

# MILTON PARISH COUNCIL

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**TO ALL MEMBERS OF THE PARISH COUNCIL**  
(Because of current restrictions no face to face meetings can be held)  
The following matters are to be considered by Parish Council  
Councillors to email their response to the Clerk by Monday 6 April 2020  
Email comments are welcome by Members of the Public

Clerk's signature: *Sarah Coder*  
Date of issue: 31 March 2020

## AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 3 February 2020 – Deferred from March meeting (Pages 1-6)**  
**To APPROVE the minutes of the meeting held on Monday 2 March 2020 (Pages 7-11)**  
**To APPROVE the Extraordinary meeting held on Thursday 19 March 2020 (Pages 12-13)**
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. **Clerk's/Chairman's report:**

**From previous meetings:**

  - **A10 Trees** – Clerk met with Solicitor for update – Solicitor to check handover was completed by Highways England to Cambridgeshire County Council. Clerk to check for a Local Transport Plan.
  - **Deeds missing** - Solicitor to send deeds to MPC
  - **Adverse possession of land (Old School Lane and Willow Crescent)** – Solicitor to seek further advice and costing on adverse possession of land. Guidance for adverse possession has changed and is now less likely to succeed. Clerk to check MPC insurance covers land maintained by MPC but not in ownership of MPC.
  - **A14 Parish Legacy Fund** – Plans are on hold due to staff changes.
  - **The Sycamores Rec** – Clerk is seeking grant funding
5. **Planning**

**To RECEIVE the minutes of the meeting of 16 March 2020 (Page 14)**

**Decisions received:**

**S/0222/20/FL** – 68 Butt Lane, Milton, Cambridge CB24 6DG – Proposed two storey side extension to form playroom, utility, hobbies room and new bedroom with ensuite. **APPROVED**

**S/3104/18/FL** – Camside View, Fen Road, Chesterton, Cambridge CB4 1TU – Erection of a park home and dayroom with garage. **APPROVED**

**S/0109/18/CW** – Milton Landfill Site, Butt Lane, Milton, Cambridge CB24 6DQ – Section 73 planning application to continue operations without complying with condition 1 of planning permission S/00511/08/CW (variation of condition 3 of planning permission S/0289/91 to extend the time for reinstatement of the site to a condition suitable for resumption of agricultural use to December 2020) to further extend the operational life of the site and reinstatement of the site to a condition suitable for the resumption of agricultural use to 31 December 2026. **APPROVED**

**New:**

**CCC/20/017/FMW** – Milton Landfill Site, Butt Lane, Milton, Cambridge CB24 6DQ – Extension to existing landfill gas utilisation compound to enable installation of two gas engines and replacement flare stack.  
Informative: This application seeks to continue the use of the existing landfill gas utilisation compound without compliance with planning permission reference S/2441/03/CW condition number: 2 requiring removal of the landfill gas utilisation compound by 29.02.2020 to enable the development hereby permitted shall cease operation when it is no longer required in connection with the management of landfill gas from the adjoining landfill site. The site shall be thereafter restored in accordance with a restoration and aftercare scheme which shall be submitted and approved by the WPA within 6 months of the management of landfill gas. The submitted restoration and aftercare scheme shall provide timescales for the removal of all plant, building and equipment and be designed to reflect the restoration scheme for the larger landfill site. The aftercare scheme shall be carried out for a period of 5 years following completion of the restoration scheme. **(Pages 15-16)**

**20/01345/HFUL** – 6 Garner Close, Milton, Cambridge CB24 6DY – Single storey front porch extension, conversion of garage and erection of detached single garage

**20/01306/FUL** – Unit 3-4 Cambridge Road Industrial Estate, Milton – Change of use from industrial (B2) storage (B8) to private gym for one to one fitness training (for individuals and small groups up to 6 people) and physiotherapy.

**6. Maintenance (Pages 17-18)**

To **RECEIVE** the minutes of the meeting 16 March 2020.

To **CONSIDER** recommendations:

- To accept quote received from Artisteel of £620 + VAT for Cemetery gate restoration

**7. Delegation of Powers**

To **AGREE** to the following delegation of powers:

- Clerk to email a list of current planning applications received for comment by the members of the Planning Committee. Planning Chairman and Clerk to review and respond.
- Chairman and Clerk to authorise payments of invoices followed by 2 Councillors (HMS, JEC, RF AH or DW) to authorise the bank payments as signatories.

**8. CAPALC Fees (Page 19)**

To **AGREE** payment of the year affiliation fee of £777.25

**9. Bills for Payment and Money Received (Pages 20-21)**

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

**10. Dates of next meetings**

Future meetings depending on Government guidance at the time.

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 3 February 2020 at 7.30pm in the Bowls Pavilion**

**Present:** D Wildman (DW) (Chair), J E Coston (JEC), R Farrington (RF), D Owen (DO), A Horne (AH), A Markham (AM), H Smith (HMS), A Bradnam (AB)(Arrived 8:30pm), S Bhayani (appointed at 7:40pm)

**In Attendance:** S Corder (SC) (Clerk), E Taylor (Assistant Clerk)

**1 Apologies for absence**

None received – Full Council

**2 To APPROVE the Minutes of the meeting held on Monday 2 December 2019**

RF Proposed to accept the minutes – DW Seconded **2 In Favour – 2 Against – 3 Abstain**

JEC Proposed to remove the wording “AB will give a detailed reply to a future meeting” (item 19) – HMS Seconded -6 In Favour - 1 Abstain **AGREED – Clerk to make amendment. Chairman to sign amended minutes.**

**To APPROVE the Confidential Minutes of the meeting held on Monday 2 December 2019** – JEC Proposed to amend the confidential minutes to the suggested wording given at January’s meeting – HMS Seconded **4 In Favour – 3 Abstain AGREED**

**To APPROVE the minutes of the meeting held on Monday 6 January 2020** – DW 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: None

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

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

**4 Councillor Vacancy**

An application to become a Parish Councillor was received from Smita Bhayani. A vote was taken by the Councillors. **VOTE CARRIED** - DW welcomed Smita on to the Parish Council

**5 Public Participation – members of the public are invited to speak**

No public attended.

**6 Clerk’s/Chairman’s report**

**From previous meetings:**

- **CCTV on Jane Coston Bridge** – Update AB: This is now being handled by Richard Burnett, Integrated Highways Management Centre & Events Manager. Richard advised (02/12/2019) he is waiting for BT to install the communications links, after which the cameras will be installed.
- **A10 Trees** – Awaiting an update from Solicitor
- **Deeds and adverse possession of land** – Awaiting an update from Solicitor
- **Willow Crescent** – Awaiting an update from Solicitor on adverse possession of land
- **A14 Parish Legacy Fund** – Awaiting plans for improvements to road/pedestrian crossing by EACH
- **The Sycamores Rec** – Revised quote to come, Clerk to seek grant funders.
- **AED Unit North Lodge Pavilion** – Has now been installed.
- **Tree Packs for Paddock** - Application for free tree packs from Woodland Trust was successful – delivery in November 2020

**New:**

- The Clerk has passed her Certificate in Local Council Administration course
- Boot scrapers have been installed at either end of Tomkins Mead boardwalk

ET (Assistant Clerk) will be leaving MPC at the end of the week – DW thanked ET for all her support in the office and wished her well in her new venture.

**7 Planning**

No meeting required on 20 January 2020

**Decisions Received:**

**S/4103/19/FL** – 2 Sutton Close, Milton, CB24 6DU – First floor extension and part garage conversion **APPROVED**

**S/3759/19/FL** – Unit 123 Norman Industrial Estate, Cambridge Road, Milton, CB24 6AT – Change of use from B1 to dual use B1 and D1 **APPROVED**

**S/0791/18/FL** – Land between Cody Road and railway, north of Waterbeach, Cambridge – Relocated railway station



comprising platforms, pedestrian bridges, access road, pedestrian and cycle routes, car and cycle parking with other associated facilities and infrastructure **APPROVED**

**S/3895/19/FL** – 74 Coles Road, Milton, CB24 6BW – Single storey front extension **APPROVED**

**S/3701/19/FL** – 315 Cambridge Science Park, Milton, CB4 0WG – Installation of a standby generator **APPROVED**

**New:**

**S/4133/19/VC** – 7 High Street, Milton CN24 6AJ – (Revised) Variation of condition 2 (approved plans) of planning permission S/0700/18/FL – **HAS NO RECOMMENDATION** – **previous comment stands**

**S/0117/20/LD** – Milton Country Park, Cambridge Road, Milton, CB24 6AZ – Certificate of lawful development for storage containers and ancillary buildings. **HAS NO RECOMMENDATION**

**S/0112/20/VC** – Milton Country Park, Cambridge Road, Milton CB24 6AZ – Variation of condition 2 (cladding) pursuant to planning permission S/4197/18/FL. **HAS NO RECOMMENDATION**

**S/0076/20/FL** – 21 David Bull Way, Milton, CB24 6DP – Rear conservatory. **HAS NO RECOMMENDATION**

**S/2075/18/OL** – Land adjacent to Waterbeach Barracks and airfield site, Waterbeach, Cambridge – Outline planning permission (with all matters reserved) for development of up to 4,500 dwellings, business, retail, community, leisure and sports uses; new primary and secondary schools and sixth form centre; public open spaces including parks and ecological areas; points of access, associated drainage and other infrastructure, groundworks, landscaping and highways works. **HAS NO RECOMMENDATION** – **previous comment still stands.**

**S/4478/19/FL** – 436 Cambridge Science Park, Milton CB4 0QA – New GRP enclosure within a services compound, replacement of a transformer and repositioning of the new transformer within the compound, modification of existing internal fencing, extension of an existing ground slab, replacement of an existing ground slab. **HAS NO RECOMMENDATION**

## **8 Finance and Administration**

The minutes of the meeting of 20 January 2020 were received – **Clerk to add points raised to the minutes – to include potential overspend of MCC grant projected at £8k.**

To CONFIRM use of Section S106 POS balance towards Froment Way Play Area – **Defer to next meeting, clarification required.**

To CONSIDER Request from MCC for grant of £40,000 (previously £35,000) for 2020/21 **AB Proposed the request – HMS Seconded 8 In Favour – SB Abstained. AGREED**

**(DO left 9pm)**

To CONFIRM Budget figures for 2020/21 - **AGREED**

To SET Precept for 2020/21 to £133,000. **AB Proposed to set budget for £133,000 – HMS Seconded ALL AGREED**

## **9 Community Care**

The minutes of the meeting of 15 January 2020 were received.

## **10 Maintenance**

Tree Warden (AB) – SCDC are offering Parish Councils a voucher for £60 to purchase 3 free trees to be planted on Parish Council land. **AB Proposed to apply for the voucher – JEC Seconded ALL AGREED. AB to suggest suitable locations and types of trees to be planted - To be agreed at the Maintenance meeting.**

### **Cemetery Update - SC**

DW Proposed to go into Confidential session – **AB Seconded ALL AGREED (Meeting closed 9:27pm)**

**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 10. namely:

**Cemetery.**

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

**Clerk to write to families in relation to breaches of cemetery policy on graves discussed. To set up a working group to provide an office procedure checklist for the Clerk for assessing request for burial in the Milton cemetery. AGREED (Meeting opened 10pm) (SB left the meeting 10pm)**

**Agenda Item 18 discussed next.**

## **11 Policies**

To ACCEPT the Unlawful Encampment Action Plan – **Defer to next meeting**

CCTV – To be discussed at a future meeting

## **12 Traffic Calming – Cambridge Road**

To DISCUSS letter received from Milton resident asking for the possibility of a zebra crossing by Barnabas Court or other suitable option **Clerk to ask Cambridgeshire County Council Highways advice on a suitable crossing option for this location.**



- 13 The Rowans and Coles Road/Fen Road Double Yellow Lines**  
To **CONSIDER** wording for public questionnaire – **Defer to next meeting**
- 14 Cambridge Fire and Rescue Service: Integrated Risk Management Plan (Deferred from January)**  
To **CONSIDER** MPC's view on the plan [www.cambsfire.gov.uk/media/2581/cfrs-548583-v2-draft\\_irmpl\\_2020-2024.pdf](http://www.cambsfire.gov.uk/media/2581/cfrs-548583-v2-draft_irmpl_2020-2024.pdf)  
Clerk to ask for information on historical statistics in relation to response times.
- 15 Milton Community Centre Report January 2020**  
**Maintenance/Improvements:** The saga with the large puddle at the entrance to The Sycamores car park continues, as I'm still waiting to hear the results of Cambs County Council Highways investigations. The Community Centre main hall + lounge floor and the Youth Building floor will be professionally cleaned over the Christmas period  
**Bookings:** All our regular classes will continue into 2020  
**Crime/Vandalism:** The Annexe was broken into on Sunday 29<sup>th</sup>/Monday 30<sup>th</sup> December. A member of the public walking their dog noticed that a window round the back had been smashed and reported it to the police, who subsequently rang me. Although nothing appears to have been stolen, the window has been badly damaged and the complete double glazed unit will probably need replacing. In the meantime, it has been boarded up and the building made secure.  
**Milton Community Centre Report February 2020**  
**Maintenance/Improvements:** The annual gas service check has been completed for the Community Centre + Annexe + North Lodge Pavilion. PAT testing has been carried out in all 6 buildings that we are responsible for  
**Bookings:** We have a new Thursday morning Art Class, arranged by IVC and a new children's music group on Wednesday mornings  
**Crime/Vandalism:** The Annexe was broken into again last night, Monday 27<sup>th</sup> January. Access was gained via the board over the broken window. Paul West is boarding the window up again today. N & C Glass are repairing the window next Monday (3<sup>rd</sup> Feb) and a new CCTV camera will be installed on Wednesday 19<sup>th</sup> Feb. Nothing was stolen as far as I am aware, although Kids R Us metal storage cupboard was badly damaged. I have reported this crime to the police.
- 16 County Councillors Report – January 2020 Anna Bradnam**  
**County Council 19 Dec 2019** – the County Council has delegated to Suffolk County Council an application from the Ramblers - to retain the Public Right of Way over the Shire Hall site as well as (previously) the application for a Town Green. The County Council has adopted Carbon Footprint Annual Report 2018/19 and a Climate Change and Environment Statement for 2020-2025.  
The County refused a Labour motion, supported by the Lib Dems to write to the PM seeking support for **Maintained Nursery Schools in Cambridgeshire**. Our budget tells us that early investment in children's services saves money in the long-run.  
The County passed a motion intended to improve **air quality**. In theory, this should be a good thing but in practice it included plans to prevent generation of revenue from congestion charging, to consider allowing electric vehicles to travel in dedicated bus lanes (*which would jeopardise the bus prioritisation about to be delivered through the Greater Cambridge Partnership improvements in Histon Road and Milton Road*) and to propose free parking for electric vehicles in Cambridge (*which would perpetuate congestion in the City centre*).  
**Disability Cambridgeshire AGM 16 December 2019:** This organisation aims to improve the lives of disabled people, their families and their carers, through a) a telephone information service, b) giving disabled volunteers opportunities to increase their skills and c) by making sure people get the welfare benefits they need. 95% of this work is carried out by volunteers and they only have two p/t paid staff. The Casework Manager and his team have overturned some of the most awful decisions (the team have seen) since Personal Independence Payments were introduced. They have represented severe and chronically disabled clients who have been subjected to inconsistent and whimsical decisions arising from repeated re-assessments by Capita and IAS health professionals who recommended awards (normally fixed for 3 years) but which subsequent assessors have taken away at short notice. It can take over a year to get these cases before a tribunal in Cambridge, with no compensation offered in the meantime, for the misery caused by a long wait for justice. They have secured annualised benefit awards of over £300,000 at 49 successful tribunals.  
**Transport**  
**Buses** – The Mayoral Bus Reform Task Force – expert group had its first meeting 3 December, to approve the Terms of Reference and schedule for consultation. AB represents SCDC on this Group and is pushing for inter-connectivity between all modes of transport, with prioritisation of buses. AB has regular meetings with **Stagecoach** who will be announcing new timetables starting in January 2020. AB has contributed to their audit of bus stops and suggested improvements to timetable layouts. The results of their **Guided Busway** consultation have been presented. The main requests were for more frequent services, double decker buses at peak times (so passengers don't have to stand) and services later in the evening. In response, Stagecoach aim to provide 18 more buses on the busway (1464 more seats) giving 5 minute frequency and a new app to track buses and to buy tickets.  
**The Joint Development Control Committee** was shown early plans for a '**Travel Hub**' just west of Junction 11 on the M11, with improvements to the farm bridge over the M11 for cyclists. It is proposed to have 12 coach parking spaces, 2,150 car parking spaces of which 5% (100) would have EV charging and parking for 270 bikes. Members observed it was a P&R, since it did not connect to any other forms of public transport. Members suggested more attention needed to be given to the



need for lay-over bays for bus and coach drivers (to alleviate the pressure of coaches on the City centre), more electric vehicle charging spaces for private cars and taxis and adequate toilet and refreshment facilities for those charging their vehicles. **Trains** – the lift at Cambridge North Station has finally been mended. Greater Anglia continue to work with Cambridge Science Park to provide the ‘last mile’ connection. E-bikes have been discontinued as they were not being used.

The platform extension at Waterbeach Station is progressing. Waterbeach is making a bid to Great Northern’s Passenger Benefit Fund (set up as compensation for the chaos caused when the new timetable was introduced during 2018). John Grant has the details. New bi-mode trains will be delivered soon for testing on the region’s network. These have both a pantograph to pick up electrical power from overhead cables and a diesel engine.

I will be meeting Matt Brennan at Cambridge North in the New Year to seek improvements to navigation, ticket purchase and car park payment and to follow up a request for relocation of a No Entry sign in the cycle track beside the Guided Busway which is a hazard for cyclists.

**Highways** – I have noted on ‘Report a Highways Fault’ all the issues residents have raised with me as well as raising them directly with the Local Highways Officer. AB is disappointed that so many highways jobs requested remain ‘to be done’ nearly two years on, through lack of funding.

**Feedback from questions raised at the December meeting:** "In response to questions from the parish council, I confirm that the number of children in care changes daily but in September 2019 there were 768 children supported by the County Council of which 9% are diagnosed with a disability and of which 51% are living out of County. Of those, a third were in placements more than 20 miles outside Cambridgeshire. Sometimes children are found a placement outside the County for their own safety but much more commonly they are placed outside County because we do not have enough foster placements in Cambridgeshire. Since we know that, where possible, it is much better for children to maintain a relationship with their birth parents, being placed a long way from home is a big disadvantage for the children and costly for the Council because our social workers visit our children regularly.

A campaign through the summer to recruit more foster carers in Cambridgeshire attracted 125 expressions of interest and following workshops and a selection process, an additional 33 foster families have been recruited who will provide placements for 49 children.

Anyone interested in becoming a foster carer can find out more here <https://www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption>"

#### **Milton**

I have been advised that the shared cycle/footpath between Milton Road and Cambridge North Station, alongside the Cambridge Business Park will reopen in December 2019. On 9 December I could see the trench had now been filled for most of the length but it needed resurfacing. This path is normally gritted by the County quad bike.

The Jane Coston Bridge is effectively gritted by volunteers, with grit bins at each end and people undertaking to take a scoop each and sprinkle it on the bridge as they cross.

#### **County Councillors Report – February 2020 Anna Bradnam**

**Climate Change:** Cambridgeshire County Council plans to increase its commitment to dealing with environmental and climate issues by proposing a new strategic object in its business plan of ‘reaching a net zero carbon target by 2050’. This is likely to include mitigating carbon emissions from our buildings and fleet vehicles – with a commitment to take all 69 of the buildings currently owned or occupied off fossil fuel heating by 2023 and to replace all fleet cars and vans with electric vehicles by 2025. We will be “Managing changes to infrastructure to manage the risk of significant climate change” as well as looking after Cambridgeshire’s air, water and soil to ensure the future health of Cambridgeshire people, flora and fauna.

**School Funding:** County Council has asked the Dept of Education if it can transfer money from all the mainstream schools so that we can better provide for Children with High Needs. Just over half the Heads who responded to the consultation agreed to transferring 0.5% but the Council agreed to transfer 1.8% of the main schools budget to the High Needs Block This will help meet the extra cost of providing for the increasing number and proportion of children needing extra help.

Unfortunately this will mean that the ‘per pupil’ allocation in mainstream schools will go down by £50 per head, which will cause problems for many schools.

**Bus Passes:** Applications for bus passes must now be made online, with supporting documents and photos scanned and uploaded. To apply for a concessionary bus pass, you need to ring 0345 045 1367, or go on-line. To apply on line:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/free-bus-pass>

The postcode field is designed to prevent non Cambridgeshire postcodes from being processed through the system. The postcode needs to be entered as three digits a space and then the last three digits, with the characters in upper case as it would appear on a postal address.

**Electronic Health Care:** A call having been issued by Health Secretary Matt Hancock, for digitizing many aspects of our health service, plans have been set out by our local NHS ‘Sustainable Transformation Partnership’. These plans are aspirational and not explained in detail and yet the intention is for digital transformation to take place quickly. With the goal of reducing Outpatients face-to-face time by 30%, as patients we may be asked to engage in consultations by video link or email. This will work for some but not others, given the lack of access to the necessary digital technology by a significant segment of the population. Patients should also be able to access their records on-line, though even now many of our local health partners are unable to speak to each other digitally, because they use different systems – for example, Addenbrooke’s and Royal Papworth Hospitals. And some GP practices are not signed up to the principle of making their own doctors’ notes available to patients on-line. Meanwhile, new health apps like the ‘NHS App’ and ‘Doctorlink’ are appearing on the scene.



Only after one has registered is it possible to see what they're about and to examine the fine print – raising more questions, including that of scams. The goals are ambitious, reflecting the shortfall of NHS resources.

**General Purposes Committee (28/01)** is considering matters including:

**The Business Plan for 2020/21 to 2024/25**

**Trial of 'No Car' zones** outside two schools in Cambridge. It will be interesting to see if this sort of exclusion would be feasible for our local schools in Milton, Waterbeach and Fen Ditton. Some schools use Park and Stride to walk children from nearby car parks.

**Demand Management in Special Needs and Disability**

The purpose of this appears to be to deter parents from seeking High Needs provision for their SEND children by having 'different conversations'.

**Amey Community Liaison Group – 23 Jan:** HMS and AB attended this meeting at Amey. At the previous meeting (July 2019) the number of representatives was agreed as two per parish council (Landbeach and Waterbeach) but a request had been made to have a rep. from Chittering. WPC were invited to identify a rep from Chittering as a local resident.

A fire in the Commercial Waste area of the site on 8 Sept 2019 had caused Waterbeach village to be covered in ash. Residents were concerned for their respiratory health. There were 94 odour complaints with the highest number being in July and September. Details of monitoring and actions taken were provided. A large proportion of odour incidents were identified as not having been generated by the Amey site or not being persistent enough to take action. The most frequent 'culprit' was the In Vessel Composting operation and on five occasions the IVC was stopped.

**Incinerator application (S/3372/17/CW)** – this was refused by the County Planning Committee. Amey submitted an appeal to the Planning Inspectorate and a Public Inquiry was convened during November 2019. All the Inquiry Documents were put online under the planning reference above. The Planning Inspector will make a report and recommendation to the Secretary of State – probably by 6 March 2020 but the final determination could come some time later. Briony Rothwell from RECAP gave a useful presentation about recycling and began to understand that paper might be the next problematic waste product.

*Contact numbers to report odours:*

- Environment Agency Incident Hotline 24/7 - 0800 80 70 60
- Amey 01223 861010

### **Milton**

I note the shared cycle/footpath between Milton Road and Cambridge North Station, alongside the Cambridge Business Park has not re-opened in December 2019.

## **17 District Councillor's Report – February 2020**

**Cllrs Hazel Smith, Judith Rippeth and Anna Bradnam:**

**Greater Cambridge Local Plan:** The first consultation on the local plan has started: you may have seen the roadshow in Tesco on Sat 25<sup>th</sup> Jan. There are further opportunities at the Science Park and Cambridge North Station in February: see the website for more details at <https://www.scambs.gov.uk/Consultations> which also gives an opportunity to read and send in comments on the Waterbeach Neighbourhood Plan, created by villagers and the Parish Council. The Local Plan consultation will run until 26 February 2020. Please watch and share their video <https://www.youtube.com/watch?v=D9p3BZ8oS3M&t=161s> 2.3

**Cambridge Police station move – change of approach:** You will recall that the previous Police and Crime Commissioner had submitted plans for a police station in Milton next to the Park and Ride, and held 2 meetings of pre-planning consultation in the village on his proposals. In February, Cambridgeshire Constabulary will be consulting the public on proposals to "enhance" their service for the south of Cambridgeshire. The consultation will take place from Saturday 1<sup>st</sup> February to Saturday 29<sup>th</sup> February 2020. Posters and information leaflets will be distributed to libraries and police stations across the county. The proposals include keeping a police station (though not custody cells) in the City. They launched a consultation website on Monday 20<sup>th</sup> January – [www.cambspoliceconsultation.co.uk](http://www.cambspoliceconsultation.co.uk) – which includes a video, FAQs and more information about why they're making this proposal.

**Public drop-in events**

Date and time	Location
Wednesday 12 <sup>th</sup> February 2020 – 4pm to 7pm	Sainsbury's Superstore, Huntingdon
Saturday 22 <sup>nd</sup> February 2020 – 10am to 2pm	The Lion Yard Shopping Centre, Cambridge

**Anglian Water – sewage works move:** Parish Councillors in our 3 villages have now received an in-depth briefing on the process for moving the sewage works. AW are waiting for the go-ahead to consult with our villages on the actual sites proposed for relocating the sewage works. When we hear anything we'll let you know! Last thing we heard was that the £227m grant from the Housing Infrastructure Fund was to be handed over to Cambridge City Council, and the 'deal' agreed, before the confidential bits of the proposal are released and the consultation can then start.

**Zero Carbon Community Grants:** Over £120,000 was handed out by South Cambs District Council in the end. The grant pot was increased because the council wanted to support all the brilliant ideas that met their criteria. Waterbeach Cycling Campaign received a grant of £1,200 for cycle stands. Other villages went for electric bikes, tree planting, Eco-Eats festival,



repair cafe and other ideas – the full list is available on <https://scambs.moderngov.co.uk/ieDecisionDetails.aspx?ID=11231> , including those that did not receive funding this time.

**South Cambs District Council budget setting:** As in recent years, the Council Tax will go up in April by £5 for each Band D property (the amount that the Government has set as a cap for authorities with a low current council tax). There are expected to be difficult decisions to be made next year, when SCDC will get less from the increase in Business Rates, due to the expected 'Fair Funding Review' which has been delayed by a few years.

**South Cambs 'Taxi' (Hackney Carriage and Private Hire) Licensing Policy :** The Council is updating policy to Improve safety for the public. Consultation has been full and thorough, receiving comments for six weeks until 23 September 2019 with a stakeholder workshop on 30 October and a further round of consultation in January 2020 with another trade workshop on 21 January. The main changes proposed are: new limits on the age and (gradually) fuel of the vehicle by 2021 – to reduce carbon dioxide and other emissions, all vehicles must have internal-facing CCTV (other rules about outward-facing dashcams), twice-yearly vehicle testing, one-year probationary licence for new operators and drivers then reverting to renewal at the third year, operator signage on the front door (in addition to Licensing Authority signage on the rear doors), internal vehicle notices in all PH vehicles including plate-exempt vehicles and to cease internal appeals on officer decisions made under delegated powers. Drivers can appeal directly to magistrates if they wish to. This will be considered by the Licensing Committee on 10 February and, if agreed, recommended to full Council on 20 February.

**Disabled Facilities Grant:** A survey of all houses across the district has been carried out to look at properties which are fuel inefficient. A database has now been created and letters sent out to 250 dwellings across South Cambs with an Energy Performance Certificate rating of G - the lowest band. Last year the rules on the allocation of this grant were extended so that homes which were poorly insulated or indeed with inefficient heating systems could be upgraded. There has been an underspend of this budget at South Cambs over the past few years, meaning that once key repairs and housing adaptations - such as fitting a wet room - had been carried out almost £200,000 has been carried over to date. The grant is means tested and there is a cap of £10,000 per household so the Council will wait to see what the uptake is and then extend it to properties rated as an F on an energy performance certificate. Alongside this the council is also putting out to tender a service to provide energy efficiency advice. Owner occupiers and tenants in council or privately rented properties will all be able to have a free assessment and receive advice on how to obtain grants or receive discounts towards energy saving improvements. More information to follow once a company has been selected.

**Mobile Warden Scheme:** Landbeach, Waterbeach and Chittering: There are currently 14 houses on the scheme with a total of 16 people - 3 men and 13 women. South Cambs during the current tax year have increased funding of mobile warden schemes by 4%. With the roll out of new schemes in the district, funding should increase significantly, obviously based on the passing of the budget at the next Full Council meeting and on the votes of the Grants Advisory Committee. The Mobile Warden Scheme remains a priority of the Council. As health and social care budgets are cut year on year charities will probably be inundated with requests for schemes which cover the broad area of health and social care.

**JEC asked AB how is the Landbeach scheme funded – AB explained that the scheme is 3 way funded by Landbeach, Waterbeach and Community grants.**

**Holocaust Memorial Day - 27th January:** HMS, AB and JR along with other councillors and officers attended a very moving and informative presentation given by Cllr Martin Cahn, his wife and elder son, to mark this occasion. Lest we forget.

**18 Bills for Payment and Money Received, Budget figures tabled and received.**

To CONFIRM and AGREE bills for payment.

**HMS Proposed to pay the bills listed (333-363) - AH Seconded ALL AGREED**

**19 Correspondence**

Nothing received

**20 Dates of next meetings**

17 February 2020 – Planning 7:30pm

2 March 2020 – Parish Council 7:30pm

Meeting closed at 10:15pm Signed: .....

Date: .....



**Minutes of the Meeting of Milton Parish Council held on  
Monday 2 March 2020 at 7.30pm in the Bowls Pavilion**

**Present:** D Wildman (DW) (Chair), J E Coston (JEC), R Farrington (RF), D Owen (DO), A Horne (AH), A Markham (AM), H Smith (HMS), A Bradnam (AB) S Bhayani,(SB), P Ellwood (appointed at 8pm)

**In Attendance:** S Corder (SC) (Clerk), J Rippeth (District Councillor)

**1 Apologies for absence**

None received – Full Council

**2 To APPROVE the Minutes of the meeting held on Monday 3 February 2020**

Minor amendments required – defer to April's meeting.

**3 Declarations of interest and dispensation**

- a) To receive declarations of interest from councillors for items on agenda: **AB – SCDC Planning Committee Item 8**
- 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 Councillor Vacancy**

An application to become a Parish Councillor was received from P Ellwood and a short introduction was given. A vote was taken by the Councillors. **VOTE CARRIED** - DW welcomed Paul on to the Parish Council.

**5 Public Participation – members of the public are invited to speak**

No public attended.

**6 Presentation by Eddies/Edmund Trust**

A short presentation to show how Artworks – Eddies Day Centre has flourished since moving to the Youth Centre. **Cancelled**

**7 Clerk's/Chairman's report**

**From previous meetings:**

- **CCTV on Jane Coston Bridge** – Update AB: BT are due to install communication links before CCTV can be installed.
- **A10 Trees** – Awaiting an update from Solicitor. **Clerk to contact Solicitor for an update**
- **Deeds and adverse possession of land** – Awaiting an update from Solicitor
- **Willow Crescent** – Awaiting an update from Solicitor on adverse possession of land
- **A14 Parish Legacy Fund** – Awaiting plans for improvements to road/pedestrian crossing by EACH. **Clerk to check on progress of plans**
- **The Sycamores Rec** – Clerk to seek grant funders.
- **Cambridge Fire and Rescue Service:** Clerk raised question for information on historical statistics in relation to response times. Answer: Our average response times are reported in our annual report – all previous reports are on our website: [www.cambsfire.gov.uk/transparency/documents](http://www.cambsfire.gov.uk/transparency/documents). They are a country-wide average.

**New:**

- **CAPALC Training** – Clerk to attend Finance Training on 4 March 2020
- Milton Parish Council has now signed up to “Friends Against Scams” – Any information received about relevant scams will be shared amongst the Parish. Information booklets can be obtained at the Parish Council Office, The Community Centre, Post Office, All Saints Church and Barnabas Court.

JEC has been invited to attend a police conference on behalf of MPC in regard to “learning from experiences in relation to unlawful encampments” and the report JEC produced for the Police.

JEC asked what precautions are SCDC carrying out in relation to the Coronavirus and the meetings that SCDC have to hold – AB: SCDC are following advice from the Public Health Authority and following precautions. SCDC and County have operational plans in hand. HMS to keep the Clerk updated.

**8 Planning**

The Minutes of the meeting of 17 February 2020 were received.

**Greater Cambridge Shared Planning Portal is now in operation for all planning applications.**

**New:**

**20/01000/FUL** – Cecil House Cambridge Road Industrial Estate, Milton – Change of use to B8 (storage and distribution).

**HAS NO RECOMMENDATION – Comment:** Concerns of the number and sizes of HGVs entering the access of the



premises due to the size of the entrance to the car park.

(Agenda Item 19 District Councillor reports – discussed) (JR left 8:45pm)

**9 Staffing**

The confidential minutes of the meeting of 24 February 2020 were tabled and received – Items discussed included Clerk's pay review and Staff appraisals.

**10 Maintenance**

Tree Warden (AB) – To discuss actions required for tree concerns within the village.

AB shared a report on the tree issues mainly along the A10 bund of fallen trees which have occurred since the storms. It was also noted that fly tipping of tree cuttings and rubbish has also occurred along the path to Humphries Way. **Clerk to write to residents involved and Council to arrange clear up of rubbish dumped.**

There are four conifer trees on the bund which have some branches and needles showing signs of browning. A resident suggested they should be cut down in case they were dead and might fall down. The Tree Warden confirmed they are not dead and had obtained advice from the SCDC Tree Officer who advised they were very unlikely to fall down. The parish tree contractor had advised they are dead and they should be cut down. RF Proposed to go ahead with the work – DW Seconded 2 In Favour – 8 Abstain AGREED.

**Clerk to meet with Town and Country to discuss trees down on The Sycamores bund and removal of branches at the Cemetery.**

**11 Policies**

To ACCEPT the Unlawful Encampment Action Plan

**JEC Proposed to close the meeting – AH Seconded 7 In Favour – 2 Abstain AGREED (meeting closed 9.04pm)**

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 namely:

Policies – Unlawful Encampment

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

**After a brief discussion it was AGREED that JEC, AB and HMS will forward proposed amendments to the Clerk and DW to review the action plan – bring back to April's meeting (meeting opened 9:10pm)**

**CCTV Policy – Minor amendments required. DW Proposed to adopt the Policy – AGREED.**

**12 Traffic Calming – Cambridge Road**

**DW Update:** Meeting held with J Rutherford – Cambridgeshire County Highways Team

DW and SC met with J Rutherford to discuss possible crossing options by Barnabas Court. Unfortunately, due to the width of the road and the spaces between the access drives along Cambridge Road, the only possible solution would be speed cushions at a cost of around £12k-£15k. The Parish could apply to the next LHI grant fund due to open in April. It was suggested not to go ahead with this project as it would not solve the crossing issue and the speed cushions could cause noise disturbance to nearby residents. **RF Proposed not to go ahead – AH Seconded ALL AGREED.**

**13 The Rowans and Coles Road/Fen Road Double Yellow Lines**

To **CONSIDER** wording for public questionnaire – The questions need to be changed to sentence case, amend wording to "would you support in principle". Questionnaire to be put in the Village View and on Survey Monkey – **JEC Proposed – DO Seconded ALL AGREED**

**14 Cambridge Sport Lakes Trust**

To **CONSIDER** request from CSLT to write a letter of support for their grant application for funding towards improving the toilet facilities in the car park. **JEC Proposed to support the request – AM Seconded ALL AGREED**

**15 To CONSIDER request from EACH for one-off donation**

It was reported that MPC has not donated to large charities in the past and in principle is not something the Council should do. **JEC Proposed to decline the request – RF Seconded ALL AGREED**

**16 To CONSIDER taking part in the Great British Spring Clean 2020 20 March – 13 April 2020**

AB reported that a recent litter pick had been undertaken in the village (22 February 2020) and regular litter picks are organised throughout the year.

**17 Milton Community Centre Report March 2020**

**Maintenance/Improvements:** The Community Centre CCTV has been upgraded as the old system was no longer fit for purpose. A new camera has been installed, covering the rear of the Annexe. The 5-a-side court cannot be used at present as



the surface needs to be replaced. Quotes for this work are presently being obtained and MCC expect the work to be carried out early April. A parent from an opposition team drove into one of the car park barrier posts at North Lodge. The barrier cannot be used but the site has been made secure and I am now waiting for the Insurance Companies to authorise the repair.

RF – The annexe was broken into again, but the CCTV managed to capture an image of the intruder.

**To CONSIDER letter received from MCC regarding safety signs around the Bowls Pavilion**

HMS suggested to respond to MCC “We note your attention to put up the signs, however the Parish Council view remains the same” - **Concerns were raised that the signs would cause a distraction – suggestion to paint SLOW on the path. DO Proposed – AM Seconded 6 In Favour – 3 Abstain AGREED.**

**To CONSIDER funding an AED unit at The Sycamores Recreation Ground (Colts Football) – Defer to Finance meeting in April.**

## **18 County Councillors Report – March 2020 Anna Bradnam**

**County Council Meeting - Budget 2020/21 to 2024/25:** On 11<sup>th</sup> Feb the Council approved an unbalanced budget including a £4 million deficit, while increasing Council Tax by 1.59% instead of by the permitted 1.99%. At the beginning of this financial year the potential gap was £21 million, so over the year the Council has had to make savings of £17 million to reduce the potential shortfall. You will all be aware that our Local Highways Officer has been unable to commission work for lack of funds. Many Councillors report waiting years for simple maintenance jobs to be completed, like the line painting we have requested in Waterbeach, Landbeach and Milton.

At a liaison meeting on 20 February with the Clinical Care Commissioning Group and Healthwatch, County colleagues heard some stern words of warning about the impact of the new Adult Social Care charges. Council finance remains in critical state, as seen for example in new controversial and complex charges to vulnerable people receiving Adult Social Care that will save the council £3.4 million over the next two years.

At full Council both main opposition parties (Lib Dems and Labour) proposed increasing Council Tax for 2020/21 by the maximum amount allowed (1.99%).

This pattern over recent years (2016-2019) of not raising council tax by small permissible increments, including a sustained period of total council tax freeze, has cost the council £34 million that should have been deployed to prevent this tide of disappearing public services.

The difference between 1.59% and 1.99% for a Band D home is 11p/week/household which could have added £1.17m to the Council budget this year and £6.39 million over the forward plan period.

### **Update on the novel Coronavirus (COVID-19)**

“Developments regarding novel coronavirus (COVID-19) are continuing to be carefully monitored by Public Health England. The latest information is:

1. The current impact of the disease is currently considered moderate
2. The current risk to the UK population is considered moderate
3. Latest information and advice for the public is [here](#)
4. To help prevent the potential spread of any infections, including Covid-19, the NHS has launched the Catch it, Bin it, Kill It campaign. Use a tissue to catch a sneeze, bin the tissue and wash your hands - is the best way to stop the spread of any germs or viruses.”

If you have recently returned from China and have any symptoms, do not go to a GP surgery, pharmacy or hospital. **You are advised to call 111, stay indoors and avoid close contact with other people.**

The GOV.UK website, which is being updated daily, says:

“As of 23 February, a total of 6,324 people have been tested in the UK, of which 6,315 were confirmed negative and 9 positive.”

### **Transport – Roads A14 Junction 33 (Milton) and Junction 32 (Histon)**

“**J33** (Milton) southbound bridge (*where work has been done to renovate the waterproofing of the carriageway*) – resurfacing works are scheduled for overnight work for a week towards the end of February. Once that work has been completed it is hoped to finish there sometime in March.”

**J32** (Histon) - and the forthcoming closure of the inbound carriageway on Histon Road

“Our current programme shows A14 works to be completed there in the next couple of months, including the slips roads.

### **Transport – Buses**

AB is South Cambs District Council’s representative on the Mayor’s Bus Reform Task Force. The next meeting is on 31 March 2020. Let me AB know if you have specific suggestions for bus infrastructure, which AB can take to the meeting.

### **Highways – Local Highway Improvement Fund 12/02/2020**

Matt Staton the Interim Highway Projects & Road Safety Manager has written to parish councils, asking them to feed back their views on the proposed changes to the LHI schedule. He asks parishes to feed back to your County Councillor in the first instance.

### **NE Cambridge - Area Action Plan**



Members of the community and Councillors have been consulted at various workshops and forums since late 2019 about options for the site, if and when the Wastewater Treatment Centre moves, freeing up the land for development. A number of aspects are being considered. Planners are considering a road **bridge over the railway**, to give the community at Fen Road Chesterton another access when the Fen Road level crossing is closed. This is likely to be north of the current industrial estate and aggregate site. The best route for a **heavy goods route through the site** from Cowley Road is being considered, possibly to the north of the Mick George site. Landowners have agreed to the principle of an E-W **underpass** under Milton Road, from the northeast part of the Cambridge Science Park (CSP) to near the St Johns Innovation Centre, for public transport vehicles, bicycles and pedestrians. A **ground-level/ 'at grade' crossing** is planned directly across Milton Road, effectively from Cowley Road to the Science Park. In this location they originally considered a bridge but there was insufficient space to launch and land. There are already plans approved to reduce the number of parking spaces at the Science Park long-term, so regular buses serving Cambridge Regional College (CRC) and the CSP, with an internal 'hopper' bus are being planned. The Lafarge **aggregate site** near the railway is likely to be moved off-site in due course, and the **bus depot**, is likely to move, possibly to a site near the Park and Ride.

The **boundary of the AAP** has been adjusted to exclude Bramblefields Nature Reserve and the Chesterton Allotments but to include Cambridge Regional College and the car showroom sites on Milton Road. This will make it easier to manage the anticipated traffic movements. Since parking will be reduced on CSP the team are mindful that residents in neighbouring communities may seek/need Controlled Parking Zones to avoid displacement parking e.g. in Milton and Chesterton. They are undertaking a scoping study.

A first draft of the Transport Study should be ready mid-February 2020 which will be reviewed by the policy team, and then by Councillors (it is hoped) by end of March 2020. Matters to be considered will be – what sort of place do you want this to be? – aspects of scale, density and height, – open space and recreation and – transport. Thereafter papers will be published for the Joint Local Plan Advisory Group and various committees at City and South Cambs for scrutiny. The final draft of the Area Action Plan will then be open to public consultation between 20 July and 25 September (12 weeks to allow twice as much time as normal as this will be over the summer). The team aim to be at pre-submission stage this time next year – May 2021.

Between now and then Position Statements are being drawn up that enable the team to manage any speculative applications that might be received before the AAP has been adopted. This is to ensure that one application cannot jeopardise a particular site before its intended ultimate purpose has been considered and agreed.

**Waste Disposal - Amey** – next Community Liaison Forum – 16 July 2020

The roof of the MBT hall suffered some damage in the recent high winds, and information has been posted [here](#). Here are links to the last two newsletters ([Summer](#) and [Autumn](#)) and here is the link to the information published on [odour](#).

## 19 District Councillor's Report – February 2020

**Cllrs Hazel Smith, Judith Rippeth and Anna Bradnam:**

**Greater Cambridge Local Plan:** The consultation on the local plan has now finished: the Council made great efforts to get the views of those young people and other groups who tend not to get involved, and it seems to have been successful with a good turnout at the evening debating event in the Corn Exchange. We also went out talking to people on Traveller sites including Fen Road. They are asking for ideas of where more Traveller sites could be planned for.

**Cambourne to Cambridge busway:** The Greater Cambridge Partnership has got to a critical point in the planning for this busway, and Mayor Palmer has blocked them from making a decision on the route.

The Chisholm Trail bridge across the river should be in place by the end of summer. At this time Fen Road near the railway crossing will become very much busier with people crossing to Cambridge North and the Science Park from the Newmarket Road area. We are still trying to get a link to Fen Road straight off the bridge.

**Green to the Core Workshop:** Councillors had a workshop to flesh out ideas for the council to reach Zero Carbon by 2050. An electric refuse collection vehicle is coming for a visit on 20<sup>th</sup> March, and we have ordered a new one as a planned replacement vehicle which is due in the summer. They are already generating electricity at the Waterbeach Depot and are looking at possibilities to increase this. The Council has agreed a budget including many energy improvements to South Cambs Hall, including solar canopies over the car park and a Ground Source Heat Pump. The most difficult aspect of the Council's operations is its council housing, and we have commissioned a study of our housing stock, to guide us to setting out a plan to improve all the council houses to be fit for 2050.

There is a day of briefings on Community Resilience and advice about future bids to the Community Energy fund. All welcome Saturday 7<sup>th</sup> March at Cambourne (incl. lunch).

**More on Planning:** At February's Planning Committee meeting a small change was made to the Scheme of Delegation. The scheme which was approved back in April 2016 to facilitate timely decisions on straightforward applications by delegation, with only the more contentious and less clear-cut applications coming before Committee, remains in place. The only change that has been made is to the clause whereby if a senior planning officer and the Chair of the Planning Committee could not agree on whether an application goes before the Committee or not, the officer would now have the final word. In practice the chair, vice chair and senior planning officer look at any application which has been called in by a Local Member or Parish Council and come to agreement on whether it goes before Committee or not. To date there hasn't been an occasion where the officer and Planning Chair haven't agreed. This change has been made as it was pointed out that the previous wording giving



the final say to an elected representative could carry too much power and could be challenged legally. The Committee asked that the whole scheme be independently reviewed and that a report on progress be brought back to Committee in four months' time. The Council will be looking at schemes of delegation in other local authorities across the country as part of the review.

**Five Year Housing Land Supply:** A government inspector recently dismissed an appeal at Over from the developer's agent who had fought the appeal arguing that the Council didn't have a deliverable five year housing land supply.

**Recycling - Food Waste:** A small area of Milton has been chosen as part of a six month pilot for a weekly food waste collection. Each household will receive a supply of cornstarch liners for their indoor smaller food caddy to be deposited in a larger caddy which will be collected roadside on a weekly basis. Research suggests that this should increase composting rates and reduce the amount of food waste deposited in the black bin. Amey will report back on whether the In Vessel Composter is able to break down the liners and hopefully later in the year this will be rolled out across the district.

**Waterbeach Greenway::** At the Greater Cambridge Partnership board meeting on 19th February, Phase one of the Greenway was signed off. The timetable is for delivery is 2024.

**New Taxi Licensing Policy:** During 2019 the Licensing Authority has held two separate consultations with a two day workshop listening to views and concerns from all sectors of the business. All the views were reported and carefully considered by the Licensing Committee in drawing up the most recent version of the policy which has now been approved by full Council. This policy includes the introduction of a probationary period for all new drivers and operators, introduction of a safeguarding course and a requirement to carry a fire extinguisher. The maximum age of all vehicles has been limited and the current policy for CCTV and an Internal Vehicle Notice in Private Hire vehicles have both been extended to plate exempt vehicles as well. Plate exempt vehicles may now only do executive work with pre-arranged contracts.

**AB:** While carrying out the litter pick on the slip road by Tesco it was noticed that there is a large amount of litter around the A14 works compound and it seems they are starting to dismantle the compound. Clerk to write to Highways England requesting a litter pick is carried out on the perimeter of the grounds.

**20 Bills for Payment and Money Received, Budget figures tabled and received.**

To CONFIRM and AGREE bills for payment.

**DW Proposed to pay the bills listed (364-393) and tabled 394-401 - AH Seconded 6 In Favour – 3 Abstain AGREED**

**21 Correspondence**

Nothing received

**22 Dates of next meetings**

Monday 16 March 2020 – Planning 7pm – Maintenance 7:45pm

Monday 6 April 2020– Parish Council

Meeting closed at 10:15pm Signed: .....

Date: .....



**Minutes of the Extraordinary Meeting of Milton Parish Council held on  
Thursday 19 March 2020 at 7.30pm in the Milton Community Centre Hall**

**Present:** D Wildman (Chair) J E Coston (JEC), A Bradnam (AB) D Owen (DO), A Horne (AH), P Ellwood (PE)

**In Attendance:** S Corder (SC) (Clerk)

**1 Apologies for absence**

R Farrington (Personal), H Smith (Personal), A Markham (Personal), S Bhayani (Personal)

**2 Declarations of interest and dispensation**

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

**3 To CONSIDER** advice from NALC regarding contingency planning for the possible impact of the Coronavirus. In relation to meetings that need to be held, staff cover and parish services.

**DW: The information is circulated from NALC regularly and DW will send out any updates by email. Below is the update given by DW on how MPC is functioning.**

**Meetings:** At present meetings can still be called if they can be quorate and face to face. The Clerk noted that currently no decisions can be made by on-line meetings. DW and the Clerk will prepare finance documents and they will be checked by the Responsible Financial Officer before circulating. In regard to the Year End accounts DW and Clerk will do what they can to assist the Responsible Financial Officer but are awaiting confirmation from the External Auditor if the date has been extended for completion. It was **AGREED** that papers would continue to be issued in good time before any meetings.

**Clerk will look into delegation of powers for payments of invoices and any planning comments required.**

**Office:** Clerk will continue to work from the office for as long as possible. TeamViewer is being set up on both machines so the Clerk and Assistant Clerk can remote login if working from home is required. The new and old laptop have been set up for this. DW will be assisting with payroll payments while the RFO is self-isolating. AH is looking into ways of linking into a meeting should the Government rule that agreements can be made by on-line meetings.

**Community Care Warden:** The Community Care Warden is following guidance given by the Local Authority on how to proceed looking after the elderly/vulnerable. Risk assessments have been carried out and appropriate steps taken. Families have been contacted to help support their family members. TE is carrying out the daily phone call contact. Clients who do not wish to be visited to minimise the contact will also receive a phone call. Shopping as and when will still be carried out. There is agency cover in place and the Clerk can also help where needed. AB offered help should it be required.



- 4 To **CONSIDER** ways the Parish Council may be able to support residents.  
The Church has been setting up a volunteer group – Covid 19 Group, which can help support the vulnerable and elderly residents within the village. AB, HMS and JEC are members of the support group and JEC will keep the Parish Council updated. **JEC suggested that: AB and JEC be the representatives for the Parish Council**  
**The Parish Council supports the scheme**  
**The Parish Council logo can be used in any advertising – DO**  
**Proposed – JEC Seconded AGREED.**

JEC Proposed that the Clerk use existing delegated powers of spending on urgent matters of up to £1,000 should the Covid-19 Group require financial support for the vulnerable and elderly – PE Seconded **AGREED.**

Meeting closed: 8:15pm

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



**Minutes of the Planning Committee Meeting of Milton Parish Council held on  
Monday 16 March 2020 at 7pm in the Bowls Pavilion**

**Present:** R J Farrington (Chair) (RJF), HM Smith (HMS), JE Coston (JEC), D Owen (DO)

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

**Members of the public:** None

**1. Accept Apologies for absence:**

Full Committee in attendance.

**2. Approve the minutes of the Planning Meeting held on Monday 17 February 2020:**

RF Proposed to accept the Minutes of the meeting on Monday 17 February 2020 be signed as a true record. **AGREED.**

**3. Declarations of interest and dispensations:**

None.

**4. Decisions Received:**

**S/4133/19/VC** – 7 High Street, Milton, Cambridge CB24 6AJ – Variation of condition 2 (approved plans) of planning permission S/0700/18/FL **APPROVED**

**S/1997/19/VC** – Plots 1-21 Cambridge Science Park, Milton Road, Cambridge CB4 0FE – Variation of condition 2 (approved plans), 3 (materials), 4 (masonry), 6 (BREEAM) and 8 (public art) pursuant to planning permission S/2436/17/FL for demolition of existing buildings and erection of two four storey building B1 use and multi-storey car park including access and landscaping **APPROVED**

**5. New:**

**20/01037/ADV** – Cambridge Novotel, Two Cambridge Square, Milton Avenue, Cambridge – Installation of 1 x internally canopy sign. 1 x internally illuminated logo box. 1 x internally illuminated projecting sign. 1 x internally illuminated monogram sign. 1 x non illuminated entrance totem sign. 1 x non-illuminated entrance panel. **HAS NO RECOMMENDATION** – **Comment: To be of reasonable level of illumination and not too bright**

**S/4478/19/FL** – 436 Cambridge Science Park, Milton, Cambridge CB4 0AQ – Amended plans: New GRP enclosure within a services compound, replacement of a transformer and repositioning of the new transformer within the compound, modification of existing internal fencing, extension of an existing ground slab replacement of an existing ground slab. **HAS NO RECOMMENDATION**

**20/01135/HFUL** – 2 Old School Lane, Milton, Cambridge CB24 6BS – Single storey rear extension with ground and first floor modifications. **HAS NO RECOMMENDATION**

**20/01127/HFUL** – 77 Coles Road, Milton, Cambridge CB24 6BL – Single storey front extension. **SUPPORT**

**6. Cambridgeshire County Council** – The consultation period for this order goes from the 11<sup>th</sup> March 2020 until the 1<sup>st</sup> April, and your comments on the proposed would be very much appreciated:

Extend the 50mph speed limit on Butt Lane, Milton from its current starting point 489m west of its junction with the A10 to a point of 1011m west of the same junction. The reference to Butt Lane, Milton in the Cambridgeshire County Council A10-1309 and Various Roads (50mph Speed Limit) Order 2012 Milton, Landbeach, Waterbeach will be varied for this purpose. **Comment: We agree to the extension of the 50mph speed limit but would like to see this continued up to the 30mph speed limit sign in Impington. Milton Parish Council would like to see a 40mph speed limit considered due to car/cyclist and pedestrian usage.**

**7. Date of next meeting**

Monday 20 April 2020 at 7:30pm

Meeting closed 7:30pm Signed: ..... Date: .....



Dear Cllr Bradnam,

I have incorporated responses to your queries into your original email below in green.

Please do not hesitate to contact me if you have any further queries in relation to this application.

Kind regards

Rachel Jones

Development Management Officer  
Strategic and Specialist  
Cambridgeshire County Council  
Shire Hall  
SH1315  
Castle Street  
Cambridge  
CB3 0AP

Tel no: 01223 706774

Mobile no: 07809 245105

**From:** Bradnam Anna Cllr <[Anna.Bradnam@cambridgeshire.gov.uk](mailto:Anna.Bradnam@cambridgeshire.gov.uk)>

**Sent:** 26 March 2020 11:39

**To:** Planning DC <[PlanningDC@cambridgeshire.gov.uk](mailto:PlanningDC@cambridgeshire.gov.uk)>

**Subject:** RE: Correspondence ref. CCC/20/017/FMW

Dear Grace

I think that this application seeks to extend current gas engine compound to add two further gas engines and a replacement flare stack.

- 1) Can you clarify if this will be two additional gas engines (making a total of four I think?) and if there will continue to be only one flare stack in total? The application is to retain the existing 2 gas engines and existing single flare.

At the end of last year there was an appeal decision known as the 'Finney Judgement' which stated that a section 73 application (to vary a condition) could not be submitted if the end date of the development was included in the application description. For this reason, CCC is now using the exact description of the original application and then adding an informative beneath this which explains in detail what the s73 application is for. In this instance the original application was for the siting of the 2 gas engines and flare stack in the gas compound and this application is for the retention of those existing gas engines and stack as the original permission was due to expire at the end of February 2020. As the site is still active this equipment is still required on site so the applicant has applied to retain them on site for an extended period.

- 2) Whilst extension of the end date is needed beyond 29 Feb 2020, I am uncomfortable that this application seeks use of the gas utilisation compound for an indefinite period, making no



reference to the current end date for this site under S/0109/18/CW, which I believe is 31 December 2026. *[I meant, in order to allow for its long-term management after the site closes - see pt 4 below - but Rachel has explained that point. AB]* The end date for works on the site is 31 December 2026 by which time restoration of the site should have been undertaken. However, this does not mean that no landfill gas will then be being produced at the site and there is a gradual process for the downgrading of landfill gas capture based on the levels of gas captured over time. Once the Environment Agency is satisfied that no landfill gas is being generated at the site the remaining related equipment can be removed. This could however be some time after the completion of the restoration scheme. The retention of this equipment to meet the requirements of the EA for the treatment of landfill gas production does not in any way allow for any further landfill related development at this site beyond the consented end date.

- 3) Please would you confirm the current end date for the site permission? As stated above the consented end date is 31 December 2026
- 4) I appreciate that it is in our interests that Infinis should be able to continue to manage the landfill gas beyond the end date of the landfill site but the complete open-endedness of the application may alarm Milton Parish Council who have seen numerous extensions to the approval for the landfill site itself and would like to be assured about the final closure date. I am working with the applicant and the EA to establish and agree a reasonable end date for the removal of the gas compound and equipment or a condition limiting the retention period in relation to the completion of the site restoration, whichever is more appropriate. This date should be appropriate for the duration of landfill gas generation at the site which is accepted as being beyond the end date of the site restoration and will therefore be beyond the consented end date for the site permission S/0109/18/CW. Each site is unique in terms of the duration of landfill gas capture required as this is determined by the nature of the landfill material.

Kind regards  
Anna

Cllr Anna Bradnam  
County Councillor for Waterbeach Division  
Milton, Landbeach Waterbeach, Chittering, Horningsea and Fen Ditton  
07950 241845



**Minutes of the Maintenance Committee Meeting of Milton Parish Council held on  
Monday 16 March 2020 at 7.45pm in the Bowls Pavilion**

**Present:** A Horne (AH) (Chair), D Wildman (DW), JE Coston (JEC)

**In attendance:** S Corder (Clerk), P Adams (Village Cleaner) A Bradnam (Tree Warden)

1. **Apologies for absence**  
A Markham (personal)
2. **To APPROVE the minutes of the meeting held on Monday 16 December 2019**  
AH Proposed to approve the minutes – DW Seconded **AGREED**
3. **Declarations of interest and dispensations:**  
(a) To receive declarations of interest from councillors on items on the agenda. – None  
(b) To receive written requests for dispensations for disclosable pecuniary interests (if any). - None  
(c) To grant any requests for dispensation as appropriate. – None
4. **Public Participation – members of the public are invited to speak.**  
No public attended.
5. **Allotments**  
All in order
6. **Paddock**  
Woodland Trust Tree packs to be delivered in November for planting in the paddock.  
It was agreed to spend up to £500 to have the sheds and wooden poles removed. **Clerk to source quotes.**
7. **Cemetery**  
Update AH/SC: Clerk to write to family in relation to breaches of policy on some of the graves.  
To CONSIDER quote from Artisteel Ltd for repair/restoration of the Cemetery gate Option 1 £620 + VAT (to add slam plate to existing gate). Option 2 £3,150 + VAT (to remove gate and carry out repairs, add new sliding bolt, sandblast and powder coat the whole gate). **JEC Proposed Option 1 £620 + VAT – DW Seconded AGREED. To go to full Council for agreement.**
8. **Play Areas – Fitness Sign for The Sycamores Recreation Ground**  
To CONSIDER quote from Wicksteed to replace the fitness equipment instruction board £1,169.90 + VAT  
AH suggested to buy the sign at £387 and to fix the sign in-house as the previous poles are still in the ground. **DW Proposed – JEC Seconded AGREED.**
9. **Three Free Trees Voucher**  
To CONSIDER suggestions for what trees are purchased with the Free Trees Voucher and suggested locations to plant them. **AB put the suggested locations from her report forward to the Council. AH Proposed to have 2 flowering cherry trees on The Rowans Play area (1 in the far-left corner opposite The Parlour and the other to the west of the footpath opposite the hill – rectangular piece of land. The 3<sup>rd</sup> tree, a Mountain Ash, to be planted on Hawthorn Hedge behind the bench. AGREED. AB asked if up to £60 could be spent on purchasing stakes, tree ties and tree guards. AB will arrange to pick up the trees and accessories. AGREED.**
10. **Metal Benches**  
To CONSIDER repainting the metal benches on: Froment Way x 1 and Humphries Way x 1 play areas, Hawthorn Hedge x 1 (suggested in previous ROSPA report). **JEC Proposed to carry out these works – DW Seconded AGREED. Clerk to source quote.**
11. **Date of next meeting**  
Monday 15 June 2020 at 7.45pm

The meeting closed at 8.35p.m. Signed: ..... Date: .....





**Estimate:**

28/02/2020

**From:**

Artisteel Ltd

**Reg Office:** The Holdens

Withersfield Road

Great Wrattling

CB97HD

**Workshop:** Brookfield works

2a, Cambridge road

Orwell

SG85QF

01223207677/07827966976

etienne.egloff@artisteel.co.uk

VAT reg no - 185990355

**To:** Sarah Corder @ Milton Parish council.

**Description:** Cemetery gate restauration.

**Option1:** To attend site, clean rust and straighten existing slam plate. Adding a new flat to extend the existing slam plate to allow the smaller gate to close against and locking using the existing latch. Clean and paint the repairs. (colour to be one coat blue) Clean and re-grease all the hinges.

**All for the sum of £620 + vat.**

**Option2:** To remove and carry out the repairs as follow.

- Extend the existing hinges on the smaller gate, add a new cover plate in the square opening to match the opposite side. Including within that square a sliding bolt to lock into the existing latch hole, with holes for padlocking if necessary.
- Clean and straighten slam plate on the longer gate.
- Modify all the hinges to allow greasing access holes.
- Sandblast and powder coat the whole gate prior re-installing.

**All for the sum of £3150 + vat.**

**Payment Schedule**

-A 40% deposit is required prior to starting any work, following this, 40% prior to installing.

-The last 20% remaining on completion.

-**Please note** this is an estimate, and the price can increase or decrease on agreement of final details.

Any changes required will be discussed with the client prior to completing them, or extras added on at the client's request, will be shown on the invoice.

- This estimate is valid for 3 months.

-A site visit has been included in this

Bespoke design, Balustrades, Balcony, staircase, gates, sculptures, furniture  
email. etienne.egloff@artisteel.co.uk 07827966976.





**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils

**CAPALC**  
The Norwood Building  
Parkhall Road  
Somersham  
Huntingdon  
PE28 3HE  
Tel: 07507 520849  
[www.capalc.org.uk](http://www.capalc.org.uk)  
[office@capalc.org.uk](mailto:office@capalc.org.uk)

## Cambridgeshire & Peterborough Association of Local Councils

### Affiliation Fee Invoice

For the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

Council Name	District
Milton	South Cambs

Your annual membership fee to be paid before 30<sup>th</sup> April 2020 is:

**£777.25**

### Data Protection Officer Membership Scheme

For the period to 31<sup>st</sup> March 2021

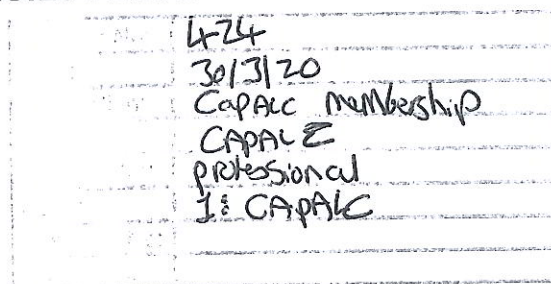
Further information about our DPO scheme and other benefits can be found on our 2020/2021 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

**TOTAL amount including DPO Membership Option:**

**£827.25**

Please make your cheque payable to **CAPALC** or  
by BACs Payment details below  
**Sort Code: 60-83-01, Account No:20410272**





## Milton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
402 Website	06/03/2020		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	S	3.99	0.80	4.79
403 MCC cleaning	01/03/2020		Unity Trust Bank	SO	MCC Grant Paid	Atkins Gregory (The Cleaning	S	1,058.51	211.70	1,270.21
404 S137: Warden's Phone	01/03/2020		Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	S	10.55	1.51	12.06
405 Payroll Pension (Employee)	12/03/2020		Unity Trust Bank	DD	Pension payment	Smart Pension	E	66.82	0.00	66.82
406 Payroll Pension (Employer)	12/03/2020		Unity Trust Bank	DD	Pension payment	Smart Pension	E	66.82	0.00	66.82
407 S137: Warden's Pension (Em	12/03/2020		Unity Trust Bank	DD	Pension payment	Smart Pension	E	57.26	0.00	57.26
408 S137: Warden's Pension (Em	12/03/2020		Unity Trust Bank	DD	Pension payment	Smart Pension	E	57.26	0.00	57.26
409 Website	09/03/2020		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	S	26.97	5.39	32.36
410 Postage	10/03/2020		Cash		Postage	Post Office Ltd	Z	1.06	0.00	1.06
411 Bank charges	02/03/2020		Lloyds Corporate Card		Fees	Lloyds Corporate Card	Z	3.00	0.00	3.00
412 Telephone / Broadband	17/03/2020	DD	Unity Trust Bank	DD	Office Mobile	Three	S	11.67	2.33	14.00
413 Payroll Highways	24/03/2020		Unity Trust Bank		Salary	P A	E	256.19	0.00	256.19
414 S137: Warden Salary	24/03/2020		Unity Trust Bank		Salary	T E	E	877.69	0.00	877.69
415 Payroll Clerk	24/03/2020		Unity Trust Bank		Salary	S C	E	1,108.35	0.00	1,108.35
416 Youth Workers/Courses	18/03/2020		Unity Trust Bank		Youth Club Sessions	The Connections Bus Project	E	1,190.00	0.00	1,190.00
417 Telephone / Broadband	14/03/2020		Unity Trust Bank		Office Phone	BT	S	5.00	1.00	6.00
418 Website	18/03/2020		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	S	6.99	1.40	8.39
419 Tree Maintenance	13/03/2020		Unity Trust Bank		Trees	Town & Country Tree Surger	S	600.00	120.00	720.00
420 Tree Maintenance	22/03/2020		Unity Trust Bank		Tree accessories	Simpson's	S	9.59	1.91	11.50
421 Tree Maintenance	24/03/2020		Unity Trust Bank		Trees	Town & Country Tree Surger	S	660.00	132.00	792.00
422 Subscriptions	23/03/2020		Unity Trust Bank		Brightpay	BrightPay	S	20.40	4.08	24.48
423 Subscriptions	23/03/2020		Unity Trust Bank		Brightpay	BrightPay	S	99.00	19.80	118.80
424 CAPALC	30/03/2020		Unity Trust Bank		CAPALC membership	CAPALC	Z	777.25	0.00	777.25
<b>Total</b>								<b>6,974.37</b>	<b>501.92</b>	<b>7,476.29</b>

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## Milton Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
179	Allotments Rents	02/03/2020		Unity Trust Bank		Fees	G B	Z	20.00	0.00	20.00
180	Interest Santander	02/03/2020		Santander S106 Arts		Interest	Santander	Z	37.62	0.00	37.62
181	Community Care	25/03/2020		Community Care Sche		Community Care Fee	C D	Z	72.00	0.00	72.00
182	Community Care	03/03/2020		Community Care Sche		Community Care Fee	F L	Z	170.00	0.00	170.00
183	Photocopying	27/03/2020		Unity Trust Bank		Photocopying	Milton Scouts	Z	7.30	0.00	7.30
184	Stationery	27/03/2020		Unity Trust Bank		Stationery	Milton Scouts	Z	18.10	0.00	18.10
<b>Total</b>									<b>325.02</b>	<b>0.00</b>	<b>325.02</b>

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