



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 MAINTENANCE COMMITTEE

You are summoned to attend a meeting of Milton Parish Council Maintenance Committee to be held in the Bowls Pavilion on Monday 19 December 2022 at 7.45pm.

Members of the Public and the Press are cordially invited to attend but numbers may be restricted to meet health and safety requirements.

Clerk's signature: *Sarah Coker*

Date of issue: 13 December 2022

AGENDA

- 1. Apologies for absence:** to receive and approve apologies for absence.
- 2. To APPROVE the minutes of the meeting held on Monday 26 September 2022 (Appendix 1)**
- 3. Declarations of interest and dispensations:**
To receive declarations of interest from councillors on items on the agenda;
To receive written requests for dispensations for disclosable pecuniary interests (if any);
To grant any requests for dispensation as appropriate.
- 4. Public Participation – members of the public are invited to speak**
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
- 5. Allotments**
Update: Clerk
- 6. Paddock Wood**
Update: Clerk/PE
- 7. Cemetery (Appendix 2 and 2a))**
Update: Clerk/PE – From previous meeting location plan of new benches
To **CONSIDER** purchase of a noticeboard for current Cemetery Regulations and Plan:
The Parish Noticeboard Company - £1,095.00 + VAT – Classic range 1630mm x 1210mm (2 x 9xA4)
Greenbarnes - £585.29 + VAT 1330mm x 1080mm (18 x A4)
KBS Depot - £582.00 + VAT – 1000mm x 1350mm (18 x A4)
- 8. Play Areas (Reports attached separately)**
To **RECEIVE and CONSIDER** Wicksteed Play Inspection Reports for Froment Way, Humphreys Way, The Rowans and The Sycamores fitness equipment
Faulker Close Play Area – To consider revamp ideas (previous idea to change area to wildflower grassed area with new fence surround)
- 9. Parish Council Office (Appendix 3)**
To **CONSIDER** quote received from MFT Prestige Construction Ltd for £1,050.00 + VAT for remodelling and repairing of Parish Council office roof to eliminate water damage and potential damp ingress to the Scout Garage

10. Village Maintenance Walkabout (Appendix 4)

To **RECEIVE** report compiled by Clerk on maintenance tasks required within the village

Tour 1 – The Bund, Cemetery

Tour 2 – The Village

11. The Village Sign – Pond Green

To **DISCUSS** possible renovation works to the post and sign

12. Dates of next meetings

Monday 21 March 2023 – 7:45pm

Clerk Office

Appendix 1

**Minutes of the Maintenance Meeting of Milton Parish Council held on
Monday 26 September 2022 at 7:45pm held in the Bowls Pavilion**

Present: HM Smith (HMS), JE Coston (JEC), P Ellwood (PE)(Chair), D Wildman (DW),

In Attendance: J. Barrett (Asst Clerk), P Adams (Village Maintenance Person),

1 Apologies for absence: Alex Markham

2 Minutes of the meeting held on Monday 20 June 2022: Approved

3 Declarations of interest and dispensation: None

4 Public Participation: None

5 Allotments

Clerk's Update: All are in good order. There are 2 applicants on the waiting list. Rent letters will be sent out this month. Buchans cost estimate to top up the gravel at the entrance awaited. Railing on right hand side may require an additional support post and fixing. **Clerk to arrange works**

6 Paddock Wood (New woodland area)

Clerk's Update: The extreme heat will have caused some damage to the new trees, and the effects will be difficult to measure until the spring. The trees will be inspected in the Annual Walkabout. Clerk asked to investigate the availability of any additional trees that might be free of charge. Tomkins Mead and The Bund have also lost several trees over a period and could be sites for new tree planting.

Clerk to propose 2 dates for walkabouts:

Day 1 – The Bund, Cemetery, Allotments, Paddock Wood and Tomkins Mead

Day 2 – The village

7 Cemetery

Clerk's Update: Village Maintenance Person has been asked to fill in the rabbit holes and wash down the benches. Otherwise, the Cemetery is in good condition. Members queried who had sent the request for an additional bench and asked that a site plan be prepared to illustrate where the new bench (already ordered) and any additional benches could be sited.

8 Play Areas:

JC has not been able to progress a review of the Play Areas due to AM being away over the summer period. The site inspections will be progressed as soon as available dates are agreed. Members asked the Clerk to identify what paint or material could be used to remove any graffiti on the play equipment.

9 Grass Cutting Contract: Tenders should be returned by the end of the month, although contractors had expressed reservations about labour availability to undertake additional contracts.

The additional work at Edmund Green was approved with the following amendments:

- a) Strips A and D– max grass height to be 300mm

10 Maintenance Budget:

The budget report was discussed, and the following comments made:

- a) End of year cost forecasts should be included

- b) Figures listed under “general maintenance” were queried
- c) The cost code for 110 should be amended to “Paddock Wood”
- d) The cost code for 102 North Lodge should be omitted

DW Proposed acceptance of the report, Seconded by PE, **ALL AGREED**

11 Dates of Next Meeting

Monday 19 December – 7:45pm

Meeting closed at 8.30pm Signed: Date: