

**MILTON PARISH COUNCIL**

Parish Council Office  
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 Milton  
 Cambridge  
 CB24 6BL



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**25 April 2016**

**TO ALL MEMBERS OF THE PARISH COUNCIL**

**You are summoned to the Annual Meeting of the Parish Council to be held in the Bowls**

**Pavilion on Monday 9 May 2016 at 7.00pm**

**AGENDA**

<b>1.</b>	<b>Apologies for absence:</b> to receive and approve apologies for absence.														
<b>2.</b>	<b>Election of chairman and signing of declaration of acceptance of office of chairman</b>														
<b>3.</b>	<b>Election of vice chairman and signing of declaration of acceptance of office of vice chairman</b>														
<b>4.</b>	<b>Casual Vacancies – Parish Councillor</b>														
<b>5.</b>	<b>To approve the minutes of the meeting held on Monday 4 April 2016 (Appendix 1)</b>														
<b>6.</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>7.</b>	<b>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</b> Presentation by Chris Callaghan of Kingswater Lindum and Nick Wright, Asst. Director of Development for Cross Keys Homes														
<b>8.</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>9.</b>	<b>Clerk’s/Chairman’s report:</b> <b>From previous meetings:</b> Tomkins Mead boardwalk – Awaiting quotations for the repairs. Bus Stop, Cambridge Road <b>New:</b> Acting Clerk and Asst Clerk are attending CiLCA training course for New Clerks at Somersham. Tennis Club Lighting Planning Application has now been accepted by SCDC in order for a decision to be made. Fitness equipment broken at The Sycamores.														
<b>10.</b>	<b>To confirm the following committees and membership</b> Community Care, Finance, Land (Working Group) Maintenance (incorporating Allotments, Cemetery and Play) Planning, Staffing and Youth (Working Group)  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Community Care</td> <td>HMS, DS, DB, TL, AB</td> </tr> <tr> <td>Finance and Administration</td> <td>JEC, RJF, HMS, RTS, TL</td> </tr> <tr> <td>Land Working Group</td> <td>JEC, HMS, RTS</td> </tr> <tr> <td>Maintenance</td> <td>JEC, GH, RTS, DS, DO, DB, AB, Bob Waters in an advisory role*</td> </tr> <tr> <td>Planning</td> <td>JEC, RJF, GH, HMS, RTS, DS, DO, TL and AB</td> </tr> <tr> <td>Staffing</td> <td>JEC, RTS, AB, HMS</td> </tr> <tr> <td>Youth Working Group</td> <td>GH, HMS, DS</td> </tr> </table>	Community Care	HMS, DS, DB, TL, AB	Finance and Administration	JEC, RJF, HMS, RTS, TL	Land Working Group	JEC, HMS, RTS	Maintenance	JEC, GH, RTS, DS, DO, DB, AB, Bob Waters in an advisory role*	Planning	JEC, RJF, GH, HMS, RTS, DS, DO, TL and AB	Staffing	JEC, RTS, AB, HMS	Youth Working Group	GH, HMS, DS
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<b>11.</b>	<b>To confirm the following representatives and volunteers</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Anglian Water[sewage works]</td> <td>JEC, [HMS and AB would attend meetings as district councillors]</td> </tr> <tr> <td>Cambridge Sport Lakes Trust</td> <td>JEC, HMS</td> </tr> </table>	Anglian Water[sewage works]	JEC, [HMS and AB would attend meetings as district councillors]	Cambridge Sport Lakes Trust	JEC, HMS										
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	<p>CAPALC &amp; SCDC Liaison                      The chairman and clerk, AB DS</p> <p>Good Companions (Day Centre)              RLE Waters*</p> <p>Footpaths Officer                                      AB</p> <p>Landfill Liaison                                      JEC, HMS, AB and the chairman</p> <p>Local Liaison Forum Rep                      Volunteer required</p> <p>MCC    DS</p> <p>Milton Charities                                      JEC</p> <p>Milton Environment Group (New)              HMS and AB</p> <p>Milton Air Quality Working Party              HMS and AB</p> <p>Parish Plan    GH</p> <p>Police Liaison Panel                              HMS, AB</p> <p>Press Officer    JEC/Chairman</p> <p>Tomkins Mead/Tree Warden ( &amp; Deputies)                                      GH, AB, R Day* RLE Waters*</p> <p>Trolley Bus    JEC</p> <p>Village View (by invitation)                      JEC</p> <p>Website and IT    JEC, GH TL clerk and assistant clerk</p> <p>Working Capital Projects                      JEC, RF and HMS</p> <p>Patient Participation Group (PPG) representative at Milton Surgery - JEC, HMS</p> <p>*Not Parish Councillors (non voting)</p>
<b>12.</b>	<p><b>Planning</b></p> <p>The Planning meetings planned to have been held on 11th and 18th April 2016 were cancelled as there were no plans to review.</p> <p><b><u>Decisions Received:</u></b></p> <p><b><u>Appeal:</u></b></p> <p><b>APP/W0530/D/16/314229</b> – Mr T Collinwood, 45 Cambridge Road, Milton, CB24 6AW – Two storey rear extension – <b>APPEAL DISMISSED</b></p> <p><b>S/0404/16/FL</b> - 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) - <b>REFUSED</b></p> <p><b>S/0483/16/FL</b> - 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 - <b>REFUSED</b></p> <p><b>S/0507/16/FL</b> - Ian Fisher, 42 Butt Lane, Milton CB24 6DG - Two storey side extension – <b>APPROVED</b></p> <p><b>S/0644/16/FL</b> - 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 - <b>WITHDRAWN</b></p> <p><b>S/0663/16/FL</b> - Mr Depak Hathiramani - 301, The Rowans, Milton, CB24 6ZA - First floor rear extension - <b>APPROVED</b></p> <p><b><u>New:</u></b></p> <p><b>S/0378/16/FL</b> – Mrs Susan Wilkin, Milton Parish Council, Recreation Ground, Coles Road, Milton, CB24 6BL - Replacement of existing tennis court flood lights</p> <p><b>S/0985/16/FL</b> – Mr Godric Wilkie - 35 Coles Road, MILTON, CB24 6BL - Single storey rear extension and loft conversion</p> <p><b>S/1063/16/PA</b> – Mr Cameron Christie, 1 Lyndhurst Close, Milton, CB24 6DH – Single storey rear extension</p> <p>Any other planning applications at the Chairman of Planning’s discretion.</p>
<b>13.</b>	<p><b>Finance and Administration</b></p> <p>To <b>RECEIVE</b> the minutes of the meeting on 11 April 2016. (<b>Appendix 2</b>).</p> <p>To <b>APPROVE</b> the CAPALC subscription of £584.43 for 2016-17.</p> <p>To <b>APPROVE</b> the remainder of the grant to MCC for £2,186.29.</p> <p>To <b>APPROVE</b> the Direct Debits and Standing Orders for 2016-17. (<b>Appendix 3</b>).</p> <p>To <b>APPROVE</b> the payment for the Community Care Warden to attend the Milton Health and Wellbeing Fair on 18th June 2-4pm to promote her roles as village warden and Community Navigator. There may also be a £10 fee for a stall. This is organised by the surgery Patient Participation Group.</p>
<b>14.</b>	<p><b>Milton Cricket Club</b></p> <p>To <b>CONSIDER</b> request for a grant of £500 for pitch hire. (<b>Appendix 4</b>).</p>
<b>15.</b>	<p><b>Relate</b></p> <p>To <b>CONSIDER</b> request for a grant of £300. (<b>Appendix 5</b>).</p>
<b>16.</b>	<p><b>Land at rear of 53 Cambridge Road Milton - Barnabas Court – Deed of Easement</b></p> <p>To <b>AGREE</b> the proposed Deed of Easement and that two parish councillors can sign the engrossed copy of the Deed of Easement once received. (<b>Appendix 6</b>).</p>

	To <b>AGREE</b> that the sum of £1,200 can be taken from the proceeds of sale. ( <b>Appendix 7</b> ).
<b>17.</b>	<b>Footpath, Coles Road</b> To <b>CONSIDER</b> a request from MCC for a footpath to be built alongside the Bowls Green hedge, Coles Road. ( <b>Appendix 8</b> ).
<b>18.</b>	<b>Community Care Committee</b> To <b>RECEIVE</b> the minutes of the meeting on 13 April 2016. ( <b>Appendix 9</b> ). To <b>CONSIDER</b> recommendation of revised duties carried out by the Community Care Warden – DS. ( <b>Appendix 10</b> ).
<b>19.</b>	<b>Staffing Committee</b> To <b>RECEIVE</b> an update - AB
<b>20.</b>	<b>North Lodge Park</b> To <b>RECEIVE</b> an update - JEC The S106 and land transfer agreement at North Lodge Park has now been signed by the parish council To <b>CONFIRM</b> Chancel Repair Policy insurance payment of £93.08. ( <b>Appendix 11</b> ). To <b>CONSIDER</b> request for improvement to the football pitches at North Lodge. ( <b>Appendix 12</b> )
<b>21.</b>	<b>Bus Shelter, Ely Road</b> To <b>RECEIVE</b> an update on the proposed bus shelter - AB
<b>22.</b>	<b>Play Working Party</b> To <b>RECEIVE</b> an update.
<b>23.</b>	<b>MCC report - May 2016 - (Appendix 12).</b>
<b>24.</b>	<b>Milton Action 4 Youth - (Appendix 13)</b>
<b>25.</b>	<b>Milton Air Quality Working Party</b> To <b>RECEIVE</b> an update.
<b>26.</b>	<b>County Councillor's Report</b>
<b>27.</b>	<b>District Councillors' Reports - (Appendix 14)</b>
<b>28.</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>29.</b>	<b>Correspondence</b> Letter from EV Hub re: an Electric Vehicle Charging Centre near Tesco's. ( <b>Appendix 15</b> ). Request from Police force to hold a Crime Prevention Meeting on 6 September (from 5.00-8.00p.m.) in Milton with the Chief Inspector present who will give a short presentation. ( <b>Appendix 16</b> ). Letter from Sir Graham Bright confirming that he is stepping down as Cambridgeshire Police and Crime Commissioner. To <b>CONSIDER</b> the request for the Community Care Warden to provide care for a resident of Landbeach. ( <b>Appendix 17</b> ).
<b>30.</b>	<b>Dates of next meetings</b> Annual Parish Council Meeting – 16 May 2016 Planning Committee – 23 May 2016 – 7.00p.m. – Finance Meeting 7.45p.m. Parish Council – 6 June 2016 Planning Committee – 20 June 2016 – 7.00p.m. – Maintenance Committee 7.45p.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 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.