

**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), A Bradnam (AB), D Owen (DO), D Wildman (DW), J Windle (JW), J L Coston (JLC), RJ Farrington (RJF – 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 RJ 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 – RJF 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 <b>ALL AGREED</b>
Maintenance –	DW Proposed PE – AB Seconded HMS Proposed JEC – JLC Seconded <b>A confidential vote was taken – PE elected</b>
Planning –	RF Proposed DO – JEC Seconded <b>ALL AGREED</b>
Staffing –	HMS Proposed AB – PE Seconded <b>ALL AGREED</b>
Cemetery Advisory –	HMS Proposed PE – DW Seconded <b>ALL AGREED</b>

**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	RJF
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: .....