

# MILTON PARISH COUNCIL

Parish Council Office  
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CB24 6BL



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## TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the next meeting of Milton Parish Council to be held in the Bowls Pavilion on  
**Monday 4 February at 7.30pm**  
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coder*  
Date of issue: 29 January 2019

## AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on 7 January 2019: (Pages 1-3)**
3. **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.
4. **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.
5. **Clerk's/Chairman's report:**

**From previous meetings:**

  - CCTV on Jane Coston Bridge – Update.
  - AED Unit for North Lodge Pavilion- Clerk sourcing quotes.
  - A10 Footbridge – questionnaire has been placed in the Village View.  
Bridge assessment - The structures team response is: "They do not carry out any risk assessments on structures. The footbridge is currently fit for purpose with no maintenance issues. Cyclists using the bridge should dismount in accordance with the signage in place".  
The bridge maintenance team have confirmed that visual inspection is carried out every 2 years for maintenance defects. They can confirm that currently; the parapet railings are for a pedestrian bridge and have no defects, the surface material is in acceptable condition with no defects at intervention level and the bridge is not gritted as the salt would corrode the structure.

**New:**

  - The Sycamores play area – Clerk and MCC have meet with 3 suppliers to revamp play area, awaiting quotes.
6. **Planning**

To **RECEIVE** the minutes of the meeting on 21 January 2018. **(Page 4)**

**Decisions Received:**  
**S/4617/18/FL** – 4 Townsend Close, Milton, Cambridge CB24 6DN – Single storey side extension between existing property and existing garage. **APPROVED**

**New:**  
**S/4589/18/PN** – 1-21 Cambridge Science Park, Milton, Cambridge CB4 0FJ – Prior notification for prior approval of proposed demolition of single storey units no's 1-21 Cambridge Science Park.  
**S/4629/18/FL** – 24 Cambridge Science Park, Milton, Cambridge CB4 0FN – Hybrid planning application comprising in detail the demolition of the gym, Trinity Centre and Innovation Centre and the construction of hotel with gym, restaurant, café and business suite; and a building comprising multi-storey car park and three storey commercial floor space (B1 floor space to the first and second floor; flexible accommodation to the

ground floor (A1, A2, A3, A4, A5, B1, D1 and/or D2)) along with associated access, infrastructure and landscaping and the change of use of the Trinity Centre to B1 as part of a phased development; in outline the construction of a building up to seven stories to provide B1 floor space, with all matters reserved.

**S/0187/19/DC** – 29 Cambridge Science Park, Milton, Cambridge CB4 0DW – Discharge of condition 11(contamination) pursuant to planning permission S/1405/16/FL. **FOR INFORMATION ONLY**

**S/0256/19/NM** – 306 Cambridge Science Park, Milton, Cambridge – Non-material amendment to planning permission S/4537/17/FL for 1. Minor adjustment of the location of the external M&E air-con compound. 2. Minor change to design on the north west elevation (between grid co-ordinated N0 and N1) so that the original loading door configuration is retained with replacement new doors, in place of previously proposed alterations to install windows. 3. Change of hardstanding to the air-con compound and bin store from 450 x 450 x 50 paving slabs to tamped finish rc slab. **FOR INFORMATION ONLY**

**S/2372/17/FL** – Land at Chesterton Sidings, Cowley Road, Cambridge –Discharge of conditions 17 (details of green and brown roofs), 18 (landscape and ecological management plan (LEMP)), 19 (mitigation plan for the provision of a scrub mitigation strip), 26 (scheme of investigation – contamination), 28 (remediation strategy), 29 (surface and foul water drainage) and 33 (construction environmental management plan (CEMP)) pursuant to planning permission S/2372/17/FL. **FOR INFORMATION ONLY**

**S/0101/19/PA** – 1 Goding Way, Milton, Cambridge CB24 6AH – Prior approval for a single storey rear extension.

**S/0237/19/FL** – 20 Sutton Close, Milton, Cambridge CB24 6DU – Two storey rear extension & part garage conversion.

**S/0279/19/PA** – 41 Fen Road, Milton, Cambridge CB24 6AD – Notification for prior approval for a single storey rear extension.

Highway England – The A14 Cambridge to Huntingdon Improvement Scheme Consent Order 2016 – Application for a non-material change under Regulation 4 on the Infrastructure Planning Regulations 2011. (To re-classify the A14 to A14(m)).

**7. Finance and Administration**

To **RECEIVE** the minutes of the meeting of 21 January 2018 (**Page 5**)

To **CONSIDER** recommendations:

To SET Precept for 2019/20 to £132,000. (**Page 5a**)

Request from MCC for grant of £35,000 (previously £32,000) for 2019/20.

To **RECEIVE** budget to date report (**Tabled**).

**8. Internal Auditor**

To receive report (**Pages 6-13**)

Auditor suggested that we consider membership to Institute of Cemetery & Crematorium Management £95 per year.

**9. Maintenance**

To **CONSIDER** request to purchase the horse paddock.

**10. Community Care**

To **RECEIVE** the minutes of the meeting on 16 January 2019 (**Pages 14-15**)

To **CONSIDER** recommendations:

To increase Community Care Warden's hours to 30 hours per week (from 25 to 30).

**11. Grounds Maintenance Contract Quotes**

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 11. Grounds Maintenance Contract Quotes – To open and consider quotes received.

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

**12. Policies/Risk Assessments (Folder)**

To **AGREE** updated policies and risk assessments:

Terms of Reference: Planning, Finance & Administration, Community Care, Maintenance, Staffing.

Community Care: Community Care Warden risk assessment, Safeguarding Adults, Aims of the scheme.

Maintenance: Cemetery policy, Cemetery risk assessment, Village Cleaner risk assessment.

MPC: Standing Orders, Milton Parish Council Aims, complaints procedure, statement of intent as to community engagement, use of photographs, disability access, disability discrimination, code of conduct, grant awarding, publication scheme, lone working, fire, office, litter picking community groups.



- 13. Milton Youth Club (Pages 16-17)**  
Termly Report Sept to Dec 2018
- 14. Zebra Crossing at Tesco (Pages 18-22)**  
To CONSIDER position for improved crossing from Jane Coston Bridge to Tesco as CCC have confirmed that the present crossing point is not suitable for a zebra crossing– Quote received from CCC Highways: Zebra Crossing in different location £17,500 - £31,000. Pedestrian refuge island £5,500 - £10,000.
- 15. MCC Report (Page 23)**
- 16. County Councillor's Report (Pages 24-25)**
- 17. District Councillors' Reports (Pages 26-29)**
- 18. Bills for Payment and Money Received, Budget figures (Pages 30-31)**  
To CONFIRM and AGREE bills for payment.
- 19. Correspondence**  
**General – copies available on evening**  
Cambridgeshire County Council – IHMC Incident Report December 2018
- 20. Dates of next meetings**  
Monday 18 February – Planning  
Monday 4 March – Milton Parish Council

Clerks Office

The full agenda papers are available on the website <a href="http://www.miltonvillage.org.uk">www.miltonvillage.org.uk</a> and at the Parish Council office.
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**Minutes of the Meeting of Milton Parish Council held on  
Monday 7 January 2019 at 7.30pm in the Bowls Pavilion**

**Present:** J E Coston (JEC) (Chair), R Farrington (RF), A Horne (AH), D Owen (DO), T Leavens (TL), A Bradnam (AB)  
C Duff, D Wildman, HM Smith (HMS)

**In Attendance:** S Corder (SC) (Clerk)  
J Rippeth (District Councillor arrived 8:50pm)  
2 members of public

**1 Apologies for absence**

All Councillors in attendance.

**2 To APPROVE the Minutes of the meeting held on Monday 3 December 2018**

AH Proposed amendments to: Item 11 The Queen and Prince Philip Commemorations – To minute that the meeting went into Confidential Session.

RF Proposed and TL Seconded that the Minutes be signed as a true record with amendments made. **AGREED (DW and CD Abstained)**

**3 Declarations of interest and dispensation**

- a) To receive declarations of interest from councillors for items on agenda; AH (Payments) Item 17.
- 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**

A resident of Froment Way raised concerns regarding the shrub work carried out on Froment Way play area and as to why they have been cut below fence level. Also the machinery used has caused damage to the resident fence and trellis as well as flying debris landing in their garden – could a different machine be used?

DW explained that the shrubs had been left for so long that maintaining them caused an issue and we were advised to cut them back to fence height to allow new and healthier growth. The Maintenance Committee will keep the height under review. Clerk to contact contractor about machinery used.

**5 Mobile Vehicle Activated Speed sign Data Presentation**

A presentation by Mike (MVAS volunteer) was given with the following summary: Full report on MPC website.

The MVAS has been in use for 8 months & has had approx. 7 weeks in Milton. Milton may not have made the best use of it yet, as 2 locations were close to other traffic calming features possibly giving the MVAS less traffic influence. Early use has identified changes to improve the MVAS effectiveness but the Parish Councils need to advise their objectives to allow the team to make appropriate recommendations. The team now in place are achieving regular moves but there is a strong reliance on a few. The lack of suitable laptops & poor software means data download is invariably done by John. Any increased use of MVAS may need a bigger team & more support equipment.

Summary from Cambridge Road data: Average daily use 5,276 vehicles, 85% going below speed limit (30mph), Average speed: 24.3mph, Over limit: 1 to 2% at 38mph, Max speed: 55mph

**JEC thanked the MVAS working party for all their work.**

To PROPOSE setting up a joint MVAS Working Party with Landbeach and Waterbeach Parish Councils with Anna Bradnam representing Milton Parish Council. **This was previously agreed at the MPC meeting on 29 October 2018.**

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

**From previous meeting:**

- **Local Highways Improvements (Page 11)** – The diagonal footpath requested is due to be finished in January. Cambridgeshire County Council has said no further cycle improvement works to be carried out. Cyclist DO NOT have right of way from Jane Coston Bridge to Winship Road. Clerk is looking into having the shrubs cut back on Winship Road.
- CCTV Jane Coston Bridge – Chasing a response.
- Zebra Crossing by Tesco – Still waiting for response from Highways.
- AED Unit for North Lodge Pavilion – Clerk sourcing grants.
- Community Information Exchange
- A10 Tree dispute – Letter received from Solicitor requiring a signature (costs £800). **Agreed Clerk to sign letter.**



**New:**

- War Memorial Benches – A letter of thanks for installing the benches and improving the area has been received.
- Renewal of Cambridge Acre Membership £57 – Clerk recommendation to not renew. **AGREED**

**7 Planning**

**From 17 December 2018 Agenda – Decisions made under Delegated Powers – No meeting required**

**S/2814/18/FL** – Glassworld, Cambridge Road Industrial Estate, 6 Cambridge Road, Milton, Cambridge CB24 6AZ – Extension of existing building to provide industrial unit (amended plans). **HAS NO RECOMMENDATIONS**

**S/32980/18/FL** – The Black House, Chesterton Fen Road, Milton, Cambridge CB4 1UN – Replacement dwelling then rebuild house with 2 storey extension. **Bat report received. FOR INFORMATION ONLY.**

**S/4551/18/TC** – Tree work – 42-44 High Street, Milton CB24 6DF – Walnut crown reduce height by 2m, crown reduce spread on all sides by 2m shape and balance trim back/crown lift to clear adjacent roof and gutters by 1-1.5m remove deadwood throughout. **NO COMMENT**

**Decisions received:**

**S/3957/18/FL** – 26 Fen Road, Milton, Cambridge CB24 6AD – Construction of two one bedroom semi-detached dwellings **REFUSE.**

**New:**

**S/3280/18/FL** – The Black House, Chesterton, fen Road, Milton, Cambridge CB4 1UN – replacement dwelling with 2 storey extension – Update to Ecological report, revised flood risk assessment and contaminated report – **FOR INFORMATION ONLY.**

**S/4428/18/NM** – 12 Repton Gardens, Milton, Cambridge CB24 6UE – Non-material amendment to planning consent

**S/1140/18/FL** – **FOR INFORMATION ONLY.**

**S/4617/18/FL** – 4 Townsend Close, Milton, Cambridge CB24 6DN – Single storey side extension between existing property & existing garage. **HAS NO RECOMMENDATIONS – If approved to be ancillary to main building.**

**8 Maintenance**

The minutes of the meeting of 17 December 2018 were received.

**To CONSIDER recommendations:**

- Cemetery Policy – to remove x 4 fee for non-residents as this is unlawful. MPC can still refuse non-residents plots in the cemetery as per existing policy. **AH Proposed to accept this change – TL Seconded ALL AGREED. Clerk to amend policy once clarification has been received from CAPALC and bring to February MPC meeting.**
- To CONSIDER request from residents of Bulteel Close to allow shrubs to grow to 8ft tall before cutting back. **Maintenance to review height on shrubs – DW Proposed to a 6ft maintainable height – RF Seconded ALL AGREED.**
- To CONSIDER quote from Wicksteed for revamp of Froment Way play area £16,148.50. **Clerk in the process of obtaining 2 other quotes. Quotes to go to Maintenance meeting in March then to MPC for agreement.**

**9 Finance**

The budget accounts were tabled. DW to double check final figure with our RFO and to adjust S106 payments for play equipment.

**10 Reduction of Councillors from 15 to 12**

To CONSIDER implementation date. DW Proposed to put the implementation date to 2019 and have an election if required as we are currently fewer than 12 councillors at present – HMS Seconded **ALL AGREED**

**11 Ely Road Bus Stop (Pages 19-27)**

To CONSIDER position of bus stop and pathway.

AB informed the Council that the bus shelter cannot be located in the grass verge by the road due to service cables underground, therefore the shelter would be located at the back of the foot/cycle path with the canopy overhanging the foot/cycle path. HMS proposed an amendment to the plan to add a new tarmac area with white guidelines for cyclist to follow when passing the bus stop with a 2.4 metre height clearance for the canopy.

**HMS Proposed to accept this plan with amendments – AB Seconded**

DW suggested to not moving the bus stop from High Street to Ely Road due to the new location being in an unlit and exposed area and current plan not being satisfactory to vote on.

**3 In favour, 4 Against, 2 Abstain. Vote carried not to move the bus stop. JEC thanked AB for all her work in this project. AB to contact CCC to reinstall the RTP1.**

**12 A10 Footbridge**

To CONSIDER safety concerns

- DW has raised concerns over the advisory cycle dismount signs on the A10 bridge and about the speed of cyclists using the bridge, the width of the bridge with it being a dual purpose bridge and the height of the side barriers. DW would like MPC to consider taking what action necessary to ask for the cycle signs to be compulsory dismount signs. Improvements to the A10 bridge have been requested by some residents.



- JR raised concerns for wheelchair and pram users of the bridge as it is harder for them to move out the way of a passing cyclist.
- AH asked if the bridge could be re-assessed due to new safety regulations and can MPC have a copy of the previous assessment taken? **Clerk to contact CCC Highways.**
- JEC to put a questionnaire in the Village View for all residents' to respond to.

To be discussed further at the March MPC meeting.

### 13 Milton Air Quality Working Party

The minutes of the 4<sup>th</sup> and 5<sup>th</sup> liaison meeting with Anglia Water were received.

The minutes of the 7<sup>th</sup> liaison meeting with FCC Environment Agency were received.

### 14 Milton Community Centre Report January 2019

**Maintenance/Improvements:** The Community Centre main hall + lounge floor and the Youth Building floor will be professionally cleaned between Xmas and the New Year.

**Bookings:** All of our regular bookings will continue into 2018. We also have a new weekly Weight Watchers class on a Thursday morning starting the first week of January, which is in addition to the Thursday evening meeting.

Scout building, Coles Road – Ongoing discussions re: lease on land – **DW, RF and JEC to meet and discuss an agreement for the lease of the Scout building.**

### 15 County Councillors Report – January 2019 Anna Bradnam (Full report on website)

**Covering the following:**

**Council Budget and Council Tax:** The Council is permitted by central government to increase council tax by up to 2% for Adult Social Care and up to a further 3% for all the other services (Children and Young People, Highways, Waste disposal, Libraries, Public transport and Public health). Every 1% increase generates £2.75 million and costs the Band D taxpayer 25p per week.

**Special Educational Needs and Disability (SEND) Funding:** Many local councils are facing a huge over-spend in their Special Needs funding. In Cambridgeshire, the over-spend for SEND this year is expected to be £8.9 million. This is because the number of children being taught in special schools has risen by 20% between 2017 and 2018, with a 13% increase in the number of children with an Education Health and Care Plan.

**Milton Fen Road:** The resurfacing of Fen Road has been completed down to the river.

### 16 District Councillor's Report – January 2019 (Full reports on website)

**Covering the following: Anna Bradnam**

**Waterbeach New Town Supplementary Planning Document**

**Cambridge Northern Fringe East (CNFE):** It is anticipated that the draft Area Action Plan will be available for public consultation in Spring 2019.

**Homes for our future:** People are being asked to comment on Homes for our future: The Greater Cambridge housing strategy, a new draft document published jointly by Cambridge City and South Cambridgeshire District Councils. It details how the two authorities will aim to meet housing challenges for the next five years. A public consultation is being run until Friday 25 January 2019 to help residents have their say, giving them an opportunity to shape and influence the draft strategy before it is finalised next year. You can comment here <https://www.scambs.gov.uk/consultations/>

**DW asked HMS if there were any updates on the preferred route for the Cambridge to Bedford train line since the news shared at the liaison meeting was that all route options were being reviewed. HMS will check with the officers for any new information.**

### 17 Bills for Payment and Money Received.

To **CONFIRM** and **AGREE** bills for payment.

JEC Proposed to pay all bills to 1 and 1 Internet. DW Proposed – TL Seconded **AGREED (AH abstained)**

JEC Proposed to pay all other bills. AH Proposed – TL Seconded **ALL AGREED**

### 18 Correspondence

Homes for our Future Greater Cambridge Housing Strategy 2019-2023 – seeking views – **CD offered to go through the document and comment.**

### 19 Dates of next meetings

16 January 2019 – Community Care (11:30am)

21 January 2019 – Planning (7pm), Finance (7:45pm)

4 February 2019 – Parish Council

Meeting closed at 9:55pm Signed: .....

Date: .....



**Minutes of the Planning Committee Meeting of Milton Parish Council held on Monday 21 January 2019  
at 7.00pm in the Bowls Pavilion**

**Present:** R J Farrington (Chair) (RJF), D Owen (DO), T Leavens (TL), HM Smith (HMS)

**In attendance:** S Corder (Clerk)

**Members of the public:** One

**1. Accept Apologies for absence:**  
J Coston (Personal)

**2. Approve the minutes of the Planning Meeting held on 19 November 2018:**  
RF Proposed the Minutes of 19 November 2018 be signed as a true record. **ALL AGREED.**

**3. Declarations of interest and dispensations:**  
None.

**4. Decisions Received:**

**S/2814/18/FL** – Glassworld, Cambridge Road Industrial Estate, 6 Cambridge Road, Milton, Cambridge CB24 6AZ – Extension to existing building to provide industrial unit. **APPROVED.**

**S/4207/18/FL** – 2 Faulkner Close, Milton, Cambridge CB24 6EF – Single storey side and rear extension. **APPROVED.**

**5. New:**

**S/0131/19/TP** – Tree work, 1 Walnut Close, Milton, Cambridge CB24 6ET – Single walnut tree - Proposed balancing, removal of dead branches and overall crown reduction of 30% to maintain general health of tree. **NO COMMENTS**

**S/4680/18/DC** – Trinity College, Plots 22 and 25 Cambridge Science Park, Milton, Cambridge CB4 0FJ – Discharge of conditions 13 (external lighting), 14 (resistant/barrier drinking water pipework) and 22 (surface water drainage) of planning consent S/3590/17/VC for variation of condition 2 (approved plans) of planning permission S/2599/16/FL (erection of two three storey buildings for B1 use). **FOR INFORMATION ONLY**  
**S/4824/18/VC** – Brookgate Land Ltd – Land adjacent to Cambridge North Station, Milton Avenue, Cambridge CB4 0WZ – Variation of conditions 27 (car parking management), 30 (EV charging), 35 (cycle route), 36 (signage strategy) and 38 (approved plans) of planning permission S/4478/17/FL. **HAS NO RECOMMENDATIONS**

**S/4810/18/FL** – 38 North Lodge Park, Milton, Cambridge CB24 6UB – Loft conversion with pitched roof side dormer window and roof windows. **HAS NO RECOMMENDATIONS**

**6. Date of next meeting**  
Monday 18 February at 7:30pm.

Meeting closed 7:22pm

Signed: ..... Date: .....

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on  
Monday 21 January 2019 at 7.45p.m. in Bowls Club**

Present: D Wildman (DW) (Chair), H M Smith (HMS), R Farrington (RF) T Leavens (TL), J Coston (JEC).  
C Duff (CD)

In attendance: G Kinsman (RFO), S Corder (Clerk)

1. **To accept and approve apologies for absence**  
None all in attendance.
2. **Approval of Finance and Administration Minutes of 15 October 2018**  
The Minutes of the meeting 15 October 2018 were received – **ALL AGREED**
3. **Declarations of interest and dispensation:**  
(a) To receive declarations of interest from councillors on items on the agenda.  
There were no declarations of interest to agenda items.  
(b) To receive written requests for dispensations for disclosable pecuniary interests (if any). – None.  
(c) To grant any requests for dispensation as appropriate. All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.
4. **Bank Statements and Bank Reconciliations**  
To review balance sheet - DW has checked the bank totals from Scribe against the bank statements. All the banks were reconciled.  
Review list of regular payments – To add yearly cost to the list for The Connections Bus Project
5. **Review of debtors and creditors at year end**  
All in order.  
Awaiting invoice for the MVAS unit.
6. **Review of Budget and Year to Date Actuals**  
All in order.
7. **Set Budget for 2019/20**  
The 2019/20 budget spreadsheet was tabled and each budget heading was agreed and where needed amended for the financial year 2019/20. **To go to MPC for approval. Clerk to write to CCC to increase grass cutting donation by 3% due to inflation. (from £1,055 to £1,086).**  
**Consider grant to Milton Community Centre** – A request from MCC was received for £35,000 for their yearly grant. DW Proposed to accept this request and to put it to MPC for approval. **ALL AGREED.**
8. **Set 2019/20 Parish Precept**  
DW suggested increasing the precept to £132,000 (£74.60 for band D property) – **RF Proposed – TL Seconded ALL AGREED. To go to MPC for approval.**
9. **Finance Officer**  
Nothing to report.
10. **Dates of next meeting**  
Monday 15 April at 7:45pm – **To be moved to Wednesday 17 April at 7:45pm**

Meeting closed at 9.50pm    Signed..... Date.....





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## **Independent Internal Audit Service for Parish and Town Councils**

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24<sup>th</sup> January 2019

The Chairman  
C/o Milton Parish Council  
Coles Road  
Milton  
Cambridge CB24 6BL

Dear Madam

### **INDEPENDENT INTERNAL AUDIT FOR Financial Year 2018/2019**

As a result of my mid-year inspection, I have enclosed a report of my findings, together with recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but a spot check has raised the following issues. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I shall be concentrating principally on financial matters at my year end visit next Spring.

Yours faithfully

Jacquie Wilson (Mrs)  
Director

OBSERVATIONS AND RECOMMENDATIONS from my last year end visit

**COUNCIL MATTERS**

The Council are hoping that the application to reduce the number of seats from 15 to 12 will be in place by May this year.

The Clerk has now registered to undertake the CILCA qualification and has managed to complete two modules despite a heavy workload.

**LAND REGISTRATION**

Now completed.

**ALL COUNCIL POLICIES**

Are due to be reviewed and adopted at the next meeting of the Parish Council.

**WEB SITE**

The Clerk is to check whether the caveat recommended was in fact placed on the web site.

**NEW PLAY AREA**

Is now completed.

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**AGENDAS AND MINUTES**

No issues to report from spot check

**REGISTER OF INTEREST FORMS**

All are now satisfactory for this Council. Discussed the need to destroy all previous Council papers for Declarations of Acceptance of Office Forms and Register of Interest Forms.

**EMPLOYMENT**

There will be a complete review of all contracts and job descriptions etc before year end. HR issues are now outsourced.

**RISK MANAGEMENT**

Recommended that in view of the tightening up on being able to produce evidence of duty of care in all administration that the Council consider joining the ICCM to ensure they have access to professional advice and updates on legislation and consider the viability of using professional inspection services for risk management of headstones.

The Council will consider the adoption of a new Policy written by Huntingdon District Council on how to handle Unreasonable Complainants.

An altogether satisfactory report.

**Jacquie Wilson (Mrs) Director**



# Canalbs Ltd Independent Qualified Internal Audit Checks

Milton Mid Year 2018/19

## CHECKING PURCHASES

Question to check	What needs to be reported?
Is there evidence that all procedures are still being undertaken correctly?	Yes
Any issues?	None found
Reclaimed the VAT?	Yes

## CHECKING EMPLOYMENT

Question to check	What needs to be reported?
Are Annual Returns made to HMRC?	Yes
When were employee contracts last reviewed?	2 years ago need to be done
When were job descriptions last reviewed?	
When was the staff grievance procedure last reviewed?	
When was the last staff appraisal undertaken?	
Have Council introduced new pension scheme?	

## CHECKING ETHICAL FRAMEWORK

Question to check	What needs to be reported?
Are there current Declaration of Acceptance of Office Forms for each councillor as members?	Yes
Has the Chairman signed as Chair?	Yes
Is the Register of Interests Book up-to-date?	Yes
Is there evidence it is regularly monitored and correctly completed?	Yes
Have all documents pertaining to previous elected councils and councillors been destroyed?	w.i.p.
Is there evidence that councillors are declaring interests at meetings?	Yes
When declaring "prejudicial" interests are councillors leaving the meeting?	Yes
Dispensation Grant Policy	Yes

## CHECKING INSURANCE

Question to check	What needs to be reported?
Do they have current insurance policy and with whom?	Zurich 3 year policy
Public Liability	Yes
Fidelity Guarantee	Yes
Employer's Liability	Yes
Sufficient cover for all assets on register?	Yes
Any other insurance requirements	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING AGENDAS

Question to check	What needs to be reported?
Is there evidence that correct procedures are still in place?	Yes
Is an approved copy kept signed by chairman?	Yes
Was the Annual Meeting of Parish Council held in May?	Yes
Is the 1 <sup>st</sup> item on Annual Meeting the election of the Chair?	Yes
Was the Annual Parish Meeting held between 1 <sup>st</sup> March and 1 <sup>st</sup> June?	Yes
If there is an item for "Matters Arising" is there evidence it used legally?	Yes

## CHECKING MINUTES

Question to check	What needs to be reported?
Is there an official signed Minute Book?	Yes
Are each set initialled and signed?	Yes
Is there sequential numbering in ringbinder?	Yes
Does decision making comply with Standing Orders?	Yes
Are Minutes verbatim reports?	Satisfactory
Evidence of declaration of interests?	Yes
Evidence of public participation?	None found in spot check
Evidence of council approval of all payments?	Yes
Evidence that planning applications are considered in public meetings?	Yes
Evidence of a S.137 decision?	None found in spot check

## ENGAGING CONTRACTORS

Question to check	What needs to be reported?
Evidence they seek Best Value	
Evidence they check that the proposed contractor has their own	
Public Liability Insurance	
Relevant qualification to undertake job	
Certificates – if required	
Own equipment regularly checked	
Observes H & S at work regulations	
Councillors not being paid to undertake work for the council?	



# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING LEGISLATION REQUIREMENTS

Question to check	Yes/No	What needs to be reported?
Is there evidence in the Minutes that these are regularly monitored and updated when required?	Yes	Will all be reviewed at next meeting
Asset Register	Yes	
Risk Management Policy	Yes	
New Freedom of Information Publication Scheme under GDP Regulations?	Yes	
Data Protection Register	Yes	
Standing Orders	Yes	
Financial Regulations	Yes	
Disability Access Policy	Yes	
Fire Certification for buildings	n/a	
Grievance Procedure	Yes	
Archive Policy	Yes	
Any other Policies?	Yes	

## CHECKING RISK MANAGEMENT & ASSET CONTROL \*

Question to check	What needs to be reported?
Scan Minutes for unusual financial activity	
Review Asset Register & compare with insurance schedule	
Check security for GDPR *	
Risk Assessment:	
Do checks compare to Risk Mgmt Policy	
Is there evidence of a robust monitoring process?	
What is system for action on reports?	
What system picks up failure in assessment process?	

## CHECKING VAT

Question to check	What needs to be reported?
Is the council registered to charge VAT?	
If yes – are they charging it?	
Are VAT claim forms being completed regularly?	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING BUDGETS AND BUDGETARY CONTROL

Question to check	What needs to be reported?
What was the year's precept request?	
Precept request justified with Budget ?	
Is it approved by the whole council?	
Is a formal budget prepared?	
Does it reflect sufficient detail of assets?	
Is it approved by the whole council?	
Is Section 137 set and within limits?	
Level of General Reserves?	
Level of Earmarked Reserves?	
Is there evidence in minutes that these are still "live" projects?	
Evidence of Budgetary Control Statements?	

## CHECKING BOOK-KEEPING & BANK

Question to check	What needs to be reported?
S.137	
Is it recorded correctly in Cash Book?	
Is annual expenditure within limits?	
Is each bank account regularly reconciled?	
Cash Book	
Is it up to date and correct with a "hard copy"?	
Are all payments supported by Invoices/receipts Authorised Minuted	
Income Is it properly recorded & analysed? Is it promptly banked? Have fees been charged at correct rate?	



# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING YEAR END FIGURES & RETURN

Question to check	What needs to be reported?
Do Year End Accounts agree with Cash Book?	
Does Bank Reconciliation agree with Accounts?	
Evidence in Minutes of council approval of end of year accounts?	
Have Sections 1 & 2 of Annual Return Form been completed in accordance with Accounts?	
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return?	
Evidence in Minutes of council receiving IIA report?	
Evidence in Minutes of council receiving report from External Auditor?	
Will the completed Annual Return be posted on the noticeboard?	
Do they understand the correct public inspection period which has to be given?	

## DEFIBRILLATORS

Has the Parish Council bought or received a donation of one?	Yes
Is there one sited on Parish Council property/land?	Yes
Is there evidence that it has been registered with Ambulance Service?	Yes
If not – how is access gained and monitored?	Through ambulance
What evidence is there of regular safety check inspections?	Sufficient
Has the insurance company been notified?	Yes
Is the model owned suitable for use for children?	Yes

## CHECKING GENERAL POWER OF COMPETENCE

Question to check	What needs to be reported?
Are they using the General Power of Competence? Do qualifications still apply?	No

## CHECKING ALLOTMENTS

Question to check	What needs to be reported?
Do they own allotments?	Yes
Do they have adequate records of tenants?	Yes
Do they have public liability insurance?	Yes
How do they collect rental – cash policy?	Yes
Have they got maintenance budget?	Yes

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING PLAYGROUND MANAGEMENT

Question to check	What needs to be reported?
Do they own playground?	Weekly 6 monthly annually
Is it professionally inspected annually?	Yes
Do they have public liability insurance?	Yes
Do they have written risk management policy?	Yes
Sufficient written evidence of regular inspections?	Yes
Written follow-up procedure for reported faults?	Yes
Have they got sufficient maintenance budget?	Yes

## CHECKING - ARE THEY A BURIAL AUTHORITY

Question to check	Yes/No	What needs to be reported?
Are they a burial authority?	Yes	
If yes:		
Do they have public liability insurance?	Yes	
Do they have written Risk Management Policy?	Yes	
Do they have burial records?	Yes	
Do they have up-to-date plan of site?	Yes	Electronically
Have they got maintenance provision in budget?	Yes	
If no:		
Are they responsible for Closed Churchyard?		In the pipeline
Do they have public liability insurance?		
Do they have written Risk Management Policy?		

## GENERAL DATA PROTECTION REGULATIONS May 2018

Question to check	What needs to be reported?
Has anyone attended training?	Yes
What preparations are being undertaken?	
Has a Data Protection Officer been appointed	No
Has an information audit been organised?	
Is there a record of showing where personal data came from and who Council share it with	
Is there a procedure to ensure rights of individuals and how personal data will be deleted electronically?	All new legislation will be regularly monitored
ICO information request procedures updated?	
Updated privacy notice	
How does Council seek, record and manage consent?	
Have changes been made to application forms for (say) Grants to include a confirmation tick box?	
Procedure to detect, report and investigate personal data breach?	
How is protected data stored?	Securely



**Minutes of the Community Care Committee meeting held on Wednesday 16 January 2019  
at 1pm.**

Present: H M Smith (HMS) (Chair), T Ebbon (TE) Warden, Community Care Scheme, T Leavens (TL), Rob Farrington (RF), Revered Chamberlain (non-voting)

In attendance: S Corder – Clerk

**1. Apologies for absence**  
AB (personal)

**2. Declarations of interest and dispensations**

- a) To receive declarations of interest from councillors on items on the agenda; None received.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None received.
- c) To grant any requests for dispensation as appropriate. None received.

**3. Approval of the Minutes of the Community Care meeting held on 10 October 2018.**

It was Proposed by HMS that the minutes of the meetings be approved and signed as a true record with a minor amendment to item 13 'Clerk to write to the complainant' – **ALL AGREED.**

**Arising:** SCDC Community Care grant has been applied for – awaiting outcome.

TE has a new email address: [miltoncarewarden@outlook.com](mailto:miltoncarewarden@outlook.com). AH to add access to email on mobile phone.

**4. Community Care Warden list of courses attended**  
First Aid.

**5. Mobile Warden Scheme Update – Report from Mobile Warden**

TE tabled her report and gave an update on her clients. It was **AGREED** that this report should be marked up as "Confidential" and dated.

**TE will be handing out the Information Sharing Consent Form to her clients to be signed by client or family member.**

**6. Client Care Waiting List**

TE update – Currently 1 client on the waiting list.

TE has received praise for her pro-activeness in dealing with referrals for her clients.

To **CONSIDER** budget for next financial year – TE is currently working over her 25 hour per week due to the demands from the current clients and needs extra time to carry out her administration work (emails, telephone call, referrals etc.) RF suggested to increase TE's hours to an extra 5 hours per week for admin work and to contact Priority Placements for extra support when needed. **To be put to Finance for budget approval and MPC in February for approval of extra hours.**

**7. Policies**

To **AGREE** changes made to Safeguarding Adults Policy

**Amendment: Change a vulnerable adult to an at risk adult – All AGREED. To go to MPC for approval.**

**8. Community Navigator Report**  
Nothing to report.

**9. Barnabas Court Update**  
Nothing to report.

**10. Any Other Business**

Clerk to arrange work appraisal for TE.

**11. Date of Next Meeting**

10 April 2019 at 11:30am

**Meeting closed 2:20pm**

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

DRAFT



## Numbers

There have been 9 youth zone sessions run this term and we have seen 27 young people.

Age	11	12	13	14	15	16	17	18
Number Male	3	1	2	3	6	1		
Number Female	1		1	5	3	1		

Session	1	2	3	4	5	6		7	8	9	10	11	12	13
Attendance	13	12	10	-	9	9	Half term	9	9	14	-	-	9	-

## Reports

### Week 1 - 11<sup>th</sup> September

Enjoyed making and eating toast, table tennis and making cakes. Conversations about burglary of which a young person was accused, parental relationships, relationships and c-card and a local girls football team.

### Week 2 - 18<sup>th</sup> September

Enjoyed pool, table tennis, air hockey and food. Conversations about school (importance), apprenticeships, and parental health issues.

### Week 3 - 25<sup>th</sup> September

Enjoyed pool, table tennis, air hockey and making omelettes. Conversations about healthy eating, relationships and the use of the word gay.

### Week 4 - 2<sup>nd</sup> October

Cancelled due to staff shortage

### Week 5 - 9<sup>th</sup> October

Enjoyed usual club activities and making cheesecake. Otherwise fairly quiet with just a bit of messing about but young people cleared up.

### Week 6 - 16<sup>th</sup> October

Enjoyed pool, table tennis and air hockey. Had toast and hot drinks. Young people good at clearing up and washing up. Positive conversation with one young person about relationships and dangers of meeting people online

### Half term

### Week 7 - 30<sup>th</sup> October

Enjoyed pool, table tennis, air hockey, toast and hot drinks. Young people were good at tidying up at the end. Conversations about relationships and the dangers of meeting people online.

Week 8 - 6<sup>th</sup> November

Usual activities plus pancake making (all involved, even those who hadn't made before).

Conversation about drugs in relation to friend having taken. Discussed dangers and how to stay safe

Week 9 - 13<sup>th</sup> November

Good session using all equipment plus 2 new members. Made omelettes. Conversations about further education, drugs, prostitution and porn stars and sexual health

Week 10 - 20<sup>th</sup> November

Cancelled due to staff shortage/illness

Week 11 - 27<sup>th</sup> November

Cancelled due to staff shortage

Week 12 - 4<sup>th</sup> December

Most enjoyed making candles and chatting at the same time. Conversations about living arrangements at home, university, moving out and relationships. One-to-one about drug use and PEPSY programme (same young person later seen on bridge smoking cannabis and info passed to his YPW).

Week 13 - 11<sup>th</sup> December

Cancelled due to staff sickness

### **Overview**

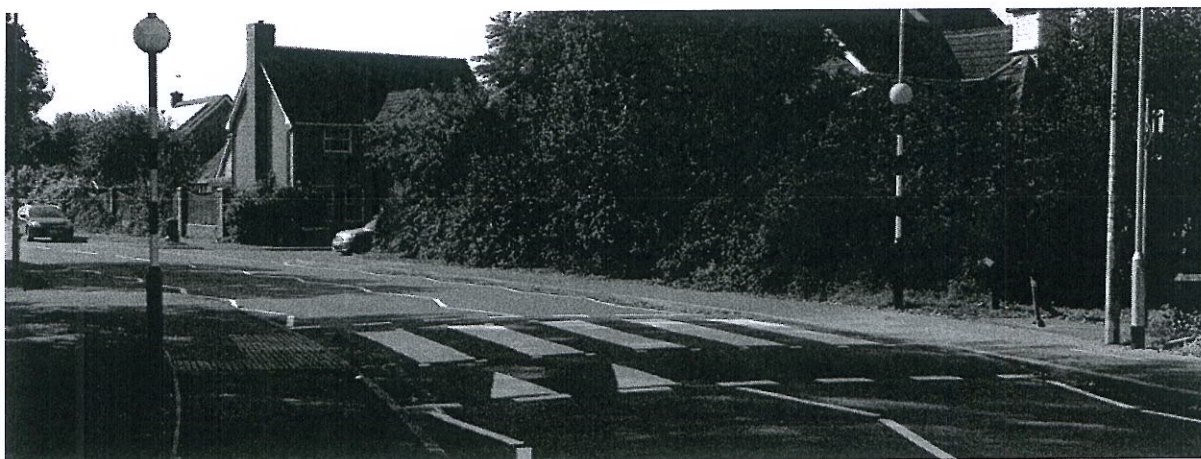
Unfortunately there has been a staffing issue this term due to college timetables and sickness. However, when it has been possible to run the youth zone the young people have enjoyed the activities and interacted well with the youth workers. We have attempted to recruit additional youth workers with no success so far but will continue to run the club when possible and continue to look for more staff.



- This scheme requires a Traffic Regulation Order and a [Road Safety Audit](#)

Total	£75,000 - £125,000
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## Zebra crossing



Zebra crossings help pedestrians cross from one side of the road to the other. They have white strips painted onto the road in the crossing area, with flashing yellow lights at both sides of the road on black and white striped poles. The kerbs are dropped at both ends of the crossing with tactile paving where the pavement slopes towards the road. White zig-zag lines are painted on the approach to the crossing to signify the controlled zone where vehicles must not stop to ensure maximum visibility between pedestrians and approaching drivers. Stopping within the limits of a zebra crossing controlled area is an offence enforced by the Police.

Vehicle users are required to stop when they see a pedestrian waiting at the edge of a zebra crossing to allow them to cross the road.

## Usability

Compared to locations without crossings, pedestrians are able to cross the road more quickly with Zebra crossings. On busy roads, with a continuous vehicle traffic flow, Zebra crossings could allow crossing when it would be nearly impossible. Children find zebra crossings particularly beneficial because they find it difficult to judge the speed of traffic when crossing on their own without crossing facilities. The elderly also benefit more from zebra crossings because without a crossing the road might require them to move very quickly to cross, and this may be difficult for them.

Compared to locations where there was no crossing, new zebra crossings have a very positive impact on pedestrian's feelings about crossing the road. Pedestrians are more confident, and feel safer when crossing the road.

## Safety

Zebra crossings do not introduce any additional danger to the road environment. In comparison to Puffin crossings, it is most likely that Zebra crossings are very similar in safety, or zebra crossings are only marginally less safe. If many pedestrians are already crossing at a certain point on a road (the 'desire line'), it is likely a zebra crossing will not increase or decrease accidents.

Zebra crossings over three or more lanes of traffic will increase collisions. This may be because at roads with two lanes in the same direction, pedestrians can be invisible to motorists in the outside lane when a car on the inside lane is stopping at the zebra crossing.

Advantages	Disadvantages
<ul style="list-style-type: none"><li>&gt; Pedestrians should only have to wait for a very short period of time to cross the road. The first car to see the pedestrian that can stop safely should stop and let the pedestrian cross.</li><li>&gt; Typically half the price of a traffic light (puffin) crossing</li><li>&gt; Can look more attractive than a traffic light crossing, which could be too obtrusive on smaller streets with narrow pavements</li></ul>	<ul style="list-style-type: none"><li>&gt; If a pedestrian crossing the road is expecting a driver to stop, but they fail to do so, there will be a collision. Many pedestrians wait for cars to stop before they walk into the road</li><li>&gt; Sometimes, drivers do not stop when they see a pedestrian waiting at the side of the road</li><li>&gt; Blind or partially blind people find zebra crossings harder to use than traffic light crossings</li><li>&gt; A zebra crossing which includes a hump or narrowing of the road will require water drainage works, which could be very costly</li><li>&gt; The restrictions on parking on either side may add pressure to on-street parking capacity.</li></ul>



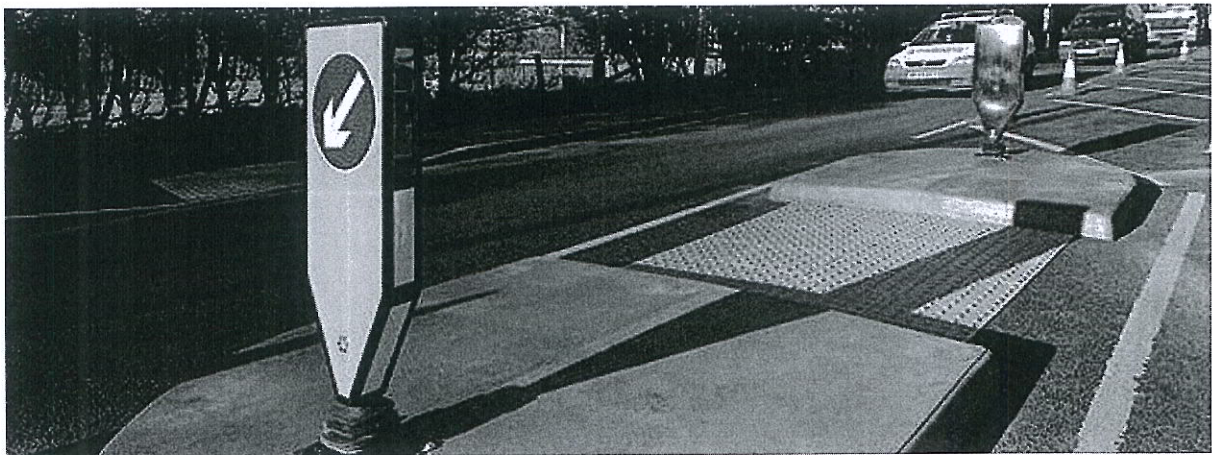
- > Lower maintenance cost

## Restrictions

- > Zebra crossings must be installed in locations where vehicle users have good visibility of waiting pedestrians. There must be no obstacles (e.g. trees) on the pavement to block the view of pedestrians. The location should not have tight corners or steep hills.
- > Can't be installed within 5 meters of a junction or roundabout
- > The pavement must be wide enough to make it clear to motor vehicle drivers that pedestrians are waiting at the edge of the road to cross
- > This scheme requires a Traffic Regulation Order and a [Road Safety Audit](#).

Cost	
Equipment	£4,000 - £10,000
Works	£5,000 - £8,000
Traffic Regulation Order	£1,500
Road Safety Audit	£1,500
Power Connections	£2,000 - £5,000
Commuted Sums	£3,500 - £5,000
Total	£17,500 - £31,000

## Pedestrian refuge island



A pedestrian refuge island is a raised section of pavement between two lanes of traffic moving in opposite directions.

The Islands normally have yellow and white plastic bollards with a blue arrow to remind motorists to keep left. Kerbs are dropped at both sides of the road, usually with tactile paving where the pavement slopes towards the road.

Refuge Islands allow pedestrians to stop in the centre of the road, so they can split the crossing into two stages for each direction of traffic.

COOKIES

 Website Feedback

## Effectiveness

Pedestrian refuges are very effective at increasing safety for pedestrians crossing the road. On a road where pedestrians often cross without a crossing facility, a refuge will decrease pedestrian accidents.

A pedestrian refuge allows pedestrians to cross one direction of vehicle traffic at a time. The refuge provides some protection from traffic in the centre of the road, while the pedestrian waits for a safe gap in the second direction of traffic. Without a refuge, the pedestrian needs to judge a safe gap between both directions of traffic at the same time - this is more difficult, and may increase risk.

Refuges will be most effective on roads with low to medium flows of vehicle traffic, and where speeds are below 30 mph.

Pedestrian refuges slow traffic because they narrow the road, and may remind drivers that pedestrians could be crossing the road.

Advantages	Disadvantages
<ul style="list-style-type: none"><li>&gt; Allows pedestrians to cross more easily than if there was no crossing</li><li>&gt; May help to cross the road more quickly, as a gap is only required in one direction of traffic</li><li>&gt; The cheapest crossing design, in comparison to other crossings (e.g. puffin, zebra)</li><li>&gt; Pedestrian refuges narrow the</li></ul>	<ul style="list-style-type: none"><li>&gt; Motor vehicles have priority</li><li>&gt; Pedestrians may have to wait much longer for a gap in vehicle traffic to cross safely, compared to a zebra or puffin crossing. This will happen with heavy traffic</li><li>&gt; For the pedestrian to cross safely, they must have good judgement of motor vehicle speeds and gaps in vehicle traffic</li><li>&gt; Visually impaired people, or those with other disabilities may find refuge island less easy to use compared with a zebra or puffin crossing</li><li>&gt; Some motor vehicle drivers act dangerously near crossing islands if a cyclist is passing through. They may squeeze past the cyclist when passing the crossing island, or swerve dangerously around the cyclist just before the crossing island.</li></ul>



road, which  
may reduce  
the speed  
of vehicles

## Restrictions

- > Refuge islands must be a minimum of 1.2 meters wide, however this is usually raised to 2.0 meters to accommodate pushchairs and wheelchairs more easily. This would need to be increased to 3.0 meters wide to accommodate cyclists using a cycleway.
- > Normally, road widths must be at least 4 to 4.5 meters either side of the refuge (if the location is on a bend and large motor vehicles are expected, this must be increased)
- > Parking restrictions may need to be imposed on the approach and near to the refuge
- > Not suitable for locations with a high volume of crossing pedestrians - Puffin crossings may be more appropriate
- > Not suitable for locations with high levels of motor vehicle traffic - Zebra or Puffin crossings might be more appropriate
- > Requires a [Road Safety Audit](#)

## Cost

Equipment	£2,500 - £5,500
Works	£1,500 - £3,000
Road Safety Audit	£1,500
Total	£5,500 - £10,000

## Mobility crossing point



These crossing points are simply sections of footway and are dropped on either side of the road to allow users with mobility issues to cross the road more comfortably.

## Community Centre Report – February 2019

### Maintenance/Improvements:

The Annual Gas Maintenance checks have been carried out at the Community Centre + Annexe + North Lodge Pavilion  
The showers in the Sycamores Pavilion have been professionally cleaned

### Bookings:

We have a new Thursday morning Art Class, arranged by IVC Adult Education. All our regular bookings continue as normal (apart from Thursday French – see below)

### Youth Building:

Nothing to report

### North Lodge

The Thursday morning French Class, booked by IVC Adult Education, has been cancelled due to lack of numbers. However, the Wednesday morning French class continues as normal

### Vandalism:

Late evening, Friday 25<sup>th</sup> January, a youth drove onto Coles Road rec and caused damage to the football pitches. The police were alerted by a fisherman at the Country Park and although the Youth had left the scene by the time the police arrived, they managed to locate him in Tesco car park. They plan to prosecute him under the Road Traffic Act and due to previous driving conditions, he will probably lose his licence and will receive a fine.

Access to the rec was obtained through a gap next to the new play area fence, so we will shortly install a new bollard to stop this happening again

Andy Gray  
Community Centre Manager  
28/01/2019



## County Councillor's Report for Parishes, February 2019 – Anna Bradnam

### Council Tax

The Council will be setting its budget on Wednesday 6 February. The Business Plan currently assumes (at the time of writing) that Council Tax will increase by 1.99% for the financial year 2019-20 but the Council has the option to raise Council Tax by a further 1% which will raise an additional £2.728 million. The Chancellor announced in the Autumn Budget additional money for Adult Social Care. Of this, Cambridgeshire will receive £6.3 million. Despite this boost and incorporating identified savings and proposed additional income over the next five years, the Council is still projecting a shortfall of £13.1 million in the budget for 2019-20 and substantial gaps each year until 2023-24. In order to manage the budget deficit, the Council has four options, to increase general Council Tax; to use the Smoothing Fund, to redirect the Minimum Revenue Provision towards the Transformation Fund to reduce the deficit, or to reduce service levels. Various amendments have been proposed. I will give a verbal report at your meetings to update you on the outcome.

**Highways** In October 2018, the Chancellor announced in the Budget the Government was allocating a further £420 million of new money for local highways maintenance. This additional resource is for the repair of roads (including potholes), bridges and local highways infrastructure generally. From this new funding Cambridgeshire County Council has been allocated £6.6 million to spend by the end of March 2019.

The allocation of this additional funding is most welcome and needed. However, delivering the work and spending £6.6 million by the end of March 2019, presents problems for delivery. So it has been agreed that the money might be best spent on a combination of

- Keeping abreast of minor reactive repairs over the winter period
- Additional preparation for preventative treatments
- Minor repairs to bridges
- Deeper structural treatments to carriageways and repairs to footways/cycleways.

We have just heard how County Highways plans to use this money. They are needing to allocate to work that is deliverable before the end of March 2019, so they have brought forward schemes where design and investigation have already been undertaken and where they can be delivered within the tight timeframe. The schemes have been selected to minimise any conflict with other works/schemes in the area, and to allow schemes to be carried out consecutively where possible without impacting significantly on a particular area.

I'm delighted that our Local Highway Officer has brought forward the following works from the existing programme: **footways** for repair - **Landbeach** High Street (throughout), **Milton** Knights Way and Walkling Way. I have asked that in addition to the footways, the **roadway** in the north section of Knights Way should also be resurfaced. I have also asked them to bring forward the further siding-back I have requested on the A10 foot and cyclepath between Chittering and Waterbeach and major repairs to Bannold Road. However, I suspect this may not be deliverable sufficiently quickly.

**Children's Mental Health.** For the last 6-7 years the County has employed clinicians to work alongside frontline Social Workers, so the team can respond quickly to children's needs. Developmental Trauma experienced by children who have been neglected or abused has immediate conscious and unconscious impacts on the development of a child's brain and on its ability to learn, so the sooner the team intervene, the better the outcomes for children. The team focus on what is happening to a child, what the child needs, and supporting the



network of people around the child. They find it much more effective to think in terms of how the situation affects the child's learning, how does it affect them physically and how does it affect their emotional relationships. We are very fortunate to have this small group of intuitive and sensitive professionals working with children from Cambridgeshire, even if the children are in placements outside the County.

**The Cambridgeshire and Peterborough Combined Authority Local Transport Plan** is being developed. It will cover the period up to 2036 and beyond. It aims to create "a world class, integrated transport system, which maximises Cambridgeshire and Peterborough's sustainable, economic potential whilst protecting and enhancing the environment." The plan will be drafted in April, considered by officer Working and Steering Groups in April/May, then go out for 6 weeks public consultation in **Jun/Aug**. Consultation responses will be reviewed in Sep-Nov and the Local Transport Plan will be draw up in **Nov 2019**.

**Trading Standards** work across Cambridgeshire and Peterborough and have officers at Cambourne (South Cambs Hall) and Peterborough City Council. They cover food safety, product safety, safety of sports grounds, criminal trading practices, proceeds of crime recovery, fair trading, feed and agriculture, animal health, explosives, petroleum and weights and measures. Constituents should contact the **Citizens Advice Consumer Service for all consumer advice matters on 0345 4040506**. They share intelligence with Trading Standards as appropriate, who will monitor and intervene as necessary.

**Libraries for the Future** The Council has engaged a charity called CIVIC to investigate how we can transform libraries into hubs for community activities and centres for public service. CIVIC aims to work with 60 libraries across the County to develop models that can be applied to enable a range of services to be put into Libraries. Funding is available from the National Endowment for Science and Technology. One aim is to put a radio studio into every Library which will have access to the full BBC archive of film and audio recordings. The aim is to revive rural communities by delivering services from libraries.

This week 28 Jan-1 Feb there will be meetings of the **Combined Authority Business Board** and the **Combined Authority**. They will be considering matters including Local Industrial Strategy, Growth Deal project proposals, Annual Delivery Plan for Business & Skills and the Rural Community Energy Fund, appointment of (another) Interim Chief Finance Officer, recommendations of the Audit & Governance Committee, Budget and Medium Term Financial Plan 2019-2023, Business Plan 2019/20, the Mayor's Budget 2019/20 and the Strategic Bus Review.

The **Corporate Parenting Sub-Committee** will be considering priorities for the Virtual School, the performance of children who are looked after and support for those leaving care, including "The Local Offer".

**The Cambridgeshire Health and Wellbeing Board** will be reviewing the results of the campaign to end loneliness, the Adults Positive Challenge and the suicide prevention programme, Living Well across Cambs and Peterborough.

AB 29 Jan 2019



## **District Councillors' Report for Parishes – February 2019 – Cllr Anna Bradnam**

### **Waterbeach New Town Community Forum**

At the last Forum on 9 Jan we had presentations on transport including the relocated railway, access via Cody Road and the A10, delivery of materials by rail, a review of the Supplementary Planning Document, an overview of education provision and a response to the SPD from Waterbeach Parish Council. There were questions on cycling routes, crossings over the A10 and Denny End Road and Car Dyke Road, bus routes, shuttle services and P&R sites. Landbeach residents expressed concern about the impact of too many buses on the village. Responses to the draft SPD were explained and summarised. Attendees requested future presentations on health facilities, emergency services, A10, Greenways and sports provision. The papers (and Minutes soon) should be available here <https://www.scambs.gov.uk/community/waterbeach-new-town-community-forum/>. The next Forum will be on 10 April 2019.

On 22 Jan the Scrutiny and Overview Committee approved the Supplementary Planning Document with the modifications made following the public consultation. The SPD will be considered by South Cambs District Council Cabinet on 6 February.

### **Police and Crime Commissioner Panel Meeting**

MP Heidi Allen admitted to have gate-crashed the meeting, alongside Jason Ablewhite, Chief Constable Nick Dean, the new Chief Constable for Cambridgeshire and Inspector Paul Rogerson. The current challenge of reducing resources combined with the difficulties of identifying hidden crimes (sexual abuse and exploitation), the need to be alert to terrorism and the pressure on staff as a result of the local Policing Review 2018 were explained. Nevertheless at present they have 1,402 officers, the highest number they have ever had. The Control Centre deals with 350,000 calls each year. The force is working with Beds and Herts as well as with Norfolk, Suffolk, Kent and Essex to achieve resources efficiencies. The Police are increasingly dealing with issues of mental health and social care, dementia and children absconding from care. Representatives of local parishes were not impressed by the Commissioner's interpretation of recent difficulties in local parishes with Gypsy and Traveller communities. I understand the Police will be seeking an increase of 2% in the precept to fund their operations.

### **Amey Community Liaison Group**

I will leave Cllr Smith to report on this meeting as I was unable to attend. My personal feeling is that Amey are likely to appeal the decision on their planning application close to the six-month deadline of 21 March 2019.

**The Farmland Museum** I am delighted that following compelling representations from new staff and long-standing Trustees to the Grants Advisory Committee on 25 Jan, the committee recommended SCDC continue to fund the Museum with £8,500 per annum for three years.

AB 28/01/2019



## **District Councillors Report – for February 2019 – Hazel Smith**

### **Northstowe – meeting with Homes England**

Terry Fuller, Executive Director for the East and South East of England region of the HCA, met with the South Cambs Cabinet to outline their plans for Northstowe Phase 2. The land for this phase is being prepared now, and roads built and services laid. Work has started on the secondary school and houses will soon start to be built. The HCA have ambitious plans to make the town centre there a really vital and active place from the start by offering incentives .

### **New customer portal [mySouthCambs.scambs.gov.uk](https://mysouthcambs.scambs.gov.uk)**

This new way to interact with the council has been launched for some services in January. The OneVu portal is built around the idea that residents will log in and any ongoing issues between them and the council can be tracked. So, for example (eventually) a planning application would be logged on there, and its status would be updated automatically as it went through the council's processes – so the resident could see when it had been validated, who it was assigned to, and what stage it had got to every step of the way. The hope is that this will be people's preferred way of contacting the council (once all services are on there), and people should be able to find their own answers to the questions they most commonly ask on the phone, leaving officers with more time to devote to talking to people who need to speak to them personally (or don't / can't use the internet or a smart phone).

Only a few services are on the portal just now, and the IT department are encouraging people to sign up and use the portal (as pioneers or beta-testers), and report any problems so they can fix any bugs. It has a useful link to the County's report-a-highways-fault page and to the South Cambs bin collections, as well as benefits and council tax.

This is implemented by South Cambs officers in 3C Shared ICT, and Huntingdonshire already have this interface, which is working well for them, we are told. So we should be learning from their mistakes and getting it right first time!

### **East-West Rail <https://eastwestrail.co.uk/latest-news>**

I was invited to a meeting at Shire Hall (as substitute for another councillor) which was a pre-consultation heads-up, limited to councillors in the areas they are particularly targeting with their consultation, which are to the South and West of Cambridge. The consultation on the route to be chosen between Bedford and Cambridge will start on 28<sup>th</sup> January and runs until 11<sup>th</sup> March. You may remember the recent meeting about the CamBedRailRoad proposal to bring the line in to Cambridge via a route across the fields south of Landbeach and joining the Kings Lynn line's alignment north of Milton to run into Cambridge North Station. This idea was again tested by their engineers and rejected, as it is more expensive than an approach from the south where for a greater length the land adjacent to the railway, they say, is wide enough to add more tracks. They want the trains continuing to Ipswich to be able to proceed without reversing, and coming in from the north would mean a change of direction at Cambridge, because the Ipswich line leaves Cambridge Station going northwards.

At the meeting it was mentioned that (outside of this consultation) the funding for the line is expected to be based on an uplift in land-values around the eventual alignment being captured somehow by the government. Anecdotally a town of 40,000-50,000 houses in this area might be needed, and the plans show possibilities either at Cambourne or at Bassingbourn, depending on the route chosen. They are still not sure if the MoD will release the land at Bassingbourn Barracks for development, and this could play into the decision on the alignment. A route just south of Cambourne would provide a better way for people living there to get to work south of Cambridge.

The CamBedRailRoad proposal is really just a footnote in their technical report but could raise its head again at a later stage, so please do comment on their proposals if you are opposed to that alignment.



They expect to be able to start work on this Bedford to Cambridge section of the railway in the mid-2020's, and this would be unusually fast progress for a scheme of its size.

#### **Waterbeach New Town Planning meetings**

The Supplementary Planning Document (SPD) was considered by the Scrutiny and Overview Committee on 22 January and will come to Cabinet on 6 February. Counsel's advice to SCDC on the question of the ransom payments between the two developers has not helped resolve the "ransom" situation – the council cannot use the SPD to make them cooperate and it would be better for the development and for community cohesion if the two master developer companies would work more closely together. There are meetings to discuss viability on Feb 5<sup>th</sup> and 7<sup>th</sup> and this seems to be the nub of the problem. This is worrying as it will reduce the percentage of affordable housing they'll be required to provide.

In the meantime we local councillors and those on the planning committee had a briefing from Urban and Civic on their drainage and flood plans. They also shared with us where they had got to in considering the infrastructure for Phase 1 (by the lake) of electricity (including new generation in Chittering), gas (a new main in the village) and water. The subject of sewage disposal is not relevant, as Phase 1 can be built without any additional capacity being added, they claim. They would connect up to 500 houses to the Bannold Drove works, and most of the rest via the system at the Research Park.

#### **Budget**

South Cambs has set a balanced budget that will put a little money back into reserves as we know the government is planning to further reduce funding for district councils. We aim to build up a portfolio of investments, starting with the houses in Ermine Street, to support the council's budget in the future.

Hazel

## **District Councillor Report – February 2019 – Judith Rippeth**

**New Customer Portal:** South Cambs has just launched its new customer portal which is an up to date digital platform containing Frequently Asked Questions and a menu of services along with e-forms. The change to this new system will increase transparency, reduce duplication and will soon allow residents to track the progress of their enquiries far more easily than via the website. The system monitors the time it takes to respond and deal with an enquiry. To register use the following link <http://mysouthcambs.scambs.gov.uk> Over time more products will be moved over to the new portal and content will gradually be removed from the website.

### **East West Rail:**

The consultation on the five proposed routes runs from 28<sup>th</sup> January – 11<sup>th</sup> March. Depending on the route selected, there could be either a new station built to the South of Cambourne or close to Bassingbourn. To have your say on this important piece of infrastructure linking Oxford – Bedford – Cambridge use the following link. <https://eastwestrail.co.uk/haveyoursay>

### **Amey liaison meeting:**

Hazel and I attended this meeting on 17<sup>th</sup> January with other local district and parish councillors in attendance. Amongst the issues discussed were the level of residents' complaints regarding odours from the plant or elsewhere. A number of us commented on 'reporting fatigue' due to the length of time it can take to register a complaint with sometimes calls taking up to twenty minutes. An alternative online system using email was suggested to run alongside a phone system which would help to build a more comprehensive picture of where and when odours are most pungent.

Amey have withdrawn their permit application to the Environment Agency for an EfW plant. They have until mid March to decide whether to submit an appeal.

Before the next meeting, scheduled for 18<sup>th</sup> July, Amey are planning to appoint an independent chair. We were also informed that Amey will shortly be sending out a survey to members of the group, residents and parish council clerks to understand the purpose of the group going forward.

### **Cambridge Northern Fringe – Area Action Plan:**

I attended Cabinet on 9<sup>th</sup> January and amongst the issues discussed was the future of this key strategic site. The consultation on issues and options 2 will start on 4<sup>th</sup> February and will run for six weeks. The Council is unlikely to hear back on the success, or otherwise, of its Housing Infrastructure Bid until March.

### **Urban and Civic:**

A number of briefings are being held for planning committee members prior to the extraordinary meeting on 28<sup>th</sup> February when the U&C application will be considered. The first of these briefings took place on 16<sup>th</sup> January where we were taken through the complexities of deciding a large application. This was followed up by a briefing on 18<sup>th</sup> January looking at drainage and flood risk plus the use of renewable and non-renewable sources of energy for the site. U&C's plans for electrification were extremely interesting and should assist in reaching the Council's ambitious zero carbon target for 2050.

*Cllr. Judith Rippeth*



### Milton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
344 Website	08/01/2019		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	S	6.99	1.40	8.39
345 Allotment Maintenance	03/01/2019		Unity Trust Bank		Allotments	Buchans Landscaping &	S	262.19	52.44	314.63
346 Cemetery Maintenance	03/01/2019		Unity Trust Bank		Cemetery	Buchans Landscaping &	S	152.46	30.49	182.95
347 Grass Cutting	03/01/2019		Unity Trust Bank		Grass Cutting	Buchans Landscaping &	S	686.44	137.29	823.73
348 MCC grounds maintenance	03/01/2019		Unity Trust Bank		MCC Grant Paid	Buchans Landscaping &	S	939.49	187.90	1,127.39
349 MCC cleaning	01/01/2019	SO	Unity Trust Bank	SO	MCC Grant Paid	Atkins Gregory (The Cle	S	1,028.52	205.70	1,234.22
350 MCC-NLP grass cutting	03/01/2019		Unity Trust Bank		MCC Grant Paid	Buchans Landscaping &	S	182.71	36.54	219.25
351 Subscriptions	04/02/2019		Unity Trust Bank	DD	Data Protection	Information Commissior	E	35.00	0.00	35.00
352 Payroll Highways	24/01/2019		Unity Trust Bank		Salary	Philip Adams	E	250.60	0.00	250.60
353 S137 Payroll Warden	24/01/2019		Unity Trust Bank		Salary	Tracey Ebbon	E	872.73	0.00	872.73
354 Payroll Clerk	24/01/2019		Unity Trust Bank		Salary	Sarah Corder	E	1,031.13	0.00	1,031.13
355 Payroll Asst Clerk	24/01/2019		Unity Trust Bank		Salary	John Barrett	E	80.96	0.00	80.96
356 Electricity	28/01/2019	SO	Unity Trust Bank	SO	Electricity	Utilita	S	88.73	17.74	106.47
357 Website	18/01/2019		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	S	6.99	1.40	8.39
358 Telephone / Broadband	19/01/2019		Unity Trust Bank	DD	Office Phone	BT	S	223.68	44.74	268.42
359 S137 - Agency Holiday	23/01/2019		Unity Trust Bank		Agency Received	Priority Professional Plac	E	62.58	0.00	62.58
360 S137 - Agency Holiday	23/01/2019		Unity Trust Bank		Agency Received	Priority Professional Plac	E	500.64	0.00	500.64
361 Website	07/01/2019		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	E	3.59	0.00	3.59
362 S137 - Agency Holiday	23/01/2019		Unity Trust Bank		Agency Received	Priority Professional Plac	E	187.74	0.00	187.74
<b>Total</b>								<b>6,603.17</b>	<b>715.64</b>	<b>7,318.81</b>

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# Milton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
154 Cambridger and Countie	17/10/2018		Cambridge & Cour		Interest	Cambridge & Counties E	E	1,105.04	0.00	1,105.04
155 Interest CBS Communit	31/12/2018		Community Care S		Interest	Cambridge Building Soci	E	6.76	0.00	6.76
156 Interest CBS Council Sa	31/12/2018		CBS Council Saver		Interest	Cambridge Building Soci	E	309.96	0.00	309.96
157 Interest CBS S106	31/12/2018		S106 (CBS)		Interest	Cambridge Building Soci	E	65.04	0.00	65.04
158 Interest Santander	07/01/2019		Santander S106 Ai		Interest	Santander	E	38.05	0.00	38.05
159 Community Care	14/01/2019		Community Care S		Community Care Fee	A M	E	130.00	0.00	130.00
160 Horse Grazing	14/01/2019		Unity Trust Bank		Horse paddock	K J	E	80.00	0.00	80.00
<b>Total</b>								<b>1,734.85</b>	<b>0.00</b>	<b>1,734.85</b>

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