

**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 the £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 documents 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: .....