

Draft until signed

Minutes of Madingley Parish Council (MPC) Meeting

Monday 9th September at 7.30pm, Madingley Village Hall

Present: R Crichton-Stuart (RCS) (Chair), J Stevenson-Hinde (JSH) (Vice-Chair), F Naughton (FN) (Councillor),

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr D De Lacey (DDL), Cllr T Bygott (TB) (District Councillor), 7 members of the public

1. Election of chairman and signing of acceptance of office

JSH (Vice-Chair) opened the meeting and announced the resignation of Cllr David Ousby (due to conflict of interest working for South Cambs District Council (SCDC) – Davis Ousby advised that he could no longer be a parish councillor at the same time as his current role at SCDC as it would be politically restricted) from MPC a new chair was to be elected, JSH requested nominations for chair. FN proposed RCS for chair and JSH seconded and RCS signed his acceptance of office as chair to MPC – RESOLVED. RCS thanked David Ousby for his service to MPC. **Action** – Clerk to post notice of vacancy with SCDC and in noticeboards.

2. Apologies for absence and declarations of interest/dispensations

No apologies received. RCS declared an interest in item 9. b) i) – Decisions received from SCDC – Brook Cottage.

3. Public Forum

The public wanted to acknowledge the work that David Ousby had contributed whilst he was a member of MPC, advising that he had been a pleasure to work alongside with a wealth of knowledge and noted his contribution to the Greenways Vision for the parish.

Further to the parish council meeting in July a member of the public advised that farm vehicles are still travelling through the village and wanted to question as to why Park Farm are no longer using the track that they had previously used and when they spoke to Peter Wilderspin at the end of July he thought they would stop in a day or two, however, farm traffic has continued through the summer. They also asked him why the track out to Dry Drayton Rd was not current used and it was advised that there are problems with visibility including traffic coming from the other way and a mirror was currently missing. It was discussed that a UK feature of the summer is agricultural farming and MPC is in the middle of a farming community. MPC did send a letter to local farms over the summer following the last parish council meeting with only one response received. RCS suggested inviting Peter Wilderspin to attend a meeting.

DDL advised that in Norfolk 20mph speed limits prove very effective in rural farming areas. It was advised by a member of the public that a 20mph speed limit has been applied for previously and unfortunately the police will not enforce it. The parish also raised a concern of lack of support for many years with issues such as this from Cambridgeshire County Council (CCC) due to underrepresentation by the County Councillor for the parish. TB advised that for the change of County Councillor a boundary review would be required and as this was only carried out recently it would be unlikely to be carried out in near future. MPC agreed that a 20mph limit would be favourable with them. DDL advised that it is advisable to go through CCC for a 20mph limit, however, it is not essential and MPC could go directly to Highways. It was also raised about speeding traffic now that The Avenue is open and that a 40mph limit on The Avenue should be considered. **Action** – RCS to approach Highways to enquire as to the process for applying a 20mph limit for the village, 30mph on Church Lane towards the roundabout and 40mph on The Avenue.

In relation to Item 8. b) (CPCA Local Transport Plan Consultation) TB advised that he supports and all ways junction at Girton Interchange and believes this would benefit traffic issues in Madingley suggesting vehicles could turn right from the A428 onto the M11, currently people go down the A1303 cutting through Madingley to avoid traffic. DDL stated that he believes this is impossible and a better position for the parish would be to request a 20mph speed limit through the village and/or a permanent 'unsuitable for HGV's' sign once the temporary one is removed when the A14 team are finished. TB stated that he believes CCC would deal with smaller issues such as a 20mph limit.

4. Approval of minutes of meeting held on Monday 17th June 2019 & Monday 1st July 2019

Both sets of minutes were signed by RCS as true and accurate copies of the meetings.

5. Matters arising from minutes

The clerk was advised that a strip of grass by the wall at the village hall has still continued to be cut by the CGM Group despite two previous requests to leave a strip uncut for wildlife.

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

DDL – See Appendix 3

TB – Report to follow – see Appendix 4

7. Ongoing Issues register – See Appendix 1

8. Transport & Highways

a. A14 legacy fund decision – Option 3 amendments as per Highway email

Clerk received a response back from Pam Hobson at the A14 legacy fund to advise that out of the 3 proposals submitted option 3 would be considered with amendments. Option 1 (The Closure of The Avenue) was rejected and referred back to previous correspondence from CCC and Option 2 (The connection of NMU's and upgrade) was rejected as A14IDT is not in a position to pay legal fees to a 3rd party. Option 3 (Dry Drayton Rd safety measures) was adapted with the response as follows:

'Unable to do cushions on Dry Drayton Rd as not in a 30-mph limit or street lit. Unsuitable for HGV's signs are not applicable. Can do a 40-mph buffer zone and subsequent lining, but not a 40 limit for the whole length, can look to rationalise warning signs, chevrons, and road markings however within the remaining derestricted section.

Can also look to refresh road markings through remainder of village also and repair existing speed cushions which will help reduce vehicle speed.'

Action – RCS to respond to Pam Hobson in regards to this and also to enquire with her as how the monies have been allocated among the parishes.

b. CPCA Local Transport Plan Consultation – starts 17/06/19 and ends 27/09/19

Action – Draft letter to be produced and forwarded to councillors for their review and agreement before clerk submits, comments as per earlier in Item 3.

9. Planning

a. Applications received for consideration

- i. S/2417/19/LD - Belvoir Cottage, The Avenue CB23 8AD – Certificate of lawful development for a proposed side and rear extension – Deadline expired 05/09 – MPC did request an extension for comments to be submitted, however, it was not possible for an extension to be granted.

b. Decisions received from South Cambs District Council

- i. S/2568/19/TC – Brook Cottage, 17 Cambridge Rd CB23 8AH – Tree works
- ii. S/2275/19/TC – University of Cambridge – Remedial tree works
- iii. S/2272/19/TC – The Old Vicarage, Cambridge Rd – Tree works
- iv. S/2263/19/TC & S/1260/19/TC – Tree works on land adjacent to 13 Church Lane and trees in front of 12 & 13 Church Lane – Emergency Tree Preservation Order Issued
- v. S/2035/19/TC – Madingley Hall – Discharge of conditions 3 & 4

10. Public Consultation on Histon and Impington Neighbourhood Plan

MPC advised that they did not have any concerns in relation to this consultation – no comments to be submitted. RESOLVED.

11. Utility Aid Email regarding energy supply for street lighting handover – discussion on using service offered – clerk also to attend SLCC conference Friday 13th September to discuss

SEM advised MPC that she has received instructions from the Society of Local Council Clerks (SLCC) on the process to obtain an Unmetered Interim Certificate from UK Power Networks in order to gain quotations from energy suppliers. Street lighting handover is also an agenda item for a training session that the clerk will be attending on Friday 13th September. Utility Aid advised the clerk that there is no cost or obligation to the council for using their services.

12. Madingley Hall Lower Lake – Report on the removal of carp

JSH read out her report – See Appendix 5

13. Community Gritting Scheme – email received to apply to join the scheme

MPC agreed that they are not interested in joining this scheme.

14. Update on progress of setting up online banking for Barclays current account

There was no update but changes are still to be made. **Action** – FN and RCS to progress the setting up of online banking for the current account and make relevant changes to the building society account

15. MAGPAS Air Ambulance Donation Request

MPC agreed that they do have excess funds to give a donation at present.

16. Press release/advertising of grant funding received for noticeboard and defib housing

Action – Recognition of donators to be placed on the parish council website and the Madingley News editors agreed to place a press release in the next newsletter.

17. Clerks resignation

It was advised that the clerk had resigned from her position with an end date of the end of October. A job advert and description are being drafted. **Action** – Clerk to ensure RCS has a login for CAPALC

18. Model Financial Regulations – updated July 2019 – to be approved and adopted

The revised July 2019 regulations were circulated to councillors prior to the meeting and all councillors agreed to the adoption and approval of the revised regulations.

19. Finance

a. Accounts review to date including bank reconciliation

Bank reconciliation and finance spreadsheet circulated to councillors prior to the meeting, no issues raised by councillors. For bank reconciliation see Appendix 2 – all councillors agreed to the figures and JSH signed the bank statements.

b. Payments received

- i. **The Design Branch - Madingley News Advert - £45.00**
- ii. **National Lottery Awards for All – Defib housing Grant - £696.00**
- iii. **SCDC – Community Chest Grant – Noticeboard Grant - £601.59**
- iv. **Panther Taxis - Madingley New Advert - £54.00**

c. Payments to hand

- i. **S Etherington-Meech – Clerks Overtime & Expenses – £340.71** - All councillors agreed payment RESOLVED – Cheque Number 101177 signed by RCS and FN. *Local Government Act 1972, S.112.*
- ii. **CGM Group Ltd – Grass Cutting 3rd June (222560 - £72.00) & 8th July (223258 - £72.00) - £144.00** - All councillors agreed payment RESOLVED – Cheque Number 101178 signed by RCS and FN. *Public Health Act 1875, s.164 & Public Health Act 1875, s.164.*
- iii. **Roger & Lesley Buckley – June Editorial Expenses - £25.00** - All councillors agreed payment RESOLVED – Cheque Number 101179 signed by RCS and FN. *Local Government Act 1972, s.142.*
- iv. **Vernon Print & Design – Madingley News (June) - £344.00** - All councillors agreed payment RESOLVED – Cheque Number 101180 signed by RCS and FN. *Local Government Act 1972, s.142.*

- v. **(Lost Cheque 101172) – NALC – Book Purchase - £19.99** - All councillors agreed payment RESOLVED – Cheque Number 101181 signed by RCS and FN. *Local Government Act 1972, ss. 101,111 & 112.*
- vi. **Cheque (101176) – Defib Store Ltd - £604.92 – Sent in August to pay for defib housing – monies received from National Lottery Awards for All** - All councillors agreed payment RESOLVED – Cheque Number 101176 signed by DO and FN. *Public Health Act 1936, s.234.*
- vii. **CGM Group Ltd – Grass cutting 24th July and 20th August - £144.00** – This invoice was received after the agenda was produced. All councillors agreed payment RESOLVED – Cheque Number 101182 signed by RCS and FN. *Public Health Act 1875, s.164 & Public Health Act 1875, s.164.*

20. Correspondence

All circulated prior to the meeting

21. Any business for inclusion on the next agenda

- Election of vice-chairman
- Frequency of meetings

22. Date and time of next meeting – Monday 28th October 2019 at 7.30pm

Meeting closed at 9.22pm

Appendix 1

Open Issues Register (created June 2019)			
Item Number	Issue	Date entered onto register	Current 'action' status
1	Damaged/missing street signs & bollards	June 2019 (prior issue)	RESOLVED 09/09/19
2	Speedwatch Signs	June 2019 (prior issue)	ACTION – Clerk to contact Simeon Carroll – Church Lane sign still inadequate as nailed
3	Telephone Box – relocation/restoration	June 2019 (prior issue)	Ongoing
4	Defibrillator including housing/erection/grant funding	June 2019 (prior issue)	ACTION – Electrician to install defib in Oct. FN will investigate training and maintenance costs for defib for Chris Baldwin to approach the pub regarding monies raised for this item.
5	Noticeboard – erection/plaque	June 2019 (prior issue)	The noticeboard is now erected. ACTION – RCS to arrange for a small but visible plaque to be produced. ACTION – Clerk to advise Greenbarnes that 3 rd key was always missing from noticeboard.
6	Broken drains	June 2019 (prior issue)	ACTION – Public to email FN locations of blocked/broken drains which FN will forward over to Cllr Lina Nieto
7	Councillor Vacancy – co-option	June 2019 (prior issue)	Ongoing
8	Pavements 1. Cambridge Rd o/s SP school & 30mph chicane 2. Church Lane/St Neots Rd crossover island lack of suitable pavement on Madingley Mulch side	Sept 2019	RESOLVED 09/09/19
9	Footpaths 1. High St by speed bumps 2. Girton Footpath 8	Sept 2019	ACTION – TB to highlight Girton Footpath 8 with Girton Parish Council
10	Street Furniture Breakdown on Asset Register	Sept 2019	Discussed at meeting on 01/07 – ongoing issue before insurance premium next due

Appendix 2

Bank reconciliation

Madingley Parish Council

Prepared by Sarah Etherington-Meech – Parish Clerk and Responsible Financial Officer

Date – 6th September 2019

Balance per bank statements as at 23rd August 2019:

Barclays Bank – Current Account	£1,717.50	
Cambridgeshire Building Society – Savings Account	£10,379.03	
Total:		£12,096.53
Petty Cash Float (if applicable)		n/a
Less: any unrepresented cheques as 1 st July 2019	£0.00	
None		
Add: any un-banked cheques at 1 st July 2019		
Panther Taxis		£54.00
Net balances as at 1 st July 2019		£12,150.53

Appendix 3

Report from District Councillor Douglas de Lacey
6. 9. 2019

August tends to be a light month and it proved to be so this year. I have attended another fascinating meeting of our Design Panel; although the content is confidential the experience of watching a group of top architects discussing controversial designs was both interesting and very instructional. I've had a useful lunch with our new Chief Executive who will be joining us later this month.

On 14th I attended the presentation of a Queen's Award to a company which has had implausible but spectacular success designing and exporting an automatic door for chicken coops; to big business and back-garden owners.

I have started a major reform of our large and unwieldy Constitution and on 20th I joined the Task-and-Finish group to discuss how to organise the submission of Members' motions, following the problems of the last Council meeting. We agreed to push the deadline back on the assumption that people work to a deadline and it does not matter when it is; and on the condition of the possibility of emergency motions. We also propose to refer motions automatically if appropriate.

The JDCC on 21st started with a briefing on outline applications: what they can and cannot contain and the extent to which they bind both us and the developer when applications for the details (known as Reserved Matters) are submitted. We then discussed the Reserved Matters application for the Wing development. Members expressed disquiet at the proposed room sizes and the proportion of affordable housing; to be reminded that these were fixed in the outline application (which we had had to approve before we had an approved Local Plan). There were some good points though: non-residential buildings will be BREEAM 'excellent' which is a standard few developments achieve. BREEAM stands for 'Building Research Establishment Environmental Assessment Method' and is an internationally-recognised criterion.

Cabinet has approved a motion proposed some time ago by a Member who had had a very premature baby: we shall now offer all Council employees additional paid leave after the birth of a child who requires an extended stay in hospital. At its next meeting Cabinet will consider the many motions referred to it from our last full Council meeting.

We have issued requests to help bring our Electoral Roll up to date by confirming households' voters. The recommended response is clunky and time-consuming, but the rules are laid down by central Government, not by us.

Douglas de Lacey

District Councillor's Report - Cllr Tom Bygott – 10 Sep 2019

Customer contact service performance

One of my colleagues on the council's Overview and Scrutiny committee recently requested figures on call wait times and abandoned calls to SCDC's contact centre. Concerns had been raised that waiting times for a call to be answered were high, and that callers might be giving up due to the long wait and abandoning their call. The figures that were released were quite shocking in that in the first two months of this financial year there were 9,954 abandoned calls - almost 10,000 people in two months not getting through to the council to get the information that they require.

The contact centre manager and portfolio holder delivered a report detailing some of the problems that they have been having in this area, such as staff upskilling and moving into different areas, with staff numbers being reduced in the contact centre and the expansion of roles and duties carried out within this department.

Those ringing the council could be in a vulnerable position with issues ranging from Universal Credit, council housing, homelessness, domestic violence aside from the more run of the mill questions regarding bins, tax, licensing, planning, local services etc. The contact centre is the front of house for the council and is an area that we need to get right to give our residents good customer service. Going forward we must make sure that information is easily accessible online and that our residents can carry out tasks without having to make a phone call. However, we also need to realise that there will always be people, in many cases vulnerable people, who need to contact us via the telephone. There are also many complex issues that can't easily be codified on a website.

"My South Cambs" web portal

The Council has created a new service called My South Cambs, which is available at:

<https://mysouthcambs.scambs.gov.uk>. If you have been trying to call the council but haven't been able to get through, it might be worth registering for an account on My South Cambs.

There are nine categories of personalised information that can be viewed: council tax, benefits, bins & recycling, elections (e.g. polling places), planning, environment (e.g. fly-tipping, abandoned vehicles, dog fouling and noise), highways, complaints and the customer portal itself. In the next section there are 45 types of report that can be submitted, which range from applying for Housing Benefit or a Home Improvement Grant, to reporting a missed bin collection or a broken street sign.

The functionality is still at an early stage, with some forms requesting your name or postcode - information that was provided as part of the registration. There are plans to improve this, for example the postcode will automatically customise the bin collection calendar from this October.

These services should be improved first, before any services at the call centre are reduced.

Opening of the Cambridge Ice Rink

The new Cambridge Ice Rink, on Newmarket Road near the airport, opened on August 26th.

The ice rink will be arguably the most energy efficient in Europe. It cost £5.5million to build, has a 56m x 26m ice pad built to International Ice Hockey Federation standards - so it can host international teams, and an arena that can seat 300 people.

This project started back in 1993 when £1M was left in the will of David Gattiker specifically to be spent on an ice arena. There were also a large number of donations, and SCDC agreed to loan £2.4M towards the project to make it possible. The last administration took the decision to step in and make this ice arena possible given the community benefits it would have, and the fact that the loan would bring in an income for the council over the long-term, meaning more money to spend on council services.

Criminals targeting people with Universal Credit scam

Action Fraud has received 63 reports about a scam in which fraudsters target people with offers of "low cost" loans or "free" government grants. What the victims aren't told is that the money they'll receive is actually an advance payment for Universal Credit. The criminals use the personal information they've obtained under false pretences to make an application in the victim's name. After the fraudsters have taken their "fee" from the advance payment, the victim is then left to pay back the total amount once their repayments begin.

How you can protect yourself:

- Never share your personal or financial information with someone you don't know and trust, especially if it's in response to an offer of "free money" or a "free grant".
- Department for Work & Pensions (DWP) staff will never approach you in the street or ask for your personal/financial details over social media.
- If you have concerns about your benefits, you should visit www.gov.uk/contact-jobcentreplus
- If you suspect your identity may have been stolen, you can check your credit rating quickly and easily online. You should do this every few months anyway, using a reputable service provider and following up on any unexpected or suspicious results.

Cllr Tom Bygott

cldr@bygott.net

07765 475 513

DRAFT

Appendix 5

190909 Agenda: Item 12

Report of Meeting with David Aldridge at the Lower Lake

Dr David Aldridge, who heads the University's Aquatic Ecology Group, made a brief visit to the Lower Lake with me on 31/08/19. His visit indicated that while there was a good taxonomic richness in the lake (i.e. many different species) the abundance of invertebrates was remarkably low and there were few bottom-rooting macrophytes (large plants). He suggested that the high turbidity of the water, the low abundance of invertebrates and the paucity of plants all likely reflect the very large population of carp in the lake. His initial opinion is that with adequate removal of carp the lake should improve in both appearance and biodiversity. He proposed to offer an undergraduate research project on the lake (starting October 2019), which might provide a more comprehensive overview of the lake's current status.

Joan Hinde