



MILTON PARISH COUNCIL

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

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Annual meeting of Milton Parish Council to be held in the
Bowls Pavilion on Tuesday 9 May 2023 at 7.30pm
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Cooper*
Date of issue: 2 May 2023

AGENDA

1. **Election of Chairman and signing of declaration of Acceptance of Office of Chairman**
2. **Apologies for absence:** to receive and approve apologies for absence
3. **Election of Vice Chairman and signing of Declaration of Acceptance of Office of Vice Chairman**
4. **To APPROVE the minutes of the meeting held on Monday 3 April 2023 and Monday 17 April 2023 (Pages 1-4)**
5. **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.
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).
7. **Clerk's/Chairman's Report and see Works Schedule (Page 5)**
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 Wicksteed.
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
Repton Gate – Being restored and will be hung on the North Lodge Pavilion wall (inside)
8. **To confirm the following Committees and Membership (Page 7)**
Community Care, Maintenance (incorporating Allotments, Cemetery and Play), Finance & Administration, Planning, Staffing and Cemetery Advisory Committee

Working Groups: Capital Projects, Milton Air Quality, Website & IT, External Communications, MVAS, Lighting Subcommittee, Play and the 20mph speed limit group.
9. **To confirm the following representatives and volunteers**
Footpath Officer, Press Officer, Tree Warden, Youth Liaison and Defibrillator reps

The following representatives for outside bodies

CAPALC & SCDC, Milton Community Centre, Patient Participation Group, Milton Primary School Liaison, North East Cambridge Forum and Waterbeach Forum

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

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01424/HFUL>

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

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01407/HFUL>

11. Finance and Administration (Pages 8-10)

To **RECEIVE** the minutes of the Finance Committee meeting held on Monday 17 April 2023

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?

12. Community Care (Pages 11-12)

To **RECEIVE** the minutes of the Community Care meeting held on Wednesday 12 April 2023

13. Cemetery Advisory Committee (Tabled)

To **CONSIDER** recommendations:

To **AGREE** amendments made to the Cemetery Policy and Regulations

14. Bills for Payment and Money Received (Pages 13-14)

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

15. Local Council Award Scheme (Attached)

To **CONFIRM** required criteria are in place for Quality level

16. The Connections Bus Project (Page 15)

To **RECEIVE** the termly report for Jan-March 2023

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

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

Clerk's Office

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

**Minutes of the Meeting of Milton Parish Council held on
Monday 3 April 2023 at 7:30pm in the Bowls Pavilion**

Present: H Smith (Chair) (HMS), P Ellwood (PE), D Wildman (DW), R Farrington (RF), J Coston (JEC), A Markham (AM), A Bradnam (AB)(arrived 8:54pm)

In Attendance: S Corder (Clerk)

1 Apologies for absence
D Owen (personal)

2 To APPROVE the Minutes of the meeting held on Monday 6 March 2023

HMS: Typo in Item 5 – Manni change to Mani

PE Proposed to accept the minutes as a true record – DW Seconded – 5 In Favour - 2 Abstained (JEC, AM)

AGREED

3 Declarations of interest and dispensation*

To receive declarations of interest from councillors for items on agenda: **RF – Item 12 (as Group Scout Leader)**

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 Clerk's/Chairman's Report and Works Schedule

Ditch below Tomkins Mead: Silt sampling results received from ADC Drainage awaiting for FCC approval and disposal cost. Clearance work of shrubbery in the ditch required. Neighbours will need to be visited, to explain the aims,

The Rowans Safety Improvements – PE and Clerk applied for an LHI – awaiting outcome. Clerk has contacted the County about the £5,000 S106 that we understand they have received towards this type of provision in Milton.

Revamp of The Rowans Play Area – Awaiting revised quotes and plans from Proludic and Wickstead.

Landbeach Road Bus Stop Art Competition – Installation of artwork now completed

Woodland Trust Free Trees – Now planted in Paddock Wood. 8 volunteers along with Councillors and staff attended

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

20mph Speed Limit – Application received by Local Projects – awaiting outcome

Installation of Art Benches – Awaiting revised quote for installation from Buchans

Repton Gate – The gate was collected on the 29 March by the restorer (Jamie Cakebread). PE and DW met Jamie to discuss suitability of the North Lodge Pavilion wall for hanging of the gate. He will provide a quote for the hanging and covering to protect the gate.

Suggested wording by HMS for Repton Gate plaque “This gate was designed by Humphry Repton and stood at the entrance to the Rectory beside All Saints Church”

Land on Fen Road – HMS update: **Awaiting a response from SCDC Planning Officer in relation to the erection of a large barn. Clerk to ask SCDC officers to attend a meeting and tell us their strategy here and in Fen Road Chesterton.**

Memorial – Councillors to put forward ideas for a memorial for Richard Summerfield (previous Councillor): **DW suggested a plaque could be placed on the Village Sign (Pond Green) once the post has been renovated and a new base put in place. Clerk to contact his family and suggest this.**

The Village Pump renovation and new art is now completed and has received good reviews. The Committee thanked PE for heading up this arts project

Transfer of Land – The paperwork to transfer of land at Willow Crecent has been received. Clerk to ask Solicitor that a proviso can be put in place that MPC will not be responsible for maintaining the access strips to properties across this land. An agenda item at a future PC meeting will be needed to agree signing of the document.

Clerk to add to Works Schedule: Repair of fences to be added to the Trees on A10 item.

6 Planning

The minutes of the meeting of Monday 20 March 2023 were received

Decisions received:

22/02368/NMA1 – 49 Cambridge Road, Milton – Non material amendment on application 22/02368/S73 for change of description to remove reference to demolition of 49b Cambridge Road **WITHDRAWN**

23/00974/S73 – Land rear of 49 Cambridge Road, Milton – S73 to vary condition 2 (approved plans) of ref 22/02368/S73 (S73 variation of condition 2 (approved plans) of planning permission 21/04301/FUL (erection of 4 dwellings following demolition of No 49b Cambridge Road and removal of 5no static caravan pitches) ... additional loft accommodation with associated rooflights) to allow flat 49b Cambridge Road to remain **WITHDRAWN**

New:

23/00996/HFUL – Barley House, Cambridge Road, Milton – First floor extension over entrance **HAS NO RECOMMENDATIONS**

7 Maintenance

The minutes of the meeting of Monday 20 March 2023 were received

8 Cemetery Advisory Committee

The minutes of the meeting of Monday 13 March 2023 were received

9 Policies and Regulations

To **CONSIDER** new Privacy Notice – Minor amendments required: "Copies of the policies are available on the website". **HMS Proposed to accept the Privacy Notice with amendments – DW Seconded ALL AGREED**

10 Local Council Award Scheme

To **CONFIRM** required criteria are in place for Quality level – Amendments to be made: Clerk to check page links as some do not work. **To bring back to May MPC meeting**

(AB arrived)

11 CAPALC Membership

To **CONFIRM** renewal of CAPALC membership with DPO scheme £892.27 – **DW Proposed to accept the renewal quote – JEC Seconded ALL AGREED**

12 Scouts Group

To **CONSIDER** request from the Scout Group for PC to either fund or part fund installation of CCTV at the rear of the PC building – Invoice from Crawford Associates for £180 + VAT **DW Proposed to pay the invoice in full as the CCTV will benefit the MPC and Bowls Club – PE Seconded AGREED (RF abstain)**

13 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – **DW Proposed to pay vouchers 407 to 444 and 445 to 456 and 1 (tabled – attached to the Minutes on the MPC webpage) – JEC Seconded ALL AGREED**

14 The County Councillor's Report for April 2023 will be given at the Annual Parish Meeting on 24 April 2023 **AB reported the potholes on the Milton roundabout are due to be repaired mid-October- December. Lane closures will be in place. AB to write to Cambridgeshire County Council Highways asking if the works can be brought forward due to the severity of some of the potholes**

15 The District Councillors Report for April 2023 Cllrs Paul Bearpark, Anna Bradnam and Judith Rippeth (Emailed to Councillors - Full report on MPC webpage with the Minute)

Ending of the food waste pilot: The trial has been running for over three years and came to an end on 31st March. The trial has been highly successful with a take up of 55% (national average 40%) with 90% of participants using the caddies correctly. Although the local food waste pilot is ending, we are also expecting that separate food waste collections will soon be a mandatory obligation on councils to provide with funding in place from national government in the near future. Councils are awaiting an announcement from DEFRA regarding this. This is much to the credit of the residents of Milton and how seriously they take green issues in that so many got behind the scheme.

Decarbonisation of Council Homes: SCDC have successfully bid for £1.7 million from the Government's Social Housing Decarbonisation Fund. This funding will help the Council to continue its programme of improving the energy efficiency and insulation of its homes to a C rating or above. More information is available on the UK government website.

Further Cost of Living Support: Plans for a further cost of living support package for residents, worth more than £200, 000, have been published by SCDC. These will include a roadshow of talks about costs of living; support to transform more Warm Hubs into Community Wellbeing Hubs; advertising to increase awareness of Council Tax support for 'just about managing' residents; more provision of free energy-saving appliances, such as electric blankets and slow cookers; and the creation of a South Cambridgeshire Sustainable Food Network to link all the existing foodbanks and food hubs within the district to support each other. The network would also look to create links with local farmers to donate excess food that is not suitable for supermarkets. Watch this space for more details as the various schemes come forward.

Support for Ukraine: The Council continues to look for new potential hosts via our Spare Room campaign which appeals for anyone who would like to get involved to apply to re-match existing guests via the Homes for Ukraine scheme. Householders receive up to £500 a month as a thank you payment to assist with the costs of hosting refugees. If you are interested in hosting, or know of someone else who may be interested, please take a look at our website for details of the support available to new hosts and or text ROOM to 88802.

Ground floor of South Cambs Hall: In line with the business plan, the Council are exploring an opportunity to renovate and transform a portion of unused ground floor working space at South Cambridgeshire Hall and are currently asking the views of residents and businesses in a survey. The wider aim is to support start-up companies and help small businesses set-up and grow, along with constructively using sparsely occupied workspace at South Cambs Hall advantageously. If you know of anyone who might be interested, please ask them to complete the [survey](#). For any more specific questions please contact businesskeyprojects@scambs.gov.uk

Launch of the Big Help Out App – Coronation weekend of King Charles III: This app has just been launched (20th March) to help community groups, charities and indeed all volunteer organisations, large or small, with their plans ahead of the 'Big Help Out' on Monday 8th May – the final day of festivities/activities around the coronation weekend. For more details see the website <https://thebighelpout.org.uk/> or download the app <https://www.thebighelpout.com/>

South Cambs District Council has issued guidance to parishes and advises any groups setting up events to contact the Council's Safety Advisory Group before 21st April. Go to www.scambs.gov.uk/environmental-health/health-and-safety-regulation/event-safety-advisory-group/ for general guidance which also provides a helpful link to the County site for any event which may involve a street closure.

In the forthcoming parish e-bulletin SCDC are providing advice about collecting and disposing of waste and recycling arising from the festivities.

16 **The Milton Community Centre Report for April 2023**

Maintenance/Improvements: The 5-year fixed electrical test at the Bowls Pavilion has been completed.

The Solar Panels and batteries at North Lodge are now working and we are able to access the information to see how much electricity is being consumed, stored and feed to the grid.

The Spiders Web climber at Coles Road should be replaced by the end of May. We are still waiting for an installation date for the wooden platform at the top of the slide at the Sycamores.

The lights in the Main Hall have been replaced with LED lights that will reduce electrical consumption by 1.5 KW per hour.

Planned tree works have now been completed at Coles Road Recreation Ground.

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.

Hard Courts: Repairs have been made to the shelter in the Tennis Courts roof following the high winds. Adult Walking Football has started on a Friday lunch time for a 10-week period.

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 are almost complete with the electrical fittings that were damaged being currently replaced.

North Lodge: We have had damage to the smaller car park barrier with a car driving into it. This is due to be repaired in the coming days.

Vandalism and Crime: Thankfully we have seen a decrease in vandalism and anti-social behaviour in recent weeks.

17 **15th Liaison Meeting between FCC Environment and Milton Air Quality Working Party**

The minutes of the meeting on Wednesday 19 October 2022 were received

18 **Correspondence**

Complaint received from resident of Barnabas Court – Issue with 5 a side footballs coming over the fence into their properties and causing damage: Clerk has spoken with Andy, MCC Manager, and a possible extension of netting across the top of the current fencing is being looked into

Via email:

TMC Incident Report February 2023

19 Dates of Next Meetings

Wednesday 12 April 2023 – Community Care 11:30am

Monday 17 April 2023 – Planning 7pm – Finance and Administration 7:45pm

Monday 24 April 2023 – MPC To approve accounts 7pm – Annual Parish Meeting 7:30pm

Tuesday 9 May 2023 – Annual Meeting of the Parish Council

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

Meeting closed at 9:30pm Signed: Date:

**Minutes of the additional Meeting of Milton Parish Council held on
Monday 17 April 2023 at 7pm in the Bowls Pavilion**

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

In Attendance: S Corder (Clerk)

1 Apologies for absence

A Bradnam (personal)

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: None

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

1 member of the public in attendance (R Sewell of RS Memorials) – Item 5

4 Cemetery Works

To **CONSIDER** quote from Buchans for works required at the Milton Cemetery

A: Zone 1 Treat with a granular treatment for moss and weeds, spray a selective treatment for the Ivy at the rear of the cemetery. Install some topsoil and overseed the areas. (To be carried out in August) **£434.00 + VAT**

B: Zone 2 Selectively weed treat the area, overseed bare areas. (No topsoil included) **£78.00 + VAT**

C: Zone 3 Option 1; Remove brambles, dig out and remove the soil from the Cemetery, level and overseed the cleared area. **£1,120.00 + VAT**

Option 2: Remove brambles and then create a bund from the spoil clearing back as far as possible, over seed the cleared area. **£420.00 + VAT**

D: Zone 4 Selectively weed treat the area, overseed bare areas. **£128.00 + VAT**

PE Proposed: A Zone 1 £434.00, B Zone 2 £78.00, C Zone 3 Option 1 £1,120.00 (remove all subsoil and retain enough topsoil for levelling under option A), D Zone 4 £128.00 (total £1,760 + VAT from Cemetery Maintenance budget) – DW Seconded ALL AGREED ✓

PE to circulate a draft letter to the Committee for approval to go to all NOK informing families of proposed works in the lawn area of the Cemetery

5 Memorial Application

To **CONSIDER** memorial application for an amended double headstone and kerb set

Motion to exclude public and press

DW Proposed to go into closed session – DO Seconded ALL AGREED (meeting closed 7:15pm)

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

No confidential minutes are required as no personal details were discussed

R Sewell advised the Council to consider amending the current Cemetery Policies and Regulations to take into account the maximum sizes of single and double headstones manufactured to be placed on a grave with a kerb set. The sizes differ from those being placed on a lawn grave.

Actions: R Sewell to provide dimensions for single and double headstones

Clerk to amend policy for headstone sizes. Add: Memorial Fixers to provide BRAMM certificate number and public liability insurance. Revised policy to be brought to future Cemetery meeting

Memorial application received – to be decided once policy has been revised

6 Dates of Next Meetings

Monday 24 April 2023 – MPC To approve accounts 7pm (**CANCELLED**) – Annual Parish Meeting 7:30pm

Tuesday 9 May 2023 – Annual Meeting of the Parish Council

Meeting closed at 7:45pm Signed: Date:

Milton Parish Council

Work/Project Schedule List (as of 2 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.
IN PROGRESS		
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
Willow Crescent transfer of deeds	MPC	Emailed Ashtons for a proviso that MPC do not take on maintenance of access to the 4 properties in that area
Old School Lane adoption of land		Ashtons Solicitors putting together an application with information for adoption of land from the Crown

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 17 April 2023 at 7:45pm 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 16 January 2023

DW Proposed to accept the minutes as a true record - HMS 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

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

6 Review of Debtors and Creditors

Debt of 50% for the Village Signs due £4,567.50 – figure to be accrued in the year end accounts

7 Review Year End Accounts

DW carried out manual adjustments as agreed at the previous Finance meeting

To decrease General Reserve by £24k and increase Capital Projects reserve to £230K

£300 Covid grant loan made by the Covid Group was repaid to the MPC – separate earmarked reserve required “Covid Fund” to hold the monies whilst enquires ongoing on who to repay

MCC Bills Paid exceeded the Bill Payment Facility by £831.89 on their £35k budget which will be accrued as a prepayment offset against the 2023-24 budget.

An additional bill LED lighting at MCC was paid using the S106 Community Facilities budget – question raised: should this payment reduce the £35k MCC budget? To go to full Council for discussion after confirmation from the Internal Auditor

Queen’s Jubilee cakes coded under Contingency – move £150.00 to S137 Sundries

Move Contingency cost centre to Professional and code as Enforcement

Milton Charities paid £1k towards Community Care – move income to S137 Community Care Grant

8 Reviewed Investment/Bank Account Summary

Received and reviewed. Clerk to check Redwood bank interest rate
(RF left 9:17pm)

9 Review Finance Polices

Risk Management – Amendments required

Clerk to check “Risk to Councillors health & Safety” what policy covers meetings in the Bowls Pavilion?

Payroll – Chairman checks Clerk’s timesheet and overtime claimed – figures checked against the
payslips by 2 Councillors authorising the payment

IT Committee to investigate Cloud storage/backup

10 Responsible Finance Officer Review

Nothing to report

11 Dates of next meetings

Monday 31 July 2023 at 7:45pm

Meeting closed at 10.11pm Signed: Date:

DRAFT

**Minutes of the Community Care Committee meeting held on Wednesday 12 April 2023
at 11:30am in the Bowls Pavilion**

Present: H M Smith (HMS) (Chair), D Wildman (DW), 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

J Coston (personal)

2. To APPROVE the minutes of the Community Care meeting held on Wednesday 5 October 2022 and Wednesday 11 January 2023

HMS Proposed to accept the minutes of Wednesday 5 October 2022 as a true record – DW Seconded **AGREED (AB abstain)**

HMS Proposed to accept the minutes of Wednesday 11 January 2023 – AB Seconded **AGREED (DW abstain)**

3. Declarations of interest and dispensations

a) To receive declarations of interest from councillors on items on the agenda; None received.

b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None received.

c) To grant any requests for dispensation as appropriate. None received.

4. Community Care Warden list of courses

First Aid Refresher and Cyber Security

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

Currently no-one on the waiting list

7. Community Navigator Report

Supporting residents in Milton – proving information and support when required

8. Barnabas Court Update

TE: The door access keypad has been put of action for a few days – repairs have been arranged

Update from 11 January 2023 Item 2 actions: 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.

Responses below from CHS to AB's question

- i) **Now that lettings are coordinated through Home-Link, how are these nominations agreed?** CHS are an ‘Option 2’ Landlord on Home-Link which means they can advertise and shortlist their own properties, which would be carried out in accordance with the Section 106/Sub-Regional Lettings Policy. Applicants Registered with South Cambs would be able to see/bid on the properties if they match the bedroom eligibility criteria. This is how the ‘nominations’ are fulfilled.
- ii) **Are the current lettings in compliance with the 75%/25% split embedded in the Agreement?** We don't have knowledge of the total number of CHS voids which become available, we would only be aware of those which are actually advertised through the Choice Based Lettings system (Home-Link). This means that we are unable to monitor the readvertising split of 75% / 25% but assume that CHS do this. Landlords do have the flexibility to utilise up to 25% of their voids directly for management transfers/decants etc, without the need to advertise them through Home-Link. I assume that they have utilised this flexibility to move tenants of Ellis House to Barnabas Court to resolve an issue with anti-social behaviour. In my experience, Registered Providers normally advertise the majority of their voids through the

Choice Based Lettings system, which means the number of Local Authority nominations is generally greater than the required 75%. Only a small number are held back to alleviate emergency situations etc.

- iii) **How many are being let to a tenant with a Milton connection?** I confirm that the Barnabas Court properties advertised on Home-Link by CHS do specify the appropriate village connection requirement and I'm confident that they would be allocated appropriately. Once the bidding cycle is closed and the shortlist is available, CHS would work down the list to identify an applicant with the relevant connection to Milton. If no-one with the relevant connection has placed a bid on the property, they may decide to re-advertise it, or will look to 'cascade' the connection requirement out to surrounding villages.
- iv) **Are applicants with a Milton connection being given the appropriate priority?** As above, I confirm that the village connection requirement is stated in the adverts, so anyone bidding who meets this criteria would be given priority, even if there are applicants above them on the shortlist.

AB to clarify statistics of allocation with Home-Link

9. Any Other Business

HMS: HMS and the Clerk carried out TE's Staff Appraisal

10. Date of Next Meeting

Wednesday 5 July 2023 – 11:30am

Meeting closed 12:51pm Signed: Dated:

DRAFT

Milton Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Website	05/04/2023		Unity Trust Bank	DD	Microsoft 365 Business Lic	IONOS Cloud Ltd	S	6.99	1.40	8.39
3	Subscriptions	05/04/2023		Unity Trust Bank	DD	Brightpay Connect	BrightPay	S	2.04	0.41	2.45
4	Subscriptions	11/04/2023		Unity Trust Bank	DD	Pension Admin Charge	Smart Pension	E	18.00		18.00
5	S137: Warden's Phone	17/04/2023		Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	E	19.99		19.99
6	Postage	17/04/2023		Lloyds Corporate Car	DD	Postage	Post Office Ltd	E	3.35		3.35
7	Office Sundries	17/04/2023		Lloyds Corporate Car	DD	Find a will	Find A Will	E	3.00		3.00
8	Bank charges	17/04/2023		Lloyds Corporate Car	DD	Bank Charge	Lloyds Bank	E	3.00		3.00
9	Electricity	13/04/2023		Unity Trust Bank	DD	Electricity	British Gas	L	113.15	5.65	118.80
10	Subscriptions	20/04/2023		Unity Trust Bank	DD	Brightpay	Thesaurus Software Ltd	E	142.80		142.80
11	Payroll Clerk	20/04/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	577.49		577.49
12	S137: Warden Salary	20/04/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	1,096.98		1,096.98
13	Payroll Highways	20/04/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	222.20		222.20
14	Payroll Dept Clerk	20/04/2023		Unity Trust Bank		PAYE/NIC	HMRC	X	198.20		198.20
15	Website	25/04/2023		Unity Trust Bank	DD	1&1 Mail Pro Licence	IONOS Cloud Ltd	S	3.99	0.80	4.79
16	Payroll Clerk	25/04/2023		Unity Trust Bank		Salary	S C	X	1,226.39		1,226.39
17	S137: Warden Salary	25/04/2023		Unity Trust Bank		Salary	T E	X	977.33		977.33
18	Payroll Dept Clerk	25/04/2023		Unity Trust Bank		Salary	J B	X	232.62		232.62
19	Payroll Highways	25/04/2023		Unity Trust Bank		Salary	P A	X	325.18		325.18
20	Bank charges	13/04/2023		CBS Council Saver a/c		Bank Charge	Cambridge Building Soci	E	65.75		65.75
21	Telephone / Broadban	28/04/2023		Unity Trust Bank	DD	Mobile phone Clerk	B T	S	33.23	6.65	39.88
22	Payroll Clerk	27/04/2023		Unity Trust Bank	DD	Pension payment	Smart Pension	X	69.60		69.60
23	Payroll Clerk	27/04/2023		Unity Trust Bank	DD	Pension Payment (employ	Smart Pension	X	69.60		69.60
24	S137: Warden Salary	27/04/2023		Unity Trust Bank	DD	Pension payment	Smart Pension	X	66.52		66.52
25	S137: Warden Salary	27/04/2023		Unity Trust Bank	DD	Pension Payment (employ	Smart Pension	X	66.52		66.52
26	Website	26/04/2023		Unity Trust Bank	DD	1&1 WP Plus	IONOS Cloud Ltd	S	6.99	1.40	8.39
27	S137: Sundries	25/04/2023		Unity Trust Bank		Cakes to the King's Coron	The Phoenix Trust (Milto	E	202.50		202.50
28	S137: Warden's Mileag	24/04/2023		Unity Trust Bank		Mileage	T E	E	174.60		174.60
29	Subscriptions	01/05/2023		Unity Trust Bank		ICCM Membership	ICCM	E	95.00		95.00
30	MCC cleaning	01/04/2023		Unity Trust Bank		MCC Costs Contribution	Atkins Gregory (The Clez	S	1,307.06	261.41	1,568.47
31	Trolley Bus	28/04/2023		Unity Trust Bank		Dial-a-Ride	Cambridge Dial-a-Ride	E	228.00		228.00
32	S137: Warden's Mileag	26/04/2023		Unity Trust Bank		Mileage	H S	E	4.95		4.95
33	Councillor expenses	26/04/2023		Unity Trust Bank		Mileage	H S	E	3.60		3.60
34	Photocopying	28/04/2023		Unity Trust Bank		Photocopying	CBS Office Solutions Ltd	S	30.82	6.16	36.98
35	Trolley Bus	07/04/2023		Unity Trust Bank		Dial-a-Ride	The Jean Gallagher Trus	E	-900.00		-900.00
Total									6,697.44	283.88	6,981.32

Milton Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Precept	21/04/2023		Unity Trust Bank		Precept	South Cambs District Co	X	66,500.00		66,500.00
2	Community Care Grant	18/04/2023		Unity Trust Bank		Community Care grant	The Jean Gallagher Trust	X	1,000.00		1,000.00
3	Community Care fees	27/04/2023		CBS General Purpose		Community Care Fee	C D	E	80.00		80.00
4	Community Care fees	27/04/2023		CBS General Purpose		Community Care Fee	L K	E	78.00		78.00
5	Community Care fees	17/04/2023		CBS General Purpose		Community Care Fee	T R	E	78.00		78.00
6	Community Care fees	14/04/2023		CBS General Purpose		Community Care Fee	M S	E	78.00		78.00
7	Community Care fees	22/04/2023		CBS General Purpose		Community Care Fee	D F	E	78.00		78.00
8	Community Care fees	12/04/2023		Unity Trust Bank		Community Care Fee	A K	E	78.00		78.00
9	Community Care fees	13/04/2023		Unity Trust Bank		Community Care Fee	M P	E	130.00		130.00
10	Community Care fees	17/04/2023		Unity Trust Bank		Community Care Fee	EH/RH	E	156.00		156.00
11	Community Care fees	21/04/2023		Unity Trust Bank		Community Care Fee	E Hu	E	78.00		78.00
								Total	68,334.00		68,334.00

Youth Club

There have been 11 youth club sessions run this term and we have seen 35] young people.

Age	11	12	13	14	15	16	17	18+
Number Female	12	2	1		1			
Number Male	11	5		1			1	

Week Commencing	Number	Notes
02 Jan		No session – staffing issue
09 Jan	0	no young people, attempting to get permission from Junior school to advertise to year 6s
16 Jan	0	no young people
23 Jan	0	no young people
30 Jan	27	allowed year 6s to start after speaking to them at school. Very busy and manic session enjoying all the equipment and activities. No real conversation possible this week but did gauge interests for provision of crafts and cooking.
06 Feb	27	Loads of activities made use of: crafts, lego, games, table tennis, pool, Wii, table football and refreshments. Got YP involved in setting up group agreement for behaviour in club. Older members helped as junior leaders. Conversations about being kicked out of school, sharing and general behaviour.
13 Feb		Half-term
20 Feb	24	Enjoyed all the usual activities with a couple of new members. Also had giant Jenga, nail varnish and badge making. Conversations about family, homelife, hobbies, relationships. Good support by some in helping others in activities.
27 Feb	21	good busy session enjoying all the activities as well as jewellery making and collecting ideas for future sessions. Group of boisterous boys got a bit out of hand – looking forward to being able to use outside space. Conversations about new head at primary school and not liking him!
06 Mar	22	Added slime making and cooking biscuits to the usual activities, also decorating plant pots and Mother's Day cards. Worked well with small group of boys doing the cooking for everyone. Conversation about memory and recall. Overall, much better session.
13 Mar	24	Made better use of the space by only putting out table tennis when in use. Slime popular again plus pizza making. Good involvement by some in clearing/washing up. Conversation about falling out with a friend in school.
20 Mar	21	Enjoyed icing buns, easter card making, scratch art and all the other normal activities. Conversations about heritage, group dynamics and exclusions, friendship issues, insecurities. Hoping to get outside next week!
27 Mar	20	Enjoyed making use of the outside space for the first time – all kinds of ball games and the play area. Others enjoyed making oat cookies, xBox and table football. Great evening with a bit more of a chance to get to know the YP.