



MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
Milton, Cambridge, CB24 6BL.
Telephone: 01223 861447.
Email: clerk@miltonvillage.org.uk.
Website: www.miltonvillage.org.uk.

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend the meeting of Milton Parish Council to be held in the
Bowls Pavilion on Monday 13 June 2022 at 7.30pm
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coder*
Date of issue: 7 June 2022

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence
2. **Resignation of Councillor**
3. **To APPROVE the minutes of the meeting held on Monday 9 May 2022 (Pages 1-4)**
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. **Clerk's/Chairman's Report and see Works Schedule (Page 5)**
MVAS Update: MVAS is now repaired and will be shared with Landbeach
Willow Crescent – Action with Ashtons Solicitors to transfer the land to MPC from current owners
Old School Lane – Ashtons Solicitors looking into MPC adopting Crown land
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 – See Item 13
Land in Milton: HMS update
Jubilee Picnics Sunday 5 June – Over 200 people gathered over the 3 locations in addition to North Lodge Park which happened the day before. Left over cake was delivered to Edmund House, Eddies Art Works, Barnabas Court, Community Care members and EACH. A big thank you to Linda Henderson and Sally Milligan for spearheading this event. Cakes were made by Christine Matthews from Histon
7. **Planning**
Decisions:
20/03444/FUL – 127 Cambridge Science Park, Milton CB4 0GD – Erection of a building for office/research and development use following demolition of existing buildings and associated infrastructure and works **WITHDRAWN**
22/00552/HFUL – 169 The Rowans, Milton CB24 6YZ – Two storey side and first floor side and rear extensions **WITHDRAWN**
New:
22/02402/FUL – 4 locations along the River Cam towpath and Cow Hollow Wood, Waterbeach – Installation of 11 sculptures and 5 benches and associated structures forming a sculpture trail if a

scale model of the solar system for a temporary period from 25 July to 4 September 2022. From Midsummer Common towpath to Cow Hollow Wood, Waterbeach – this is a cross boundary application

Project details: <https://unboxed2022.uk/our-place-in-space>

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/02402/FUL>

22/02050/HFUL – 26 Old School Lane, Milton CB24 6BS – Garage conversion to accommodation

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/02050/HFUL>

22/02094/FUL – 1 High Street, Milton CB24 6AJ – Creation of respite accommodation and 3 one-person units in single building replacing existing bungalow

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/02094/FUL>

TPO – 22/0575/TTCA – 3 Ely Road, Milton CB24 6DD – T1 Dismantle/fell 1 x Ash to ground level, T2 dismantle/fell 1 x Cherry to ground level. 11 x assorted trees in total along the building edge (G1) cut back to give 1-2m clearance from the building, including over the fencing compound and 2 x Hornbeam (T3 and T4) down the side towards the car park

TPO - 22/0615/TTCA – 13 Fen Road, Milton CB24 6AD – Bay tree in garden for removal as it is displaying significant dieback. To be replaced with an apple tree in same location

8. Capital Projects Working Group (Pages 6-11)

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

To **AGREE** the quote for purchasing 3 art style benches: 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). Plus £1,287 + VAT for installation (Buchans)

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

To **REALLOCATE** budget spend from the S106 Arts to Capital Projects for £1,447.97 and £1,130.09 for Pond Green electricity and £1,489.60 for Edmund Green electricity plus 5% allowance for increased costs if necessary (£4272) for the Balfour Beatty work

9. Incursion on Milton Parish Council Land

10. Bills for Payment and Money Received (Pages 12-13)

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

11. Internal Audit Report (Pages 14-16)

To **RECEIVE** the Internal Audit Report

To **CONSIDER** using Canalbs Ltd as the PC's Internal Auditor for this financial year (£47.50 ph)

12. Responsible Financial Officer

Proposal to change the Responsible Financial Officer from the start of July

13. Tomkins Mead (Pages 17-18)

To **CONSIDER** quote received from ADC Drainage Company for £1,450.00 + VAT to jet vac the culvert and silt. To **AGREE** to formulate a plan for the whole ditch from Coles Road to North Lodge Park's Lake

14. Cambridge Sport Lakes Trust (Page 19)

To **CONSIDER** supporting a grant application to the Community Chest Fund for kit for Wild Minds Health Referral Project for £1,119

15. MPC Store Cupboard (Maintenance) (Pages 20-21)

To **CONSIDER** quotes for re-installing the access path to the rear store cupboard:
N Fleming - £2,750 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) Pro-Serv - £2,859 + VAT (works as per quote) + £837 + VAT for additional concrete base for Scouts storage (to be paid by Scouts)

16. To Receive County Councillor's Report – June 2022 (Pages 22-25)

17. To Receive District Councillors Report – June 2022 (Pages 26-30)

18. To Receive Milton Community Centre Report – June 2022 (Page 31)

19. 10th Liaison Meeting between Anglian Water and Milton Parish Air Quality Working Group (Pages 32-34)

To **RECEIVE** the approved minutes of the meeting on Wednesday 13 October 2021

20. Correspondence – Emailed to Councillors

Virtual Roundtable for Local Councillors – Monday 13 June 2022 (Cambs City and South Cambs)
6-7:30pm

Waterbeach Barracks Monthly Update- May 2022

SCDC Parish e-bulletin May 2022

Waterbeach Barracks Monthly Update – June 2022

Zero Carbon Communities Newsletter – Summer 2022

21. Dates of next meetings

Monday 20 June 2022 – Planning 7pm – Maintenance 7:45pm

Monday 4 July 2022 – Planning

Wednesday 8 Jul 2022 – Community Care 11:30am

Monday 18 July 2022 – Parish Council

TO ARRANGE A DATE FOR POLICY REVIEWS MEETING – suggest 4 July 2022 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 Annual Meeting of the Milton Parish Council held on
Monday 9 May 2022 at 7.30pm in the Bowls Pavilion**

Present: HM Smith (HMS) (Chair), JE Coston (JEC), RJ Farrington (RJF), D Wildman (DW), D Owen (DO), A Horne (AH), A Markham (AM), A Bradnam (AB), P Ellwood (PE), A Latchem (AL)

In Attendance: S Corder (Clerk), J Barratt (Assistant Clerk)

- 1 Elected Councillors to sign Declarations of Office and Register of Financial and Other Interests**
Councillors signed their Declarations of Office which were witnessed by the Clerk. Register of Financial and Other Interest forms to be filled in and returned to the Clerk. HMS welcomed DW back to the Parish Council
- 2 Election of chairman and signing of declaration of acceptance of office of Chairman**
It was Proposed by DO to elect HMS as Chairman - JEC Seconded **ALL AGREED**. HMS signed the declaration of acceptance of office.
- 3 Apologies for Absence:**
None received – Full Council in attendance
- 4 Election of Vice-Chairman and signing of declaration of acceptance of office of Vice-Chairman**
Nominations for Vice-Chairman were invited:
RF proposed PE – AH Seconded **4 In Favour – 4 Against**
AB proposed JEC – HMS Seconded **4 In Favour – 4 Against**
JEC was elected Vice-Chairman on the casting vote of the Chairman
JEC signed the Declaration of Office witnessed by the Clerk
- 5 To APPROVE the minutes of the meeting held on Monday 4 April 2022 and Monday 25 April 2022 including Confidential minutes.** AB Proposed to accept the Minutes of Monday 4 April 2022- JEC Seconded **AGREED (DW Abstained)**. AB Proposed to accept the minutes of the Parish Council meeting of Monday 25 April 2022 (not including the Confidential minutes) JEC Seconded **AGREED (DW and AM Abstained)**
- 6 Declarations of interest and dispensations:**
To receive declarations of interest from councillors on items on the agenda; **DW on MCC business**
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). **No public attended**
- 8 Clerk's/Chairman's Report and see Works Schedule**
AM asked the Clerk to chase up action to widen the spacing of the Gunnell Close barriers.
MVAS Update: Landbeach as 50% owner of the MVAS will pay half of the repair costs. AB reported that John Halfpenny is in the process of trying to order a new board and the MVAS will be put up as soon as possible in the Tesco to Cambridge Road direction. There are 2 volunteers for putting up the MVAS, Clerk to add their names to the Volunteer list : **Action Clerk**
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 – After a very successful competition the winning 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- HMS suggested the Council go to into Confidential session – JEC Proposed – **ALL AGREED**.

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 8. namely: Land in Milton

The confidential session closed at 7:44pm.

JEC Proposed to accept the Confidential minutes of the meeting on 25 April 2022 – AH Seconded **AGREED** (2 abstain).

No further land action to be taken at present – session opened 7:49pm

HMS updates:

A complaint has been received regarding disrespect of a neighbouring grave when a new burial took place. Refer to Maintenance Committee for an addition to the policy of suggested wording from ICCM.

Improving road safety at The Rowans: PE, AB, HMS and the Clerk met with Mr Thoday from Transport Strategy & Network Management to discuss the concerns raised. He has sent a map and suggested a way forward, probably including an LHI bid. The proposal for works is to extend the double yellow lines on both sides to the first leg of The Rowans, have a passing point at a shorter length of double yellow lines further up on the Southern side. Also to put in place a new crossing point further into The Rowans with the current footpath to be extended on the Southern side. The Clerks should progress this, including preparing for a consultation to be announced in the next Village View (press date 24th August). May be combined with other work in an LHI bid, to be suggested by the 20mph working group.

HMS welcomed the **re-election** of our 3 District Councillors

HMS reported that the Parish Council had agreed to fund cakes for the Jubilee picnics. 5 were now required, costing £125 in total. This is within the £500 budget voted at Council.

9 To Confirm the Following Committees and Memberships:

Community Care	AB, JEC, HMS, DW, Rev Jackie Metcalfe/Kathy English*
Maintenance	(incorporating Allotments, Cemetery, Play, Tomkins Mead and Milton Environment) JEC, AH, AL, AM, HMS, DW
Finance & Admin	JEC, AL, HMS, DW
Planning	JEC, PE, RJF, DO, HMS
Staffing	PE, DO, HMS, AB

The following Working Groups and membership were agreed:

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

The name and function of the Cemetery Advisory Group / Standing Committee is to be clarified

10 To Confirm the Following Representatives and Volunteers

The following special responsibility roles were agreed:

Specific Responsibility:

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

The following representatives for outside bodies were agreed:

CAPALC & SCDC	Chairman, Clerk
Milton Community Centre	AH
Patient Participation Group	DW
Milton Primary School Liaison	Clerk, AL
North East Cambridge Forum	JEC
Waterbeach Community Forum	HMS, AB
Waterbeach joint Parish Council	HMS, AB, JEC

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

11 Planning

The minutes of the Planning meeting held on Monday 11 April 2022 were received

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 **OBJECT: Front extension and cast iron railing to side of boundary query of land ownership. Concerns that the annexe/Barn Cottage is an Airbnb and the property could be further split.**

Clerk to write to alert the County Council.

12 Finance and Administration

The minutes of the Finance and Administration meeting held on Monday 11 April 2022 were received

13 Community Care

The minutes of the Community Care meeting held on Wednesday 27 April 2022 were received

14 Staffing

The Confidential minutes of the Staffing meeting held on Monday 28 March 2022 were received

To **CONSIDER** recommendations:

To **AGREE** a one point scale pay increase for the Community Care Warden – from scale point 9 £11.05 to scale point 10 £11.28

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

JEC Proposed the scale increases – HMS Seconded ALL AGREED

15 Capital Projects Working Group

The notes from the Capital Projects working group were received

HMS remarked that the agreed spending on power supply for Pond Green and Edmund Green was about £4,200, and latest quotes were about £3,200 (not £2,600 each as in the report).

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

It was AGREED to defer this item until clarification from the SCDC S106 Officer confirms which projects can be funded by the Arts budget. JB to arrange a meeting to confirm. All projects were supported in principle by Council

16 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – JEC Proposed to pay vouchers 3 to 43 – DW Seconded **ALL AGREED**

17 Professional Advice re: Land in Milton

To **RATIFY** spend of up to £10k on land in Milton – JEC Proposed to the agreed spend – AB Seconded **AGREED (1 abstain)**

18 General Power of Competence

To **CONSIDER** applying for the General Power of Competence with NALC £50 registration fee
DW suggested applying for the Quality Award – **JEC Proposed – AB Seconded ALL AGREED**

19 MPC Store Cupboard (Maintenance)

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)
Defer to next meeting

20 Milton Village Spring Clean

Date to be: Sunday 29 May at 10am – Meet at the Parish Council Office
AB to design poster for noticeboards and Facebook

21 The Connections Bus Project

The termly report for Jan-March 2022 was received

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 May 2022 – Planning 7:30pm
Monday 13 June 2022 – Parish Council 7:30pm

Meeting closed at 9:38pm

Signed: Dated:

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.
Improve crossing point at High Street/Fen Road	A14 Legacy Fund	13.5.22: The delivery start date for these works is planned to be June 13 th currently.
Bus Stop repairs – to brick bus shelters	Maintenance	Works to begin 27 June 2022
Gunnell Close Cycle barrier	Maintenance	Awaiting response from County Highways for confirmation of work
Extension of double yellow lines – The Rowans	Parish Council	TRO applied for
Proposed new crossing point and extension of current footpath to meet new crossing point further into The Rowans	Parish Council	Minor highway improvement – plans sent to the Local Project Teams CCC
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

Milton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
44 S137: Warden's Phone	16/05/2022		Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	S	16.54	2.48	19.02
45 Telephone / Broadband	30/05/2022		Unity Trust Bank	DD	Mobile phone Clerk	B T	S	13.20	2.64	15.84
46 Subscriptions	26/05/2022		Unity Trust Bank	DD	Brightpay Connect	Thesaurus Software Ltd	S	1.83	0.37	2.20
47 Website	25/05/2022		Unity Trust Bank	DD	1&1 Mail Pro Licence	IONOS Cloud Ltd	S	3.99	0.80	4.79
48 Website	25/05/2022		Unity Trust Bank	DD	1&1 WP Plus	IONOS Cloud Ltd	S	6.99	1.40	8.39
49 Office expenses	17/05/2022		Lloyds Corporate Card	DD	Zoom	Zoom Video Communications	S	11.99	2.40	14.39
50 Bank charges	17/05/2022		Lloyds Corporate Card	DD	Bank Charge	Lloyds Corporate Card	E	3.00		3.00
51 Audit Fees	09/05/2022		Unity Trust Bank	DD	Internal Audit	Canalbs Ltd	E	130.62		130.62
52 Play areas	30/04/2022		Unity Trust Bank	DD	Play equipment repairs	Wicksteed Leisure Ltd	S	959.62	191.92	1,151.54
53 MCC Bills Paid	30/04/2022		Unity Trust Bank	DD	MCC Costs Contribution	Buchans Landscaping & Grou	S	568.00	113.60	681.60
54 MCC cleaning	01/05/2022		Unity Trust Bank	DD	MCC Costs Contribution	Atkins Gregory (The Cleaning	S	1,193.85	238.77	1,432.62
55 MCC Bills Paid	07/04/2022		Unity Trust Bank	DD	MCC Costs Contribution	Town & Country Tree Surger	S	3,280.00	656.00	3,936.00
56 GJK - RFO	17/05/2022		Unity Trust Bank	DD	Professional Services	GJK Accountancy Ltd	E	150.00		150.00
57 Tree Maintenance	16/05/2022		Unity Trust Bank	DD	Trees	Town & Country Tree Surger	S	500.00	100.00	600.00
58 Payroll Asst Clerk	24/05/2022		Unity Trust Bank	DD	Salary	JB	E	302.91		302.91
59 Payroll Highways	24/05/2022		Unity Trust Bank	DD	Salary	P A	E	296.30		296.30
60 Payroll Clerk	24/05/2022		Unity Trust Bank	DD	Salary	S C	E	1,177.84		1,177.84
61 S137: Warden Salary	24/05/2022		Unity Trust Bank	DD	Salary	T E	E	875.83		875.83
62 Youth Workers/Courses	31/05/2022		Unity Trust Bank	DD	Youth Club Sessions	The Connections Bus Project	E	1,074.00		1,074.00
63 Subscriptions	27/05/2022		Unity Trust Bank	DD	Registration fee- LCAS	NALC	S	50.00	10.00	60.00
64 Photocopying	31/05/2022		Unity Trust Bank	DD	Photocopying	CBS Office Solutions Ltd	S	26.60	5.32	31.92
65 Payroll Pension (Employee)	26/05/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	68.47		68.47
66 Payroll Pension (Employer)	26/05/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	68.47		68.47
67 S137: Warden's Pension (Em	26/05/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	61.10		61.10
68 S137: Warden's Pension (Em	26/05/2022		Unity Trust Bank	DD	Pension payment	Smart Pension	E	61.10		61.10
69 Website	07/06/2022		Unity Trust Bank	DD	Microsoft 365 Business Licence	IONOS Cloud Ltd	S	6.99	1.40	8.39
70 Elections	25/05/2022		Unity Trust Bank	DD	Parish Election	South Cambs District Council	E	180.00		180.00
71 Trolley Bus	31/05/2022		Unity Trust Bank	DD	Dial-a-Ride	Cambridge Dial-a-Ride	E	170.00		170.00
72 Legal/Land/Survey Solicitors	29/05/2022		Unity Trust Bank	DD	Solicitors fees	Ashtons Legal	S	900.00	180.00	1,080.00
Total								12,159.24	1,507.10	13,666.34

Milton Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
5 Allotments Rents	05/05/2022		CBS General Purpose		Allotment fee	B3	Z	15.00		15.00
6 Community Care fees	05/05/2022		Unity Trust Bank		Community Care Fee	B C	Z	78.00		78.00
7 Community Care fees	05/05/2022		CBS General Purpose		Community Care Fee	C D	Z	80.00		80.00
8 Community Care fees	05/05/2022		Unity Trust Bank		Community Care Fee	TS	Z	110.00		110.00
9 Community Care fees	20/04/2022		CBS General Purpose		Community Care Fee	JB,MB	Z	130.00		130.00
10 Community Care fees	15/04/2022		CBS General Purpose		Community Care Fee	M S	Z	78.00		78.00
11 Community Care fees	28/04/2022		CBS General Purpose		Community Care Fee	T G	Z	110.00		110.00
12 Community Care fees	25/04/2022		CBS General Purpose		Community Care Fee	D F	Z	78.00		78.00
13 Community Care fees	01/05/2022		CBS General Purpose		Community Care Fee	R B	Z	78.00		78.00
14 Community Care fees	15/04/2022		CBS General Purpose		Community Care Fee	T R	Z	78.00		78.00
15 Community Care fees	29/04/2022		CBS General Purpose		Community Care Fee	A M	Z	66.00		66.00
16 Community Care fees	22/04/2022		CBS General Purpose		Community Care Fee	DM	Z	24.00		24.00
17 Community Care fees	21/04/2022		CBS General Purpose		Community Care Fee	N R	Z	130.00		130.00
18 Community Care fees	13/05/2022		Unity Trust Bank		Community Care Fee	PH	Z	78.00		78.00
19 Community Care fees	12/05/2022		Unity Trust Bank		Community Care Fee	MP	Z	78.00		78.00
20 Community Care fees	23/04/2022		CBS General Purpose		Community Care Fee	P C	E	78.00		78.00
21 Community Care fees	09/05/2022		CBS General Purpose		Community Care Fee	J A	E	78.00		78.00
22 VAT	25/05/2022		Unity Trust Bank		VAT refund	HMRC	R		13,537.23	13,537.23
23 Cemetery Fees	31/05/2022		Unity Trust Bank		Memorial	J24	E	30.00		30.00
Total								1,997.00	13,537.23	14,934.23

13



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

canalbs
35 Westfield Road
Manea, Nr. March
Cambs. PE15 0LS
Tel 01354-680319
ltd

Independent Internal Audit Service for Parish and Town Councils

28th April 2022

The Chairman
C/o Milton Parish Council
Coles Road
Milton
Cambridge CB24 6BL

Dear Madam

INDEPENDENT INTERNAL AUDIT FOR Financial year end 2022

We undertook the year end independent internal audit with The Chairman Hazel Smith, RFO, Griffith and Clerk Sarah on Zoom due to Covid issues.

I would remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £47.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 54p per mile if appropriate.

Yours faithfully

Jacquie Wilson (Mrs)
Director

CANALBS Ltd

OBSERVATIONS AND RECOMMENDATIONS for financial year end 2021/2022 28.04.22

Milton Parish Council

THE COUNCIL

Currently has 12 seats 2 vacancies election due 2022.

WEB SITE

Would appear to be satisfactory.

MINUTES

Are comprehensive and clearly show risk management and correct purchasing procedures.

NEW CODE OF CONDUCT

The new policy has been adopted and all councillors will sign their declarations and complete their register of interest forms before the first meeting of the new council. It is noted that the new Code advocates using a comprehensive training schedule.

EMPLOYMENT

All staff appraisals have been undertaken.

The Clerk's Contract has been revised to encompass her new responsibilities and the Council have approved an raise in scale point.

POLICIES

All are currently scheduled for updating in the next current year.

ARCHIVES

Work in progress to ensure the Council is compliant with GDPR regulations.

INSURANCE

The Council has received notice that their current three year policy has been cancelled. They have now accepted a three year contract with Zurich Insurance, which includes data breach cover.

All buildings have been revalued for insurance purposes.

BURIAL GROUND

The Freedom of Information Request has now been responded to.

CONTRACTORS

The Council extended their three year grass cutting contract with the current supplier by one year and will seek three quotes for the future provision of this service.

RISK MANAGEMENT POLICY

This has been reviewed and readopted

VAT

Now arranged to undertake claims on line.

PETTY CASH

No transactions this year – use credit card system,

ALLOTMENTS

All plots are full. All tenants have been notified that the rents are to be increased in October this year.

Will be conducting a review of risk assessment and risk management policies.

PLAYGROUNDS

All are regularly inspected.

The Rowans is to be the next project for refurbishment.

YEAR END

It should be noted that all the pages of the AGAR posted to me do not have the name of the council included in the appropriate box.

PRECEPT £133,000 FIXED ASSETS £200,414

GENERAL RESERVES £226,280

EARMARKED £271,174 which includes S.106 of 50,971

c/f £481,200.

Jacquie Wilson (Mrs)
Director

County Councillor Report for Parishes – June 2022 – Cllr Anna Bradnam

Highways and Transport - Two major Transport Consultations:

Greater Cambridge Partnership

A new road classification for Cambridge - Greater Cambridge Partnership explains the background. A4 brochure portrait (amazonaws.com) Page 5 contains a map showing the current situation. The B1049 (Histon Road) and B1047 (Horningsea Road, Fen Ditton) are the only B roads providing radial access into Cambridge, the others are A roads. The map on page 13 shows the proposal to make the B1049 and the B1047 from the A14 to Newmarket Road into a Primary Distributor Road (Main roads that all traffic could use). Functions would be:

- The main roads for all traffic moving to/from/around the city
- 'A' or 'B' roads that connect to smaller roads
- Used by all (residents, commuters & visitors) and all vehicle types
- Main arterial roads and the designated ring road, linking to the M11 & A14
- Generally no restrictions on access.

This is of concern because in addition to running through the heart of Fen Ditton, the B1047 currently has an 18t weight limit (maximum 2 axles), although it is not enforced. This extract from County mapping showing the current 18t weight limit on B1047 and High Ditch Road. The reclassification does not include High Ditch Road, which would presumably retain the weight limit.



You can submit your views here A new road classification for Cambridge: Consultation 2022 | Consult Cambridgeshire (engagementhq.com) or email your views to consultations@greatercambridge.org.uk by Monday 18 July 2022.

Cambridgeshire and Peterborough Combined Authority

The Combined Authority is preparing a new Local Transport and Connectivity Plan to replace the current Local Transport Plan 2020. The new plan needs to consider the increase in numbers of jobs in the area, the cost of public transport, journeys by train, bus, cycle and on foot as well as by car, the anticipated reduction in peak hour travel due to increased home working, the need to reduce carbon emissions and pollution and the health benefits of active travel. There is also a need to provide better digital connectivity for people working, enjoying leisure time and shopping from home.

The consultation is in four sections: Vision and Objectives, Our transport strategy, Local Area Strategies, Review and Submit. The nearest in-person consultation events are:

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Thursday 23 June 2022 12.00 – 17.00 The Lighthouse Centre
13 Lynn Road, Ely, Cambridge CB7 4EG
Saturday 25 June 2022 14.00 – 19.00 Cambourne Church Centre
Jeavons Lane, Great Cambourne CB23 6AF
Wednesday 6 July 2022 11.00 – 16.00 The Grafton Centre
6 Grafton Centre, Cambridge CB1 1PS

You can view the documents at

Cambridge Central Library, 7 Lion Yard, Cambridge, CB2 3QD
The Library is open Mon – Fri: 9.30 – 18.00, Sat: 10.00 – 18.00, Sun: 12.00 – 16.00

You have until the end of the day on 4 August 2022 to complete the survey

Home - Phase 2 - Cambridgeshire & Peterborough Combined Authority

(yourltcp.co.uk)

You can also email your comments to contact@yourltcp.co.uk

Transport – Road closure Waterbeach

Denny End Road, Waterbeach will be closed 07/09-14/09/22 – to improve the A10 junction.

20 mph Group A working group has been set up to draw up criteria for applications for 20mph limits and zones. These are expected to be completed in the next few months.

HGV Policy We are expecting a draft revision of the Council's policy on heavy goods vehicles to be considered by the Highways & Transport Committee in the autumn.

Environment

Anglian Water Wastewater Treatment Plant Relocation – update for parish councils

The CWWTPR Working Group will meet on 28 June. I will be attending along with other stakeholders. If there is anything you would like me to raise, let me know.

Household Waste Recycling Centre, Milton

The County Council plans to re-design and upgrade the HWRC. It currently sits within the site boundary of the landfill site, which is due to close in 2026. Revised plans are being prepared for the final re-profiling of the landfill site, in order to enable to HWRC to be built, if that application is approved in due course. The landfill site will still close in 2026.

The Council's **Green Investment Advisory Group**—a group of councillors maintaining an overview of the Council's energy projects—has had its remit expanded to include considering the environmental impact of the Council's utilities procurements such as electricity, gas, and water.

Food delivery robots are taking to the streets of Cambourne as part of a pilot between Cambridgeshire County Council and Starship Technologies. Twelve thousand residents will benefit from quick deliveries from their local Co-op by a fleet of Starship's robots. The project began on 17 May and is part of the Council's environmental agenda to reduce the number of short car journeys and improve air quality.

Adults and Health

The Council has been grappling with the national changes in health decision-making structures brought about by the introduction of Integrated Care Systems.

Cambridgeshire and Peterborough have chosen to address this by creating a joint Health & Wellbeing Board to replace the previous separate Cambridgeshire Board and Peterborough Board, and a joint Integrated Care Partnership, with mostly overlapping membership and with shared agendas.

They will take on their new roles from 1 July this year to oversee the commissioning, performance, financial management and transformation of the local NHS. They will oversee, scrutinise, govern and provide leadership to NHS Cambridgeshire & Peterborough. This is complex, but I am glad to hear that Jan Thomas will be Chief Executive Officer Designate of NHS Cambridgeshire & Peterborough.

Monkeypox – 172 cases have been identified in England between 7 and 29 May. Monkeypox can be spread when someone comes into contact with an infected person. The virus can enter the body through broken skin, the respiratory tract or through the eyes, nose or mouth. It usually takes between five and 21 days for the first symptoms to appear. Symptoms include fever, headache, muscle aches, backache, swollen lymph nodes, chills and exhaustion. A rash can develop. Anyone with concerns should see a health professional or contact the NHS on 111. Read more.

Education


May Half Term Voucher Scheme

A £15 voucher was issued to every eligible child for the week of half term (30th May to 3rd June).

Education Reform

Significant reform is envisaged in the recent White Paper on Education and the Green Paper on Special Education Needs and Disability. Jon Lewis, Director of Education has prepared a Green and White Paper Summary with some local context. The focus is on recovery, responding to Ofsted and supporting school leadership.

Ukraine

At the end of the first summer half term, the council has received 156 applications from families seeking a school place in Cambridgeshire. Many schools have welcomed new pupils but some families are facing difficulties in securing a school place. Guidance has been provided to schools. Here is a summary  a summary of the additional materials / links we have provided to our education settings. Advice and guidance in appropriate languages has been provided to guest families on admissions and appeals, access to free school meals, and on Pupil Premium for refugee families.

Covid-19 in schools

The number of cases in education settings has declined in schools significantly. There are still periodic small outbreaks, but parents are following guidance and keeping children at home when unwell. Whilst improving, student attendance is still below normal attendance rates. Of significant concern is the ongoing higher level of staff sickness. There appears to be a high level of respiratory illness and increase in the number of long-term absences.

Aside from Covid-19, we have seen nationally increases in cases of hepatitis, scarlet fever and chicken pox. Information has been provided to schools around notifying the UK Health Security Agency.

County Council

At the Annual Council Meeting on 10 May Cllrs Stephen Ferguson and Sebastian Kindersley were re-elected as Chair and Vice-Chair respectively. A number of motions for debate were agreed, covering: • tracking of progress of previous council motions • school transport policies for special educational needs and disabilities • street planters and green bus stops • increasing recycling.

Cambridgeshire and Peterborough Combined Authority – update

An Extraordinary Meeting of the Combined Authority Board took place on Friday 20 May, having been requisitioned by Conservative council leaders and the then Chair of the Business Board. The aim of the requisition was to force the resignation or suspension of the Mayor of Cambridgeshire & Peterborough, following various allegations which are still under investigation.

However, between the requisition and the meeting, council elections had resulted in a change of leader in Huntingdonshire, and the Chair of the Business Board had also resigned. The attempt to depose the Mayor before the ongoing investigation had been concluded was therefore unsuccessful. An amendment to the proposal was agreed, supporting the ongoing investigation, and consideration of any resulting recommendations by the Combined Authority and its Audit & Governance Committee.

Meanwhile, Cllr Wayne Fitzgerald of Peterborough has been replaced as Deputy Mayor of the Combined Authority by Cllr Lewis Herbert of Cambridge; and the Chief Executive is moving on after just ten months in post.

Further to the disappointment of not receiving any money for its bus improvement bid, the Combined Authority has recently learned that it will receive only £635,000 from the Government's latest round of active travel funding—millions less than other Mayoral authorities.

The Combined Authority's Annual Meeting on Wednesday 8 June will consider the future role of the Combined Authority in relation to housing, now that the Government has decided there will be no more housing funds for Combined Authorities. It will also consider its business plan, deferred from the previous regular meeting of the Board; and a number of business cases for spending on climate change projects.

Cllr Anna Bradnam 02/06/2022

District Councillors' Report to Parish Councils – June 2022

Support for Ukrainian Refugees

Due to the generosity of local communities South Cambridgeshire is the district area with the highest number of visas granted in the country. This means the number of arrivals is high. The Council's housing officers have been carrying out the welfare checks to ensure hosts and guests are settling in.

The latest data (30 May) from the Department for Levelling Up, Housing and Communities and Home Office shows that 595 visas have been issued for South Cambridgeshire so far as part of the Homes for Ukraine scheme.

At the start of the outbreak of the conflict in Ukraine and beginning of the Homes for Ukraine scheme, South Cambridgeshire District Council mobilised at short notice to arrange payments for guests and hosts, DBS checks and in-person visits to confirm properties are suitable, and guests are settling in well. These processes are ongoing as guests continue to arrive.

The Council also continues to keep hosts and guests in South Cambridgeshire connected via regular bulletin updates and has established online communities to bring together both hosts and guests. A webinar for guests, hosts and community groups is being held, and there are plans for in-person meet-ups soon.

Additionally, an online welcome pack for new arrivals from Ukraine has been created and continues to be updated as further useful information becomes available.

The District Council's Business Support and Development team has also stepped-in to help. They have been working with colleagues at Jobcentre Plus to co-ordinate job vacancies with Ukrainian job seekers and promoting advice from industry bodies including the Chambers of Commerce and FSB. They are promoting these through their newsletter, social media accounts and High Street Support Officers.

All hosts receive information from the District Council directly relating to DBS checks, accommodation checks, £350 monthly host and £350 one-off guest payments.

Guest arrival payment being increased from £200 to £350 per guest

The Government scheme provides an initial £200 payment per guest to help them with essential costs. However, Government guidance allows local authorities to have flexibility in deciding whether more is needed in the first few weeks after a guest arrives. Hosts and guests in South Cambridgeshire have told the District Council that guests are running out of money in the first month and before longer-term arrangements have been established (both Universal Credit and payment from employment can take a number of weeks before an initial payment is made).

In response to this, South Cambridgeshire District Council is adding a further £150 payment to each guest in our district. Guests who are yet to arrive will be paid the new amount of £350 per guest.

Pre-payment cards

Many guests have received, or will soon receive, a pre-paid card with the initial one-off payment to help with essential costs. Once activated it can be used for contactless payments in places such as on public transport where PIN verification is not always available.

Additional language support offer

The District Council offers English language tuition from Cambridge Regional College, Workers' Educational Association and Cambridgeshire Skills. Recently, another provider, CamRuss, has been added which is supporting Ukrainian guests and hosts in Cambridge and the surrounding area. On the [CamRuss website](#) guests can complete a form to request free English language and cultural adaptation sessions.

Free bicycles for guests from Ukraine

Guests from Ukraine can [request a free, good quality, second-hand bicycle](#) as part of a collaboration between the District Council and two local charities – [OWL Bikes](#) and [Camtrust](#). Helmets and locks will also be supplied, free of charge. The Council will also provide guests with details of a free Bikeability cycle training course, which will include translation services.

All information can be found on our [Support for Ukraine webpages](#) – where '[Ukrainian Guest information hub](#)' can be found.

Launch of Markets Toolkit

The Business Support Team at the District Council has launched a 'Markets Toolkit' as part of its commitment to grow the local economy, support businesses and ensure a rich and diverse choice of products is widely available to our residents. It's an online Toolkit with two directories to encourage and support local communities in setting up their own markets.

The online toolkit gives lots of useful information on how to go about setting up a market, while the directories detail local markets and local stallholders.

Waterbeach already has a market which occurs periodically and will be promoted on this site.

More information is available here [Council launches online toolkit to help local villages and towns set up markets - South Cambs District Council \(scambs.gov.uk\)](#)

Business Webinars

Our Business Support team hosts a series of free webinars for South Cambridgeshire businesses – including two which are planned for the next couple of months. Further information can be found at [Business Support events page](#).

CLIs Paul Bearpark, Anna Bradnam and Judith Rippeth

Noteworthy schemes/strategies and projects to be consulted on in future / consultations recently closed

Scheme name	Type of scheme	Main consultation contact	Status of consultation	Website link
LTCP	Transport plan	CPCA	Live Closes 4/8/22	https://yourltcp.co.uk/
C2C	Environmental impact assessment	GCP	Live. Closes 11/7/22	www.greatercambridge.org.uk/c2c-eia
New road classification	Road categorisation	GCP	Live Closes 18/7/22	www.greatercambridge.org.uk/RoadClassification2022
Water Resources East Water Resource Management Plan (WRMP)	Water Resources Management Plan updated every five years	Water Resources East Ltd	Closed	Link to Water Resources East website Link to Consultation
North East Cambridge Area Action Plan	Area Action Plan	South Cambridgeshire District Council & Cambridge City Council	Approval to progress to consultation Spring 22. Formal engagement phase (Reg 19) to follow conclusion of Development Consent Order process for Cambridge Wastewater Treatment plant	Link to Greater Cambridge Shared Planning website

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East West Rail	Nationally significant infrastructure project	East West Railway Company (Created by Department for Transport in 2018)	relocation (see above)	Link – East West Rail company
Waterbeach to Cambridge	Transport and Works Act Order (TWAO)	Greater Cambridge Partnership	Aim is to undertake a public consultation on the preferred route for the Waterbeach to Cambridge project later in 2022	Link to Greater Cambridge Partnership website
Cambridge South East Transport	Transport and Works Act Order (TWAO)	Greater Cambridge Partnership	Application to Government for TWAO to build busway and active travel route in 2022	Link to Greater Cambridge Partnership website
Cambridge Eastern Access	Transport and Works Act Order (TWAO)	Greater Cambridge Partnership	Consultation was held in late 2021. The results of this	Link to Greater Cambridge Partnership website

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			<p>consultation will be taken back to the GCP Executive Board - alongside further technical work – in 2022 to decide on next steps on the preferred options.</p>	
Greenways	12 x local greenways feeding into Cambridge	Greater Cambridge Partnership	<p>Outline business case being prepared. Consultation expected Oct 22.</p>	<p>Link to Greater Cambridge Partnership website</p>
Cambridge South West Travel Hub	Local - A new Travel Hub site at Junction 11 of the M11	Greater Cambridge Partnership	<p>Application currently with Cambridgeshire County Council – determination delayed</p>	<p>Link to Greater Cambridge Partnership website</p>

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Managers' Report, Milton Community Centre, 31st of May 2022

Maintenance/Improvements:

The main entrance doors to the Annexe have been repaired as the frame had become loose. We have also repaired the toilet cubicle in changing room 4 at the Sycamores Pavilion that had been damaged.

Bookings:

We continue to see an increase in bookings for Children's parties and enquiries for general hire at the Community Centre. We have a second weekly booking starting on the 8th of June for local adults who have had slips and trips and hips or knee replacements.

Hard Courts

The tennis courts are in use 7 days a week and most evenings with people playing Tennis. The 5 aside court continues to be popular for both football and netball. The Adult Friendly Netball has now finished on a Thursday evening.

Youth Building:

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

North Lodge

1st Milton Brownies and 1st Milton Guides have returned to All Saints Church. The Red Cross are still using the Pavilion Monday to Friday.

Sycamores Rec

We have reviewed the quotes to repair the Basketball Court and we are waiting for a start date for the work. This will include a root barrier to try and prevent further tree root damage to the court.

Vandalism and Crime:

We continue to see high levels of 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 have seen a decrease in the use of disposable BBQ's following improved signage on the Youth Building.

We continue to see fly tipping of both household and commercial waste in the car parks and unauthorised use of the trade waste bins meaning that our own waste can't always be disposed of.

Andy West, Community Centre Manager 31/5/22

10th Liaison Meeting between Anglian Water & Milton Parish Air Quality Working Party

Wednesday 13th October 2021, 5pm on Microsoft Teams

1 **Attendees:**

Anna Bradnam (Chair) District Councillor, Milton Parish Council, Chair MAQWP
Philip Seamons Anglian Water, Cambridge area Treatment & Milton site manager
Peter Gibson Principal Environmental Health Officer (SCDC)
Hazel Smith Milton Parish Council and MAQWP
Jane Coston Milton Parish Council
Kay White Milton resident (MAQWP)
Suzanne Webster Milton resident (MAQWP)

2 **Apologies:**

Lucy Bellotti Environment Agency
Alex Nix Cambridge City Council, Environmental Health Officer
Luke Catchpole Cambridge City Council, Environmental Health Officer
Steve Boulton Anglian Water, Tactical support manager for Essex & Cambridge
Sarah Harris Cambridge Sport Lakes Trust

3 **Minutes of the 9th meeting which was held on 12th May 2021**

Action point 5 - should have read "KW to send the detail of her specific report by email to Philip to ascertain why it had been missed" - This will be amended on the previous minutes. The remaining Minutes were agreed by all & PS gave his agreement that those minutes can be published on the Parish web page.

4 **Review of the Action points from 12th May 2021**

- 1) **PS to share a copy of the samples reports for plants at Milton & Chesterton Fen.**
C/fwd. PS has requested but not yet been given access, so is unable to share.
- 2) **PS to tell AW colleagues about concerns on Chesterton Fen regarding package treatment plant and cesspits discharging foul water.**
C/fwd. AB will supply a map showing areas of concern including Grassy Corner / Clearview and opposite the pub at Fen Ditton. AB asked PS to confirm which are managed by Anglian Water (vs. privately owned) and that they are being regularly monitored and are working properly.
- 3) **PS to share a copy of the flood reports (storm tank use) with the working party.**
Storm tanks were used throughout January & some of February. They are only used when there is excessive flow, over what AW are consented to receive under the Environment Agency (EA) Full Flow to Treatment (EA FFT) plan - ie. 1,265 litres per second. There is no on-site record of when storm tanks are used, but the EA receives an automated report. PS will ask the systems team to record when there is an "activity" on a particular day so that this can be shared with the MAQWP. KW asked if the FFT limit should be reconsidered given higher rainfall levels in recent years and PS confirmed that this is being considered with the EA. KW suggested that we keep this on agenda for future meetings.
- 4) **PS will email Lucy Bellotti's details to AB** Done
- 5) ~~KW to send future reports by email to PS as well as reporting on the helpline~~
Amended to: "KW to send the detail of her specific report by email to Philip to ascertain why it had been missed" - PS confirmed that he received this report. It was missed at the time because it was reported on a customer support system which site managers did not have access to, but access has now been granted and notifications set up.

5 **Matters arising not elsewhere on the agenda - none**

6 **Anglian Water – national statistics on water quality**

PS confirmed that there were no CAT 1s (most serious) reported in 2019 & there have been further process improvements since then. There would have been Cat 2s, 3s and 4s but **PS** does not have a record of this. The site is measured on compliance with pollution and was downgraded to 2* in 2019. They have made some changes to the way they work and returned to a 3* in 2020.

The self-reporting % was considered low at 71%, particularly when compared to the same statistic in other areas. This indicates that a large number of incidents are spotted & reported by the public before they are found by **AW**. **PS** noted that this includes all incidents off-site (eg. blocked manholes), some of which are out of their control and that there may be more in this area than in other areas because it is a flat area with a lot of individual pumping stations.

7 **Residents and CSLT - update on air quality incidents, if any.**

4 Village Log reports since 13th May, 3 not reported to the hotlines and 1 reported to **EA**. All high intensity & impact. Wind direction was predominantly from the South & a couple were in the area of Milton Country Park.

Aug 14th report: "the smell has been particularly bad for the past 3 days" which severely affects visitor experience at the Country Park. **PS** agreed to investigate possible cause.

KW tried to report an odour issue & found the process to be longer & more complicated than previously, including a longer lead time on answering the call and voice recognition for providing a postcode instead of the agreed short code/script. **PS** will ask **AW** colleagues if there have been changes to the system & highlight the frustrations. Also, **PS** asked **KW** to inform him the next time she is going to report an issue so that he can follow it through the system real time.

HS reported an odour on 27th September. **PS** confirmed 2 potential activities early in the morning including cleaning after a conveyor breakdown and a repair work following a small leak caused by a stone trap in a pipe.

HS reported a bad odour over the past few days. **PS** confirmed that there have been works on site which could have contributed but these are now complete.

8 **Anglian Water update - Upcoming works to clean & repair the Sludge Treatment Centre (STC) expected at the start of November. Shouldn't create an odour issue.**

PS confirmed that he has been informed of 3 odour complaints but with no request to call the customer back. **AB** asked that **PS** brings a log of complaints & respective dates to future meetings so that we can compare it with **KW**'s report from the Village Log.

HS asked **PS** for feedback on Sarah Harris' recent email regarding wedding events planned for next year. **PS** agreed that the site would avoid any major works on those dates (unless it is an emergency) and would switch on the de-odourisers all day.

AB requested a phone no. for **PS** and **PG** to facilitate contact for future meetings.

JC asked for confirmation of the "What 3 Words" - eg. Puddles Issued Quick
PS agreed to share after the meeting.

JC asked PS to pass on our regards to Ceri (former site manager) as we did not get chance to do so in person before his change of role. PS confirmed that he had done so previously but would do so again.

PS agreed to look into the possibility of a direct email address that people could use to report odour issues & complaints.

9 **Environment Agency update** - No attendance at the meeting

10 **Cambridge City Council (Environmental Health)** - No attendance at the meeting

SCDC

PG welcomed comments from AW about communicating directly with Milton residents, eg. the Milton village Facebook page.

PG asked for more detail about the Village Log, noting that odour is generally classified on a 1 - 5 scale, not 1 - 10. KW explained that it is not official reporting for statutory reasons so it is not submitted anywhere formally, but it is used to inform discussion at these meetings. The original log was based on the original DEFRA guide for how to set up & measure FIDOL so is still considered relevant today.

PG asked if complaints that come through to AW are subsequently passed on to the EA, but PS confirmed that they are not.

11 **AOB** - Reminder that there is an FCC meeting on Wednesday 20th October at 4.30pm. PG is on annual leave , but will ask if a colleague can attend in his place.

12. **Round-up - Summary of actions.**

1. **AB to request attendance from Environment Agency and Environmental Health at future meetings**
2. **AB to add storm tank activity log & EA FFT level considerations to the agenda for future meetings**
3. **PS /AB to map out package treatment plants & foul-water cesspits**
4. **PS to investigate possible cause of a prolonged odour incident on 14th Aug**
5. **PS to raise concerns / frustrations re: the new incident reporting system with AW colleagues & consider the possibility of a direct email address**
6. **KW to inform PS directly the next time she reports an odour complaint**
7. **PS to bring the AW complaints log (with dates) to future meetings**
8. **PS to note dates of MCP events on the AW works calendar**
9. **PS to share "What 3 Words" with the working party**
10. **PG to ask a colleague to attend the FCC meeting on 20th October**

Date of next meeting :

Proposal: Wednesday 11th May at 4.30pm

The meeting closed at 6.30pm.