

# MILTON PARISH COUNCIL

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12 September 2016

## TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Parish Council to be held in the Bowls Pavilion on Monday 3 October 2016 at 7.30pm

### AGENDA

1.	<b>Apologies for absence:</b> to receive and approve apologies for absence.
2.	<b>Appointment of a Vice Chairman</b>
3.	<b>Casual Vacancies – Parish Councillor</b>
4.	<b>To APPROVE the minutes of the meeting held on Monday 5 September 2016. (Appendix 1)</b>
5.	<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>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.
6.	<b>Clerk's/Chairman's report: From previous meetings:</b> Deeds - to check all are listed at the correct PC office address. Asset list to be updated for the internal auditor. Archaeological dig in Fen Road - Nothing further has been heard. Letter from resident regarding bus stop/shelter/paths. Request from a resident asking if anything could be done to stop people parking at the western end of Butt Lane, opposite Coulson Close. He believes about 6 cars park there every weekday (to use the P&R) - AB update. Request from a resident for a memorial plaque on a bench near river - HMS update. Letter from resident regarding speeding on Landbeach Road. Request for bench on old part of Cemetery - Acting Clerk update. North Lodge - update. <b>New:</b> Arrangements have been made for the removal of the asbestos from the Horse Grazing stable. Area under noticeboard is due to be cleared on 28/29 September. PKF Littlejohn LLP - External Audit was signed off on 25 September. Broken window - 1 Ely Road, Milton - Update. Several allotments have become available for Milton Residents for the new season. Resignation of Acting Clerk. An invitation to speak at the October or November Parish Council meeting was sent to Rebecca Britton of Urban and Civic PLC for the Waterbeach Barracks and Airfield development but a response has not been received to date. Request from resident for a "Sheffield" style bike stand near the Post Office.
7.	<b>Milton Cricket Club</b> To <b>RECEIVE</b> an update. To <b>CONSIDER</b> 3 quotes ( <b>Appendix 1.1</b> ) to install a synthetic cricket pitch at North Lodge and recommendation from Peter Jones, Pitch Consultant to accept quote from ClubTurf of £8,200 + VAT To <b>CONSIDER</b> quote of £395 plus VAT from Peter Jones, Pitch Consultant to oversee work for a synthetic cricket pitch at North Lodge
8.	<b>Planning</b> To <b>RECEIVE</b> the minutes of the meeting on 19 September 2016. ( <b>Appendix 2</b> ). <b>Decisions received:</b> S/3102/15/FL – Ms Christine Light, Network Rail and Brookgate Limited – Land at Chesterton Sidings, Cowley Road – A new station building and associated infrastructure - <b>APPROVED</b> <b>New:</b> S/1405/16/FL - Cambridge Consultants Ltd - 29 Cambridge Science Park, Milton - Proposed erection of office and laboratory extension (flexible B1 use), decked car park and associated landscaping S/2407/16/FL - Antonio Sabnani - 55 Cambridge Road, Milton - Detached dwelling and associated parking

	S/2433/16/FL - Unit 216, Cambridge Science Park, Cambridge - N/A, Legal and General UK Property Fund c/Ag - Extension and refurbishment of Unit 216 to include the addition of a further storey, cycle spaces, plant and associated development
9.	<b>Staffing Committee</b> To give: (a) An update. (b) To request a continuation of the previous agreement which allows the Staffing Committee to incur necessary costs, within the budget figure, in order to support the office function and (c) to propose pension contributions for staff. <b>(Appendix 3).</b>
10.	<b>Finance and Administration</b> To <b>CONSIDER</b> and <b>AGREE</b> to deposit £50,000 with the Cambridge and Counties Bank either on a 1 year Bond (1.5%) or 3 year (1.9%)
11.	<b>Maintenance</b> To <b>RECEIVE</b> the minutes of the meeting on 19 September 2016. <b>(Appendix 4).</b> To <b>AGREE</b> that no changes need to be made to the Cemetery Policy. To <b>CONSIDER</b> and <b>AGREE</b> what should be done with the Horse Grazing field due to its poor state. To <b>AGREE</b> a date of either Saturday 8 or Sunday 9 October at 3pm for the Village Tour by Councillors. To <b>CONSIDER</b> and <b>AGREE</b> repairs to Play area equipment as suggested by Fenland Leisure. <b>(Appendix 5).</b>
12.	<b>Tomkins Mead</b> To <b>CONSIDER</b> quote from M Elsome, Roger Driver Partnership to oversee the repair/installation of boardwalk at Tomkins Mead.
13.	<b>Coles Road Recreation Ground</b> To <b>CONSIDER</b> quote from M Elsome, Roger Driver Partnership to oversee installation of play equipment on Coles Road Recreation Ground – subject to the project receiving funding.
14.	<b>Community Care</b> To <b>RECEIVE</b> the minutes of the meeting of 21 September 2016. <b>(Appendix 6).</b> To <b>CONFIRM</b> the recommendation from the Community Care Committee to adopt the new terms for care users.
15.	<b>Milton Village website</b> Update on quotes for website and hosting. <b>(Appendix 7).</b>
16.	<b>Milton Youth Building</b> To <b>CONSIDER</b> and <b>AGREE</b> to spend up to £1,650 for the replacement of the CCTV with Crawford Associates. <b>(Appendix 8).</b>
17.	<b>Footpath, Coles Road</b> To <b>CONSIDER</b> in principle the request from MCC for a footpath to be built alongside the Bowls Green hedge, Coles Road with a suggested amendment to footpaths. <b>(Appendix 9).</b>
18.	<b>Armistice Day Arrangements and Poppies</b> To <b>AGREE</b> to: (a) arrange the Armistice gathering for 11.00a.m. on Friday 11 November 2016 at the War Memorial, Milton (b) order two poppy wreaths, one for Ron Driver who would speak and the other for JEC on behalf of the PC (c) invite the children from Milton Primary School
19.	<b>Community Highways Volunteering Information Pack (HMS)</b> To <b>RECEIVE</b> and <b>CONSIDER</b> the details provided and request for volunteers. <b>(Appendix 10).</b>
20.	<b>Christmas Tree Lights</b> To <b>AGREE</b> to pay up to £200 to Town and Country for putting the Christmas lights up and taking them down on the tree near the bus stop at Waggon and Horses for Christmas 2016.
21.	<b>Tesco</b> To <b>CONSIDER</b> the offer from Tesco to help with voluntary work in the village.
22.	<b>MCC report – October 2016. (Appendix 11).</b>
23.	<b>County Councillor’s Report</b>
24.	<b>District Councillors’ Reports. (Appendix 12).</b>
25.	<b>Bills for Payment and Money Received, Budget figures (to be tabled).</b> To <b>CONFIRM</b> and <b>AGREE</b> bills for payment.
26.	<b>Correspondence</b>
27.	<b>Dates of next meetings</b> 10 October - Finance 17 October - Planning 7 November - Parish Council To <b>CONSIDER</b> meeting dates for 2017. <b>(Appendix 13).</b>

Susan Wilkin Acting Clerk

## **APPENDIX 1**

### **Minutes of the Meeting of Milton Parish Council held on Monday 5 September 2016 at 7.30pm in the Bowls Pavilion**

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

**In Attendance:** S Wilkin (Acting Clerk), S Corder (SC) (Assistant Clerk)  
W Munns (Milton Parish Council Working Playground Group)  
12 Members of the Public

JEC opened the meeting by paying tribute to David Stirrups (Vice Chairman) who sadly passed away in August. She spoke of all the good work David had done for the Council and as Chairman of the Community Care Group. He had been a supportive and helpful member of the council. Council stood for a few moments of silence as a mark of respect.

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

None received – Full Committee

#### **2 Appointment of Vice Chairman**

DO to step up until a decision has been made.

#### **3 Casual Vacancies – Parish Councillor:** The Parish Council now has six vacancies to fill.

JEC asked the committee to think of ideas on recruiting new Parish Councillors. Advertisement to go into the Village View magazine.

#### **4 To approve the minutes of the meeting held on Monday 18 July 2016**

It was Proposed by DO and Seconded by DB that the minutes of 18 July 2016 be approved and signed as a true record.  
– **ALL AGREED.**

#### **5 Declarations of interest and dispensations**

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

RJF Item 9 Planning S/1817/16/FL (he is a neighbour), AB Item 9 S/1673/16/FL (she lives opposite this site and is a member of South Cambs Planning Committee)

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 Public Participation:** Members of the public did not speak at this time.

#### **7 Clerk's/Chairman's report**

##### **From previous meetings:**

Possible Fen Road development – To note a possible archaeological dig taking place on the site. Milton PC has not received notification.

Deeds – to check all are listed at the correct PC office address.

##### **New:**

Complaint from a resident regarding a “drone” hovering over their garden. Advised to contact Police.

#### **8 Play Working Party**

To **RECEIVE** an update.

Will Munns gave a presentation and update as to where the Play Working Party are now. Consultations have been held in the village and an on-line survey has been filled in by residents. 188 survey responses were received and Eibe's plan was the overall suggested choice. Grant funding is being sought to fund this project.

To **CONSIDER** and **APPROVE** a contribution from the Parish Council of 11% of the value of the grant that is being applied for the new playground equipment on Coles Road. **HMS Proposed AB Seconded – ALL AGREED**

To **CONSIDER** Play Working Party recommendations for Coles Road Recreation Ground – 4 quotes received for project of £100,000. (**Appendix 2**). To approve the recommendations for the Eibe quote. **AB Proposed RF Seconded ALL AGREED**

To **CONSIDER** policy for play areas as recommended by play area working party – Policy required by grants bodies for play areas. (**Appendix 3**). **HMS Proposed AB Seconded ALL AGREED**

JEC suggested that the PC ask Mike Elsome, a Project Manager, to quote for his services to overlook the install of the new play park. **ALL AGREED**

JEC thanked the PWP for all their hard work in this project.

## 9 Planning

To **RECEIVE** the minutes of the meeting on 15 August 2016.

### Clarification:

**S/1428/16/LD** - Mr T Collinwood - 45 Cambridge Road, Milton, Cambridge CB24 6AW - Lawful Development Certificate for part single and part two storey rear extension - A written clarification has been received for the approval given by SCDC for a "permitted lawful development certificate". **Strong objections were sent to South Cambs Planning but approval was given. The PC is not happy with the Planning authority's decision.**

### Decisions received:

**S/1334/16/FL** - Katie Gaskin – 25 Cambridge Road, Milton, Cambridge, CB24 6AW – New driveway access to front of property - **APPROVED**

**S/1670/16/FL** - Mr Antonio Sabnani - 55 Cambridge Road, Milton, Cambridge, Cambridgeshire, CB24 6AW – Dwelling - **REFUSED**

### New:

**S/1283/16/VC** - Mr Mark Smith, M & J Developments - Development Site rear of 6-8, High Street, Milton, Cambridgeshire - Removal of Condition 12 (foul water drainage) and Variation of Condition 2 (Approved Plans) of Planning Consent S/1749/14/FL. **Objections were made in June regarding the drainage/sewage plans. OBJECT. 1. Plans are wrong, old manhole under portacabin's corner "MH2" has not been upgraded – Drainage report Appendix F 2. Anglian Water should ensure the plans are right and inspect to see what they have approved as we do not think they have surveyed it. 3. Outflow goes along back of no.10 and no.12 High Street NOT between no.8 and no.10 as shown. 4. Problem was at back of no.12 where there is a sharp bend. 5. New manholes in yard have been upgraded. 6. Any problem at the "MH2" corner would flood into no.10.**

**We support the resident who has proved, in front of witness, Hazel Smith, that water from no.8 passes the back door of no.10 when the toilet is flushed. A plan and photographs are also being submitted.**

**AB informed us that the drains are not being built to the original plans. RF Proposed we reiterate our objections and support the letter sent. ALL AGREED**

**S/1673/16/FL** - The Edmund Trust, The Edmund Trust - Erection of four dwellings and associated site works including demolition of two existing dwellings - 2 Cambridge Road, Milton, Cambridge, Cambridgeshire, CB24 6AW. **8.25pm RJF suspended the Standing Orders and opened up the meeting for public comments. Several residents attended the meeting to put forward their verbal reasons for their objections which have also been sent via letter to South Cambs Planning Department. Objections are: 1. Concerns about the gate at back of property (located at 335 The Rowans) and the traffic problems caused and noise of backing buses. 2. Location of bins at back of houses. 3. Concerns about loss of light/privacy to properties (329, 329a, 331,333 and 5 High Street). 4. Trees with TPOs not being maintained on site resulting in loss of light. 5. Concerns about emergency access to building 1. 6. Noise/language on site affecting amenity to residents. 7. Concerns about additional parking on-site at front of property 1 High Street. 8. Concerns regarding the connection of sewage for building 1. 9. Concerns about effect on listed building, 3 High Street, (asking planners to consider the impact of this building and the whole site in the village). 10. Affect of the scale of the entire Edmund Trust operation in Milton including houses off site, on it's relationship with the village. OBJECT to application and request referral to Planning Committee including a site visit. RJF re-instated Standing Orders at 8.55pm**

**S/1817/16/FL** - Mr Steve Mew - 9 Pryor Close, Milton, Cambridge, CB24 6BU - Single storey rear extension and front porch – Amendment – **JEC Proposed the PC re-object. ALL AGREED. OBJECT (1. PC supports neighbour's planning objections 2. Access to the site via a neighbour is a cause of concern. 3. PC would prefer to see the extension built with bricks as opposed to pebble dash/paint to fit in with neighbouring properties).**

**S/1869/16/DC** – Josh Goodwin, SDC – 184 Cambridge Science Park, Milton, Cambridge, CB4 0GA – Discharge of Conditions 3 (Installation of barrier drinking water pipe) of Planning Application S/1693/15/FL - **For information only**

**S/1918/16/DC** - Trinity College – Former plots 26/27 Cambridge Science Park, Milton, Cambridge – Discharge of condition 12 (Drainage Proposals) of Planning Application S/1191/15/FL - **For information only**

**S/2025/16/FL** - Mr Dan & Jack Purvis & Robinson - 18, Old School Lane, Milton, Cambridge, Cambridgeshire, CB24 6BS - Side First Floor Extension with Undercroft on Ground Floor **HAS NO RECOMMENDATION**

**S/2102/16/FL** - Cambridgeshire County Council - Sunclose Farm, Butt Lane, Milton, Cambridge, Cambridgeshire, CB24 6DQ - Erection of a new cold store and packhouse with a covered loading area following the demolition of an existing storage building. **HAS NO RECOMMENDATION**

**S/2187/16/FL** - Jonathan Conway, Trinity College, Cambridge C/O Bidwells - 150-155 Cambridge Science Park, Milton, CB4 0GN - Internal and external refurbishment of an existing single storey building. The works to the building fabric on the exterior of the existing building include the following; Replacement of the existing metal profile roof covering with Kingspan KS1000RW from

the XL Forte Symphony Range to be finished in a leather grain Goosewing Grey. Replacement of the existing horizontal profiled wall cladding with an architectural wall panel - Kingspan Mini-Micro KS1000 MM. Reconfiguration of the fenestration and door patterns to suit the revised internal layout. Replacement of the existing windows and doors with aluminium framed double glazed units to improve the thermal performance of the building. **SUPPORT**

**S/2282/16/FL** – Mr Roger Blair, Bard Pharmaceuticals Ltd – 191 Cambridge Science Park, Milton, Cambridge, Cambridgeshire, CB4 0GW. **SUPPORT**

#### **10 North Lodge**

To **CONSIDER** quote received of £5,348.71 plus VAT from Mike Elsome, The Roger Driver Partnership for Barriers at North Lodge Park Pavilion. Mike Elsome had sought 3 quotes on behalf of Milton Parish Council for barriers at North Lodge Park and recommended the quote from CJ Murfitt. **AB Proposed to accept CJ Murfit's quote ALL AGREED**

To **RECEIVE** an update on the assistance Tesco have provided to date for the North Lodge Pavilion. **Circulated a list of items donated towards the North Lodge Pavilion.**

To **DISCUSS** and **AGREE** date of official opening of North Lodge Pavilion. **JEC to suggest a date for late October and to have a spend of £250 for this event. ALL AGREED**

To **CONSIDER** Milton Cricket Club request. **To have a strip between the pitches for cricket use and to lay a strip of astro turf. Cricket club requested to get quotes for this work. ALL AGREED**

#### **11 Finance and Administration**

To **CONSIDER** the Auditor's Report. **HMS making progress through the Auditor's report. HMS Proposed that Canalbs Ltd undertake the Internal Audit for next year. RJF Seconded ALL AGREED. The Clerk is in the process of putting together a Risk Management calendar and updating the Assets Register.**

Staff Pensions - To **DISCUSS** recommendation from HMS that PC sign up with Salvas Mastertrust. **HMS Proposed to use SMART as PC pension provider (now recommended) and to purchase Bright Pay software package for £100. DO Seconded ALL AGREED**

#### **12 Milton Village website**

Update from Working Party. GH gave a comprehensive presentation on the possible styles of websites and suggested content to be retained.

To **CONSIDER** whether Milton PC intend to keep miltonvillage.org.uk with The Hug or find an alternative.

**GH, JEC and TL are looking into the possibility of a new website design as the current one is outdated. It was agreed that GH would seek 3 quotes for the work. It was agreed that HMS would contact Paul Oldham to check who owns the domains for email and hosting.**

#### **13 Maintenance**

To **RECEIVE** quotations for the repair work required to Tomkins Mead Boardwalk. **JEC recommended Mike Elsome, Project Manager to quote for his services to look over the quotes and oversee the installation work. RJF Proposed DO Seconded ALL AGREED**

#### **14 Milton Action for Youth**

To **CONSIDER** HMS plus one other to have a delegated authority to deal with the future of the Youth Club in the event that the organisation has to be reorganised. **Agreed at last meeting.**

#### **15 Community Care**

To **CONSIDER** adoption of new terms for care users. – **To be discussed further at next Parish Council meeting.**

#### **16 Footpath, Coles Road**

To **CONSIDER** the request from MCC for a footpath to be built alongside the Bowls Green hedge, Coles Road with a suggested amendment to footpaths. **To be discussed further at next Parish Council meeting.**

#### **17 Community Highways Volunteering Information Pack (HMS)**

To **RECEIVE** and **CONSIDER** the details provided and request for volunteers. **To be discussed further at next Parish Council meeting.**

#### **18 Milton Bowls Club**

To **CONSIDER** a request for contribution towards the replacement fridge purchased in the Bowls Pavilion which is also used by Parish Council staff. **To pay £50 towards new fridge. (budget allocation – Office) HMS Proposed 7 Agreed 1 Abstain 1 Against**

#### **19 MCC report – August 2016**

Community Centre Report – September 2016

##### **Maintenance/Improvements:**

Nothing major to report

##### **Bookings:**

There is just 1 Saturday Night booking during September

A number of our groups cancel during the school holidays, but these will all start again in September

**Youth Building:**

Nothing to report

**Vandalism:**

Nothing to report, although there has been an increase in litter on the 2 recreation grounds during the summer, which tends to happen every year

**20 County Councillor's Report – No report provided on this occasion**

**21 District Councillor's 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

Bus stop on Ely Road ; Bellway had hoped to build the bus stop under a Street Works Licence (SWL) but following my enquiries at the County Highways Open Day in June, I alerted Bellway to the Cambridgeshire County Council requirements which involve an S278 agreement. Since then, Bellway has instructed their Civil Engineering consultant to produce plans for submission of the S278. This procedure takes longer than the SWL. Once plans have been produced and the S278 documents checked legally, Bellway will tender the works and make the S278 application. However they say, "We would need to be satisfied that our liability is covered in the agreement before we build the bus stop." I await an update from Bellway. JEC thanked AB for all her work on this.

Other items included reports on planning; speedwatch training; smells; community highway volunteering scheme

District Councillor – Hazel Smith

Reported on shared services; devolution; city deal; youth issues; sewage and Chesterton Fen; Chisholm Trail and Abbey-Chesterton bridge local liaison forum; A14 development.

**22 Bills for Payment and Money Received, Budget figures (tabled)**

To **CONFIRM** and **AGREE** bills for payment. **HMS Proposed DB Seconded ALL AGREED**

To **APPROVE** the SLCC Membership Subscription 2016/17 - £149 - for the Acting Clerk. **HMS Proposed GH Seconded ALL AGREED**

**23 Correspondence**

Letter from resident regarding bus stop/shelter/paths. **Response to be from Maintenance Committee.**

Request from a resident asking if anything could be done to stop people parking at the western end of Butt Lane, opposite Coulson Close. He believes about 6 cars park there every weekday (to use the P&R). **AB/Clerk to contact CCC to see if traffic survey was undertaken and to respond to resident's letter with outcome.**

Resident complaint to SCDC about condition of site at 26 Butt Lane. **GH to visit resident**

Request from a resident for a memorial plaque on a bench near river. **HMS to respond to letter and to contact Cam Conservators to confirm process. The Conservators of the Cam is the official body set up by act of parliament to manage the River Cam Navigation from Grantchester (Bryon's Pool) to Bottisham Lock. They own the towpath and the River.**

Letter from resident regarding speeding on Landbeach Road. **Letter was sent to AB who is dealing with it.**

An email request by Tesco to carry out some volunteering work in the village. **Clerk to write back to thank Tesco for their kind offer. To be discussed further at next Parish Council meeting.**

**24 Dates of next meetings**

14th September - Community Care (11:30am)

19th September - Planning Committee (7pm); Maintenance Committee (7:45pm)

3rd October - Parish Council

Meeting closed at 10:35p.m.

Signed: .....

Date: .....