



MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
Milton, Cambridge, CB24 6BL.
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Email: clerk@miltonparishcouncil.gov.uk
Website: www.miltonparishcouncil.gov.uk

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the meeting of Milton Parish Council to be held in the
Bowls Pavilion on Monday 1 June 2026 at 7pm
Members of the Public and the Press are cordially invited to attend.

Clerk's signature: *Sarah Coker*
Date of issue: 26 May 2026

AGENDA

- 1. Presentation for the Proposal for Plot 163 Cambridge Science Park**
Representation from Marengo Communications and Shedkm (Architect) to introduce Stanhope, the developer for the proposal for 163 Cambridge Science Park.
- 2. Apologies for absence:** to receive and approve apologies for absence.
- 3. To APPROVE the minutes of the meeting held on Monday 11 May 2026 (Pages 3-6)**
- 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 7-8)**
Building Reinstatement Cost Assessment – Rebuilding costs has now been conducted for all buildings owned by the Parish Council.
Allotment – New gate is now in place.
Ditch Clearance – Ditch clearance at Old School Lane and Fen Road should be taking place soon.
- 7. Planning (Pages 9-10)**
To **RECEIVE** the minutes of the Planning Committee meeting held on Monday 18 May 2026.
Decisions:
None to date.
New:
26/01758/HFUL – 2 Shirley Close, Milton CB24 6BG – Single story rear extension and front porch.
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01758/HFUL>
26/01760/HFUL – 239 The Sycamores, Milton CB24 6ZD – Single storey rear extension, following demolition of existing conservatory.
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01760/HFUL>
26/01691/REM – Land North of Cambridge North Station, Milton Avenue, Cambridge – Reserved matters application for 425no. residential units – appearance, layout and scale. (Reserved matters application is made pursuant to hybrid planning permission ref: 22/02771/OUT).
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/01691/REM>

8. Staffing (Pages 11-14)

To **RECEIVE** the minutes of the Staffing Committee meeting held on Monday 18 May 2026

To **APPROVE** the confidential minutes of the meeting held on Monday 24 November 2025 (HMS, PE and DO to approve). **(Tabled)**

To **APPROVE** the updated Job Descriptions for the Clerk, Responsible Finance Officer and Deputy Clerk.

9. Assets Register (Appendix 1)

To **CONSIDER** accepting the updated Assets Register.

10. Bills for Payment and Money Received (Appendix 2 & 3)

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

To **RECEIVE** net position report.

11. General Power of Competence (GPOC).

To **AGREE** that Milton Parish Council meet the 2 points of criteria for eligibility for GPOC (LA 2011 s8).

1. Elected Councillors – The number of Councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of Councillors.

2. A Qualified Clerk – To have passed the Certificate in Local Council Administration (CiLCA) after April 2012.

12. Froment Way Play Park Swings (Appendix 4)

To **CONSIDER** quote from Wicksteed to supply and install timber cradle seat swing £6,057.00 + VAT (Advice given was to replace the whole swing due to possible rot in the top pole instead of the replacing just the 4 legs).

13. Phone Box

To discuss other alternatives for use and possible alternate location.

14. The Connections Bus Project (Deferred from May PC meeting)

To **CONSIDER** funding the 10-week babysitting course at £1,637.40 (based on 15 students contributing £20).

To **CONSIDER** funding the 10-week Generation Game Project at £2,119.20 (based on 15 students contributing £20).

15. To RECEIVE County Councillor's Report (Pages 15-17)

16. Verbal Report from District Councillors

17. Dates of next meetings

Monday 15 June 2026 – Planning 7pm – Maintenance 7:30pm

Monday 29 June 2026 – Planning

Monday 13 July 2026 – Parish Council

Clerk's Office

The full agenda papers are available on the website www.miltonparishcouncil.gov.uk and at the Parish Council office.
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**Minutes of the Annual Meeting of the Milton Parish Council held on
Monday 11 May 2026 at 7.30pm in the Bowls Pavilion**

Present: P Ellwood (PE) (Chair), H M Smith (HMS), J E Coston (JEC), RJ Farrington (RJF), A Bradnam (AB), D Owen (DO), D Wildman (DW), J Windle (JW), J L Coston (JLC), R Farrington (RF – as of 7:45pm)

In Attendance: S Corder (Clerk), J Barrett (Deputy Clerk)

1. Elected Councillors to sign Declarations of Office and Register of Financial and Other Interests.

The Declarations of Office were signed and witnessed by the Clerk. Councillors to fill in the Register of Financial and Other Interests and return to the Clerk as soon as possible, to then be sent to SCDC.

2. Election of Chairman and signing of declaration of acceptance of office of Chairman.

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

PE signed the Declaration of Acceptance of Office, witnessed by the Clerk.

PE welcomed back the Councillors who re-stood for election and our new Councillor John Coston.

3. Apologies for Absence:

Full Parish Council committee in attendance.

4. Election of Vice-Chairman and signing of declaration of acceptance of office of Vice-Chairman

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

HMS to sign the Declaration of Acceptance of Office, witnessed by the Clerk.

5. To APPROVE the minutes of the meeting held on Monday 13 April 2026.

HMS – amendment to Item 5: Allotment Grant – should say MPC payment not MPC donation.

DW Proposed to accept the minutes of the meeting held on Monday 13 April 2026 with the amendment made – DO Seconded **ALL AGREED**

To APPROVE the Year End Accounts minutes of the meeting held on Monday 27 April 2026

DW Proposed to accept the minutes of Monday 27 April 2026 as a true record – HMS Second **AGREED (AB abstained).**

6. Councillor Vacancies

To **CONSIDER** co-opting R Farrington onto the Parish Council

JEC Proposed to go into confidential session – HMS Seconded **ALL AGREED.**

Motion to exclude public and press.

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be transacted at Agenda Item 6. namely: Councillor Vacancies

The public and press will be temporarily excluded from the meeting at this point, and any present are herewith to withdraw. **(meeting closed 7:42pm and opened at 7:45pm)**

A confidential vote was taken – RF was co-opted and welcomed onto the Council.

7. 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

8. 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). **No public in attendance.**

9. Clerk's/Chairman's Report and see Works Schedule

Allotment Grant – The work to install an extra water pump on the allotment site is now completed. **PE reported that JW, Philip, and PE planted some tree saplings in Paddock Wood.**
Work Schedule – Clerk to remove power to Edmund Green, village plan, and network rail.
PE – To put together a **Parking Working Group** to discuss the outcome of the report received from M Martin – County Highways. Clerk to arrange a meeting with the Councillors who want to be involved.

10. To Confirm the Following Committees and Memberships:

Maintenance	(incorporating Allotments, Cemetery, Play, Tomkins Mead) AB, JEC, JLC, PE, DW, JW
Finance & Admin	AB, JEC, JLC, HMS, JW
Planning	JEC, PE, RJF, DO, HMS
Staffing	AB, DO, HMS
Cemetery Advisory	JEC, PE, HMS

ALL AGREED

The following Working Groups and membership were agreed:

Community Care Monitoring	AB, JEC, HMS, (Rev. A Jeewan* - All Saints)
Milton Environment	AB, JEC, HMS (Suzanne Webster*, Kay White*)
Website & IT	JEC, JLC, PE, DW (Aaron from Sutherland IT Solutions *)
MVAS	AB, PE (volunteers: John Halfpenny*, Mike Price*)
External Communications	JEC, PE

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

ALL AGREED – External Communications to be reviewed.

Clerk to check Non-councillors wish to remain on committees.

11. To Elect Committee Chairman for Finance, Maintenance, Planning, Staffing, Cemetery Advisory

Finance –	AB Proposed HMS – JW Seconded ALL AGREED
Maintenance –	DW Proposed PE – AB Seconded HMS Proposed JEC – JLC Seconded A confidential vote was taken – PE elected
Planning –	RF Proposed DO – JEC Seconded ALL AGREED
Staffing –	HMS Proposed AB – PE Seconded ALL AGREED
Cemetery Advisory –	HMS Proposed PE – DW Seconded ALL AGREED

12. To Confirm the Following Representatives and Volunteers

The following special responsibility roles were agreed:

Footpath Officer	AB
Press Officer	JEC
Tree Warden	AB

Youth Liaison AB
Defibrillator reps: PE, Clerk

The following representatives for outside bodies were agreed:

CAPALC & SCDC	Chairman, Clerk
Milton Community Centre	RJ
Patient Participation Group	HMS
Milton Primary School Liaison	JEC
Northeast Cambridge Forum	JEC, HMS
Waterbeach Community Forum	AB

ALL AGREED

13. Planning

The minutes of the Planning meeting held on Monday 20 April 2026 were received.

Appeals for comment:

EN/00043/26 – Lomas Farm, Chesterton Fen Road, Milton – The enforcement notice was issued for the following reasons: The development is not in accordance with condition where enquiries have confirmed that the residents are not of Gypsy nor Traveller status as defined in Paragraph 15 of OD PM Circular No. 01/2006 “Planning for Gypsy and Traveller Sites”. **Comment: MPC support SCDC enforcement action.**

14. Finance and Administration

The minutes of the Finance Committee meeting held on Monday 20 April 2026 were received.

15. Community Care

The notes of the Community Care meeting held on Wednesday 29 April 2026 were received.

16. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – DW Proposed to pay vouchers 34-51 and tabled 52-62

DW – error on voucher 38: incorrect cost code, should have been coded as payroll clerk. Has now been amended in the accounts.

The net position report was received. DW: the brought forward balances have now been added. 2 new cost centres for Allotments and Cemetery as previously agreed have been added. **Clerk to circulate updated Net Position Report to Councillors.**

(DO left 8:51pm)

17. Biodiversity Policy

To **CONSIDER** agreement of the Biodiversity Policy.

Minor amendments required. DW Proposed to accept the Biodiversity Policy with the amendments – HMS Seconded. **ALL AGREED.**

18. Artificial Intelligence Use Policy

To **CONSIDER** agreement of the AI use Policy.

Amendment to Responsibilities – remove last bullet point.

PE Proposed to accept the Policy with the amendments – JW Seconded **ALL AGREED.**

19. Old School Lane and Fen Road Ditch Clearing

To **CONSIDER** quotes from ADC Drainage Company for A. £2,670 + VAT for jetting and cleaning of culverts under School Lane and Fen Road and cleaning approx. 1m of ditch either side.

B. £1,380 + VAT for cleaning of ditch inlets and outlets.

DW Proposed to accept both quotes – PE Seconded **ALL AGREED.**

(ADC to be asked if could they clear further long each side and the costs).

20. Play Equipment Repairs

To **CONSIDER** the quote from Online Playgrounds of £1,900.05 + VAT for repairs required at Humphries Way Play area. JEC Proposed to accept the quote for repairs – AB Seconded **ALL AGREED.**

To **CONSIDER** quote from Wicksteed for resistograph/timber test on 1 bay seat 2 cradle swing at Froment Way £450 + VAT (as suggested in the play inspection report). Cost to replace 1 leg is £229.59 + VAT (total for all 4 £996.42 + VAT).

AB Proposed to replace all 4 legs – JEC Seconded. **Clerk to find out installation costs with an agreed spend of up to £2,000 ALL AGREED.**

21. Edmund Green

To **CONSIDER** quotes for purchasing a waste bin for Edmund Green – Square slatted open top litter bin £274.88 + VAT plus £13.14 for set of 4 bolts, Circular slatted litter bin £231.63 + VAT plus £13.14 for set of 4 bolts. **(Installation costs to be in-house £100).**

PE Proposed to accept the quote for the circular slatted bin – RF Seconded ALL AGREED.

The position of the bin was agreed to be close to the path and trees at the right hand side (looking from the front) in the best discrete location. Exact location is dependant on hidden tree roots.

(PE Proposed to suspend Standing Orders to extend meeting beyond 9.30pm – Suspended at 9:32pm to continue with the agenda items – DW Seconded ALL AGREED).

22. Allotment Gate

To **CONSIDER** purchase of a new allotment gate due to damage. Quote received: A - £585 + VAT for new similar replacement gate and post, £300 labour and disposal of gate, B - £620 + VAT for 14ft half mesh gate and new closing post and installation.

AB Proposed to accept quote A – DW Seconded **ALL AGREED.**

23. Moving of the Phone Box

To **CONSIDER** quote from C J Muffitt to remove the phone box from Coles Road and relocate by the Parish Council Office (MCC carpark) £4,565.37 + VAT.

Due to the cost of moving the phone box, Council was asked to come up with alternative ideas for its usage and possible alternative location. Offering the phone box for sale should also be considered. Report back at June MPC meeting.

24. Councillor Training

CAPALC Code of Conduct Training Wednesday 10 June 2026 11am-1pm or 6:30pm-8:30pm £45 per attendee. **JEC and JLC to attend (HMS, AB and JW already registered to attend).**

25. The Connections Bus Project – Babysitting Courses and Generation Game

To **CONSIDER** funding the 10-week babysitting course at £1,637.40 (based on 15 students contributing £20).

To **CONSIDER** funding the 10-week Generation Game Project at £2,119.20 (based on 15 students contributing £20).

Defer to June MPC meeting – find out more information on the Generation Game Project.

26. Dates of next meetings

Monday 18 May 2026 – Planning 7pm – Staffing 7:30pm

Monday 1 June 2026 – Parish Council

Monday 15 June 2026 – Planning 7pm – Maintenance 7:30pm

Meeting closed at 9:49pm

Signed: Dated:

Milton Parish Council

Work/Project Schedule List (as of 21 May 2026)

Works Required	Committee	Progress
Removal of Trees by Allotments/A10 and planting of replacement trees (Dec 2020)	Carried out by County Highways	<p>Email received on 2/2/26 from County Highways to say that due to current budget restraints in green infrastructure works, any tree removal work needed will be put on hold while competitive quotes are found for better value. Clerk to send a letter of disappointment in this matter as this was raised back in December 2020. MPC will not take any responsibility should a tree fall either onto the A10 or the allotments.</p> <p>Email response received 10/2/26 – The full tree survey to assess the trees alongside the allotments is scheduled to take place in the next few weeks. This will determine the extent of any maintenance required. I will be in touch once I have received the survey results and will then look to arrange and order and necessary works.</p> <p>Email sent: 19/5/26 to chase up Emailed received: 21/5/26 – Poplars along A10 were surveyed last week, just waiting for the full written report.</p>
Milton Brook clearance (Jan 2024)	County Highways	<p>Ditch clearance works by volunteers – 27/28 Sept 2025 (as per B Heffernan request)</p> <p>Email sent 15/10/25 asking for B Heffernan to come and check the ditch after works had been carried out. Update: Email received 31/10/25 - My apologies for the delay responding. I will visit the site shortly and report back to you.</p> <p>Emailed received: 11/12/25 (shared with Councillors) – B Heffernan to ask Highways if they are now willing to arrange the necessary works.</p> <p>Follow up email sent 3/2/26 – awaiting a response. AB to update ADC Drainage to carry out some clearance works as Highways stalling on carryout any work.</p>

Willow Crescent transfer of deeds	MPC	Transfer of deeds completed on 12 August 2024 – Solicitors attending to the land registry (could take 18 months)
Old School Lane adoption of land		Ashtons Solicitors putting together an application with information for adoption of land from the Crown HMS and JEC to speak with neighbours. File on hold with Ashtons
Local Council Award Scheme	PE/DW	To put a village action plan together
Replacement of The Sycamores Rec road sign		Local Highways Officer arranging new sign (old sign has been located) Highways now have the sign – new lettering to be put on. Follow up email sent 3/2/26 Response: Apologies its not been forgotten, but no further updates at the moment. Email sent: 19/5/26 chasing up.
Phone Box – Coles Road	MPC	On hold due to possible relocation of the phone box

Works to be done:

DYLS Coles Road
20mph scheme
Cambridge Road/High Street to be resurfaced

Waiting for outcome:

LHI – DYLS in areas in the village

**Minutes of the Planning Committee Meeting of Milton Parish Council held on
Monday 18 May 2026 at 7pm in the Bowls Pavilion**

Present: D Owen (Chair), P Ellwood (PE), H Smith (HMS), J Coston (JEC), R Farrington (RF)
In Attendance: S Corder (Clerk)

1. Apologies for absence

Full Committee in attendance.

2. To APPROVE the minutes of the meeting held on Monday 20 April 2026

PE Proposed to accept the minutes of the meeting as a true record – HMS Seconded **ALL AGREED**

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. Decisions Received:

26/00249/HFUL – 43 Willow Crescent, Milton CB24 6BY – Single storey front and side extension including sedum roof and conversion of existing garage to habitable space, following demolition of existing conservatory. Two storey rear extension. Erection of detached garage workshop and detached studio in garden, following demolition of existing outbuildings. Installation of rainwater harvesting tank. Installation of PV solar panels to roof and air source heat pump to the eastern elevation of the proposed workshop. Relocation of front driveway. Alterations to fenestration.

Application permitted.

26/00724/ADV – The Vitrum Building, Cowley Road, Milton – Installation of 3 non-illuminated arrival pylons, 2x non-illuminated glass manifestations, 1x illuminated entrance façade sign and 1x illuminated façade sign. **Application permitted.**

26/00891/FUL – Unit 31 Cave Industrial Estate, Chesterton Fen Road, Milton CB4 1UN – Change of use from car repair centre to an MOT centre. **Application permitted.**

26/00802/CL2PD – 2 North Lodge Park, Milton – Certificate of Lawfulness Under S192 for hard surface area to front/side, installation of dropped kerb to front and erection of fence to side and rear. **Certificate granted.**

26/0358/TTCA and– 3 Ely Road, Milton CB24 6DD – G9 - Beech trees - Fell, which is 5 of the 12 trees in the row Reason - they are heavily leaning and overcrowded in the row of 12 in order to help the growth of remaining trees. T24 - Himalayan Birch - Crown Reduce by 1 metre to remove contact being made with the lamp post and balance tree. T21 - Deodar Cedar - Fell - Tree to be removed as it has been badly pruned in the past and is growing too close to the building. T22 - Horse Chestnut - Fell - Remove tree as surface roots are exposed across walkway and lifting manhole on path and previous pruning has caused significant damage to stem. G5 - Remove small self-set hazels and larger hazels to reduce depth of the boundary that is currently about 12 metres to make a more suitable boundary hedge depth and make current communal area bigger and less over grown remove all self-set plants in and around the staircase of this group.

26/0219TTPO - T14 - Ash tree - Crown Reduction by 2 metres in height and spread and remove all dead wood. Reason - Due to the amount of dead wood see it fit that remove the dead wood and giving the tree an even crown reduction will improve longevity of the tree. G9 - Beech trees - Fell, which is 5 of the 12 trees in the row Reason - they are heavily leaning and overcrowded in the row of 12 in order to help the growth of remaining trees. T24 - Himalayan Birch - Crown Reduce by 1 metre to remove contact being made with the lamp post and balance tree. T21 - Deodar Cedar - Fell - Tree to be removed as it has been badly pruned in the past and is growing too close to the building. T22 - Horse Chestnut - Fell - Remove tree as surface roots are exposed across walkway and lifting manhole on path and previous pruning has caused significant damage to stem. G5 - Remove small self-set hazels and larger hazels to reduce depth of the boundary that is currently

about 12 metres to make a more suitable boundary hedge depth and make current communal area bigger and less over grown remove all self-set plants in and around the staircase of this group.

Trees split decision. A TPO has been placed on G9 to stop felling of 5 of the 12 beech trees.

6. New:

26/01596/HFUL – 6 The Elms, Milton – New front porch extension with WC.

OBJECT: MPC objects on the grounds that the porch extension will abut the public footpath. We ask that the Planning Officers come and check the site.

7. Dates of next meeting

Monday 15 June 2026 – at 7pm

Meeting closed at 7:21pm Signed: Date:

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on
Monday 18 May 2026 at 7:30pm in the Bowls Pavilion**

Present: A Bradnam (AB) (Chair) H Smith (HMS) P Ellwood (PE) (Ex-officio), D Owen (DO),

In attendance: S Corder (SC) (Clerk)

1. To accept and approve apologies for absence.

None- full committee in attendance.

2. Approval of minutes of the Staffing Committee meeting held on Monday 24 November 2025

HMS Proposed to accept the minutes – DO Seconded **AGREED (AB abstained).**

(PE left 7:35pm)

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. Staff Appraisals

Clerk – Appraisal carried out by PE and HMS. Outcomes: Clerk to ask for Excel training when required (through Sutherland IT). Ask for support and assistance from another RFO when it comes to Finance matter (budget setting, AGAR). To have a go at using Co-pilot to check over the minutes.

Deputy Clerk – Appraisal carried out by PE and Clerk: Outcomes: In-house training on using Parish On-line.

Community Care Warden – Appraisal carried out by HMS and Clerk. Outcomes: To check over current job description and discuss workload and capacity of the scheme.

Village Maintenance Person – Appraisal carried out by PE and Clerk. No outcomes.

(Clerk to send Staff Contracts to the Solicitors for any new updates).

5. Date of next meeting

Monday 16 November 2026 – 7:30pm (Date error on the agenda)

Meeting closed 8:18pm Signed Date

CLERK JOB DESCRIPTION

You should be aware that:

If any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

The Clerk shall duly and faithfully carry out all lawful orders and instructions of the Council and ensure that those statutory duties are carried out.

Specific duties of the Clerk:

Preparing a schedule of meetings for the year for the Council and its committees.

Requesting papers for inclusion on agendas in advance of meetings

Issuing draft agendas to the relevant Chairman 10 days before the meeting

Issuing final agendas three clear working days before the meeting (previous Tuesday, for a meeting on a Monday)

Attending meetings and taking minutes.

Clerk at meetings (to include preparing files for display on screen during meeting).

Keeping filing up to date.

Dealing with residents' enquiries.

Responding to Councillors' enquiries.

Research.

Preparing and submitting grant applications.

Dealing with correspondence and documents on behalf of the Council.

Issuing correspondence following instructions from, or the known policy of, the Council.

Receiving invoices and ensuring payments are made.

Operating an ordering system (copy of order, delivery note and invoice).

Issuing invoices for goods and services and ensuring payment is received – operating an ordering system.

Management of allotments/Cemetery and other open spaces.

Liaison with contractors.

Updating the web site.

Liaising with Press Officer and circulating articles before publishing news & press releases on Facebook and Milton Chat.

Putting general PC information on Facebook.

Drafting emails and letters.

Responding to telephone messages.

Prepare, in consultation with the Chairman, annual report and articles for the village magazine.

Writing contracts for staff.

Dealing with and writing risk assessments.

Dealing with health & safety matters.

Managing special projects.

Dealing with Freedom of Information requests

GDPR Controller and liaising with CAPALC GDPR Officer

Additional admin work for village projects may be required.

Working with the Community Centre taking and responding to messages if required.

Covering for the Community Care Warden as and when required

Attending site issues during non-working hours with appropriate Committee Chairman or Village Maintenance person to remedy the issue (trees down/clearing of footpaths etc)

Cover for Village Maintenance person as and when (emptying MPC bins/cleaning bus shelters)

Any other relevant duties that may be required by the Council.

Dec 2016, Revised March 2019, Revised February 2022, Revised June 2023

Revised November 2025

Responsible Financial Officer (RFO)

The Responsible Financial Officer (RFO) is responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

To ensure council operates adequate cash flow management of all creditors and debtors to the council.

To validate all debts of the council and to prepare cheques/electronic payment for its approval/ Cllr signature.

To monitor and balance the Council's accounts and prepare records for audit purposes and eligible VAT reclaim(s) by routinely preparing monthly, quarterly and annual accounts (bank reconciliation, balance sheet and income and expenditure) for council consideration and approval.

To ensure the public's right of inspection of the council accounts and any/all requirements for both internal and external audit arrangements are complied with.

Bank and record regularly all monies received and expended by Council.

Input invoices into Scribe.

Input payments into Unity bank for authorisation.

Ensure any money due to Council is billed promptly and collected promptly.

Reconcile bank statements / building society books etc monthly.

Operate payroll, PAYE and pension services

To review financial performance of the council against its agreed budget(s).

To review internal fiscal control (governance) and accounting procedures (risk assessment) operated by the council.

To review the asset register(s) and long term investments and ensure adequate insurances are in place.

To review any/all capital projects to ensure adequate financing (to include aspects of borrowing, grants, capital receipts and revenue).

To assist in the preparation of the council's budget including correct application of reserves (general and allocated).

To assist in the preparation of the council's annual precept demand.

Input budget figures into Scribe at start of the financial year.

To prepare and sign the annual return of the council.

DEPUTY CLERK - JOB DESCRIPTION

The Deputy Clerk shall duly and faithfully carry out all lawful orders and instructions of the Council and shall assist the Clerk in their responsibilities and help them ensure that their statutory duties are carried out and shall also deputise for the Clerk in their absence.

Specific duties of the Deputy Clerk may include:

Keeping filing up to date and generally helping with filing.

Attending meetings and covering for the Clerk when the Clerk is unavailable.

Taking minutes.

Assisting Clerk at meetings (to include preparing files for display on screen during meeting).

Assisting with residents enquiries.

Assisting with Councillors enquiries.

Helping with research.

Preparing and submitting grant applications.

Dealing with correspondence and documents on behalf of the Council.

Issuing correspondence following instructions from, or the known policy of, the Council.

Management of allotments and other open spaces.

Inviting tenders for work – following MPC Standing Orders.

Liaison with contractors.

Drafting emails.

Responding to telephone messages.

Drafting letters.

Dealing with health & safety matters.

Managing special projects.

Additional admin work for village projects may be required.

Any other duties that may be required by the Council.

24 November 2025

Reviewed 5 February 2026

County Councillor Report for Parishes – June 2026 – Cllr Anna Bradnam

County Council

At the Annual meeting of the County Council on 19 May we agreed two motions, reaffirming its **commitment to the Armed Forces community and taking steps to address the growing pressures of freight development across the county.**

The Council has restated its long-standing commitment to ensuring that serving personnel, veterans and their families are treated fairly and face no disadvantage when accessing public services.

There are over 22,500 veterans living in Cambridgeshire and a strong Armed Forces presence across the region – this motion sets out a renewed programme of support, including:

- Signing a refreshed Armed Forces Covenant at the Communities, Social Mobility and Inclusion Committee meeting on 25 June 2026.
- Increasing awareness of support available through Council services, libraries, the Forces Connect app and local networks.
- Publishing an annual report on delivery of the Covenant across Council services.
- Supporting continued funding for the Armed Forces Covenant Partnership Coordinator roll into 2027–28.
- Writing to the Minister for Veterans and People in support of the Royal British Legion's 'Keep the Covenant Promise' campaign, calling for clearer guidance, sustainable funding, greater public awareness and stronger monitoring of the Covenant Duty.

A second motion was passed to take a coordinated approach to better understanding and managing countywide freight impacts. To support this, the Council has resolved to request that the Cambridgeshire and Peterborough Combined Authority commission a county-wide strategic freight study to assess the long-term impacts on highway capacity, road safety and congestion, surface water and flood risk, air quality, noise and public health, and community wellbeing. The study will also look at opportunities to shift freight from road-only transport to rail and other options, supported by collaboration with Network Rail, National Highways, district councils, and other key partners.

The Council will contribute officer expertise, data, and local evidence, and ensure the findings are reported to its Highways and Transport Committee and the constituent authorities.

The Full Council meeting was live streamed on our YouTube channel, https://www.youtube.com/channel/UCqkJNraVXNq2oF5JBx2_Afw where you can now watch it back, and the papers discussed are available to read on our website.

Vandalism on traffic lights

Around 200 traffic light detector units were vandalised in Cambridge and across Cambridgeshire during May. Around 50 sites were targeted, resulting in damage to approximately 200 detector units. In one week alone, 20 junctions and crossings were vandalised, including nine damaged within a 50-minute period on 4 May. Cables were cut and sometimes whole units needed to be replaced, costing between £250 and £1500.

The equipment plays a vital role in keeping traffic moving safely and efficiently. Detectors identify vehicles and pedestrians waiting at junctions, allowing traffic lights to respond to real-time demand. When the technology is damaged, traffic lights revert to a fixed-time setting, leading to increased congestion and delays for everyone, as well as potential safety issues.

The council worked with the police, social media and used CCTV footage to identify and apprehend the culprit.

Be Water Smart

A new campaign – “Be Water Smart” – has been launched by Cambridgeshire County Council to support families to enjoy water safely this summer.

Designed to equip parents with important lifesaving knowledge, “Be Water Smart” aims to raise awareness of the potential risks of swimming in open water, like lakes and rivers, and the simple, proactive steps parents can take to ensure children have the right skills and knowledge they need to stay safe around water.

With large areas of Cambridgeshire covered by inland water, there are some great opportunities for fun and safe experiences on the county’s waterways – however unseen hazards, such as cold water shock, strong currents, and hidden rubbish and debris, can cause difficulties for even strong swimmers.

The campaign will remind families how they can stay safe in, on and around water. This will include encouraging parents to familiarise themselves with the Water Safety Code (stop and think, stay together, float and call 999 in the UK or 112 if abroad) and how to teach this to children to ensure they know what to do if they find themselves in the water unexpectedly.

The council’s “Be Water Smart” campaign will focus on:

- How families can stay safe together in and around water.
- What to do if you or your child gets into difficulties in the water or comes across someone else who is in trouble.
- Raising awareness of the risks associated with swimming in open water, such as cold water shock and hidden dangers under the water.
- Helpful tips for enjoying the water safely this summer, including places where families can have fun in the water in a safe and controlled environment.
- Water safety activities and resources families can complete together.

For more information visit www.cambridgeshire.gov.uk/be-water-smart or follow the campaign on social media, using the hashtag #BeWaterSmart.

Climate Change and Environment Strategy 2026-2028

The Council adopted a new Climate Change & Environment Strategy, which explains how we plan to tackle two major challenges facing Cambridgeshire: climate change and the loss of nature and wildlife. Building on the progress we’ve already made, the strategy sets out how we will cut emissions, improve our resilience to extreme weather, and protect and restore nature across the county. It also shows how we will support communities and businesses who want to take action themselves.

Our previous strategy delivered several important achievements, including earning a CDP ‘A’ rating for climate action - placing the Council among global leaders in this area. This new strategy continues that work. Our long-term goal remains the same:

To deliver net zero carbon emissions for Cambridgeshire by 2045 while supporting our communities and nature to adapt and thrive as the climate changes.

Communities across Cambridgeshire regularly tell us that climate change and the environment are important local issues. The 2025 Quality of Life survey | Cambridgeshire County Council <https://www.cambridgeshire.gov.uk/council/quality-of-life-survey> confirmed this, highlighting a clear expectation that the Council should take practical and effective action.

This strategy shows how climate and environmental work can bring wide-ranging benefits, including:

- Improved health and wellbeing: By reducing climate-related risks and helping communities cope with extreme weather.

□ Reducing inequalities: By supporting households most affected by climate impacts, including those facing fuel poverty.

New local opportunities: By helping grow green skills, jobs, and innovation across the county.

Climate change, energy and environment | Cambridgeshire County Council

<https://www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment>

Local Highways Update

Locally we have a new Highways Maintenance Officer (David) following the promotion of George, who now manages the southern area. I recently met David and I alerted him to a number of issues, about which he gave me the following updates:

A10 Cambridge to Ely - the white lining is due to be replaced and all the vegetation is due to be cut back (not just around signs). This will include the north side of the A14/A10 interchange and the slip road into Milton. I await a timeframe.

Milton – Cambridge Road/High Street - the worst holes have been marked up to be patched (I'm told w/c 26/05). This is a temporary measure, in preparation for design work (October 2026) prior to resurfacing, which be done before the end of March 2027. Fingers crossed.

I have asked for the pedestrian crossing near Tesco to be re-painted as a matter of urgency.

Horse Chestnut tree – Ely Rd/High Street, near the College of West Anglia – is on highway land and has shed branches in summer 2025 and winter 25/26, hence being taped off. I have requested a report on the health of the tree, which I await.

Trees at 3 Ely Road (Kia Dealership) - I'll report on this planning issue in the District Councillor Report.

Landbeach - Green End – north section potholes have been marked up for repair. I have requested resurfacing of the church bends both northbound and southbound carriageways.

High Street – I have requested repairs at the sides, near the Baptist Church and southbound towards the de-restriction.

Waterbeach – Cambridge Road - I have requested resurfacing of the section near the Beach Social Club and the section from the junction with Car Dyke to Coronation Close.

Bannold Road – I have requested resurfacing and attention to the junction with Bannold Drove and the bridge over the ditch.

I note **Coronation Close** has been resurfaced. It is not obvious to me why this was deemed necessary or how it has been triggered but I'm happy for the residents.

Culvert jetting

Landbeach crossroads - I have requested a report on the outcomes of the camera investigation and jetting.

Milton - Fen Road and Old School Lane – considering the work residents and volunteers have done over the years, whilst County Highways has failed to do this work, I have requested a report from the County Council. I note the parish council is considering getting quotes for jetting the culverts.

Entrance to The Sycamores Recreation Ground - Job 448835 (repeat – still chasing)

I know the Community Centre Manager has been requesting updates for this for some time.

Works for a new gully have been ordered under Reactive Highways Maintenance: 28522.

Apparently everything is primed to go, but the contractor is struggling to provide a date at the moment with the number of urgent works that are occurring on the network. The Highway Maintenance Officer is following up for a date.