

**Minutes of the Meeting of Milton Parish Council held on
Monday 13 July 2026 at 7pm in the Bowls Pavilion**

Present: P Ellwood (PE) (Chairman) HM Smith (HMS), J Windle (JW), RJ Farrington (RJF), D Wildman (DW), D Owen (DO), JE Coston (JEC), JL Coston (JLC), A Bradnam (AB)

In Attendance: S Corder (Clerk), L Macleod (District Councillor)

1. Milton Engagement – Waterbeach Greenway

Toby Spearpoint, Project Manager for the Walk Wheel Cycle Trust (working with the GCP) gave a presentation on the proposed community engagement on the Waterbeach Greenway project. Walk Wheel Trust will be seeking resident feedback on the alternative designs suggested (but not agreed) by the Parish Council, Camcycle and the Greater Cambridge Partnership. The timescale is: Summer 2026 an online survey will go out. The information on the survey will be via a letter drop to all residents of Milton. This will be shared online with the option to feedback via email or phone. There will be engagement sessions in August/September and community engagements sessions with schools.

2. Apologies for Absence

None. Full Council in attendance.

3. To APPROVE the minutes of the meeting held on Monday 1 June 2026

DO – Add an “A” to AGR Item 17. DO Proposed to accept the minutes as a true record with this change – HMS Seconded **ALL AGREED.**

To APPROVE the minutes of the meeting held on Monday 22 June 2026

DW Proposed to accept the Minutes as a true record – JW Seconded **ALL AGREED.**

4. 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.

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

No members of the public were present.

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

Allotment – New gate is now in place. Further works to reposition the post were conducted. Insignificant damage to the gate was noted. Further work to refit the hinges and the **possible** addition of a wheel to make the gate easier for opening and closing and to keep it level. A replacement small post is being considered for when the gate is open. A new lock has also been added. **A quote for the additional work is being obtained for further council consideration.**

Ditch Clearance – Culvert clearance at Old School Lane and Fen Road has taken place. MPC looking into further silt clearance of the ditches and at Tomkins Mead. (ADC requested to come back with recommendations). **MPC are unhappy about where the silt had been left and are looking to get the contractors back to move it.**

Training – Some Councillors undertook Code of Conduct Training via CAPALC.

Phone Box – Due to be repainted July/August (date to be confirmed). The phone box will stay in place and become a village library.

Update:

Cambridgeshire County Highways – Road resurfacing along Cambridge Road/High Street between 1-21 August 2026 (proposed dates).

(Item 21 taken next)

7. Planning

The minutes of the Planning Committee meeting held on Monday 29 June 2026 were received.

Decisions:

26/01758/HFUL – 2 Shirley Close, Milton, Cambridge CB24 6BG – Single storey rear extension and front porch.

Application permitted.

New:

26/02321/CL2PD – 280 Cambridge Science Park, Milton Road, Cambridge – Certificate of lawfulness under S192 for inserting fire barriers behind the existing cladding. **For information only.**

26/02402/HFUL – 1 The Sycamores, Milton, Cambridge CB24 6XJ – Single storey side extension.

OBJECT: 1. Overshadows and blocks light from the adjoining property front bay window. 2. Extends over the natural front building line in this corner plot and projects into an unfenced/open plan front garden. 3. Blocks visibility of traffic coming out of side road

26/01902/OUT – Cambridge Science Park, Milton Road, Cambridge - Outline planning application with all matters reserved for a mixed-use redevelopment of Cambridge Science Park in separate and severable components each representing severable permitted areas comprising: Flexible employment uses including research and development, office, and workspace, industrial and storage (including data) uses (Use Classes E(g), B2, B8 and sui generis), Flexible Class E, Class F1 and F2, C1 (hotel) and Sui Generis (bar and hot food takeaway) uses to support the operation of the wider Science Park, Highway works, including new vehicular, cyclist and pedestrian roads and paths, and car and cycle parking facilities including mobility hubs with associated electric vehicle charging infrastructure, Landscape and public realm, including areas for sustainable urban drainage systems, biodiversity areas, outdoor play and sports facilities (Use Class F2(c)), Utility, energy, and water facilities and infrastructure, together with enabling, site clearance, demolition and associated works, including temporary meanwhile uses (this includes application ref: 26/01872/OUT).

OBJECT: 1. Concern that a threefold increase in occupancy on site with no increase in parking provision will lead to displacement parking in Milton. A transport management plan for construction and occupation vehicles should be provided. 2. Buildings proposed are significantly higher than current buildings giving rise to potential visual intrusion for neighbouring areas. Positioning and screening of tallest buildings should be considered. 3. Local water supply is under pressure and increased occupancy would exacerbate supply issues. 4. There is a lack of onsite increase in biodiversity. Mitigations appear to be off-site and will not benefit immediate local residents.

8. Maintenance

The minutes of the Maintenance Committee meeting held on Monday 15 June 2026 were received.

To **APPROVE** the minutes of the Maintenance Committee meeting held on Monday 22 September 2025 (PE, HMS and AB to approve). **HMS Proposed to accept the minutes as a true record – PE Seconded ALL AGREED.**

To **APPROVE** the minutes of the Maintenance Committee meeting held on Monday 16 March 2026 (PE, HMS, JEC, DW to approve). **DW Proposed to accept the minutes as a true record – HMS Seconded ALL AGREED.**

9. Community Care Monitoring Group

The notes from the Community Care Monitoring Group meeting held on Wednesday 1 July 2026 were received.

10. Assets Register

To **CONSIDER** accepting the updated Asset Register – **Clerk to make further amendments and share with PE before circulating.**

11. Model Publication Scheme

To **CONSIDER** adoption of the ICO V3 Model Publication Scheme – Freedom of Information Act 2000 (Advised by the Internal Auditor and CAPALC that PCs adopt this model). **Clerk to make minor amendments to the wording. To come back to the September MPC meeting for approval.**

12. Whistleblowing Policy

To **CONSIDER** adopting the updated Whistleblowing Policy (NALC) (One Item updated under background). PE Proposed to accept the updated Whistleblowing Policy – AB Seconded **ALL AGREED.**

(PE Proposed to suspend Standing Orders to extend meeting beyond 9.30pm – Suspended at 9:27pm to continue with the agenda items – HMS Seconded ALL AGREED).

13. Milton Parish Council Financial Regulations

To **CONSIDER** the amendments made (previously discussed at April Finance) to the Financial Regulations. HMS Proposed to accept the Financial Regulations with the agreed amendments – PE Seconded **ALL AGREED.**

14. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – DW Proposed to pay Vouchers 88 to 126 and tabled 127 to 149 - DO Seconded **AGREED.** (HMS, PE, JEC and AB abstain)
The net position report was received.

15. Milton Parish Council Insurance Policy

To **CONSIDER** the increase of £161.11.
Changes to the insurance policy are:
Milton Parish Council Office lower to £103,000 (rebuild cost comes in at around £103,000).
Youth building contents lower to £9,000
MVAS increase to £7,500
Play equipment increase to £104,000 (all MPC parks)
DW Proposed to accepting the changes and cost of amending the insurance policy – HMS Seconded **ALL**

AGREED.

16. Internal Audit

To **AGREE** to CAPALC being the Internal Auditor for year end 2026/27. **ALL AGREED.**

To **CONSIDER** CAPALC conducting a mid-year internal audit (October 2026). **ALL AGREED.**

17. MPC Data Backup

To **CONSIDER** an upgrade to an enhanced Cloud storage. MPC need to move from 365 family to 365 Business. The cost is £10.90 + Vat per month plus a one-off installation cost of £240 + VAT.

AB Proposed to the move to 365 Business – DW Seconded **ALL AGREED.**

18. Parish Council Mileage Rates

To **AGREE** the increase in line with the HMRC rates from 0.45p to 0.55p for Staff and Councillors business mileage.

AB Proposed to agree to the increase – RF Seconded **ALL AGREED.**

19. Zero Carbon Communities Grant

To discuss applying for the Zero Carbon Communities Grant of between £2,000 and £19,500 for eligible project: Improving community buildings (e.g. insulation, heat pumps, solar panels, LED lighting), support low-carbon travel, community-led initiatives to reduce waste, support nature, or encourage sustainable lifestyles. (Closing date 24 July 2026) **It was AGREED to apply for solar panels on the Bowls Pavilion which will benefit both the Bowls Pavilion and the Parish Council office.**

20. To RECEIVE County Councillor's Report

The County Councillor's Report for July 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

Highways improvement funding update

20 mph schemes

In 2025/26 20 mph schemes in **Milton and Landbeach** were approved. Work is proceeding with parish councils to design the schemes.

Non-complex LHI Schemes

In 2025/26 LHI schemes were approved in

Milton, Coles Road – DYLS to protect the entrance to the parish car park.

Trees

Ely Road, Milton – the Horse Chestnut near the College of West Anglia which has dropped limbs recently, has been deemed healthy by an Arborist engaged by the County Council. The fallen wood has been cleared along with the cones and tape.

21. To RECEIVE Report from District Councillors

The District Councillors Report for July 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.

22. To RECEIVE Report from Milton Community Centre

Milton Community Centre Manager's Report

Property Maintenance: Routine maintenance and repairs have continued across all Milton Community Centre sites. Priority has been given to safety and security improvements and addressing issues identified through routine inspections and user feedback.

North Lodge Pavilion: A number of maintenance works have been completed, including improvements to site security, repairs to building fixtures and maintenance of the football court facilities. Examples include the installation of a new coded barrier lock at the main car park, reinstatement of the alleyway gate lock, repairs to the football court fencing, and replacement of damaged toilet fittings. Routine grounds maintenance remains ongoing, including vegetation management, together with investigation of the car park lighting and other minor maintenance items.

Sycamores Pavilion: Routine maintenance has continued, including repairs to the loft access ladder and other minor building repairs. Vegetation management, including the removal of poisonous hemlock, remains an ongoing programme, alongside routine grounds maintenance.

Community Centre (Coles Road): Routine repairs and maintenance have continued throughout the Community Centre. Recent works have included repairs to plumbing, removal of a dead tree, and ongoing grounds

maintenance, including hedge cutting and clearance of pathways. Planned maintenance to the buildings and external infrastructure will continue over the coming months in accordance with operational priorities.

Annexe: A programme of maintenance and improvement works is planned to improve the facilities. This includes the installation of a new kitchen, replacement of ageing fixtures and fittings, and other repairs identified during routine inspections.

Health and Safety: Routine health and safety inspections continue across all sites, with any issues identified being addressed promptly. During the reporting period, statutory inspections of the playground equipment, fire alarm systems and fire extinguishers were completed. Any recommendations arising from inspections will be incorporated into the ongoing maintenance programme. Regular risk assessments and building inspections continue to be undertaken to ensure that the facilities remain safe and compliant for users.

Bookings and Operations:

Demand for bookings remains strong across all facilities. Regular user groups continue to use the Community Centre, North Lodge Pavilion and Sycamores Pavilion, alongside a range of one-off community and private hires. Preparations for the autumn programme are underway, with bookings, invoicing and administrative processes continuing as normal.

Administration:

Annual Accounts for the year 2025-26 have been submitted to Nigel Prentis for inspection.

Routine administration has included:

- Processing booking enquiries and confirmations.
- Issuing invoices and monitoring payments.
- Liaising with contractors and service providers.
- Supporting committee meetings and preparing reports.
- Continuing to review operational procedures and documentation.

Summary:

The Centre continues to operate smoothly, with maintenance, site improvements and administrative activities progressing as planned. Priority remains focused on maintaining safe, secure and welcoming facilities while supporting the continued high level of community use.

The leather sofa in the Youth Building that is now around 20 years old is broken and will need removing and replacing. Clerk and HMS to source replacement.

23. Correspondence (via email)

CWWTPR – Milton WRC and Waterbeach pipeline update.

CAPALC June 2026 e-bulletin.

GCSP – Planning training for new Parish Councillors or refresher – Tuesday 21 July 2026 6-7pm via Teams.

CAPALC Tuesday Training Treats – Effective use of social media for Councillors. Thursday 16 July 6:30pm-8:30pm via Teams

24. Dates of next meetings

Monday 27 July 2026 – Planning 7pm – Finance and Administration 7:30pm

Monday 17 August 2026 – Planning (if required)

Monday 7 September 2026 – Parish Council

Change of date for Maintenance Meeting from Monday 21 September to Monday 28 September 2026

Meeting closed at 9:47pm Signed: Dated: