

## Madingley Parish Council

I hereby give notice that the Parish Council Meeting of Madingley Parish Council will be held on Wednesday 5<sup>th</sup> May 2021 at 7.30pm

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom as permitted in "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020" ("the 2020 Regulations").

The Parish Meeting link is Meeting ID: 84803322957 Passcode: 358856

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

Members	4
Vacancies	1
Quorum	3

### MINUTES

#### Annual Meeting of Madingley Parish Council

- 050521/1 To Elect a Chairman of the Council and receive Chairman's Declaration of Acceptance of Office**  
Councillor Stevenson-Hinde proposed, and Councillor Naughton seconded that Councillor Crichton-Stuart should be elected as Chairman for the coming year. Motion carried unanimously.
- 050521/2 To Elect a Vice Chairman of the Council and receive Vice Chairman's Declaration of Acceptance of Office**  
Councillor Crichton-Stuart proposed, and Councillor Stevenson-Hinde seconded that Councillor Naughton should be elected as Vice Chair for the coming year. Motion carried unanimously.
- 050521/3 To Accept Apologies for Absence**  
Apologies were received from Councillor Bygott.
- 050521/4 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.**  
There were no declarations of interest.
- 050521/5 To record Councillor Resignation**  
The Chairman noted that Councillor Peters has resigned as Parish Councillor for Madingley Parish. The Clerk has made the necessary contact with South Cambridgeshire District Council.
- 050521/6 To Approve the Minutes of Meeting held on Wednesday 17<sup>th</sup> March 2021**  
The minutes from Madingley Parish Council meeting held on 17<sup>th</sup> March 2021 were circulated to all Councillors and taken as read. Councillor Naughton proposed and Councillor Stevenson-Hinde seconded that the minutes should be signed and approved as a true and accurate record of the meeting. Motion carried unanimously
- 050521/7 To Approve and Adopt the Standing Orders**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve and adopt the Council's Standing Orders. Motion carried unanimously

- 050521/8**      **To Approve and Adopt the Financial Regulation and Internal Financial Control Documents**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve and adopt the Council's Financial Regulation and Internal Financial Control Documents. Motion carried unanimously
- 050521/9**      **To Approve the Council's Policies and Procedures**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve and adopt the Council's Policies and Procedures. Motion carried unanimously
- 050521/10**      **To Approve the Standards and Code of Conduct for Members**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve and adopt the Council's Standards and Code of Conduct for Members. Motion carried unanimously
- 050521/11**      **To receive and Approve Internal Audit Report 2020/21**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve the Council's Internal Audit Report 2020/21. Motion carried unanimously
- 050521/12**      **AGAR 20/21: External Audit Certificate of Exemption to be Approved**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve the AGAR 20/21 External Audit Certificate of exemption. Motion carried unanimously
- 050521/13**      **AGAR 20/21: Annual Governance Statement to be Approved**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve the AGAR 20/21 Annual Governance Statement. Motion carried unanimously
- 050521/14**      **AGAR 20/21: Annual Accounting Statement to be Approved**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve the AGAR 20/21 Annual Accounting Statement. Motion carried unanimously
- 050521/15**      **To Appoint an Internal Auditor for 2021/22**  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded that S & J Accounting Ltd should be appointed as Independent Internal Auditor for 2021-22. Motion carried unanimously
- 050521/16**      **To Accept a Report from County and District Councillors**  
No reports have been received
- 050521/17**      **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.  
A member of the public noted that the Parish Council had agreed to conduct a Tree Survey of the Parish. The Chairman stated that this was not the case and would be a costly exercise. Having first suggested that the next agenda should include the question of undertaking a survey it was noted by Councillor Stevenson-Hinde that, since the Parish Council does not own any land, tree ownership does not fall in its remit. Therefore, the suggestion was retracted.  
Councillor Naughton suggested that an article in the next addition of Madingley News could be a starting point for the Parish to highlight any trees of particular status. The Parish Council would be happy to pass these thoughts onto the local landowners and the Tree Officer at South Cambs District Council.
- 050521/18**      **Matters for discussion/correspondence received**

- a. Update - A14 Legacy Fund Application 2020/21  
Councillor Crichton-Stuart advised that surveys on the Avenue are now completed and works are due to start in late May 2021.
- b. Update - LHI Bid 2020/21  
Councillor Crichton-Stuart updated that the LHI Bid for additional speed cushions has sadly been refused.
- c. Parish Council Insurance Renewal  
Councillor Crichton-Stuart proposed and Councillor Naughton seconded to approve the quotation C from Ecclesiastical for £577.65. Motion carried unanimously
- d. Playground - Update and action on the spring  
Councillor Crichton-Stuart advised that John Freegard had rodded the pipe installed by Edward Byam-Cook and removed both soil and root balls which had blocked the pipe. It's now running well and there is no more seepage of water onto the road.  
Playground – lease renewal  
Councillor Naughton advised the fifteen-year playground lease expires this coming November 25th. It was agreed we will need to apply to the University to extend the lease. Clerk to make contact.
- e. East West Rail Consultation (Dry Drayton route) – to agree a response and to assign Cllrs to join working party with other Parishes  
Councillor Naughton read a draft email to be sent from the PC to EWR: 'Quite apart from all the reasons given so clearly for not creating a northern route into Cambridge via Dry Drayton and Oakington in Appendix F of the Consultation technical report, there are other considerations close to the Cambourne end of the speculative line. This line would cut through what is at present a clear stretch of fields and then pass over the far side of the Dry Drayton Rd through newly established woodland. Madingley would have no wildlife corridor left, being surrounded on all sides by A14, A428 and a railway line. The willingness of any local landowner to meet any demands - whether for housing/commercial use/ transport infrastructure should not be an invitation to reduce the importance of other constraints when considering a suitable route.' Councillor-Stevenson-Hinde suggested that mention should be made that the PC is altogether against a diesel line at a time when the country is needing to reduce its carbon footprint. It was unanimously agreed that the draft would be amended to include this before being sent.
- f. Tree in Playground – fallen branches to note action taken  
Councillor Naughton updated that in the last month at least three branches have fallen from the sycamore near the goal. After Peter Wilderspin was told of safety concerns, he arranged for a survey straight away. In Oakbank's opinion the tree is stressed by the weather patterns in the last few years. Their recommendation is to wait until the tree is in flush and then remove dead wood. In John Freegard's opinion, because the tree has suffered damage to the bark several metres up, there is still a risk of branches falling at any time. For this reason, we have used tape fixed to Peter's electric fence poles to cordon off an area around the tree and fixed a notice to explain why. This decision will be reviewed in six weeks' time. Meanwhile we have moved the goal post to a safer spot.
- g. To discuss play area inspection report and actions required  
The main points are:  
The self-close fitting on the gate isn't doing its job and needs tightening  
One of the ladders on the climbing frame is decaying at ground level  
A slat on the wooden bridge is loose again.  
Three estimates for the work to be sought and works to be actioned under delegation scheme.

- h. To adopt Delegation Scheme Appendix 1  
Councillor Naughton proposed and Councillor Stevenson-Hinde seconded that the delegation scheme be approved. Motion carried unanimously.

050521/19

**To Discuss Planning Matters**

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

**New Applications**

**21/0334/TTCA Madingley Hall, Church Lane, Madingley**

To fell/remove trees identified as causing structural defect to a Grade 2 listed garden wall. English Heritage listing; 2 x acer pseudoplatanus T1797&180, 1 x Betula pebdula T184, 1 x Fraxinus excelsior T164 and 1 x quercus robur T185 – Replied under delegated powers No Comment

**21/00827/HFUL New Farm, Dry Drayton Road, Madingley**

Replacement outbuilding – No comment response sent 14.04.2021 under delegated powers

**21/01460/S74B : Land To The West Of JJ Thomson Avenue And To The North Of University Residences West Cambridge Site Madingley Road Cambridge**

S74B to vary condition 6 of permission 17/1896/FUL (criterion c) of the Demolition and Construction Environment Plan to allow an additional hour in the morning Monday to Friday to allow start at 0700 hours, allow operatives to arrive on site before 0700 to aid social distancing and provide start at 0700 hours, an additional two hours in the evening Monday to Friday from 1800 hours to 2000 hours, an additional six hours from 1300 hours to 1900 hours on Saturday for a temporary period from 01.04.2021 to 30.09.2021 Site address: Land To The West Of JJ Thomson Avenue And To The North Of University Residences West Cambridge Site Madingley Road Cambridge – No Comment

**21/01459/S74B Land To The West Of JJ Thomson Avenue And To The North Of University Residences West Cambridge Site Madingley Road Cambridge**

S74B to vary condition 3 of permission 17/1799/FUL (Demolition and Construction Environment Plan) to change the construction hours to allow an additional hour in the morning Monday to Friday to allow start at 0700 hours, allow operatives to arrive on site before 0700 to aid social distancing and provide start at 0700 hours, an additional two hours in the evening Monday to Friday from 1800 hours to 2000 hours, an additional six hours from 1300 hours to 1900 hours on Saturday for a temporary period from 01.04.2021 to 30.09.2021 - No Comment

**21/0479/TTCA Madingley Hall Church Lane Madingley CB23 8AQ**

This application covers works to 23 trees within the Madingley Village Conservation Area – No comment reply

**21/0139/HFUL Belvoir Cottage, The Avenue, Madingley**

Construction of a home office in the rear garden

The Parish Council discussed the application and it was felt that the narrative of the application was in fact incorrect since the prospective office is sited in the front garden, not the rear. The Clerk to make contact with South Cambs Planning Team to clarify the wording.

**Decisions received**

None

050521/20

**Finance and Policy**

Councillor Crichton-Stuart proposed and Councillor Naughton seconded that the bank reconciliation for 31.03.2021 and 30.4.2021 be approved. Motion carried unanimously

i. Income received

The Form Practice Advert Madingley News	£54.00
Precept 1 <sup>st</sup> payment	£7504.00 BACS

ii. Payments made and records retained:

Prof R J Buckley – Madingley News Editorial	£25.00 BACS
Print Out – Printing of Madingley News	£155.00 BACS
CAPALC - Affiliation Fee	£160.84 BACS
HMRC, Wages and Expenses	£634.48 BACS
Vision ICT Website hosting & Support May 2021 to April 2022	£150.00 BACS
S & J Accountancy – Internal Audit	£55.00 BACS

Councillor Naughton proposed and Councillor Keevil seconded that all payments be approved. Motion carried unanimously

**050521/21 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.

Trees

**050521/ 22 Date and time of next meeting**

The next Parish Council meeting is planned for Wednesday 21<sup>st</sup> July 2021 at 7pm at Madingley Village Hall. To be confirmed in line with the government roadmap

Meeting closed at 20.20

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K Peck

**Karen Peck  
Clerk & Responsible Finance Officer  
Madingley Parish Council**

.....  
C Crichton-Stuart

**Charles Crichton-Stuart  
Chairman  
Madingley Parish Council**

Dated : 21<sup>st</sup> July 2021

## Appendix 1

### Temporary Scheme of Delegation

#### Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
  - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
5. In an emergency the Proper Officer is empowered to carry out any function of the Council
6. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

#### Delegation to The Proper Officer

7. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee, Working Group or Full Council
8. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
9. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee, Working Group or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

#### Full Council matters

10. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
  - To appoint the Chairman and Vice-Chairman in May each year
  - To sign off the Governance Statement by 30 June each year
  - To set the Precept
  - To appoint the Head of Paid Service (Clerk)
  - To make byelaws
  - To borrow money
  - To consider any matter required by law to be considered by Council