

Draft until signed

Minutes of Madingley Parish Council Meeting

Thursday 25th January 2018 at 7.30pm, Madingley Village Hall

Present: S Hawkins (SH) (Chairman), J Freegard (JF) (Councillor), D Ousby (DO) (Councillor), M Robinson (MR) (Councillor)

Attending: S Meech (SM) (Clerk/RFO), C Baldwin (Village Hall), 3 members of the public

1. Apologies for absence and declarations of interest

Apology received for Cllr Stevenson-Hinde. DO declared a non-pecuniary interest in Item 7 a) i) Planning Application received for Burnt Farm, High Street.

2. Public Forum

Nothing was to be discussed.

3. Approval of minutes of meeting held on Thursday 14th December 2017

Minutes were signed as a true and accurate copy by SH (Chairman).

4. Matters arising from minutes

No matter arising.

5. County Councillor/District Councillor/Parish Council Chairman Reports

Nothing was reported – District and County Councillors were not in attendance.

6. Transport & Highways

a. The Avenue closure/traffic surveys

DO advised that the traffic surveys are booked for w/c 1st February 2018 in order for completion before the February half term holiday. Surveys are to be carried out at The Avenue, Dry Drayton Rd, Church Lane, Cambridge Road, High Street. A member of the public advised Madingley Parish Council (MPC) that she favours closure of The Avenue for many reasons including noise disturbance, increased traffic and conservation concerns.

A member of the public has been advised by a Mick George truck driver that The Avenue will not reopen until August 2020 and the sign advising of reopening has changed to say the road is closed. The driver referred the public to the Highways England webpage for further information. DO had already queried dates with Bob Pettipher at Highways England and was told that the latest information he had was for closure of The Avenue until August 2018.

b. Cambourne to Cambridge Park & Ride Schemes/Busway

SH drafted and circulated a letter for the informal consultation to MPC for feedback before submission, all councillors confirmed that they were happy with the letter, SH confirmed he will hand deliver the letter on Saturday. DO questioned SH as to how Dry Drayton Parish Council feel about the Park & Ride potentially being located at Scotland Farm, it would affect them with the Park & Ride being a magnet for cars. SH advised that not much has been heard from them, however, everyone at the forum is still pushing for Girton as a location and this location is now included on the agenda.

c. Girton footpath closure

Concerns were received from residents before the parish council meeting regarding the closure of the Girton footpath and SH has investigated this further with Bob Pettipher at

Highways England. SH was advised that the footpath is not closed despite the 'Footpath Closed' sign and Bob Pettipher will amend the sign to advise it is in fact closed further down and the parish are welcome to still use the path. Cambridge Road A1303 is currently closed as a tree has gone over, however, this is due to be fixed very shortly.

7. Planning

a. Applications received for consideration

- i. S/0064/18/TC – Burnt Farm, High Street – Tree works consultation** – DO advised that this application has been submitted as subsidence is occurring to the property. The resident's insurance company is holding the University liable and the University have instructed landscape consultants for tree works. **Action** – The works are essential and while MPC had no objections comments are to be included on their response to SCDC. A considerable amount of clearance will occur to the leaving it exposed causing firstly security concerns and secondly the aesthetic viewpoint. Being a conservation area MPC request works to be sympathetic and suitable reparations are made such as planting hedgerow or erecting fencing.
- ii. Cavendish Laboratories – Re-consultation on Planning Application** – MPC were in agreement for no objections for this planning application.

b. Decisions received from South Cambs District Council

- i. S/4516/17/TC – Madingley Hall, Church Lane – Fell an oak tree (5 day notice in December)** – Permission approved

8. Dog waste signs – 800-acre wood

SH has emailed Peter Wilderspin at Estate Management to explain the discussion from our last parish council meeting and advise that MPC are happy to provide some additional signage. Sally Harris will meet Peter to discuss the locations of the signs. Chris Baldwin also asked for some dog waste signage for the village hall. DO advised that further to him querying a third dog bin to be installed in this area, Heidi from SCDC will be coming out to see the location and check that access is appropriate.

9. Playground maintenance including ditch

MPC were sent an email from a resident advising that the ditch had become blocked, JF advised that he cleared the ditch on the weekend. The clerk has contacted Cambourne Parish Council to see if they would be able to provide MPC with a quotation for the maintenance works required at the play area, unfortunately they were unable to supply this and no works have been carried out yet. This matter is now urgent so SH proposed that MPC accept the quotation received from Play Dale and DO seconded the proposal, all councillors were in agreement. **Action** – Clerk to contact Play Dale and instruct them to carry out the maintenance as per their quotation as soon as possible and to review cash flow with this payment.

10. Phone box/defibrillator/housing

Councillors agreed that if the defibrillator was placed in the phone box it would give purpose to the phone box which will become more visible once the area is cleared as per the tree works planning application above. SH proposes and DO seconds for a defibrillator to be placed in the phone box and all councillors agreed.

Action – Clerk to send off contract to BT to adopt the kiosk together with the fee for £1.00 for its purchase and to find out the cost for a housing unit for inside the phone box.

11. New parish website

Clerk has completed and submitted a transparency fund application form. Clerk requires 11 items of information for VisionICT – 1-5 of list clerk will require help from councillors. Councillors also suggested that clerk contacts Sue and Chris Baldwin for additional information. Once clerk has completed the introduction text she is to circulate to councillors. Clerk would like the website up and running before the end of the financial year.

12. Data protection bill

GDPR is the European data protection legislation that comes into effect from May 2018 whereby all parish councils will be required to have a Data Protection Officer (DPO), however, this is a huge burden for a small council and the DPO cannot be the proper officer to the council (clerk) or a councillor. CAPALC have proposed setting up a DPO service for parishes estimated at around £200-£300 a year. CAPALC are questioning the need for small councils to adhere and it is hoped CAPALC will set up a service for this, MPC have registered an interest for a service. DO suggests that this could be something SCDC could assist with such as their monitoring officer.

13. Precept/budget

Further to the last parish council meeting it was agreed to increase the precept by RPI at a rate of 3.4%. The precept for 17/18 was £7,136.50 + 3.4% means the precept applied for in 18/19 increases by £242.64 to £7,379.14. Precept request form is completed and signed by SH (Chairman). **Action** – Clerk to submit precept request form to SCDC before 2nd February 2018. Clerk advised that the budget needs to be agreed as soon as possible, item is to be added to the next agenda. All councillors given a copy of last year's budget and the current financial situation to consider before the March meeting, £750.00 is still outstanding for traffic calming.

14. Councillor register of interest forms

SH completed his register of interest form and handed to clerk. JF to complete a form also, clerk handed a blank form to JF for him to complete and forward to clerk for submission to SCDC.

Action – JF to complete register of interest form and forward to clerk.

15. Audit document requirements

It is agreed by all councillors that the same internal auditor used for 17/18 should be used again for 18/19 as councillors see no reason to change, clerk to investigate. In May 2017 all policies were reviewed and adopted we need to ensure these are reviewed again for 18/19, clerk to review.

16. Finance

- a. **Accounts review to date** – Clerk took all documents to Barclays before Christmas for her to have viewing access to the bank account, clerk has heard nothing, SH to chase up as a signatory. The current account balance as of 17th January 2018 was £2,942.80 and the savings account as of 31st December 2017 was £13,358.35.
- b. **Payments received**
 - i. Fen Feeds – Advertising 17/18 - £30.00
 - ii. Huntsbridge – Advertising - £10.00
- c. **Payments to hand**
 - i. S Meech – Overtime and Expenses - £40.40 - Payment is agreed by all councillors. Cheque Number 101101 written and signed by SH and DO. *Local Government Act 1972, s.112.*
 - ii. Madingley Village Hall – Hall Hire - £160.00 - Payment is agreed by all councillors. Cheque Number 101102 written and signed by SH and DO. *Local Government Act 1972, s.133.*
 - iii. ATC surveys – traffic surveys - £1,150.00 – *Highways Act 1980 s.274A*
 - iv. Roger and Lesley Buckley – Madingley News Expenses - £25.00 – *Local Government Act 1972, s.142*

17. Correspondence

Clerk has received an email bulletin from CAPALC advising of clerks bitesize essential training days – Wednesday 21st February Understanding Annual Meetings and Wednesday 21st March The Proper Officer and Elections – clerk would like to attend these meetings. DO proposes clerk to attend, SH seconds and all councillors agree for clerk to attend training days.

A member of the public requested that MPC purchase 3 permanent speed watch signs for the parish that cost approximately £80.00 each and questioned if MPC would consider this purchase in the 18/19 budget? Also, the speedwatch equipment has a fault that needs reviewing. **Action** – MPC to investigate the purchase of these signs and costs involved.

18. Any business for inclusion on the next agenda

Only items mentioned in the agenda no additional items requested at the meeting.

19. Date and time of next meeting – Thursday 8th March 2018 at 7.30pm

Meeting closed at 9.23pm

DRAFT