MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
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TO ALL MEMBERS OF THE PARISH COUNCIL
You are summoned to the meeting of Milton Parish Council to be held in the Bowls Pavilion on Monday 2 November 2026 at 7:30pm
Members of the Public and the Press are cordially invited to attend.

Clerk's signature: Sarah Coder
Date of issue: 27 October 2026

AGENDA

1. **Apologies for absence**: to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 5 October 2026 (Pages 3-5)**
3. **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.
4. **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).
5. **Clerk's/Chairman's Report and see Works Schedule (Pages 6-7)**
   Ditch Clearance – ADC has carried out hand digging of the ditches on Fen Road and Old School Lane.
   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.
6. **Planning (Pages 8-9)**
   To **RECEIVE** the minutes of the Planning Committee meeting held on Monday 19 October 2026.
   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
   Link: https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03906/HFUL

   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.
   Link: https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03980/FUL

   26/03957/HFUL – 21 Pearson Close, Milton CB24 6YS – Installation of an external ground floor Air Conditioning Unit to front elevation.
   Link: https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03957/HFUL

7. **Finance and Administration (Pages 10-11)**
   To **RECEIVE** the minutes of the Finance and Administration meeting held on Monday 19 October 2026
8. **Community Care Monitoring Group (Pages 12-22)**
   To **RECEIVE** the notes of the Community Monitoring Group held on 7 October 2026.

   Recommendations:
   To **ACCEPT** the updated policies: Safeguarding Adults at Risk, Aims of the Scheme and the Milton Community Care Scheme description.
9. **GDPR Data Map (Attached)**
   To **CONSIDER** adopting the revised GDPR Data Map. (Clerk has confirmed retention of staff information is 6 years).
10. **IT Policies (Pages 23-37)**
    To **REVIEW and ACCEPT** updates made to the Privacy Policy, Privacy Notice, CCTV and Social Media Policy.
11. **Bills for Payment and Money Received (Appendix 1)**
    To **CONFIRM** and **AGREE** bills for payment.
    To **RECEIVE** net position report.
12. **Mid-Year Internal Audit (Attached)**
    To **RECEIVE** the Internal Audit Checklist for 2056-26
13. **Committee Meeting Dates (Attached)**
    To **CONSIDER** dates proposed for committee meetings for 2027.
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
15. **To RECEIVE County Councillor's Report (Pages 38-39)**
16. **To RECEIVE District Councillors Report (Pages 40-42)**
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

Village Litter pick Sunday 1 November 2026 2-4pm

Clerk's Office

The full agenda papers are available on the website www.miltonparishcouncil.gov.uk and at the Parish Council office.

Minutes of the Meeting of Milton Parish Council held on Monday 5 October 2026 at 7:30pm in the Bowls Pavilion

Present: P Ellwood (PE) (Chairman) HM Smith (HMS), J Windle (JW), RJ Farrington (RJF), D Owen (DO), JE Coston (JEC), JL Coston (JLC), A Bradnam (AB) (arrived 8:06pm)

In Attendance: S Corder (Clerk)

1. **Apologies for Absence**
   D Wildman (personal)
2. **To APPROVE the minutes of the meeting held on Monday 7 September 2026**
   JLC Proposed that the minutes be accepted as a true and accurate record – PE Seconded **AGREED. (DO abstained).**
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.

   Clerk's/Chairman's Report and see Works Schedule
   Ditch Clearance – ADC to conduct hand digging of the ditches on Fen Road and Old School Lane on 6 October 2026.
   Edmund Green – The excess pea shingle has now been removed making the path easier to use for buggies and wheelchair users. The excess pea shingle will be used at the allotments to fill in potholes and the Cemetery to level out the water tank once in place.
   Local Highways Improvements – LHI Application for double yellow lines in certain locations within the village was applied for. Decision outcome due October 2026. (Locations: The Rowans/The Sycamores junctions, High Street/Butt Lane and Fen Road/Coles Road junctions). **Update: MPC application has been put forward for approval by the Committee. MPC need to meet to review and prioritise the elements of the application and the funding available.**
   Community Payback Team - PE and Clerk to meet with the team co-ordinator to discuss possible jobs they can assist with in the village (Any ideas welcome from Councillors). **Update: Clerk and PE met with the Team Co-Ordinator to discuss works that can be done at the Cemetery. A plan will be drawn up for the MPC to agree.**

   From the last meeting minutes which were noted for action:

   Item 9 Quotes being obtained for repositioning the Allotment Gate post.
   Item 9 Quotes being sourced for Bus Stop repair.
   Item 10 The Assets Register values to be inputted.
   Item 15 Letter to send to GCP from MPC. **Update: Letter is ready for Clerk to send.**
   Item 16 Quotes being obtained for building Bunds at Froment and Humphries Way play areas.
5. **Planning**
   The minutes of the Planning Committee meeting held on Monday 28 September 2026 were received by email.
   Decisions:
   None to date.

   New:
   26/03493/FUL – Unit A Winship Road, Milton - Demolition of the existing building and construction of a new commercial building including access, servicing, hard and soft landscaping, car and cycle parking and associated works.
   Object: 1. Increase on traffic flow through the village. 2. Increase of noise during working hours (possible evening working) which would cause a noise nuisance to local neighbours.

26/03545/FUL – 101 Cambridge Science Park, Milton Road, Cambridge – Installation of a purple LED strip to run along the roof line of the building. **Has no recommendations.**
26/03546/ADV – 101 Cambridge Science Park, Milton Road, Cambridge – Installation of 3no internally illuminated fascia signs and 1no non-illuminated fascia sign. **Has no recommendations.**

26/03341/S73 – 198 Cambridge Science Park, Milton Road, Cambridge – S73 to impose a new condition to ref: 23/04927/S73 (S73 to vary condition 2 (approved plans) of planning permission 22/02860/S73) to ensure the reinstatement of 5no car parking spaces, following the removal of the generator from the site, together with any associated plant, fencing, ducts, hardstanding and ancillary works insofar as they relate to the generator installation, in accordance with the former layout by the end of the current lease period, which expires on 24 March 2034. **Support.**

Temporary Traffic Regulation Order – 'Intend Notice' for a proposed TTRO for The Rowans, Milton, for the County Council to safely conduct works. **Road works to be conducted around The Rowans.**

(AB arrived).

6. **Maintenance**
The minutes of the Maintenance Committee meeting held on Monday 28 September 2026 were received by email.

7. **Model Publication Scheme**
To **CONSIDER** adoption of the revised ICO V3 Model Publication Scheme – Freedom of Information Act 2000
JLC Proposed to adoption the revised ICO V3 Model Publication Scheme – JW Seconded **ALL AGREED.**

8. **GDPR Data Map**
To **CONSIDER** adopting the revised GDPR Data Map (advised having by the Internal Auditor).
Clerk to confirm statutory requirements for staff data retention.

9. **Emergency Plan**
To **REVIEW** updates made to the PC Emergency Plan – **JEC, AB and HMS suggested further amendments to be made. To come back to a future MPC meeting.**

10. **Bills for Payment and Money Received**
To **CONFIRM** and **AGREE** bills for payment – RF Proposed to pay Vouchers 213 to 226 and tabled 227 to 240 - DO Seconded **ALL AGREED**.
The net position report was received. **Clerk to make amendment to MCC Costs Contribution budget figure to £50k.**

11. **Armistice Day Arrangements and Poppies**
To **CONSIDER** to:
a. arrange the Armistice gathering for 11am on Wednesday 11 November 2026.
b. to ordering two poppy wreathes, one for the village representatives who would speak and the other for the Chairman to lay on behalf of the PC.
c. to donate £75 to poppy appeal for the wreathes.
JEC Proposed acceptance of all the items above and that the Clerk to invite the Milton Primary School and the bugler player – PE Seconded ALL AGREED.

12. **To CONSIDER Request from All Saints Church**
(DO declared an interest)
A request from All Saints Church to put up a gazebo (with table and chairs inside) by the War Memorial for Advent and other occasions during the year, to be able to give out information on Church events. This would be for a few hours on either a Saturday or Sunday. Also a request to do the same at the of October for Halloween on Humphries Way play area. **In response to the request from All Saint's Church, we support the use of this for an established Church in the Parish on occasions asked by the Church in advance.**

13. **To CONSIDER endorsing the Flag of the Fens**
Support has been asked for from the PC for the Flag of the Fens to gain official recognition.
(Flag currently flying at Rectory Farm). **JW Proposed that PC does not become involved – PE Seconded ALL AGREED.**

14. **To RECEIVE County Councillor's Report**
The County Councillor's Report for October 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

15. **To RECEIVE Verbal Update from District Councillors**
The District Councillors Report for October 2026 was not received.

16. Correspondence
(Via email)
Waterbeach to Cambridge Busway Scheme – Draft TWAO application documents.
Red Balloon 30th Birthday Party – Friday 9 October 2026 5-8pm

17. Dates of next meetings
Wednesday 7 October 2026 – Community Care Monitoring Group
Monday 19 October 2026 – Planning 7 pm – Finance & Administration 7:30pm
Monday 2 November 2026 – Parish Council

Meeting closed at 9:35pm Signed: ……..…… Dated: ……..……..

Milton Parish Council

Work/Project Schedule List (as of 27 October 2026)

Works Required	Committee	Progress
Removal of Trees by Allotments/A10 and planting of replacement trees **(Dec 2020)**	Carried out by County Highways	Email sent: 19/5/26 to chase up Emailed received: 21/5/26 – Poplars along A10 were surveyed last week, just waiting for the full written report. **Email received CCC: 23/6/26 – A full structural survey has now taken place and in the process of putting a management plan together. The A10 will need to be closed to carry out these works, so time will be needed to plan.**
Milton Brook clearance (Jan 2024)	County Highways	ADC drainage has carried out some clearance works on Fen Road and Old School Lane. Funded through the grant received. ADC drainage due back out to carry our remedial works due to faulty machinery on first ditch clearance. **Hand digging work completed**
IN PROGRESS		
Willow Crescent transfer of deeds	MPC	Transfer of deeds completed on 12 August 2024 – Solicitors attending to the land registry (could take 18 months) **Land Registry raised a query of transfer. Solicitor putting our case forward with them.**
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

Works to be done:

DYLS Coles Road to be installed - 20mph scheme

Waiting for outcome:

LHI – DYLS in areas in the village

Noted for action:

Quotes being obtained from repositioning on Allotment Gate post.
Quotes being sourced for Bus Stop seat repair.
The Assets Register values to be inputted – awaiting costing for War Memorial.
Quotes being obtained for building Bunds at Froment and Humphries play areas.

Minutes of the Planning Committee Meeting of Milton Parish Council held on

Monday 19 October 2026 at 7pm in the Bowls Pavilion

Present: D Owen (Chair), P Ellwood (PE), R Farrington (RF), JE Coston (JEC), HM Smith (HMS)

In Attendance: S Corder (Clerk)

1. **Apologies for absence**
   Full Committee in attendance.
2. **To APPROVE the minutes of the meeting held on Monday 28 September 2026**
   RF 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**
   No public in attendance.
5. **Decisions Received:**
   None to date.
6. **New:**
   26/03173/FUL – 3 Ely Road, Milton CB24 6DD - Erection 1no totem pole. 1: Amended description and revised plans. **Object: The illuminated sign is in a conservation area and 3m high is still a substantial height.**

   26/03716/PRIOR – 194 Cambridge Science Park, Milton Road, Cambridge – Installation of a 230 kWp solar canopy on a car port roof for renewable energy generation and on-site consumption at Raspberry Pi.
   MPC Support this application.

   26/02567/OUT – Cambridge Business Park, Cowley Road, Cambridge CB4 0WZ - Outline planning application with all matters reserved (save for means of access), for a flexible phased development in separate and severable components comprising the demolition and retention of existing buildings and erection of new buildings to provide: (i) employment generating floorspace comprising Use Class E(g)(i) (offices) and Use Class E(g)(ii) (research and development),flexible Class E(a-f) and Classes F1 and F2 for retail, leisure, community uses and Sui Generis including associated plant, (ii) residential development in Use Class C3 and Sui Generis (co-living), and associated plant, (iii) erection of mobility hubs (Sui Generis) for vehicular and cycle parking and associated plant, and (iv) means of access comprising new pedestrian, cycle and vehicular accesses from Cowley Road, new pedestrian and cycle accesses from the Cambridgeshire Guided Busway, provision of a new bus stop and crossing points of the Guided Busway, open spaces, landscaping, and associated infrastructure.
   Amendment as below:
   1

   Anglian Water - please refer to: Air Quality Consultants - Technical Response to Odour Comments (dated 7th October 2026); and Ramboll - Technical Response to Anglian Water Comments (Drainage) (dated September 2026)

   Cambridgeshire County Council Highways - please refer to: Arup - Technical Response to CCC Transport Comments (dated 9th October 2026); and Proposed

Access Design Plans as follows:

-Drawing Ref: 307222-00-S278-DR-001 Rev P02 - S278 Works Cowley Road General Arrangement
-Drawing Ref: 307222-00-S278-DR-100 Rev P02 - S278 Works Cowley Road Visibility Splays
-Drawing Ref: 307222-00-S278-DR-200 Rev P02 - S278 Works Cowley Road Swept Path Analysis 10.0m Rigid HGV
Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils
-Drawing Ref: 307222-00-S278-DR-201 Rev P02 - S278 Works Cowley Road Swept Path Analysis Cambridge Refuse Vehicle
National Highways - please refer to: Arup - Technical Response to National Highways (dated 6th October 2026)
Conservation Officer - please refer to: Updated Historic Environment Desk Based Assessment (dated 2nd October 2026)
Natural England - please refer to: MKA Ecology - SSSI Risk Assessment (dated 7th October 2026)
Camcycle - please refer to: WSP - Response to Camcycle Comments (dated 9th October 2026) and associated amended Design Code Rev 01 (broken down into 6 parts)
Milton Parish Council - please refer to: WSP - Response to Milton Parish Council Comments (dated 9th October 2026)
Cambridge Past, Present and Future - please refer to: WSP - Response to CPPF Comments (dated 9th October 2026)

You may want to comment on the amendment(s).
MPC has no further comments on this application.

7. Dates of next meeting
Monday 16 November 2026 – at 7pm

Meeting closed at 7:20pm Signed: ..... Date: .....

Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 19 October 2026 at 7:30pm in the Bowls Pavilion

Present: H Smith (HMS) (Chair), JE Coston (JEC), J Windle (JW), A Bradnam (AB)

In Attendance: S Corder (Clerk), P Ellwood (Non-voting Councillor)

1 Apologies for absence
JL Coston (personal)

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 27 July 2026. AB Proposed to accept the minutes as a true record - HMS Seconded **ALL AGREED**

Matters Arising from the Minutes:
Cost of the Youth Building CCTV – As the CCTV is no longer working this will be removed from the PC Insurance in April on the renewal and removed from the Asset Register.

Clerk – The Internal Auditor has been booked for a mid-year audit.

HMS – The renewal of the electricity has been accepted with British Gas for another 3 years.
JEC – Can the electricity charges be investigated due to the invoices received being higher than previously – Clerk to prepare a comparison of charges sheet.

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
No members of public in attendance.

5 Bank Reconciliation and Balances
The bank reconciliation was received and reviewed.
HMS reported that the figures in the Scribe report had all been checked against the bank statements in the Parish Office. Further Interest has been added to Santander and the United Trust Bank to balance to the date of the reconciliation. The figures were reconciled and verified, and an updated reconciliation was shared and signed by HMS.

6 Review of Debtors and Creditors
The debtors and creditors list was received and reviewed.
The VAT and Community Care fees for April-June has been received. VAT for July – September has been claimed for. Community Care fees for July-September are now due.

7 Review of Budget and Year to Date Actuals and Net Position Report
Received and reviewed.
S137 Agency Holiday is close to the budget allocated – Vire £900 from S137 Warden's Cost to S137 Agency Holiday.
JEC: Photocopying costs are high can this be looked in to – Clerk to collate information from the last 6 months invoices of running costs of the copier.

8 To Review Investment/Bank Summary

Received and reviewed. It was AGREED to roll over the Cambridge & Counties and Hampshire Trust Bonds when up for renewal for another year at around 4.6%.

Clerk to check interest on the Redwood Bank 95-day account. It was agreed to give the 95-day notice on the Redwood account and to find another account with higher interest.

9 To CONSIDER Budget Request for Maintenance 2027/28

General Ground Maintenance	£28,000
Trees	£5,200
Cemetery	£8,320
Allotments	£2,080
Paddock Wood	£1,560
Bus Shelters	£520
Seats & Bins	£520
Cleaning sundries	£104
Play areas	£4,160
Play areas (to reserve for contingent liability)	£10,000
Tomkins Mead (includes £2,830 to CSLT)	£4,680
Equipment Maintenance (to include AED's x 3)	£2660 **(Error on agenda should be £260)**
General Maintenance	£780
Total	**£58,184 + £10,000 play area reserve**

The budget of £58,184 + £10,000 for play area reserve for 2027/28 was AGREED.

10 To REVIEW Budget Spend for Community Care and Budget for 2026/27

The draft budget was circulated and the below agreed for the 2027/28 budget:

Salary	£26,000	
Mileage	£1,300	
Phone	£255	
Agency	£4,000	
Sundries	£100	
Total expenditure	**£31,655**	
Fees	£8,500	
Grants	£8,175	
Total income	**£16,675**	**MPC to cover £14,980**

SCDC are lowering their grant contribution towards the scheme and 2027/28 will be the last year we receive their grant.
Clerk to write to the Trustees requesting that they consider increasing the grant we receive from Milton Charities and Jean Gallagher Trust.

11 Responsible Financial Officer Review

The new NALC pay scales for 2026/27 have now been implemented and backdated to April.

12 Date of next meetings

Monday 11 January 2027 – 7:30pm

An earlier meeting to discuss the budget will be scheduled

Meeting closed at 8:52pm Signed: ..... Date: .....

Notes from the Community Care Monitoring Group meeting held on Wednesday 7 October 2026 at 11:30am in the Parish Council Office

Present: H M Smith (HMS) (Chair), T Ebbon (TE) Warden - Community Care Scheme, J Coston (JEC), A Bradnam (AB)

In attendance: S Corder (Clerk)

1. **Mobile Warden Scheme Update – Report from Mobile Warden**
   The warden's report was given verbally and discussed.
   21 service users – 4 on Enhanced level

   The Monitoring Group thanked TE for all the work and support she does for the clients.

2. **Community Care Warden list of courses**
   Emergency First Aid at Work Level 3 – day course
   Stop Suicide workshop
   Oliver McGowan Autism Training Tier 2
   Pressure Area Care

3. **Client Care Waiting List – Update**
   No one currently on the waiting list.

4. **Community Navigator**
   Advising a resident with contacting the surgery about urgent referrals and for support for residents filling in forms for Attendance Allowance.

5. The group reviewed the amendments made to: Aims of the Scheme, Scheme description, Safeguarding Adults Policy. Changes were agreed.

   It was discussed to add a section into the scheme description that clients' dogs need to be put into another room when the Warden is on site for health and safety reasons.
   Policies to go to Full Council for approval.

   Budget costings for the Scheme to be discussed at Finance.

   Clerk to contact Careers Officer at IVC asking if the pupils would like a talk from the Warden about the job role.

6. **Date of Next Meeting**
   Wednesday 13 January 2027 – 11:30am

MILTON PARISH COUNCIL

Safeguarding Adults at risk of harm, abuse and neglect

Policy

And Procedure

Milton Parish Council is committed to safeguarding adults.

Milton Parish Council employs a Community Care Warden to assist elderly residents in the village.

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

Policy Statement

Milton Parish Council when working with adults will ensure that they will:

- Promote their health and welfare and ensure their welfare is of paramount importance
- Respect and promote their rights. Implement procedures to safeguard adults at risk of harm, whatever their age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, or sexual orientation
- Work in a way which safeguards the wellbeing of each adult and protect them from abuse and neglect
- Take appropriate steps if they become aware of any sign / incidents of abuse and neglect. Communicate and refer any appropriate child protection or adult at risk concerns to the appropriate services at Cambridgeshire County Council.
- Make an immediate referral to the Police where a criminal offence may have taken place.
- Ensure employees of the Parish Council are made aware of their responsibilities when working alone or unsupervised with adults who may be at risk, or to attend to their personal needs
- Ensure that employees and volunteers are provided with appropriate safeguarding training that relates to their involvement with adults who may be at risk.

Policy Aims

- To promote good practice and ensure that employees and volunteers are able to work in an environment where there is irregular and low intensity contact with adults with confidence
- To provide adults who may be at risk with appropriate safety and protection whilst in the company of participating employees or volunteers.
- To allow employees and volunteers to make informed and confident responses to specific Safeguarding Adults issues

- Monitor the level of employee and volunteer contact with adults at risk and request / assess DBS checks where necessary, following DBS guidance

- To ensure that adults at risk and their carers (if appropriate) are aware of what to do if they have a concern and that they support them to feel confident to pass their concern on.

- To know how to obtain timely, professional advice

- To refer concerns to relevant specialists

- To protect themselves from false accusations of abuse

- To identify where there may be a problem

To achieve this, the Parish Council will appoint a named person responsible for this policy.

That person in the Clerk to the Parish Council, currently Sarah Corder.

Roles and Responsibilities

Safeguarding is everyone's responsibility

Milton Parish Council is committed to safeguarding and promoting the welfare of adults at risk of harm. We take our responsibilities seriously and expect all our staff to share this commitment to recognise the signs and indicators of abuse and respond accordingly.

Community Care Warden will:

- Be made aware of this policy and service safeguarding procedures
- Undertake safeguarding training identified for their post or specialist role
- Not undertake any unsupervised regulated activity involving access to adults prior to receiving a satisfactory Disclosure & Barring Service (DBS) Certificate
- Be aware of appropriate and inappropriate behaviour for staff working with adults at risk of harm and the signs of potential abuse
- Observe any physical marks
- Observe any non-verbal clues, body language or behavioural issues
- Report any concerns, disclosures, actual or suspected cases of adult abuse, however small to the Parish Council Clerk as soon as possible
- Report any concerns of inappropriate behaviour or bad practice to the Clerk

The Parish Council Clerk will:

- Promote safeguarding and support staff to undertake their responsibilities
- Ensure staff are aware of and understand this policy and service safeguarding procedures
- Ensure people they engage to undertake duties on the Parish Council's behalf (e.g. contractors, volunteers), which involves contact with adults, understand and comply with this policy and service safeguarding procedures

- Adhere to the safeguarding procedures in contract procurement and management
- Ensure they and their staff complete appropriate safeguarding training for their post and report all safeguarding concerns
- In an emergency situation contact the Police and Social Services
- Report suspicions to the Chairman of Staffing Committee as soon as possible
- Ensure DBS checks and references that refer to the candidates' suitability to work with adults are taken up for all appropriate posts
- Ensure safeguarding is part of the induction programme for all new staff

Parish Councillors will:

- Be informed and made aware of this policy and procedures
- Undertake and/or attend safeguarding training / briefings
- Not undertake any unsupervised activity involving access to adults at risk of harm
- Be aware of appropriate and inappropriate behaviour towards adults at risk of harm and the signs of abuse
- Report any concerns, disclosures, actual or suspected cases of abuse
- Report any concerns of inappropriate behaviour or bad practice

If the Parish Council Clerk has a concern:

- If it is an emergency call 999
- Out of hours, if someone is in danger and unable to protect themselves, or cannot remain in the community without immediate intervention, telephone: 01733 234724 (Cambridgeshire County Council out of hours Duty Team)
- During office hours or for non-emergency cases, you can report or discuss a concern with the Safeguarding Leads: adult.safeguarding@cambridge.gov.uk or domesticabuselead@cambridge.gov.uk

Safeguarding Adults

All adults should be able to live free from fear and harm and have their rights and choices respected. It is recognised that an adult may be vulnerable at any point in their life. However, some adults are less able to protect themselves than others and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse and in need of protection.

Safeguarding duties should apply to an adult who has needs for care and support, is at risk of abuse or neglect and is in need of care and support.

An adult at risk is a person who may be unable to take care of themselves or protect themselves from harm or from being exploited.

Adults at more risk are more likely to be:

- Elderly or frail
- Have a mental illness including dementia
- People with visual or hearing impairment
- People with a physical or sensory impairment
- People with learning disabilities or mental health problems
- Have a physical illness
- A substance misuser

Adult Abuse

It is not the responsibility of the Community Care Warden to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting any suspicions they have.

Allegations: Where a specific action has been observed or said to have happened, these require thorough action and investigation

Mental Capacity: means being able to make your own decisions, with reasonable support or guidance. It is assumed that someone has mental capacity unless it's proved otherwise. People who cannot make their own decisions are said to 'lack capacity'. This might be due to injury, a learning disability, mental health problem or a condition such as dementia that may affect the way a person's brain makes decisions. An individual may have the capacity to make some decisions, but not other more complex ones and it is important to remember that someone with capacity can still make unwise decisions.

Suspicion**:** Where a representative observes some behaviour or exchange which causes them concern for an adult, these should be discussed with the Clerk and are usually logged internally and monitored but can be referred if felt appropriate.

Forms of Abuse

The Domestic Abuse Act 2021 outlines the following behaviours as abuse:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- financial / economic abuse
- psychological, emotional, or other abuse

The categories of abuse which apply to adults:

- Abuse: Physical, Sexual, Psychological, Financial or Material, Discriminatory
- Domestic abuse
- Neglect and Acts of Omission
- Modern slavery
- Self-Neglect

There are different types of abuse, and a person may suffer from more than one type.

Physical Abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to an adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in an adult.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Neglect and acts of omission: including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.

Discriminatory abuse: including the unequal treatment of an individual based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

Discriminatory abuse can include suffering insulting language, harassment, or ill-treatment due to these personal characteristics.

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, or sexual acts to which the adult has not consented or was pressurized into consenting.

Hate crimes are any criminal acts that are targeted at a person because of hostility or prejudice towards a person's disability, race and ethnicity, religion or belief, sexual orientation, and gender identity.

Self-Neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Individuals' mental capacity will be considered and the rights of people with capacity to exercise what might be considered to many as unwise lifestyle choices.

Confidentiality & Data Protection

Effective sharing of information between employees and key organisations is essential for early identification of need, assessment, and service provision to keep adults at risk of harm safe.

The Community Care Warden may become party to information which is personal and/or that may raise concerns about the welfare of the adult. The following principles will apply:

- Every effort will be made to ensure that confidentiality is maintained for all concerned.
- The Warden has an obligation to report disclosures and concerns and therefore will always reserve the right to report adult safeguarding issues.
- Information will be handled and disseminated according to agreed protocols between agencies and on a 'need to know' basis as well as in the best interests of the adult who may be at risk.

- Information will be accurate, regularly updated, relevant and stored securely with limited access to nominated officers, in line with current Data Protection Regulations and Human Rights legislation.

- In regard to adult safeguarding, the consent of the adult to share a disclosed concern with the relevant public agency will be sought. However, if the person appears to lack capacity or is at risk of significant harm, the Warden will seek the guidance of the Parish Council Clerk to act in the best interests of the person concerned. In some cases, the Warden may need to disclose a person's basic details in order for a suitably qualified health professional to make a capacity assessment for that individual.

Staff Recruitment and Engagement Procedures

The Parish Council will take all reasonable steps to deter unsuitable applicants from applying for positions and ensure unsuitable people are prevented from working with adults at risk of harm by:

Using the Safer Recruitment, Selection and Supervision guidance produced by the C&PSPB.

Undertaking safer recruitment practices, including carrying out DBS and DBS Adult First checks as appropriate for those posts undertaking regulated activity.

Training

The Council will take reasonable steps to ensure that all staff and managers who are likely to come into contact with adults at risk or harm as a regular part of their job will be provided with appropriate safeguarding training.

Monitoring and Review

This policy is subject to review every three years and refreshed sooner if there are changes to legislation or Council operations.

The Community Care Warden and Parish Council Clerk will meet regularly to ensure that awareness of the policy is raised and reviewed in the light of legislative changes and developing best practice.

October 2026

MILTON COMMUNITY CARE SHEME
AIMS OF THE SCHEME

1. Purpose of work

To help organise and operate a Community Care Scheme whose purpose is to:-

1a.To help support elderly and/or infirm people living in the community to enable them to remain in their own homes.

1b.To complement existing statutory services and to work closely with them. to ensure the best care package is being operated.

1c.To provide reassurance and security to the elderly and their relatives by ensuring that regular social contact is being made with them.

1d.To strive to maintain a high standard of care and community support and signpost the client to voluntary services in the area, e.g. lunch club, community café and the trolly bus.

1e.To work with the family and member of the scheme to ensure that they are receiving all the financial benefits that they are entitled to.

1f.To build up contacts and information in all areas that can be used to benefit any situation that the member may encounter.

***1g. To advocate on behalf of the Scheme Member*.**

2. Availability of Service

2a.The Warden is employed 5 mornings a week.

2b.The Warden is available to help all members of the scheme and should divide the time amongst them as fairly as circumstances allow.

3. Range of service

Two levels of service are offered:

Basic

- four phone calls and one visit per week
- help with basic tasks like posting letters, picking-up and dropping-off prescription items
- speaking up on your behalf as necessary
- regular contact with your family, if appropriate
- small shopping list
- transport to and from doctor’s appointments
- emptying bins
- or just a chat - it's up to you
- other services required from time to time to be agreed by the Community Care ***Monitoring Group***.

Enhanced

- As above, but with more visits, and a full week's shopping if required.

A brief report of visits will be completed for inspection by the Parish Council Community Care ***Monitoring Group*** if necessary and held by the warden.

It is important that the Warden should not carry out heavy housework or duplicate work that is done by other services except in exceptional circumstances. Where problems arise with this the Warden should seek the advice of the Community Care ***Monitoring Group***.

4. <u>Management of Scheme</u>

4a.The scheme is administered by Community Care ***Monitoring Group*** on behalf of Milton Parish Council.

4b.The Warden is employed by the Parish Council but will work, in the first place, with the Community Care ***Monitoring Group***.

4c.Any complaints arising from the operation of the Community Care scheme should be reported to the Community Care ***Monitoring Group*** who will deal with these, subject to approval from the Parish Council. See Complaint policy

4d.The Community Care ***Monitoring Group*** will meet with the Warden on a regular basis to discuss the progress of the scheme.

4e.The Community Care ***Monitoring Group*** will report at least annually to the Parish Council on the progress of the scheme.

4f. Each member of the scheme will receive a description of the services which they may expect to receive from the Warden.

	Document History		
Status	**Date**	**Minute**	**Version**
Reviewed by Clerk	September 2026		
Draft to Committee	7 October 2026		5
Council Approved	2 November 2026	8	5
Next Review	Oct 2027/Changes in legislation		

Version 1: Jan 2015
Version 2: Feb 2019
Version 3: April 2022
Version 4: July 2024
Version 5: October 2026

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL

Clerk to the Council: Sarah Corder
Tel: 01223 861447

Email: clerk@miltonparishcouncil.gov.uk
Web: www.miltonparishcouncil.gov.uk

Milton Community Care Scheme

The Scheme is to help support elderly and/or infirm people in Milton, to enable them to remain in their own homes. The scheme aims to provide reassurance and security to the elderly and their relatives by ensuring that regular social contact is being made with them. Each member is contacted daily and receives at least one visit a week.
The Community Care Warden is Tracey Ebbon Tel: 07518 026870

***Clients who have dogs will be asked to put their dog into another room when the Warden is on site for health and safety reasons.**

Two levels of service are offered:

Basic
Singles - £8 per week
Couples - £12 per week - including:
- four phone calls and one visit per week
- help with basic tasks like posting letters, picking-up and dropping-off prescription items
- speaking up on your behalf as necessary
- regular contact with your family, if appropriate. Family to call during 9.30-2.30pm (Mon-Fri).

Please do not contact the Care Warden outside these hours unless via email.
- small shopping list
- transport to and from doctor's appointment
- emptying bins
- or just a chat - it's up to you.

Enhanced
Singles - £12 per week
Couples £16 per week
- As above, but with two visits per week and to include a full week's shopping if required.

The Care Warden cannot provide the following services, which are personal care:

- washing or showering the client
- moving or handling the client
- putting pills or tablets into a dosset box or handling the clients' money other than for shopping up to £50, which will be properly recorded as appropriate to the client's circumstances.

Amended October 2026

Milton Parish Council
Code of Practice for CCTV

1. Introduction

The aim of this Code of Practice is to ensure that Council staff involved in running the CCTV system understand the principles which govern the operation of Milton Parish Council CCTV cameras.

The purpose of CCTV cameras within and around Council buildings is to improve security and provide additional protection to staff and visitors.

This Code of Practice sets out the aims of the Parish Council CCTV system and how it will be used. A copy of this Code of Practice is made available to all staff.

The systems will not be used for any other purpose than those set out in this document without prior notification to staff.

The day-to-day management of the CCTV systems within the Parish Office is the responsibility of the Clerk and/or Deputy Clerk.

2. Legislation

CCTV operations are subject to:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Human Rights Act 1998
- CCTV Subject Access Requests (SARs) (See Item 9)
- Regulation of Investigatory Powers Act 2000
- Council policies, procedures and guidelines
- Data (Use and Access) Act 2025
- The Surveillance Camera Code of Practice (Section 29 of the Protection of Freedoms Act 2012) (See Item 5)

Lawful Basis for Processing

The lawful basis for processing personal data via the CCTV system is:

- Article 6(1)(e) – Public Task
- Article 6(1)(f) – Legitimate Interests, where applicable

3. Data Protection Impact Assessment (DPIA)

An annual DPIA will be completed and approved by the Parish Council. It will assess:

- Necessity and proportionality of each camera
- Privacy impact of staff, visitors and neighbours
- Alternative measurers considered
- Justification for audio recording
- Justification for 24/7monitoring

- Risk mitigation measures
- Signage and transparency
- Access controls and audit logs

4. CTV Operation

4.1 Purpose of the CCTV System

The objectives of the CCTV system are:

- Enhancing premises security
- Protecting staff and visitors
- Deterring and detecting crime
- Assisting in identifying offenders
- Discouraging aggressive or violent behaviour
- Reducing fear of crime
- Providing evidence in disciplinary cases

The system **will not** be used to monitor flexi-time or absences.

4.2 Privacy

Recordings will only be reviewed where concerns exist regarding an offence or serious breach of discipline.

Unauthorised use of CCTV images is gross misconduct.

5. Audio Recording

Audio recording is used **only** within the Parish Office.

5.1 Justification

Audio recording is used solely for staff safety, crime prevention and serious incident investigation.

5.2 Safeguards

- Signage must state **“Audio recording in progress”**
- Access restricted to the Clerk/Deputy Clerk with the Chairman or Vice-Chairman
- Audio reviewed only for serious incidents
- Audio not used for performance monitoring

External cameras do **not** record audio.

6. Camera Location and Coverage

External cameras monitor:

- Building entrances and exits
- External walls and access points
- Surrounding areas such as carparks and pathways directly serving the office

Cameras are position to:

- Avoid neighbouring private property
- Minimise intrusion into irrelevant public areas
- Avoid audio recording externally

Internal and external camera locations are listed in Appendix 1.

7. Transparency and Signage

Milton Parish Council ensures transparency by:

- Displaying **clear CCTV signage** at entry points and monitored areas
- Informing individuals of the purpose of monitoring
- Indicating where audio recording is in use

8. Data Protection and Privacy Safeguards

The Council ensures:

- CCTV use is limited to stated purposes
- Footage is adequate, relevant, and not excessive
- CCTV is not used for general surveillance
- 24/7 monitoring is justified due to building access outside officer hours
- Monitoring is not used for staff performance assessment unless it is justified in exceptional circumstances.

9. Viewing Images and the Provision of Evidence

Requests to view images may be made by the police or the Staffing Committee.

Authorisation must be given by the Clerk or Deputy Clerk with the Chairman or Vice-Chairman.

All viewings and releases must be logged, including:

- Date and time
- Purpose
- Authoring officer
- Chain-of-custody record

Footage must be redacted where necessary and transferred securely.

10. CCTV Subject Access Requests (SARs)

Individuals may request footage of themselves.

The Council will:

- Respond within one calendar month
- Verify identity
- Redact third-party images
- Provide footage securely
- Refuse requests where disclosure would prejudice investigations

11. Regulation of Investigatory Powers Act 2000 (RIPA)

The purpose of this order is to ensure that all staff are fully aware of RIPA and how it applies to surveillance and other covert monitoring. RIPA sets out the authorisation requirements for all covert surveillance carried out by public authorities where that surveillance is likely to result in the obtaining of private information about a person. This can include observing or listening to persons. Covert monitoring is prohibited in the UK when it infringes on individual rights to privacy.

12. Breaches of the Code of Practice

Breaches will be investigated by the Clerk or Deputy Clerk.

CCTV-related data breaches must be:

- Reported to the ICO within 72 hours
- Recorded in the CCTV breach register
- Notified to affected individuals where risk is high

13. Recording Systems and Image Control

The CCTV system uses digital recording.

CCTV images are not to be retained for longer than necessary. This will normally be a maximum of 30 days.

Evidential footage will be retained in a separate temporary file for the period of the investigation or prosecution and then be deleted.

All memory sticks must be encrypted and logged. Audit logs must be retained for six years.

14. Disciplinary Offences

Tampering with cameras, monitoring or recording equipment, images or recorded data by staff will be regarded as gross misconduct and will lead to disciplinary action, which may result in dismissal or criminal prosecution.

15. Complaints

Formal complaints about the operation of a system should be addressed to the Parish Council. Formal complaints will be dealt with in accordance with the Council’s complaints procedure.

Version 1: June 2020
Version 2: 4 July 2022
Version 3: 4 November 2024
Version 4: August 2026

Author: Clerk with AI assistance

Milton Parish Council
Privacy Notice

Milton Parish Council is the Data Controller responsible for the personal data you provide. We process personal data in accordance with UK GDPR, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and all other applicable UK legislation relating to privacy and information rights.

1. What Personal Data We Collect
We may process the following categories of personal data when necessary for our statutory functions:

- Names, titles, aliases and photographs
- Contact details (telephone numbers, postal addresses, email addresses)
- Demographic information relevant to council services (e.g. age, gender, marital status, nationality)
- Employment, education or qualifications details where relevant
- Family composition and dependants
- Financial identifiers (bank account numbers, payment references) for services such as allotments
- Any information you voluntarily provide when engaging with council services

We only collect data that is necessary for the delivery of council services.

2. Special Category & Sensitive Data
We may process special category data only where strictly necessary and lawful, including:

- Your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation
- Health and safeguarding information
- Data required for legal requirements and obligations or public interest tasks
- Data required for legal claims or protection of vital interest

We apply enhanced safeguarding and conduct Data Protection Impact Assessments (DPIAs) for high-risk processing.

3. Lawful Bases for Processing
As a public authority, we process personal data under the following lawful bases:

Public Task (Primary Basis) Article 6 (1)(e)
Processing necessary for us to perform our statutory duties and public functions.

Legal Obligation – Article 6 (10)(f)
Processing required by law (e.g., financial records, audit requirements, safeguarding duties).

Contract
Processing necessary to fulfil a contract with you (e.g., allotment tenancy).

Consent – Article 6 (1)(a)
Used only where no other lawful basis applies. Consent is explicit, specific, freely given and withdrawable at any time.

Vital Interests
Used only in emergencies to protect life.

4. How We Use Your Data
We use personal data to:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To conduct comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and as necessary to protect individuals from harm or injury.
- To maintain our own accounts and records.
- To seek your views, opinions, or comments.
- To notify you of changes to our facilities, services, events and staff, councillors, and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects, or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council.
- To allow the statistical analysis of data so we can plan the provision of services.
- Operate CCTV for crime prevention and public safety

CCTV and audio processing comply with the Data (Use and Access) Act 2025 and updated ICO guidance. See our separate Policy regarding the way we use CCTV and audio at https://miltonparishcouncil.gov.uk/wp-content/uploads/2025/03/Milton-Parish-Council-CCTV-Code-of-Practice-Copy.pdf

5. Data Sharing
We may share personal data with:

- Other tiers of local government (South Cambs District Council/Cambridgeshire County Council)
- Statutory bodies (Social Services/Adult Social Care)
- Law enforcement agencies
- Contractors or service providers acting on our behalf
- Organisations collaborating to deliver public services

Sharing is always lawful, proportionate and limited to what is necessary.

6. Data Retention
(Add link to Management of Records)
We retain personal data only for as long as necessary:

- Some records must be kept permanently (e.g., minutes, governance documents)
- Financial records for a minimum period of 6 years to support HMRC audits or provide tax information
- Contractual or legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue a claim
- Safeguarding records: in accordance with statutory guidance
- CCTV: retained only for short periods unless required for investigations

We follow updated retention guidance under the Data (Use and Access) Act 2025.

7. Your Rights
Under UK GDPR you have the right to, depending on the circumstances and lawful basis:

1. **The right to access personal data we hold on you.**
   At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
2. **The right to correct and update the personal data we hold on you.**
   If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. **The right to have your personal data erased.**
   If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. **The right to data portability.**
   You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

5. **The right to object to processing of your personal data or to restrict it to certain purposes only.**
   You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

6. **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**
   You can withdraw your consent easily by telephone, email, or by post.

7. **The right to lodge a complaint with the Information Commissioner's Office.**
   You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

8. Security Measurers

We use appropriate technical and organisational measures including:

- Encryption and secure storage
- Access controls and authentication
- Staff training
- Regular audits
- DPIAs for high-risk processing
- Secure disposal procedures
- Updated CCTV and audio safeguards

9. Requirement to Provide Personal Data & Consequences of Not Providing it

Milton Parish Council collects personal data only where it is necessary for our statutory functions, legal obligations or to enter into or perform a contract with you.

Statutory Requirements

Some personal data is required by law for us to carry out our public duties as a local authority. Examples include:

- Information needed for safeguarding, audit, financial records or law-enforcement functions
- Information required under the Data Protection Act 2018, UK GDPR or the Data (Use and Access) Act 2025
- Information needed to maintain statutory record (e.g., minutes, governance documents)

If you do not provide data required by law, we may be unable to:

- Provide certain council services
- Meet our statutory obligations

- Process applications, complaints or safeguarding concerns
- Prevent or detect fraud or misuse of public funds

In some cases, we may be legally prohibited from providing a service without the required information.

Contractual Requirement

Where you enter into a contract with the Council (for example, an allotment tenancy) certain personal data is required to:

- Set up and administer the contract
- Process payments
- Contact you about the service

If you do not provide data required for a contract, we will not be able to enter into or fulfil that contract.

Voluntary Data

Where data is optional (for example responding to surveys, providing feedback or subscribing to updates), you may choose not to provide it.

If you choose not to provide voluntary data this will not affect your access to statutory council services, but it may limit our ability to:

- Tailor services to your needs
- Send you updates or information you have requested
- Include your views in consultation or community engagements

10. Changes to This Notice

We review this Privacy Notice regularly and update it to reflect changes in legislation and guidance, or council practice.

11. Contact Details.

Milton Parish Council Clerk (Responsible Office) if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries, or complaints. Our contact details can be found at the bottom of this page.

This Notice was last updated in October 2026

Sarah Corder
Clerk and Responsible Finance Officer to Milton Parish Council
Parish Council Office
Coles Road
Milton
Cambridge CB24 6BL

https://miltonparishcouncil.gov.uk

Tel: 01223 861447

Mobile: 07853170646

Privacy Policy

Milton Parish Council is committed to protecting your privacy and managing your personal data fairly, lawfully, and transparently.

This Privacy Policy explains how we collect, use, store and protect personal information when you use our website or contact the Council. This website is operated on our behalf by Parish Online.

This policy should be read alongside our Accessibility Statement – Milton Parish Council and in addition to our Terms and Conditions which can be found at:
https://miltonparishcouncil.gov.uk/terms-and-conditions

For further information on data we collect please see:
(**add link to Privacy Notice)**

Data Protection Contact

For data protection purposes, Milton Parish Council is the data controller.

- Milton Parish Council Office
- Coles Road, Milton, Cambridge CB24 6BL
- Email: clerk@miltonparishcouncil.gov.uk
- Telephone: 01223 861447

Data Protection Legislation

This Privacy Policy is provided in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)
- Data (Use and Access) Act 2025

Personal Data We Collect

Depending on how you interact with the Council, we may collect:

Contact information

- Name
- Postal address
- Email address
- Telephone number

Correspondence information

- Details of enquiries, complaints, or requests
- Information supplied in forms, emails, letters, or telephone conversations.

Website information

When you visit our website, we may automatically collect:

- IP address
- Browser type and version
- Device type and operating system
- Referring website
- Date, time and pages visited.

Council service information
Where relevant, we may collect information necessary to provide council services or conduct statutory functions.

How We Collect Personal Data
We collect personal data:

- Directly from you through website forms, email, telephone, post, or meetings
- From government bodies, public authorities, contractors, and service providers acting on behalf of the Council.
- From publicly available sources where permitted by law.

Legal obligation – Article 6(10(f)
The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. We may process data if necessary for the performance of a contract with you, for example an allotment tenancy.

Information is shared only where there is a lawful basis for doing so. The Council does not sell personal data.

This website is hosted and operated on behalf of the Council by Parish Online, acting as a data processor. Parish Online processes website data only on the Council's instructions and in accordance with a data processing agreement.

Freedom of Information and Environmental Information Requests
As a public authority, the Council is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Information provided to the Council may be disclosed where required by law.

When considering requests for information, the Council will balance its legal obligations with its responsibilities under data protection legislation. Personal data will only be disclosed where permitted by law.

International Transfers
The Council primarily stores and processes information within the United Kingdom. Where personal data is transferred outside the UK, we will ensure that appropriate safeguards are in place in accordance with UK GDPR, including adequacy regulations, International Data Transfer Agreements or approved contractual clauses.

How Long We Keep Information
The Council retains personal data only for as long as necessary. Retention periods are determined by statutory requirements, business needs, audit requirements, and legal obligations, and by guidance issued by the National Association of Local Councils (NALC) and relevant records management standards.

(See Data Map: Add link)

When information is no longer required it will be securely deleted or destroyed.

Security of Personal Data

The Council uses appropriate technical and organisational measures to protect personal data against unauthorised access, loss, destruction, alteration, or disclosure. These include secure systems and servers, access controls, password protection, staff training, and regular review of security arrangements.

Automated Decision-Making and Profiling

The Council does not conduct automated decision-making or profiling that produces legal or similarly significant effects on individuals.

Complaints

If you are dissatisfied with how your personal data has been managed, you should first contact the Council or the Data Protection Officer contact listed above.

You also have the right to complain to the Information Commissioner's Office (ICO):

- Website: ico.org.uk/make-a-complaint
- Telephone: 0303 123 1113

Website Cookies

Cookies are small text files placed on your device when you visit a website. The Council uses cookies to ensure the website functions correctly, improve website performance and understand how visitors use the website.

Some cookies are essential and do not require consent. Non-essential cookies, including analytics cookies, will only be placed after you have provided consent through the website's cookie banner. You may change your cookie preferences at any time through your browser settings or the website's cookie controls.

Cookies used on this website

Cookie type	Purpose	Consent required?
Strictly necessary	Enable core website functionality	No
Preferences	Remember user settings and choices, such as cookie consent	No
Analytics	Measure website usage and performance to help improve the site	Yes
Security	Protect website functionality and users from malicious activity	No

A current list of cookies is available through the website's cookie management tool.

Third-Party Websites

This website may contain links to external websites. The Council is not responsible for the content, privacy practices, or security of third-party websites. You should read the privacy notices of any external websites you visit.

Changes to this Privacy Policy

The Council may update this Privacy Policy from time to time. Any changes will be published on this page and will take effect immediately upon publication. We encourage you to review this policy periodically.

Last updated: October 2026

Milton Parish Council Social Media Policy

The purpose of the of Milton Parish Council (MPC) social media activity is to:

- Increase village awareness of what MPC is doing in the community.
- Enhance the profile of MPC.
- Increase engagement between MPC and people of the village.

Policy and procedures

- Aim to produce 1-2 news stories per week. These factual only news items (no opinions allowed) are generated from Parish Council Agendas and Minutes, information already in the public domain or from public notices. These should be Parish Council or Parish related topics only. Note this is 'news' and not just links to published Agendas and Minutes which will continue to be found on the website.
- Press release stories from any Councillor will be submitted to the Clerk. The Clerk will format the draft content for the webpage and forward it by email for approval to the Press Officer (if not available then the Chairman) who will then authorise circulation to other members of MPC.
- The rest of MPC are advised by email of the story, who then have 6 hours from time of receipt to object to the story. Each email must have a 'keyword(s)' in the subject line to aid identification. The keyword will be: **MPC PRESS RELEASE**. The Clerk will arrange for the press release item to be posted on the website if no objections are received. The link will be sent to Facebook with the heading **Milton PC has published the following story** and also copied to Milton Chat.
- Any news items which are just links to already published Agendas and Minutes or documents in the public domain do not need to be signed off.
- MPC Facebook page is created as a 'notice board'. It is set up with MPC as the User so that no individual is named. Posts will be manually copied from the website each time a press release story is published on the web. The 'comments' option is turned off so that if readers want to comment on a news/press story, they can only do so by making a direct contact with the Parish Council office. This is a 'one-way system' with no opportunity for public debate.
- Comments on any story made to the Office will in the first instance be replied to by the Clerk either as a private reply or through the publishing of an additional news item if it is considered that a wider audience would benefit from the information.
- Any comments received and which could possibly be contentious requires a 'Parish Council' reply. This is handled by the Press Officer who decides on the appropriate course of action (if not available then the Chairman).
- Press releases published on the MPC website is also linked to Facebook and copied to Milton Chat. No individual Councillor should respond to these postings on the 'Chat' or be involved in joining any threads. The posting should clearly state that all comments need to be addressed to the MPC office where they will be handled as above.
- No story is to be posted which is inappropriate or harmful to MPC, individual Parish Councillors, County Councillors or District Councillors. News stories should not bring MPC into disrepute and should respect the democratic decisions of the Council.
- The following posts are prohibited: posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or libellous.

- Posts are not approved where any information is considered confidential or not in the public domain.
- **Where AI has been used to create images or text then this should be stated.**
- Permission must be sought before referring to, or post images of, current or former Councillors or Clerks. Appropriate permission must be sought to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property when applicable.
- An annual/or when required review by the Website & IT Working Group is held to confirm all policies and procedures are being adhered to and to assess if any changes or additions are needed.

Accepted June 2021
Reviewed and accepted 4 July 2022
Reviewed June 2024
Reviewed Nov 2026

County Council

Waterbeach to Cambridge Busway

At full Council on 13 October councillors received an update on the plans for the new busway. Following discussion, Council approved submission of the application for a Transport and Works Act Order to the Department for Transport for the new 6.5 km guided busway between Waterbeach and Cambridge, a new Travel Hub as well as a cycling and walking track. It is likely that a public inquiry will be called following the submission.

The Waterbeach to Cambridge Busway Scheme is a priority project for all the GCP partner authorities and is one of four travel corridors being developed as part of the delivery of the City Deal, which was signed in 2014 with the intention, to "see a step change in transport infrastructure, create jobs and boost the local economy". The W2C Scheme aims to provide better public transport, walking and cycling options in the area north of Cambridge in order to improve journey times and to address a transport constraint on growth, by linking key employment and housing sites together and with the city centre.

All fencing associated with the W2C scheme, including type, location and length will be determined during the detailed design stage. Any fencing to be installed will be designed into the scheme from the outset of detailed design and be installed as part of the main construction works.
Find out more about the Transport and Works Act Order process.

Preparation of the Full Business Case is not anticipated until the second half of 2029 and will be a matter for a successor authority following Local Government Reorganisation in Cambridgeshire & Peterborough.

Bus route within Waterbeach new town

I have been involved in discussions with U&C, Highways Assessment Team, Stagecoach, my County Colleague from Northstowe and U&C about part of the route through Waterbeach new town that will form a dedicated bus route. Stretches of single carriageway had been proposed with grassed build-outs. County Officers have stated that for operational and safety reasons, the highway corridor needs to be constructed as a two-way carriageway.

Children and Young People

£2million to reduce waits for EHCPs

At the Children and Young People's Committee in October, members approved an additional £2million over the next year to reduce waiting times for families applying for Educational Health and Care Plan assessment. Our SEND teams have been balancing time between, those applications on the waiting list for longest against completing new EHCPs within the statutory 20-week timeframe. The number of plans delivered monthly has increased over the last year but new assessment requests have also increased from 159 per month to 208 per month and this has caused a backlog of 784 applications at the time of writing. This additional funding will enable the recovery programme to start immediately, prioritising the longest-waiting and highest-risk cases while also tracking incoming demand and recently delayed assessments.

Best Start in Life Family Hubs

Best Start in Life is a new Government policy that brings together family services, providing high-quality support to parents, babies and children from pregnancy to age five. Giving every child the Best Start in Life is a key priority for the County Council.
We are working with partners to provide a safe and healthy environment for children and young people to live, learn and develop strong mental health from their earliest moments through their school years. The first Hubs are at Cambridge, Cambourne, Ely, Wisbech and Huntingdon

This includes bringing together support for parents in one place through our Best Start Family Hubs, making it easier and more affordable for children to access early education and care and ensuring the education that children receive in early years settings and reception classes is of the highest quality**. See Best Start in Life | Cambridgeshire County Council**

County Libraries – Slipper Swap
Wearing worn out or slip-on slippers significantly increase your risk of falling.
This winter, the Libraries Service and Public Health are delivering a new Falls Prevention Slipper Swap Pilot, taking practical prevention activity into communities across Cambridgeshire.
Hosted in five libraries, the pilot will give residents aged 60 and over the opportunity to exchange worn or unsuitable slippers for a new, more supportive pair.
The pilot complements this work by using a simple intervention to engage residents in conversations about falls risks and healthy ageing, encouraging them to think about the small changes that can help them stay independent for longer.
The nearest event is in Cherry Hinton 27 November 2026 10.30 – 1.30pm
For Cambridgeshire residents aged 60 years+. No booking is required. Call 0345 045 5225

Encouraging Young People to reduce food waste and to recycle
The Cambridgeshire County Council Waste Education team has engaged with secondary school pupils to reduce the amount of food their families throw away.
By making use of leftovers and reducing food waste at home, this initiative supports the council's goals of being a low-carbon council and promoting a circular economy, as well as encouraging healthy eating and helping to give children and young people the best start in life.

Around 400 Year 7 and Year 8 students at Hinchingbrooke School in Huntingdon were invited to take part by designing an A4 poster highlighting the impact of food waste and sharing practical tips to help households reduce waste, such as planning meals and freezing leftovers.
During a sustainable cooking workshop, students prepared and enjoyed a two-course restaurant-quality meal using sustainable and surplus ingredients commonly found in the home. It was led by Alison Crouch who has worked with a range of leading chefs and is the author of a book on reducing food waste and making the most of leftovers, with a particular focus on supporting families on low incomes. The students also participated in a 90-minute recycling workshop designed to increase awareness of how waste can be reduced through reuse, recycling, and repair. As part of the activity, each student created a bird feeder from a recycled plastic bottle, demonstrating how everyday items can be given a second life.

Highways recent and upcoming work
Waterbeach
Cracking on the northbound carriageway of Clayhithe Road, caused by subsidence of the embankment is a serious problem. Give-and-take traffic lights between the level crossing and Clayhithe Bridge will remain in place until stabilisation has been planned, costed and budget agreed.
Prompted by Horningsea PC, I have asked if the traffic lights could be demand-responsive, to reflect the needs of users at different times of day.

Cllr Anna Bradnam anna.bradnam@cambridgeshire.gov.uk 26/10/2026

Waste Service Updates

Food Waste Collections

By December, weekly food waste collections will be in place for all wards and parishes throughout Cambridge and South Cambridgeshire. Collections began in Milton in October, and Waterbeach is now the last part of our ward to be included in the collections. The caddies are being delivered in Waterbeach during October and collections will begin during the week of 14 December.

Due to this being the last phase in the roll-out, the remaining 38,000 houses to be included are receiving their caddies up to ten weeks before the collections begin. This is to enable the delivery of the caddies before a period during which the operations team will be optimising the efficiency of the service so far. After this, they will be able to begin collections from these final properties. Properties in this phase should have received a letter explaining when the collections will begin for them.

Any residents who have not received their caddy in time for the start of their food waste collections can report the missed caddy delivery on the Greater Cambridge Shared Waste webpage.

Fly-tipping campaign

In October, a new campaign was launched to help tackle fly tipping. Your Waste, Your Responsibility aims to remind residents that they have a duty of care to check they are using a licensed waste carrier when paying someone to take their rubbish away. It highlights what could happen if people's waste is dumped by an unregistered operator they have used. The campaign will target local Facebook groups where people often seek waste disposal services and will remind people that they need to check the Environment Agency's waste carrier register to ensure they are using a registered service.

Disposal of pumpkins after Halloween

SCDC are keen to to maximise the number of pumpkins sent to Anaerobic Digestion after they have been used at Halloween – if they have not been eaten. As pumpkins might not fit into the new food waste caddies easily, residents receiving food waste collections will be able to put out a single carrier bag containing pumpkin(s) next to their caddy for their collection in the period 3 – 6 November. This will be collected by the food waste crews at the same time as their other food waste.

The "Pumpkin Waste Hierarchy" that can be shared with residents is as follows:

1. Eat it!
2. Home compost it
3. Cut it up and add it to your food waste caddy or put it in a carrier bag next to your caddy during the week of 2 November.
4. Put it in your green bin with garden waste if your food waste collection hasn't started
5. Put it in your black bin if none of the previous options is possible. It is NOT recommended to leave pumpkins out for wildlife to eat as this can make some animals such as hedgehogs sick.

Obesity Charter

The District Council Cabinet agreed at their recent meeting to adopt the Cambridgeshire and Peterborough Obesity Charter. This is a shared commitment by councils, the NHS and other public sector partners to work together to reduce obesity and improve health across our communities, by aiming to create environments that make healthy choices easier for everyone and so to reduce health inequalities. This "systems approach" recognises that obesity is influenced by many factors, not just individual choices, and brings together organisations to align their actions to make the greatest impact. This includes such areas as planning, transport, access to healthy food, green spaces, employment and community support.

This charter asks us to consider how our decisions can support healthier lives, reduce inequalities

and create healthier places. SCDC is committed to providing leadership, championing prevention and working with partners and communities to achieve better outcomes for residents, by tackling the wider causes of obesity, rather than expecting residents to tackle it on their own.

Communities, Climate and Clean Air Event

The Communities, Climate and Clean Air event will take place at Histon Methodist Church on Tuesday 17 November, from 7pm to 9pm. This will be an informative community event open to everyone, exploring the connections between air quality, public health, climate change and sustainable living. It will aim to encourage discussion, raise awareness and inspire positive action, hearing from speakers and local experts about both the issues we are facing and practical steps we can take to create healthier homes and communities.

Attendance is free, refreshments will be provided and all are welcome. You can sign up to the event now. For further information, please contact air.quality@scambs.gov.uk.

Low Income Family Tracker (LIFT) Update

The LIFT project uses smart technology to help SCDC and CCC identify those eligible for financial support but not yet claiming it.

Earlier in October, these councils together won an IRRV Performance Awards 2026 award for Excellence in Partnership Working (The Fight Against Poverty) for their joint free school meal take up campaign. This part of the LIFT project resulted in free school meals worth over £300,000 being awarded to families over the lifetime of their children's education, securing over £1 million of additional funding to local schools in the process.

Following the success of this project, Cambridgeshire County Council have funded a LIFT Programme across all five District and City Councils using the Crisis and Resilience Fund. This is the first LIFT campaign run in unison across Cambridgeshire, and is focusing on Pension Credit claims. 156 letters have been sent to South Cambridgeshire residents identified through the Low Income Family Tracker as eligible for but not claiming Pension Credit.

National Scheme of Delegation for Planning

On 14 October, the Planning Committee received a report on the new National Scheme of Delegation, and the mandated changes which would come into force on the 31 October 2026. Similar reports have been taken to Cambridge City Council for consideration at the City Planning Committee and the Joint Development Planning Committee. The key changes for South Cambridgeshire are:

i. Ward councillors and parish councils would no longer be able to call-in planning applications to the Delegation Panel to determine if an application should be considered by the Planning Committee.

ii. The end of the representation trigger (currently 5 representations) for referral to the Delegation Panel to determine if an application should be considered by the Planning Committee.

iii. Regulations define 'Schedule One' applications and these applications **must** be determined by officers under delegated powers.

iv. Regulations define 'Schedule Two' applications, which have a presumption in favour of determination by officer delegation, unless a nominated officer and nominated councillor (Delegation Panel) agree the proposal meets strict significance criteria.

v. Delegation Panel meetings to be replaced with Gateway Meetings, to which all 'Schedule Two' applications would be referred.

The committee requested that their dissatisfaction with the new legislative requirements be noted and that they had no choice about the implementation of the National Scheme of Delegation.

Members voted to amend the current Greater Cambridge Shared Planning Service Scheme of Delegation to reflect these changes.

For clarity – **consultation** with ward members and parish councils will remain unchanged. Ward members and parish councillors will continue to be informed about planning applications in their area via weekly planning lists and can submit comments in the same way. The Delivery Manager would investigate whether it was possible to add into the weekly planning lists and on the planning portal, a notice to advise which applications would be determined by officers.

'Own interest' applications such as officer applications or council applications would automatically come to Planning Committee for determination regardless of whether it was a Schedule One or Schedule Two application.

Cllrs Paul Bearpark, Anna Bradnam and Laura Macleod 25/10/2026