



MILTON PARISH COUNCIL

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TO ALL MEMBERS OF THE PARISH COUNCIL MAINTENANCE COMMITTEE

You are summoned to attend a meeting of Milton Parish Council Maintenance Committee to be held in the Bowls Pavilion on Monday 18 December 2023 at 7.45pm.
Members of the Public and the Press are cordially invited to attend but numbers may be restricted to meet health and safety requirements.

Clerk's signature: *Sarah Coker*
Date of issue: 12 December 2023

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 25 September 2023 (Appendix 1)**
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. **Allotments**
Update: Clerk
6. **Paddock Wood**
Update: Clerk/PE
7. **Cemetery**
Update: Clerk/PE
8. **Play Areas (Reports attached separately)**
To **RECEIVE and CONSIDER** Wicksteed Play Inspection Reports for Froment Way, Humphreys Way, The Rowans and The Sycamores fitness equipment
9. **Maintenance Budget 2024/25 (Appendix 2)**
To **CONSIDER** budget items and budget request for the next financial year
10. **Dates of next meetings**
Monday 18 March 2024 – 7:45pm

Clerk Office

Appendix 1

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 25 September 2023 at 7:30pm held in the Bowls Pavilion

Present: P Ellwood (PE)(Chairman), HM Smith (HMS), D Wildman (DW), J Coston (JEC), L Champion (LC)

In Attendance: S Corder (Clerk), P Adams (Village Maintenance Person)

1 Apologies for absence

None – Full committee in attendance

2 To APPROVE the Minutes of the meeting held on Monday 19 June 2023, Tuesday 27 June 2023 and Wednesday 2 August 2023

PE Proposed to approve the Minutes of the meeting, as above, as a true record - HMS
Seconded **AGREED (JEC and LC Abstain)**

3 Declarations of interest and dispensation:

To receive declarations of interest from councillors for items on agenda: None

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

To grant any requests for dispensation as appropriate; None

4 Public Participation

No public in attendance

5 Allotments

Update: Clerk – Local Parish Councils have been asked their charges. Teversham, Willingham and Cottenham do not have allotments, Girton have an Allotment Society which is independent of the parish council. They charge £16 for half plot and £32 for full plot. Histon charge £18 per plot. **It was AGREED not to increase the rents this year and to keep the £5 admin charge. PE and Clerk to take a walkthrough the allotments to check what areas are being cut as per the Maintenance contract. PA reported that the smaller paths are being missed off being cut.**

DW and Clerk to review costings over the last 3 years

Update: Clerk/Village Maintenance Person – the Clerk conducted Allotment maintenance checks. Letters will be sent out to plot holders where maintenance work is required once the rents have been received.

6 Paddock Wood

PE and the Clerk reported that the tree saplings are showing good growth

Clerk to chase up works by County Highways in relation to removal of the fallen tree and repairs to the damaged fence

7 Cemetery

Update: Clerk/PE – Clerk to check with Buchans when clearance and reseedling of grave plots will take place at the Cemetery.

The Scout Explores have built a compost bin for the PC to be situated at the Cemetery.

Deputy Clerk is sourcing quotes to install a hand water pump.

8 Village Sign: Cambridge Restoration have declined an offer to be involved in any repair and

maintenance work on the sign. Two other joinery firms have not responded to an email enquiry.
Deputy Clerk to source quotes

9 Faulkner Close Play Area: Suggestions and options awaited from Buchans regarding an upgrade to the tarmac area – **Clerk to follow up with Buchans**

10 The Rowans Play Area

Updated plans and quotes were received from Eibe and Wicksteed. Still waiting for Proludic.
PE and Clerk to reply to Eibe, Wicksteed and Proludic with the required specifications and update their plans and quote.

11 Edmund Green

Clerk to ask Buchans for advice on what planting would be suitable in that area

12 Dates of Next Meeting

Monday 18 December 2023 – 7:45pm

Meeting closed at 9:30pm Signed: Date:

Appendix 2

Budget Figures from 2023/24

Grass cutting	£14,500
Trees	£4,500
Cemetery	£3,200
Hedges/pathways	£1,000
Allotments	£4,000
Paddock Wood	£1,000
Bus Shelters	£500
Seats & Bins	£500
Cleaning sundries	£100
Play area/Maintenance	£10,000
Tomkins Mead	£1,500
Equipment Maintenance	£250
Highways Maintenance	£50
General Maintenance	£3,000

Capital project: £10,000 for emerging works (revamp of The Rowan pay area)