

MILTON PARISH COUNCIL

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20 August 2016

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Parish Council to be held in the Bowls Pavilion on Monday 5 September 2016 at 7.30pm

AGENDA

1.	Apologies for absence: to receive and approve apologies for absence.
2.	Appointment of a Vice Chairman
3.	Casual Vacancies – Parish Councillor
4.	To APPROVE the minutes of the meeting held on Monday 18 July 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: 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. 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. To CONSIDER Play Working Party recommendations for Coles Road Recreation Ground – 4 quotes received for project of £100,000. (Appendix 2). To CONSIDER policy for play areas as recommended by play area working party – Policy required by grants bodies for play areas. (Appendix 3).
9.	Planning To RECEIVE the minutes of the meeting on 15 August 2016. (Appendix 4). 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”. 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. (Appendix 5). 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

	<p>S/1817/16/FL - Mr Steve Mew - 9 Pryor Close, Milton, Cambridge, CB24 6BU - Single storey rear extension and front porch – Amendment</p> <p>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</p> <p>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</p> <p>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</p> <p>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.</p> <p>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.</p>
10.	<p>North Lodge</p> <p>To CONSIDER quotes received of £5,348.71 plus VAT from Mike Elsome, The Roger Driver Partnership for Barriers at North Lodge Park Pavilion. (Appendix 6).</p> <p>To RECEIVE an update on the assistance Tesco have provided to date for the North Lodge Pavilion. (Appendix 7).</p> <p>To DISCUSS and AGREE date of official opening of North Lodge Pavilion.</p> <p>To CONSIDER Milton Cricket Club request.</p>
11.	<p>Finance and Administration</p> <p>To CONSIDER the Auditor’s Report. (Appendix 8)</p> <p>Staff Pensions - To DISCUSS recommendation from HMS that PC sign up with Salvas Mastertrust.</p>
12.	<p>Milton Village website</p> <p>Update from Working Party</p> <p>To CONSIDER whether Milton PC intend to keep miltonvillage.org.uk with The Hug or find an alternative. (Appendix 9).</p>
13.	<p>Maintenance</p> <p>To RECEIVE quotations for the repair work required to Tomkins Mead Boardwalk. (Appendix 10).</p>
14.	<p>Milton Action 4 Youth</p> <p>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.</p>
15.	<p>Community Care</p> <p>To CONSIDER adoption of new terms for care users. (Appendix 11).</p>
16.	<p>Footpath, Coles Road</p> <p>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. (Appendix 12).</p>
17.	<p>Community Highways Volunteering Information Pack (HMS)</p> <p>To RECEIVE and CONSIDER the details provided and request for volunteers. (Appendix 13).</p>
18.	<p>Milton Bowls Club</p> <p>To CONSIDER a request for contribution towards the replacement fridge purchased in the Bowls Pavilion which is also used by Parish Council staff. (Appendix 14).</p>
19.	<p>MCC report – August 2016. (Appendix 15).</p>
20.	<p>County Councillor’s Report</p>
21.	<p>District Councillors’ Reports. (Appendix 16).</p>
22.	<p>Bills for Payment and Money Received, Budget figures (to be tabled).</p> <p>To CONFIRM and AGREE bills for payment.</p> <p>To APPROVE the SLCC Membership Subscription 2016/17 - £149 - for the Acting Clerk</p>
23.	<p>Correspondence</p> <p>Letter from resident regarding bus stop/shelter/paths. (Appendix 17)</p> <p>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). (Appendix 18).</p>

	Resident complaint to SCDC about condition of site at 26 Butt Lane. (Appendix 19). Request from a resident for a memorial plaque on a bench near river. (Appendix 20). Letter from resident regarding speeding on Landbeach Road. (Appendix 21). An email request by Tesco to carry out some volunteering work in the village. (Appendix 22).
24.	Dates of next meetings 14th September - Community Care (11:30am) 19th September - Planning Committee (7pm); Maintenance Committee (7:45pm) 3rd October - Parish Council

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 Meeting of Milton Parish Council held on Monday 18 July 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)

In Attendance: S Corder (SC) (Assistant Clerk)
W Munns and E Gower (Milton Parish Council Working Playground Group)

1 Apologies for absence

D Stirrups (personal), D Owen (work), M Leake (County Councillor) (personal)

2 Casual Vacancies – Parish Councillor: The Parish Council now has five vacancies to fill. JEC asked the committee to think of ideas on recruiting new Parish Councillors.

3 To approve the minutes of the meeting held on Monday 6 June 2016

It was Proposed by JEC and Seconded by HMS that the minutes of 6 June 2016 be approved and signed as a true record. – **ALL AGREED.**

4 Declarations of interest and dispensations

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

GH – Allotment holder, HMS – Item 14; Milton Action 4 Youth, treasurer;

b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None

c) To grant any requests for dispensation as appropriate. None

5 Public Participation: No public were present.

6 Clerk's/Chairman's report

From previous meetings:

Tomkins Mead boardwalk – awaiting third quotation.

Land at rear of 53 Cambridge Road Milton – Barnabas Court – Deed of Easement has now been signed and returned. A sum of £30,050 should be in the bank shortly in payment for access for one dwelling.

JEC suggested that the Clerk write to Paul Oldham to thank him for all the work he did for the village – **ALL AGREED.**

JEC suggested the Clerk write to Bellway to thank them for North Lodge Pavilion – **ALL AGREED.**

Tesco have kindly donated approximately £200 worth of domestic equipment for the North Lodge Pavilion and are looking towards raising another £3,000 to help towards the set up of the building. **AGREED** Clerk to write to Tesco and thank them for their donation.

Mike Elsome (surveyor) is in the process of providing quotes for the car park barriers at North Lodge Pavilion - Noted recent quotations for other work to go ahead at North Lodge Pavilion.

RJF asked what the situation was at present regarding the pitches at North Lodge. GH – Buchans are leaving the grass to grow back and it should be ready for the Colts football in September. GH to contact Buchans to confirm.

JEC suggested that Council deal with Item 12 Play Working Party as W Munns and E Gower are in attendance. **ALL AGREED**

12 Play Working Party

W Munns and E Gower from the Milton Parish Council Playground Working Group updated the committee on the proposed plans for the new playground at Coles Road. The 3 plans we have put forward for consultation is Eibe, Wicksteed and Proludic. There are to be 2 further consultations, 19 July at Cygnets Pre-school and on the 28 July at MCC. There is also an online survey via the Milton Community facebook page. The deadline for feedback is the end of July as SC and HMS will then be applying to grant funders.

7 Planning

The minutes of the meeting held on Monday 4 July 2016 were received.

New:

S/1499/16/FL – Mr Arthur Zacharias, Dassault Systems, 334-335 Cambridge Science Park, Milton, Cambridgeshire – Installation of new bike store. **SUPPORTS**

The Clerk has received a verbal enquiry asking for the Councillors' views regarding the provision of a new access to the Mobile Home Park at the rear of Stephanie's Hairdressers, Cambridge Road, from the road leading to Barnabas Court. Following consultation with RJF the Clerk has emailed a response and we await further information.

8 Finance and Administration:

The minutes of the meeting held on Monday 11 July 2016 were received.

To **APPROVE** a grant payment of £1,000 to Cambridge Sport Lakes Trust for Tomkins Mead – HMS Proposed RJF Seconded – **ALL AGREED**

To **CONSIDER** and **APPROVE** a recommendation by the Finance and Administration to

- a) Apply a 1% increase on all pay points with effect from 1 April 2106 or the Living Wage rate (effective at 1 April 2016) and
- b) Backdated to 1 April 2016

HMS Proposed JEC Seconded – **ALL AGREED**

To **CONSIDER** and **APPROVE** re-investing the maturing United Trust Bond due to mature on 28 July. HMS asked that the she and GK could be delegated power to transfer the funds. **ALL AGREED**

HMS reported that GK is looking into pension providers for the Parish Council staff and will feedback at the next Finance meeting.

HMS reported feedback from the Internal Auditor that we need to create an up-to-date Assets Register that lists all that is owned by the Parish Council and to keep the records for 40 years.

9 Maintenance

The minutes of the meeting held on Monday 20 June 2016 were received.

To **CONSIDER** and **APPROVE** quotation for work up to £1,000 required on overgrown hedge at The Rowans. JEC Proposed B and C of the quote should be accepted, AB Seconded – **ALL AGREED**.

County Council grass cutting – Parish Council cut grass on behalf of Cambridgeshire County Council. This year the sum offered by the CCC was not increased but Council agreed to accept, £888.68 for grass cutting 2016/17. Noted Parish Council should apply for this payment each year generally in April otherwise we will be cutting grass on behalf of the CCC without payment or grass cutting of verges etc will need to return to CCC for maintenance.

AB left the meeting at 8.50pm

10 Footpath, Coles Road

JEC attended a meeting with the County Highways Road Safety Officer and Andy Gray of MCC. MCC had sent a proposal and new plans have been suggested. JEC to draw up suggested amendments to plans for the next Parish Council meeting.

11 Bus Shelter, Ely Road

Update included in AB District Councillor's report.

12 Play Working Party – Moved to before Planning.

13 MCC Report

Maintenance/Improvements:

The small fence at the end of Barnabas Path has been replaced as the old one was rotten.

Bookings: There is just 1 Saturday Night booking during July and 2 during August. July and August tend to be our quietest months.

Youth Building: Nothing to report

Vandalism: Nothing to report

14 Milton Action for Youth

Circulated – HMS is still looking into the possibility of merging with other Youth Club providers.

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. JEC Proposed RJF Second - **ALL AGREED**

15 County Councillor's Report

No report circulated.

16 District Councillor's Report

District Councillors Report – July 2016 – Anna Bradnam

The full reports can be found in the Agenda papers for the meeting.

Included in the report were the following:

Bus Stop on Ely Road

Several services run along Ely Road, which include the Medium pressure Gas main, a BT communication cable and the Virgin media fibre optic cable. Since these services run directly beneath the proposed bus stop site, it is not practicable to have a bus shelter with four feet on the ground because

- Mechanical digging is not permitted within 0.5m of a MP gas main.

- Diversion of a fibre optic cable can cost in the region of £100K, which we understand is not within budget for a bus stop.

Sam Yousef, Bellway engineer proposed a cantilever design bus stop (two feet in the ground) which would require less ground to be excavated and so would be less likely to interfere with the underground services. This was agreed at the June parish planning committee meeting.

On 27 June, Hazel and I attended the Local Highways Open Day at which the Local Highways Officer explained that the next steps are: Bellway need to draw up plans, obtain costings, make a tender and then complete a 278 Form. The Section 278 Agreement is a legally binding document between the Local Highway Authority and the developer to ensure that the work to be carried out on the highway is completed to the standards and satisfaction of the Local Highway Authority. Once County Highways receive the form, they will allocate an Officer to handle the project.

The Real Time Passenger Information - We understand this work will be handled by the Highways Cyclic Management Team who has received £5,000 to undertake the work.

Other Highways issues:

Fen Road

White lines on the Milton/A14 Roundabout

Hedge/verge trimming

Central reservations

Car Meetings at the Park and Ride site

EU Referendum

Devolution

District Councillors Report – July 2016 – Hazel Smith

Circulated – HMS attend a meeting today regarding the A14 upgrade. Highways England is providing a new grant fund for people living along the A14. Grants of up to £10,000 can be applied for.

EU Referendum

Devolution

City Deal

Milton Road remodelling

Youth issues

Sewage and Chesterton Fen

Chisholm Trail and Abbey-Chesterton bridge Local Liaison Forum (LLF).

17 Bills for Payment and Money received

The bills for payment and money received sheet were circulated. It was Proposed by HMS and Seconded by RS to pay all the outstanding bills - **ABSTAINED 2 – AGREED 5**

18 Correspondence

There have been a few letters/emails of complaint regarding the noise at night from the Park and Ride site where the cars owners are meeting to race, wheel spin and show off their cars. This is causing disruption to local residents.

Clerk to write to South Cambs Council to put in a complaint.

19 Dates of Next Meeting

Monday 5 September 2016

Meeting closed at 9.40p.m.