

Draft until signed

Minutes of Madingley Annual Parish Council Meeting

Thursday 24th May 2018 at 7.30pm, Madingley Village Hall

Present: S Hawkins (SH) (Chairman), J Stevenson-Hinde (JSH) (Councillor), D Ousby (Councillor)

Attending: S Meech (SM) (Clerk/RFO), F Naughton (Public – application made for councillor vacancy), Cllr D DeLacey (DD) (District Councillor), Cllr L Joseph (LJ) (County Councillor), Cllr T Bygott (TB) (District Councillor), 9 members of the public

The meeting started following the Annual Parish Meeting at 7.53pm

1. Election of Chairman and Declaration of Office as Chairman

It was proposed by DO and seconded by JSH for the re-election of SH as Chairman of Madingley Parish Council (MPC). SH confirmed he was happy to continue with this role and signed a declaration of office.

2. Election of Vice-Chair

DO presented himself for election to the role of Vice Chairman. JSH proposed him for the role, SH seconded, DO was elected as Vice Chairman. DO signed a declaration of office.

3. Councillor Declarations of Office

JSH wanted to continue with MPC in her role of councillor and signed a declaration of office.

4. Return of electoral expenses

SH, DO and JSH all confirmed that they have submitted their electoral expenses accordingly.

5. Apologies for absence and declarations of interest

No apologies or declarations of interest received.

6. Public Forum

The public confirmed that if a road sweeper was to become available for borrowing they would be happy to drive it.

7. Approval of minutes of meeting held on Thursday 19th April 2018

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

8. Matters arising from minutes

Point 2 – SH advised that he has reported all drains in Madingley, although no update has been received back. He also reported that the speed sign was not working on Church Lane, the job has been closed and appears to have been dealt with.

Point 4 – SM forwarded the speedwatch sign form to SH for completion, he has now filled out the form and forwarded it back to SM for submission. SH also advised that the farm traffic from the university farm and Trumpington Farm is an ongoing issue and when the letters were sent last year only Trumpington replied. **Action** – DO to draft a letter for the enforcement team regarding the trees and to follow up his email regarding the additional dog waste bin. **Action** – SM to chase the Asset Information Searches Officer and Traffic Management Team regarding an application for a Traffic Regulation Order.

Point 10 – **Action** – Clerk to confirm annual web hosting cost

Point 15 – **Action** – Clerk to chase up defibrillator housing costs with Community Heartbeat Trust

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

All reports were presented in the Annual Parish Meeting

10. Transport & Highways

a. The Avenue

DO advised that progression is required for permanent closure of The Avenue as MPC needs to be ready to submit an application to Cambridgeshire County Council. Firstly, a reply is required from the Traffic Management Team. An explanation will need to be provided to them to explain that the road will be closed for through traffic with a reversible solution.

b. Cambourne to Cambridge Park & Ride Schemes/Busway

The next meeting for the Local Liaison Forum is in June, other than some MP/Councillor changes SH advised that there is nothing further to report at present.

14. (b/f) Local Highway Improvement Funding

SH advised that it has been announced that further funding is available and would like MPC to consider anything they would like to put forward for consideration. DO advised that funding was previously given as a major accident had occurred. One consideration is near Madingley mulch where there is no crossover for pedestrians. **Action** – DO to consider areas for improvement.

11. Planning

a. Applications received for consideration

- i. **S/1717/18/FL - Church of St Mary Magdalene, Church Lane, Madingley, Cambridge, Cambridgeshire, CB23 8AF - Installation of new cold water main and cesspool** – SH, DO and JSH have no objections
- ii. **S/1881/18/TC - 19 High Street, Madingley, CB23 8AB - (Group 1) 4x Leylandii - remove to ground level due to proximity to property** - SH, DO and JSH have no objections
- iii. **Preliminary draft consultation – Cambridgeshire & Peterborough Minerals & Waste Local Plan** – this was put on the agenda by SH to be kept under review

b. Decisions received from South Cambs District Council

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

12. Councillor Vacancies – Co-option

Clerk advised MPC that FN was in attendance further to making an application to the clerk for one of the two councillor vacancies that are vacant. SH proposed that FN fills one of the councillor vacancies, JSH seconded and DO agreed. FN is welcomed as a new councillor to MPC by SH. FN signed a declaration of office. **Action** – Clerk to email new councillor training info to FN and email CAPALC to advertise the other councillor vacancy. **Action** – SH to think about publicising the councillor vacancy.

13. Parish Noticeboard – Agricole rebate - £600.00

SM advised MPC that they have been awarded the £600.00 rebate grant from Agricole to replace their noticeboard.

15. Register of Members Interest Forms

All councillors filled out and signed the new Register of Members Interest Forms from SCDC.

16. Madingley Wood - additional dog waste bin

This item was covered under item 8.

17. New parish website

It was discussed that MPC now need to publicise the new website. **Action** – Clerk to enquire with CAPALC as to how long documents loaded onto the website need to go back to.

18. GDPR

SM has been circulating GDPR updates as she receives them, discussions have occurred to suggest that Parish Councils will not be required to appoint a Data Protection Officer.

19. Defibrillator

SH is to arrange for Madingley Hall to drop off the defibrillator to him and SM to enquire with Community Heartbeat Trust as to the costs for housing.

20. Review and adoption of standing orders (revised 2018) and financial regulations

The model standing orders have been amended, the revised standing order document has been circulated to all councillors before the meeting. MPC reviewed and adopted the revised model standing orders and reviewed the financial regulations also.

21. Cane and Company Insurance Renewal

SM sent a quote request to Zurich to make a comparison with the current cover provided by Cane and Company. SM has also requested a new quotation from Cane and Company to include new items purchased in 2017/18, this has not yet been received. This is to be discussed at the extraordinary meeting next week when the Cane and Company quotation should have been received.

22. AGAR (Annual Return) approval

SH read out all the details of the AGAR and the Certificate of Exemption, MPC completed all relevant sections and SH and SM signed and dated the AGAR.

23. Finance

- a. **Accounts review to date** - The finance spreadsheet was circulated to all councillors before the meeting and no questions were raised. The current account balance as of 18th May 2018 was £3,290.04 and the savings account balance was £11,858.35.
- b. **Payments received**
 - i. **SCDC – Precept - £3,689.57**
 - ii. **The Design Branch – Advert Fee - £45.00**
- c. **Payments to hand**
 - i. **CGM Group – Grass Cutting - £72.00** - All councillors agree payment – Cheque Number 101114 signed by SH and DO. *Public Health Act 1875, s.164, Open Spaces Act 1906, s.9 & 10.*
 - ii. **S Meech – Clerks Overtime and Expenses - £126.24** - All councillors agree payment – Cheque Number 101115 signed by SH and DO. *Local Government Act 1972, S.112*
 - iii. **ICO – Data Protection Registration - £35.00** – All councillors agree payment – Cheque Number 101116 signed by SH and DO. *Local Government Act 1972, s.143.*
 - iv. **Madingley Village Hall – Hall Hire - £20.00 – previous cheque cancelled** – All councillors agree payment – Cheque Number 101117 - *Local Government Act, s.133.*
 - v. **An additional cheque that the invoice came in for after the agenda had been produced – Playsafety Limited – ROSPA Annual Inspection Fee - £109.20** – All councillors agree payment – Cheque Number 101118 signed by SH and DO. *Public Health Act 1875, s.164.*

24. Correspondence

All correspondence had been circulated before the meeting and no queries raised.

25. Any business for inclusion on the next agenda

- Review of the ROSPA report to include appointing a monitor and obtaining the log book from Mark Robinson.

26. Date and time of next meeting –Extraordinary meeting will take place on Thursday 31st May 2018 at 7.30pm and Parish Council Meeting on Thursday 12th July 2018 at 7.30pm

Meeting closed at 9.19pm

DRAFT