

**Minutes of the Meeting of Milton Parish Council held on
Monday 11 May 2020 at 7pm via Zoom on-line**

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) P Ellwood (PE)

In Attendance: S Corder (SC) (Clerk)

DW gave an opening statement:

Milton Parish Council meetings are being held online according to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which came into force on 4 April, and are following the guidance on holding remote meetings published by the National Association of Local Councils (NALC).

The NALC guidance is to follow the usual approach to meetings and keep to standing orders as much as possible. Any additional guidance that Council feels necessary in the context of a remote meeting may be given as an addendum to standing orders, or as a less formal document that lays out how the meeting will run.

Meeting agendas are prepared and published stating the date and time of the remote meeting giving the usual advance notice. The Parish Council website and each agenda includes an invitation to members of the public and press who wish to attend asking them to email the Clerk requesting a link to the meeting and, if they wish to speak, also note which agenda item they wish to discuss. All requests must be received by 12 noon on the day of the meeting.

If confidential matters are to be discussed members of the public and press will be asked to leave the call or will be placed into the online waiting room during the confidential part of the meeting.

Meetings will start at 7pm and close no later than 8:30pm.

1 Apologies for absence

None received – Full Council

2 To APPROVE the Minutes of the meeting held on Monday 6 April 2020

Minor amendments required – defer to June meeting.

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 Clerk's/Chairman's report

From previous meetings:

- **A10 Trees** –Solicitor to check handover was completed by Highways England to Cambridgeshire County Council. Clerk to check for a Local Transport Plan for the Solicitor. Awaiting feedback from the Solicitor in regard to County Highways response.
- **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. Awaiting feedback from Solicitor. Clerk checked with MPC insurance that MPC is covered to maintain land not in MPC's possession.
- **A14 Parish Legacy Fund** – Plans are on hold due to staff changes and the Coronavirus. The team has confirmed the project will still be delivered – date to be confirmed.
- **The Sycamores Rec play park** – Clerk is seeking grant funding for replacing/repainting play equipment. Grants being applied for our: The Big Lottery Fund and Cambridgeshire Community Foundation (Amey) - next round opens June 2020.

5 Planning

The Minutes of the meeting of 4 May 2020 were received.

New:

20/02177/PR101A – 10 Old School Lane, Milton CB24 6BS – Prior Approval for single storey rear extension – **HAS NO RECOMMENDATION**

6 Finance

The minutes of the meeting 4 May 2020 were received.

To **CONSIDER** request received from Cambridge Sport Lakes Trust for £10,000 grant to help towards ongoing running costs of Milton Country Park. **HMS Proposed to pay CSLT a one-off grant of £10k as an emergency payment during the Covid-19 pandemic to help keep the park open as it is a well-used by local residents – AH Seconded: 8 In Favour, 1 Against (JEC wished to have her vote against the motion recorded as she felt there should have been a public consultation on the matter before a decision was made). AGREED (payment from Reserves).**

(RF left the meeting because of technical issues 7:57pm)

7 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment. **JEC Proposed to pay vouchers 1-49 – PE Seconded ALL AGREED Clerk to add voucher 50 – payment to CSLT of £10k to list of agreed payments.**

8 Local \Highways Improvements 2021/22

To **CONSIDER** projects to be put forward to the LHI 2021/22 applications. 31 May deadline removed – accepting applications until further notice. **AB suggested various white lines that need to be repainted: MCC car park entrance/Coles Road division and the cycle lanes on Cambridge Road. JEC suggested double yellow lines on The Rowans and Fen Road/Coles Road (could they fund the on-going project). AB, HMS and JEC will put together a proposal of work and bring to June meeting for further discussions.**

9 Unauthorised Encampment Action Plan (Pages 18-20)

To **CONSIDER** amended version – **AB, HMS and JEC amended the action plan and put together a short policy for public reference. AB Proposed the wording: Milton Parish Council Unauthorised Use/Encampment Policy – When the Parish Council is made aware of any authorised use of, or encampment on parish land or property within the parish of Milton, the Parish Council will follow the Milton Parish Unauthorised Use/Encampment Action Plan – JEC Seconded ALL AGREED.**

JEC Proposed to go into Confidential Session – AH Seconded ALL AGREED (meeting closed at 8:16pm)

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 9, namely:

Unauthorised Encampment Action Plan

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

AB Proposed to accept the amended Action Plan – JEC Seconded ALL AGREED. DW thanked AB, JEC and HMS for their all their work on this project. (Meeting opened 8:20pm)

JEC asked for all policies, standing orders and committee terms of reference to be made available to all members of the Council and to be placed on the website. AB confirmed that the policies had been removed temporarily whilst under review. DW welcomed the proposal to reinstate the web page. Clerk to produce a zip file of the documents for all Councillors and AH/DW to put policies on webpage.

10 County Councillors Report – Anna Bradnam

Included in Item 11.

11 County and District Councillor's Report – May 2020 (Full report on webpage)

Cllrs Hazel Smith, Judith Rippeth and Anna Bradnam:

SCDC call centre is handling a lot of calls about council tax – the message is: If you are having trouble paying your **council tax or rent**, please contact the council and arrange a payment plan. There are contact details on the website. Otherwise call 03450 450 500. No-one will be penalised due to cash-flow issues outside their control, if they have made contact with the council and discussed a payment plan.

Some officers in the Communities department started liaising with the various new village support groups in March, and through the District Councillors they built up a table of information: how well organised each village was, the phone and email, Facebook or website contacts. Our villages are pretty well organised, but the grass-roots activity has been very different in different villages. Village groups and neighbours are best placed to know who is going to need help in the current situation, and the best way to organise themselves. But everyone needs to work together within the community.

In council housing areas officers are keeping in touch with tenants to try to give them the support they need. All vulnerable and older tenants have been contacted, and they are continuing to keep in touch with any they think need extra support.

The Communities team have created a new structure to support villages, dividing SCDC into 10 patches – we are in Patch 8. There is a team of 3 staff in charge of our patch, and their job is to liaise with the District Councillors and the village groups in their area and to try to fill any gaps. If a village was incapable of looking after itself, they were finding a neighbouring village with capacity to support them. There is now 100% secure coverage with capacity to cover extra demands if needed.

Milton Country Park: If you value the Park as a village resource, please support them via crowdfunding at this difficult time: with no income they will struggle to keep going. <https://www.crowdfunder.co.uk/support-milton-country-park>

Emmaus Community, Landbeach: As a trustee, Judith is also working closely with Emmaus, who face financially uncertain times as the shop and cafe have now been closed since the beginning of lockdown, and are the main source of income. They are now in receipt of a Hospitality, Leisure and Retail grant administered by SCDC and along with fundraising campaigns and generous gifts of food from Fare Share Emmaus is managing fairly well for the time being. The eBay site is still operating remotely and currently delivery of orders can still take place. Clearly these times are also especially difficult emotionally for a vulnerable section of the community with the need to socially distance and sometimes socially isolate. The staff are doing a fantastic job with supporting the companions, as always, although some have been furloughed, to help in the fight against this virus.

Community: The upswelling of community spirit has been very heartening. However this is going to be a long process, and we must all continue to support those who find the isolation difficult. In particular those who have narrow social networks already.

Bins : The bin men are working as normal but nearly a third of them have been off sick or self-isolating.

<https://www.scams.gov.uk/bins/find-your-household-bin-collection-day/>

The resumption of the green bin collection has just started.

People have asked why they don't have masks. The medical advice is that cheap masks are more dangerous for them than no masks at all, and the bespoke masks are not available. They'd also have to be changed every 2 hours, and hand-to-face action is definitely to be avoided. They're adopting new working practices to try to avoid risk, keeping established crews together and having one driver plus one loader in the cab, to allow for social distancing. **If you're ill, please double-bag any contaminated waste and store for 3 days before putting it out, to keep the bin men safe.**

Business support: The District Council set up a Business Covid19 Support Team and we have been sharing their information, advice and links with local businesses, sole traders and charities, many of whom are desperate to keep their businesses alive and their staff ticking over until the market recovers. If any business would like to receive this information, please email me at anna.bradnam@btinternet.com Information for businesses can be found here

<https://www.scams.gov.uk/business/coronavirus-information-for-businesses/>

County Matters: All Libraries closed on 23 March. Meantime:

- Overdue charges have been suspended and return dates have been extended throughout the closure period
- Reservations for stock will not be accepted at this time. Any existing reservations will be satisfied when libraries re-open.
- A number of digital services will be provided. To browse our eBooks, eMagazines, eNewspapers and three suppliers of eAudiobooks, visit our Online Library [webpage](#)
- To stay up to date with the latest Cambridgeshire County Council library news, sign up the our [e-newsletter](#)

Bus services: Stagecoach have recently adjusted their timetables:

Milton P&R – has been suspended.

Citi 2 - Monday – Friday buses will run every 30 minutes between 06:30 and 9:30 then hourly between 9:30 and 21:30.

Saturday buses will run hourly between 07:00 and 21:30. Sunday buses will run hourly between 09:00 and 18:00 but will not go to Waterbeach

Service 9 - Monday – Saturday buses will run between 06:30 and 19:00; hourly between Cambridge and Ely and every two hours on the Ely to Littleport and Ely town loop.

Sunday – no service.

Service 19 will remain unchanged.

Safeguarding : Requiring families to ‘stay at home’ might be safest thing to do in terms of the Covid-19 but for many families with difficult relationships, this can be stressful and frightening.

There is a Report a Concern form from South Cambs (see their website).

Safeguarding Children : If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children’s Services using one of the following: • Cambridgeshire children: 0345 045 5203 ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT): 01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

Safeguarding Adults : If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council • Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474 • Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724

AB reported that the Recycling Centre will open from 11 May 2020 – only items that cannot be stored to be taken.

AH asked AB who is carrying out an A10 study during this time – AB has been in contact with County Highways in regard to this study and it is being carried out for Urban and Civic in regard the Waterbeach development. Any data collected will not accepted. DW noted that some of the activity was land surveying so that data would not be affected by the current lower traffic volumes.

HMS reported that Planning meetings will start up again, but it would be helpful if Councillors could take any pictures of the site to assist with application reviews.

12 Dates of next meetings

- Monday 18 May 2020 – Planning at 7pm
- Monday 1 June 2020 – Parish Council 7pm
- Monday 15 June 2020 – Planning 7pm and Maintenance 7:45pm

Meeting closed at 8:32pm Signed:

Date: