

**Minutes of the Meeting of Milton Parish Council held on  
Monday 4 April 2016 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), HM Smith (HMS), RT Summerfield (RTS), D Owen (DO)

In attendance: S Wilkin (SW) (Acting Clerk)  
M Leeke (ML) (8.30p.m.)

**1 Apologies for absence**

T Leavens – personal; J E Coston – personal; M Payne – personal;

**2 To approve the minutes of the meeting of 7 March 2016**

It was Proposed by AB and Seconded by GH that the minutes of 7 March 2016 be approved and signed as a true record. –  
**ALL AGREED.**

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

None.

**4 Casual Vacancies**

The Parish Council still have four vacancies to fill. One enquiry has been made.

**5 Declaration of interest and dispensations**

a) To receive declarations of interest from councillors on items on the agenda;

AB – Item 7 – Member of SCDC Planning Committee; DB – Item 11 – North Lodge Park

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 Clerk's Report**

From previous meetings:

Tomkins Mead boardwalk – Quotations to be sought.

New:

Burial to take place in the next week or so.

Two burial plots purchased.

DS has attended the first Councillor training session.

Acting Clerk and Asst Clerk have attended the 2 days Intensive Training Course for New Clerks at Somersham.

Defibrillator code has been confirmed and checked for box outside on the wall of the Parish Council office.

Closure of Milton branch of Cambridge Building Society – to be referred to next Finance Committee meeting.

Parish Councillors' handbook is in progress and will be available shortly.

Letter from Unity Bank who will be charging in the future – to be referred to next Finance Committee meeting.

Anonymous letter of complaint received regarding wheelie bins on Cambridge Road.

Email received noting that Paul Oldham is moving from Milton.

**7 Planning**

Received the minutes of the Planning meeting held on 21 March 2016.

New:

**S/0663/16/FL** - Mr Depak Hathiramani - 301, The Rowans, Milton, CB24 6ZA - First floor rear extension – **NO OBJECTIONS**

**S/0644/16/FL** - Mr Nelson, O'Connor - Longacre Farm, Chesterton Fen Road, Milton, Cambridge, CB4 1UN - Change in the use of land from a waste transfer station to a mobile home park including 22 no. mobile home pitches, an access road, site office and landscaping – **REFUSAL (1. Narrowness of access road and site only accessible by road. 2. Issues with disposal of sewerage and waste water. 3. The site is beyond bus stops and street lighting. 4. Remoteness of site from other residential properties).**

**8 Maintenance**

Received the minutes of the Maintenance meeting held on 21 March 2016.

GH reported that he was doing a tour of the village on Friday 8 April to look at problem areas which needed addressing and would report back to the Maintenance Committee.

David and Anne Stirrups and his wife were congratulated on the wonderful display of daffodils that they had planted in the autumn on the corner of Humphries Way/A10.

It was Proposed by AB and Seconded by GH to amend the Cemetery Policy as tabled subject to the sentence in italics reading:

“Please note that the height not exceeding 90cms for a double headstone and not exceeding 76cms for a single headstone is the height from the ground and includes the concrete base (if this is above ground level) that the plinth and headstone stand on” – **ALL IN FAVOUR.**

Play area – An area had been identified at the Recreation Centre, Coles Road and the working party was now moving on to the next stage to find funding.

## **9 Community Care Committee**

On 11 February David Stirrups (Chair of the Community Care Committee) and AB conducted a Staff Appraisal for the Community Care Warden. Some aspects of the job description needed to be reviewed and this was referred to the Staffing Committee which met on 16 March to consider this along with staff pay.

DS and AB will meet with the Community Care Warden on Thursday 7 April 2016.

## **10 Staffing Committee**

It was Proposed by HMS and Seconded by GH that the parish council would pay increases in accordance with NJC Pay Scales once these are published, including implementing the Living Wage as a minimum from this week. – **ALL IN FAVOUR.**

It was Proposed by AB and Seconded by RS to approve advertising the role of Clerk on the parish notice board and in Village View – **ALL IN FAVOUR.**

## **11 North Lodge Park**

Deed of Variation and Land Transfer documents - SCDC had made some minor amendments to the documents and these were now with the Solicitors.

A draft Pitch Inspection Report had been prepared by Peter Jones which had highlighted several problem areas which need to be addressed. It was Proposed by AD and Seconded by GH that the Parish Council spend up to £5,000 on bringing the pitches up to standard once they have been handed over to the Parish Council. The necessary work will be done as soon as we have control of the pitches, and should be agreed by any 2 members of the land committee. There is a budget set aside for this.

The Acting Clerk to seek quotations for a bollard and barrier.

Ongoing discussions were taking place regarding the provision of dog bins at North Lodge Park.

## **12 Annual Parish Meeting**

It was Proposed by RF and Seconded by DS to publish the Chairman's report in the Village View as in previous years.

## **13 MCC report – April 2016**

Maintenance/Improvements: The tables and chairs in the Annexe have been replaced, as the old ones were no longer fit for purpose,

Bookings: There are 2 Saturday Night bookings during April

From the 1st April, Edmund Trust will be using the lounge during the day on Mondays and Fridays for their training.

The developers for the proposed new housing site off Fen Road will use the lounge on a Tuesday during June or July, 3.00pm to 8.00pm, for a ‘drop-in session’ so that Milton residents can discuss any concerns or thoughts they may have.

The actual date for this is still to be confirmed.

Staff: Nothing to report

Youth Building: Nothing to report

Vandalism: Nothing to report

## **14 County Councillor’s Report**

ML covered the topic of Devolution and that the new Railway Station would be providing 450 parking spaces and was due to be open in May 2017.

## **15 District Councillors’ Reports**

The following are an extract of topics from the reports provided. The full reports can be found in the Agenda papers for the meeting.

District Councillor – Anna Bradnam

Local Plan update; Devolution; Litter at Tesco; Parish Planning Forum; Application to Historic England for designation of

an Ancient Monument (Fen Rd);

In future SCDC will be holding Pre-application Briefings and Technical Briefings prior to SCDC Planning Committee meetings at SC Hall.

Pre-application Briefings will be open to Committee members as well as Local members and parish councils. Meetings will be in public. They will provide an opportunity for developers to present schemes at an early stage and enable positive shaping of the development at an early stage.

Technical Briefings will provide an opportunity to clarify technical matters prior to the Committee meeting.

District Councillor – Hazel Smith

An unauthorised container for cycle couriers was still on Cowley Road and HMS was assured by the City Council that an enforcement team was dealing with this.

**16 Bills for Payment and Money Received, Budget figures (to be tabled).**

The bills for payment and money received sheet were circulated (bills listed 303-339). It was Proposed by HMS and Seconded by AB to pay all the outstanding bills. **ALL IN FAVOUR** of paying the bills.

**17 Correspondence**

Appeal letters had been received from Magpas and EACH. The Acting Clerk was requested to write back and let them know that it was contrary to Council policy to pay donations.

**18 Dates of next meetings**

Finance and Administration Committee – 11 April 2016 – 7.30p.m.

Community Care Committee – 13 April 2016 – 11.30a.m.

Staffing Committee – 14 April 2016 – 3.00p.m.

Planning Committee – 18 April 2016 – 7.30p.m.

Annual Meeting of the Parish Council – 9 May 2016 – 7.30p.m.

Annual Parish Meeting – 16 May 2016 – 7.30p.m.

Meeting closed at 9.00p.m.