

Minutes of Whaddon Parish Council meeting held on 9th January 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, Mr L Ginger, Mrs J Lewis (from 7.35p.m.), Mr P Neale, Mr C Rose
	District Councillors	Mr N Cathcart
	County Councillor	Mrs L Oliver
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	1 present

- 1.0 Apologies for Absence** – none received. 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** – none declared.
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 7th November 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:
- A1198 Speed Limit Review – the speed limit had been lowered to 50mph from just north of Whaddon Gap to Kneesworth. Some Cllrs expressed concern that there were now too many different speed limits within a short distance, potentially confusing motorists. Action: the Clerk to table an agenda item for the next PC meeting.
 - Affordable Homes Boundary Treatments – SCDC had made decisions about the right hand boundary (1.8m chain link fencing with round tops and hedge planting) and the left hand boundary with Rose Cottage (1.8m close boarded fencing with trellis on top). No decision had yet been made about the rear boundary - PC representatives would be invited to a site meeting to give their views when the development was nearer completion. Action: the Clerk to ask SCDC about the proposed boundary treatment for the front of the scheme.
 - Verges: grass-cutting – the tender exercise had been carried out - the deadline for tender submissions was 12th January 2012. Actions: The Clerk to write to Mr M Monks to thank him for his advice with preparing the tender specification.
 - Trees: Bridge Street verge - The Chair and Clerk had met with SCDC's tree officer to discuss options for management of the trees on the verge between no 55 Bridge Street and Dyers Green. Actions: the Clerk to table a future agenda item.
 - Recreation Ground Railings: these had now been repaired.
 - Pickering Woods: the clearance work on the paths had now been completed.
 - Bridge Street Road Safety Signage: a site meeting had been arranged for 23rd January with a representative from Cambridgeshire County Council to discuss this further.
 - Parish Plan: no response had been received to the request in the newsletter for volunteers to help produce a new plan. Cllr Ginger would draft a flyer to go to all residents.
 - CCC archives: PC legal deeds could be stored at the archives free of charge and access did not appear to be a major issue. Action: the Clerk to check where CCC archives are based.
 - Pothole – opposite College Farm: not fixed. Action: County Cllr Oliver to follow up.
 - CCC bus-survey (re removing subsidies): this had now been completed and submitted.
 - Parish Volunteers: two students were doing volunteer work for the PC as part of the Duke of Edinburgh award scheme.
 - CCC Highways Minor Improvements Grant: the PC had applied for funding under this scheme for speed reduction measures.

5.0 Reports from District and County Cllrs: District Cllrs' Report - a verbal report was given by District Cllr Cathcart.

- Sheltered Housing Provision: work was still ongoing on options to try to maintain acceptable service levels in the face of funding cuts.
- Call for Potential Development Sites: this had now closed but was still in the draft stages.
- Council Tax: the final decision for 2012-13 was due soon.

County Cllr Report: a verbal report was given by County Cllr Oliver:

- Local Level Decision Making – CCC were trying to bring some decision making and budget spend down to a local level. A meeting would take place on 18th January to explore this further – Cllrs Peyton and Ginger to attend.
- Byway 22 – the PC's comments regarding CCC's reply to their letter about the resurfacing works on the byway would be passed to director level. The PC was asked to monitor the byway to see if there was any increase in the traffic using it.
- Civil Parking Enforcement: there were ongoing debates about potentially rolling this scheme out to a wider area.

6.0 Public Participation: no comments received. County Cllr Oliver left the meeting.

7.0 Planning:

7.1 Noting of Planning Committee recommendation re i) S/2314/11, Bumpkins, church End, for an extension – approval recommended and ii) S/2433/11, 32 Meldreth Road, for detached car port - approval recommended.

7.2 Noting of SCDC decision re S/2152/11, Whaddon Village Hall, extension of time limit on existing planning permission – permission granted.

7.3 Noting of new Chairman of the Planning Committee – Cllr P Neale had been elected as Chairman and Cllr K French as Vice-Chair.

8.0 Finance:

8.1 Presentation of draft accounts to 31 December 2011: postponed to the next meeting.

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

Cheques to be signed today:

Cheque No. 100750, for £52.92, CCC, street lighting energy and balance of maintenance contract.

Cheque No. 100751, for £80.00, Mr P E Coningsby, grass-cutting (Church yard).

Cheque No. 100752, for £57.99, Litlington Parish Council, Cllr training (Kate French, Malan Peyton, Lee Ginger).

Cheque No. 100753, for £360.00, S. Scott, path clearance work, Pickering Woods.

Cheque No. 100754, for £132.00, M D Landscapes, recreation ground grass cutting October (19 cuts to date).

Cheque No. 100755, for £68.00, Hales Printers, newsletter printing.

Cheque No. 100756, £50.00, Mrs M Peyton, Chair's expense allowance, qtr to 31 December 2011.

Cheque No. 100757, £938.68, Mrs G van Poortvliet, clerks salary and expense allowance for qtr to 31 December 2011.

8.3 Precept meeting: agreed that the precept meeting be moved to 23rd January 2012 at 8pm.

9.0 Correspondence:

- SCDC Housing Strategy Consultation – deadline 31st January 2012 (agenda item 12.0).
- CCC – invitation to apply for grant funding for local minor highway improvements (deadline 30th December 2011). Application made by PC.
- SCDC Empty Homes Strategy Consultation – deadline 29th February 2012.

- SCDC - notification that responsibility for maintaining street lighting will now be down to SCDC and not the PC. Any maintenance costs already paid to Balfour Beatty will be reimbursed. The PC will still be responsible for energy costs.
- CCC – feedback from HCV Strategy Meeting.

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

- Village Hall usage consultation – further consultation had now been carried out with the village youth and seniors to establish their requirements for the VH. Outcomes had been defined for the next stage of grant applications.
- Grant funding (SCDC) – a letter had been written to SCDC asking for clarification of the process for claiming the grant awarded for the VH refurbishment. No answer had been received. Action: District Cllr Cathcart to follow up.

11.0 Consideration and Adoption of Draft Procedures:

11.1 Complaints Procedure – Resolved: that the Complaints Procedure be adopted by the PC. Action: the Clerk to arrange for the adopted procedure to be put on the website.

11.2 Data Protection Policy – this was discussed. Action: the Clerk to check what the maximum photocopying charges are under the Data Protection Act.

12.0 Affordable Homes Street Naming – update – SCDC had asked the PC to suggest a street name for the new development. The PC had proposed ‘St. Mary’s Close’ (after consulting the Parochial Church Council) and this was being considered by SCDC.

13.0 Village Newsletter – discussion and agreement of advertising rates – the Feb/March issue of the newsletter would change to an A5 booklet format. It was proposed that advertising rates be £12.50 per issue or £40.00 for four issues (half page advert). The possibility of a premium rate for the back cover was discussed. Action: Cllr French to find out the production cost per page of the new-format newsletter and to contact the editor to see if she needed any help.

14.0 SCDC Housing Strategy Consultation – agreement of PC response – Agreed: that Cllrs Peyton and French be authorised to complete the questionnaire on behalf of the PC. Actions: the Chair to complete the questionnaire with input from Cllr French.

15.0 Village Emergency Plan – discussion and agreement of actions: Actions: Cllr Rose to look into the production of an Emergency Plan and provide an update at the next PC meeting.

16.0 Broadband Speeds – noting of report from Cllr Strudwick and agreement of actions: The PC noted the report concerning the Rural Community Broadband Fund. The RCBF was unlikely to be suitable but the PC should continue to work with ACRE and CCC to try to improve the broadband speeds in Whaddon. It was also noted that it might be possible to approach the Diocese of Ely about using the church tower for a wireless network (as was being allowed by the Diocese of Norfolk). Actions: Cllr Neale to research the Diocese of Norfolk scheme.

17.0 Village Upkeep and Maintenance – reporting of issues:

- Bank at front of Recreation Ground – the grass was encroaching on the footpath and needed to be cut back. Action: the Clerk to ask the handyman to cut back the grass.
- Action: the Clerk to remind CCC Highways to spray the weeds in Bridge Street.

18.0 Items for next meeting

- Adoption of Data Protection Policy
- Accounts to 31st December 2011
- Verges grass-cutting – approval of tender

- Bridge Street Safety Signage
- Approval of 2012-13 precept
- A1198 speed limits
- Newsletter Advertising Rates
- Trees on verge in Bridge Street

19.0 Date of next meeting – 13th February 2012

There being no further business the meeting closed at 9.35 pm

Minutes of Whaddon Parish Council meeting held on 13th February 2012 at 7.35p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mr L Ginger, Mrs J Lewis, Mr C Rose
	District Councillors	None present
	County Councillor	Mrs L Oliver (from 8.30p.m)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	3 present

The meeting started five minutes later than advertised due to the overrunning of an earlier Planning Committee meeting.

- 1.0 Apologies for Absence** – received from Cllr P Neale, District Cllr N Cathcart and District Cllr D McCraith. Cllr N Strudwick has been granted a leave of absence until May 2012.
- 2.0 Declarations of interest** – Cllr J Lewis declared an interest as Chair of Whaddon Village Hall and Recreation Ground Trust (WVHRGT) – agenda item 10.0.
- 3.0 Approval and Signing of minutes from i) Parish Council (PC) meeting of 9th January 2012 and ii) Precept meeting of 23rd January 2012: Resolved: that the minutes of the meetings 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:
- Risk Assessment – action plans needed to be created to address risks regarding the website, newsletter and computer security. Action: the Clerk and chair to complete action plans.
 - Amending standing orders to limit a Chair to three years service – the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) had confirmed this was possible if a resolution was proposed and passed. Action: the Clerk to table a future agenda item.
 - Affordable Homes Boundary Treatments – the Chair had attended a site meeting with SCDC planners, Bedford Pilgrims Housing Association Design Manager and the Site Manager. Seven close-boarded fencing panels would be removed from the rear boundary to maintain the view to the fields behind. Listed building planning consent would be needed to rebuild the boundary wall with Rose Cottage – instead the existing wall would be kept and a new wall built to finish off the plot. The front boundary treatment would be metal estate railings. The contractors would reinstate the bridleway before leaving site.
 - Archives – CCC Archives was based at Shire Hall, Cambridge. Action: The Clerk to put the lease agreements for the Village Hall and Recreation Ground into the archives.
 - Data Protection Act – charges for photocopying – the maximum charge per data subject was £10. Actions: the Clerk to amend and circulate the Data Protection Policy and put it on the website. Published charges to be 10p per sheet for black and white photocopies and 25p per sheet for colour photocopies up to a maximum of £10.
 - Parish Plan: Cllr Ginger had drafted a flyer to go to all residents asking for help with the Village Plan. Action: Cllr Ginger to send the information to the newsletter editor.
 - Emergency Plan: Cllr Rose would provide an update at the next PC meeting. Action: the Clerk to schedule an agenda item.
 - Trees on verges in Bridge Street: provision had been made in the 2012/13 precept for maintenance work. Action: the Clerk to schedule an agenda item for April or May.
- 5.0 Reports from District and County Cllrs: District Cllrs' Report** – none present. County Cllr Report: postponed until the arrival of County Cllr Oliver.
- 6.0 Public Participation:**

- A member of the public asked when the Affordable Homes would be available on SCDC's housing list. The Chair advised that they should be occupied in May and building was currently slightly ahead of schedule. It was agreed to move to agenda item 17.0.

17.0 Affordable Homes – update on decisions re boundary treatments and street name: an update was provided by the Chair – the decisions re boundary treatments had already been covered (4.0 above). The Chair had been informed by the Site Manager that the development would be called St. Mary's Close. However, the PC had not received confirmation of this from SCDC.

6.0 Public Participation (continued):

- A member of the public commented that the changes to the A1198 speed limit, between Royston and Caxton, following the recent review were illogical and confusing to motorists. The Chair had passed residents' concerns to County Cllr Oliver.

7.0 Planning:

7.1 Noting of Planning Committee recommendation re i) S/2500/11, 132 Meldreth Road, for demolition of existing dwelling and outbuilding. Erection of replacement house and double garage and new bungalow with garage and associated new accesses - approval recommended.

7.2 Noting of SCDC decision re S/12314/11, Bumpkins, Church End, Whaddon, for an extension – permission granted. A member of the public commented that they had not been consulted on this application despite being able to see the premises from their property. Action: the Chair to contact SCDC Planning regarding contact with neighbours on planning applications.

8.0 Finance:

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

Cheques to be signed today:

Cheque No. 100758, for £35.00, Orwell Parish Council, Cllr Stage One Training – Cllr K French.

Cheque No. 100759, for £83.00, The Society of Local Council Clerks, annual subscription.

8.2 Presentation of draft accounts to 31 December 2011: the Clerk presented the draft accounts and took questions. Action: the Clerk to prepare a cash forecast until 31 March 2012 for review at the next meeting.

8.3 Approval of Precept for 2012/13: resolved that the precept for 2012/13 be £16,200. Action: the Clerk to publish the precept calculations on the website and notice board.

9.0 Correspondence:

- 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.
- SCDC – indemnity re s106 monies for Affordable Homes development. Action: agenda item for next meeting.

10.0 Village Hall and Recreation Ground Trust update: a verbal update was provided by Cllr J Lewis (Chair of WVHRGT) from the WVHRGT meeting on 7th February.

- Big Lottery Fund Application – the revised application was approximately half-way completed. Further consultation needed to be carried out with certain user groups to establish the benefits to the village of a refurbished village hall.
- Accounts (Village Hall Management and Fund Raising Committee) – the VHMFRCA accounts had been signed off by the auditor. Action: Cllr Lewis to obtain a copy of the accounts for the Clerk.

- Parish Council Grant application – the second phase of the 2011/12 grant application would be submitted at the next PC meeting.
- Phasing of building works – work had been done on breaking the building project down into phases in case it was necessary for grant funding purposes,
- Fundraisers – upcoming events included Whaddon Open Gardens and a Comedy Evening. WVHRGT would be organising a Diamond Jubilee social event (not a fundraiser).

11.0 Bus-service – update and agreement of actions if necessary: Cllr Ginger provided an update. Route 127 - the 8.30 am, Saturday morning service had been withdrawn without consultation. The service to Comberton was no longer calling at Whaddon. (See continuation below).

12.0 Verges Grass-Cutting:

- approval of tender (2012-2014)** – four tenders had been received by the deadline. The results were read out and discussed. Resolved: that the tender from M D Landscapes for £140 per cut be accepted. This was the second lowest tender but was selected as the contractor was local and had a good track-record (recreation ground grass cutting). Action: the Clerk to notify the contractors of the results. (County Cllr Oliver joined the meeting).
- agreement of arrangements for supervision of contractor** - Resolved: that the Handyman would agree dates of cuts with the contractor and monitor the standard of the work. The Clerk would liaise with the Contractor if any issues arose. Action: the Clerk to advise the handyman and contractor of the supervision arrangements.

It was agreed to return to agenda item 11.0

11.0 Bus-service (continued) – the changes to the bus-services detailed above were raised with County Cllr Oliver and disappointment was expressed at the lack of consultation. Action: County Cllr Oliver to investigate further and speak with the bus-service contractor.

It was agreed to return to agenda item 5.0

5.0 County Cllr's Report – a verbal report was given by County Cllr Oliver:

- Council Tax – CCC's Cabinet were recommending an increase of 2.95%. The police were asking for a similar increase. Cambridgeshire is a fast growing county.
- Cost reductions – CCC continue to work with Northampton CC to reduce costs of back-office functions such as IT and legal services.
- Whaddon Footpath – some new posts with footpath signs would be concreted in to mark the footpath route through Fountains Farm, Bridge Street.

13.0 Bridge Street Safety Signage – hearing of proposals and agreement of actions and expenditure: a site-meeting had been held with Ms K Lund from CCC on 23rd January. CCC was supportive of safety signage if it did not obstruct the highway. It would be possible to have 'SLOW' painted on the corner at the top end of Bridge Street if the PC funded it. Double-sided aluminium signs – '20 is plenty' (x3) and 'slow children playing' (x2) - were deemed appropriate. One additional post was needed. Self-adhesive signs could be attached to salt bins. Actions: Cllr Lewis to investigate sign and sign-post options and costs. The Clerk to ask CCC Highways for a quote for painting 'SLOW' on the road and to table an agenda item for next month.

14.0 Village Speed Limits – revoking of 40mph speed limit and agreement of actions: Resolved: to revoke the 40mph speed limit throughout the village as a first step to invoking a 30mph speed limit. Actions: the Clerk to contact Ms K Lund at CCC to find out the process to be followed to revoke the 40mph speed limit. County Cllr Oliver to follow up with CCC Highways about the poor condition of the posts holding the existing speed limit signs.

- 15.0 A1198 – discussion of new speed limits and agreement of actions if necessary:** Resolved: to write to CCC to comment that the variety of speed limits on a relatively short stretch of road between Royston and Arrington was inconsistent and confusing to motorists. A speed limit of 50mph from Kneesworth down to Arrington roundabout would be more sensible. Action: the Clerk to write to CCC.
- 16.0 Changes to the Standards Regime – update and agreement of PC comments:** the Standards Board was due to be abolished and PCs would need to adopt their own Code of Conduct. A standard Code of Conduct was being drafted by SCDC and CAPALC. It was still unclear how breaches of the Code of Conduct would be policed. Actions: the Clerk to ask District Cllr Cathcart to provide an update about the implications of the changes at the next meeting. The Chair to bring the matter up at the next Parish Liaison meeting.
- 18.0 Village Upkeep and Maintenance** – the PC commented on how good the road-gritting service had been during the recent snow. Action: the Clerk to send an email to CCC Highways.
- 19.0 Items for next meeting**
- S106 – resolution and signing of indemnity
 - Purchase of Commemorative items for the Diamond Jubilee – Action: Cllrs to come to the meeting with ideas for consideration.
 - Bridge Street Safety Signage – approval of signage and expenditure
 - VHRGT – approval of second grant payment
 - Financial report and cash position estimate to 31 March 2012
 - PPP3 – proposals for grant funding for 2012/13
 - Limit on length of service of Chair to 3 years
 - Emergency Plan
- 20.0 Date of next meeting – 12th March 2012**

There being no further business the meeting closed at 9.35 pm

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

Minutes of Whaddon Parish Council meeting held on 23rd April 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, Mr L Ginger, Mrs J Lewis, Mr P Neale
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (until 8.10pm)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from Cllr C Rose. Cllr N Strudwick has been granted a leave of absence until May 2012.
- 2.0 Declarations of interest** – Cllr J Lewis declared a prejudicial interest in agenda item 8.3 as Chair of Whaddon Village Hall and Recreation Ground Trust (WVHRGT).
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 12th March 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:** the Clerk and Cllrs provided verbal updates on matters arising from previous PC meetings:
- Damaged Footway, Meldreth Road – notification had been received from CCC Highways that a works order had been put in for this repair work.
 - S106 monies re St. Mary's Close – the monies had now been received and would be ring-fenced in the PC's accounts.
 - Bus service – the Saturday morning bus service was still in operation and the discrepancy on the website had been corrected.
 - Village Speed Limit - a site-meeting had been arranged with CCC on 26th April to discuss appropriate speed restriction measures for Meldreth Road.
 - Bridge on Footpath 9 – following further inspection it was thought that the condition of the bridge was acceptable for the time being.
 - Replacement paving slabs for Bridge Street Fountain Garden – many of the paving slabs were broken but the existing slabs could no longer be sourced. The handyman had arranged quotes for various replacement options. Actions: the Clerk to table an agenda item for the next meeting. Clls to consider replacement options for discussion.
 - Verges grass-cutting – the first cut should be done by the end of April or early May (weather permitting).
 - Trees on verge in Bridge Street – a large branch had fallen from one of the trees. The handyman had been asked to remove it.
 - Environment Agency meeting re local rivers – The Chair gave an update from the meeting on 2nd April. The water table was extremely low. It would be necessary to stop pumping from the borehole feeding the drainage ditch in Bridge Street. The ditch would probably run dry at some point in the near future.
 - Village Newsletter – discussions were being held with potential new advertisers. Some local residents had offered to provide articles about village history. Action: the Chair to provide the residents' contact details to Cllr French.
- 5.0 Reports from District and County Cllrs:**
- County Cllr Report: a verbal update was given by County Cllr Oliver:
- Bassingbourn Barracks – the current Army Training Regiment would be leaving in the middle of the year. As yet no assurances had been given that the clubs and societies currently using the facilities would be able to continue doing so. However, it was expected

that they would have use of the barracks' facilities until the end of December 2012 and possibly until the end of March 2013.

- Bassingbourn Youth Club – this was being reinvigorated and would start up after the May Bank Holiday, on Monday evenings. Volunteers were wanted to help run it.
- Buy with Confidence Scheme Launched – individuals can recommend trades-people and Trading Standards will check them out and add them to a list of vetted traders.
- Olympic Flame – will go via Cambridge on 7th and 8th July.
- Minor Highways Improvements Grants – 87 applications had been received for 20 grants. The first round of sifting takes place this week. County Cllr Oliver would make Whaddon's case.
- Local Government Shared Services – this was expanding to include Norwich City Council.

District Cllrs' Report – a verbal update was given by the District Cllrs:

- District Council Meeting – this would be held on Thursday 26th April.
- Planning Issues – at a recent seminar the idea of looking at 'clusters of villages' rather than considering them individually was explored as a way of improving sustainability.

6.0 Public Participation:

- A member of the public commented that the footway by the Church had recently been repaired but that horses had left hoof-prints in the surface. Action: the Chair to speak with the owners and ask them not to ride on the footway.

7.0 Planning:

- 7.1 Noting of Planning Committee Recommendation re S/0552/12/FL, installation of temporary 65m high meteorological mast, land to West of junction with Old Wimpole Road, Ermine Way, Arrington** – the PC had made no recommendation and commented that the proposed mast was too far away from the Parish to form a view.
- 7.2 Noting of approved minutes from Planning Committee meetings of 12/03/12** – the PC noted receipt of these minutes.

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

- 8.3 Consideration and approval of expenditure on Village Hall (VH) replacement windows:** WVHGT had applied for £2,460 to part-finance the replacement of the remaining windows in the VH. Cllr J Lewis had a prejudicial interest as Chair of WVHRGT and left the meeting.. Resolved: that the grant application for £2,460 be approved (£2,000 from the 2012/13 precept and £460 from under spent funds re the purchase of the front window in 2011/12). Cllr J Lewis returned to the meeting and was informed of the PC's decision. (County Cllr Oliver left the meeting).

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

Cheques already signed (17th March 2012)

Cheque No 100768, for £501.60, Gift Selection, Diamond Jubilee money boxes

Cheques already signed (29th March 2012)

Cheque No 100769, £100.00, Red Balloon Learner Centre, Cambridge, donation

Cheque No 100770, for £78.00, Hales Printers, newsletter printing

Cheque No 100772, for £35.00, CAPALC, councillor training

Cheques already signed (1st April 2012)

Cheque No 100771, for £279.94, Mr N Shaw, expenses re Diamond Jubilee party

Cheques to be signed today (23rd April 2012)

Cheque No. 100773, for £42.00, Mrs G van Poortvliet, reimbursement of expenses paid re domain website registration.

Cheque No.100774, for £2,460.00, Whaddon Village Hall and Recreation Ground Trust, donation towards new windows for Village Hall.

8.2 Consideration of PC Insurance: the Clerk had already obtained a quote that was considerably lower than the current insurer. Action: the Clerk to obtain a third quote. Cllr Lewis to provide contact details for WVHRGT's insurers.

8.4 Presentation of Draft Accounts for year ended 31 March 2012: the draft accounts were with the internal auditor and were due to be approved at the next PC meeting. Action: the Clerk to circulate the draft annual return and accounts in advance of the PC meeting.

9.0 Correspondence:

- SCDC – Standards Committee Newsletter Mar 2012 (details of new requirements for registering interests of spouses/civil partners and clarification re predetermination/bias).
- CCC – response from Richard Preston to our letter regarding the new speed limits on the A1198.
- CCC – request for comment on proposed location of 'SLOW' road markings at top end of Bridge Street (to be discussed at site-meeting on 26th April).
- CCC – briefing on CCC's position regarding Bus Subsidies and the Cambridgeshire Future Transport initiative.
- Invitation to sign a petition against wind turbines in Cambridgeshire.
- Cambridgeshire NHS – notification of outcome of public consultation re proposed redesign of mental health services across Cambridgeshire and Peterborough.
- CCC – Integrated Plan for 2012-13.
- CCC – notification of delay in being able to respond to applications for Minor Highways Improvements funding and details of revised, two stage evaluation process.
- Cambridgeshire ACRE – info re Community Oil Buying Scheme and request for a local co-ordinator.

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 3rd April.

- Fundraising Events – the Comedy Evening had been a great success and raised £756. The Open Gardens event would take place on 24th June.
- Big Lottery Fund Application – WVHRGT were now in a position to finalise the application. A background information booklet was being prepared that could be used as the basis for all future grant applications.
- SCDC Grant – WVHRGT had started a dialogue with SCDC about drawing down the grant. SCDC had requested further information and project plan details.

11.0 Clerk's Appraisal and Salary – it was agreed to move this item to the end of the meeting.

12.0 Bridge Street Safety Signage – agreement of final scheme and expenditure: signage proposals and costs were discussed. Resolved: to purchase three x 3.5m posts, three x '20's plenty' signs and two x 'SLOW' signs with a diagram of children playing, plus appropriate fixings. Actions: Cllr Lewis to ask the supplier if the words 'Children Playing' could be removed from the 'SLOW' sign and to check if it was possible to get back-to-back fixings for two of the poles. The Clerk to order the signs and arrange payment. Thanks were given to Cllr Lewis.

13.0 Whaddon Booklets – consideration of status and agreement of actions: a booklet used to be given to new residents containing village history, maps and useful contact information (now out of date). Actions: Cllr Neale to scan the village history and map pages so that they could be printed out. New residents could be referred to the website for up-to-date contact information.

14.0 Parish Councillors' Election – noting of uncontested election results and discussion of action re Cllr vacancies: the Cllrs elected to Whaddon PC were Mrs K French, Mr L Ginger, Mrs J Lewis, Mr P Neale and Mrs M Peyton. Cllrs C Rose and N Strudwick had not stood for re-election due to work commitments. Dr Strudwick would continue to manage the website on behalf

of the village. Actions: the Cllrs to consider potential candidates to contact about joining the PC. The Clerk to leaflet the new homes in St. Mary's Close.

15.0 Parish Plan Update – no response had been received to requests for help in the Newsletter. Cllr Ginger would make a further request at the Annual Parish Meeting – after this it would be necessary to ask people directly.

16.0 Village Upkeep and Maintenance: nothing reported.

17.0 Items for next meeting

- Replacement of Paving Slabs in Bridge Street Fountain Garden
- Trees on verge in Bridge Street
- Co-option of Cllrs
- Reduction of speed limit in village
- Approval of accounts and Annual Return to 31 March 2012

18.0 Date of next meetings - Annual Parish Meeting 24th April; Annual Parish Council Meeting/next ordinary meeting 14th May – Resolved: to change the date of the next PC meeting to 14th May to ensure it was quorate. Action: the Clerk to book the VH and amend public notices.

The meeting was closed to the public and the Clerk also left the meeting (9.10pm).

11.0 Clerk's Appraisal and Salary – noting of completion of Clerk's appraisal and agreement to increase Clerk's salary to the next point on the scale (if appropriate): Resolved: to increase the Clerk's salary to the next point on the scale. Thanks were given to the Clerk.

There being no further business the meeting closed at 9.20 pm

Minutes of Whaddon Parish Council meeting held on 11th June 2012 at 7.35p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mr L Ginger, Mr P Neale
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	4 present

The Chair apologised for the late start of the meeting.

- 1.0 Apologies for Absence** – received from Cllr J Lewis and County Cllr L Oliver.
- 2.0 Receipt of outstanding Register of Members’ Interests Declarations from Councillors:** Register of Members’ Interests received from Cllr French but not from Cllr Lewis. Action: the Clerk to check the position with SCDC re the non-receipt from Cllr Lewis.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Minutes – approval and signing of minutes from Parish Council Annual Meeting of 15th May 2012 – Resolved:** that the minutes of the meeting be signed by the Chair as a true and correct record.
- 5.0 Report from Clerk and Cllrs – on business remaining from previous meetings:** a verbal report was given.
- Whaddon Village Hall & Recreation Ground Trust (WVHRGT) Risk Assessment – this had now been completed and would be presented at WVHRGT’s AGM on 18th June 2012.
 - Parish Council Insurance Policy – a three year deal had been entered into with Zurich Municipal.
 - 2012/13 Meeting Dates – the Annual Parish Meeting would take place on 22nd April 2013. A revised date may need to be agreed for the September 2012 meeting. Actions: the Clerk to amend the posters and website and book the Village Hall for the APM. The Clerk to schedule an agenda item for the next PC meeting to discuss the date of the September meeting.
 - Bridge Street Fountain Garden – this had now been repaved.
 - Jubilee Party – this had taken place on Monday 4th June and had been a very successful event. Thanks were given to the organising team. Action: the Clerk to write to Mr N Shaw, Mrs W Evans and Mrs A Newberry to thank them for organising the Jubilee celebrations.
- 6.0 Reports from District and County Cllrs** – postponed until the arrival of the District Cllrs.
- County Cllr Report – an emailed report from County Cllr Oliver was read out. The key points were:
- Cambridgeshire Libraries – a new IT System had been jointly purchased with Suffolk County Council. Some services would not be available between 11-22nd June and libraries would need to close (usually for a day) whilst the new system was installed. The system would save money and give users access to a wider range of services. Loan periods had been extended to six weeks.
 - Cambridge & Counties Bank – Cambridgeshire County Council and Trinity Hall College had joined forces to own and run a bank. The bank would concentrate on secured lending to small and medium enterprises (SMEs) and bring good returns for the CCC Pension Fund, reducing the burden on the taxpayer.
- District Cllr Report: a verbal update was given by the District Cllrs:
- SCDC had appointed a new Head of Planning.

- Proposed wind farm at Litlington – this planning application had not yet been determined and was likely to go before the Planning Committee in August or September. Litlington and Bassingbourn PCs had opposed the plans.
- A proposal was being considered to deal with planning infringements by the main Planning Committee rather than via a separate meeting.

7.0 Public Participation:

- Mr M Monks provided an update on the residents' survey about reducing the speed limit in the village. 63% of households had completed the survey with over 90% of responses supporting a 30mph speed limit throughout Whaddon. The District Cllrs wished to add their support to the proposal. Action: the Clerk to contact CCC to ask how they wanted the results of the survey to be presented to them.
- Mr M Monks provided an update on the request for residents' email addresses for disseminating important information throughout the village. Around 85 residents had provided email addresses. Thanks were given to Mr Monks.

8.0 Finance:

8.1 Approval of Payments – Resolved: that the following payments be approved:

Cheques already signed (24th May 2012)

Cheque No. 100777, for £390.00, V T Skuce, repaving of Bridge Street Fountain Garden.

Cheques to be signed today (11th June 2012)

Cheque No.100778, for £88.80, Hales Printers, May 2012 newsletter and speed limit consultation forms.

Cheque No. 100779, for £451.03, Zurich Municipal, Parish Council insurance year to 31st May 2013.

Cheque No.100780, for £959.69, Mrs G van Poortvliet, Clerk's wages and expense allowance for qtr to 30th June 2012.

Cheque No.100781, for £50.00, Mrs M Peyton, Chair's expense allowance for qtr to 30th June 2012.

Cheque No.100782, for £333.72, Mr N Shaw, Jubilee Party Expenses.

8.2 Noting of change to fixed asset values disclosed in the Annual Return – since the approval of the 2012 Annual Return at the previous PC meeting, the Clerk had received advice from the Cambridgeshire and Peterborough Association of Local Councils that the assets leased to WVHRGT should also be included in box 9 of the Accounting Statements. The PC retrospectively agreed a change in the fixed assets value to £550,626 (previously £17,126) using the insurance value of the assets leased to WVHGT.

9.0 Correspondence

- CCC – Environment and Transport Services survey.
- CCC – May 2012 update from County Cllr Oliver pointing out the importance of residents' registering their interest in fast broadband.
- SCDC – notes from Local Plan Parish Council workshops.
- Cambridgeshire ACRE – details of the 'Get Cambridgeshire Connected' campaign (fast broadband).
- Audit Commission– consultation re proposed appointment of Littlejohn LLP as external auditor for five years from 2012/13 and details of audit fee schedule. Any objections to be made by 29th June 2012 (no objections received).

10.0 Co-option of Councillors – update and agreement of actions: the PC had received three applications for the Parish Cllr vacancies. Action: the Clerk to arrange the interviews for Thursday 21st June. The successful candidates could be co-opted at the next PC meeting.

It was agreed to move to agenda item 13.

- 13.0 Website – discussion of the way forward and agreement of actions:** the PC’s Risk Assessment had identified some potential risks relating to the website, particularly concerning reliance on one individual. Dr Nigel Strudwick, who develops and updates the website, was invited to address the meeting. Dr Strudwick confirmed his willingness to continue to update the website and also explained how Whaddon’s website model was set-up. A discussion was held and the idea of finding a deputy for Dr Strudwick was explored. Actions: the Clerk to set up a meeting between Dr Strudwick, the Chair and the Clerk to further explore how the current website system works and ascertain what could realistically be done to reduce reliance on one individual. Thanks were given to Dr Strudwick.
- 11.0 Whaddon Village Hall and Recreation Ground Trust – update:** Mrs W Evans, Vice-Chair WVHRGT, was invited to address the meeting. A verbal update was given:
- WVHRGT’s AGM would take place on 18th June 2012
 - The next key objective was to replace the Village Hall (VH) floor and insulate the walls.
 - Whaddon Hidden Gardens fundraising event would take place on Sunday 24th June.
- 12.0 Freedom of Information Policy – review and adoption of updated policy –Resolved:** that the draft Freedom of Information Policy be adopted by the PC. Action: the Clerk to ask for the adopted policy to be put on the website.
- 14.0 S106 monies – update and agreement of next steps:** potential uses for the ring-fenced S106 monies were discussed. Agreed: that the PC should invite VH and recreation ground user-groups to apply for the funds. Action: the Clerk to put details on the notice-boards and website inviting applications and also to bring this to the attention of WVHRGT, Whaddon Cricket Club and Whaddon Playground Project.
- 15.0 Village Upkeep and Maintenance – reporting of issues:**
- **Potholes in Bridge Street** – these had been reported to CCC Highways and would be repaired. The CCC Highways web-based reporting tool did not work in certain areas of Whaddon with poor internet connection.
 - **Meldreth Road telephone box** – this was noted to be in a poor state of repair.
- 16.0 Items for next meeting:**
- Co-option of Cllrs
 - Parish Plan
 - Presentation of Accounts to 30th June 2012
 - Agreement of September meeting date.
- 17.0 Date of next meeting – 13th August 2012**

There being no further business the meeting closed at 9.27 pm

Minutes of Whaddon Parish Council meeting held on 13th August 2012 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 J Lewis, Mr H Burgess, Mr R Scott,
 Professor A Milton
 District Councillors Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 1 present

- 1.0 Apologies for Absence** – received from Cllr K French and District Cllr N Cathcart.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 11th June 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record. See later amendment (9.0 below).
- 3.0 Adoption of new Code of Conduct** - Resolved: that a new Code of Conduct (the same as that adopted by South Cambridgeshire District Council) be adopted by Whaddon Parish Council.
- 4.0 Noting of Resignation of Parish Cllr and Co-option of new members to the Parish Council – including signing of Declarations of Acceptance of Office** – Mr P Neale had resigned from the PC after many years of service. Thanks were given to Mr Neale. Action: the Clerk to write to Mr Neale to thank him for his service. Permission had been received from SCDC to co-opt three new members and interviews had been held. Resolved: that Mr H Burgess, Professor A Milton and Mr R Scott be co-opted to the PC. Declarations of Acceptance of Office were signed.
- 5.0 Register of Members Interests – update on new requirements and noting of receipt of duplicate completed forms by the Clerk** – the Clerk reminded Cllrs that the new regulations required Register of Members Interest forms to be submitted to SCDC by 28th July with a copy to the Clerk for publication on the website. Newly co-opted Cllrs still had 28 days to complete and return their forms. Actions: all Cllrs to complete the Register of Members Interest forms and return them to SCDC and to the Clerk.
- 6.0 Declarations of Interest** – none declared.
- 7.0 Report from Clerk and Cllrs – on business remaining from previous meetings**: a verbal report was given.
- Bridge Street Safety Signage – an updated specification and quote had been received from the supplier and the Clerk would now order the signs.
 - Speed limit survey – details of the survey results had now been passed on to Cambridgeshire County Council (CCC).
 - Website – a meeting had been held with Dr N Strudwick (website manager) to see if it would be possible for an additional person to be trained to edit the village website. The set up of the website had been clarified but further investigation would be necessary to establish the knowledge-level and software required to enable an additional person to edit the site.
 - S106 monies – notices inviting applications for the funds had been put up and would also go in the newsletter. The deadline for applications was 31st October 2012. Two applications had already been received.
 - Bridge Street phonebox – the conversion to a library facility was still in progress.
 - Meldreth Road Footway – this had now been repaired.
- 8.0 Reports from District and County Cllrs** – no County Cllr present.
District Cllr Report: a verbal update was given by District Cllr McCraith:

- SCDC Local Plan – the local plan which would shape planning policies until 2013 was currently in the consultation period (deadline 28th September).
- Proposed wind farm at Litlington – this planning application had not yet been determined and was likely to go before the SCDC Planning Committee in September.
- A new Committee had been set up for Civic Standards.

9.0 Public Participation:

- An email was read out from a member of the public concerning the verges grass cutting. The email asked the PC to consider varying the tender specification to require the verge between nos 72 and 104 Bridge Street to be cut back as far as the stream instead of one metre from the roadside (as per the specification) because it now looked untidy. The email also commented that in some instances the grass had not been cut back to a depth of one metre. The issues were discussed. The Cllrs did not wish this particular stretch of verge to be cut back further because of potential damage to the wildlife habitat and also because the additional cuttings could go into the stream. It was noted that others had commented that the verges looked very tidy. Actions: the Clerk to inform the member of the public of the PC's view and to ask the handyman (who was inspecting the verges after each cut) and Mr M Monks for their views on the standard of the grass cutting.
- A member of the public asked that the grass verge by the first cottage in St Mary's Close be cut as it was not possible to see the road sign. Action: the Clerk to speak with the contractor who cuts the verges and request that they cut this area next time.
- A member of the public pointed out an error in the minutes from the previous PC meeting. Mrs W Evans, referred to in point 11.0 is the Vice-Chair rather than the Secretary of Whaddon Village Hall and Recreation Ground Trust (WVHRGT). Resolved: that item 11.0 of the minutes from the PC meeting of 11th June 2012 be amended by the Chair to say Vice-Chair instead of Secretary.

10.0 Finance:

10.1 Approval of Payments – Resolved: that the following payments be approved:

Cheques already signed (21st June 2012)

Cheque No. 100783, for £684.00, M D Landscapes, grass cutting recreation ground Mar, April and May (8 cuts) and verges grass cutting May.

Cheques already signed (5th July 2012)

Cheque No. 100784, for £105.00, SCDC, election expenses for uncontested Parish Council election - May 2012.

Cheques to be signed today (13th August 2012)

Cheque No.100785, for £354.00, M D Landscapes, grass cutting recreation ground 7th, 14th and 28th June (3 cuts) and verges grass cutting June.

10.2 Presentation of draft accounts to 30th June 2012 – the Clerk presented the accounts and invited questions.

10.3 Bank Mandate – status update and agreement of new signatories – it had been discovered that Barclays Bank did not have a record of the correct bank mandate and authorised signatories for the Parish Council. It would be necessary to resolve this before new signatories were appointed. Action: the Clerk and Chair to liaise with Barclays Bank to ensure that the correct mandate and signatory details were held in future.

11.0 Correspondence

- SCDC – notification of new requirements for registering of members' interests and those of spouses/partners.
- CCC – Countryside Access Annual Report 2011/12.
- SCDC – Local Plan consultation document (closes 28th September 2012).
- SCDC – consultation re Gambling Licences.
- CCC – notification of award of £1,350 for Whaddon PC under the Minor Highways Improvements Scheme (for speed reduction measures in Meldreth Road)

- Cambridgeshire Health and Wellbeing Board – consultation on priorities for health and wellbeing strategy (closes 17th September 2012)
- CAPALC – details of training courses, September to December 2012. Action: the Clerk to book Cllr Scott onto three training courses and to liaise with the other new Cllrs regarding dates to see if they wished to attend too.

12.0 Planning Matters

12.1 Noting of Planning Committee recommendation and SCDC decision re S/1145/12/FL, garage, 118 Meldreth Road: the Planning Committee recommended approval and SCDC have granted planning permission.

12.2 Noting of SCDC decision re S/0552/12/FL, re installation of temporary 65m meteorological mast, Arrington: planning permission refused.

12.3 Appointments to Planning Committee: Resolved: that Cllrs R Scott and A Milton be appointed to the Planning Committee and Cllr J Lewis (who had agreed to serve in a temporary capacity) be removed.

13.0 SCDC Local Plan – agreement of PC approach to consultation and response re inclusion of additional employment development area at Eternit Site: it was agreed that the consultation document be circulated to Cllrs in the mail and that they should highlight any questions of relevance to Whaddon. These questions, plus the specific question re the Eternit Site, would be discussed at the next PC meeting. Actions: All Cllrs to review the SCDC Local Plan and highlight any issues they believe to be relevant to Whaddon. The Clerk to put the response to the SCDC Local Plan Consultation on the agenda for the next PC meeting.

14.0 Broadband – consideration of establishing a Community Broadband Project and Agreement of Actions: whilst it was not currently possible for the PC to fund works to improve the Broadband speed in Whaddon, some communities had set up Community Broadband Projects and achieved good outcomes. Dr Strudwick was currently looking into this and CCC were also in discussions with a supplier. Action: the Chair to keep the PC informed of progress.

15.0 Parish Plan – update: Cllr Ginger provided an update. Some volunteers had come forward to assist with the Parish Plan and the aim is to get the project up and running after the holiday season. Cllr Burgess offered to assist.

16.0 Code of Conduct Dispensations and Complaints Procedures – dispensations and agreement of next steps: it would be possible either for the Clerk to make decisions on Dispensation Requests when they arose or for the whole PC to consider them. The Complaints Procedure needed updating with regard to complaints relating to conduct. A discussion was held. Action(s): the Clerk to table an agenda item for the next PC meeting regarding a resolution to allow decisions re Dispensation Requests to be made by the Clerk. The Clerk to investigate suitable options re the Complaints Procedure in relation to the Code of Conduct.

17.0 Parish Paths Partnership (P3) – appointment of Co-ordinator: following the resignation of Mr P Neale, a new P3 co-ordinator was needed if the PC still wished to participate in the scheme. This was discussed but no decision made. A volunteer was also needed to write the PC section of the newsletter – Cllr Ginger agreed to do this. Action: the Clerk to table an agenda item for the next meeting re a P3 Co-ordinator.

18.0 Village Upkeep and Maintenance – reporting of issues

- The footpath between the reservoir and A1198 in Kneesworth was overgrown with nettles – Actions: the Chair to report this to CCC Rights of Way. District Cllr McCraith to bring this up with Bassingbourn PC.

19.0 Items for next meeting:

- SCDC Local Plan
- Dispensation Requests
- P3 Co-ordinator
- Audit Report

20.0 Date of next meeting and future PC meetings – the next PC meeting date was changed to Tuesday 4th September. A Planning Committee meeting would be called for 23rd August. Actions: the Clerk to amend the Schedule of Meeting Dates and book the Village Hall for the meetings.

There being no further business the meeting closed at 9.18 pm

Minutes of Whaddon Parish Council meeting held on 4th September 2012 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs M Peyton
 Councillors Mr H Burgess, Mrs K French, Mr L Ginger (from 7.35pm),
 Mr R Scott
 District Councillors Mr D McCraith (from 8.37pm)
 Parish Clerk Mrs G van Poortvliet
 Parishioners 1 present (from 8.12pm)

- 1.0 Apologies for Absence** – received from Cllr A Milton and County Cllr L Oliver. Notice of late arrival (and potential absence) received from District Cllrs N Cathcart and D McCraith. (Cllr L Ginger entered the meeting.)
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 13th August 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Cllrs – on business remaining from previous meetings:** a verbal report was given.
- Bridge Street Safety Signage – the signs and posts had now been delivered to the Clerk. Actions: The Clerk to ask Cllr Lewis to provide a map and confirmation of where the posts should be installed. The Clerk to arrange a quote for installation.
 - Register of Members Interest Forms – copies received from Cllrs Burgess, Ginger and Peyton. Actions: Cllrs French, Lewis, Milton and Scott to provide copies of completed forms to the Clerk.
 - Broadband – Cambridgeshire County Council were in ongoing discussions with BT. A technical expert from BT would be looking at the situation in Whaddon to evaluate the available options for improving the broadband speed. It was hoped that the Chair, Dr Strudwick and BT would be able to hold a meeting to discuss this further.
 - Footpaths – footpath 21 (between the reservoir and the A1198 in Kneesworth) had been cut although the end had since been ploughed up. The CCC Rights of Way Officer would like to have a site meeting with the Chair and the Parish Paths Partnership Co-ordinator to look at the footpaths in Whaddon.
- 5.0 Reports from District and County Cllrs** – no County Cllr present.
District Cllr Report: it was agreed to postpone this item until the arrival of a District Cllr.
County Cllr Report: an email update had been received from County Cllr Oliver. The main points were:
- Broadband Speeds in Whaddon – discussions with BT were continuing. One avenue might be to set up a Community Trust to make independent arrangements with BT although the cost would need to be met locally. The local plan which would shape planning policies until 2013 was currently in the consultation period (deadline 28th September).
 - Superfast broadband, Cambridgeshire – 13,000 businesses and residents had signed up to support the ‘Connecting Cambridgeshire’ initiative. People should still to be encouraged to show interest.
 - Adult Education Courses – details of all courses can be found on www.cambridgeshire.net/courses.
 - Reporting potholes and requesting other highways repairs – this can be done using the CCC weblink www.cambridgeshire.gov.uk/transport/roads/reportingafault.htm
- 6.0 Public Participation:** no members of the public present as this stage.
- 7.0 Finance:**

- 7.1 Approval of Payments – Resolved:** that the following payments be approved:
Cheques already signed (16th August 2012)
 Cheque No. 100786, for £767.59, C W Technologies (UK) Ltd, safety signs, fittings and posts for Bridge Street.
Cheques to be signed today (4th September 2012)
 Cheque No. 100787, for £78.00, Hales Printers, newsletter printing.
 Cheque No. 100788, for £190.80, Moore Stephens, Audit of Annual Return for year ended 31 March 2012.
 Cheque No. 100789, for £184.00, Mr D Evans, gardening (Bridge Street Fountain Garden) and edging along side of recreation ground onto Church Street footway.
 The PC approved £20 expenditure for bulbs for the Bridge Street Fountain Garden. Action: the Clerk to ask the handyman to purchase the bulbs.
- 7.2 Noting of external audit report for 2012 Annual Return** – the external auditors had signed the annual return for 2012. The return and notice of closure of the audit was being displayed on the notice board. Actions: the Clerk and Chair to produce an annual report for the next issue of the newsletter.
- 7.3 Bank Mandate update and appointment of signatories** – Agreed to postpone this item to the next meeting.

8.0 Correspondence

- TGC Renewables – invitation to a Community Consultation Exhibition, Wimpole Village Hall, 30th August re proposed Solar PV Park, Hoback Farm, south of Wimpole and Orwell.
- Audit Commission – notification of appointment of Littlejohn LLP as the PC's external auditor for five years commencing 2012/13.

- 9.0 Planning Matters - noting of Planning Committee recommendation re S/1247/12/FL and S/1247/12/LB, part demolition of existing lean to and new two storey extension, 100 Church Street, Whaddon:** the Planning Committee recommended approval, no comments. It had since been established that an error had been made in the Design and Access Statement (which had not been sent to the PC) falsely stating that a change of use to Bed and Breakfast was being sought. This was not the case. An amendment would be made and revised documents circulated to the PC. Action: the Clerk to write to ask the Planning Officer why the Design and Access statement had not been sent to the PC.

- 10.0 Whaddon Village Hall and Recreation Ground Trust – update:** the Chair of WVHRGT was not present. This item was postponed until the next meeting.

- 11.0 SCDC Local Plan – agreement of PC response re issues of relevance to Whaddon including a possible additional employment development area at the Eternit Site:** it was agreed to delegate this to the Planning Committee and that a meeting be convened to consider it. Actions: the Clerk to request an additional copy of the SCDC Local Plan, circulate it to the Planning Committee and convene a Planning Committee meeting. Cllrs to review the consultation document and suggest items of relevance to Whaddon for the Planning Committee's consideration.

- 12.0 Code of Conduct Dispensations – agreement of process and passing of resolution if necessary:** the PC resolved to delegate the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

It was agreed to return to agenda item 6.0 as a member of the public had arrived.

6.0 Public Participation:

- The member of the public asked the PC to consider purchasing a Multi Use Games Area for the recreation ground, using S106 funds. The individual was asked to email the Clerk with details of the equipment wanted, its cost and how it could benefit the village.
- The member of the public asked about progress on the Bridge Street phone box refurbishment – the PC advised that this was progressing but there had been some delays.
- The member of the public asked whether the recreation ground railings were due to be repainted this year. Actions: the Clerk to ask the handyman to provide a quote for the repainting and to liaise with WVHRGT to see if they preferred to organise some volunteers to do the painting.

13.0 Parish Paths Partnership (P3) – appointment of Co-ordinator: Cllr Burgess agreed to be the P3 Co-ordinator for Whaddon, with Cllr Scott acting as deputy. Action: the Chair to arrange a site meeting with CCC Rights of Way Officer and the new P3 co-ordinator(s).

District Cllr McCraith joined the meeting – it was agreed to return to agenda item 5.0

- 5.0 Report from District Cllrs** – a verbal report was given by District Cllr McCraith:
- SCDC Local Plan – SCDC Planning Department were very keen to have the views of PCs on the issues and options concerning their villages e.g. broadband, parking, open spaces, transport.
 - Wireless Station, Kneesworth – a footpath should have been provided from Chestnut Lane to Kneesworth as part of the planning permission for the site but this had not been done. The Wireless Station was now applying to expand which would be an opportunity for Bassingbourn PC to insist that a footpath was provided. Action: the Chair to contact Bassingbourn PC to see if any support was needed from Whaddon PC.

14.0 Village Upkeep and Maintenance – reporting of issues

- The contractor who cuts the recreation ground grass had pointed out that the hedge between the golf centre and recreation ground was very overgrown. Actions: the Clerk to report this to WVHRGT.
- The ‘S’ on the ‘SLOW’ road marking going into Bridge Street had been removed when CCC Highways had repaired the edge of the highway. The Chair had reported this to CCC Highways. Action: the Clerk to ask CCC for the letter ‘S’ to be repainted.
- Notice Boards – the Perspex was quite cloudy, particularly on the Bridge Street notice board making it harder to see the notices. Action: the Clerk to ask the handyman to inspect all the notice boards and provide a quote for replacing any Perspex deemed necessary.

15.0 Items for next meeting:

- Bank mandate
- Accounts to 30th September 2012
- Parish Plan update
- Audit Report
- WVHRGT update
- Complaints procedure

16.0 Date of next meeting – it was agreed to change the next PC meeting date to Monday 15th October to enable it to be quorate. Action: the Clerk to amend the notices and book the Village Hall.

There being no further business the meeting closed at 9.00 pm

Minutes of Whaddon Parish Council meeting held on 15th October 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, Mrs J Lewis, Professor A Milton, Mr R Scott
 District Councillors Mr N Cathcart, Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 0 present

- 1.0 Apologies for Absence** – received from Cllr H Burgess, Cllr L Ginger and County Cllr L Oliver.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 4th September 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – Cllr Lewis declared an interest as Chair of Whaddon Village Hall and Recreation Ground Trust (WVHRGT) (agenda item 10.0).
- 4.0 Report from Clerk and Councillors – on business remaining from previous meetings:** a verbal report was given.
- Register of Member’s Interest Forms – these had been received from all but two Cllrs who were reminded that non-completion of the forms was a breach of the Code of Conduct.
 - PC Complaints Procedure – this needed amending to reflect how complaints should be made under the new Code of Conduct. However, different processes were being recommended by Cambridgeshire & Peterborough Association of Local Councils (CAPALC) and South Cambridgeshire District Council (SCDC). The Clerk had received no response to a query made to SCDC. Action: District Cllr Cathcart to follow up with the relevant SCDC officer.
 - Bridge Street Safety Signage – a local contractor had been asked to quote for installing the signs and posts but had declined due to not having the necessary public liability insurance. Actions: The Chair to ask an alternative contractor to provide a quote for installation.
 - Footpaths – the Chair had met with a CCC Rights of Way Officer and walked the footpaths in Whaddon. Several issues had been identified: (1) the footpath via the Golf Centre was inadequately way-marked. Signs had been provided for the Golf Centre to put up; (2) the entrance to the footpath at Warmglade/Morley Manufacturing was obstructed with debris – the Rights of Way Officer would follow this up; (3) the footpath via Hoback Farm had been diverted and a new path cut. The Rights of Way Officer would seek to reinstate the original route as legally the landowner had to apply for a formal diversion; (4) CCC would no longer cut Byway 22, which was now mainly stones, and would instead cut footpath 9. It was hoped to put a bridge between the land farmed by Mr Andrews and that farmed by Mr Coningsby; (5) some attempt had been made to grow grass at the end of the footpath between the reservoir and Kneesworth which had previously been ploughed up – this was not yet in a satisfactory state.
 - Broadband – Dr N Strudwick had agreed to be Whaddon’s Broadband Champion and had obtained a lot of information from Cambridgeshire County Council (CCC) including maps showing expected levels of broadband coverage. Dr Strudwick would continue to keep the PC informed of developments. The PC is currently being advised to wait and see if CCC can obtain a solution for us rather than pursuing an individual solution.
- 5.0 Reports from District and County Cllrs:**
- District Cllr Report: a verbal report was given:
- Litlington Wind Farm – the Planning Committee meeting to consider this planning application would probably take place in December. The Wind Farm might be visible from parts of Whaddon.

- Former Horse and Groom Pub, A505 – a planning application had been made for a 70 bedroom hotel. It was thought that this was likely to be turned down on National Planning grounds. County Cllr Report: an email update had been received from County Cllr Oliver. The main points were:
- Broadband – 21.4% of Whaddon residents had signed up to Connecting Cambridgeshire. More responses needed to be encouraged. A decision on providers is due to take place in December 2012. Actions: the Clerk to find out when the closing date for the Connecting Cambridgeshire Campaign is and to see if residents could be encouraged to respond via the Whaddon website, newsletter or email network as appropriate.
- Footpath 9 – County Cllr Oliver wished to know if any complaints had been received about the revised route for footpath 9. Action: the Clerk to reply that no complaints had been received.
- 2013/14 Budget – CCC had to make £37m in savings in 2013/14 despite having saved £40m in 2011/12 and a further £42m this financial year. These savings had to be made while supporting and investing in services. Residents can have their say in what decisions should be made by completing a survey on www.cambridgeshire.gov.uk/budgetconsultation.
- Examination results – early indications are that overall KS1 and KS2 results have improved significantly this year with the greatest gains in KS2. National data will not be available until later in the year although the general expectation is that results will have improved nationally too.

6.0 Public Participation: no members of the public present.

7.0 Finance:

7.1 Approval of Payments – Resolved: that the following payments be approved:

Cheques to be signed today (15th October 2012)

Cheque No. 100790, for £35.00, The Information Commissioner, registration renewal.

Cheque No. 100791, for £13.97, Mr D Evans, bulbs for Bridge Street Fountain Garden.

Cheque No. 100792, for £1,066.55, Mrs G van Poortvliet, Clerks wages for 14 weeks ended 1st October 2012 and expenses.

Cheque No. 100793, for £684.00, M D Landscapes, grass cutting recreation ground and verges.

Cheque No. 100794, for £50.00, Mrs M Peyton, Chair's expense allowance for quarter ended 30th September 2012.

Only one cheque signatory was present. Action: the Clerk to arrange for the cheques to be counter-signed.

7.2 Noting of budget tracking to 30th September 2012 – the Clerk presented the performance against budget for the six months to 30th September 2012.

7.3 Bank Mandate update and authorisation of signatories – the Clerk and Chair had had a meeting with a Business Manager at Barclays, Royston and were more confident that the issues with the bank mandate would be sorted out. Resolved: that Mrs Malan Peyton, Mr Lee Ginger and Mrs Kate French be the authorised PC bank signatories. Actions: the Clerk to arrange for the necessary paperwork to be completed and returned to Barclays Bank.

8.0 Correspondence

- Cambridgeshire ACRE – details of application process for Cambridgeshire Community Transport Fund.
- CAPALC – invitation to Cambridgeshire Funding Fair for Community Groups and Parish Councils, 19th November. Details had been passed to WWH&RGT.
- CCC – request to know if Whaddon wants to join the Winter Gritting Volunteer Programme this year (all volunteers must attend a one hour training course). Action: the Clerk to respond that Whaddon would not be participating in this scheme.

9.0 Planning Matters:

- 9.1 Noting of approved Planning Committee minutes from meetings of 21st June 2012 and 28th August 2012** – minutes noted.
- 9.2 Noting of SCDC decision re planning application S/1247/12/LB, part demolition of existing lean to and new two storey extension, 100 Church Street, Whaddon** - planning permission had been refused.
- 9.3 Noting of Planning Committee response to SCDC Local Plan consultation** – a response had been submitted. Details were in the Planning Committee minutes from 24th September.

10.0 Whaddon Village Hall and Recreation Ground Trust (WVHRGT):

10.1 Update - the Chair of WVHRGT gave a verbal report.

- A new trustee had been appointed to replace one who had resigned.
- The budget had been approved.
- A draft Big Lottery Fund application had been put together for submission late October 2012. The Amey Cespa grant application was progressing and needed full quotes for refurbishment of the main hall – these were being compiled.
- The Annual Return was in the process of completion.

10.2 Expiry of Recreation Ground Grass Cutting Contract – discussion and agreement of actions: the grass cutting contract, which was currently with the PC, would expire at the end of this season. Resolved: that the PC tender for a new three year contract but that WVHRGT take over the contract management (liaising with the contractor and dealing with quality issues). Should WVHRGT become financially viable within the new contract period, the PC would seek a contribution towards the cost of the grass cutting (to be reviewed annually). Actions: Cllr Lewis to inform WVHRGT of the decision. The Clerk to put the Recreation Ground Grass Cutting out to tender at the end of the season.

11.0 Parish Plan update: some volunteers had been found to produce a new Parish Plan but more were needed. Some suggestions were made for people to approach. Actions: Cllr French to follow up with the suggested volunteers and to speak with Cllr Ginger to obtain a more detailed update for the next PC meeting.

12.0 Village Upkeep and Maintenance – reporting of issues

- Litter – it was suggested that a litter-pick be organised and a village resident was suggested as a possible organiser. Action: the Clerk to ask suggested resident if he would organise a litter-pick for the village.
- Dangerous Tree – a willow tree at the entrance to Rectory Farm (opposite Green Farm) had split and was leaning out towards Meldreth Road. Actions: the Chair to email the landowner. The Clerk to follow-up with CCC Highways if necessary.
- Town Farm Close Parking – the police had been called about parking at the entrance to Town Farm Close. It had been confirmed that parking in this area would be treated as an obstruction.
- Traffic Calming – reports had been received that the proposed 30mph village speed limit had been advertised in the press. Action: the Clerk to ask CCC and County Cllr Oliver for an update.

13.0 Items for next meeting:

- Parish Plan update
- Consideration of applications for S106 monies
- Verges grass cutting - review

14.0 Date of next meeting – Monday 12th November.

There being no further business the meeting closed at 9.05 pm

Minutes of Whaddon Parish Council meeting held on 12th November 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, Mr L Ginger (from 7.32p.m.), Mrs J Lewis (from 7.35p.m.), Professor A Milton (from 8.41p.m.), Mr R Scott
	County Councillor	Mrs L Oliver (from 8.40p.m.)
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	4 present

- 1.0 Apologies for Absence** – none received. Advance notice of late arrival received from Cllr A Milton.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 15th October 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record subject to the correction of the spelling of Hobach to Hoback, in item 4.0.
- 3.0 Declarations of Interest** – Cllr Lewis declared an interest as Chair of Whaddon Village Hall and Recreation Ground Trust (WVHRGT), Cllr Ginger declared an interest as Holding Trustee of WVHRGT and Cllrs Ginger and Scott declared an interest as members of Whaddon Cricket Club (agenda item 15.0).
- 4.0 Report from Clerk and Councillors – on business remaining from previous meetings:** a verbal report was given.
- Register of Member’s Interest Forms – these had now been received from all Cllrs.
 - Village Website – the Clerk did not think it was possible to edit the website without training in the use of appropriate software. Dr N Strudwick had offered to meet with the Clerk when he returned to the UK at Christmas. Cllr Scott volunteered to assist with website editing. Actions: the Clerk to contact Dr Strudwick and arrange a meeting.
 - Recreation Ground Rail Painting – WVHRGT would be arranging a volunteer day to paint the railings.
 - PC Complaints Procedure – SCDC want PC’s to adopt their procedure (or a broadly similar version of it) for dealing with complaints under the new Code of Conduct. It was important to have independent individuals involved in any review. Action: the Clerk to draft an appropriate procedure for consideration by the PC.
 - Speed limit reduction – CCC had confirmed that the speed limit change to 30mph had been advertised and no formal objections had been received. 30mph signs would be erected during the week commencing November 19th. The CCC Officer had not been able to produce plans for a speed reduction scheme in Meldreth Road. An information leaflet and pricing information had been provided so that the PC could make their own scheme suggestions to CCC.
- 5.0 Reports from District and County Cllrs:**
- District Cllr Report: a verbal report was given:
- Mettle Hill – concerns had been raised about the proposed reopening of the former Travellers Site at Mettle Hill, Meldreth at the Bassingbourn PC meeting. These concerns had been brought up at the SCDC Cabinet Meeting on 8th November.
 - Litlington Wind Farm – the Planning Committee meeting to consider this planning application now looked likely to take place in January 2013.
 - SCDC 2013/14 budget – this was currently being considered and was likely to be a tight budget.
 - Local Plan Consultation – SCDC is currently in the process of summarising the response to this.

- Former Horse and Groom Pub, A505 – a planning application for a 70 bedroom hotel on this site had been turned down.
County Cllr Report: this item was postponed until the arrival of County Cllr Oliver.

It was agreed to move to item 7.0

7.0 Finance:

7.1 **Approval of Payments** – no payments to be approved.

7.2 **Approval of expenditure on safety sign installation in Bridge Street** – Resolved: to accept a quote from NJS Surfacing for £150.00 + VAT. Action: the Clerk to accept the quote but to request a delay to starting the work until after the 30mph speed limit signs had been installed (to allow positioning of the safety signage to be reviewed if necessary).

8.0 Correspondence

- SCDC Housing Services – notification of proposal to purchase Whaddon Traveller Site from CCC and to reopen a former Traveller Site at Mettle Hill, Meldreth (received 31st October 2012).
- CCC – details of consultation on proposed Local Enforcement Plan for Minerals & Waste Development in Cambridgeshire. Plan sets out CCC's approach to achieving planning compliance. Deadline for comments 6th December 2012. The PC did not wish to comment.

9.0 Planning Matters - noting of approved Planning Committee minutes from meeting of 24th September 2012 – minutes noted.

10.0 **Resignation of Councillor – noting of vacancy** – the PC noted with regret that Mr Henry Burgess had resigned due to other commitments. A vacancy notice was on display on the main notice board. Action: on receipt of approval from SCDC to co-opt a new member, the Clerk to advertise the post on all notice boards and all Cllrs to approach people to join the PC.

11.0 **Whaddon Village Hall and Recreation Ground Trust - update.** Cllr Lewis, Chair of WVHRGT, gave a verbal report. A WVHRGT meeting had been held on 6th November and the village hall architects had attended. Options were discussed around insulation, heating, flooring and the kitchen and a critical way forward was agreed in relation to insulation, heating and flooring. It was expected that a detailed specification would be produced by the end of 2012 and that this could be used as a basis for costings and to support the Amey Cespa grant application.

6.0 Public Participation:

- A member of the public queried the timeframe for the introduction of speed restriction measures in Meldreth Road, commenting that it would be difficult to achieve a 30mph speed limit without these. CCC's poor communication over advertising the speed limit change was questioned. It was explained that the PC had been expecting CCC to draw up suggestions for a suitable speed reduction scheme but that the officer had not had time to do this. Actions: CCC's communication process to be brought up with County Cllr Oliver on arrival. The PC to put together a working party to take photos of appropriate schemes and draw up plans for presentation to CCC.
- A member of the public reported that the police had been photographing a car parked at the entrance to Town Farm Close.
- Two members of the public, who had been involved in the specification and management of the verges grass cutting contract, commented that the quality of the verges grass cutting was deemed to be a reasonable success other than a delay at the start of the season caused by a combination of bad weather and confusion about when best to cut the daffodils back.

The handyman had arranged for one more cut (the 5th this season) which would probably take place next week.

- A member of the public commented on the trees on the verge in Bridge Street (between no 55 and Dyers Green) – branches had been brought down by large vehicles and it was felt that they needed thinning out and were causing the grass underneath to become very dry. It was agreed to move to agenda item 13.0.

13.0 Grass Cutting and Tree Surgery:

13.1 Verges Grass Cutting – review: see 6.0 above.

13.3 Bridge Street Tree Surgery – discussion of tender process. The Chair had drawn up a specification of proposed tree surgery which involved thinning out the trees and raising the crowns. As yet, no comments had been received on the proposals from SCDC's tree officers. The PC had previously agreed to carry out the work but a further discussion was held about whether the trees really were the responsibility of the PC (no record could be found of their having been planted). Action: the Clerk to write to County Farms (CCC) and ask when they proposed to cut their trees back.

12.0 Proposed re-opening of Traveller's Site at Mettle Hill , Meldreth and change of ownership of Travellers Site at A1198, Whaddon – update, discussion and agreement of actions:

SCDC were proposing to buy the travellers site on the A1198, Whaddon from CCC. SCDC already managed this site and would continue to use the same management personnel. SCDC intended to put two additional pitches on the site via better utilisation of space and also to upgrade the facilities. SCDC also proposed to purchase a previous traveller's site at Mettle Hill, Meldreth from CCC, with the intention of reopening it. This site would have 8-10 plots (with 2-4 caravans per plot). Two meetings had been held in Meldreth and much publicity generated – Meldreth PC was strongly opposed to the reopening of Mettle Hill as a traveller's site. At a meeting of SCDC's Cabinet on 8th November, the proposals were backed and would now go before a full SCDC meeting for discussion and approval. The full Council meeting had been scheduled for 22nd November but it was likely that a special meeting would be called in January 2013 due to the level of public interest. Whaddon PC would be able to ask one question at the full Council meeting. (County Cllr L Oliver entered the meeting 8.40pm; Cllr A Milton entered the meeting 8.41pm). The District Cllrs gave assurances that, should the Mettle Hill site be re-opened, they would do their best to make sure it was well managed. Comments were invited from the public:

- A member of the public raised a concern that any promises made regarding management of traveller's sites would only be valid for a few years until such times as funding cuts or personnel changes occurred.
- A member of the public commented that traveller's sites can become 'no-go' areas which are very difficult to police. This had happened in the past.

A discussion was held. Resolved: that Whaddon PC oppose the purchase of the former traveller's site at Mettle Hill Meldreth, by SCDC, with the intention of re-opening it as a traveller's site (unanimous). Resolved: that Whaddon PC ask for support from the District Cllrs (David McCriath and Nigel Cathcart) by voting against the re-opening of Mettle Hill as a traveller's site (unanimous). Resolved: that Whaddon PC submit the following question to SCDC's meeting to discuss traveller and gypsy sites, "What long-term guarantees can be made to Whaddon's residents regarding the prevention of potential social problems and social disorder in the surrounding area caused by any residents of the proposed site at Mettle Hill – can SCDC really guarantee that future funding cuts or changes in management personnel will not undermine assurances being given now?" Actions: the Clerk to submit the question to SCDC. The Clerk to email SCDC regarding the proposed change of ownership of the Whaddon Traveller's Site and to try to obtain assurances that the management structure and resourcing levels would remain the same despite the increase in the number of plots.

It was agreed to return to agenda item 5.0

5.0 County Cllrs Report: a verbal report was given:

- Broadband – the Connecting Cambridgeshire Campaign was going very well. As yet the technical solution had not been received from BT for Whaddon. It was still important to encourage as many residents as possible to sign up to the campaign.
- Mettle Hill Travellers Site – County Cllr Oliver was against the reopening of the site and had been involved in discussions at the highest level in CCC regarding this matter. She expressed discontent with the way the matter had been handled by SCDC.
- Speed reduction process – Whaddon’s concerns were discussed. County Cllr Oliver would talk to Brian Stinton about the communication and costing process that had been followed.

13.2 Recreation Ground Grass Cutting – discussion of tender process: a discussion was held. The tender specification would need to be amended to exclude the wicket and to avoid strimming too close to the wooden play equipment. A price would need to be obtained for additional cuts.
Actions: the Clerk to ask Mr P Haselden for the details of the cricket pitch contractor for inclusion in the tender exercise. The Clerk to update the recreation ground grass cutting specification and invite contractors to tender.

14.0 Parish Plan – update and agreement of actions: an update was given. SCDC had asked if someone involved in Whaddon’s Parish Plan would be prepared to speak to members of another village of similar size to advise them on producing a plan. Actions: the Clerk to inform SCDC that someone involved in the Parish Plan would be prepared to advise another village. The Chair to ask Mr N Shaw if he would be prepared to assist.

15.0 S106 monies – discussion of applications for funding and awarding of grants: four applications had been received. These were discussed (Cllrs Ginger and Lewis left the meeting due to prejudicial interests; Cllr Scott did not vote on the application from the Cricket Club).
Resolved: 1) £2,590 be awarded to the Cricket Club for equipment, roller and practice nets (£750 for improving the cricket square was not awarded due to not meeting the terms of the Public Open Space grant); c£900 be awarded to purchase two table tennis tables and equipment in order to start a table tennis club; £3,514 be awarded to WVHRGT for renewing the Village Hall floor, improving electrics and insulation and installing a new heating system (this was to be awarded on a promissory basis); £10,550 to be awarded to WVHRGT for provision of car-parking for the recreation ground (this was to be awarded on a promissory basis). VAT on the car-park also to be paid if it would not be possible to reclaim it. Actions: the Clerk to double-check all proposed uses of S106 monies with SCDC. The Clerk to inform the applicants of the decisions. The Clerk to ask Mr R van Poortvliet to obtain a new quote for two table tennis tables and equipment and to ask him to work with WVHRGT regarding storage of the equipment and the best time to purchase it. The Clerk to check with WVHRGT re VAT status of a new car-park.

16.0 Village Upkeep & Maintenance – reporting of issues: none reported

17.0 Items for next meeting:

- Traffic Calming
- Financial update to 31st December 2012
- Code of Conduct Complaints Procedure
- Co-optioin of new Cllr

18.0 Date of next meeting – Monday 14th January 2013: a precept meeting would also need to be arranged in January (not a public meeting)

There being no further business the meeting closed at 10.05 pm