

Minutes of Whaddon Annual Parish Council Meeting held on 15th May 2017 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, Dr N Strudwick (until 9.45p.m.), Ms A Walker (until 9.53p.m.)
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart
 County Councillor Mrs S van de Ven
 Members of the Public 3 present

Absent: Councillors Professor A Milton, Mr R Scott

- 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 the Vice-Chair of the Parish Council – resolved that Mrs K French be elected.**
- 3.0 Apologies for Absence –** received from Cllrs A Milton (sickness) and R Scott (holiday) and also from District Cllr D McCraith.
- 4.0 Receiving Declarations of Interest from Councillors on items on the agenda –** none declared.
- 5.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 10th April 2017 are a correct record –** Cllr Strudwick advised that he had been absent from the meeting due to work rather than on holiday as stated in the minutes. Resolved that the minutes be approved and signed by the Chair.
- 6.0 Delegation Arrangements to Standing Committees (Planning Committee):**
 - 6.1 Review of Terms of Reference for Planning Committee –** reviewed; no changes required.
 - 6.2 Receipt of nominations to the Planning Committee – Resolved that Cllr W Elbourn, Cllr K French, Cllr L Ginger, Cllr A Milton and Cllr R Scott be appointed to the Planning Committee. Action: the Clerk to check with Cllrs Milton and Scott that they were willing to accept nomination to the Planning Committee.**
- 7.0 Review of Parish Council Standing Orders –** reviewed. No changes required.
- 8.0 Review of Financial Regulations –** reviewed. Resolved that item 4.8 be subject to a de minimis limit of £50. Action: the Clerk to amend the Financial Regulations to reflect the change.
- 9.0 Review of Parish Council representations or works with external bodies and arrangements for reporting back: (i) Whaddon Village Hall & Recreation Ground Trust (ii) Marley Eternit Working Group (iii) Village Sign Working Group: Resolved that (i) Cllrs Strudwick and Walker be PC representatives on WVH&RGT (ii) Cllr French be a member of MEWG and (iii) Cllr Elbourn and Mr D Grech be members of VSWG. No changes to reporting arrangements.**
- 10.0 Review of Inventory of Land and Assets –** reviewed. No changes required.
- 11.0 Review and confirmation of arrangements for insurance cover –** three quotes had been obtained for insurance cover. These were compared. Resolved: that the PC accept the insurance quote from Came and Company (Hiscox insurance) on a three-year deal at £280 per year. Although the £250

excess was higher than that of the other policies this was offset by a lower premium. Action: the Clerk to move the PC's insurance to Came and Company.

12.0 Review of Parish Council's and/or Clerk's memberships of other bodies: Resolved: that the following memberships be approved:

- Cambridgeshire & Peterborough Association of Local Councils
- Cambridgeshire ACRE

13.0 Review of Parish Council's Procedures:

13.1 Complaints Procedure – reviewed; no changes required.

13.2 Requests under Freedom of Information Act 2000 and Data Protection Act 1998 – reviewed; no changes required.

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

14.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2017/18 – 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 and December. The Annual Parish Meeting was scheduled for Monday 16th April 2018. Actions: the Clerk to circulate the meeting schedule to the Cllrs, arrange for it to be put on the website and book the Village Hall for the meetings.

15.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:

- Whaddon Gap – County Cllr van de Ven agreed to continue to push for safety improvements at the junction with the A1198. She had asked CCC Highways to do a site tour in Whaddon.
- Review of Meldreth Road squeeze point system – this was discussed with the Speedwatch Co-ordinator. Agreed that the timing of the review be moved to 2018, after the Mobile Vehicle Activated System had been installed and its impact on traffic speed evaluated. It would then be clearer if further traffic calming was needed in Meldreth Road. Action: the Clerk to table an agenda item in mid-2018.
- Road safety signs for nursery schools – the Chair had spoken with former County Councillor Adrian Dent and had also made the owners of Bumpkins aware that CCC's LHI initiative might not be the most appropriate route for a private enterprise to obtain road safety signs.

16.0 Reports from District and County Councillors: the Chair formally welcomed County Cllr van de Ven.

16.1 District Cllrs Report – receipt of oral reports: District Cllr Cathcart gave an update:

- Community Chest Grants – applications were now open.
- Local Plan Hearings - the Inspector would consider omission sites in June. One of these sites was in Whaddon, near Bumpkins pre-school.

16.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: County Cllr van de Ven briefly introduced herself.

- Bus services – Royston & District Community Transport could potentially provide a shuttle service linking Whaddon and Bassingbourn with Meldreth Station in the morning and late afternoon. There would be a charge for the service. The next step would be a Transport Needs Survey with a view to potentially starting a service in September 2017. Agreed: that the Chair take the lead, on behalf of the PC, in discussions with RCDT.
- County Cllrs Surgeries – these would take place on the first Monday of the month at Melbourn Hub Café and the third Monday of the month at the Limes, Bassingbourn. Action: the Clerk to publicise details via the village email and newsletter.

17.0 Public Participation:

- A member of the public reported concerns about speeding in Bridge Street. A resident had had two cats killed by motorists.
- A member of the public raised the issue of safety concerns at Whaddon Gap junction with County Cllr van de Ven. The County Cllr undertook to write to the relevant officer at CCC Highways to express concern and request accident statistics. The junction would need to be on CCC's Accident Cluster list to have any chance of receiving funding for safety improvements.
- A member of the public reported that a local resident had organised a petition, which had been delivered to CCC, requesting a weight restriction for HGVs coming through Whaddon. Very few HGVs were currently travelling to Eternit so they must be going elsewhere.

18.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- SCDC – updated hearings programme for the Local Plan (6th June to 13th July 2017).

19.0 Planning

19.1 Noting of SCDC decision re S/3480/16/FL and S/3370/16/LB, 122 Bridge Street, SG8 5SN, alterations to chimney stack – approved: the decision was noted by the PC.

19.2 Noting of receipt of approved Planning Committee minutes from meeting of 16th January 2017: noted.

20.0 Finance and Annual Return:

20.1 Approval of payments: the PC resolved that the following payments be approved:

Cheques to be approved for signing today (15th May 2017):

Cheque No. 100986, £75.00 (Net £75.00), Mr J Newberry, handyperson services March and April 2017.

Cheque No. 100987, £280.00 (Net £280.00), Came & Company, Parish Council insurance 2017/18.

20.2 Noting of Internal Auditor's report on Annual Return 2016/17: noted by the PC.

20.3 Consideration and approval of the Annual Governance Statement: resolved that the Annual Governance Statement for 2016/17 be approved and signed by the Chair and Clerk.

20.4 Consideration and approval of the Accounting Statements 2016/17: resolved that the Accounting Statements for 2017/18 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.

21.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: (i) noting receipt of approved minutes from WVH&RGT meeting of 6th March 2017 and (ii) receipt of oral report from member of WVH&RGT: (i) the Cllrs noted the approved minutes. (ii) Cllr Strudwick gave an update following WVH&RGT's Annual General Meeting on 8th May. One Trustee had stood down and three new Trustees had been appointed – the Trust now had a full set of Trustees. The elected officers were Dr N Strudwick (Chairman), Mr S Argent (Vice-Chair), Mrs K Coningsby (Secretary) and Mr P Haselden (Treasurer). A modest increase to the hourly Village Hall rental charges was being proposed from September 2017. Sources of grant funding would be investigated for storage sheds or rebuilding the garage. Mr P Haselden would provide input into the Recreation Ground grass cutting tender, from WVH&RGT's perspective, when this was re-tendered later in the year.

(Cllr Strudwick gave apologies and left the meeting)

22.0 Trees on the verge in Church Street, by recreation ground – (i) consideration of report from Tree Officer following meeting with arboriculture specialist (ii) decision re future of trees on bank and agreement of actions (iii) approval of expenditure for removal of dead trees: The Clerk, Chair and Mrs M Peyton (Tree Officer) had met with an arboriculture specialist on 18th April.

Mrs Peyton had produced a report and circulated it to the Cllrs. In summary, four trees had been killed by honey fungus which was present in the soil. Strimmer damage had made them susceptible to the honey fungus and it was anticipated that the remaining trees would also die over time. It was not possible to kill honey fungus and only one type of tree was resistant to it and could be used as a replacement (acer negundo). The Cllrs discussed whether to replace the trees or remove them, leaving a grassy bank. Acacia Tree Surgery Ltd had quoted £250 to remove the four dead trees. Mrs Peyton also reported a dead cherry tree on the verge by Ridgeway Close. Agreed: to remove the four dead trees in Church Street immediately and seek further views before agreeing a replacement strategy. Also to accept the quote from Acacia – no further quotes to be sought as Acacia had not charged for the arboriculture advice. Actions: Mrs Peyton to seek views of Gardening Club members regarding a tree replacement strategy. The Clerk to accept the quote from Acacia Ltd to remove the four dead trees in Church Street and to report the dead tree in Ridgeway Close to SCDC.

(Cllr Walker gave apologies and left the meeting)

23.0 Community Defibrillator – (i) agreement of actions re installation (ii) planning for publicity, training and maintenance (iii) approval of expenditure as necessary: the Community Defibrillator had arrived. The cabinet would have to be installed by an electrician. Following installation, the PC would need to consider publicity, whether to organise training and ongoing maintenance. WVH&RGT had provided input as to the best position for the defibrillator on the exterior of the Village Hall. It would be necessary to balance installation costs with ease of access/visibility to the public. Agreed: to get quotes from two electricians for installation of the defibrillator cabinet. Actions: – the Clerk and Cllr Strudwick to obtain installation quotes from electricians.

24.0 Moveable Vehicle Activated System – update following site meeting with CCC Highways Officer. Agreement of actions: Mr M Monks (Speedwatch Co-ordinator) provided a verbal update. Mr Monks and the Clerk had met with CCC Highways on 5th May. They had been told that the PC should get quotes for installing the MVAS. Subsequently they had been informed that CCC Highways would be looking at bulk buying MVAS indicators to obtain better prices. CCC had provided a Memorandum of Understanding for MVAS which would need to be signed by the PC in due course. Actions: the Clerk to send the Chair the Memorandum of Understanding. The Clerk and Mr Monks to liaise with CCC Highways and obtain quotes as required.

25.0 Village Upkeep and Maintenance

25.1 Replacement safety signs for Bridge Street – agreement of actions and expenditure: the manufacturer of the faded safety signs had provided replacements free of charge.

Actions: the Chair to investigate how the signs should be attached to the existing posts.

The Chair to ask residents who had trees growing over the signs to cut them back.

25.2 Reporting of upkeep or maintenance issues and agreement of actions: none reported.

26.0 Items for next meeting – noting of requests for agenda items:

- Village Sign
- Diseased trees on verge by Recreation Ground
- Community Defibrillator
- Dog waste bin review

27.0 Date of next meeting – Monday 12th June 2017.

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