

**Minutes of the Maintenance Meeting of Milton Parish Council held on
Monday 22 September 2025 at 7:30pm held in the Bowls Pavilion**

Present: P Ellwood (PE)(Chairman), HM Smith (HMS), A Bradnam (AB)

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

1 Apologies for absence

D Wildman (personal), J Coston (personal)

2 To APPROVE the Minutes of the meeting held on Monday 16 June 2025

Deferred until December Maintenance meeting.

3 Declarations of interest and dispensation:

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

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

To grant any requests for dispensation as appropriate; None.

4 Public Participation

No public in attendance.

5 Allotments

Currently have 5 vacant plots.

There are some plots that require attention by the tenants. Rent letters are being sent in this month, to which some plots maybe returned. Once all rents in, plot holders will be written to about clearing up their plots.

6 Paddock Wood

The previous planted saplings are not doing too well. The most recent planted ones (6) are coming along well and some along the A10 boundary fence. Date to be arranged to plant the trees and 3 fruit bushes – the dead saplings/post/protectors can be removed. Looks like some have been cut down by accident with the mower.

Action: AB to contact Woodland Trust or Wildlife Trust for advice on best planting locations of new saplings and the 7 trees donated to the PC.

7 Maintenance Work Schedule

Received and reviewed works required.

8 Cemetery

As reported on Works Schedule.

Need to consider replanting the wildflower areas – nothing growing but tall grass and weeds.

Action: Clerk to order Wildflower seeds and Yellow Rattle for planting.

Clerk looking into a suitable pump to extract water from the ditch to fill the water tank now located at the Cemetery.

To **CONSIDER** Cemetery path works – quote from C J Murfitt

Option 1.

Excavate and reduce levels, remove existing timber edgings, and clear away. Lay new square top edgings on concrete base, geo textile terram and 150mm hardcore base. Level and compact hardcore. Supply and lay 75mm of 20mm clean gravel, across the full length of the path. Make good any grass with topsoil and seed.

All for the sum of £19,382.00 Plus V.A.T.

Option 2.

As above option 1 but using gravel trays and 10mm gravel infill.

All for the sum of £27,271.00 Plus V.A.T.

Option 3.

To excavate area to reduce levels. Supply and lay 150 x 50mm flat top edging kerbs, to be set in concrete, to form new pathway.

To supply and lay Terram Geotextile Membrane. To supply and lay Type 1 hardcore to a depth of approximately 150mm when compacted by machine.

To supply and lay 20mm Base Course Macadam to a depth of approximately 50mm when compacted.

To supply and lay 6mm Stone Mastic Asphalt Wearing Course to a depth of approximately 30mm, when compacted by machine. ALL open edges to be sealed with Pitch. All spoils and risings to be removed from site.

Make good grass with topsoil and seed on completion.

All for the sum of £31,684.00 Plus V.A.T.

Option 4.

Excavate and reduce levels, remove existing timber edgings, and clear away. Lay new square top edgings on concrete base, geo textile terram and 150mm hardcore base. Level and compact hardcore. Supply and lay 75mm of Hoggin self-binding gravel, across the full length of the path. Make good any grass with topsoil and seed.

All for the sum of £18,950.00 Plus V.A.T.

**PE Proposed to accept Option 4 £18,950.00 + VAT – AB Seconded ALL AGREED
(This is an approved spend in the Capital Budget)**

9 Play Areas

As reported on the Maintenance report - From June minutes: Play inspections reports were sent to Eibe (The Rowans), Wicksteed (Fitness equipment) and Fenland Leisure (Humphries Way). **Eibe:** no works required on the playhouse as the gaps in the wood is down to weather and will shrink back when weather changes.

Wicksteed: Sent out the parts required – PA fitted them.

Fenland Leisure: carried out required repairs.

Action: Clerk to order play bark to be ordered once cleared of weeds.

To **CONSIDER** improvements for Humphries Way play area and budget.

To be discussed on the Village Maintenance tour

To **CONSIDER** improvements to Faulker Close play area.

To be discussed on the village tour

10 Village Maintenance and Tree Tour

To arrange a date to walk the village and report on any maintenance or tree issues.

Date arranged: Wednesday 1 October 2025 at 9:30am

11 Review of Maintenance Risk Assessments

Risk assessments: Litter picking for volunteers, Village Maintenance Person, Allotments, bus shelters, Cemetery, Use of contractors, Fire, Litter picking (employees), Office, Open spaces & parks, Play areas, Tree maintenance, Erecting Christmas decorations.

No changes required. Ditch clearance risk assessment to be added.

12 Maintenance Budget 2026/27

To **CONSIDER** budget items and budget request for the next financial year

General Ground Maintenance	£26,000
Trees	£5,000
Cemetery	£5,500
Allotments	£2,000
Paddock Wood	£1,000
Bus Shelters	£500
Seats & Bins	£500
Cleaning sundries	£100
Play areas	£4,000
Play areas (to reserve for contingent liability)	£10,000
Tomkins Mead (includes £1,500 to CSLT)	£3,500
Equipment Maintenance (to include AED's x 3)	£250
General Maintenance	£750
Total	£59,100

To go to Finance Committee for Budget approval

13 Biodiversity Policy and Action Plan

To discuss next steps. **Action: PE to review the plan before it is shared with the village and suggest questions that could be put forward to the residents.**

14 Dates of Next Meeting

Monday 15 December 2025 7:30pm

Litter Pick Saturday 25 October 2025 – 2pm (Meet at PC office)

Meeting closed at 9:23pm Signed: Date: