

**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.**