fringe East Area Action Plan (AAP):

Cambridge City Council and South Cambs District Council are jointly preparing an Area Action Plan to bring forward the regeneration of the Cambridge Northern Fringe East area, a large brownfield area that will soon see the opening of a proposed new station, planned for 2016. The first stage is consultation on an Issues and Options Report for the AAP which will run for eight weeks from 8<sup>th</sup> Dec 2014 until 2<sup>nd</sup> Feb 2015. Hard copy of the Issues and Options Report for the AAP is in the parish office. Exhibition at Milton Community Centre on Monday 19<sup>th</sup> January. Parish councillors to be in attendance as follows: 2-4pm I Tyes; 4-6pm D Stirrups; 6-7.30pm HM Smith. Item to be placed on February Parish Council agenda.

Proposed Disabled Bay - Walkling Way: Any response to be sent to Andi Caddy by 17 Jan.

Resignation of IF May: JE Coston received IF May’s letter of resignation from the parish council and thanked him for all his tremendous work on behalf of the village. Ian has been involved in many projects, including the installation of a zebra crossing near to Edmund House, overseeing the setting up of the Mobile Community Care Warden and the building of Barnabas Court, as well as the Day Centre. He will be sorely missed and was given a hearty round of applause.

**21 Dates of Next Meetings**

19<sup>th</sup> January Finance & Administration; 21<sup>st</sup> January Community Care (11:30am);  
2<sup>nd</sup> February Parish Council

**22 Items and Reports for February agenda**

To be received by Fri 23<sup>rd</sup> January 2015

The meeting ended at 9.48pm.

Signed.....

Date.....