

**Minutes of Whaddon Parish Council meeting held on 7<sup>th</sup> 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 10<sup>th</sup> 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 12<sup>th</sup> 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 11<sup>th</sup> 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 16<sup>th</sup> January 2012 (not a public meeting).

**10.0 Correspondence:**

- Cambridgeshire ACRE – invitation to East of England Event, St.Ives, 15<sup>th</sup> November.
- NHS Cambridgeshire – consultation re proposed redesign of mental health services in Cambridgeshire & Peterborough. Deadline 16<sup>th</sup> 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 31<sup>st</sup> December 2011
  - Verges grass-cutting tender specification
  - Bridge Street Safety Signage
- 20.0 Date of next meeting – 9<sup>th</sup> January 2012**

**There being no further business the meeting closed at 9.30 pm**

**Minutes of Whaddon Parish Council meeting held on 10<sup>th</sup> October 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, Mrs K French, Mrs J Lewis (from 7.37p.m.),  
 Mr P Neale (until 9.00p.m.), Mr C Rose  
 District Councillors Mr N Cathcart  
 Parish Clerk Mrs G van Poortvliet  
 Parishioners 2 present

**1.0 Apologies for Absence** – none received. Cllr N Strudwick has been granted a leave of absence until May 2012.

**2.0 Declarations of interest** – none declared.

**3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 5<sup>th</sup> September 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 (Cllr J Lewis joined the meeting):

- Risk Assessment – this was approximately two-thirds complete. The PC would need to ensure that a risk assessment was carried out by Whaddon Village Hall and Recreation Ground Trust (VHRGT) for the PC's assets been leased by them. Action: the Clerk and Cllr Lewis to ensure an appropriate risk assessment is undertaken by VHRGT.
- Recreation Ground Railings – it had not been possible to contact the contractor who had quoted to repair the railings. Action: the Chair to approach an alternative contractor.
- Verges: grass and trees – the Clerk and Chair had met with a representative of CCC Highways to establish which grass verges should be cut by the PC (on behalf of CCC). A map indicating the verges had been obtained. The CCC officer would ask a colleague who was responsible for trees to inspect the trees which were obstructing overhead wires or the highway. If these trees were the householders' responsibility they would be asked to cut them back. The lime trees on the verge between 55 Bridge Street and Dyers Green had not been planted by CCC and were the PC's responsibility. These trees were overgrown and the PC would need to decide what action to take.
- Meldreth Road (MR) Footway – a CCC Highways officer had inspected the damaged footway on MR and would put in a works order for the repair. The Clerk had also included the repairs needed on the MR footway in a letter written to CCC concerning Byway 22.
- Affordable Homes – a site-meeting had been held on 7<sup>th</sup> October between SCDC planners and Bedford Pilgrims Housing Association's architects to discuss the proposed amendments to the boundary treatments. Nobody from the PC had been able to attend but SCDC planners had been asked to put forward the PC's position. District Cllr Cathcart had also contacted SCDC planners to reinforce the PC's viewpoint.
- Jubilee Oak – this should be planted during the first week of November.
- SCDC Parish Liaison Meeting – the Chair provided an update from the September meeting. SCDC were looking to take over the street lighting maintenance contract from Balfour Beatty. Parish Councils would enter into a new contract with SCDC. The recent SCDC questionnaire regarding the PC taking over the grass cutting for Ridgeway Close was purely a feeler exercise to establish levels of interest. Following SCDC's 'Call for Sites' a list of building sites meeting the initial criteria had been published. No sites had been offered in Whaddon. Potential sites had been submitted in Meldreth, Bassingbourn and Melbourn. Additionally sites had been put forward at Barrington Quarry (c3,500 homes) and Cambourne (c2,500 homes). District Cllr Cathcart commented that all these sites still had to be considered by SCDC's planning department and there were more stages

yet to go through. The list had not been closed so some adjustment may occur. It was likely that consultation with the public would happen around Easter 2012.

## 5.0 Reports from District and County Cllrs:

District Cllrs' Report - a verbal report was given by District Cllr Cathcart.

- Sheltered Housing (SH): the committee looking into SH provision were trying hard to retain the warden element and were considering alternative ways of providing this service.
- SCDC – Conservative representation on SCDC had increased as an independent member had become a Conservative.

County Cllr Report: no County Cllr present.

## 6.0 Public Participation: no comments from the public.

## 7.0 Election of Vice-Chair of the Parish Council – resolved: that Cllr Ginger be elected as Vice-Chair.

## 8.0 Village Hall and Recreation Ground Trust - update: a verbal update was provided by Cllr J Lewis (Chair of the VHRGT).

- VHRGT meeting (12/09/11) – feedback had been shared from a meeting with Big Lottery Fund (BLF) advisors about how to improve chances of obtaining BLF funding.
- Village Hall usage questionnaires – these would be reviewed at a future meeting of the VHRGT.
- Draft Accounts – these had been prepared to 31/03/11 for the old Village Hall Management and Fund Raising Committee. They would need to be certified by an accountant.
- Solicitor - the VHRGT were still looking for a second solicitor.

## 9.0 Finance:

### 9.1 Consideration and approval of grant to VHRGT – the grant application had only just been received from VHRGT. This item was postponed until the November PC meeting.

Actions: The Clerk to check the grant application. Cllr Lewis to provide the Clerk with paperwork regarding the cost of the replacement front window for the VH.

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

Cheques to be signed today:

Cheque No. 100738, for £48.12, Balfour Beatty Workplace Ltd, street lighting maintenance.

Cheque No. 100739, for £181.04, Mr D Evans, handyman time and expenses for telephone kiosk refurbishment (£116.04) and Village Fountain Garden (£65).

Cheque No. 100740, for £60.00, Hales Printers, printing of Whaddon News.

Cheque No. 100741, for £870.32, Mrs G van Poortvliet, Clerks wages for 12 weeks ended 3<sup>rd</sup> October 2011 and expense allowance for qtr to 30<sup>th</sup> September 2011.

Cheque No. 100742, for £30.00, Dr N Strudwick, Chairman's expense allowance for July and part of August 2011.

Cheque No. 100743, for £20.00, Mrs M Peyton, Chairman's expense allowance for part of August and September 2011.

### 9.3 Presentation of draft accounts for six months to 30<sup>th</sup> September 2011: the Clerk presented the draft accounts and invited questions.

## 10.0 Correspondence:

- CCC – notification of amendment to bus service 127 reflecting student bus link to Bassingbourn College from Gamlingay.
- CCC – consultation re review of decision to remove all bus service subsidy. Deadline 9<sup>th</sup> December (agenda item 13.0).

- Cambridgeshire Renewables Infrastructure Framework (CRIF) – invitation to event 28<sup>th</sup> September, Shire Hall.
- CCC – details of budget consultation and invitation to participate.
- SCDC – list of sites to be registered and assessed as part of ‘Call for Sites’ initiative.
- SCDC – proposal for SCDC to take over responsibility for maintenance of street lighting from PCs and to cancel the contracts with Balfour Beatty. Request for any comments or questions.
- SCDC – invitation to site meeting, 7<sup>th</sup> October, with Paul Sexton (SCDC Planning) and Richard Martin Associates re proposed changes to boundary treatments at Affordable Homes Development, Church Street. (No PC representatives able to attend).
- CCC – invitation to attend Heavy Commercial Vehicle Strategy meeting 29<sup>th</sup> November, 7-9pm, Swavesey. Cllr Ginger to attend. Action: Clerk to RSVP on behalf of Cllr Ginger.
- CCC – copy of notice of confirmation that Footpath No 9 (via Fountains Farm, Bridge Street) had been legally diverted.
- SCDC – invitation to Planning Training and Information Session, 25<sup>th</sup> October. Cllrs French and Peyton to attend.
- CPALC – notice of AGM and accounts.
- Letter from local resident re lack of salt bins on Meldreth Road. The Clerk had already responded, explaining CCC’s policy only to provide salt for bins on roads that are not served by gritting lorries (Meldreth Road and Church Street are on the gritting route).

- 11.0 Grass cutting (verges) and Parish Council owned trees – agreement to establish a working party and agreement of remit – Resolved: to set up a working party to look at the verges grass cutting and make recommendations regarding the specification for the grass cutting contract (due to be renewed at the end of the 2011 grass-cutting season). The working party also to make recommendations about the trees on the verges between 55 Bridge Street and Dyers Green. Mr M Monks to lead the working party but to be mindful to include members with a balanced range of viewpoints. Actions: a flyer for volunteers to join the working party to be produced by Mr Monks, the Chair and Clerk, printed by Cllr Rose and distributed by volunteers. Notices to be put on the notice boards, website and in the newsletter. The Clerk to provide Mr Monks with a map showing verges to be cut, details of CCC’s grant for verges cutting and current PC expenditure. The Clerk/Chair to draw up terms of reference for the working party.**
- 12.0 PPP3 grant – consideration of alternative uses of unspent PPP3 grant (previously set aside for Pickering Woods) –** this item was postponed until the November meeting. Action: the Chair to speak with Mr R Huffer about the need for PPP3 grant funding for works in Pickering Woods.
- 13.0 CCC Bus Service Questionnaire (re potentially removing subsidy to bus route 127) – consideration of PC approach to answering the questionnaire – Resolved: that Cllr Ginger complete the questionnaire on behalf of the PC. Parishioners to be encouraged to complete the on-line survey. Actions: Cllr Ginger to complete PC copy of survey. Cllr Strudwick to put link to survey on website. Chair/Clerk to put details of on-line surveys and consultations in the newsletter. (Cllr Neale left the meeting – 9.00p.m).**
- 14.0 Complaints procedure – agreement to adopt draft procedure –** draft procedure discussed and some amendments agreed. Actions: the Clerk to check with CPALC if item 7 (liability payments) has to be included? The draft policy to be amended and included on the November agenda.
- 15.0 Diamond Jubilee Celebration – consideration of organising a celebratory event in 2012:** a discussion was held. The Recreation Ground was considered the most appropriate venue for a celebratory event. Actions: Cllr Rose to confirm dates of Jubilee bank holidays and Whaddon’s Whitsun event. Cllr Lewis to consult VHRGT about organising an event.
- 16.0 Village Upkeep and Maintenance – reporting of issues:**

- The new trees along the road by the recreation ground might benefit from being mulched and kept free of weeds. Action: the handyman would look at this.

**17.0 Items for next meeting**

- Adoption of complaints procedure/Consideration of disciplinary and grievance procedure.
- PPP3 grant
- VHRGT grant application
- Recreation Ground Railings

**18.0 Date of next meeting – 14<sup>th</sup> November 2011**

**There being no further business the meeting closed at 9.27 pm**



**Minutes of Whaddon Parish Council meeting held on 5<sup>th</sup> September 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, Mrs K French, Mrs J Lewis (from 7.32p.m.),  
 Mr P Neale, Mr C Rose  
 District Councillors Mr N Cathcart (until 9.34pm), Mr D McCraith  
 Parish Clerk Mrs G van Poortvliet  
 Parishioners 1 present (from 7.34p.m.)

- 1.0 Apologies for Absence** – received from Cllr N Strudwick. (Cllr Lewis joined the meeting).
- 2.0 Election of Chair of the Parish Council** – Cllr Strudwick had resigned as Chairman of the Parish Council (PC) as he had accepted an overseas teaching assignment. It was resolved that Cllr Peyton be elected as Chair of the PC. Cllr Peyton signed a declaration of acceptance of office as Chair.
- 3.0 Declarations of interest** – Cllr Lewis declared an interest in agenda item 8.0 as Chair of the Village Hall and Recreation Ground Trust (VHRGT).
- 4.0 Approval and Signing of minutes – from Parish Council meeting of 11<sup>th</sup> July 2011: Resolved:** that the minutes of the meeting be signed by the Chair as a true and correct record.
- 5.0 Reports from Clerk and Councillor – on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- PAYE/NIC – HMR&C had confirmed that the PC did not currently need to register for PAYE/NIC but may need to should the Clerk’s employment circumstances change.
  - Recreation Ground Railings – the PC had previously accepted a quote of £485 to repair the recreation ground railings but the contractor was no longer able to do this work. Agreed: to approach the alternative contractor (who had quoted £590). Action: Clerk to follow up.
  - VHRGT – funds which had been ring-fenced by the PC for the Village Hall refurbishment and playground expenditure and which had been transferred to the VHRGT had now been similarly ring-fenced by the VHRGT. This had been minuted by the VHRGT.
  - Bridge Street phone box refurbishment – the handyman and a group of volunteers were arranging to repaint the phone box. The handyman hoped to be able to convert the phone box to a library facility using materials already owned – the cost should be minimal.
  - Bus-service to Cambridge – a new, daily return bus-service to Cambridge had started today. Details would appear in the newsletter.
  - Newsletter – it had not been possible to redesign the layout of the newsletter for the September issue which had been printed in the usual A4 format. It was planned to move to an A5 colour format for the Christmas edition. Actions: Cllr French to follow up with local resident re trying to increase advertising revenue.
  - Bridge Street ditch - low water-level – Cllr Cathcart had discussed residents’ concerns with SCDC’s Ecology Officer. The Officer would look into it but was unlikely to take action unless there are rare species or trees present. Dry ditches were a common problem.
  - Broadband speed – Whaddon has the slowest broadband speed in Cambridgeshire County Councils’ (CCC) district but, as it does not have a Council-owned building, it is unlikely to be picked for the pilot study with Virgin Business Media.
  - Dyers Green hedges/trees – it had not been possible to speak with the tenant farmer about the hedge obstructing the highway in Dyers Green, Bridge Street. Other residents’ trees and hedges were also obstructing the highway and interfering with telephone wires. Action: the Clerk to write to all residents of Dyers Green, Bridge Street asking them to cut back hedges and trees as necessary.

- Grass-cutting (verges) – it was proposed to set-up a working party to consider verges grass-cutting and make recommendations for the specification and number of cuts for the 2012/13 grass-cutting season. Action: the Clerk to schedule an agenda item for the October PC meeting. The Clerk to set up a site meeting with CCC Highways to establish who owns what verges (and trees) in Whaddon.

## 6.0 Reports from District and County Cllrs:

District Cllrs' Report - a verbal report was given.

- Traveller sites: – the proposed site in Kneesworth (off the A1198) had been withdrawn. It was likely that there would be a shortfall in Traveller Sites locally and that more detailed plans and proposals would follow in due course. The 'Call for Sites' was still open and individuals could still offer up sites for consideration locally.
- Sheltered Housing (SH): District Cllr Cathcart was Chairman of a group looking into SH provision. Funding provided by the County Council for SH was likely to be reduced – this was being resisted and ways of maintaining service levels considered.

County Cllr Report: no County Cllr present.

**7.0 Public Participation:** A member of the public reported a pothole on the corner of Meldreth Road and Church Street. Action: the Clerk to inform CCC Highways.

**8.0 Village Hall and Recreation Ground Trust (VHRGT) - update:** a verbal update was provided by Cllr J Lewis (Chair of the VHRGT).

- VH usage Questionnaires – these had been sent out to all households and approx. 140 had been completed and returned. The information gathered would be vital to successfully filling out the Big Lottery application.
- Big Lottery Fund (BLF) application – a meeting had been held with some advisors from the BLF about how to make a successful grant application.
- Replacement front window – options for replacing the window had been discussed.
- Car boot sale – this would take place on Saturday 10<sup>th</sup> September.
- Planning Permission – the planning permission for the VH refurbishment/extension would need to be extended to allow sufficient time for fund-raising.
- Grant application to the PC – this would be submitted for consideration by the PC at the October meeting.

## 9.0 Planning

**9.1 Noting of Planning Committee recommendation re S/1628/11, land adjacent 65-84 Cardiff Place, Whaddon for two 4,000 litre LPG storage tanks and associated concrete base and fencing** – approval recommended.

**9.2 Noting of SCDC decision re S/1158/11, 53 Bridge Street, Whaddon for two storey front and rear extension** – planning permission refused.

## 10.0 Finance:

**10.1 Approval of expenditure on Local Council Risk System (LCRS):** the Clerk had trialled a computerised Risk Assessment System and proposed that it be purchased by the PC. Resolved: expenditure of £86.19 (plus VAT) on the LCRS was approved.

**10.2 Agreement of financial responsibility for fallen tree on recreation ground:** Resolved: that the expenditure be the responsibility of the VHRGT who could apply to the PC for grant assistance if necessary. Actions: the Clerk to invoice the VHRGT for the fallen tree. Cllr Rose to provide the VHRGT with a copy of the Arboricultural Report, from June 2008, on the condition of the trees on the recreation ground.

**10.3 Approval of payments:** Resolved: that the following payments be approved:  
Cheques to be signed today:

Cheque No. 100732, for £162.00, Moore Stephens, audit fee re annual return year ended 31<sup>st</sup> March 2011.

Cheque No. 100733, for £462.00, M D Landscapes, 7 cuts of recreation ground grass (June and July 2011).

Cheque No. 100734, for £136.00, Mr D Evans, handyman wages 1/6/11 to 31/7/11.

Cheque No. 100735, for £70.00, CPALC, training course (Chairmanship B) for Cllrs Peyton and Strudwick.

Cheque No. 100736, for £102.00, Eastern Tree Surgery, fallen tree on recreation ground (to be recharged to VHRGT – see 10.2 above).

Cheque No. 100737, for £103.43, DMH Solutions Ltd, Local Council Risk System (10.1 above).

**10.4 Presentation of draft accounts for qtr to 30<sup>th</sup> June 2011:** the Clerk presented the draft accounts and invited questions.

**10.5 Noting of external audit opinion:** a clean audit report had been received for the annual return to 31<sup>st</sup> March 2011. The statutory notices re rights of inspection of the annual return were being displayed on the main notice board.

#### **11.0 Correspondence:**

- CCC – letter re new Heavy Commercial Vehicle Strategy.
- CCC – notification re adoption of Minerals and Waste Core Strategy.
- CCC – letter re preparation for winter season (road gritting etc) and offer to train interested local volunteers to treat the footways etc.
- CCC – copy of formal notice re proposal to divert footpath no 9 (Dyers Green) – deadline for objections 7<sup>th</sup> September.
- SCDC – invitation to District & Parish Council Training Event re Decision Making Process, Mon 12<sup>th</sup> September.
- CCC – details of suggested changes to site-specific Waste and Minerals Proposals Plan. Deadline for representations 19<sup>th</sup> September.
- SCDC – invitation to Parish Liaison meeting 28<sup>th</sup> September 2011. Cllr Peyton to attend.
- Bramhall Construction – copy of September newsletter to be sent to Whaddon residents re Affordable Homes construction site.

**12.0 Parish Councillor Request for Leave of absence – PC decision:** Resolved that a leave of absence (23<sup>rd</sup> August 2011 to 24<sup>th</sup> May 2012) be granted to Cllr N Strudwick whilst he fulfils an overseas teaching assignment. The PC would review this decision should the work-load become too great for the remaining Cllrs. Action: the Clerk to inform Cllr Strudwick of the decision.

**13.0 Affordable Homes, Church Street– consideration of proposed revisions to boundary treatments and agreement of PC comments** – the amended plans submitted to SCDC by Bedford Pilgrims Housing Association were discussed. Resolved: that the PC request SCDC not to approve the proposed amendment to the boundary treatment and to retain the metal railings/hedge per the original design scheme. Action: the Clerk to inform SCDC of the PC's position.

**14.0 Grass cutting Ridgeway Close – agreement of PC response to SCDC Grounds Maintenance Questionnaire** – Agreed that the PC ask the working party which will be set up to consider the verges grass cutting (5.0 above) to also consider if the PC should take over responsibility for grass cutting at Ridgeway Close from SCDC. Actions: the Clerk to inform SCDC that the working party would respond in due course and to request information about the number of cuts undertaken per year, the approximate cost and what was involved in the Welfare Gardening Scheme.

**15.0 Byway 22 resurfacing works – update and agreement of actions:** during July CCC had undertaken substantial resurfacing works on Byway 22 (between Dyers Green and Kneesworth).

Whaddon PC had not been consulted (Byway 22 is technically in Kneesworth Parish). The Chair had since met with the Rights of Way Officer who authorised the work. CCC had decided to resurface the byway because it had been overused in winter and consequently had deep ruts in it and asbestos was on show. More recently a resident of Kneesworth Parish had also altered part of the highway at the bottom of Bridge Street by removing a bramble bush and areas of hedgerow. Some local residents had set up a petition and written letters to CCC to complain. The landowner had spoken and written to the Kneesworth Resident asking that the alterations cease. Resolved: that the PC write to CCC Highways 1) to express their disappointment at not being consulted over works that directly affect Whaddon, 2) to give an opinion that the works done were excessive and had resulted in increased vehicle use of the byway, 3) to complain that CCC had funded this work yet had still not repaired a damaged footway in Meldreth Road despite years of campaigning, 4) to ask that barriers be erected to limit the size of traffic using the byway, 5) to advise that the PC might pursue a Winter Closure Order. Actions: the Clerk/Chair to write to CCC Highways.

**16.0 Jubilee Oak Tree – consideration of SCDC’s offer to provide a tree and agreement of appropriate planting site:** a Jubilee Oak Tree could be supplied by SCDC but would need to be watered by the PC. The tree would be slow growing but would ultimately grow large. Resolved: that the PC accept SCDC’s offer for a Jubilee Oak and request that it be planted on the verge in Bridge Street opposite Ridgeway Close, next to an apple tree. Action: the Chair to advise SCDC.

**17.0 Minor Amendment to standing orders – agreement of minor change to 32b) model standing orders:** Resolved: that section 32b) of the model standing orders adopted by Whaddon PC be amended to read “A motion to add to or vary or revoke one or more of the Council’s standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least two councillors.” Action: the Clerk to amend the standing orders.

**18.0 Proposal to empower local councils (re new planning guidance for major developers) – consideration of proposal and agreement of PC support:** Resolved: that the PC lend their support to the campaign initiated by Leiston-cum-Sizewell requiring major developers to 1) attend local council meetings to answer questions about planning applications (if the PC wishes) and 2) provide resources to enable local councils to assess their applications. Action: the Clerk to indicate the PC’s support for the campaign. (District Cllr Cathcart left the meeting).

**19.0 Village Upkeep and Maintenance – reporting of issues:**

- CCC Highways need to be reminded to fill the salt bins in time for the winter season. Action: the Clerk to request CCC Highways to refill the salt bins.
- Meldreth Road footway had not been repaired. Action: the Clerk to remind CCC Highways.

**20.0 Items for next meeting**

- Election of Vice –Chair of the PC.
- Grass-cutting working party remit.
- PPP3 grant
- VHRGT grant application
- Accounts for qtr to 30<sup>th</sup> September 2011
- Adoption of complaints procedure

**21.0 Date of next meeting – 10<sup>th</sup> October 2011**

**There being no further business the meeting closed at 9.37 pm**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> July 2011 at 7.35p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chairman	Dr N Strudwick
	Councillors	Mrs K French, Mrs J Lewis (from 8.35p.m.), Mr P Neale, Mrs M Peyton (until 7.45p.m.), Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 8.45p.m)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	4 present

The Parish Council meeting started five minutes later than advertised due to over-running of the Planning Committee meeting which was held immediately beforehand.

- 1.0 **Apologies for Absence** – received from Cllr L Ginger. Apologies for early leaving received from Cllr M Peyton. Apologies for late arrival received from Cllr J Lewis and County Cllr L Oliver.
- 2.0 **Declarations of Interest** – none declared.
- 3.0 **Approval and Signing of minutes – from Parish Council meeting of 13<sup>th</sup> June 2011:**  
Resolved: that the minutes of the meeting be signed by the Chairman as a true and correct record.
- 4.0 **Co-option of Parish Councillor** – it was proposed and duly resolved that Mrs Kate French be co-opted onto the Parish Council (PC). A declaration of acceptance of office form was signed. (At this point Cllr Peyton left the meeting)
- 5.0 **Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous Parish Council (PC) meetings:
  - Affordable Homes – Bedford Pilgrims Housing Association (BPHA) had written an informal inquiry letter to SCDC asking to vary some of the design elements of the Church Corner scheme. As yet no detail had been obtained from either BPHA or SCDC planning. Action: the Chairman to follow up with SCDC planning. A formal Ground-breaking Ceremony would take place on the site on Tuesday 12<sup>th</sup> July 12.30-1.30p.m. The Chairman and Cllr Peyton would attend. The neighbours at Rose Cottage had been informed. Building works were anticipated to begin in August and a community event held towards the end of September. District Cllr Cathcart expressed concern that BPHA may be able to increase rents to 80% of market value which would not make them particularly affordable. He advised the PC to keep an eye on this.
  - Speed camera signs: CCC had advised the PC that it would not be able to display speed camera signs without formal police monitoring checks or equipment in place. This was not the advice that the Speedwatch team had received from the police and another CCC representative. Action: the PC to query with County Cllr Oliver.
  - Road safety briefing event: many children had already been briefed on road safety at school events. The police would also be holding an open day at Melbourn Village College. Action: Mr M Monks to work with Cllrs Neale and Lewis to produce publicity leaflets.
  - Bridge Street Traffic Safety Signage: Action: Cllrs Lewis and Neale to work with Mr M Monks to produce a combined leaflet for distribution to Bridge Street residents about proposed location of safety signs and a road safety briefing (see above).
- 6.0 **District and County Councillor Reports:**  
District Councillor report: a verbal report was given. There had been no meeting of SCDC since the last PC meeting.

- Sheltered Housing (SH) – District Cllr Cathcart was Chairman of a group looking into sheltered housing provision. SH was facing funding changes and the group were looking at ways to maintain service levels.

County Cllr Report: postponed until the arrival of County Cllr Linda Oliver:

## 7.0 Public Participation:

- A member of the public wished to bring up an item under agenda item 16.0.
- A member of the public wished to comment on agenda item 13.0  
The Chairman would bring in members of the public during discussions of those agenda items.

## 8.0 Village Hall and Recreation Ground Trust (VHRGT):

it was agreed to postpone this item until the arrival of Cllr J Lewis (Chair of the VHRGT).

## 9.0 Planning

- 9.1 noting of Planning Committee recommendation re S/1158/11, 53 Bridge Street, Whaddon for two storey front and rear extension – refusal recommended.
- 9.2 noting of SCDC decision re S/0845/11, 5 Bridge Street, Whaddon for an extension – planning permission granted.
- 9.3 update from SCDC’s Parish Council Planning Policy Briefing – postponed until September meeting.

It was moved to make an appointment to the Planning Committee. The PC resolved that Mrs K French be appointed to the Planning Committee (to replace Mr W Burchett).

## 10.0 Finance:

### 10.1 Approval of payments: Resolved: that the following payments be approved:

#### Cheques to be signed today:

Cheque No. 100728, for £396.00, MD Landscapes, grass-cutting of recreation ground (6 cuts from 22<sup>nd</sup> March to 12<sup>th</sup> May).

Cheque No. 100729, for £78.00, Dr N Strudwick, reimbursement of newsletter printing costs.

Cheque No. 100730, for £50.00, Dr N Strudwick, Chairman’s expense allowance for qtr ended 30<sup>th</sup> June.

Cheque No. 100731, for £1091.25, Mrs G van Poortvliet, Clerks wages and expense allowance for 15 weeks to 11<sup>th</sup> July plus expense reimbursement for refreshments for Annual Parish Meeting.

### 10.2 Approval of costs for conversion of Bridge Street phone box to library facility: £250 was already ring-fenced for phone box refurbishment. Approval of additional costs postponed until September meeting when cost estimates should have been received. Action: The Clerk/Chairman to liaise to finalise who should be asked to do the refurbishment and conversion work.

## 11.0 Correspondence:

- CCC – copy of new speed limit policy.
- SCDC – notification re Strategic Housing Land Availability Assessment call for sites (17<sup>th</sup> June to 29<sup>th</sup> July).
- Charter Development Group – request for comments on draft Councils Charter (agenda item 15).
- SCDC – invitation to Parish Planning Forum (20<sup>th</sup> July). Cllr Peyton to attend.
- BPHA – invitation to Ground Breaking Ceremony at Affordable Homes Site, Church Street Whaddon, 12<sup>th</sup> July, 12.30p.m. Chairman and Cllr Peyton to attend.
- CCC – background information details of Street Lighting PFI project in advance of consultation.

- 12.0 Village Newsletter – agreement of format and approval of costs:** Format – it was resolved that the format of the newsletter be changed to A5 leaflet style with a card cover. An electronic version would be produced for the website. Costs – a quote had been received of £137 per issue (£548 per year) using a printed coloured-card cover and for £185 per issue (£740 per year) using a more elaborate colour-printed cover. It was hoped to reduce net costs by increasing advertising income – a resident with experience in advertising sales had offered to advise the PC. Resolved: to authorise a full colour-printed cover version (£185) for the next issue of the newsletter and review this again at the October PC meeting. Actions: the Chairman to authorise the printers to produce the next edition of the newsletter and to speak with resident re progressing advertising income. The Clerk to schedule agenda item for October PC meeting.

Cllr J Lewis joined the meeting (8.35p.m) and declared a prejudicial interest in agenda item 8.2. as Chair of the VHRGT.

- 13.0 Bridge Street Stream – discussion re water level and agreement of actions** – the stream in Bridge Street had recently completely dried up, apparently overnight. Advice had been sought from the Environment Agency – the ‘stream’ is actually a drainage ditch so not of concern to the Environment Agency when it dries up. However, the ditch had dried up suddenly because the pump which serves the borehole at Holland Hall had been struck by lightning and had broken. The borehole provides the water for Whaddon Brook and the pump is used to keep water levels up in dry weather. Members of the public commented that although it might only be a drainage ditch it was important to residents of Bridge Street as it was picturesque and attracted wildlife. Actions: District Cllr Cathcart to speak with the SCDC Ecology Officer to see if any practical advice was available for maintaining water levels. Mr M Monks/Cllr Peyton to write something for the village newsletter advising residents of the situation regarding the drainage ditch.

County Cllr Oliver entered the meeting and it was agreed to return to agenda item 6.0

## **6.0 Reports from District and County Cllrs**

County Cllrs Report – a verbal report was given:

- Gamlingay Village College – CCC Cabinet had decided that pupils would be transferred to Stratton Upper School and Community College, Biggleswade and not to Bassingbourn Village College.
- Southern Cross Care Homes – although Southern Cross Healthcare had ceased trading, the care homes continued to operate and residents continued to be looked after. The Administrators had a duty to operate the homes as well as finding new owners.
- Subsidised transport – recent reports in the Royston Crow were wrong and there would be no changes to subsidised transport in the area.
- Wi-fi trial site – Virgin Business Media were interested in finding a trial site for wi-fi. The PC confirmed that Whaddon wanted to be considered for a pilot scheme. Actions: County Cllr Oliver to speak with Virgin Business Media.
- County Cllr Oliver was no longer performing her Cabinet member role for CCC due to other work commitments.
- Speed camera signs – under current legislation it would not be possible for Whaddon PC to put up speed camera signs on the basis that Speedwatch checks were being carried out.

It was agreed to move to agenda item 8.0

## **8.0 Village Hall and Recreation Ground Trust (VHRGT):**

**8.1 Update from VHRGT** – a verbal report was given by Cllr Lewis.

- VHRGT grant application – this had not yet been completed as the Trustees had been focussing on compiling a consultation questionnaire.

- Consultation Questionnaire – up-to-date consultation information was required for grant funding applications and it was important that residents completed them. Questionnaires were in the process of being distributed and could either be returned to the VHRGT stall at the Church Fete or would be collected door-to-door.
- Grant funding applications – VHRGT would be going back to the Big Lottery Fund on 12<sup>th</sup> July to review their application. They were likely to reapply at the end of Summer. Other grant sources were also being considered. Cambridgeshire ACRE had been very helpful.

**8.2 Consideration of grant application from VHRGT – postponed until September.**

**14.0 PPP3 Grant – update on status of Pickering Woods works and discussion of alternative uses for grant funding if applicable** – it had not been possible to get a status update about the proposed works on the permissive paths through Pickering Woods. Actions: Cllr Lewis to speak with Mr Huffer to get an update. The Clerk to schedule an agenda item for September. All Cllrs to consider alternative uses for the grant funding. Cllr Neale to put together a proposal for the September PC meeting.

**15.0 SCDC Councils Charter – agreement of PC comments on draft Charter** – the draft Charter was discussed. It was considered to be too long and members of the PC struggled to see the added value. Actions: the Clerk/Chairman to co-ordinate a response.

**16.0 Village Upkeep and Maintenance – reporting of issues:**

- A hedge in Bridge Street, bordering Fountains Farm, was overgrown onto the highway. Action: the Chairman to speak with the tenant farmer.
- Members of the public queried how often the verges were cut and a member of the public offered to overlook the quality of the cutting. The PC usually contracts for four cuts a year but had requested five cuts this year. The cuts had started later this year as the grass had not been growing. Action: the Clerk to contact the contractor and find out when the next cut is due.
- A member of the public reported that the trees in Bridge Street, on the verge between number 55 and Dyers Green were overgrown. Members of the PC were unsure who was responsible for looking after these trees. Action: the Clerk to speak with Cllr Peyton to try to establish responsibility for the trees.

**17.0 Items for next meeting**

- Election of Chairman/consideration of leave-of-absence – the Chairman announced that he had accepted an overseas teaching assignment for a year starting in August. He would resign as Chairman but would ideally like to continue to be involved with the PC via a leave-of-absence.
- Update on SCDC's Parish Council Planning Policy Briefing
- PPP3 grant
- VHRGT grant application
- Accounts for qtr to 30<sup>th</sup> June 2011
- Approval of costs for conversion of adopted phone box to library facility
- Review of village newsletter format and costs (October meeting)

**18.0 Date of next meeting – 12<sup>th</sup> September 2011**

**There being no further business the meeting closed at 9.25 pm**



**Minutes of Whaddon Parish Council meeting held on 13<sup>th</sup> June 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:           Chairman                   Dr N Strudwick  
                   Councillors                 Mr L Ginger, Mrs J Lewis, Mr P Neale, Mrs M Peyton,  
                   District Councillors     Mr N Cathcart  
                   County Councillor       Mrs L Oliver (from 8.42p.m)  
                   Parish Clerk               Mrs G van Poortvliet  
                   Parishioners               2 present

**1.0 Apologies for Absence** – received from Cllr C Rose and District Cllr D McCraith. Advance notice of late arrival received from County Cllr L Oliver.

**2.0 Declarations of Interest** – Cllr J Lewis is the Chair of Whaddon Village Hall & Recreation Ground Trust (VHRGT) and has a prejudicial interest in agenda item 8.2. Cllr L Ginger is a Holding Trustee of the VHRGT.

**3.0 Approval and Signing of minutes:** Resolved: that the minutes of the following meetings be signed by the Chairman as a true and correct record:

**3.1 Annual Parish Council (PC) meeting of 9<sup>th</sup> May 2011**

**3.2 PC meeting of 9<sup>th</sup> May 2011**

**3.3 Extraordinary PC meeting of 18<sup>th</sup> May 2011**

**4.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous Parish Council (PC) meetings:

- Affordable Homes/S106 agreement – following an extraordinary meeting, the PC had responded to SCDC commenting on the amended draft S106 agreement. A response had since been received from SCDC's legal department and the agreement would now be signed. District Cllr Cathcart expressed concern that the affordability of the housing was being diluted – he would make representations to SCDC regarding this. District Cllr Cathcart advised that Bedford Pilgrims Housing Association (BPHA) had asked SCDC planning department to change or remove some elements from the approved design of the houses. Action: the Chairman to request details of the changes proposed by BPHA.
- PC representative on the Village Hall and Recreation Ground Trust (VHRGT): it was confirmed that it would not be necessary to seek a replacement PC representative (following the resignation of Cllr W Burchett). Instead a representative would be appointed from a user-group of the hall.

**5.0 District and County Councillor Reports:**

District Councillor report: a verbal report was given:

- Planning Policy - SCDC needed to find more land for housing development in order to meet Central Government requirements. SCDC would issue a call for building sites, beginning on 16<sup>th</sup> June and lasting for six weeks.

County Cllr Report: postponed until the arrival of County Cllr Linda Oliver:

**6.0 Public Participation:**

- A member of the public questioned whether the PC planned to hold a road safety talk at the Church Fete and stated that the Parochial Church Council would prefer this not to happen. The PC responded that Mr M Monks (Neighbourhood Watch) was in discussions with the police as to the most effective means to deliver this road safety information.

- 7.0 Vacancy for a Parish Cllr – update and appointment of a committee for dealing with co-option of a new councillor:** SCDC had confirmed that an election had not been requested and that the PC could co-opt a new cllr. The vacancy would be advertised in the upcoming edition of the village newsletter and interviews would be likely to take place in early July. The interviewing committee would comprise the Chairman, Cllr Neale, Cllr Peyton and Cllr Ginger. Cllr Lewis would be involved if available. Cllr Rose to be kept informed of interview dates. The current issue of the newsletter had been delayed due to technical problems with the printer. Resolved: that the PC pay a printing company to produce the current newsletter to avoid further delay. A quote from a local company for £220 could be accepted unless an alternative cheaper option could be found quickly. Actions: The Chairman to request an alternative printing quote and accept the cheapest option. Cllrs to email the Clerk with dates in July when they would not be available for interviews.

It was agreed to move to agenda item 13.0

- 13.0 Village Newsletter – consideration of production frequency and format:** – the possibility of changing the frequency of the newsletter (currently quarterly) and the format were discussed. The Chairman invited Mrs J Pascoe (editor of Whaddon News) to join the discussion. Also discussed was the delivery of newsletters to ex-residents who still wished to receive them. Resolved: that the PC/ Mrs Pascoe work together to find a new format for Whaddon News. Production frequency would initially remain unchanged but would be reviewed again after the format had been revised. Future copies of the newsletter supplied to ex-residents would need to be paid for by those ex-residents. Actions: The Chairman, Cllr Ginger and Mrs Pascoe to form a working group to agree changes to the newsletter format and to arrange quotes for printing (including use of some colour if appropriate). The Clerk to schedule a future agenda item on this topic. The Clerk to write to ex-residents and inform them that future copies of the newsletter would need to be paid for. The Chairman thanked Mrs Pascoe for the excellent job she had done as editor.

**8.0 Village Hall and Recreation Ground Trust (VHRGT)**

**8.1 Update from VHRGT:** a verbal report was provided by Cllr J Lewis (Chair, VHRGT). All insurance was now in place including trustee indemnity insurance. A representative from Cambridgeshire ACRE would help VHRGT to rewrite their application for Big Lottery funding. More work was needed consulting residents about their requirements from the Village Hall – this would have to include some face-to-face interviews, especially with the elderly and teenagers. The VHRGT hoped to have a stand at the Church Fete to raise awareness and assist with the consultation exercise. The proprietor of Tiny Talk had agreed to be a Trustee for the VHRGT. A new social event, Whaddon Olympics, was being considered as a fund raiser and was provisionally scheduled for 3<sup>rd</sup> September. (At this point County Cllr L Oliver entered the meeting (8.42pm)).

**8.2 Consideration of grant application from VHRGT:** VHRGT were not currently in a position to submit a grant application to the PC. Actions: Cllr J Lewis to provide figures for the insurance premium paid by VHRGT and complete a grant application. The Clerk to source appropriate grant application forms and schedule a future agenda item.

**5.0 Reports from County Cllr:** County Cllr Oliver provided a verbal update:

- Following a meeting with BT's regional director, there are plans to improve the broadband service for Bassingbourn and Arrington in September. The PC pointed out that, due to the quality of the wiring in Whaddon, this would not help the situation in Whaddon itself.
- CCC Highways policy had changed to allow local residents and parish councils to have greater influence on changing local speed limits.
- A1198 Speed Limit reduction – CCC Highways are using this as a test case and asking local people to pay for the changes to the speed limit. They are currently in talks with ATR Bassingbourn.

- Another visit to Donarbon recycling facility has been scheduled for 17<sup>th</sup> September.
- A new initiative, 'Making Assets Count', involves public sector authorities trying to work together to share premises and hence reduce costs. The existing shared services arrangement with Northamptonshire CC has been working well.
- Gamlingay Village College had gone into special measures and a meeting will be held on 14<sup>th</sup> June to discuss its future. One option (although not the preferred one) would be to transfer the students to Bassingbourn Village College.

## 9.0 Planning:

- 9.1 **Noting of Planning Committee recommendation re S/0845/11, 5 Bridge Street for an extension – approval recommended**
- 9.2 **Noting of SCDC decision re S/0437/11 and S/0436/11, 8 Church Street for retention of and alterations to conservatory (regularisation of unauthorised work) and erection of a conservatory (part retrospective) – planning permission granted.**
- 9.3 **Noting of receipt of approved Planning Committee Minutes from meeting of 3rd May 2011 – receipt noted.**

## 10.0 Finance:

- 10.1 **Approval of payments:** Resolved: that the following payments be approved:  
Cheques already signed (18<sup>th</sup> May 2011)  
 Cheque No. 100725, for £632.18, Aon Ltd, annual insurance premium  
 Cheque No. 100726, for £20.81, EDF Energy Ltd, final energy bill re phonebox  
Cheques to be signed today  
 Cheque No. 100727, for £97.20, Playsafety Ltd, playground ROSPA safety inspection.
- 10.2 **Internal Auditor's Recommendations – agreement of actions:** Resolved: that the PC adopt the two recommendations contained in the Internal Auditor's report (minutes to be kept of Precept Meeting and risk assessment exercise to be documented). Actions: The Clerk to see if CPALC has any standard risk assessment documents. Cllrs to consider risks and email details to the Chairman/Clerk.

## 11.0 Correspondence:

- CCC – consultation re proposal to take over Civil Parking Enforcement from the police. Deadline 17<sup>th</sup> June. The PC did not wish to respond to this consultation.
  - SCDC – email response re request for representation on Strategic Housing Land Availability Assessment stating that CPALC will now represent PCs.
  - SCDC – details of tree planting grants available
  - SCDC – draft report following survey on Council's Planning Service. Deadline for comments 10<sup>th</sup> June. The PC did not wish to respond.
  - SCDC – invitation to PC briefing session re Planning Policy in South Cambridgeshire, 17<sup>th</sup> June. Cllr Peyton to attend.
  - SCDC – email response from solicitor re PC's comments on amended S106 agreement.
  - SCDC – request for nominations for a PC representative to the Standards Committee.
  - SCDC – request for nominations for Community Pride and Village Hero Awards (deadline 29<sup>th</sup> July)
  - ROSPA report – no significant safety risks identified.
- Cllr Peyton reminded Cllrs to inform the Clerk/Chairman if they are going to be away to avoid mail being unnecessarily held up.

## 12.0 Annual Parish Meeting (APM) Actions:

- 12.1 **Consideration of proposal to convert adopted phone box into a library facility – discussion and agreement of actions:** the PC agreed in principle the concept of converting the Bridge Street phone box into a library facility. The library would be

maintained by volunteers from the village. Actions: the Clerk to email Mr N Shaw regarding the PC decision and ask the handyman to provide quotes for the necessary costs.

**12.2 Discussion and agreement of other actions arising from the APM:** the issue concerning improved Broadband speed was already being actioned by the PC.

**14.0 Planning for Traveller Sites Consultation – consideration and agreement of PC response –** the Central Government consultation set out general principals rather than detailed proposals. A discussion was held and District Cllr Cathcart and County Cllr Oliver were invited to give their views. Actions: the Chairman to discuss further with District Cllr Cathcart. The Chairman to circulate the consultation questions to the Cllrs for comment/response. The Clerk/Chairman to respond formally if appropriate.

At this point County Cllr L Oliver left the meeting (9.20pm)

**15.0 Village upkeep and maintenance – reporting of issues**

- A new bus service to Cambridge had been registered and would be stopping at Whaddon. Action: Cllr Ginger to investigate further and report back.
- The poor state of the footway in Meldreth Road was again brought up – this had already been reported to CCC Highways.

**16.0 Items for next Meeting**

- **VHRGT grant application**
- **Village Newsletter format**
- **Approval of costs for conversion of adopted phone box to a library facility**
- **Update from SCDC PC Briefing Session**
- **Ideas for alternative uses for unspent PPP3 grant** (Actions: Cllr Neale/the Clerk to check current status with Mr R Huffer).
- **Production of an Emergency Plan**

**17.0 Date of next meeting (11<sup>th</sup> July 2011).**

**There being no further business the meeting closed at 9.28 pm**

**Minutes of Whaddon Parish Council Extraordinary Meeting held on 18<sup>th</sup> May 2011 at 8.00p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:           Chairman                   Dr N Strudwick  
                   Councillors                Mr L Ginger, Mrs M Peyton, Mr C Rose  
                   Parish Clerk                Mrs G van Poortvliet  
                   BPHA representative    Ms Christine Steele  
                   Parishioners                1 present

**1.0 Apologies for Absence** – received from Cllr J Lewis and Cllr P Neale.

**2.0 Declarations of Interest** – none declared.

**3.0 Affordable Homes – amended S106 agreement:**

**3.1 Discussion of amendments to draft S106 agreement** – the Parish Council (PC) had previously received, and commented upon, a draft S106 agreement relating to the Affordable Homes development, Church Street, Whaddon. Since then an amended S106 agreement had been received from South Cambridgeshire District Council's (SCDC) lawyers and the PC had been asked to comment again. The amendments specified that, of the eight dwellings, three would be 'intermediate affordable housing' defined as 'housing at prices and rents above those of Affordable Rent but below market price and rents.' The PC had been aware that three dwellings would be provided on a shared ownership basis. A discussion was held and questions were asked of Ms Christine Steele, Development Manager, Bedford Pilgrims Housing Association (BPHA). Ms Steele advised that intermediate rents were typically up to a maximum of 80% of market value and that shared equity would also be capped at 80%. In contrast, Affordable Rents varied but were usually around 50-55% of open rental values. The need to have three shared ownership houses was a result of funding issues. The PC asserted to Ms Steele the importance to them that the homes remain affordable for local people in need. The PC questioned that, although there is a cap of 80% shared equity, discussions with SCDC Housing Department had led them to believe that people with an existing right-to-buy tenancy could transfer to the development and then exercise their right-to-buy. Ms Steele was not aware of such circumstances but stated that this was not the intention of the agreement.

**3.2 Agreement of Parish Council response - Resolved:** that the PC respond to SCDC as follows:

- the PC would like clarification as to whether the S106 agreement would prevent someone who already had a right-to-buy tenancy and who was later transferred to a house on this development from exercising that right-to-buy and therefore overriding the maximum 80% equity restriction.
- to request that the maximum 80% shared equity restriction be defined within the agreement. At the moment this is not specified although the PC believes it is understood to be the case by the parties to the agreement.
- to request that a clause be inserted into the S106 agreement which requires the PC be informed of any future changes to the agreement after it has been signed.

Action: the Clerk to respond to SCDC as agreed above.

The Chairman thanked Ms Steele for attending the meeting.

**4.0 Date of next meeting (13<sup>th</sup> June 2011).**

**There being no further business the meeting closed at 8.25 pm**

**Minutes of Whaddon Parish Council meeting held on 9<sup>th</sup> May 2011 at 8.08p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis, Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Guest Speaker	Mr Lawrence Green (SCDC)
	Parishioners	2 present

The Parish Council (PC) meeting started eight minutes later than advertised due to the over-running of the Annual Parish Council meeting which had taken place immediately beforehand.

- 1.0 Apologies for Absence** – received from County Cllr L Oliver.
- 2.0 Declarations of Interest** – Cllr J Lewis is the Chair of Whaddon Village Hall & Recreation Ground Trust (VHRGT) and has a prejudicial interest (agenda item 9.2). Cllr L Ginger is a Holding Trustee of the VHRGT.
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 11<sup>th</sup> April 2011 - Resolved:** that the minutes of that meeting be signed by the Chairman as a true and correct record.
- 4.0 Guest Speaker – Emergency Planning Officer (SCDC)** – Mr Lawrence Green, Emergency Planning Officer, SCDC, gave a short talk about the purpose of having an emergency plan for the village. Copies of an example emergency plan and a community risk register were circulated. Questions were taken. It is not a statutory requirement for the village to have an emergency plan but it is recommended best practice. The Plan should concentrate on local issues and risks but also be sufficiently generic to allow flexibility of response. The Chairman thanked Mr Green. Action: consideration of an emergency plan to be a future agenda item. (Mr Green left the meeting).
- 5.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Teen shelter (Recreation ground) – the weakened shelves would be removed from the shelter due to the risk (they were being used for climbing and had been damaged).
  - Visit to Basingbourn Barracks – a visit was provisionally scheduled for 1<sup>st</sup> June.
  - Litter on the A1198 – this had been reported to SCDC by District Cllr McCraith.
  - Road safety talk – Cllr Rose and Mr M Monks (Speedwatch) were now considering having a talk on road safety, by the PCSO, at the Church Fete.
  - Affordable Homes/S106 agreement – the PC had responded to SCDC commenting on the draft S106 agreement. However, an amendment had recently been made to the draft agreement formalising the fact that five houses would be for rent but three would be shared-ownership (up to 80%). The amended draft had been received too late to formally discuss at this PC meeting but SCDC wanted an urgent response. Action: an extraordinary meeting to be arranged to agree the PC response to the amended S106 agreement.
- 6.0 District and County Councillor Reports:**
- District Councillor report: a verbal report was given:
- There had been no meeting of SCDC since the last PC meeting due to the local elections.
  - The Conservatives had gained two seats from the Liberal Democrats at the local elections.
  - Central government had now published its guidelines regarding Gypsies and Travellers. Local Authorities are still required to make appropriate provision. The guidelines are a

consultation document and the PC would need to consider if it wished to comment.  
Action: the Clerk to circulate the gypsy & traveller policy to the PC.

County Cllr Report: the Chairman read out an email update from County Cllr Linda Oliver:

- Cambridgeshire County Council (CCC) has a new leader, Cllr Nick Clarke.
- Changes to transport funding – CCC is working on a new cross authority transport scheme.
- Local speed limits – residents will have the power to change speed limits but must fund it.
- Guided busway – the contractors had handed over the route to CCC. Further works can now take place.

## 7.0 Public Participation:

- A member of the public reported that weeds were breaking through the footway past the Church towards the entrance to Coningsby Farm and pushing it up. Action: The Clerk to report to CCC Highways.
- A member of the public reported that the paved area on the new bus turning circle had occasionally been used to park vehicles. This would prevent buses from stopping and turning there. Action: the Clerk to report this to CCC and request an appropriate remedy.

## 8.0 Resignation of Parish Cllr

**8.1 Noting of receipt of resignation:** the PC noted with regret the resignation of Cllr W Burchett. The Chairman and Cllrs thanked Cllr Burchett for his contribution to the PC.  
Action: the Clerk to advertise the vacancy and notify SCDC.

**8.2 Reassignment of tasks:** the PC agreed that it would now deal directly with the handyman. Cllr Burchett had been a trustee of Whaddon VHRGT – the PC asked the VHRGT to review whether it needed another representative from the PC or whether they could get a representative from another user group instead. Action: Cllr Lewis to investigate.

## 9.0 Village Hall (VH)

**9.1 Update from VHRGT –** Cllr Lewis (Chair of the VHRGT) provided a verbal report:

- There had been a meeting on 5<sup>th</sup> May 2011.
- A quote of £969 had been received to repair and make good the bottom section of the front window in the VH.
- Whaddon Playground Project would be donating the profits from this year's Party in the Barn fundraiser to the VHRGT.
- The application for funding from the Big Lottery Fund had been rejected but significant feedback had been given. It should be possible to reapply for funding.
- A questionnaire had been produced to gauge residents' needs from the VH. The feedback from the Big Lottery Fund would be incorporated in the questionnaire.

**9.2 Discussion and agreement on options for payment of expenses and grant for VHRGT:** Resolved: 1) the PC would continue to pay for and manage the recreation ground grass-cutting until the end of the existing contract (end of 2012). After this it would be reviewed. 2) the PC would pay the ROSPA playground inspection for 2011. After this is would be reviewed. 3) VHRGT to insure its assets and to apply to the PC for a grant to cover this. Action: agenda item for next PC meeting - VHRGT grant application.

## 10.0 Planning

**10.1 Noting of Planning Committee recommendation re S/0433/11 Beech House, 32 Meldreth Road, Whaddon for removal of attached picket fence and gates and erection of new picket fence and gates and a car port:** Noted that the Planning Committee had recommended approval.

**10.2 Noting of SCDC decision re S/0027/11, 87 Meldreth Road, Whaddon for an extension:** SCDC had approved planning permission.

**10.3 Noting of receipt of approved minutes of Planning Committee meeting of 11<sup>th</sup> April 2011:** minutes noted.

**11.0 Finance:**

**11.1 Approval of payments:** Resolved: that the following payments be approved:

Cheques to be approved today (9<sup>th</sup> May 2011)

Cheque No. 100721, for £142.92, Cambridgeshire & Peterborough Association of Local Councils (CPALC), subscription.

Cheque No 100722, for £60.00, Mr B Huett, internal audit fee.

Cheque No 100723, for £188.52, Mr W Burchett, toolkit for playground inspections.

**11.2 Approval of additional expenditure for extra copies of newsletter** – an additional 15 copies of the newsletter are needed for Cardiff Place. In the future more copies would be needed for the Affordable Homes Development and potentially for the homes in Cambridge Crescent. Current costs are approximately 5p per copy. Agreed: that up to 250 copies of the newsletter be approved for future production and that an additional 15 copies be approved immediately for Cardiff Place. Action: the Clerk to request an additional 15 copies of the newsletter.

**11.3 Approval of expenditure for recreation ground railings** – two verbal quotes had been received to repair the recreation ground railings. One quote was for £590 and the other for £485, both inclusive of VAT. Resolved: to accept the quote for £485. Action: Cllr Burchett to liaise with the successful contractor and also advise a timeframe for the work.

**11.4 Approval of expenditure on Bridge Street Fountain Garden** – Resolved: that up to £100 be spent by the handyman on plants for the Fountain Garden. Plants to be as per the Fountain planting schedule. Action: the Clerk to request the handyman to source appropriate plants up to a maximum value of £100.

**11.5 Approval of annual report and accounts to 31<sup>st</sup> March 2011** – Resolved: 1) that the draft accounting statements and annual governance statement be approved by the PC and signed by the Chairman and Clerk and 2) that the following reserves be ring-fenced and carried forward:

- PPP3 grant (for Pickering Woods) £770
- Phonebox refurbishment £250
- Traffic calming measures £3,100
- Parish Plan £1,000

3) that the ring-fenced reserves for the VH (£2,660) and Playground (£3792) be transferred to the VHRGT on the understanding that the funds be ring-fenced by the VHRGT and 4) that cheque no 100724 for £6,452.48 to VHRGT be approved for payment. Actions: the Clerk to submit the annual return to the external auditors. Cllr Lewis to officially request that the VHRGT ring-fence the monies transferred by the PC to spend on appropriate projects. The Clerk to produce a summary of the Annual Accounts for the newsletter.

**11.6 Noting of internal auditor's report and agreement of actions** – the internal auditor's report was read out and comments noted. Actions: internal auditor's recommendations to be a future agenda item.

**12.0 Correspondence:**

- SCDC – request for PC input re type of replacement recycling facility (agenda item 15.0).
- NALC – consultation re review of statutory duties placed on local government (deadline 14<sup>th</sup> April – not received in time to respond).
- Little Gransden Aerodrome Consultative Committee – minutes from meeting, 6<sup>th</sup> April 2011.
- SCDC – letter from Housing Allocations department in reply to letter sent by PC re priority status and local connections in housing allocation.



- SCDC Strategic Housing Land Availability Assessment – invitation to register interest in becoming a member of the South Cambridgeshire Housing Market Partnership. Action: the Clerk to register interest for Cllr Peyton.
- Alfred John Palmers Trust – copy of accounts.

### **13.0 Speed limits in village – discussion and agreement of actions:**

- A1198 speed limit – as yet no response had been received from CCC regarding whether the proposed speed limit of 50mph between Whaddon Gap and Kneesworth had been formally agreed. The Chairman had queried what the speed limit would be between Whaddon Gap and Whaddon Village. It was likely to remain at 60mph.
- Whaddon speed limit – CCC had adopted a policy which gave residents the power to change speed limits. It might be possible to include appropriate questions in the Parish Plan to demonstrate demand for a lower speed limit through the village.

**14.0 Annual Parish Meeting – update from event and agreement of PC actions** – this item was postponed until the next meeting.

**15.0 Golf Centre car-park recycling bank – agreement of PC request re nature of replacement facility** – SCDC had offered Whaddon either a media or clothes recycling bank to replace the glass recycling bank that had been removed from the Golf Centre car park. The new facility might not be located in the same place. Agreed: that the PC did not want an additional recycling facility as Whaddon was well-served by local recycling banks. Action: the Clerk to inform SCDC of the decision.

**16.0 SCDC Standards Committee – update on future of Committee and agreement of PC response to consultation** – Agreed: that the PC could not comment on a voluntary code of conduct without knowing what this might be. Action: the Chairman to respond.

### **17.0 Village upkeep and maintenance – reporting of issues**

- The footway on the left hand side of Meldreth Road, heading towards Meldreth, which had been damaged by the road sweeping machine was now in poor repair and considered quite dangerous. Action: the Clerk to report to CCC Highways.
- There had been a pile of wood chips in Whaddon Gap car park for some time – Action: the Clerk to report to SCDC.
- The no parking sign on Ridgeway Close had still not been repaired. Action: District Cllrs to follow up.
- A guard was missing from one of the heaters in the VH. Action: Cllr Lewis to report this to VHRGT.

### **18.0 Items for next Meeting**

- **VHRGT grant application**
- **Actions arising from the Annual Parish Meeting**
- **Review of Internal Auditor's recommendations.**
- **Production of an Emergency Plan**

**19.0 Date of next meeting (13<sup>th</sup> June 2011).**

**There being no further business the meeting closed at 10.03 pm**

**Minutes of Whaddon Parish Council's Annual meeting held on 9<sup>th</sup> May 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present: Chairman Dr N Strudwick  
 Councillors Mr W Burchett (from 7.38pm), Mr L Ginger,  
 Mrs J Lewis (from 7.35pm), Mr P Neale, Mrs M Peyton, Mr C Rose  
 District Councillors Mr N Cathcart, Mr D McCraith  
 Parish Clerk Mrs G van Poortvliet  
 Parishioners 2 present

- 1.0 Election of the Chairman of the Parish Council (PC) – resolved that Dr N Strudwick be elected as Chairman of the PC. Dr N Strudwick duly signed the Declaration of Acceptance of Office.**
- 2.0 Apologies for Absence – none received.**
- 3.0 Election of the Vice-Chairman of the PC - resolved that Mrs M Peyton be elected as Vice-Chair of the PC.**
- 4.0 Noting of the approved minutes from the last Annual PC Meeting (10<sup>th</sup> May 2010) – the minutes were noted.**
- 5.0 Standing Committees (Village Hall Management and Fundraising Committee (VHMFC) and Planning Committee):-**
- 5.1 Review of Terms of Reference and Delegation Arrangements for Planning Committee – Resolved: that item 4) Duties, bullet-point 3 be amended from ‘an annual report shall be presented at the PC’s Annual Meeting’ to ‘an annual report shall be produced if requested by the PC.’ Action: the Clerk to amend the Planning Committee Constitution as agreed.**
- 5.2 Receipt of nominations to Planning Committee – Resolved: that the following be appointed to the Planning Committee:**  
 Mr L Ginger  
 Mr P Neale  
 Mrs M Peyton  
 Mr C Rose  
 There would be one vacancy on the Planning Committee following the resignation of Mr W Burchett from the PC. A new member would be nominated once the PC had recruited a new councillor.
- 5.3 Winding up of the VHMFC – Resolved (1): that the VHMFC be wound up. Resolved (2): that the VHMFC bank accounts are closed and the balances transferred directly to Whaddon Village Hall and Recreation Ground Trust (subject to the confirming with the Cambridgeshire and Peterborough Association of Councils that this could be done). Action: the Clerk to check with CPALC re resolution (2).**
- 6.0 Review of PC Standing Orders and Financial Regulations - reviewed and no changes requested.**
- 7.0 Review of inventory of land and assets – cllrs reviewed the asset schedule showing the assets that still belonged to the PC and those that had now been transferred to WVH&RG Trust. Resolved: that the fountain in Bridge Street be added to the PC inventory at a value of £3,000.**
- 8.0 Review and confirmation of arrangements for insurance cover – the PC had received a quote from Aon (their insurers) for £631.71. This excluded all the assets which had been transferred to**

WVH&RG Trust. The Trust was seeking their own insurance cover and had so far received one quote with another two quotes in progress. Resolved: that the PC keep their insurance cover with Aon but that the policy be revised to include the Bridge Street Fountain (at a value of £3,000) and to amend the value of the Meldreth Road bus-shelter from £6,808.75 to £4,000 (estimated rebuild cost). Action: the Clerk to request a revised quote from Aon and arrange for payment.

**9.0 Review of PC and PC employee membership subscriptions – Resolved**: that the following subscriptions be approved:

Cambridgeshire & Peterborough Association of Local Councils  
Society of Local Council Clerks  
Cambridgeshire ACRE – for advice on the Parish Plan

**10.0 Review or establishment of procedures for:**

**10.1 Complaints** – The PC needed to establish a procedure. Action: the Clerk to investigate and draft an appropriate complaints policy.

**10.2 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998** – The FoI procedure was reviewed. The PC needed to establish a Data Protection policy. Action: the Clerk to investigate and draft an appropriate Data Protection policy.

**10.3 Dealing with the Press/Media** – Resolved: that the PC adopt the draft Media/Press policy as amended to allow the Vice-Chairman to act in the absence of the Chairman. Action: the Clerk to amend the draft policy as agreed.

**11.0 Setting the Dates & Times for meetings of the full Parish Council for 2011/12 – Resolved**: to continue to hold meetings on the second Monday of the month (except August and December). The April 2011 meeting would be held on the third Monday of the month due to the Easter bank holiday. The Annual Parish Meeting was scheduled for Tuesday 24<sup>th</sup> April 2012. Action: the Clerk to circulate the meeting dates and book the venue.

**There being no further business the meeting closed at 8.07 pm**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> April 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis (from 7.35pm), Mrs M Peyton, Mr C Rose
	District Councillors	Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Guest Speaker	PCSO James Lynch
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from Cllr P Neale, District Cllr N Cathcart and County Cllr L Oliver.
- 2.0 Declarations of Interest** – Cllr Burchett is a member of Whaddon Playground Project (agenda item 10.2).
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 14<sup>th</sup> March 2011 - Resolved:** that the minutes of that meeting be signed by the Chairman as a true and correct record.
- 4.0 Guest Speaker – local Police Community Support Officer** – PCSO Lynch gave a short talk about the role of PCSOs and about local police initiatives. Two Police speed checks had recently been carried out in Church Street. Questions were invited from the PC and the member of public. The Chairman thanked PCSO Lynch.
- 5.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Damaged Salt Bin (top of Bridge Street) – this had now been swapped with the spare salt bin. Thanks to Cllr Burchett.
  - Speed camera signs – the appropriate contact at Cambridgeshire County Council (CCC) was currently seconded to another department. Action: the Clerk to request new contact information from County Cllr Oliver.
  - Litter on the A1198 – this was the responsibility of SCDC and not CCC. Action: District Cllr McCraith to report to Environmental Health.
  - Letter to CCC re reduction of rural speed limits to 30mph – a letter had been written to County Cllr Macguire. The Chairman expressed disappointment that this had not been acknowledged. A draft copy of CCC's policy regarding a move towards 30mph speed limits in rural areas had been received by the Chairman and would be circulated.
- 6.0 District and County Councillor Reports:**
- District Councillor report: District Cllr McCraith provided a verbal report:
- There had been no meeting of SCDC since the last PC meeting and there was nothing further to report.
- County Cllr Report: County Cllr Linda Oliver was not present.
- 7.0 Public Participation** – no public comments.
- 8.0 Village Hall (VH)**
- 8.1 Update from VH Charitable Trust (VHCT):** Cllr J Lewis (Chair of the VHCT) provided a verbal report:
- 27<sup>th</sup> March – there had been a volunteer weeding and tidy-up session at the front of the VH. This was followed by a short update meeting of the VHCT.

- Cllr L Ginger and Mr A Buchanan had completed a lot of work on the grant application for the Big Lottery Fund. The first level application was ready to be submitted shortly. If this was successful, a more detailed second stage application would need to be submitted.
- More information on potential VH uses was needed for the second stage application. It was intended to use a questionnaire to get the views of local residents.
- Cllrs Ginger and Burchett had met with the VH architect about potentially installing a new window at the front of the VH in advance of other renovation work.
- Planning permission for the VH will probably need to be renewed in December 2011.
- ACRE is running a training workshop for Trustees on 17<sup>th</sup> May – all VH trustees informed.

**8.2 Discussion and agreement on payment of expenses and grant for VHCT:** a discussion was held. The situation may need to remain fluid until solutions become apparent and costs are known. Actions: the Clerk to ask ACRE for advice on a simple framework for splitting costs between the VHCT and PC and making grants to the VHCT. Cllr J Lewis to try to get specialist VH insurance quotes in time for the PC AGM (9<sup>th</sup> May).

**9.0 Planning – noting of Planning Committee recommendation re S/0436/11 and S/0437/11, 8 Church Street, retention of and alterations to conservatory and erection of conservatory (part retrospective) – approval recommended.**

#### **10.0 Finance:**

**10.1 Approval of payments:** Resolved that the following payments be authorised:  
Cheque already signed (29<sup>th</sup> March 2011)

Cheque No. 100716, for £840.00, Limbach Banham, legal work re Village Hall Trust.

Cheque No.100717, for £160.00, Mr D Evans, handyman wages.

Cheque No. 100712, for £81.32, Cambridgeshire County Council, street light energy and maintenance, Ridgeway Close. It was noted that this cheque was written on 14<sup>th</sup> February 2011 but not approved for payment until 29<sup>th</sup> March (on receipt of revised invoice).

Cheques to be approved today (11<sup>th</sup> April 2011)

Cheque No. 100718, for £35.00, Cambridgeshire ACRE, subscription.

Cheque No 100719, for £90.00, D M Charles, newsletter production.

Cheque No 100720, for £48.68, Litlington Parish Council, CPALC Cllr training session stage 2 (4 cllrs attended).

**10.2 Approval of expenditure for playground - Agreed:** that up to £250 be approved for purchase of tool kit and broom for carrying out playground inspections.

**10.3 Approval of expenditure for recreation ground railings – cost details not yet known.** Cllr Burchett to meet with a blacksmith latter this week. Many local welding businesses had not returned his calls.

**10.4 Approval of expenditure on Bridge Street Fountain Garden –** the handyman had requested permission to spend around £35.00 on perennials and bulbs. Cllrs felt that any new planting should be in accordance with the original planting schedule for the garden. Action: the Clerk to try to locate the planting schedule for the garden. Cllr Lewis to introduce the handyman to local volunteer who had been tidying the Fountain Garden.

**10.5 Presentation of draft accounts to 31<sup>st</sup> March 2011 –** draft accounts noted by the PC.

#### **11.0 Correspondence:**

- SCDC – notification of removal of glass recycling banks from Whaddon Golf Centre (verbal).
- SCDC – survey on future of Standards Committee and alternative procedures (deadline 10<sup>th</sup> June).
- CCC – details of public consultation meeting on strategy for future of Library Services in South Cambridgeshire, 23<sup>rd</sup> May, 7.30pm, Orchard Park Community Centre.

- Bumpkins – invitation to tea party to celebrate the Royal Wedding, 27<sup>th</sup> April, 3.30pm and request for nomination for worthy village invitees.
- CCC – request for decision on Street Lighting Energy and Maintenance Options (deadline 30<sup>th</sup> April). Action: the Clerk to inform CCC of preference for Option A.

- 12.0 Affordable Homes – agreement of PC comments on draft S106 Agreement** – the draft agreement was discussed. There would be a financial contribution towards open space and recreational facilities of c£20,500 and towards community space of c£3,400. These funds would be transferred by SCDC to the PC and would be separate to the grant already awarded by SCDC for the VH refurbishment. Actions: the Clerk and Cllr Peyton to respond on behalf of the PC that the wording was suitable but reiterating that people from Whaddon, in need of housing, had already had to move away. Specific concerns to be raised with the Housing Manager.
- 13.0 HCV Traffic Survey – discussion and agreement of PC response** – Agreed: PC to respond to CCC that it was not possible to comment on the technical side of the proposed new strategy as it was difficult to understand without having attended the meeting. However, local views and concerns were to be expressed. Action: the Chairman to draft a response. The Clerk to respond.
- 14.0 Bridge Street (BS) traffic-safety signage – consideration of options and agreement of expenditure if necessary** – A survey of BS had been carried out by Cllrs Lewis and Neale. Cllr Lewis presented a map of BS proposing locations for road safety signs. Actions: Cllrs Lewis and Neale to produce copies of the maps/proposals for BS residents to find out residents' views. Cllr Lewis to request that Cllr Neale provide an update at the Annual Parish Meeting.
- 15.0 Bridge Street Fountain – discussion of potential listing (English Heritage) and agreement of action** – it had been ascertained that it would be possible to seek listed status for the BS Fountain. This was discussed. Agreed: that listed status would not be pursued at the moment. Action: Cllr Peyton to thank Mr David Grech for his help and advice.
- 16.0 SCDC Standards Committee – update on future of Committee and implications for the PC** - Agreed: to postpone this item until the next meeting.
- 17.0 Village upkeep and maintenance – reporting of issues**
- There was water spillage across the highway outside Adelaide House, Meldreth Road due to rising artesian wells. Action: the Clerk to report to CCC Highways.
  - Grass cutting (verges) – Action: the Clerk to ask the contractor to make the first cut towards the end of May.
- 18.0 Councillor Communication** – the Chairman asked that all councillors endeavour to check their emails every day and respond within a reasonable timeframe.
- 19.0 Items for next Meeting**
- **SCDC Standards Committee Update and survey response**
  - **Approval of production cost of additional copies of newsletter**
  - **Approval of expenditure for recreation ground railings**
- 20.0 Date of next meeting and Annual PC meeting (9<sup>th</sup> May 2011).**

**There being no further business the meeting closed at 9.45 pm**

**Minutes of Whaddon Parish Council meeting held on 14<sup>th</sup> March 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chairman	Dr N Strudwick
	Councillors	Mr P Neale (7.35p.m-8.55p.m), Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart
	County Councillor	Mrs L Oliver (from 9.15p.m.)
	Parish Clerk	Mrs G van Poortvliet
	Guest Speaker	Major Stuart Irvine, ATR Bassingbourn
	Parishioners	3 present

- 1.0 Apologies for Absence** – received from Cllrs W Burchett, L Ginger and J Lewis and from District Cllr D McCraith.
- 2.0 Declarations of Interest** – none declared.
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 14<sup>th</sup> February 2011 - Resolved:** that the minutes of that meeting be signed by the Chairman as a true and correct record.
- 4.0 Guest Speaker – local Police Community Support Officer** – the PCSO was unable to attend the PC meeting. This item is postponed until the April meeting.
- 5.0 Guest Speaker – 2<sup>nd</sup> in Command, ATR Bassingbourn** – the Chairman introduced Major Stuart Irvine, 2<sup>nd</sup> in command, ATR Bassingbourn. Major Irvine gave a short talk about the Barracks, its current role and potential future changes. The future of the Barracks is under review but no decision is expected before the summer. Questions were taken from members of the public and Cllrs. Major Irvine commented how much the recruits appreciate Whaddon's annual Remembrance Day church service. An invitation was extended to the PC to tour the Barracks. The Chairman thanked Major Irvine for his time. Major Irvine left the meeting. Action: the Chairman to liaise with Major Irvine to organise a tour of the Barracks for members of the PC.
- 6.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Speed Camera Signs – Cllr Peyton had ascertained that technically it would be possible for speed camera signs to be displayed in Whaddon although they would have to be funded by the PC. Actions: - Cllr Peyton to provide relevant Cambridgeshire County Council (CCC) contact details. The Clerk to request quote for speed camera signs to be displayed at either end of the village.
  - Road safety talk – Mr M Monks (Neighbourhood Watch) had been corresponding with the police Traffic Officer about holding a road safety talk for local youth/residents. It was suggested that it might be necessary to tie the talk in with an event/attraction to encourage attendance. Actions: Cllr Rose to liaise with Mr Monks and the Traffic Officer re road safety event. Cllrs to email Cllr C Rose with suggestions for a suitable event.
  - CCC street lighting invoice – Mr P Quigley (SCDC) had confirmed that the additional 4 lights on the travellers' site, Old North Road for which the PC had been invoiced, were not the responsibility of the PC. Actions: the Clerk to request an amended invoice.
  - Talk by Emergency Planning Officer – it was suggested that this talk (requested for the May PC meeting by the Emergency Planning Officer), might be better at the Annual Parish Meeting (APM). Action: the Clerk to check if the talk could be rescheduled for the APM.
  - Litter Pick – this had been scheduled for Easter Saturday.
  - A1198 speed limit review – this would now be referred to a full CCC Cabinet Meeting for consideration.

- Proposed certified camp site, Whaddon Golf Centre – the Camping and Caravanning Club would not be proceeding with the application for a new camp site at the Golf Centre.
- Bridge Street Fountain Garden – Action: the Clerk to ask Cllr Lewis to arrange a discussion between the handyman and local resident volunteer about maintaining the garden.

## 7.0 District and County Councillor Reports:

District Councillor report: the Chairman read out an email from District Cllr McCraith:

- The SCDC budget had been approved on 24<sup>th</sup> February.
- SCDC Council Tax would be maintained at last year's level. This had been managed without redundancies. There would be no reduction in services other than that the contact centre will be closed on Saturday afternoons.  
District Cllr Cathcart gave a verbal report:
- It was hoped that any budget cuts would be made to back office functions rather than front-line services.
- SCDC had passed a resolution that any major developments of wind turbines are not built within close proximity to residents.
- Council House rents will be increased in line with inflation plus a bit extra. It is hoped to be able to maintain and repair the housing stock to a reasonable standard.

County Cllr Report: postponed until the arrival of County Cllr Linda Oliver.

**8.0 Public Participation** – a member of the public commented on the amount of litter on the A1198 and that this was likely to be shredded and spread once the verges are cut. Action: to query with County Cllr L Oliver and report as necessary.

**9.0 Village Hall (VH) – update on lease and Charitable Trust**: the Chairman provided a summary from the draft minutes of the VH Trust meeting on 7<sup>th</sup> March. The application to register the VH Trust as a charity was progressing and a bank account had been opened. A new email address had been set up: [whaddonhalltrust@whaddon.org](mailto:whaddonhalltrust@whaddon.org). It would be necessary for the PC and VH Trust to agree who paid which expenses and to decide when the PC would make the related grant payment to the VH Trust. More capital grant funding might be available via the Big Lottery Fund. The VH will be used as a polling station for the national referendum/local election on 5<sup>th</sup> May. Action: the Clerk to schedule an agenda item regarding payment of VH expenses and grant.

## 10.0 Planning:

**10.1 Noting of SCDC decision re amended drawings for S/1047/10/F, 8 Affordable Dwellings, land to North West of Rose Cottage, Church Street, Whaddon** – permission granted.

**10.2 Noting of Planning Committee recommendation re S/0027/11, 87 Meldreth Road for two storey rear extension** – refusal recommended.

**10.3 Noting of Planning Inspectorate appeal decision re S/0665/10/F, land to west of A1198, Arrington** – appeal dismissed on grounds of aviation safety.

**10.4 Noting of approved minutes from Planning Committee meeting of 21<sup>st</sup> October 2010** – minutes noted.

## 11.0 Finance:

**11.1 Approval of payments**: Resolved that the following payments be authorised:

Cheque already signed (15<sup>th</sup> February 2011)

Cheque No. 100711, for £816.00, R.G. Oliver & Son, verges grass cutting. Noted that this cheque replaces cheque no 100708 (approved 14<sup>th</sup> February 2011) - this was erroneously made out for £680.00. Cheque no 100708 is now void.

Cheques to be approved today (14<sup>th</sup> March 2011)



Cheque No. 100713, for £64.39, Dr N Strudwick, for website expenses and Chairman's expense allowance for qtr to 31<sup>st</sup> March 2011.

Cheque No 100714, for £938.65, Mrs G van Poortvliet, Clerk's wages and expense allowance for qtr to 31<sup>st</sup> March 2011.

Cheque No 100715, for £50.00, Magpas, charitable donation (donation approved 14<sup>th</sup> February).

Cheques not approved

Cheque No. 100712, for £81.32, Cambridgeshire County Council, street lighting energy and maintenance, Ridgeway Close. Please note that this payment is only to be made on receipt of revised invoice (see action point, agenda item 6.0 above).

**11.2 Approval of expenditure for playground - Agreed:** that this item be postponed until next month

**11.3 Approval of expenditure for recreation ground railings - Agreed:** that this item be postponed until next month

**12.0 Correspondence:**

- SCDC – notification of review of recycling banks following introduction of Blue Bins.
- CCC – proposed changes to subsidised bus routes.
- CCC – invitation to register for Highways Warden Scheme.
- CPALC – notification that Parish Councils will now need to register with Inland Revenue for PAYE/national insurance purposes. Action: the Clerk to investigate and register.
- Caravan and Camping Club – notification that they are no longer proceeding with the application for a new exempted site at Whaddon Golf Centre.
- Letter from local resident in connection with above decision.
- CCC Traffic Management Department – documents from HCV strategy meeting (2<sup>nd</sup> March) and request for feedback on proposed new strategy by 15<sup>th</sup> April. Action: agenda item for April PC meeting.

**13.0 Bus service – discussion of proposed funding cuts to subsidised bus services and agreement of action if necessary** – item postponed until the arrival of County Cllr L Oliver.

**14.0 Bridge Street traffic-safety signage – consideration of options and agreement of expenditure if necessary** – Agreed to postpone this item until the April PC meeting. Action: Cllr Neale to contact Cllr Lewis to progress the survey of Bridge Street.

**13.0 Bus service – discussion of proposed funding cuts to subsidised bus services and agreement of action if necessary** – it was agreed to return to this item even though County Cllr Oliver had not arrived. CCC was proposing to reduce costs by removing subsidised bus services and looking at alternative ways to integrate services. Whaddon PC had spent several years trying to obtain a bus service which might now be removed. CCC had confirmed that bus service 127 would not be changed in the short to medium term. A discussion took place.

**15.0 Speed limiting measures – discussion of future actions** – the PC were keen to see speed limits reduced throughout the village, particularly on Meldreth Road and Church Street. Speedwatch had been operating for some time and it would be desirable to see a tangible benefit. CCC had limited funds to reduce speed limits. The traffic calming scheme suggested by CCC for Meldreth Road would cost around £35,000 – it would not be feasible for the PC to fund this amount. Mr M Monks (Speedwatch) was invited to speak. There was some evidence of pressure from Central Government for reduction of speed limits to 30mph in villages. (At this point Cllr Neale left the meeting, 8.55pm). Other county councils e.g. Suffolk, already had schemes in place to reduce speed limits. There was pressure for CCC to look at their current policies on speed limits (to be discussed at the County Cabinet meeting in April 2011). Action: Mr M Monks/the Chairman to draft a letter to County Cllr Macguire asking for a reduction in the speed limit to 30mph.

**16.0 Village upkeep and maintenance – reporting of issues**

- A resident had reported that engine oil had been dumped in a drainage ditch. The resident had been advised to telephone Environment Health. This was a County Council matter.

**17.0 Items for next meeting:**

- Talk from local PCSO
- Recreation Ground railings – approval of expenditure on repairs
- Playground – approval of expenditure
- Discussion of recommendations for appropriate signage re children playing on Bridge Street and agreement of expenditure.
- Approval of year-end accounts
- Response to HCV traffic survey
- Payment of VH grant and expenses

**18.0 Agreement of Date of Annual Parish Meeting** – provisional date of 19<sup>th</sup> April agreed. Actions: Date to be checked and finalised. Ideas for APM to be sent to the Chairman.

County Cllr Oliver entered the meeting (9.15pm).

**7.0 Report from County Cllr:** County Cllr Oliver provided a verbal update:

- Finance: the current intention is that CCC will not increase Council Tax for the next five years. There would be 450 redundancies. Savings of £50million to be made this year and £160m over the next five years. CCC Highways still have a budget (£28m) but would have to prioritise spend.
- Broadband: County Cllr Oliver had met BT's regional director to discuss. The situation was complex. The regional director had offered to meet with interested PCs (date t.b.a.). The Chairman offered Whaddon VH as a venue for the meeting.
- Bus turning circle: County Cllr Oliver to advise dates for works after tomorrow morning.

**13.0 Bus service:** County Cllr Oliver had met with the Bus Officer and Portfolio Holder. There would be no review of service 127 (Whaddon's service) until October 2011. In the meantime they are looking at reducing costs and integrating service 127 into other commercial services. It was stressed that Whaddon PC needed to concentrate on increasing passenger numbers. Some journeys were being subsidised at a cost of £15-18 per passenger per journey. The Chairman queried the calculation of these subsidies.**15.0 Speed limiting measures:** the PC made its case for wanting to reduce the speed limit in Whaddon to 30mph and its willingness to meet the cost of new signage and national advertising. County Cllr Oliver explained the budget constraints on CCC and the legal process that must currently be followed to bring about speed limit reductions (proof of current speeds must be given). A discussion followed in which members of the public were invited to participate. District Cllr Cathcart left the meeting (9.30pm).

Actions: Mr M Monks (Speedwatch) and the Chairman to advise County Cllr Oliver of location for a police speed analysis test to be organised.

**There being no further business the meeting closed at 9.33 pm**

**Minutes of Whaddon Parish Council meeting held on 14<sup>th</sup> February 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:           Chairman                   Dr N Strudwick  
                   Councillors               Mr L Ginger, Mr P Neale, Mrs J Lewis, Mrs M Peyton, Mr C Rose  
                   District Councillors   Mr N Cathcart, Mr D McCraith  
                   Parish Clerk               Mrs G van Poortvliet  
                   Parishioners               2 present (3 present from 8.00pm)

- 1.0 Apologies for Absence** – received from Cllr W Burchett and County Cllr L Oliver. Advance notice of early leaving of the meeting was received from District Cllr N Cathcart.
- 2.0 Declarations of Interest** – Cllrs Peyton and Neale declared personal interests in agenda item 14.0 (as residents of Dyers Green and friends of residents affected by the proposed change). Cllr Lewis declared a personal interest in agenda item 12.0 (as a resident of Bridge Street with young children). Cllrs Peyton and Neale declared personal interests in item 12.0 (residents of Bridge St).
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 10<sup>th</sup> January 2011 - Resolved:** that the minutes of that meeting be signed by the Chairman as a true and correct record.
- 4.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- A1198 Speed Limit – Cambridgeshire County Council (CCC) Highways had not updated the PC regarding the PC's request for a 40mph speed-limit from north of Whaddon Gap to Kneesworth. However, the Chairman had since spoken with the relevant officer.
  - No parking sign (Ridgeway Close) – the loose sign had been reported by District Cllr Cathcart.
  - SCDC street lighting invoice – the 2010/11 bill was significantly higher than in prior years. The PC had been charged for 4 lights on the travellers' site, Old North Road. The PC had no record of being asked to take over responsibility for these lights. Actions: District Cllr Cathcart to request information from Paul Quigley (SCDC). The Clerk to follow up.
  - Affordable Homes – the land at Church Corner had been officially transferred from CCC to Bedford Pilgrims Housing Association. An archaeological dig was taking place. The PC had confirmed to SCDC that they had no further comments on the updated plans. The S106 officer at SCDC had been unaware of the S106 agreement for the site – this was being followed up by SCDC's Head of Planning.
- 5.0 District and County Councillor Reports:**
- District Councillor report: the District Cllrs gave a verbal report:
- There had been a District Council election at the end of January.
  - Anglian Water charge £13 per household for storm water and foul sewage. Households with a two-pipe system are entitled to claim a refund for this charge.
  - Finances – the budget was imminent. SCDC hoped not to increase Council Tax.
  - SCDC will be changing to a serviced debt arrangement for council house rental income. However, it is unlikely that there will be much change in the funds available for servicing council houses. Currently almost 50% of rental income goes to central government.
- At this point District Cllr Cathcart left the meeting (8.05pm).
- County Cllr Report: the Chairman read out a report provided by County Cllr Linda Oliver.
- Bus turning circle (top of Bridge Street) – the work should take place in March.
  - Bus routes – CCC are looking at ways to reshape services on subsidised routes. County Cllr Oliver will meet with Charter Travel (operators of Whaddon's bus-service) next week.

- Broadband – County Cllr Oliver is liaising with BT’s regional director regarding the broadband service. She is also following up the EREBUS initiative.
- Speedwatch – it was suggested that the PC make their views known to the police during the Neighbourhood Panel meetings.
- Finance – there will be no increase in Council Tax.
- County Council magazine – publication will cease due to expenditure cuts.

**6.0 Public Participation** – a member of the public asked for clarification about additional pitches at New Farm travellers’ site on the A1198. The PC confirmed that two additional pitches had been approved by SCDC on the understanding that the on-site facilities would also be improved.

**7.0 Village Hall (VH) – update on lease and Charitable Trust:** Cllr Lewis (Chair of the VH Trust) provided a verbal update. The VH Trust held a meeting on 17<sup>th</sup> January. The application to register the VH Trust as a charity had been prepared. The VH Trust now had its own reference number, the signed deeds were available for pick up from the solicitors and the VH Trust would be able to open a bank account. The lease had also been registered. The Managing Trustees were keen to progress the VH refurbishment by improving the appearance of the front of the VH. Quotes were being sought to replace the front window and it was hoped to organise a working party to clear the weeds. The Chairman commented on the slowness of the solicitors in dealing with the VH Trust.

## **8.0 Planning:**

**8.1 Noting of SCDC decision re S/2176/10/F, Taunus, 1 Old North Road (opposite Whaddon Gap) for change of use (retrospective)** – permission for change of use granted.

**8.2 Noting of SCDC decision re S/1273/10/LB Green Farmhouse, 55 Meldreth Road for alterations, utility room extension and new pantiled roof** – permission granted.

## **9.0 Finance:**

**9.1 Approval of payments:** Resolved that the following payments be authorised today: Cheque No. 100708, for £816.00, R.G. Oliver & Son, verges grass cutting.

Cheque No. 100709, for £82.00, the Society of Local Council Clerks, membership 2011.

Cheque No. 100710, for £50.00, Dr N Strudwick, registration of VH Trust with Land Registry.

**9.2 Approval of 2011/12 precept - Resolved:** that the precept for 2011/12 be £15,950 (the same as 2010/11). Copies of supporting calculations were circulated. Action: Precept calculations to be published on the website.

**9.3 Consideration (and agreement if necessary) of donation to Magpas Helimedix - Resolved:** that a £50.00 charitable donation be made to Magpas Helimedix. Action: the Clerk to process the donation.

## **10.0 Correspondence:**

- CCC Highways – notification that village maintenance grant (for cutting of verges) will be reduced by 25% for 2011/12

- SCDC – invitation to PC liaison event Tuesday 29<sup>th</sup> March, 7.00pm – Action: the Clerk to RSVP for the Chairman and Cllr Peyton to attend.

- Cardiff Place Residents’ Association – request for replacement dog litter bin plus additional dog litter bin. The Clerk had asked SCDC to look into this – following a site visit they had stated that the two dog litter bins on site were sufficient for the area and that any additional bins would need to be paid for. Action: the Clerk to inform the Residents Association’ of SCDC’s response.

- CCC – invitation to event to discuss lorry strategy, 2<sup>nd</sup> March 7pm, Swavesey. Action: Cllr Rose to confirm if he can attend.

- CCC – notification of new Highways reporting system.

- SCDC – request from Emergency Planning Officer to talk at PC meeting of 9<sup>th</sup> May re producing an emergency plan. Action: the Clerk to schedule agenda item for May meeting.
  - Letter from Lady Whaddon in response to PC letter regarding proposed campsite at Golf Centre and enclosed extract from Natural England regarding granting of certificates to proposed sites.
- 11.0 Adoption of NALC model standing orders** – the tailored version of NALC’s model standing orders was discussed. Actions: the Clerk to clarify whether ‘appointment’ (in section 21 a,b and c) refers to an employee or a council member. The Clerk to investigate a suitable disciplinary procedure and press policy for later adoption by the PC. Resolved: that the tailored version of NALC’s model standing orders be adopted by Whaddon PC. Resolved: that summons to PC meetings, committee meetings and sub-committee meetings may be served electronically (by email) to councillors. The electronic summons must confirm the time, date, venue and agenda of the meeting and be served at least 3 clear days before the meeting.
- 12.0 Bridge Street traffic-safety signage – consideration of options and agreement of expenditure if necessary** – a discussion was held about the various types of signage available and where the signs could be positioned. Actions: Cllrs Lewis and Neale to survey Bridge Street and make a proposal to the PC with recommended signage. The Clerk to schedule an agenda item for March.
- 13.0 Proposed infill of Barrington Quarry, S/01080/10/CW – agreement of PC response to additional information** – Resolved: that the PC support the plans. Action: the Clerk to respond to the consultation confirming the support of the PC and commenting that the plans were an improvement on the original version.
- 14.0 Proposed diversion of Public Footpath No 9 – consideration of revised plans and agreement of PC comments** – CCC had proposed a revised route for footpath no 9 , diverting it onto the path already in use by the public (through Fountains Farm farmyard). Resolved: that the PC support the proposed diversion of the footpath. Action: the Clerk to respond, supporting the proposed diversion of footpath no 9 and thanking CCC for listening to earlier feedback.
- 15.0 Village upkeep and maintenance – reporting of issues**
- There were now several potholes on Whaddon Gap – these had already been reported by the Clerk. The Clerk reminded Cllrs that anyone can report potholes on the CCC website.
  - There was quite a lot of litter on Whaddon Gap and Church Street. Actions: the Chairman to organise a litter pick during the school Easter holidays (date t.b.c). Parishioners to be asked to pick up litter on dog-walks etc.
- 16.0 Items for next meeting:**
- Guest speakers (Bassingbourn Barracks and local PCSO)
  - Recreation Ground railings – approval of expenditure on repairs
  - Discussion of recommendations for appropriate signage re children playing on Bridge Street and agreement of expenditure.
- 17.0 Date of next meeting (14<sup>th</sup> March 2011)**

The Chairman reminded the councillors that PC mail needed to be circulated in a timely fashion.

**There being no further business the meeting closed at 9.15 pm**

**Minutes of Whaddon Parish Council meeting held on 10<sup>th</sup> January 2011 at 7.45p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 8.30pm)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	5 present

The Parish Council (PC) meeting started fifteen minutes late due to the late arrival of the Clerk. Apologies had been received from PCSO James Lynch (Agenda item 4.0) who would not be able to attend due to sickness.

- 1.0 Apologies for Absence** – received from Cllr P Neale and Cllr J Lewis.
- 2.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 8.0 (as a member of Whaddon Playground Project). Cllr Peyton declared a personal and prejudicial interest in agenda item 10.3 (as a resident of Dyers Green and personal friend of residents affected by the proposed change).
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 8<sup>th</sup> November - Resolved:** that the minutes of that PC meeting be signed by the Chairman as a true and correct record.
- 4.0 Guest Speaker from local Police Community Support Officer** – this item was postponed due to sickness of the guest speaker.
- 5.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Recycling bins (playground) – these had now been installed. Thanks to Cllr Burchett.
  - A1198 Speed Limit – the PC had submitted comments to CCC Highways regarding the proposed 50mph speed-limit between Whaddon Gap and Kneesworth. A 40mph speed-limit had been requested by the PC.
  - Bus service 127 - details of the new bus timetable had been published in the newsletter and the bus-stop timetable changed. Leaflets had only been received from CCC the day before the new timetable came into operation. These would be delivered soon (by a volunteer).
  - Affordable Homes – the Chairman had received revised plans for the Affordable Homes. The residents of Rose Cottage (the property next door to the Affordable Homes site) had also seen copies of the plans. Copies of revised plans were circulated to Cllrs in PC mail.
- 6.0 District and County Councillor Reports:**
- District Councillor report: the Chairman invited the District Cllrs to give a verbal update:
- Traveller and Gypsy Plan – the two additional pitches for the Whaddon site had been approved. The proposal for a site at Spring Lane, Bassingbourn, had been dropped. A new site had been proposed for the site of the Sunday Market, A1198, Kneesworth. These proposals may be affected by the new Localism Bill.
  - Finances – the SCDC financial settlement had been worse than had been anticipated. SCDC hoped to be able to maintain its core services and was taking another look at its expenditure to try to identify additional savings.
- County Cllr Report: postponed until the arrival of County Cllr Linda Oliver.
- 7.0 Public Participation** – no comments received.

- 8.0 Whaddon Playground Project (WPP)** – Authorisation of Expenditure: the playground needs a toolkit but is awaiting a member of WPP, who is currently away with work, to source this. Item postponed until March 2011.
- 9.0 Village Hall (VH) – update on lease and Charitable Trust (CT):** the Village Hall Management and Fundraising Committee (VHMFC) held its final meeting on the 15<sup>th</sup> November 2010. On the same evening the first meeting of Whaddon Village Hall Trust had been held. The VHMFC would be disbanded at the PC Annual Meeting in May 2011. The Trust had been set up and the lease signed but papers were still awaited from the solicitors before the Trust could be registered with the Charities Commission. Actions: the Chairman to speak to the solicitors and arrange for the documents to be collected.
- 10.0 Planning:**
- 10.1 Noting of appeal re S/0665/10/F, site at land to West of A1198, Arrington (proposed wind-speed mast) - appeal noted.**
- 10.2 Noting of PC letter to Camping and Caravanning Club (C&CC) re proposed site No 154/095, Whaddon Golf Centre** – letter noted. The Golf Centre had applied to the C&CC requesting to move their certificated campsite to a new area to the left of the golf range. The Golf Centre had been unable to provide the Chairman with a commitment about exactly where the pitches would be located. Certain options would be visible from the Church and Old Vicarage. The PC had requested that 1) the C&CC make no decision until clarification could be obtained to the exact location of the new site and 2) the application be treated as a new site rather than an amendment to an existing site. Applications for certificated sites do not have to follow usual planning regulations and the PC is not a statutory consultee. Advice had been sought by a local resident from SCDC Planners and the response from Paul Sexton was read out.
- 10.3 Proposed diversion of part of Public Footpath No 9, Whaddon – discussion and agreement of PC response** – an anomaly had been found with Public Footpath No 9. Fountains Farmhouse had been built over the legal route of the footpath and the public had long been using a route through the farmyard instead (for over twenty years). CCC proposed to divert this part of the footpath around the side and back of the Grange, Bridge Street in order to take it out of the farmyard. Comments and a letter received from local Dyers Green residents were read out. The Ramblers Association comments were also read out. The issue was discussed. Actions: the Clerk to formally respond to CCC requesting that CCC simply adopt the line of the footpath already in use by the public rather than divert it around the Grange.

Following the arrival of County Cllr Oliver, it was agreed to go back to agenda item 5.

**6.0 Reports from District and County Cllrs :**

County Cllr Report: the Chairman invited County Cllr Oliver to give a verbal report.

- A speed analysis for Bridge Street had been requested
- County Cllr Oliver was aware of the comments submitted by the PC requesting a 40mph speed-limit on the A1198 (between Whaddon Gap and Kneesworth) but advised that a reduction below 50mph was unlikely to be achieved.
- Bus turning point (top of Bridge Street) – County Cllr Oliver had chased up re a date for the work to be done.
- CCC would be debating their budget in February 2011. Papers would be out before then to assist PC's in setting their precepts. The only likely area where some expenditure might have to be taken on by PC's was Highways.

- There is a possibility that the electoral boundaries might change which could reduce the number of elected members for the region.
- Regional fire control centre – Cambridgeshire would now be taking over fire control activities for both Suffolk and Cambridgeshire. This would provide a financial benefit.

**11.0 Finance:** it was agreed to change the order of items in this section

**11.2 Approval of expenditure for repairs to railings on recreation ground:** cost information was not yet available. Item postponed until February PC meeting.

**11.3 Financial update for nine months to 31<sup>st</sup> December 2010:** the Clerk presented the financial update. Grass cutting (recreation ground) - it was noted that 26 cuts had been billed compared with 22 budgeted and 20 contracted. The contractor had not requested permission from the PC for the additional work. The cost of street lighting outside Ridgeway Close was almost £150 over budget due to large increases in the tariffs for unmetered electricity supplies. Actions: the Clerk to write to the grass-cutting contractor re the additional unauthorised cuts. The Clerk to query the large increase in the street lighting cost with CCC.

**11.1 Approval of payments:**

Noted: that the following payments had been made under the Clerk's delegated authority: (13<sup>th</sup> November 2010):

Cheque No.100701, for £1905.00, Cambridgeshire County Council, provision of bus-service trial.

(14<sup>th</sup> December 2010):

Cheque No. 100702, for £350.00, CPALC, Cllr professional development training session, October 30, Whaddon Village Hall.

Cheque No.100703, for £90.00, D.M. Charles, newsletter printing.

Resolved: that the following payments be authorised today:

Cheque No. 100704, for £327.83, Cambridgeshire County Council, provision of three salt bins.

Cheque No. 100705, for £50.00, N C Strudwick, Chairman's expense allowance for qtr to 31<sup>st</sup> December 2011.

Cheque No. 100706, for £938.68, Mrs G van Poortvliet, Clerk's salary and expenses for qtr to 31<sup>st</sup> December 2011.

Not approved for payment (see 11.3 above) Cheque No. 100707, for £193.88, M D Landscapes, recreation ground grass-cutting, October 2010.

**11.4 Setting of date for precept meeting** – provisionally set for 24<sup>th</sup> January 2011, 8pm. This is not a public meeting.

**11.5 Consideration of payment re grass cutting in churchyard** – historically the PC has paid around £75 per year towards cutting the grass in the churchyard. The reasons behind this longstanding payment are not known to the current PC. The issue was discussed. The Clerk/Chairman had established that such payments were permissible under s214 (6) Local Government Act 1972 (Power to contribute towards expenses of cemeteries). However, the Cambridgeshire and Peterborough Association of Local Councils (CPALC) now wished to check the current legal situation with regard to equality legislation. Actions: the Chairman to follow-up current legal situation with CPALC. The PC to formalise the arrangements for the payment as soon as the position has been clarified.

**12.0 Correspondence:**

- MAGPAS Helimedix – request for donation. Action: to be considered at precept meeting
- CCC – notification of changes to bus service 127
- CCC – notification of initial budget/plans for five years ended 2015/16
- SCDC – precept letter and details of tax base (precept deadline 2<sup>nd</sup> Feb)
- CCC – invitation to localism events.



- CCC – P3 scheme. Request for feedback on use of P3 funds and whether we wish to be in the P3 scheme next year (deadline 31<sup>st</sup> Jan). Action: the Clerk to respond.
- Request from Mr R Huffer that an article be put in the village newsletter regarding shooting on permissive paths. The PC had checked the facts and advised Mr Huffer that he was welcome to draft an article for the newsletter.
- Invitation from Litlington PC to stage 2 of Cllr Professional Development Training (to be held in Litlington on 15<sup>th</sup> Feb, pm). Actions: Cllrs Lewis, Neale and Rose to advise the Clerk if they can attend. The Clerk to book training.
- Letter from Lady Whaddon bringing to the attention of the PC the proposed camp site at Whaddon Golf Centre and expressing concerns about the impact on the church and the Old Vicarage. Action: the Clerk to write to Lady Whaddon.
- CCC – details of Winter Gritting Arrangements and invitation to PC to extend the service by treating footways/cycle ways vital to the parish but that do not form part of CCC plans (PC to pay or arrange volunteers and CCC to provide training, equip, insurance). Action: Cllrs to advise the Clerk if they feel the PC should take on some gritting responsibilities.
- CCC – details of changes to street lighting maintenance from April 2011. CCC will provide a quotation for maintenance costs. PCs will have option to accept quote or go to other organisations

**13.0 Parish Plan – agreement of next steps** – some preliminary work had been done. Actions: Cllrs Ginger and Rose to meet with ACRE for advice. An article to be put in the newsletter asking for volunteers to head the Parish Plan steering group.

**14.0 Village Upkeep and Maintenance – reporting of issues:**

- Two potholes on Whaddon Gap. Action: the Clerk to report this to CCC Highways.
- The Christmas green bin collection at Cardiff Place had been too quick and the contractors had not picked up much. Noted by SCDC District Cllrs.
- Feedback given to District and County Cllrs re blue bins – these were very successful and could be collected more frequently with fewer black bin collections now needed.
- ‘For sale’ signs re properties at Cardiff Place, placed along the A1198 were obstructing visibility for motorists. Action: County Cllr Oliver to speak with CCC Highways.
- The entrance to Cardiff Place was not on the gritting route but had been very icy - danger of vehicles skidding onto the A1198. Action: the Clerk to report to CCC Highways.

**15.0 Items for next meeting:**

- Adoption of model Standing Orders
- Approval of 2011/12 precept
- Guest speaker from Bassingbourn Barracks
- Talk from local PCSO
- Affordable Homes update
- Recreation Ground railings – approval of expenditure on repairs
- Discussion of appropriate signage re children playing on Bridge Street and agreement of expenditure.

**16.0 Date of next meeting (14<sup>th</sup> February 2011)** – the possibility of rearranging the meeting so that it would not take place on Valentine’s Day was discussed. Action: the Clerk to liaise with the Cllrs.

**There being no further business the meeting closed at 9.35 pm**