

**Minutes of the Annual Meeting of the Milton Parish Council held on
Monday 13 May 2019 at 7.30pm in the Bowls Pavilion**

Present: JE Coston (JEC) (Chair), RJ Farrington (RJF), HM Smith (HMS), D Owen (DO) A Horne (AH),
D Wildman (DW), T Leavens (TL), A Markham (AM) (new Councillor), A Bradnam (arrived 8:15pm)

In Attendance: S Corder (SC) (Clerk), E Taylor (Office Support), G K Kinsman (RFO)

1 To APPROVE the year end accounts 2018/19

The yearend accounts were checked at the Finance meeting in April 2019. DW Proposed to accept the yearend accounts – Seconded by AH **ALL AGREED.**

2 Annual Governance Statement

The Annual Governance Statement was considered by the Parish Council and it was Proposed by DW and Seconded by HMS that the Accounting Statement be approved - **ALL AGREED.** The Chairman duly signed and dated the document.

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

It was Proposed by AH to elect DW as Chairman - RF Seconded **ALL AGREED.**

HMS said a few words: “JEC has been Chairman from 2004-2009 and again 2014-2019. In her time as Chairman JEC has been involved in setting up the Council for the future, introducing the use of computers and supporting the Clerks to learn, always going above and beyond to make sure the village was well-served by its Parish Council. On occasions she had to man the office and step in when the office was not so well staffed – but now we are well set up for office support.

(The Clerk present JEC with a bouquet of flowers from Councillors and Staff)

Councillors signing of declaration of acceptance of office- All forms were completed, signed and witnessed.

4 Apologies for Absence: JR (District Councillor)

5 Election of vice chairman and signing of declaration of acceptance of office of vice chairman

HMS offered to stand as Vice-Chairman. DW Proposed – RF Seconded **ALL AGREED.D.**

6 To APPROVE the minutes of the meeting held on 1 April 2019

To APPROVE the Confidential minutes of the meeting held on 1 April 2019

To APPROVE the minutes of the Extraordinary meeting held on 17 April 2019

DW Proposed to accept the Minutes – TL Seconded **ALL AGREED**

7 Councillor Vacancies

An Applications to become a Parish Councillor was received from Alex Markham. A confidential vote took place. Alex Markham was co-opted onto the Parish Council. DW welcomed AM onto the Council.

8 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

9 Public Participation: No public attended.

10 Clerk’s/Chairman’s report:

From previous meetings:

- **CCTV on Jane Coston bridge** – Update. AB to follow up.
- **A10 Trees** – Letter has been sent to CCC awaiting response of confirmation of ownership.
- **Deeds** – List of deeds transferred received from Ashton’s Solicitors. Seeking confirmation of deeds missing from the list. Awaiting confirmation of Old School Lane and MCC land (back of Community Centre). **JEC to follow up with Solicitor on missing deeds.**
- **The Sycamores Play Park** – MCC have agreed to go ahead with Fenlands proposal quote. Clerk to be looking into grant funding for this project as park due to be updated with a new slide, twister and seesaw. Repainting of the roundabout and swings with new grass matting to be laid. Fencing will not be going back in

New:

- **Froment Way Play Area** – play equipment has been ordered. Installation hopefully completed by early July.
Note: Springers have been removed for painting. Awaiting installation of a new roundabout and Flymobile.
- **Parish Office** - Now painted and carpet cleaned.
- **Meeting with Police** – JEC met with the Police Inspector regarding travellers at North Lodge in June 2018 regarding the lack of action by police to remove using Section 61.

11 To Confirm the Following Committees and Memberships:

Community Care	AB, RJF, TL, HMS, DW, Rector D Chamberlin (as advisory role)
Maintenance	(incorporating Allotments, Cemetery, Play and Milton Environment) JEC, AH, TL, AM, 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, TL, DW
Cemetery	AH, HMS
Milton Air Quality	AB, JEC, HMS
Website & IT	JEC, AH, TL, DW, (Gary Heaney in an advisory role*)
MVAS	AB (plus volunteers)

12 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:

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

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

13 Planning:

The minutes of the meeting on 17 April 2019 were received

The minutes of the meeting on 29 April 2019 were received.

To **RATIFY** response to Minerals and Waste as prepared by AB. **AH Proposed – JEC Seconded ALL AGREED.**

Decisions Received:

S/0067/19/CC – Milton School, Humphries Way, Milton, Cambridge CB24 6DL – Section 73 planning application to develop land without complying with condition 1 of permission S/0466/14/CC, to allow retention of the mobile classroom until 31 August 2024. **APPROVED**

S/0579/19/LD – 20 The Rowans, Milton, Cambridge CB24 6YU – Certificate of lawful development for a proposed home theatre outbuilding to the rear of the property. **APPROVED**

New:

S/1287/19/DC – Plots 1-21 Cambridge Science Park, Milton Road, Cambridge CB4 0FH – Discharge of condition 8 (public art) pursuant to planning permission. **FOR INFORMATION ONLY**

S/1474/19/DC – Land at Chesterton Sidings, Cowley Road, Cambridge – Discharge of conditions 3 (external materials), 5 (details of all doors, windows and reveals), 6 (detailed design of the entrance canopies), 7 (material, surface finish and colour of all plant enclosures), 8 (details of balustrade), 9 (details of all coping to the walls), and 10 (details of external visible masonry brackets, clamps, restraints and other support systems) pursuant to planning permission S/2372/17/FL. **FOR INFORMATION ONLY**

S/2075/18/OL – Land adjacent to Waterbeach Barracks & Airfield site, Waterbeach, Cambridge – Outline planning permission (with all matters reserved) Amendments: schedule of changes design and access statement, design and access statement, schedule of consistency with SPD, parameter plans, illustrative master plans, environmental statement, environmental statement non-technical summary, environmental statement various appendices,

construction management plan, operational waste strategy, ecology habitat surveys, transport assessments, geo-environmental risk assessment, surface water drainage strategy, water strategy, utilities statement, health impact assessment, viewpoints, energy statement, planning and delivery statement, sustainability statement. **Comment: The same comment submitted on 24 July 2018 still stands: MPC recognise the aspiration for Waterbeach New Town East to be a largely car-free development. However, we suspect this will inevitably put a large number of additional cars on the A10, which will cause greater congestion. MPC also have concerns on the potential impact of Milton traffic flow.**

S/1496/19/FL – Napp Research Centre Ltd, Cambridge Science Park, Milton, Cambridge CB4 0GW – Installation of a plantroom enclosure which will be used to house compressed air dryers. **HAS NO RECOMMENDATION**
NOTICE OF WORKS: Unit 22, 25 and 26 Cambridge Science Park widening of the public footpath to 3 meters. Work to commence 1 June 2019 and planned completion date 28 June 2019.

14 Finance and Administration:

The minutes of the meeting held on 29 April 2019 were received.

To APPROVE the CAPALC subscription of £675.91 for year. –AH Proposed to pay the subscription - DO Seconded – **ALL AGREED**

15 Community Care

The minutes of the meeting on 10 April 2019 were received.

16 26 Old School Lane

To **CONSIDER** further advice received from Solicitor with the proposal of selling the land.

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 namely: 26 Old School Lane

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 – DW Proposed HMS Seconded – **ALL AGREED**

(Meeting closed to press and public at 9:08pm and reopened at 9:32pm)

Actions: DW to contact Cheffins to arrange to have the land valued with the possibility of selling the land.

17 Tomkins Mead

Report from meeting with CSLT received. Concerns: Boardwalk edging beams have become detached, trip hazards, concerns raised about the drainage. **Clerk to contact Gaskin Brothers to quote for remedial work to be done to the boardwalk.**

18 Pumping Station Barnabas Court

To **CONSIDER** response received on signing the agreement with Anglian Water for access to the pumping station. **After advice received from MPC's Solicitor it was AGREED not to sign the agreement. Clerk to inform Anglian Water for the decision.**

19 Parish Council Office

To **CONSIDER** quote for replacing the office storage cupboard door with a fire door £485.00 + VAT. **AH raised a concern that the door will have to comply with fire standards – who would carry out the checks required? Clerk to check who suggested this change.**

20 Strategic Bus Review

A letter was received from Lucy Frazer MP asking for views on improvements to the bus service in the local area. **MPC response: More frequent buses to go through Milton, buses on Sunday evenings, lower cost of Day Rider tickets on return journeys to Cambridge, accurate real time information help, there are currently no buses to Cambridge North from Milton. AB to draft a response to be reviewed by DW and sent to Lucy Frazer by the Clerk.**

21 A14 Parish Legacy Fund Applications

To **CONSIDER** applying for the fund for up to 3 village items for 'money to make it happen'.

DW and Clerk to apply for funds for: The Sycamores play area revamp, tarmac The Sycamores rec carpark and improve the road surface crossing by EACH, High Street.

22 AED Unit for North Lodge Pavilion

AB to contact Bellway to ask if they would fund an AED unit for the Pavilion.

23 Bills for Payment and Money Received

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

24 Dates of Next Meeting

- 28 May 2019 – Planning
- 3 June 2019 – Milton Parish Council
- 17 June 2019 – Planning (7pm)
- 17 June 2019 – Maintenance (7:45pm)

Meeting closed at 10:30p.m. Signed: Dated:

DRAFT