

Minutes of Whaddon Parish Council Meeting held on 14th November 2016 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mrs K French, Mr W Elbourn, Mr R Scott, Dr N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr D McCraith
	Members of the Public	3 present

- 1.0 Apologies for Absence** – received from Cllr A Walker (sickness) and County Cllr Cllr A Dent.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Strudwick declared an interest in agenda item 9.3 (as Acting Chair of WVH&RGT).
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 10th October 2016 are a correct record** – Resolved that the minutes be approved and signed by the Chair.
- 4.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**
- Handyperson review – the Chair and Clerk had met with the handymen to review their working arrangements. One of the handymen was recovering from an injury so would not be able to resume his duties for a while. Action: the Clerk to confirm the handymen in post.
 - Bank reconciliations for June and September 2016 – these had been checked by Cllr Scott.
 - Phone box, Meldreth Road – Whaddon PC had responded to SCDC’s consultation regarding the removal of this phone box. SCDC had objected to its removal in their reply to BT.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – receipt of oral reports:** District Cllr McCraith gave an update:
- Bassingbourn Barracks – the MoD had now made an announcement about the future of the Barracks. It would be brought back into use as a ‘receiver site’ from 2019 with personnel being transferred from a number of units.
 - Devolution Deal – SCDC were due to vote on this on Thursday 17th November. Under the proposal funding would be made available by Central Government for 2000 affordable homes in the area. It was also thought that Cambridgeshire County Council (CCC) could lose some powers in the long-run, especially with regard to transport, and that the new Mayor (and team) would gain some powers. All the authorities in Cambridgeshire & Peterborough would need to vote for the proposal if it were to go ahead.
- 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** no County Cllr was present. A written report for November 2016 had been circulated to the Cllrs and was accessible via the website.
- 6.0 Public Participation:**
- A member of the public asked where the affordable houses, that were part of the devolution deal, would go. District Cllr McCraith said that this would be linked to SCDCs Local Plan and probably concentrated in the large developments at Cambourne, Bourn Airfield, Northstowe and Waterbeach.
- The Clerk advised the PC that a member of the public planned to attend the meeting later in the evening to ask a question.
- 7.0 Correspondence – noting of receipt of significant items of correspondence:**

- SCDC – letter following Parish Planning Forum on 10th October and invitation to complete further questionnaire regarding proposals to send notifications of planning applications by email only and to send only electronic copies of plans.
- CCC Highways – information and map of winter gritting routes for 2016-17. No changes proposed in Whaddon.
- Fowlmere Parish Council – copy of letter from Chairman to SCDC expressing concerns about devolution proposals (following South West SCDC Patch Meeting in Melbourn).
- SCDC – notes from the South West SCDC Patch meeting.
- Local Government Boundary Review Commission – final recommendations for SCDC Electoral Boundaries (Whaddon will be in Melbourn ward).
- SCDC – timetable for hearings in the second block of the South Cambridgeshire only section of the Local Plan (17th January to 2nd March 2017).
- Cambridgeshire & Peterborough Clinical Commissioning Group – details of launch of new integrated urgent care service for patients (incorporates NHS 111 and GP Out of Hours Service)
- Cambridgeshire Parish Council Conference invitation – Friday 18th November, 9am-1pm, St.Ives. No Cllrs were able to attend.
- SCDC – details of new application system for tree works (via APAS Planning System).
- SCDC – details of Parish Planning training events (Nuts and Bolts 16th Nov and 30th Nov (Sawston), National Planning 23rd Nov, S106 Agreements 23rd Jan). No Cllrs were available on 16th November. Cllr Scott could attend the session on 23rd November. Action: the Clerk to circulate details of times/locations of training sessions to Cllrs again. The Clerk to book Cllrs onto training as available.
- Letter to the Chair from a resident regarding a pothole in Church Street that had been reported to CCC Highways. CCC Highways had said that the pothole was not bad enough to be repaired. Action: the Chair to take this up with County Cllr Dent.

8.0 Planning:

- 8.1 Noting of receipt of approved Planning Committee minutes from 11th April 2016 and 12th September 2016:** the PC noted the minutes.
- 8.2 Noting of South Cambridgeshire District Council's decision re S/2275/16/FL, 94 Meldreth Road, Whaddon, SG8 5RP, for erection of dwelling following demolition of existing dwelling – approved.**
- 8.3 Eternit UK Meldreth planning application S/1901/16/OL for mixed use development (including up to 150 dwellings) – update, consideration of S106 contributions to be requested for Whaddon and agreement of actions:** an update was given by Cllr French. It was thought that this planning application would go before SCDC's Planning Committee in January 2017. New documents and reports relating to the application were now on SCDC's Planning Portal. Most of these reports recommended refusal of the application although some objections were probably surmountable. Whaddon PC needed to submit its S106 requests for mitigating the effects of the development by the end of November. The Cllrs discussed potential S106 contributions. Resolved: that Whaddon request a footway/cycle path to Meldreth and potentially a Moveable Vehicle Activated Sign to mitigate the increased traffic through the village. Actions: Cllr French to advise Marley Eternit Working Group of Whaddon's S106 requests. Cllr Strudwick to put a link to the new planning documents on the website.
- 8.4 S106 monies re development at 132 Meldreth Road, Whaddon – update on progress and agreement of action:** District Cllr Cathcart had informed the Clerk that John Koch (SCDC) had advised that the S106 agreement was not enforceable and that SCDC did not intend to take any further action. Actions: the Clerk to follow up with District Cllr Cathcart and to table an agenda item for the next meeting.

9.0 Finance:

- 9.1 Approval of payments:** there were no payments to be approved. It was likely that some cheque payments would need to be made before the January 2017 meeting.
- 9.2 Moveable Vehicle Activated Sign (MVAS) – review of proposed application under CCC’s Local Highways Initiative (LHI) scheme and agreement of PC’s financial contribution:** Mr M Monks (Speedwatch Co-ordinator) took the Cllrs through the proposed LHI application and answered questions. The MVAS would be moved between four sockets in the village and mounted on a moveable, hinged post. It would be necessary to agree a site plan for the socket locations. The application was discussed and the Cllrs considered if one or two MVAS’ were required (one MVAS for each direction or one to be moved between directions) and what the PC’s financial contribution would be. Resolved: that the PC apply for one MVAS, one moveable, hinged post and four sockets (two for each side of the road) under the LHI scheme. Approximate cost £4,200. The PC would contribute 50% of the costs from the Traffic Management reserve. The PC would request an additional MVAS from S106 contributions for the proposed Eternit development (see 8.3 above). Effectiveness would be reviewed after a year. Actions: the Clerk and Mr Monks to finalise and submit the online LHI application form to CCC (by 30th November).
- 9.3 Broadband Connection for Village Hall – agreement of expenditure (c£50):** Resolved: that the PC fund a broadband connection to the VH.
- 10.0 January meeting date(s) – agreement of dates for Precept Meeting and Parish Council meeting in January 2017:** Resolved that the PC meeting be moved to 16th January 2017 (previously 9th January) and that the Precept Meeting be held on 9th January 2017. Action: the Clerk to book the Village Hall for 16th January and notify all Cllrs of the amended dates.
- 11.0 Community Defibrillator:**
- 11.1 Consideration of acquisition of a community defibrillator and cabinet to be located outside the Village Hall. Consideration of quote from Community Heartbeat Trust, agreement of next steps and discussion of ways to involve the community in ownership and fundraising:** a quote had been received from CHT for a defibrillator and stainless steel cabinet for £1,995 plus £25 carriage (plus VAT). This was discussed. The PC resolved to purchase a defibrillator and to publicise this to raise awareness in the community. Actions: the Clerk to check with CAPALC if it was necessary to seek alternative quotes. The Clerk to get further quotes or accept the CHT quote as appropriate.
- 11.2 Consideration of provision of a defibrillator for Cardiff Place residents and agreement of next steps:** Bassingbourn PC had been asked to consider the joint-purchase of a defibrillator to cover Cambridge Crescent, Cardiff Place and New Farm – a reply was awaited. It was noted that there were no communal buildings at any of these sites for an electricity supply to heat the defibrillator cabinet. CHT had advised that defibrillators could be left in unheated cabinets (as in railway stations) but that the pads/electrodes might freeze in extreme temperatures. Additional checks would be needed to mitigate against this. Actions: the Clerk to follow up with Bassingbourn PC and to table an agenda item for the next meeting. Cllr Strudwick to ask CHT if the ambulance service could be asked to advise Cardiff Place residents that there was a defibrillator available in Whaddon.
- 12.0 Dog-waste bins – consideration of adequacy and position of dog-waste bins:** this was discussed. It was thought that a dog-waste bin in Whaddon Gap car-park would be useful and that it might be better to move the Bridge Street bin so that it was on the bend opposite the entrance to Whaddon Green. Action: the Clerk to ask Heidi Duffet from SCDC to review the situation.
- 13.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT):**
- 13.1 Noting of approved minutes from WVH&RGT meeting of 5th September 2016 – noted.**
- 13.2 Receipt of oral report from member of WVH&RGT – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update:**
- Car park – the contractor was still sorting out some minor snagging issues.

- Lettings – the new lettings procedure was agreed. The Lettings Officers would share a dedicated mobile phone. On-line payments could now be accepted. Security around the code for the key box would be improved. Bookings remained healthy.
- Broadband connection – WVH&RGT had agreed to pay the ongoing line rental costs.
- Playground – inspections were being undertaken. The Whaddon Playground Project (a community fund-raising group) had wound up and the balance of funds transferred to WVH&RGT to be ring-fenced for expenses relating to the play area.

14.0 Alfred John Palmer’s Trust – update and agreement of next steps: the Chair gave an update. Actions: the Chair to confirm details with the proposed Trustees and to make a proposal at the next PC meeting. The Clerk to table an agenda item.

15.0 Whaddon website – update following discussion at October Parish Council meeting and agreement of actions as necessary: an update was given by Cllr Strudwick (Website Manager). Cllr Scott had been given access to the website and had been shown by Cllr Strudwick how to edit the website and add files. It was possible for Cllr Scott to make these changes from his house, using free-of-charge software. However, it was not possible for him to change the structure of the website due to software restrictions. A second copy of the Dreamweaver software used by Cllr Strudwick could be purchased by the PC but would cost c£17-£18 per month. Cllr Strudwick would continue to research alternative software options. The Clerk, as Data Controller, was responsible for the content of the website from a data protection viewpoint. Thanks were given to Cllrs Strudwick and Scott. Actions: Cllr Strudwick to continue to research suitable software for editing the website and to confirm passwords and emergency website recovery procedures to the Clerk. The Clerk to ask the PC insurers about cover for volunteers updating the website (e.g. libel and copyright).

16.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:

16.1 Reporting of upkeep or maintenance issues and agreement of actions:

- Phone box library, Bridge Street – a small pane of glass was missing near the bottom of the door. Action: the Chair to purchase and fit a new piece of glass.
- Whaddon Green kissing gate – tarmac had been put underneath the gate at the entrance to Whaddon Green from Bridge Street. The gate is on private land. Mr P Coningsby (landowner) would look into this.

16.2 Village sign – update on maintenance of sign: Mr S Coningsby had looked at the village sign and thought that it was not worth repairing as the oak was very badly split. The Cllrs would consider replacing the sign as part of the precept discussions. Action: Cllrs to consider the village sign at the Precept Meeting. The Clerk to research costs for village signs.

17.0 Items for next meeting – noting of requests for agenda items

- Community Defibrillator for Cardiff Place
- S106 monies re 132 Meldreth Road
- Alfred John Palmer’s Trust
- Approval of 2017-18 Precept
- Draft accounts to 30th December 2016

18.0 Date of next meeting – Monday 16th January 2017.

The meeting was closed to the public and Clerk (confidential discussion)

19.0 Clerk’s Annual Review – noting of appraisal and agreement of salary scale point: the Cllrs noted that the Clerk’s appraisal meeting had been held by the Chair and Clerk on 11th October 2016 and resolved that the Clerk be moved to the next scale point on the NALC salary scale.

There being no further business the meeting closed at 10.10p.m.