

Draft until signed
Minutes of Madingley Parish Council (MPC) Meeting
Wednesday 13th May 2020 at 7.30pm, online meeting via Zoom

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

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr D DeLacey (DDL) (District Councillor), Cllr T Bygott (TB) (District Councillor), Cllr L Nieto (LN) (County Councillor), 7 members of the public

1. To Accept Apologies for Absence

There were no apologies received.

2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda

No declarations of interest were declared

3. To Agree to hold a Public Forum

The editors of Madingley News requested the dates for forthcoming parish council meetings in order for them to be included in the next edition of Madingley News, SEM advised that the next meeting date is to be agreed at the end of the meeting.

RCS highlighted that emails from residents are being received after production of the agenda and if residents have items that they would like to discuss with MPC they are invited to parish council meetings for discussion within the Public Forum. RCS advised of parishioners' concerns that have suggested MPC have been making decisions, particularly in relation to highways/transport without discussing as a council, RCS stressed that all decisions are made at parish council meetings and no decisions are made outside of the parish council meetings.

4. To co-opt Parish Councillors to fill the vacancies

A resident has decided to join the council, however, with being a health service employee MPC agreed to invite her to a future meeting after the Covid-19 crisis. RCS also advised that with parish councillor vacancies still available, residents are welcome to come forward and join MPC.

5. To Approve the Minutes of Meeting held on Wednesday 22nd January 2020

The meeting due to be held on 25th March 2020 was postponed whilst emergency temporary legislation was put in place by the Government following Covid-19 lockdown. The legislation came into force on Saturday 4th April 2020. Amendment to be approved for 8. b.

All councillors agreed to the amendment to be made to Item 8. b) of the minutes, therefore, the sentence was removed, minutes agreed as a true and accurate copy and to be signed by the chairman when possible.

6. Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1

- a. RCS advised that the only response received for a use for the telephone kiosk has been as a village noticeboard, however, monies will not be spent unless an overwhelming response is received – ongoing.
- b. FN advised that with the Covid-19 crisis it has not been possible to organise another defibrillator training session – ongoing
- c. RCS informed that he has been unable to source a plaque with the current crisis - ongoing
- d. This item was mentioned under Item 4 – ongoing
- e. MPC agreed that it would be best to remove this item as they are unable to identify exactly what historic street furniture is included in their insurance policy.
- f. Covered under Item 8 of agenda.
- g. SEM advised that she has had no update in relation to this item. RCS asked a member of the Greenways committee if he had an update, it was advised that now the building works and local access road have been completed the routes could be traversed. However, Cambridgeshire County Council (CCC) and Highways are still to reinstate signage directing individuals to their route and the same applies to Bridleway 2 that has been rerouted around the A14. Therefore, even though works are completed any works to bridleways and footpaths in the parish have not been finished. RCS questioned how MPC would be able to

move this forward and FN highlighted an email that had been received regarding works being completed early and that works were to be done on footpaths etc. A member of the Greenways committee suggested that Cllr Nieto should raise this issue with highways and the rights of ways officer as there should have been an allocation for these works to be carried out and it should be requested as to when works will begin. TB advised that he is happy to pass this issue on to Cllr Nieto in order to chase.

- h. Clerk has submitted a re-declaration to the Pensions Regulator - RESOLVED
- i. To be discussed under Item 10. a)
- j. This issue was covered under g.
- k. To be discussed under Item 10. b)
- l. SEM sent the letter - RESOLVED
- m. SEM sent contact details to RCS - RESOLVED
- n. SEM advised that she had not had time to investigate this - ongoing
- o. To be discussed under Item 8

7. To Accept a Report from County and District Councillors

- Cllr DeLacey – for report see Appendix 2
- Cllr Bygott – TB highlighted that local businesses have been applying for grants during the Covid-19 crisis and TB received a list of businesses in Madingley and managed to contact all businesses including the Village Hall to confirm they had all submitted applications.
- Cllr Nieto (joined the meeting at 7.56pm and these comments were made just after Item 10) – for report see Appendix 3. Firstly, LN thanked all volunteers in the village for coming forward in the Covid-19 crisis asserting that their support is invaluable. LN highlighted a £5m community capital fund that has been launched encouraging an application for any projects in the community that may require funding. LN stressed that most member of highways and other council officers have been redeployed with the current situation, therefore, responses may not be received immediately.

RCS stated that MPC would appreciate the support of LN in keeping our application/projects moving forward with Pam Hobson and Highways. LN confirmed that she had had a conversation with a director and Pam Hobson in which she had supported and reinforced our message which will hopefully result in some action; however, it must be considered that most people are currently focussing on the emergency crisis. RCS also advised that MPC are interested in making an LHI application for extension of the 20mph in the village and that her support with the application would be gratefully received, LN advised that she will be fully supportive and although the deadline for application is currently the 30th May 2020 there will be flexibility due to the current crisis.

8. Transport & Highways

- a. **Outcome and feedback from HE legacy fund meeting with David Forbes on Friday 24th January 2020 – email from Pam Hobson 17th March 20 and Cllr Nieto 20th March 20**

RCS advised that MPC and the Greenways committee are no further ahead as David Forbes has now left the A14 process and everything that David Forbes did has now been passed to Pam Hobson who advised that she expected to come back to the parish with feedback in March. However, this has still not happened and has been chased by RCS with LN being copied in. MPC are still to receive confirmation of which of the options requested will or will not be approved. MPC know that the monies are there and they want to deliver them but there is no outcome as yet to this ongoing issue. RCS advised that the meeting proposed for the 20th March was to be an opportunity for MPC to have a general meeting with a LHI representative and was not specifically related to the A14 legacy fund.

- b. **For information – email received from Pam Hobson 26th March 2020 to advise of a delay in delivering the A14 parish legacy fund projects – all projects will still be delivered.**

This was covered under Item 8. a.

- c. **To discuss email received from Gunite (Eastern) Ltd re: signage for Dry Drayton Road as their drive is being used as a turning point.**

FN informed MPC that she had visited this site and highlighted that it is an issue as there is a bend just before the point and the sign is totally obscured by trees and can understand why cars overshoot. FN believes a sign on the left-hand side would be better if cutting back the

hedging doesn't improve visibility. RCS questioned who owns the tree that is covering the sign, FN advised that she believes it belongs to the University. However, due to the sign being on a bend it is not a question of cutting the tree back as you only see the sign when you approach the junction with no warning before. **Action** – RCS to contact Cllr Nieto in conjunction with this and other items relating to the A14. A member of the village highways working group which has not met for a few weeks suggested a virtual Zoom meeting in order for them to assist MPC and save MPC additional work, RCS agreed that this was a great idea.

d. **To discuss if the damage on Bridleway 2 has been rectified.**

This was covered under Item 6. f)

e. **Cllr Crichton-Stuart to feedback on virtual highways meeting on 24th March 2020.**

Discussed under Item 8. a)

9. **To Discuss Planning Matters**

Remote decisions on planning applications were made via email and voting records retained.

a. **Applications received for consideration**

- i. **20/01743/FUL – Park Farm, Church Lane – Installation of new Bioelectric micro AD digestion plant, a further slurry tower, alongside associated hardstanding and landscaping works.** – MPC agreed that no comments were made.
- ii. **20/01529/LBC – Madingley Hall, Church Lane – Listed Building Consent for roof maintenance and repairs** – no comments were made.
- iii. **20/01030/FUL – Madingley Hall, The Lodge, Church Lane – Change of use of former staff accommodation from residential (use Class C3) to ancillary short term lets to supplement the operation of Madingley Hall by the Institute of Continuing Education (use Class C2)** – no comments were made.
- iv. **S/3732/19/FL – Belvoir Cottage, The Avenue – Two storey side extension – Application to go before committee on 13th May 2020** – RCS advised that MPC resubmitted their original comments for Belvoir Cottage and will await the decision made by the planning committee.
- v. **20/1112/TTCA – The Grange, Cambridge Road – Tree works** – no comments were made.

b. **Decisions received from South Cambs District Council**

- i. **20/1112/TTCA – The Grange, Cambridge Road – Tree works** – No objections

10. **Matters for discussion/correspondence received**

a. **Cllr Naughton to discuss PX Farms response re: sugar beet collection lorries and the suggestion for rebuilding an access road.**

FN advised that she has corresponded with Mr Peck at PX Farms and he said that they would like to have taken the beet in the other direction. However, they were unable to do this due to the land being too wet and soft. Ideally PX Farms would have liked to take the beet via a track to The Avenue. However, the track on to the avenue had not been reinstated yet after the A14 access road work. FN is awaiting a response as to whether the track is to be reinstated and will chase up. Mr Peck also mentioned that they do try hard to keep the area they farm looking nice by cutting hedges, etc. If the verge is still looking bad later in the summer, they will do something about it.

b. **To discuss the ROSPA play area inspection that was carried out in April 2020 and any works that are required.**

RCS advised that the ROSPA play area inspection was carried out in April and no red areas were highlighted as requiring immediate action. FN confirmed that The Design Branch has now completed all outstanding maintenance works except to putting a self-fastening spring on the gate. All councillors were in agreement for clerk to process payment for the works once FN confirms with The Design Branch that the spring has been fitted.

c. **To discuss and inform of Covid-19 procedures for assisting**

RCS confirmed that the parish have been advised of procedures for assistance if required during the Covid-19 crisis by newsletters and leaflet drops and the clerk has had regular

contact with residents that may require assistance. RCS also thanked all volunteers that have now come forward to help if required.

- d. **To discuss Cllr Crichton-Stuart & Cllr Naughton suggestions for an LHI application for 2021/22 and prepare ready for submission – deadline for application is 31st May 2020 although this is constantly under review.**

RCS advised that unfortunately due to the delay with the 2020/21 application MPC must be careful not to reapply for the options included in last year's application. RCS proposed that the current 20mph speed limit is expanded to the centre of the village running from the pub/village hall round past the playground and a bit further down on Cambridge Road beyond the school. This route is used frequently by pupils from the Stephen Perse School as they make use of the play area and have activities in the village hall twice a week, also Madingley Hall has foreign students attending who often look the wrong way when crossing the roads. It was highlighted that since the Stephen Perse School is likely to benefit from the application and had previously discussed a yellow zigzag outside the school, they could be approached to see if they are willing to contribute funds to the application. The application would be strengthened if there was more match funding. RCS agreed that the school should be approached. All councillors agreed to the proposal. **Action** – Item to be added to the next Highways Working Group meeting for discussion and appropriate wording.

- e. **For information – cancellation of litter pick until further notice**

RCS advised that MPC would like to rearrange a litter pick.

- f. **To discuss Accessibility Statement that will be required for the parish council website from September 2020. VisionICT can provide the service for £45.00 plus VAT.**

All councillors agreed to proceed with the service offered by VisionICT. **Action** – Clerk to instruct VisionICT.

11. Consultations

- a. **Local Enforcement Plan for Minerals & Waste Development in Cambridgeshire ended 08/04/20.**

12. Finance and Policy

- a. **To accept account review to date and bank reconciliation**

- b. **To advise of payments received**

i. **HMRC – VAT refund for 18/19 - £357.15**

ii. **SCDC – 1st precept instalment for 20/21 - £3,234.50**

- c. **Remote decisions on the following payments to hand received from 22nd January 2020 – 30th April 2020 were made via email and records retained.**

i. **Vernon Print & Design – Madingley News printing – March Edition - £289.00** – All councillors agreed payment RESOLVED – Cheque Number 101194 signed by RCS and FN. *Local Government Act 1972, s.142.*

ii. **Clerks Overtime and Expenses for Period 11 & 12 - £174.66** - All councillors agreed payment RESOLVED – Cheque Number 101195 signed by RCS and FN. *Local Government Act 1972, S.112*

iii. **Vision ICT Ltd – Website Hosting and Support – May 20 to Apr 21 - £150.00** – All councillors agreed payment RESOLVED – Cheque Number 101196 signed by RCS and FN. *Local Government Act 1972, s.142.*

iv. **CAPALC – Affiliation Fee 20/21 - £214.32** – All councillors agreed payment RESOLVED – Cheque Number 101198 signed by RCS and FN. *Local Government Act 1972, s.143.*

v. **Madingley Village Hall – Grant for insurance - £1,081.00** – All councillors agreed payment RESOLVED – Cheque Number 101199 signed by RCS and FN. *Local Government Act 1972, s.133.*

vi. **CAPALC – Clerks Training Session 12/03/20 - £10.00** – All councillors agreed payment RESOLVED – Cheque Number 101200 signed by RCS and FN. *Local Government Act 1972, S.112.*

- vii. **Roger & Lesley Buckley – Madingley News Expenses (March ed.) - £25.00** – All councillors agreed payment RESOLVED – Cheque Number 101201 signed by RCS and FN. *Local Government Act 1972, s.142.*
 - viii. **CGM Group Ltd – March grass cutting - £216.00** – All councillors agreed payment RESOLVED – Cheque Number 101202 signed by RCS and FN. *Public Health Act 1875, s.164 & Public Health Act 1875, s.164.*
 - ix. **Clerks Overtime and Expenses for Period 1 - £65.10** -All councillors agreed payment RESOLVED – Cheque Number 101203 signed by RCS and FN. *Local Government Act 1972, S.112*
 - x. **Playsafety Ltd – Annual Play Area Inspection - £111.60** – All councillors agreed payment RESOLVED – Cheque Number 101204 signed by RCS and FN. *Public Health Act 1875, s.164.*
- d. **To approve the following payments to hand**
- i. **Came & Company – Annual Insurance Premium 20/21 (LTA until 31/05/21) - £562.28** – All councillors agreed payment RESOLVED - Cheque Number 101205 signed by RCS and FN. *Local Government Act 2000, s.101 & Local Authorities (Indemnities for Members and Officers) Order 2004.*
 - ii. **Defib Store Ltd – Replacement pads for defibrillator - £114.00** – All councillors agreed payment RESOLVED – Cheque Number 101206 signed by RCS and FN. *Public Health Act 1936, s234.*
- e. **The Annual Governance and Accountability Return (AGAR) for 2019/20 – On 30th April 2020 the date for local councils to complete the final audited accounts was extended from 1st June 2020 to 1st September 2020 by statute. The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. Review and approval of the final year accounts, bank reconciliation, AGAR, exemption certificate and all supporting documentation for 2019/20.** The finance spreadsheet, bank reconciliation, AGAR, exemption certificate and all supporting documents were circulated to the councillors before the meeting. As the income and/or expenditure for MPC did not exceed £25,000 in 2019/20 AGAR Part 2 was completed. The exemption certificate including the qualifying criteria was read aloud by the clerk, all councillors agreed that MPC meet the qualifying criteria and the certificate was completed and signed by the Clerk/Responsible Financial Officer (SEM) and clerk is to post to the chair (RCS) for his signature. Section 1 the Annual Governance Statement 2019/20 was read out and completed, all councillors agreed to all points and the form was completed and signed by the Clerk/Responsible Financial Officer (SEM) and clerk is to post to the chair (RCS) for his signature. Section 2 The Accounting Statements for 2018/19 were agreed by all councillors and signed by the Clerk/Responsible Financial Officer (SEM) and clerk is to post to the chair (RCS) for his signature. MPC reviewed and approved all documents - RESOLVED.
- f. **To discuss CGM grass cutting direct debit payment option**
MPC discussed and decided that the direct debit option was not the most suitable payment method for them.
- g. **For information – Changes to precept instalment frequency for 2020 due to Covid-19 – current advice that payments are to be made in April, July and September 2020.**
Email was circulated to councillors
- h. **To discuss a review of the parish councils’ scheme of delegation/critical services and functions and how they would continue with staff absence/**
All councillors agreed that relevant decisions and the council’s scheme of delegation could proceed with discussion and agreement between the Clerk, Chair and Vice-Chair. MPC agreed to use the locum clerk service offered by LGS Services if required. **Action** – Clerk to produce a contact sheet in case she was unable to work so that councillors would be able contact the appropriate people in that situation.

13. To accept notices and matters for the next agenda

No notices or matters were advised.

14. Date and time of next meeting

The next meeting was agreed for Wednesday 15th July 2020 at 7.30pm via online Zoom meeting

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

No items were discussed that needed to exclude the public and press

Meeting closed at 8.41pm

DRAFT

Appendix 1

MADINGLEY PARISH COUNCIL ACTION LIST FROM MEETING HELD ON 22/01/2020

a.	Telephone Kiosk – Relocation/restoration – Request for ideas in Madingley News (RCS) – Ongoing	FN/JSH/RCS
b.	Defibrillator additional training session - ongoing	FN
c.	Noticeboard – plaque supply and erection – Ongoing	RCS
d.	Councillor vacancy – co-option – Ongoing	FN/JSH/RCS
e.	Street Furniture Breakdown on insurance – Ongoing	SEM
f.	Weight restriction/buffer zones/unsuitable for HGV signs – update on LHI application meeting with David Forbes	RCS/LN/Greenways
g.	Girton Footpath 8 – contact with Peter Wilderspin - Ongoing	Greenways
h.	Pension Regulator – Re declaration – RESOLVED	SEM
i.	Damaged verges – sugar beet lorries – PX Farms	FN
j.	Bridleway 2 – inaccessible/requires attention – clerk to email Cllr Nieto for Rights of Way Officer	SEM/FN
k.	Following quotation for play area maintenance – Design Branch to be instructed	SEM
l.	Letter of thanks to Three Horseshoes for parish project donation – RESOLVED	SEM
m.	VisionICT contact details to be forwarded to RCS – RESOLVED	SEM
n.	New bank account information for transfer from Barclays	SEM
o.	TRO - Stage 2 complaint - ongoing	RCS

Appendix 2

Report from District Councillor Douglas de Lacey: 12.05.2020

This report should have started with the word 'Farewell'. I had fully intended that at the May Annual Meeting of the Council, having handed over the Chair to my successor, I would announce my resignation from the Council.

There were many reasons for this: my wife is not well and needs my attention; I have achieved most of what led me to be a Councillor; I had identified someone who would stand as my successor and be very able to represent the Ward. But the government has abolished both annual meetings (at which I could resign) and elections (at which I could be replaced). So the Leader has persuaded me that this is not the time for major changes, and I shall stay on as long as I can until the lockdown is lifted. I also remain as Chairman to the Council and hope that I can lead the Council into the strange new world of remote meetings. To this end I have had some intensive training in the use of MS Teams. Because of family circumstances I shall not be able to commit myself 100% but shall do all I can.

As Chairman the only thing I have done this month was to put out a statement for VE Day. On Monday 4th May I was asked to do a video of myself 'reading a poem and highlighting the fact that some people who are 'high risk' of getting this virus are perhaps those who endured in the war'. Well, my researches indicated that no such poem existed so I enjoyed the challenges of writing one, learning how to do a video of myself, and producing it for the Council. On the Friday it went out on our various social media channels and I have received some gratifying responses.

As a District Council we have received and disbursed significant sums of money to local businesses, all of whom should now have heard from us; and we are grateful that our MP Anthony Brown for his lobbying of the Government on our behalf. It is disappointing that some local businesses do not meet the criteria but we are hopeful that they too can be helped somehow.

Our waste service has worked tremendously hard to find a way to resume green bin collections while keeping our staff safe, and I congratulate them. At present it is only monthly but we are working on restoring a full service. At one stage I was fearful that even the blue bin collections may be in jeopardy, but that service is doing well; some people are applying for a second bin and the tonnage of recycled material has increased over the past 7 weeks. And a project steered by our planning team, jointly with the City, has won not one but three prestigious awards for the co-housing development at Marmalade Lane. Despite the lockdown our planning team continues to work hard, and has launched a consultation on the next phase of Northstowe. To get involved go to www.scamb.gov.uk/consultations/

Stagecoach has announced that its bus drivers will no longer handle change, and passengers must therefore offer the exact fare or forfeit the difference (which will be donated to good causes). From my observation social distancing is not a problem on the Citi 5 and 6 services but do protect yourself if travelling.

Douglas de Lacey

Appendix 3



Lina Nieto
Cambridgeshire County Councillor
Hardwick Division

Vice Chair Communities & Partnership Committee

Dear all,

This country is going through an unprecedented situation. Government has had to create financial policies in order to maintain economic stability. Public Services have seen a transformation on the way they deliver services and the use of technology has increased exponentially with new legislation having to be adopted to make these changes possible.

The other day one of my children was asking me: “mummy do super heroes exist, like Superman?” And I explained to him that not like we see them on the TV or books but we have real ones dressed in uniform or plain clothes; people who sacrifice their lives for others; people who put others interests first than their own.

I have been blown away by the response from people I never spoke to, never met, who didn't know me or others but made a conscious decision to take action.

However, we cannot forget all those volunteers who before this epidemic already were dedicated to improving their community and looking after their residents. Yes, I am talking about Parish Councillors. Many people do not know of their existence and yet their communities wouldn't be what they are without them.

I just want to say a massive Thank You to all the active and silent daily heroes that live within our communities and that make our communities a great place to live and work.

Environment

This month I have attended Full Council where I commended our Environment and Climate Change Strategy. I have been working very closely with officers and securing a first positive step towards achieving our environmental ambitions. COVID has only reinforce the need for delivering these objectives. There is a clear link between health and the environment. In fact, we are all responsible for what is happening now. It is our decisions as consumers that encourage certain industries to grow and potentially not do so in a responsible way.

You can read my full speech here: <http://linanieto.yourcllr.com/2020/05/20/environment-climate-change-strategy/>

Planning and Decision-Making

On Thursday 21 May, Liberal Democrats will be proposing that officers will decide which planning applications are put forward to the planning committee.

Conservatives at South Cambridge District Council are proposing an alternative option to that of the current administration. They believe that parish councils' voice must be heard when raising concerns about local planning applications and for you to be able to refer what applications go to Planning Committee.

Decision-making should not be pushed away from local representatives and given to civil servants as it would be a clear attack on democracy and our responsibility as elected members.

I would encourage you to seek clarification from your District Councillor as it is something that will have a great impact on you.

As always I am here to serve you

Do not hesitate to contact me

Yours,

Lina