



# MILTON PARISH COUNCIL

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## TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the Annual meeting of Milton Parish Council to be held in the Milton Community Centre Lounge on Monday 24 May 2021 at 7.30pm

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

Please note that distancing and health and safety requirements will limit the numbers able to attend within the room

Clerk's signature: *Sarah Coker*

Date of issue: 18 May 2021

Please note: All Covid guidelines must be adhered to:

1. Wear masks on entry and until seated. Masks must be worn if not seated.
2. Use hand sanitiser
3. Follow one way system where appropriate.
4. Keep a safe distance from other attendees at all times
5. Open doors and windows to allow air circulation
6. Sign in for Track and Trace or provide contact details to the Clerk
7. Maximum room capacity of the MCC Lounge is 12.

## AGENDA

1. **Election of Chairman and signing of declaration of Acceptance of Office of Chairman**
2. **Apologies for absence:** to receive and approve apologies for absence
3. **Election of Vice Chairman and signing of Declaration of Acceptance of Office of Vice Chairman**
4. **To confirm the following Committees and Membership (Appendix 1)**  
Community Care, Maintenance (incorporating Allotments, Cemetery and Play), Finance & Administration, Planning, Staffing.  
Working Groups: Capital projects, Cemetery, Milton Air Quality, Website & IT, MVAS, External Communications and the 20mph speed limit group.
5. **To confirm the following representatives and volunteers**  
Footpath Officer, Press Officer, Tomkins Mead and Tree Warden

### **The following representatives for outside bodies**

CAPALC & SCDC, Chisholm Trail Local Liaison Forum, Milton Charities, Milton Community Centre, Patient Participation Group, Milton Primary School Liaison.

6. **To CONSIDER the following proposal for delegation of powers**

In the event of the Council being prevented from holding formal meetings the following delegated powers shall apply:

1) The Clerk shall have delegated authority to authorise bills for payment of items of approved expenditure provided that a list of such payments shall be submitted to the next appropriate meeting of Council. A record of payments made under this delegation shall be drawn up and be signed by two members on each and every occasion when payment is authorised. In the event that the situation prevents signature in a timely manner an email authorisation shall be carried out and the list signed by those members at the earliest opportunity.

2) The Clerk together with the Chair of the Planning Committee and one other member shall have delegated authority to respond to Planning applications provided that a record of the response shall be submitted to the next meeting of the Planning Committee or Council whichever occurs sooner. In the event of the Chair being unavailable within the time limit to respond a member of the Planning Committee may deputise.

These contingency delegations do not replace any existing powers described within Standing Orders, Finance Regulations, or other formal Council document.

**7. Dates of next meetings**

Monday 7 June 2021 – Planning 7pm – Maintenance 7:45pm

Monday 21 June – Parish Council 7:30pm

**Appendix 1**

**Milton Parish Council  
Committees and Membership (AS OF) Parish Council Meeting May 2021**

Parish Council	AB, JEC, PE, RJF, AH, AL, AM, DO, HMS, DW
Community Care	AB, RJF, HMS, DW, Rev D Chamberlin (as advisory role)
Maintenance (incorporating Allotments, Cemetery, Play and Milton Environment*)	JEC, AH, AM, DW,
Planning	JEC, RJF, DO, HMS, PE
Finance	JEC, RF, HMS, DW
Staffing	AB, JEC, HMS, DW, Ad-hoc DO

**The following Working Groups and membership were agreed:**

Capital Projects	JEC, RJF, DW
Cemetery	HMS
Milton Air Quality	AB, JEC, HMS
Website & IT	JEC, AH, DW
MVAS	AB (Volunteers: John Halfpenny and Mike Price)
External Communications	JEC, PE, AH, DW
20pmh speed limit	JEC, AH, AL, AM

**The following special responsibility roles were agreed:**

**Specific Responsibility:**

Footpath Officer	AB
Press Officer	JEC
Tomkins Mead & Tree Wardens	AB

**The following representatives for outside bodies were agreed:**

CAPALC & SCDC	Chairman, Clerk
Chisholm Trail Local Liaison Forum	HMS (Mike England*)
Milton Charities	JEC
Milton Community Centre	DW
Patient Participation Group	DW
Milton Primary School Liaison	Clerk
Cambridge Northern Fringe	JEC, DW
Defibrillator reps:	AH, Clerk

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