



MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
Milton, Cambridge, CB24 6BL.
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Email: clerk@miltonvillage.org.uk.
Website: www.miltonvillage.org.uk.

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Annual meeting of Milton Parish Council to be held in the
Bowls Pavilion on Monday 9 May 2022 at 7.30pm
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coder*
Date of issue: 3 May 2021

AGENDA

- 1. Elected Councillors to sign Declarations of Office and Register of Financial and Other Interests**
- 2. Election of Chairman and signing of declaration of Acceptance of Office of Chairman**
- 3. Apologies for absence:** to receive and approve apologies for absence
- 4. Election of Vice Chairman and signing of Declaration of Acceptance of Office of Vice Chairman**
- 5. To APPROVE the minutes of the meeting held on Monday 4 April 2022 and Monday 25 April 2022 including Confidential minutes (Pages 1-6)**
- 6. 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.
- 7. 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).
- 8. Clerk's/Chairman's Report and see Works Schedule (Page 7)**
MVAS Update: Awaiting repair works to be carried out. Landbeach as 50% owner of the MVAS will pay half of the repair costs
Willow Crescent – Ashtons Solicitors made contact with previous owner who have confirmed they will transfer the land to MPC – Action with Ashtons Solicitors
Old School Lane – Ashtons Solicitors looking into MPC adopting Crown land
Bus Stop Winning Art Work – Art work has now been installed in the 3 bus shelters
Tomkins Mead: SCDC advised that a silt backlog could be causing the water drainage issue – Clerk to source a company to quote to clear the silt – awaiting call back
Land in Milton: HMS update
- 9. To confirm the following Committees and Membership (Page 8)**
Community Care, Maintenance (incorporating Allotments, Cemetery and Play), Finance & Administration, Planning, Staffing.

Working Groups: Capital Projects, Cemetery Advisory Group, Milton Air Quality, Website & IT, External Communications, MVAS and the 20mph speed limit group.

10. To confirm the following representatives and volunteers

Footpath Officer, Press Officer, Tree Warden, Youth Liaison and Defibrillator reps

The following representatives for outside bodies

CAPALC & SCDC, Chisholm Trail Local Liaison Forum, Milton Charities, Milton Community Centre, Patient Participation Group, Milton Primary School Liaison.

11. Planning (Page 9)

To **RECEIVE** the minutes of the Planning meeting held on Monday 11 April 2022

Decisions:

20/02722/FUL – Land at 26 Butt Lane, Milton – Erection of a 2 bedroom bungalow – **GRANTED PERMISSION**

New:

22/00114/FUL – 42 Fen Road, Milton – Single storey front extension, two storey rear extension and cast iron railing to part of the side and most of the front boundary

12. Finance and Administration (Pages 10-11)

13. Community Care (Page 12)

To **RECEIVE** the minutes of the Community Care meeting held on Wednesday 27 April 2022

14. Staffing (Pages 13-14)

To **RECEIVE** the Confidential minutes of the Staffing meeting held on Monday 28 March 2022

To **CONSIDER** recommendations:

To **AGREE** a one point scale pay increase for the Community Care Warden – from Scale point 25 £11.05 to scale points 26 £11.28

To **AGREE** a one point scale increase for the Clerk – from scale point 20 £13.75 to scale point 21 £14.02

15. Capital Projects Working Group (Pages 15-23)

To **RECEIVE** notes from the Capital Projects working groups

To **CONSIDER** recommendations: (Spend from S106 Arts Budget)

To **AGREE** the quote for purchasing 3 art style benches for: 1 on Edmund Green £2,800 for bespoke bench seat of the Repton Gates, 1 on Pond Green £1,192 for butterfly & bee bench and 1 for the Cemetery £1,314 for angel wings bench plus £75 for engraved heart plaque Total £5,694+ VAT (includes delivery £205 and leg extensions £108)

Village Gateways Signs: To **AGREE** budget spend of £11,325 and **AGREE** locations

Village Pump: To **AGREE** total budget cost of £8,600 (of which £1,550 has already been agreed)

Landbeach Road Bus Stop: To **AGREE** budget spend of £3,500 for art work panels

Edmund Green: To **CONSIDER** the use of site and installation of tree lighting

16. Bills for Payment and Money Received (Pages 24-26)

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

17. Professional Advice re: Land in Milton

To **RATIFY** spend of up to £10k on land in Milton

18. General Power of Competence (Pages 27-28)

To **CONSIDER** applying for the General Power of Competence with NALC £50 registration fee

19. MPC Store Cupboard (Maintenance) (Page 29)

To **CONSIDER** quote for re-installing the access path to the rear store cupboard:

N Fleming - £2,500 for a concrete path with shuttered sides and a tampered finish to prevent slipping, all rubbish to be removed +£250 for additional concrete surface for Scouts storage (to be paid by Scouts)

20. Milton Village Spring Clean

To arrange a date for a village spring clean event

21. The Connections Bus Project (Page 30)

To **RECEIVE** the termly report for Jan-March 2022

22. Correspondence – Emailed to Councillors

Greater Cambridge Housing trajectory and five year housing land supply report

Waterbeach Barracks All Parish update – April 2022

Police and Crime Commissioner, Darryl Preston would like to invite you to a virtual roundtable meeting. Monday 13th June 2022 Cambridge City and South Cambs 18:00 – 19:30 RSVP

Waterbeach Community Forum – 15 June 2022 6-8pm

23. Dates of next meetings

Monday 23 April 2022 – Planning 7:30pm

Monday 13 June 2022 – Parish Council 7:30pm

Clerk's Office

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

**Minutes of the Meeting of Milton Parish Council held on
Monday 4 April 2022 at 7:30pm in the Bowls Pavilion**

Present: H Smith (Chair) (HMS), J E Coston (JEC), A Horne (AH), R Farrington (RF), A Latchem (AL), P Ellwood (PE), D Owen (DO), A Bradnam (AB)(arrived 8pm), A Markham (AM)(arrived 8:25pm)

In Attendance: S Corder (Clerk)

Public: 1

1 Apologies for absence

None – Full Council in attendance

2 To APPROVE the minutes of the meeting held on Monday 7 March 2022

**RF Proposed to accept the minutes of the meeting on Monday 7 March 2022 as a true record - DO Seconded
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

1 member of public to speak at item 9

5 Clerk's/Chairman's Report and Works Schedule

MVAS Update: Awaiting repair works to be carried out. Landbeach as 50% owner of the MVAS will pay half of the repair costs

Willow Crescent – Ashtons Solicitors made contact with previous owner who have confirmed they will transfer the land to MPC – See Item 8

Old School Lane – Ashtons Solicitors looking into MPC adopting Crown land

Bus Stop Winning Art Work – Due to be put up in the 3 bus stops (2 by Tesco, 1 by One Stop) around 6 April 2022

No Mow May – Cambridgeshire County Council will be supporting the campaign of no verge cutting in May and are asking Parish Councils to support – Clerk has spoken with the MPC grass cutting contractors in relation to what verges we cut and if they cannot be cut in May. **Grass cutting will continue as normal in May**

Back Store Cupboard: The Bowls Club asked if an anchor (for locking the lawnmower to) can be installed in the store cupboard – The Maintenance Committee AGREED to the request

Updates:

Queen's Jubilee Celebrations: Clerk has ordered 2 flags, 10 lamppost signs and 50m of bunting to put up around the village over the celebration period. A request was made that Parish Council might fund 7 cakes, one for each area of the village where a picnic is being planned. A quote was requested, to be discussed at the next Parish Council meeting.

Tomkins Mead: SCDC advised that a silt backlog could be causing the water drainage issue – Clerk to source a company to quote to clear the silt, and to discuss this with Milton Country Park (CSLT) and the owner of the blocked culvert.

Freedom of Information request: A FOI request was received asking for information relating to changes in the Cemetery Policy and any correspondence relating to the policy – Clerk has sent information MPC hold as requested

6 Planning

The Minutes of the meeting 21 March 2022 were received

Decisions:

22/00126/FUL – 10 Shirley Close, Milton – Erection of 1no 2bed new dwelling **REFUSAL**

New:

22/00963/HFUL – 33 Willow Crescent, Milton – Front side and rear single extension with demolition of existing garage and construction of new garage **HAS NO RECOMMENDATIONS**

7 Maintenance

The Minutes of the Maintenance meeting 21 March were received

8 Willow Crescent Transfer of Land

To **CONSIDER** paying the legal costs of the Client, £650-£750+ VAT + £150 + VAT for administration
AND

our Solicitor's fee in the region of £1000 + VAT (included land registry application)

HMS Proposed to accept the costs and fees – JEC Seconded ALL AGREED

9 Improving the Road Safety for Users of The Rowans

(HMS Proposed to Suspend Standing Orders for public to speak – ALL Agreed: 8:03pm)

Suggestions were discussed on possible solutions to help improve road safety at The Rowans/Cambridge Road junction for both pedestrians and road users: it was suggested to extend the footpath further into The Rowans (Tesco side) so that the dropped kerb/crossing point will be level with the dropped kerb to the property opposite. Extend current double yellow lines by at least 4 car lengths to allow better visibility when crossing the junction. Possible also to break up the solid line of parked cars with some yellow lines. **Clerk to contact the Road Safety Officer at Cambridgeshire County Council to arrange a site visit**

10 Bills for Payment and Money Received

To **CONFIRM** bills for payment – PE Proposed to pay vouchers 381-428 and vouchers 1-2 – DO Seconded **ALL AGREED**

11 Renewal of Parish Council Insurance

To **RATIFY** the cost of insurance cover up to £5,000 (to include building insurance)

HMS: Due to short notice of cancellation of insurance cover by our current provider a 3-year deal with Zurich was accepted at a cost of £996.54 per year. PE Proposed to accept the new insurance cover – DO Seconded **ALL AGREED**

12 Memorial Request

To **CONSIDER** request for a double memorial in the Milton Cemetery

Milton Parish Council refuses the application as it does not comply with the policy dimensions in width or height.

13 Milton Parish Council Noticeboard

To **CONSIDER** quotes for replacing the noticeboard on the Bowls Pavilion Wall – The Parish Noticeboard Company £750 +VAT + £50 + VAT delivery for the Classic range. Noticeboards Online £1,350 + VAT for the Notus range
HMS Proposed to accept the Parish Noticeboard quote – JEC Seconded: 7 In Favour – 2 Against – AGREED

14 The County Councillor's Report for March 2022 was received (Full report on MPC webpage)

Cambridge Wastewater Treatment Plant Relocation: Anglian Water launched its Phase Three Consultation which is open until 27 April. You can see the documents and submit your views here: [Cambridge Waste Water Treatment Plant Relocation Project – About The Project \(cwwtpr.com\)](http://www.cambridge-wastewater-treatment-plant-relocation.com)

Transport

Greater Cambridge Partnership: Waterbeach to Cambridge Better Public Transport (Bus route)

Routes were revised after the consultation with the effect of putting a potential central route across Waterbeach Road and High Street in Landbeach. [Waterbeach to Cambridge - Greater Cambridge Partnership](http://www.waterbeach-to-cambridge.com)

Greater Cambridge Partnership - Executive Board 17 March 2022: Item 7 considered **Greenways** Specific Progress. Meetings will be held with key stakeholders, community groups and Parish Councils to present the design and allow for consideration of any changes that may be required. **For Waterbeach Greenway the “approximate engagement timescale” is September/October 2022 and for Horningsea Greenway - November/December 2022.**

Item 8 - Chisholm Trail Phase 2 (from Coldhams Lane to Central Railway Station)

[Document.ashx \(cmis.uk.com\)](http://document.ashx(cmis.uk.com))

Phase 1 of the Chisholm Trail, including the Abbey-Chesterton Bridge was opened in December 2021.

Phase 2 begins at the Coldhams Lane Junction. There are two routes, one to the east of the railway line runs via Cromwell Road, onto land owned by Network Rail and linking to Clifton Road. The second western route will link up existing cycling and walking infrastructure along with the new Ironworks and Devonshire Mews Developments. Phase 2 of the trail will connect to both Fulbourn Greenway and Melbourn Greenway. Fulbourn Greenway will have access from Carter Bridge to the east of Cambridge. Phase 2 will be a series of linked projects with a combination of the following activities: • upgrading existing highways and junctions. • linking together existing on-street cycling and walking infrastructure. • connecting cycling and walking infrastructure that is being provided as part of the planned Timberworks, Ironworks and Devonshire Mews developments. • providing new off-road cycling and walking on land owned by third parties (mainly Network Rail). Phase 2 is therefore expected to be delivered in a series of sections to ensure delivery of the project as soon as practicable, with elements opened as they are completed.

Consultants Atkins have been commissioned to produce a value for money assessment of the separate elements. Contractor, Milestone, have been undertaking some early design work to inform costings and options along the route.

Item 10 Milton Road improvements

The project has the following key objectives: a) Comprehensive priority for buses in both directions wherever practicable; b) Safer and more convenient routes for cycling and walking, segregated where practical and possible; c) Enhanced local environment and streetscape; and d) Additional capacity for sustainable trips to

employment/education sites. In March 2019, the Executive Board approved the final design for Milton Road to be developed for construction. A construction period of up to 2 years is therefore required. The current budget for Milton Road is £23.04m but due to inflationary costs, the project team require an increased budget of £24m.

Item 8. Citizens' Assembly members developed and prioritised **their vision for transport in Greater Cambridge.**

Household Recycling Centre, Butt Lane: The planning application for the expansion of Milton Household Recycling Centre was validated a few weeks ago. It's on the website at <https://planning.cambridgeshire.gov.uk/online-applications/>

(search for CCC/21/259/FUL). The Neighbour Consultation expired on Wednesday 23 March.

Plans are being brought forward to redevelop Milton Household Recycling Centre (HRC), to replace the current facility. The upgraded HRC, which would be located at the existing Butt Lane site, will offer increased capacity to meet the needs of the county's growing population, while also meeting best practice operational and health and safety standards.

15 The District Councillors Report March 2021 Cllrs Paul Bearpark, Anna Bradnam and Judith Rippeth was received (Full report on MPC webpage)

Waterbeach Neighbourhood Plan: On 22 March the Council agreed to note that the referendum for the Waterbeach Neighbourhood Plan took place on 3 March 2022, and as it was a successful referendum, to 'make' (adopt) the Waterbeach Neighbourhood Plan.

Council passes motion to support Ukrainians seeking refuge: SCDC agreed to pledge support to all those seeking refuge as a result of the conflict in Ukraine. The Council agreed to work with Government but more is needed by the Government to establish accessible, swift and safe routes to the UK for all of those fleeing Ukraine and to assist local Councils in their work welcoming and supporting refugees from Ukraine. This includes clarity on safeguarding measures, ongoing support once the initial period has passed and assistance for people seeking refuge to find work as soon as they wish after arrival.

Council passes motion seeking redress from National Highways for trees that have died: National Highways, in the construction of the A14, have failed to adequately maintain and nurture the newly planted trees, shrubs and bushes. According to a 2020 survey, 94% of the trees planted had died. These were intended to replace thousands of established trees, bushes and hedgerows which were removed along the route which we were assured would be replaced twofold (Environment – National Highways (nationalhighways.co.uk)). National Highways has therefore failed to deliver the large tree planting initiative that was intended to be an important part of the environmental legacy of the project. The Council noted the following statement from National Highways issued in the last few days, in response to a County Council motion adopted last week: "A tree/land survey (conducted by specialists) is set to take place early to mid-April (weather dependant) to assess whether there are any underlying issues with tree planting in the area.

New members parental leave policy: On 22 March the Council agreed to adopt the Member Parental Leave Policy. The South Cambridgeshire District Council Member Parental Leave policy gives all councillors the right to take extended leave from their normal duties for the reasons of maternity, paternity, adoption, or shared parental leave. This policy makes parental leave an approved reason in relation to Section 85 of the Local Government Act, 1972 without the need for further approval of the Council. This is a significant change as failure to attend a qualifying Council meeting means a Member automatically vacates their elected office after 6 months have elapsed. This could also encourage people from a wider variety of backgrounds to become Members by removing a potential barrier to standing for election.

Zero Carbon Communities Grants: SCDC's popular Zero Carbon Communities Grant opened for a fourth round of funding on Wednesday 23 March. This year, groups can apply for up to £15,000, from a £120,544 pot, to one of two categories. These categories include projects which reduce carbon emissions and those which engage communities on climate change. Those interested in applying are encouraged to sign-up for an upcoming webinar, run by the Council, which will share information on eligible projects, and how to apply. This will take place on Tuesday 26 April 2022. You can [sign-up to attend this session](#). Please visit the [website](#) for more information and guidance on the application process. If anyone / any group is thinking of applying and has questions after reading the guidance, they are encouraged to contact the ZCC team via zcc@scamb.gov.uk

The scheme, now in its fourth year, has so far provided £310,000 to 51 grassroots projects that work to tackle climate change in South Cambridgeshire. The deadline to apply for the latest round of grants is Wednesday 1 June 2022.

16 The Milton Community Centre Report – March 2022 was received

Maintenance/Improvements: We have re-seeded some of the grass areas in the play areas hoping that the recent weather will promote growth in the worn areas.

Bookings: We are seeing an increase in bookings for Children's parties and enquiries for general hire at the Community Centre.

Hard Courts: We have seen an increase in bookings with the courts in use most evenings for football and tennis. The tennis courts are in use 7 days a week and most evenings.

Youth Building: Eddies Artworks continue to use the Youth Building daily Monday to Friday and Youth Club on a Tuesday evening.

North Lodge: Inland Waterways, 1st Milton Brownies and 1st Milton Guides are currently using the Pavilion with the later hoping to return to All Saints Church when it re-opens to outside groups. The Red Cross are still using the Pavilion Monday to Friday.

Sycamores Rec: We have had a second quote for repairs to the basketball court and are awaiting a third.

Vandalism and Crime: We have seen a significant increase in recreational drug use at The Sycamores with alcohol cans and bottles and NOS canisters being left behind on a regular almost daily basis. We are having to clear the rubbish that is left most days to keep the area looking nice. We are also having to clear disposable BBQ's that are being used with additional flammable materials as fires. This has been reported to the Police on 3 separate occasions with no response noticed.

We have seen an increase in fly tipping in the car parks and unauthorised use of the trade waste bins meaning that our own waste can't always be disposed of.

17 The Minutes of the 12th and 13th Liaison Meeting between Milton Parish, FCC Environment, Environment Agency and Cambs County Council were received

18 Correspondence

NALC Star Council Awards 2021

To **CONSIDER** entries for the 5 categories: Clerk of the year, County Association project of the year, Young Councillor of the year, Councillor of the year and Council of the year

Zero Carbon Communities Grant – SCDC

To **CONSIDER** applying for a grant of between £1,000 and £15,000 for: 1. Reducing carbon emissions or locking up carbon. 2. Community engagement on climate change

AGREED that the Clerk would pass this on to MCC (officers from the trustees as the manager is on leave), to suggest they might install EV charging points in the car parks. There is a webinar on 26th April.

Cambridge Search and Rescue – To CONSIDER having a clothes donation bin for helping the Ukrainians (Emailed to Councillors)

Zero Carbon Communities Newsletter Spring 2022

SCDC March 2022 Parish E-bulletin

Greater Cambridgeshire Planning Northern Area Place Based Engagement Event – 23 March 2022

19 Dates of next meeting

Monday 11 April 2022 – Planning (7pm) – Finance and Administration (7:45pm)

Wednesday 13 April 2022 – Community Care (11:30am) [subsequently changed to Wed 27th]

Monday 25 April 2022 – Parish Council to approve the accounts (7pm) – Annual Parish Meeting (7:30pm – in the MCC lounge)

Meeting closed at 9:15pm Signed: Date:

**Minutes of the Meeting of Milton Parish Council held on
Monday 25 April 2022 at 7pm in the Lounge – Milton Community Centre**

Present: H Smith (HMS)(Chairman), J E Coston (JEC), R Farrington (RF), D Owen (DO), A Horne (AH), P Ellwood (PE) A Latchem (AL), A Bradnam (AB)

In Attendance: S Corder (SC) (Clerk), J Barrett (Assistant Clerk), G Kinsman (RFO- via Zoom)

Members of the Public: One

1 Apologies for absence
A Markham (Personal)

2 To APPROVE the year end accounts 2021/22
HMS Proposed to accept the year end accounts – AB Seconded: 7 In Favour – 1 Abstain **AGREED.**

3 Annual Governance Statement
The Annual Accounting Statement had been signed by RFO. The RFO, on advice from the External Auditor, had restated the figure in Box 8, increasing by £672 the figure for 2021 - Total value of cash and short-term investments. for direct debits invoiced in March 2021 that came out of the bank account in the following financial year.
The Accounting Governance Statement to be signed by the Chairman and Clerk was considered by the Parish Council – HMS Proposed to sign the Statement – JEC Seconded **ALL AGREED**

4 Land in Milton

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 4. namely: Land in Milton

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

Item 4 was deferred to after the Annual Parish Meeting – Meeting Closed 7:30pm and was reinstated at 8:55pm

JEC Proposed the meeting go into Confidential Sessions – DO Seconded **ALL AGREED. Meeting closed to public and press at 8:55pm**

4 Dates of next meetings
Monday 9 May 2022 – 7:30pm Annual Meeting of the Parish Council

Meeting closed at 9:25pm Signed: Date:

Milton Parish Council

Work/Project Schedule List (as of April 2021)

Works Required	Committee	Progress
Removal of Trees by Allotments/A10 and planting of replacement trees	Carried out by County Highways	The 15 trees due to be removed Allotment/A10 side – works to be rescheduled for 2022 as a traffic order will be required.
Repairs to Humphries Way play park	Wicksteed	Repairs have now been carried out to replace the wobble board and the horizontal ladder cross bar (Monkey bars)
Improve crossing point at High Street/Fen Road	A14 Legacy Fund	(8/2/22) CCC Highways – waiting to hear regarding a start date – will be either late March or April
Bus Stop repairs – to brick bus shelters	Maintenance	Dates of works to be confirmed
Gunnell Close Cycle barrier	Maintenance	Awaiting response from County Highways for confirmation of work
IN PROGRESS		
Power to Pond Green and Edmund Green	Maintenance/Capital Projects Group	Quote agreed from Balfour Beatty – Required works being confirmed by Assistant Clerk
New Village Signs	Capital Project Group	On agenda to be agreed
Bench/s on Pond Green	Maintenance/Capital Project Group	On agenda to be agreed
Village Pump Renovation	Maintenance/Capital Project Group	On agenda to be agreed

7

**Milton Parish Council
Committees and Membership AS OF APRIL 2022**

Parish Council	AB, JEC, PE, RJF, AH, AL, AM, DO, HMS
Community Care	AB, RJF, HMS,
Maintenance	(incorporating Allotments, Cemetery, Tomkins Mead, Play and Milton Environment) JEC, AH, AL, AM
Planning	JEC, RJF, DO, HMS, PE
Finance	JEC, RF, AL, HMS
Staffing	PE, DO, HMS

The following Working Groups and membership were agreed:

Capital Projects	JEC, RJF, AM, PE
Cemetery Advisory Group	HMS, JEC, AB, PE
Milton Air Quality	AB, JEC, HMS
Website & IT	JEC, PE, AH
MVAS	AB (Volunteers: John Halfpenny)
External Communications	JEC, PE, AH
20pmh speed limit	JEC, AH, AL, AM

The following special responsibility roles were agreed:

Specific Responsibility:

Youth Liaison	HMS
Footpath Officer	AB
Press Officer	JEC
Tree Warden	AB
Defibrillator reps:	AH, Clerk

The following representatives for outside bodies were agreed:

CAPALC & SCDC	Chairman, Clerk
Chisholm Trail Local Liaison Forum	HMS (Mike England*)
Milton Charities	JEC
Milton Community Centre	AH
Patient Participation Group	HMS
Milton Primary School Liaison	Clerk, AL
North East Cambridge Forum	JEC

* indicates representatives who are not parish councillors and are non-voting

**Minutes of the Planning Committee Meeting of Milton Parish Council held on
Monday 11 April 2022 at 7pm in the Bowls Pavilion**

Present: R Farrington (Chair), J Coston (JEC), D Owen (DO), P Ellwood (PE), H Smith (HMS)

In Attendance: S Corder (Clerk)

1 Apologies for absence

None – Full Committee present

2 To APPROVE the minutes of the meeting held on Monday 21 March 2022

RF Proposed to accept the Minutes of the meeting on Monday 21 March 2022 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

No members of public in attendance

5 Decisions Received:

None to date

6 New:

22/01075/OUT – Outline planning permission: 1 Butt Lane Milton, Cambridge CB24 6DG – Demolition of existing bungalow and erection of 3no. detached two storey dwellings with off street parking
OBJECT:

1. Overdevelopment of whole site, particular reference to Plot 1.

2. Concerns over entry/exit to Plot 3 and being close to a blind bend.

3. No facilities to exit Plot 1 in forward gear

4. Bins would need to be stored away from the frontage

5. Overlooks number 13 High Street

6. Concerns over footfall of a very narrow path in front of the properties used regularly by school children

7. Proposed properties are not forward facing so not in keeping with street scene

Comment: Waiting for determination of 13 High Street which has complex planning issues, would they have an effect on this planning application. **To go to Planning Committee and would ask for a site visit**

20/04010/COND – Land South West of Milton Park and Ride, Butt Lane, Milton, Cambridge (Police Station) – Submission of details required by Condition 4 (Hard and soft landscaping) of planning permission 20/04010/FUL **FOR INFORMATION ONLY**

22/0384/TTCA – Milton Hall, Ely Road, Milton, Cambridge – Tree work (TPO): T10 Horse Chestnut, reduce 2 subsiding limbs by 2.5m to leave at 7m. T15 English Oak, reduce limb over car park by 2.5m to leave at 7.5m. T124 60% dead Sycamore, fell to ground level **NO COMMENT**

22/0351/TTPO – T6 Horse Chestnut, bracing and lifting to 3m. T20 Beech, reduce 2 long over extended limbs growing towards main drive by up to 3m to leave at 12m **NO COMMENT**

7 Dates of next meeting

Monday 23 May 2022 – 7:30PM

Meeting closed at 7:36pm Signed: **Date:**

9

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 11 April 2022 at 7:45pm in the Bowls Pavilion**

Present: H Smith (HMS)(Chair), R Farrington (RF), J Coston (JEC), A Latchem (AL)

In Attendance: S Corder (Clerk), G Kinsman (RFO)

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance meeting held on Monday 17 January 2022

HMS: amended to Item 8 – to add “There was a proposal of £30,000”. AL suggested going halfway £35,000

HMS Proposed to accept the minutes with this amendment – JEC Seconded **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; All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.

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

No public attended

5 Bank Reconciliation and Balances

To review balance sheet

RF checked the figures in the Scribe report against the bank statements in the Parish Office – all figures correct and verified.

6 Review of Debtors and Creditors

Received and reviewed

7 Review Year End Accounts

The final quarter of the year end accounts were received and reviewed

Contingency spend: Bailiffs and Queen’s Jubilee decorations

Seats and Bins: overspent budget due to purchase of new dog bin on Coles Road

Insurance: Overspent budget due to 2 payments coming out in the Financial Year (new cover taken out this year)

Bus shelter: overspent due to required repairs

Contingency: roll over underspend to 2022/23

All Cost Centres came in under their budget

8 Review Investment/Bank Account Summary

Received and reviewed

9 Review Regular Payments 2022/23

received and reviewed. Clerk had updated the spreadsheet list showing cost increases from April 2022

10 Review S106 Figures

Received and reviewed. Clerk to add additional interest to S106 Arts balance

11 Review Assets List 2022/23

Received and reviewed. Clerk updated the nominal valuation of assets list adding the MVAS unit

12 Review Finance Policies

Terms of Reference, Investment Policy and Risk Management

Amendments required to Terms of Reference and Risk Management to be carried out by the Clerk

13 Allocation of AGR Renewables Donation for Gas Pipe Work

HMS suggested putting the £8,000 received into the Reserves until discussions had on what to spend it on (possible energy savings)

14 Responsible Finance Officer

To apply for Government Gateway VAT on-line

VAT return for July -December 2021 resubmitted due to previous error in the claim

NALC revised pay scales have been received and staff have been paid their backdated pay from April 2021

Minimum wage increased to £9.50 on 1 April 2022

15 Dates of next meetings

Monday 25 July 2022 at 7:45pm

Meeting closed at 9.27pm Signed: Date:

DRAFT

**Minutes of the Community Care Committee meeting held on Wednesday 27 April 2022
at 11:30am in The Parish Council Office**

Present: H M Smith (HMS) (Chair), A Bradnam (AB), T Ebbon (TE) Warden - Community Care Scheme,
R Farrington (RF)

In attendance: S Corder (Clerk)

1. Apologies for absence

None – Full Committee

2. To APPROVE the minutes of the Community Care meeting held on 12 January 2022

HMS Proposed to accept the minutes of the meeting held on 12 January 2022 - **ALL AGREED.**

3. Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda; None received.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None received.
- c) To grant any requests for dispensation as appropriate. None received.

4. Community Care Warden list of courses

First Aid Level 3 and Conflict Management Webinar

5. Mobile Warden Scheme Update – Report from Mobile Warden

TE circulated her current report and gave an update on her clients. It was **AGREED** that this report should be marked up as “Confidential” and dated.

6. Client Waiting List

TE update: There is currently 1 vacant space on the scheme.

7. To Review Community Care Policies

Aims of the Scheme, Disclosure and barring service, Community Care Warden risk assessment, How to make a complaint, compliment or donation, Safeguarding adults policy and Terms of reference

No amendments required to the above policies

Clerk to check with SCDC if we can claim free lateral flow tests for the Warden

8. Community Navigator Report

Offering advice and support to local residents as and when required

9. Barnabas Court Update

Nothing to report. Covid restrictions are in place at Barnabas Court with limited staff presence

10. Any Other Business

None

11. Date of Next Meeting

Wednesday 6 July 2022 at 11:30am

Meeting closed 1pm Signed: Dated:

**Confidential Minutes of the Staffing Committee Meeting of Milton Parish Council held on
Monday 28 March 2022 at 7:30pm in the Bowls Pavilion**

Present: P Ellwood (PE) (Chair), H Smith (HMS), D Owen (DO)

In attendance: S Corder (SC) (Clerk)

1. To accept and approve apologies for absence

None received – Full Committee

HMS Proposed to go into Confidential session – PE Seconded **ALL AGREED** (Meeting closed 7:35pm)

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 Items 2-6.

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

2. Approval of minutes of the Staffing Committee meeting held on Monday 9 June 2021. PE
Proposed to accept the minutes – **ALL AGREED**

3. Declarations of interest and dispensation

- a) To receive declarations of interest from councillors for items on agenda; None
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None
- c) To grant any requests for dispensation as appropriate; None

4. Staff Appraisals

Clerks – to discuss outcomes

Community Care Warden – to discuss outcomes

Village Maintenance Person – to discuss outcomes

The Staff Appraisals, including the Assistant Clerk, were received and discussed. The Clerk has added additional duties that she carries out to the Clerk's Job Description: Covering of the Community Care Warden as and when required, attending site issues during non-working hours with appropriate Committee Chairman or Village Maintenance Person to remedy the issue (trees down/clearing of footpaths etc), cover for Village Maintenance Person as and when (emptying MPC bins/cleaning bus shelters)

Clerk to source suitable cover for the Village Maintenance Person to cover holiday (Ask MCC)

Clerk to send DO and PE map and routes of the Village Maintenance Person to check areas covered and if hot spot areas could be added to the routes

5. Updated NALC Pay Scales for 2021/22 and Minimum Wage Increase 2022

The updated NALC pay scales have been received and backdated pay due to the Clerk, Assistant Clerk and Community Care Warden has been calculated from April 2021 and paid in the March salaries.

The Clerk mentioned that as the Minimum Wage is due to increase to £9.50 from April 2022 the pay scales may change again as point 1 of the NALC pay scale is £9.53

HMS Proposed to increase Community Care Warden pay scale up one point (point 25 £11.05 to point 26 £11.28) – DO Seconded **ALL AGREED**

PE Proposed to increase the Clerk's pay scale up one point (point 20 £13.75 to point 21 £14.02)
– HMS Seconded **ALL AGREED**
To go to Full Council for approval

6. To REVIEW Staffing Policies

Health and Safety, Employees Code of Conduct, Internet and Email acceptable use policy, Recruitment Policy, Training statement of intent, Terms of reference, Lone worker policy, Equal opportunities policy (updated NALC version), Grievance policy (updated NALC version), Disciplinary procedure (updated NALC version), Dignity at work/bullying and harassment policy (updated NALC version)

HMS: Terms of Reference – Change AGM to Annual Meeting of the Parish Council and remove highlights

PE to accept the NALC version of: Equal Opportunities policy, Grievance policy, Disciplinary procedure and Dignity at work/bullying harassment policy - AGREED

7. Date of next meeting

To be arranged

Meeting closed 8:30pm

Signed Date

DRAFT/CONFIDENTIAL

Milton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3 Website	05/04/2022		Unity Trust Bank	DD	Website hosting	IONOS Cloud Ltd	S	6.99	1.40	8.39
4 Smart Pension Admin Charge	07/04/2022		Unity Trust Bank	DD	Pension Admin Charge	Smart Pension	E	18.00		18.00
5 Electricity	05/04/2022		Unity Trust Bank	DD	Electricity	British Gas	L	111.50	5.57	117.07
6 Office expenses	07/04/2022		Unity Trust Bank		New noticeboard	The Parish Noticeboard Comj	S	404.95	80.99	485.94
7 Subscriptions	12/04/2022		Unity Trust Bank		PAYroll package	Thesaurus Software Ltd	S	109.00	21.80	130.80
8 Website	26/04/2022		Unity Trust Bank	DD	1&1 WP Plus	IONOS Cloud Ltd	S	6.99	1.40	8.39
9 Website	25/04/2022		Unity Trust Bank	DD	1&1 Mail Pro Licence	IONOS Cloud Ltd	S	3.99	0.80	4.79
10 Photocopying	29/04/2022		Unity Trust Bank		Photocopying	CBS Office Solutions Ltd	S	37.05	7.41	44.46
11 GJK - RFO	28/04/2022		Unity Trust Bank		Professional Services	GJK Accountancy Ltd	E	150.00		150.00
12 S106 Arts	20/04/2022		Unity Trust Bank		Engraved plaques	Cambridge Engraving	E	108.00		108.00
13 Telephone / Broadband	28/04/2022		Unity Trust Bank	DD	Mobile Phone Clerk and Mobile	B T	S	38.99	7.80	46.79
14 Payroll Clerk	25/04/2022		Unity Trust Bank		Salary	S C	E	1,187.41		1,187.41
15 S137: Warden Salary	25/04/2022		Unity Trust Bank		Salary	T E	E	860.26		860.26
16 Payroll Asst Clerk	25/04/2022		Unity Trust Bank		Salary	JB	E	283.29		283.29
17 Payroll Highways	25/04/2022		Unity Trust Bank		Salary	P A	E	296.50		296.50
18 S137: Warden's Phone	19/04/2022		Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	S	16.53	2.36	18.89
19 Stationery	01/04/2022		Unity Trust Bank		Stationery	ESPO	S	19.80	3.96	23.76
20 Tree Maintenance	07/04/2022		Unity Trust Bank		Trees	Town & Country Tree Surger	S	1,560.00	312.00	1,872.00
21 Christmas	07/04/2022		Unity Trust Bank		Christmas Lights	Town & Country Tree Surger	S	260.00	52.00	312.00
22 S106 Arts	08/04/2022		Unity Trust Bank		Installation of new art window	GW Shelter Solutions	S	4,347.28	869.46	5,216.74
23 Office expenses	19/04/2022		Lloyds Corporate Card	DD	Zoom	Zoom Video Communications	S	11.99	2.40	14.39
24 Bank charges	04/04/2022		Lloyds Corporate Card	DD	Bank Charge	Lloyds Corporate Card	E	3.00		3.00
25 MCC cleaning	01/04/2022		Unity Trust Bank		MCC Costs Contribution	Atkins Gregory (The Cleaninç	S	1,193.85	238.77	1,432.62
26 Play areas	06/04/2022		Unity Trust Bank		Play Inspection	Wicksteed Leisure Ltd	S	360.00	72.00	432.00
27 S106 Arts	06/04/2022		Unity Trust Bank		Bus stop art graphics	Bigprinting	S	2,734.00	546.80	3,280.80
28 Payroll Pension (Employee)	26/04/2022		Unity Trust Bank	DD	Pension payment	S C	E	69.21		69.21
29 Payroll Pension (Employer)	26/04/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	69.21		69.21
30 S137: Warden's Pension (Em	26/04/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	59.86		59.86
31 S137: Warden's Pension (Em	26/04/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	59.86		59.86
32 Photocopying	03/05/2022		Unity Trust Bank		Photocopying	CBS Office Solutions Ltd	S	37.40	7.48	44.88
Total								14,424.91	2,234.40	16,659.31

3 May 2022 (2021-2022)

Milton Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
183 Cemetery Fees	30/03/2022		Unity Trust Bank		Fees	A3-Musk	E	250.00		250.00
					Total			250.00		250.00

25

Milton Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	02/04/2022		Santander S106 Arts		Interest	Santander	E	23.98		23.98
2	19/04/2022		Unity Trust Bank		Community Care Fee	EH/RH	E	156.00		156.00
3	21/04/2022		Unity Trust Bank		Precept	SCDC	E	66,500.00		66,500.00
4	28/04/2022		Unity Trust Bank		Community Care Fee	E H	E	78.00		78.00
Total								66,757.98		66,757.98

26

There have been 8 youth club sessions run this term and we have seen 10 young people.

Age	11	12	13	14	15	16	17	18
Number Female				2	1			
Number Male				3	4			

Week Commencing	Number	Notes
10 Jan		Cancelled – no lead worker available.
17 Jan		Cancelled – no lead worker available.
24 Jan	10	Good fun session enjoying pool, table tennis and table top games, as well as gingerbread crafting! Really good participation in all the games and interaction between the young people.
31 Jan	5	Usual mix of table tennis, pool and Uno plus YP teaching youth workers some magic tricks.
07 Feb	5	Enjoying cooking pancakes, and plying pool and table tennis. Conversations about football and pancake recipes.
14 Feb		Half-term
21 Feb	4	Enjoyed pool, table tennis, doing true/false quiz and chilling in the sofa area. Good conversations about dance, horse riding, languages, drugs in sport, movies, college. Also watched short documentary about Paralympian.
28 Feb		Cancelled, staff shortage
07 Mar	4	Quiet evening enjoying pool, table tennis and table football. Good positive interaction.
14 Mar	7	Good lively session, enjoyed making pancakes (and eating them), pool, table tennis, quiz and chilling on the sofas. Conversation about needing to get braces for teeth.
21 Mar	5	Happy playing pool and table tennis for whole session. Conversations about school, homework and school uniform.
28 Mar	5	All played football outside to start with and then came in for Easter egg hunt, pool and table tennis. Conversations about travelling to Rome on Turing scheme.