

**Minutes of the Extra Meeting of Milton Parish Council held on
Monday 18 January 2021 at 7pm via Zoom on-line**

Present: D Wildman (DW) (Chair), J E Coston (JEC), P Ellwood (PE), R Farrington (RF), A Horne (AH), D Owen (DO), H Smith (HMS), A Markham (AM), A Latchem (AL), A Bradnam (AB)

In Attendance: S Corder (Clerk), J Barrett (Assistant Clerk), G Kinsman (RFO)

Members of the Public: None

1 Apologies for absence
None

2 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

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

No members of the public attended.

4 Finance

To **CONSIDER** recommendations: (Deferred from 4 January 2021 meeting)

To **CONFIRM** budget figures for 2021/22 as recommended by Finance Committee. **AB raised a question as to where the figure for income (£8383) in the Capital Schemes Code (54) came from – DW to check and report back. DW reported that the Clerk’s yearly budget figure includes a contingency amount for agency cover – there is a separate code for the Community Care Warden Agency cover costs. Insurance – to increase budget to £1,100 to cover the increase for adding the rebuild cost of £70k of the MPC office to the policy. AB Proposed – HMS Seconded To agree under Item 11.**

To **SET** recommended precept for 2021/22 to £133,000 **DW Proposed to set a precept of £133,000 – HMS Seconded ALL AGREED**

5 Internal Audit (Deferred from 4 January 2021 meeting)

To **CONSIDER** actions to be taken from the Internal Auditor’s report:

Standing Orders – Clerk to update

Website – To aim for Quality Council Status (For website administrators to follow up)

Insurance – To include office rebuild cost. RFO to contact our insurers.

Risk Management – Clerk to produce a schedule for tracking progress on projects. The Assistant Clerk has produced inspection sheets for allotments, orchard, bus shelters and cemetery (To go to Maintenance for approval).

GDPR – Councillors to have MPC email addresses for GDPR – AH/AM to investigate options and bring back recommendations to a future MPC meeting. JEC suggested looking into Intranet usage. No Councillors should be emailing out individually. All official correspondence is dealt with via the Clerk’s email. Clerk to clarify her recommendations in email usage from the Internal Auditor including communication between Councillors. **If the risk is of an FOI enquiry or GDPR challenge, we may need our own separate email server.**

Cemetery – Clerk to find a contractor who could do topple testing for us.

6 Trees on the Bund (The Sycamores) (Deferred from 4 January 2021 meeting)

To **CONSIDER** email received from a resident: “to have the trees of the bund assessed for disease and to remove any dead trees – can new trees be planted: to help with the sound buffering from the A10 traffic”. **AB (MPC Tree Warden) to investigate and report any work required to a future Maintenance meeting. Suggested we could ask the Woodland Trust for replacement trees if required.**

7 Inappropriate Parking and Siting of Street Food Vans (Deferred from 4 January 2021 meeting)

To **CONSIDER** extending the whole of Milton to a “Consent Street” status. **AB Proposed to take no further action and if food vans do turn up a Councillor could talk to the vendor about any parking issues that arise – RF Seconded ALL AGREED**

8 Sunnica Energy Farm (Deferred from 4 January 2021 meeting)

Consultation for a new solar energy farm and battery storage facility. MPC to consider comments on questionnaire. **JEC raised concerns in the use of lithium batteries and the loss of land for this project and that we should support the concerns of the local villages bordering the area. Members were encouraged to send in personal**

comments. **AB** declared an interest (member of District Council Planning Committee) **DW** Proposed MPC has no comment at this time – **HMS** Seconded 6 In Favour – 2 Against – 1 Abstention (**AB**) **AGREED**

9 County and District Councillor January Reports (Received - 4 January 2021 meeting)

Any questions to be raised in relation to the County Councillor report and District Councillors report, including flooding and drainage issues.

HMS update: Individuals are being invited for the Covid-19 injections – currently at Stevenage. If you wait a bit longer to book your appointments, you might get a closer location.

RF reported that the Community Centre in Milton will be the hub for Covid-19 injections. Please do wait to be contacted via the Doctor's Surgery for your appointment.

Flooding – Work (by SCDC) to clear the Ely Road (including by the College of West Anglia) award drains up to Penfold Farm will start on Tuesday 19 January 2021.

AB: Work on the 13th Award Drain from the Landfill site through The Sycamores recreation ground and Country Park has been completed by SCDC.

JEC: raised concerns about drainage at the Cemetery and that the surrounding ditches were high and has some concerns for future burials as previous flooding reached around 6 inches deep in some areas. **DW: Noted that the work on the award drains will help reduce the water level in the ditches.** This needs to be monitored due to the potential rain forecast up to the weekend and discussed further if action is required.

HMS reported that the drainage solution suggested for the eastern half of the Police Station site is unworkable. She has reported this to the Planners.

(**DO** left 9:13PM)

10 Planning

20/05194/HFUL – 1 Cambridge Road, Milton CB24 6AW – Ground floor rear extension **HAS NO RECOMMENDATIONS**

(**AB, AH** and **PE** left 9:20pm)

11 Finance

Bank reconciliation and Bank Statement: **HMS** had checked the figures in the Scribe report against the bank statements in the Parish Office – all figures correct and verified.

Review list of Investment accounts: **DW** reported that the Hampshire Trust Bond has been rolled over into a new 1yr bond. The first-year interest received from Cambridge and Counties bond has been credited to the bond and not paid direct to MPC Unity account putting MPC over the maximum limit for FSCS. **Clerk to check if this interest can be transferred to the Unity account.**

Review of Debtors and Creditors – GK update: VAT refund is being compiled for Clerk to send to HMRC – reclaim around £3,800 (it is higher this quarter due to the play equipment purchase). Community Care invoices are due to go out for the quarter of Sept-Dec 2020. PAYE/NIC contribution is due to be paid now.

Review of Budget and Year to Date Actuals – Budget figures showing what is left in the budget to the end of March 2021 was received and explained.

Finance Officer Review: Insurance: – **GK:** To amend insurance budget figure to include the rebuild cost of the MPC office. The increase to the insurance premium will be around £95 per annum. It was felt that the premium should be paid for the interim so MPC is covered. **GK** will investigate sourcing another quote for the rebuild of the MPC office to compare with the current quote received. The quote received for the rebuild of the MCC buildings was very high and has raised some questions. **AB Proposed – HMS Seconded ALL AGREED**

Finance Officer Review – GK nothing further to report

12 Dates of next meetings

Wednesday 27 January 2021– Community Care 11:30am

Monday 1 February 2021 – Parish Council 7pm

Monday 15 February 2021 – Planning 7pm

Meeting Closed 10pm Signed: Date: