

Minutes of Whaddon Parish Council annual meeting held on 12th May 2014 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mr L Ginger
 Councillors Professor A Milton, Mrs M Peyton, Mr R Scott, Ms A Walker (until 9 p.m.)
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart, Mr D McCraith
 County Councillor Mr A Dent
 Parishioners 1 present

- 1.0 Election of the Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office** – resolved that Mr L Ginger be elected as Chair of Whaddon PC. A declaration of Acceptance of Office of Chair was duly signed.
- 2.0 Election of the Vice-Chair of the PC** – resolved that Mrs K French be elected as Vice-Chair in her absence (Mrs French had indicated that she would be willing to be nominated). Action: the Clerk to inform Mrs French of her election and confirm her willingness to be elected.
- 3.0 Apologies for Absence** – received from Cllrs K French and J Lewis. Notification of late arrival received from County Cllr A Dent.
- 4.0 Receipt of updated Register of Members Interest Forms (if necessary)** – no amended forms were submitted. Action: Cllrs to review their Register of Members Interest Forms and submit new versions to the Clerk and SCDC if any information had changed.
- 5.0 Declarations of Interest** – none declared.
- 6.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 7th April 2014** – Resolved: that the minutes 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 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 A Milton and Cllr R Scott. One vacancy to be retained until after appointment of new Cllr to PC (see agenda item 20.0).
- 8.0 Review of PC Standing Orders and Financial Regulations** – reviewed. It was noted that changes to legislation meant that it was no longer a requirement for cheques drawn on the PC bank account be signed by two cheque signatories (Financial Regulations 5.3). However, National Association of Local Council guidance was that PC's needed to be satisfied that adequate controls were in place before removing this requirement. The PC would monitor this to see if a move to one cheque signatory was needed. Action: the Clerk to request mandate change forms from the bank as a new cheque signatory was needed to replace Mrs M Peyton who had resigned from the PC (see agenda item 20.0). It was also noted that live Tweeting from PC meetings was now allowed (Standing Order 1L).
- 9.0 Review of inventory of land and assets** – reviewed and noted that the inventory had been updated to include the four village notice boards.

- 10.0 Review and confirmation of arrangements for insurance cover** – reviewed. The PC is in the final year of a three year insurance deal with Zurich Municipal. Actions: the Clerk to arrange for the following to be added to the insurance policy – one three-bay wood notice board, two two-bay wood notice boards and one aluminium notice board. The Clerk to request Whaddon Village Hall & Recreation Ground Trust to include the cricket nets and table tennis tables in their reassessment exercise for the insurance cover for the Village Hall and recreation ground.
- 11.0 Review of PC and employee membership subscriptions** – reviewed and 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
- 12.3 Dealing with the Press/Media** – reviewed; no changes required
- 13.0 Setting Dates & Times for ordinary meetings of the full Parish Council for 2014/15** – Resolved: to hold meetings on the second Monday of the month (except for July and December). The Annual Parish Meeting was scheduled for Monday 20th April 2015. Actions: the Clerk to circulate the 2014/15 meeting dates and book a venue. The Clerk to table an agenda item for the next PC meeting to consider moving the start time of PC meetings.
- 14.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Village Handyman – nobody had expressed interest in this position. Action: the Clerk to organise another email and newsletter appeal advising that paid work was available.
 - Main notice board, Church Street – WVH&RGT had given permission for this to be mounted on the side of the Village Hall. Action: the Chair to arrange for a quote to adapt the existing notice board and move it to the VH.
 - Bridge Street council houses – the refurbishment work had now been finished off.
 - New speed limits and Fenny Lane junction, Meldreth – the obscured 40mph repeater signs between Meldreth and Whaddon had been reported to CCC Highways by Meldreth PC. The white lines at the Fenny Lane junction had been repainted. A report had been forwarded to the PC by Meldreth PC regarding actions being taken to improve safety at the junction. The suggestions were felt to be inadequate by the Cllrs. Action: County Cllr A Dent would look into this and bring it up with the County Cllr S van de Ven.
 - Overgrown hedges, Town Farm Close (obstructing footway on Church Street) – it had been ascertained from the property deeds that the hedges did not belong to TFC householders. It was expected that they belonged to the developer who had built TFC and that it could prove difficult to get the hedge cut back. Action: County Cllr Dent to report this to CCC Highways. The Chair to get a quote for cutting back the hedge.
 - Faulty pay phone, Meldreth Road – this had been reported to BT.
- 15.0 Reports from District and County Cllrs:**
- District Cllrs' Report: a verbal report was given:
- Proposed Community Infrastructure Levy (CIL) – it was being proposed to replace S106 agreements with a CIL which would apply to most developments, regardless of size, on a square footage basis. PC's would receive 15% of the CIL with 85% going to SCDC/CCC. The advantage was that it would speed up development as it would no longer be necessary

to individually negotiate S106 agreements. The money raised would be ring-fenced and used to pay for infrastructure needed as a result of development. A consultation was currently open and PC's had been invited to comment.

- Solar Farms – a small solar farm in Meldreth Road, Whaddon (near Bumpkins Nursery) was in the pre-planning stage.

County Cllr's Report: a verbal report was given:

- Bassingbourn Barracks – County Cllr Dent has a meeting at the Barracks on Wednesday 14th May. The trainers from the 3rd Scottish Battalion had now arrived. An announcement was expected imminently regarding the arrival of the Libyan troops for training.
- Anti scam month – May is anti scam month and information had been issued to the PC. Some bogus Trading Standards schemes had been operating in Cambridgeshire.
- New street lighting, A1198 – the new lighting near the Barracks was not yet working. The old street lights would be taken away once the new ones were operational.

16.0 Planning – noting of SCDC decisions re (i) S/0531/14/FL & S/0532/14/LB – 173 Bridge Street, SG8 5SP for demolition of late 20th century flat-roofed extension, erection of new one-storey extension with attic rooms, replacement of existing late 20th century open porch with new enclosed porch and rebuilding central chimney stack above roof level and (ii) S/0594/14/FL – 113 Meldreth Road, SG8 5RS for single storey front extension and two storey and single storey rear extensions – noted that SCDC had approved the applications.

17.0 Finance:

17.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques to be approved for signing today (12th May 2014)

Cheque No. 100869, £331.20, Cambridgeshire County Council, 4 x Speedwatch Signs.

Cheque No.100870, £40.00, Bruce Huett, internal audit for 2013/14.

Cheque No. 100871, £2,460.40, Whaddon Village Hall & Recreation Ground Trust, final stage Capital grant payment from SCDC.

Cheque No. 100872, Unlimited Logos, £372.96, Plaque for Village Hall opening ceremony.

Cheque No. 100873, Mr L Ginger, £180.00, reimbursement of full plans application for Village Hall Building Regulations.

Cheque No. 100874, South Cambridgeshire District Council, £420.00, Building Control inspection fee re Village Hall.

17.2 Presentation of accounts to 31st March 2014 – the Clerk presented the accounts to 31st March 2014. It was resolved to carry forward ring fenced reserves of £16,769.36 to the following financial year (£270 PPP3 grant, £9,128.74 traffic calming, £6,485.07 S106 public open space, £300 village maintenance (pump painting, bus shelter) and £585.55 Village Hall).

17.3 Noting of the internal auditor's report – the PC noted the report and comments.

17.4 Signing of the Annual Return – resolved that the Chair and Clerk sign the Accounting Statements and Annual Governance Statement for the year ended 31 March 2014. Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

(Cllr A Walker left the meeting – 9p.m.)

18.0 Correspondence

- Alfred John Palmers Trust accounts year to 31st March 2013.
- CCC Highways – details of verges and maintenance grass cutting programme for 2014-15.
- SCDC – consultation on proposed Draft Community Infrastructure Charging Levy for building developments. Deadline 7th July. Action: the Clerk to put this on the agenda for the June meeting.
- Email from local resident (forwarded via village email system) – regarding the photograph of litter on the recreation ground enquiring about potential charging for car parking to offset litter clearing and maintenance costs. This had been passed to WVH&RGT.

- PCSO James Lynch – invitation to the Police Neighbourhood Panel meeting on Tuesday 10th June, 7.30pm, Gamlingay. An email had been sent to residents asking if they had any issues they wanted to be raised. Action: the Clerk to check with the Chair if he could attend.
- Meldreth PC – report on proposed safety improvements to Fenny Lane junction.

19.0 Public Participation: no comments made.

20.0 Resignation of Councillor – update and agreement of actions: Mrs M Peyton had resigned from the PC with effect from the end of the meeting. She would continue to be the village tree warden, be involved in broadband meetings and participate in Speedwatch and Neighbourhood Watch. Thanks were expressed to Mrs Peyton for her many years of service on the PC including recently being Chair. Actions: the Clerk to put up the statutory notice advertising the vacancy.

21.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Ginger gave a verbal report:

- Village Hall (VH) official opening ceremony – this would take place on Wednesday 14th May at 3pm for people and organisations who had contributed to the VH refurbishment.
- VH bookings – these had improved significantly since the hall had been refurbished. Yoga and pilates classes had now started and there was interest in starting local clubs and societies. The bi-weekly coffee mornings were proving popular with residents.

22.0 Annual Parish Meeting Actions – consideration of requests from residents and agreement of actions: the following had been raised by residents at the APM:

- **Litter Picking** – the return of regular litter picking events had been requested. Action: the Clerk to put another appeal in the newsletter/email for a litter picking co-ordinator.
- **Recreation Ground** – some residents were concerned that the recreation ground was being mainly used by residents from outside the village and wanted to find some way to charge them in order to contribute towards upkeep and maintenance of the play area. These comments had been passed on to WVH&RGT.
- **Land in front of Ridgeway Close** – it had been suggested that the PC try to purchase this land from SCDC and take over the cutting of the grass and general upkeep of the area. There had recently been concerns about spraying of weeds on the grass which had left the area looking untidy. Actions: the Clerk to table an agenda item for the June meeting. District Cllr Cathcart to register a complaint with SCDC regarding the weed spraying.

23.0 Village Upkeep and Maintenance – reporting of issues:

- Grass strip at side of Ridgeway Close – there was a hole at the side of the road adjacent to the grass. Action: County Cllr Dent (and the Clerk) to report this to CCC Highways.
- Hedge between the golf club and the recreation ground – the grass cutting contractor had complained that it was difficult to cut the grass on the recreation ground where the hedge was overgrown. This hedge did not belong to the golf club. Action: the Chair to request further information and to ask WVH&RGT to look into this.

24.0 Items for next meeting:

- Community Infrastructure Levy – response to consultation
- Land in front of Ridgeway Close – discussion and agreement of actions
- Community Led Plan – assignment of actions
- Bank mandate – approval of new mandate
- Start times for PC meetings – discussion re a change to start times.

25.0 Date of next meeting - Monday 9th June 2014

There being no further business the meeting closed at 9.16p.m.