



MILTON PARISH COUNCIL

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TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Annual meeting of Milton Parish Council to be held in the
Bowls Pavilion on Monday 11 May 2026 at 7.30pm

Members of the Public and the Press are cordially invited to attend

Clerk's signature: *Sarah Coaker*
Date of issue: 5 May 2026

AGENDA

1. **Elected Councillors to sign Declarations of Office and Register of Financial and Other Interests**
2. **Election of Chairman and signing of declaration of Acceptance of Office of Chairman**
3. **Apologies for absence:** to receive and approve apologies for absence
4. **Election of Vice Chairman and signing of Declaration of Acceptance of Office of Vice Chairman**
5. **To APPROVE the minutes of the meeting held on Monday 13 April 2026 (Pages 4-6)**
To APPROVE the Year End Account minutes of the meeting held on Monday 27 April 2026 (Page 7)
6. **Councillor Vacancies**
To **CONSIDER** co-opting R Farrington back onto the Parish Council.
7. **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.
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).
9. **Clerk's/Chairman's Report and see Works Schedule (Pages 8-9)**
Allotment Grant – The works to install an extra water pump on the allotment site is now complete.
10. **To confirm the following Committees and Membership (Page 10)**
Maintenance (incorporating Allotments, Cemetery and Play), Finance & Administration, Planning, Staffing and Cemetery Advisory Committee.

Working Groups: Community Care, Milton Environment, Website & IT, External Communications, MVAS, Events & Community.

11. **To Elect Committee Chairman for Finance, Maintenance, Planning, Staffing, Cemetery Advisory (Only Committee Members to elect the Chairman)**
12. **To confirm the following representatives and volunteers**
Youth Liaison, Footpath Officer, Press Officer, Tree Warden and Defibrillator reps.

The following representatives for outside bodies

CAPALC & SCDC, Milton Community Centre, Patient Participation Group, Milton Primary School Liaison, North East Cambridge Forum and Waterbeach Forum.

13. Planning (Pages 11-12)

To **RECEIVE** the minutes of the Planning meeting held on Monday 20 April 2026.

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”.

14. Finance and Administration (Pages 13-14)

To **RECEIVE** the minutes of the Finance Committee meeting held on Monday 20 April 2026.

15. Community Care (Tabled)

To **RECEIVE** the notes of the Community Care meeting held on Wednesday 29 April 2026.

16. Bills for Payment and Money Received (Appendix 1 and 2)

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

To **RECEIVE** the net position report.

17. Biodiversity Policy (Pages 15-18)

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

18. Artificial Intelligence Use Policy (Pages 19-20)

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

19. Old School Land and Fen Road Ditch Clearing (Appendix 3)

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

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

20. Play Equipment Repairs (Appendix 4 and 5)

To **CONSIDER** the quote from Online Playgrounds of £1,900.05 + VAT for repairs required at Humphries Way Play area.

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).

21. Edmund Green (Appendix 6)

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).**

22. Allotment Gate (Appendix 7)

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. **(Appendix 2)**

23. Moving of the Phone Box (Appendix 8)

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

24. Councillor Training

CAPALC Code of Conduct Training Wednesday 10 June 2026 11am-1pm or 6:30pm-8:30pm £45 per attendee.

25. The Connection 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).

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

**Minutes of the Meeting of Milton Parish Council held on
Monday 13 April 2026 at 7:30pm in the Bowls Pavilion**

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

In Attendance: S Corder (Clerk)

Public: 1 member

1. Apologies for Absence

Full Council in attendance.

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

HMS Proposed to accept the Minutes as a true record – DW 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

1 member of public in attendance to observe the meeting.

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 – The pathway issue has now been rectified (by us) and the excess stones removed. Tests show it is now easier for wheeled buggies, trolleys, and scooters to use the path. **Ensure the maintenance program is adhered to and organise a weeding party.**

Phone Box Coles Road – Repainting of the phone box is on hold as a possible new location for the phone box is being considered. **Quotes being obtained for the relocation, checking for underground services and an electrical supply.**

20mph Scheme through Milton – The preferred locations for the start of the 20mph zones are being considered by the Highways Engineers and the outcome to be fed back to MPC in the coming weeks.

Allotment Grant – The works to install an extra water pump on the allotment site should start at the end of March or beginning April 2026. This will be funded by the £3,000 grant awarded and MPC donation of £420.00 towards the overall cost. **The installation of the pump works started on 8 April and are due to be completed on the 14 April 2026.**

6. Planning

The minutes of the Planning meeting held on Monday 16 March 2026 were received.

Decisions:

26/00007/HFUL – 1 Fen Road, Milton – Roof extension with raising the ridge heights to create a first floor and single storey rear extension. **Application Permitted.**

New:

25/04982/Ful – EACH, Church Lane, Milton – Replacement of existing outbuilding

Object: Replacement shed is a metal shed which is not in keeping with the surrounding area. If allowed, then a dark green shed would be acceptable.

26/01085/CL2PD – Sycamores Recreation Ground, Milton – Certificate of lawfulness under S192 for the installation of a storage container for the sole use of storage of football and sports equipment for Milton Colts Football Club & Milton FC. **For information only.**

Appeals for comment:

EN/0004/26 – Southgate Farm Chesterton Fen Road, Milton – Nature of complaint: breach of conditions to the relevant planning permission to which this notice relates is the planning permission granted by the Council on 12 August 2008 for use of the land for 24 mobile home pitches and 2 chalets for gypsies – S/1653/07/F. The following condition has not been complied with: The condition concerned: Condition 2, 3, 4 and 7 of S/1653/07/F.

EN/00036/26 – 2 West View Chesterton Fen Road, Milton – Breach of condition, residential use by non-approved persons.

EN/00043/26 – Lomas Farm Chesterton Fen Road, Milton – Breach of condition, residential use by non-approved persons.

Milton Parish Council supports the enforcement action being taken by SCDC.

7. Maintenance

The minutes of the Maintenance meeting held on Monday 16 March 2026 were received.

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.

Clerk asked to check the ownership of the strip of land at the front of Edmund Green and if it belongs to County. If County land, it was suggested to contact SCDC to ask if they would put a bin at this location and empty it and the cost. Clerk to also check the cost and type of bin if SCDC were asked to install a bin at any other location on Edmund Green.

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).

Clerk to ask Wicksteed how much each replacement leg for the swing would cost for supply and installation.

To **CONSIDER** purchase of a new allotment gate due to damage. Quote received £585 + VAT for new gate and post, £300 labour, and disposal of gate. **Clerk to source 2 alternative quotes as cheaper options have been suggested.**

8. CAPALC

To **CONSIDER** renewal of CAPALC membership subscription £927.34 plus £50 for Data Protection Officer. Total £977.34 (without VAT) **HMS Proposed to the renewal of the CAPALC membership – DW Seconded ALL AGREED.**

9. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – DW Proposed to pay Vouchers 419 to 437, 444 and 445 and vouchers 1-5 - JW Seconded **ALL AGREED.**

To **RATIFY** payment of year end invoices 438 to 443 – DW Proposed retrospective approval of payment of vouchers 438 to 443 – JW Seconded **ALL AGREED.**

Vouchers tabled 6 – 33 to be paid – DW Proposed – HMS Seconded ALL AGREED.

The net position report was received.

10. To REVIEW and CONSIDER the General and Earmarked reserves values in respect of the SAPPP guidance. DW and Clerk to make year end adjustments to the reserves balance. Looking to bring the General Fund down to around £130k. As previously mentioned, £20,000 (£10,000 rolled over from last year's budget) will be added for play equipment to the Earmarked Reserves. An Earmarked Reserve for purchasing of Open Space will be discussed further at the Finance meeting with an amount to be suggested.

11. Annual Parish Meeting

To **DISCUSS** plans/agenda for the Annual Parish Meeting – Michael Martin from County Highways has been invited to the meeting to answer questions in relation to the parking issues in Milton.

12. To CONSIDER rebuild costs revaluations of the MPC owned buildings for insurance purposes.

A. £4,770 + VAT, B. £750 + VAT, C. £1,420 + VAT.

DO Proposed to accept quote C (BCH) – JW Seconded **AGREED (1 abstention)**

13. Privacy Notice, Privacy Policy, and CCTV Policy (Emailed Separately)

To **CONSIDER** the updated version of the Privacy Notice Privacy Policy and the CCTV Policy.

Clerk to send the policies to CAPALC for DPO checks and that the policies have the correct information provided. Bring back to a future MPC meeting.

14. To RECEIVE County Councillor's Report

The County Councillor's Report for April 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

Fen Road, Milton - (Temporary Prohibition of Through Traffic) - Order 2026-20006

To stop any vehicle from proceeding along Fen Road, Milton as lies between points 20m either side of the railway level crossing situated there as measured from its gates or barriers. Access will be maintained to properties affected by this order. Purpose - essential maintenance works which are being conducted on or near this highway.

When - It is anticipated that these works will be conducted between 00:30hrs and 08:30hrs 19 April 2026.

Entrance to The Sycamore Recreation Ground - Job 448835 (repeat from last month)

AB is aware that 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.

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.

Milton – Fen Road level crossing

AB received advice that the level crossing will be closed overnight but not the date. Believed to be overnight between 23:30 19 April and 05:30 20 April 2026.

15. To RECEIVE District Councillors Report

The District Councillors Report for April 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 The Connections Bus Project Report – Jan to March 2026

The report was received and reviewed. It is good to see an increase in numbers of attendees as the Youth Club. It was requested a note be sent to the organisers thanking them for their work.

17. Correspondence

(Emailed to Councillors)

Invitation of briefing on IQHQ's proposals at Cambridge Science Park.

Petition to fund repairs to Cambridgeshire's soil-affected roads (Fen soil subsidence).

SCDC – March 2026 Parish e-bulletin.

SCDC – Zero Carbon Communities Newsletter Spring 2026.

18. Dates of next meetings

Wednesday 15 April 2026 – Community Care Monitoring Group 11:30am

Monday 20 April 2026 – Planning 7pm – Finance & Administration 7:30pm

Monday 27 April 2026 – Approve Year End Accounts 7pm – Annual Parish Meeting 7:30pm

Meeting closed at 9:16pm

Signed: Dated:

**Minutes of the Meeting of Milton Parish Council held on
Monday 27 April 2026 at 7pm in the Bowls Pavilion**

Present: P Ellwood (PE)(Chairman), H Smith (HMS), R Farrington (RF), J Windle (JW), D Wildman (DW), J Coston (JEC)

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

- 1. Apologies for absence**
D Owen (personal)
- 2. Public Participation – members of the public are invited to speak**
No public attended
- 3. To APPROVE the year end account 2025/26**
DW Proposed to accept the Year End accounts – HMS Seconded **ALL AGREED**
- 4. Dates of next meetings**
Monday 11 May 2026 – Parish Council (error on agenda stating Monday 1 June 2026).

Meeting closed at 7:04pm Signed: Date:

Milton Parish Council

Work/Project Schedule List (as of 5 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>
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.</p> <p>AB to update</p>
IN PROGRESS		
Power to Edmund Green	Maintenance	On hold until plans agreed
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
Biodiversity Plan	PE/DW (Maintenance)	Completed
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.
Network Rails to install new sign at Fen Road	MPC	Update from: Community Support Partnership: The current size signs are the agreed size. Bigger signs will not help and could cause more distress. Community meeting to hopefully be arranged.
Phone Box – Coles Road	MPC	On hold due to possible relocation of the phone box

Milton Parish Council
Committees and Membership as of 5 May 2026

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

The following Working Groups and membership to be agreed:

Community Care Monitoring Group	AB, JEC, HMS, DW, (Vicar A Jeewan* - All Saints)
Milton Environment	AB, JEC, HMS (Kay White, Suzanne Webster)
Website & IT	JEC, PE, DW,
MVAS	AB (Volunteers: John Halfpenny, Mike Price)
External Communications	JEC, PE
Events & Community	JEC, PE, RF, DW, Alex Jeewan (Vicar)

The following special responsibility roles were agreed:

Specific Responsibility:

Youth Liaison	AB
Footpath Officer	AB
Press Officer	JEC
Tree Warden	AB
Defibrillator reps:	Clerk, PE

The following representatives for outside bodies were agreed:

CAPALC & SCDC	Chairman, Clerk
Milton Community Centre	RJF
Patient Participation Group	DW
Milton Primary School Liaison	JEC
North East Cambridge Forum	JEC, HMS
Waterbeach Community Forum	AB

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

**Minutes of the Planning Committee Meeting of Milton Parish Council held on
Monday 20 April 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)

Public: 4

1. Apologies for absence

Full Committee in attendance.

2. To APPROVE the minutes of the meeting held on Monday 16 March 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

4 members of public in attendance. (1 to observe – 3 to raise concerns about 68 and 76 Fen Road).

5. Decisions Received:

None to date.

6. New:

EN/00036/26 – 2 West View, Chesterton Fen Road, Milton - Notification of Appeal - Appeal under S174 against alleged breach of Condition 3 of S/0664/11. 3. Permission does not authorise the use of the land as a caravan site by any persons other than gypsies and travellers as defined in Annex 1 to Planning Policy For Travellers Sites (Reason – the site is in a rural area where residential development will be resisted by Policy DP/7 of the adopted Local Development Framework 2007 unless it falls within certain limited forms of development that Government guidance allows for).

MPC support SCDC enforcement action.

CCC/26/033/FUL - Milton Household Waste Recycling Centre, Butt Lane, Milton. Erection of canopies to cover the recycling containers.

Support – Could this be an opportunity to put on solar panels?

26/00891/FUL – Unit 31 Cave Industrial Estate, Chesterton Fen Road, Milton, Cambridge. Change of Use from car repair centre to an MOT centre.

Has no recommendations.

26/0219/TTPO - 3 Ely Road, Milton. CB24 6 DD – 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 seen by giving the tree an even crown reduction will improve longevity of the tree. G9 Beech Trees – Fell 5 of the 12 trees in the row. Reason – they are heavily leaning and overcrowded in the row. Felling will help the growth of the remaining trees. T24- Himalayan Birch - Reduce crown 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 them. 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 overgrown. Remove all self set plants in and around the staircase of this group.

The trees are in the Conservation area of Milton and are protected by a group TPO as they provide a green and leafy entrance to the village and they screen the rather unexpected commercial building behind them, which used to be the social club for Milton Hall and then was converted to offices, (Velocix) before Nokia took the building.

Regarding the proposed work, our comments are:

- T14 Ash Tree – Agree
- G9 Beech Trees – OBJECT. Only support removal of one leaning stem from the tri-stem group.
- T24- Himalayan Birch - Agree
- T21 – Deodar Cedar – OBJECT to the unnecessary removal of this tree. It is not threatening the building and is slow growing. Feel this is being proposed for removal purely because it is in front of the building.
- T22 – Horse Chestnut – Agree
- G5 – Hazels - Agree to removal of self set hazels and self set plants in and around the staircase of this group. OBJECT to the removal of the larger Hazels in this group – which have always provided a screen between the Milton Hall Car Park and this building.

It is additionally noted that hedgerow H1 on the applicants arboretorial report has been removed without permission. I believe that unauthorised tree work (which includes hedges) in a protected area is not permitted. Can this be addressed with the applicants.

26/0358/TTCA - 3 Ely Road, Milton. CB24 6DD (Not on the agenda but is linked to the above)
The trees are in the Conservation area of Milton and are protected by a group TPO as they provide a green and leafy entrance to the village and they screen the rather unexpected commercial building behind them, which used to be the social club for Milton Hall and then was converted to offices, (Velocix) before Nokia took the building.

Regarding the proposed work, our comments are:

- G9 Beech Trees – OBJECT. Only support removal of one leaning stem from the tri-stem group.
- T24- Himalayan Birch - Agree
- T21 – Deodar Cedar – OBJECT to the unnecessary removal of this tree. It is not threatening the building and is slow growing. Feel this is being proposed for removal purely because it is in front of the building.
- T22 – Horse Chestnut – Agree
- G5 – Hazels - Agree to removal of self set hazels and self set plants in and around the staircase of this group. OBJECT to the removal of the larger Hazels in this group – which have always provided a screen between the Milton Hall Car Park and this building.

It is additionally noted that hedgerow H1 on the applicants arboretorial report has been removed without permission. I believe that unauthorised tree work (which includes hedges) in a protected area is not permitted. Can this be addressed with the applicants.

Licensing Act - Units 2 and 3, One Cambridge Square, Milton Avenue, Cambridge CB4 0AE. Licence application for Sale of alcohol for consumption both on and off the premises. **No comment.**

7. Dates of next meeting

Monday 18 May 2026 – at 7pm

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 20 April 2026 at 7:30pm (started 7:43pm) in the Bowls Pavilion**

Present: D Wildman (Chair), P Ellwood (PE), H Smith (HMS), R Farrington (RF), J Coston (JEC),
A Bradnam (AB), J Windle (JW)

In Attendance: S Corder (Clerk)

Public: 1

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 12 January 2026

RF Proposed to accept the minutes as a true record - DW Seconded – **ALL AGREED**

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; All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.

The Monitoring Officer has confirmed that dispensation is given to all Councillors, including those who are also MCC trustees, to discuss matters that relate to MCC but Committee recommendations should be decided at full MPC meetings.

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

1 member of public in attendance to observe.

5 Bank Reconciliation and Balances

The bank reconciliation was received and reviewed.

DW reported that the figures in the Scribe report against the bank statements in the Parish Office had all been checked, reconciled and verified.

6 Review of Debtors and Creditors

The VAT for Jan-March will be paid in the new financial year. Community Care fees for Jan-March are now due.

7 Review of Draft Year End Accounts

The draft year accounts were reviewed and it was suggested to reduce the earmarked reserves for play areas from £20,000 to £10,000. To add to the earmarked reserves: £2,000 for the church yard wall donation and £5,000 for the additional works required on Tomkins Mead agreed in the 2024/25 budget.

DW Proposed to these amendments – HMS Seconded ALL AGREED. To go full Council for approval of year end accounts.

8 Review Investment/Bank Account Summary

Received and reviewed. Next bond renewal due in August 2026.

9 Financial Regulations

HMS raised some points over the Financial Regulations which were reviewed and amendments made where necessary. **To go to full Council for approval of amendments.**

10 Review updated Assets Register

The Clerk had updated the Assets Register and listed all items required. **Clerk to add the 3 benches on Edmund Green to the list. To go to full Council for approval.**

11 Responsible Finance Office Review

Nothing to report.

12 Date of next meetings

Monday 27 July 2026 – 7:30pm

Milton Parish Council Biodiversity Policy

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Milton Parish Council** (hereinafter referred to as the Council) must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.
- Tomkins Mead Nature Reserve
- Milton Detached and Cambridge Science Park have no MPC maintained areas but we do encourage appropriate diversity requirements in response to planning applications and consultations.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.

Land and property management

The Council will:

- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include continuing beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care when reviewing the specification of the grounds maintenance contract to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area in particular with the Milton Community Centre and Recreation Grounds Management Committee (MCC) who manage the three larger recreation grounds on behalf of the Parish Council and Cambridge Sport Lakes Trust who look after Tomkins Mead.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **Monday 11 May 2026** (Minute reference **15**) and will be reviewed in two years or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

Milton Parish Council Biodiversity Action Plan

Site / Objective	Action	Outcome	Target (Years)	Reporting / Publicity
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Village and MPC websites and Social Media
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
The Built Landscape	Ensure that planning consultations are considered against the requirements of the SCDC Local Plan and SPD Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	Village and MPC websites and Social Media
Village Cemetery	Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. Additional planting Maintain and renew bird boxes as required Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.	 Increased diversity of habitats and food sources. Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly butterflies and bees.	Ongoing	Village and MPC websites and Social Media
Recreation grounds	Sympathetically maintain hedging. Leave some areas unmown. Only use environmentally friendly pesticides where absolutely necessary and only in ideal weather conditions.	Increased diversity of habitats and food sources. Encourages insects. Sustain and enhance natural habitats.		
Tomkins Mead	Continue agreement with Milton Country Park with upkeep of the area	Maintain the ecology. Protecting and enhancing habitats and maintain public access.	Ongoing	

Site / Objective	Action	Outcome	Target (Years)	Reporting / Publicity
Common / other open spaces	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the County Council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	Sustain protect enhance and natural habitats.	Ongoing	Village and MPC websites and Social Media
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish or village website.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Discourage floodlighting at night.</p>	<p>Engagement and ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Protect nocturnal animals.</p>	Ongoing	<p>Local Plan consultation</p> <p>Village and MPC websites and Social Media</p>
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		Village and MPC websites and Social Media

Milton Parish Council Artificial Intelligence (AI) Use Policy

Purpose

Milton Parish Council recognises that Artificial Intelligence (AI) tools may assist in the efficient administration of Council business. The Council is committed to ensuring that any use of AI complies with legal requirements, maintains public trust, and preserves the integrity and transparency of Council decision-making.

Scope

This policy applies to the Parish Clerk, all Council employees and all Parish Councillors using AI tools on behalf of the Parish Council.

Principles of Use

The Parish Council commits to the following principles regarding AI use:

- **Transparency:** AI-generated content should be clearly reviewed and, where relevant, identified.
- **Human Oversight:** AI tools support, but do not replace, human decision-making. All outputs must be reviewed by an appropriate officer or Councillor.
- **Ethical Use:** AI will not be used in a way that could cause harm, spread misinformation, or create bias.
- **Data Protection:** AI tools will not be used to process personal, sensitive, or confidential data unless approved and compliant with the UK GDPR.

Permitted Uses

AI tools may be used for:

- Drafting minutes, reports, or press releases (with human review)
- Generating ideas for community engagement or communication
- Assisting with research or summarising information
- Supporting administrative efficiency

Prohibited Uses

AI tools must not be used to:

- Make decisions affecting individuals or services without human oversight
- Process or store personal data unless the tool is fully GDPR-compliant
- Automate responses to the public without clear review or disclaimers
- Generate misleading or unauthorised information

Minutes and Reports

- Where AI has been used, this shall be acknowledged.

Responsibilities

- The Clerk is responsible for overseeing AI use and ensuring compliance with this policy.
- Users must ensure all AI-generated content is reviewed before use or publication.
- Users must report any concerns regarding AI tool outputs, accuracy, or data handling.

Training and Awareness

The Council will provide guidance or training as appropriate to Staff or Councillors using AI tools.

Review and Monitoring

This policy will be reviewed every two years or sooner if significant changes occur in AI technology or relevant legislation.