



# MILTON PARISH COUNCIL

Parish Council Office, Coles Road,  
Milton, Cambridge, CB24 6BL.  
Telephone: 01223 861447.  
Email: [clerk@miltonvillage.org.uk](mailto:clerk@miltonvillage.org.uk).  
Website: [www.miltonvillage.org.uk](http://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 15 July 2024 at 7pm  
Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coker*  
Date of issue: 9 July 2024

## AGENDA

- 1. Presentation from Greater Cambridge Partnership – Waterbeach to Cambridge Busway**  
P Van de Bulk (Project Manager) to give a presentation about the upcoming Environmental Impact Assessment consultation – followed by questions and answers
- 2. Apologies for absence:** to receive and approve apologies for absence
- 3. To APPROVE the minutes of the meeting held on Monday 3 June 2024 (Pages 1-5)**
- 4. 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.
- 5. 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).
- 6. Clerk's/Chairman's Report and see Works Schedule (Pages 6-7)**  
**A10 Milton/Landbeach Junction** – Question to T Parry: MPC would like to know when you/they anticipate doing the work, and why it's not progressing straight away. We believe U&C have done the design work already and the PC would like to see the plan. **Response received: The trigger is that works should be completed by 300 dwellings. This is at a guess is about two years from now (proposed S106 Urban & Civic plan sent)**  
**Local Project 2024/25 20mph Funding** – Clerk has applied for 20mph through the village – awaiting outcome  
**Zero Carbon Communities Grant** – Deputy Clerk applied for the grant with the 2 quotes received: Cambridge Solar £15,454.58 and Resolve Home Energy £15,780.00  
**Milton Brook Clearance (Ditch below Tomkins Mead)** – Email received from B Hefferman in response to chase up email on works to be carried out. (7/6/24) Works were recently carried out upstream and downstream of the culvert beneath the highway at Old School Lane, Milton that will facilitate jetting of the section beneath the highway and that is being arranged by Cambridgeshire Highways. As soon as I have a date for this next stage of the work, from my colleagues in Highways, I will provide you with it.  
**The Rowans Safety Improvements** – Yellow lines now completed  
**Local Council Award Scheme** – PE and DW to put together a Village Action Plan.  
**The Rowans Play Park Revamp** – Due to damage to the climbing net, works delayed to 19 July 2024  
**Camcycle** – Awaiting amended suggestions from Camcycle for an agree plan to offer GCP – **Date to be arranged to meet with Camcycle (Invited to Planning 29 July 2024 at 7pm)**
- 7. Christmas Tree**  
To **CONSIDER** putting up a Christmas tree in the village – Location to be agreed



**8. Planning (Pages 8-10)**

To **RECEIVE** the minutes from the Planning Committee held on Monday 1 July 2024

To **ACCEPT** the Terms of Reference for the Planning Committee

**Decisions:**

**25/00530/FUL** – 137 Cambridge Road, Milton – Two storey front and side extension, increase in ridge height to existing two storey outrigger, erection of bike store and installation of solar panels  
**GRANTED PERMISSION**

**20/01797/HFUL** – 66 Fen Road, Milton – Installation of an air source heat pump to the side elevation  
**APPLICATION PERMITTED**

**New:**

**24/02281/HFUL** – 5 Lander Close, Milton – First floor side extension and change from brick to cladding at first floor level (amendment - change of description)

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/02281/HFUL>

**9. Maintenance (Pages 11-12)**

To **RECEIVE** the minutes from the Maintenance meeting held on Monday 17 June 2024

**10. Edmund Green (from 8 July MPC meeting)**

To **CONSIDER** applying for the South Cambs District Council Green Spaces – Shared Prosperity Fund -application for a site that the Parish Council feels could be improved (grant of up to £15,000)

To **CONSIDER** that the Parish Council match fund up to £15,000

**11. Community Care (Pages 13-28)**

To **RECEIVE** the minutes from the Community Care meeting held on Wednesday 3 July 2024

**To ACCEPT reviewed Community Care Policies**

Terms of Reference, Milton Community Care Scheme, Aims of the Scheme, Disclosure and barring service, Community Care Warden risk assessment, Safeguarding adults policy, How to make a complaint, compliment or donation

**12. To CONSIDER an Events and Community Working Group**

PE to update

**13. Bills for Payment and Money Received (Pages 29-32)**

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

To **RECEIVE** the quarterly finance net position

**14. NALC Standing Orders (Revised 2022) (Attached)**

To **ACCEPT** the amended version of the Standing Orders

**15. Play Park Signage (Page 33)**

To **CONSIDER** quote and layout from Create Signs - £145 + VAT per sign for Froment Way, Humphries Way and The Rowans play parks

**16. HGV's Overnight Parking**

(From June's PC meeting- AB) – To **CONSIDER** what to do in the future about overnight parking for HGV's

**17. Request for Donation Towards CFR Equipment (From June's PC meeting) (Pages 34-35)**

To **CONSIDER** request from Milton's volunteer Community First Responder (G O'Shea) for a donation towards a First Responder Kit for Milton (currently shares with Histon/Impington) – cost £3,500 (raised £1,800 so far) – **Proposed amount of £1,700**

To **AGREE** to increase the grant budget to £2,200

**18. To Receive County Councillor's Report (Pages 36-38)**

**19. To Receive District Councillors Report (To follow)**

**20. Correspondence**

South Cambs May 2024 Parish e-bulletin  
Greater Cambridge Planning Waterbeach to Cambridge changes to event dates  
Greater Cambridge Greenways updates June 2024  
The Connections Bus Project survey results May 2024  
TME Incident Report June 2024  
Greater Cambridge Partnership – Milton Road update June 2024

**21. Dates of next meetings**

Monday 29 July 2024 – 7pm Planning – 7:45pm Finance & Administration  
Monday 19 Augst 2024 – Planning (if needed)  
Monday 2 September – Parish Council  
Monday 16 September – 7pm Planning – 7:45 Maintenance

Clerk's Office

The full agenda papers are available on the website [www.miltonvillage.org.uk](http://www.miltonvillage.org.uk) and  
at the Parish Council office.



**Minutes of the Meeting of Milton Parish Council held on  
Monday 3 June 2024 at 7.30pm in the Bowls Pavilion**

**Present:** HM Smith (HMS) (Chair), JE Coston (JEC), P Ellwood (PE), D Wildman (DW), L Champion (LC),  
A Bradnam (AB)(Arrived 8:21pm)

**In Attendance:** S Corder (Clerk)

**Members of public:** 1

- 1 Apologies for Absence:**  
R Farrington (Personal), D Owen (Personal)
- 2 To APPROVE the minutes of the meeting held on Tuesday 7 May 2024**  
LC Proposed to accept the minutes of the meeting held on 7 May 2024 as a true record – JEC Seconded  
**AGREED (DW 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  
**HMS reminded Council that all Councillors should review their statement of Declarations of Interest**
- 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  
**1 member of the public was in attendance to discuss their concerns over the proposed Greater Cambridge Partnership Greenway from Waterbeach to Cambridge and the shared use of the footpath outside the properties on Cambridge Road.**
- 5 Clerk's/Chairman's Report and see Works Schedule**  
**A10 Milton/Landbeach Junction** – contact with U&C - survey results have been circulated – request for speakers and response. **Clerk invited T Parry and J Finney from Cambridgeshire Highways to attend an MPC meeting. Response was: "I don't have anything that I can add at the moment, it's more that we know that the Parish Council have concerns with the existing junction and would like a scheme to address these brought forward if possible".** Question to T Parry: MPC would like to know when you/they anticipate doing the work, and why it's not progressing straight away. We believe U&C have done the design work already and the PC would like to see the plan. **Awaiting a response – Clerk to reinvite T Parry to a future meeting**  
**HGVs overnight parking** – Update AB: **Would the PC consider applying for an LHI for signs to be placed around the village for no overnight parking for HGVs? As we do not want this option, consider what to do in the future about HGVs parking – AB to follow up with other options. Report back at July's MPC meeting as an agenda item**  
**Milton Parochial Charities** – Any further nominations for a Trustee  
**Cemetery Water Monitoring Report** – 2 quotes received. To be reported at the Maintenance meeting  
**Local Project 2024/25 20mph Funding** – Clerk has applied for 20mph through the village – awaiting outcome  
**Zero Carbon Communities Grant** – 2 quotes received: Cambridge Solar £15,454.58 and Resolve Home Energy £15,780.00 **Clerk/Deputy Clerk to apply for the grant**  
**Milton Brook Clearance (Ditch below Tomkins Mead)** - response to AB's follow on email for further information on works required: expect work to expose the culverts beneath the highway for a camera and jetter to assess state of repair. Ditch digging by some residents is scheduled for 8/9 June, with collection of arising greenery by SCDC on 10th. Any help from volunteers is welcomed. Contact HMS. **Clerk to chase up B Hefferman for the works to be done**  
**The Rowans Safety Improvements** – Works started on 30 May and will be completed on 12 June (weather depending)  
**Local Council Award Scheme** – PE and DW to put together a Village Action Plan.  
**The Rowans Play Park Revamp** – Work started on 7 May 2024, but due to a piece of equipment being faulty works on hold until 10 June. An opening ceremony will be held, (date to be confirmed and residents to be informed)



**Camcycle** – report back and next steps –**A useful meeting was held. Some changes agreed to the Camcycle’s plan. Aim to agree a plan to offer to GCP. Awaiting amended suggestions from Camcycle**

**Village Litter Pick** – Sunday 2 June 2024 at 2pm Parish Council Office – **4 volunteers attended**

**HMS – All Saints Church:** Checking records to see if the Church yard was officially closed and handed over to the PC. No documents located to confirm this so currently still the Church’s responsibility

## 6 **Planning**

The minutes from the Planning Committee held on Monday 20 May 2024 were received

### **Decisions:**

**24/01087/HFUL** – 70 Coles Road, Milton – Conversion of garage into an annexe (ancillary use to dwelling) **GRANTED PERMISSION**

### **New:**

**24/01860/ADV** – Cambridge Regional College, Kings Hedges Drive, Milton - Addition of 7 no. flags/banners on the site adjacent to the Guided Busway **HAS NO RECOMMENDATIONS**

**24/01859/FUL** – Cambridge Regional College, Kings Hedges Drive, Milton - Addition of 7 no. flags/banners on the site adjacent to the Guided Busway **HAS NO RECOMMENDATIONS**

**24/01922/PRIOR** – 330 Cambridge Science Park, Milton – Installation of 156 No. roof mounted solar photovoltaic panels **SUPPORTS**

**24/01835/CL2PD** – 26a Cambridge Road, Milton – Certificate of lawfulness under S192 for the installation of a single storey shed style timber building to the side of the existing Vets and the erection of single storey timber enclosure **FOR INFORMATION ONLY**

## 7 **Grass Cutting Contract**

Termination of previous contractor and outcomes

**The contract held with the previous grass cutting contractors was terminated due to Breach of Contract. Invoices received for April and May works will not be paid as any work done was catch up work from Jan to March where work was not completed but the invoices paid**

Discussion and Approval of the new Grounds Maintenance Contract

DW, PE and the Clerk have gone through the Maintenance contract and amended it where necessary. DW has updated the location maps of the areas to maintain within the village

(AB arrived 8:21pm)

**DW Proposed to approve the updated contract to run from asap to 31 March 2027 and will finalise the maps once HMS has confirmed SCDC areas of cutting on Walkling Way – HMS Seconded ALL AGREED**

**HMS thanked DW for his work on the contract for MPC and MCC**

## 8 **Bills for Payment and Money Received**

To **CONFIRM** and **AGREE** bills for payment – HMS Proposed to pay vouchers 33-53 and tabled 53-60 but exclude payment of voucher 35 until the pool table is recovered – DW Seconded **ALL AGREED**

**Clerk to ask the table tennis supplier if they can send the PC a VAT invoice**

## 9 **Play Park Signage**

To **CONSIDER** quote and suggested layouts from Create Signs - £145 + VAT per sign for Froment Way, Humphries Way and The Rowans play parks – **PE suggested adding some friendly words to the sign and designing the sign with better contrast for the words. Signs to be portrait aspect. It was AGREED to send the suggested wording to Sally Champion to design a layout**

## 10 **Request for Donation Towards CFR Equipment**

To **CONSIDER** request from Milton’s volunteer Community First Responder (G O’Shea) for a donation towards a First Responder Kit for Milton (currently shares with Histon/Impington) – cost £3,500 (raised £1,800 so far) **DW confirmed that currently there is £500 in the budget to award for grants. If the PC wanted to grant more than £500 then the PC would need to agree to increase the grant budget. It was suggested to grant £1,700 towards the equipment and increase budget to £2,200. Clerk to send grant forms to G O’Shea – Discuss at July MPC meeting**



## 11 To Receive Country Councillor's Report

Verbal report given: The potholes along Cambridge Road had been reported to Cambridgeshire Highways Village weed spaying to start up this month

**DW Proposed to suspend Standing Orders to extend the time of the meeting by 15 minutes – HMS Seconded ALL AGREED**

## 12 To Receive District Councillors Report

**Waterbeach Cambridge Transport Scheme Consultation:** The Greater Cambridge Partnership is seeking views on how it can best manage and reduce impacts on the landscape and environment of the Waterbeach to Cambridge transport scheme. The consultation is running until midday on Monday 15 July. Details of the proposed scheme, the consultation brochure and the questionnaire can be found here:

<https://consultcambs.uk.engagementhq.com/waterbeach-cambridge-eia>

It also includes the proposed Park and Ride site which is located east of Denny End Road.

The next Waterbeach Community Forum will be on Wednesday 10 July. The venue and agenda are still to be confirmed. If you would like to ask a question or would like a specific topic or theme discussed, please email this request to [waterbeach.community@scambs.gov.uk](mailto:waterbeach.community@scambs.gov.uk).

**Community Cooking Programme:** Souths Cambs District Council in conjunction with the Let's Cook Project is offering a free community cooking programme which will start on Thursday 13<sup>th</sup> June in Waterbeach. This programme will offer:

- skills in improving cooking skills
- a variety of information on healthy eating advice including; Portion sizes, balancing meals, and savvy shopping.
- a range of different meals and snacks to cook at each session
- tips for shopping on a budget
- help with tracking progress within the sessions.

It is an adult programme.

**New grant scheme launched to support Community Food Growing:** Grants of up to £500 have been launched by South Cambridgeshire District Council to support communities to grow their own food sustainably as part of the wider cost of living response project. The Community Growing small grants will enable local groups to buy equipment and tools to help start a Community Growing Project. It is envisaged that funding will be spent on items such as raised beds, seeds, soil, and gardening equipment. The new grant scheme was approved by the Council's Grants Advisory Committee on Thursday 25 April. In light of Good to Grow week 2024, the Committee supported the national week of action to promote community growing along with the grant scheme. Community gardens could encourage others to get involved in community growing by inviting volunteers to help out, inspiring newcomers and preparing for the upcoming growing season. To find out more and encourage local groups to apply, please see [www.scambs.gov.uk/community-growing-grant](http://www.scambs.gov.uk/community-growing-grant).

**Adjustments to next edition of the South Cambs Magazine:** Following the general election announcement the approach to the next edition of the South Cambs magazine has been adjusted to comply with our pre-election period guidelines. There will be a shorter version containing useful information around registering to vote / photo voter ID ahead of the general election as well as the usual middle page inserts from the magazine – i.e. the bin calendar and what goes in which bin. It will be delivered to residents during the week commencing Monday 10 June. The full magazine will be sent out immediately following the general election. The magazine should be delivered to all residences within South Cambs. If for some reason you have not been receiving the magazine please get in touch with Anna, Judith or Paul

**Greater Cambridge Shared Planning shortlisted for the RTPI 'Planning Authority of the Year – East of England':** On the back of being shortlisted for the Planning Awards 'Local authority planning team of the year', The Greater Cambridge Shared Planning team has been shortlisted for the RTPI 'Planning Authority of the Year – East of England'. The RTPI East of England Awards for Planning Excellence 2024 showcase and celebrate the best plans, people, and projects. The winners will be announced at a ceremony on 20 June 2024 at Cripps Court Conference Centre in Cambridge. More details here: [RTPI | East of England Awards for Planning Excellence](#)

**Homes for Ukraine Moving On project:** South Cambs residents have hosted 892 Ukrainian guests since March 2022, 690 have moved on, leaving 202 Ukrainians currently hosted across the district. We are seeing fewer arrivals, with 14 new arrivals to hosts this year but visa applications are still being made, 20 in the past month.



The Homes for Ukraine team have recently had some content created to assist families with understanding their options for when they start to consider moving into their own independent accommodation. The aim of the video and pdf document is to provide families with as much information as possible before they start a conversation with our Moving On team. This in turn means when they approach our team, they have a rough idea of what the best option for them may be. We wanted to give members a chance to view the video before it was circulated publicly. The video is in Ukrainian with English subtitles. [Please follow this link to watch the video.](#)

Also, attached is the document that will be uploaded on to the SCDC Moving On webpage. We have both English & Ukrainian versions of this document. If you would like to get in contact with our Moving On team, please do not hesitate to contact them on [HFULiaison@Scams.gov.uk](mailto:HFULiaison@Scams.gov.uk) or 01954 713411.

**National recycling reforms – update:** The Government has recently [published its response](#) to the consultation on statutory guidance for waste collections. The idea is that new, simpler recycling collections will see the same materials collected from homes, workplaces, and schools, ending the confusing patchwork of different approaches across England. Councils will be allowed to collect plastic, metal, glass, paper and card in one bin (as our Greater Cambridge Shared Waste service already does) in all circumstances. Food and garden waste will also be allowed to be collected in one bin – again, as we already do. The plan is to reduce confusion over what items can be recycled, as people will no longer have to check what their specific council will accept for recycling.

Additionally, the Government has confirmed support for more frequent bin collections. A minimum backstop means councils will be expected to collect black bin waste at least fortnightly (as already done in SCDC), with **weekly food waste collections**. These weekly food waste collections must be operating by the end of March 2026. If councils decide to collect food and garden waste together in one bin, these collections must be free and weekly by the end of March 2026. Work continues at our Greater Cambridge Shared Waste Service to prepare for these changes.

### 13 To Receive Community Centre Report

**Maintenance/Improvements:** General ongoing repairs have been completed across the 3 sites.

The perimeter brick wall at North Lodge has been repaired. I have continued to clear sections of the drains in the car park at Coles Road and I have rodded the sewage drains at the Youth Building twice following paper hand towels being flushed causing blockages.

**Bookings:** The Annexe and the Main Hall remain popular for children's parties and the Main Building is now in use 7 days a-week for regular bookings. We have seen a decrease in the number of attendees for some of our regular classes. This is thought to be due to people watching their money more and also an increase in providers of general activities available.

**Hard Courts:** The Hard Courts are in use 7 days a week and Milton Tennis Club continue to use the 3 courts. We have seen an increase in cancellations of our regular groups due to falling numbers and continued poor weather.

**Youth Building and Sycamores Pavilion:** Eddies Artworks continue to use the building Monday to Friday and Youth Group on a Thursday evening. Milton Football Club and Milton Cricket Club continue to use the Pavilion.

**North Lodge:** The National Teaching Advisory Service are currently using the pavilion 3 mornings a week for 2:1 educational lessons. Milton Colts and Milton Cricket are still the main users of the facility.

**Vandalism and Crime:** Damage to football pitches at the 3 sites has continued by quad bikes and motorcycles and we continue to report it to the police. We continue to regularly receive complaints about dog owners not clearing up dog mess, not having dogs on leads, ignoring the signs regarding this particularly at Coles Road and the Sycamores.

The storage containers at the Annexe belonging to Kids Club have been broken into and play equipment was taken. We have advised the police that CCTV is available.

**Staffing:** We have advertised the role of Centre Manager on the 11<sup>th</sup> of May but have only had one enquiry regarding it so far.

### 14 Correspondence

**Safety of Lithium ion Batteries used in E-bikes and Scooters - To CONSIDER supporting the campaign for a new Bill to improve the safety of lithium batteries and their disposal **Not for PCs to respond****

15 **Dates of next meetings**

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

Monday 1 July 2024 – Planning

Wednesday 3 July 2024 – 11:30am Community Care

Monday 15 July 2024 – Parish Council

Monday 29 July 2024 – 7pm Planning – 7:45pm Finance & Administration

Meeting closed at 9:45pm

Signed: ..... Dated: .....



## Milton Parish Council

### Work/Project Schedule List (as of 4 July 2024)

Works Required	Committee	Progress
<p>Removal of Trees by Allotments/A10 and planting of replacement trees (<b>Dec 2020</b>)</p> <p><b>Added: (March 2023)</b></p>	Carried out by County Highways	<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 <b>Chase up emails sent: 7, 13, 28 May and 19 June</b> <b>Response received: Work to commence 12 July 2024</b></p>
Improve crossing point at High Street/Fen Road	A14 Legacy Fund	<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 <b>Can this be removed??</b></p>
<b>IN PROGRESS</b>		
Power to Edmund Green	Maintenance	<b>On hold until plans agreed</b>





**Minutes of the Planning Committee Meeting of Milton Parish Council held on  
Monday 1 July 2024 at 7:30pm in the Bowls Pavilion**

**Present:** D Owen (Chair), P Ellwood (PE), H Smith (HMS), R Farrington (RF)

**In Attendance:** S Corder (Clerk)

**1. Apologies for absence**

J Coston (personal)

**2. To APPROVE the minutes of the meeting held on Monday 17 June 2024**

DO Proposed to accept the minutes of Monday 17 June 2024 as a true record – PE Seconded **AGREED**  
(RF 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. Terms of Reference**

To **REVIEW** and **AGREE** the Terms of Reference for the Planning Committee

DO Proposed to accept the TOR's with no changes required – PE Seconded **ALL AGREED**

**6. Decisions Received:**

**24/02114/CL2PD** – 64 Coles Road Milton – Certificate of lawfulness under S192 for replacement flat roof to rear with 2no flat rooflights, installation of patio doors, relocation of side access and new window to side elevation. **Certificate Granted.**

**24/01605/CL2PD** – 430 Cambridge Science Park Milton – Certificate of lawfulness under S192 for the provision of additional parking area as shown on consented drawings following the grant of outline planning permission under ref S/0179/13/OL and reserved matters approved under ref S/1650/13/RM with respect to the approved and implemented scheme at 430 Cambridge Science Park. **Certificate Granted.**

**24/01517/HFUL** – 9 The Oaks Milton – Infill extension and conversion of garage into habitable space. **GRANTED PERMISSION.**

**7. New:**

**24/02281/HFUL** – 5 Lander Close Milton CB24 6EB – First floor side extension – **HAS NO RECOMMENDATION**

**8. Dates of next meeting**

Monday 29 July 2024 – at 7pm (Error on agenda – Monday 19 August 2024)

**Meeting closed at 7:41pm Signed: ..... Date: .....**

# Milton Parish Council

## Planning Committee

### Terms of Reference

#### Membership

- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the Annual Meeting of the Parish Council
- Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

#### Quorum

The quorum necessary for the transaction of any business shall be **THREE**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if it continues no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

#### Committee

- The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.
- The Committee may invite persons to meet with the Committee in an advisory capacity.
- Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.
- Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.

#### Frequency of Meeting

The Committee shall normally meet on the third Monday each month as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

#### Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

#### Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.



## Area of Responsibility

The Planning Committee has the delegated authority to:

- Make representations to the appropriate planning authority on applications for planning permission
- Make representations in respect of appeals for or against the refusal of planning applications
- Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective

## Clerks Delegation of Powers

The Clerk may spend on any matter deemed as an emergency, up to **£1,000**

Document History			
Status	Date	Minute	Version
Reviewed by Clerk	June 2024		
Draft to Committee	1 July 2024	5	4
Council Approved	15 July 2024	8	4
Next Review	July 2025 or changes in legislation		

Version 1: 2013

Version 2: 2019

Version 3: 2022

Version 4: 2024

**Minutes of the Maintenance Meeting of Milton Parish Council held on  
Monday 17 June 2024 at 7:45pm held in the Bowls Pavilion**

**Present:** P Ellwood (PE)(Chairman), HM Smith (HMS), D Wildman (DW)

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

**1 To elect Maintenance Committee Chairman**

DW Proposed PE as Committee Chairman – HMS Seconded **ALL AGREED**

**2 Apologies for absence**

L Champion (personal), J Coston (personal)

**3 To APPROVE the Minutes of the meeting held on Monday 18 March 2024**

PE Proposed to approve the Minutes of the meeting of Monday 18 March 2024 as a true record - HMS Seconded **ALL AGREED**

**4 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

**5 Public Participation**

No public in attendance

**6 Allotments**

Update: Clerk – Allotment checks were carried out and those plots requiring maintenance work will be contacted. 2 people on the waiting list for an allotment

**From previous minutes:**

To **CONSIDER** request from SCDC to provide an area that could be transformed for a community food growing venture – accessible by the public. Specific funding available from SCDC – **Clerk to find out more information on this project: how will it be policed, what is the funding available and who will run and manage this project? Clerk update:** The project would be managed and run locally. The funding available is up to £500 to start the scheme and volunteers would be needed to help with the growing. The Parish Council would be required to police the project. **It was AGREED not to support the request due to concerns over who would be accessing the allotments and the support required to run the scheme**

**7 Paddock Wood**

Update: PE/Clerk

Clerk is still chasing up works by County Highways in relation to removal of the fallen tree and repairs to the damaged fence on both Paddock Wood and the allotments – **Clerk to send a further chase up email**

Grass cutting is due to take place in Paddock Wood. Once this has been done the tree saplings can be assessed for growth and the non-successful ones can be removed

**8 Cemetery**

To consider quotes received for a Ground Water Risk Assessment – The Environmental Protection Group £7,000 + VAT, AG Geo-Consultants Ltd £2,850 + other works £tbc – **It was AGREED to accept the quote from The Environmental Group for £7,00 as all works listed and costed. To go to the**



**additional MPC meeting on Monday 8 July 2024 for Council to approve**

**Clerk to arrange for Pest Control to attend the Cemetery**

**9 Edmund Green**

To **CONSIDER** applying for the South Cambs District Council Green Spaces – Shared Prosperity Fund – applications for a site that the Parish Council feels could be improved (for small works up to around £15,000 per site) Closing date Thursday 1 August 2024 **PE put forward a design for Edmund Green which the Committee supported the idea to improve Edmund Green – To go to the additional MPC meeting on Monday 8 July 2024 for approval to apply for the fund**

**10 Play Areas**

The Play Inspection Reports (Play Equipment at Froment Way, Humphries Way and The Sycamores fitness equipment) were received. PE reported that The Village maintenance Person, the Clerk and PE carried out remedial works required – raised the chain links on the swings on Humphries Way, investigated the report of a root showing under the swings on Froment Way – this could not be located and have installed plastic pigeon spikes at the Froment Way swings. **Clerk to order play bark for Froment Way and Humphries Way parks. Plastic pigeon spikes to be installed on the swings at The Rowans and Humphries Way**

From previous minutes: To **CONSIDER** applying for a Public Space Protection Order (ongoing dog fouling) **Clerk to investigate on how to apply and the costing and policing of the order – Response received from SDCD: There are currently no PSPO’s with regard to dogs in South Cambs. Currently there is not enough staff to patrol the areas so details would need to be collected by the public, which has proven to be a problem. It was AGREED not to pursue the Order**

**11 Maintenance Equipment**

To **CONSIDER** the purchase of a leaf blowing vacuum to assist with clearing of pathways in the village – Clerk sourced quotes for an industrial Stihl leaf blower - £375 inc VAT for a SH 56 petrol shredder, £444 inc VAT for a SH 86 petrol shredder **It was agreed to purchase the SH 86 (up to £444) – Clerk to confirm costs with a Stihl provider to include Ergo start, fuel and confirm warranty**

**12 Dates of Next Meeting**

Monday 16 September 2024 – 7:45pm

**Meeting closed at 8:45pm Signed: ..... Date: .....**

**Minutes of the Community Care Committee meeting held on Wednesday 3 July 2024  
at 11:30am in the Bowls Pavilion**

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

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

**1. To Elect a Committee Chairman**

AB Proposed HMS for Committee Chairman – LC Seconded **ALL AGREED**

**2. Apologies for absence**

D Wildman (personal)

**3. To APPROVE the minutes of the Community Care meeting held on Wednesday 24 April 2024**

HMS Proposed to accept the minutes of Wednesday 24 April 2024 as a true record – AB Second **ALL AGREED**

**4. 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.

**5. Community Care Warden list of courses**

Up to date with current training

**6. 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.

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

TE and Clerk to update: TE has submitted the final month’s monitoring form and the Clerk attended the final workshop on 7 May 2024 – final report to follow from the Rose Regeneration with outcomes of data collected

**8. Client Waiting List**

No one currently on the waiting list

**9. To Review Community Care Polices**

Terms of Reference – **Add a new objective: personal information shared the meeting should be kept in confidence**

Milton Community Care Scheme – **no changes required**

Aims of the Scheme – **Add at 1d: signpost the client to voluntary services in the area, e.g. lunch club, community care and the trolley bus. Add to range of services: other services required from time to time agreed by the Community Care Committee**

Disclosure and barring service – **Replace S/he with they**

Community Care Warden risk assessment – **Add: Community Care Warden shopping for clients max £50 cash and arrangements for paying by bacs on receipt of bill**

Safeguarding adults policy – **replace S/he with their**

How to make a complaint, compliment or donation - **Reword number 6: Action to resolve the complaint will be initiated within 21 days of receipt**

**10. Community Navigator Report**

TE assisted a resident with advice of the lifeline suppliers  
(TE left 12:50pm)



**11. Barnabas Court Update**

No update

**12. Any Other Business**

To arrange a date to acknowledge a resident's 100 birthday and the Community Care Warden's 25 years of service with tea & cake

**13. Date of Next Meeting**

Wednesday 9 October 2024 – 11:30am

Meeting closed 1:38pm Signed: ..... Dated: .....

DRAFT

# Milton Parish Council Community Care Committee

## Terms of Reference

### Membership

- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the Annual Meeting of the Parish Council
- The Committee may invite any other person interested in furthering the work of the Committee to participate in meetings. Such persons shall not have voting rights.

### Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if continued no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

### Objectives

The object of the Committee shall be:

- Review the provision for the elderly and disabled
- Oversee the mobile warden scheme
- Personal information shared at the meeting should be kept in confidence

### Powers

- The Committee will recommend proposed spending to the Parish Council.
- Identify and apply for grant funding for the scheme.

### Committee

- The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.
- The Committee may invite persons to meet with the Committee in an advisory capacity.
- Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.
- Should there be a case of equality in the votes, the Chair will have the casting vote.

Document History			
Status	Date	Minute	Version
Reviewed by Community Care Committee	3 July 2024	9	4
Draft to Council	15 July 2024	11	4
Council Approved			
Next Review	July 2025 or Changes in legislation		

Last review April 2022



# MILTON PARISH COUNCIL

Parish Council Office  
Coles Road  
Milton  
Cambridge  
CB24 6BL



*Clerk to the Council: Sarah Corder*  
Tel: 01223 861447

Email: [clerk@miltonvillage.org.uk](mailto:clerk@miltonvillage.org.uk)  
Web: [www.miltonvillage.org.uk](http://www.miltonvillage.org.uk)

**April 2024**

## **Milton Community Care Scheme (Milton Parish Council)**

The Scheme is to help support elderly and/or infirm people in Milton, to enable them to remain in their own homes. The scheme aims to provide reassurance and security to the elderly and their relatives by ensuring that regular social contact is being made with them. Each member is contacted daily and receives at least one visit a week. The Community Care Warden is Tracey Ebbon  
Tel: 07518 026870

Two levels of service are offered:

### **Basic**

Singles - £8 per week

Couples - £12 per week - including:

- four phone calls and one visit per week
- help with basic tasks like posting letters, picking-up and dropping-off prescription items
- speaking up on your behalf as necessary
- regular contact with your family, if appropriate. Family to call during 9.30-2.30pm (Mon-Fri). Please do not contact the Care Warden outside these hours unless via email.
- small shopping list
- transport to and from doctor's appointments
- emptying bins
- or just a chat - it's up to you.

### **Enhanced**

Singles - £12 per week

Couples £16 per week

- As above, but with two visits per week and to include a full week's shopping if required.

**The Care Warden cannot provide the following services, which are personal care:**

- washing or showering the client
- moving or handling the client
- putting pills or tablets into a dosset box or handling the clients' money other than for shopping up to £50, which will be properly recorded as appropriate to the client's circumstances.

**Amended April 2024**

**MOBILE WARDEN COMMITTEE**  
**MILTON COMMUNITY CARE SCHEME**  
**AIMS OF THE SCHEME**

**1. Purpose of work**

To help organise and operate a Community Care Scheme whose purpose is to:-

- 1a. To help support elderly and/or infirm people living in the community to enable them to remain in their own homes.
- 1b. To complement existing statutory services and to work closely with them. to ensure the best care package is being operated.
- 1c. To provide reassurance and security to the elderly and their relatives by ensuring that regular social contact is being made with them.
- 1d. To strive to maintain a high standard of care and community support and signpost the client to voluntary services in the area, e.g. lunch club, community café and the trolley bus.
- 1e. To work with the family and member of the scheme to ensure that they are receiving all the financial benefits that they are entitled to.
- 1f. To build up contacts and information in all areas that can be used to benefit any situation that the member may encounter.

**2. Availability of Service**

- 2a. The Warden is employed 5 mornings a week.
- 2b. The Warden is available to help all members of the scheme and should divide the time amongst them as fairly as circumstances allow.

**3. Range of service**

Two levels of service are offered:

**Basic**

- four phone calls and one visit per week
- help with basic tasks like posting letters, picking-up and dropping-off prescription items
- speaking up on your behalf as necessary
- regular contact with your family, if appropriate
- small shopping list
- transport to and from doctor's appointments
  
- emptying bins
- or just a chat - it's up to you



- other services required from time to time as agreed by the Community Care Committee.

**Enhanced**

- As above, but with more visits, and a full week's shopping if required.

A brief report of visits will be completed for inspection by the Parish Council Community Care Committee if necessary and held by the warden.

It is important that the Warden should not carry out heavy housework or duplicate work that is done by other services except in exceptional circumstances. Where problems arise with this the Warden should seek the advice of the Community Care Committee.

**4. Management of Scheme**

**4a.**The scheme is administered by Community Care Committee on behalf of Milton Parish Council.

**4b.**The Warden is employed by the Parish Council but will work, in the first place, with the Community Care Committee.

**4c.**Any complaints arising from the operation of the Community Care scheme should be reported to the Community Care Committee who will deal with these, subject to approval from the Parish Council. See Complaint policy

**4d.**The Community Care Committee will meet with the Warden on a regular basis to discuss the progress of the scheme.

**4e.**The Community Care Committee will report at least annually to the Parish Council on the progress of the scheme.

**4f.** Each member of the scheme will receive a description of the services which they may expect to receive from the Warden.

<b>Document History</b>			
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Next Review	July 2025/Changes in legislation		

- Version 1: Jan 2015
- Version 2: Feb 2019
- Version 3: April 2022
- Version 4: July 2024

# DISCLOSURE AND BARRING SERVICE (DBS) CHECK Policy and Procedure

- 1.1 The Community Care Scheme recognises that members are potentially vulnerable people in need of protection from exploitation or abuse. It therefore requires all employees, volunteers and any individuals covering or undertaking similar duties and committee members who regularly carry out home visits to scheme members, to undertake an enhanced Disclosure and Barring Service (DBS) check.
- 1.2 All DBS disclosures should be renewed after 5 years.
- 2.1 The Scheme committee will appoint two nominated committee members who, in conjunction with the Chair, will be responsible for deciding on the appointment of volunteers and employees with criminal convictions.
- 2.2 At all times the clerk will keep paperwork relating to the Disclosure and Barring Service disclosure application confidential and secure. They will only discuss information obtained through the process with the 2 other nominated committee members when necessary. The Scheme is aware that it is a criminal offence to pass information obtained in the disclosure process to anyone not entitled to receive it. Documentation relating to the disclosure application will be kept securely and will be destroyed when no longer needed. This will normally be within six months.
- 3.1 When requesting an enhanced DBS check, the applicant will be provided with the necessary forms for completion.
- 3.2 A member of the PC with appropriate expertise will then check the required documentation and submit completed forms to Student Community Action for processing.
- 3.3 The employee should bring in the certificate once it has been registered. Should the disclosure come back as clear then the Chair will inform the committee that the applicant can be appointed, and this will be minuted.
- 3.4 Should the disclosure reveal that there is a criminal conviction; the Chair will discuss this with the 2 nominated committee members. The Chair and the 2 nominated committee members will take into account the following points before deciding if the conviction means that the employee or volunteer is unsuitable for the role for which they is applying:
  - The nature of the conviction(s); for example, if it is a violent or sexual offence, or an offence involving a breach of trust;
  - The length of time since last conviction; If an offence was committed several years ago there may be less cause for concern than if it was committed within the last twelve months;
  - The age of the applicant when convicted; If the applicant was young when convicted of the offence and is now considerably older;
  - The seriousness of the conviction(s);
  - The vulnerability of the victim(s); If the offence was committed against an elderly person this would be a cause of real concern;
  - The pattern of offending; a series of offences is of greater concern than a "one off" offence;



- The circumstances surrounding the offence(s) and the explanation offered by the applicant.

and any other relevant information.

**3.5** If after considering the above the Chair and nominated committee members decide that the convictions are not relevant to the post and that an appointment can be made or continue the appointment, they will appoint the employee or volunteer for the job being renewed or applying for.

**3.6** If a decision is taken that the applicant is not suitable for the role, they will be informed immediately. The Chair will inform the committee that the person is unsuitable to be a warden or volunteer in one-to-one contact with scheme members (although there may be another role a volunteer could take without making home visits) but will not disclose the reasons why. The information relating to the disclosure will be destroyed and no persons outside the nominated committee members will be informed of the contents of the disclosure.

**4.1** This policy will be reviewed every year.

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Council Approved			
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**Version 1 – 13 January 2016**

**Version 2 - 3 June 2019**

**Version 3 - 27 April 2022**

**Version 4: July 2024**

# Risk Assessment Form

Activity: Community Care Warden			Assessment Date:	Review Date: 3 July 2024		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Lifting Elderly clients	Employee		Warden is instructed not to lift – in writing. Make sure employee(s) aware of HSE guidelines for lifting		L	
Collecting prescriptions	Clients		Employee instructed in writing not to replace tablets in the dosset boxes.		L	
Collecting pensions from Post Office	Employee		Employee is instructed in writing not to collect pensions.		L	
Lone Working - Various risks	Employee		Employee has mobile phone. Can contact Chairman Community Care at any time or Clerk on office phone. Carries personal alarm/to shout fire and run.  Risk of various accusations – employee has been DBS checked. Employee keeps a daily record of clients seen and actions taken.		L	
Handling money	Employee		Warden collects fees that are paid into the bank by the Clerk. All money banked is recorded by Clerk. Receipts are issued from triplicate receipt book. Top copy to client, 2 <sup>nd</sup> copy to Clerk, 3 <sup>rd</sup> copy in book. Internal audit checks in place. Community Care Warden shopping for clients max £50 cash or arrangement for paying by bacs on receipt of the bill		L	



Assessor's signature:

Date:

Clerk's signature:

Date:

# Milton Parish Council Safeguarding Adults Policy and Procedure for Regular Contact with Adults at Risk

## Introduction

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

**Milton Parish Council** when working with adults will ensure that they will:

- Promote their health and welfare.
- Respect and promote their rights.
- Work in a way which safeguards the wellbeing of each adult and protect them from abuse and neglect.
- Take appropriate steps if they became aware of any signs / incidents of abuse and neglect.
- Ensure employees (of Milton Parish Council) are made aware of their responsibilities when working alone or unsupervised with adults who may be at risk, or to attend to their personal needs.
- Ensure that employees and volunteers are provided with appropriate safeguarding training that relates to their involvement with adults who may be at risk.

## Policy Aims

- To promote good practice and ensure that employees and volunteers are able to work in an environment where there is irregular and low intensity contact with adults with confidence
- To provide adults who may be at risk with appropriate safety and protection whilst in the company of participating employees or volunteers
- To allow employees and volunteers to make informed and confident responses to specific Safeguarding Adults issues
- Monitor the level of employee and volunteer contact with adults at risk, and request/access DBS checks where necessary, following DBS guidance
- To ensure that adults at risk and their carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on.

**To achieve this, the Parish Council will appoint a named person responsible for this policy. That person is The Clerk to Milton Parish Council, currently Sarah Corder**

## *They will:*

- Ensure that the welfare of adults at risk is given the highest priority by the organisation, its management, employees and volunteers
- Promote good practice and ensure that employees and volunteers are able to work with adults at risk with confidence
- Ensure that this Practice Guidance and Procedures is enacted and monitored including the briefing, training and gathering feedback from employees and volunteers



- Monitor contact with adults at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels, for employees and volunteers.
- Act as the main contact for disclosing information around safeguarding adults at risk concerns
- Ensure that the concerns of adults at risk are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities
- Attend appropriate training relevant to the level of engagement with adults at risk to ensure all employees/volunteers remain up to date with current practice and legislation
- Ensure employees and volunteers have access to further appropriate information
- Where appropriate, sign up to Cambridgeshire County Council's Safeguarding Adults Policy and Procedures

**Milton Parish Council** is committed to supporting the right of adults at risk to be protected from abuse and neglect and to making sure all staff and volunteers work together, in line with the Cambridgeshire County Councils Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse or neglect.

## Guidance Notes

### Safeguarding Adults aims to:

- Stop abuse or neglect wherever possible
- Prevent and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Address what has caused the abuse or neglect

### Who is an adult at risk?

An at risk adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. Some adults are more at risk of being abused than others, such as:

- is elderly or frail
- has a mental illness including dementia
- people with a visual or hearing impairment
- people with a physical or sensory disability
- people with learning disabilities or mental health problems
- has a severe physical illness
- people living with HIV or AIDS who have care and support needs
- is a substance misuser
- is homeless

### How to spot if an adult is at risk

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Personal exploitation** – involves denying an individual their rights or forcing them to perform tasks that are against their will.
- **Violation of rights** – preventing an individual speaking their thoughts and opinions.
- **Institutional abuse** – failure to provide a choice of meals or failure to ensure privacy or dignity.

### Recording and documenting your concerns

If the allegation or suspicion of abuse is discovered then the Chairman of the Milton Community Care Committee should be informed as soon as possible.

If a staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the client to make a referral. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

- What you are concerned about/Scale of abuse
- What the adult said or disclosed to you
- What you said. Use exact words or phrases used in quotation marks and clearly attribute them to the person that said them



- What you observed such as any non-verbal cues, body language or changes in behaviour
- Any physical marks
- The risk of harm to others
- The capacity of the client to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services then it should be reported.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Any written documentation about a safeguarding concern must be signed, dated, stored and shared in line with confidentiality and data protection procedures.

### **Behaviour Standards for Employees and Volunteers**

Milton Parish Council values the contribution of employees and volunteers and recognises them as an integral part of the services we provide. All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

Following these behaviours will give you the reassurance that you are providing a safe and high standard of service and the confidence to challenge others who are not. These standards aim to protect our employees and volunteers, people involved in the running of our organisation and people that use our services.

- Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use our services
- Uphold and promote equality, diversity and inclusion
- Work in collaboration with colleagues to ensure high quality, safe and compassionate delivery of service, care and support
- Communicate in an open and effective way to promote the health, safety and wellbeing of people who use our services, other volunteers and visitors
- Respect a person's right to confidentiality
- Act in a professional and appropriate manner when responding to any concern about an adult's welfare

### **Whistleblowing**

Cambridgeshire County Council and Milton Parish Council are dedicated to the highest standards of operation, probity and accountability. In line with this commitment, employees and others with serious concerns about any aspect of their work are encouraged to come forward and voice those concerns.

The Whistleblowing Procedure has been designed to assist, encourage and enable employees to make serious concerns known within the Council and its Partners.

If you suspect wrong doing you can seek confidential advice on how to Whistleblow and who to contact from the following organisations:

**Protect-advice.org.uk (was Public Concern at Work) - 020 3117 2520**

**Department of Health Whistleblowing Helpline - 08000 724725**

<b>Document History</b>			
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**Version 1: 2015**

**Version 2: 2019**

**Version 3: 2022**

**Version 4: 2024**



## **MILTON PARISH COUNCIL COMMUNITY CARE SCHEME**

### **HOW TO MAKE A COMPLAINT, COMPLIMENT OR DONATION**

1. Clients (either the scheme member or their family) should talk to the Community Care Warden, who will pass on their compliments, suggestion or complaint in writing to the Parish Clerk.
2. In the case of a donation, this should be by cheque made out to Milton Parish Council, and will be passed to the Clerk. Our Warden Scheme is funded by Milton Parish Council, with grant support from South Cambs District Council and Milton Charities along with members fees, and we welcome donations.
3. If clients want to talk to the Clerk about the operation of the scheme or about the Warden's actions, they can phone her on 861447 or drop a note in at the Parish Office in Coles Road.
4. Any compliment, suggestion or donation will be reported to the next meeting of the Community Care Committee.
5. If clients make a complaint we would prefer it to be in writing, but if it is not in writing the Clerk will write down the name and contact details of the complainant and the nature of the complaint. Please make it clear that this is a complaint.
6. Action to resolve the complaint will be initiated within 21 days of receipt.
7. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example) he or she should write to the Chairman of the Community Care Committee.
8. On receipt of a written complaint, the Clerk to the Council (except where the complaint is about his or her own actions) or Chairman of the Community Care Committee (if the complaint relates to the Clerk), will first notify any person complained about and give them an opportunity to comment. They will then seek to settle the complaint directly with the complainant.
9. The Clerk to the Council (or Community Care Chairman) will report any action to resolve a complaint to the next meeting of the Committee.
10. If the complaint is not resolved in this way, the Council's main Complaints Procedure can be followed, and the Chairman of Council will be involved.
11. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

**REVIEWED and APPROVED by Council on 9 October 2019**  
**REVIEWED and APPROVED by Council on 4 July 2022**  
**REVIEWED by Council on 15 July 2024**

# Milton Parish Council

9 July 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Bank	Cheque No	Description	Supplier			
61	Subscriptions	Unity Trust Bank	DD	Brightpay Connect	BrightPay	S	0.44	2.65
62	Website	Unity Trust Bank	DD	Microsoft 365 Business Lic	IONOS Cloud Ltd	S	1.40	8.39
63	MCC grounds maintenance	Unity Trust Bank		MCC Costs Contribution	British Sugar Plc	S	120.84	725.04
64	MCC grounds maintenance	Unity Trust Bank		MCC Costs Contribution	Agrovista UK Ltd	S	3.99	302.10
65	Play areas	Unity Trust Bank		Play bark	Madingley Mulch	S	31.03	186.20
66	Play areas	Unity Trust Bank		Maintenance	Madingley Mulch	S	15.52	93.10
67	Tree Maintenance	Unity Trust Bank		Tree work	Town & Country Tree	S	48.00	288.00
68	Office Sundries	Unity Trust Bank		Defibrillator pads	Defib World	S	23.00	142.99
69	MCC grounds maintenance	Unity Trust Bank		MCC Costs Contribution	Brookfield Groundcar	S	272.00	1,632.00
70	Clerk employment costs	Unity Trust Bank		Salary	S C	X		1,302.97
71	S137: Warden Employment Co:	Unity Trust Bank		Salary	T E	X		1,062.08
72	Payroll Dept Clerk	Unity Trust Bank		Salary	J B	X		250.22
73	Payroll Highways	Unity Trust Bank		Salary	P A	X		398.24
74	Postage	Petty Cash		Postage	Post Office Ltd	E		8.05
75	Telephone / Broadband	Unity Trust Bank	DD	Mobile phone Clerk	EE Limited	E		7.38
76	Subscriptions	Unity Trust Bank	DD	Pension Admin Charge	Smart Pension	S	4.40	26.40
77	S137: Warden's Phone	Unity Trust Bank	DD	Mobile phone insurance	Tesco Mobile	C		3.00
78	Electricity	Unity Trust Bank	DD	Electricity	British Gas	L	4.78	100.47
79	Clerk employment costs	Unity Trust Bank	DD	Pension payment	Smart Pension	E		75.03
80	Chair Allowance	Unity Trust Bank	DD	Pension Payment (employe	Smart Pension	E		75.03
81	S137: Warden Employment Co:	Unity Trust Bank	DD	Pension payment	Smart Pension	E		71.94
82	S137: Warden Employment Co:	Unity Trust Bank	DD	Pension Payment (employe	Smart Pension	E		71.94
83	Bank charges	Lloyds Corporate	DD	Bank Charge	Lloyds Bank	C		3.00
84	S137: Warden's Phone	Unity Trust Bank	DD	Mobile phone (Warden)	Tesco Mobile	E		17.56
85	Telephone / Broadband	Unity Trust Bank	DD	Office Phone & Broadband	B T	S	4.00	24.00
86	Website	Unity Trust Bank	DD	1&1 Mail Pro Licence	IONOS Cloud Ltd	S	0.80	4.79
87	General Grounds Maintenance	Unity Trust Bank		CCC grant received - grass	Cambridgeshire Cour	E		-1,130.00
88	Subscriptions	Unity Trust Bank	DD	Pension Admin Charge	Smart Pension	S	4.40	26.40
89	Website	Unity Trust Bank	DD	Microsoft 365 Business Lic	IONOS Cloud Ltd	S	1.40	8.39
90	Subscriptions	Unity Trust Bank	DD	Brightpay Connect	BrightPay	S	0.44	2.65
91	Bank charges	Unity Trust Bank	DD	Bank Charge	Unity Trust Bank	E		32.10
92	Electricity	Unity Trust Bank	DD	Electricity	British Gas	L	18.04	378.96
93	Website	Unity Trust Bank	DD	1&1 WP Plus	IONOS Cloud Ltd	S	1.80	10.80
94	Tree Maintenance	Unity Trust Bank		Tree work	Town & Country Tree	S	36.00	216.00
95	General Grounds Maintenance	Unity Trust Bank		Grass Cutting	MC Garden Maintena	S	240.00	1,440.00
96	MCC grounds maintenance	Unity Trust Bank		MCC Costs Contribution	Brookfield Groundcar	S	224.00	1,344.00
97	General Maintenance	Unity Trust Bank		Pump repairs	Mike Overall	S	36.40	218.40
98	MCC cleaning	Unity Trust Bank		MCC Costs Contribution	Atkins Gregory (The	S	287.18	1,723.03
99	Photocopying	Unity Trust Bank		Photocopying	CBS Office Solutions	S	5.38	32.29
100	Cleaning and Sundries	Unity Trust Bank		Leaf vacuumm	G & J Pecks	S	75.00	450.00
101	Cleaning and Sundries	Unity Trust Bank		Vacuumm fuel	G & J Pecks	S	4.17	25.00
102	MCC grounds maintenance	Unity Trust Bank		MCC Costs Contribution	Sports Turf Specialist	E		750.00

**Total** 1,464.41 12,410.59

35 Youth workers unity trust bank

The Connection  
Bos Project

Table tennis table  
Pool table cover

£443.99



**Milton Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)**

**Cost Centre Name**

<b>Admin (Fixed Overheads)</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
113	Agency Contingency				3,000.00		3,000.00
2	Chair Allowance				100.00	75.03	24.97
7	Clerk employment costs				21,083.00	4,791.19	16,291.81
72	Clerks expenses				250.00		250.00
3	Councillor expenses				100.00		100.00
4	Elections				250.00		250.00
8	Payroll Dept Clerk				4,563.00	1,009.11	3,553.89
22	Payroll Highways				5,512.00	1,397.92	4,114.08
					<b>34,858.00</b>	<b>£7,273.25</b>	<b>27,584.75</b>

<b>Capital Schemes - Projects</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
54	Capital Schemes	68,887.72			13,600.00	25,491.58	56,996.14
		<b>£68,887.72</b>			<b>13,600.00</b>	<b>£25,491.58</b>	<b>56,996.14</b>

<b>Fees</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
18	Allotments Rents		2,620.00				-2,620.00
20	Cemetery Fees						
			<b>2,620.00</b>				<b>-2,620.00</b>

<b>Grants and Donations</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
87	Community grant / Donati				500.00		500.00
88	Milton Charities						
					<b>500.00</b>		<b>500.00</b>

<b>Interest</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
104	Cambridge and Counties I		3,230.00				-3,230.00
80	Interest CBS Council Save		1,000.00				-1,000.00
77	Interest CBS General Purp		150.00				-150.00
81	Interest Hampshire Trust		3,188.00				-3,188.00
112	Interest Redwood Bank		2,210.00				-2,210.00
79	Interest Santander		330.00	66.26			-263.74
91	Interest United Trust Bond		1,800.00				-1,800.00
			<b>11,908.00</b>	<b>£66.26</b>			<b>-11,841.74</b>

<b>Maintenance</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
17	Allotment Maintenance				2,000.00		2,000.00
21	Bus Shelters				500.00		500.00
19	Cemetery Maintenance				3,500.00	440.00	3,060.00
24	Cleaning and Sundries				100.00		100.00
94	Equipment Maintenance				250.00		250.00
44	General Grounds Mainten.				18,789.00	750.00	18,039.00
108	General Maintenance				500.00		500.00
95	Highway Maintenance						
110	Paddock Wood				500.00		500.00
45	Play areas				10,000.00	466.75	9,533.25
23	Seats and Bins				500.00	988.00	-488.00
107	Shrub Maintenance				1,000.00		1,000.00
48	Tomkins Mead				6,500.00		6,500.00
53	Tree Maintenance				5,000.00	480.00	4,520.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Milton Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)**

**Cost Centre Name**

49,139.00      £3,124.75      46,014.25

**MCC Costs Contribution**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
25	MCC Bills Paid	2,746.92			9,760.00		12,506.92
86	MCC cleaning				16,951.00	4,307.56	12,643.44
85	MCC grounds maintenanc				17,138.00	5,342.31	11,795.69
		<b>£2,746.92</b>			<b>43,849.00</b>	<b>£9,649.87</b>	<b>36,946.05</b>

**Office**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
83	Electricity				1,130.00	683.56	446.44
28	Office expenses				1,212.00		1,212.00
14	Office Sundries				336.00	119.99	216.01
9	Photocopying				458.00	121.22	336.78
10	Postage				89.00	17.25	71.75
12	Stationery				190.00	42.30	147.70
15	Telephone / Broadband				989.00	215.57	773.43
16	Website				267.00	59.94	207.06
					<b>4,671.00</b>	<b>£1,259.83</b>	<b>3,411.17</b>

**Other Income**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
103	Other income			3.45			-3.45
				<b>3.45</b>			<b>-3.45</b>

**Precept**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
56	Precept		133,000.00	66,500.00			-66,500.00
			<b>133,000.00</b>	<b>£66,500.00</b>			<b>-66,500.00</b>

**Professional**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
29	Audit Fees				1,000.00	99.00	901.00
1	CAPALC				1,000.00		1,000.00
82	Consultancy				200.00		200.00
105	Enforcement				5,000.00		5,000.00
5	Insurance				1,100.00		1,100.00
30	Legal/Land/Survey Solicit				2,500.00		2,500.00
13	Subscriptions				1,548.00	497.43	1,050.57
11	Training				1,000.00		1,000.00
					<b>13,348.00</b>	<b>£596.43</b>	<b>12,751.57</b>

**Running Costs**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
99	Bank charges				288.00	65.10	222.90
47	Trolley Bus			900.00	2,000.00		2,900.00
				<b>£900.00</b>	<b>2,288.00</b>	<b>£65.10</b>	<b>3,122.90</b>

**S106**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
78	Interest CBS S106		50.00				-50.00
111	S106 - Comm Fac				4,150.00		4,150.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)



**Milton Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)**

**Cost Centre Name**

109 S106 Arts

50.00

4,150.00

4,100.00

**S137**

Code Title

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
	7,900.00	1,737.00			-6,163.00
	5,411.00	5,411.00			
			2,025.00	989.48	1,035.52
				250.00	250.00
			20,166.00	4,693.20	15,472.80
			810.00		810.00
			286.00	60.54	225.46
	13,311.00	£7,148.00	23,537.00	£5,743.22	11,630.78

**VAT repayment**

Code Title

69 VAT

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

**Youth Services**

Code Title

49 Youth Workers/Courses

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
			6,534.00	1,433.99	5,100.01
			6,534.00	£1,433.99	5,100.01

**Z - unused codes**

Code Title

- 74 Christmas
- 98 GJK - RFO
- 106 MCC-NLP grass cutting
- 59 Payroll Pension (Employer)
- 60 Payroll Pension (Employer)
- 66 S106 POS
- 70 S137: Comm Care sundry
- 101 S137: Warden's Pension (
- 100 S137: Warden's Pension (
- 89 Trees & tree maintenance
- 35 Youth Building

<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

**NET TOTAL**

£71,634.64

160,892.45

£74,614.26

196,474.00

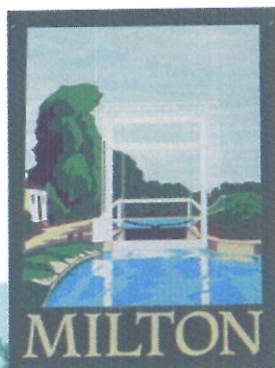
£54,638.02

127,192.43

# The Rowans Play Area

We hope you enjoy your visit  
Please keep safe and be aware of the following

- ▶ **Children must be supervised at all times by a responsible adult**
- ▶ **NO DOGS allowed in the play area (except guide dogs)**
- ▶ **Dogs must be kept on a lead in other areas. Absolutely NO Fouling**
- ▶ **NO smoking, glass or alcohol**



In the event of any damage please inform the Parish Council at  
Parish Council Office, Coles Road,  
Milton, Cambridge, CB24 6BL  
01223 861447  
[clerk@miltonvillage.org.uk](mailto:clerk@miltonvillage.org.uk)



## MILTON PARISH COUNCIL

### Grant Application Form

**To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy**

1. Name of Organisation	East of England Ambulance Trust Charity - CFR Funding (Group R120)
2. Name, Address and Position of Contact in Organisation	Gary O'Shea (CFR Milton – R120) 43 Butt Lane, Milton, Cambridge CB24 DG
3. Telephone Number and/or Email Address of Contact	<a href="mailto:gfoshea10@gmail.com">gfoshea10@gmail.com</a> 07971 330744
4. Is the Organisation a Registered Charity? If yes, Charity Number	Yes Charity Registration No: 1047987
5. Amount of grant requested?	£1000-£2000
6. For what purpose or project is the grant requested?	I am applying for a grant of between £500.00 - £800 towards funding activity for Community First Responder (CFR) equipment so I can have a significant impact on the inhabitants of Milton and respond more as I currently share my use the Histon kit when available.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	Total Cost ; £3,500 Fund raised £1800 Applied for a grant with the MPC £500-£800
8. When will the money be spent?	Once the funding is raised the equipment will be purchased. Any surplus will be used to replenish and maintain the equipment.
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	Milton residents and surrounding villages :  <b>1.Enhancing Emergency Response:</b> As a CFRs I play a crucial role in providing immediate medical assistance during emergencies. Having the right equipment ensures that I can respond effectively to incidents such as cardiac arrests, accidents, or other medical crises. <b>2.Timely Intervention:</b> With proper funding, CFRs can acquire essential equipment like defibrillators, oxygen masks, and first aid supplies. These tools enable me to deliver life-saving interventions promptly, potentially reducing mortality rates and improving outcomes for patients. <b>3.Community Safety:</b> Well-equipped CFRs contribute to overall community safety. By having access to necessary gear, I can stabilise patients before professional medical help arrives. This early intervention can prevent complications and save lives.

	<p><b>4. Local Empowerment:</b> Funding for CFR equipment empowers local volunteers such as me to actively participate in emergency response. When community members know that trained responders are available nearby, they feel safer and more secure.</p> <p><b>5. Cost-Effective Solution:</b> Investing in CFR equipment is cost-effective for the community. It reduces the strain on emergency services and minimizes the need for expensive ambulance dispatches for minor incidents.</p>
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If you require assistance in completing the application form or submitting the supporting information please contact a Councillor or the Clerk to the Council:  
**Parish Council Office, Coles Road, Milton, Cambridge CB24 6BL.**  
**Tel: 01223 861447 Email: clerk@miltonvillage.org.uk**

Signed

Date : 8 June 2024



**Office use only - Received:**

Application details	YES/NO
Constitution	YES/NO
Accounts	YES/NO
Equal opportunities or statement	YES/NO



## **County Councillor Report for Parishes – August 2024 – Cllr Anna Bradnam**

### **Adults and Health Committee (27 June)**

Members were updated on the debt position in relation to Adult Social Care services as the end of March 2024 and the actions being taken to improve it. There was an overview of the financial assessment process that establishes the means-tested charge for care and support; along with information on how adult social care charging links to debt and support offered, where individuals face difficulty in paying these charges. The difficulties being experienced both by the council and by relatives over the long delays in the probate service and other national bodies were noted. It was also agreed that the county council should look again at how it deals with families suffering bereavement and having to deal with social care debt.

The tendering for new contracts for county council independent living housing schemes (termed 'extra care schemes'), how these are run, future contractual arrangements, what payments residents make, how much choice residents have in seeking to provide their own care within these schemes were discussed. There will be a paper in future concerning housing for older people.

A discussion of the desirability of increasing direct payments for social care. Direct payments allow individuals to choose their own care, tailored to their own needs and offer an alternative to the county council providing the care from the contracted services it uses. The Cambridgeshire Direct Payment Support Service (DPSS) is an all-age service which supports people who receive direct payments to purchase their own care and support. Its aim is to help improve the independence, health, and wellbeing of people with eligible care needs. It also makes having a direct payment easier and a more attractive option to service users.

### **Children and Young People's Committee (25 June)**

The county council has agreed to set up two new homes for children in care using its own properties. These are now being made ready. The committee agreed to go out to tender for providers to run these homes in conjunction with the county. This arrangement would enable more children to be cared for within Cambridgeshire, closer to friends and to family support, as appropriate.

Commissioning of a new school-aged health improvement and prevention service which includes emphasis on healthy eating, oral health, information on vaping and a range of other concerns. The new arrangement aims to integrate more fully and effectively current health-improvement services.

### **Tiger Bus Scheme**

People under 25 can apply for a Discount Card which entitles them to travel anywhere within Cambridgeshire for £1. Cambridgeshire and Peterborough Combined Authority (CPCA) is developing the business case for 'bus franchising' which will mean control for the bus service rests with the Combined Authority rather than with the bus operators. Had a congestion charge for Cambridge been approved there would have been an additional £50 million per year to subsidise rural services but since it was dismissed, we are unlikely to see all our villages connected by bus.

### **Local Nature Recovery Strategy**

The CPCA is the accountable body for this work which is going well and we are in the first cohort who will be completing. The Environment and Sustainable Communities has asked the CPCA Board for delegated powers to agree the draft to go out for consultation.

### **Fen Reservoir at Chatteris**

The much-reported water crisis in our region means two new reservoirs are required in the next 15 years. The first to be constructed will be the Fen Reservoir at Chatteris. Even though the reservoir is



not on our patch the piping and other infrastructure will be and full details are now available as part of the recently launched non-statutory consultation. See more here:

<https://www.anglianwater.co.uk/news/bold-new-vision-unveiled-for-proposed-reservoir-in-the-fens-ahead-of-second-phase-consultation-launch/>

### **Quality of Life Survey**

Cambridgeshire County Council has launched the second annual countywide Quality of Life survey, speaking to a random sample of 5,500 residents to understand their views on the quality of their lives. The survey – run by an independent market research company Thinks Insight – aims to speak to 1,100 people aged 18+ living in each of the five Cambridgeshire district areas. In addition, they will be talking to people from specific groups who are less often heard from including people who may have been homeless or are from migrant or Gypsy/Roma/Traveller communities. The online version of the survey can be found on the website so any resident who wants to can take part can.

### **Why ditches must be kept clear**

If you live near or adjacent to a watercourse, please bear in mind the importance of keeping it clear and free of debris. If your property abuts a watercourse then you have a legal 'riparian owner' responsibility for keeping the ditch clear. We have discussed this locally in Milton. If a branch or rubbish from your land blocks the ditch or causes a flood you may be liable for consequential damage.

CCC has produced a very useful mapping tool on the website which identifies who has responsibility for all watercourses at <https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/watercourse-management>

### **Good Life Fund, CPSL Mind**

This is a small community fund, part-funded by CCC which offers grants of up to £1500 to people in the community to help set up groups that connect people, such as book clubs, craft classes, or activities that encourage people to learn new skills. You can apply to the Good Life Fund if your activity is promoting wellbeing, there are at least four people involved and everyone involved is prepared to volunteer their time, energy and strengths - to learn more about the Good Life Fund get in touch by emailing [goodlifefund@cpslmind.org.uk](mailto:goodlifefund@cpslmind.org.uk) or by calling 0300 303 4363.

### **Fire Authority News**

After a nationwide recruitment search and robust selection process, Matthew Warren is being recommended as the new Chief Fire Officer/Chief Executive Officer for Cambridgeshire Fire and Rescue Service. Matthew is currently Deputy Chief Executive and has worked for the Service for over 20 years - and was the unanimous choice of the Appointments Committee. The current chief, Chris Strickland, is retiring having served over 40 years in the fire and rescue service.

### **Children's Services**

Children's Services at Cambridgeshire have recently been inspected by Ofsted who say that CCC has created strong foundations to drive improvement in Children's Services, but the service overall requires improvement; acknowledging that "This improvement was initiated by a new chief executive and assisted by the appropriate decision to decouple shared leadership and service arrangements from Peterborough" and that "there has been significant political and corporate investment and commitment to the improvement of outcomes for children in Cambridgeshire." There is still a considerable amount of work to be done.



### **Coffee Pod Recycling comes to Cambridgeshire Household Recycling Centres**

CCC has introduced coffee pod recycling at all nine of its Household Recycling Centres. The new coffee pod bins offer residents an environmentally friendly way to separately dispose of both aluminium and plastic coffee pods.

Over 1 billion coffee pods are sold each year in the UK alone. Waste from these 'single-use' pods will lead to a huge environmental impact if not recycled properly, in the UK and globally. CCC is partnering with Podback to provide coffee pod recycling services. Podback was initially created by Nespresso, Nescafe, Dolce Gusto and Tassimo to help their customers recycle their coffee pods and is now supported by many more coffee brands. Podback recycles coffee pods in the UK, to reduce waste and saving on new materials. Collected pods are shredded and cleaned of coffee. The shredded pods can be made into new products, while the coffee grounds are used to help create renewable energy and soil improver.

You can recycle a huge variety of items at CCC Household Recycling Centres from aerosols, batteries, and cooking oil, to mobile phones, soil and vapes. Our nearest centres are at Milton and Witchford.

### **Police want to hear from you**

Cambridgeshire Police is undertaking community engagement events with the next on Wednesday 28 August at 7pm. You can register now to receive the meeting link and more details of both the engagement event on the Police website.

### **Have you considered being a Special Constable?**

Cambs Police have just launched a recruitment drive for Special Constables - Specials have all the powers of a police officer and work alongside their regular colleagues. It requires a minimum commitment of four hours a week and is a great opportunity to give something back to your community, while receiving professional training, skills and experience that can be used in everyday life and career progression.

Over the past 12 months, Specials have recorded more than 23,000 hours on the job, launched an impressive 400 investigations and stopped 1300 vehicles. If you, or someone you know, would like to find out more about becoming a Special Constable, and maybe even apply, please visit the Police website pages.

Cllr Anna Bradnam

[anna.bradnam@cambridgeshire.gov.uk](mailto:anna.bradnam@cambridgeshire.gov.uk)

08 July 2024