

Minutes of Whaddon Parish Council meeting held on 12th March 2012 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French (from 7.33p.m), Mr L Ginger, Mrs J Lewis (from 7.33p.m), Mr P Neale, Mr C Rose
	District Councillors	Mr N Cathcart (from 7.34p.m), Mr D McCraith
	County Councillor	Mrs L Oliver (from 8.50p.m)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	3 present

- 1.0 Apologies for Absence** – 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 13th February 2012:**
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:** (Cllrs Lewis and French joined the meeting) the Clerk and Cllrs provided verbal updates on matters arising from previous PC meetings:
- Risk Assessment – action plans had now been created to address risks identified.
 - Bus-service – under CCC’s proposals to remove subsidised bus-services it seemed that Whaddon might not lose its bus-service for another two years.
 - Affordable Homes – three of the homes had been allocated to people from Whaddon.
 - Newsletter - the newsletter had been produced in a new A5 booklet format. Thanks were given to Cllr French and Mrs J Pascoe.
- 5.0 Reports from District and County Cllrs:**
District Cllrs’ Report – a verbal update was given by the District Cllrs:
- Council Tax – South Cambridgeshire District Council (SCDC) has frozen its council tax for 2012/13 by accepting a funding deal from central government.
 - Social housing – SCDC plans to increase its social housing stock over the next few years, to install environmentally-friendly measures and to improve the condition of the housing. The Chair mentioned the poor state of some of the social housing in Ridgeway Close.
 - Standards Board and Code of Conduct – the model Code of Conduct had not yet been completed. A meeting was due later in the week to discuss it.
 - Local Plan – a new Local Plan would be produced based on the ‘Call for Sites’ exercise.
- County Cllr Report: postponed until the arrival of County Cllr Oliver.
- 6.0 Public Participation:**
- A member of the public asked to be brought into the discussion about speed limits (agenda item 12.0) – the Chair would invite comments at the appropriate time.
 - A member of the public asked to be brought into the discussion about Diamond Jubilee commemorative items (item 11.0) – the Chair would invite comments at that time.
 - A member of the public reported the disintegration of the footway outside the Church. The Chair advised that the public could report such issues on CCC’s website. Action: the Clerk to report this to CCC Highways and to remind them that Meldreth Road footway had still not been repaired and was now in very poor condition.
 - A member of the public asked members of the PC to speak louder – this was noted.
- 7.0 Planning:**

- 7.1 **Noting of approved minutes from Planning Committee meetings of 05/09/11, 05/12/11 and 09/01/12** – the PC noted receipt of these minutes.
- 7.2 **Noting of SCDC decision re S/2500/11, 132 Meldreth Road, for demolition of existing dwelling and outbuilding, erection of replacement house and double garage & bungalow with garage & associated new accesses** – permission granted. District Cllr Cathcart commented that SCDC were, as a general principle, concerned about the loss of buildings of minor local importance and which were not in a conservation area or listed.

8.0 **Finance:** it was agreed to discuss item 8.3 first.

8.3 **Consideration and approval of Whaddon Village Hall and Recreation Ground Trust (WVHRGT) grant application:** Cllr J Lewis declared a prejudicial interest as Chair of WVHRGT and left the meeting. The grant application for £140,551.48 was considered. Of this £612.00 was to cover audit fees and roof repairs. £24,272.48 represented a transfer of the current account and call account bank balances for the former Village Hall Committee (VHC). £115,667 had been included as the value of the Village Hall and the purchase cost of the playground equipment – this was for WVHRGT's accounting records only as the assets had been transferred to WVHRGT under the lease agreement with the PC. Resolved: that the grant application be approved. Cllr J Lewis returned to the meeting and was informed of the PC's decision.

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

Cheques to be signed today:

Cheque No. 100760, for £30.00, Cambridgeshire ACRE, annual subscription.

Cheque No. 100761, for £870.32, Mrs G van Poortvliet, Clerks wages and expense allowance to 31 March 2012.

Cheque No. 100762, for £50.00, Mrs M Peyton, Chairs expense allowance for qtr ended 31 March 2012.

Cheque No. 100763, for £612.00, Whaddon Village Hall and Recreation Ground Trust, grant from PC (see 8.3 above).

Cheque No. 100764, for £99.96, Mr D Evans, handyman wages and expenses re gardening and phone box maintenance.

Cheque No. 100765, for £1,020.00, R.G. Oliver & son, grass cutting verges (five cuts)

Cheque No. 100766, for £14.39, Dr N Strudwick, website hosting charge reimbursement.

Cheque No. 100767, for £288.00, Steve & Sandra Scott, repair of recreation ground railings.

8.2 **Consideration of projected cash position at 31 March 2012:** the Clerk presented the projected cash position.

8.4 **Section 106 agreement re Affordable Homes Development – resolution and signing of indemnity:** resolved that the PC enter into a S106 agreement with SCDC in return for a Public Open Space contribution of £20,941.65 and Community Space Contribution of £3,513.93. The Clerk and Chair were authorised to sign the agreement and it was witnessed by a member of the public. Action: the Clerk to return the agreement to SCDC along with an indication of the type of schemes towards which the monies might be used.

9.0 **Correspondence:**

- Cambridgeshire & Peterborough Minerals and Waste Plan and RECAP Waste Management Design Guide – notification of adoption by CCC.
- Trading Standards, CCC – Buy with Confidence Launch roadshows, 19-24 March.
- Bassingbourn cum Kneesworth PC – copy of letter to CCC re concerns over funding of wardens in sheltered housing scheme.
- CCC - invitation to speak at panel meeting, to be arranged, in support of Minor Highways Improvement Grant Application. Cllr Ginger had advised that he would like to attend.
- SCDC Draft Housing Strategy – notification that this is now completed and will go before the Housing Portfolio Holder on 10th March.

- ACRE – 2012: A year of celebration guide (forwarded to WVHRGT)
- CCC Rights of Way – invitation to Parish Paths Training Event on 23 or 24th March.
- CCC – HCV Strategy – the strategy had now been approved by CCC's Cabinet.
- SCDC - Invitation to Parish Council Liaison Meeting, 29th March. Cllr Peyton to attend.
- SCDC - invitation to Parish Planning Forum, 22nd February. Cllr Peyton to attend.

10.0 Whaddon Village Hall and Recreation Ground Trust (WVHRGT) update: a verbal update was provided by Cllr J Lewis (Chair of WVHRGT) from the WVHRGT meeting on 5th March.

- Village Hall (VH) refurbishment – the internal redesign and project phasing had been approved. Room had been made for changing rooms which were identified as a need from the consultation exercise.
- Big Lottery Fund Application – further consultation was needed about sport to complete the application. It was planned to do this after the Whaddon Waddle (25th March).
- SCDC Grant – the Chair of WVHRGT had contacted the appropriate SCDC office to begin discussions about drawing down the grant. District Cllr Cathcart advised WVHRGT to send an email describing the work done to date and requesting a funds draw-down.
- Diamond Jubilee Celebrations – thanks were given to Mr N Shaw who was helping to organise the event and had engaged help from others.
- Risk Assessment – WVHRGT were reminded that the PC required them to complete a risk assessment exercise for the hall, recreation ground and playground. Action: Cllr Lewis to ensure that a risk assessment was completed.
- Fundraisers – a Comedy Evening had been organised for 24th March.

11.0 Purchase of Diamond Jubilee Commemorative Items – consideration and agreement of expenditure (including Petersfield School's request for mugs): Resolved: that an additional £250 be approved from 2011/12 funds for commemorative items. It was agreed that the event organisers should submit expense claims/receipts to the Clerk on a periodic basis. Action: the Clerk to email an expense form to Mr N Shaw. The PC considered a request from Petersfield School to pay for Diamond Jubilee Mugs for the students from Whaddon. Resolved: that Whaddon PC would not pay for mugs for Petersfield School as all village children would receive a commemorative item at Whaddon's Jubilee event. Action: Cllr Peyton to inform Petersfield School of the decision. (County Cllr L Oliver entered the meeting). It was agreed to return to agenda item 5.0

5.0 Reports from District and County Cllrs:

County Cllrs Report – a verbal update was given by County Cllr L Oliver

- Meldreth Road and Church Street Footways – County Cllr L Oliver would speak with CCC Highways regarding the damaged footways.
- Bus-Service 127 – no changes had been made to the service. Cllr L Ginger commented that the timetable on the website showed that the 8.30 am Saturday service was not running. Action: Cllr Ginger to investigate further.
- Broadband – CCC were on-track with their application for Rural Community Broadband Funding. This differed from the information provided by one of the Parish Cllrs following a discussion with ACRE. Action: County Cllr Oliver to seek clarification of the situation.
- Council Tax – a 2.95% increase had been approved by the Council with regret.

12.0 Reduction of speed limit in village - update, agreement of actions and agreement to ring-fence funds for future expenditure if necessary: The Clerk had received information on the process and likely costs (£4,000-£5,000) of reducing the village speed limit to 30mph. CCC had advised that it would be unrealistic to expect a significant speed reduction in Meldreth Road without supporting physical changes to force motorists to slow down. A discussion was held. Action: the Clerk to organise a site-visit with Ms K Lund from CCC to discuss the options available for physically reducing speed in Meldreth Road and to obtain quotes.

- 13.0 Bridge Street Safety Signage – agreement of final scheme and expenditure:** signage options and provisional costs were discussed. Action: Cllr Lewis to finalise signage scheme and costs. The Clerk to schedule an agenda item for the next PC meeting. CCC had quoted £33.77 + VAT to paint ‘SLOW’ on the road at the top of Bridge Street on the understanding that this would have to be done when the appropriate team were in the area. Resolved: to accept CCC’s quote and to request road markings on both sides of the road (even if this doubled the quoted price). Action: the Clerk to accept the quote from CCC and request road markings for both sides of the road.
- 14.0 Charitable Donation(s) – hearing of proposals and approval of donations:** a discussion was held. Resolved: that £100 be donated to Red Balloon Learner Centres, Cambridge (for the recovery of bullied children). Action: the Clerk to organise the donation.
- 15.0 Limiting Chair of PC to 3 years service – discussion and agreement of actions if necessary –** a discussion was held. The PC did not wish to change the current arrangements at present.
- 16.0 PPP3 expenditure proposals – consideration of schemes for grant application:** no specific proposals were suggested for 2012/13 although the posts on the bridge on Footpath 9 may be rotten and require replacing. Action: the Chair to check the state of the bridge posts. A quote had been received from Mr W Knight for £200 to tidy the hedge around Whaddon Gap car park. Action: the Clerk to request a revised quote to include the removal of cuttings and their disposal off site. A form detailing PPP3 work completed by the PC during 2011/12 had been completed by Cllr Neale. Action: the Clerk to submit the completed form to CCC.
- 17.0 Village email system – discussion and agreement of actions:** a proposal was made by Neighbourhood Watch (NW) to acquire email addresses for village residents (on an opt-in basis) in order to distribute police notices and potentially other important village information. Resolved: to support NW in collating email addresses for village residents.
- 18.0 Parish Council Elections - briefing:** the elections would be held on 3rd May 2012. The Clerk briefed the Cllrs and handed out election packs. The Chair noted with regret that Cllr Rose had decided not to stand for re-election. Action: the Clerk to put up notices about the election.
- 19.0 Village Upkeep and Maintenance:**
- Village sign – this needed repainting
 - Bridge Street Fountain Garden – a cracked paving stone that needed replacing. Action: the handyman to get a quote for replacing the paving stone.
 - Grass verges – these would need cutting towards the end of April.
- 20.0 Items for next meeting**
- Parish Plan - update
 - Village Hall Window – approval of expenditure.
 - Bridge Street Safety Signage – approval of signage and expenditure
 - Reduction of speed limit in village
 - Financial report to 31 March 2012
- 21.0 Date of next meeting – Resolved:** to change the date of the next meeting to 23 April to allow as many Cllrs as possible to attend. Action: the Clerk to book the VH and amend public notices.

There being no further business the meeting closed at 10.07 pm