

**Minutes of the Meeting of Milton Parish Council held on
Monday 13 July 2015 at 7.30pm in the Bowls Pavilion**

Present: D Stirrups (DS) (Vice chair), RJ Farrington (RJF), D Burch (DB), A Bradnam (AB),
G Heaney (GH) (7.55p.m. to 9.35p.m.), HM Smith,(HMS) (8.10p.m.)
S Wilkin (SW) (Assistant Clerk)

Apologies: Member of the Public: Three

1 Apologies for absence

JE Coston (JEC) (chair), and RT Summerfield (RTS)

2 Casual Vacancies

David Owen and Thomas Leavens expressed an interest in being co-opted on to Milton Parish Council. A confidential vote took place and it was unanimously **AGREED** that both David and Thomas be co-opted onto the Council.

It was Proposed by AB and Seconded by DB that D Stirrups be elected as the Milton Charities representative on behalf of the Parish Council.

3 To approve the minutes of the meeting of 1 June 2015

It was agreed that the Minutes of 1 June 2015 be approved and signed as a true record subject to the amendment of the sentence in Item 11 – adding in the word “sentence” so it read - “£150 of this to be made available as petty cash should it be required”. **ALL IN FAVOUR** of this “sentence” being deleted

4 Public Participation – members of the public are invited to speak.

Chris Percival was in attendance for the meeting to give a short presentation on her vision for a Wildlife Centre at the Milton Country Park. DS thanked Ms Percival for her politeness in keeping the PC informed of her aims for a Wildlife Centre.

5 Declaration of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda;
AB, GH and DO – Item 7 – Planning; DB and GH – Item 17 – North Lodge
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None
- c) To grant any requests for dispensation as appropriate. None

6 Wildlife Unit at Milton Country Park (Education Centre)

This agenda item was covered in Item 4 above.

7 Clerk’s Report

From previous meetings:

Street-lighting along Ely Road: Ongoing.
Speed control on Ely Road: Ongoing.
Relocating Waggon & Horses bus stop: Ongoing.
Whitelining for Milton High Street: Ongoing.
Graffiti on Jane Coston bridge – SW to chase Highways regarding this.
North Lodge Park speed restriction - Road has not been adopted yet so nothing can be done about this at present.
Fen Road surface treatment: This has been put forward by SCDC for surface treatment for 2016/17. We wait to hear the result if this has been successful.
Replacement of spring and netball hoop in Froment Way play area. (work awaited).
Removal of railway seat in Fen Road. (To be considered on PC Village Tour).
Asphalt repair on the Jane Coston Bridge over the A14 – SW to contact Highways England.

New items:

Electricity supplier - to be referred to Finance Committee for consideration of alternative suppliers.
Tree issues 100 The Sycamores - to be referred to Maintenance Committee.
Japanese Knotweed growing in the hedge just behind the bus shelter on the opposite side of the road from Tesco - need to establish who is responsible for its eradication – B Waters is investigating.
Shrub/trees 102 The Sycamores - to be referred to Maintenance Committee.
Overgrown tree 127-143 The Sycamores and squirrel problem - to be referred to Tree Warden and Maintenance Committee.
To note – Organise training for Councillors.

8 Planning

Received the minutes of the Planning Committee meeting held on Monday 22 June 2015.

Decisions:

S/1041/15/FL – Barry Jefferson – The Phoenix Trust, Unit 8, Milton Trading Estate, CB24 6AZ
– Replacement portable building – **APPROVED**

S/1137/15/AD – Tesco Stores Ltd – External signage and advertising to New Click and Collect located in Car Park

(revised design) – **APPROVED**

S/2990/14/FL – Mr Thomas Frankham – 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 – Land at Grassy Corner Caravan Park, Grassy Corner Caravan Park, Fen Road, Cambridge, CB4 1TH - **REFUSAL**

New applications:

S/1525/15/FL – Mr G Chessari & Ms N Blandine – 2 Butt Lane, Milton, Cambridge CB24 6DG - Single storey front extension, loft conversion with rear dormer and alterations – **NO OBJECTIONS** – GH abstained.

Appeal to the Secretary of State:

APP/W0530/W/3023014 – William King Homes Ltd – 26 Butt Lane, Milton –Erection of six dwellings – This planning application was previously **REFUSED** by SCDC. See comments of the Parish Council in Parish Council Minutes of 2 February 2015 under Item 7 which are to be re-sent to SCDC.

9 Maintenance

Received the minutes of the Maintenance Committee meeting held on Monday 22 June 2015. These were accepted subject to the correction of replacing RF with GH as Chair in Item 1 (a) being made.

The PC **APPROVED** the expenditure from Maintenance Committee to spend up to £3,000 on topping up the bark on the play areas. However, DS had estimated the cost of topping up the bark to be in the region of £1,800. SW was asked to find out from MCC whether they required any additional bark and, if so, a cost saving when ordering may be possible.

The ongoing problem with the compost bin persists at the Cemetery even though notices had been placed on the bin in April to clarify that only compostable waste should be placed in it and it would be removed if it continued to be abused. A vote was taken with (**5 votes for removal – and 1 abstention**). AB requested the following to be included in the minutes “AB endorsed the removal of the wooden compost bin but considered that an alternative bin should be provided instead”.

SW to arrange for the removal of the compost bin with immediate effect.

10 Horse grazing field

SW had a suitable tenant for the above currently unoccupied field. It was **AGREED** to offer a tenancy for 1 year in the first instance. The tenant had agreed to repair the fence, remove the ragwort and repair the damage being created by the rabbits in the stable.

11 Staffing Committee

The Staffing Committee had met on the 10th and 25th June regarding various aspects, most pertinently in connection with appointing a Responsible Financial Officer (RFO). AB had contacted three different bookkeepers, of who two were interested in the work. JEC, HMS, AB had met with the bookkeepers and the preferred bookkeeper had subsequently met JEC and SW. It was Proposed by AB and Seconded by GH that Griffith Kinsman of GJK Accountancy Ltd be offered the work, subject to approval of the contract, to cover the role of the RFO, at an estimated cost of no more than £2,500 per annum, on a 3-month rolling contract to be reviewed on an on-going basis. **ALL IN FAVOUR.**

Dianne Marshall who had been covering the RFO role had been sent a letter to thank her for her work.

Confidential Minutes had been taken of the above meetings. A discussion took place regarding these. It was **AGREED** that the Staffing Committee would report back to the Parish Council on such matters, where it is appropriate to do so.

It was **AGREED** that SW who had taken on the role of Assistant Clerk six months ago for 10 hours per week and subsequently been covering for 20 hours per week, since the Clerk’s resignation, had now passed her probationary period.

The PC had given the Staffing Committee discretionary permission to increase SW’s pay in line with NJC. SW’s pay would also be backdated accordingly. The Staffing Committee had also agreed to the change of SW’s job title to Acting Clerk with effect from 1 July 2015 and she will be working 20 hours a week. A change to the headed paper should be made to reflect SW’s new job title.

The Staffing Committee dealt with the above under their delegated powers.

12 Finance

It was Proposed by GH and Seconded by AB to **AUTHORISE** the signing by RS and HMS of the indemnity for payment due of £2,244.90 for open space contribution and £371.00 for community facility space for development of land r/o 14 Fen Road, Milton under the Section 106 Agreement – **ALL AGREED.**

HMS reported that the new RFO was unable to attend the Finance and Administration meetings that were scheduled. It was therefore agreed to contact him with a view to rearranging the meetings so that he could attend.

13 Review of the Parish Council’s Policies

It should be noted that they had last been done several years ago and therefore needed to be reviewed. DS had now been through them all and very few of them needed changing. DS would discuss these with JEC ready for discussion at the next

PC meeting. There does not appear to be an Investment Policy and this should be referred to the Finance and Administration Committee.

14 Milton Football Club

The PC had been sent a letter from the Milton Football Club regarding any future VAT liability. The PC will accept the payment from the Football Foundation for £10,000 on the undertaking that if the VAT has to be paid in the future for this grant money, the PC would expect Milton Football Club to find the money to pay the VAT. JEC and HMS were delegated to write a letter to the club. **ALL AGREED.**

15 Milton Tennis Club

DS liaised with Milton Tennis Club chair about the proposed new lighting scheme. The current lighting is below the level needed and recommended and is unreliable. The current light pillars are corroded at ground level. The new lights would be taller but allow the light to be directed more downwards and the calculated light scatter away from the courts will be less than the existing lighting. The tennis club have provided the technical information needed to complete a planning application but much of the other information will need to come from MPC. It was agreed that DS would continue to liaise with the tennis club to produce a draft planning application to be considered at the September meeting of MPC with a view to deciding if MPC would submit this on behalf of the tennis club.

16 Highways Group Meeting

This item had already been covered by AB in Item 7.

17 Dog Bins - North Lodge

As the development had not been adopted by the County Council at present it was **AGREED** that this item should be included in the items currently being dealt with by Andrew Winter at SCDC and AB would therefore add this to her list.

18 Statutory Guidance about sewerage undertakers duty to connect properties to the public sewerage system Section 101A of the Water Industry Act 1991

HMS outlined the position regarding this to the newly co-opted councillors in respect of the situation in Fen Road, Chesterton. It was agreed that HMS and SW would respond to the Consultation Response form by the closing date of 31 July 2015.

19 MCC Report

Maintenance/Improvements:

A number of large branches on 2 poplar trees that overhang the tyre swing at Coles Road Recreation Ground have been removed

Bookings:

There is one Saturday night booking during July in addition to the Village Fayre. Arrangements for the Fayre seem to be all under control, mainly due to the efforts of Hue Holleran (Chairman) and Fiona (Fie) MacDonald (Treasurer)

Staff:

Nothing to report

Youth Building:

Although the Tuesday Youth Club will close during the school summer holidays, Calvary Chapel intend to continue with their Friday fortnightly booking during August and Young Carers have booked a number of sessions during the holidays.

Vandalism:

We seem to be having a spate of barbecues on the Sycamores rec and on Saturday night 27th June, one evolved into burning a pallet and tree branches. The police have been advised and hopefully they will 'nip this in the bud'.

The PC noted that the Village Fayre had been successful and that the new committee should be complimented on their running of this event.

20 District Councillors' Reports

District Councillor report – Anna Bradnam

On 28 May and 4 June SCDC briefed councillors on the implications of the suspension of the Local Plan Inspection. SCDC say they understand which aspects of the Local Plan submission need to be revised in order to provide stronger evidence for the Inspector (which I detailed in my DC Report last month).

The Local Government Boundary Commission for England is requiring SCDC to revise the ward boundaries within South Cambridgeshire, following the draft proposals for the County Divisions. This is driven by numbers of electors in each division and is linked to how we elect District Councillors. We currently elect District Councillors by thirds (one third of wards in each year) but to ensure equal representation, the Commission states that if we wish to elect by thirds, then each ward must be a three member ward. This means our wards would have to be much bigger than they are at present, where we currently have one- or two-member wards (as in Milton). For example Waterbeach County Division currently includes Milton, Landbeach and Waterbeach but under the new arrangements might also include Horningsea and the north of Fen Ditton. The larger the ward, the harder it is for councillors to represent residents in all parts of the ward, which might include as many as seven parishes. If we wish to retain smaller wards, the other option is for all the councillors to be elected at once (known as 'all-up' elections) held once every four years. This system is not popular with councillors because of the upheaval in expertise and loss of stability every four years as well as the enormous workload running up to the election, campaigning for every ward at the same time. The Commission recognises that three member wards are easier to manage in densely populated (urban) districts but are much harder to cover in rural areas, where the population is

spread over a wider area. Your District Councillors are involved in consultation until October 2015, when the number of councillors will be decided. It will proceed to formal consultation in April 2016.

Your District Councillors attended the Histon Area Police Panel Meeting with CI James Sutherland and local officers on 18 June. In general there has been a small drop in crime such as household burglaries, despite a recent spike in burglaries from sheds and thefts from cars. Police are spending more time on safeguarding the vulnerable elderly and those with mental health problems from domestic abuse or exploitation. They also try to attend schools at drop-off and collection times, as their presence reduces the incidence of anti-social parking, however they will not prioritise parking unless it affects safety. There will be a meeting in October to consider parking issues. There are just five PCSOs to cover the whole area, working in on electronic tablets rather than from stations. PCSO John Mason is covering Milton, Waterbeach, Landbeach, Chittering and Rampton, so is fully occupied. 24 hour eCops reports by email are improving communication with communities. It was accepted that the response to 101 calls has not been good and they have invested in 'queue-buster' technology to improve this. We were advised that inhalation of nitrous oxide (laughing gas) which is not currently illegal, will soon be banned as an illegal high. Before the law changes, police will inform schools so as to warn potential users when use of these materials will become illegal.

Milton Football Club has been awarded £1,500 from the Community Chest Grant towards upgrading the changing facilities at The Sycamores Pavilion.

District Councillor report – Hazel Smith

Northstowe

The Northstowe Phase 2 application (3,500 houses) was approved on 24th June, after 12 hours of discussion in 2 meetings. It could still fail to get final approval if the S106 and Planning Conditions are not strong enough to satisfy the committee that the town will work successfully.

North Area Committee – Chesterton Station

The meeting on 16th included a presentation from Network Rail on the new station planning application. The City Council has decided that the pedestrian and cycle accesses will be via Moss Bank and Nuffield Road, and not at all through Bramblefields Nature Reserve.

Network Rail also talked about an amendment to the plan which would put the car parking in a long strip beside the railway (once the freight line has been moved), which could be an increased number in a multi-storey car park. The total number of parking spaces in this plan is not yet decided, but local people are very keen that it be increased to avoid people parking in the nearby residential streets.

They now talk of aiming for the station to open in December 2016 again (provided the current application is approved).

Fen Road Level Crossing

There was also a presentation on the improvements to the Fen Road Level Crossing, which is a much larger piece of work than we had thought before. There will be a major change to the control of the signalling as far as Dullingham and Bury St Edmunds and 11 level crossings will be improved in this area. The normal strategy would be to close the crossing for 2 consecutive weekends and the week in between. Because the community across the tracks has no other access, they are considering either partial closure (working on one half of the crossing at a time with one-way traffic), or complete closure with a shuttle bus going through. Another option is to put in a temporary level crossing where the new station is to be built, so that people can come and go at will using Cowley Road. They had been leafleting on our part of Fen Road and at least 4 residents spoke at the meeting. They will be organising a meeting specifically for those people beyond the crossing in the near future.

A10 corridor

There is also a piece of work to be done looking at the impact of the station to transport infrastructure – the A10, A14 and Milton Road, and the local roads used as rat-runs.

A14 Parish Forum

The meeting on 22nd June allowed parish reps to talk to the Highways England officers working on the Development Consent Order which is the subject of hearings for the next 4 months. Tenders have been awarded to design and construction companies for the sections further North, but the Milton to Histon section contracts will be awarded in the "summer".

Whereas all the borrow pits and haul roads from them are part of the consultation currently taking place, this is not the case for aggregates brought in from a distance. It will be up to the construction company to decide how to bring in construction aggregate that is additional to the material available from digging near the A14. The only railhead talked about was Chesterton Sidings, however.

The consultation about mitigation for noise nuisance etc from the use of the sidings would be via a Section 61 consent from South Cambs Environmental Health Dept. We should talk to the construction company's public relations officer (once the contract is let), and to South Cambs Environmental Health (which I have just done), and we can ask for a noise barrier to protect Milton – the lorries are likely to have to take out aggregates at night, partly because that is when there would be capacity on the railway, and also when 19 tonne lorries in numbers could leave the site to go up to the A14 via a route behind the Waste Water Treatment Works. This will be noisy for residents of Chesterton Fen and people living across the Country Park, opposite the access. The main construction work will start in late 2016 (just as the new station opens).

The DfT has put in place a £500,000 Community Fund for projects along the route – there will be an opportunity to bid for £1,000 to £10,000 towards community safety, health and well-being projects. There will be criteria to be met, and the scheme will be announced when the project gets under way.

Housing portfolio

There is a new-build strategy, in which money from the council's Housing Revenue Account (funded by council house rents) will be used to build perhaps 30 houses a year. The first to be completed were 4 one-bedroom properties built on the site of council garages in Linton last year. Some of the sites come with planning permission already, but some have come forward now on the edge of villages because the National Planning Policy Framework now allows for some market housing to be on these sites in order to help fund the affordable houses. The land-owner might wish to have one of the market houses for themselves, as these sites are generally in pleasant surroundings.

There is good work going on to prevent fraud in council house tenancies (people sub-letting and living elsewhere, or having another house as well, etc).

A new policy on dealing with antisocial behaviour has also been introduced; it formalises the work that is already going on. On occasions Housing Associations are asking SCDC to step in and deal with ASB that occurs in their properties, as we have the expertise and 3 officers are specially trained in mediation.

Neighbourhood Panel

Operation Oaklands visited Milton as scheduled, and they parked their caravan in the Community Centre car park, and a group of PCSOs visited a number of areas offering crime prevention advice.

The Force in Cambridgeshire are doing a lot of work around historic sex attacks which are now being reported. There is also Operation MakeSafe working with schools and particularly looking where vulnerable children may be exploited.

We asked about penalties to deter people from littering – South Cambs can issue fixed penalty notices if people have evidence (eg car number plates and description).

The police are considering whether they can institute something 'like Speedwatch' using volunteers within villages to report parking offences. There may be an opportunity for the parish to pay 'overtime' for a PCSO to do some parking enforcement in the village if we have a chronic problem in an area.

Legal Highs like Nitrous Oxide canisters will soon become illegal. The police will aim to educate youngsters on the dangers of this substance. It would be useful to have a note in the Village View to tell parents of the areas of the village where we have found these bottles in case they are unaware, but know their youngsters go to those areas.

They are taking action to improve the call handling on the 101 police non-emergency number – training 10 more call takers (the training takes a year!) and improving the voice recognition software they use. They will also offer to call you back rather than keep you on the line waiting.

South Cambs Community Chest

Very good support to Milton in the latest round of grants - £1500 to Cygnets for their furniture, and to Phoenix Trust, and a smaller grant to Friends of Milton Country Park for a marquee. Well done to all of them!

21 Bills for Payment and Money Received

The bill for payment sheet was circulated and it was Proposed by HMS and Seconded by DO to pay the outstanding bills. All **AGREED**. Two bills not included on the sheet were also to be paid, namely BT and Bellway.

22 Correspondence

- (a) A letter had been received by Lucy Fraser, our newly elected MP, who was keen to engage with parish councils and local residents on the issues that matter to them and to address any concerns or ongoing issues that she may be able to assist with. A meeting has been arranged for 28 July 2015 between 5.00-5.45p.m. in the lounge at the Community Centre. HMS and DS will advertise these on the Milton Chat and Milton News.
- (b) A letter had been received from Historic England regarding the Milton War Memorial. The war memorial is being considered for addition to the List of Buildings of Special Architectural or Historic Interest as part of their response to the centenary of the First World War.
- (c) A request had been made for a burial for a non-village resident next week – It was **AGREED** by all that this request be refused. SW to let the funeral directors know the council's decision.
- (d) An email had been received regarding the proposed switching off of lights in the village. Due to the time constraints it was **AGREED** that an extraordinary meeting needed to be arranged in order for the PC to respond by the date given of 30 September 2015.

23 Dates for next meetings

27 July 2015 – Finance and Administration Committee (PC Office)
10 August, 2015 – Planning Meeting
7 September 2015 – Parish Council Meeting (7.30p.m.)

Meeting closed at 10.20p.m.

Signed: Date: