

Draft until signed
Minutes of Madingley Parish Council (MPC) Meeting
Wednesday 16th September 2020 at 7.30pm, online meeting via Zoom

Present: R Crichton-Stuart (RCS) (Chair), F Naughton (FN) (Vice-Chair), J Stevenson-Hinde (JSH) (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), K Peck (KP) (Incoming Clerk/RFO), Cllr D DeLacey (DDL) (District Councillor), Cllr T Bygott (TB) (District Councillor), Cllr L Nieto (LN) (County Councillor), C Baldwin (CB) (Village Hall Management Committee), 3 members of the public

There was a slight delay to the meeting starting due to a technical issue for JSH.

1. To Accept Apologies for Absence

Apology received from Cllr Victoria Keevil due to a prior engagement

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

No declarations of interest

3. To Agree to hold a Public Forum

A member of the public raised concern over the dangerous condition of the pavements along the High Street from the village hall all the way down to Dry Drayton Road and how the condition has got significantly worse due to traffic mounting the pavement, they advised that they have reported it to council although only received a negative response a few month ago. RCS advised that MPC can re-iterate reports to the council and as part of the application for A14 grant funding MPC have requested some bollards along the pavement from the village hall towards the avenue to protect pedestrians.

Another resident raised concern over the significant lack of progress of works for the A14 legacy fund project application and requested the views of the County Councillor and District Councillor in relation to this and questioned RCS to see if this issue was still being actively chased by MPC. RCS advised that he was still in communications with Pam Hobson and the last communication from her explained that she was still awaiting information from David Forbes who came to meet with Madingley PC regarding the project at the beginning of the year but who has now left and is having to be hired back on day rates. It was explained by the member of the public that it is very disappointing and concerning that the process has gone on so long already when it was originally intended that the money should have been allocated and spent by the last financial year and there is no public information available. The member of the public requested that this issue was resolved for the benefit of the village and questioned if other villages had the same experience. SEM explained that Dry Drayton have made no progress either. LN explained that the only thing she is able to do at present is to chase and put some pressure onto Pam Hobson. However, she explained that she is not accountable to CCC and Highways England is a different organisation.

FN explained that a member of the public had contacted her with a query to be raised during the public forum and is concerned over the state of the bridleway to Girton opposite the American cemetery. It has been advised that PX Farms has thrown bricks and large tiles on the ground and the resident is very concerned that horses could be injured going down there. FN advised that she has been to see the area of concern and it is untidy and raised further concerns such as a gate being padlocked by PX Farms to -another bridleway accessible from the Local Access Road, meaning horses could not access the bridleway. FN stated she would write to PX Farms if required-. LN stated that she believes the bridleway is the responsibility of CCC and if FN can send details and photos to her she will share these with the bridleways officer and confirm if it is the responsibility of CCC or PX Farms and make a decision on who should contact them, CCC or MPC. Another member of the public believes that the land belongs to the university and is rented by PX Farms and also highlighted that huge pieces of machinery are on the land making walking difficult too.

4. To Approve the Minutes of Meeting held on Wednesday 15th July 2020

Approved as a true and accurate copy of the meeting by all councillors, to be signed when possible.

5. To co-opt a parish councillor for vacancy

RCS explained that MPC have received 2 enquires for the one vacancy available shortly before the meeting and that both individuals will need to complete application forms first and then DDL advised that advice on the process should be sought from CAPALC and/or the Monitoring Officer at SCDC.

Action – Clerk to enquire about the process for co-option when two applicants apply.

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

- a. RCS advised that this item is not RESOLVED.
- b. Due to the Covid-19 pandemic this is an ongoing issue.
- c. Due to the Covid-19 pandemic this is an ongoing issue.
- d. Discussed under Item 5 – ongoing issue.
- e. RCS advised that this is an ongoing issue, that the ‘unsuitable for HGV’ signs are still erected on The Avenue and that, hopefully, they will become permanent when A14 funding is finally issued.
- f. This was discussed under the public forum with actions required from FN and LN.
- g. Item 8. a.
- h. RCS submitted comments – RESOLVED.
- i. Discussed under public forum.
- j. This is part of Item 8. a.
- k. RCS advised that he is ready to submit an application and is just awaiting a support letter from the Stephen Perse school.
- l. FN advised that the tree has now been pruned in front of Madingley Hall, but as far as she is aware the hedge is not yet trimmed by Dry Drayton Rd. **Action** - FN to send email to chase up Peter Wilderspin.

7. To Accept a Report from County and District Councillors

DDL for report see Appendix 3. DDL explained that one addition to his report was that the call for sites was now published publicly and that the call had been put out for the Local Plan and an overwhelming response had been received with more sites than required. DDL advised MPC of 5 sites that had been put forward – Burnt Farm, Home Farm, Madingley Mulch, Land North of Madingley Road and land cornering the M11. He explained that these sites could have been submitted by anyone and not necessarily the landowner and did not want Madingley being worried as all sites would have to be assessed by officers and none of concern may make it to the next consultation.

LN for report see Appendix 4. The only item LN raised was in relation to the ‘Doubling Nature’ event that had occurred that day. She advised that it was a successful event with 130 participants and that they did have a parish council toolkit and she recommended viewing the Natural Cambridgeshire website for this. LN further advised that she would be meeting with the cycling officers on Friday so would be discussing their cycling schemes and would update MPC afterwards.

TB specifically raised, in relation to the Call for Sites a site that had been submitted by Trinity College for the land opposite the American cemetery. He explained that the council has published absolutely every site that has been forwarded which totals 158 sites with two hundred thousand houses which is more than three times the number of houses that already exist in the district, and therefore only a small proportion are likely to move forward. He explained that for Madingley there are only two sites in the main part of the village but most worrying was the site that Trinity College have proposed with 4,200 houses on 220 hectares and that if you were to stand in the cemetery and look across the road absolutely everything from the M11 to the A428 would be houses. RCS said he believed that when the land for the cemetery was gifted by the university it was promised that the view from the cemetery would not be ruined and the gift was subject to an international treaty between Great Britain and the United States. TB advised this may not be considered as a material consideration. DDL highlighted that there are to be huge hurdles in the process so no need to worry currently. RCS advised that if he manages to arrange a meeting with the Master of Trinity, he will raise this concern.

8. Transport & Highways

- a. **To discuss cycle paths for the parish including the T2 scheme meeting (Cllr Nieto email) – one-way route on Cambridge Rd for cyclists**

RCS advised that this item was partially covered under a previous item. RCS advised that the cycle paths are part of a proposed 18-month temporary plan for putting cycle routes in

parishes and at the last parish council meeting it was agreed that a discussion would take place regarding options for cycle routes in the village to Cambridge. RCS explained that after speaking to a number of people at CCC, RCS has put forward two options. A segregated cycle lane along the avenue and the same along Cambridge Road in front of the cemetery. CCC have come back and have said that they are going to consider a cycle lane along Cambridge Road from the crossroad at Coton all the way along Cambridge Rd up to the roundabout in the village, details still need to be discussed. However, making Cambridge Road one-way would make it safer for cyclists connecting with the cycle path on Madingley Rd or crossing Madingley Rd into Coton. He explained that this would make Cambridge Rd one way from Coton into the village and not the other way round and would cut out rat run traffic on Church Lane. He also believes that the cycle road would pick up again and go along Dry Drayton road. LN advised that she has a meeting Friday to discuss this item and will advise MPC accordingly.

9. To Discuss Planning Matters

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

a. Applications received for consideration

- i. Planning Appeal - S/3717/19/FL - 10 Church Lane Madingley Cambridge Cambridgeshire CB23 8AF – Erection of detached dwelling – deadline for comments was 2nd September 2020 – no comments were made**
- ii. 20/02849/HFUL - 30 High Street Madingley CB23 8AB – Office/summer house at rear of garden – deadline for comments 28th August 2020 – no comments were made**

b. Decisions received from South Cambs District Council – None received

10. Matters for discussion/correspondence received

a. To introduce and advise of the appointment of a new Parish Clerk/RFO

RCS introduced KP as the new clerk and advised that she would be taking over from SEM on 25th September 2020.

b. To provide an update following re-opening of the village play area

FN advised that the weekly clean of the play area is going well and as there are several team members no one needs to carry out cleaning more than once a month. She also advised that John Freegard (JF) had mended the broken fence and he also plans to remove lots of ivy as it may pull the fence into the road and a working party maybe required for this task.

c. To discuss participation in Community Gritting Scheme 2020/21 – deadline 31st October 2020

CB advised MPC that the parish participated a few years back and it was a failure and they were left with broken equipment. RCS suggested that MPC do not participate and all councillors agreed RESOLVED.

d. To discuss email received from BHS Access & Bridleways Officer re: Girton bridleway bridge access for horse riders

RCS advised that he supported this item and all councillors agreed support RESOLVED. **Action – Clerk to reply to email to advise of MPC support.**

e. To provide an update on the broken bench and broken play area fence

CB advised MPC that JF removed and repaired the bench and that it is now with CB and he had today applied the third coat of Ronseal and it was due to be reinstalled next week. MPC thanked JF for all the works he has completed for the parish and CB for storing and painting the bench.

11. Consultations

a. North East Cambridge Area Action Plan – deadline 5th October 2020

RCS advised that after looking at the plan he feels it does not particularly affect Madingley, FN seconded, JSH agreed RESOLVED no comments to be made.

12. Finance and Policy

a. To accept account review to date and bank reconciliation

The bank reconciliation (see Appendix 2) and finance spreadsheet were circulated to councillors before the meeting and they were approved and accepted with no comments RESOLVED. Clerk advised that the current account balance was relatively low at £1,496.00 after all outstanding cheques are cashed, however, the final payment of the precept is due in September and the bank account should be monitored to ensure this is received.

- b. **To advise of payments received – None received**
- c. **Remote decisions on the following payments to hand received from 10th July 2020 - 10th September 2020 were made and records retained:**
 - i. **Clerks overtime and expenses (Period 4) – £106.73** – RCS & FN agreed payment RESOLVED – Cheque Number 101213 signed by RCS and FN. *Local Government Act 1972, s.112*
 - ii. **Print-Out – Madingley News Printing (June 20) - £166.00** – RCS & FN agreed payment RESOLVED – Cheque Number 101214 signed by RCS and FN. *Local Government Act 1972, s.142.*
 - iii. **CGM Group – Grass Cutting (6th/21st July) - £144.00** – RCS & FN agreed payment RESOLVED – Cheque Number 101215 signed by RCS and FN. *Public Health Act 1875, s.164 & Public Health Act 1875, s.164.*
 - iv. **VisionICT – Accessibility Report for website - £54.00** – RCS & FN agreed payment RESOLVED – Cheque Number 101216 signed by RCS and FN. *Local Government Act 1972, s.142.*
 - v. **SLCC – Annual Membership - £46.66** – FN & RCS agreed payment RESOLVED – Cheque Number 101217 signed by RCS and FN. *Local Government Act 1972, s.143.*
 - vi. **Cambridgeshire County Council – Final Streetlighting Energy - £497.03** – RCS & FN agreed payment RESOLVED – Cheque Number 101218 signed by RCS and FN. *Parish Councils Act 1957, s.3; Highways Act 1980, s.301.*
 - i. **LGS Services – Internal Audit Fee for 19/20 - £90.00** – RCS & FN agreed payment – Cheque Number 101219 signed by SH and DO. *Local Government Act 1972, ss.101, 111 & 112.*
- d. **Payments to hand**
 - i. **Clerk (Etherington-Meech) - Overtime/expenses (Period 5) – £73.07** - All councillors agreed payment RESOLVED – Cheque Number 101220 to be signed by RCS and FN. *Local Government Act 1972, S.112*
 - ii. **Clerk (Etherington-Meech) – Overtime/expenses (Period 6) - £72.84** - All councillors agreed payment RESOLVED – Cheque Number 101220 to be signed by RCS and FN. *Local Government Act 1972, S.112*
 - iii. **S Etherington-Meech - final payment for outstanding holiday and overtime for 25th October 2020 (Period 7) – TBA** - All councillors agreed payment RESOLVED – Cheque Number signed by RCS and FN. *Local Government Act 1972, S.112*
 - iv. **R & L Buckley – Madingley News Expenses (Sept) - £25.00** - All councillors agreed payment RESOLVED – Cheque Number 101221 to be signed by RCS and FN. *Local Government Act 1972, s.142.*
 - v. **Invoice received after agenda was produced - £72.00 for CGM group grass cutting** - All councillors agreed payment RESOLVED – Cheque Number 101222 to be signed by RCS and FN. *Public Health Act 1875, s.164 & Public Health Act 1875, s.164.*
- e. **To discuss the internal audit report and any actions required**

SEM circulated the report for review by the councillors and the new clerk is to review actions required.
- f. **New incoming clerk to discuss accounting package, payroll service and opening of a new bank account**

RCS advised that KP has suggested that MPC adopt a new accounting system with which she is familiar. KP advised that she had agreed today that MPC would receive the first 3 months free subscription, so payable as of December 2020, professional services would be paid up front and they would receive a lower rate as their income/outgoings are under £15,000. RCS

proposed MPC proceed with an accounting package, FN seconded and JSH agreed
RESOLVED.

RCS advised the MPC were considering changing their bank account as it cannot provide a process for online payments and MPC are still having to write cheques. SEM advised that produced a report some time ago with for a previous chairman. Although no new bank account was agreed, it had been agreed that the matter should be discussed again. The previous accounts investigated included Unity Bank, Lloyds Bank and the Charity Aid Foundation (CAF) and that the sticking point was how much was charged for the account as Unity Bank have a quarterly charge of £18.00. KP advised that she uses Unity Bank and Lloyds. CB confirmed that the village hall also use Lloyds Bank and he would recommend it. RCS proposed that the Parish Council transfer to an online account with immediate effect.

Action – KP to transfer MPC bank account to suitable option.

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 – Wednesday 18th November 2020 at 7.30pm

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.

Meeting closed at 8.47pm

Appendix 1

**MADINGLEY PARISH COUNCIL
ACTION LIST FROM MEETING HELD ON 15/07/2020**

a.	Telephone Kiosk – Relocation/restoration/book exchange - Resolved	FN/JSH/RCS
b.	Defibrillator additional training session - ongoing	FN
c.	Noticeboard – plaque – ongoing	RCS
d.	1 councillor vacancy for co-option – ongoing	MPC
e.	Weight restriction/buffer zones/unsuitable for HGV signs/Dry Drayton Rd signage (contact with University now that nesting is finished) -FN)– RCS to contact LN and also arrange virtual meeting for Greenways group - ongoing	RCS/LN/GWP
f.	Girton Footpath 8 & Bridleway 2 – ongoing	GWP/FN/LN
g.	Temporary cycling scheme application	RCS/GWP
h.	13 Church Lane – Tree works –RCS to review documents, reiterate relevant points and formally submit comments - resolved	RCS
i.	2020/21 A14 Legacy Fund & LHI Applications outcome/update	RCS/GWP
j.	Zero Carbon Communities Grant – cycle lanes – discussion with Trinity and GWP	RCS/VK
k.	2021/22 LHI Application Submission – deadline 23 rd September - resolved	RCS/GWP
l.	Email to University to request hedges are trimmed leading up to Dry Drayton sign on the High Street & street sign to Cambridge outside the village hall- This was done, but <u>see</u> point ‘e’ above	FN

Appendix 2

Bank reconciliation

Madingley Parish Council

Prepared by Sarah Etherington-Meech – Parish Clerk and Responsible Financial Officer

Date – 15th September 2020

Balance per bank statements as at 27th August 2020:

Barclays Bank – Current Account	£2,615.70	
Cambridgeshire Building Society – Savings Account	£10,404.98	
Total:		£13,020.68
Petty Cash Float (if applicable)		n/a
Less: any unrepresented cheques as 27 th August 2020		£633.69
Add: any un-banked cheques at 27 th August 2020		£0.00
Net balances as at 27 th August 2020		£12,386.99

Appendix 3

District Councillor's report for September

A lot of remote meetings this month but not of much relevance to us.

I had a useful meeting with Anthony Browne, our MP, and found him sympathetic to my concerns. Among other things we discussed climate change, the future of local councils, and planning. I noted wryly that there are billions of pounds investment to be found in covid-19 but little in climate change, and he wryly acknowledged that governments are not good at long-term issues, but he is doing what he can. He agrees that the current 5 layers of local government (Parish, District, County, Greater Cambridge and Combined Authority) don't make sense but doesn't see immediate change. He thinks the planning White Paper will be implemented within the lifetime of this parliament but it will not change much immediately. It was good to have direct contact with him.

I have now studied the White Paper. Two repeated themes are striking: one a focus on beauty and the other the importance of using digital technology (including the odd claim that the new system will be 'based on data, rather than documents' p25). Two notable absentees are any reference to the problem of land-banking, and the issue of developer profits. Developers are able to build into their projected costs a profit of (I think) 20%, supposedly to account for their risk. This is then taken into account when assessing, for instance, the amount of community facility and affordable housing which can be imposed by the local authority. It is claimed that the new system will reduce risk but no suggestion that this should affect developer profits. The paper is full of aspiration, much of it excellent, but so free of detail that assessment is not easy. One proposal which may prove particularly problematic is that Section 106 and the Community Infrastructure Levy would be replaced by a single levy, 'a fixed proportion of the development value above a threshold' which would be set centrally. The great advantage of S106 is that it reacts to local issues, such as the huge expense of dealing with contaminated land. This alternative could turn out to be very expensive to Councils. Another is the proposed expansion of permitted development rights; we have already seen abuse of such rights in our area. Details of the White Paper and the consultation can be found at www.gov.uk/government/consultations/planning-for-the-future (or tinyurl.com/y5d4jw8v).

Cabinet on 2 Sept looked at the first quarter's performance. Inevitably the effects of the pandemic were seen, sometimes starkly, in some areas (eg business rate income and B&B costs for housing the homeless) but most remarkable to my mind was my own bête noir -- our Contact Centre. Its performance has improved remarkably over the past three months; and furthermore I am now promised what I have been asking for over several years: details including standard deviations which may enable us to assess where the real problems are. But perhaps home-working has already solved them?

We are gradually opening the Cambourne SCDC Hall to officers who wish to return though many are working happily and productively from home. We shall also be open to residents who need to visit in person, though only at present by appointment bookable from our www.scams.gov.uk website.

Douglas de Lacey

DRAFT



Cllr Lina Nieto
Cambridgeshire County Council

Representing
*Barton, Caldecote, Coton, Comberton,
Harlton, Hardwick, Grantchester, Kingston,
Madingley, the Eversdens, & Toft.*

County Councillor *Report*

Dear all,

I hope you are all well and we are fortunate with the weather throughout these last months.

Back to school:

Test and Trace:

- The local authority has created a guidance document for schools containing a letter to share with parents about the process and a one page summary of what to do if there is a confirmed case of COVID-19 in school.
- We are advising anyone showing symptoms to book a test, preferably at a test site or via a home test where this is not possible. People with symptoms should isolate for ten days, or until a negative test result has been received
- The DfE is sending schools an initial supply of ten test kits. These are for use in 'exceptional cases' - for individuals who have developed symptoms at school for whom there may be barriers to their receiving a test elsewhere. We are advising schools to phone 119 for a swift test and trace process, wherever possible.

Transport:

- 8200 bus passes have been printed, together with a leaflet containing key messages around the use of face coverings by children aged 11+. Secondary school pupils are expected to wear a face covering when travelling on local authority transport, as they are when utilising public transport.
- Where necessary, additional transport has been secured to avoid buses being used to serve more than one school and to support special schools with their 'bubble' arrangements.

Public Health campaigns:



As always, here to serve you and help in any way I can.

Yours,

Lina Nieto

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