

Draft until signed

Minutes of Madingley Parish Council Meeting

Thursday 19th April 2018 at 7.30pm, Madingley Village Hall

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

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

1. Apologies for absence and declarations of interest

Apologies – Cllr Stevenson-Hinde & Cllr Freegard – No declarations of interest

2. Public Forum

The public highlighted that the High Street sign previously reported is still missing. **Action** – SH to report again. SH has reported the blocked drains on the High Street/Church Lane.

3. Approval of minutes of meeting held on Thursday 8th March 2018

The minutes were approved and signed as a true and accurate copy of the meeting.

4. Matters arising from minutes

DO advised that speedwatch signs still need to be ordered, a form is required showing their proposed locations. **Action** – Clerk to forward location forms to SH for completion.

Concerns were raised over the driving of tractors and large vehicles from Madingley Farm. **Action** – SH to re-send previous letter of concern sent to Madingley Farm.

It was highlighted that trees not included within recent planning applications have actually been removed. **Action** – DO to draft a letter to the enforcement officer at SCDC requesting enforcement action.

SH advised Madingley Parish Council (MPC) that the dog waste signs have now been erected at the wood. **Action** – DO to chase additional dog waste bin.

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

Nothing to report

6. Transport & Highways

a. The Avenue – traffic survey results and analysis and formal proposal for closure

DO produced a report from the traffic survey results (contact clerk for a copy) and advised if the Avenue was to reopen there would be more vehicle movements, in more directions, more roads and more connections means more traffic. The pros outweigh the cons for closure. SH questioned if all areas for closure have been covered, DO advised that we carried out a consultation with the village and conducted a traffic survey as requested by the parish. The Avenue closure has been previously discussed with Cambridgeshire County Council. DO proposed an application for closure of the Avenue and MR seconded the proposal, all councillors agreed.

Action – Clerk to contact the Assets Information Searches Officer regarding the closure and to forward over maps of the planned closure provided by DO.

Action – SH to produce a summary of the parish consultation.

b. Cambourne to Cambridge Park & Ride Schemes/Busway

SH advised that things are quiet in this area, in July the site and route will be declared. When SH reviewed the feedback on the consultation he noted that MPC were mentioned 8 times regarding the points raised in the response they submitted.

c. Girton Interchange – Colin Harris correspondence

Email has been circulated to councillors before the meeting. SH proposed that he was happy to sign and support the letter received, DO seconded and all councillors were in agreement.

7. Planning

a. Applications received for consideration – None received

b. Decisions received from South Cambs District Council

i. S/0621/18/LB – Croquet Lawn Pond – Pond surround replacement – Granted

8. Madingley Wood - Dog waste signs and additional dog waste bin

This was covered under Point 4

9. Playground

All outstanding maintenance works have been carried out and invoices paid in full.

10. New parish website including email info from VisionICT

The cost of email addresses to be provided by VisionICT for MPC was seen as high expenditure.

Action – Clerk to confirm annual web hosting cost for website and contact CAPALC for advice on email addresses under GDPR and also to request a login for NALC.

11. GDPR

Clerk advised MPC that the deadline is fast approaching for compliance of GDPR. Clerk requested assistance from MPC as to completion of Appendix 2 – Sample Data Audit Questionnaire as she is limited on time.

Action – Clerk to contact CAPALC to advise that MPC would definitely be interested in the DPO service they may provide for GDPR.

12. Information Commissioner Organisation (ICO) Registration

Clerk advised MPC that they need to be registered with the Information Commissioner Organisation in order to comply with GPDR. All councillors are in agreement that registration must be carried out.

Action – Clerk to register MPC with the ICO

13. Uncontested election

SH advised MPC that there are 5 spaces for councillors, however, MPC has only 3 candidates, therefore it is an uncontested election, SH has been contacted by a resident whom maybe interested in becoming a councillor.

Action – Clerk to email SCDC electoral services and CAPALC for advice on councillor vacancies and to email over a sample Notice of Vacancy to SH

14. Clerks bitesize training

Clerk advised MPC of bitesize clerks training on meetings that she would like to attend in May, SH proposed for this to be booked, DO seconded, all councillors were in agreement.

15. Defibrillator

Madingley Hall have been discussing delivery of a defibrillator with SH.

Action – SH to email Steve at Madingley Hall to arrange delivery

Action – Clerk to email Community Heartbeat Trust for a price for defibrillator housing

16. Invitations for The Annual Parish Meeting 31st May 2018

MPC advised that they would like Madingley Parish Council Annual Meeting, Parish Council Meeting and the Annual Parish Meeting to be carried out on Thursday 24th May 2018 with Thursday 31st May 2018 being kept for a budget meeting.

Action – Clerk to invite the History Group, Church, Village Hall Management Committee, Sports & Social Club and Cricket Club to the Annual Parish Meeting.

17. Internal and External Audit

Clerk advised MPC that she will be preparing paperwork ready for both external and internal audit and that she has booked for the internal audit to be dropped off with Ben Stoehr of LGS Services in May after the next parish council meeting.

18. Budget – final copy for 18/19 and planning for future budgets

Action – SH to produce the final copy of the budget for 2018/19

Action – Prepare budget and review of policies for meeting on 31st May 2018.

Action – Clerk to check with CAPALC for finance/budget training

19. Annual return

Clerk advised MPC that she is in the process of producing the annual return and end of year bank reconciliation so that it will be ready for approval and signing at the next parish council meeting.

20. Finance

a. **Accounts review to date** – The balance of the current account as of 31st March 2018 was £3,133.58 and as of 13th March 2018 the balance of the savings was £11,858.35.

b. **Payments received – None received**

c. **Payments to hand**

i. **CAPALC – Clerks Bitesize Training & GDPR Seminar - £55.00** - All councillors agree payment – Cheque Number 101108 signed by SH and DO. *Local Government Act 1972, ss. 101,111 & 112.*

ii. **Madingley Village Hall – Hall Hire for APM and APCM - £40.00** - All councillors agree payment – Cheque Number 101109 signed by SH and DO. *Local Government Act, s.133.*

iii. **CGM Group Ltd – March Play Area Grass Cutting - £30.00** - All councillors agree payment – Cheque Number 101110 signed by SH and DO. *Public Health Act 1875, s.164, Open Spaces Act 1906, s.9 & 10.*

iv. **VisionICT – Setting up Website and Hosting - £600.00** - All councillors agree payment – Cheque Number 101111 signed by SH and DO. *Local Government Act 1972, s.142.*

v. **R & L Buckley – Madingley News Editorial Expenses - £25.00** - All councillors agree payment – Cheque Number 101112 signed by SH and DO. *Local Government Act 1972, s. 142.*

vi. **S Meech – Clerks Overtime and Expenses - £69.36** - All councillors agree payment – Cheque Number 101113 signed by SH and DO. *Local Government Act 1972, S.112*

21. Correspondence

22. Any business for inclusion on the next agenda

No items at present

23. Date and time of next meeting – Thursday 24th May 2018 at 7.00pm for Madingley Parish Council Annual Meeting followed at 7.30pm by the Parish Council Meeting. The Annual Parish Meeting will take place on Thursday 31st May 2018 at 7.30pm (this will now take place on Thursday 24th May 2018 together with the other meetings and a budget meeting will be carried out on Thursday 31st May 2018).

Meeting closed at 9.18pm