

**Minutes of the Meeting of Milton Parish Council held on Monday 09 May 2011 at 7.30pm in the Bowls Pavilion**

**Present:** RT Summerfield (chair) AJ Campbell DJ Chamberlin JE Coston GA Covell TA Drummond  
M Ellwood RJ Farrington M Hersom IF May J Mowatt MC Perkins HM Smith I Tyes  
Three members of the public and the clerk

- 1 Welcome to new members, introduction by all members and signing of declaration of acceptance of office**  
The members each signed the Declaration of Acceptance of Office and gave a brief introduction of themselves.
- 2 Election of chairman and signing of declaration of acceptance of office**  
RTS was elected chairman and signed the Declaration of Acceptance of Office.
- 3 Election of vice chairman**  
AJC and IFM left the room while a vote took place. IFM was elected vice-chairman. The chairman thanked AJC for his support during his stint as vice-chairman.
- 4 Presentation to Council of Quality Status certificate by representatives from CPALC**  
To be presented at the June meeting by Steve Wilkinson, chairman of the QS committee.
- 5 Apologies for absence - Cllr M Williamson (at Landbeach Annual Parish Meeting)**
- 6 Bank signatories including Community Care Account**  
The new members signed the bank mandate. HMS agreed to be a signatory on the Community Care (Cambridge Building Society Account).
- 7 Declarations of Interest – personal and/or prejudicial**  
HMS – Planning agenda 12 personal - a member of SCDC’s planning committee.  
TAD – Land Group update agenda 24 personal - member of Colts football club.
- 8 Public participation - members of the public are invited to speak**  
No members of the public wished to speak.
- 9 Vacancies: To consider co-option to fill vacancy and Notice of Casual Vacancy**  
14 members were elected unopposed on 5 May. Council could therefore co-opt a 15<sup>th</sup> member. Sue Humphreys had subsequently resigned as her circumstances had changed. As a result the clerk had advertised the Notice of Casual Vacancy. If ten electors requested an election for this vacancy then an election would take place.  
**It was proposed and seconded that as the circumstances had now changed Council should not co-opt but wait till the June meeting.**  
**NOT CARRIED** - 4 votes in favour, 8 against and 1 abstention.  
  
A secret ballot was then conducted. As no absolute majority was achieved on the first ballot a second ballot was conducted and Jim Mowatt was declared elected.  
  
As JM was present he signed the Declaration of Acceptance of Office and took his place.
- 10 To confirm the following committees:**  
**Community Care; Community Minibus; Finance & Administration; Land (Working Group); Maintenance (incorporating Allotments, Cemetery & Play); Planning; Staffing; Youth (Working Group)**  
  
The following committees and members were confirmed (for 4 years):  
Community Care DJC TAD ME IFM HMS  
Community Minibus GAC RJF RTS *C Nunn B Pain G Sheen*  
Finance and Administration JEC GAC MH HMS RTS IT  
Land Working Group JEC IFM HMS RTS (IT subsequently agreed to be a member –agenda  
Maintenance GAC TAD ME IFM JM  
(inc Allotments, Cemetery, *WD Booth E Spong allotments’ representatives*  
Highways and Play) *Cemetery All Saints’ Church representative*  
Planning JEC DJC GAC RJF HMS RTS  
Staffing JEC TAD RTS  
Youth Working Group GAC HMS IT *L Henderson*

**11 To confirm the following representatives:**

**Archaeological Warden; AWA; Cambridge Sport Lakes Trust; Child Protection Officer; CPALC & SCDC Liaison; Day Centre; Footpaths Officer; JAG; Landfill Liaison; MCC; Milton Charities; Parish Plan; Police Liaison Panel; Press Officer; Tomkins Mead; Tree & Deputy Warden; Trolley Bus; Village View (by invitation); Website and IT**

The following representatives were confirmed (for 4 years):

Archaeological Warden	WD Booth
AWA [sewage works]	JEC [HMS and MH would attend meetings as district councillors]
Cambridge Sport Lakes Trust	JEC HMS
Child Protection Officer	L Henderson
CPALC & SCDC Liaison	The chairman and clerk
Day Centre	To be confirmed ( <i>Note RLEW had subsequently agreed to continue and would attend Community Care meetings if necessary</i> )
Footpaths Officer	To come under the Maintenance Committee
JAG	ME
Landfill Liaison	JEC HMS & the chairman
MCC	JM
Milton Charities	IFM R Day P Harrold BC Waterson
Parish Plan	To be reviewed (at July meeting)
Police Liaison Panel	MH
Press Officer	JEC / Chairman
Tomkins Mead / Tree Warden (& Deputies)	R Day R Waters ME and MH
Trolley Bus	JEC
Village View (by invitation)	JEC
Website and IT	JEC and JM clerk and assistant clerk.

**12 To consider appointing a Patient Participation Group (PPG) representative at Milton Surgery**

The doctors' practice was planning to set up a Patient Participation Group (PPG) at Milton Surgery.

PPGs are groups of patients, usually operating within GP surgeries and health centres, who take an active interest in their health care.

**JEC and TAD agreed to act as joint representatives on this group.**

**13 Minutes** - the minutes of the meeting of 4 April 2011 were approved and signed as a true record

**14 Clerk's/ Chairman's report** (to be named in future Clerk's report at the request of the chairman)

Drainage (PC11/02-11) – phone call Pat Matthews SCDC: flooding on CWA land caused by badger scratchings – had been dug out – now all right. No 2 award drain alongside allotments flowed “both” ways. Pat had partly cleared drain and intended finishing in the Autumn as hedges/trees would be disturbed during the bird nesting season. He could not find evidence that the culvert had been piped. CWA would keep the ditch clear.

The clerk had suggested that PM contact R Day.

Golf course (PC5/04-11) - meeting 6 May was cancelled. The legal team at the County Council had not yet completely prepared the enforcement notice to remove the rubble that had been dumped contrary to the planning permission.

It was noted that the County Council had a duty to serve the notice and that Council might (*in extremis*) consider serving the notice and charging the County Council.

Tomkins Mead (PC5/04-11) – the clerk's office was investigating with Natural England and the County Council about designating Tomkins Mead a Local Nature Reserve (LNR) [or even a site of scientific interest] (SSI).

**AGREED that the Council should pursue this.**

[JEC declared a prejudicial interest left the room and did not take part in the vote]. (Her garden backs on to Tomkins Mead).

Noted that the that it was not appropriate for the Country Park to be included with this application as it served a different function from Tomkins Mead.

Litter – a resident witnessed litter being discarded from a car at The Sycamores recreation ground. The clerk passed on the details to the Enforcement Officer.

Noted that the Enforcement Officer was taking action against the resident of Woodman Way who had not removed litter from the front of his residence (this person had been prosecuted before).

**15 Planning** – the minutes of the Planning Committee meeting held on 18 April 2011 were received and noted

Appeal:

Mr Philip Jackson 21 The Sycamores (PC6/04-11) – against refusal of permission for a side single story conservatory - **dismissed. Proposed conservatory would be harmful to the character and appearance of the area.**

Decisions received:

Dr Tom Matthams 66 Fen Road replacement of single storey detached garage (PC6/04-11) – **approved.**

New application:

S/0570/11 Mr D Taylor 4 Coles Road – construction of dormer window – **no recommendation.**

Other matters

Enterprise Nurseries (PC8/09-10) – HMS would ask the planning office whether the development was in accordance with the planning permission. **Action: HMS**

**16 Staffing** – the minutes of the Staffing Committee meeting held on 11 April 2011 were received and noted.

**It was AGREED to accept the recommendation to accept the Policy in min S3/04-11 with the addition of ‘Community Care...’:**

**“Community Care staff to accept only small tokens of appreciation such as flowers or chocolates to be recorded in a gift book. Small monetary gifts from any one client must not exceed more than £10 in a year also to be logged in the gift book.**

**If any conflict of interest is highlighted, this is noted on a risk register.”**

**17 Minibus** – the minutes of the minibus committee meeting held on 13 April 2011 were received. New tariffs were noted (CM4/04-11).

Replacement vehicle (CM5/04-11)

**AGREED that the treasurer could send in an application to Awards for All.**

The question was raised whether provision for disability would be necessary under the Disability Discrimination Act. The chairman reminded Council of its Policy:

**“2. Inclusive Approach:**

The Council will take an inclusive approach to providing access to our services and facilities for as wide a range of people with disabilities as possible, acknowledging that there may be some circumstances where particular provision may be necessary for people with certain disabilities.”

**18 Finance** – the minutes of the Finance & Administration meeting held on 28 April 2011 were received.

**It was AGREED to accept the recommendations:**

**to confirm responses on Annual Governance Statement (F&A10/04-11)**

**to approve accounts 2010/11 (F&A10/04-11) (1 abstention)**

**to appoint S Wilson, Canalbs Ltd as Independent Internal Auditor for 2011/12 (F&A11/04-11).**

**19 To approve SLA with Cambridgeshire County Council North City Locality Team for Youth Work in Milton** (PC5/04-11)

**The SLA was APPROVED with two amendments -** to be signed by both parties.

Noted that the County Council definition of youth was generally those aged between 11 and 19.

**20 Minutes of the Annual Parish Meeting**

The minutes and reports of the Annual Parish Meeting were received. Concerns about the publicity were expressed.

**21 MCC update**

“Refurbishment: Final invoice still awaited from Grantchester Developments and there are a couple of minor 'snagging' items still to be rectified.

Maintenance and Improvements: New roller blinds have been fitted in the Annexe. The wooden floors in the main hall and lounge will be scrubbed and re-sealed at the end of April.

Bookings: Very little to report, all our regular groups continue as normal, although understandably a number of groups cancelled their sessions during the Easter Holidays. There have been 2 Saturday night events during April, a wedding and a joint 50th/60th birthday party. Terry Tinkler, who has run the bar for the last 10 years, has decided to retire and his role will be filled by Sally and Lawrence from the Lion and Lamb.

Youth Building: The building continues to be used by the Youth Club on a Tuesday evening and Young Carers on a Saturday morning.

Vandalism: Nothing to report, which is obviously very pleasing.”

Main committee meeting scheduled for Tuesday 10 May.

22 **County Councillor's report** - no report.

23 **District Councillors' reports**

Rowing Lake - HMS had asked the legal officer to send the amended S106 Agreement to Council and asked that a meeting be called on 16 / 17 May to discuss as the Agreement may well be signed soon.

The chairman stressed that if any comments were necessary then Council should approve these at its meeting in June before they are sent. Members suggested that as the Rowing Lake application had been ongoing since 1992 Council's comments could wait a month.

Grassy Corner Chesterton Fen (PC15/04-11) – WREN would not help out with clearing out the ditch. The responsibility lay with the land owner. Should not the Environment Agency or SCDC 'pursue' the land owner to do this?

Bus service (PC15/04-11) – HMS and a resident had conducted a survey of the bus usage over two evenings just prior to the withdrawal of the bus service. She intended sending a report to Stagecoach, Whippet Coaches, the County Council and Tesco together with a report of the public open meeting. It was understood that electronic signs for the number 9 service were to be installed. JEC and MW were investigating the possibility of a community transport scheme. Under the terms of its Licence the community minibus could not be used.

The clerk reported that the light in the Cambridge road bus shelter had gone out and that he did not intend replacing it as there was now no evening bus service!

24 **Land Group update** (PC16/04-11) **and request to rent paddock for horse grazing**

Land update - The Land Group was waiting for a land survey to be completed by CWA.

Council's planning application was in the process of being approved with a clause ensuring that Council could implement one only of the two permissions granted ie Landbeach Road or Ely Road.

Horse grazing land – **AGREED to let the paddock at £500 per year with a three months notice.**

The clerk to contact the applicant. *Action: the clerk*

25 **Bills for Payment and Money Received**

**CONFIRMED and AGREED** payment of cheques 100454 – 100476 and minibus cheque 300015

26 **Correspondence**

CCC - noted that contractors BAM Nuttall had handed over The Busway to Cambridgeshire County Council.

27 **Dates of Next Meetings** – 6 June 7pm (note time)

28 **Items and Reports for June agenda** (to be received by Tuesday 31 May)

**Lawrence Green – Emergency Plan**

**Christmas tree lights**

The meeting ended at 10.10pm.

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

**BILLS AND RECEIPTS APRIL - MAY 2011**

Interest	Interest	209.31
Donation	Resident's donation	550.00
Community Care Fees	1 client	44.00
NALC	Quality Status (additional)	-5.00
SCDC	Precept 1st half	62500.00
SCDC	C Care grant 2011/12	1200.00
SCDC	S106 receipt	743.82
E-On	Electricity	-165.30
Cemetery Fees	Cemetery fees	400.00
SCDC	S106 receipt 9 Cambridge Rd	628.00
Eclipse Internet	Broadband April	-17.94
Interest	Interest	1.95
Dial-A-Ride	Trolley bus March	-96.00
CPALC	CPALC annual sub	-674.85
ESPO	Chair trolley day centre	-39.00
CBS Office Solutions	Colour drum - printer	-148.78
	Photocopying March	-54.83
Cambridge City Council	Play repairs	-160.42
MCC	Youth building 4th qtr 2010/11	-1250.85
	Electricity car park (16%)	80.00
Alarm Maintenance	MCC alarm	-750.60
H Woodruff	Bus shelters April	-56.00
Dial-A-Ride	Registration	-15.00
P Capitain	Sign/pictures	-61.90
CSLT	Grant 2011/12	-500.00
Staples	Folders/envelopes	-31.34
CBS Office Solutions	Photocopying April	-31.22
Revive Floor Sanding Co Ltd	MCC floor	-2704.80
Dial-A-Ride	Trolley bus April	-96.00
Interest	Interest	1.50
Receipts	Minibus hire fees	441.71
Receipts	Minibus hire fees	115.40
CTA	CTA membership	-24.00
FuelGenie	Minibus fuel	-162.00
Marshall	Minibus service	-452.23
Staff	Salaries	-2726.24
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	TOTAL 05/04/11 - 09/05/11	56691.39
	TOTAL INFLOWS	66915.69
	TOTAL OUTFLOWS	-10224.30
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	NET TOTAL	56691.39