



# MILTON PARISH COUNCIL

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## 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 6 February 2023 at 7pm  
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coder*  
Date of issue: 31 January 2023

## AGENDA

- 1. Cambridge Science Park North**  
Kanda Consulting to provide an update on the proposals and to answer any questions
- 2. Apologies for absence:** to receive and approve apologies for absence
- 3. To APPROVE the minutes of the meeting held on Monday 9 January 2023 and Monday 23 January 2023 (Pages 1-6)**
- 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 (Pages 7-8)**  
**Ditch below Tomkins Mead:** Silt sampling work to be undertaken by ADC Drainage  
**The Rowans Safety Improvements** – PE and Clerk applied for an LHI – awaiting outcome  
**Revamp of The Rowans Play Area** – Quotes and plans received from Proludic, Sovereign, Eibe and Wicksteed. Clerk, JEC, AH and HMS suggested changes to the plans. Clerk to contact each supplier with changes required and updated quotes to be received.  
**Landbeach Road Bus Stop Art Competition** – Winners were presented with their prize by HMS. Awaiting date for installation of artwork  
**Gunnel Way/Woodman Way Cycle Barrier** – Works to increase gap between barriers has been completed  
**Coles Road Defibrillator Cabinet** – A new cabinet is now up and running on the Bowls Pavilion Wall  
**SCDC 6 Free Trees** – Delivery due 1 February 2023  
**Woodland Trust Free Trees** – Delivery due March 2023  
**Local Council Award Scheme – Reminder:** Councillors to provide picture and short introduction about themselves
- 7. Planning (Page 9)**  
To **RECEIVE** the minutes of the meeting of Monday 23 January 2023  
**Decisions received:**  
**22/04536/FUL** – 1 Cambridge Square, Milton Avenue, Cambridge – Change of use from Class B1 (a) and Class A1/A3 to Class E at One Cambridge Square **GRANTED PERMISSION**  
**22/04666/FUL** – Cambridge Regional College, Kings Hedges Drive, Cambridge – Creation of 2Nr. Padel courts with perimeter fencing and floodlighting **GRANTED PERMISSION**

**22/04041/HFUL** – 30 Butcher Close, Milton – Detachable double garage to front **GRANTED PERMISSION**

**22/1453/TTCA** – Ground floor 44 High Street, Milton – (Tree work) – Juda tree: reduce height and spread by approximately 2m and shape round **HAS NO OBJECTION TO**

**New:**

**23/00156/HFUL** – 26 The Rowans, Milton – Single story front extension, single storey rear linked extension; convert garage into single storey annexe

**8. Finance and Administration (Pages 10-11)**

To **RECEIVE** the minutes of the meeting of Monday 23 January 2023

**9. Community Care (Page 12)**

To **RECEIVE** the minutes of the meeting of Wednesday 11 January 2023

**10. Cemetery Advisory Committee (Page 13)**

To **CONSIDER** recommendation:

To **AGREE** to the added objective to the Terms of Reference – Support the Clerk in implementation of the Policy and Procedure

**11. Bills for Payment and Money Received (Pages 14-15)**

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

**12. Internal Auditor Report (Pages 16-18)**

To **RECEIVE** the Internal Auditor (mid-year) report

**13. Repton Gate (Page 19)**

To **SEEK** All Saint's Church permission to restore the Repton Gate

To **CONSIDER** quote from Cambridge Restoration for £870.50 + VAT for restoration works on the Repton Gate

To **CONSIDER** location of restored Repton Gate

**14. King's Coronation 6-8 May 2023**

To **CONSIDER** celebrations for the King's Coronation (if any) the following:

Which day to organise celebrations

What sort of activities to organise

What budget is to be put aside

Roles and responsibilities

**15. To Receive County Councillor's Report – February 2023 (Pages 20-22)**

**16. To Receive District Councillors Report – February 2023 (Attached)**

**17. To Receive Milton Community Centre Report – February 2023 (Page 23)**

**18. Correspondence**

**Via email:**

Police & Crime Commissioner's Precept Survey

Public meeting: aircraft noise from Luton approach – 23 February 2023 7:30pm Little Gransden Village Hall

**19. Dates of Next Meetings**

Monday 20 February 2023 – Planning

Monday 6 March 2023 – Parish Council

**Urban & Civic – Meeting date to be arranged to discuss further works on the cycle paths (dates to follow)**

Clerk's Office

The full agenda papers are available on the website <a href="http://www.miltonvillage.org.uk">www.miltonvillage.org.uk</a> and at the Parish Council office.
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**Minutes of the Meeting of Milton Parish Council held on  
Monday 9 January 2023 at 7:30pm in the Bowls Pavilion**

**Present:** H Smith (Chair) (HMS), J E Coston (JEC), D Wildman (DW), P Ellwood (PE), R Farrington (RF), A Markham (AM), D Owen (DO), A Bradnam (AB)(arrived 7:56pm)

**In Attendance:** S Corder (Clerk)

**The Council held a one minute silence in memory of R Summerfield – previous Chairman and Councillor for MPC and SCDC District Councillor and Deputy Leader**

**1 Apologies for absence**

None – Full Committee present

**2 To APPROVE the Minutes of the meeting held on Monday 5 December 2022**

RF Proposed to accept the minutes of 5 December 2022 as a true record – JEC Seconded - AM Abstained **AGREED**

**3 Declarations of interest and dispensation**

To receive declarations of interest from councillors for items on agenda: AM for item 6 **22/04041/HFUL** (non-prejudicial)

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

To grant any requests for dispensation as appropriate: None

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

No public on attendance

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

**Ditch below Tomkins Mead:** Silt sampling work to be undertaken by ADC Drainage

**The Rowans Safety Improvements** – PE and Clerk applied for an LHI – awaiting outcome (see item 9)

**Revamp of The Rowans Play Area** – Quotes and plans received from Proludic, Sovereign, Eibe and Wickstead.

Clerk, JEC, AM, HMS and AH (Advisory) to meet to discuss quotes. **AGREED** that AH should be involved as he chaired the committee when this project was started. In the meantime the fence should be made safe: **ACTION** Clerk

**Landbeach Road Bus Stop Art Competition** – See item 11

**SCDC 6 Free Trees** – Clerk has applied for 6 free trees. Delivery due March 2023

**Local Council Award Scheme – Reminder:** Councillors to provide picture and short introduction about themselves

**Gunnell Close Barrier** - A revised quote of £520 + VAT from MFT Prestige Construction Ltd for repositioning of the barrier on Gunnell Close has been accepted (previous quote accepted was from Pro-Serv who cannot now do the work)

**6 Planning**

The minutes of the meeting of Monday 19 December 2022 were received

**Decisions received:**

**22/04/399/FUL** – 330 Cambridge Science Park, Milton – Installation of fume cupboard extract flues and fresh air make up plant to be sited close to side of building and the addition of 2no additional lab vent louvres **GRANTED PERMISSION**

**22/04552/HFUL** – 78 Coles Road, Milton – Single storey extension and porch to front – **REFUSED PERMISSION**

**22/04314/HFUL** – 121 The Rowans, Milton – Single storey extension to side – **REFUSED PERMISSION**

**22/04100/HFUL** - 8 Repton Gardens – Dormer extension to rear with pitched roof dormers to the front elevations, new window to side elevation at new second floor – **GRANTED PERMISSION**

**22/03967/HFUL** – 321 The Rowans, Milton – Two storey extension to front, first floor extension to rear – **GRANTED PERMISSION**

**New:**

**22/05463/FUL** – 29 Cambridge Science Park, Milton – Installation of a plant condenser unit on the roof of the Auton Building **HAS NO RECOMMENDATIONS**

**22/04041/HFUL** – 30 Butcher Close, Milton – Detached double garage to front (correction to red line site location plan) **HAS NO RECOMMENDATIONS**

**22/05276/HFUL** – 7 Lander Close, Milton – Second storey rear extension – **HAS NO RECOMMENDATIONS:**

**Comment:** The second storey extension will be oppressive to the neighbouring property at number 9 and will

## take evening light from rear of property

**22/1487/TTCA** – Milton Hall, Church Lane, Milton (Tree work conservation area) – T47: previously pollarded London Plane – reduce regrowth by 3.5 metres and thin remaining crown by 15% **HAS NO COMMENT**

**22/1485/TTCA** – Milton Hall, Church Lane, Milton – T131: Elm – 60% dead, pollard at 4 metres **HAS NO COMMENT**

**22/1453/TTCA** – Ground Floor 44 High Street, Milton (Tree work conservation area) – Judas tree – Reduce height and spread by approximately 2m and shape round **OBJECT:**

1) The Judas Tree **is unlikely to significantly shade** the garden at 6 Fen Road. The tree is several metres south of the corner of the applicant's shed, which is in turn is some 5m-6m south of their garden fence - in other words some distance from their garden. I suspect that most of the shading comes from the Sycamore Tree near the Post Office. We could ask the applicant if they have photographic evidence of shading from this tree.

The Judas Tree does shade the area where the applicant parks a Land Rover but this is not a location where the applicant sits out in the garden.

2) **Height** The Judas Tree is slow growing and I suspect is already at, or nearly at its maximum height.

3) **Effect of trimming** I have described to the parish council before how trees react to cutting; they grow a mass of adventitious shoots ('broccoli heads') which increase the amount of twiggery, foliage AND SHADING rather than reducing it.

4) **Conservation area** The Judas Tree is within the Conservation Area and is visible from public land on High Street and Coles Road. It is an attractive tree when it flowers in Spring, with purple flowers springing directly from the bark, unusual round bright green leaves and attractive purplish pods in the autumn.

5) The **applicant** is the neighbour (6 Fen Road), not the landowner/owner of the tree. The offices are not occupied at present so it may be that the application is being made when it is anticipated that there is unlikely to be an objection from the landowner.

## 7 Maintenance

The minutes of the meeting of Monday 19 December 2022 were received

## 8 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment - DW Proposed payments for invoices 302-334 – RF Seconded **ALL AGREED**

The net position report was received

## 9 The Rowans Safety Improvements – LHI Application

To **RATIFY** agreement to pay 25% towards costs (agreed at November meeting) and **CONSIDER** budget of £6k to allow for minor cost increases

**DW Proposed – JEC Seconded ALL AGREED (Budget – Capital Projects)**

## 10 Village Pump Photo and Sculpture (Pages 15-16)

To **AGREE** final wording and colour of the photo (additional wording added - Sculpture: "Mrs Patmore and Son" by Vanessa Morris. Manufactured by Morris Cast Signs Ltd. Photograph: Cambridge Road circa 1930. Courtesy of Milton Parish Council photo archive **HMS Proposed to change the wording to "Sculpture of mother and child by Vanessa Morris" and to say "courtesy of Milton Photo Archive" AGREED**

To **AGREE** pump cap style (as per photograph) – **ALL AGREED PE and JEC to seek foundries that might create a moulding and cast a new iron top.**

To **RATIFY** payment of £1,580.00 +VAT for installation of the sculpture by CJ Muffitt (agreed at December meeting) **HMS Proposed – AB Seconded ALL AGREED (S106 Arts budget)**

## 11 Landbeach Road Bus Stop Art Competition

To **AGREE** the winners of the art competition – **3 winners have been selected to have their artwork appear on the back 3 panels of the Landbeach Road bus stop – Clerk to contact the winners**

To **CONSIDER** wording for information plaque "Under 18's Bus Shelter Arts Competition Winners. Remembering the Platinum Jubilee Year of Queen Elizabeth II in 2022" **AB Proposed the wording – JEC Seconded ALL AGREED**

To **CONSIDER** quote from GW Shelters of £1,095.54 + VAT for 3 new window panels for artwork to be displayed **DW Proposed to accept the quote – JEC Seconded ALL AGREED (S106 Arts budget)**

To **CONSIDER** quote from Big Printing to print off winning entries and attach vinyl to new window panels £399.00 + VAT **DW Proposed to accept the quote – JEC Seconded ALL AGREED (S106 Arts budget)**

To **CONSIDER** prize of £25 vouchers for winners of the competition – **It was AGREED to increase the voucher to £50 (S106 Arts budget)**

**HMS to meet with the winners (and parents) to present them with their prize. Once art work is installed a**

date will be arranged with the winners for a picture to be taken by their art work.

## 12 Coles Road Defibrillator Cabinet

To **CONSIDER** replacement cabinet (due to failure in heated floor panel) - St John Ambulance £505 + VAT for a Defibsafe 2 external lockable cabinet, Wel Medical £495.00 + VAT **DW Proposed Wel Medical – JEC Seconded ALL AGREED**

## 13 Greater Cambridge Planning – Joint Planning Compliance Policy Consultation (closes 20 January 2023) <https://oc2.greatercambridgeplanning.org/document/1292>

The discretion in paragraph 6.9 has been applied for far too long in Chesterton Fen. Please could the GCSPS attend a parish council meeting together with the caravan site licensing officer and explain the Council's strategy for Chesterton Fen?

The **response** to the consultation on the compliance policy:

Please add a section to the compliance policy to explain how the Council will control development when the discretion in 6.9 has been applied and has created a precedent.

We are aware of unplanned development getting out of hand in Chesterton Fen: sites with no planning permission, apparently no controls on safe spacing between caravans, and apparently no standards for sewage arrangements or approved SCDC bin provision. This appears to have been considered too difficult to enforce against in the past, and the result is what appears to be a free-for-all. Enforcement has concentrated on 'easy targets', rather than the most unsanitary sites or most flagrant offenders.

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

**AB gave an update on the County Councils 20mph policy. JEC suggested that as the Parish Council had already agreed to ask for 20mph speed limit for the whole of the village and that could include a buffer zone limit of 30mph on the approach to the village and therefore there was no need for the 20mph Group to meet. All Agreed that the clerk to write to the County asking for the 20mph limit for the village including the 30mph buffer zones where possible when the window of time for putting in bids opens.**

### ADULTS AND HEALTH

#### Director of Public Health – Annual Report

The annual report of Cambridgeshire's Director of Public Health to the Adults & Health Committee in

### COMMUNITIES, SOCIAL MOBILITY AND INCLUSION (COSMIC)

#### Births, deaths and marriages

#### Mobile library service review

##### Mobile libraries - Cambridgeshire County Council

Mobile Libraries stop monthly in Landbeach (2<sup>nd</sup> Friday), three stops in Milton (2<sup>nd</sup> and 4<sup>th</sup> Friday) and Horningsea and Fen Ditton (3<sup>rd</sup> Tuesday). Waterbeach has its own Community Library run by volunteers Waterbeach Library ([cambridgeshire.gov.uk](http://cambridgeshire.gov.uk)).

### ENVIRONMENT AND GREEN INVESTMENT

#### POPs in WUDS

Persistent Organic Pollutants (POPs) are found in various Waste Upholstered Domestic Seating (WUDS) such as sofas and upholstered dining chairs. For this reason, furniture materials should not be landfilled. The Environment Agency has not identified facilities that offer an appropriate incineration service. This does however mean that from 1 January 2023 the Council will not be able to dispose of soft furnishings until a method of disposal acceptable to the Environment Agency has been identified and put in place.

#### Swaffham Prior energy scheme in the spotlight

### HIGHWAYS & TRANSPORT

#### 20 mph schemes

The Highways & Transport Committee approved the changes to the Council's policy on 20mph speed limits.

#### Making Connections consultation

The Greater Cambridge Partnership *Making Connections* 2022 consultation closed on Friday 23 December. Around 23,000 responses have been received, and the Greater Cambridge Partnership expects to publish a final report on the consultation outcomes and next steps, for consideration by its Board in June 2023.

### **Civil Parking Enforcement**

The County Council is taking the legal steps required to introduce Civil Parking Enforcement (CPE) in Fenland, Huntingdonshire and South Cambridgeshire. (It is already in place in Cambridge City.) This would mean that parking enforcement could be managed by parishes and District Councils, rather than by the Police. It is however, a complicated legal process and once a Designation Order has been made, it cannot be rescinded.

**Signs and lines survey** - A major part of the preparation for commencing CPE, is ensuring that Traffic Regulation Orders (TROs), signs and lines associated with parking restrictions are accurate, enforceable and comply with current Traffic Regulations. This is to ensure the motorist understands the restrictions in place and traffic orders can be robustly enforced through the appeals process.

### **Gullies**

The Council is in the process of delivering a two-year programme of works to clean and plot all gullies and surface drainage features countywide using the Kaarbontech Asset Management System.

### **King Charles III coronation street parties**

The Council has published guidance for local groups seeking to organise street parties and highways events to mark the coronation of King Charles III in May 2023.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/coronation-events>

## **CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**

### **15 The District Councillors Report for December 2022 Cllrs Paul Bearpark, Anna Bradnam and Judith Rippeth (Full report on MPC webpage)**

#### **Local Plan Update**

Greater Cambridge Shared Planning Service agreed an updated timetable for the Local Plan in a revised Local Development Scheme, adopted in July 2022.

In line with the updated timetable committee reports were published on 4 January 2023 which will be considered by Councillors.

#### **Platinum Jubilee Village Hall Fund**

Village halls in England can now apply for grants to improve and modernise their facilities through the Platinum Jubilee Village Hall Fund. Village halls interested in applying for this national scheme can request grants from £7,500 to £75,000, and up to a maximum of 20 per cent of eligible project costs. Capital grants will be allocated to support infrastructure improvements, the refurbishment of facilities, such as kitchens and toilets, and measures to improve energy efficiency. The application window opened just before Christmas and will close on 20 January 2023. Successful applicants being able to draw on the funding from April 2023.

#### **Domestic Abuse Housing Accreditation**

Two years ago, the Council signed up to complete its Domestic Abuse Housing Alliance (DAHA) accreditation. The accreditation was not limited to Housing Services but covered the whole organisation and involved a thorough review of policies and procedures for staff and customers.

### **15 The Milton Community Centre Report for December 2022 was received**

**Maintenance/Improvements:** A high level clean in the Main Hall has been completed removing cobwebs, dust and shuttlecocks from the internal girders.

The 6 monthly fire alarm service had been completed at the Main Community Centre and North Lodge Pavilion.

The Solar Panels at North Lodge are now working and we are just waiting for the work to be signed off.

**Bookings:** We continue to see high demand for the Main Hall with several bookings for the Main Hall in 2023. Bookings for Children's parties in both the Annexe and the Main Hall are remaining popular.

I am still in discussion with the charity HSS about hiring the Annexe on a Sunday evening for members of the local community to attend and we now have a 3-month booking for Sunday evenings for a local Ballroom dancing teacher and increased bookings for diabetes prevention workshops.

**Hard Courts:** With the recent cold weather, we have had a few days where the courts were not playable but expect groups to return after the Christmas break.

**Youth Building and Sycamores Pavilion:** Eddies Artworks continue to use the building Monday to Friday and Youth Group have moved to a Thursday evening.

We have had significant damage to the interior ceilings at the Sycamores Pavilion in the changing rooms following 3 burst pipes due to the prolonged cold spell. We are currently dealing with the insurance company but due to high levels of claims is likely to continue into the New Year.

**North Lodge:** We have had the Cambridge based Charity Rowan use the Pavilion for an art day for their attendees however there has been little other interest in hiring the facility.

**Vandalism and Crime:** We have seen a welcomed decrease in unwanted activity across the 3 sites.

With the night's drawing in and the recent poor weather we have seen a reduction of alcohol cans and bottles and the small NOS canisters being left behind. We are still however seeing high levels of litter.

**16 To Receive the Connection Bus Project Youth Club Termly Report Sept-Dec 2022**

Received

**17 Correspondence**

**Via email:**

SCDC November 2022 Parish E-bulletin

The Flood Preparedness Webinar – 14 December 2022

TMC Incident Report November 2022

CAPALC December 2022 Bulletin

**18 Dates of Next Meetings**

Wednesday 11 January 2023 – Community Care 11:30am

Monday 16 January 2023 – Finance and Administration 7:30pm

Monday 23 January 2023 – Parish Council Precept meeting 7pm – Planning 7:30pm

**Cemetery Advisory Committee – Wednesday 18 January 2023 9:30am**

**Staffing Committee meeting – Monday 30 January 2023 7:30pm**

**Urban & Civic – Meeting date to be arranged to discuss further works on the cycle paths (dates to follow)**

**Meeting closed at 9:28pm    Signed: ..... Date: .....**

**Minutes of the Meeting of Milton Parish Council held on  
Monday 23 January 2023 at 7pm in the Bowls Pavilion**

**Present:** H Smith (Chair) (HMS), P Ellwood (PE), R Farrington (RF), D Owen (DO),

**In Attendance:** S Corder (Clerk)

**1 Apologies for absence**

J Coston (personal), A Bradnam (Councillor business)

**2 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 and are Guardian Trustees of Milton Community Centre.

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

No public attended

**4 To CONSIDER recommendations from the Finance Committee**

To **GRANT** £45,000 for Bill payment facility to support MCC during 2023/24

**HMS Proposed £45,000 – PE Seconded ALL AGREED**

To **CONFIRM** budget figures for 2023/24

**HMS Proposed to accept the budget figures – DW Seconded ALL AGREED**

To **SET** the precept for 2023/24 at £133,000

**DW Proposed the Precept to be set at £133,000 (£75.69 for band D property) unchanged from last year – HMS Seconded ALL AGREED**

**5 Dates of next meetings**

Monday 6 February 2023 – Parish Council

Monday 20 February 2023 – Planning

**Meeting closed at 7:17pm    Signed: ..... Date: .....**



## Milton Parish Council

### Work/Project Schedule List (as of January 2022)

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. Email sent to N Burdon on 14/11/22 asking for update and 6/12/22
Improve crossing point at High Street/Fen Road	A14 Legacy Fund	28.11.22 Response from CCC Highways: This has been added to our forward maintenance programme for resurfacing.  At this stage however we aren't certain given budgets whether this will be next year (23/24) or the following (24/25). Once confirmed someone from the county will be in contact in due course to make you aware. The proposal will be to surface a wider extent than just the vicinity of the crossing itself.
Gunnell Close Cycle barrier	Maintenance	Completed
Extension of double yellow lines – The Rowans. Proposed new crossing point and extension of current footpath to meet new crossing point further into The Rowans	Parish Council	LHI applied for.
<b>IN PROGRESS</b>		
Power to Pond Green	Maintenance	Completed
Edmund Green	Capital Project Group	On hold until plans agreed
New Village Signs		Order placed

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Bench/s on Pond Green, Cemetery and Edmund Green	Capital Project Group	Order placed
Village Pump Renovation	Capital Project Group	Renovation of pump works being carried out. Sculpture delivered and to be installed. Pump photo to be installed
Willow Crescent transfer of deeds	MPC	Action with Ashtons Solicitors to apply for transfer of the land to MPC from current owners. (could take up to a year for transfer to complete (from March 2022)
Old School Lane adoption of land		Ashtons Solicitors putting together an application with information for adoption of land from the Crown

**Minutes of the Planning Committee Meeting of Milton Parish Council held on  
Monday 23 January 2023 7:30pm in the Bowls Pavilion**

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

**In Attendance:** S Corder (Clerk), A Bradnam (Non-voting Councillor)

**1 Apologies for absence**

J Coston (personal)

**2 To APPROVE the minutes of the meeting held on Monday 19 December 2022**

DO Proposed acceptance of the Minutes of the meeting on Monday 19 December 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 public in attendance

**5 Decisions Received:**

**22/05032/HFUL** – 5 Goding Way, Milton – Single storey front porch extension, part single storey, part two storey extension to side and rear **GRANTED PERMISSION**

**22/1452/TTCA** – 6 Fen Road, Milton – (tree work) T1 Sycamore: reduce height and spread by approximately 3m down to previous reduction points, T2 Robinia: Reduce height and spread by approximately 4-5m down to previous reduction points **HAS NO OBJECTION TO**

**6 New:**

**23/00003/CL2PD** – 242 The Rowans, Milton – Certificate of Lawfulness under S192 Convert existing garage into habitable living **FOR INFORMATION ONLY**

**22/05578/FUL** – 42-44 High Street, Milton – Change of use of existing office accommodation to offices (use class E (g) (i)) and/or education (use class F1 (a)) in the alternative, and associated car and cycle parking  
**OBJECT: On Highways and Safety concerns. Milton Parish Council has concerns of volume of extra traffic dropping off/picking up at the site, either parking on the wide public footpath or adding further parked cars to Ely Road, Fen Road and Willow Crescent.**

The car park is situated at the rear of the building and only allows one car in/out at a time. At times this is a very busy school route.

Milton Parish Council support the objection of the Local Highways Authority and would like to see a Transport Statement.

**7 Dates of next meeting**

Monday 20 February 2023 7:30pm

**Meeting closed at 7:47pm Signed: ..... Date: .....**

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 16 January 2023 at 7:30pm in the Bowls Pavilion**

**Present:** D Wildman (Chair), H Smith (HMS), R Farrington (RF), J Coston (JEC)

**In Attendance:** S Corder (Clerk/RFO)

**1 Apologies for absence**

None – all Committee members present

**2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 17 October 2022**

DW Proposed to accept the minutes as a true record - RF 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 in attendance

**5 Bank Reconciliation and Balances**

**To review balance sheet**

DW 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**

Reviewed. No issues

**7 Review of Budget and Year to Date Actuals**

Budget figures showing what is left in the budget to the end of March 2023 was received and explained.

**Budget Codes to be amended:**

Reduce MCC grass cutting from £10k to £3k and increase MCC cleaning and grounds maintenance.

Vire £150 from stationery to office expenses

Vire £250 from GJK/RFO to subscriptions

Vire £250 from S137 agency cover to S137 sundries

**8 Reviewed S106 Figures**

The use of S106 Community Facilities funds on the Bowls Pavilion were discussed for possible kitchen improvements and toilet facilities.

**9 Review Assets List 2022/23**

Clerk provided an updated Assets list which was reviewed – Clerk to add Doctors Surgery and Barnabas Court lease to the list

**10 Milton Community Centre – Bill Payment Facility Request**

To **CONSIDER** a request from Milton Community Centre for a Bill Payment Facility of £45k – **HMS Proposed £45k – RF Seconded. To go to full Council on 23 January for confirmation.**

**11 Set Budget for 2022/23**

DW, HMS and SC (Clerk/RFO) produced a revised budget sheet for the financial year 2023/24. This was reviewed by the Committee

To go to full Council on 23 January for confirmation.

Other income: Clerk to write to CCC to increase grass cutting payment by around 10% due to inflation (£1,152 to £1,268)

**12 Set Parish Precept for 2023/24**

The budget calculations indicate an unchanged total precept of £133,000 (£75.69 for band D property) for 2023/24 is appropriate. **To go to Full Council on 23 January for confirmation**

**13 Dates of next meetings**

Monday 17 April 2023 at 7:45pm

Meeting closed at 9.11pm

Signed: .....

Date: .....

DRAFT

**Minutes of the Community Care Committee meeting held on Wednesday 11 January 2023  
at 11:30am in the Bowls Pavilion**

Present: H M Smith (HMS) (Chair), T Ebbon (TE) Warden - Community Care Scheme, A Bradnam (AB), J Metcalfe (Non-voting Church representative)

In attendance: S Corder (Clerk)

**1. Apologies for absence**

D Wildman (personal), J Coston (personal)

**2. To APPROVE the minutes of the Community Care meeting held on Wednesday 5 October 2022**

Deferred as meeting was not quorate

**HMS: Add to Item 9: Committee wanted to understand the Barnabas Court lease, legal requirements of the planning permission, and terms for accommodation in relation to the stipulation for connection to Milton Village.**

**Clerk: Response from CHS to Item 9** - To qualify for accommodation at Barnabas Court, you have to be aged 55+. A connection is also required to Milton, you live, work or have relations living in Milton to qualify. To apply for a property, applicants need to register via Homelink.

AB was asked to check the number of lets and priority of lets to people with a Milton connection, as specified under the Agreement with SCDC and the Cambridge Housing Society.

AB agreed to investigate further as some Milton residents seemed to be on the waiting list for overly long.

**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**

Modern Day Slavery, Information Governance, Introduction to Health and Safety, Level 1 Food Safety and Hygiene and MCA and DoLS an introduction (Level 1)

**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: Currently 1 vacancy and no-one on the waiting list

**8. Community Navigator Report**

Supporting residents in Barnabas Court – proving information and support when required

**9. Barnabas Court Update**

TE: There is currently a fly tipping issue on the grounds – CHS to put up notices

**10. Any Other Business**

Clerk: Could MPC look into providing disabled parking bays nearer the Doctor's Surgery front door -Clerk to liaise with MCC

**11. Date of Next Meeting**

Wednesday 12 April 2023 at 11:30am - Provisional date – Tuesday 4 April 2023 In case AB is needed on SCDC Planning Committee on 12<sup>th</sup>.

Meeting closed 12:45pm Signed: ..... Dated: .....

Milton Parish Council  
Cemetery Advisory Committee

Terms of Reference

**Membership**

- **Membership of the Committee shall be determined at the Annual Meeting of the Council**
- **The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the Annual Meeting of the Parish Council**
- The Committee may invite any other person interested in furthering the work of the Committee to participate in meetings. Such persons shall not have voting rights.

**Quorum**

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if continued no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

**Objectives**

The object of the Committee shall be:

- Review and amend the Cemetery Policy and Procedure as and when this is required
- Support the Clerk in implementation of the Policy and Procedure

**Powers**

- The Committee will recommend proposed amendments to the Parish Council.

**Committee**

- The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.
- Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.
- Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.

Document History			
Status	Date	Minute	Version
Draft to Council	6 February 2023	10	2
Council Approved	6 February 2023	10	2
Next Review	As and when required		

Version 1: July 2022

Milton Parish Council  
PAYMENTS LIST

31 January 2023 (2022-2023)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
335	11/01/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	802.51		802.51
336	11/01/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	1,396.05		1,396.05
337	11/01/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	222.40		222.40
338	11/01/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	311.00		311.00
339	18/01/2023		Unity Trust Bank		Defibrillator cabinet	WEL Medical Ltd	S	529.95	105.99	635.94
340	16/01/2023		Unity Trust Bank		Mobile phone (Warden)	Tesco Mobile	X	19.99		19.99
341	17/01/2023		Lloyds Corporate Card		Bank Charge	Lloyds Bank	X	3.00		3.00
342	30/01/2023		Unity Trust Bank		Mobile phone Clerk	B T	S	22.79	4.56	27.35
343	25/01/2023		Unity Trust Bank		1&1 Mail Pro Licence	IONOS Cloud Ltd	S	3.99	0.80	4.79
344	25/01/2023		Unity Trust Bank		1&1 WP Plus	IONOS Cloud Ltd	S	6.99	1.40	8.39
345	17/01/2023		Unity Trust Bank		Cycle barrier works	MFT Prestige Construction Lt	S	520.00	104.00	624.00
346	03/01/2023		Unity Trust Bank		Stationery	ESPO	S	24.80	4.96	29.76
347	25/01/2023		Unity Trust Bank		Salary	S C	X	1,226.19		1,226.19
348	25/01/2023		Unity Trust Bank		Salary	T E	X	977.13		977.13
349	25/01/2023		Unity Trust Bank		Salary	J B	X	211.40		211.40
350	25/01/2023		Unity Trust Bank		Salary	P A	X	296.50		296.50
351	23/01/2023		Unity Trust Bank		Mileage	T E	E	159.30		159.30
352	24/01/2023		Unity Trust Bank		Tree work	Town & Country Tree Surger	S	420.00	84.00	504.00
353	18/01/2023		Unity Trust Bank		Tree work	Town & Country Tree Surger	S	160.00	32.00	192.00
354	30/01/2023		Unity Trust Bank		Pension payment	Smart Pension	X	69.60		69.60
355	30/01/2023		Unity Trust Bank		Pension payment	Smart Pension	X	69.60		69.60
356	30/01/2023		Unity Trust Bank		Pension payment	Smart Pension	X	66.52		66.52
357	30/01/2023		Unity Trust Bank		Pension payment	Smart Pension	X	66.52		66.52
358	17/01/2023		Unity Trust Bank		Allotment	Buchans Landscaping & Gro	S	287.93	57.59	345.52
359	17/01/2023		Unity Trust Bank		Cemetery	Buchans Landscaping & Gro	S	167.42	33.48	200.90
360	17/01/2023		Unity Trust Bank		Grass Cutting	Buchans Landscaping & Gro	S	753.83	150.77	904.60
361	17/01/2023		Unity Trust Bank		MCC Costs Contribution	Buchans Landscaping & Gro	S	1,031.72	206.34	1,238.06
362	17/01/2023		Unity Trust Bank		MCC Costs Contribution	Buchans Landscaping & Gro	S	200.65	40.13	240.78
363	17/01/2023		Unity Trust Bank		Shrub clearing	Buchans Landscaping & Gro	S	343.50	68.70	412.20
<b>Total</b>								<b>10,371.28</b>	<b>894.72</b>	<b>11,266.00</b>

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Milton Parish Council  
RECEIPTS LIST

31 January 2023 (2022-2023)

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
165 Interest CBS S106	31/12/2022		S106 (CBS)		Interest	Cambridge Building Society (	X	22.50		22.50
166 Interest CBS General Purpos	31/12/2022		CBS General Purpose		Interest	Cambridge Building Society (	X	12.82		12.82
167 Interest CBS Council Saver	31/12/2022		CBS Council Saver a/c		Interest	Cambridge Building Society (	X	405.04		405.04
168 Cemetery Fees	05/01/2023		Unity Trust Bank		Purchase of a grave space	122/23	X	500.00		500.00
169 Community Care fees	12/01/2023		Unity Trust Bank		Community Care Fee	MP	X	130.00		130.00
170 Community Care fees	16/01/2023		Unity Trust Bank		Community Care Fee	EH/RH	X	156.00		156.00
171 Community Care fees	19/01/2023		Unity Trust Bank		Community Care Fee	B C	X	130.00		130.00
172 Community Care fees	19/01/2023		Unity Trust Bank		Community Care Fee	E Hu	X	78.00		78.00
173 Community Care fees	20/01/2023		Unity Trust Bank		Community Care Fee	T S	X	130.00		130.00
<b>Total</b>								<b>1,564.36</b>		<b>1,564.36</b>

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## County Councillor Report for Parishes - February 2023 – Cllr Anna Bradnam

### Highways and Transport

#### 20 mph schemes

It is hoped the webpage for 20 mph scheme applications will be open by the end of February 2023 and then applications will be accepted during March. No applicant contribution will be needed. The schemes will be evaluated and for approved schemes, any lines and signs needed will be delivered towards the end of 2023/24 and some in 2024/25. There is additional funding for 20 mph schemes from Transforming Cities. This has to be spent in 2023/24 in towns - and this it is hoped it can be used in Cambourne as well as other market towns in the County.

In total the County will be putting over £1m into 20mph schemes across the county.

**Potholes** – The County Council and its contractors are well aware of the terrible state of our roads and are working hard to try and repair them. The long period of sub-zero temperatures mid-December froze water held in crazed surfaces or in poorly sealed pothole or utility company repairs, causing them to burst open. County is aiming to

- fill the most dangerous potholes first with temporary work
- use the 2 Dragon Patchers on permanent assignment
- re-visit emergency repairs to do a long term patch when available

We have 2,700 + miles of road in Cambridgeshire but here is some data on the number of holes our contractor has repaired in Cambridgeshire:

2019/20 – 63,000 pothole repairs in total, 42,000 by Dragon Patcher

2020/21 – 61,000 pothole repairs in total, 41,000 by Dragon Patcher

2021/22 - 48,000 pothole repairs in total, 29,000 by Dragon Patcher

The recent freeze mid-January has added to the problems.

This week (9-15 Jan) our Highways officers received 5,586 pothole reports, some of these are multiple reports for one pothole. This is 2.5 times the average number of reports for the **week**.

Please continue to report potholes and pothole repairs which have 'blown' in the frost using the 'Report it' page on the County website [Cambridgeshire County Council - ReportIt](#)

#### Gritting

Our core officers are on a voluntary rotas to drive the gritting lorries and quad bikes. On Monday 16 January, 37 gritters went out to keep our roads free of ice – and on subsequent nights.

#### Subsiding roads

A large number of roads across Cambridgeshire, mostly but not solely in the Fens, have been particularly badly affected by extremely hot weather this year. The soil underneath the tarmac surface absorbs water (and expands) in wet weather, and dries out (and shrinks) in dry weather. Some soils such as peat absorb more moisture than others, so expand more but then also contract more. Normally the tarmac surface flexes with these changes but as weather events become more extreme, the stress on the surface causes it to fail.

In summer 2022 the soil underlying many roads shrank substantially in the very dry weather, causing fractured water mains. Then the tarmac surface cratered or split. In wet weather, the soil then expands, causing a different set of problems. If more tarmac is put in the craters, this just adds more weight and – rather like ‘a brick on a marshmallow’ - it pushes the spongy soil out to the side of the road, where it dries out and crumbles away. So tinkering with these roads is frustrating; unfortunately the ultimate solution of digging out and re-building the road (did I see a pig flying past?) would cost millions of pounds per kilometre – which is money the Council simply doesn’t have, especially as there are many miles of damaged roads.

Our officers are engaging with colleagues in Lincolnshire, Norfolk and Suffolk and with our MPs to meet with officials at the Department of Transport to bring these maintenance issues to their attention and raise the ticklish question of how the work will be paid for. Councillor Lorna Dupre raised the matter with the Chair of the National Infrastructure Commission, which advises government on infrastructure needs, when he was on a fact-finding visit locally and a meeting with the Combined Authority.

#### **Network Rail Anglia - Update**

Network Rail will be delivering renewal of track across the region. This makes the service safer and more reliable but will inevitably cause some disruption

**West Anglia main line** - Engineering works will be carried out on the weekends of 14/15 Jan until 28/29 Jan (inclusive) between London Liverpool Street and Cambridge. This work will affect Greater Anglia and Stansted Express services between London and Cambridge; as well as Cross Country services to Stansted Airport.

#### **Waste (Amey/Thalia at Waterbeach)**

Work is continuing to plan and construct improvements to the Mechanical Biological Treatment facility, including additional biofilters, pipework, ducting and stack, to reduce emissions, to improve the site surface water system and to ensure waste is loaded inside the building to reduce fugitive odour. This work is necessary to improve the quality of and lessen emissions in line with EU regulations.

Just before Christmas the Environment Agency and Defra finally confirmed the details of stricter rules around disposal of waste upholstered domestic seating (WUDS) which contain flame retardant chemicals (POPs). Since we have no incineration at Waterbeach, these items have previously been shredded and disposed of in landfill. The new rules require that these items MUST be incinerated. County is seeking best value options for incineration and meanwhile has arranged temporary storage for these items.

#### **Visit from the Police and Crime Commissioner**

The Police and Crime Commissioner, Darryl Preston visited Waterbeach on Monday 16 January. The PCC visited Waterbeach Community Primary School and the Innovation Park then met the Vice Chair of the parish council and myself. I sit on the Police and Crime Panel for the County Council. The Commissioner holds the budget for Cambridgeshire Police but wanted to understand any local issues. We raised the following matters:

- Repeated theft of Parish Council landscaping equipment. The difficulty of securing the premises and obtaining insurance.

- Cycle theft from the railway station and Guided Busway (Milton Road). *The force has achieved a 60% reduction in thefts by dedicating officer time to investigation, identification and conviction of individuals.*
- The need to make cycle theft from public transport hubs harder, less attractive (e.g. Waterbeach and Cambridge North railway stations, P&R, Guided Busway stops). This is important to encourage use of cycles rather than cars.
- Cycle routes including the proposed Waterbeach Greenway must feel safe in the dark.
- Speeding and joy-riding through the villages of Waterbeach, Milton and Landbeach, along the A10 and A14 and at the Milton P&R site.
- Organised theft of agricultural equipment, machinery and horse-riding tack from farms and homes in Landbeach and the surrounding rural area
- Hare Coursing - *a very robust approach through the Rural Crime Action Team has significantly reduced hare coursing in Cambridgeshire.*
- Desire to seek S106 contributions from developers towards Police and Fire and Rescue Service, to support additional resource to cover new developments. They are not statutory beneficiaries. *Planners advise that currently there is no route to seek developer contributions towards Police or Fire.*
- Locations at risk of Anti-Social Behaviour, County Lines, drug-dealing and violent crime.
- Community Safety Partnership and the Problem Solving Group (hosted by SCDC) which can be alerted to/ provide help with specific persistent problems. PCC has access to funding via the Community Safety Fund for specific projects to improve safety.
- Supporting those who might wish to report crime but are fearful of retribution.
- The PCC aims to improve communication with residents by means of an e-newsletter, online meetings with groups of parish councils and by visiting parishes in person.

### **New mental wellbeing service for victims of crime announced**

Meanwhile – the Commissioner has launched a new £200k service supporting the mental health needs of victims and witnesses of crime. Mental health charity Cambridgeshire, Peterborough and South Lincolnshire Mind (CPSL Mind) has secured a three-year contract worth over £218k from the PCC to provide mental health and wellbeing support to help victims cope in the aftermath of crime.

The service will see wellbeing practitioners experienced in the field of mental health delivering advice and support including self-help techniques on relaxation, stress and anxiety management to people impacted by crime. The Commissioner has awarded an additional £10,000 to the project to support the mobilisation of the service to ensure it is fully operational by 1<sup>st</sup> April 2023.

Darryl said: “Making sure every victim of crime gets the right help at the right time is paramount to my work and this new service is one of the many ways I aim to make a difference.”

### **Children and Education**

In Jan the Children and Young People Committee considered the viability of Great Gidding Primary School and decided to commence a public consultation concerning the possible closure of the school. This might seem remote, near Peterborough, but it is an outworking of the principle that the funding follows the pupils, so if pupil numbers drop, then so does the school funding.

You can contact me at [anna.bradnam@cambridgeshire.gov.uk](mailto:anna.bradnam@cambridgeshire.gov.uk) 01223 862364  
26/01/2023

## Managers' Report, Milton Community Centre, 26<sup>th</sup> January 2023

### Maintenance/Improvements:

The annual boiler services and gas checks have been completed at all relevant locations. A Carbon Monoxide alarm has been installed in the Annexe as there was not one in situ.

The Solar Panels at North Lodge are now working and we are waiting for the work to be signed off once a MiFi has been installed to allow access to data on the productivity of the panels.

The Waste Pump has had its floats replaced and been serviced but further work is required to repair the non-return valve.

### Bookings:

Bookings for Children's parties in both the Annexe and the Main Hall are remaining popular with events booked for most weekends.

We have had several enquiries for regular weekday classes but have lost one adult exercise class due to low attendance.

The charity HSS are now using the Annexe on a Sunday evening for members of the local community to attend and will move to the Main Hall when it is available.

### Hard Courts

With the recent cold weather, we have had a few days where the courts were not playable and continue to work closely with users to ensure that the safety of users is considered.

### Youth Building and Sycamores Pavilion:

Eddies Artworks continue to use the building Monday to Friday and Youth Group have moved to a Thursday evening.

There has been little progress with repairs at the Sycamores Pavilion with some contractors declining the work or delays in getting quotations, in total we had 5 burst pipes that have all now been repaired and we continue to work with the lose adjuster and drying contractor to make progress with repairs.

### North Lodge

The Cambridge based Charity Rowan have used the Pavilion again for an art day and it has been used to run 2 First Aid workshops.

### Vandalism and Crime:

Generally, we have seen little vandalism although we have recently had some damage to ceiling tiles in the Landing area on the first floor.

Andy West, Community Centre Manager 26/01/2023

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