

**Minutes of the Meeting of Milton Parish Council held on
Monday 5 January 2026 at 7:30pm in the Bowls Pavilion**

Present: P Ellwood (PE) (Chairman) HM Smith (HMS), D Owen (DO), J Windle (JW), R Farrington (RF), J Coston (JEC), D Wildman (DW) A Bradnam (arrived 8:36pm)

In Attendance: S Corder (Clerk)

1. Apologies for Absence

Full Council in attendance.

2. To APPROVE the minutes of the meeting held on Monday 1 December 2025

Amendments: Item 5 – Phone box should say “photos”. Item 7 – remove DW proposed to accept the Investment Policy (wording not relevant to this meeting). Item 10 – Should say “no comment”. **Defer approval to February MPC meeting.**

3. Declarations of interest and dispensations

To receive declarations of interest from councillors on items on the agenda; None.

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

To grant any requests for dispensation as appropriate: None.

4. Public Participation – members of the public are invited to speak

No public in attendance.

5. Clerk’s/Chairman’s Report and see Works Schedule

South Cambs District Council Green Space – Shared Prosperity Fund – Improving the area on Edmund Green – Planting and benches have been installed. Requesting further works on the pathway to make it accessible for all.

Phone Box Coles Road – Phone box due to be repainted April/May 2026 and with new window panels. Usage of the phone box to be decided.

Update on the 6 replacement streetlights: 4 of the 6 street poles have been erected, awaiting installation of the streetlamps. Works to follow are a streetlight to be erected outside 5/7 Willow Crescent. Relocation of one of the proposed streetlights on Coles Road suggested by the Street Lighting Team is outside 61/63 Coles Road.

Milton Parking Survey – Survey now closed and final report produced. MPC need to discuss results and will meet with CCC Highways on 13 January 2026 – see item 18.

6. Planning

Decisions:

25/03382/FUL – 26 Butt Lane, Milton CB24 6DG – Erection of a self-build/custom build dwelling – Plot 6

APPLICATION PERMITTED.

New:

25/04790/FUL – Unit 3-4 Cambridge Road Industrial Estate, Milton – Erection of a single storey ancillary building and widening of existing dropped kerb. **OBJECT. 1. Insufficient parking for current business as it stands, and removal of parking spaces where the proposed building will be sited will cause further overspill parking in surrounding areas. 2. Double yellow lines have been extended due to ongoing issues with parking in that area. 3. Proposed building is forward of the street building line.**

7. Maintenance

The minutes of the Maintenance Committee meeting held on Monday 15 December 2025 were received.

8. Community Care Policies

To **REVIEW** policies: Disclosure and Barring (item 2.2 needs amending) – **HMS Proposed the wording “Any DBS paperwork will be stored in the Councillor safe and destroyed after 6 months”**. Clerk to refer this back to the Community Monitoring Group for agreement and come back to February MPC meeting for approval.

How to make a complaint, compliment or donation, Safeguarding Adults Policy – **ACCEPTED**

9. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment - **DW Proposed to pay vouchers 305 to 330 and tabled 331 to 344 – RF Seconded ALL AGREED**

The net position report was received.

10. Grant Application Request

To **CONSIDER** a grant application request from All Saint’s Church towards the rebuilding of the Churchyard wall which is damaged and structurally unsafe.

DO declared an interest – PCC member.

HMS suggest a grant donation of up to £2,000 with the decision to be made at the February MPC meeting (from Capital Projects budget).

11. NALC Civility and Respect Pledge

To **CONSIDER** signing the Council up to the pledge: By signing the Pledge your Council is agreeing that the Council will treat Councillors, Clerks, Employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles. **JEC Proposed to sign up to the Pledge – PE Seconded ALL AGREED.**

12. Draft Greater Cambridge Local Plan Public Consultation

“Cambridge City Council and South Cambridgeshire District Council are working together to create the first joint Local Plan for Greater Cambridge. The Local Plan sets out how the area should develop up to 2045 and beyond, including where sites for new homes, jobs and infrastructure will go and what these places should be like. Our Plan has been informed by the thousands of comments we have received through several stages of public consultation so far.

This consultation is your opportunity to help shape the Plan, and we would like to encourage anyone with an interest in the future of the Greater Cambridge area to take part. Feedback from this consultation will help shape the final version of the Plan, which will be consulted on for a final time next year before it is submitted to Government to be examined”. **Does the PC wish to comment? Councillors to respond as individuals. Any concerns to bring to the February MPC meeting. (AB arrived 8:36pm)**

13. A14 Logistics Forum

To **CONSIDER** supporting the document put together by other Parish Councils for the A14 Logistics Forum input into the Greater Cambridge Local Plan. **PE Proposed to support the document – HMS Seconded ALL AGREED.**

14. To Receive The Connections Bus Project Sept-Dec 2025 Termly Report

The report was received with positive comments.

15. The Connections Bus Project – Youth Work Provision for 2026/27

To **CONSIDER** the fees for 2026/27 – increased from £208 to £219 per session from 1 April 2026. **JEC Proposed to accept the increase in fees – HMS Seconded ALL AGREED.**

16. CCTV in Parish Council Office

To **CONSIDER** quote to upgrade the office CCTV for £1,300 + VAT – **DW Proposed to accept the quote – JW Second. 7 In Favour – 1 Abstain AGREED. (Capital Projects budget).**

17. Privacy Notice

To **REVIEW** wording of the Privacy Notice. **Clerk to arrange an IT meeting to compare the Privacy Notice with the Privacy Policy.**

18. Local Highway Improvement Initiative (LHI) 2026/27

To **CONSIDER** any project to put forward (Closing date 16 January 2026). **Suggestions will be put forward after the meeting with County Highways to discuss the parking issues within Milton.**

19. CAPALC – MHCLG announcement of local elections in LGR areas (Appendix 6)

To consider election costs for 2026/27. Tell us your views on whether elections should go ahead in 2026 or take place at the same time as deferred principal authority elections in 2027. **MPC has no views.**

20. To RECEIVE County Councillor’s Reports

The County Councillor’s Report for January 2026 was received.

A hard copy of the full report can be read in the Parish Council office or on-line at the MPC website.
www.miltonparishcouncil.gov.uk

21. Correspondence

South Cambs District Council – Have your say on the future of Greater Cambridge: Consultation of draft local plans opens. 1 December 2025 to 30 January 2026.

South Cambs District Council November 2025 e-bulletin.

22. Dates of next meetings

Wednesday 7 January 2026 – Community Care Monitoring Group 11:30am

Monday 12 January 2026 – Finance and Administration

Monday 19 January 2026 – Precept meeting 7pm – Planning 7:30pm

Monday 2 February 2026 – Parish Council

Meeting closed at 9:29pm Signed: Dated: