

**Minutes of the Maintenance Committee Meeting of Milton Parish Council held on  
Monday 18 December 2017 at 7.45pm in the Bowls Pavilion**

**Present:** A Horne (AH) (Chair), A Bradnam (AB), J Coston (JEC),

**In attendance:** S Corder (Clerk)  
P Adams (PA) (Village Cleaner)  
G Heaney (Advisory)

1. **Apologies for absence**  
D Owen (personal),
2. **To APPROVE the minutes of the meeting held on Monday 18 September 2017**  
The minutes of the Maintenance Committee meeting of 18 September 2017 were approved as being a true record and signed by the Chairman.
3. **Declarations of interest and dispensations:**  
(a) **To receive declarations of interest from councillors on items on the agenda.** - None  
(b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).** - None  
(c) **To grant any requests for dispensation as appropriate.** – None
4. **Public Participation – members of the public are invited to speak. – None**  
JEC Proposed to adopt GH onto the Maintenance Committee in an advisory role – AH Seconded – **ALL AGREED.**
5. **Allotments**  
It was **AGREED** that the Clerk would source quotes for the repair of the entrance to the allotments and install barriers to either side of the culvert.  
It was **AGREED** that the Clerk would source quotes to replace and relocate the noticeboard.  
To **CONSIDER** installing a bore hole pump in the region of plot D7. – **Too expensive. No further action.**  
To **CONSIDER** ideas for Plot B10. **JEC Proposed that Buchans cut back the brambles/weeds and remove fences from plot B10 as it is now very overgrown and cannot in its current state be rented out. AH Seconded – ALL AGREED**  
To **CONSIDER** Plot A1 being a Community Allotment. **To put proposal forward to Maintenance detailing the intentions. Clerk to contact allotment holders interested in running the project.**  
Labelling of plots ideas being sourced. **Clerk suggested laminated plot numbers to be attached to each plot with cable ties. AGREED. GH and Clerk to label the plots.**
6. **Cemetery**  
Nothing to report.
7. **Grass Cutting and General Maintenance**  
To **DISCUSS** Village Maintenance contract – tender for quotes  
To **CONSIDER** what areas we grass cut for Cambridgeshire County Council and amount invoiced.  
**JEC Proposed that JEC and AB meet with SCDC to confirm what land is owned by whom and if there is any unallocated pieces of land and who is responsible for cutting them. GH suggested to meet in February to discuss the grass cutting contract and areas to be covered before going out to tender.**  
Strip of land under Parish Council noticeboard – **AB confirmed that the strip of land is MPC land and will be grassed over.**
8. **Village Tour**  
Fly tipping along The Bund – **Clerk has received letter from resident informing MPC that the tree cuttings will be removed by Christmas**  
Fence removal along The Bund – **No further action to be taken**
9. **Play Areas**  
To **CONSIDER** quote for Safety Rubber Grass Matting for football goals from All Play £650.65 + VAT  
**Quote does not include installation. Clerk to ask Eibe, Fenland Leisure and Wicksteed to quote.**
10. **Village Map**  
Update - **To await outcome of Fen Road development before proceeding. Clerk to ask Landbeach village**

**map designer to next Maintenance meeting to put forward proposal.**

- 11. Review of Maintenance Policies**  
Terms of Reference – Maintenance Committee – **Refer back to MPC**  
Allotment Tenancy Agreement – **AGREED**  
Cemetery Policy – **AB to check previous policy for wording of use of American caskets. Amend as necessary.**  
Tree Policy – **Agreed with amendments**
  
- 12. Review of Risk Assessments**  
Tree Maintenance - **Agreed**  
Opens Spaces & Parks - **Agreed**  
Maintenance of Bus Shelters - **Agreed**  
Use of Contractors - **Agreed**  
Cemeteries – **Agreed (Formal strategy/policy to put in place for memorial maintenance)**  
Play Areas - **Agreed**  
Litter Picking - **Agreed**  
Erecting Village Christmas Decorations – **Agreed (Clerk to check PAT testing and if there is an RCD on electricity supply)**  
Allotments - **Agreed**
  
- 13. Consider budget for next financial year**  
To confirm budget/spend of this financial year. Budget to be put forward to MPC.
  
- 14. Dates of next meeting**  
19 March 2018 at 7:45pm

The meeting closed at 10:25p.m.

Signed: .....

Date: .....