



MILTON PARISH COUNCIL

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TO ALL MEMBERS OF THE PARISH COUNCIL MAINTENANCE COMMITTEE

You are summoned to attend a meeting of Milton Parish Council Maintenance Committee to be held in the Bowls Pavilion on Monday 21 March 2022 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: 15 March 2022

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 20 September 2021 (Appendix 1)**
3. **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.
4. **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).
5. **Allotments**
Update AH/SC
6. **Orchard (New woodland area)**
Update: AH/SC
7. **Cemetery**
Update AH/SC
To **CONSIDER** purchasing two benches for the right-hand side of the Cemetery (by the Wildflower area)
8. **Play Areas**
Update AH/SC
To **CONSIDER** the Clerk looking into the revamp of The Rowans play area and making it an accessible for all play area
9. **Grass Cutting Contract 2023-25 (Appendix 2)**
To **REVIEW** grass cutting contract due to go out for tender
10. **Tompkins Mead (Appendix 3)**
To **DISCUSS** ideas/solutions to the wear and tear of the footpath (muddy areas) and the degradation caused by widening of the path to avoid muddy areas
11. **MPC Store Cupboard**
To **CONSIDER** Clerk sourcing quotes to have the access path to the rear store cupboard re-laid

and removal of small shrub

12. Review of Maintenance Policies and Risk Assessments (Appendix 4)

Maintenance Committee Terms of Reference, Tree assessment policy,
Risk assessments: Litter picking for volunteers, Use of Bowls Pavilion/MCC lounge for MPC
business, Village cleaner, Allotments, Maintenance of bus shelters, Cemetery, Use of
contractors, Fire, Litter picking (employees), Lone working, Office, Open spaces & parks, Play
areas, Tree maintenance, Erecting Christmas decorations

13. Queen's Jubilee Celebrations

To **DISCUSS** possible decorations for Jubilee Celebrations on the Recreation Grounds owned
by MPC and other areas in the village (Agreed budget of £500)

14. Dates of next meetings

Monday 21 March 2022– 7:45pm

Clerk Office

Appendix 1

**Minutes of the Maintenance Meeting of Milton Parish Council held on
Monday 20 September 2021 at 7:45pm held in the Bowls Pavilion**

Present: A Horne (AH)(Chairman), JE Coston (JEC), A Latchem (AL) HM Smith (Ex-officio)

In Attendance: S Corder (Clerk)

1 Apologies for absence

A Markham (personal)

2 To APPROVE the minutes of the meeting held on Tuesday 8 June 2021

AH Proposed to accept the Minutes of the meeting of Tuesday 8 June 2021 as a true record –
ALL AGREED

3 Declarations of interest and dispensation

To receive declarations of interest from councillors for items on agenda: **AH Item 5 – Allotment Holder**

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

No public attended

5 Allotments

Update AH/Clerk: Allotment rent letters are being sent out this week.

To **REVIEW** tenancy agreement – A question was asked to the Clerk if dogs could be allowed on a tenants plot: **(AH Proposed to Suspended Standing Orders so AH could discuss – ALL AGREED) The amended wording to be “Dogs allowed within allotment plot boundary as long as under control and well managed” – ALL AGREED**

To **REVIEW** allotment rents for 2022:

Rents to be increased - ¼ plot £11 to £14
 ½ plot £22 to £23
 ¾ plot £24 to £33
 Full plot £33 to £41

The increase includes a £5 administration fee and increased costs of maintenance of the allotment site.

(Standing Orders reinstated)

6 Orchard

AH/Clerk: Free trees packs due to be delivered between 1-12 November 2021

(Clerk to chase up County Highways on tree work required to A10 trees so planting can take place)

7 Cemetery

Update AH/SC: Rabbits are an on-going issue. **Clerk to arrange pest-control visit**

To **CONSIDER** quotes received for repainting the Cemetery gates: Morley Brothers: To remove gates and blast clean, zinc spray to stop future rusting and power coat in a stock colour and refit: £1030 plus VAT. Artisteel: Option 1: To remove the gate, have it sand blasted, and powder coated to standard RAL colour, then re-installed. **£5800 + vat.**

Option 2: To remove the gate, clean and hand strip the flakes of the original paint. Carry out the minor repairs, apply a wet spray undercoat and 2 standard RAL colour wet spray topcoat then re-install. **£3520 + vat**

Option 3: To send a team onsite, wire brush and clean the gate and brush apply a one coat wet paint in situ to an RAL standard colour. **£2150 + vat.**

JEC Proposed to accept Morley Brothers quote £1,030 + VAT – AH Seconded ALL AGREED

Clerk to arrange a temporary bollard whilst gates are removed from the Cemetery

8 Play Areas

The Wicksteed play inspection reports were received

To **CONSIDER** quote received from Wicksteed for repair work required: (Monkey bars: replace affected timber and replace spring balance beam) £959.62 + VAT **JEC Proposed to accept the quote for works required – HMS Seconded ALL AGREED**

Clerk to ask Buchan to quote to level out ground under the Trim Trail (Humphries Way play park)

9 Bus Shelter

To **CONSIDER** planting daffodil bulbs by the Landbeach Road bus stop – **ALL AGREED. Clerk to ask Tesco if they would donate some daffodil bulbs or pay up to £60**

To **CONSIDER** quote from GW Shelter Solutions for repair work required and replacement window panels on the 3 bus shelters (3 located on Cambridge Road) £2,827.28 + VAT

ALL AGREED to accept the quote. Clerk to arrange for repair work to be carried out and tie-in the Capital Arts project on the window art design replacement panels. Confirm costings on laminate work required on window panels

10 Rubbish Bins (From June 2021 meeting)

To **CONSIDER** a request to replace the existing bins with Duo use (general use and mixed recycling sections) and the email response from Cambridge Shared Waste on costs of the project

This service is not widely offered outside the city. Cost per bin would be around £350 at PC expense. It was AGREED to not take this forward

11 Removal of shrub on Coles Road (by War Memorial)

To **CONSIDER** removal of shrub and replace with a feature tree given more space around the War Memorial **It was AGREED not to be remove the shrub that was planted by MPC**

12 Village Maintenance Report

The report compiled by JEC and PE on possible maintenance tasks required within the village was received and discussed

Clerk to ask Buchans to clear around the Village Pump and surround and to cut back hedge row from the Jane Coston Bridge to Winship Road

Ask SCDC location of all the dog bins in Milton

13 Dates of Next Meeting

Monday 20 December 2021 – 7:45pm