

**Minutes of the Annual Meeting of the Milton Parish Council held on  
Tuesday 8 May 2018 at 7.30pm in the Bowls Pavilion**

**Present:** JE Coston (JEC) (Chair), RJ Farrington (RJF), A Bradnam(AB) HM Smith (HMS), D Owen (DO)  
A Horne (AH), D Wildman (DW), T Levens (TL) (arrived 8:45pm)

**In Attendance:** S Corder (SC) (Clerk), J Barrett (Office Support)

**1 Election of chairman and signing of declaration of acceptance of office of chairman**

It was Proposed by HMS to elect JEC as Chairman - JEC advised Council they needed to suspend Standing Orders. **Standing Orders suspended at 7:35pm (JEC has been Chairman for over 3 year)**  
HMS Proposed JEC to be elected as Chairman AB Seconded **ALL AGREED**

**Standing Orders re-instated 7:50pm**

**2 Apologies for Absence:** All Councillors in attendance.

**3 Election of vice chairman and signing of declaration of acceptance of office of vice chairman**

It was Proposed by RJF and Seconded by HMS to elect DW as Vice Chairman - **ALL AGREED.**

**4 To approve the minutes of the meeting held on Monday 9 April 2018**

A couple of spelling errors to be corrected. JEC to sign amended Minutes 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;

    AH and AB Item 19 – Bills for payment

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

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

**Public Participation:** No public attended.

**6 Clerk's/Chairman's report:**

- Red phone box Coles Road – awaiting replacement telephone – **Clerk to chase replacement phone**
- Milton Country Park – Tomkins Mead agreement – awaiting signed form.

**New:**

- Staffing update – John Barrett has been appointed as the new Office Support.
- Play areas – rubber grass matting has now been installed at Humphries Way and Froment Way goal mouths.
- Skier to be replaced at The Sycamores Recreation Ground by 11 May 2018.
- Coles Road Play Park – update: We have received confirmation of £23,200 funding from Amey towards the upgrade of the Coles Road play area. Ongoing discussions with Eibe to upgrade the trampoline to a large square one is in progress and if this can go ahead MPC will cover the cost difference. RJF Proposed – DO Seconded **ALL AGREED.** Installation to start early July 2018.

JEC thanked the Councillors for standing for another year and congratulated AB and HMS on being re-elected as our District Councillors.

**Richard Summerfield**

Richard Summerfield decided not to stand for re-election this year. Richard joined Milton Parish Council in 1967 and although he took a break from council between 1983 and 1986 he has served on the Parish Council for almost 50 years. During his time on the Council he was Chairman for 7 years from 1975 to 1982 and again for 4 years from 2010 to 2014 and for many years was Chairman of Planning and Chairman of Finance. Council wished to record a great debt of gratitude to Richard for his knowledge of finances and his time and commitment to the Parish Council. In recognition council agreed to present Richard with a framed acknowledgement, signed by the Chairman, recording the Councils sincere thanks and appreciation for his valued contribution to the Parish Council and the village community over many years.

## 7 Number of Councillors

To review number of Councillors on Milton Parish Council and **CONSIDER** applying to reduce the number to 12 or 9. RF Proposed to drop to 12 Councillors as 9 is too low. 4 Councillors will be needed to be quorate - DO Seconded **ALL AGREED – Clerk to contact SCDC**

## 8 To Confirm the Following Committees and Memberships:

Community Care	AB, RJF, TL, HMS
Maintenance	(incorporating Allotments, Cemetery, Play and Milton Environment) JEC, AH, TL, DW (Gary Heaney in an advisory role*)
Finance & Admin	JEC, RJF, TL, HMS, DW
Planning	JEC, RJF, TL, DO, HMS,
Staffing	AB, JEC, HMS, DW, Ad-hoc DO

### The following Working Groups and membership were agreed:

Capital Projects	JEC, RJF, DW
Cemetery	AH, HMS
Milton Air Quality	AB, JEC, HMS
Website & IT	AH, TL (Gary Heaney in an advisory role*)

## 9 To Confirm the Following Representatives and Volunteers

The following special responsibility roles were agreed:

### Specific Responsibility:

Footpath Officer	AB
Press Officer	JEC
Tomkins Mead & Tree Wardens	AB

The following representatives for outside bodies were agreed:

CPALC & SCDC	Chairman, Clerk, AB, HMS
Chisholm Trail Local Liaison Forum	HMS (Mike England – Milton representative)
Milton Charities	JEC
Milton Community Centre	TL
Patient Participation Group	HMS
Milton Primary School Liaison	TL

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

## 10 Planning:

The draft minutes of the meeting on 23 April 2018 were received.

### **Decisions Received:**

**S/0572/18/FL** – 145 The Rowans, Milton, Cambridge CB24 6YZ – To erect a white PVCu framed conservatory to the rear of the property. **APPROVED**

### **New:**

**S/1484/18/FL** – 28 Shirley Close, Milton, Cambridge CB24 6BG – Proposed entrance porch and WC to front elevation. **OBJECT:** Overshadowing/loss of light to adjacent property due to distance of the new porch extending from the existing building line. Impact on street scene as other houses are of similar layout. The proposed layout does not show a bin store, where would that be located?

**S/1450/18/FL** – The Black House, Chesterton Fen Road, Milton, Cambridge CB4 1UN – Two storey extension. **HAS NO RECOMMENDATIONS**

**S/1636/18/FL** – 1 Sutton Close, Milton, Cambridge CB24 6DU – Two storey front extension & garage re-roof. **HAS NO RECOMMENDATIONS WITH COMMENTS – to be of neutral colour sympathetic to the surrounding houses.**

**S/3372/17/CW** – Application for full planning permission for the construction and development of a Waste Recovery Facility at Levitt's Field, Ely Road, Waterbeach, Cambridge. MPC were invited to make comments on this application. RF Proposed to make no comments DW Seconded – 5 in favour, 2 against, 1 abstain. **CARRIED: Make no comments**

### **Access to rear of 55 Cambridge Road, Milton**

A query was received about the vote taken on the 3 April 2017 from the applicant.

### **Copy of Minutes Monday 3 April 2017 – Item 13**

### **Deed of Variation Lease – 55 Cambridge Road**

*A request has been received from Mr Sabnini for a Right of Access over the road leading to Barnabas Court. The Cambridge Housing Society and Milton Parish Council would receive £20k each. The planning*

application for a new 2 bedroom property was refused by the Parish Council. Concerns relating to the route of service pipes and amenities were raised. Mr Sabnini agreed to run service to the new property through No 55 Cambridge Road and not via Barnabas Court road access. **HMS Proposed refusal – RF Seconded – 4 in favour, 2 against, 4 abstain – Decision: Refusal.**

DW noted that the version of the minutes of 3 April 2017 was recorded correctly. It states that HMS **proposed refusal – RF Seconded.** The vote was to refuse and was carried. **Clerk to write back to state the decision still stands.**

#### 11 Finance and Administration:

The amended draft minutes of the meeting held on 23 April 2018 were tabled.

To APPROVE the CAPALC subscription of £609.65 for year. – HMS Proposed to pay the subscription - DW Seconded – **ALL AGREED**

To APPROVE the Regular Payments list for year 2018/19.

Company Name	Amount	
<b>Regular payments for 2018/19</b>	<b>Set</b>	<b>Average</b>
Atkins Gregory	£1234.22	
BT		£220.00
Buchans Landscapes	£2667.95	
Canalbs		£150-£200
CAPALC		£740.00
Command Pest Control	£84.00	
CBS		£35.00
Dial-a-ride	£100.00	
Utilita	£106.47	
Fenland Leisure	£450.00	
HMRC Tax		
Payroll:- Tracey Ebbon		£800
Payroll:- Philip Adams		£290
Payroll: Sarah Corder		£800
Assistant Clerk		£175
Compass 24 Window Cleaning		£94
Smart Pension		
G Kinsman (RFO)		£150.00
Scribe		£385.00
The Connection Bus Project Agreement		
Tesco Mobile	£14.00	
Three	£30.00	
Econguard Services Ltd	£90.00	
SLCC	£139.00	
Cambridge Acre	£54.00	
1 & 1 Internet	£4.99/£5.99	
Information Commissioners Office	£35.00	

RJF Proposed – DW Seconded to approve all the payments listed - **ALL AGREED**

#### 12 Community Care

The draft minutes of the meeting on 11 April 2018 were received.

**(DO left 9:55pm)**

#### 13 Maintenance

AB Proposed to **ACCEPT** the increase from CCC for grass cutting and additional areas to £1,055.19 AH Seconded – **ALL AGREED**

**A10 Trees** – MPC received a letter from CCC claiming that MPC are responsible for the trees alongside the A10 by the allotments/paddock. HMS Proposed to explore the costs of employing a surveyor to review jointly with the CCC the ownership of the trees – and to repair the fence and remove tree in paddock. A letter will be sent to CCC disputing that the tree belong to MPC and that MPC will be taking legal advice. DW Proposed RJF Seconded - **ALL AGREED.**

#### 14 Drainage Ely Road

Update: HMS reported that Pat Matthews from SCDC has confirmed that the work to fix and widen the

damaged culvert will be carried out and a drop down bollard will be installed to allow access for their machinery. SCDC now had no objection to proceed with our planned works for the installation of hand rails and re-tarmacking of the other entrance to the allotments.

#### 15 Youth Club

The Milton Youth Club report, from the Lead Youth Worker, for January 2018 to March 2018 was received. **Attendance for this term:** For this reporting period 9 youth group sessions were delivered with the total number of 28 registered and 125 attendees across all sessions. Every week all staff members ensure they involve the young people in topical discussions.

Program contained: quizzes, conversations about wanting to start a chess club and concerns over needy family, making rockets, conversations about Las Vegas shooting, cars and aspirations, cooking snacks, playing alphabet game and colouring, conversations about cannabis use and general effects of drugs, also used pool, table tennis and xBox, indoor archery, carving pumpkins, conversations about childbirth, and beyond school plans, making muffins, bullying at school, trip to extreme360 with Histon, manhunt, air hockey and table tennis, making sock snowmen and conversations about being excluded from school.

#### 16 Emergency Plan

To ACCEPT changes made to the Emergency Plan

##### **Motion to exclude public and press**

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be transacted at Agenda Item 16 and 17 namely: Emergency Plan and Staffing

The public and press will be temporarily excluded from the meeting at this point and any present are herewith.

Meeting to go into confidential session – HMS Proposed AH Seconded – **ALL AGREED**  
(Meeting closed to press and public at 10:10pm and reopened at 10:22pm)

Actions: To add Waterbeach and Landbeach Parish Council telephone numbers to the contact list. To check Data Protection Regulations and Confidentiality: e:g who should receive a copy of the Emergency Plan as there is so much personal information included and if they do receive a copy whether they should sign a confidentiality document – **Clerk to investigate with SCDC**

#### 17 Staffing

(In confidential session) Agreed pay scales and pay rates for staff.

#### 18 Improvements to the Village Entrance

Referred to Capital Project Working Group.

#### 19 Bills for Payment and Money Received

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

#### 20 Correspondence

##### **From Milton residents**

Deed of Variation Lease - 55 Cambridge Road - Letter received for a Right of Access over the road leading to Barnabas Court previously discussed in April 2017. **Clerk to write back re: decision made.**

To **DISCUSS** letter received from Vitrum regarding traffic flow on Cowley Road. **AB to talk to CCC about possible solutions. Clerk to advise Vitrum that AB is dealing with this.**

To **DISUCSS** letters received regarding parking concerns on The Rowans. **Clerk to write back to the residents re: the outcome of the meeting.**

##### **General – copies available on evening**

CAPALC New Bulletin

#### 21 Dates of Next Meeting

21 May 2018 – Planning

4 June 2018 – Milton Parish Council

18 June 2018 – Planning (7pm)

18 June 2018 – Maintenance (7:45pm)

Meeting closed at 10:30p.m.

Signed: ..... Dated: .....

DRAFT