



MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
Milton, Cambridge, CB24 6BL.
Telephone: 01223 861447.
Email: clerk@miltonvillage.org.uk.
Website: www.miltonvillage.org.uk.

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend the meeting of Milton Parish Council to be held in the
Bowls Pavilion on Monday 6 November 2023 at 7.30pm
Members of the Public and the Press are cordially invited to attend

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

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence
2. **To APPROVE the minutes of the meeting held on Monday 2 October 2023 (Pages 1-4)**
3. **Declarations of interest and dispensations:**
To receive declarations of interest from councillors on items on the agenda;
To receive written requests for dispensations for disclosable pecuniary interests (if any);
To grant any requests for dispensation as appropriate.
4. **Public Participation – members of the public are invited to speak**
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
5. **Clerk's/Chairman's Report and see Works Schedule (Pages 5-6)**
Milton Brook Clearance (Ditch below Tomkins Mead): Update HMS
The Rowans Safety Improvements – See Item 10
20mph Speed Limit – Application for 20mph throughout the village was unsuccessful
Local Council Award Scheme – PE and DW to put together a Village Action Plan.
A14/A10 Roundabout Resurfacing work – Now started. Phase 1 completed. Phase 2 to start from 6 November 2023
Village Litter Pick: Update HMS
Milton Cemetery – Cambridgeshire Churchyard Conservation Award: working towards the Silver level. With thanks to the Explorer Scouts who built a compost bin for the Cemetery. Also thank you to N Fleming for transporting it to the Cemetery
Donation received: A very kind donation of £250 was received from a Milton resident
All Saint's Church – Applying for a plaque for the Commonwealth War graves in Landbeach Road Cemetery – plaque to be placed on Cemetery gate if MPC are happy with the location
6. **Planning (Page 7)**
To **RECEIVE** the minutes of the meeting of Monday 16 October 2023
Decisions:
23/03357/CL2PD – 53 The Oaks, Milton - Certificate of Lawfulness for the erection of a single storey rear extension **CERTIFICATE GRANTED**
23/03459/HFUL – 40 Coles Road, Milton – Single storey extension to side and rear **GRANTED PERMISSION**
23/1058/TTCA – 1 Fen Road, Milton – Fir: dying remove as leaning dangerously towards the road and footpath. The tree is very tall **HAVE NO OBJECTION TO**
23/1064/TTPO – East Anglia's Children Hospice, Church Lane, Milton – Group 6 Holm Oak and Yews at entrance – raise crowns to 4ms over road to ensure emergency and delivery vehicles clearance. T26 Ash – tree in well used recreational area with frequent branch shredding, fell to

ground level. T21 Hol Oak – reduce in lateral growth south by 2.5m to alleviate end weight and prune to clear building by 1.5ms. T13 Yew – cut back overhang to grassed area by 2ms and up to full height **GRANTED PERMISSION**

New:

23/1195/TTPO – 11 Knights Way, Milton – Horse Chestnut, crown reduce by 1m in height and spread and thin by 30%

23/03830/PRIOR – Cambridge Science Park, Street Works, Cambridge – Installation of a 15m 5G telecoms H3G street pole and additional equipment cabinets

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03830/PRIOR>

23/03838/CL2PD – 42—44 High Street, Milton – Certificate of lawfulness under S192 for a proposed use as children's day nursery (Class E (f)) **FOR INFORMATION ONLY**

23/03713/FUL – Land to rear of 49 Cambridge Road, Milton – Erection of 4 dwellings following removal of 5no static caravan pitches (retain rear flat)

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03713/FUL>

7. Finance & Administration (Pages 8-9)

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

8. Community Care (Pages 10-11)

To **RECEIVE** the minutes of the meeting of Wednesday 4 October 2023

9. Bills for Payment and Money Received (Pages 12-14)

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

10. The Rowans Safety Improvements (Page 15)

To **CONSIDER** PFHI costings from Cambridgeshire County Council for extension of double yellow lines £6,600

11. The Rowans Play Park Revamp Project (Tabled)

To **REVIEW** plans and quotes received from Eibe, Wicksteed, Proludic and Steetscape

12. Tree Works (Pages 16-17)

To **RATIFY** quote accepted for tree removal on the bund by 215 The Sycamores £1,350 +VAT

To **CONSIDER** quote from Town and Country £3,390 + VAT for tree works required on MPC land

13. Greater Cambridge Partnership – Waterbeach to Cambridge Greenway

Feedback from the Public Meeting regarding the proposed Greenway

To **CONSIDER** MPC's response to the consultation – closes Friday 8 December 2023

14. To CONSIDER formalising regulations for the use of Recreation and Play areas

15. To Receive County Councillor's Report (To follow)

16. To Receive District Councillors Report (To follow)

17. Correspondence

Parking Issues in Milton – Email received about parking issues outside Waggon & Horses Public House – Clerk has spoken with the Manager about parking concerns. Manager will be putting up a sign to ask customers to park considerately

Emailed to Councillors

Greater Cambridge Partnership – Milton Road September 2023 Update

Greater Cambridge Partnership – Milton Road October 2023 update

CAPALC Training Courses

Greater Cambridge Partnership – Greenways Construction Update September 2023

SCDC September 2023 Parish e-bulletin

TMC Incident Report September 2023

Greater Cambridge Planning – Greater Cambridge Statement of Community Involvement

Consultation 18 October to 29 November 2023
Community Safety – E-scooters Parish Newsletter

18. Dates of next meetings

Monday 20 November 2023 – Planning 7:30pm

Monday 4 December 2023 – Parish Council

Monday 18 December 2023 – Planning 7pm – Maintenance 7:45pm

Saturday 11 November 2023 at 11am – Village gathering for Remembrance and Wreath laying

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 2 October 2023 at 7.30pm in the Bowls Pavilion**

Present: HM Smith (HMS) (Chair), JE Coston (JEC), RJ Farrington (RJF), D Owen (DO), P Ellwood (PE), D Wildman (DW), L Champion (LC), A Bradnam (AB arrived 8:40pm)

In Attendance: S Corder (Clerk), J Rippeth (District Councillor)

1 Apologies for Absence:

None – Full committee in attendance

2 To APPROVE the minutes of the meeting held on Monday 4 September 2023

JEC (from previous minutes as agreed): To add start dates/ and email dates with notes from emails to works schedule.

The damaged arts bus shelter window panel and frame has now been replaced at Landbeach Road bus stop and insurance money has been received.

Clerk to confirm what costings were agreed with Ashtons Solicitors in regard to works on Willow Crescent and Old School Lane land

DW Proposed to accept the minutes of the meeting held on Monday 4 September 2023 as a true record – RF Seconded **AGREED (DO Abstained)**

3 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

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

No public in attendance

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

Ditch below Tomkins Mead: See Item 9

The Rowans Safety Improvements – Clerk has asked for a costing from Cambridgeshire County Council Highways for extending the double yellow lines further round into The Rowans – awaiting costings - **Update: Costings have now been received from Cambridge County Highways at £6,500 – to go to Finance Committee for budgeting and next PC for decision**

20mph Speed Limit – Application received by Cambridgeshire County Council Local Projects – awaiting outcome – **Clerk to chase up outcome**

Repton Gate – Open evening to see the gate in situ Tuesday 10 October 2023 6:30pm-8:30pm, North Lodge Pavilion

Milton Youth Building – Offer of a team day with The Connections Bus Project and Astra Zeneca Charity Fundraiser to give the Youth Building some TLC and a lick of paint

Local Council Award Scheme – PE and DW to put together a Village Action Plan.

New Village Entrance Signs – Have now been installed on Humphries Way, Ely Road and slip road by Tesco MPC are very pleased with the positive feedback. **The Council thanked PE for his work on this project. A14/A10 Roundabout Resurfacing work Oct-Dec 2023**

Requests were received for **tree work by 111 and 215 The Sycamores**. Quotes to be obtained, for agreement at our next meeting.

A detailed report on **Community Care and Mobile Warden schemes in SCDC** was received. To be discussed at the committee meeting tomorrow.

6 Planning

The minutes of the meeting of Monday 18 September 2023 were received

Decisions:

None to date

New:

23/03459/HFUL – 40 Coles Road, Milton – Single storey extension to side and rear – **HAS NO RECOMMENDATIONS** – **Comment: Concerns over loss of light to neighbour's rear windows**

23/03575/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 **HAS NO RECOMMENDATIONS**

23/1058/TTCA (TPO) – 1 Fen Road, Milton – Fir dying - remove as leaning dangerously towards the road and footpath. The tree is very tall **NO COMMENT**

21/1064/TTPO – East Anglia's Childrens Hospice, Church Lane, Milton – Group 6 Holm Oak and Yews at entrance: raise crowns to 4ms over road to ensure emergency and delivery vehicles clearance. T26 Ash – Tree in well used recreational area with frequent branch shedding. Fell to ground level. T21 Holm Oak – reduce lateral growth south by 2.5m to alleviate end weight and prune to clear buildings by 1.5ms. T13 Yew – cut back overhang by grassed area by 2ms and up to full height **Delegate to AB, Tree Warden, for comment**

23/1095/TTPO – 2 Willow Crescent, Milton – Sycamore – reduction of 3 metres taking it down from its current 24 metres to 21 metres. This work should prolong the life of the tree, ensure there are no dangerous branches that may fall on the many pedestrians who pass underneath, and improve the look of the tree which is currently very overgrown and unshapely **OBJECT: If the tree is cut back in the way the agent describes, each branch will produce adventitious growth and sprout**

7 Maintenance

The minutes of the meeting on Monday 25 September 2023 were received

8 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment - **DW Proposed to pay vouchers 183-209 and tabled 210 to 222 – HMS Seconded ALL AGREED**

The net position report was received and reviewed – no comment

9 Milton Brook (Ditch below Tomkins Mead to NLP)

HMS/AB feedback from meeting held on Monday 11 September 2023 and to receive the notes

HMS: The meeting was well attended with around 30 residents affected by the ditch. The residents were in favour of this project, some of whom offered to help with the clearance as riparian owners. The contractor would be able to clear the silt in parts of the ditch and volunteers would help to clear the other parts or overgrown shrubbery. **Clerk/HMS to email the Chief Executive of County Highways about their responsibility to clear the ditch under the roads.**

(AB Arrive 8:40pm) (RF left 8:41pm)

10 Traveller Incursion

To **CONSIDER** defences – Refer back to previous discussion, September 2022 Minutes: **AGREED** to review further reinforcement of playing field boundaries should future incursions occur. MPC will continue to act vigorously should an incursion occur (the cost to install reinforced boundaries on both parks outweighs the cost of removal of the incursion)

HMS Proposed to act promptly when an incursions arises and follow the Action Plan – DW Seconded ALL AGREED

To **REVIEW** the confidential Unauthorised Encampment Action Plan

DW Proposed to go into Confidential Session – HMS Seconded ALL AGREED (meeting closed 9:01pm)

Motion to exclude public and press

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 10. namely: Traveller Incursion – Unauthorised Encampment Action Plan The public and press will be temporarily excluded from the meeting at this point and any present are herewith to withdraw.

DW Proposed no updates required – HMS Seconded ALL AGREED (No confidential minutes required) (meeting opened 9:02pm)

11 Meeting Dates for 2024

To **REVIEW** proposed Committee meeting dates – **Reviewed and accepted**

12 County Councillors Report – Received (Full report on MPC webpage - Agenda)

Civil Parking Enforcement Anticipated Works – Signage: Parishes in South Cambs have recently received a letter advising us that “Cambridgeshire County Council (CCC), in partnership with South Cambridgeshire District (SCDC) and the Greater Cambridge Partnership (GCP) have resolved to bring Civil Parking Enforcement (CPE) to the District of South Cambridgeshire.” Surveys are under way to assess the condition of lines and signs on the highway, to ensure they are in an enforceable condition.

County Flood Action Conference: With the ongoing effects of climate change, many more communities could be at increased risk of flooding. As different organisations tackle different types of flooding in different places, partnership working is crucial, and the event focused on further strengthening those partnerships. Speakers including flood resilience champion Mary Dhonau, the Local Resilience Forum and CIRIA (the Construction Industry Research and Information Association), who shared their knowledge and experience of how we can work together to tackle flooding.

Environment and Green Investment Committee: Committee members voted to take part in this innovative trial, funded by the government, intended to improve connectivity at high density venues, where many people are using mobile devices at the same time. Iconic sporting venues and tourism hotspots across the UK will see trials of new mobile tech designed to increase the resilience of the UK mobile network and ensure we are not overly reliant on any one form of technology, thanks to £88 million of UK Government R&D investment in innovative connectivity.

The 19 successful projects in the **Open Networks Ecosystem (ONE) Competition** will demonstrate the reliability and feasibility of **Open Radio Access Network (RAN)** technologies and showcase their role in delivering resilient and future-proofed connectivity to UK citizens and businesses. The projects will initiate trials of open 5G networks across the country, in: Major urban centres in Glasgow, **Cambridge**, Liverpool, Bath, and the City of London. Iconic sports and entertainment venues including Cardiff’s Principality Stadium, Sunderland’s Stadium of Light, the National eSport Arena, **Cambridge Corn Exchange**, and Shelsley Walsh motorsport venue.

Highways

Milton - nothing new to report

Mereway - Cllr Bearpark and AB have objected to U&C about the width of the hard path being laid.

Cycle paths – Milton to Landbeach - the grass has been cut. AB advised the hedgerow vegetation will be cut back on this and the **Milton to Impington** route. AB asked for this to be done in preparation for the new term at the beginning of September.

Cambridge Wastewater Treatment Plant Relocation Project

You can follow the progress of the project on the Planning Inspectorate website here [Cambridge Waste Water Treatment Plant Relocation | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk/cambridge-waste-water-treatment-plant-relocation/)

13 District Councillors Report – Received

Mere Way: The works on Mere Way to construct a non-motorised user route, undertaken by Walker Construction, on behalf of Urban and Civic, are not being delivered as we expected. A 4m wide path is being built for almost the full length of Mere Way. Our expectation was a 3m hard surface with a 2-3m grass strip alongside it. AB wrote to CCC Highways and U&C on 17th September to ask the work to be stopped until a review had taken place. AB then met on site with CCC Highways and U&C on 21st September to examine what had been built and why it had not been built as expected. PB and AB then met with U&C on 25th September to discuss the Mere Way design to understand why it had been built to 4m width. The construction of the 4m wide path is in accordance with drawings approved by the County Council in June 2020.

PB and AB wrote to U&C on 26th September to request that the already constructed section south of Punch Farm to the junction with the permissive path (northern end of Sun Close Farm) be changed to a 3m width. We have questioned why there has been a discrepancy between the detailed drawings and the information provided to residents and Councillors throughout the consultation period. At the time of writing we are waiting to hear from U&C whether they will accept our request.

Bin collection changes: The bin collection day changes appear to have gone smoothly. Any missed bins can be reported using this [webform](#) after 3:30pm on your collection day and before 3:30pm the following working day. The frequency of bin collections will remain fortnightly with bins emptied on alternative weeks. As is the case now, bins should always be put out ready to be emptied by 6am on the day of collection.

Waterbeach Greenway: It is anticipated that the GCP Executive Board will approve a consultation on the Waterbeach Greenway on 28 September. There is a significant change to the route consulted on in 2019 because further detailed engineering work has determined that the route alongside the railway is likely to be prohibitively expensive due to issues of flood mitigation and location alongside the railway line. The route consulted on 2019 also passed through Milton Country Park but further work has determined that this is not practical. It is anticipated that the consultation will run from late Oct to Dec.

Waterbeach-Cambridge (High Quality Public Transport Route -Guided Bus): It is anticipated that the GCP Executive Board will approve the Outline Business Case on 28 September and therefore move forward to the next phase of the project which is to develop preliminary designs.

Waterbeach Park and Ride: It is anticipated the GCP Executive Board will approve Park & Ride option C which is a location beside the A10 opposite Denny End Road

14 Correspondence

Emailed to Councillors

Greater Cambridgeshire Partnership – Milton Road Improvement Project August 2023
Cambridge Wastewater Treatment Plant Relocation Project – List of examination hearing dates
Greater Cambridge Partnership – Waterbeach Greenway Project Councillor and Parish briefing meeting via Teams, Thursday 5 October 2023 6:30-7:30pm

15 Dates of next meetings

Tuesday 3 October 2023 - IT Working Group 2pm
Wednesday 4 October 2023 – Community care 11:30am
Thursday 5 October 2023 – Meeting with Greater Cambridgeshire Partnership: Waterbeach Greenway Project 11-12pm
Monday 16 October 2023 – Planning 7pm
Monday 23 October 2023 – Finance & Administration 7:30pm

Meeting closed at 9:25pm

Signed: Dated:

Milton Parish Council

Work/Project Schedule List (as of 31 October 2023)

Works Required	Committee	Progress
<p>Removal of Trees by Allotments/A10 and planting of replacement trees (Dec 2020)</p> <p>Added: (March 2023)</p>	Carried out by County Highways	<p>The 15 trees due to be removed Allotment/A10 side – A traffic order will be required.</p> <p>Tree fallen onto Allotment land and Paddock Wood with fence damage. Awaiting date for removal and repairs. Emailed response 2/8/23 – awaiting costings for removal. Followed up on 24/10/23</p>
Improve crossing point at High Street/Fen Road	A14 Legacy Fund	<p>Updated email received 27/7/23 – County Highways</p> <p>We do have a scheme identified for resurfacing on the C282, High Street/Ely Road, Milton, with a description of 'from Butt Lane to outside 1 Ely Road. This scheme has an estimate of £125,000 but is not featured in the current published 2-year programme, or the priority list for the following 3 years. That is not to say it cannot be re prioritised in the future, but that would be in consideration with other scheme priorities countywide. The difficulty we are having at the moment is that a lot of major roads, especially in the East Cambs and Fenland areas, where we have climate related issues with drought damage, are needing to be prioritised.</p> <p>I have asked the LHO for the area to re-inspect and arrange to locally patch if the section meets intervention criteria. I appreciate this will be disappointing for the Parish, but unfortunately at this time we don't have any other budget which we could draw from to deliver this.</p>
IN PROGRESS		
Power to Edmund Green	Maintenance	On hold until plans agreed

**Minutes of the Planning Committee Meeting of Milton Parish Council held on
Monday 16 October 2023 at 7pm in the Bowls Pavilion**

Present: DO Owen (Vice-Chair), P Ellwood (PE), H Smith (HMS), J Coston (JEC)

In Attendance: S Corder (Clerk)

1. Cambridge Science Park – Vitrum Building

Presentation on the Cambridge Science Park – Vitrum Building
Kanda Consulting and representatives from their Planning consultants, Architects, Developers and Highways and Transport consultants attended the meeting to give a further update on the Vitrum development since their meeting with the PC on 6 March 2023. A presentation was given on the proposed redevelopment of the Vitrum Building at the St John's Innovation site. The building will consist of office and laboratory space over a ground floor plus 4 floors with landscaping. There will be ground floor car parking of 99 spaces. £10,000 contribution to improve local parking restrictions has been agreed with Cambridgeshire County Council. The amended planning application is and is due to go to the November Planning Committee for decision

2. Apologies for absence

R Farrington (personal)
D Owen as Vice-Chairman stepped up to Chair the meeting

3. To APPROVE the minutes of the meeting held on Monday 18 September 2023

DO Proposed to accept the minutes of Monday 18 September 2023 as a true record – HMS Seconded (JEC-Abstained) **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:

23/02577/HFUL – 17 Old School Lane, Milton – Two storey extension to side **GRANTED PERMISSION**
23/02865/HFUL – 18 Cambridge Road, Milton – Ground floor rear extension **GRANTED PERMISSION**
23/03033/HFUL – 121 The Rowans, Milton – Single storey extension to side **GRANTED PERMISSION**

7. New:

None to date

Appeals in Progress:

23/00926/FUL – 69 Cambridge Road, Milton – Erection of a new single storey dwelling (against refusal of permission **Does the PC want to add comments or modify/withdraws previous representation**
No – Previous response of 20 March 2023 (Planning) still stands

21/01197FUL – Land adjacent to The Barn, Fen Road, Milton – Erection of ban (against refusal of permission **Does the PC want to add comments or modify/withdraws previous representation**
No – Previous response of 7 June 2021 (Planning) still stands

8. Dates of next meeting

Monday 20 November 2023 – at 7:30pm

Meeting closed at 7:56pm Signed: Date:

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 23 October 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 31 July 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

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

(Clerk to check with Cambridge and Counties Bank if we can apply 2 signatories – currently 1 signature required for transfer of funds to the designated MPC current account. No other transactions are permitted.)

6 Review of Debtors and Creditors

Received and reviewed – RFO reported that the VAT repayment for the quarter July-Sept 2023 has been sent in. Awaiting payment

7 Review of Budget and Year to Date Actuals

Received and reviewed

Maintenance – vire £1.5k from General Maintenance cost code to Cemetery cost code

Office – vire £75 from Photocopying cost code to Postage cost code

S137 – vire £350 from Community Grant cost code to S137 Sundries cost code

8 To Review Bank Balances and Consider Reinvesting the Cambridge & Counties Bank 2 Year Bond and the Hampshire Trust Bank 1 Year Bond

Received and reviewed

Cambridge & Counties 2 year bond – reinvest into a 1 year Bond 5%

Hampshire Trust Bank 1 year bond – reinvest into a 1 year Business Bond 5.15%

RF Proposed – HMS Seconded ALL AGREED

Transfer £20k from Unity Bank to CBS General Purpose account – **HMS Proposed – RF Seconded ALL AGREED**

9 Review S106 Spreadsheet

Reviewed – Awaiting transfer payment of £20,353.81 from the Santander S106 Arts Account to the main Unity bank account

DW – Community Facilities fund to be spent on spaces that are for hire to the public which may be indoor or outdoor facilities. MCC to put forward suggestions on where the money could be spent

10 Lloyds Corporate Credit Card

To **CONSIDER** increasing the spend limit from £100 to £200
RF Proposed to increase the spend limit – HMS Seconded **ALL AGREED**

11 Play Inspection Repair Budget

To **CONSIDER** a budget of £250 for on-site minor repairs when Play Inspections take place
RF Proposed – HMS Seconded **ALL AGREED**
Clerk to check with Wicksteed they can carry out on-site minor repairs when inspections take place

12 Responsible Finance Officer Review

Awaiting revised NALC pay scales for 2023/24

13 Dates of next meetings

Monday 15 January 2024 at 7:30pm

Meeting closed at 8:25pm Signed: Date:

DRAFT

**Minutes of the Community Care Committee meeting held on Wednesday 4 October 2023
at 11:30am in the Bowls Pavilion**

Present: H M Smith (HMS) (Chair), T Ebbon (TE) Warden - Community Care Scheme, J Coston (JEC)
A Bradnam (AB), D Wildman (DW), L Champion (LC)

In attendance: S Corder (Clerk), J Metcalfe (Non-voting Church representative)

1. Apologies for absence

None – full Committee in attendance

2. To APPROVE the minutes of the Community Care meeting held on Wednesday 5 July 2023

HMS Proposed to accept the minutes of Wednesday 5 July 2023 as a true record – JEC 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

EDI Equality, Diversity and Inclusion – virtual college
Oliver McGowan Learning Difficulties – virtual college
MCA and DOLs webinar
Safeguarding training webinar
Manual handling webinar
Medication training webinar
Medication workbook
Mar chart training webinar

5. Mobile Warden Scheme Update – Report from Mobile Warden

HMS Proposed to go into Confidential Session – ALL AGREED (meeting closed 11:41pm)
Motion to exclude public and press

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. namely: Mobile Warden Scheme update

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

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. **(No Confidential minutes required) (meeting opened 12:15pm)**

(Item 9 discussed next) (AB left 12:35pm)
(LC left 12:38pm)

6. To REVIEW Actual against Budget Spend

The Committee reviewed the net costs by year, 2019 to 2023, for incoming (fees and grants) and outgoings and considered an increase in clients fees (last increase January 2017)

The fee for a single person has been £6 for as long as we can remember. AGE UK charge £10 per week for a single client (figure from Rose Regeneration report to SCDC).

Our Enhanced and Basic and Couples categories were introduced in 2017 to raise more revenue from those who take more of the warden's time. In the last 4 years the Parish Council's contribution that makes up the balance was around £6,100, then £6,900, £7,800 and £8,500 as costs have gone up. Fees contribute about £6,500 per year, and an increase is needed. This assumes the grants we receive from Milton Charities and

SCDC will stay at a similar level. A fee increase of about 1/3 is reasonable in these circumstances. This would start in April 2024.

Suggested fee increase:

£6 to £8 for single person on basic level

£9 to £12 for couple on basic level

£10 to £12 for single person on enhanced level

£12 to £16 for couple on enhanced level

TE to speak with current clients about suggested increase in fees – TE to feedback at next Community Care meeting

7. Client Waiting List

1 on the waiting list - TE to visit

8. Community Navigator Report

Nothing to report

9. Barnabas Court Update

AB to feedback from questions asked to CHS/SCDC Home-Link

How many properties are let each year? (data from the last 5 year) Between 1-3

Are any of the properties leased? No

How many people from Milton applied? Not answered

How many properties went to Milton applicants? Between 1-2

Clerk to arrange a meeting with Andrea Sullivan (CHS Manager), HMS and TE to discuss wording of the S106 agreement and the lease in relation to applicants from Milton applying to Barnabas Court

10. Any Other Business

Nothing to report

11. Date of Next Meeting

Wednesday 10 January 2024 – 11:30am

Meeting closed 12:57pm Signed: Dated:

Milton Parish Council

PAYMENTS LIST

Voucher	Code	Bank	Description	Supplier	V A	Net	Total
223	Website	Unity Trust Bank	Microsoft 365 Business Lic	IONOS Cloud Ltd		6.99	8.39 P
224	Subscriptions	Unity Trust Bank	Brightpay Connect	BrightPay		2.04	2.45 P
225	Subscriptions	Unity Trust Bank	Pension Admin Charge	Smart Pension		15.00	18.00 P
226	Electricity	Unity Trust Bank	Electricity	British Gas		79.63	83.61 P
227	Telephone / Broadband	Unity Trust Bank	Mobile phone Clerk	EE Limited		5.70	6.84 P
228	Trolley Bus	Unity Trust Bank	Dial-a-Ride	Cambridge Dial-a-Ride		114.00	114.00
229	Stationery	Unity Trust Bank	Stationery	ESPO		30.35	36.42
230	Clerk employment cost	Unity Trust Bank	PAYE/NIC	HMRC		537.03	537.03
231	S137: Warden Employ	Unity Trust Bank	PAYE/NIC	HMRC		1,096.78	1,096.78
232	Payroll Highways	Unity Trust Bank	PAYE/NIC	HMRC		261.60	261.60 P
233	Payroll Dept Clerk	Unity Trust Bank	PAYE/NIC	HMRC		190.20	190.20 P
234	Cleaning and Sundries	Petty Cash	Tape	Screwfix		14.78	14.78 P
235	S137: Warden's Phone	Unity Trust Bank	Mobile phone (Warden)	Tesco Mobile		18.89	18.89 P
236	S137: Warden's Phone	Unity Trust Bank	Mobile phone insurance	Tesco Mobile		3.00	3.00 P
237	Bank charges	Lloyds Corporate Car	Bank Charge	Lloyds Bank		3.00	3.00 P
238	Capital Schemes	Unity Trust Bank	Christmas Lights	Christmas Direct		689.08	826.92 P
239	Telephone / Broadband	Unity Trust Bank	Office Phone & Broadband	B T		265.20	318.24 P
240	Telephone / Broadband	Unity Trust Bank	Late payment charge	B T		40.00	40.00 P
241	Website	Unity Trust Bank	1&1 Mail Pro Licence	IONOS Cloud Ltd		3.99	4.79 P
242	Website	Unity Trust Bank	1&1 WP Plus	IONOS Cloud Ltd		6.99	8.39 P
243	Payroll Dept Clerk	Unity Trust Bank	Salary	J B		369.95	369.95 P
244	Payroll Highways	Unity Trust Bank	Salary	P A		350.04	350.04 P
245	Clerk employment cost	Unity Trust Bank	Salary	S C		1,235.66	1,235.66 P
246	S137: Warden Employ	Unity Trust Bank	Salary	T E		977.13	977.13 P
247	S137: Agency Holiday	Unity Trust Bank	Agency	Elms Health Solutions		236.09	236.09
248	Contingency (Legal Co	Unity Trust Bank	Bailiffs	Bryan Lecoche Ltd		1,255.94	1,507.13
249	Training	Unity Trust Bank	Training	CAPALC		40.00	40.00
250	S137: Agency Holiday	Unity Trust Bank	Agency	Elms Health Solutions		236.14	236.14
251	MCC cleaning	Unity Trust Bank	MCC Costs Contribution	Atkins Gregory (The Clea		1,308.69	1,570.43
252	Office expenses	Unity Trust Bank	Alarm service	CIA Solutions		134.50	161.40
253	Cemetery Fees	Unity Trust Bank	Refund of grave space	O2		100.00	100.00 P
Total						9,628.39	10,377.30

Milton Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Re	Description	Supplier	V A	Net	Total
53	Interest Santander S10	02/09/2023	Santander S106 Arts		Interest	Santander		102.64	102.64
54	Allotments Rents	03/10/2023	CBS General Purpose		Allotment Rent	E2		23.00	23.00
55	Allotments Rents	01/10/2023	CBS General Purpose		Allotment Rent	A4		41.00	41.00
56	Allotments Rents	02/10/2023	CBS General Purpose		Allotment Rent	C11		14.00	14.00
57	Allotments Rents	04/10/2023	CBS General Purpose		Allotment Rent	C10		41.00	41.00
58	Allotments Rents	04/10/2023	CBS General Purpose		Allotment Rent	D4		14.00	14.00
59	Allotments Rents	03/10/2023	CBS General Purpose		Allotment Rent	D2		41.00	41.00
60	Allotments Rents	08/10/2023	CBS General Purpose		Allotment Rent	C3		32.00	32.00
61	Allotments Rents	06/10/2023	CBS General Purpose		Allotment Rent	B4 B5		82.00	82.00
62	Allotments Rents	01/10/2023	CBS General Purpose		Allotment Rent	C7		41.00	41.00
63	Allotments Rents	28/09/2023	Unity Trust Bank		Allotment Rent	E4/E5		82.00	82.00
64	Allotments Rents	28/09/2023	Unity Trust Bank		Allotment Rent	D5		41.00	41.00
65	Allotments Rents	29/09/2023	Unity Trust Bank		Allotment Rent	F4		23.00	23.00
66	Allotments Rents	29/09/2023	Unity Trust Bank		Allotment Rent	D3		41.00	41.00
67	Allotments Rents	29/09/2023	Unity Trust Bank		Allotment Rent	F10		23.00	23.00
68	Allotments Rents	29/09/2023	Unity Trust Bank		Allotment Rent	F15b		23.00	23.00
69	Allotments Rents	29/09/2023	Unity Trust Bank		Allotment Rent	C2		23.00	23.00
70	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	B10		23.00	23.00
71	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	B3		23.00	23.00
72	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	B1		41.00	41.00
73	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	F2		20.00	20.00
74	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	F9		41.00	41.00
75	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	D7		23.00	23.00
76	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	F17		23.00	23.00
77	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	C4		41.00	41.00
78	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	D1a		23.00	23.00
79	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	A2		23.00	23.00
80	Allotments Rents	02/10/2023	Unity Trust Bank		Allotment Rent	A2		23.00	23.00
81	Allotments Rents	03/10/2023	Unity Trust Bank		Allotment Rent	D2		41.00	41.00
82	Allotments Rents	03/10/2023	Unity Trust Bank		Allotment Rent	F1		23.00	23.00
83	Allotments Rents	04/10/2023	Unity Trust Bank		Allotment Rent	F19		41.00	41.00
84	Allotments Rents	04/10/2023	Unity Trust Bank		Allotment Rent	D1		41.00	41.00
85	Allotments Rents	04/10/2023	Unity Trust Bank		Allotment Rent	C6		41.00	41.00
86	Allotments Rents	04/10/2023	Unity Trust Bank		Allotment Rent	F18 & F12		82.00	82.00
87	Allotments Rents	04/10/2023	Unity Trust Bank		Allotment Rent	F15a		23.00	23.00
88	Allotments Rents	05/10/2023	Unity Trust Bank		Allotment Rent	B3		23.00	23.00
89	Allotments Rents	05/10/2023	Unity Trust Bank		Allotment Rent	F1		23.00	23.00
90	Allotments Rents	05/10/2023	Unity Trust Bank		Allotment Rent	F11		41.00	41.00
91	Allotments Rents	06/10/2023	Unity Trust Bank		Allotment Rent	F3		32.00	32.00
92	Allotments Rents	06/10/2023	Unity Trust Bank		Allotment Rent	D4		32.00	32.00
93	Allotments Rents	06/10/2023	Unity Trust Bank		Allotment Rent	C12		41.00	41.00
94	Allotments Rents	06/10/2023	Unity Trust Bank		Allotment Rent	F6		23.00	23.00
95	Allotments Rents	06/10/2023	Unity Trust Bank		Allotment Rent	C11		32.00	32.00
96	Allotments Rents	06/10/2023	Unity Trust Bank		Allotment Rent	F7		41.00	41.00
97	Allotments Rents	09/10/2023	Unity Trust Bank		Allotment Rent	F16		41.00	41.00
98	Allotments Rents	09/10/2023	Unity Trust Bank		Allotment Rent	B8 & C5		64.00	64.00
99	Allotments Rents	09/10/2023	Unity Trust Bank		Allotment Rent	A7		41.00	41.00
100	Allotments Rents	09/10/2023	Unity Trust Bank	13	Allotment Rent	C5		23.00	23.00

101	Allotments Rents	09/10/2023	Unity Trust Bank	Allotment Rent	D6	41.00	41.00
102	Allotments Rents	09/10/2023	Unity Trust Bank	Allotment Rent	A5 A6	55.00	55.00
103	Allotments Rents	10/10/2023	CBS General Purpose	Allotment Rent	E3	32.00	32.00
104	Allotments Rents	06/10/2023	CBS General Purpose	Allotment Rent	B11 B12 D8	82.00	82.00
105	Interest Santander S106 Arts	02/10/2023	Santander S106 Arts	Interest	Santander	104.30	104.30
106	Community Care fees	12/10/2023	Unity Trust Bank	Community Care Fee	P C	78.00	78.00
107	Community Care fees	12/10/2023	Unity Trust Bank	Community Care Fee	A K	78.00	78.00
108	Community Care fees	23/10/2023	Unity Trust Bank	Community Care Fee	EH/RH	156.00	156.00
109	Allotments Rents	11/10/2023	Unity Trust Bank	Allotment Rent	C13/D11	64.00	64.00
110	Allotments Rents	11/10/2023	Unity Trust Bank	Allotment Rent	D10	41.00	41.00
111	Allotments Rents	12/10/2023	Unity Trust Bank	Allotment Rent	D7	23.00	23.00
112	Allotments Rents	23/10/2023	Unity Trust Bank	Allotment Rent	F8	23.00	23.00
113	Allotments Rents	23/10/2023	Unity Trust Bank	Allotment Rent	A3	23.00	23.00
114	Allotments Rents	23/10/2023	Unity Trust Bank	Allotment Rent	C8 & C9	82.00	82.00
						T 2,622.94	2,622.94

Clerk Milton Parish Council

From: Kathryn Pyrah <Kathryn.Pyrah@cambridgeshire.gov.uk>
Sent: 28 September 2023 15:16
To: Clerk Milton Parish Council
Subject: RE: The Rowans, Milton PFHI 22/23

Dear Milton Parish Clerk,

Here is the below breakdown of the indicative costs for the Rowans Milton double yellow road marking scheme. These are costings from Cambridgeshire County Council and are subject to change. Please could you confirm how you would like to proceed after you have discussed this at your next parish meeting.

Item	Cost
Contractor to implement the works	£2,500
Cambridgeshire County Council Design and Delivery Fees	£2,500
Policy and Regulation who will implement the Traffic Management Order	£1,000
Total with 10% contingency added	£6,600

Furthermore, a requirement to implement the Traffic Regulation Order is to get comments / feedback on the proposed plan from the Police. Please reach out to Richard.Barker@Beds.police.uk for comments / feedback on the scheme and attach the planned design. I am not able to progress the scheme further without the police comments.

Kind regards,
Kathryn Pyrah

Assistant Project Manager
Project Delivery



Cambridgeshire
County Council

Place and Sustainability
Cambridgeshire County Council
A: New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE284YE

From: Clerk Milton Parish Council <clerk@miltonvillage.org.uk>
Sent: Thursday, September 21, 2023 11:49 AM
To: Kathryn Pyrah <Kathryn.Pyrah@cambridgeshire.gov.uk>
Subject: RE: The Rowans, Milton PFHI 22/23

CAUTION: This email originates outside of Cambridgeshire County Council's network. Do NOT click on links or open attachments unless you recognise the sender and know the content is safe. If you believe this email to be spam please visit the CCC Intranet and search for 'SPAM' for instructions on how to report it.

Dear Kathryn

Thank you for the update

Kind regards.

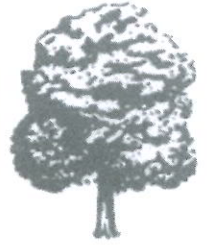
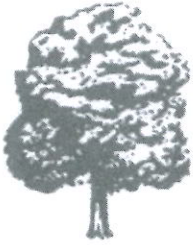
Town & Country Tree Surgery Company

47 MALLETT'S ROAD, CHERRY HINTON, CAMBRIDGE CB1 9EZ

Telephone: 01223 240396

SPECIALISTS IN ALL ASPECTS OF TREEWORK

Fully Insured



18th October 2023

Milton Parish Council,
Parish Council Offices,
Coles Road,
Milton,
Cambridge
CB24 6BL

Dear Sirs,

Re: 215 The Sycamores CB24 6ZD

Thank you for your enquiry for our services, I have pleasure in submitting our quotation as follows:-

To take down to ground level 1 no. maple tree (T2).
To take down to ground level 1 no. prunus tree (T3).
To clear away all arisings.
All for the sum of £1200.00 + VAT

To grind out root bowls, leaving surplus grindings in situ.
All for the sum of £150.00 + VAT

All works will be carried out, where possible, in accordance with British Standard 3998, 2010 by NPTC qualified operatives

Assuring you of our best attention at all times

Yours faithfully,

N FENSOM

Town & Country Tree Surgery Company

47 MALLETT'S ROAD, CHERRY HINTON, CAMBRIDGE CB1 9EZ

Telephone: CAMBRIDGE 240396

SPECIALISTS IN ALL ASPECTS OF TREEWORK

Fully Insured



28th September 2023

Milton Parish Council,
Parish Council Offices,
Coles Road,
Milton,
Cambridge
CB24 6BL

Dear Sirs,

Thank you for your enquiry for our services, I have pleasure in submitting our quotation as follows:-

Old School Lane, by 1st turning on left
To reduce 1 no. sycamore tree back to previous reduction.
Coles Road, next to post office
To reduce 1 no. sycamore tree back to previous reduction.
Willow Crescent, 2nd entrance
To raise crowns on 3 no. lime trees to 4m.
Cemetery, left boundary
To raise crowns on 6 no. sycamore trees to 3m.
Allotments
To raise crown on 1 no. walnut tree, by black shed, to 3m, reduce height by 2m and shorten lateral branches to rebalance crown.
The Oaks, grass area to front of car park
To remove two lowest branches on 1 no. rowan and reduce to clear garage by 1m.
Side of 98 The Sycamores
To reduce height of 1 no. hazel by 2m and shorten laterals to rebalance crown.
To clear away all arisings.
All for the sum of £3390.00 + VAT

Assuring you of our best attention at all times

Yours faithfully,

PP 

N FENSOM