



MILTON PARISH COUNCIL

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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 7 September 2026 at 7pm
Members of the Public and the Press are cordially invited to attend.**

Clerk's signature: *Sarah Coder*

Date of issue: 1 September 2026

AGENDA

1. **Milton White Horse Community Project (Appendix 1)**

Representation from a group of Milton residents regarding the recent closure of the White Horse and its uncertain future.

To **CONSIDER** applying to SCDC for the building to become an Asset of Community Value (ACV).

2. **Apologies for absence:** to receive and approve apologies for absence.

3. **To APPROVE the minutes of the meeting held on Monday 13 July 2026 (Pages 4-7)**

4. **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.

5. **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).

6. **Clerk's/Chairman's Report and see Works Schedule (Pages 8-9)**

Double Yellow Lines Coles Road – Plans have been received on the location of the double yellow lines on the corner of Coles Road adjacent to the MCC car park. The next stage will be to advertise the proposal as part of the formal TRO consultation.

Allotment – See Item 9

Ditch Clearance – HMS and Deputy Clerk met with ADC Drainage to suggest recommendations to the previous silt clearance works undertaken.

Phone Box – Has now been painted. New windows are currently being installed. The phone box will stay in place and become a village library.

7. **Planning (Page 10)**

To **RECEIVE** the minutes of the Planning Committee meeting held on Tuesday 18 August 2026.

Decisions:

26/02251/HFUL – 17 Knights Way, Milton CB24 6DE – Replacement of existing conservatory roof, windows and glazing on retained brick plinth walls. **Application permitted.**

New:

CCC/26/089/VAR – Milton Household Waste Recycling Centre, Butt Lane, Milton – The redevelopment and expansion of Milton Household Recycling Centre (HRC) and its permanent retention beyond the life of the adjacent Milton Landfill site. Informative: S73 planning application to vary condition 9 (Piling) of planning permission CCC/21/259/FUL to allow piling.

Link [planning application: CCC/26/089/VAR - Cambridgeshire County Council](#):

26/03112/HFUL – 3 Knights Way, Milton CB24 6DE – Single storey front extension. Two storey side extension and part single, part two storey rear extension.

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03112/HFUL>

26/03173/FUL – 3 Ely Road, Milton CB24 6DD – Erection of 2no totem poles.

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/03173/FUL>

8. Finance and Administration (Pages 11-12)

To **RECEIVE** the minutes of the Finance and Administration meeting held on Monday 27 July 2026.

9. Maintenance Works (Appendix 2)

Edmund Green – To **consider** quote of £150 to scrape up all the excess pea shingle and remove shingle from the grass, dispose of/deliver to local residents or to an area of your choice or £250 for waste to go to the Thalia tip.

Allotment Gate – Following an inspection of the gate the following items have been recommended:

1. Fitting a spring loaded Jockey Wheel to aid opening and shutting of the gate so that the latch always lines up with the hole in the post. No longer will people have to lift the gate into position should it droop in the future. £57.42.
2. Fitting a Counter balance hold back latch so the gate can be secured when open and not requiring a piece of string to hold it open. £62.40.
3. Installing a post for the Counter balance hold back latch. £15.
4. Post mix to install the post in the ground £7.20.
5. Fitting a pair of Push Fit Security collars at the hinge end of the gate to prevent the gate easily being lifted off. £42.

Labour £220

Council to **consider** which of the above options they wish to approve.

Brick Bus Stop, Cambridge Road – To **consider** quote to repair the wooden seat which has been damaged of £314.40 inc VAT for materials and £300 labour and waste.

Froment Way Replacement Swings – To **consider** quotes: A – Double metal swing with 1 cradle seat and 1 SEN seat plus installation £7,297.37 + VAT. B – Viking swing 1 flat seat and 1 inclusive seat plus installation and disposal of old swing, top up of bark £6,100 + VAT

10. Asset Register (Attached)

To **CONSIDER** accepting the updated Assets Register. (Changes made as mentioned at the July MPC meeting)

11. Model Publication Scheme (Attached)

To **CONSIDER** adoption of the ICO V3 Model Publication Scheme – Freedom of Information Act 2000 (Advised by the Internal Auditor and CAPALC that PCs adopt this model).

12. GDPR Data Map (Attached)

To **CONSIDER** adopting the GDPR Data Map (advised having by the Internal Auditor).

13. Management of Records Policy (Attached)

To **CONSIDER** the update made to the Management of Records Policy.

14. Bills for Payment and Money Received (Appendix 3)

To **RATIFY** payments of vouchers 150 to 176 made in the August payment run (under Delegated Powers to the Clerk).

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

To **RECEIVE** net position report.

15. Waterbeach Greenway Proposal

To **consider** MPC's views on the latest proposals for the Greenway. (Agree, neutral or against)

To **consider** a fund of up to £1,000 for a "fighting fund" should further actions need to be taken.

16. Unlawful Encampments on Parish Council Land

To **CONSIDER** installing safety barriers on Humphries Way and Froment Way play areas.

17. Signage for the Phone Box

To **consider** purchasing 4 x Library signs at £30 each from X2 Connect Ltd + VAT and delivery.

18. Mobile Vehicle Activated Sign (MVAS) Extended Warranty (Appendix 4)

To **consider** extending the warranty of the MVAS signs at £199 + VAT per sign per year for 3 years.

19. The Connections Bus Project (Appendix)

To **RECEIVE** the quarterly termly report April to July 2026.

20. To RECEIVE County Councillor's Report (Pages 13-14)

21. To RECEIVE Report from District Councillors (Pages 15-17)

22. To RECEIVE Report from the Milton Community Centre (Appendix 6)

23. Correspondence

Cambridge Road Industrial Estate – formalisation of a storage site. We have received concerns raised over works occurring on Cambridge Road Industrial Estate (scrap yard). Planning Compliance have responded to the concerns: "The land has an authorised use as a scarp yard (waste operator) as well as storage, if no through explicit permission, then lawfulness in any event as this use has continued from a least 1999 through to the new storage use commencing. Enforcement action is not proposed as this time, and a planning application will be requested as it is considered the current use".

(via email)

The Connections Bus Project – Youn People Survey.

Cambridgeshire County Council – Update on Local Government Reorganisation.

Kanda Consulting – Cambridge Business Park (The Crown Estate) – Planning application validation update.

CAPALC – New member area access of Councillors.

SCDC – July e-Bulletin.

Cambridgeshire County Council – Cambridgeshire & Peterborough Minerals and Waste Local Plan review – scoping consultation and call for sites.

All Saint's Church – Local screening of the "People's Emergency Briefing" film on the threats to British life from ongoing damage to nature and to our climate - Sunday 20 September 2026 at 7pm

24. Dates of next meetings

Monday 21 September 2026 – Planning

Monday 28 September 2026 – Maintenance

Monday 5 October 2026 – Parish Council

Wednesday 7 October 2026 – Community Care Monitoring Group – 11:30am

Clerk's Office

The full agenda papers are available on the website www.miltonparishcouncil.gov.uk and at the Parish Council office.
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**Minutes of the Meeting of Milton Parish Council held on
Monday 13 July 2026 at 7pm in the Bowls Pavilion**

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

In Attendance: S Corder (Clerk), L Macleod (District Councillor)

1. Milton Engagement – Waterbeach Greenway

Toby Spearpoint, Project Manager for the Walk Wheel Cycle Trust (working with the GCP) gave a presentation on the proposed community engagement on the Waterbeach Greenway project. Walk Wheel Trust will be seeking resident feedback on the alternative designs suggested (but not agreed) by the Parish Council, Camcycle and the Greater Cambridge Partnership. The timescale is: Summer 2026 an online survey will go out. The information on the survey will be via a letter drop to all residents of Milton. This will be shared online with the option to feedback via email or phone. There will be engagement sessions in August/September and community engagements sessions with schools.

2. Apologies for Absence

None. Full Council in attendance.

3. To APPROVE the minutes of the meeting held on Monday 1 June 2026

DO – Add an “A” to AGR Item 17. DO Proposed to accept the minutes as a true record with this change – HMS Seconded **ALL AGREED.**

To APPROVE the minutes of the meeting held on Monday 22 June 2026

DW Proposed to accept the Minutes as a true record – JW Seconded **ALL AGREED.**

4. 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.

5. Public Participation – members of the public are invited to speak

No members of the public were present.

6. Clerk's/Chairman's Report and see Works Schedule

Allotment – New gate is now in place. Further works to reposition the post were conducted. After some damage being done, further works is being done to the hinge fittings and the **possible** addition of a wheel to make the gate easier for opening and closing and to keep it level. A replacement small post is being considered for when the gate is open. A new lock has also been added. **A quote for the additional work is being obtained for further council consideration.**

Ditch Clearance – Culvert clearance at Old School Lane and Fen Road has taken place. MPC looking into further silt clearance of the ditches and at Tomkins Mead. (ADC requested to come back with recommendations). **MPC are unhappy about where the silt had been left and are looking to get them back to move it.**

Training – Some Councillors undertook Code of Conduct Training via CAPALC.

Phone Box – Due to be repainted July/August (date to be confirmed). The phone box will stay in place and become a village library.

Update:

Cambridgeshire County Highways – Road resurfacing along Cambridge Road/High Street between 1-21 August 2026 (proposed dates).

(Item 21 taken next)

7. Planning

The minutes of the Planning Committee meeting held on Monday 29 June 2026 were received.

Decisions:

26/01758/HFUL – 2 Shirley Close, Milton, Cambridge CB24 6BG – Single storey rear extension and front porch. **Application permitted.**

New:

26/02321/CL2PD – 280 Cambridge Science Park, Milton Road, Cambridge – Certificate of lawfulness under

S192 for inserting fire barriers behind the existing cladding. **For information only.**

26/02402/HFUL – 1 The Sycamores, Milton, Cambridge CB24 6XJ – Single storey side extension.

OBJECT: 1. Overshadows and blocks light from the adjoining property front bay window. 2. Extends over the natural front building line in this corner plot and projects into an unfenced/open plan front garden. 3. Blocks visibility of traffic coming out of side road

26/01902/OUT – Cambridge Science Park, Milton Road, Cambridge - Outline planning application with all matters reserved for a mixed-use redevelopment of Cambridge Science Park in separate and severable components each representing severable permitted areas comprising: Flexible employment uses including research and development, office, and workspace, industrial and storage (including data) uses (Use Classes E(g), B2, B8 and sui generis), Flexible Class E, Class F1 and F2, C1 (hotel) and Sui Generis (bar and hot food takeaway) uses to support the operation of the wider Science Park, Highway works, including new vehicular, cyclist and pedestrian roads and paths, and car and cycle parking facilities including mobility hubs with associated electric vehicle charging infrastructure, Landscape and public realm, including areas for sustainable urban drainage systems, biodiversity areas, outdoor play and sports facilities (Use Class F2(c)), Utility, energy, and water facilities and infrastructure, together with enabling, site clearance, demolition and associated works, including temporary meanwhile uses (this includes application ref: 26/01872/OUT).

OBJECT: 1. Concern that a threefold increase in occupancy on site with no increase in parking provision will lead to displacement parking in Milton. A transport management plan for construction and occupation vehicles should be provided. 2. Buildings proposed are significantly higher than current buildings giving rise to potential visual intrusion for neighbouring areas. Positioning and screening of tallest buildings should be considered. 3. Local water supply is under pressure and increased occupancy would exacerbate supply issues. 4. There is a lack of on-site increase in biodiversity. Mitigations appear to be off-site and will not benefit immediate local residents.

8. Maintenance

The minutes of the Maintenance Committee meeting held on Monday 15 June 2026 were received.

To **APPROVE** the minutes of the Maintenance Committee meeting held on Monday 22 September 2025 (PE, HMS and AB to approve). **HMS Proposed to accept the minutes as a true record – PE Seconded ALL AGREED.**

To **APPROVE** the minutes of the Maintenance Committee meeting held on Monday 16 March 2026 (PE, HMS, JEC, DW to approve). **DW Proposed to accept the minutes as a true record – HMS Seconded ALL AGREED.**

9. Community Care Monitoring Group

The notes from the Community Care Monitoring Group meeting held on Wednesday 1 July 2026 were received.

10. Assets Register

To **CONSIDER** accepting the updated Asset Register – **Clerk to make further amendments and share with PE before circulating.**

11. Model Publication Scheme

To **CONSIDER** adoption of the ICO V3 Model Publication Scheme – Freedom of Information Act 2000 (Advised by the Internal Auditor and CAPALC that PCs adopt this model). **Clerk to make minor amendments to the wording. To come back to the September MPC meeting for approval.**

12. Whistleblowing Policy

To **CONSIDER** adopting the updated Whistleblowing Policy (NALC) (One Item updated under background). PE Proposed to accept the updated Whistleblowing Policy – AB Seconded **ALL AGREED.**

(PE Proposed to suspend Standing Orders to extend meeting beyond 9.30pm – Suspended at 9:27pm to continue with the agenda items – HMS Seconded ALL AGREED).

13. Milton Parish Council Financial Regulations

To **CONSIDER** the amendments made (previously discussed at April Finance) to the Financial Regulations. HMS Proposed to accept the Financial Regulations with the agreed amendments – PE Seconded **ALL AGREED.**

14. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment – DW Proposed to pay Vouchers 88 to 126 and tabled 127 to 149 - DO Seconded **AGREED.** (HMS, PE, JEC and AB abstain)

The net position report was received.

15. Milton Parish Council Insurance Policy

To **CONSIDER** the increase of £161.11.

Changes to the insurance policy are:

Milton Parish Council Office lower to £103,000 (rebuild cost comes in at around £103,000).

Youth building contents lower to £9,000

MVAS increase to £7,500

Play equipment increase to £104,000 (all MPC parks)

DW Proposed to accepting the changes and cost of amending the insurance policy – HMS Seconded **ALL AGREED.**

16. Internal Audit

To **AGREE** to CAPALC being the Internal Auditor for year end 2026/27. **ALL AGREED.**

To **CONSIDER** CAPALC conducting a mid-year internal audit (October 2026). **ALL AGREED.**

17. MPC Data Backup

To **CONSIDER** an upgrade to an enhanced Cloud storage. MPC need to move from 365 family to 365 Business. The cost is £10.90 + Vat per month plus a one-off installation cost of £240 + VAT.

AB Proposed to the move to 365 Business – DW Seconded **ALL AGREED.**

18. Parish Council Mileage Rates

To **AGREE** the increase in line with the HMRC rates from 0.45p to 0.55p for Staff and Councillors business mileage.

AB Proposed to agree to the increase – RF Seconded **ALL AGREED.**

19. Zero Carbon Communities Grant

To discuss applying for the Zero Carbon Communities Grant of between £2,000 and £19,500 for eligible project: Improving community buildings (e.g. insulation, heat pumps, solar panels, LED lighting), support low-carbon travel, community-led initiatives to reduce waste, support nature, or encourage sustainable lifestyles. (Closing date 24 July 2026) **It was AGREED to apply for solar panels on the Bowls Pavilion which will benefit both the Bowls Pavilion and the Parish Council office.**

20. To RECEIVE County Councillor's Report

The County Councillor's Report for July 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

Highways improvement funding update

20 mph schemes

In 2025/26 20 mph schemes in **Milton and Landbeach** were approved. Work is proceeding with parish councils to design the schemes.

Non-complex LHI Schemes

In 2025/26 LHI schemes were approved in

Milton, Coles Road – DYLS to protect the entrance to the parish car park.

Trees

Ely Road, Milton – the Horse Chestnut near the College of West Anglia which has dropped limbs recently, has been deemed healthy by an Arborist engaged by the County Council. The fallen wood has been cleared along with the cones and tape.

21. To RECEIVE Report from District Councillors

The District Councillors Report for July 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

22. To RECEIVE Report from Milton Community Centre

Milton Community Centre Manager's Report

Property Maintenance: Routine maintenance and repairs have continued across all Milton Community Centre sites. Priority has been given to safety and security improvements and addressing issues identified through routine inspections and user feedback.

North Lodge Pavilion: A number of maintenance works have been completed, including improvements to site security, repairs to building fixtures and maintenance of the football court facilities. Examples include the installation of a new coded barrier lock at the main car park, reinstatement of the alleyway gate lock, repairs to the football court fencing, and replacement of damaged toilet fittings.

Routine grounds maintenance remains ongoing, including vegetation management, together with investigation of the car park lighting and other minor maintenance items.

Sycamores Pavilion: Routine maintenance has continued, including repairs to the loft access ladder and other minor building repairs. Vegetation management, including the removal of poisonous hemlock, remains an ongoing programme, alongside routine grounds maintenance.

Community Centre (Coles Road): Routine repairs and maintenance have continued throughout the Community Centre. Recent works have included repairs to plumbing, removal of a dead tree, and ongoing grounds maintenance, including hedge cutting and clearance of pathways. Planned maintenance to the buildings and external infrastructure will continue over the coming months in accordance with operational priorities.

Annexe: A programme of maintenance and improvement works is planned to improve the facilities. This includes the installation of a new kitchen, replacement of ageing fixtures and fittings, and other repairs identified during routine inspections.

Health and Safety: Routine health and safety inspections continue across all sites, with any issues identified being addressed promptly. During the reporting period, statutory inspections of the playground equipment, fire alarm systems and fire extinguishers were completed. Any recommendations arising from inspections will be incorporated into the ongoing maintenance programme. Regular risk assessments and building inspections continue to be undertaken to ensure that the facilities remain safe and compliant for users.

Bookings and Operations:

Demand for bookings remains strong across all facilities. Regular user groups continue to use the Community Centre, North Lodge Pavilion and Sycamores Pavilion, alongside a range of one-off community and private hires. Preparations for the autumn programme are underway, with bookings, invoicing and administrative processes continuing as normal.

Administration:

Annual Accounts for the year 2025-26 have been submitted to Nigel Prentis for inspection.

Routine administration has included:

- Processing booking enquiries and confirmations.
- Issuing invoices and monitoring payments.
- Liaising with contractors and service providers.
- Supporting committee meetings and preparing reports.
- Continuing to review operational procedures and documentation.

Summary:

The Centre continues to operate smoothly, with maintenance, site improvements and administrative activities progressing as planned. Priority remains focused on maintaining safe, secure and welcoming facilities while supporting the continued high level of community use.

The leather sofa in the Youth Building that is now around 20 years old is broken and will need removing and replacing. Clerk and HMS to source replacement.

23. Correspondence (via email)

CWWTPR – Milton WRC and Waterbeach pipeline update.

CAPALC June 2026 e-bulletin.

GCSP – Planning training for new Parish Councillors or refresher – Tuesday 21 July 2026 6-7pm via Teams.

CAPALC Tuesday Training Treats – Effective use of social media for Councillors. Thursday 16 July 6:30pm-8:30pm via Teams

24. Dates of next meetings

Monday 27 July 2026 – Planning 7pm – Finance and Administration 7:30pm

Monday 17 August 2026 – Planning (if required)

Monday 7 September 2026 – Parish Council

Change of date for Maintenance Meeting from Monday 21 September to Monday 28 September 2026

Meeting closed at 9:47pm Signed: Dated:

Milton Parish Council

Work/Project Schedule List (as of 1 September 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 to carry out some clearance works as Highways stalling on carryout any work. 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.
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
Replacement of The Sycamores Rec road sign		Local Highways Officer arranging new sign (old sign has been located) Highways now have the sign – new lettering to be put on. Follow up email sent 3/2/26 Response: Apologies its not been forgotten, but no further updates at the moment. Email sent: 19/5/26 chasing up.

		Email 1/6/26 CCC Highways - We are looking at designing a new sign for you to replace the previous one. It may take some weeks to create and install, but the new officer for the area David is going to work on this now and try and get this in motion. Email 19/8/26 – No further updates
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Works to be done:

DYLS Coles Road to be installed -
20mph scheme

Waiting for outcome:

LHI – DYLS in areas in the village – July/August finalisation of prioritised funding lists.

**Minutes of the Planning Committee Meeting of Milton Parish Council held on
Tuesday 18 August 2026 at 7:30pm in the Bowls Pavilion**

Present: D Owen (Chair), P Ellwood (PE), R Farrington (RF)

In Attendance: S Corder (Clerk), J Windle (Non-voting Councillor), A Bradnam (as PC Tree Officer)

1. Apologies for absence

JE Coston (personal). HM Smith (personal)

2. To APPROVE the minutes of the meeting held on Monday 27 July 2026

RF Proposed to accept the minutes of the meeting as a true record – PE 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:

26/02402/HFUL – 1 The Sycamores Milton, CB24 6XJ – Single storey side extension – **Application permitted.**

6. New:

26/0831/TTCA – 45 High Street, Milton CB24 6DF – Front hedge Privet: reduce around 2ft as causes a dangerous blind spot when pulling out of drive. 2 x conifers in front drive to be removed and stump cut down to ground. Homeowners concerned of roots near foundation as stumps are less than 50cm from house.

Council agreed to support this application.

26/02639/ADV – 3 Ely Road, Milton CB24 6DD – Installation of 4no freestanding signs, 2no wall mounted signs and 4no external shop branded signs.

OBJECT: Milton Parish Council support in full the objections already submitted on file by Cllr Anna Bradnam. Specifically, we request that the totem signs proposed should be shorter, narrower and all signs have a more modest level of illumination due to (1) Effect on the Conservation Area (2) Inappropriate signs in terms of scale and dominance (3) Impact on the character and appearance of the area (4) Impact on the Green Belt

7. Dates of next meeting

Monday 21 September 2026 – at 7.30pm

Meeting closed at 7:45pm Signed: Date:

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 27 July 2026 at 7:30pm in the Bowls Pavilion**

Present: H Smith (HMS) (Chair), JE Coston (JEC), J Windle (JW), A Bradnam (AB – arrived 7:46pm),
JL Coston (JLC – arrived 7:51pm)

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

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 20 April 2026

AB Proposed to accept the minutes as a true record - JW Seconded **AGREED**

3 Declarations of interest and dispensation

To receive declarations of interest from councillors for items on agenda: None

To receive written requests for dispensations for disclosable pecuniary interests (if any); None

To grant any requests for dispensation as appropriate; All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.

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

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

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 against the bank statements in the Parish Office had all been checked, reconciled and verified.

6 Review of Debtors and Creditors

The debtors and creditors list was received and reviewed.

The VAT for April-June has been claimed for. Community Care fees for April-June are now due.

7 Review Budget Sheet 2026/27

The budget sheet was received and reviewed.

Clerk to amend the cost centre for the allotment pump from Grants/Donations to Capital Projects and vire £3,000 from the General Reserve fund to the Capital Project budget.

Clerk to add the brought forwards reserves to the reserves section on the Budget summary sheet for 2026/27. A working budget document showing any budget changes within the year will be shared with the Finance Committee at each meeting.

8 Review of Budget and Year to Date Actuals and Net Position Report

The Insurance budget is slightly overspent as the renewal came in higher than budgeted for.

MCC budget figures to be adjusted due to large spends on MCC bills paid. Grounds Maintenance and MCC Cleaning budgets to be adjusted on receipt of a financial recommendation from MCC.

9 Review Payroll Summary against Salary, HMRC and Pension Payments

A payroll report from Brightpay showing salaries, HMRC and pension payments for 2025-26 was received and reviewed. HMS reported that the figures are consistent with each other, allowing for the delayed payment and deductions.

10 Review Brought Forward Earmarked Reserves

The brought forward balances are History £203.00, Hardship Fund £212.53, Watercourse Maintenance £10,000.00, Play areas £10,000.00, Church wall grant donation £2,000.00 and Tomkins Mead works £5,000.00.

11 To Review Bank Balances and Bond and to consider reinvesting the United Trust Bond

Received and reviewed. It was AGREED to roll over the United Trust Bond for another year at 4.46%.

12 To Review Bank Signatories

The bank signatory list was received and reviewed. It was AGREED to add JW as a signatory to the Santander, Unity Trust, Hampshire, Redwood and CBS bank accounts.

13 To Review the Regular Payment List

Clerk shared the updated regular payments list, now with a direct debt date column and updated costings for 2026/27.

14 To Review the Insurance Schedule

Clerk shared the updated insurance schedule with the agreed item increases.

Query of CCTV equipment covered – Clerk to check with Insurers.

It was AGREED to only insure the metal art benches in the benches section.

Clerk to source valuation of the War Memorial and rebuild costs.

15 Responsible Financial Officer Review

A mid-year Internal Audit has been requested for October.

Electricity renewal window is now open and our Broker has made contact with renewal quotes.

16 Date of next meetings

Monday 19 October 2026 – 7:30pm

Meeting closed at 9:09pm Signed: Date:

County Councillor Report for Parishes - September 2026 – Cllr Anna Bradnam

County Council

There are very few County Council meetings during August, so there is little to report from committees. However resident casework tends to increase during the summer months, so I have been quite busy.

Carriageway resurfacing – Milton

I am delighted to report that the long-requested resurfacing along Cambridge Road and High Street has taken place during August. The reinstatement of lines is still ongoing. The total budget for highways maintenance in 2026/28 was just over £58 million. I've included a table detailing some aspects of the Capital Highway Maintenance and Improvement Programme 2026/27 agreed at the Highways and Transport Committee in March 2026. For brevity I have only included the funding allocated for South Cambridgeshire and the County totals. The funding covers Cambridge, South Cambs, East Cambs, Huntingdonshire and Fenland.

See [Capital Highway Maintenance Programme 2026 to 2027](#)

Capital Highway Maintenance and Improvement Programme 2026/27		
Highway Maintenance 2026/27		
Carriageway Maintenance	South County	4,379,114 33,394,830
Peat soil affected roads	East and Hunts	2,500,000
Capital road patching	South County	647,360 2,890,000
Footway and Cycle route maintenance	South County	380,000 4,500,000
Highway drainage and resilience	South County	1,355,000 3,250,000
Rights of Way	South County	54,000 300,000
Bridge Strengthening	South County	300,000 3,000,000
Vehicle restraint (safety barriers)	South County	40,000 750,000
Traffic signal replacement	County	1,000,000
Sign and post replacement	South County	232,000 800,000
Road marking renewals	South County	216,000 800,000
Locally determined minor capital schemes	South County	110,000 550,000
A1307/A141 de-trunked road maintenance	County	3,500,000
Total Highway Maintenance		58,084,830
Highways Funding 2026/27		
DfT grant		£31,300,000
Highway maintenance		£3,500,000
Additional Highways Investment		£20,000,000
A14 Reserves		£3,500,000
Total funding		£58,300,000

Highways and Transport Committee

On 1 September the H&T Committee will be considering the first-year evaluation of the eight 20 mph schemes introduced across the County since 2024. It indicates the schemes have been effective in reducing vehicle speeds. All eight locations recorded statistically significant reductions in average speeds, generally exceeding the background reductions seen elsewhere in Cambridgeshire.

Overall, the findings suggest that sign-only 20mph limits can deliver meaningful speed reductions, particularly where existing speeds are already relatively low. Given the well-established relationship between lower speeds and improved road safety outcomes, the programme is showing encouraging early results.

On 6 October the Committee will consider prioritised applications for the 20 MPH 2026/27 Programme and LHI 2026/27 Programme. The agenda will be published the previous week.

Landbeach – High Street trees

Following a resident request, in June I sent photos to County Estates, asking them to arrange for removal of Ivy from the Ash trees lining the east side of High Street. I await a response from officers.

Landbeach - Track to Rectory Farm Barns

County Estates have agreed to maintenance (to farm track standards) on the track to Rectory Farm Barns. This relates to application of road planings and levelling.

Waterbeach - High Street. After the downpour on the morning of 27 August a drainage contractor was despatched to clear the highway gully (and resulting pond) outside No 18 that afternoon.

Highways upcoming work

A14 River Cam Bridge repairs and roadside technology upgrades between junctions 33 (Milton Interchange) and 34 (Fen Ditton Junction)

National Highways will be doing general repairs, fitting new bridge joints, improving drainage, building a new safety barrier and resurfacing the road.

Works will start on Friday 4 September for 12 weeks.

The work will be done overnight between 8pm and 5am on weeknights only, weather permitting. The A14 will be closed in one direction at a time and a 40 mph speed limit will be in place throughout the work.

When the A14 is closed, drivers will need to follow the diversion routes. When the Fen Ditton westbound on-slip is closed, the diversion will be via the B1047 through Fen Ditton to Newmarket Road and then onto the A14 at Jct 35 Stow-cum-Quy*. When the A14 is closed between Jct 34 and Jct 35 the diversion will be on roads of the same classification, so via the A10 to Ely, then the A142 via Soham and Fordham.

More details here:

<https://nationalhighways.co.uk/roads-and-travel/road-projects/east/a14-river-cam-bridge-bridge-joints-and-maintenance/>

***Fen Ditton** I have requested additional signage to direct diverted traffic away from High Ditch Road.

I look forward to seeing you all at parish council meetings in September.

Cllr Anna Bradnam

anna.bradnam@cambridgeshire.gov.uk

28/08/2026

District Councillors' Report to Parish Councils – September 2026

Greater Cambridge Local Plan

The Proposed Submission Greater Cambridge Local Plan consultation is now open and will close on Friday 25 September. The consultation is the last opportunity for communities to comment on the Plan before it is submitted to Government and examined by an independent Planning Inspector. Unlike earlier consultations, this final stage is more narrowly focused on whether the Plan is "sound" and meets national planning requirements. Responses will therefore need to focus on whether the Plan is justified by the evidence, effective in achieving its objectives, deliverable and consistent with national planning policy.

There are plenty of social media posts being placed on the Greater Cambridge Shared Planning channel:

[Greater Cambridge Shared Planning Facebook](#) | [Greater Cambridge Shared Planning Instagram](#)
| [Greater Cambridge Shared Planning LinkedIn](#) | [Greater Cambridge Shared Planning X](#)

To view the Plan, submit comments and find details of the engagement events being held during the consultation, visit www.greatercambridgeplanning.org/local-plan

Greater Cambridge Development Corporation (Greater Cambridge DevCo)

Following the formal establishment of the Greater Cambridge Development Corporation, some new information has now been published at <https://www.greatercambridge-dc.org.uk>

The website lists the Development Corporation's Board members and provides some information about the organisation's set up. This new domain points to the Cambridge Growth Company website which the Growth Company say they will continue to use until a Development Corporation website is procured and ready.

The District Council's Scrutiny and Overview Committee have invited the Development Corporation to its meeting on 17th September. The purpose is to ask the leaders of the Development Corporation questions around DevCo timeline & powers, governance (such as how it will operate, personnel, planning committee, relationship with GCSPS), water and sewage provision including solutions, plans, and timelines. At the moment there is a great deal we don't know. The meeting is intended to shed some light on this.

Campaign: Waterbeach railway station

We understand that the consultation on the closure of Waterbeach station is delayed until December. It requires the agreement of the Secretary of State before the consultation can go ahead.

We continue to work with stakeholders including the campaign group to resist the closure of the station.

There have been changes recently to the National Planning Policy Framework. This expands the 'default yes' approach for appropriate forms of development within reasonable walking distance of "well-connected" railway and tram stations including where that

development lies in the green belt. The policy applies to the top 80 Travel to Work Areas by Gross Value Added. Greater Cambridge and all of the railway stations in Greater Cambridge fall into this definition.

Despite this change we don't think this affects the case for retaining Waterbeach station because there is little potential for significant development within walking distance of the station.

Campaign: Waterbeach new town station

We have asked for the designs for the new town station and the proposed facilities to be presented to the Greater Cambridge Design Quality Panel. We're pleased to say that the GCP have agreed to our request.

The panel offers independent advice from a panel of nationally-respected built and natural environment professionals. It operates in the public interest and its advice is for developers, planning officers, planning committee, parish councils and members of public. The Panel helps to raise the quality of development by seeing if designs can be improved. The Panel follows a strong design review process in line with the [Cambridgeshire Quality Charter for Growth \[PDF\]](#). It is governed according to the [Terms of Reference \[PDF, 0.2MB\]](#), managed by GCSP (Greater Cambridge Shared Planning), and overseen by an Independent Advisory Group.

Grants: Community Pantry

This grant is intended to make food more accessible in your community! Grants of up to £400 are available to help local groups set up Community Pantries and offer an accessible space for sharing food and essentials within the community.

The grant is:

- Open to Parish/Town councils, community groups & supported informal groups
- For non-profit, community use only

The funding covers items like cupboards, shelving, fridges & signage (not for food purchases). Applications open until March 2027 (or until funding lasts).

Visit South Cambs District Council's website for more information and how to apply for the [Community Pantry Grant](#). Email duty.communities@scambs.gov.uk

Home Energy: New Home Energy Guide for Cambridgeshire and Peterborough residents

The Cambridgeshire and Peterborough Combined Authority (CPCA) have published the Home Energy Upgrade Guide for residents across Cambridgeshire and Peterborough. The guide has been developed through the Cambridgeshire Energy Retrofit Partnership (CERP), working as Action on Energy, a partnership of local authorities across the region. The project has been funded by the CPCA.

Designed specifically for homes in Cambridgeshire and Peterborough, the guide provides trusted, practical information to help residents improve the comfort, energy efficiency of their homes. It includes advice tailored to different house types, information on insulation, heating systems and renewable technologies, guidance on when to seek professional support, and details of available grants and services.

Whether residents are homeowners, landlords or tenants, the guide is intended to help them understand their options and take steps towards warmer, healthier and more energy-efficient homes.

You can find the guide here: www.actiononenergycambs.org/guidance-and-installation

Grants: Long-term health condition grant

The [Long-Term Health Condition Grant](#) offers funding of up to £2,000 to support the development and delivery of activities and programmes designed specifically for people living with long-term health conditions. Community groups, voluntary organisations, specialist providers and small fitness businesses across South Cambridgeshire are encouraged to apply for a grant aimed at helping adults with long-term health conditions remain physically active. Applications are open until Friday 25 September 2026.

Cllrs Paul Bearpark, Laura MacLeod and Anna Bradnam