



# MILTON PARISH COUNCIL

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## TO ALL MEMBERS OF THE PARISH COUNCIL MAINTENANCE COMMITTEE

You are summoned to attend an additional meeting of Milton Parish Council Maintenance Committee to be held in the Bowls Pavilion on Monday 7 June 2021 at 7.45pm. Members of the Public and the Press are cordially invited to attend but numbers may be restricted to meet health and safety requirements.

Clerk's signature: *Sarah Coder*  
Date of issue: 1<sup>st</sup> June 2021

Please note: All Covid guidelines must be adhered to:

1. Wear masks on entry and until seated. Masks must be worn if not seated.
2. Use hand sanitiser
3. Follow one way system - entry through the main door and exit by the office door
4. Open doors and windows to allow air circulation
5. Sign in for Track and Trace
6. Maximum room capacity of the Bowls Pavilion is 10.

## AGENDA

1. **Election of Maintenance Committee Chairman**
2. **Apologies for absence:** to receive and approve apologies for absence.
3. **To APPROVE the minutes of the meeting held on Monday 15 March 2021 (Appendix 1)**
4. **Declarations of interest and dispensations:**  
To receive declarations of interest from councillors on items on the agenda;  
To receive written requests for dispensations for disclosable pecuniary interests (if any);  
To grant any requests for dispensation as appropriate.
5. **Public Participation – members of the public are invited to speak**  
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
6. **Allotments**  
Update AH/SC
7. **Orchard**  
Update: AH/SC
8. **Cemetery**  
Update AH/SC

**9. Landbeach Road Bus Stop – Re siting bus shelter**

To **CONSIDER** amended quote from GW Shelter Solutions £4,800.00 + VAT (to be tabled) to reposition the bus shelter, extend the hard standing tarmac area, retarmac the current area shelter area.

Cost estimate received from Murfitts ( for less work: £5,975.00 + VAT)

**10. Rubbish Bins**

To **CONSIDER** a request to replace the existing bins with Duo use ( general use and mixed recycling sections).

**11. Highway Verges –**

To **CONSIDER** the future management of grass verges. Cambs County Council have asked the Parish Council to consider the number of times that the verges are cut. CCC suggest reducing the cut to once or twice a year, to encourage biodiversity and the growth of wildflowers. There are further benefits if the cuts are collected. Buchans have not been approached to determine whether their present equipment can collect grass cuttings as well as just cut. The County have not yet stated that this approach should be applied to the verges in their ownership, as of course this will affect the areas that are maintained for them under the Parish Council contract.

Guidelines are:

<https://plantlife.love-wildflowers.org.uk/roadvergecampaign/management-guidelines>

**12. Zero Carbon Communities Grant**

To **CONSIDER** any project that may be applicable for a submission to Round 3 of the Zero Grant Application process. The Grant will be open 10 May to provide funding between £1,000 and £15,000 to parish councils for projects that support the shift to zero carbon emissions by 2050. Applications closing date is 30 July.

The main themes are:

- Community Buildings (40%)
- Nature (40%)
- Other Projects (20%)

**13. Dates of next meetings**

Monday 20 September 2021– 7:45pm

Clerk's Office

## Appendix 1

### **Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 15 March 2021 at 7:45pm via Zoom on-line (Started at 8pm – Planning meeting over-run)**

**Present:** A Horne (AH)(Chairman), D Wildman (DW), A Markham (AM), JE Coston (JEC)

**In Attendance:** S Corder (Clerk), J Barrett (Assistant Clerk), P Ellwood (non-voting Councillor), HMS (non-voting Councillor), A Bradnam (non-voting Councillor arrived 8:14pm)

**Members of Public:** 1

#### **1 Apologies for absence**

None – Full Committee

#### **2 To APPROVE the minutes of the meeting held on Monday 14 December 2020**

AH Proposed to accept the Minutes of the meeting of Monday 14 December 2020 as a true record – **ALL AGREED**

#### **3 Declarations of interest and dispensation**

To receive declarations of interest from councillors for items on agenda: None

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

To grant any requests for dispensation as appropriate; None

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

A member of the Milton Cycling Group attended the meeting to discuss Item 10 – A short talk was given on the possibility of removal of the barriers and to be replaced with bollards allowing easier use of the dual use path by cyclists with cargo bikes, trailers etc

#### **5 Allotments**

Update AH/SC: All allotments plots have now been taken. 4 people on the waiting list.

Maintenance checks have been carried out and letters sent to relevant tenants regarding maintenance of their plots. Rents due to be reviewed at the June 2021 Maintenance meeting.

#### **6 Allotment Culvert and Access Path Damage Occurred**

Update: AH – Erosion damage to the pipe that runs under the allotment entrance has occurred when SCDC were cleaning out the culvert and subsidence to the culvert walls has caused the side/hand barriers to become unstable (now taped for safety measured). SCDC have prepared an outline plan for repair and are preparing costings. **To come back to a future Maintenance meeting for budgeting**

To **CONSIDER** removal of fallen tree (allotment side) and debris from award drain between the allotments and Farm College **AGREED – Clerk to source quote for removal works**

#### **7 Orchard**

AH: Rabbits have caused slight damage to some of the saplings. Bark chip has now been placed around the base of the saplings. **Clerk to apply for free tree packs from Woodland Trust when next round opens**

**8 Cemetery**

To **CONSIDER** updated Cemetery Policy, Clerk's Procedure flow chart, Internment booking form, Memorial application and Cemetery layout plan. **AH: Cemetery Policy Items 10.3 h, i, j and l should go under the Item 10 Memorials – general which covers all sections of the Cemetery regarding types of memorials allowed (amended version to go to Full Council for approval). The Clerk's procedure flow chart, internment booking form, memorial application and cemetery layout plan were accepted.**

To **CONSIDER** memorial topple test report from R S Memorials and any action required - Clerk update: Clerk has no family contact details for the memorials that require a new concrete base and ground anchor in the old part of the Cemetery. A letter can be attached to the memorials that require maintenance asking a family member to contact the Parish Council, if no contact made the memorial will be laid flat for safety. (This includes the 2 unstable concrete crosses). Clerk will write to family members in the new part of the Cemetery informing them of the outcome of the topple testing with proposed costing of works.

**9 Landbeach Road Bus Stop – Extension of tarmac area**

To **CONSIDER** amended quote from GW Shelter Solutions £3,840 + VAT to extend the hard standing tarmac area to now include retarmac of the current area and reposition the bus shelter **DW suggested that the bus shelter should be located directly opposite where the bus doors would open at the end of the proposed extended tarmac area. Easier access for disabled/pushchair users. AGREED – Clerk to ask for updated quotes and check with County Highways the relocation of the bus shelter is acceptable.**

(PE left 8:59pm)

**10 Gunnell Close Dual Use Path**

To **CONSIDER** making the barriers wider for use by cargo bikes, child trailers etc or to replace barriers with bollard – **AH Proposed to take this to Full Council for consideration to take the question to consultation within the village asking: to remove and replace with bollards, widen the barriers or take no action on the barriers on Gunnell Close – 3 In Favour – 1 Abstain AGREED**

(HMS left 9:19pm)

(AB left 9:23pm)

**11 To CONSIDER** updated inspection sheets for play areas and open spaces and the allotment and orchard areas – **AM suggested to add the checking of the grass matting under the foot goals on Humphries Way and Froment Way. AH Proposed to accept the updated inspection sheets – ALL AGREED**

**12 Dates of Next Meeting**

Monday 7 June 2021 – 7:45pm

Meeting closed at 9.37pm    Signed: .....

Date: .....