

Minutes of Whaddon Parish Council meeting held on 7th November 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs M Peyton
 Councillors Mr L Ginger (from 7.35p.m.), Mrs K French, Mrs J Lewis (from 8.00p.m.), Mr P Neale
 District Councillors Mr N Cathcart, Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 6 present (7 present from 7.50p.m.)

1.0 Apologies for Absence – received from Cllr C Rose and County Cllr L Oliver. Advance notice of late arrival received from Cllr J Lewis. Cllr N Strudwick has been granted a leave of absence until May 2012.

2.0 Declarations of interest – (Cllr L Ginger joined the meeting – 7.35p.m.) none declared.

3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 10th October 2011:
Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.

4.0 Reports from Clerk and Councillors – on matters arising: the Clerk and Cllrs provided verbal updates on matters arising from previous PC meetings:

- Data Protection Policy – the PC would have to register as a data controller under the terms of the Data Protection Act. A draft policy would be considered at the next PC meeting.
- Risk Assessment – this had been completed by the Clerk but needed to be reviewed and an action-plan completed. Action: the Clerk and Chair to review the risk assessment.
- Newsletter – Cllr French would meet with the Editor and then liaise with a local resident to discuss ways of increasing advertising revenue.
- Affordable Homes – conflicting updates had been received from SCDC planners and Bedford Pilgrims Housing Association's Development Manager about the agreed changes to the boundary treatments. SCDC Planners had asked for the PC's views on the close boarded fencing/trellis that had been installed at the rear of the site. The Cllrs commented that it was now not possible to see the views through the site to the fields beyond. It was also thought that such a significant planning change should be treated as a formal planning amendment and go through the proper process. Actions: District Cllr Cathcart to speak with SCDC Planners. The Clerk and Chair to respond to SCDC planners.
- Verges: grass-cutting and trees – Mr M Monks did not wish to head up a working party to look at verges grass-cutting and the treatment of PC owned trees. He had offered to draft a tender specification for the verges grass-cutting. Actions: Mr Monks to draft a tender specification for the verges grass-cutting for consideration by the PC. The Chair to discuss options for treatment of trees on the verge between no 55 Bridge Street and Dyers Green with SCDC's tree officer.

5.0 Reports from District and County Cllrs:

County Cllr Report: an email update from County Cllr Oliver was read out:

- Broadband – BT were responding to requests for improved broadband speed in rural areas.
- WiFi – discussions with Virgin Business Media about a pilot-study were ongoing.
- Byway 22 – County Cllr Oliver had asked for the PC's views on the reply received from CCC's Head of Transport Asset Management to their letter about the resurfacing of Byway 22. Actions: the Clerk to email County Cllr Oliver with the PC's views.

(Cllr J Lewis joined the meeting - 8.00p.m.).

District Cllrs' Report - a verbal report was given by the District Cllrs. A meeting of SCDC was due to take place next week.

- Traveller & Gypsy Needs Assessment: the Housing Portfolio Holder had reviewed the Traveller & Gypsy Needs Assessment and concluded that it seemed unfairly biased towards the District with too many sites within the area. A reassessment exercise would take place.
- Wind-farm, Litlington: there had been a presentation about a potential wind-farm at a site in Litlington which could supply electricity for up to 4,000 homes. No planning application had yet been made and there were some serious planning concerns.

6.0 Public Participation:

- A member of the public asked the PC to consider changing the Standing Orders so that no Chairman could serve for more than three consecutive years. The PC indicated that they would be open to discussing this further. Action: the Clerk to seek advice from CPALC.
- Mr M Monks advised the PC that he had drawn up a potential tender specification for the verges grass-cutting. The PC would consider this at the next meeting.
- Mr M Monks provided a Neighbourhood Watch update. There had been several crime incidents in Whaddon over the last few weeks. A full report had been emailed to the PC and would appear in the newsletter. Residents were reminded that it was dangerous to park cars in Church Street at night due to poor visibility – legally a parking light should be switched on.

7.0 Village Hall and Recreation Ground Trust (VHRGT) - update: a verbal update was provided by Cllr J Lewis (Chair of the VHRGT) following a meeting on 12th October.

- Village Hall usage questionnaires – the results had been reviewed. Currently children of secondary-school age and retirees were not being adequately catered for.
- Grant funding – VHRGT would soon be making a second application to the Big Lottery Fund. However, the BLF rules had changed and it was believed to be unlikely that all the funding could be obtained from one source. It would be necessary to break the building project down into separate elements and approach several funding sources.
- Front window – the replacement front window had now been installed.

8.0 Planning:

- 8.1 Noting of approved minutes from Planning Committee meeting of 11th July 2011** – receipt of the minutes was noted.
- 8.2 Noting of SCDC decision re S/1628/11, land adjacent 65-84 Cardiff Place, installation of two 4,000 litre LPG storage tanks** – planning permission had been granted.

9.0 Finance:

9.1 Consideration and approval of grant to VHRGT: Cllr J Lewis declared a prejudicial interest as Chair of Whaddon VHRGT and left the meeting. The PC resolved that the grant application from VHRGT for £7,194.95 (of which £742.47 to be paid today) be approved. A second grant application was expected later in the financial year. Cllr J Lewis rejoined the meeting and was informed of the PC's decision.

9.2 Approval of payments: Resolved: that the following payments be approved:

Cheques to be signed today:

Cheque No. 100744, for £2,286.00, St. Neots Windows & Conservatories, donation of front window for Village Hall.

Cheque No. 100745, for £254.00, Whaddon Village Hall & Recreation Ground Trust, reimbursement of deposit paid for village hall front window.

Cheque No. 100746, for £260.00, M D Landscapes, recreation ground grass-cutting August and September.

Cheque No. 100747, for £42.00, Dr N Strudwick, reimbursement of website domain registration fees (two years).

Cheque No. 100748, for £35.00, the Information Commissioner, notification fee.

Cheque No. 100749, for £742.47, Whaddon Village Hall & Recreation Ground Trust, grant application (phase 1).

9.3 Precept meeting - setting of date: agreed that the precept meeting would take place on 16th January 2012 (not a public meeting).

10.0 Correspondence:

- Cambridgeshire ACRE – invitation to East of England Event, St.Ives, 15th November.
- NHS Cambridgeshire – consultation re proposed redesign of mental health services in Cambridgeshire & Peterborough. Deadline 16th January 2012. Action: link to survey to be put on website.
- CCC – notification of publication of inspectors report on joint Cambridgeshire & Peterborough Minerals and Waste site specific proposals plan. The plan was found to provide an appropriate basis for planning of waste & minerals for the next 15 years.
- SCDC - request for ornaments reflecting local area for decoration of Christmas Tree.
- CCC – letter from Head of Transport Asset Management in reply to Whaddon PC's letter regarding resurfacing works on byway 22.

11.0 Recreation Ground Railings – consideration and approval of quote from new contractor – Resolved: to accept a quote of £240.00 (+VAT) from Mr Steven Scott to straighten and repair the railings on the recreation ground. The railings would still require painting. Actions: the Chair to email the contractor (copied to the Clerk) accepting the quote.

12.0 PPP3 grant – consideration of alternative uses of unspent PPP3 grant (previously set aside for Pickering Woods) – the PC was carrying forward £770 unspent PPP3 grant. Resolved: that the PC accept a quote of £300 (+VAT) from Mr Steven Scott to trim back the sides of the trees that were encroaching the path through Pickering Woods and to mow the surface. It was noted that the walking surface should ideally be cut every two to three years. Uses for the remainder of the PPP3 grant were discussed – the Cllrs were interested in having the hedge around Whaddon Gap car-park trimmed up. Actions: the Chair to email Mr Scott (copied to the Clerk) accepting the quote for the work in Pickering Woods. Cllr Neale to speak with Mr W Knight (who laid the hedge) to obtain a quote for cutting the hedge around Whaddon Gap car park.

13.0 Bridge Street Safety Signage Proposals - consideration of recommendations and agreement of actions – Cllrs Neale and Lewis made recommendations about the location of safety signs on Bridge Street. The PC was unsure if it would be allowed to put road signs on the verges (owned by CCC). Alternatives such as using plastic posts, A-frames and banners were discussed. Actions: Cllrs Neale and Lewis to make some proposals on temporary signage at the next PC meeting. The Clerk to contact CCC Highways about placing safety signs on the verges.

It was agreed to move to agenda item 18.

18.0 Village Speed Limit – agreement of actions – the PC were keen to pursue a 30mph speed limit in the village. Once the necessary process had been followed it would be cost-effective to attach new speed-limit signs to the existing poles. It was believed that some of the poles were damaged or had been removed and that the legal minimum requirements for repeater signs might not currently be met. Actions: the Chair to research legal requirements for speed-limit signage. The Clerk to write to CCC Highways to ask for posts to be reinstated/repared as necessary.

14.0 Consideration and Adoption of Draft Procedures:

14.1 Complaints Procedure – a response was still awaited from CPALC to a query on the draft procedure. This item was postponed until the next PC meeting.

14.2 Disciplinary & Grievance Procedure – Resolved: that the draft Disciplinary & Grievance Procedure be adopted by the PC subject to an amendment to allow the Vice-

Chair to deal with any grievances concerning the Chair. Action: the Clerk to make the necessary amendment and circulate the adopted policy.

- 15.0 Bridge Street Fountain Garden – consideration of ongoing gardening requirements and agreement of expenditure:** the handyman had recommended one to two hours of gardening a month to maintain the Fountain Garden. A few shrubs were needed for the rear of the Garden. Mr N Shaw and Mr M Monks volunteered to donate the shrubs – thanks were given. Actions: ongoing gardening requirements for the Fountain Garden to be considered for the 2012/13 precept.
- 16.0 Parish Plan – status update and agreement of actions** – no further progress had been made and it was proposed to re-start this project in the New Year. Cllr French agreed to assist Cllr Ginger with setting up a Working Party to manage the Parish Plan. Actions: Cllrs French and Ginger to discuss further and inform Cllr Rose.
- 17.0 Storage of legal documents – agreement of best storage location** – storage options for important legal documents (leases, land registry documents etc) were discussed. Action: the Clerk to investigate storage of documents at CCC Archives.
- 18.0 Village Upkeep and Maintenance – reporting of issues:**
- The pothole on the bend between Church Street and Meldreth Road had not been repaired - Action: the Clerk to check the status of the repair.
- 19.0 Items for next meeting**
- Adoption of complaints procedure
 - Adoption of Data Protection Policy
 - Accounts to 31st December 2011
 - Verges grass-cutting tender specification
 - Bridge Street Safety Signage
- 20.0 Date of next meeting – 9th January 2012**

There being no further business the meeting closed at 9.30 pm