

Madingley Parish Council

Thursday 16th May 2024 at 6.30pm

Members 5
Vacancies 0
Quorum 3

Annual Meeting of Madingley Parish Council - Minutes

- 160524/1 Chairman's Welcome**
The Chairman welcomed everyone to the meeting.
- 160524/2 To Elect a Chairman of the Council and receive Chairman's Declaration of Acceptance of Office**
It was unanimously **RESOLVED** to elect Councillor Crichton-Stuart as Chairman for the coming year. Councillor Crichton-Stuart signed the Acceptance of Office as did the Proper Officer.
Proposed VK Seconded FN
- 160524/3 To Elect a Vice-Chairman of the Council and receive Vice-Chairman's Declaration of Acceptance of Office**
It was unanimously **RESOLVED** to elect Councillor Naughton as Vice-Chairman for the coming year. Councillor Naughton signed the Acceptance of Office as did the Proper Officer.
Proposed CCS Seconded VK
- 160524/4 To Accept Apologies for Absence**
Councillor Wallace-Hadrill - work commitments. Apologies accepted.
- 160524/5 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.**
No declaration was made.
- 160524/6 To Accept a Report from County and District Councillors**
All District and County Council reports are available on the Parish Council website. District Councillor Stobart highlighted concerns with road racing in the area and agreed to invite Madingley Parish Council and the Madingley Speedwatch representative to a joint meeting in the coming months. He asked that all residents record incidents.
- 160524/7 To Approve the Minutes of Meeting held on Thursday 16th March 2023**
It was unanimously **RESOLVED** to approve the full Parish Council Meeting minutes of 16th March 2024 as a true and accurate record of the meeting. Motion carried.
Proposed CCS Seconded FN
- 160524/8 To Approve and Adopt the Standing Orders**
Having reviewed the Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.
Proposed CCS Seconded FN
- 160524/9 To Approve and Adopt the Financial Regulation and Internal Financial Control Documents**
Having reviewed the Financial Regulation 2024 and internal Financial Controls it was unanimously **RESOLVED** to approve them. Motion carried. **Proposed CCS Seconded FN**
- 160524/10 To Approve the Council's Policies and Procedures**

Having reviewed the Policies and Procedure it was unanimously **RESOLVED** to approve them.
Motion carried. **Proposed CCS Seconded FN**

160524/11 To Approve the Standards and Code of Conduct for Members
Having reviewed the Standards and Code of conduct for Members it was unanimously **RESOLVED** to approve them. Motion carried. **Proposed CCS Seconded FN**

160524/12 To receive and Approve Internal Audit Report 2023/24
Having reviewed the Internal Audit Report 2023/24 it was unanimously **RESOLVED** to approve it. Motion carried. **Proposed CCS Seconded FN**

160524/13 AGAR 23/24: External Audit Certificate of Exemption to be Approved
The Council considered the AGAR 2023-24 External Audit Certificate of Exemption as circulated to all councillors. It was unanimously agreed it should be approved. The document was signed by the Chairman and the Clerk. **Proposed CCS Seconded VK**

160524/14 AGAR 23/24: Annual Governance Statement to be Approved
The Council considered the AGAR 2023-24 Annual Governance Statement as circulated to all councillors. It was unanimously agreed it should be approved. The document was signed by the Chairman and the Clerk. **Proposed CCS Seconded VK**

160524/15 AGAR 23/24: Annual Accounting Statement to be Approved
The Council considered the AGAR 2023-24 Annual Accounting statement as circulated to all councillors. It was unanimously agreed it should be approved. The document was signed by the Chairman and the Clerk. **Proposed CCS Seconded VK**

160524/16 To Appoint an Internal Auditor for 2024/25
It was unanimously **RESOLVED** to appoint SJ Alexander as the Internal Auditor for 2024-25. **Proposed CCS Seconded VK**

160524/17 Matters for discussion

- a) **Play Area Annual Inspection Report and update on progress to repair vandalised equipment**
The Council had reviewed the Annual Inspection Report and confirmed all repairs had now been actioned.
- b) **20 mph LHI Application Update**
The Council await the outcome of their application. Prioritisation process is taking place between April and June 2024.
- c) **To discuss the Parish Council Insurance Renewal**
The Parish Council unanimously **RESOLVED** to approve the renewal at a cost of £795.79. **Proposed CCS Seconded FN**
- d) **CAPALC Renewal**
The Council discussed the CAPALC Renewal charges, and it was **RESOLVED** unanimously to approve them at the sum of £228.48. **Proposed CCS Seconded FN**

160524/18 To Discuss Planning Matters
Remote decisions on planning applications were made via email and voting records retained.

New Applications
None

Updates and Decisions Received

24/01027/FUL Madingley Hall, Church Lane, Madingley
Retention of temporary building until 31st July 2025 – awaiting decision

24/00633/FUL Entrance to Granary Court, Madingley
Alteration, new kerb, and surfacing – permission granted.

160524/19 Finance and Policy

To accept bank reconciliation up until 30th April 2024

- i. Income received.
 - HMRC VAT Reclaim £140.18
 - SCDC – Precept £20015.04
- ii. Payments made and records retained (up to 07.05.2024):
 - March
 - Redshoes – payroll services £45.00
 - Vision ICT – Website £182.66
 - Unity Bank - Service Charge £18.00
 - HMRC, Staffing and Expenses £778.67
 - SSE – Street Light Energy £38.46
 - April
 - S J Alexander £75.00
 - HMRC, Staffing and Expenses £778.67
 - Madingley Village Hall Grant £1375.00
 - SSE – Street Light Energy £35.98

160524/20 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.

Village Hall Public Meeting

160524/21 Date and time of next meeting – Thursday 18th July 2023 at 6pm

160524/22 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

No matters were raised.

Meeting closed at 19.12.

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K Peck

Karen Peck
Clerk & Responsible Finance Officer
Madingley Parish Council
Dated : 20.7.2024

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C Crichton-Stuart

Charles Crichton-Stuart
Chairman