

**Madingley Parish Council**

**I hereby give notice that the Parish Council Meeting of Madingley Parish Council will be held on Wednesday 13<sup>th</sup> May at 7.30pm, via REMOTE (ONLINE) MEETING**

**For access details for the online meeting via Zoom please email Sarah Etherington-Meech (Parish Clerk) on [clerk@madingleyparishcouncil.org.uk](mailto:clerk@madingleyparishcouncil.org.uk)**

COVID-19 Pandemic (Temporary Regulations in force from 4th April 2020 expiring 7th May 2021)  
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, S78.

**NEW LEGISLATION & REQUIREMENTS**

In summary the Temporary 2020 Regulations detailed above;

- Permit the holding of remote meetings, with conditions
- Local councils can decide the methods they will use to facilitate the holding of meetings
- There is no requirement to hold an annual meeting

*The Public & Press are cordially invited to be present (except for any item on the agenda labelled confidential).  
The order of business maybe varied at the Chairman's discretion.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below:

Signed:  Proper Officer/Parish Clerk

**Agenda**

**1. To Accept Apologies for Absence**

**2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**

Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012 following adoption of the Code of Conduct. **ALL dispensations requests must be made to the Clerk prior to the meeting.**

**3. To Agree to hold a Public Forum**

Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting. Please note: When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure (if not done in Item 2) and leave the meeting. At the close of this agenda item members of the public will no longer be permitted to address the Council.

**4. To co-opt Parish Councillors to fill the vacancies**

**5. To Approve the Minutes of Meeting held on Wednesday 22<sup>nd</sup> January 2020**

The meeting due to be held on 25<sup>th</sup> March 2020 was postponed whilst emergency temporary legislation was put in place by the Government following Covid-19 lockdown. The legislation came into force on Saturday 4<sup>th</sup> April 2020. Amendment to be approved for 8. b.

**6. Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1**

**7. To Accept a Report from County and District Councillors**

**8. Transport & Highways**

- a. Outcome and feedback from HE legacy fund meeting with David Forbes on Friday 24<sup>th</sup> January 2020 – email from Pam Hobson 17<sup>th</sup> March 20 and Cllr Nieto 20<sup>th</sup> March 20
- b. For information – email received from Pam Hobson 26<sup>th</sup> March 2020 to advise of a delay in delivering the A14 parish legacy fund projects – all projects will still be delivered.
- c. To discuss email received from Gunite (Eastern) Ltd re: signage for Dry Drayton Road as their drive is being used as a turning point.
- d. To discuss if the damage on Bridleway 2 has been rectified.
- e. Cllr Crichton-Stuart to feedback on virtual highways meeting on 24<sup>th</sup> March 2020.

**9. To Discuss Planning Matters**

Remote decisions on planning applications were made via email and voting records retained.

- a. Applications received for consideration

- i. 20/01743/FUL – Park Farm, Church Lane – Installation of new Bioelectric micro AD digestion plant, a further slurry tower, alongside associated hardstanding and landscaping works.
  - ii. 20/01529/LBC – Madingley Hall, Church Lane – Listed Building Consent for roof maintenance and repairs – no comments were made.
  - iii. 20/01030/FUL – Madingley Hall, The Lodge, Church Lane – Change of use of former staff accommodation from residential (use Class C3) to ancillary short term lets to supplement the operation of Madingley Hall by the Institute of Continuing Education (use Class C2) – no comments were made.
  - iv. S/3732/19/FL – Belvoir Cottage, The Avenue – Two storey side extension – Application to go before committee on 13<sup>th</sup> May 2020
  - v. 20/1112/TTCA – The Grange, Cambridge Road – Tree works – no comments were made.
- b. Decisions received from South Cambs District Council
  - i. 20/1112/TTCA – The Grange, Cambridge Road – Tree works – No objections

#### **10. Matters for discussion/correspondence received**

- a. Cllr Naughton to discuss PX Farms response re: sugar beet collection lorries and the suggestion for rebuilding an access road.
- b. To discuss the ROSPA play area inspection that was carried out in April 2020 and any works that are required.
- c. To discuss and inform of Covid-19 procedures for assisting
- d. To discuss Cllr Crichton-Stuart & Cllr Naughton suggestions for an LHI application for 2021/22 and prepare ready for submission – deadline for application is 31<sup>st</sup> May 2020 although this is constantly under review.
- e. For information – cancellation of litter pick until further notice
- f. To discuss Accessibility Statement that will be required for the parish council website from September 2020. VisionICT can provide the service for £45.00 plus VAT.

#### **11. Consultations**

- a. Local Enforcement Plan for Minerals & Waste Development in Cambridgeshire ended 08/04/20.

#### **12. Finance and Policy**

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received
  - i. HMRC – VAT refund for 18/19 - £357.15
  - ii. SCDC – 1<sup>st</sup> precept instalment for 20/21 - £3,234.50
- c. Remote decisions on the following payments to hand received from 22<sup>nd</sup> January 2020 – 30<sup>th</sup> April 2020 were made via email and records retained.
  - i. Vernon Print & Design – Madingley News printing – March Edition - £289.00
  - ii. Clerks Overtime and Expenses for Period 11 & 12 - £174.66
  - iii. Vision ICT Ltd – Website Hosting and Support – May 20 to Apr 21 - £150.00
  - iv. CAPALC – Affiliation Fee 20/21 - £214.32
  - v. Madingley Village Hall – Grant for insurance - £1,081.00
  - vi. CAPALC – Clerks Training Session 12/03/20 - £10.00
  - vii. Roger & Lesley Buckley – Madingley News Expenses (March ed.) - £25.00
  - viii. CGM Group Ltd – March grass cutting - £216.00
  - ix. Clerks Overtime and Expenses for Period 1 - £65.10
  - x. Playsafety Ltd – Annual Play Area Inspection - £111.60
- d. To approve the following payments to hand
  - i. Came & Company – Annual Insurance Premium 20/21 (LTA until 31/05/21) - £562.28
  - ii. Defib Store Ltd – Replacement pads for defibrillator - £114.00
- e. The Annual Governance and Accountability Return (AGAR) for 2019/20 – On 30<sup>th</sup> April 2020 the date for local councils to complete the final audited accounts was extended from 1<sup>st</sup> June

2020 to 1<sup>st</sup> September 2020 by statute. The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. Review and approval of the final year accounts, bank reconciliation, AGAR, exemption certificate and all supporting documentation for 2019/20.

- f. To discuss CGM grass cutting direct debit payment option
- g. For information – Changes to precept instalment frequency for 2020 due to Covid-19 – current advice that payments are to be made in April, July and September 2020.
- h. To discuss a review of the parish councils’ scheme of delegation/critical services and functions and how they would continue with staff absence/

**13. To accept notices and matter for the next agenda**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

**14. Date and time of next meeting – TBA**

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

No items to be discussed that need to exclude the public and press

**Appendix 1**

**MADINGLEY PARISH COUNCIL  
ACTION LIST FROM MEETING HELD ON 22/01/2020**

a.	Telephone Kiosk – Relocation/restoration – Request for ideas in Madingley News (RCS) – Ongoing	FN/JSH/RCS
b.	Defibrillator additional training session - ongoing	FN
c.	Noticeboard – plaque supply and erection – Ongoing	RCS
d.	Councillor vacancy – co-option – Ongoing	FN/JSH/RCS
e.	Street Furniture Breakdown on insurance - Ongoing	SEM
f.	Weight restriction/buffer zones/unsuitable for HGV signs – update on LHI application meeting with David Forbes	RCS/LN/Greenways
g.	Girton Footpath 8 – contact with Peter Wilderspin - Ongoing	Greenways
h.	Pension Regulator – Re-declaration - RESOLVED	SEM
i.	Damaged verges – sugar beet lorries – PX Farms	FN
j.	Bridleway 2 – inaccessible/requires attention – clerk to email Cllr Nieto for Rights of Way Officer	SEM/FN
k.	Following quotation for play area maintenance – Design Branch to be instructed	SEM
l.	Letter of thanks to Three Horseshoes for parish project donation - RESOLVED	SEM
m.	VisionICT contact details to be forwarded to RCS – RESOLVED	SEM
n.	New bank account information for transfer from Barclays	SEM
o.	TRO - Stage 2 complaint - ongoing	RCS