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MILTON PARISH COUNCIL



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24 May 2016

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Parish Council to be held in the Bowls Pavilion on Monday 6 June 2016 at 7.30pm

AGENDA

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| 1. | Apologies for absence: to receive and approve apologies for absence. |
| 2. | To RECEIVE the resignation of Parish Councillor, Michael Payne, who is leaving Milton |
| 3. | Casual Vacancies – Parish Councillor |
| 4. | To APPROVE the minutes of the meeting held on Monday 9 May 2016 (Appendix 1) |
| 5. | Declarations of interest and dispensations: 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. |
| 6. | Public Participation – members of the public are invited to speak. 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. |
| 7. | Clerk’s/Chairman’s report: From previous meetings: Tomkins Mead boardwalk – Quotations are being received. New: North Lodge Park Pavilion – This has now been handed over by Bellway to Milton Parish Council. £900 grant received from the Jean Gallagher Trust towards the running of the Trolley Bus. |
| 8. | Planning To RECEIVE the minutes of the meeting on 23 May 2016. (Appendix 2). Decisions Received: S/1050/16/LD - Mr T Collinwood - 45 Cambridge Road, Milton, Cambridge, Cambridgeshire, CB24 6AW - Part single & part two storey rear extension - REFUSAL Any other planning applications at the Chairman of Planning’s discretion. |
| 9. | Proposal by Kingswater Lindrum to build homes on land off Fen Road, Milton (Appendix 3) To receive an update. |
| 10. | Finance and Administration To RECEIVE the minutes of the meeting on 23 May 2016 (Appendix 4). Annual Governance Statement HMS to report on Finance meeting on 23 May 2016 which considered, discussed, reviewed and approved the Annual Governance for 2015/16 then (a) To CONSIDER the Accounting Statement by the Parish Council (b) To APPROVE the Accounting Statements by Resolution (c) The Chairman to SIGN and DATE the Accounting Statement |
| 11. | Committees To AGREE that Mark England can be the PC representative for the Chisholm Trail Liaison Group. |

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| 12. | Land at rear of 53 Cambridge Road Milton - Barnabas Court – Deed of Easement To RECEIVE an update. |
| 13. | Milton Parish Council – Deeds To make arrangements to review the deeds the Parish Council hold with solicitors. |
| 14. | Footpath, Coles Road To CONSIDER a request from MCC for a footpath to be built alongside the Bowls Green hedge, Coles Road. (Appendix 5). |
| 15. | Bus Shelter, Ely Road To RECEIVE an update on the proposed bus shelter – AB |
| 16. | Play Working Party To RECEIVE an update. |
| 17. | MCC report - May 2016 - (Appendix 6). |
| 18. | Milton Action 4 Youth To CONSIDER a request from Histon and Impington Parish Council to share a Youth Worker |
| 19. | County Councillor’s Report |
| 20. | District Councillors’ Reports - (Appendix 7). |
| 21. | Bills for Payment and Money Received, Budget figures (to be tabled). To CONFIRM and AGREE bills for payment. |
| 22. | Correspondence |
| 23. | Dates of next meetings Planning Committee – 20 June 2016 – 7.00p.m. – Maintenance Committee 7.45p.m. Parish Council – 18 July 2016 |

Susan Wilkin
Acting Clerk

**The full agenda papers are available on the website www.miltonvillage.org.uk and
at the Parish Council office.**

APPENDIX 1

Minutes of the Annual Meeting (AGM) of the Milton Parish Council held on Monday 9 May 2016 at 7.00pm in the Bowls Pavilion

Present: JE Coston (JEC) (Chair), D Stirrups (DS) (Vice chair), RJ Farrington (RJF), D Burch (DB), A Bradnam (AB), HM Smith (HMS), RT Summerfield (RTS), D Owen (DO) Michael Payne (MP)

S Wilkin (SW) (Acting Clerk), Sarah Corder (SC) (Assistant Clerk)

In Attendance:

Chris Callaghan (“CC”) of Kingswater Lindum,
Nick Wright (NW), Director of Development for Cross Keys Homes
and one member of the public

- 1 Apologies for absence:** Tom Leavens - personal, Gary Heaney - personal, Maurice Leeke - personal
- 2 Election of chairman and signing of declaration of acceptance of office of chairman:**
It was Proposed by DS and seconded by AB to elect JEC as Chairman - **ALL AGREED.**
- 3 Election of vice chairman and signing of declaration of acceptance of office of vice chairman:**
It was Proposed by AB and seconded by DB to elect DS as Vice Chairman - **ALL AGREED.**
- 4 Casual Vacancies – Parish Councillor:** The Parish Council still has four vacancies to fill.
- 5 To approve the minutes of the meeting held on Monday 4 April 2016:**
It was Proposed by DS and Seconded by RS that the minutes of 4 April 2016 be approved and signed as a true record.
– **ALL AGREED.**
- 6 Declarations 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, MP – Item 15; HMS – Milton Action 4 Youth; DO – Item 20 Chancel Check Policy
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None
 - c) To grant any requests for dispensation as appropriate. None
- 7 Kingswater Lindum Ltd – Proposal to apply for planning permission for 36 affordable houses for rent and shared ownership on parcel of land on Fen Road, Milton:**
“CC” of Kingswater Lindum had requested to come along to the meeting and wanted to know why since attending the February Parish Council Meeting, the parish council had decided to put in a registration with Historical England to have the land scheduled.

As a result of this course of events the landowner had given “CC” permission to start “trenching” the land to see, if anything, was found. The work is planned to start in two weeks’ time. A company called “Pre Construct” would be undertaking the trenching work. CC asked the PC if nothing archaeological was found would they consider removing the registration. AB said that the PC cannot make a decision until the outcome of the findings have been reported. AB asked CC who owned the land. CC replied that KL did subject to planning, but if the development does not go ahead it will be revert back to the Trustees.

“CC” thanked the committee for their time and left the meeting with Mr Wright.

Kingswater Lindum were reminded that the PC would like additional land to add to the NLP recreation space and a possible footpath through to NLP.
- 8 Public Participation:** No members of the public attended to speak.
- 9 Clerk’s/Chairman’s report:**

SW reported that quotations have been requested for the work to be carried out at Tomkins Mead.
SW and SC are now attending the CiLCA training course.

The planning application for the tennis course lighting has now been accepted by SCDC and we are waiting the outcome.

There has been some more fitness equipment broken as The Sycamores recreation ground.

JEC reminded the Council that the bus stop on Cambridge Road replacement was still in hand to be done.

10 To confirm the following committees and memberships:

The following Committees and membership were agreed:

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| Finance | JEC, RJF, TL, HMS, RTS |
| Maintenance (incorporating Allotments, Cemetery and Play) | AB, DB, JEC, GH, DO, DS (Bob Waters in an advisory role*) |
| Planning | JEC, RJF, GH, HMS, RTS, DS, DO, TL |
| Community Care | AB, DB, TL, DS, HMS |
| Staffing | AB, JEC, HMS, RTS |

The following Working Groups and membership were agreed:

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|--------------------|---------------|
| Capital Projects | JEC, RF, HMS |
| Land | JEC, HMS, RTS |
| Milton Air Quality | AB, HMS |
| Milton Environment | AB, HMS |
| Website & IT | JEC, GH, TL |
| Youth | GH, HMS, DS |

11 To confirm the following representatives and volunteers:

The following special responsibility roles were agreed:

Specific Responsibility:

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|------------------------------|------------------------------|
| Footpath Officer | AB |
| Parish Plan | GH |
| Press Officer | JEC |
| Tompkins Mead & Tree Wardens | AB, GH, R Day* & RLE Waters* |
| Trolley Bus | JEC |

The following representatives for outside bodies were agreed:

Anglia Water – (Cambridge Sewage Works) JEC (HMS & AB would attend as District Councillors)

Cambridge Sports Lake Trust JEC HMS

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|-----------------------------|------------------------------|
| CPALC & SCDC | The Chairman & Clerk, AB, DS |
| Good Companions | RLE Waters* |
| Landfill Liaison | AB, JEC, HMS & Chairman |
| Local Liaison Forum | Volunteer to be agreed |
| Milton Charities | JEC |
| Milton Community Centre | DS |
| Patient Participation Group | JEC, HMS |
| Police Liaison Panel | AB, HMS |
| Village View | JEC |

* indicates representatives who are not parish councillors and are non voting

12 Planning:

The Planning meetings planned to have been held on 11th and 18th April 2016 were cancelled as there were no plans to review.

Decisions Received:

Appeal:

APP/W0530/D/16/314229 – Mr T Collinwood, 45 Cambridge Road, Milton, CB24 6AW – Two storey rear extension – **APPEAL DISMISSED**

S/0404/16/FL - Trinity College, Cambridge - 184, Cambridge Science Park, Milton, Cambridge, Cambridgeshire, CB4 0GA - Proposed erection of three storey building for flexible B1 use (The Bradfield Centre) - **REFUSED**

S/0483/16/FL - Cambridge Consulting Limited, 29, Cambridge Science Park, Milton, CB4 0DW - Proposed erection of office and laboratory extension (flexible B1 use), decked car park and associated landscaping - **REFUSED**

S/0507/16/FL - Ian Fisher, 42 Butt Lane, Milton CB24 6DG - Two storey side extension – **APPROVED**

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 - **WITHDRAWN**

S/0663/16/FL - Mr Depak Hathiramani - 301, The Rowans, Milton, CB24 6ZA - First floor rear extension - **APPROVED**

New:

S/0378/16/FL – Mrs Susan Wilkin, Milton Parish Council, Recreation Ground, Coles Road, Milton, CB24 6BL - Replacement of existing tennis court flood lights – Councillors declared an interest - **NO OBJECTIONS**

S/0985/16/FL – Mr Godric Wilkie - 35 Coles Road, MILTON, CB24 6BL - Single storey rear extension and loft conversion – **NO OBJECTIONS**

S/1063/16/PA – Mr Cameron Christie, 1 Lyndhurst Close, Milton, CB24 6DH – Single storey rear extension – **NO OBJECTIONS**

RJF has received a letter from SCDC to recommend approval for 9 Lyndhurst Close.

13 Finance and Administration:

The minutes of the meeting held on 11 April 2106 were received.

It was Proposed by HMS and Seconded by DS to approve all the payments listed – **ALL AGREED.**

14 Milton Cricket Club

It was Proposed by DS and Seconded by HMS that a grant of £500 be awarded to Milton Cricket Club for pitch hire

outside the village and the club be requested to return any unspent monies relating to pitch hire at the end of their financial year.

IN FAVOUR – 8; ABSTENTION – 1

The Acting Clerk was requested to contact the club to see what their requirements would be in order for them to have use of a pitch at North Lodge Park.

15 Relate

Relate had requested by email a grant of £300. It was Proposed by HMS and Seconded by MP that a grant of £300 be given.

**IN FAVOUR – 4; AGAINST 4; ABSTENTION - 1 CHAIRMAN'S CASTING VOTE: AGAINST
Proposal was therefore not carried.**

16 Land at rear of 53 Cambridge Road, Milton – Barnabas Court – Deed of Easement

Deed of Easement had been emailed to Councillors. It was Proposed by DS and Seconded by AB that JEC should speak to the Solicitors regarding the wording in the Deed of Easement and obtain, if necessary, further legal advice, from another solicitor. As long as JEC was happy with the final wording of the document the PC **AGREED** that should any additional costs be incurred these should be paid. The document should be signed by two Parish Councillors once agreed - **ALL IN FAVOUR**

It was **AGREED** that the sum of £1,200 could be taken from the proceeds of sale, as previously agreed.

17 Footpath, Coles Road

It was **AGREED** that due to the lengthy agenda that this item would be discussed later on in the meeting or put on the next Parish Council meeting agenda.

18 Community Care Committee

DS has put together a document outlining what the Community Care Warden covers in her role. It has come to light that she is doing more hours than she is paid as the demand on her time has increased. DS has suggested an increase in fees to help cover the extra costs to a two tier charging service, as clients have different needs and a couple takes up more of her time than a single client.

It was proposed by DS and seconded by MP that the parish council consult with the clients to increase the charge to £6 for a single person and £9 for a couple per week. For the enhanced service the charge would be £10 for a single person and £12 for a couple per week. **ALL AGREED.**

It was Proposed by DS and Seconded by HMS that we pay the Care Warden an extra 5 hours per week. **ALL AGREED.**

AB reported that the Community Care Committee suggested that a service list of duties carried out by the Care Warden. It was Proposed by DS and Seconded by AB that a list be put together to give to the clients and be discussed at the next Community Care meeting. **ALL AGREED.**

19 Staffing Committee

AB tabled her report. It was confirmed to pay staff for their time on CiLCA training, as set out in their job offer. SC has now signed her contract for Assistant Clerk. HMS asked if the Parish Council was aware of the Employer Pension and was someone looking into this. HMS to speak to Griffiths, our RFO, about setting this up.

20 North Lodge Park

JEC reported that we have now signed the agreement for North Lodge Park.

The Chancel Check payment and liability policy with Dual was confirmed and agreed. It was Proposed by and Seconded by DS Seconded. **ALL IN FAVOUR 6 – ABSTAIN 3**
DO declared an interest.

There is some debate on the care of the football pitch grass with conflicting advice being given. DB to speak to Stuart at Buchans about the best way forward.

Mike Elsome is going to get quotes for the barrier gate for the car park as agreed in previous minutes.

North Lodge residents have asked if they can use the pavilion for their residents meetings - **ALL AGREED.**

JEC at present is the main contact person to be called out if the alarm goes off. DB put himself forward for his number to also be registered.

JEC asked the committee if residents could be offered the opportunity to purchase benches/seats to be dedicated to someone or something. JEC said they would be of the same style as other metal benches/seats in Milton - **ALL AGREED.**

21 Bus Shelter, Ely Road

AB reported that there was no further progress at present and it was back with Bellway who should provide a bus shelter with real time indicator and a light, under the S106 Agreement and this is in conjunction with the County Council.

22 Play Working Party

JEC reported that we have now received plans for the proposed Coles Road Recreation ground, and the plans were presently with the MCC Outdoor Recreation Committee. The next step is for the plans to go out for consultation in September.

23 MCC

The report was tabled.

24 Milton Action 4 Youth

HMS reported that the future of the Youth Group is unsure due to funding cuts.

25 Milton Air Quality Working Party

AB tabled her notes from the 4th Liaison Meeting.

26 County Councillor's Report

No report was received.

27 District Councillor's Report

HMS reported that the container on Cowley Road has now been removed.

28 Bills for Payment and Money received

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

29 Correspondence

Letter from EV Hub re: Electric Charging Centre near Tesco. The PC were supportive of an electric charging centre and SW was requested to write and obtain further information on exactly where it was proposed to site it.

A requested had been received from the Police to hold a Crime Prevention Meeting on 6 September 2016 subject to a room being available – **ALL AGREED.**

It was noted that a letter had been received from Sir Graham Bright confirming that he is stepping down as the Cambridgeshire Police and Crime Commissioner.

A request was considered for the Community Care Warden to provide care for a resident of Landbeach. It was Proposed DS and Seconded HMS that as the client is not a Milton resident the service could not be offered. **ALL AGREED.**

Dates of Next Meeting

Planning Committee – 23 May 2016 – 7.00pm – Finance Meeting 7.45pm

Parish Council – 6 June 2016 7.30pm

Planning Committee – 20 June 2016 – 7.00pm – Maintenance Committee 7.45pm

Meeting closed at 11.00p.m.

Signed: Dated: