

**Minutes of the Annual Meeting of the Milton Parish Council held on  
Tuesday 9 May 2023 at 7.30pm in the Bowls Pavilion**

**Present:** HM Smith (HMS) (Chair), JE Coston (JEC), RJ Farrington (RJF), D Owen (DO), A Bradnam (AB), P Ellwood (PE)

**In Attendance:** S Corder (Clerk), J Barrett (Deputy Clerk)

**Members of the Public:** 1

- 1 Election of chairman and signing of declaration of acceptance of office of Chairman**  
It was Proposed by JEC to elect HMS as Chairman - AB Seconded **ALL AGREED**.  
HMS to sign the Declaration of Acceptance of Office in the next few days, witnessed by the Clerk
- 2 Apologies for Absence:**  
D Wildman (personal), A Markham (personal)
- 3 Election of Vice-Chairman and signing of declaration of acceptance of office of Vice-Chairman**  
Nominations for Vice-Chairman were invited:  
PE proposed DW – RJF Seconded **2 In Favour – 4 Against**  
AB proposed JEC – HMS Seconded **3 In Favour – 2 Against** (1 abstention (JEC) as unclear whether a candidate that is present should vote: this point is to be clarified by the Clerk) **AGREED**  
JEC was elected Vice-Chairman  
JEC to sign the Declaration of Acceptance of Office in the next few days, witnessed by the Clerk
- 4 To APPROVE the minutes of the meeting held on Monday 3 April 2023 and Monday 17 April 2023**  
JEC Proposed to accept the minutes of the meeting held on Monday 3 April 2023 as a true record – HMS Seconded **AGREED (DO abstain)**  
AB: Minutes of Monday 17 April 2023 Item 5 – To add “Memorial Mason” R Sewell  
JEC Proposed to accept the minutes of the meeting held on Monday 17 April 2023 with the amendment – HMS Seconded **AGREED (AB abstain)**
- 5 Declarations of interest and dispensations:**  
To receive declarations of interest from councillors on items on the agenda; **JEC – Item 10 Planning (78 Coles Road)**  
To receive written requests for dispensations for disclosable pecuniary interests (if any); None  
To grant any requests for dispensation as appropriate: None
- 6 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). **1 member of public in attendance to speak at Item 10**
- 7 Clerk’s/Chairman’s Report and see Works Schedule**  
**Ditch below Tomkins Mead:** ADC Drainage - FCC approval and disposal cost £18 per ton. Clearance work of shrubbery in the ditch required. HMS and AB to arrange to meet with ADC Drainage  
**The Rowans Safety Improvements** – PE and Clerk applied for an LHI – awaiting outcome  
**Revamp of The Rowans Play Area** – Awaiting revised quotes and plans from Wickstead.  
**Landbeach Road Bus Stop Art Competition** – Installation of artwork now completed  
**20mph Speed Limit** – Application received by Cambridgeshire County Council Local Projects – awaiting outcome  
**Installation of Art Benches** – Date of installation to be confirmed. 2 quotes were received from Buchans and CJ Murfitt, both within the agreed £4k budget. Clerk to ask Buchans when installation can be carried out. (**AGREED** to delegate HMS, PE and Clerk to agree quote, as time is pressing).  
**Repton Gate** – Being restored and will be hung on the North Lodge Pavilion wall (inside)

**A14 Legacy Fund work:** Clerk to email the County officer again.

**Fen Road update:** AB awaiting report from the Planning Officer on erection of barn

**King's Coronation Tea Party Sunday 8 May 2023:** HMS thanked the volunteer team that put on the tea party at the MCC and all the volunteers and entertainers. It was very well attended. Clerk to write a letter of thanks to the organisers Becky Munns and Liz Cook – **ALL AGREED**

AB had run a Parish Council table with information, and there had been a number of enquiries, mostly in the nature of requests for help either from Parish, District or County council. **AGREED** to pay the bills from the event (£500 budget already agreed) when they are sent in, rather than waiting for our June meeting.

**Paper agendas and supporting information** – the Chairman reminded everyone that in law Councillors have a right to paper copies of meeting information. Those who do NOT require paper can request only the emailed agenda and information to save paper.

**Transfer of land** - Willow Crescent document have been returned to the solicitors asking that the 4 areas of land which are private accesses are to be excluded from adoption. Legal documents and new map to come back as a future agenda item with resolution to sign.

Fen Road - South Cambs officers to be reminded that the council would like them to attend a meeting to discuss planning at Fen Road, Milton and Fen Road Chesterton.

**(Item 10 discussed)**

**8 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, PE, HMS, DW (*Adam Horne)
Finance & Admin	JEC, RJF, HMS, DW
Planning	JEC, PE, RJF, DO, HMS
Staffing	PE, DO, HMS, AB
Cemetery Advisory	HMS, JEC, PE, AB

**The following Working Groups and membership were agreed:**

Capital Projects	JEC, RJF, PE, HMS, DW
Milton Air Quality	AB, JEC, HMS (Suzanne Webster, Kay White)
Website & IT	JEC, PE, DW (*Adam Horne)
MVAS	AB (volunteers: John Halfpenny, Mike Price)
External Communications	JEC, PE
Play	JEC, HMS
Lighting Subcommittee	JEC, HMS, DW

**9 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	AB
Defibrillator reps:	PE, Clerk

**The following representatives for outside bodies were agreed:**

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

\* indicates representatives who are not parish councillors and are non-voting  
HMS Proposed to accept the list of members as a whole – **ALL AGREED**

**10 Planning**

**Decisions:**

**23/00633/FUL** – 101 Cambridge Science Park, Milton – Installation of rooftop plant equipment, alterations to external elevations, gas cage and waste storage area **GRANTED PERMISSION**

**23/03715/FUL** – Grassy Corner Caravan Park, Chesterton Fen Road, Milton – Change of use of land to use as residential caravan site accommodating 10 pitches together with laying of hardstanding **REFUSED**

## PERMISSION

### New:

**23/01487/FUL** – Vitrum Building St Johns Innovation Park, Cowley Road, Cambridge – Demolition of existing building and structures and the erection of a Research and development building (use Class E0 with basement levels for car and cycle parking and building services and associated landscaping, cycle parking, infrastructure works and plant **FOR INFORMATION ONLY**

**23/01424/HFUL** – 78 Coles Road, Milton – Single storey front kitchen and porch extension **HAS NO RECOMMENDATIONS** (JEC left the room during discussion / decision at 8:01pm and returned 8:05pm)

**23/01407/HFUL** – 68 fen Road, Milton – part single storey and two storey front extension, part single storey and two storey rear extension with internal alterations and construction of a garage

**OBJECT:** 1: Milton Parish Council supports the neighbours objections. 2. Overdevelopment of site – single and double front storey extension will be beyond the current properties line. 3. Loss of amenities to the neighbouring properties – obscuring light. 4. Out of keeping with the street scene. Houses are generally red brick and there is no cladding or gables. 5. Overbearing to neighbouring properties and increase in overlooking. 6. There are no plans showing the height of the garage and the proposed location is an inappropriate area.

Please specify hours of working, so this cannot be at antisocial hours.

Works has already started on the property which is causing concern to Milton Parish Council and the neighbours. Please can you monitor.

Please refer this application to the full Planning Committee

## 11 Finance and Administration

The minutes of the Finance and Administration meeting held on Monday 17 April 2023 were received To **CONSIDER:** A bill for additional LED lighting at MCC was paid using the S106 Community Facilities budget. Should this payment be additional or included in the £35k agreed MCC budget for 2022/23?

**Advice was sought from the Internal Audit: the payment should be additional – HMS Proposed the additional payment JEC Seconded AGREED (1 abstention)**

## 12 Community Care

The minutes of the Community Care meeting held on Wednesday 12 April 2023 were received

## 13 Cemetery Advisory Committee

To **CONSIDER** recommendations:

To **AGREE** amendments to the Cemetery Policy and Regulations (emailed to Councillors prior to the meeting) – **RJF Proposed to accept the amendments – JEC Seconded ALL AGREED**

## 14 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – PE Proposed to pay vouchers 2 to 35 and tabled 36 to 50 – JEC Seconded **AGREED (HMS abstain)**

## 15 Local Council Award Scheme

To **CONFIRM** required criteria are in place for Quality level – HMS requested that the Clerk add the link to 2023 Chairman's Annual Report and the Minutes of the Annual Parish Meeting. PE and DW to look into starting an Action Plan

Bring back to June MPC meeting

## 16 The Connections Bus Project

The termly report for Jan-March 2023 was received. Members were pleased to see an increase in the number of young people attending.

## 17 Correspondence

**Milton roundabout carriage resurfacing** – AB asked for the resurfacing work to be done sooner than Oct-Dec 2023, but has been told it will not be possible to bring it forward. However County Highways may do some temporary repairs and lining before then - **Clerk to write to County Highways supporting AB's**

**request for works to be carried out sooner**

**Emailed to Councillors**

TMC Incident report March 2023

**18 Dates of next meetings**

Monday 22 May 2023 – Planning 7:30pm

Monday 5 June 2023 – Parish Council 7:30pm

Meeting closed at 9:20pm

Signed: ..... Dated: .....

**Minutes of the Meeting of Milton Parish Council held on  
Monday 22 May 2023 at 7pm in the Bowls Pavilion**

**Present:** H Smith (HMS)(Chairman), J E Coston (JEC), R Farrington (RF), D Owen (DO), P Ellwood (PE), A Bradnam (AB), D Wildman (DW)

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

**1. Apologies for absence**

A Markham (Personal)

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

No public attended

**3. To RECEIVE the Internal Auditor’s Year End Report**

A pleasing Internal Audit report was received

**4. To APPROVE the year end account 2022/23**

The RFO has signed off the Year End accounts

DW Proposed to accept the Year End accounts – HMS Seconded **ALL AGREED**

**5. Review Annual Governance and Accountability Return 2022/23 (Appendix 3)**

- a) To **CONSIDER** the Governance Statement by the Parish Council
- b) To **APPROVE** the Governance Statement by Resolution
- c) The Chairman and Clerk to **SIGN and DATE** the Governance Statement
- d) To **CONSIDER** the Accounting Statement by the Parish Council
- e) To **APPROVE** the Accounting Statement by Resolution
- f) The Chairman to **SIGN and DATE** the Accounting Statement

The Accounting Governance Statement to be signed by the Chairman and Clerk were considered by the Parish Council – DW Proposed to sign the Statement – HMS Seconded **ALL AGREED**

The Accounting Statement to be signed by the Chairman were considered by the Parish Council – DW Proposed to sign the Statement – HMS Seconded **ALL AGREED**

**6. Dates of next meetings**

Monday 5 June 2023 – Parish Council

**Meeting closed at 7:11pm    Signed: ..... Date: .....**

## Milton Parish Council

### Work/Project Schedule List (as of 25 May 2023)

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 – A traffic order will be required. Email sent to N Burdon on 14/11/22 asking for update and 6/12/22 Update: tree fallen onto Allotment land and Paddock Wood with fence damage. Reported 14.3.23 to CCC asked for removal and repairs to the fence. Awaiting date for removal and repairs
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.  Emailed J Rutherford (24/5/23) for an update
<b>IN PROGRESS</b>		
Power to Edmund Green	Maintenance	On hold until plans agreed
New Village Signs	Capital Project Group	Order placed Expected delivery June 2023
Bench/s on Pond Green, Cemetery and Edmund Green	Capital Project Group	Awaiting installation

<b>Willow Crescent</b> transfer of deeds	MPC	<b>Emailed Ashtons for a proviso that MPC do not take on maintenance of access to the 4 properties in that area</b>
<b>Old School Lane</b> adoption of land		<b>Ashtons Solicitors putting together an application with information for adoption of land from the Crown</b>

**Minutes of the Planning Committee Meeting of Milton Parish Council held on  
Monday 22 May 2023 at 7:30pm in the Bowls Pavilion**

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

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

**1. Election of Planning Chairman**

HMS Proposed RF for Chairman – PE Seconded **ALL AGREED**  
RF Proposed DO for Vice-Chairman – PE Seconded **ALL AGREED**

**2. Apologies for absence**

None – Full Committee in attendance

**3. To APPROVE the minutes of the meeting held on Monday 20 March 2023**

RF Proposed to accept the minutes of Monday 20 March 2023 as a true record – DO Seconded **ALL AGREED**

**4. Declarations of interest and dispensations:**

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

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

No members of the public in attendance

**6. Decisions Received:**

**22/02094/FUL** – 1 High Street, Milton – Creation of respite accommodation (4 bedrooms) as well as 2 x one-person units in a new building replacing existing bungalow **GRANTED PERMISSION**

**23/00931/CL2PD** – 19 The Oaks, Milton – Single storey front kitchen and porch extension **CERTIFICATE GRANTED**

**23/00996/HFUL** – Barley House, Cambridge Road, Milton – First floor extension over entrance **GRANTED PERMISSION**

**7. New:**

**21/04597/CONDA** - Land South West of Milton Park and Ride, Butt Lane, Milton, Cambridge (Police Station)  
– Submission of details required by Condition 8 (programme of archaeological work) of planning permission  
**21/04597/S73 FOR INFORMATION ONLY**

**23/01705/HFUL** – 16 High Street, Milton - Front and side extension to create new entrance and shower room. **SUPPORTS**

**23/01639/PRIOR** – Cambridge Science Park Street Works, Cambridge Science Park – Installation of a H3G street pole and additional equipment cabinets. **HAS NO RECOMMENDATIONS. Comments: Milton Parish Council note technical objections from Cambridge Consultants**

**8. Dates of next meetings**

Monday 19 June 2023 – 7pm

**Meeting closed at 7:41pm Signed: ..... Date: .....**



**Minutes of the Additional Meeting of Milton Parish Council Cemetery Advisory Committee  
and Maintenance Committee  
held on Thursday 4 May 2023 at 7:30pm in the Bowls Pavilion**

**Present:** H Smith (HMS)(Chair of Cemetery Advisory), P Ellwood (PE)(Chair of Maintenance),  
D Wildman (DW), J Coston (JEC)

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

1. **Apologies for absence:** to receive and approve apologies for absence.  
None received
2. **Declarations of interest and dispensations:**  
To receive declarations of interest from councillors on items on the agenda; None  
To receive written requests for dispensations for disclosable pecuniary interests (if any); None  
To grant any requests for dispensation as appropriate. None
3. **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 in attendance**
4. **Cemetery Policy & Regulations**  
To **REVIEW and AGREE** amendments made to the Cemetery Policy & Regulations  
After taking advice from R Sewell (Memorial Mason) PE made amendments to the Policy in sections 2: Cemetery Layout, 10.1 Memorials, 10.2 Memorials – lawn sections, 10.3 Memorials traditional section and added Appendix b – dimensions of memorials  
**ALL AGREED – to go to Full Council for agreement**
5. **Cemetery Action Plan**  
To **CONSIDER** the wording of the letter to be sent to NOK of the graves in the lawn area informing families of the proposed works to restore graves to lawn  
**ALL AGREED – Clerk to produce a list of all NOK for letters to be sent**

Meeting closed 9:19pm Signed: ..... Date: .....

**Milton Parish Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
12	Community Care fees	19/04/2023	CBS General Purpose		Community Care Fee	A M	E	78.00		78.00
13	Community Care fees	15/04/2023	CBS General Purpose		Community Care Fee	T G	E	130.00		130.00
14	Community Care fees	26/04/2023	CBS General Purpose		Community Care Fee	R B	E	78.00		78.00
15	Community Care fees	27/04/2023	CBS General Purpose		Community Care Fee	D M	E	78.00		78.00
16	Community Care fees	24/04/2023	CBS General Purpose		Community Care Fee	JK	E	78.00		78.00
17	Community Care fees	19/04/2023	CBS General Purpose		Community Care Fee	J C	E	78.00		78.00
18	Community Care fees	27/04/2023	Unity Trust Bank		Community Care Fee	B C	E	130.00		130.00
19	Community Care fees	21/04/2023	CBS General Purpose		Community Care Fee	B W	E	117.00		117.00
20	Milton Charities	09/05/2023	Unity Trust Bank		Grant received	Milton Parochial Charities	E	1,000.00		1,000.00
21	Community Care Grant	12/05/2023	Unity Trust Bank		Community Care grant	SCDC	E	2,500.00		2,500.00
22	Interest Santander S1C	02/04/2023	Santander S106 Arts		Interest	Santander	E	115.93		115.93
23	Interest Santander S1C	02/05/2023	Santander S106 Arts		Interest	Santander	E	118.10		118.10
24	VAT	24/05/2023	Unity Trust Bank		VAT refund	HMRC	R		6,286.22	6,286.22
<b>Total</b>								<b>4,501.03</b>	<b>6,286.22</b>	<b>10,787.25</b>

**Milton Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Bank charges	16/05/2023	Lloyds Corporate Car	DD	Bank Charge	Lloyds Bank	E	3.00		3.00
52	Telephone / Broadband	11/05/2023	Unity Trust Bank	DD	Mobile phone Clerk	EE Limited	S	6.07	1.21	7.28
53	S137: Warden's Phone	15/05/2023	Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	E	19.44		19.44
54	Audit Fees	03/05/2023	Unity Trust Bank		Internal Audit	Canalbs Ltd	E	124.25		124.25
55	MCC Bills Paid	05/05/2023	Unity Trust Bank		MCC Costs Contribution	Fenland Leisure Products	S	9,245.00	1,849.00	11,094.00
56	Bus Shelters	28/04/2023	Unity Trust Bank		Bus Shelters (cleaning)	Compass 24 Cleaning Se	E	98.00		98.00
57	Stationery	09/05/2023	Unity Trust Bank		Stationery	ESPO	S	26.15	5.23	31.38
58	Cleaning and Sundries	09/05/2023	Unity Trust Bank		Cleaning cloths	ESPO	S	3.15	0.63	3.78
59	Subscriptions	22/05/2023	Unity Trust Bank		SLCC Membership	SLCC (Society of Local C	E	177.00		177.00
60	Website	24/05/2023	Unity Trust Bank	DD	1&1 Mail Pro Licence	IONOS Cloud Ltd	S	3.99	0.80	4.79
61	Website	24/05/2023	Unity Trust Bank	DD	1&1 WP Plus	IONOS Cloud Ltd	S	6.99	1.40	8.39
62	Payroll Dept Clerk	25/05/2023	Unity Trust Bank		Salary	J B	X	232.42		232.42
63	Payroll Highways	25/05/2023	Unity Trust Bank		Salary	P A	X	325.18		325.18
64	Clerk employment cost	25/05/2023	Unity Trust Bank		Salary	S C	X	1,264.46		1,264.46
65	S137: Warden Employ	25/05/2023	Unity Trust Bank		Salary	T E	X	977.13		977.13
<b>Total</b>								<b>12,512.23</b>	<b>1,858.27</b>	<b>14,370.50</b>

Cambridgeshire County Council (Various Roads, Milton)  
(20mph Speed Limit) Order 2023

Cambridgeshire County Council proposes to make an Order under all relevant sections of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act the effect of which will be to:

Impose a 20mph speed limit on the following roads in Milton. Butt Lane from its junction with High Street in a westerly direction for 579 metres and over the entire length of the following roads, Ken's Way, Fox's Close, Lyndhurst Close and Coulson Close.

The draft Order, together with a map showing the roads and lengths of roads concerned and a statement of the Council's reasons for proposing to make the Order, may be examined online, on the Council's website, at the following address <http://bit.ly/cambridgeshiretro> or by email from the email address below.

Objections to the above proposals, stating the grounds on which they are made, or any other comments must be sent in writing to the undersigned or by e-mail to [policyandregulation@cambridgeshire.gov.uk](mailto:policyandregulation@cambridgeshire.gov.uk) by 14<sup>th</sup> June 2023 quoting reference PR0940. Comments received will be used as part of our consultation process and may be published, but will be anonymised, in any reports.

Frank Jordan, Executive Director, Place and Sustainability, c/o Policy and Regulation, Box No.D8E, Huntingdon Highways Depot, Stanton Way, Huntingdon PE29 6PY

24<sup>th</sup> May 2023



**Key**

Extent of proposed 20mph speed limit

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ORDER TITLE:

Cambridgeshire County Council (Butt Lane, Milton) (20mph Speed Limit) Order 2023

PROJECT:

0

Scale (at A4):

1:799

Revision

0

Date:

12/05/2023



## Managers' Report, Milton Community Centre, 24<sup>th</sup> May 2023

### Maintenance/Improvements:

The Spiders Web climber at Coles Road has been replaced and the new wooden platform at the top of the slide at the Sycamores has been installed.

General ongoing repairs have been completed across the 3 sites.

Some of the pot holes in the car park at Coles Road have been filled and the ones near the main entrance will be done in the coming weeks.

Pot holes at the Sycamores are being filled in on a regular basis.

### Bookings:

Both the Annexe and the Main Hall remain popular for children's parties and the Main Building is now in use 7 days a-week for regular bookings.

We have started to see an increase in bookings that require the bar facility.

### Hard Courts

Adult Walking Football has secured additional funding and will continue for a further 12-week period.

Milton Tennis Club have restarted their club nights on a Monday evening with the season having restarted.

### Youth Building and Sycamores Pavilion:

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

The repairs to the Sycamores Pavilion have now been completed.

### North Lodge

The smaller car park barrier has been repaired.

### Vandalism and Crime:

Thankfully we have seen a decrease in vandalism and anti-social behavior however with the weather improving we have seen a significant increase in litter at the Sycamores and Coles Road.

We have had several complaints about dogs not being on leads and owners not clearing up any dog mess and ignoring signs regarding this.

We had an illegal encampment on the 13<sup>th</sup> of April in the car park at Coles Road, thankfully they left the following day after an eviction notice was served.

Andy West, Community Centre Manager 24/05/2023