

Parish Council Office  
 Coles Road  
 Milton  
 Cambridge  
 CB24 6BL

**MILTON PARISH COUNCIL**



*Acting Clerk to the Council: Susan Wilkin*  
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**25 January 2016**

**TO ALL MEMBERS OF THE PARISH COUNCIL**

**You are summoned to the next meeting of Milton Parish Council to be held in the Bowls Pavilion on Monday 4 April 2016 at 7.30pm**

**AGENDA**

<b>1.</b>	<b>Apologies for absence:</b> to receive and approve apologies for absence.
<b>2.</b>	<b>To approve the minutes of the meeting held on Monday 7 March 2016 (Appendix 1)</b>
<b>3.</b>	<b>Public Participation – members of the public are invited to speak.</b> At the close of this item members of the public will no longer be permitted to address the council members unless invited to do so by the Chairman.
<b>4.</b>	<b>Casual Vacancies – Parish Councillor</b>
<b>5.</b>	<b>Declarations of interest and dispensations:</b> a) To receive declarations of interest from councillors on items on the agenda; b) To receive written requests for dispensations for disclosable pecuniary interests (if any); c) To grant any requests for dispensation as appropriate.
<b>6.</b>	<b>Clerk's/Chairman's report:</b> <b>From previous meetings:</b> Tomkins Mead boardwalk – Quotations to be sought.  <b>New:</b> Burial to take place in the next week or so. Two burial plots purchased. DS has attended first Councillor training sessions 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. Parish Councillors' handbook is in progress and will be available shortly.
<b>7.</b>	<b>Planning</b> To <b>RECEIVE</b> the minutes of the Planning meeting held on 21 March 2016. ( <b>Appendix 2</b> ) <b>Decisions Received:</b>  <b>New:</b> S/0663/16/FL - Mr Depak Hathiramani - 301, The Rowans, Milton, CB24 6ZA - First floor rear extension 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.  Any other planning applications at the Chairman of Planning's discretion.
<b>8.</b>	<b>Maintenance</b> To <b>RECEIVE</b> the minutes of the Maintenance meeting held on 21 March 2016. ( <b>Appendix 3</b> ) To <b>CONSIDER</b> amendment to Cemetery Policy ( <b>Appendix 4</b> ) Play area - update
<b>9.</b>	<b>Community Care Committee</b> To <b>RECEIVE</b> an update – AB/DS
<b>10.</b>	<b>Staffing Committee</b> To <b>RECEIVE</b> an update - AB To <b>APPROVE</b> pay increases for staff in line with national pay scales

	To <b>APPROVE</b> advertising the role of Clerk on the parish notice board and in Village View
<b>11.</b>	<b>North Lodge Park</b> To <b>RECEIVE</b> an update - JEC To <b>CONSIDER</b> spending up to £5,000 on bringing the pitches at North Lodge Park up to standard.
<b>12.</b>	<b>Annual Parish Meeting</b> To <b>AGREE</b> to publish the chairman's report in the village view as in previous years.
<b>13.</b>	<b>MCC report – April 2016</b> <u>Maintenance/Improvements</u> : The tables and chairs in the Annexe have been replaced, as the old ones were no longer fit for purpose, <u>Bookings</u> : 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. <u>Staff</u> : Nothing to report <u>Youth Building</u> : Nothing to report <u>Vandalism</u> : Nothing to report
<b>14.</b>	<b>County Councillor’s Report</b>
<b>15.</b>	<b>District Councillors’ Reports</b> District Councillor – Anna Bradnam District Councillor – Hazel Smith
<b>16.</b>	<b>Bills for Payment and Money Received, Budget figures (to be tabled).</b> To <b>CONFIRM</b> and <b>AGREE</b> bills for payment.
<b>17.</b>	<b>Correspondence</b> A letter appealing for funds for Magpas A letter appealing for funds for EACH
<b>18.</b>	<b>Dates of next meetings</b> Parish Council – 4 April 2016 – 7.30p.m. Finance and Administration Committee – 11 April 2016 – 7.30p.m. Community Care Committee – 13 April 2016 – 11.30a.m. Planning Committee – 18 April 2016 – 7.30p.m. Annual Parish Meeting – 9 May 2016 – 7.30p.m. Annual Meeting of the Parish Council – 16 May 2016 – 7.30p.m.

Susan Wilkin  
Acting Clerk

**The full agenda papers are available on the website [www.miltonvillage.org.uk](http://www.miltonvillage.org.uk) and at the Parish Council office.**

## APPENDIX 1

### **Minutes of the Meeting of Milton Parish Council held on Monday 7 March 2016 at 7.30pm in the Bowls Pavilion**

**Present:** JE Coston (JEC) (Chair), D Stirrups (DS) (Vice chair), RJ Farrington (RJF), D Burch (DB),  
A Bradnam (AB), G Heaney (GH), HM Smith (HMS), RT Summerfield (RTS),  
T Leavens (TL), D Owen (DO)

S Wilkin (SW) (Acting Clerk)

M Leeke (ML), (8.30p.m.)

#### **1 Apologies for absence**

M Payne (MP)

JEC welcomed the three residents that were in attendance.

#### **2 To approve the minutes of the meeting of 2 November 2015.**

It was Proposed by AB and Seconded by DB that the minutes of 1 February 2016 be approved and signed as a true record. – **ALL AGREED.**

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

Three people were in attendance.

#### **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; DO – Item 7 – Tree works, Silver Acre;

DB – Item 8 – 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:**

Tennis Club Lighting planning application submitted.

Invitation received from SCDC for Annual Awards Celebration on Thursday 10 March 2016.

Trolley Bus Grant applied for from the Jean Gallagher Trust.

Permission received from George Wilson Will Trust with regard to collection of footballs from adjoining field at North Lodge Park once a week.

Three allotments left to let.

Councillor Training - Dates offered 17 March, 21 April, 19 May 2016 7.30p.m.

Broken play equipment – The Sycamores - Skier collected by Wicksteed on 27 January 2016 – Estimated date for return 5 March 2016

Broken play equipment – The Rowans – Slide Roofs Replaced now waiting for Broken Leg to be repaired - Repair ordered.

Tomkins Mead boardwalk – Awaiting quotations.

Signatories for approval of online transactions for Unity Bank – forms to be completed.

##### **New:**

Funeral arranged for 11 March 2016 at the Cemetery.

#### **7 Planning**

Received the minutes of the Planning meeting held on 15 February 2016.

##### **Decisions Received:**

##### **Planning Inspectorate**

**S/1661/15/FL** – Mr Crickmore – The Barn, Chesterton Fen Road, Milton, CB4 1UN – Single storey entrance porch – Erection of garage following demolition of existing stable building – **APPEAL DISMISSED**

**S/2693/15/FL** – Dr Mark England – 44A Butt Lane, Milton CB24 6DG - Raising of existing roof, erection of rear dormer window and loft conversion – Correspondence received – **APPROVED**

**S/2972/15/FL** – Roger Blair, Napp Pharmaceutical Holdings Ltd - 191 Cambridge Science Park Milton, CB4 0GW – Installation of a smoking shelter – **APPROVED**

**S/0045/16/FL** – Mr and Mrs J Knight, 21 Pearson Close, Milton, CB24 6YS - Replacement of existing single storey extension with part two storey, part single storey side/rear extension – **APPROVED**

**S/0249/16/LD** – Mr Mohammed Chaudhry, Unit 11, Cave Industrial Estate, Chesterton Road, Milton, Cambridge CB4 1UN – Use of Building for MOT Testing – **APPROVED**

**New:**

**S/0279/16/FL** – Mr and Mrs I and A Martin – 81 Coles Road, Milton, CB24 6BL – Dormer window to roof – **REFUSAL**

**Dormer window is not in keeping with the street scene. 2. Dormer window is overbearing on the front of the property. 3. Having refused applications for dormer windows in Coles Road, there is a precedent to refuse applications of this type in this road.**

**S/0343/16/FL** – St John's College, Cambridge - St John's Innovation Park, COWLEY ROAD, Milton, CB4 0WS – Demolition of existing structures and the proposed development of a new B1 office and research building with associated structures, including new substation and bin stores, ancillary plant, cycle stores and hard and soft landscaping (cross boundary application) – **NO OBJECTIONS**

**S/0380/16/FL** – Mr Roger Blair, Bard Pharmaceuticals Ltd, 191 Cambridge Science Park, Milton CB4 0GW – Installation of a pump enclosure – **NO OBJECTIONS**

**Tree works:**

28 Fen Road, Milton – Horsechestnut tree – Tree Warden recommendation is – No Objection.

Silver Acre, High Street, Milton – Silver – Silver Birch x 2 and Oak tree – Tree Warden recommendation is – No Objection.

**8 North Lodge Park**

Nothing further had been received from Bellway or SCDC regarding the Deed of Variation and Land Transfer documents.

Collection of wayward footballs – Permission has been received from the George Wilson Will Trust with regard to collection of footballs once a week from the adjoining field at North Lodge Park once games begin on the pitch.

Football Pitch – The pitch is in poor condition and requires work to be carried out on it. The Parish Council to seek permission from Bellway to get their contractor to carry out the work.

Dog Bins –

Enquiries are ongoing about trying to install bins on land that will be adopted by Cambridgeshire County Council so that South Cambs District Council will automatically be responsible for emptying them. SCDC will not empty dog bins on land owned by ‘North Lodge Park (Milton) Ltd.’ because it is private land and unless they receive payment for doing so.

**9 Fen Road Archaeological and land update**

Received a report of meeting with the county archaeologist.

It was Proposed by AB and Seconded by DO that an application be submitted to Historic England for designation of the site as a scheduled ancient monument. **ALL AGREED**

**10 Deed of Easement at 53 Cambridge Road, Milton**

It was **AGREED** by all that the lamppost could be relocated on the understanding that the tree nearby was not disturbed or removed. Re-siting the lamppost should also ensure that the illumination is not impeded by the tree.

Howes Percival's extra costs of £1,000 plus VAT and disbursements involved in dealing with the above are to be paid by R J Hammond.

Request for a Footpath, Coles Road, Recreation Ground

SW was asked to reply to Cambridge Housing to say that the land in question is leased to Milton Community Centre and therefore a formal request will need to be made to them for consideration.

**11 Bus Shelter, Ely Road (new) and Cambridge Road (replacement)**

It was Proposed by DS and Seconded by AB that Bellway be asked to provide a bus shelter on Ely Road with power, Real Time Indicator and a light due to its remote location. – **9 AGREED WITH 1 ABSTENTION**

It was proposed by JEC that the possible replacement of the brick bus shelter on Cambridge Road should be placed on the Maintenance agenda meeting on 21 March 2016. – **ALL AGREED**

Bus Shelter Cleaning – It was Proposed by AB and Seconded by DB to go for the Compass 24 Group quotation. – **ALL AGREED**

**12 Website**

JEC, GH and TL agreed to make a working party to discuss the specification for a quote for the Parish Council website.

**13 Car Parking problems in Humphries Way, The Rowans and The Sycamores**

The Parish Council do not have any powers to act on poor parking in the village, particularly around the school areas. It is only the Police who can act to deter poor parking. The Parish Council have been advised if the residents provide evidence of repeated poor parking to the Police direct they will try to take some action. The Parish Council would also write to the Police Commissioner regarding lack of policing in the village.

**14 Insurance**

It was Proposed by HMS and Seconded by DS that the insurance be renewed for a 5 year period. – **ALL AGREED**

The Parish Council wished to thank Griffith Kinsman for the amount of work he had carried out with regard to the insurance renewal.

**15 MCC report – March 2016**

Maintenance/Improvements: At our recent Committee Meeting, it was suggested that a path is installed from the entrance to the Bowls Green, along the hedge to the doctor’s surgery. This has been discussed before and the MCC Management Committee fully supports this idea, as it will mean fewer pedestrians walking through the car park. It was further suggested that the Parish Council use S.106 money to fund these improvements – something for you to debate! I envisage that this work will cost approximately £6500 + VAT and I am in the process of obtaining 3 up to date quotes

Bookings: There are 2 Saturday Night bookings during March

Staff: Nothing to report

Youth Building: Nothing to report

Vandalism: Nothing to report

**16 County Councillor’s Report**

Budgets – The decision was to go for spending limits and this will result in areas such as Children’s Services, Personal Care and Highways and Gritting to be cut by a third.

Improvements to A10 - A study to be made looking at a series of options.

**17 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

District Council Financial Planning; Greater Cambridge City Deal Consultation on Milton Road and Histon Road

District Councillor – Hazel Smith

Container opposite Taylor Vinters; Devolution; South Cambs Council budget; Neighbourhood Panel; Newly widened cycleway; Youth Club; Sunningdale residents reporting cracks and vibrations in their properties; A10 Study

**18 Bills for Payment and Money Received, Budget figures**

The bills for payment and money received sheet were circulated (bills listed 283-302). It was Proposed by HMS and Seconded by DS to pay all the outstanding bills. **ALL IN FAVOUR** of paying the bills.

**19 Correspondence**

None.

**20 Dates of next meeting**

Staffing Committee – 16 March 2016 – 10.30a.m.

Planning Committee – 21 March 2016 – 7.00p.m. Maintenance Committee – 7.30p.m.

Parish Council – 4 April 2016 – 7.30p.m.

Annual Parish Meeting – 9 May 2016 – 7.30p.m.

Annual Meeting of the Parish Council – 16 May 2016 – 7.30p.m.

Meeting closed at 10:15p.m.

Signed: ..... Date: .....