

**Minutes of the Maintenance Meeting of Milton Parish Council held on
Monday 15 June 2026 at 7:30pm held in the Bowls Pavilion**

Present: P Ellwood (PE)(Chairman), J Coston (JEC), J Windle (JW), J Coston (JLC)

In Attendance: J Barrett (Deputy Clerk), P Adams (Village Maintenance Person),

1 Apologies for absence

D Wildman (personal), A Bradnam (personal)

2 To APPROVE the Minutes of the meeting held on Monday 22 September 2025

Deferred to September 2026 Maintenance Committee meeting.

To APPROVE the Minutes of the meeting held on Monday 16 March 2026

Deferred to September 2026 Maintenance Committee 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

Maintenance report within the agenda papers. Currently there are no vacant plots.

PE queried why the installation of the new gate had not been included in the reports. The gate and lock had now been replaced. JLC reported that the gate seemed out of alignment with the retaining post, and PA was asked to investigate and report back.

PE queried the omission of an update to report the installation of the new water pump.

PA reported that repairs had been carried out to the new pump, which was now working.

6 Paddock Wood

Members noted the report content, and queried the statement to consider the installation of a water pump. Members questioned costs and funding, and whether moneys were available from the previous grant allocation, and whether a pump was necessary on this plot. It was agreed that this item would be deferred to the next Maintenance Committee meeting when more information would be given.

7 Cemetery

Members queried the lack of progress regarding the installation of a water pump, and re-positioning and painting the compost bin. It was agreed this information should be included in the September 2026 Maintenance Committee meeting. Members also noted that yellow rattle seeds were intended to be set, but that the time of year for this should be mid autumn or early spring. Members also queried why this matter, previously discussed in September 2025 had not been progressed.

8 Maintenance Work Schedule

Members requested a Maintenance Plan be drafted regarding all sites in the village to set out annual programme of work including estimated costs before the next meeting. Progress against the programme could then be measured.

This would assist members to monitor maintenance work being carried out, and draw attention to issues needing to be brought forward. It was generally agreed that Committee papers did not sufficiently reflect

work in progress or programme. The Deputy Clerk was asked for information but was unable to provide any response due to not being involved in the work under discussion.

JEC commented that there were an increasing number of hedges, shrubs and trees in the village that were growing beyond property boundaries and were obstructing pedestrian routes. PE asked that members consider listing and photographing these locations so that occupiers could be written to. The Clerk would collate the information and report actions taken.

9 War Memorial Area

Members queried the proposed location for any new tree, and the tree species being recommended. It was agreed that this information should have advice from Anna Bradnam being the Tree Warden for the village.

10 Edmund Green

PE queried the progress regarding the use of the wood chippings that had been left on site, and what was intended and when. This information to be presented to the next Maintenance Committee meeting. PE asked that the Clerk present a Maintenance Plan for the site to the next meeting.

11 Date of Next Meeting

Monday 21 September 2026 – 7:30pm

Meeting closed at 8. 15pm **Signed:** **Date:**

DRAFT