



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 the Annual meeting of Milton Parish Council to be held in the
Bowls Pavilion on Tuesday 7 May 2024 at 7.30pm
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coaker*
Date of issue: 30 April 2024

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 8 April 2024 (Pages 1-5)**
- 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 (Pages 6-7)**
Local Project 2024/25 20mph Funding – Clerk has applied for 20mph through the village – awaiting outcome
Milton Brook Clearance (Ditch below Tomkins Mead): response to AB's follow on email for further information on works required: Awaiting quotes and advice from B Heffernan for further ditch clearance work to expose the culverts beneath the highway for a camera and jetter to assess state of repair
The Rowans Safety Improvements – Awaiting installation date for extension of double yellow lines: notice has been published – no objections received
Local Council Award Scheme – PE and DW to put together a Village Action Plan.
The Rowans Play Park Revamp – Expected to start on 7 May 2024.
Waterbeach to Cambridge Greenway – walk through with Camcycle – Clerk arranging a date to meet with Camcycle to discuss the report with suggestion from our walk through of the proposed cycle route.
- 8. To confirm the following Committees and Membership (Page 9)**
Community Care, Maintenance (incorporating Allotments, Cemetery and Play), Finance & Administration, Planning, Staffing and Cemetery Advisory Committee

Working Groups: Milton Environment, Website & IT, External Communications, MVAS
- 9. To confirm the following representatives and volunteers**
Youth Liaison, 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 (Pages 10)

To **RECEIVE** the minutes from the Planning Committee held on Monday 22 April 2024

Decisions:

24/00613/HFUL – 26 Church Lane, Milton CB24 6AB – Single storey rear extension, conversion of existing garage and room above, installation of solar PV panels to rear roof and removal of 2 no sycamore trees **GRANTED PERMISSION**

23/1509/COND16 – Vitrum Building, St Johns Innovation Park, Cowley Road, Cambridge – Submission of details required by condition 16 (arboricultural method statement and tree protection plan) of planning permission 23/01509/FUL **DISCHARGE GIVEN IN FULL**

24/0269/TTPO – 2 Kens Way, Milton - T1 Horse Chestnut - reduce crown by approx. 2m. Reason: the tree has been poorly reduced in the past and has poor form. It dominates the garden and blocks light throughout the day. Proposed work is intended to maintain the tree at no more than it's current size, and increase light levels in the house and garden **GRANTED PERMISSION**

24/0302/TTPO – 25 Willow Crescent, Milton - Grey Poplar, Reduce height and sides by 2.5m. To prevent unwanted wind damage and any branches falling into the property's garden and neighbouring gardens **GRANTED PERMISSION**

New:

24/01335/HFUL – 12 High Street, Milton CB24 6AJ – Single storey side and rear extension and a new annexe in the rear garden

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/01335/HFUL>

11. Finance and Administration (Pages 11-12)

To **RECEIVE** the minutes of the Finance Committee meeting held on Monday 22 April 2024

12. Community Care (Page 13)

To **RECEIVE** the minutes of the Community Care meeting held on Wednesday 24 April 2024

13. Bills for Payment and Money Received (Pages 14-15)

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

14. Village Grounds Maintenance Contract

To **REVIEW** current contract requirements

15. To CONSIDER options to deter HGVs from parking overnight in Milton (Pages 16-17)

16. To CONSIDER purchase of a telraam device for counting flow of traffic (Page 18)

Quote from Telraam.net for S2 device with 12 month data subscription for around £340

17. The Milton Parochial Charities (Tabled)

To **NOMINATE** Howard Scarborough as a Charity Trustees and to **CONFIRM** Jane Coston for another 4 years as a Charity Trustee

18. The Rowans Play Park Signage (Pages 19-21)

To **CONSIDER** quote from EIBE for £930 for a new sign for The Rowans Play Area

19. South Cambridgeshire District Council Street Trading Policy (Page 22) (Policy emailed out)

To **CONSIDER** any views of the Council's Street Trading Policy before it is considered for adoption

20. Milton Country Park

To **DISCUSS** and provide advice on grants available to assist with the prevention of algae on the

lakes

21. The Connections Bus Project (Page 23)

To **RECEIVE** the termly report for Jan-March 2024

22. Correspondence

Emailed Received from village resident: Can MPC discuss way to improve the traffic problems at the Tesco slip road during weekdays 4-6pm (traffic backed up to Coles Road)

Emailed to Councillors

The Connections Bus Project Newsletter Spring 2024

Greater Cambridge Partnership – Milton Road Update April 2024

23. Dates of next meetings

Monday 20 May 2024 – Planning

Monday 3 June 2024 – Parish Council

Monday 17 June 2024 – Planning 7pm – Maintenance 7:45pm

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 8 April 2024 at 7.30pm in the Bowls Pavilion**

Present: HM Smith (HMS) (Chair), J Coston (JEC), L Champion (LC), R Farrington (RF), D Owen (DO)(arrived 7:50pm)
A Bradnam (AB)(arrived 7:55pm)

In Attendance: S Corder (Clerk), P Bearpark (District Councillor)

1 Apologies for Absence:

P Ellwood (personal), D Wildman (personal), J Rippeth (District Councillor)

**2 To APPROVE the minutes of the meeting held on Monday 4 March 2024
HMS Proposed to accept the minutes – JEC Seconded AGREED (RF Abstain)**

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

Local Project 2024/25 20mph Funding – Clerk has applied for 20mph through the village – awaiting outcome
Milton Brook Clearance (Ditch below Tomkins Mead): response to AB's follow on email for further information on works required: Awaiting quotes and advice from B Heffernan for further ditch clearance work to expose the culverts beneath the highway for a camera and jetter to assess state of repair
The Rowans Safety Improvements – Awaiting installation date for extension of double yellow lines: notice has been published
Local Council Award Scheme – PE and DW to put together a Village Action Plan.
The Rowans Play Park Revamp – Order has been placed with Eibe – awaiting installation date. Expected to start on 7 May 2024.
Waterbeach to Cambridge Greenway – walk through with Camcycle – HMS update: Waiting for a report from Camcycle with suggestion from our walk through of the proposed cycle route. Look into purchasing a Telraam device which counts traffic flow (costs around £340 – add to May agenda). Survey of the village is a possibility – the Wilbrahams have done one. Can we get data from the MVAS now? **Clerk to check**
Parish Planning Forum – HMS update: The new digital planning process system is set to be easier to use. Plan making in the future will be a shorter process with a 6 month inspection at the end.

Updates:

Tree down by The Sycamores Recreation Ground – thanks to J Holder who offered his assistance in helping remove the fallen tree which was causing an obstruction on the road
50th Celebrations of SCDC – HMS had attended the celebrations on behalf of the Council
Old School Lane land – JEC has located the deed information required and is looking for further information as to who owns the land
Grass cutting contract: the Clerk, PE and MCC manager met with the manager of Buchans and felt communication would now improve.
A10 Trees – Bradley Southwell of Cambridgeshire County Council Highways had visited on his own and promised action

6 Planning

Decisions:

22/05578/CONDA – 42-44 High Street, Milton – Submission of details required by conditions 3 (drop-off and pick-up servicing plan) and 4 (parking of cycles) of planning permission 22/05578/FUL

DISCHARGE GIVEN IN FULL

24/00230/HFUL – 12 High Street, Milton – Erection of a ground floor rear extension, first floor rear extension with new flat roof and the construction of a one bedroom annexe to rear garden

WITHDRAWN

21/04597/NMA1 – Land South West of Milton Park and Ride, Milton (Police Station) -
Non material amendment of planning permission 21/04597/S73 1. Reduction (283sqm) in footprint and floorspace of the main office building block, 2. introduction of roof mounted solar PV to main office building roof, 3. reconfiguration

of external cell wing southwest elevation, creating inset corridor between wings 1 and 2 and creation of corridor overruns to south east and south west elevations and, 4. reduction of curtain walling to north east office elevation including removal of double height window upon north east elevation, 5. addition of rain water downpipes, 6. rationalisation of external doors, windows and louvered panels to north west elevation, 7. reduction of windows in south west elevation, 8. introduction of curtain walling and provision of sun pipes to south east elevation, 9. adjusted cill height lowered upon fenestration across office block building.

GRANTED PERMISSION

New:

24/00854/HFUL – 8 Knights Way, Milton – Single storey front and rear extensions and two storey side extension
HAS NO RECOMMENDATIONS

29/00969/FUL – 69 Cambridge Road, Milton – Erection of new single storey dwelling – resubmission of 23/00926FUL
HAS NO RECOMMENDATIONS

24/01020/S73 – Land South West of Milton Park & Ride, Milton (Police Station) - S73 to vary conditions 2 (Approved plans) and 4 (Hard and Soft Landscape works) of planning permission 21/04597/S73 (S73 to vary condition 2 (approved drawings) of ref: 20/04010/FUL (One and two storey building containing offices, custody suite and associated facilities, new access, internal access roads, hardstanding, car parking areas, landscaping, drainage attenuation features, lighting and means of enclosure) to show minor amendments increase to parapet wall to rear custody suite roof and internal enclosure of roof mounted plant and machinery
HAS NO RECOMMENDATIONS

24/01079/FUL – 440 Cambridge Science Park, Milton – Erection of a research and development/office building (use Class E) and associated landscaping, car and cycle parking, infrastructure works and plant
HAS NO RECOMMENDATIONS

24/0302/TTPO – 25 Willow Crescent, Milton- Grey poplar: reduce height by 2.5m to prevent unwanted wind damage and any branches falling into the property's garden and neighbouring gardens
Support the proposed works in principle but would like the works to be done by a fully insured member of the arboricultural association, given the proximity to 37 David Bull Way.

Under Delegated Powers:

24/0269/TTPO – 2 Kens Way, Milton – T1 Horse Chestnut: reduce crown by approx. 2m **NO COMMENT (AB Tree Warden)**

Appeals in Progress

EN/00198/23 – 76 Fen Road, Milton – Alleged construction of a building without the necessary planning permission having been obtained

7 Maintenance

The minutes of the meeting on Monday 18 March 2024 were received
To **CONSIDER** cleaning of the War Memorial (last carried out March 2018) – quote from Independent Memorial Inspection £1,950 + VAT for steam cleaning plus £70 + VAT for lime pointing (if required)
The current state of the war memorial was discussed and that it was only cleaned back in March 2018 (advice given: every 6-8 years for cleaning) – does it need cleaning so soon with possible wear to the stone work. Postponing the cleaning was also mentioned - RF Proposed to postpone the works by a couple of years – HMS Seconded ALL AGREED (Review in 2026)

8 CAPALC

To **CONSIDER** renewal of the CAPALC subscription £886.61 plus £50 for Data Protection Officer membership (£936.61) **HMS Proposed the renewal – JEC Seconded ALL AGREED**

9 Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment
RF Proposed to pay the vouchers 406-447 and vouchers tabled 448-454 and 1- 7 – JEC Seconded ALL AGREED

10 Milton Youth Club

To **CONSIDER** request and quote from The Connections Bus Project to replace the table tennis table – Cornilleau Sport 100 indoor table tennis table £354.17 + VAT from Liberty Games
To **CONSIDER** budget of £1,000 to repair or replace the pool table (awaiting costs from The Connections Bus

Project) – JEC Proposed to accept the quote of £354.17 and the £1,000 budget – DO Seconded ALL AGREED

11 Parking of Container Trucks in the Village – Applying for 7.5t Weight Limit for Milton

Meeting with M Martin, Senior Project Manager from Cambridgeshire County Council, on 11 April 2024 at 1pm to discuss options for applying for an intervention by either an LHI (Local Highway Improvements), a PFHI (Privately Funded Highways Improvements) or carry out a Feasibility Report application - HMS, PE, AB to attend

12 Parish Council Office

To CONSIDER quote from Abbott Electrical for £192 to provide and fit a 3kw wall heater – HMS Prosed to accept the quote – DO Seconded ALL AGREED

13 Zero Carbon Communities Grant

To CONSIDER applying for the grant under either of the two themes (opens 2 April 2024)

1. Reduce carbon emissions or locking up carbon

2. Community engagement on climate change

(Suggestions given: biodiversity, improve recycling and litter (installing better bins), solar panels on community buildings)

It was suggested to look into solar panels for the Bowl Pavilion – Clerk/Deputy Clerk to source quotes

14 To Receive County Councillor’s Report (Full report on MPC Website)

County Full Council: On 19 March we received reports on Council pay, pay policy and pay gaps. Three motions were passed

Development Corporation to shape Cambridge: The government has published details of its plans for a huge expansion of Cambridge and the areas around it. ‘The Case for Cambridge’ contains plans for 150,000 more houses in and around Cambridge. [The Case for Cambridge - GOV.UK \(www.gov.uk\)](http://www.gov.uk). The Government’s spring budget included £10.2M for the Cambridge Biomedical Campus and transport to it, namely the Cambridge South East Transport or CSET project.

STRATEGY RESOURCES & PERFORMANCE Household Support Fund and supermarket vouchers
The government’s budget included an extension of the Household Support Fund for six months.

ADULTS & HEALTH: Last year the NHS in Cambridgeshire & Peterborough spent an estimated total of £28M on emergency care for 4,500 people who attended A&E 5-10 times a year. The Council will host the ‘High Intensity Users’ team, working with patients with complex needs, as identifying and supporting them early can save the NHS at least 40% of these costs.

ASSETS & PROCUREMENT committee has approved a new Land & Property Strategy to guide the management of its diverse portfolio of land and property.

COMMUNITIES SOCIAL MOBILITY & INCLUSION (COSMIC): The Committee has approved an additional £150,000 to Cambridge Housing Society to deliver the Cambridgeshire Local Assistance Scheme, which supports Cambridgeshire residents facing unexpected financial difficulties.

[Cambridgeshire Local Assistance Scheme - Cambridgeshire County Council](#)
The council has also allocated £400,000 to Citizens Advice to deliver income maximisation across Cambridgeshire. The council is proceeding with a series of pilot projects to bring decision-making closer to local communities. The committee has also refreshed its Safe Accommodation Strategy for victims of domestic abuse for the next three years.

ENVIRONMENT & GREEN INVESTMENT: The council has refreshed its policy and protocol for enforcement under the Land Drainage Act 1991.

Connecting Cambridgeshire - Gigabit-capable broadband coverage in Cambridgeshire & Peterborough has hit 85% a year early, meaning we are above the national average and ahead of Government targets.

HIGHWAYS & TRANSPORT: Gully clearing – I receive a regular update on the cyclic gully clearance programme but I’ve not been advised when gullies in Waterbeach Division will be cleared.

AB – chasing up gulley clearing in Milton

Hemlock has been gradually expanding across areas of Cambridgeshire. While it is invasive, and highly toxic to livestock and humans, it is a native plant species. In public spaces under the council’s control the council instructs its contractor to treat it using professional equipment and glyphosate.

Guided buses have resumed two-way running between Cambridge Railway Station and the Cambridge Biomedical Campus, following installation of a safety fence.

East West Rail are planning statutory consultation in the first half of this year.

Cambridge Waste Water Treatment Plant Relocation - The Examination of this application is due to finish on Wednesday 17 April. The Conservators of the Cam have been heavily consulted concerning the new outflow point north of the A14.

The Combined Authority Board will be tendering for a contract to run the service 9 bus from Littleport via Ely to Cambridge, to replace the journeys proposed to be cut by Stagecoach in April. The Combined Authority is also working on plans for bus network improvements and £1 youth bus fare, and bus shelter improvements.

Trinity Hall Farm Industrial Estate, Milton Road – I attended a local member briefing from the developer about proposals for the estate. Public consultations are due to start soon.

Cambridge Biomedical Campus

I attended a presentation by the Cambridge Biomedical Campus, which explained forthcoming developments (Cambridge Children's Hospital, affordable housing for medical staff).

Milton Cambridge Road Industrial Estate – Councillor Rippeth and I have been taking steps at District and County level to deter antisocial parking, which blocks business access.

Milton Cambridge Road - I have reported the series of awful potholes from Tesco to One-Stop.

Milton Ely Road - overnight lorry parking. Whilst unexpected, parking is not illegal in this location. I have not received any reports of disturbance and lorries seem to leave early in the morning. Please report overnight parking to the Police if it obstructs the road.

A suggestion was made that more provision for lorry parking should be made – perhaps at the P&R overnight?

A10/Humphries Way junction: there had been another serious accident there. White lines had been repainted but AB would find out when the traffic lights were likely to be installed [post-meeting note: the S106 has these before the 300th house can be occupied at Waterbeach new town.]

15 To Receive District Councillors Report (Full report on MPC Website)

Celebrations at South Cambridgeshire District Council: Fifty years of serving local communities has been marked by South Cambridgeshire District Council as it celebrates its golden anniversary. Officially established in April 1974, the District Council has been at the forefront of shaping vibrant communities across 104 parishes and two towns.

Financial Accounts 2022/23: We are pleased to report that the 22/23 accounts have been finalised and published on our website www.scambs.gov.uk/your-council-and-democracy/finance-and-budget/council-accounts-and-annual-governance-statement/

Zero Carbon Grants – open for bids: This grant aims to empower community groups and parish councils to take local action on climate change. Applications are once again invited for projects under two themes: reducing carbon emissions or locking up carbon, and community engagement around climate change. www.scambs.gov.uk/climate-emergency-and-nature/zero-carbon-communities/zero-carbon-communities-grant

Allotment toolkit launch : The Council has launched a new 'allotment toolkit' to support the provision of good quality allotments across the district. The toolkit includes advice on areas such as governance, pest control, and community engagement, and includes a case study on Swavesey Allotment. <https://www.scambs.gov.uk/community-safety-and-health/community-action/allotment-toolkit/>

'Find a Grant' digital service – free trial offer for local government : The Cabinet Office is offering councils, and grant administrator colleagues in any local government organisation, access to use 'Find a Grant' on a free trial basis until at least March 2025.

Bringing empty homes back into use - An awareness campaign has been launched to bring empty properties back into use and help get families living in suitable homes. If you are a private homeowner and would like further help and support, please contact Anna Nightingale Empty Homes Officer on: nightingale@scambs.gov.uk

Greater Cambridge Shared Planning Service – digital improvements: Greater Cambridge Shared Planning has secured £100,000 of funding from the Department of Levelling Up, Homes and Communities (DLUHC). This financial boost will help the service embrace digital transformation to improve planning services for residents. It will make planning processes faster and more efficient, which will directly benefit residents and developers. It will also help GCSP to prepare for forthcoming legislation, ensuring compliance and readiness for future changes.

Waterbeach Community Liaison Forum - 20 March - We had useful updates from the Planning Service and U&C, followed by updates from the GCP (on the busway, the railway station and the Greenway)

Paul Bearpark informed us that the next GCP assembly meeting is 2pm on October 16th.
(RF left the meeting)

16 Correspondence

Complaints received for inconsiderate/dangerous parking on:

Willow Crescent junction with High Street – cars parking too close to the junction causing blind spots Woodman Way/Starling Close – cars parking on the bends/corners at school pick up and drops (near miss with pedestrian reported)

Coles Road – when activities at The MCC have an influx of car drivers parking for the events, the overflow of parking causes issues for the nearby residents: parking on the bends, too close to junctions and blocking drive ways

Could double yellow lines be installed? (there was an outcry of protest when GCP suggested this) Clerk to reply

Cambridge Road/Benet Close – cars parking on the grass verges owned by the County Council – **AB to ask CCC to install No Parking on verges signs**

Emailed to Councillors

Greater Cambridge Greenway March 2024 – quarterly newsletter

Greater Cambridge Construction Update March 2024

Cambridge Waste Water Treatment Plant Relocation Project – examination hearings: 9 April 2024

CAPALC Affiliation Pack 2024/25

Letter received from MCC regarding placing a storage container at The Sycamores beside the garage – MPC had no objection.

17 Dates of next meetings

Wednesday 17 April 2024 – 11:30am Community Care

Monday 22 April 2024 – 7pm Planning – 7:45pm Finance and Administration

Monday 29 April 2024 – 7pm Parish Council to approve accounts – 7:30pm Annual Parish meeting

Tuesday 7 May 2024 – Annual Meeting of the Parish Council

Meeting closed at 9:12pm Signed: Dated:

Milton Parish Council

Work/Project Schedule List (as of 30 April 2024)

Works Required	Committee	Progress
<p>Removal of Trees by Allotments/A10 and planting of replacement trees (Dec 2020)</p> <p>Added: (March 2023)</p>	<p>Carried out by County Highways</p>	<p>The 15 trees due to be removed Allotment/A10 side – A traffic order will be required. Email CCC 25/1/24 Request for trees to be reassessed</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. Email received 14/11/23 – Trying to get works order raised. Chased up 13/12/23 Email 25/1/24: Order on the system for tree removal. Once trees removed fence repairs can be carried out 20/3/24 – On-site visit to be arranged to discuss works Email 12/4/24 – Fallen trees to be cleared by end of next week and survey to be carried out on the rest of the trees in the verges</p>
<p>Improve crossing point at High Street/Fen Road</p>	<p>A14 Legacy Fund</p>	<p>Updated email received 27/7/23 – County Highways 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. Update: email received 14/12/23 If there is to be a tie in of works then we would look to delivery any maintenance work whilst accounting for the relocation of the island</p>
<p>IN PROGRESS</p>		
<p>Power to Edmund Green</p>	<p>Maintenance</p>	<p>On hold until plans agreed</p>

<p>Willow Crescent transfer of deeds</p>	<p>MPC</p>	<p>Update: 9/12/23 – Revised plans now agreed – Ashton sourcing an identical plan but with the appropriate scale, north point etc to ensure it is land registry compliant Awaiting an update: Chased up 28/2/24 and 11/3/24 Email 28/4/24 - I am pleased to confirm that the land registry compliant plan is now available. I expect to issue engrossments of the transfer for signature shortly. I will then amend the execution clause as necessary and send out for signature.</p>
<p>Old School Lane adoption of land</p>		<p>Ashtons Solicitors putting together an application with information for adoption of land from the Crown HMS, DW and JEC looking into questions raised by Ashtons on previous land owner File on hold with Ashtons</p>

Milton Parish Council
Committees and Membership to be agreed at Parish Council Meeting
May 2024

Parish Council AB, JEC, LC, PE, RJF, AM, DO, HMS, DW
 Community Care AB, JEC, LC, HMS, DW, (Recor A Jeewan* - All Saints)
 Maintenance (incorporating Allotments, Cemetery, Tomkins Mead, Play and
 Milton Environment)
 JEC, LC, PE, HMS, DW, (*Adam Horne)
 Planning JEC, PE, RJF, DO, HMS
 Finance JEC, RJF, HMS, DW
 Staffing AB, LC, PE, DO, HMS
 Cemetery Advisory AB, JEC, PE, HMS, DW

The following Working Groups and membership to be agreed:

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

The following special responsibility roles were agreed:

Specific Responsibility:

Youth Liaison AB
 Footpath Officer AB
 Press Officer JEC
 Tree Warden AB
 Defibrillator reps: Clerk, PE

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

**Minutes of the Planning Committee Meeting of Milton Parish Council held on
Monday 22 April 2024 at 7pm in the Bowls Pavilion**

Present: D Owen (Chair), P Ellwood (PE), H Smith (HMS)

In Attendance: S Corder (Clerk)

1. Apologies for absence

R Farrington (personal)

2. To APPROVE the minutes of the meeting held on Monday 19 February 2024

DO Proposed to accept the minutes of Monday 19 February 2024 as a true record – PE Seconded **ALL AGREED**

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 members of the public in attendance

5. Decisions Received:

24/00577/FUL – Willow Lodge, 37 High Street, Milton CB24 6DF – Change of use from garage into ancillary meeting rooms for the sole use of Red Balloon. **GRANTED PERMISSION**

Appeals on hand or determined: None

6. New:

24/00530/FUL - 137 Cambridge Road, Milton, Cambridge CB24 6AT – Amended description – Two storey front side extension, increase in ridge height to existing two storey outrigger, erection of bike store and installation of solar panels: **Previous objections still stand:**

OBJECT: 1. Overdevelopment of the site. 2. No provision for long term parking on-site – proposed agreement for parking for a 3-year term at Milton Country Park is temporary and development should provide for its own parking for the life of the building. 3. The cycle parking will constrict a narrow entrance between two buildings leading to 2 entries with double doors

Note: We have concerns over the lack of fire exists on the 1st floor

24/01248/PRIOR – 194 Cambridge Science Park, Milton, Cambridge CB4 0AB – Installation of a roof mounted 83kw Photovoltaic array with a 66kw inverter over two levels and in three different areas.

Milton Parish Council APPROVE

24/01087/HFUL - 70 Coles Road, Milton, Cambridge CB24 6BW – Conversion of garage into an annexe (ancillary use to dwelling).

HAS NO RECOMMENDATION – Note: Annexe must be ancillary to the main dwelling. The annexe is very small to contain a living room, kitchen and bedroom

7. Dates of next meeting

Monday 20 May 2024 – at 7:30pm

Meeting closed at 7:25pm Signed: Date:

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 22 April 2024 at 7:45pm in the Bowls Pavilion**

Present: D Wildman (Chair), H Smith (HMS), J Coston (JEC)

In Attendance: S Corder (Clerk)

1 Apologies for absence

R Farrington (Personal)

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 22 January 2024

HMS – meeting ended at 9:25pm not 8.25pm

DW Proposed to accept the minutes as a true record with amendment - HMS Seconded – ALL
AGREED

3 Declarations of interest and dispensation

DW reported that the Monitoring Officer had confirmed that dispensation is given to all Councillors, including those who are also MCC trustees, to discuss matters that relate to MCC but Committee recommendations should be decided at full MPC meetings.

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 bank reconciliation report

DW reported that the figures in the Scribe report against the bank statements in the Parish Office had all been checked, reconciled and verified

Santander S106 account will be renamed to Santander

6 Review of Debtors and Creditors

The report had been received and reviewed

7 Review Year End Accounts

Received and reviewed

A VAT adjustment had to be made to last year's account 2022/23 a VAT repayment was coded as a receipt and not a refund in the accounts. The accounts have been restated in the AGAR forms for 2022/23

Balance of the S106 Arts fund of £3,55.64 to be transferred to General Funds to cover the administrative costs of the project. This will leave a zero balance for the S106 Arts budget

8 Review Investment/Bank Account Summary

Received and reviewed. The United Trust Bond is due to end in August 2024 – discuss rolling it over at July's Finance meeting

9 Responsible Finance Officer Review

The minimum wage has gone up from 1 April 2024 from £10.42 to £11.44 aged 21 and over

10 Date of next meetings
Monday 29 July 2024 at 7:45pm

Meeting closed at 8:10pm **Signed:** **Date:**

DRAFT

**Minutes of the Community Care Committee meeting held on Wednesday 24 April 2024
at 11:30am in the Bowls Pavilion**

Present: H M Smith (HMS) (Chair), T Ebbon (TE) Warden - Community Care Scheme, J Coston (JEC), D Wildman (DW), L Champion (LC), A Bradnam (AB)(arrived 11:45am)

In attendance: S Corder (Clerk), A Jeewan (Rector – All Saints Church)

1. Apologies for absence

None – Full committee present

2. To APPROVE the minutes of the Community Care meeting held on Wednesday 10 January 2024

HMS Proposed to accept the minutes of Wednesday 10 January 2024 as a true record – DW Second **ALL AGREED**

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 course (face to face), Substance misuse, Self-harm and suicide, Mental health awareness, Mental health dementia and learning disabilities, Dementia, Communication skills, Bipolar disorder awareness, Parkinson's disease and Food safety hygiene

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. Rose Regeneration Monitoring for Funding (SCDC Community Care Grant)

TE and Clerk to update: TE and Clerk have been filling in the monthly monitoring forms required by the Rose Regeneration for the grant towards the Community Care Scheme. Clerk will be attending the final workshop on 7 May 2024

(JEC left 12:15pm)

7. Client Waiting List

No one currently on the waiting list

8. Community Navigator Report

TE made a visit to a couple in the to give advice

9. Barnabas Court Update

AB gave an update on SCDC drawing up a Memorandum of Understanding to clarify the wording in the S106 Agreement between MPC and CHS that Milton residents should be given priority on their application for accommodation. AB still arranging a meeting with CHS to discuss best way forward

10. Any Other Business

Community Care Warden coming up to 25 years of services

11. Date of Next Meeting

Wednesday 3 July 2024 – 11:30am

Meeting closed 1pm Signed: Dated:

Milton Parish Council

30 April 2024 (2024-2025)

PAYMENTS LIST

Vou cher	Code	Date	Cheque No	Description	Supplier		VAT	Total
8	Clerk employment costs	09/04/2024	PAYE/NIC	HMRC	E		635.31	635.31
9	S137: Warden Employment	09/04/2024	PAYE/NIC	HMRC	E		1,219.00	1,219.00
10	Payroll Highways	09/04/2024	PAYE (Tax)	HMRC	E		249.20	249.20
11	Payroll Dept Clerk	09/04/2024	PAYE (Tax)	HMRC	E		201.80	201.80
12	S137: Warden's Phone	10/04/2024	DD Mobile phone insurance	Tesco Mobile	E		3.00	3.00
13	Electricity	15/04/2024	DD Electricity	British Gas	L		117.66	5.88 123.54
14	Bank charges	16/04/2024	DD Bank Charge	Lloyds Bank	C		3.00	3.00
15	Website	30/04/2024	DD 1&1 WP Plus	IONOS Cloud Ltd	S		9.00	1.80 10.80
16	Website	24/04/2024	DD 1&1 Mail Pro Licence	IONOS Cloud Ltd	S		3.99	0.80 4.79
17	S137: Warden's Phone	15/04/2024	DD Mobile phone (Warden)	Tesco Mobile	E		16.99	16.99
18	Telephone / Broadband	26/04/2024	Office Phone & Broadband	B T	S		173.97	34.79 208.76
19	Clerk employment costs	25/04/2024	Salary	S C	X		1,313.91	1,313.91
20	S137: Warden Employment	25/04/2024	Salary	T E	X		1,062.28	1,062.28
21	Payroll Dept Clerk	25/04/2024	Salary	J B	X		227.40	227.40
22	Payroll Highways	25/04/2024	Salary	P A	X		384.48	384.48
23	Audit Fees	25/04/2024	Internal Audit	Canalbs Ltd	E		99.00	99.00
24	Photocopying	28/04/2024	Photocopying	CBS Office Solutions	S		29.75	5.95 35.70
25	Tree Maintenance	12/04/2024	Tree work	Town & Country Tree	S		240.00	48.00 288.00
26	S137: Agency Holiday Cover	15/04/2024	Agency	Elms Health Solutions	E		989.48	989.48
27	Subscriptions	01/04/2024	ICCM Membership	ICCM	E		100.00	100.00
Total							7,079.22	97.22 7,176.44

Milton Parish Council

30 April 2024 (2024-2025)

RECEIPTS LIST

Voucher	Code	Bank	Receipt No	Description	Supplier	VAT	Total	
1	Community Care fees	Unity Trust Bank	Community Care Fee	A K	E		130.00	
2	Community Care Grant	Unity Trust Bank	Grant received	South Cambs District	E		3,411.00	
3	Trolley Bus	CBS General Purp	Grant received	The Jean Gallagher T	E		900.00	
4	Community Care Grant	CBS General Purp	Grant received	The Jean Gallagher T	E		1,000.00	
5	Community Care fees	CBS General Purp	Community Care Fee	R J	E		30.00	
6	Community Care fees	CBS General Purp	Community Care Fee	R J	E		48.00	
7	Interest Santander	Santander	Interest	Santander	E		33.61	
8	Community Care Grant	Unity Trust Bank	Grant received	Milton Charities	E		1,000.00	
9	Community Care fees	Unity Trust Bank	Community Care Fee	M P	E		130.00	
10	Community Care fees	Unity Trust Bank	Community Care Fee	E H	E		78.00	
11	Community Care fees	Unity Trust Bank	Community Care Fee	T S	E		130.00	
12	VAT	Unity Trust Bank	VAT refund	HMRC	R	4,685.76	4,685.76	
13	Community Care fees	Unity Trust Bank	Community Care Fee	EH/RH	E		156.00	
14	Precept	Unity Trust Bank	Precept	South Cambs District	E		66,500.00	
Total						##	4,685.76	78,232.37

Youth Club

There have been 10 youth club sessions run this term and we have seen 26 young people.

Age	11	12	13	14	15	16	17	18+
Number Female		14	2					
Number Male		8	3			1	1	

Week Commencing	Number	Notes
08 Jan	16	Lively session playing bingo, making pizza and jewellery making alongside regular activities. Conversations about Christmas, school, plans for this term. One-to-ones about test results and concern that may have ADHD.
15 Jan	15	Enjoyed decorating biscuits, chilling with friends, Uno and usual equipment. All a bit hectic this week but settled down later. Little opportunity for conversation.
22 Jan	17	All enjoyed filling croissants with own choices and then eating them at the end! Were able to use outside area playing football and on the playground. Some came back and did crafts. Conversations about being hungry and playing safely.
29 Jan	19	Good session playing football and on the park and then inside for scratch art and tile painting. Some general conversations plus a couple of one-to-ones including one that required contact with parent.
05 Feb	15	Weather very wet so all stayed in and loved making rice crispy cakes and valentine's gifts. Lots of chat around topic of valentines and relationships. Two YP made up following issue last week. Conversations about school, behaviour points, rumours, age of consent. One-to-one about mental health and possible conversation with school to get support.
12 Feb	20	an energetic session playing football and games outside, enjoyed beans on toast. Conversations about relationships, school drama and friendships. Also one-to-one about wanting us to contact school for support.
19 Feb		Half Term
26 Feb	13	Usual lively session playing outside to start with but also jenga, croissants. Conversations about football, school and school improving.
04 Mar	17	Played outside, interacted with what matters to me exercise, and usual equipment. Behaviour a bit more challenging tonight and will need addressing next time. Some first aid needed after time outside. Good conversations around the What Matters to me exercise about how important those things are for our mental health and wellbeing.
11 Mar		cancelled, staff away
18 Mar	18	Started with discussions in groups about youth club agreement, particularly about taking photos and boundaries outside. Enjoyed croissants, playing outside, painting egg cups and playing Switch. Conversations about school and making friends.
25 Mar	12	Made pancakes, Easter crafts, listening to music, pool and table tennis and Jenga. Small group played outside. Conversations about horses and learning scheme, birthdays, holidays.