

**Minutes of the Meeting of Milton Parish Council held on
Monday 3 June 2019 at 7.30pm in the Bowls Pavilion**

Present: D Wildman (DW) (Chair), J E Coston (JEC), R Farrington (RF), A Horne (AH), D Owen (DO),
T Leavens (TL), A Bradnam (AB) (arrived 8pm), H Smith (HMS) (arrived 8pm)

In Attendance: S Corder (SC) (Clerk), B Norman (Bowls Chairman) (Arrived 8pm), J Rippeth (District Councillor) (Arrived 8:10pm)

1 Apologies for absence

None – Full Council

**2 To APPROVE the Minutes of the meeting held on Monday 13 May 2019
To APPROVE the confidential Minutes of the meeting held on 13 May 2019**
TL PROPOSED to accept the minutes – RF Seconded **ALL AGREED.**

3 Declarations of interest and dispensation

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

No public attended.

5 Clerk's/Chairman's report

From previous meetings:

- **26 Old School Lane** – Update: Proceeding with MPC's Solicitor and Land Valuation Agent for valuation of land.
- **CCTV on Jane Coston Bridge** – Update: See County Councillor's report.
- **A10 Trees** – Awaiting a formal response from CCC to ownership.
- **Deeds** – Update: JEC - no further information at present.
- **AED unit at North Lodge Pavilion** – Awaiting response from Bellway to request to cover costs of the unit.
- **A14 Parish Legacy Fund** – 3 items have been applied for: The Sycamores play park, new road surface in front of EACH and to tarmac The Sycamores car park.
- **The Sycamores play park** – Ongoing. Clerk applying to grant funders.

New:

- **Froment Way play area** – Springers have now been reinstalled and painted. Other installation work to be carried out week commencing 1 July 2019.
- **Internal Audit** – The Clerk, DW and G Kinsman (RFO) met with the Internal Auditor for yearend audit.
- **Tomkins Mead** – Awaiting quote from Gaskin Brothers for repairs to the boardwalk.

6 Planning

The minutes of the meeting on 28 May 2019 were tabled and received.

Decisions Received:

S/0917/19/LD – 34 Fen Road, Milton, Cambridge CB24 6AD – Certificate of lawful development for a proposed single storey rear extension **APPROVED**

New:

S/1755/19/FI – 5 Cambridge Road, Milton, Cambridge CB24 6AW – two storey side and rear extensions. **HAS NO RECOMMENDATION**

S/1763/19/LD – 18a High Street, Milton, Cambridge CB24 6AJ – Lawful development certificate for proposed rear extension with pitch roof. **NO COMMENT**

7 Staffing

The Confidential Minutes of the meeting 16 May 2019 were received.

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 7.
namely: Staffing

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

(AH Proposed to Close the meeting – JEC Seconded ALL AGREED. Meeting closed 7:50pm and opened 7:53pm)

No confidential matters required discussion. Solicitor is reviewing Staff Policies.

- 8 Finance and Administration**
 To **CONSIDER** amendments made to the Risk Management Policy. **Clerk to add Volunteer litter picking under Liability with risk assessments and insurance in place also to add MVAS volunteer movers – insurance in place. JEC Proposed to accept the policy with the amendments – RF Seconded ALL AGREED.**
 To **ACCEPT** the Investment Policy – **JEC Proposed to accept the Investment Policy – AH Seconded ALL AGREED.**
 To **CONSIDER** purchase of Fire logbook and fire alarm zone charts (as suggested by Econoguard – fire alarm contractors) £264.00 +VAT. **Not required ALL AGREED.**
 To **CONSIDER** monthly budget reports **tabled and received. DW explained that these are not the final figures as the budget figures for 2019/20 had yet been entered into Scribe. The actual figures in the report are correct for this month.**
- 9 Bills for Payment and Money Received. Monthly Budget Figures**
 To **CONFIRM** and **AGREE** bills for payment.
 AH Proposed – TL Seconded **ALL AGREED** except payment item 53 which has been deleted.
- (Item 11 was discussed at this point)**
(BN left the meeting at 8:55pm)
- 10 General Data Protection Regulations**
 To **REVIEW** provision for email addresses for Councillors – **DW explained that due to GDPR and advice from our Internal Auditor, all Councillors will require a unique MPC email address for council correspondence. Clerk to check with CAPALC on this rule.**
 To **CONSIDER** using GDPR forms: councillor email address, allotment tenants privacy notice, purchase of exclusive rights privacy notice, contact information consent, allotment tenancy consent, employee consent, neighbourhood plan consent, exclusive rights of burial consent, email contact privacy notice, employee privacy notice, information security incident policy, information protection policy, job application privacy notice, neighbourhood plan privacy notice, councillor privacy notice, removable media policy. **Clerk to amend all consent forms to MPC and use when required. Information protection policy, information security incident policy and removable media policy to be reviewed and brought back to Council if required.**
(AM left 9:30pm)
- 11 Request from Bowl Club to replace door to Parish store**
 To **CONSIDER** updated information from Bowls Club for request to replace door to Parish store cupboard.
 To **CONSIDER** wording to current agreement between MPC, MCC, Scout Group and MOBC.
AH Proposed to clarify the agreement between MPC, The Bowls Club, MCC and the Scout building before a decision can be made on the store cupboard door. DW Proposed that AH, DW and the Clerk draft an updated version of the agreement to be brought back to the next MPC meeting for approval before being passed to the other groups. AH Proposed – TL Seconded ALL AGREED.
(BN left 8:55pm)
- (Item 15 was discussed at this point)**
(JR left 9pm)
- 12 Landbeach Road Bus Stop (Page 57)**
 To **CONSIDER** carrying out work to provide an extended tarmac standing area at Landbeach Road bus stop. Estimated cost from CCC Highways £2,000. **JEC Proposed to seek clarification if a 3rd party can quote for the work – RF Seconded ALL AGREED. Clerk to ask CCC Highways if this is possible.**
- 13 Milton Community Centre Report June 2019**
Maintenance/Improvements: Fenland Leisure Products have removed some of the grass area at Coles Road play area and replaced this with rubber mulch, which will make maintenance far easier
Bookings: On Sunday 23rd June, Barbara Brown is organising an event on Coles Road rec with the World War 2 Reenactment Society, which is open to all villagers at no charge. Further details will be advertised in the forthcoming Village View
- 14 County Councillors Report – June 2019 Anna Bradnam**
Covering the following:
Combined Authority - is drawing up a **Local Transport Plan (LTP)** to serve the County for the next 30 years. This will provide the policy foundation and strategic context for key projects like the CAM Metro, Wisbech, Soham and Cambridge South rail station proposals, the dualling of the A47 and A10 and the ongoing work to reform the bus network.

Guided Busway - Anyone who cycles to the Cambridge Regional College to take great care when crossing the Guided Busway. Following a recent incident where a young girl was knocked off her bike the County Council has said that safety is a priority and taken very seriously. Crossing points are being re-assessed for safety. As a result of this review, some additional enhancements, such as extra signage and a guard rail, will be installed on the busway at Kings Hedges Road over the next few weeks. A temporary barrier has been installed (Wednesday 29 May) before the permanent work can be completed. The aim is to increase awareness at the crossing point, reminding cyclists and pedestrians to stop and look for buses before crossing the busway.

Smart Cambridge wins grant funding - Cambridgeshire County Council and the Smart Cambridge programme have been awarded a £94,000 grant from the Department for Transport (DfT) to open up transport data to support innovation and to improve traffic networks.

Cycling Scheme Award - The County Council's work to encourage children to take up cycling has been recognised through a prestigious award. The award recognises the support and importance the Council places on [Bikeability](#) training (like the old 'cycling proficiency' training) and the work the Cycling Projects Team is doing to encourage and support thousands of children in Cambridgeshire receiving Bikeability training. The award was presented to Mike Davies and John Stanley from the Cycling Projects Team by Paul Robison from The Bikeability Trust.

Innovate and Cultivate Fund - The Innovate and Cultivate Fund is Cambridgeshire County Council's fund to help voluntary, community and social enterprise sector organisations realise their projects and ideas that help address the needs of local residents. Projects include Timebanks, Good Neighbour Schemes, Dementia Friendly Communities and Men's Sheds more information is available at: [https:// www.cambridgeshire.gov.uk/council/communities-&-localism/innovate-and-cultivate-fund/](https://www.cambridgeshire.gov.uk/council/communities-&-localism/innovate-and-cultivate-fund/)

Application Deadlines:

1 August 2019 - Cultivate grants and Innovate grants

1 November 2019 - Cultivate grants only

1 February 2020 - Cultivate grants and Innovate grants

For more information and to apply, please visit the Innovate and Cultivate Fund page on the [Cambridgeshire Community Foundation website](#).

Shire Hall site - Council approved Brookgate as the council's preferred bidder to lease the site and further negotiations have started to agree the full terms, including the length of the lease which will be for between 30 and 40 years.

Brookgate, are responsible for the CB1 development at Cambridge Central station and the area around the Cambridge North station. They propose, subject to planning permission, a prestige hotel and prime office accommodation on the site. The lease arrangement means the site will remain in public ownership and public access can be secured.

Milton: CCTV Jane Coston Bridge

AB has received an update from Richard Burnett at the Integrated Highways Maintenance Centre (IHMC) - who is managing the project.

"I carried out a site visit last week and put together a document for what is needed. I have also spoken with officers at Hunts DC to discuss options and we are now just waiting for quotes for the cameras and transmission elements, so hopefully we will have something soon to update you with".

15 Combined District Councillor's Report – June 2019: Anna Bradnam, Hazel Smith and Judith Rippeth

Climate change - Following a resolution to aim for zero carbon by 2050, South Cambs has sponsored a symposium in Cambridge on Climate Change Research and Action which Hazel attended, along with a number of councillors and officers from both councils. The most impressive presentation was from Leeds Climate Commission: they have mapped the necessary actions for their area to get to zero carbon by 2050.

80% of the houses we'll be living in in 2050 are already built, so retrofitting and improving the existing housing stock has to be a priority, and South Cambs is already reviewing its housing stock maintenance plans with this in mind. One of the easiest ways we can make a serious difference is to eat less meat and dairy products. We have to increase recycling rates and generate as much renewable energy as possible. With new houses being off the gas grid from 2025, much more electricity generation will be required, and air- and ground-source heatpumps will be needed. New housing needs to be planned for comfort, with solar panels and orientated to avoid overheating in summer, with ventilation and passive cooling, avoiding the need for air conditioning. These houses generally cost 19% extra, and purchasers are only prepared to pay 5% more, but some councils have built them. We also need to plant more trees. The Centre for Sustainable Energy website has suggestions that can be added to Neighbourhood Plans, and local plans.

Universal Credit - Officers who help claimants were able to tell Heidi (Committee member) their first-hand experiences of the unfairness of the UC system. The website entitled to.co.uk has a very useful calculator which allows anyone to find out if this would be the case for them. There are still serious anomalies in the system: if you try to start your claim early (eg before your final pay-cheque has come through) you will be paid UC even later than the normal 5 weeks wait. The main barrier remains that all claims must be made online, and not enough help is given to people who are not IT-literate.

Waterbeach Internal Drainage Board - Hazel and Anna attended a meeting – it was interesting to hear the IDB view of the continuing dry weather, as their remit includes providing water for irrigation when needed. Last year there was voluntary part-time rationing, but they anticipate the water shortage could be more serious this year if we don't get a rainy period before summer.

21st century town centre planning - At Cambourne we learnt from Bill Grimsey (ex-Chief Exec of a number of High Street names) what we should be aiming to provide to make for a successful town centre, in the age of internet shopping, drone delivery and low-carbon living. At the end of the symposium on 21st century High Streets we talked about the principle of making a library the heart of a community. During 2019 the County Council has been working with an organisation called Civic who are designing ‘**Libraries for the future**’ as the key element in any community hub. Northstowe is to be used as a pilot for this concept and Anna asked that Waterbeach New Town should be involved too, incorporating a library facility into Phase 1. Ideally this should be in consultation with and supporting the existing independent library in Waterbeach Village as well.

Waterbeach New Town - Urban and Civic’s outline planning application for up to 6,500 dwellings was approved by SCDC’s planning committee on 13th May by 8 votes to 3. The application covers the Western half of the proposed new town site with the first primary access from the A10 at the Cambridge Research Park roundabout. The affordable housing for the site will be delivered on the following basis incorporating a Viability Review Mechanism (VRM.) A minimum of 30% affordable dwellings will be delivered across the key phases of development which totals 1950 homes with the following breakdown:

- 30% affordable rent
- 30% shared ownership
- 20% Rent to Buy
- 20% Discounted Market Sale

The first 300 homes will be open market – an affordable housing holiday for the developers – which means a floor of 30% is viable across the site. Any profit made by U&C beyond their agreed IRR (Internal Rate of Return) of 20% will be split 50/50 with SCDC. This will help to increase the affordable housing upwards capped at the policy figure of 40%. The top option of 30% affordable rent will remain affordable in perpetuity, in contrast to Rent to Buy, which better reflects the longer term housing need of the district.

Parklife - Another successful Parklife was held on Sunday 19th May at Milton Country Park with estimates of over 4,000 people from across the district and beyond attending the event. The range of free activities promote health and wellbeing with many residents, especially children, trying out a range of sports and outdoor activities from paddleboarding to caving. The numbers were up on last year possibly due to the weather not being as sweltering, and from the feedback it looks as if a great time was had by all. We are very grateful to all the paid staff and volunteers from the council and the Cambridge Sport Lakes Trust for the hours of work put in over the weekend and in the weeks prior to the event; and also our thanks go to the exceptional small business caterers, the exhibitors, Tesco for all the free fruit provided and to those who came along to make it a success.

Farmland Museum

The Farmland Museum opened again in April and continues to provide numerous educational and fun activities for children as well as marketing the site as a venue for corporate events, whilst maintaining its rural atmosphere and preserving the historic collection. Standard museum admission tickets are Annual Passes, allowing repeat visits for a year. Special events include a Festival of Archaeology on 25 July <https://www.dennyfarmlandmuseum.org.uk/?event=festival-of-archaeology-childrens-event>

New volunteers are very welcome <https://www.dennyfarmlandmuseum.org.uk/content/about/jobs-4>

16 Correspondence

From Milton Residents – None received
General – None received

17 Dates of next meetings

Monday 17 June 2019 – Planning (7pm) Maintenance (7:45pm)
Monday 1 July 2019 – Planning (7pm), Finance & Administration (7:45pm)
Wednesday 10 July – Community Care (11:30am)
Monday 15 July – Parish Council

Meeting closed at 9:55pm Signed:

Date: