

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL



Office: Tel: 01223 861447

Email: clerk@miltonvillage.org.uk

Web: www.miltonvillage.org.uk

Please note: Due to the current Coronavirus situation, the Parish Council will meet virtually via the Zoom meeting tool.

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend the next meeting of the Milton Parish Council to be held online on
Monday 13 July 2020 at 7pm

Members of the Public and the Press are cordially invited to attend. For details of how to join the online meeting please contact the Clerk by noon in advance of the meeting and indicate any agenda item(s) on which you would like to speak.

Clerk's signature: *Sarah Coder*
Date of issue: 7 July 2020

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the year end accounts 2019/20 (Pages 1-3)**
3. **Annual Governance Statement (Pages 4-11)**
 - a) To **CONSIDER** the Accounting Statement by the Parish Council
 - b) To **APPROVE** the Accounting Statement by Resolution
 - c) The Chairman to **SIGN and DATE** the Accounting Statement
4. **To APPROVE the minutes of the meeting held on Monday 17 June 2020 (Pages 12-16)**
5. **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.
6. **Clerk's/Chairman's report:**

From previous meetings:

 - **A10 Trees** –Awaiting feedback from the Solicitor – chasing up with Cambs County Council
 - **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.
 - **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.
 - **Double Yellow Lines – The Rowans and Fen Road/Coles Road (Page)**– Results from the survey have been compiled and next step of the evaluation is to be applied for.
 - **The Sycamores Rec** – Clerk is seeking grant funding with The Big Lottery Fund and Cambridgeshire Community Foundation (Amey).
 - **CCTV Jane Coston Bridge: Update**
7. **Public Participation – members of the public are invited to speak**

8. Planning

To **RECEIVE** the minutes of the Planning meeting on 6 July 2020 (**To follow**)

S/2372/17/COND41 – Two Cambridge Square, Milton Avenue, Cambridge CB4 0WZ – Condition 41 – Cycle parking for hotel staff. Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/2372/17COND41>

9. Finance

To **RECEIVE** the minutes of the Finance meeting on 6 July 2020 (**To follow**)

To **REVIEW** MPC insurance guidelines – Covid-19 Procedures (**Pages 17-18**)

To **CONSIDER** recommendations: (**Page 19**)

To **ACCEPT** CJ Murfitt quote of £3,790.80 (updated price from £,3730.80) + VAT to replace office roof

10. Bills for Payment and Money Received (Pages 20-21), Monthly Budget Reports (Pages 22-27)

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

To **CONSIDER** monthly budget reports

11. Local Highways Improvements 2021/22 (Deferred from previous meeting)

To **CONSIDER** projects to be put forward to the LHI 2021/22 applications including the County Parks request for cross hatching by the main gate and CCTV.

12. Cemetery (Deferred from previous meeting) (Pages 28-37)

- To **CONSIDER** amended/update Cemetery Policy and questions raised
- To **CONSIDER** request for 2 memorials with kerbing

13. Play Inspection Reports (Pages 38-45)

To **CONSIDER** replacing the motorbike springer on Froment Way (as in inspection report) – Wicksteed £2,634.75 + VAT

14. A10 Upgrade

To **CONSIDER** comments to be put forward on suggested A10 improvement routes.

15. Cambridge Wastewater Treatment Plant Relocation Project

To **CONSIDER** response to the on-line consultation

16. Cambridge Police Station Relocation

To **CONSIDER** response to on-line consultation

17. County Councillor's and District Councillor's Report (Pages 46-47)

18. Milton community Centre July 2020 Report (Pages 48)

19. Dates of next meetings

27 July 2020 – Planning 7pm

10 August 2020 – Planning 7pm (if required)

7 September 2020 – Parish Council 7pm

Clerks Office

The full agenda papers are available on the website www.miltonvillage.org.uk and at the Parish Council office.

14 May 2020 (2019-2020)

Milton Parish Council
BALANCE SHEET
31/03/2020

(Last) Year Ended
31 Mar 2019

(Current) Year Ended
31-Mar-20

£		£
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	1,850.00
0.00	Payments in advance	10,415.05
3,788.53	VAT Recoverable	3,607.87
0.00	Temporary lendings (investments)	0.00
407,248.25	Cash in hand	462,250.77
411,036.78	TOTAL ASSETS	478,123.69
	CURRENT LIABILITIES	
0.00	Creditors	4,315.10
<u>411,036.78</u>	NET ASSETS	<u>473,808.59</u>
	Represented by:	
180,253.27	General fund Balance	246,458.97
	Reserves:	
166,010.00	Capital	175,000.00
203.00	History	203.00
60,781.98	S106	52,146.62
0.00	Adjustments	0.00
<u>407,248.25</u>		<u>473,808.59</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed

Responsible Financial Officer

Date

14 May 2020 (2019-2020)

**Milton Parish Council
Income and Expenditure Account
01/04/2019 to 31/03/2020**

*(Last) Year Ended
31 Mar 2019*

*(Current) Year Ended
31 Mar 2020*

	<u>Income</u>	
0.00	S106	259.70
1,055.19	Maintenance	1,086.00
125,000.00	Precept	132,000.00
3,862.28	Interest	4,412.39
500.00	Grants and Donations	0.00
100,077.49	Capital Schemes - Projects	8,383.15
900.00	Running Costs	900.00
2,729.00	Fees	4,054.00
1,749.21	MCC	0.00
3.45	Other Income	45,003.45
12,344.00	S137	12,006.39
38,295.13	Vat Recovered for year 2018/2019	3,788.53
<u>286,515.75</u>		<u>211,893.61</u>
	<u>Expense</u>	
37,431.48	Admin (Fixed Overheads)	22,883.91
3246	Contingency	448.00
11,251.72	S106	3,755.00
888.00	Maintenance	27,093.45
7,192.40	Youth Services	5,100.00
4,847.14	S137	17,340.73
8,152.24	Professional	5,584.87
3,972.81	Office	5,022.47
45,778.29	MCC	32,000.00
1,050.00	Grants and Donations	1,300.00
125,847.10	Capital Schemes - Projects	23,409.08
39,907.35	Running Costs	1,395.76
<u>289,564.53</u>		<u>145,333.27</u>
	<u>General Fund</u>	
183,302.05	Balance at 01 Apr 2019	180,253.27
286,515.75	ADD Total Income	211,893.61
469,817.80		392,146.88
289,564.53	DEDUCT Total Expenditure	145,333.27
180,253.27		246,813.61
0.00	DEDUCT Reserves Balance	354.64
<u>180,253.27</u>	Balance at 31 Mar 2020	<u>246,458.97</u>
	Reserves:	
166,010.00	Capital Projects	175,000.00
203.00	History	203.00
60,781.98	S106	52,146.62
<u>407,248.25</u>		<u>473,808.59</u>
	Legacy Reserve Transfers:	
	General Fund to Capital Projects	8,990.00
	General Fund to S106	-8,635.36

14 May 2020 (2019-2020)

Milton Parish Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2020

Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure

PAYE/NIC	HMRC	Payroll Clerk	550.21
PAYE/NIC	HMRC	Payroll Highways	193.80
PAYE/NIC	HMRC	S137: Warden Salary	806.39
Pension	SmartPensions	Payroll Pension (Employee)	66.60
Pension	SmartPensions	Payroll Pension (Employer)	66.60
Pension	SmartPensions	S137: Warden's Pension (Employee)	57.26
Pension	SmartPensions	S137: Warden's Pension (Employer)	57.26
Warden's mileage estimate		S137: Warden's Mileage	170.00
Allotments	Buchans	Allotment Maintenance	276.78
Grasscutting	Buchans	Grass Cutting	724.63
Cemetery Maintenance	Buchans	Cemetery Maintenance	160.94
MCC Grass cutting	Buchans	MCC grounds maintenance	991.75
MCC-NLP grass cutting	Buchans	MCC-NLP grass cutting	192.88
			<u>4,315.10</u>

Payments made in advance - Decrease Expenditure

MCC grant in advance	MCC	MCC Grant	9,637.80
CAPALC pre-paid 2020/21	CAPALC	CAPALC	777.25
			<u>10,415.05</u>

Outstanding payments DUE TO the Council. (Debtors) - Increase Income

Community Care January-March estimate	S137 Community Care fees	1,850.00
		<u>1,850.00</u>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Milton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes	No*	Yes means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<http://www.miltonvillage.org.uk/>

Section 2 – Accounting Statements 2019/20 for

Milton Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	410,297	407,248	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	125,000	132,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	161,516	79,894	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	41,107	40,171	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	248,458	105,162	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	407,248	473,809	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	407,248	462,251	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	190,693	190,693	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Gail H. Skinner

Date

30 06 20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Milton Parish Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bank reconciliation

Name of smaller authority: **Milton Parish Council**

County area (local councils and parish meetings only): **South Cambridgeshire**

Financial year ending 31 March 2020

Prepared by (Name and Role): **G J Kinsman - RFO**

Date: 24/06/2020

	£	£
Balance per bank statements as at 31/3/2020:		
Bond - United Trust Bank	78,742.06	
Cambridge & Counties Bank Bond	85,000.00	
CBS Council Saver a/c	41,900.16	
Community Care Scheme (CBS)	6,761.39	
Hampshire Trust Bank - 1 year Bond	85,000.00	
Lloyds Corporate Card	-	
Redwood Bank - 95 day Business Saver	45,000.00	
S106 (CBS)	9,320.21	
Santander S106 Arts	50,888.49	
Shawbrook 1 year Business Bond	-	
Unity Trust Bank	64,360.51	
		466,972.82
Petty cash float (if applicable)		6.27
Less: any unpresented cheques as at 31/3/2020		
403	(1,270.21)	
419	(720.00)	
412	(14.00)	
416	(1,190.00)	
418	(8.39)	
420	(11.50)	
422	(24.48)	
423	(118.80)	
421	(792.00)	
424	(777.25)	
425	(43.69)	
		(4,970.32)
Add: any un-banked cash as at 31/3/2020		
181	72.00	
182	170.00	
		242.00
Net balances as at 31/3/2020 (Box 8)		462,250.77

Explanation of variances – pro forma

Name of smaller authority: Milton Parish Council

County area (local councils and South Cambridgeshire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/prates & levies value (Box 2).

	2018-19 £	2019-20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	410,297	407,248				Explanation of % variance from P/Y opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	125,000	132,000	7,000	5.60%	NO		
3 Total Other Receipts	161,516	79,894	-81,622	50.53%	YES		2018/19 includes one-off grant payments of £100,000 and £21,000 VAT recovered for new play area. 2019/20 includes £45,000 unexpected income from a land sale required to resolve a historical anomaly
4 Staff Costs	41,107	40,171	-936	2.28%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	248,458	105,162	-143,296	57.67%	YES		2018/19 includes new play area costs of £100,000, £7,500 for new North Lodge recreation ground, £2,700 balliff costs, £4,270 S106 Arts, £9,000 additional repair and maintenance
7 Balances Carried Forward	407,248	473,809				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	407,248	482,251				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	190,593	190,593	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Capital Projects	175000		
History fund	203		
S106	52147		
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		<u>227350</u>	

General reserve	246459	<u>246459</u>	
Total reserves (must agree to Box 7)			<u><u>473809</u></u>

Milton Parish Council
Reconciliation between Box 7 and Box 8

31/03/2020

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		473,808.59
Debtors	1,850.00	
Payments in Advance	10,415.05	
Stocks and Stores	0.00	
VAT Recoverable	3,607.87	
TOTAL DEDUCTIONS		15,872.92
Creditors	4,315.10	
Receipts in Advance	0.00	
Doubtful Debts	0.00	
TOTAL ADDITIONS		4,315.10
Box 8 - Total cash and short term investments		462,250.77

Contact details

Name of smaller authority:

Milton Parish Council

County Area (local councils and parish meetings only):

South Cambridgeshire

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk (Main contact)	Chair
Name	Sarah Corder	Don Wildman
Address	Coles Road Milton Cambridge CB24 6BL	Coles Road Milton Cambridge CB24 6BL
Daytime telephone number	01223 861447	07483 800215
Mobile telephone number	07853 170646	07483 800215
Email address	clerk@miltonvillage.org.uk	mpc.wildman@btinternet.com

**Minutes of the Meeting of Milton Parish Council held on
Monday 17 June 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), P Ellwood (PE) A Bradnam (AB) (arrived 7:11pm)

In Attendance: S Corder (SC) (Clerk), J Barrett (Assistant Clerk)

1 Apologies for absence
None

2 Method of Voting
To **CONSIDER** the voting protocol
Voting will be managed by the Chair supported by the Clerk minuting the meeting.

If an item does not appear to be contentious, the Chair will ask whether any Councillor disagrees or wishes to abstain. If there are no objections the motion will be taken as carried.

Items requiring a vote will be actioned by a show of hands. Councillors who are connected by audio only will be asked in turn to state their vote.

If necessary, the Chair may take the option of a vote by roll call of all Councillors present and will then read out the name of each Councillor in turn in alphabetical order and ask them how they wish to vote.

The Clerk minuting the meeting will record the outcome of the voting and announce it at the meeting.
DW Proposed to accept the voting protocol – HMS Seconded. 8 In Favour ALL AGREED.

3 To APPROVE the minutes of the meeting held on Monday 1 June 2020. Minor amendments to Item 11 add “from Capital Project Budget”, Item 5 Fen Road: change to “Environmental Health Department”. JEC Proposed to accept the minutes – AH Seconded 9 In Favour - **ALL AGREED.**

4 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

5 Public Participation – members of the public are invited to speak
No public attended.

6 Bills for Payment and Money Received
To **CONFIRM** and **AGREE** bills for payment. RF Proposed to pay vouchers 76-84 –AB Seconded 9 In Favour - **ALL AGREED**
To **CONSIDER** monthly budget reports – **Deferred from last meeting.** DW reported that the budget figures are in-line at present. The full year end accounts 2019/20 and current budget to date will be reported at the Finance meeting on 6 July 2020.

7 Local Highways Improvements 2021/22 (Deferred from previous meeting)
To **CONSIDER** projects to be put forward to the LHI 2021/22 applications – **Defer to next meeting.** Councillors ask to forward suggested projects to the Clerk. AB to ask County Highways to repaint the white lines to the Community Centre car park.
To **CONSIDER** letter from The Country Park for installation of cross hatching by the main gate and CCTV/signage. To add items to LHI suggested list.

8 Cemetery
• To **CONSIDER** amended/update Cemetery Policy and questions raised – Revised cemetery policy received. Clarification required. Defer to July meeting.
• To **CONSIDER** request for 2 memorials - Defer to July meeting

9 Mobile Vehicle Activated Speed Sign
To **CONSIDER** request from Landbeach Parish Council to purchasing another speed sign to be shared with Waterbeach and Landbeach at a cost of around £2,000. AB informed the Council that the cost would be around £800 for each of the 3 Parish Councils involved. AB Proposed the request – AH Seconded. 9 In Favour – **ALL AGREED. (From Capital Projects**

budget). More support volunteers to help with the moving and supporting the usage of the MVAS is needed.

(Items 11 and 12 discussed next)

10 Grant Request

To **CONSIDER** grant request of £720-£1000 for the Cogwheel Trust (providing professional counselling to people in Milton). HMS Proposed to refuse the request as not Milton based – AB Seconded. 9 In Favour – ALL AGREED.

11 County Councillors Report – Anna Bradnam June 2020

Annual Council Meeting 19 May 2020: The meeting was held virtually with 60 members on Zoom. The Council updated its draft Climate Change and Environment Strategy with key themes of clean growth, public transport, water, waste and the reduction of carbon emissions.

Each year the Council has to report on pay and gender balance. Although the Council employs nearly four times as many women as men (women make up 80% of the workforce) on average men are paid more per hour than women. Council agreed with a motion from AB's party to thank council staff and volunteers who have stepped up so magnificently during the Coronavirus pandemic and in so many different ways to support vulnerable people in our communities.

Infrastructure for Cyclists and Pedestrians, to allow social distancing and road safety: Many residents will be relieved that Council also agreed to support another of our motions to take advantage of the public switch to cycling and walking during the pandemic and swiftly experiment with temporary road layouts which will promote active travel. Residents in Milton have noted that the cycle lanes have been repainted.

Covid-19 Strategic Coordinating Group (SCG), Category 1 Responder Update – 20 May:

Dr Liz Robin, Director of Public Health explained how track and trace operations are being set up.

It will follow the national system - a three tier response which starts from Public Health England, which is expected to be launched with nationwide communications w/c 25 May. They are making local plans to support particularly vulnerable communities, such as homelessness hostels, schools or houses of multiple occupation and care homes where outbreaks are notified. They are considering how to track and trace where people don't own a smart phone. It is likely this may be coordinated through local groups, who know their communities.

Testing update – it seems that while more testing has been offered in more places, there is insufficient capacity at labs to confirm the test results. They are taking 7-9 days to come through.

This is being escalated to the Test and Trace Group and the Ministry of Housing, Communities and Local Government (MHCLG).

As organisations gradually move back into their own governance and reporting cycles, the SCG discussed its future operations, how it could both oversee the continued response to the emergency and recovery planning but also be ready if there was a serious upturn in the pandemic.

Cambridgeshire Care Providers' Alliance: AB has attended four meetings of this group (some 65 contributors), which comprises managers of care homes for adults and children, hospices and providers of in-home care, as well as members who are trying to coordinate procurement of PPE and providing online training and legal advice. Care homes are private businesses, so the Alliance seeks to act as their mouthpiece, is mirrored in other counties and feeds into the National Care Forum. In each of the meetings, concerns have been voiced about hospital discharges to care homes, lack of testing, the difficulty of procuring PPE and the lack of advice for care homes.

The Local Government Association News and Guidance

Opening schools: As there are different COVID-19 infection rates around the country, schools and councils must be able to work together to decide how and when schools open to more children, the LGA has said. Some local authorities have already advised primary schools not to reopen or have warned that they would be opening later than the Government's proposed 1 June start date. The Department for Education has updated its guidance on how to keep those in schools safe.

Adult Social Care: The Care Quality Commission (CQC) has published an insight into adult social care during the pandemic. This document focuses on adult social care and explores data outbreaks (by region), deaths, the availability of PPE, the impact of the outbreak on staff wellbeing and the financial viability of adult social care services. The LGA has reiterated that future funding support will be needed to help meet increasing demand and costs.

Disposal of PPE: The Department for Environment, Food and Rural Affairs (DEFRA) is asking councils to help remind the public to dispose of personal protective equipment (PPE) safely. It has produced a key messages document together with social media content for Twitter, LinkedIn and Facebook. If a personal assistant lives in the same accommodation as the person they are supporting, they will only need additional PPE if the person is in the shielded group or has COVID-19 symptoms.

Back to work support: Employment experts have called for a £1 billion 'youth guarantee' and urgent investment in education and back-to-work support as unemployment rockets following the coronavirus crisis. Institute of Employment Studies, Learning and Work Institute and the Association of Colleges have warned that failure to take urgent action risks creating a 'pandemic generation' of young people with poorer education and employment prospects.

Test and Trace: All symptomatic people over the age of five are now eligible for testing which send a signal to people and their household to self-isolate. The LGA continues to call for government to make use of the local knowledge and expertise of councils, to share vital and up-to-date data with us, and to accompany this with consistent and ongoing funding.

Councils need four times more funding: Local government faces "unsustainable" financial pressures as the sector continues to lead efforts to beat the coronavirus pandemic, the LGA has warned. The Government has so far allocated an additional £3.8

billion to councils, but many continue to see costs spiral at the same time as a huge drop in income, from things like car parking and leisure centres. "Extra funding for councils will be helpful but they will need up to four times the funding they have been allocated by government so far," said Cllr Richard Watts, Chair of the LGA's Resources Board.

Loneliness and social isolation: Councils are seeing higher levels of loneliness and social isolation in our communities, because of the impact of the restrictions necessary to combat COVID-19. Councils are being advised how to support lonely people.

Equipment for children with Special Educational Needs and Disabilities: The Department for Education has announced the creation of a £37 million fund to support children with special educational needs and disabilities (SEND) during 2020/21. Families with children who have complex needs and disabilities will receive grants for vital equipment to make their lives easier while implementing social distancing measures, including computers, specialist equipment and educational toys. Grants from the Family Fund are typically worth £400 to £500 per family, depending on need.

Waste Disposal - Amey : The County Household Waste Disposal Centre at Milton opened up again 11 May. Be prepared for long queues, being 'held' at the Park and Ride site. A maximum of 7 cars be on site at any one time.

Milton

Highways have taken the opportunity of fewer cars on the road to get on with outstanding work. Potholes have been repaired on High Street and by the speed humps. The cycle lanes have been repainted and road marking renewed.

Update: The A10 upgrade Public Consultation goes on-line 22 June for 3 weeks. There are 7 route options to consider. Councillors to prepare comments to be put forward for discussion at a future meeting. Councillors can respond as individuals if they wish.

12 District Cllrs Hazel Smith, Judith Rippeth and Anna Bradnam Report June 2020

Council business

The District Council had its first virtual Full Council meeting on 21st May. Other council meetings are all now online and this is becoming routine for them as it is for many in business, as well as for staying in touch with family.

As you may be aware, the District Council agreed a grant of up to £50,000 in 2 tranches, to support **Milton Country Park** in these difficult times. This followed the £10,000 extraordinary grant from Milton Parish Council. The Cambridge Sport Lakes Trust crowdfunder for Milton Country Park stands at just over £9,000 now.

After voting in temporary Covid-19 related rules of procedure, the Council went on to receive the report of the **Constitution Review** Task and Finish Group which has worked on modernising the constitution over the last 18 months. There was also the small change to legalise planning delegation which has caused such disquiet among some parish councils. It was explained that the Planning Advisory Service (PAS) had been booked back in February to undertake a review of planning. This would bring the rules of Cambridge City and South Cambs District into the same procedure, regarding delegations, consultation and the role of Parish Councils and Area Committees. This is essential now that the Greater Cambridge Planning Service covers the whole area. They will be involving parish councils in their consultation. All this work should have been underway by now had the coronavirus not intervened.

Health and Wellbeing: A new strategy has been adopted by the Cabinet. This was worked on over the past year and currently many of the classes and activities SCDC usually supports are unable to take place (fitness classes, Let's Get Moving, sports for children, etc). However we all recognise that promoting fitness and mental health will be essential in the coming years, even more than before, so the strategy was adopted as a baseline, with aspirations for reviewing it later in the light of the communities' needs as we recover from Covid-19. The Council has £200,000 in its budget this year to support setting up new mobile warden schemes in about 8 villages where they don't currently have them, and to encourage others to start work to support older people in their own homes in smaller villages too. The volunteer groups that are supporting groups of people in our villages during the coronavirus lockdown have clearly already started this sort of work in supporting many older, vulnerable and shielding residents, so this is very timely, and we hope to build on the contacts made.

Housing for the homeless: Across the country homeless people have been housed temporarily to see them through the lockdown.

Environment and Zero Carbon Strategy: The Council has also just approved a new Zero Carbon Strategy detailing their aims for the next few years. This will also need a review when we see the effects of Covid-19 – the needs of public transport will be different and traffic will present different problems from before. More home working could make a big difference to everyone's experience on the roads, and more cycling and walking are to be encouraged with greater cycle priority already planned for some streets in Cambridge. We are pushing for widening of the A10 cycle route (the old footpath), or at the very least the decent maintenance of the adjoining grass, shrubs and trees to maintain its design width.

Share of Government's £2 billion for improved cycling commuter routes: As we ease out of lockdown and following the announcement by the Prime Minister on 10th May to go back to work if you can't work from home, the Combined Authority will receive a share of this funding to enable more people to cycle to work. For residents who cannot work from home they are being encouraged to drive or cycle and to avoid public transport wherever possible. As elected members we have been encouraged to make suggestions of quickly adaptable cycling routes to County officers. This is particularly important in our ward as cycling is a potential option for many commuters into Cambridge and fast action needs to be taken to provide safer and thus more viable routes.

Business support and grants: The Council held a Zoom meeting involving local businesses, in conjunction with leading business support organisations and the City Council. 2 of their 3 local MPs were in attendance. This was considered to be a

useful meeting and has put us on the map as far as support for business recovery is concerned. The regular 'Open for Business' e-newsletter is very useful (businesses can sign up on the website), and SCDC has distributed over £20m in grants from the cash provided by the government. There is now a new 5% top-up of business grants which is to plug the glaring gaps in the previous grants they could award, and the criteria for businesses that can benefit are being drawn up mindful of the work on this in Cambridge City and Huntingdon, so that the system does not seem unfair across the area. These are supposed to be local schemes: in Newmarket they are supporting stables as a special case, for example. The gaps include small businesses whose rates are paid as part of their rent to the landlord, B&Bs, wholesale caterers, and those in shared premises.

Greater Cambridge Shared Waste Service : We were promised a monthly collection of green waste from 11 May with an undertaking to try and collect as many rounds as possible in the intervening fortnight. We have seen the new 2-man bin teams running the rounds and can report that both the guaranteed and non-guaranteed dates thus far in the ward have been collected. Many thanks to the waste operatives quite literally going the extra mile, and it's a good idea to put your green bin out fortnightly as if there continues to be time and capacity it will be emptied.

In **Milton** the motorbike track in a field on Fen Road is being enhanced and developed into a much more formal track with many more riders and visitors on site. There has been a coincident increase in motorbike traffic on Fen Road. It is not clear if these bikes are related directly to the field. The track has been developed with the knowledge of the landowner and is within permitted development rights. On one day noise complaints were acknowledged and exhausts were muffled but on many days the bikes have been very loud. Some visitors have not been social distancing and the Police are aware of these concerns. If you have any serious concerns please call the Police on 101 or 999 or report a breach of the Coronavirus restriction here <https://www.cambs.police.uk/report/Report-a-breach-of-COVID-19-restrictions>

North East Cambridge Area Action Plan: Hazel, Judith and Anna attend this forum which is considering the development of the site north of Cambridge North Station, including the land currently occupied by the Waste Water Treatment Centre. This has become possible since it was announced that Anglian Water and Cambridge City Council's bid to the Housing Infrastructure Fund had succeeded. This is money to encourage development on otherwise difficult sites. The intention is to create a modern, low energy, mixed use development (homes and workspaces), maximising opportunities for people to live close to where they work, to maximise the use of public transport and to actively discourage cars. (0.5 spaces per dwelling.) The site is anticipated to hold 8,000 dwellings with 40% affordable housing, space for 20,000 jobs, 3 primary schools, safeguarding of space for a secondary school, shops and local services. No retail units are being developed that would require a car park, so supermarkets will be small and localised. Building heights will range from 4-5 storeys, up to 7-11 storeys. You can see the documents and plans which the committees are considering here: <https://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=1125&MId=7955&Ver=4>

When they have gone through the committee stages they will be opened up for public consultation.

AB Proposed to extend the meeting by 15 minutes to 8:45pm to discuss items 10 and 13 – JEC Seconded. 8 In Favour 1 Abstain – AGREED. (AM left the meeting 8:30pm)

13 Fen Road

Update on issues raised: AB and HMS have received email complaints about the noise coming from the Fen Road dirt track. Residents have been emailed a log sheet to note dates and times when noise is an issue. The log needs to be kept for at least 3 weeks before being emailed to The Environmental Health Department. AB reported to the Council that the transformation of the field was done under Permitted Development Rights and is only being used by family and friends of the owner. The owner of the field has a 28 day event rule – when 14 days in a year an event can be held and another 14 days can include practice days for the event. Evidence required of such an event would include advertising of the event, charging for tickets and marshals at the events.

JEC Proposed to write a letter to Lucy Frazer (MP) outlining the issues and concerns raised by local residents due to the motorbikes using the field just before the level crossing and enclose a map to show the area concerned in context with the village. Additionally, that we ask Lucy Frazer to look at trying to get the rules/law changed for this type of activity so it cannot go ahead without some sort of permission. Also, that we formally write to the Police, County and District Council raising our concerns about the use of the field and the distress it is causing to some of the residents of Milton. **HMS Seconded – 4 In Favor, 4 Against – Chairman casting vote – AGAINST at this time.**

(AH left the meeting at 8:50pm)

AB Proposed to seek legal advice regarding how we approach logging the usage to distinguish types of use and how to best make representation to the Planning Department of inappropriate use. **7 In Favor - ALL AGREED (RF left the meeting 9pm)**

14 Dates of next meetings

Monday 6 July 2020 – Planning 7pm, Finance and Administration 7:45pm
 Wednesday 8 July 2020 – Community Care 11:30am
 Monday 13 July 2020 – Parish Council 7pm

Meeting closed at 9.05pm Signed:

Date:

We are here to help you.

Covid-19: Protecting Your Workforce



The spread of Coronavirus (Covid-19) is unprecedented and we understand this is an incredibly difficult time for families and businesses. We are here to help customers and businesses affected by the impact of Covid-19 in these challenging times. Many people are working differently at the moment, which will bring about a new risk environment, managing daily operational challenges while maintaining normal standards and systems.

This guide is designed to cover some of the things to consider currently including redeploying staff and/or volunteers.

Risk Assessments

Are risk assessments being undertaken or reviewed on a frequent, dynamic basis? Specific consideration should be given to any individuals in your workforce who are more at risk; how work practices and risk controls can provide reasonable protection; the social value or necessity of your service and the geographic area or location that people are working in and how they are travelling to and within their work. Some businesses are using new materials and making new products, so are your risks assessments identifying any new hazards and the correct risk controls?

Decision Making

When doing something different – for example stopping, limiting or altering a service, or the way a service is delivered - provide and document the process and justification for the decision. It is important you can demonstrate that what you have done is reasonable. Provide a high-level risk analysis and assessment.

Redeploying workers, including volunteers

Re-deployment of workers to new duties, or taking on temporary (including volunteers) or labour-only sub-contractors will require new or revised risk assessments, training, induction, supervision, equipment etc. All these must be recorded and evidenced. When redeploying workers, adhere to Public Health England, the Health & Safety Executive (HSE) and government rules, regulations and advice. Respect social distancing and self-isolating rules and personal protection equipment (PPE) regulations. [HSE guidance](#) reflects that the same health and safety responsibilities apply for home workers as for any other workers.

Data Protection

Data Protection: ensure that confidentiality, integrity and availability of information and data is maintained when data is taken off-site or where your buildings are closed or less occupied.

Wellbeing and communications

Some additional areas to consider with regard to wellbeing and communications are:

- Are you supporting staff with managing fatigue/stress/isolation?
- Are you providing consistent and accurate information to employees about the situation and what it means for their jobs and their health and safety?
- Employees may be experiencing financial stress – in the Spring Budget, the government announced a package of measures to support the UK to cope with the immediate economic impact of the coronavirus outbreak
- Business continuity: are you adequately covering critical activities and statutory duties with potentially fewer people or via remote working?

Guidance is changing frequently so subscribe to receive email alerts from the UK government for up-to-date information and refer to guidance from the NHS, HSE etc.

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.hse.gov.uk/news/hse-regulatory-activity-during-coronavirus.htm>

Organisations are making dynamic decisions every day and they may be difficult decisions involving protecting workers while continuing to deliver usual services. Above all: are you taking as much care as is reasonably required in the circumstances and will you be able to provide documented evidence of risk assessments and decision making?

If your questions aren't directly answered by any of these, do let us know and we will do our best to help you. We have the ability to facilitate webinars and white papers, as the need and demand arises or even to share current practices amongst peer groups. In these unprecedented times Zurich are here to offer as much support as possible. [Please visit our website](#), which has links to many FAQ topics.

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12A, THE SHADE, SOHAM,
CAMBS. CB7 5DE

C. J. MURFITT LIMITED

Building Contractors, Decorators and Small Works

Milton Parish Council
Coles Road
Milton

Tuesday 7th July 2020

Dear Sirs,

Re: Parish Council Offices

Further to your previous request and our site visit we now confirm our updated estimate for roofing works as required.

Enabling Works

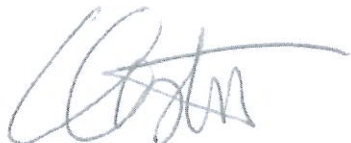
- Supply, erect and later dismantle scaffold handrail to either end of flat roof area. Fixed ladder access to be at rear of buildings.

Roofing Works 60m² approx.

- Strip back slates and tiles to expose existing layboard detail. Remove existing trims and cart from site.
- Supply and lay Sarnafil G410-15ELF lead grey membrane fully bonded to existing roof covering using Sarnacol 2142 with all laps hot air welded.
- Supply and fit dressings to layboard upstands and re-fit tiles and slates (18 metres).
- Supply and fit dressings to kerb upstand including Sarnafil trim (6 metres).
- Supply and fit Sarnafil 70mm face trim to disperse into external gutter including dressings (8 metres).

For the sum of £3,790.80 plus VAT.

We trust this is satisfactory and look forward to receiving your further instructions.



I. Coston

Milton Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85 Subscriptions	01/07/2020		Unity Trust Bank		SILCC Membership	SILCC (Society of Local Counc	E	216.00	0.00	216.00
86 GJK - RFO	16/06/2020		Unity Trust Bank		Professional Services	GJK Accountancy Ltd	E	150.00	0.00	150.00
87 Telephone / Broadband	17/06/2020		Unity Trust Bank	DD	Office Mobile	Three	S	11.98	2.40	14.38
88 Payroll Highways	24/06/2020		Unity Trust Bank		Salary	P A	E	331.40	0.00	331.40
89 S137: Warden Salary	24/06/2020		Unity Trust Bank		Salary	T E	E	828.05	0.00	828.05
90 Payroll Clerk	24/06/2020		Unity Trust Bank		Salary	S C	E	1,058.11	0.00	1,058.11
91 Payroll Asst Clerk	24/06/2020		Unity Trust Bank		Salary	JB	E	202.45	0.00	202.45
92 Website	18/06/2020		Unity Trust Bank	DD	Website hosting	1 and 1 Internet Ltd	S	6.99	1.40	8.39
93 Cemetery Maintenance	04/06/2020		Unity Trust Bank	DD	Cemetery Pest Control	Command Pest Control	S	180.00	36.00	216.00
94 S137: Warden's Phone	01/06/2020		Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	S	10.49	1.50	11.99
95 Telephone / Broadband	14/06/2020		Unity Trust Bank	DD	Office Phone	BT	S	5.00	1.00	6.00
96 Cemetery Maintenance	29/06/2020		Unity Trust Bank		Cemetery	Artiststeel Ltd	S	310.00	62.00	372.00
97 Electricity	02/07/2020		Unity Trust Bank	SO	Electricity	Utilita	L	102.04	4.43	106.47
98 Photocopying	30/07/2020		Unity Trust Bank		Photocopying	CBS Office Solutions Ltd	S	30.87	6.17	37.04
99 Bank charges	03/06/2020		Unity Trust Bank	DD	Bank Charge	Unity Trust Bank	E	29.70	0.00	29.70
100 Bank charges	30/06/2020		Unity Trust Bank	DD	Bank Charge	Unity Trust Bank	E	0.50	0.00	0.50
101 Payroll Clerk	06/07/2020		Unity Trust Bank		PAYE/NIC	S C	E	394.63	0.00	394.63
102 S137: Warden Salary	06/07/2020		Unity Trust Bank		PAYE/NIC	T E	E	833.31	0.00	833.31
103 Payroll Highways	06/07/2020		Unity Trust Bank		PAYE/NIC	P A	E	246.60	0.00	246.60
104 Payroll Asst Clerk	06/07/2020		Unity Trust Bank		PAYE/NIC	J B	E	151.20	0.00	151.20
105 Paddock maintenance	01/07/2020		Unity Trust Bank		Paddock clearance	Warrilow & Sons	E	480.00	0.00	480.00
Total								5,579.32	114.90	5,694.22

Milton Parish Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
22	Community Care fees	15/06/2020		Unity Trust Bank		Community Care Fee	JG	E	130.00	0.00	130.00
23	VAT	18/06/2020		Unity Trust Bank		VAT refund	HMRC	R	0.00	3,607.87	3,607.87
24	Grass Cutting	18/06/2020		Unity Trust Bank		Grass Cutting	Cambridgeshire County Coun	E	1,108.00	0.00	1,108.00
Total									1,238.00	3,607.87	4,845.87

12

Milton Parish Council - Quarter1 - (01/04/2020 to 30/06/2020)

7 Julv 2020 (2020-2021)

		1st.Quarter					
code		Budgeted	Actual	Receipts	Budgeted	Actual	Payments
No.	Heading	receipts	receipts	Variance	payments	payments	Variance
1	CAPALC	0.00	0.00	0.00	777.25	0.00	777.25
2	Chair Allowance	0.00	0.00	0.00	0.00	0.00	0.00
3	Councillor expenses	0.00	0.00	0.00	0.00	0.00	0.00
4	Elections	0.00	0.00	0.00	0.00	0.00	0.00
5	Insurance	0.00	0.00	0.00	1,300.00	697.00	603.00
7	Payroll Clerk	0.00	0.00	0.00	4,999.97	3,758.38	1,241.59
8	Payroll Asst Clerk	0.00	0.00	0.00	1,000.03	607.35	392.68
9	Photocopying	0.00	0.00	0.00	90.00	39.60	50.40
10	Postage	0.00	0.00	0.00	10.00	25.04	-15.04
11	Training	0.00	0.00	0.00	75.00	0.00	75.00
12	Stationery	0.00	0.00	0.00	77.53	48.90	28.63
13	Subscriptions	0.00	0.00	0.00	277.00	104.17	172.83
14	Office Sundries	0.00	0.00	0.00	12.50	0.00	12.50
15	Telephone / Broadband	0.00	0.00	0.00	282.00	251.39	30.61
16	Website	0.00	0.00	0.00	54.00	42.93	11.07
17	Allotment Maintenance	0.00	0.00	0.00	750.00	849.94	-99.94
18	Allotments Rents	0.00	0.00	0.00	0.00	0.00	0.00
19	Cemetery Maintenance	0.00	0.00	0.00	550.03	1,152.82	-602.79
20	Cemetery Fees	0.00	0.00	0.00	0.00	0.00	0.00
21	Bus Shelters	0.00	0.00	0.00	250.00	94.00	156.00
22	Payroll Highways	0.00	0.00	0.00	1,000.03	1,181.08	-181.05
23	Seats and Bins	0.00	0.00	0.00	475.00	475.00	0.00
24	Cleaning and Sundries	0.00	0.00	0.00	125.00	0.00	125.00
25	MCC Bills Paid	0.00	0.00	0.00	0.00	0.00	0.00
28	Office expenses	0.00	0.00	0.00	320.00	158.88	161.12
29	Audit Fees	0.00	0.00	0.00	156.00	0.00	156.00
30	Legal/Land/Survey Solic	0.00	0.00	0.00	750.00	0.00	750.00
31	S137: Warden's Mileage	0.00	0.00	0.00	156.28	270.00	-113.72
34	S137: Warden's Phone	0.00	0.00	0.00	37.50	36.51	0.99
35	Youth Building	0.00	0.00	0.00	0.00	0.00	0.00
37	Community Care fees	1,930.00	1,357.00	-573.00	0.00	0.00	0.00
38	Community Care Grant	4,155.00	2,500.00	-1,655.00	0.00	0.00	0.00
44	Grass Cutting	1,108.00	1,108.00	0.00	2,500.03	2,173.89	326.14
45	Play areas	0.00	0.00	0.00	2,500.03	0.00	2,500.03
46	S137: Sundries	0.00	0.00	0.00	25.00	0.00	25.00
47	Trolley Bus	900.00	0.00	-900.00	375.00	114.00	261.00
48	Tomkins Mead	0.00	0.00	0.00	0.00	0.00	0.00
49	Youth Workers/Courses	0.00	0.00	0.00	0.00	0.00	0.00
50	Horse Grazing	0.00	0.00	0.00	0.00	0.00	0.00
53	Tree Maintenance	0.00	0.00	0.00	1,000.03	0.00	1,000.03
54	Capital Schemes	0.00	0.00	0.00	7,500.00	1,409.00	6,091.00
55	Agency Received	0.00	0.00	0.00	0.00	0.00	0.00
56	Precept	66,500.00	66,500.00	0.00	0.00	0.00	0.00
59	Payroll Pension (Employ	0.00	0.00	0.00	182.53	184.12	-1.59
60	Payroll Pension (Employ	0.00	0.00	0.00	182.53	184.12	-1.59
66	S106 POS	0.00	0.00	0.00	0.00	0.00	0.00
69	VAT	0.00	0.00	0.00	0.00	0.00	0.00
70	S137: Comm Care sund	0.00	0.00	0.00	0.00	0.00	0.00
71	SCDC Grant	0.00	0.00	0.00	0.00	0.00	0.00
72	Clerks expenses	0.00	0.00	0.00	62.50	0.00	62.50
74	Christmas	0.00	0.00	0.00	0.00	0.00	0.00
77	Interest CBS Community	0.00	0.00	0.00	0.00	0.00	0.00

22

78	Interest CBS S106	0.00	0.00	0.00	0.00	0.00	0.00
79	Interest Santander S106	54.00	57.74	3.74	0.00	0.00	0.00
80	Interest CBS Council Sa	0.00	0.00	0.00	0.00	0.00	0.00
81	Interest Hampshire Trust	0.00	0.00	0.00	0.00	0.00	0.00
82	Consultancy	0.00	0.00	0.00	0.00	0.00	0.00
83	Electricity	0.00	0.00	0.00	300.00	306.12	-6.12
85	MCC grounds maintenar	0.00	0.00	0.00	4,000.03	2,975.25	1,024.78
86	MCC cleaning	0.00	0.00	0.00	0.00	0.00	0.00
87	Community grant / Dona	0.00	0.00	0.00	10,000.00	10,000.00	0.00
88	Milton Charities	0.00	0.00	0.00	0.00	0.00	0.00
89	Trees & tree maintenanc	0.00	0.00	0.00	0.00	0.00	0.00
91	Interest United Trust Bor	0.00	0.00	0.00	0.00	0.00	0.00
92	S137: Warden Salary	0.00	0.00	0.00	3,499.97	3,407.54	92.43
93	S137: Agency Holiday C	0.00	0.00	0.00	1,125.00	934.74	190.26
94	Equipment Maintenance	0.00	0.00	0.00	250.00	0.00	250.00
95	Highway Maintenance	0.00	0.00	0.00	125.00	0.00	125.00
98	GJK - RFO	0.00	0.00	0.00	450.00	450.00	0.00
99	Bank charges	0.00	0.00	0.00	43.78	39.20	4.58
100	S137: Warden's Pensior	0.00	0.00	0.00	180.00	171.78	8.22
101	S137: Warden's Pensior	0.00	0.00	0.00	180.00	171.78	8.22
102	North Lodge overheads	0.00	0.00	0.00	0.00	0.00	0.00
103	Other income	3.45	3.45	0.00	0.00	0.00	0.00
104	Cambridge and Counties	0.00	0.00	0.00	0.00	0.00	0.00
105	Contingency	0.00	0.00	0.00	1,250.00	0.00	1,250.00
106	MCC-NLP grass cutting	0.00	0.00	0.00	874.97	578.64	296.33
107	Shrub Maintenance	0.00	0.00	0.00	499.97	0.00	499.97
108	General Maintenance	0.00	0.00	0.00	250.00	0.00	250.00
109	S106 Arts	0.00	0.00	0.00	0.00	0.00	0.00
110	Paddock maintenance	0.00	0.00	0.00	500.00	0.00	500.00
111	S106 - Comm Fac	0.00	0.00	0.00	0.00	0.00	0.00
112	Interest Redwood Bank	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS.....		74,650.45	71,526.19	-3,124.26	51,381.49	32,893.17	18,488.32

NET Variance Quarter 1 **15,364.06**

Milton Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Admin (Fixed Overheads)			Receipts		Payments		Current Balz
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
2	Chair Allowance	0.00	0.00	0.00	100.00	0.00	100.00
72	Clerks expenses	0.00	0.00	0.00	250.00	0.00	250.00
3	Councillor expenses	0.00	0.00	0.00	50.00	0.00	50.00
4	Elections	0.00	0.00	0.00	250.00	0.00	250.00
8	Payroll Asst Clerk	0.00	0.00	0.00	4,000.00	758.55	3,241.45
7	Payroll Clerk	550.21	0.00	0.00	20,000.00	4,153.01	16,397.20
22	Payroll Highways	193.80	0.00	0.00	4,000.00	1,427.68	2,766.12
59	Payroll Pension (Employee)	66.60	0.00	0.00	730.00	184.12	612.48
60	Payroll Pension (Employer)	66.60	0.00	0.00	730.00	184.12	612.48
		£877.21	0.00	£0.00	30,110.00	£6,707.48	24,279.73

Capital Schemes - Projects			Receipts		Payments		Current Balz
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
54	Capital Schemes	0.00	0.00	0.00	30,000.00	1,409.00	28,591.00
74	Christmas	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	30,000.00	£1,409.00	28,591.00

Contingency			Receipts		Payments		Current Balz
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
105	Contingency	0.00	0.00	0.00	5,000.00	0.00	5,000.00
		£0.00	0.00	£0.00	5,000.00	£0.00	5,000.00

Fees			Receipts		Payments		Current Balz
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
18	Allotments Rents	0.00	1,800.00	0.00	0.00	0.00	-1,800.00
20	Cemetery Fees	0.00	0.00	0.00	0.00	0.00	0.00
50	Horse Grazing	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	1,800.00	£0.00	0.00	£0.00	-1,800.00

Grants and Donations			Receipts		Payments		Current Balz
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
87	Community grant / Donations	0.00	0.00	0.00	10,550.00	10,000.00	550.00
88	Milton Charities	0.00	0.00	0.00	0.00	0.00	0.00
48	Tomkins Mead	0.00	0.00	0.00	1,500.00	0.00	1,500.00
89	Trees & tree maintenance	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	12,050.00	£10,000.00	2,050.00

Interest			Receipts		Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
104	Cambridge and Counties Bond	0.00	1,719.00	0.00	0.00	0.00	-1,719.00
80	Interest CBS Council Saver	0.00	104.00	0.00	0.00	0.00	-104.00
81	Interest Hampshire Trust	0.00	1,450.00	0.00	0.00	0.00	-1,450.00
112	Interest Redwood Bank	0.00	630.00	0.00	0.00	0.00	-630.00
91	Interest United Trust Bond	0.00	1,548.00	0.00	0.00	0.00	-1,548.00
		£0.00	5,451.00	£0.00	0.00	£0.00	-5,451.00

24

Milton Parish Council

Net Position by Cost Centre and Code

Maintenance			Receipts		Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
17	Allotment Maintenance	276.68	0.00	0.00	3,000.00	849.94	2,426.74
21	Bus Shelters	0.00	0.00	0.00	1,000.00	94.00	906.00
19	Cemetery Maintenance	160.94	0.00	0.00	2,200.00	1,152.82	1,208.12
24	Cleaning and Sundries	0.00	0.00	0.00	500.00	0.00	500.00
94	Equipment Maintenance	0.00	0.00	0.00	1,000.00	0.00	1,000.00
108	General Maintenance	0.00	0.00	0.00	1,000.00	0.00	1,000.00
44	Grass Cutting	724.63	1,108.00	1,108.00	10,000.00	2,173.89	8,550.74
95	Highway Maintenance	0.00	0.00	0.00	500.00	0.00	500.00
102	North Lodge overheads	0.00	0.00	0.00	0.00	0.00	0.00
110	Paddock maintenance	0.00	0.00	0.00	2,000.00	480.00	1,520.00
45	Play areas	0.00	0.00	0.00	10,000.00	0.00	10,000.00
23	Seats and Bins	0.00	0.00	0.00	600.00	475.00	125.00
107	Shrub Maintenance	0.00	0.00	0.00	2,000.00	0.00	2,000.00
53	Tree Maintenance	0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£1,162.25	1,108.00	£1,108.00	37,800.00	£5,225.65	33,736.60

MCC Grant			Receipts		Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
25	MCC Bills Paid	-9,637.80	0.00	0.00	10,500.00	0.00	862.20
86	MCC cleaning	0.00	0.00	0.00	10,000.00	0.00	10,000.00
85	MCC grounds maintenance	991.75	0.00	0.00	16,000.00	2,975.25	14,016.50
106	MCC-NLP grass cutting	192.88	0.00	0.00	3,500.00	578.64	3,114.24
		£-8,453.17	0.00	£0.00	40,000.00	£3,553.89	27,992.94

Office			Receipts		Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
83	Electricity	0.00	0.00	0.00	1,200.00	408.16	791.84
28	Office expenses	0.00	0.00	0.00	1,000.00	158.88	841.12
14	Office Sundries	0.00	0.00	0.00	50.00	0.00	50.00
9	Photocopying	0.00	0.00	0.00	360.00	70.47	289.53
10	Postage	0.00	0.00	0.00	40.00	25.04	14.96
12	Stationery	0.00	0.00	0.00	310.00	48.90	261.10
15	Telephone / Broadband	0.00	0.00	0.00	1,200.00	251.39	948.61
16	Website	0.00	0.00	0.00	275.00	42.93	232.07
		£0.00	0.00	£0.00	4,435.00	£1,005.77	3,429.23

Other Income			Receipts		Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
103	Other income	0.00	3.45	3.45	0.00	0.00	0.00
		£0.00	3.45	£3.45	0.00	£0.00	0.00

Precept		Receipts			Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
56	Precept	0.00	133,000.00	66,500.00	0.00	0.00	-66,500.00
71	SCDC Grant	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	133,000.00	£66,500.00	0.00	£0.00	-66,500.00

Professional			Receipts		Payments		Current Bal
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget

Milton Parish Council
Net Position by Cost Centre and Code

29	Audit Fees	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1	CAPALC	-777.25	0.00	0.00	777.25	0.00	0.00
82	Consultancy	0.00	0.00	0.00	0.00	0.00	0.00
98	GJK - RFO	0.00	0.00	0.00	1,800.00	450.00	1,350.00
5	Insurance	0.00	0.00	0.00	1,300.00	697.00	603.00
30	Legal/Land/Survey Solicitors fee	0.00	0.00	0.00	3,000.00	0.00	3,000.00
13	Subscriptions	0.00	0.00	0.00	1,000.00	320.17	679.83
11	Training	0.00	0.00	0.00	300.00	0.00	300.00
		£-777.25	0.00	£0.00	9,177.25	£1,467.17	6,932.83

Running Costs			Receipts		Payments		Current Bal
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
99	Bank charges	0.00	0.00	0.00	175.00	39.20	135.80
47	Trolley Bus	0.00	900.00	0.00	1,500.00	114.00	486.00
		£0.00	900.00	£0.00	1,675.00	£153.20	621.80

S106			Receipts		Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
78	Interest CBS S106	0.00	30.00	0.00	0.00	0.00	-30.00
79	Interest Santander S106 Arts	0.00	216.00	57.74	0.00	0.00	-158.26
111	S106 - Comm Fac	0.00	0.00	0.00	5,533.00	0.00	5,533.00
109	S106 Arts	0.00	0.00	0.00	15,000.00	0.00	15,000.00
66	S106 POS	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	246.00	£57.74	20,533.00	£0.00	20,344.74

S137			Receipts		Payments		Current Bal
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
37	Community Care fees	-1,850.00	7,000.00	1,357.00	0.00	0.00	-7,493.00
38	Community Care Grant	0.00	4,155.00	2,500.00	0.00	0.00	-1,655.00
77	Interest CBS Community Care	0.00	10.00	0.00	0.00	0.00	-10.00
93	S137: Agency Holiday Cover	0.00	0.00	0.00	4,500.00	934.74	3,565.26
70	S137: Comm Care sundry	0.00	0.00	0.00	0.00	0.00	0.00
46	S137: Sundries	0.00	0.00	0.00	100.00	0.00	100.00
92	S137: Warden Salary	806.39	0.00	0.00	14,000.00	4,240.85	10,565.54
31	S137: Warden's Mileage	170.00	0.00	0.00	625.00	270.00	525.00
101	S137: Warden's Pension (Empl	57.26	0.00	0.00	720.00	171.78	605.48
100	S137: Warden's Pension (Empl	57.26	0.00	0.00	720.00	171.78	605.48
34	S137: Warden's Phone	0.00	0.00	0.00	150.00	36.51	113.49
		£-759.09	11,165.00	£3,857.00	20,815.00	£5,825.66	6,922.25

SCDC / CCC (Agency Received)			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
55	Agency Received	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00

VAT repayment			Receipts		Payments		Current Bal
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
69	VAT	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00

Milton Parish Council
Net Position by Cost Centre and Code

Youth Services		Receipts			Payments		Current Bal
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
35	Youth Building	0.00	0.00	0.00	0.00	0.00	0.00
49	Youth Workers/Courses	0.00	0.00	0.00	6,981.00	0.00	6,981.00
		£0.00	0.00	£0.00	6,981.00	£0.00	6,981.00
NET TOTAL		£-7,950.05	153,673.45	£71,526.19	218,576.25	£35,347.82	93,131.12

District and County Councillors Reports for Parishes, July 2020 – Cllr Anna Bradnam, Cllr Judith Rippeth and Cllr Hazel Smith

A10 Upgrade

On 24 June the Cambridgeshire and Peterborough Combined Authority has launched a **three-week** consultation until **5pm on 14th July** on the options for the A10 in an 'online exhibition room' here

<https://a10dj.exhibition.app/>

If you go into the virtual meeting room the maps are on the table, on my computer you need to angle downwards before clicking on the Maps icon to see the full menu.

Options A-C see the A10 striking off west of the A10 and separating Landbeach from Milton and from Waterbeach. These routes also separate Milton from its cemetery off Butt Lane, and the road is very close to the cemetery. Further north Option A diverts around Stretham to the west and option B does the same but to the east.

Option D takes a completely new line west of Landbeach, Stretham and Little Thetford, arriving at the BP roundabout on the A10/A142 interchange. Options E-G dual the A10 on its current alignment from Milton to Waterbeach with varying degrees of junction improvements along the way.

Please take the time to look at the options and respond to the consultation.

We have been told that cycle links will be preserved which rather suggests any dual carriageway may have to rise up over Landbeach Road and Mere Way, increasing noise nuisance to local people. Road crossings may be roundabouts, but this will be decided at a later stage.

Anglian Water – Cambridge Wastewater Treatment Plant Relocation Project

Moving the Wastewater Treatment Plant will enable the site south of the A14 down to Cambridge North Station to be developed. Councillors have been given sight of the possible locations which the Waste Water Treatment Centre might be moved to. When considering a much wider collection of possible sites, various aspects were taken into account including topography (the height of the land), the length of tunnelling required and the need to return treated water to the River Cam. A public consultation will start on **8 July** and run until **19 August**.

Please take part in the consultation here:

<https://cwwtpr.commonplace.is/> where you can register an interest ahead of the plans being online.

Cambridge Police Station relocation

The police station relocation project from Parkside to the A10 beside Milton P&R is also going out to consultation this month: register for updates at <https://cambspoliceconsultation.co.uk/> The plans are slightly reduced from a year ago with fewer car parking spaces and more cycle parking.

North East Cambridge Area Action Plan

And (last one for now!) the North East Cambridge Area Action Plan is also starting consultation soon: this will be on <https://greatercambridgeplanning.org/> for 10 weeks from **27th July to 2nd October**.

Amey's Incinerator Appeal refused

Last year the County Council Minerals and Waste Planning Committee refused Amey's application for an Energy from Waste plant (an incinerator) at its Levitt's Field site (Waterbeach Waste Park) beside the A10. The refusal was based on the likely impact the plant would have on the landscape and nearby heritage assets.

Amey appealed against the decision. The appeal was handled by the Planning Inspectorate who researched the application fully and sent a recommendation to the Secretary of State.

On June 15 this year it was announced that the Appeal had been dismissed, on grounds of landscape and heritage assets.

Household Waste Recycling Centre

From now on you need to book a slot to visit the Household Waste Recycling Centre here

<https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centres>

Zero Carbon Communities Grant scheme:

The second round of applications runs from 1st July - 30th September 2020. Grants will be awarded again upto a limit of £15 000 for projects to support communities to reduce their reliance on fossil fuels. This year's scheme invites applications from parish councils and community organisations under three themes: Cycling, Community buildings and Tree planting and other nature based solutions.

Temporary Cycling improvements for Coronavirus recovery

We haven't heard anything definite about Waterbeach yet, but cycling and pedestrian improvements at the back of the school in Way Lane are being discussed.

Milton has had some line painting, not universally welcomed. This is to be extended between the White Horse and Lion and Lamb, and there will be a 20 mph limit there, and modal filter on Butt Lane and Ely Road junction from the North. These are initially for up to 18 months but may become permanent if they are seen to be successful.

One more consultation!

Waterbeach – Cambridge public transport, see

<https://www.greatercambridge.org.uk/WaterbeachToCambridge>

The consultation runs until the 3rd August at noon.

Community Centre Report – July 2020

Maintenance/Improvements:

Improvements have been carried out to the surface of The Sycamores car park

Coronavirus:

The 3 hourly paid members of staff (Kev + Ray + Philip) remain on furlough, with MCC making up 20% of their wages. However, Andy has continued to work, on full pay.

Outdoor activities, such as Bowls, Netball training, Tennis and Cricket practice are all taking place in accordance with Government guidelines. Colts will shortly resume socially distance football training at North Lodge

Kids-R-Us, who are deemed to provide an essential service, will have exclusive use of the Annexe for their children's Summer Holiday Club, starting on Friday 24th July.

The Community Centre will remain closed, as it is not considered practical or cost effective to manage the facilities in a manner that is safe for our customers at this time. It is our intention to open in September, provided we are able to comply with the Government rules and regulations. The only exception to this is a Blood Donating session on Friday 24th July and the facilities may be made available exclusively to Kids-R-Us, depending on their requirements

Andy Gray
Community Centre Manager
07/07/2020