

Minutes of the Meeting of Milton Parish Council held on Monday 6 October 2008 at 7.00pm in the Bowls Pavilion

Present: JE Coston (chair) RH Chapman [from 25/10-08 apologies for lateness] PS Badley [from 25/10-08 apologies for lateness] AJ Campbell R Day M Ellwood RJ Farrington B Jefferson IF May HM Smith RT Summerfield RLE Waters
Councillor M Williamson (part) and the clerk
WD Booth, Parish Archaeological Warden (part)

- 1/10-08 **1 Public Participation** – no member of the public present.
- 2/10-08 **2 Apologies for absence** - G Covell TA Drummond SC Humphreys.
- 3/10-08 **3 Declarations of Interest – personal and/or prejudicial**
JEC – land update - personal – husband and son play cricket for Milton Cricket Club.
HMS – planning - personal – member of SCDC planning committee.
IFM - youth personal – son a member of youth club; land update personal – chairman of colts football club.
RLEW - youth personal – grandson a member of youth club;
RD - cemetery personal – relatives buried in cemetery;
RHC - cemetery personal – relatives buried in cemetery.
- 4/10-08 **4 WD Booth – Parish Archaeological Warden** [taken after Maintenance]
- 5/10-08 **5 Minutes** - the minutes of the meeting of 1st September 2008 were approved and signed as a true record.
- 6/10-08 **6 Clerk's/Chairman's report**
Telephone Box – noted that SCDC intended to object to closure of telephone box in Milton.
As a result the clerk had not contacted BT with an offer of £1 for the box. The clerk would contact BT and offer £1 in the event of its closure. *Action: the clerk*
- 7/10-08 Parish Plan – four groups were working on the four main areas identified in the plan. PSB hoped that an Action Plan should emerge. The group would then put together a report to present to the village. A provisional report would be available at the November meeting. An environmental group had already been set up as a result of the responses to the questionnaire.

ACRE had no grants available since March 2008 towards the costs.

Thanks to PSB for all his work.
- 8/10-08 Milton Primary School – time capsule: JEC would provide old minutes. Millennium Book – too large for the capsule .
AGREED to donate £40 to the project from Chairman's Allowance.
- 9/10-08 Report of SLCC [Society of Local Council Clerks] meeting 19 September 08 – presentation on budgets given.
Major changes had taken place at CPALC [Cambs & Peterborough Association of Local Councils].
Jacquie Wilson, administrative officer, had left. Accounts assistant had also left. There were now 3 members of staff working a total of 60 hours per week. All queries were now being dealt with electronically through the website. Of the 2000 council members and 200 clerks of CPALC 1000 council members were signed up to use the web.
Quality training, especially for councillors, was the new emphasis. Ian Dewar, County Executive Officer, intended to bring the training to Councils. Milton and other local Councils for example could receive training together at a venue in Milton.
It is likely that Councils in future would need to demonstrate that their members had done some training in order to qualify for Quality Status.
- 10/10-08 CPALC training programme – CPALC training programme from October to March 2009 received.

11/10-08 SLCC Regional Conference 25 September 2008 - "Overall it was a rather disappointing conference.

Planning

A website www.planning-portal.gov.uk has been funded by central government to allow planning applications to be submitted and comments to be made online. It is anticipated that 85% of LPA's will be using this service by 2011. The intention is to reduce the amount of paper use.

Audit

Dickon Sandbach, partner at Moore Stephens, auditor:- one of the biggest problems he comes across is inadequate level of reserves. He suggests that when working out our budget we should first decide the level of reserves that we want.

We should show in our minutes that we have considered the risks when we make large expenditure decisions.

Questions from the floor

- Consultation documents: How do we deal with these? Is the clerk expected to read through them and submit a précis? Some councils appoint a group of 2/3 councillors to read the consultation papers. Some designate a councillor for each area.
- A new Freedom of Information model scheme must be adopted place by 31 December. I shall put this on the November agenda.
- Training for councillors. It was stressed that all councillors should undertake training – even experienced councillors as new legislation is continually being passed.
- Reports from district and county councillors. How do clerks persuade their dc's and cc's to submit a written report to the meeting? One council included in their standing orders "no written report, no report".
- Power of well-being. When will this power be utilised? We do not know. We are awaiting guidance."

12/10-08 Remembrance Ceremony – 11 November at 11am.

AGREED that David Chamberlin be asked to take part.

7 Planning

13/10-08 RTS reported that the Lion & Lamb application had been withdrawn.

(6/9-08)

14/10-08 Appeal – Ms R Davey 63 Cambridge Road – against refusal of pp for conversion of garage to annex.

(41/6-08)

Decisions received:

15/10-08 Mr & Mrs Nix 50 High Street – extensions and alterations / remodelling of existing extension to form enlarged studio, utility and WC – **approved**. **Note:** application amended – change of roof materials from tile to slate.

(19/9-08)

(20/9-08)

Conditions: to be approved types of materials for roof, brickwork, windows and doors.

Following Policies apply:

East of England Plan 2008: **SS1 (Achieving Sustainable Development)**.

South Cambs Local Development Framework Development Control Policies 2007:

DP/1 (Sustainable Development); DP/2 (Design of New Development);

DP/3 (Development Criteria); CH/3,4 and 5 (Conservation area and listed building).

16/10-08 Mr L Wheeler 26 The Sycamores – extension – amendment: 1st floor window on west

(21/9-08)

elevation to be made slightly larger and moved slightly further north along the elevation – **for information**. [Already approved – min 21/9-08].

17/10-08 Mr C Crickmore land r/o the Barn Chesterton Fen Road – change of use of land for the stationing of storage containers, general storage and erection of a covered/enclosed storage area – **refused**.

(23/9-08)

Note: amendment showing visibility splays and alteration to drawing legend received.

Reasons: Inappropriate development in Green Belt. Contrary to various Green Belt Policies.

HMS reported that SCDC were taking enforcement action.

- 18/10-08 (24/9-08) Post Office Ltd – installation of ATM at Milton Post Office 2 Coles Road – **approved**.
Condition: installation of anti-ram bollards to be installed before use of ATM.
 Note: amendment received and approved under delegated powers: installation of anti ram bollards outside the proposed ATM.
 Following Policies apply:
 East of England Plan: **SS1 (Achieving Sustainable Development)**.
 South Cambs Local Development Framework Development Control Policies 2007:
DP/1 (Sustainable Development); DP/2 (Design of New Development); DP/3 (Development Criteria).
- 19/10-08 (25/9-08) S/1379/08 Mr Fairhurst 42 Fen Road – conservatory – amendment: east elevation set back approx 500m to minimise the impact of proposals upon the street scene – **approved. Policies DP/1, DP/2 and DP/3.**
- New applications:
- 20/10-08 (22/9-08) S/1257/08 Cambridge Consultants Ltd Science Park – proposed 3 storey extension and energy centre following demolition of the banana block with associated landscaping, additional car and cycle parking and alternative access arrangements – amended landscaping plan – **for information.**
- 21/10-08 S/1479/08 Mr & Mrs R Holmes 45 High Street - extension – **no recommendation** (delegated). [See also application S/1663/07 min 419/10-07]
- 22/10-08 S/1595/08 Mrs F Roberts 48 Fen Road – fence (retrospective application).
 Proposed: **No recommendation** – in favour 3, against 4 and 3 abstentions.
AGREED refuse – spoils setting of the listed building. 5 votes in favour, 3 against and 2 abstentions.
- 23/10-08 S/1601/08/O Helical (Milton) Ltd - Former EDF Depot and Training Centre Ely Road Milton - outline planning application for the demolition of existing buildings, removal of existing pylons/mast etc from training grounds & construction of 101 retirement units (including restoration of north lodge for use as a retirement dwelling) 1 warden’s unit, visitor accommodation, central facilities building, provision of formal & informal open space, associated landscaping & improvements to the existing access -
- Comments: “Milton Parish Council **supports** this application and makes the following comments:
Green Belt. Council supports the principle of change of use from industrial units to retirement housing on the existing footprint.
 We welcome the renovation of North Lodge, a listed building, with appropriate materials after many years of neglect. [Milton Parish Council has been trying for years to have this building restored].
Visual aspect. Such a development will improve the visual aspect of this area. Properties with appropriate landscaping will be an improvement over industrial units.
Woods and lake. We welcome the improvements to the lake and wood and their opening up to the public.
Section 106 Agreement. It is **imperative** that Milton Parish Council is a party to a S106 Agreement which must address the following:
 Considerable support for sports facilities for community use, a minimum requirement being three junior football pitches and an appropriate pavilion.
Age Limit – it is essential that restrictions are in place to ensure that the properties are sold to the over 55’s only.”
- 24/10-08 North West Cambridge Area Action Plan – Objection Sites Consultation
- 25/10-08 Cambs and Peterborough Minerals and Waste Preferred Options 2 Consultation
 The chairman reported that she had been trying to get a joint meeting arranged with both the Highways Agency and the County Council Minerals and Waste Team. This would have been for parish councillors and others to attend to discuss a possible response on the Minerals and Waste Plan and also to discuss the details of the A14 plans with the Highways Agency as some of the issues were interlinked. She suggested that such a meeting should still be pursued because more details were required before a full response could be given to the County Council on the Minerals & Waste Plan and this and the A14 were both major issues that would have an impact on the village. She offered to meet with both the County and the Highways Agency on behalf of the Council so a full response could be given if the council did not want a meeting.

AGREED to make the following response:

“Milton Parish Council is concerned that an area larger than the present landfill site at Milton may be excavated for clay for the improvements to the A14, thus increasing the size of the site. We are worried about the traffic implications and the time span of the operation.”

The clerk would arrange for the Highways Agency to attend the November meeting to explain their plans for the A14. Action: the clerk

[Note: Further information has come to light since the meeting so the chairman has spoken to David Atkinson about an extension to the timescale to possibly give a further response on the Minerals & Waste Plan and he has agreed to this providing we give him the headings by the 20th Oct. He is willing to wait for a full response being ratified at our November meeting. We are looking at a possible response for council to send subject to ratification at our November meeting.]

26/10-08 **8 Community Care** – the minutes of the community care meeting held on 10 September 2008 were received.

AGREED to accept recommendations:

- **that all fees should be increased to £3 per week as from 1st October 2008 and that Committee should consider increasing the fees to £4 as from 1st April 2009 with a proviso that an increase to £5 from 1st April for those receiving attendance allowance should be considered.**
- **to increase the warden’s mileage allowance from 8 miles to 10 miles per day as from September 1st.**

Two letters of appreciation from relatives of members on the scheme had been received.

HMS would find out the up-to-date criteria for offering places at Barnabas Court and would report back to the November meeting. **Action: HMS**

27/10-08 **9 Youth** – the minutes of the Youth Committee meeting held on 15 September 2008 were received. Appointment of additional members to the Youth Committee – no additional appointments were made. The youth committee would discuss the best way forward. Paula Mayes had suggested that a charity “Milton Action for Youth” could be set up.

28/10-08 **10 Maintenance** - the minutes of the Maintenance Committee meeting held on 29 September 2008 were received. RHC having gone through the proposed actions expressed concerns about the budget requirements for 2009-10. He would discuss with the chairman of the Finance Committee.

Major tree works - RD and RLEW had completed a trees survey and identified works to be carried out. They were now arranging site visits with tree surgeons. These tree surgeons had been asked to quote for the work by December. Thanks to RD and RLEW for all their hard work.

Noted that the horse chestnut at the church (min 72/9-08) was to come down next week.

Repairs to bus shelter lighting (min 42/9-08) – RHC would ask an electrician to look at the bus shelter lighting. RD pointed out that bus shelter was built in 1954 with voluntary labour at a cost of £50.

Minor Highways Improvement Schemes – bids for 2009/10 (min 289/6-07 refers) - (maximum cost of any bid £15,000). Improvements to pinch point Ely road and footpath on the southern side of the Rowans near Tesco were suggested. As Keith Faunch had recently walked the village with the chairman and clerk, the clerk would ask for his advice. **Action: the clerk**

29/10-08 **4 WD Booth – Parish Archaeological Warden**

WD Booth gave a resume of the archaeological work done in Milton. Much had been added to Milton’s heritage through archaeological finds.

He had never asked for funds but was in need of funding to pay for specialists to identify finds and to write up reports.

He could arrange for an exhibition to be laid on for the village. A permanent place in the village for display would be ideal.

Noted that Milton was one of the largest villages locally not to have its own local history society.

AGREED that MPC should promote archaeology and that £250 should be allocated in 2009-10 either from the budget or the Millennium/History Fund.

Thanks to WDB.

- 30/10-08 **11 Web – proposal to move the miltonvillage.org.uk (and .co.uk) on to a new server**
 Paul Oldham’s company “The Hug” had purchased its own server which was proving to be faster than the present server.
 The cost would be exactly the same as before - £140 per year.
AGREED to move the miltonvillage.org.uk (and .co.uk) on to a new server
- 31/10-08 **15 County Councillor’s report** [brought forward]
“Highways Maintenance - I received from our local Highways Supervisor:
 At a meeting yesterday, the supervisors were advised that the budget for 2008/2009 was effectively spent, and that we should only be looking to cover emergency works and potholes, etc.
 This seems to be the case for the whole County I’m afraid.
Park and Ride - The new site should be open early November. I shall keep an eye on its effect on the traffic.
Cycle Routes I have spoken to Alistair Frost about, among other things, the markings at the end of Winship Road. He tells me that the work so far is temporary pending hopeful receipt of funds linked to Cambridge’s ‘Cycling City’ status.
Cycle Bridge I am following up Jane’s email concerning the multiplicity of agencies that seem to be concerned when things go wrong. I’ll report back when I have some answers.
Chesterton Fen I attended a meeting (with Hazel) of the Old Chesterton Residents’ Association where various planning issues were brought up. I am looking into these and will report back.”
- 32/10-08 **12 Crime update**
 (38/9-08) **a) Tesco walk way – report of meeting with manager of Tesco and the police 3rd October 08**
 In attendance:
 Police: Sarah Webb (last duty before transferring) Paul Rogerson (replacement)
 MPC: HMS, RLEW and the clerk
 Tesco: Scott Forsyth (temporary manager)
 Martin Bradford manager was off (possibly long term) sick. SF agreed to make changes to the duties of his security staff: check walkway hourly – more of a physical presence. He would get graffiti removed.
 HMS asked that the security staff be made aware that youth club members shop on Tuesday and Wednesday evenings.
 Police would like feed back when youths congregate and possibly intimidate people.
 Any trouble at the store – please let the store know immediately.
 They had an “egg selling” strategy – to try to prevent youngsters buying eggs to throw at buildings, cars etc.

 He was made aware of changes in plastic recycling. He made no comment to request for tetra pack recycling facility. HMS was pursuing this through SCDC.

 He could see no benefit in Tesco closing the walkway and extending the store.

 SF would ensure that the contract for grass cutting was looked at. The clerk advised him that he was getting a number of complaints about the state of the verge and that Council would happily cut the grass if he would prefer - the costs being charged to Tesco.
- 33/10-08 **b) South Cambridgeshire Crime and Disorder Reduction Partnership conference** – HMS attended this conference. Cambs Criminal Justice Board newsletter for Autumn 2008 received
- 34/10-08 **13 MCC update** – Chris Drummond, manager, had resigned. The post would be re-advertised. Noted that Liz Harding had also left. The AGM scheduled for 08/10/08 had been postponed.
- 35/10-08 **14 Land update – to consider appointing a fund raiser**
 (39/9-08) It was **AGREED** [at 9.10pm] [Public Bodies (Admission to Meetings) Act 1960]
to exclude members of the public to this item as publicity would prejudice the public interest by reason of the confidential nature of the business.
 The minutes of the confidential session of the meeting held 1st September were circulated.

 The meeting reopened at 9.40pm with 12 members present.

- 36/10-08 **16 District Councillors' reports**
Chesterton Fen and possible sewage connection; – further surveys were being done;
Cycle bridge – problem with contractors for CCTV – Jacksons offered to help with linking up the ducting;
Park & Ride – date in November for opening not yet agreed – contractors would remove village cycle route barriers – other designs would have to be passed by “City demonstration” team; should be County Council’s responsibility to grit footbridge over A10; [building on land adjacent - clerk to check];
- (38/9-08) Sluice gates – one of the sluice gates adjacent the river was recently stolen. The other two gates had been taken into storage by SCDC. SCDC intended not to replace them. The clerk would find out why SCDC felt it unnecessary to replace them. “If they are now considered to be surplus to requirements why were they installed in the first place? It is our belief that these gates act as protection against a “back surge” of water.” *Action: the clerk*
A14 – meeting with Highways Agency – already agreed (see above – min 25/10-08).
Planning relaxation – on 1st October 2008 Planning Legislation changed to introduce significant changes to the current system, particularly with regard to the size of extensions and outbuildings that are permitted development not requiring planning permission.
- 37/10-08 **17 Bills for Payment and Money Received**
CONFIRMED payment of cheques 3820 – 3827 (ch 3828 cancelled)
AGREED payment of cheques 3829 - 3839
- 38/10-08 **18 Correspondence**
The Cambridgeshire Rural Forum - conference on community-based solutions for rural communities
SCDC - monthly email designed to assist Parish Councils to plan their involvement in plan-making.
Highways Agency - new quarterly newsletter - providing information on the routes managed in the Cambridgeshire Area.

SCDC - details of an event “Engaging Parish Councils” being held for Parish Councils at 5pm-7pm on Wednesday 19th November 2008
- Newsletters: Future for Council Housing
CCC - Details of next Guided Busway Histon to Cambridge Local Liaison Forum.
Standards Board - Newsletter
IVC Governors - Letter stating that the Governors of Impington Village College had taken the decision to seek a change of status for the College from being a Local Authority controlled school to a Foundation School.
AGREED the following response: “We trust that users of the college from Milton will still be welcome and that the catchment area will not be affected. We trust also that the free transport that we fought hard for will continue to be enjoyed by Milton youngsters.”
- 39/10-08 **19 Dates of Next Meetings**
Planning - **20 October;** **Finance & Staffing** - **20 October;**
Minibus - **22 October;** **Council** - **10 November.**
Note: Council meeting **10 November** NOT 3 November.
- 40/10-08 **20 Items for November agenda** (to be received by Thursday 23 October)
The meeting ended at 10.10pm

Signed.....

Date.....