

**Minutes of the Annual Meeting of the Milton Parish Council held on
Monday 24 May 2021 at 7.30pm in the Milton Community Centre Lounge**

Present: D Wildman (Chair) JE Coston (JEC) RJ Farrington (RJF), HM Smith (HMS), D Owen (DO) A Horne (AH), A Markham (AM), A Bradnam (AB), P Ellwood (PE), A Latchem (AL)

In Attendance: S Corder (Clerk)

1 Election of chairman and signing of declaration of acceptance of office of Chairman

It was Proposed by RF to elect DW as Chairman - HMS Seconded **ALL AGREED.**

2 Apologies for Absence:

None received – Full Council in attendance

3 Election of Vice Chairman and signing of declaration of acceptance of office of Vice Chairman

It was Proposed by DW to elect HMS as Vice-Chairman – JEC Seconded **ALL AGREED.**

The Chairman and Vice-Chairman would sign the declaration of office in the next day or so.

4 To Confirm the Following Committees and Memberships:

Community Care	AB, RJF, TL, HMS, DW, Rev D Chamberlin*
Maintenance	(incorporating Allotments, Cemetery, Play, Tomkins Mead and Milton Environment) JEC, AH, AL, AM, DW
Finance & Admin	JEC, RJF, AL, HMS, DW
Planning	JEC, PE, RJF, DO, HMS,
Staffing	PE, DO, HMS, DW

The following Working Groups and membership were agreed:

Capital Projects	JEC, RJF, AM, DW
Cemetery	HMS, DW
Milton Air Quality	AB, JEC, HMS
Website & IT	JEC, PE, AH, DW
MVAS	AB (volunteers: John Halfpenny)
External Communications	JEC, PE, AH, DW
20mph speed Limit	JEC, AH, AL, AM

5 To Confirm the Following Representatives and Volunteers

The following special responsibility roles were agreed:

Specific Responsibility:

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

The following representatives for outside bodies were agreed:

CAPALC & SCDC	Chairman, Clerk
Chisholm Trail Local Liaison Forum	HMS (Mike England*)
Milton Charities	JEC
Milton Community Centre	DW
Patient Participation Group	DW
Milton Primary School Liaison	Clerk, AL
North East Cambridge Forum	JEC, DW

* indicates representatives who are not parish councillors and are non-voting

6 To CONSIDER the following proposal for delegation of powers

In the event of the Council being prevented from holding formal meetings the following delegated powers shall apply:

1) The Clerk shall have delegated authority to authorise bills for payment of items of approved expenditure

provided that a list of such payments shall be submitted to the next appropriate meeting of Council. A record of payments made under this delegation shall be drawn up and be signed by two members on each and every occasion when payment is authorised. In the event that the situation prevents signature in a timely manner an email authorisation shall be carried out and the list signed by those members at the earliest opportunity.

2) The Clerk together with the Chair of the Planning Committee and one other member shall have delegated authority to respond to Planning applications provided that a record of the response shall be submitted to the next meeting of the Planning Committee or Council whichever occurs sooner. In the event of the Chair being unavailable within the time limit to respond a member of the Planning Committee may deputise.

These contingency delegations do not replace any existing powers described within Standing Orders, Finance Regulations, or other formal Council document.

JEC Objected to the above delegations of powers as the PC can now meet in person – DW explained that should the PC not be able to meet for reasons out of PC control, the PC could still carry on with payment of bills and any planning applications that needed a response as recommended by NALC and CAPALC.

HMS and AB suggested an amendment to the original proposal: “If in person or virtual meetings are not allowed” – DW Proposed the amended wording: “In the event that the Parish Council is prevented from having face to face or virtual formal meetings the following delegations of powers shall apply. RF Seconded

AM Proposed a further amendment to add a time limit - will be reviewed at the next Annual Parish Council meeting” (May 2022) – HMS Seconded

JEC Proposed to add “In the event that due to lockdown” – PE Seconded: 3 In Favour – 4 Against – 2 Abstain NOT AGREED

A vote was then taken on the proposal: “In the event that the Parish Council is prevented from having face to face or virtual formal meetings the following delegations of powers shall apply and will be reviewed at the next Annual Parish Council meeting”.

1) The Clerk shall have delegated authority to authorise bills for payment of items of approved expenditure provided that a list of such payments shall be submitted to the next appropriate meeting of Council. A record of payments made under this delegation shall be drawn up and be signed by two members on each and every occasion when payment is authorised. In the event that the situation prevents signature in a timely manner an email authorisation shall be carried out and the list signed by those members at the earliest opportunity.

2) The Clerk together with the Chair of the Planning Committee and one other member shall have delegated authority to respond to Planning applications provided that a record of the response shall be submitted to the next meeting of the Planning Committee or Council whichever occurs sooner. In the event of the Chair being unavailable within the time limit to respond a member of the Planning Committee may deputise.

These contingency delegations do not replace any existing powers described within Standing Orders, Finance Regulations, or other formal Council document.

6 In Favour – 3 Against – 1 Abstain AGREED

It was agreed that those to whom have planning powers were delegated would endeavour to consult members of the Planning Committee informally before sending in their decisions.

RF welcomed the PC back to face to face meetings and thanked the Councillors and Clerk for their perseverance during what has been a difficult year.

7 Dates of Next Meeting

Monday 7 June 2021 – Planning 7pm – Maintenance 7:45pm

Monday 21 June 2021 – Parish Council 7:30pm

Meeting closed at 8:40pm

Signed: Dated:

DRAFT