**Minutes of the Meeting of Milton Parish Council held on**
**Monday 2 November 2026 at 7:30pm in the Bowls Pavilion**

**Present:** J Windle (JW)(Chairman), RJ Farrington (RJF), JE Coston (JEC), JL Coston (JLC)

**In Attendance:** S Corder (Clerk)

**Due to the absence of the Chairman and Vice Chairman it was AGREED that JW would preside as Chairman for this meeting.**

1. **Apologies for Absence**
   D Wildman (personal), P Ellwood (personal), D Owen (personal), HM Smith (personal), A Bradnam (personal).
2. **To APPROVE the minutes of the meeting held on Monday 5 October 2026**
   JEC Proposed that the minutes be accepted as a true and accurate record – JLC 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 members of the public were in attendance.
5. **Clerk's/Chairman's Report and see Works Schedule**
   **Ditch Clearance** – ADC has carried out hand digging of the ditches on Fen Road. **AB and HMS to update on the works at the December PC meeting.**
   **Annual Governance and Accountability Return 2025/26** – The Annual Accounts have been completed and signed off by the External Auditor.
   **Froment Way and Humphries Way Play Areas** – Local residents will be written to asking if they have any comments/objections on the proposed installation of grass bunds on both play areas.
   **Christmas Tree arrangements** – Costing of a Christmas tree and having the tree lights put up are being sourced.
   **Update: A Christmas Tree has now been ordered 17-18ft Norway £355.**

   **Works schedule:**
   **A10 Tree – Clerk to chase up on planned works.**
   **Willow Crescent – Clerk to ask for an update with the Solicitor from Land Registry.**

   **JEC – To bring to the December MPC meeting the response from the GCP on the Greenway and does the PC wish to respond?**
6. **Planning**
   **T**he minutes of the Planning Committee meeting held on Monday 19 October 2026 were received.

   **Decisions:**
   **26/03112/HFUL** – 3 Knights Way, Milton CB24 6DE – Single storey front extension, two storey side extension and part single, part to storey rear extension. **Application permitted.**

   **New:**
   **26/03906/HFUL** – 9 The Oaks, Milton CB24 6ZG – Erection of new fence. **Has no recommendations.**

   **26/03980/FUL** – 140 Cambridge Science Park, Milton Road, Cambridge – Replacement of an existing fire escape staircase, comprising removal of a spiral-type staircase and installation of a conventional straight staircase with landing. **Has no recommendations.**

   **26/03957/HFUL** – 21 Pearson Close, Milton CB24 6YS – Installation of an external ground floor Air Conditioning Unit to front elevation. **Has no recommendations. Comment: MPC has concerns over the noise pollution from the unit as at the front of the property.**
7. **Finance and Administration**
   The minutes of the Finance and Administration Committee meeting held on Monday 19 October 2026 were received.
8. **Community Care Monitoring Group**
   The notes of the Community Monitoring Group held on 7 October 2026 were received.

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**Recommendations:**
To **ACCEPT** the updated policies: Safeguarding Adults at Risk, Aims of the Scheme and the Milton Community Care Scheme description. JEC Proposed to accept the updated policies – JW Seconded **ALL AGREED.**

9. **GDPR Data Map**
To **CONSIDER** adopting the revised GDPR Data Map (Clerk has confirmed retention of Staff information is 6 years). JEC Proposed to accept the Data Map – JW Seconded **ALL AGREED.**

10. **IT Policies**
To **REVIEW and ACCEPT** updates made to the Privacy Policy, Privacy Notice, CCTV and Social Media Policy. JEC Proposed to accept the updated policies – JW Seconded **ALL AGREED.**

11. **Bills for Payment and Money Received**
To **CONFIRM** and **AGREE** bills for payment –JEC Proposed to pay Vouchers 241 to 264 and tabled 265 to 271 - JW Seconded **ALL AGREED**.
The net position report was received.

12. **Mid-Year Internal Audit**
The Internal Audit Checklist for 2056-26 was received with a pleasing report,
Note: The Data Protection Policy is being updated.

13. **Committee Meeting Dates**
To **CONSIDER** dates proposed for committee meetings for 2027.**JEC suggested moving the 12 July MPC meeting to the 19 to allow 6 weeks between the MPC meetings, as no meeting held in August. Defer to the December MPC meeting.**

14. **To Consider request for Replacement Bench – Fen Road**
To consider a request for a bench from the charity Legend on the Bench (Suicide Prevention) to be situated on Fen Road by the railway crossing. (Suggestion: to be located near or opposite the MPC GER painted railway seat). See link: Home - Legend on the Bench **Defer to the December MPC meeting.**

15. **To RECEIVE County Councillor's Report**
The County Councillor's Report for November 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

16. **To RECEIVE District Councillors Report**
The District Councillors Report for November 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

17. **Correspondence**
(Via email)
Increased phishing emails targeting Parish Councils

18. **Dates of next meetings**
Monday 16 November 2026 – Planning 7pm – Staffing 7:30pm
Monday 7 December 2026 – Parish Council

Meeting closed at 8:04pm Signed: …… Dated: ……..……..

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