

Madingley Parish Council

I hereby give notice that the Parish Council Meeting of Madingley Parish Council will be held on Thursday
18th May 2023 at 6.30pm

Members	5
Vacancies	0
Quorum	3

Annual Meeting of Madingley Parish Council MINUTES

In attendance: Councillor Crichton-Stuart (CCS), Councillor Naughton (FN), Councillor Stevenson-Hinde (JSH) and Councillor Wallace-Hadrill (AWH). Three members of the public were also in attendance.

- 180523/1 Chairman's Welcome**
The Chairman welcomed everyone to the meeting.
- 180523/2 To Elect a Chairman of the Council and receive Chairman's Declaration of Acceptance of Office**
FN proposed, JSH seconded to appoint Councillor Crichton-Stuart as Chairman of Madingley Parish Council for the coming year. Motion carried unanimously.
- 180523/3 To Elect a Vice Chairman of the Council and receive Vice Chairman's Declaration of Acceptance of Office**
CCS proposed, AWH seconded to appoint Councillor Naughton as Vice Chairman of Madingley Parish Council for the coming year. Motion carried unanimously.
- 180523/4 To Accept Apologies for Absence**
Councillor Keevil – Work commitments
- 180523/5 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 made.
- 180523/6 To Accept a Report from County and District Councillors**
Neither the District nor County Councillor were in attendance.
- 180523/7 To Approve the Minutes of the Meeting held on Thursday 16th March 2023**
CCS proposed, FN seconded to approve the Full Parish Council Minutes from 16th March 2023 as a true and accurate account of the meeting. Motion carried for approval.
- 180523/8 To Approve and Adopt the Standing Orders**
CCS proposed, FN seconded to approve the Council's Standing Orders. Motion carried unanimously.
- 190522/9 To Approve and Adopt the Financial Regulation and Internal Financial Control Documents**
CCS proposed, FN seconded to approve the Council's Financial Regulation and Internal Financial Control Documents. Motion carried unanimously.
- 180523/10 To Approve the Council's Policies and Procedures**
CCS proposed, FN seconded to approve the Council's Policies and Procedures. Motion carried unanimously.

- 180523/11** **To Approve the Standards and Code of Conduct for Members**
CCS proposed, FN seconded to approve the Council's Code of Conduct. Motion carried unanimously.
- 180523/12** **To receive and Approve Internal Audit Report 2022/23**
The Internal Audit Report had been circulated before the meeting. There were no actions. CCS proposed, FN seconded to approve the Council's Code of Conduct. Motion carried unanimously.
- 180523/13** **AGAR 22/23: External Audit Certificate of Exemption to be Approved**
CCS proposed, FN seconded to approve and sign AGAR 22/23: External Audit Certificate of Exemption. Motion carried unanimously.
- 180523/14** **AGAR 22/23: Annual Governance Statement to be Approved**
CCS proposed, AHW seconded to approve and sign AGAR 22/23: Annual Governance Statement. Motion carried unanimously.
- 180523/15** **AGAR 22/23: Annual Accounting Statement to be Approved**
CCS proposed, AHW seconded to approve and sign AGAR 22/23: Annual Accounting Statement. Motion carried unanimously.
- 180523/16** **To Appoint an Internal Auditor for 2023/24**
CCS proposed, FN seconded to appoint S & J Accounting as the Internal auditor for 2023-24. Motion carried unanimously.
- 180523/17** **Matters for discussion**
- a) **Play Area Annual Inspection Report and update on progress to repair vandalised equipment.**
Councillors CCS, FN and AHW had conducted a walk around the play area in advance of the meeting. The Council agreed to go out to quotation for repairs to the gated access and that bark would be purchased after insurance works had been completed.
The Council discussed the possibility of a village volunteer roster for regular works in the play area and will look at obtaining volunteers. CCS asked the editors of Madingley News to advertise in their next edition.
CCS to raise issue of low branches with the University.
FN to make contact with Stephen Perse to obtain their needs in the play area.
 - b) **20 mph LHI Application Update**
The application has been submitted and the Council awaits the outcome. The Council was pleased to be supported by local business and the results of the parish resident survey will be included in the next edition of *Madingley News*.
 - c) **To discuss the Parish Council Insurance Renewal**
CCS proposed, AWH seconded to approve the Parish Council Insurance Renewal for £710.64 be approved and renewed. Motion carried unanimously.
- 180523/18** **To Discuss Planning Matters**
Remote decisions on planning applications were made via email and voting records retained.
- New Applications**
23/01622/FUL Home Farm, Cambridge Road, Madingley
Remedial works to boundary, including demolition of remaining wall and erection of boundary party fence.
The Parish Council has no objection to the application.
- Updates and Decisions Received-**
23/0281/TTCA 19 and 22 High Street, Madingley
Works as identified by Writtle Forest Consultancy in Survey Schedule of July 2022

The Parish Council has no objection to the application.
23/01071/FUL Madingley Hall, The Lodge, Church Lane, Madingley
Installation of a new boiler to rear elevation.

The Parish Council has no objection to the application.
23/01072/LBC Madingley Hall, The Lodge, Church Lane, Madingley
Installation of a new boiler to rear elevation.

The Parish Council has no objection to the application.

180523/19 Finance and Policy

To accept bank reconciliation up until 30th April 2023

- i. Income received
 - SCDC – Precept £8817.20 BACS
 - ii. Payments made and records retained:
 - CGM – Grass Cutting £118.42 BACS
 - HMRC, Wages and Expenses £743.36 BACS
 - Southern Electric – Street Light energy £41.20 DD-
 - Madingley Village Hall -Grant £1200.00 BACS
- CCS proposed, FN seconded to approve all payments and income and the bank reconciliation up until 30th April 2023. Motion carried unanimously.

180523/20 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.

Road works, budget, Parish Council Village Hall support

180523/21 Date and time of next meeting – Thursday 20th July 2023 at 6pm

180523/22 To Agree to hold a Public Forum

Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest, either 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

Meeting closed at 18.59

.....

K Peck

Karen Peck
Clerk & Responsible Finance Officer
Madingley Parish Council
Dated : 20.7.2023

.....

C Crichton-Stuart

Charles Crichton-Stuart
Chairman
Madingley Parish Council