

Minutes of Whaddon Parish Council Annual meeting held on 15th May 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 7.35pm)
 District Councillors Mr N Cathcart (from 8.35pm), Mr D McCraith (from 8.30pm)
 Parish Clerk Mrs G van Poortvliet
 Parishioners 4 present

- 1.0 Election of Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office** – resolved that Mrs Malan Peyton be elected as Chair of the PC. A Declaration of Acceptance of Office of Chair was duly signed.
- 2.0 Election of Vice-Chair of the PC** – resolved that Mr L Ginger be elected as Vice-Chair.
- 3.0 Apologies for Absence** – received from Cllr P Neale. Advance notice of late arrival received from Cllr J Lewis, County Cllr L Oliver, and District Cllrs D McCraith and N Cathcart.
- 4.0 Receipt of Declarations of Acceptance of Office as Councillors:** declarations of acceptance of office received from all Cllrs. Register of Members' Interests received from the Chair, Cllr Ginger and Cllr Neale. Action: Cllrs Lewis and French to complete the Register of Members' Interest declarations before the next PC meeting.
- 5.0 Declarations of Interest** – received from Cllr Lewis as Chair of Whaddon Village Hall and Recreation Ground Trust (WVHGT).
- 6.0 Minutes:**
 - 6.1 Noting of approved minutes from last APCM (May 2011)** - noted
 - 6.2 Approval and signing of minutes from PC meeting of 23rd April 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.
- 7.0 Standing Committees (Planning Committee):**
 - 7.1 Review of Terms of Reference and Delegation Arrangements for the Planning Committee** – reviewed; no changes required.
 - 7.2 Receipt of Nominations to the Planning Committee** - Resolved: that the following be appointed to the Planning Committee:
 Cllr K French
 Cllr L Ginger
 Cllr P Neale
 Cllr M Peyton
 Cllr J Lewis (until the vacancies on the PC were filled and a replacement nominated)
- 8.0 Review of PC Standing Orders and Financial Regulations** – reviewed; no changes required.
- 9.0 Review of Inventory of Land and Assets** – reviewed and agreed as complete.
- 10.0 Review and Confirmation of Arrangements for Insurance Cover** – the PC had received three quotes for its insurance cover for the year to 31 May 2013. Resolved: that the PC move their insurance policy to Zurich Insurance. Action: the Clerk to query the terms of Zurich's three year fixed quote and accept the most appropriate deal.
- 11.0 Review of PC and PC employee membership subscriptions** – Resolved: that the following subscriptions be approved:

Cambridgeshire & Peterborough Association of Local Councils
Society of Local Council Clerks
Cambridgeshire ACRE

12.0 Reviewing of procedures for:

12.1 Complaints – reviewed; no changes required.

12.2 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998 – reviewed; no changes required to Data Protection Policy. The Model Publication Scheme (MPS) required updating. Action: the Clerk to amend MPS and present to PC.

12.3 Dealing the Press/Media – reviewed; no changes required.

13.0 Setting Dates and Times for ordinary meetings of the full PC for 2012/13: Resolved: to hold meetings on the second Monday of the month (except July and December). Actions: the Clerk to circulate the meeting dates and book the venue. The Chair to check with the PCC when their AGM would take place and schedule a date for the 2013 Annual Parish Meeting.

14.0 Report from Clerk and Cllrs – on business remaining from previous meetings: a verbal report was given.

- Lease Agreements (Village Hall) – a certified copy of the lease to WVHRGT had been put in the Chair's safe; the Clerk had a photocopy. The original lease agreement was still with Limbach Banham solicitors, Royston – a record of this was on file.

15.0 Reports from District and County Cllrs – postponed until the arrival of the District Cllrs.

16.0 Public Participation:

- A member of the public asked when the verges grass-cutting would take place and expressed dissatisfaction at the height and untidiness of the grass. It was explained that the grass cutting had been delayed due to adverse weather conditions. The first cut had now been re-scheduled for the week commencing 21st May to allow the daffodils to die down. After that four further cuts would take place this season.
- A member of the public commented on the large branches that had dropped from the trees on the verge in Bridge Street. Action: the Clerk to remind the handyman to remove the fallen branches.

17.0 Planning – noting of SCDC decision re S/0406/12/FL, 36 Bridge Street, extension of time limit for existing planning permission for an extension: planning permission granted. (District Cllr McCraith entered the meeting, 8.30pm)

18.0 Finance:

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

Cheques to be signed today (15th May 2012)

Cheque No.100775, for £60.00, Mr B Huett, internal audit fee

Cheque No. 100776, for £155.66, CAPALC, subscription

18.2 Presentation of accounts to 31 March 2012 – the Clerk presented the accounts to 31 March 2012 and invited questions. (District Cllr Cathcart entered the meeting, 8.35pm).

18.3 Noting of Internal Auditor's Report – noted; no action required.

18.4 Signing of Annual Return – Resolved: that the Chair sign the Accounting Statements and Annual Governance Statement for the year ended 31 March 2012. Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

19.0 Correspondence

- Alfred John Palmers Trust – accounts to 31/12/11.
- CCC – invitation to street lighting briefing, 20th June, re upgrade works.

- CCC – details of surface dressing programme for South Cambridgeshire and Cambridge for 2012. (A603 – Orwell Hill to A1198; July/August)
- CCC – changes in legislation re Partnership Funding Opportunities for flood risk management schemes.
- CCC – changes in Stagecoach bus service changes for 10th June 2012.

It was agreed to return to agenda item 15.0

- 15.0 Reports from District and County Cllrs:** a verbal report was given by the District Cllrs. Apologies for absence was passed on from County Cllr L Oliver.
- SCDC elections – Nigel Cathcart (Labour) had been re-elected to represent Bassingbourn. Overall the Conservatives had narrowly won two seats from the Liberal Democrats.
 - Standards Committee – guidance was still being awaited from Central Government re the Code of Conduct.
 - Proposed wind-turbines, Litlington – this was likely to go before SCDC's Planning Committee later in the month.
- 20.0 Co-option of Councillors – update and agreement of actions:** Dr Nigel Strudwick and Mr Chris Rose had decided not to stand for re-election to the PC - thanks were expressed for their service. Following the PC elections, there were two vacancies which could be filled by co-option. Some expressions of interest had been received. Ideally candidates should be interviewed before the June PC meeting. Actions: Cllr French to put a vacancy notice in the newsletter. The Clerk to arrange for potential candidates to meet with the Cllrs. The Clerk to write to thank Dr Strudwick and Mr Rose.
- 21.0 Replacement of Paving Slabs in Bridge Street Fountain Garden – consideration of options and approval of expenditure:** Resolved: to accept the quote for £390 from South Cambs Landscape Services for replacement with antique style brick paviors. Action: Mrs W Evans to liaise with the contactor to arrange a start-date for the work.
- 22.0 Trees on verge in Bridge Street – discussion and agreement of action** –the trees (mainly limes) were likely to grow very large. They were poor specimens which were already shedding limbs. Options were discussed. Resolved: to raise the crowns of the trees (this should last around 5 yrs) and develop a longer-term plan to be discussed with residents. Action: the Chair to produce a specification for the work required and to ask SCDC's tree officers to review it. The Chair/Clerk to arrange some quotations (work to be carried out Autumn 2012)
- 23.0 Reduction of Speed Limit in Village – update and agreement of next steps:** a site meeting had been held with CCC Highways. In order to introduce a 30mph speed limit throughout the village, the PC needed to demonstrate support by the majority of residents - a consultation questionnaire had been devised and would be distributed with the newsletter. The results of the consultation would be forwarded to CCC who would also consult with other relevant parties (the police, road users associations etc) and advertise the proposed change in the national press.
- 24.0 Whaddon Village Hall and Recreation Ground Trust – update:** a verbal update was given by Cllr J Lewis.
- There had been no meeting of WVHGT since the last PC meeting.
 - The replacement windows had been installed – thanks were given.
 - The Open Gardens fundraiser would take place on 24th June.
- 25.0 Village Upkeep and Maintenance – reporting of issues:**
- **Broken railing on recreation ground** – this was reported to WVHRGT (the handyman was to be asked to look at it).

- **Recycling collections** – a resident had complained to a Cllr about the mess sometimes left following the recycling collections. Action: the Chair to provide contact details for SCDC refuse.

26.0 Items for next meeting:

- Website
- Broadband
- S106 monies

27.0 Date of next meeting – 11th June 2012 (apologies received from Cllr Lewis)

There being no further business the meeting closed at 9.38 pm