

**Minutes of Whaddon Parish Council's Precept Meeting held on 4<sup>th</sup> January 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, Professor A Milton, Mr R Scott,  
 Dr N Strudwick, Ms A Walker  
 Parish Clerk Mrs G van Poortvliet

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (sickness).
- 2.0 Opening of recreation ground grass cutting tender 2016-18** – the Cllrs opened the two tenders received and the Clerk noted the results in the Tender Book. Action: the Clerk to table an agenda item for the next Parish Council (PC) meeting to award the recreation ground grass cutting tender.
- 3.0 Consideration of Parish Council Priorities for 2016/17** – a discussion was held around priorities for 2016/17 and any potential financial implications for the PC.
- 4.0 Discussion and agreement of parish running costs for 2016/17** – the forecast parish administration costs prepared by the Clerk were reviewed and discussed. Adjustments were made as appropriate. Additional monies were added to the budget for a handyperson to allow two hours a week to be spent on such activities as litter picking and path clearing as well as scheduled maintenance tasks. It was agreed that £12,630 be budgeted for 2016/17 (£12,240 budgeted for 2015/16).
- 5.0 Discussion and agreement of additional expenditure for 2016/17** – this was discussed with reference to the PC's priorities. It was agreed that the following additional expenditure be budgeted for 2016/17:  
 Village Hall & Recreation Ground car park donation £2,000  
 Village Hall infrastructure improvements (e.g. Wi-Fi line, projector, defibrillator) £2,000  
 Website development £500  
 Traffic calming measures £500  
 Total additional expenditure £5,000.
- 6.0 Consideration of projected cash position at 31<sup>st</sup> March 2016** – the Cllrs reviewed the projected cash balance at the 2016 financial year end. It was noted that it was likely that additional funds could be made available from the general reserve towards other projects such as the village hall car park. It was agreed to review the general reserve over the next few months and reallocate funds if possible. Action: the Clerk to provide calculations and table an agenda item for the March 2016 meeting to consider reallocating unspent funds to other projects.
- 7.0 Agreement of the 2016/17 Precept** – Resolved: that the total Parish Council funding requirement for 2016/17 (for parish running costs and projects) be £17,630 but, after taking into account anticipated income of £670, the precept be set at £16,960 (2015/16 £16,960). Actions: the Clerk to table an agenda item for the PC to formally agree the precept at the next PC meeting.
- 8.0 Receipt of request for agenda items for next Parish Council meeting** – none requested.
- 9.0 Date of next Parish Council meeting** – Monday 11<sup>th</sup> January 2016.

**There being no further business the meeting closed at 9.30p.m.**

**Note: this meeting was not a Public Meeting**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> January 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, Professor A Milton, Mr R Scott, Dr N Strudwick, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	5 present

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 9<sup>th</sup> November 2015 and the Precept Meeting of 4<sup>th</sup> January 2016** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Receiving Declarations of Interest** from Councillors on items on the agenda – none declared.
- 4.0 Report from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous PC meetings:**
- Bus shelter re-painting – the Cllrs noted that this should now wait until the weather improved and that it might be possible for the work to be done by a handyperson rather than volunteers (see agenda item 15.2).
  - Dropped kerb diagonally opposite St. Mary’s Close – the Clerk had requested quotes from four contractors. Action: the Clerk to table an agenda item for the next meeting.
  - PC data backup storage – Cllr Strudwick had researched some options for this. Action: the Clerk to table an agenda item for the next meeting.
  - Overgrown Trees on verge in Bridge Street (between no 55 and Dyers Green) – County Farm Estates would send a contractor to look at these trees.
- 5.0 Reports from District and County Cllrs:**
- County Cllr’s Report: no County Cllr present.
- District Cllrs’ Report: a verbal report was given by the District Cllrs:
- Local Plan – this was moving forward slowly.
  - District Council Electoral Review – the District Cllrs advised the PC that the proposal was to pair Whaddon with Meldreth, Melbourn and Shepreth ward, from 2018, for the purposes of District Cllr representation. This was to help even out the number of electors represented by each District Cllr. The proposal would be discussed at the Civic Affairs Committee meeting on 12<sup>th</sup> January 2016. The Cllrs commented that they had not been aware of this proposal and that they had previously advised the Boundaries Review Commission that Whaddon preferred to be in the same ward as Bassingbourn due to a number of common issues. Action: the Chair to email the Boundaries Review Commission urgently regarding the PCs preferences.
  - Potential path linking Cardiff Place to Whaddon – District Cllr McCraith had discussed this with SCDC’s portfolio holder. It had been considered a good idea but was likely to be too expensive and funds were not available. The Cllrs asked District Cllr McCraith to find out how much it might cost for the path options. Action: District Cllr McCraith to ask for likely costs of paths between Whaddon and Cardiff Place.
- 6.0 Public Participation:**
- A member of the public complained about the condition of the footpaths and highway in Bridge Street due to the works being done to install an electrical cable for the solar park at Wendy. The highway to Whaddon Gap was also covered with mud from construction vehicles. The member of

the public had brought this to the attention of County Farm Estates, Cambridgeshire County Council Highways and County Cllr Dent. County Cllr Dent had been very supportive and CCC Highways had taken some action to ensure that footpaths were not obstructed. However, the contractors did not work for County Farm Estates but for Vine Farm, making it more difficult to take action.

- A member of the public agreed with the points made above and commented that Whaddon would receive no financial benefit from this solar farm and yet was suffering disruption because of it. Residents in Whaddon had not been informed that these works were going to take place. The District Cllrs stated that it was usually part of the contract consent that the contractors clean up afterwards – this could be something that the District Cllr Enforcement Officer could assist with. Action: District Cllr Cathcart to provide contact details for the Enforcement Officer.
- A member of the public reported that the 2015 Precept Meeting minutes on the website were not the correct version. Action: the Clerk to arrange for the correct version of the Precept minutes to be posted on the website.

## 7.0 Correspondence – noting receipt of significant items of correspondence:

- CCC – information about local Community Transport schemes and request for volunteers. Action: the Clerk to circulate via village email and include in the newsletter.
- County Cllr Report – November 2015 and Dec 2015 (emailed)
- SCDC – invitation to Cabinet and Parish Council Liaison Meeting, 8<sup>th</sup> December. Attended by Cllr Strudwick.
- Local Government Boundary Commission – consultation on formal review of wards and no. of Cllrs in South Cambridgeshire (emailed). Closing date 1<sup>st</sup> Feb 2016.
- Savills – survey re strategic review of County Farm Estates (emailed). Views collated by the Chair and submitted.
- SCDC – notification of consultation on amendments to Local Plan following review by Inspectors. Deadline 25 Jan 2016 (emailed to residents and put on website).
- SCDC – Planning Policy Updates Dec 2015 and Jan 2016 (emailed)
- SCDC – invitation to comment on policies that are considered strategic with regard to the formation of Neighbourhood Plans (deadline 19<sup>th</sup> Feb) (emailed)
- Ms R Boon - copies of photographs and historic documents relating to the Alfred Palmer Trust.

## 8.0 Finance:

### 8.1 Approval of grant applications from Whaddon Village Hall & Recreation Ground Trust (WVH&RGT):

the PC had received two grant applications from WVH&RGT for running costs. A supporting invoice was missing from one of the applications. Resolved: that the PC approve the grant applications, totalling £2,338.03, but that only the amount for which supporting invoices had been supplied be paid (£1,918.03). The balance of £420.00 to be paid on receipt of documentation.

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

#### Cheques already signed (14<sup>th</sup> December 2015) to avoid late payment

Cheque No.100927, £107.00 (Net £107.00), Hales Printers, newsletter printing November 2015

Cheque No. 100928, £25.00 (Net £25.00), Local Council Public Advisory Service, Rights of Way Training Course 20<sup>th</sup> November 2015 (attended by Cllr K French)

#### Cheques to be signed today (11<sup>th</sup> January 2016)

Cheque No. 100929, £996.00 (Net £830), MD Landscapes, 8 x recreation ground grass cuts, 3 x verges grass cuts.

Cheque No. 100930, £58.50 (Net £58.50), Bassingbourn-cum-Kneesworth Parish Council, Parish Councillor Outreach Training, parts 1,2 and 3 (attended by Cllr W Elbourn).

Cheque No. 100931, £117.00 (Net £117), Whaddon Village Hall & Recreation Ground Trust, venue hire for Parish Council and Planning Committee meetings (Apr-Dec 2015).

Cheque No. 100932, £80.00 (Net £80), Mr D Evans, Bridge Street Fountain Garden gardening costs, Mar-Dec 2015.

Cheque No. 100933, £50.00 (Net £50), Mr L Ginger, Chair's expense allowance qtr to 31<sup>st</sup> December 2015.

Cheque No. 100934, Mrs G van Poortvliet, £1062.08 (Net £1051.56), Clerk's wages and expense allowance qtr to 31<sup>st</sup> December 2015 plus reimbursement for WW1 Centenary Tree.

Cheque No. 100935, Whaddon Village Hall & Recreation Ground Trust, £1,918.03 (Net £1,918.03), grant applications (see 8.1 above)

**8.3 Awarding of Recreation Ground Grass Cutting Contract 2016-2018 (2 years)** – four contractors had been invited to tender and two tenders had been received. Resolved: that the contract be awarded to M D Landscapes. Action: the Clerk to advise the contractors of the outcome of the tender process.

**8.4 Approval of 2016/17 Parish Council Precept** – at a Precept Meeting on 4<sup>th</sup> January 2016 the PC had agreed a Precept for 2016/17 of £16,960 (2015/16 £16,960). Resolved: that the PC approve a Precept for 2016/17 of £16,960. Action: the Clerk to notify SCDC of the Precept requirement and to publish the calculations on the website.

**8.5 Noting of draft accounts to 31<sup>st</sup> December 2015** - the Clerk presented the draft accounts and took questions. It was noted that the cash reserves would be monitored and reviewed nearer to the financial year end with a view to potentially moving some funds to ring-fenced project reserves. Action: the Clerk to produce updated calculations of cash reserves for the March and April 2016 meetings.

## 9.0 Planning

**9.1 Noting of Planning Committee recommendation re planning applications (i) S/2602/15/FL 101 Cardiff Place, Whaddon, SG85LR for two storey side extension to house, (ii) S/2787/15/FL, 136 Church Street, Whaddon, SG8 5RX for extensions, (iii) S/2819/15/FL 119 Meldreth Road, Whaddon, SG8 5RS for pavement crossing into front driveway and (iv) S/2931/15/FL Whaddon Village Hall, 125 Church Street, Whaddon, SG8 5RY to construct an extension to the existing hard standing to the side of the hall to provide parking for up to 13 vehicles:** Whaddon PC Planning Committee had recommended approval of all the above planning applications.

**9.2 Noting of SCDC decision re S/2787/15/FL, 136 church Street, Whaddon, SG8 5RX for extensions:** this application had been approved by SCDC. The PC also noted that application S/2602/15/FL 101 Cardiff Place for a two storey side extension had been approved by SCDC according to their website (the PC had not yet received notification).

**10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): update** – a verbal report was given by the Chair. The revenue stream for the VH was looking healthy. A New Year's Eve party had been fairly successful. The Trust were reviewing their policies as part of their Charities Commission report. The next meeting of WVH&RGT would take place on 18<sup>th</sup> January and would consider updated quotes for the car park extension works and agree what action to take.

**11.0 Alfred John Palmers Trust – consideration and agreement of actions required re appointing a new Trustee:** despite recent advertising, no potential new trustees had come forward for the remaining vacancy. This was discussed. Actions: the Clerk to arrange a final email appeal for trustees and to table an agenda item for the next PC meeting.

**12.0 Trees on verge in Church Street, by recreation ground – consideration of advice from SCDC's Tree Officer re diseased trees and agreement of actions:** this was discussed. The trees had been paid for by SCDC. Actions: the Clerk to provide details to District Cllr Cathcart who would take it up with SCDC's Tree Officer. The Clerk to table an agenda item for the next meeting.

**13.0 Eternit Site, Meldreth – discussion regarding proposal for housing on this site, potential impact on Whaddon and agreement of actions required:** a representative from Marley Eternit had attended Meldreth Parish Council's Planning Committee meeting on 19<sup>th</sup> November proposing that a redundant area of the Meldreth Eternit site be used for approx. 170 new homes. The District Cllrs commented that, in terms of Planning Policy, SCDC would be reluctant to lose

an employment site for residential housing. Action: the Clerk to ask the representative from Marley Eternit to give a presentation to Whaddon Parish Council.

- 14.0 Update from Rights of Way and Byways Course (20<sup>th</sup> November 2015) – verbal report, noting of relevant points for Whaddon PC and agreement of action required:** a verbal report was given by Cllr French who had attended the training. CCC was reviewing its definitive map of footpaths and rights of way. It would be useful for Whaddon to have input to this process and to check the map was accurate. It would also be a good exercise to check all the footpaths in the village and the adequacy of their sign posting. It was noted that the PC had a licence to use and reproduce Ordnance Survey maps for non-commercial purposes e.g. putting them on the website. Action: Cllr French to organise a small working party of residents to review the paths, sign posting and CCC's definitive map.
- 15.0 Village Upkeep and Maintenance:**
- 15.1 WW1 Centenary Commemorative Tree, Ridgeway Close – organisation of tree planting and care. Discussion and agreement of expenditure for plaque:** the tree had been delivered and required planting. Some members of the public agreed, on behalf of the village Gardening Club, to plant the tree in the grass area in front of Ridgeway Close. The PC agreed to spend the balance of the budget for the tree on a commemorative plaque (c£140). Action: Cllr Milton to research options for a suitable plaque and wording. The Clerk to table an agenda item for a future PC meeting.
- 15.2 Village Handyperson – discussion and agreement of future role of handyperson in the village. Agreement of action required:** the PC had budgeted two hours per week expenditure on handyperson duties for 2016-17. This would include litter-picking, gardening and ad-hoc jobs as well as the scheduled maintenance tasks. The PC agreed that the role of handyperson be amended to include these additional tasks. Actions: the Chair and Clerk to write to the current handyperson advising that the PC had reviewed the current arrangements and was no longer continuing with them. The Clerk and Chair to draw up a revised schedule of work for a handyperson and to arrange for this to be advertised, initially within the village.
- 15.3 Verges at the top of Bridge Street – discussion about condition of verges and agreement of action required:** these were in a poor state of repair, particularly near the broadband cabinet. This was discussed and the PC agreed to review this once the engineers had largely completed their connections work.
- 15.4 Reporting of issues and agreement of actions:**
- Senior School Bus – this had been spotted not using the turning circle and instead pulling up on Church Street, which was potentially dangerous. The bus had also departed earlier than scheduled on occasion. Action: the Chair would take photos and report this.
  - Village Sign – this was reported as needing re-painting. It was noted that although the sign had not been painted long ago, the oak reacted badly with paint. The sign would be included in the handyperson works schedule (15.2 above)
- 16.0 Items for next meeting: noting of requests for agenda items**
- Drop kerb on Church Street – approval of expenditure
  - Data backup storage – consideration of options and costs
  - Alfred John Palmers Trust – appointment of Trustees
  - Trees on recreation ground - actions required
  - WW1 Commemorative Tree Plaque – type and wording
- 17.0 Date of next meeting – Monday 8<sup>th</sup> February 2016.**

**There being no further business the meeting closed at 9.35p.m.**

**Minutes of Whaddon Parish Council meeting held on 8<sup>th</sup> February 2016 at 8.06p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott, Dr N Strudwick, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	County Councillor	Mr A Dent
	Members of the Public	4 present

The Chair apologised for the late starting of the meeting which was due to the overrunning of the Planning Committee Meeting which had taken place immediately beforehand.

- 1.0 Apologies for Absence** – received from District Cllr D McCraith.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 11<sup>th</sup> January 2016** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none declared.
- 4.0 Report from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous PC meetings:**
  - Overgrown Trees on verge in Bridge Street (between no 55 and Dyers Green) – County Farm Estates had arranged for these trees to be cut back. Whaddon’s Tree Officer was happy with the work that had been carried out.
  - Electoral Boundaries Reviews – there had been some confusion at the last PC meeting between the County Council and District Council boundary reviews, both of which were being undertaken by the Boundaries Review Commission at the same time. The PC had already responded to the County Council consultation and had now also responded to the District Council Review asking for Whaddon to be included in the same electoral ward as Bassingbourn (due to the number of shared issues). District Cllr Cathcart stated that SCDC had recently voted to bring the number of District Councillors down to 45 and was proposing that Whaddon be included in Meldreth ward. The official proposals from the Boundaries Review Commission on District Council wards were now awaited.
  - Proposals to build housing on part of Eternit Site, Meldreth – it had provisionally been arranged for a representative from Eternit to attend the PC meeting on 14<sup>th</sup> March. Meldreth PC had organised a public exhibition on Saturday 27<sup>th</sup> February about the proposals. Actions: the Clerk to arrange an email about the public meeting in Meldreth and to confirm the attendance of the Eternit representative at the March PC meeting.
  - Footpaths working party – Cllr French had held some provisional discussions about setting up a working party and had also had an initial look at CCC’s definitive map.
  - School Bus – the fact that the school bus was not using the bus turning circle had been reported. It had been suggested that the turning circle might be unsuitable for 12 metre buses.
  - Handyperson – the handyperson had been written to explaining that the requirements for the role would be changing. The new post would be advertised in the newsletter.
  - Broadband – Cllr Strudwick (Whaddon’s Broadband Champion) reported that, to date, there had been a 62% uptake of fibre broadband in Whaddon compared with a national average of 22% uptake.
- 5.0 Reports from District and County Cllrs:**

County Cllr's Report: County Cllr Dent gave a verbal update:

- Water Board works, Bassingbourn – an infrastructure overhaul was being undertaken in Bassingbourn. This was causing some access and traffic issues.
- Bus service review – no formal progress had been made.

District Cllrs' Report: a verbal report was given by District Cllr Cathcart:

- Local Plan – there would be a special meeting of SCDC towards the end of February before the Local Plan was resubmitted to the Inspector. The District Cllrs usually received advance notification of any speculative housing development applications. There were some right to build applications being made in the District.
- Traveller and Gypsy Provision – SCDC would undertake another review of the provision for Travellers and Gypsies in the area. There were now some additional pitches in the revamped site in New Road, Whaddon.
- Social Housing Rents – these would be increased by c2% for SCDC tenants.

## 6.0 Public Participation:

- A member of the public asked if it would be possible for the County Cllrs report to go on the village website. Action: a link to County Cllr Dent's webpage to be put on the website.
- A member of the public (Whaddon's Neighbourhood Watch and Speedwatch Co-ordinator) advised that he would be attending the next local Police Panel meeting and would email residents to see if they had any specific policing issues that they wanted to be raised there. More volunteers were needed for Speedwatch if it was to be able to continue in Whaddon.
- A member of the public complained about the mess and disruption being made by the contractors laying the cabling for the solar farm at Wendy. He asked that everything be made good afterwards and be done to an acceptable standard. He also commented that there had been no communication from the County Council about the works. County Cllr Dent emailed County Farms Estates about this. Actions: the PC to keep an eye on this and involve the enforcement officer at SCDC if necessary. The Chair to send a pre-emptive email to the enforcement officer explaining the situation.

## 7.0 Correspondence – noting receipt of significant items of correspondence:

- Meldreth Parish Council – notification of public meeting re proposal for housing on Marley Eternit site, Saturday 27<sup>th</sup> Feb.
- SCDC – Consultation on changes to Planning Scheme of Delegation (by email). Deadline 19<sup>th</sup> February. (Agenda item 9.3)
- SCDC Electoral Services – info on Parish Council election date (5<sup>th</sup> May) and election timetable (emailed). Nomination packs will be sent out in February.
- Police Community Support Officer – request for any policing concerns from local community to bring up at next Police Panel Meeting (by email). The meeting will be attended by Mr M Monks.
- SCDC – skeleton programme for remainder of Local Plan Examination (emailed).
- CCC – notification that funding for school crossing patrols will be retained (emailed). County Cllr Dent expanded on this – although funding for school crossings had been retained, CCC would be looking at alternative methods of delivery.
- County Cllr A Dent – monthly County Cllr report (emailed).
- Survey regarding giving Parish Councils the right to appeal Planning Decisions (emailed).
- SCDC Annual Community Awards Celebration – invitation for up to two PC reps to attend the award ceremony on Thursday 10<sup>th</sup> March, 7pm. Action: the Clerk to email the details to the Cllrs.
- Melbourn Parish Council – invitation to participate in an area-wide traffic survey, with nine other Parishes, to collect data on traffic volumes. Price £145 per machine for seven days traffic monitoring. Action: the Clerk to reply that the PC was interested in principle but would like further information about whether the survey would include traffic speeds and to request a sample of the report which would be obtained.

## 8.0 Finance:

**8.1 Approval of payments:** Resolved: that the following payments be approved:  
**Cheques to be signed today (8<sup>th</sup> February 2016)**

Cheque No. 100936, £420.00 (Net £420), Whaddon Village Hall & Recreation Ground Trust, grant re audit fee.

**8.2 Dropped kerb, Church Street – consideration of quotes and agreement of expenditure** – four contractors had been invited to tender and two quotes had been received. The Cllrs discussed whether the width of the lowest part of the kerb should be one kerb-stone (90cm) or two (1.8m). Resolved: that the width of the lowest part of the kerb be 1.8m and that the contract be offered to J Cobb & Sons (£1,150 quoted) but that an attempt should be made to negotiate on price. Action: the Clerk to offer the contract to J Cobb & Sons but to try to negotiate on price. The Clerk to double-check with CCC Highways that planning permission is not needed.

## 9.0 Planning

**9.1 Noting of Planning Committee recommendation re planning applications (i) S/2922/15/FL 116 Meldreth Road, Whaddon, SG8 5RP for raised garage roof and new rear dormer (ii) S/3056/15/FL, Chestnut Tree Farm, Meldreth Road, Whaddon, SG8 5RS for installation of solar panels on the roof of a modern curtilage outbuilding and (iii) S/2464/15/FL 9a Bridge Street, Whaddon, SG8 5SG for retrospective permission for the erection of a six metre high pole for CCTV security equipment:** Whaddon PC Planning Committee had recommended approval of planning applications (i) and (ii) and recommended refusal of planning application (iii) with comments that the PC were concerned about the use of the pole for CCTV surveillance down a public highway.

**9.2 Noting of SCDC decisions re (i) S/2602/15/FL, 101 Cardiff Place, Whaddon, SG8 5LR for two storey side extension and (ii) S/2819/15/FL 119 Meldreth Road, Whaddon, SG8 5RS for pavement crossing into front driveway:** application (i) had been approved by SCDC. Application (ii) had been rejected by SCDC on highways safety grounds. The PC was trying to obtain further information regarding the reasoning behind this decision.

**9.3 Changes to SCDC's Proposed Scheme of Delegation for Planning Permission – update and agreement of PC's comments:** SCDC had issued an amended Proposed Scheme of Delegation following the previous consultation with PC's. Resolved: that Cllrs Scott and Strudwick be delegated responsibility to review the proposals and provide input to the PC regarding the need for further comments. Action: Cllrs Scott and Strudwick to review the amended Proposed Scheme of Delegation (deadline for further comments 19<sup>th</sup> February 2016).

**10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): update** – a verbal report was given by Cllr Strudwick.

- WVH&RGT had accepted, in principle, a quote for extending the car park (subject to planning permission and finalisation of funding).
- Cricket nets risk assessment – some remedial actions were being progressed.
- A quiz night was planned for Saturday 27<sup>th</sup> February.
- The Village Hall bookings calendar was now on the website and hall availability could be viewed.

**11.0 Alfred John Palmers Trust – consideration and agreement of actions required re appointing a new Trustee:** three potential candidates had put themselves forward to be a Trustee. The Cllrs thought it would be good to initially involve them all in a working group to review the terms of the Trust if possible. Actions: the Chair to speak with Mr C Coningsby from Alfred John Palmers Trust to explore the idea of a working group. The Clerk to write to all candidates.



- 12.0 Trees on verge in Church Street, by recreation ground – consideration of (i) advice from SCDC’s Tree Officer re diseased trees and (ii) agreement of actions:** District Cllr Cathcart had not been able to speak with SCDC’s Tree Officer about this matter yet. The item was postponed until the next PC meeting.
- 13.0 Back-up storage for PC files – (i) discussion and consideration of options and (ii) agreement of action and expenditure as necessary:** Cllr Strudwick presented some options for external back-up storage of the Clerk’s PC files. This was discussed. The Cllrs expressed some reservations about potentially using a US-based company for this service. No decision was made and this item was postponed until a later date. Action: the Clerk to table an agenda item for a future meeting.
- 14.0 Plaque for WW1 Commemorative Tree – agreement of type of plaque, cost and wording:** Cllr Milton presented some options for a plaque. This was discussed. The Cllrs expressed a preference for a slate plaque. Action: Cllr Milton to firm up plaque design, wording and costs. The volunteers who would be planting the tree had advised that they would like to plant it soon. Action: the Clerk to write to Ridgeway Close residents advising them that the tree would soon be planted in the grass area in front of their houses.
- 15.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:**
- **Parking, Church Street** – a van parked on the footway, preventing residents with buggies from using the footway, had been brought to the attention of the PC. The Cllrs commented that the PC had no jurisdiction over parking issues although it would be possible to send polite reminders to villagers via the newsletter or email system if thought necessary. Whaddon’s Neighbourhood Watch Co-ordinator stated that the police might take action if a push-chair couldn’t get through.
  - **Parking, St. Mary’s Close** – parking difficulties in St. Mary’s Close were brought to the attention of the PC. The Cllrs commented that the PC was not responsible for this and advised residents to take this issue up with Bedford Pilgrims Housing Association.
  - **Parking, bus turning-circle** - cars had been parking in the turning circle which would make it difficult for use by buses. It was noted that the turning circle was not marked as being a bus-stop. Action: the Chair to discuss this matter with an Officer at CCC.
- 16.0 Items for next meeting: noting of requests for agenda items**
- Trees on recreation ground – discussion of actions required
  - Data back-up storage – consideration of options and costs
  - WW1 Commemorative Tree Plaque – type and wording
- 17.0 Date of next meeting – Monday 14<sup>th</sup> March 2016.**

**There being no further business the meeting closed at 9.47p.m.**

**Minutes of Whaddon Parish Council meeting held on 14<sup>th</sup> March 2016 at 8.02p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott, Dr N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	14 present
	Guest Speaker	Mr J Munnery (Footprint Land and Development)

- 1.0 Apologies for Absence** – received from Cllr A Walker (sickness).
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none declared.
- 3.0 Approval of Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 8<sup>th</sup> February 2016** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 4.0 Presentation regarding proposals for housing on part of the Marley Eternit Site, Meldreth – presentation by Footprint Land & Development (advisors to Marley Eternit Group)**: Mr James Munnery was invited to address the meeting. He gave a presentation and explained that this was a consultation exercise and that no decisions had been made. The key points were:
- Marley Eternit were owned by the Etex Group, based in Brussels.
  - The Meldreth factory site included a number of obsolete production lines and parts of the factory had been closed for between two and eight years.
  - The obsolete buildings were contaminated and of bespoke design - attempts to market them for industrial use had proved difficult.
  - Etex Group had not been investing in the UK division due to poor returns on investment (ROI). The proposal was to help secure the future of the Meldreth factory by selling the redundant part of the site for housing and reinvesting the proceeds in remaining operations and new technologies.
  - Two options were being proposed for the site. Option A was to redevelop the redundant brownfield site (c10 acres) for housing after it had been cleaned up. The proposal included a new bus stop, cycleway and footpaths. Option B was to move the housing development closer to Meldreth village centre by developing an adjacent greenfield site, of the same size as the brownfield area, and returning the redundant brownfield site to greenfield.

Questions and comments were invited from members of the public and Cllrs:

- A question was asked about whether the Meldreth factory would close unless part of the site was sold for housing. Mr Munnery was unable to confirm if that would be the case.
- A question was asked about why 170 houses were being proposed – Mr Munnery explained that the number of houses was based on minimum housing densities set in planning policies.
- Comments were made that a development of that size would be more than ten times the scale that Whaddon was used to dealing with. Also that the proposed development was equivalent to putting a village the same size as Whaddon between Whaddon and Meldreth. Concerns were raised about the impact on local infrastructure. Mr Munnery stated that Community Infrastructure Levies (CiL) from the development would fund infrastructure improvements to local schools, highways and doctors surgeries.
- Questions were asked about the siting of highways access to the site and what studies had been done regarding the impact on highways. Mr Munnery explained that, as this was the consultation stage, no highways studies had been done – that would be at the next stage.

The access point from the highway had not been finalised but the road frontage owned by Eternit should be sufficient to find one that would satisfy safety requirements.

- A question was asked about what discussions had been held with SCDC Planners to date. Mr Munnery said that he had met with them three times.
- The District Cllrs stated that SCDC had a policy of providing 40% affordable housing on a scheme of this size.
- A question was asked as to who would build the housing – Mr Munnery said that the intention was to sell the site, with outline planning permission, to a developer.
- A question was asked about whether it would be possible to preserve the Atlas Stone Man from the original factory building. It was stated that this should be possible and could be part of the Planning Permission.
- Questions were asked about the robustness of a business plan that involved selling off part of Marley Eternit's assets in order to survive and also what safeguards would be made to ensure that the proceeds were reinvested. Mr Munnery commented that Etex would not invest money if they did not think there would be a good return on investment. It would be part of the Planning Permission that proceeds were reinvested in the Meldreth factory.
- A concern was raised that this would be stage one of a much larger housing scheme.

Mr Munnery asked for feedback questionnaires to be completed and returned to him.

Action: the Clerk to arrange for the questionnaire to be distributed via the village email system.

Thanks were given to Mr Munnery.

## **5.0 Report from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous PC meetings:**

- Bridge Street phone-box library – the broken pane of glass had now been replaced. Thanks were given to Mr D Evans.
- Village Handyperson – the post of handyperson had been advertised in the newsletter and had generated some interest. The deadline for applications was 20<sup>th</sup> March 2016. Action: the Clerk to table an agenda item for the next PC meeting.
- Possible path linking Whaddon and Cardiff Place – District Cllr McCraith suggested referring this to County Cllr Dent as County Farm Estates owned the land. Action: the Clerk to ask County Cllr Dent to look into this.
- County Cllr Reports – these could now be viewed via a new link on the Whaddon website.
- Proposals to build housing on part of the Eternit Site, Meldreth – Cllrs Strudwick and Walker had met with Mr J Munnery at the factory on 26<sup>th</sup> February, in a fact-finding capacity, and had received a tour of the site. Their report had been circulated via the village email system. There had been a public exhibition in Meldreth on 27<sup>th</sup> March which had been attended by some residents from Whaddon.
- Solar Farm Cabling Works, Bridge Street – the Clerk and Mr P Neale had met with the contractor in Bridge Street to discuss the condition of the verges following the cabling works. Some remedial action had since been taken to re-build parts of the verges. The adequacy of this would need to be reviewed once the grass started to grow again.
- Pedestrian dropped-kerb, Church Street – the contractor had reduced his quote by £100 and this had been accepted. It was expected that the work would be carried out at the same time as the Village Hall car park extension. SCDC Planning had confirmed that planning permission was not required for the dropped-kerb as it was for pedestrian use only.
- SCDC review of changes to proposed Scheme of Delegation for Planning – the PC had responded to the proposals supporting the amended version and asking that the new procedures ensure PCs are notified when an application goes to Planning Committee.
- Alfred John Palmer's Trust – the three people who had expressed interest in becoming a Trustee had been invited to join a working party to review the terms of the Trust. The first meeting would take place in April.
- WW1 Centenary Commemorative Tree, Ridgeway Close – the tree had now been planted and was being watered by a local resident. Thanks were expressed to all involved.

- Development at former 132 Meldreth Road - no reply had been received to the Clerk's third enquiry as to whether any S106 monies were due to the PC, despite SCDC's Head of Planning being copied in. District Cllr Cathcart had now started enquiries.

## 6.0 Reports from District and County Cllrs:

### 6.1 District Cllrs' Report: a verbal report was given by the District Cllrs:

- Council Tax – SCDC had voted to increase their element of the council tax by just over 1.99% (equivalent to a £5 increase for a Band D property).
- Rents for Council House Tenants – these would go down by 1% due to a Central Government initiative. This would mean less money available to SCDC for repairs and maintenance or re-investment in new-builds.

### 6.2 County Cllr's Report: County Cllr Dent had provided a written report which had been circulate by email and could be viewed via the website. The key points of local interest were:

- Water Board works, Bassingbourn – the utility companies had been fined for being in breach of their licence.
- Whaddon Gap traffic issues – these were under discussion. It was noted that further information was required from County Cllr Dent as to the nature of these discussions.

## 7.0 Public Participation:

- A member of the public enquired about the remit of the Footpaths Working Party. Cllr French explained that it was to ensure that all footpaths in Whaddon were correctly included in Cambridgeshire County Council's (CCC) definitive map. The member of the public then asked if there was an opportunity to link some of the footpaths making it possible to do some circular walks – sometimes only a short area of land was missing in order for this to be feasible. District Cllr Cathcart commented that work had been done looking into this possibility in the past. Action: District Cllr Cathcart to make enquiries about this.
- A member of the public asked if it would be possible to request residents not to place obstructions (such as stones or wood) on the grass verges by their houses. These could damage vehicles that had to mount a verge to pass or avoid another vehicle. The Chair would consider putting this in a broader email to residents about the verges. The Chair also suggested organising a working party in Bridge Street to realign the edges of verges that had grown over the highway.
- A member of the public commented on the damage done to the verges in Bridge Street by contractors' vans driving or parking on them and suggested that residents be encouraged to take an active interest in where contractors parked. Action: the Chair to send an email to Bridge Street residents about the verges.

## 8.0 Correspondence – noting receipt of significant items of correspondence:

- Electoral Boundary Review Commission – report and recommendations following electoral boundary review for CCC. Whaddon was to be included in an electoral ward with Bassingbourn and Meldreth, represented by one County Cllr.
- Cambridgeshire Future Transport – notification that CCC had voted to defer further budget reductions to CFT for one year. CFT proposed that the services remain unchanged and had requested comments on the proposals by 31<sup>st</sup> March 2016. Action: the Clerk to reply and to comment that Whaddon was not included on the bus timetable on CCC's website.
- Copy of letter from local resident sent to SCDC Planning Team with comments about layout and housing density for the proposed residential development at Marley Eternit, Meldreth.

## 9.0 Finance:

### 9.1 Approval of payments: Resolved: that the following payments be approved:

#### Cheques to be signed today (14<sup>th</sup> March 2016)

Cheque No. 100937, £90.00 (Net £90), Mr P Coningsby, grass cutting church-yard.

Cheque No. 100938, £54.00 (Net £45), Cambridgeshire ACRE, annual subscription.

Cheque No. 100939, £88.00 (Net £88), Hales Printers, newsletter printing.

Cheque No. 100940, £36.00 (Net £36), Mr D Evans, labour and expenses re replacement glass in Bridge Street, phone-box library.

Cheque No. 100941, £54.71 (Net £54.71), Cambridgeshire County Council, street lighting energy year to 20<sup>th</sup> September 2015.

Cheque No. 100942, £1,007.53 (Net £1,007.53), Mrs G van Poortvliet, Clerk's wages and expense allowance qtr to 31<sup>st</sup> March 2016.

Cheque No. 100943, £50.00 (Net £50), Mr L Ginger, Chair's expense allowance qtr to 31<sup>st</sup> March.

**9.2 Area Traffic Survey – approval of expenditure on traffic survey in Whaddon as part of larger area-wide survey (c£450):** – Resolved: that expenditure on three traffic surveys be authorised at a cost of £145 each. The traffic survey equipment was to be located on Whaddon Gap (at the 30mph sign), Church Street (before the bend at Bumpkins Pre-school, by College Farm) and in Meldreth Road (by no. 142). Action: the Clerk to advise the A10 Corridor Group of the PCs decision.

**9.3 Queen's 90<sup>th</sup> birthday celebration – consideration and approval of expenditure for commemorative items/event as appropriate:** this was discussed. Resolved that the PC make a contribution towards a community event rather than purchase commemorative items. The amount to be contributed to be agreed at the next meeting. Action: the Clerk to schedule an agenda item for the next meeting.

**9.4 Projected cash and reserves position at 31<sup>st</sup> March 2016 – (i) presentation and review of financial estimates (ii) consideration of moving funds from a general reserve to ring-fenced reserves as appropriate:** the Clerk presented the financial projections and the Cllrs noted the need to ring-fence some funds at the year end. The amounts would be agreed at the next meeting. Actions: the Clerk to table an agenda item for the next meeting. The Chair and Cllr Strudwick to obtain estimates of funds required for potential Cricket Club and WVH&RGT projects. The Clerk to check if the sum ring-fenced for S106 Public Open Space projects had been formally allocated for the recreation ground car park or was still unallocated.

**9.5 Internal auditor – appointment for financial year to 31<sup>st</sup> March 2016:** Resolved that Mr B Huett be appointed as internal auditor for the financial year ended 31<sup>st</sup> March 2016. Action: the Clerk to advise Mr Huett of the PC's decision and to liaise over the audit timetable.

## 10.0 Planning

### 10.1 Noting of Planning Committee recommendation re planning application

S/0271/15/FL, 87 Meldreth Road, Whaddon, SG8 5RS for proposed two and one storey extensions following demolition of all non-original extensions: Whaddon PC Planning Committee had recommended approval of the planning application.

**10.2 Noting of SCDC decisions re (i) S/2922/15/FL, 116 Meldreth Road, Whaddon, SG8 5RP for raised garage roof and new rear dormer (ii) S/3056/15/FL Chestnut Tree Farm, Whaddon, SG8 5RS for installation of solar panels on the roof of a modern curtilage outbuilding and (iii) S/2391/15/FL, Village Hall 125 Church Street, Whaddon, SG8 5RY for extension to existing hard standing to side of village hall to provide parking for up to 13 vehicles, with railings:** all applications had been approved by SCDC. A query was made as to whether the PC had received formal notification of SCDC's decision re 138 Church Street. The Clerk confirmed that this notification had been received (approval) - it would be formally noted at the next meeting.

**10.3 Noting of receipt of approved Planning Committee minutes from meeting on 27<sup>th</sup> January 2016:** the PC noted receipt of the approved minutes.

## 11.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) update – to receive oral report from member of WVH&RGT:

- There had been two meetings of WVH&RGT since the last PC meeting.
- WVH&RGT had been turned down for their final grant application for funds for the car park extension. They did not have sufficient funds to do the full car park extension but could do a scaled-down version.

- An event to commemorate the Queens 90<sup>th</sup> birthday had been discussed.

- 12.0 Trees on verge in Church Street, by recreation ground – consideration of (i) advice from SCDC’s Tree Officer re diseased trees following site visit and (ii) agreement of actions:** District Cllr Cathcart had accompanied SCDC’s Tree Officer to look at the trees. In the Tree Officer’s opinion the trees had been damaged by trimmers and also by dog fouling. Two trees had died. Some samples of mould from the trees had been taken for analysis. The trees would need protecting from strimming. A report had been requested but had not yet been received. Actions: the Clerk and District Cllr Cathcart to chase up the Tree Officer’s report and results of the sample analysis. The Clerk to schedule an agenda item for a later date.
- 13.0 Plaque for WW1 Commemorative Tree – agreement of plaque design and wording and approval of cost:** The plaque design, wording and costs (£45 + £10 delivery charge) were discussed and agreed by the Cllrs. It was noted that the PC had not purchased a plaque for the Jubilee Commemorative Tree. This would need to be discussed at the next PC meeting. Actions: the Clerk to table an agenda item for the next meeting and to email the supplier to advise them that the PC would be progressing the order but might also order an additional plaque. Cllr Milton and Mrs M Peyton (Whaddon’s Tree Officer) to liaise and suggest some wording for the Jubilee Commemorative Tree.
- 14.0 Parish Council Elections – agreement of actions required and handing out of Nomination Packs:** the Clerk handed out nomination packs to the Cllrs and explained that the completed forms needed to be returned to SCDC’s offices in Cambourne, in person, by 7<sup>th</sup> April 2016. A notice of election would go up on 30<sup>th</sup> March 2016. Actions: the Clerk to put up the election notice on 30<sup>th</sup> March and send an email to residents advising them of the PC election.
- 15.0 Annual Parish Meeting (Monday 18th April 2016) – receiving suggestions for format and discussion topics. Agreement of actions:** This was discussed. Suggested agenda items were updates from the PC, Neighbourhood Watch/Speedwatch, Alfred John Palmer’s Trust and WVH&RGT, reports from the Table Tennis, Cricket and Mostly Gardening clubs plus asking residents what they wished to see the PC spend funds on in the future. Actions: the Chair to draw up an agenda and publicise the meeting. The Chair and Clerk to invite speakers as appropriate.
- 16.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:**
- Byway 22, Bridge Street – garden waste had been dumped on the byway, blocking it. Actions: the Clerk to report this to SCDC.
  - Litter, Whaddon Gap – there was a lot of litter on this road. This would be actioned once a handyperson was appointed.
  - Footway from St. Mary’s Church to Recreation Ground, Church Street - the verges had grown over the footway. This was something that the handyperson could be asked to do.
- 17.0 Items for next meeting: noting of requests for agenda items**
- Review of accounts and reserves at 31<sup>st</sup> March 2016
  - Queens 90<sup>th</sup> birthday celebration – agreement of expenditure
  - Handyperson appointment
  - Data back-up storage – consideration of options and costs
  - Jubilee Commemorative Tree Plaque – wording and costs
  - Verges grass cutting – management
- 18.0 Date of next meeting – Monday 11<sup>th</sup> April 2016.**

**There being no further business the meeting closed at 10.03p.m.**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> April 2016 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott, Dr N Strudwick, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	4 present

- 1.0 Apologies for Absence** – received from County Cllr A Dent (bereavement).
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – interests were declared by Cllr Strudwick in agenda item 9.2 as a member of Whaddon Cricket Club, by Cllrs Scott and Strudwick in agenda item 9.3 as members of the Speedwatch Team, and by Cllrs Strudwick and Walker in agenda item 9.6 as Management Trustees of Whaddon Village Hall and Recreation Ground Trust (WVH&RGT).
- 3.0 Approval of Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 14<sup>th</sup> March 2016** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 4.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous PC meetings:**
- S016 monies re development at former 132 Meldreth Road – it had been established that this development had been started without the required S106 agreement being in place. The S106 Officer at SCDC would see if they could obtain the monies due to the PC from the developer. Action: the Clerk to forward recent email correspondence with the S106 Officer to District Cllr Cathcart.
  - Condition of verges in Bridge Street – the Chair had written to or emailed all residents in Bridge Street about the verges. A few people had volunteered to form a working party to realign the edges of the verges. A resident had emailed the Chair asking for further action to be taken regarding obstructions placed on the verges by householders. The Chair did not feel that this was the PC's responsibility - the verges were under the jurisdiction of CCC Highways. Action: obstructions on the verges to be discussed with County Cllr Dent.
  - Cambridgeshire Future Transport – the Clerk had responded to the consultation and had received confirmation that CCC's website now included the correct timetable for route 127
  - A10 Corridor Group Traffic Survey – the three locations, in Whaddon, for the survey equipment had been notified to the survey company who were obtaining the necessary permissions.
  - Fly tipping on Byway 22, Bridge Street – this had been reported to SCDC but more garden waste had been fly tipped there since then. This had also been reported to SCDC who had sent officers to inspect and who would arrange the removal of the material.
- 5.0 Reports from District and County Cllrs:**
- 5.1 District Cllrs' Report:** a verbal report was given by the District Cllrs:
- SCDC Local Plan – the additional work requested by the Inspector had now been completed and approved by SCDC and an amended Plan had been submitted. It was hoped that the Inspection would re-start in June or July although the Cambridge City Plan would be looked at first. A new SCDC senior planning official had been appointed who would be looking at defending against speculative planning applications as a priority.
- 5.2 County Cllr's Report:** County Cllr Dent was absent and had not provided a written report.
- 6.0 Public Participation:**

- A member of the public requested that a litter pick event be organised due to the amount of litter in the village, especially on Whaddon Gap. The Chair replied that it would be part of the handyperson's responsibilities to do litter picking.

## 7.0 Correspondence – noting receipt of significant items of correspondence:

- SCDC – Planning Policy Update Mar 2016.
- Alfred John Palmer's Trust – accounts to 31<sup>st</sup> December 2015.
- SCDC – notification that the further work and proposed modifications have been submitted to the Inspectors examining the Cambridge and SCDC Local Plans.
- Cambridgeshire Future Transport– notification that the response to the proposals to keep the Area M bus services unchanged for another year had all been favourable. It had therefore been agreed that services remain unchanged.
- SCDC – notice of an Uncontested Parish Council Election in Whaddon. The six elected Parish Cllrs would take up office on 9<sup>th</sup> May and the Parish Council could co-opt any vacancies after 9<sup>th</sup> May.

## 8.0 Planning

- 8.1 Noting of Planning Committee recommendation re planning applications (i) S/0447/16/FL, Ermine Farm, Whaddon, SG8 5SN for erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of use of agricultural land to garden land and (ii) S/0746/16/FL, 123 Meldreth Road, Whaddon, SG8 5RS for demolition of bungalow and erection of two-storey replacement dwelling house:** the Planning Committee had recommended approval of both these planning applications.
- 8.2 Noting of SCDC decision re (i) S/2491/15/FL, 138 Church Street, Whaddon, SG8 5RX for rear two-storey and part single storey extension:** this application had been approved by SCDC.
- 8.3 Noting of receipt of approved Planning Committee minutes from meetings on 8<sup>th</sup> February 2016 and 14<sup>th</sup> March 2016:** the PC noted receipt of the approved minutes.

The PC agreed to alter the order of the agenda and consider item 10.0 before item 9.0.

## 10.0 Proposals for housing on part of the Marley Eternit Site, Meldreth –

- 10.1 Footprint feedback questionnaire – noting of feedback received:** nine responses had been received by the Clerk and forwarded to Footprint. Of these, none were in favour of Option A (development of the brownfield site), two were in favour of Option B (development of a greenfield site closer to Meldreth), four supported housing development on the site and four opposed it. Of those supporting development, concerns were expressed about the scale of the proposals and impact on traffic and local services. Opposition concerns were also around the scale of the development and impact on services. Some Whaddon residents, who had attended the public meeting in Meldreth in February, had submitted feedback to Meldreth. The Clerk had asked Meldreth PC for a summary of this. Action: the Clerk to follow up with Meldreth PC Clerk.
- 10.2 Meldreth Working Group – (i) receiving feedback from first meeting and (ii) consideration and agreement of Whaddon's future involvement:** (i) Cllr French gave a verbal update from a meeting held in Meldreth on 22<sup>nd</sup> March regarding setting up a Working Group to respond to any planning application for the Marley Eternit Site, Meldreth. Representatives for Barrington and Melbourn villages, who had dealt with large planning applications, advised that the two key things to establish were what residents' views were and what the village(s) needed to alleviate the impact of the development if planning permission were granted (£106 monies). It had been decided to form a Marley Eternit Working Group (MEWG) and Whaddon was invited to be involved. (ii) It was noted that Whaddon PC must remain independent of MEWG to avoid predetermination issues. The PC agreed that Cllr French continue to attend MEWG meetings. Cllr French would take no part in any vote on a formal Planning Application should one be received.



The District Cllrs were asked if SCDC were considering the cumulative impact of all the speculative housing applications in the area. They stated that Cllrs had recently received a briefing on that topic.

- 9.0 Finance:** the PC agreed to alter the order of the agenda and consider item 9.2 before item 9.1
- 9.2 S106 Outdoor Space grant application – consideration and decision re grant application for catching cradle and netting (total £149.20) received from Whaddon Cricket Club:** – the application was discussed. Resolved: that a grant of £149.20 be awarded to Whaddon Cricket Club. Action: the Clerk to advise WCC.
- 9.1 Approval of payments:** Resolved: that the following payments be approved:
- Cheques to be signed today (11<sup>th</sup> April 2016)**  
 Cheque No. 100944, £63.00 (Net £63), Whaddon Village Hall & Recreation Ground Trust, hire of Village Hall for meetings Jan-Mar 2016.  
 Cheque No. 100945, £24.16 (Net £24.16), Meldreth Parish Council, Transparency Code training, Sept 2016.
- 9.3 Speedwatch kit and traffic calming equipment – (i) consideration of request from Speedwatch team for purchase of Speedwatch Sensor (max £3,250) and Mobile Vehicle Activated System (max £2,400) and (ii) decision on allocation of funds in Traffic Calming Measures Reserve for this purpose:** (i) Mr M Monks, Speedwatch Co-ordinator, was invited to address the PC. He explained the reasons for the request to purchase a Speedwatch Sensor and stated a preference to share this kit with either Meldreth (and possibly Bassingbourn) or alternatively with Steeple Morden and Litlington. Mr. Monks also presented the case for purchasing a Moveable Vehicle Activated Scheme (MVAS) which would display motorists' speeds and encourage compliance with the 30mph speed limit. This would operate at all times and could be moved to different village locations. Costs were in the region of £3,000-£3,500 plus potential additional costs to purchase poles to attach the equipment to. It was hoped that some grant funding might be available towards this purchase. This was discussed by the Cllrs. The PC resolved to support the joint purchase of a Speedwatch Sensor, in principle, to be shared with at least one, and preferably two, other villages. The PC resolved to agree, in principle, to part-fund the purchase of a MVAS (with grant funding contributed) Actions: Mr. Monks to make further investigations regarding which local villages would participate in a shared Speedwatch Sensor purchase with Whaddon and update the PC . Mr Monks to obtain further information about grants and costs for a MVAS. (ii) The PC resolved, in principle, to use the Traffic Calming Measures Reserve (balance at 1<sup>st</sup> April 2016 £4,573.27) for the part-purchase of a Speedwatch Sensor and MVAS.
- 9.4 Draft accounts for financial year to 31<sup>st</sup> March 2016 – presentation and review:** the Clerk presented the draft accounts for the year to 31<sup>st</sup> March 2016 and invited questions. These accounts would form the basis of the 2015/16 Annual Return.
- 9.5 Cash and reserves position at 31<sup>st</sup> March 2016 – (i) noting of level of general reserve and (ii) consideration and agreement of amounts to be moved to earmarked reserves:** i) the Cllrs noted that the level of the general reserve at 31<sup>st</sup> March 2016 was more than twelve months of current precept. (ii) The PC resolved that the following unspent amounts be earmarked and carried forward into 2016/17: £435 for traffic survey costs (Traffic Calming), £1,050 dropped kerb and £2,796 balance on Village Hall Projects (Car Park). The PC resolved that, after the adjustments made in (ii) above, the General Reserve be further reduced to a level of around six months of precept (c£8,500) in order to fund projects for the village (see 9.6 below). Action: the Clerk to update the accounts for the earmarked reserves.
- 9.6 Village Projects – consideration and agreement of amount to be earmarked for village projects, in particular a donation towards the Recreation Ground car park:** WVH&RGT was £8,500 short of the funds required to build an extended car park for the Recreation Ground which would provide 20 additional car parking spaces. The PC resolved to donate £8,500 to the Recreation Ground car park from the general reserve. This would leave the general reserve at approx. 6.6 months of current precept. Actions: the Clerk to amend the accounts and inform WVH&RGT of the PC's decision,

- 11.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) update – to receive oral report from member of WVH&RGT:** A verbal report was given.
- WVH&RGT had held it's AGM. All Trustees had been duly reappointed. .
  - The Chair and Treasurer remained in post but both required help with their duties.
- The PC thanked WVH&RGT for their hard work.
- 12.0 Trees on verge in Church Street, by recreation ground – consideration of (i) advice from SCDC's Tree Officer re diseased trees following site visit and (ii) agreement of actions:** this item was postponed until a report had been obtained from SCDC's Tree Officer. District Cllr Cathcart had chased this up. Actions: the Clerk and District Cllr Cathcart to chase up the Tree Officer's report and results of the sample analysis.
- 13.0 Plaque for Jubilee Commemorative Tree – agreement of plaque design and wording and approval of cost:** The PC resolved to spend the balance of the budget for the WW1 Commemorative Plaque on the Jubilee Tree plaque. Actions: Cllr French to provide details of the wording used by Litlington for their Jubilee Tree. The Clerk to order the plaque, plus a WW1 Commemorative Tree plaque, unless the expenditure exceeded the balance in the earmarked reserve (in which case further approval to be sought).
- 14.0 Annual Parish Meeting (Monday 18th April 2016) – receiving suggestions for format and discussion topics. Agreement of actions:** The proposed agenda was discussed. Actions: Cllr Strudwick to provide written updates on Broadband and Village Archives. The Chair and Clerk to organise agendas for the village email and noticeboards. The Clerk to organise refreshments.
- 15.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:**
- Potholes – potholes throughout the village, but especially on Whaddon Gap, were noted as being an issue. Residents could report potholes on-line to CCC but Whaddon Gap might need more work to rectify. Actions: Whaddon Gap road surface to be brought up with County Cllr Dent.
- 16.0 Items for next meeting: noting of requests for agenda items**
- Annual Parish Council Meeting statutory items
  - Signing off of Annual Report and Governance Statements
  - Diseased trees on verge by recreation ground
  - Queens 90<sup>th</sup> birthday celebration – agreement of expenditure
  - Defibrillator
- 17.0 Date of next meeting (Annual Parish Council Meeting) – Monday 9<sup>th</sup> May 2016.**

It was resolved to close the meeting to the public for agenda item 18.0 due to discussion of confidential personnel and contract information.

- 18.0 Village Handyperson – consideration of applications and decision on appointment and management:** the PC had received one application, from two people, who wished to perform this role on a job-share basis. The individuals already carried out work for WVH&RGT on this basis. This was discussed. It was agreed that the Chair and Clerk meet with the applicants to discuss this further and, if appropriate, to offer the position on a three month trial basis. The Chair would supervise their work. Actions: the Clerk to arrange a meeting with the applicants.

**There being no further business the meeting closed at 9.55p.m.**

**Minutes of Whaddon Annual Parish Council meeting held on 9<sup>th</sup> May 2016 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French,
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	1 present

- 1.0 Election of the Chair of the Parish Council (PC) – resolved that Mr L Ginger be elected. A declaration of Acceptance of Office as Chair was duly signed.**
- 2.0 Election of Vice-Chair of the Parish Council – resolved that Mrs K French be elected Vice-Chair.**
- 3.0 Receipt of Declarations of Acceptance of Office – forms were signed by all Cllrs present. Cllrs were reminded to review their Register of Members Interest Forms and amend them if necessary.**
- 4.0 Apologies for Absence – received from Cllr R Scott and Cllr N Strudwick.**
- 5.0 Receiving Declarations of Interest from Councillors on items on the agenda – Cllr French is a member of the Marley Eternit Working Group (agenda item 23.0).**
- 6.0 Approval of Minutes – to resolve that the minutes from the Parish Council (PC) meeting of 11<sup>th</sup> April 2016 are a correct record – Resolved: that the minutes be signed by the Chair as a true and correct record.**
- 7.0 Delegation Arrangements to Standing Committees (Planning Committee):**
  - 7.1 Review of the Terms of Reference for the Planning Committee – Resolved: that the following statement be added to section 1) Delegated Responsibilities, ‘The Planning Committee reserves the right to refer a Planning Application to the full Parish Council if it considers it appropriate.’ Action: the Clerk to amend the Planning Committee Constitution.**
  - 7.2 Receipt of Nominations to the Planning Committee – Resolved: that the following be appointed to the Planning Committee: Cllr W Elbourn, Cllr K French, Cllr L Ginger, Cllr A Milton and Cllr R Scott. Action: the Clerk to check with Cllrs Milton and Scott that they were willing to accept nomination to the Planning Committee.**
- 8.0 Review of Parish Council Standing Orders – reviewed. No changes required.**
- 9.0 Review of Financial Regulations and consideration of adoption of NALC model Financial Regulations (2014 version): Resolved that the 2014 model Financial Regulations be adopted subject to the discretionary financial limits and signing arrangements being agreed at a future meeting. Action: the Clerk to table an agenda item for the next meeting.**
- 10.0 Review of Parish Council representation or work with external bodies and arrangements for reporting back: (i) Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) (ii) Marley Eternit Working Group (MEWG): (i) Cllr Strudwick would prefer to step down from WVH&RGT. Action: the Clerk to ask WVH&RGT if it would be able to reduce the number of PC Trustees from two to one. (ii) Agreed that Cllr French be a member of MEWG. The PC wished to receive regular updates from MEWG and WVH&RGT. These would be standing agenda items.**
- 11.0 Review of Inventory of Land and Assets: this was reviewed; no changes required.**

- 12.0 Review and Confirmation of Arrangements for Insurance Cover:** these were reviewed It was agreed to continue with Zurich Municipal insurance for 2016/17. The PC would get quotes for insurance cover every three years.
- 13.0 Review of Parish Council's and/or Clerk's membership of other bodies:** Resolved: that the following subscriptions be approved:
- Cambridgeshire & Peterborough Association of Local Councils
  - Cambridgeshire ACRE
- The PC no longer subscribed to SLCC – this would be reviewed after a year.
- 14.0 Review of Parish Council's Procedures:**
- 14.1 Complaints Procedure** – reviewed; no changes required
- 14.2 Requests under Freedom of Information Act 2000 and Data Protection Act 1998** – reviewed; some updates were required to the list of information available under the Model Publication Scheme. Action: the Clerk to amend the Model Publication Scheme, circulate it to the Cllrs and arrange for the updated version to go on the website.
- 14.3 Dealing with the Press/Media** – reviewed; this policy needed updating to reflect changes in legislation regarding broadcasting and recording of meetings. Action: the Clerk to research a suitable Press and Media policy for adoption by the PC.
- 15.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2016/17** – Resolved: PC meetings to be held on the second Monday of the month, at 8.00p.m., in the Village Hall. There would be no meetings in August or December. The Annual Parish Council Meeting was scheduled for Monday 3<sup>rd</sup> April 2017. Actions: the Clerk to circulate the list of meetings to the Cllrs, arrange for the website to be updated and book the Village Hall.
- 16.0 Co-option of Parish Councillor – agreement of process:** there was one vacancy on the PC following the election. The PC had permission to co-opt and did not need to give parishioners the usual right to call an election as there had just been one. The PC agreed that Ms A Walker be proposed for co-option at the next PC meeting. Action: the Clerk to table an agenda item.
- 17.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous PC meetings:**
- Bridge Street verge between nos 72 and 104 – the Cllrs recommended that this verge should be cut back to the stream (as approved 9<sup>th</sup> November 2015, at a cost of £80) when the verges were next cut. Action: the Clerk to ask the contractor to do this.
  - Damaged verges in Bridge Street – the Cllrs thought that the verges were recovering well from the damage caused by the vehicles laying the cabling for Wendy Solar Farm.
  - S016 monies re development at former 132 Meldreth Road – this development had been started without the required S106 agreement being in place. The S106 Officer at SCDC had stated that SCDC could no longer legally enter into such an agreement although the PC might be able to pursue this with the developer directly. This was not considered to be acceptable. District Cllr Cathcart was following this up with SCDC.
  - Whaddon Gap road surface – this was not due to be resurfaced this year. The Clerk had reported the poor condition of the highway via CCC's website.
  - Alfred John Palmers Trust – a meeting had been held to consider the future of the Trust. The preferred course of action would be to modernise the Trust and keep it going if possible. Further work was necessary before a formal proposal could be made to the PC.
- 18.0 Reports from District and County Cllrs:**
- 18.1 District Cllrs' Report:** a verbal report was given by the District Cllrs:

- SCDC District Council Elections – the Conservatives had lost three seats in the recent elections and now had a 15 seat majority.
- Speculative development – there had been a meeting at SCDC about this. The number of speculative planning applications of a significant size was increasing.
- Bassingourn Barracks – no decision had been made about the future of the Barracks. Heidi Allen MP was lobbying to secure a good outcome for the region.

**18.2** County Cllr's Report: County Cllr Dent was absent. A written report had been circulated to the Cllrs and was accessible via the website.

**19.0 Public Participation:** no comments made.

**20.0 Correspondence – noting receipt of significant items of correspondence:**

- SCDC Local Plan – details of joint hearing programme and Inspectors Matter and Issues report. Joint hearing sessions would be held on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> June.
- 3C Services – update on shared legal services (SCDC, CCC and Huntingdonshire DC).
- SCDC Planning – planning policy update April 2016.
- SCDC Planning – update on changes to services and request for comments on PC Training Dates and proposal to send out plans electronically. Deadline for comments 13<sup>th</sup> June.  
Action: Cllr French to obtain comments from the Cllrs and reply to SCDC.
- County Cllr Dent – monthly report May 2016.
- Email from resident about dog fouling. A reminder about dog fouling would go in the newsletter. Actions: The Clerk to table an agenda item re adequacy of dog-waste bins.
- Email from resident complaining about timing and quality of verges grass cutting.  
Actions: the Clerk and Chair to reply to the email. The Clerk to table an agenda item to consider ongoing supervision of the verges grass cutting.

**21.0 Planning**

**21.1 Noting of SCDC decision re S/0271/16/FL, 87 Meldreth Road, Whaddon, SG8 5RS for two and one storey extensions following demolition of all non-original extensions** – planning permission granted.

**21.2 Noting of receipt of approved Planning Committee minutes from meeting on 29<sup>th</sup> March 2016:** the PC noted receipt of the approved minutes.

**22.0 Finance and Annual Return:**

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

**Cheques to be signed today (9<sup>th</sup> May 2016)**

Cheque No. 100947, £200.00 (Net £200.00), CAPALC, 2016/17 subscription.

Cheque No. 100948, £1,260.00 (Net £1,050.00), John Cobb & Sons Ltd, dropped kerb, Church Street.

Cheque No. 100949, £40.00 (Net £40.00), Mr B Huett, internal audit 2015/16.

Cheque No. 100950, £478.03, Zurich Municipal, insurance premium.

Cheque No. 100951, £15,300 (Net £15,300), Whaddon Village Hall & Recreation Ground Trust, donation to recreation ground car park.

**22.2 To consider and agree expenditure on the Queen's 90th Birthday Celebration Event:** WVH&RGT had not yet agreed a date for the event. This item was postponed until the next meeting.

**22.3 Noting of Internal Auditor's report on the Annual Return 2015/16:** noted by the PC.

**22.4 Consideration and approval of the Annual Governance Statement:** resolved that the Annual Governance Statement for 2015/16 be approved and signed by the Chair and Clerk.

**22.5 Consideration and approval of the Accounting Statements 2015/16:** resolved that the Accounting Statements for 2015/16 be approved and signed by the Chair. Actions: the Clerk to submit the Annual Return to the external auditors and publish it on the website.

- 23.0 Marley Eternit Working Group – update: receipt of oral report** – Cllr French gave an update.
- Survey responses from Whaddon residents who had attended the Meldreth Public Meeting on 27<sup>th</sup> February had been received from Meldreth PC. Of the 17 replies, ten opposed development and seven either broadly supported it or had not properly answered the questions. Concerns expressed were overwhelmingly about traffic. Footprint (Marley Eternit’s agent) had provided a summary of all the survey responses received after their presentations. Broadly one-third were supportive, one third strongly opposed and one third supportive but with concerns (mainly about traffic and schools).
  - There had been two meetings of MEWG. A questionnaire had been drafted ready to go out to Whaddon and Meldreth residents once a formal planning application had been received (anticipated to be Summer 2016). Footprint had appointed a Planning Consultant. No formal pre-application meetings with SCDC had taken place yet.
  - Marley Eternit had a new plastics technology that they wanted to use at a UK factory. Should residential planning permission be obtained for Meldreth they would be minded to site the new technology there, increasing jobs and requiring additional factory buildings.
  - On 25<sup>th</sup> May Footprint would meet with Meldreth PC and MEWG and host an evening Public Event. Action: Cllr French to see if Whaddon PC could also meet with Footprint.
- 24.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) update:**
- 24.1 Noting of receipt of approved minutes from WVH&RGT meeting of 7<sup>th</sup> March 2016** – noted.
- 24.2 Receipt of oral report from member of WVH&RGT:** an oral report was given.
- WVH&RGT had set up a separate fund-raising committee.
  - Bookings remained healthy and the on-line calendar was proving useful.
- 25.0 Trees on verge in Church Street, by recreation ground – consideration of (i) advice from SCDC’s Tree Officer re diseased trees following site visit and (ii) agreement of actions and expenditure:** (i) SCDC’s Tree Officer’s opinion was that the trees had been badly damaged by strimmers and possibly by dog urine. The suggested treatment was to cut away one metre square of turf around each tree and place bark nuggets in the cleared area. The trees would need monitoring for signs of repair and regrowth and a replacement plan drawn up next year if necessary. (ii) The PC agreed to organise a working party on Saturday 21<sup>st</sup> May at 10a.m. Expenditure of up to £60 was authorised, from the Contingency Fund, to purchase the bark nuggets. Actions: the Chair to advertise the working party via the village email. Cllr French to purchase the bark nuggets.
- 26.0 Annual Parish Meeting (Monday 18th April 2016) – review of APM and agreement of any actions required:** This has been successful and quite well attended. No specific actions were required following the meeting. Thanks were expressed to those who had attended or presented.
- 27.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:** there were now three lots of fly-tipping on Byway 22. These had all been reported to SCDC but had not been cleared up. Action: the Clerk to follow up with SCDC.
- 28.0 Items for next meeting: noting of requests for agenda items**
- Co-option of Cllr
  - Agreement of discretionary items in Financial Regulations
  - Adoption of new policy for dealing with the Press/Media
  - Queens 90<sup>th</sup> birthday celebration – agreement of expenditure
  - Defibrillator
- 29.0 Date of next meeting – Monday 13<sup>th</sup> June 2016.**  
**There being no further business the meeting closed at 10.03p.m.**

**Minutes of Whaddon Parish Council meeting held on 13<sup>th</sup> June 2016 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Mr R Scott, Dr. N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	County Cllr	Mr A Dent (from 8.25p.m.)
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	6 present

- 1.0 Receipt of Declarations of Acceptance of Office** – duly signed by Cllrs Scott and Strudwick.
- 2.0 Apologies for Absence** – received from Cllr A Milton. Advance notice of late arrival received from County Cllr A Dent.
- 3.0 Co-option of Parish Councillor** – Resolved: that Ms A Walker be co-opted to the PC. Actions: the Clerk to arrange for an Acceptance of Office form to be signed by Ms A Walker at the next Parish Council (PC) meeting and then to inform SCDC. Apologies for absence had been received from Ms A Walker (sickness).
- 4.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr French is a member of Marley Eternit Working Group (agenda item 12.3) and Cllrs Scott and Strudwick are members of the Speedwatch team (agenda item 12.2).
- 5.0 Approval of Minutes** – to resolve that the minutes from the Annual Parish Council meeting of 9<sup>th</sup> May 2016 are a correct record – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 6.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous PC meetings:**
- S016 monies re development at former 132 Meldreth Road – this development had been started without the required S106 agreement being in place. District Cllr Cathcart had spoken with the S106 Officer at SCDC who had now agreed to follow this up with the Chief Legal Officer. Thanks were given to District Cllr Cathcart.
  - Footpaths – District Cllr Cathcart had enquired about the work done by SCDC many years ago regarding the possibility of joining footpaths to create circular routes. Many of the Officers involved had since left SCDC and the documents had been archived. District Cllr Cathcart would continue to follow this up although it looked like it could be difficult.
  - Whaddon Handyperson – the Chair and Clerk had met the two applicants for the Handyperson position. This had been offered, as a shared role, initially on a three month trial basis. Action: the Clerk and Chair to review this arrangement after three months.
  - Trees on verge by recreation ground – a group of residents had cleared some grass from around the base of the trees and put bark nuggets down. Thanks were given to the parishioners who had participated in the working party. It would be necessary to monitor the trees for signs of recovery.
  - Fly tipping on Byway 22 – SCDC had advised that they needed a special lorry to clear this and would organise one when there was sufficient material to justify the cost.
  - Broadband – the Government Digital Service wanted to make a short film about how faster Broadband speeds had affected the village. A range of volunteers were needed who were happy to be videoed. It was expected that GDS would want to make the video very soon. Action: a request for volunteers to go out via the village email system.
- 7.0 Reports from District and County Cllrs:**
- 7.1 District Cllrs' Report**: a verbal report was given by the District Cllrs:

- SCDC Community Development Grants – these had now been re-started.
- Devolution – a new proposal was being considered which would involve devolving some powers to Cambridgeshire and Peterborough (combined).
- Leader of the Council – Peter Topping was the new leader of SCDC.

**7.2** County Cllr's Report: a verbal report was given by County Cllr Dent. A written report had been circulated to the Cllrs and was accessible via the website.

- Whaddon Gap – there would only be two verge cuts carried out by CCC Highways this season. County Cllr Dent had succeeded in getting some emergency strimming done to improve visibility at Whaddon Gap junction. County Cllr Dent was still trying to talk with CCC Highways Officers about potential safety improvements at Whaddon Gap junction.
- Potential footpath to Cardiff Place – CCC Highways had provided information on how it might be possible to fund this under Local Highways Initiative Funding or Third Party Funding. Action: the PC to consider if it would like to pursue this further.
- Bassingbourn Barracks – no further news had been received about the future of the Barracks.
- Obstructions on verges – Action: County Cllr Dent would contact CCC Highways to see if anything could be done about obstructions being placed on the verges by residents.

## **8.0 Public Participation:**

- A member of the public asked for more information about the complaint that had been received by the PC regarding verges cutting. This was discussed. Action: the Clerk to contact the grass cutting contractor to see when the next verges cut was due.
- A member of the public (the applicant) commented on the planning application for Ermine Farm, Bridge Street (agenda item 10.0) not going to SCDC's Planning Committee and stated that they would be appealing SCDC's decision to refuse planning permission.

## **9.0 Correspondence – noting receipt of significant items of correspondence:**

- Electoral Boundary Review Commission – draft recommendations re Cambridgeshire County Council electoral boundaries (deadline 20<sup>th</sup> June 2016).
- Electoral Boundary Review Commission– draft recommendations re SCDC electoral boundaries (deadline for comments 25<sup>th</sup> July 2016).
- CCC – information on Network Rail's consultation to close up to 33 level crossings across Cambridgeshire.
- Email from resident complaining about overgrown verges in village and at Whaddon Gap and the quality of verges grass cutting.
- Email from resident farmer to CCC (copied to Whaddon PC) complaining about poor visibility at Whaddon Gap due to overgrown verges and requesting to be included in any discussions about a potential footpath to Cardiff Place across County Farm Estates land.
- County Cllr Dent – June 2016 County Councillor Report.

**10.0 Planning- noting of SCDC decision re S/0447/16/FL, Ermine Farm, Bridge Street, Whaddon, SG8 5SN for erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of use of agricultural land to garden land – planning permission refused.**

## **11.0 Marley Eternit Working Group – update: receipt of oral report – Cllr French gave an update.**

- Footprint (Marley Eternit's agents) had met with MEWG and Meldreth PC on 25<sup>th</sup> May. Their architect, planning consultant, highways consultant and the Meldreth Factory Site Manager had also attended the meeting.
- The amended proposal was to just develop the brownfield site and the number of houses had been reduced to 150. Footprint hoped that the planning application could be submitted by the end of June. It did not appear likely that they would do pre-application with SCDC.
- A public consultation had been held in the evening of 25<sup>th</sup> May. The responses had yet to be analysed although it appeared that local residents thought the development was too big.



- When a planning application is submitted MEWG will organise a questionnaire to be sent to residents in Meldreth and Whaddon. It will then be possible to decide how to respond on behalf of the villages. Action: Cllr French to circulate the draft questionnaire to the Cllrs in advance of it being distributed to residents.
- A member of the public asked if it would be possible to check the accuracy of the standard traffic data being used by the applicants against the actual data obtained from the recent traffic survey.
- It was thought that, as a result of the development, an additional classroom would be needed at Meldreth Primary School, but that Melbourn Village College and Orchard Road doctor's surgery would have sufficient capacity.
- Marley Eternit planned to clear the site and deal with decontamination issues themselves. SCDC Planners would follow up on this.
- The planning application would also include an extension of the existing Marley Eternit factory to incorporate new plastics technology.

## 12.0 Finance:

### 12.1 Approval of payments: Resolved: that the following payments be approved:

#### Cheques to be signed today (13<sup>th</sup> June 2016)

Cheque No. 100952, £30.00 (Net £30.00), Mrs K French, reimbursement for bark chips for trees on verge by recreation ground.

Cheque No. 100953, £105.00 (Net £105.00), South Cambridgeshire District Council, administration costs for uncontested parish council election.

Cheque No. 100954, £92.00 (Net £92.00), Hales Printers, newsletter printing, June 2016.

Cheque No. 100955, £522.00 (Net £435.00), Road Data Traffic Services Ltd, traffic survey.

### 12.2 To consider and approve joint purchase of a Speedwatch Sensor with Meldreth, Steeple Morden and Litlington (c£600 per village):

Mr. M Monks, Speedwatch Co-ordinator, addressed the meeting. Further to the agreement in principle obtained at the PC meeting of 11<sup>th</sup> April 2016, it was now proposed to purchase a Speedwatch Sensor with three other local villages. An agreement would be drawn up with the other villages regarding purchase, use, maintenance and insurance of the equipment. The PC resolved to approve the joint purchase of the Speedwatch Kit at a cost of £600 (net) per village and to jointly share the costs of maintenance and insurance. The Chair would sign the agreement on behalf of the PC.

### 12.3 To consider and agree expenditure on village-wide survey re Marley Eternit Housing Proposals:

It would be necessary to conduct a survey of residents' views once a planning application had been submitted (see 11.0). Printing costs were anticipated to be no more than an edition of the Whaddon News (c£100). Resolved that expenditure be authorised (from the contingency budget heading) for the survey costs.

### 12.4 To consider and agree expenditure on Queen's 90<sup>th</sup> Birthday Celebration Event:

WVH&RGT were struggling to find a date when this event might be held. Action: keep item on the agenda until a suitable date is found or WVH&RGT decide not to hold this event.

### 12.5 To consider request for donation from Bassingbourn Book Café: resolved that £100 be donated to Bassingbourn Community Book Café (s137). Action: the Clerk to arrange for a cheque to be raised.

## 13.0 Financial Regulations – (i) noting of key changes and (ii) agreement of discretionary items:

this was postponed until the next meeting. Action: the Clerk and Chair to make suggestions re values and circulate to Cllrs in advance of next meeting.

## 14.0 Press and Media Policy – consideration and adoption of draft policy: Resolved: that the PC adopt the Press and Media Policy. Actions: the Clerk to circulate the Press & Media Policy to the Cllrs and arrange for the updated version to go on the website.

## 15.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) update:

### 15.1 Receipt of oral report from member of WVH&RGT: an oral report was given.

- WVH&RGT had not held a meeting since the last PC meeting.

- The car park extension was due to start on Wednesday 15<sup>th</sup> June.

**15.2 Defibrillator update** – a verbal update was given by Cllr Strudwick. He had been referred to the Community Heartbeat Trust (an organisation that specialise in working with local communities to install defibrillators) by the East of England Ambulance Service. CHT would be prepared to give a presentation to the PC. It was thought that it might become mandatory, at some point in the future, to have a defibrillator. There was some grant funding available. Action: Cllr Strudwick to circulate an information document for PCs and invite CHT to present to the PC (and WVH&RGT) ideally at the September meeting.

**16.0 Whaddon Traffic Survey – consideration of survey results:** Mr M Monks, Speedwatch Co-ordinator, addressed the meeting. It had not been possible to fully analyse the survey results yet due to the volume of data obtained and the format used. It would be necessary to carry out further analysis of the information. The headlines from the seven day survey were:

- c900-950 vehicles were coming through Whaddon each weekday.
- Only 5% of vehicles were classified as other than cars. The number of large HGVs was very small.
- Traffic speeds did not appear to be as fast as had been expected.

Actions: Mr Monks and Cllr Strudwick to further analyse the data. The Clerk to table an agenda item for the next meeting.

**17.0 South Cambridgeshire District Council Electoral Boundary Review – consideration of the draft proposals from the Local Government Boundary Review Commission and agreement of PC comments:** the draft proposal was for Whaddon to be in an electoral ward with Meldreth, Shepreth and Melbourn but not with Bassingbourn. Whaddon's request to be included with Bassingbourn had been considered by LGBRC but rejected on a numbers per ward basis. The proposals for the District Council wards were not a sub-division of the County Council ward proposals. This item was postponed to the next meeting and the Cllrs were asked to consider this further. Action: the Clerk to table an agenda item for the next meeting.

**18.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:**

- Shrubs behind the car ports at Town Farm Close – these were overgrown and obstructing the highway. A solution was needed. Action: the Clerk to schedule an agenda item for the next PC meeting.
- Church Corner verges and chevrons – the handymen were neatening the edges of the verges where they had encroached on the footway. A local farmer had cut back the hedge that was obscuring the chevrons on the corner.

**19.0 Items for next meeting: noting of requests for agenda items**

- Agreement of discretionary items in the Financial Regulations
- Queens 90<sup>th</sup> birthday celebration – agreement of expenditure
- Traffic survey results
- SCDC Electoral Boundary Review
- Verges grass cutting – management
- Shrubs behind Town Farm Close

**20.0 Date of next meeting – Monday 11<sup>th</sup> July 2016.**

**There being no further business the meeting closed at 10.00p.m.**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> July 2016 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Mr R Scott, Dr. N Strudwick (from 8.07p.m. to 9.50p.m.), Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	County Cllr	Mr A Dent
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	2 present

- 1.0 Apologies for Absence** – received from Cllr Milton. Provisional apologies for absence received from Cllr Strudwick. Advance notice of late arrival received from County Cllr Dent.
- 2.0 Receipt of Declarations of Acceptance of Office from elected and co-opted Councillors** – duly signed by Cllr Walker.
- 3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr French is a member of Marley Eternit Working Group (agenda item 10.0) and Cllrs Scott and Strudwick are members of the Speedwatch team (agenda item 11.2).  
(Cllr Strudwick entered the meeting (8.07p.m.) and apologised for late arrival)
- 4.0 Approval of Minutes** – to resolve that the minutes from the Parish Council meeting of 13<sup>th</sup> June 2016 are a correct record – Resolved: that the minutes be approved and signed by the Chair.
- 5.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous PC meetings:**
- S016 monies re development at former 132 Meldreth Road – District Cllr Cathcart provided an update. This development had been started without the required S106 agreement in place. The developer could not enter into a S106 agreement now as they no longer had title to the property. It was hoped that the monies could be recovered from the current owner who would be indemnified by the developer. The developer had indicated that they would be amendable to this. Thanks were given to District Cllr Cathcart.
  - Verge in Bridge Street between no.s 72 and 104 – this had now been cut back.
  - Trees on verge by recreation ground – two further trees, adjacent to the two which had died, appeared to be struggling. Action: the Cllrs to monitor the progress of the trees.
  - Potential path to Cardiff Place – part-funding might be available under CCC's Local Highways Initiative scheme. It was not currently clear how the PC could get an estimate of the likely costs involved. The Cllrs felt that the idea was worth pursuing but that it should initially be discussed with the local farmer whose land any path would cross. The existing Permissive Path schemes on the farm land were due to end in 2018. Action: representatives of the PC to aim to hold initial discussions with Mr R Huffer during 2017.
  - Obstructions on verges – CCC Highways had commented that, whilst verges ought to be kept clear, obstructions were a common problem in rural areas. The PC would continue to encourage residents to keep verges free of obstructions via the email and website.
  - Broadband – the Government Digital Service had made a short film, featuring local residents, about how faster Broadband speeds had affected the village.
- 6.0 Reports from District and County Cllrs:**
- 6.1 District Cllrs' Report:** a verbal report was given by the District Cllrs:
- Devolution – SCDC had approved being part of a devolution deal involving Cambridgeshire and Peterborough. There would be some shared services and some additional funds would

be made available to be spent locally e.g. on affordable housing. This was now going out to public consultation.

- SCDC Local Plan – it was expected to take 12-18 months minimum before approval. The Chair queried the excessive amount of time it appeared to be taking SCDC to conduct searches for domestic house sales. Action: Cllr Strudwick to raise this query at the PC Planning Liaison meeting on 13<sup>th</sup> July.

**6.2** County Cllr's Report: a verbal report was given by County Cllr Dent. A written report had been circulated to the Cllrs and was accessible via the website.

- Bassingbourn Barracks – no further news had been received about the future of the Barracks but it was hoped that a decision would be announced by the end of the month.
- Devolution – County Cllr Dent commented that the extra funding available under the deal was over a long time scale and would not all be available at once.

**7.0 Public Participation:** no comments made

**8.0 Correspondence – noting receipt of significant items of correspondence:**

- SCDC – invitation to complete survey on proposed devolution deal in advance of consideration by SCDC on 28<sup>th</sup> June 2016.
- Heidi Allen MP – invitation to Open Meeting re results of EU Referendum on Saturday 2<sup>nd</sup> July. This had been oversubscribed and would now take place on Saturday 16<sup>th</sup> July.
- SCDC – confirmation that the representations made by the PC at the end of 2014 as owners of land proposed as Local Green Space (the Recreation Ground) had been registered and summarised by SCDC. Subject to any objections made as to the way the comments had been summarised, it was the intention to submit them to the Inspector as part of the Local Plan examination. The Cllrs were satisfied with the representations.
- Bassingbourn Book Café – email from Treasurer thanking Whaddon PC for their decision to donate £100.
- SCDC Planning Department – confirmation that PC training planned for 15<sup>th</sup> July has been postponed until September (date tbc).
- SCDC – notification of launch of Public Consultation re proposed devolution deal for Cambridgeshire and Peterborough (deadline 23<sup>rd</sup> August 2016). Action: Cllr Strudwick to seek clarification at the SCDC Planning Liaison meeting if this was an extension of the deadline to the first survey (above) or a new consultation.
- Greater Cambridge City Deal – request for the PC's views on the proposed package to deal with peak-time congestion in Cambridge (deadline October 2016). Action: the Clerk to table an agenda item for the September meeting.
- Email from resident thanking the PC for cutting the verge between nos 72 and 104 Bridge Street and commenting on the improved visibility.

**9.0 Planning- noting of SCDC decisions on planning applications** – no decision had been made on two outstanding planning applications for Whaddon dated January and April 2016. Action: the Clerk to contact the Planning Officer and find out when decisions were due.

**10.0 Marley Eternit Working Group – update: receipt of oral report** – Cllr French gave an update.

- MEWG had not met since the last PC meeting.
- Footprint (Marley Eternit's agents) were still pulling together the various reports that were needed before submitting a planning application.
- A formal planning application was anticipated to be submitted before the end of July 2016.

**11.0 Finance:**

**11.1 Approval of payments:** Resolved: that the following payments be approved:  
Cheques already signed (21<sup>st</sup> June 2016)

Cheque No. 100956, £120.00 (Net £100.00), 908 Ltd, commemorative plaques for the Diamond Jubilee and WW1 Centenary Trees (proforma invoice)

**Cheques to be signed today (11<sup>th</sup> July 2016)**

Cheque No. 100957, £105.00 (Net £105.00), Mr K Green, handyperson invoice June 2016.

Cheque No. 100958, £105.00 (Net £105.00), Mr J Newberry, handyperson invoice June 2016.

Cheque No. 100959, £100.00 (Net £100.00), Bassingbourn Community Book Café, donation.

Cheque No. 100960, £1,038.78 (Net £1,036.38), Mrs G van Poortvliet, Clerks wages and expense allowance qtr to 30<sup>th</sup> June 2016 plus reimbursement of costs for Annual Parish Meeting refreshments and website domain registration.

Cheque No. 100961, £50.00 (Net £20.00), Mr L Ginger, Chair's expense allowance qtr to 30<sup>th</sup> June 2016.

**11.2 To consider and approve amended agreement for joint purchase of Speedwatch Sensor with Meldreth and Litlington (and potentially Steeple Morden) (c£600-£800 per parish):** Mr. M Monks, Speedwatch Co-ordinator, addressed the meeting. Further to the PC's decision on 13<sup>th</sup> June 2016, to purchase a Speedwatch Sensor between four local villages, Steeple Morden had since withdrawn as their Speedwatch Team had stepped down. It was now proposed to purchase the Speedwatch Sensor with Litlington and Meldreth. Steeple Morden could buy into the arrangement later on if they wished to do so. An agreement had been drawn up regarding purchase, use, maintenance and insurance of the equipment. The PC resolved to approve the joint purchase of the Speedwatch Sensor at a revised cost of £800 (net) per village and to jointly share the costs of maintenance and insurance. The Clerk signed the agreement on behalf of the PC.

**11.3 To consider and agree expenditure on Queen's 90<sup>th</sup> Birthday Celebration Event:** WVH&RGT had been unable to find a date when this event might be held.

**11.4 Review of progress against budget to 30<sup>th</sup> June 2016:** the Clerk presented the draft accounts for the first quarter of the financial year and invited questions.

**11.5 Risk Assessment 2016/17:** the draft Risk Assessment report had been prepared by the Clerk and reviewed by County Cllr Dent. Thanks were given to County Cllr Dent. Identified risks related to adequacy of back-up arrangements for electronic files and ability to edit the website. Resolved that the Chair sign the 2016/17 Risk Assessment on behalf of the PC. Actions: Cllr Scott to learn how to edit the website. The Clerk to table an agenda item for the next PC meeting regarding the website and data file backup.

**12.0 Financial Regulations – (i) noting of key changes and (ii) agreement of discretionary items:** (i) the PC noted the key changes in the Financial Regulations. Cllr Scott would review the bank reconciliations on a quarterly basis. (ii) the PC approved the discretionary values in the Financial Regulations. Actions: Cllr Scott to check the bank reconciliation for 30<sup>th</sup> June 2016. The Clerk to circulate the final version of the Financial Regulations to the Cllrs.

**13.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) update:**

**13.1 Receipt of oral report from member of WVH&RGT:** an update was given by Cllr Strudwick.

- WVH&RGT had met on 4<sup>th</sup> July 2016.
- Mrs J Lewis (Chair) and Mrs W Evans (Vice-Chair) had resigned from WVH&RGT, both for different reasons, with effect from 1<sup>st</sup> September 2016. Thanks were expressed by the PC to Mrs Lewis and Mrs Evans for their hard work and service.
- Cllr Strudwick was still waiting to see if funding could be obtained from BT for an internet connection to the Village Hall.
- Cllr Strudwick had postponed his decision about standing down from WVH&RGT.
- Various WVH&RGT policies had been updated. The hire agreement was still outstanding.
- Car park – the tarmacking was due to be completed this week. WVH&RGT would devise a parking policy.

The PC agreed to put on hold their request that WVH&RGT reduce the number of PC representatives from two to one and agreed that Cllrs Strudwick and Walker be the nominated Trustees from the PC. This would be reviewed once WVH&RGT had been successful in recruiting new Trustees and appointing key officers.

**13.2 Noting of approved minutes from meeting of 4<sup>th</sup> May 2016** – these were noted.

**14.0 Whaddon Traffic Survey – preliminary interpretations:** Mr M Monks, Speedwatch Co-ordinator, addressed the meeting:

- There were considerable vehicle movements from one end of the village to another, potentially 12,000 per week in both directions. The number of vehicles was higher during week days than at the weekend.
- Traffic speeds were lower than had been expected. Recorded speeds in Meldreth Road met the 85<sup>th</sup> percentile limits for a 30mph zone using police criteria (30mph + 10% + 3mph). i.e. 85% of vehicles were travelling at or below 36mph.
- Overall the number of cars travelling at very high speeds was low. The highest speed recorded over the period was 68mph. Fewer motorists than anticipated exceeded 50mph.
- Thanks were given to Dr Strudwick for the work he had done to get the traffic survey data into a more usable form for further analysis.

Actions: Mr Monks and Cllr Strudwick to further review the data, provide an update to the Cllrs and a summary report for the newsletter.

**15.0 South Cambridgeshire District Council Electoral Boundary Review – consideration of the draft proposals from the Local Government Boundary Review Commission and agreement of PC comments:** Resolved that the PC make no further response to the proposals.

**16.0 Village Upkeep and Maintenance:**

**16.1 Verges grass cutting – consideration of supervision arrangements:** Resolved that Mr M Monks take over the supervision of the verges cutting contract. Action: the Clerk, Chair and Mr Monks to liaise and the Clerk to inform the contractor.

**16.2 Overgrown shrubs behind car ports in Town Farm Close – discussion and agreement of action:** the shrubs had been cut back by residents and no longer obstructed the footway.

**16.3 Reporting of upkeep or maintenance issues and agreement of action:**

- Blocked drains – the drain on Church Corner and the gully at the top of Bridge Street were blocked. Action: the Clerk to report this to CCC Highways.
- Verges between the Church and Whaddon Green entrance in Meldreth Road – the handymen were cutting back the edges of this verge where it had encroached on the footway. Comments were made that the handymen were doing a good job.
- Meldreth Road notice board – one of the doors had come off its hinges. Action: the Chair to see if he could repair this. If not, Mr S Coningsby to be asked to look at it.
- Whaddon sign, Whaddon Gap – this was dirty and obscured by weeds. (Cllr Strudwick left the meeting 9.50p.m.)
- Dust carts – these had been dropping oil. Action: the Chair to take photographs.

**17.0 Items for next meeting: noting of requests for agenda items**

- Defibrillator presentation
- Greater Cambridge City Deal – PC views on proposals
- Website and electronic data file backup
- Provision of dog-waste bins

**18.0 Date of next meeting – Monday 12<sup>th</sup> September 2016.**

**There being no further business the meeting closed at 9.52p.m.**

**Minutes of an Extraordinary Meeting of Whaddon Parish Council held on 8<sup>th</sup> September 2016 at 8.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	County Cllr	Mr A Dent
	District Councillor	Mr D McCraith
	Members of the Public	15 present

- 1.0 Apologies for Absence** – received from Cllr N Strudwick.  
Some comments on the application that had been produced by Cllr Strudwick were passed around.
- 2.0 Receipt of Declarations of Acceptance of Office from Councillors** – a DAO form was duly signed by Cllr Milton. Forms had now been signed by all Cllrs.
- 3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr French is a member of the Marley Eternit Working Group. She would present the findings of the village-wide survey (agenda item 5.0) and answer questions but would not participate in the PC's consideration and decision relating to Planning Application S/1901/16/OL (agenda item 6.2).
- 4.0 Approval and signing of minutes from the Parish Council meeting of 11<sup>th</sup> July 2016** – Resolved: that the minutes be approved and signed by the Chair.
- 5.0 Marley Eternit Consultation Results – hearing of findings:** Cllr French presented the findings from the village-wide questionnaire regarding the housing proposals for the Eternit Site, Meldreth. The full report would be published on the village website. The main points were:
- 163 responses had been received, representing 54% of Whaddon's households.
  - 81% of those responding did not support the planning application, 15% did support it and 4% expressed no opinion/were left blank. Of those that supported the proposals most felt that more work was needed to improve the current application.
  - 84% did not think that local infrastructure could cope with the additional households.
  - 93% rated traffic as an important issue, 85% rated health provision as important and 81% schools. 61% felt that affordable homes were important and many of those who did support the application had mentioned the need for affordable homes in the area.
  - Comments made were mainly about traffic, potential changes to the size and nature of the village (from a quiet rural village), the ability of local schools and doctors' surgeries to cope with increased demand and the lack of good public transport.
- Thanks were given to Cllr French.
- The Chair had analysed the survey comments into three major areas:
- Traffic and transport – poor bus links, distance from railway station, increase in vehicles on local roads, need for further traffic calming in the village.
  - Infrastructure and services – particularly impact on doctors' services and schools.
  - Suitability of development and site – the site was contaminated and situated between two villages but not near to either. The cumulative impact on the local area of all the developments recently approved in the vicinity (Melbourn, Barrington and Foxton) were also concerns.
- Cllr French commented that local schools should be able to cope with the additional demand from new residents. Meldreth Primary School was already getting an additional class and Melbourn Village College had spare capacity.

District Cllr McCraith stated that SCDC's policy required 40% affordable housing (or a contribution to build the affordable housing elsewhere). The National Planning Policy Framework also required developments to be sustainable – access to shops, schools, medical services etc.

**6.0 Planning Application S/1901/16/OL, Eternit UK, Whaddon Road, Meldreth, SG8 5RL, for outline planning application for mixed use development (up to 150 dwellings, public open space, and new technology plant); new car park and access for Sports and Social Club; and associated infrastructure all matters reserved except for access:**

**6.1 Comments from the public** – comments were invited. The main points and queries raised were:

- What support was there from residents for development of the site on a smaller scale? Cllr French replied that a number of respondents had said this in their comments although the majority still said no to development.
- Would the developers initially apply for more housing than they anticipated would be approved and then negotiate the number downwards?
- What gains could Whaddon hope to get if planning permission was given? A cycleway was already being proposed in Meldreth; would it be possible to ask for one from Whaddon to Meldreth?
- The A1198 is often backed up to Whaddon Gap junction in the morning peak hours. Additional traffic would only make this junction worse. Both Royston and Meldreth station car parks were already full.
- The position proposed for the entrance is dangerous, especially when turning right into the site when approaching from Meldreth – Eternit had moved their factory entrance from that location many years ago as it was dangerous.
- There would be construction traffic coming through Whaddon – could we ask for planning restrictions regarding this?
- No indication of additional drainage facilities had been given in the plans – care would need to be taken to avoid flooding problems at certain times of the year.
- There was no mains gas or broadband at the site.
- A member of the public who had collected questionnaires from residents commented on the amount of cynicism encountered – people believed that the application would be approved anyway.
- District Cllr McCraith commented that SCDC's Local Plan, whilst still in the process of being approved, had intended to concentrate development in a few large villages and new towns. Planned housing growth for Whaddon and Meldreth had been modest.  
(Cllr French left the meeting)

**6.2 Consideration of application and agreement of PC recommendation and comments:** The application was discussed. The PC resolved to object to the planning application and to request that it be referred to SCDC's Planning Committee. Comments to be based on the reasons raised at this meeting. Action: the Clerk to prepare a response and inform SCDC of the PC's recommendation and comments.

**7.0 Items for next meeting – noting of requests for agenda items.**

**8.0 Date of next meeting – Monday 12<sup>th</sup> September 2016.**

**There being no further business the meeting closed at 9.17p.m.**



**Minutes of Whaddon Parish Council Meeting held on 12<sup>th</sup> September 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, Professor A Milton, Dr N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	3 present
	Guest Speaker	Mr M Render (Community Heartbeat Trust)

**1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday), Cllr R Scott (holiday) and Cllr A Walker (sickness). Apologies for absence received from County Cllr A Dent (sickness). Advance notification of late arrival received from District Cllrs Cathcart and McCraith (Parish Meeting).

**2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none declared.

**3.0 Approval of minutes** – to resolve that the minutes from the Extraordinary Parish Council meeting of 8<sup>th</sup> September 2016 are a correct record – this item was postponed to the next meeting. The minutes were not yet ready for approval.

**4.0 Community Defibrillators – talk by Community Heartbeat Trust:** Mr Render gave a talk and answered questions. The main points were:

- CHT are a national charity, based in Haverhill. They have placed 2500 community defibrillators in the UK.
- Deaths from cardiac arrest affect all age groups. If a defibrillator can be deployed within 15 minutes of cardiac arrest the chances of survival increase by 50-80%.
- Good community defibrillators should be accessible to anybody and easy to use by everyone without the need for training. They will not hurt anyone if used incorrectly.
- Community defibrillators are registered with the ambulance service. When someone calls 999 they will be advised that there is a defibrillator in the village and guided on usage.
- Statistically each community defibrillator is deployed once a year.
- If a defibrillator is kept outside, it requires a suitable stainless steel cabinet (probably locked). The cabinet needs to be heated to prevent the defibrillator from freezing.
- The expected life of a defibrillator is ten years. Pads are one-time use only and have a two-year life (unused). The battery lasts for four years and can deliver 150 shocks.
- The approximate cost for a good defibrillator and cabinet is c. £2,000. Pads and batteries average around £120 per year with electricity costs for the cabinet c.£5-£10 per year.
- The community would need to set up a robust system for checking the defibrillator and cabinet every week. Details of the checks are sent to the ambulance service.
- Grant funding is available e.g. though the National Lottery. CHT recommends that the local community be involved in fundraising to encourage ownership of the defibrillator.
- CHT offer training seminars within communities to as many residents as wish to attend. The PC thanked Mr Render and asked him to provide a quote and information about grants. The Cllrs noted the need to consider how to provide Cardiff Place residents with access to a community defibrillator. Action: the Clerk to table an agenda item for the next PC meeting.

**5.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council (PC) meetings:**

- S106 monies re development at former 132 Meldreth Road – District Cllr Cathcart advised that SCDC had not yet notified the current property owner of the situation regarding the outstanding S106 monies nor drawn up an agreement enabling the monies to be paid by the developer. The Cllrs commented that they wanted to see progress made by SCDC's Officers

before the next PC meeting or they would be minded to refer this to the Ombudsman. Action: Cllr Cathcart to speak with SCDC's S106 Officer.

- Trees along edge of Recreation Ground, Church Street – despite measures taken by the PC, two more trees had died. In total four trees, all adjacent to one another, had died. Concerns were expressed that the soil might be infected. Action: the Clerk and District Cllr Cathcart to notify SCDC's Tree Officer and ask for the soil to be tested before any trees were replaced. Cllr Milton volunteered to meet the Tree Officer onsite.
- Overgrown shrubs and hedges behind Town Farm Close, bordering Church Street – Cllr Strudwick had spoken with the residents and the hedges had all been cut back from the footway. Thanks were expressed to the residents of TFC for their prompt action.
- Blocked drain on Church Corner – this had been unblocked by CCC Highways.
- The door on the noticeboard in Meldreth Road had been repaired by the Chair.
- Purchase of Speedwatch Sensor – since the last PC meeting Steeple Morden had decided that they wished to join the purchase of the Sensor, along with Whaddon, Meldreth and Litlington. A new agreement had been drawn up and signed by all four villages. The Sensor had been ordered by Litlington PC. The amended cost was £600 per village.

## 6.0 Reports from District and County Councillors:

### 6.1 District Cllrs Report – receipt of oral reports:

- Chief Executive – the current Chief Executive would be leaving and a replacement was being sought.
- Devolution – a vote on devolution for Cambridgeshire & Peterborough would be taken at an upcoming meeting.
- Local Plan – the inspection process continued to move forward but it was likely to be at least another year before approval. The timetable was in the hands of the Government Inspectors. SCDC's Planning Director was looking at arguments that could be used to resist speculative planning applications.

### 6.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: County Cllr Dent was absent. Written reports for August and September 2016 had been circulated to the Cllrs and were accessible via the website.

## 7.0 Public Participation – no comments made.

## 8.0 Correspondence – noting of receipt of significant items of correspondence:

- SCDC – update on Local Plan hearings timetable.
- County Cllr Dent – August and September 2016 County Councillor Reports.
- CCC Highways – notification of latest Local Highway Improvement Grant application process. Closing date 30<sup>th</sup> November.
- Four Village Speedwatch – copy of signed contract and equipment order.
- Complaint from local resident that it was dangerous to push a buggy on Church Street due to some overgrown hedges behind Town Farm Close. This had been actioned (see 5.0).
- Email from local resident thanking PC for the prompt action regarding the hedges (above).
- CCC Highways – update on proposed closures of railway crossings and details of public consultation meetings.
- Electoral Boundary Review Commission – notification of completion of electoral review for CCC (Whaddon will be in Melbourn and Bassingbourn division).
- CCC Flood and Water Team – request to complete a Flood Awareness questionnaire (deadline 10<sup>th</sup> October 2016). Action: the Clerk to respond to the survey and advise that the PC were not interested in setting up a Community Flood Action Group.
- SCDC – invitation to Devolution Seminar, Tuesday 20<sup>th</sup> September, 6-8p.m.

## 9.0 Planning:

- 9.1 Noting of SCDC decision on planning application S/2464/15/FL, 9a Bridge Street, Whaddon, SG8 5SG for retrospective permission for erection of a 6m high pole for CCTV equipment (refused):** the decision was noted by the PC. The CCTV equipment had been removed from the pole, although the pole was still in place.
- 9.2 Noting of appeal re S/0447/16/FL, Ermine Farm, Bridge Street, Whaddon, SG8 5SN, erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of use of agricultural land to garden land:** noted by the PC.
- 9.3 Noting of PC's recommendation re S/1901/16/OL, Eternit UK, Whaddon Road, Meldreth, SG8 5RL, for outline planning application for mixed use development (up to 150 dwellings, public open space, and new technology plant); new access for Sports and Social Club; and associated infrastructure all matters reserved except for access):** the PC had objected to the application and had requested that it be referred to SCDC's Planning Committee. Detailed comments had been made on the application, mainly on sustainability grounds, suitability of the site and traffic concerns.
- 9.4 Noting of Whaddon PC's Planning Committee recommendation re S/2275/16/FL, 94 Meldreth Road, Whaddon, SG8 5RP, for erection of dwelling following demolition of existing dwelling:** the PC had supported the application and requested that the suitability of the access track for construction traffic be considered.
- 10.0 Finance – approval of payments:** the PC resolved that the following payments be approved:  
**Cheques to be signed today (12<sup>th</sup> September 2016)**  
 Cheque No. 100946, £149.20 (Net £123.21), Dr N Strudwick, barrier fencing mesh and fencing pins for cricket square (s106 outdoor space)  
 Cheque No. 100962, £245.20 (Net £234.00), Hales Printers, newsletter printing (£98.00) plus costs of Eternit survey printing, labels and envelopes (£136.00 net).  
 Cllr Strudwick advised that the metal fencing pins for securing the barrier fencing around the cricket square had recently been stolen. This had been reported to the police. The pins had been bending and it had been hoped to get replacements from the supplier. It would be necessary to look for a better solution for securing the netting.
- 11.0 BT payphone Meldreth Road – consideration of PC response to BT consultation regarding removal of payphone in Meldreth Road:** BT were proposing to remove the payphone in Meldreth Road. Two calls had been made within the last 12 months. BT had asked if the PC wished to adopt the phone box for £1. This was discussed. The PC resolved to respond to the consultation and to express concern that removing so many phone boxes from communities was not in the public interest. There were no phones available for emergency uses. The PC resolved to adopt the phone box on Meldreth Road (use for the phone box would be agreed at a later date). Actions: the Clerk to respond to the consultation. The Clerk to enquire if the volunteer who had been looking after the phone box library on Bridge Street, wished to continue doing this.
- 12.0 Greater Cambridge City Deal – consideration of the proposals to tackle peak-time congestion in Cambridge and agreement of PC comments:** the proposals would have an impact on residents who worked in Cambridge. The PC agreed to delegate the response to proposals on tackling peak-time congestion to the Chair. The PC did not want to reply to the request from SCDC's Executive Board for GCCD regarding suggestions for suitable sites for locations for local bus hubs with links into Cambridge. Action: the Chair to email comments on the congestion proposals to GCCD.
- 13.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT):**
- 13.1 Receipt of oral report from member of WVH&RGT –** Cllr Strudwick gave an update from the WVH&RGT meeting on 5<sup>th</sup> September:
- Officers - Dr Strudwick would be Acting Chair of WVH&RGT until the AGM. There would be no Vice-Chair.
  - Lettings – these would now be dealt with by Deborah Townsend and Karen Coningsby. The key box had been moved to a wall on the Village Hall (VH).

- Car park – there were some minor subsidence issues which were being dealt with.
- Broadband connection – Cllr Strudwick was chasing BT to see if they might fund a connection for the VH.
- Playground Group – this group had now been wound up although the funds had been ring-fenced within WVH&RGT to spend on the playground.
- There were two trustee vacancies.

**13.2 Noting of approved minutes from WVH&RGT meeting of 4<sup>th</sup> July 2016: - noted.**

**14.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:** CCC Highways had sent some guidance for volunteers that were relevant to the handypersons. Action: the Chair to advise the handypersons of the guidance during their review meeting.

**15.0 Items for next meeting – noting of requests for agenda items**

- **Approval of minutes from the Extraordinary Meeting of 8<sup>th</sup> September 2016**
- **Community Defibrillator – agreement of next steps**
- **Website**
- **Provision of dog waste bins (Action: the Clerk to obtain costs for emptying dog waste bins)**

**16.0 Date of next meeting – Monday 10<sup>th</sup> October 2016.**

**There being no further business the meeting closed at 9.55p.m.**

**Minutes of Whaddon Parish Council Meeting held on 10<sup>th</sup> October 2016 at 8.06p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Professor A Milton
	Councillors	Mr W Elbourn, Mr R Scott, Dr N Strudwick, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr D McCraith
	County Councillor	Mr A Dent
	Members of the Public	2 present

The meeting started late due to the overrunning of the Planning Committee meeting that had taken place immediately beforehand.

In the absence of the Chair and the Vice-Chair of the Parish Council (PC), the Cllrs resolved that Cllr Milton serve as Chair for the meeting.

- 1.0 Apologies for Absence** – received from Cllr L Ginger (holiday) and Cllr K French. Apologies for absence received from District Cllr N Cathcart (holiday). Advance notification of late arrival received from County Cllr A Dent.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none declared.
- 3.0 Approval of minutes** – to resolve that the minutes from the Extraordinary Parish Council meeting of 8<sup>th</sup> September 2016 and the Parish Council meeting of 12<sup>th</sup> September 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 (PC) meetings:**
  - Handyperson review – one of the handymen had been injured in a vehicle accident so it had been necessary to postpone the review.
  - S106 monies re development at former 132 Meldreth Road – SCDC’s S106 Officer had advised that this issue had been elevated to Mr John Koch. Action: the Clerk to ask District Cllr Cathcart to follow this up with Mr Koch and to put it on the agenda for the next meeting if no progress had been made.
  - Trees along edge of Recreation Ground, Church Street – no reply had been received from SCDCs Tree Officer to the PC’s request for the soil to be tested. Action: the Clerk and District Cllr Cathcart to follow this up.
  - Phone box book exchange, Bridge Street – this had been looked after by two volunteers (Mrs F King and Mrs J Gibson). Mrs King had expressed a preference to step down but Mrs Gibson had agreed to take over. Thanks were expressed to the volunteers.
- 5.0 Reports from District and County Councillors:**
  - 5.1 District Cllrs Report – receipt of oral reports:** District Cllr McCraith gave an update:
    - Devolution – details still had to be worked out. East Cambridgeshire District Council had expressed a preference to be with Suffolk and Norfolk rather than Peterborough and Cambridgeshire.
    - Parliamentary Electoral Boundary Review – it was proposed that Whaddon, Bassingbourn, Melbourn and Meldreth be moved to the North Hertfordshire election district.
    - Ice skating rink, Newmarket Road – SCDC was considering lending money to build a new skating rink in Cambridge.
  - 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** County Cllr Dent gave a report. A written report for October 2016 had been circulated to the Cllrs and was accessible via the website:

- Bassingbourn Barracks – there was still no news on the future of the Barracks. The decision keeps being deferred.
- Cambridgeshire Parish Council Conference – this would take place on 18<sup>th</sup> November in St.Ives (free event).
- Subsidised bus routes – there were ongoing discussions about potentially cutting subsidies.
- A1198 – County Cllr Dent would be attending a meeting to discuss safety issues on the A1198, including Whaddon Gap junction.

The Cllrs asked County Cllr Dent about any long term plans for the A1198 considering the potential impact on traffic of new housing developments at Cambourne, Bourn Airfield and Northstowe. County Cllr Dent said that CCC Highways were of the opinion that the volume of traffic would not significantly impact on Cambridgeshire roads (although there could be knock-on impact for roads in North Hertfordshire).

## 6.0 Public Participation:

- Mr M Monks (Neighbourhood Watch Co-ordinator) would be attending the Area Police Panel Meeting on 19<sup>th</sup> October on behalf of Whaddon.
- Mr M Monks (Speedwatch Co-ordinator) had been researching costs for a moveable vehicle activated system to measure motorists' speeds. It was hoped to apply for a CCC grant to cover part of the cost. Actions: the Clerk to assist with the grant application and table an agenda item for the next meeting regarding the PC's contribution.

## 7.0 Correspondence – noting of receipt of significant items of correspondence:

- CCC – definitive map and statement of public rights of way for Cambridgeshire (includes changes up to 11<sup>th</sup> May 2016). Anticipated publication date 15<sup>th</sup> September 2016.
- Supporting Cambridgeshire Partnership – information of new partnership formed with Cambridgeshire ACRE, Hunts Forum and Cambridge CVS.
- Police Community Support Officer – information about area Police Panel Meeting (19<sup>th</sup> October) and request for specific concerns or issues to be raised at the meeting.
- SCDC – update on Local Plan hearings timetable.

## 8.0 Planning – noting of Whaddon Parish Council Planning Committee's recommendation re S/2272/16/FL 128 Meldreth Road, Whaddon, SG8 5RP, for retrospective application to erect a telegraph pole: the PC had resolved to support this application.

## 9.0 Finance:

**9.1 Approval of payments:** the PC resolved that the following payments be approved:

### Cheques to be signed today (10<sup>th</sup> October 2016)

Cheque No. 100963, £205.00 (Net £205.00), Mr J Newberry, handyman services 1<sup>st</sup> July to 1<sup>st</sup> October 2016.

Cheque No. 100964, £160.00 (Net £160.00), Mr K Green, handyman services 1<sup>st</sup> July to 10<sup>th</sup> September 2016.

Cheque No. 100965, £1,007.53 (Net £1,007.53), Mrs G van Poortvliet, Clerks wages and expense allowance, qtr to 30<sup>th</sup> September 2016.

Cheque No. 100966, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 30<sup>th</sup> September 2016.

Cheque No. 100967, £27.00 (Net £27.00), Mr M Monks, posy and wreath for Remembrance Sunday.

Cheque No. 100968, £120.00 (Net £100.00), PF Littlejohn LLP, audit review annual return 2015/16.

Cheque No. 100969, £35.00 (Net £35.00), Information Commissioner, data protection registration renewal.

Cllr Strudwick asked whether the village website was covered by the PC's data protection registration. Action: the Clerk to forward the information on the PC's data protection registration to Cllr Strudwick.

Only one cheque signatory was present at the meeting. Action: the Clerk to arrange for the cheques to be countersigned.

**9.2 Noting of receipt of income:** the PC noted receipt of £8,480 precept (2<sup>nd</sup> tranche) from SCDC on 23<sup>rd</sup> September 2016.

**9.3 Noting of external audit report for 2015-16 Annual Return** – this was noted by the PC. No matters had been raised by the auditors. The Annual Return and appropriate notices had been displayed on the main notice board and website.

**9.4 Presentation of draft accounts for six months to 30<sup>th</sup> September 2016** – the Clerk presented the accounts and invited questions. It was suggested that the requirement to explain variations greater than 15% (per the Financial Regulations) should be subject to a de minimis limit. Action: the PC to consider amending the financial regulations to include a de minimis limit at the Annual Parish Council meeting.

## 10.0 Community Defibrillator:

**10.1 Consideration of acquisition of a community defibrillator and cabinet to be located outside the Village Hall. Agreement of next steps and discussion of ways to involve the community in ownership and fundraising:** as yet no quote had been received from Community Heartbeat Trust. Actions: Cllr Strudwick to chase CHT for a quote and grant information. The Clerk to table an agenda item for the next meeting.

**10.2 Consideration of provision of a defibrillator for Cardiff Place residents and agreement of next steps:** residents in Cardiff Place and New Farm would be too far away to use a defibrillator based at the Village Hall. It was suggested that they might be able to share one with Cambridge Crescent, Bassingbourn (on the opposite side of the A1198). Action: the Clerk to ask Bassingbourn PC about providing a defibrillator for Cambridge Crescent and to table an agenda item for the next meeting.

**11.0 Dog-waste bins – consideration of adequacy and position of dog-waste bins:** the cost of installing additional bins was c£500 each with an ongoing emptying cost of c£3.50 per bin per week. However, if SCDC considered additional bins necessary (ideally they would do a site visit to review the situation) they would be provided free of charge. With regard to potential location of bins, it would be necessary to consider who owned the land and distance from the highway. The Cllrs decided to postpone this item to the next meeting so that the Cllr who had requested the agenda item could be present. Action: the Clerk to table an agenda item for the next meeting.

**12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): receipt of oral report from member of WVH&RGT** – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update:

- Car park – WVH&RGT was still waiting to hear from the contractor re the minor subsidence issues. The heating system may have been impacted by the installation of the car park.
- Lettings procedure – a new procedure had been worked out for the Lettings Officers. The booking form was being revamped to reflect acceptance of electronic payments.
- Broadband connection – this would be discussed at the next WVH&RGT meeting. It was thought that the connection cost would be c£50 and that a domestic line rental rate could be available to a Community Facility.
- Charities Commission website – this had been updated with Dr Strudwick's details.

## 13.0 Whaddon website:

**13.1 Short description by Website Manager of how the website works** – Cllr Strudwick (Website Manager) gave a brief talk. Website data is stored in the cloud and is also backed up by Cllr Strudwick at his house. The website domain name is registered to the PC. Currently Cllr Strudwick (and Mrs Strudwick) can edit the website. In case of an emergency,

the website could be accessed via the ftp name (the Clerk had the password) and the PC could pay someone to recover and edit it.

**13.2 Initial discussions re website editing and agreement of next steps** - a discussion was held about how it might be possible to reduce reliance on key individuals to edit and manage the website. Cllr Strudwick confirmed that it would be possible to edit the website over the cloud. Any additional person/people having access would need to have suitable software and appropriate supervisory arrangements. Cllr Strudwick had spoken with CAPALC about the issue. Many small villages relied on a volunteer to edit their websites. The Cllrs were comfortable that if another person could be trained to edit the website and the website itself could be recovered by the PC in case of an emergency, then the risks were suitably mitigated. Actions: Cllr Strudwick to research suitable software for editing the website and to advise the PC. Cllr Scott to be trained to edit the website.

**13.3 Update on plans for using monies set aside in budget for website development** – £500 had been included in the 2016/17 precept for website development, in particular for making the website work better with smart phones. Cllr Strudwick still wanted to look into doing this. Action: Cllr Strudwick to research this and update the PC.

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

- Access to the Village Hall for wheelchair users - this would be taken up by WVH&RGT
- Grass verges - these had been cut three times and one further cut was due this season.

**15.0 Items for next meeting – noting of requests for agenda items**

- Community Defibrillator
- LHI grant application for moveable vehicle activated speed signs
- Precept meeting/January meeting dates
- Broadband connection for Village Hall
- S106 monies re 132 Meldreth Road
- Website
- Provision of dog waste bins
- Alfred John Palmer's Trust
- Clerk Review

**16.0 Date of next meeting – Monday 14<sup>th</sup> November 2016.**

**There being no further business the meeting closed at 9.32p.m.**



**Minutes of Whaddon Parish Council Meeting held on 14<sup>th</sup> 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 10<sup>th</sup> 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 17<sup>th</sup> 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 10<sup>th</sup> 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 (17<sup>th</sup> January to 2<sup>nd</sup> 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 18<sup>th</sup> 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 16<sup>th</sup> Nov and 30<sup>th</sup> Nov (Sawston), National Planning 23<sup>rd</sup> Nov, S106 Agreements 23<sup>rd</sup> Jan). No Cllrs were available on 16<sup>th</sup> November. Cllr Scott could attend the session on 23<sup>rd</sup> 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 11<sup>th</sup> April 2016 and 12<sup>th</sup> 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 30<sup>th</sup> 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 16<sup>th</sup> January 2017 (previously 9<sup>th</sup> January) and that the Precept Meeting be held on 9<sup>th</sup> January 2017. Action: the Clerk to book the Village Hall for 16<sup>th</sup> 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 5<sup>th</sup> 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 30<sup>th</sup> December 2016

**18.0 Date of next meeting – Monday 16<sup>th</sup> 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 11<sup>th</sup> 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.**