

Draft until signed

Minutes of Madingley Parish Council Meeting

Thursday 8th March 2018 at 7.30pm, Madingley Village Hall

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

Attending: S Meech (SM) (Clerk/RFO), Cllr T Bygott (TB) (Councillor), 3 members of the public

The meeting did not commence until 7.40pm due to unforeseen circumstances.

1. Apologies for absence and declarations of interest

Apologies for absence from Cllr J Stevenson-Hinde (JSH) & Cllr M Robinson (MR). No DOI.

2. Public Forum

R Buckley (RB) advised that Madingley News is due to be delivered Friday 9th March 2018 and also for a change of arrangements for printing as A & G Printing have moved and changed their name to Vernon Print and Design.

Cllr T Bygott (TB) from Girton Ward was in attendance to discuss the Cambourne to Cambridge Busway, he advised that he is 100% in support of Madingley Parish Councils (MPC) response to the consultation, he believes that the long-term plan should be for an underground system. TB feels that park & rides create long queues, treating the symptom but not the cause of getting into Cambridge. He feels the solution could be a metro station near the park & ride ideally located next to a motorway. DO suggested an oyster card type system and traffic light system be introduced to reduce queues and save time at park & rides. TB finalised his view for the introduction of an autonomous metro system.

3. Approval of minutes of meeting held on Thursday 25th January 2018

There was an error on the minutes, SH amended the name at Point 9 of Page 2 from Play Dale to Playground Supplies Ltd and the minutes were signed and dated as a true and accurate copy.

4. Matters arising from minutes

SH advised that he has now made a new sign for the footpath closure so that there is no confusion. SM confirmed that the contract has now been received back from BT for the adoption of the telephone kiosk and BT will advise SM when the box is decommissioned and ready for use.

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 is to analyse the traffic surveys once they have been received in order to report back at the next parish council meeting and consider an application for a reversible system of closure for the Avenue.

Action – Clerk to chase Road Runner for the February traffic surveys and also to contact Asset Information Searches Officer to enquire of the next steps and statutory undertakers.

b. Cambourne to Cambridge Park & Ride Schemes/Busways

SH advised that a letter on behalf of MPC has been submitted and he did not have anything further to report.

7. Planning

a. Applications received for consideration

- i. S/0366/18/LD – Belvoir Cottage, The Avenue – Single storey side extension – All councillors agree to no objections for this application, however, it is agreed that comments are to be included raising concerns that a planning notice was not erected and neighbouring properties did not receive any correspondence on the application. **Action** – Clerk to advise SCDC of decision and comments.

b. Decision received from South Cambs District Council

- i. S/0064/18/TC – Burnt Farm, High Street – Tree works consultation – Approved

8. Agricole Oil's Village Rebate 2017

An email from Cllr Francis Burkett regarding a £600.00 good cause fund was forwarded to MPC. SH proposed that we put forward a request for the monies to help towards the purchase of a much-needed noticeboard, DO seconded the proposal and all councillors agreed. **Action** – Clerk to reply to email to request funds for a new parish/village noticeboard

9. Police – non-emergency reporting

This email was circulated to MPC and will be published in the Madingley News.

10. Community Chest Grants/Source of Funding

This email was circulated to MPC and SH suggested that MPC should consider grants and funding for future projects within the parish. **Action** – DO to chase SCDC for the extra dog waste bin at Madingley Wood

11. Village gritting equipment

SH queried the process was for access to the grit boxes in the village, there are 2 keyholders for the boxes but the grit was not fit for purpose, if residents are to use the grit a hi visibility vest should be worn.

12. Election paperwork

Election paperwork from SCDC was received by the clerk and distributed to the councillors. As there is a full election this year it was agreed that the Annual Meeting and Parish Council Meeting should occur on Thursday 24th May 2018 at 7pm and the Annual Parish Council Meeting on Thursday 31st May 2018 at 7.30pm. **Action** – Clerk to book the village hall for Thursday 24th May 2018.

13. Dog waste signs – 800-acre wood

S Harris met with Peter Wilderspin from Madingley Hall to discuss the erection of dog waste signs at Madingley Wood, he was happy for standard signs to be erected on the gates 10cm wide of less, SH has sourced, ordered and received the signs today and will check with Peter before he erects them.

14. Playground

SH advised that the matting has been put down, however, he was unsure that the edging had been completed. **Action** – SH to confirm maintenance works are fully completed and advise clerk.

15. ROSPA Report – Apr/May – ROSPA Play safety email

ROSPA report is due to be carried out in April or May 2018.

16. Defibrillator housing

SH and clerk have investigated the costings for defibrillator housing and one company that is reasonable is Community Heartbeat Trust – clerk has dealt with this company with her other councils.

Action – Clerk to provide invoices received from her other councils to compare costs.

Action – SH to liaise with Madingley Hall regarding progress

17. New parish website

Clerk is awaiting some introduction texts for the website, she has kindly received lots of photographs from S Baldwin and C Baldwin **Action** – SH to edit what the clerk has sent and reedit for the site, finalise and circulate to councillors so the basic site can be set up

18. Outstanding councillor register of interest forms

JF filled his register of interest form out. **Action** – Clerk to submit all outstanding register of interest forms to SCDC

19. Audit document requirements

The documents were agreed in May 2017. Clerk ensured all audit documents are ready for the end of 17/18 and confirmed all signatures on documents are included.

20. GDPR including Dry Drayton Parish Council – Share of DPO

With GDPR all parish councils must appoint a Data Protection Officer (DPO), SM has been approached by Dry Drayton Parish Council to ask if sharing a DPO would be considered by MPC, MPC agreed this would be considered as an option. However, 3 other options were discussed – using the DPO service through CAPALC, contacting democratic services at SCDC and SH proposes that interest is registered with the DPO centre and DO seconded this. Clerk is attending a GDPR seminar on Friday 16th March 2018. **Action** – SM to contact VisionICT website provider to see if they can provide councillors with parish council emails to comply with GDPR and also to request a login for access to NALC.

21. Budget

SH provided a draft budget to discuss with the councillors.

Action – Clerk to claim clerks income tax back for 17/18 from HMRC

Action – SH to produce a final copy of the budget for 18/19

22. Finance

- a. **Accounts review to date** – As of 27th February 2018 the balance of the current account was £3,255.37 - bank statement signed as an original by JF. Savings account balance remains unchanged. It is also agreed by all councillors that £1,500.00 should be transferred from savings to the current account in order for honouring all cheques. SH signs the Cambridge Building Society cheque slip for £1,500.00, DO to take into the branch to raise a cheque for the current account.
- b. **Payments received**
 - i. CAPALC – Transparency Fund Payment - £888.07
- c. **Payments to hand**
 - i. S Meech – Overtime and Expenses - £65.74 – All councillors agree payment – Cheque Number 101105 signed by SH and DO. *Local Government Act 1972, S.112*
 - ii. Playground Supplies Ltd – Play area maintenance - £2,668.80 – All councillors agree payment – Cheque Number 101106 signed by SH and DO. Cheque not released until work is completed and monies transferred from savings. *Public Health Act 1875, s.164.*
 - iii. CAPALC – Good Councillor Guides x 3 - £14.90 – All councillors agree payment – Cheque Number 101107 signed by SH and DO.

23. Correspondence

24. Any other business for inclusion on the next agenda – Budget Planning

25. Date and time of next meeting – Thursday 19th April 2018 at 7.30pm

Meeting closed at 10.15pm