

**Minutes of the Annual Meeting of Milton Parish Council held on Monday 13 May 2013 at 7.30pm in the Bowls Pavilion**

**Present:** RT Summerfield (chair) AJ Campbell JE Coston DJ Chamberlin RJ Farrington  
 G Heaney (arrived 7:36pm) IF May J Mowatt MC Perkins HM Smith I Tyes G Wynne-Jones  
 County Councillor M Leeke (arrived at 8:50pm)  
 The clerk and assistant clerk  
 1 member of the public (Adrian Collen – Milton Colts Football Club) (left at 8:20pm)

**Absent:** M Hersom

1. **Election of Chairman of the Council:** Proposed AJC, seconded IFM, RT Summerfield was elected as chairman
2. **Receive Chairman’s declaration of office:** RTS signed the declaration of acceptance of office.
3. **Election of Vice-Chairman:** Proposed RTS, seconded JEC, IF May was elected as vice-chairman.
4. **Appointment of Committees and representatives on any other organisation or authority:**  
 Members of committees were **elected** and representatives **confirmed**:  
**COMMITTEES 2013-2014**  

Community Care	DJC IFM HMS GW-J (proposed RTS, seconded AJC)
Finance and Administration	JEC RFF MH HMS RTS IT (proposed RTS, seconded DJC)
Land Working Group	JEC IFM HMS RTS IT (proposed JEC, seconded IFM)
Maintenance	DJC GH JM MP GW-J <i>WD Booth* J Western*</i> (proposed JEC, seconded IFM)
Planning	JEC DJC RJF GH HMS RTS (proposed JEC, seconded IFM)
Staffing	JEC IFM RTS IT (proposed JEC, seconded IFM)
Youth Working Group	GH HMS IT (proposed JEC, seconded IFM)

**REPRESENTATIVES 2011-15**

Archaeological Warden	<i>WD Booth*</i>
AWA [sewage works]	JEC [HMS and MH would attend meetings as district councillors]
Cambridge Sport Lakes Trust	JEC HMS
CAPALC & SCDC Liaison	The chairman and clerk
Good Companions (Day Centre)	<i>RLE Waters*</i>
Footpaths Officer	GW-J
Landfill Liaison	JEC HMS & the chairman
MCC	JM
Milton Charities	(DJC) IFM <i>R Day* P Harrold* BC Waterson*</i>
Parish Plan	GH
Police Liaison Panel	HMS
Press Officer	JEC / Chairman
Tomkins Mead / Tree Warden (& Deputies)	GH MH <i>R Day* RLE Waters*</i>
Trolley Bus	JEC
Village View (by invitation)	JEC
Website and IT	JEC JM clerk and assistant clerk
Patient Participation Group (PPG) representative at Milton Surgery	- JEC HMS

\* not Parish Councillors

5. **Accept and approve apologies for absence:** none received
6. **Declarations of interest and dispensations**
  - a) **To receive declarations of interest from councillors on items on the agenda.**  
 HMS (non-disclosable pecuniary interest) Agenda item 13 - member of SCDC planning committee;  
 JEC (non-disclosable pecuniary interest) Agenda item 11 – husband plays cricket for Milton Cricket Club;  
 GH (non-disclosable pecuniary interest) Agenda item 11 – coaches a football team in Milton (not Colts).
  - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any):** None received.
  - c) **To grant any requests for dispensation as appropriate:** None received.
7. **Minutes:** the minutes of the meeting of 08 April 2013 were approved and signed as a true record. The minutes of the Annual Parish Meeting of 22 April were received and noted.
8. **Public Participation:** no member of the public wished to speak.
9. **Clerks Report:**  
**Mark Ellwood:** Sadly Mark has resigned from the Parish Council. This leaves 2 vacant seats on the Parish Council. IFM asked if any other action could be taken to encourage residents to put their names forward for co-option. Proposed IFM, seconded DJC, AGREED to ask if an item can be included in the school leaflet sent to parents. The Clerk will contact the Headteacher.

**Action:  
Clerk**

**Humphries Way/A10 junction** (previous min 1/04-13): Mike Davies has confirmed that a 2 week trial will take place with the deceleration lane from the north coned off. The latest information from Mike is that they are ironing out with internal colleagues what process/approval is needed which may mean that the trial has to be delayed for a while. Mike will confirm the dates to me and plans to attend the June or July council meeting to discuss the outcomes. Proposed JEC, seconded HMS, AGREED to include an item in the next Village View to ask for feedback/ideas from residents as a result of the trial. [NOTE: Mike Davis, Rikki Parsons (Cambs County Council) and County Cllr. Maurice Leeke met on 14 May. As a traffic regulation order needs to be in place before any trial can begin it now seems unlikely any trial will take place due to the time needed to obtain such an order (approx. 12 weeks). Therefore an item will not appear in the next Village View about the trial.]

**Local Elections 2014:** The Government is consulting with, amongst others SLCC, NALC, Local Authorities in England, on the possibility of moving local elections, including those of parish councils, due to be held on 1st May 2014 to coincide with the date of the European Elections which could be held on either Thursday 22nd May or Thursday 5th June.

**SCDC draft Local Plan:** Further consultation on the draft Local Plan is anticipated to run from 19th July until 30th September 2013.

**Police:** Sgt. Rogerson and PCSO Mason apologised for being unable to attend the Annual Parish Meeting due to other commitments. Sgt. Rogerson has offered to attend another meeting of the Parish Council. Proposed JEC, seconded RTS, AGREED to invite Sgt. Rogerson to attend a future meeting.

**CAPALC Membership** (previous min 7/04-13): Membership gives free access to support and advice, the CAPALC and NALC website and specialist advice and Legal Topic Notes. Training (Clerk and Councillors) and HR support is offered to non-members (membership gives a 50% discount). Membership is the only way to obtain specialist assistance from NALC (e.g. legal/HR advice). JEC asked the Clerk to research what services are offered by organisations in other counties.

**Action:  
Clerk**

**P&R Signs** (previous min 6/12-12): the addition of A14 to signs at the P&R site is finally going ahead. Details already circulated by email to councillors on 23 April. Clerk will email county council to ask for confirmation when work is completed.

**Village Noticeboard:** A noticeboard for use by the public has been suggested by a resident and some discussion on this subject has taken place on the Milton Chat site. Council felt this may involve a lot of extra work and expense, there were concerns about vandalism, it would not stop flyposting, and there was no obvious site, easily accessible to all residents, for such a noticeboard in the village. Proposed DJC, seconded RJF, AGREED (12 in favour/1 abstention) not to proceed with a public noticeboard.

**Parish Council website:** The Asst Clerk has updated all the links on the website.

## 10. Revised Code of Conduct

Proposed JEC, seconded IFM, AGREED to adopt the revised Code of Conduct issued by SCDC.

## 11. Grants:

**Milton Colts Football Club (previous min 8/04-13):** Details of the club's accounts were noted. Proposed JEC, seconded IFM, AGREED (12 in favour/1 (AJC) against) to grant £600 towards the cost for U13 Navy and U14 teams to play outside the village due to the lack of recreation space currently available in the village. Noted that when the new pitches at the Bellway site are ready this will alleviate the need for these teams to play outside the village. Adrian Collen thanked the Parish Council and left the meeting

**Milton Cricket Club:** request for a grant to allow the 3<sup>rd</sup> team to play outside the village. Details of the club's accounts were noted. Proposed DJC, seconded JEC, AGREED (12 in favour/1 (AJC) against) to grant £600 towards the cost for the 3<sup>rd</sup> team to play outside of Milton.

Concern was expressed that for both these applications the teams included players from outside Milton. It was suggested the grant application form is updated so it is clear how many Milton residents will benefit from future grant applications. JEC, AJC and the Clerk will prepare a revised form for approval by the Council.

**Action:  
JEC,  
AJC,  
Clerk**

## 12. Footpath: from Bowls Pavilion to Doctor's Surgery

MCC have been unsuccessful in obtaining grant funding for a new footpath here (4 applications were submitted to organisations offering grants). A discussion took place about funding from the capital reserve of the Parish Council. It was AGREED (proposed JEC, seconded RTS) to defer any decision and revisit this as part of a larger review to plan and prioritise projects for the village.

### 13. Planning:

There was no planning committee meeting in April.

#### Decisions received:

S/0327/13/FL Chesterton Enterprise Rear of Greengates, Fen Road, Cambridge – continued use of land for a temporary period of three years for the siting of portable prefabricated buildings for mixed storage/office/light industrial/workers accommodation purposes (retrospective application) (previous min P6/03-13): Considered by the Planning Committee at its meeting on 8 May 2013. HMS advised that a decision has been deferred pending receipt of further information.

S/0392/13/FL Ms Sharna Liptrot 20 Butt Lane – conversion of garage to habitable accommodation including dormer windows on roof (previous min P6/03-13) – **approved**.

S/0280/13/FL Mr Les Gray 3 Woodman Way – single storey side extension and conversion of garage to habitable accommodation (previous min P6/03-13) – **approved**.

S/0428/13/FL Mrs Anna Reader Milton Church of England Primary School, Humphries Way – erection of fencing to enclose front grassed area (previous min 9/04-13) – **approved**.

#### New applications:

S/0428/13/FL Mrs Anna Reader Milton Church of England Primary School, Humphries Way – erection of fencing to enclose front grassed area (revised plan for information only) (previous min 9/04-13). It was noted that the Parish Council's recommendation that any new fencing should be set 1m back from the existing fence was not included in the revised plan.

S/0878/13/FL Mr & Mrs G Cater 27 Willow Crescent, Milton – single storey rear extension – **refuse** (9 in favour/3 abstentions). **Concerns about loss of light for the neighbouring property and the size of the proposed extension. Contrary to policies DP/2 and DP/3 of Local Development Plan.**

### 14. Finance & Administration:

The minutes of the meeting held on 29 April 2013 were received and noted.

**Circulation of summons on councillors** confirming the time, date, venue and agenda for a meeting **via email**. The motion was amended as follows: councillors can opt out of receiving hardcopy if they wish. Proposed HMS, seconded IT, **AGREED** that summons can be circulated to councillors via email and councillors can opt out of receiving hard copy if they wish.

#### AGREED:

- **To adopt revised Standing Orders** (subject to correction on p.25 in items h and i from '26 d and h' to '26 g and g') (proposed JEC, seconded HMS), **Financial Regulations** (subject to correction of item 4.5 – wording now reads 'The Finance & Administration Committee shall carry out a review of the effectiveness of internal audit to report to Council ....') (Proposed AJC, seconded HMS) and **Lone Worker Policy** (proposed IT, seconded AJC);
- **To approve the Accounts for 2012/13 as presented and approve the responses to the Annual Governance statement** (proposed HMS, seconded AJC);
- **To appoint S. Wilson, Canalbs Ltd, as Independent Internal Auditor for 2013/14** (Proposed RTS, seconded DJC);
- **To approve payment of £1000 towards the maintenance costs for Tomkins Mead** (proposed RTS, seconded HMS).

### 15. Community Care

The minutes of the meeting held on 1 May 2013 were received and noted.

Proposed JEC, seconded RJF, **AGREED**:

**To purchase 2 polos and 1 fleece for the Community Care Warden (£56.30 inc VAT).**

### 16. MCC report: prepared by Andy Gray, Manager

#### Maintenance/Improvements:

Nothing to report.

#### Bookings:

This month, the Community Centre will be the venue for 3 large events:

- Saturday 11th May the Cambs & District Netball League will be holding their annual tournament, using all 4 courts between 9.00am and 4.30pm;
- Saturday 18th May, Milton Colts have their presentation evening, starting late afternoon until late evening;
- Saturday 25th May there is a Wedding Reception for over 200 guests and the internal marquee will be erected.

#### Youth Building:

Nothing to report.

#### Vandalism:

Nothing to report.

**17. County Councillor's Report**

RTS welcomed new County Councillor Maurice Leeke to the meeting. As the elections were only held on 2 May there is no report this month.

ML advised he will be meeting County Council staff involved in the redesign of the Humphries Way/A10 junction tomorrow (Tues 14 May) for a briefing and will update the council via the Clerk.

**18. District Councillor' Reports**

There is nothing to add to the report given by HMS at the Annual Parish Meeting.

**19. Bills for Payment and Money Received**

Proposed by JM, seconded by DJC

**CONFIRMED and AGREED** payment of cheques 100863–100879.

The Budget figures were noted.

**20. Correspondence** (inc. urgent correspondence not on the agenda)

**Clerk & Councils Direct** – May 2013.

**Impington Village College: Imprint** – Spring 2013

**Cambs Community Services: Keeping in Touch** – Spring 2013

**The Clerk** – May 2013

**Letter from Cambridgeshire Bobby Scheme** – decision whether to invite a representative to address the Council deferred until next meeting so the letter can be circulated to council.

**Action:  
Clerk**

**21. Dates of Next Meetings** – MA4Y AGM 20<sup>th</sup> May (6pm – Youth Building); Planning Committee 20<sup>th</sup> May (7:30pm – PC Office); Parish Council 3<sup>rd</sup> June

**22. Items and Reports for June agenda** (to be received by Friday 24 May)

The meeting closed at 9:45pm

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