



## GAMLINGAY PARISH COUNCIL

Minutes of a Meeting of the Consultation Committee held on Tuesday 18<sup>th</sup> August 2026 at 7.30pm in the Ellis Room.

Present: Chair W Boyne, councillors R Howe, A Porter, N Medlock, L Noble, J Boocock, S Martin. Clerk K Rayner and 1 MOP.

1. To receive apologies for absence- A Foster and L Bacon (Clerk)
2. To receive **declarations of interest** from councillors on items on the agenda: -
  - 2.1 To receive written requests for dispensations for disclosable pecuniary interests.- None received
  - 2.2 To grant any requests for dispensations as appropriate. None granted
3. Terms of reference for information and previous minutes 19<sup>th</sup> August 2025 were noted (already signed)
4. **External consultation exercises and reports –**
  - a) **Local Plan Consultation**- Greater Cambridge- R19- Proposed submission consultation to Friday 25<sup>th</sup> September-comments Clerk advised of consultation- previous comments have been made. The development strategy remains unchanged – development centres on existing urban areas-Cambridge City, and new towns -Northstowe, Waterbeach and Cambourne (proposed Station). **Clerk to publicize consultation session** at the Eco Hub (September)and prepare summary for Facebook.

- b) To note- large scale adjacent **developments proposed** -Call for sites Central Bedfordshire- 491ha site-(approx. 12,000 houses) Tempsford Airfield (ID136847), and Little Barford (South) application to Bedford Borough Council (4,500 houses)  
Call for sites- no detail provided- potential development encompassing whole of Tempsford Airfield- to note. Planning application at Little Barford- 4,500 dwellings- currently being considered by Bedford Borough Council- proposal is directly adjacent to the proposed East West Rail station site- noted. Clerk has notified SCDC planning department.
- c) **Cambridgeshire Minerals and Waste plan**- consultees and call for sites- for response  
Concern that there is no reference to consult town and parish council sector with regards to proposed sites, and statement on cross border relationships- again no reference to town/parish councils. Clerk identified the issues in relation to the Potton Quarry expansion proposals as an example where cross-border communication needs to be improved. **Clerk to respond to the consultation.**

## 5. Internal policies and procedures review-

- 5.1 **Standing Orders**- SLCC response to NALC proposed SO's review July 2026- Noted.  
It is understood that the current Standing Orders model is likely to be changed in 2027.
- 5.2 **Strategic review** – review mission statement and long-term objectives- discussion of current and emerging key themes, and proposal (larger strategic action protocol-5-10 years) and how it fits with the annual action plan  
Strategic review is the result of report presented at the 14 July Full Council meeting item 38 iii. b. Section 7 recommended a review of strategic long-term planning and how the Neighbourhood Plan and Biodiversity Audit fits with the annual action plan. Proposal was to accept the model (diagram) which represents how each of the plans fits with the action plan and the long-term priorities for the council (summarized by the Mission Statement). Four new strategic plans- Neighbourhood Plan, Biodiversity Audit, Emergency Plan and Climate Action plan will inform the annual action plan. **Agreed- the structure proposed and amendments to the Action Plan headings/format for 2027.**
- 5.3 **Action Plan 2027-8**- items/update to discuss (consultation Village Show, Gazette)  
Deferred to Full Council, and review of current Action Plan (2026-7). Clerks to request table coverage by Councillors for 19<sup>th</sup> Sept show date (1-4pm)- availability.
- 5.4 Proposed amendments to the **Tree policy and the biodiversity and climate change policy**  
Tree policy amended to Tree policy- relating to parish council land. **Draft amendments were discussed and agreed.** General tree policy will exist within the biodiversity audit 10 umbrella actions, and the climate action plan. Biodiversity and climate Change policy- **draft amendments were discussed and agreed.** This policy is likely to change further after completion of the Biodiversity Audit and proposed amendments to the Action Plan, and finalization of the new Climate Action Plan and Emergency Plan.

## 5.5 Recent amendments/actions to review/note

- a) **Standalone IT policy** adopted 14.4.2026 (previously incorporated in Information and Data Protection Policy)- noted
- b) Latest Local Government Association **Model Code of Conduct** adopted at AGM 12 May 2026 - noted
- c) Resolved - No separate **Data Audit** recommended (F and GP 26.5.2026) – requirements covered under current Information and Data Protection, IT and Retention of Documents policies- noted
- d) New -Three year forecast budget -consideration of need/report- for discussion

Report was discussed and it was **resolved that a 3-year medium term forecast budget was unnecessary as the council has no large-scale projects which require forward plan forecasting beyond the current year.** This can be reviewed as and when necessary.

## 5.6 Policy Review\*-issues reports by Councillors & Clerks- review current policies (batches)

- Model code, Financial Regulations and Standing Orders, equality policy (1)
- General standard policies and working practices-complaints, training, mission statement, document retention (2)
- Communications Strategy, Engagement, press (3)
- Churchyards and cemeteries- regulations and closed churchyards policy (4)
- General risk policies (5)
- Landholdings and hire policies (6)

### Batch 1

No amendments required

### Batch 2

SM-Complaints procedure- form for completion should be at the end- reorder required-agreed.

One reference- to Chairman remains- needs to be updated to Chair- clerk to action

Dignity at work policy- consistency needs looking at- reference should be to staff and council representatives throughout the document- clerk to action.

Mission Statement- is fine

CCC/Pensions and Discretions policy- noted- no comments

### Batch 3

WB-Communications policy- responding to messages- clarification required that Facebook is not an official channel of how to engage with the parish council- need consistency in documentation. Auto reply needs updating/rewording.

Press and Media responding to social media- need to state engagement through telephone/email/in person- official ways to engage. WB to discuss with LB

Model publication scheme- prices per copy- need to remove this and say prices are advertised on the website (annual price changes not reflected in this document)- clerks to action

#### Batch 4

AP- Cemetery Regulations- 5.20- amendment required phrasing without comma does not make sense- clerks to rewrite for clarity

Notice of Interment- concern over old English statement 'oft which' should be replaced with 'on which'- clerk advised interment form wording consistent with original wording from 1896. Can amend for clarity.

#### Batch 5

NM- comprehensive email with proposed amendments- some of which already incorporated in the packs. Annual Investment Strategy- LB currently working on this to update some referencing legislative changes to template needed- to follow to next meeting

Risk Assessment- process based on external national approach- reasonably effective-most activities very low scoring.

Child protection /safeguarding policy- dealing with vulnerable people/children- agreed to amend paragraphs to 'must' relating to training requirements- agreed.

#### Batch 6

JB- Outdoor events policy- needs an amendment- less than 500 attendees-2 months and more than 500 attendees 6 months- for consistency- agreed. Review dates are distracting- remain from when documents were merged-clerks to remove/update

Fire/risk- need to update policies change from CRB to DBS checks

LSPA -agreed for purpose of consistency to change from 10 units or more to 'greater than 10 units' to match wording in Greater Cambridge Local Plan.

Hire-Hall letting- remove references /tidy up as now only relates to one hall for hire- Parish clerk is the contact point, no nuts policy (external organization request as main hirer)- noted

Need to update reference to PRS (music in venues) if music is to be played (premises not licensed for this activity) and update RIDDOW reference (2013). Change 'guide dog' to 'assistance dog'- agreed- and update to DBS (CRB) – agreed.

#### 5.7 Inspect Deeds and Covenants list and Asset register

#### 6. Chairpersons' review- Issues -WB/AF/NM

6.1 Order of Council agenda and any other issues- no issues arising.

#### 7. Items for next Agenda

8. Payments to be approved – vouchers 132-140- One additional payment- Shaw and Sons- purchase of additional right of burial certifications book- all payments agreed.

#### 9. Closure of Consultation meeting- 8.41pm

Signed.....dated.....

All policies are to be made available to Councillors via email/drop box.

**\*Notes item 5.6**

Each Councillor will be asked to review at least one batch of policies prior to the meeting.

Main policy issues only to be discussed (not phrasing or typo's/English etc.)

All policies are minuted as approved unless further amendments are needed/agreed at the meeting.

DRAFT