

**Minutes of Whaddon Parish Council Meeting held on 16<sup>th</sup> January 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, 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	2 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 Elbourn declared an interest in agenda item 12.0 (as a nominee for Trustee of Alfred John Palmer’s Trust).
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 14<sup>th</sup> November 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:**
- Trees in verge by recreation ground – representatives from SCDC had requested a site-meeting in January 2017. However, it had not since been possible to make contact with the appropriate Officer to arrange this meeting. Action: Cllr Milton and Mrs Peyton (Whaddon’s Tree Officer) to continue to try to organise a site-meeting to discuss the trees.
  - Local Highways Initiative grant application – this had been submitted to Cambridgeshire County Council and the PC had been invited to present their case on 31<sup>st</sup> January. The PC authorised Mr M Monks and the Clerk to attend this meeting.
  - Whaddon website – this could now be updated by both Cllrs Scott and Strudwick. Suitable website editing software had been purchased by the PC for Cllrs Scott and Strudwick. This expenditure (c£50) had been approved by the PC between meetings in order to take advantage of a promotional offer. The PC’s insurers had confirmed that volunteers editing the website were covered by the insurance policy as long as the PC deemed them competent. The PC were satisfied that Cllrs Scott and Strudwick were competent to edit the website.
  - Potholes/road surfaces – three potholes had been reported in Bridge Street. The road surface on Whaddon Gap was disintegrating and needed to be re-done. Action: the Clerk to ask County Cllr Dent when Whaddon Gap was likely to be resurfaced.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – receipt of oral reports:** the District Cllrs gave an update:
- Cambourne West – this development, of c2,350 dwellings, had been approved by SCDC. The Planners did not anticipate that there would be a significant impact in traffic using the A1198 and the train services at Royston; it was expected that most traffic would go to Cambridge or use St.Neotts station. District Cllr McCraith had asked for further work to be done on this to see if a bus link to and from Royston station could operate during peak hours.
  - SCDC Local Plan – this was slowly progressing through the inspection stages and Local Green Spaces were currently being considered. Some developers had got approval for large schemes but had not then started the building works. This was causing problems with the five year housing supply. SCDC were trying to prevent this by imposing planning conditions. There could also potentially be more houses approved than were needed due to the speculative developments that had received planning permission in the area.
- 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** no County Cllr was present. Written reports for December 2016 and January 2017 had been circulated to the Cllrs and were accessible via the website.

## 6.0 Public Participation:

- A member of the public commented that more effort should be made to get the Local Plan approved quickly to protect the region against cumulative speculative development. The District Cllrs commented that everything was being done to expedite the process but that it was now down to the Inspectors. It was thought unlikely that the Plan would be approved until next year.

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

- SCDC – invitation to Cabinet and Parish Council Liaison meeting on Wednesday 30<sup>th</sup> November (no Cllrs attended).
- Heidi Allen, MP – copy of letter to Boundaries Review Commission objecting to plans to move various SCDC villages (including Whaddon) to the North Hertfordshire district for Parliamentary Elections and request that the PC encourage residents to respond to the consultation (done via village email system).
- Cambridgeshire ACRE – post event report from the Cambridgeshire Parish Council Conference on 18<sup>th</sup> November 2016.
- CCC – consultation on draft Corporate Energy Strategy for Cambridgeshire (deadline 31<sup>st</sup> January 2017).
- SCDC – invitation to South West Area Patch Meeting, Melbourn Hub, Wednesday 18<sup>th</sup> January, 6p.m. Focus on transport. Action: the Clerk to RSVP on behalf of the Chair.

## 8.0 Planning:

**8.1 Noting of receipt of approved Planning Committee minutes from 12<sup>th</sup> December 2016:** the PC noted the minutes.

**8.2 Noting of Whaddon Planning Committee’s recommendations re (i) S/3230/16/LB, 40-42 Bridge Street, SG8 5SQ, alterations to windows – support (ii) S/3320/16/FL and S/3321/16/LB, 153 Bridge Street, SG8 5SP, conservatory and replacement front window – support (iii) S/3287/16/FL, 18 Bridge Street, SG8 5SQ, single and two storey extensions – support and (iv) S/1901/16/OL Eternit UK, Whaddon Road, Meldreth, SG8 5RL, outline planning application for mixed use development (up to 150 dwellings, public open space and new technology plant); new car park and access to sports and social club; and associated infrastructure, all matters reserved except for access. Amended access arrangements, additional landscaping details, amended site masterplan and amended viability summary – object:** the PC noted the recommendations.

**8.3 Noting of South Cambridgeshire District Council’s decisions re (i) S/0746/16/FL, 123 Meldreth Road, Whaddon, SG8 5RS, for demolition of bungalow and erection of two storey replacement dwelling – approved and (ii) S/2272/16/FL, 128 Meldreth Road, SG8 5RP, retrospective application to erect a telegraph pole – approved:** the PC noted the decisions.

**8.4 Notice of appeal decision re S/0477/16/FL, Ermine Farm, Bridge Street, SG8 5SN for erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of land from agricultural to garden - approved:** the PC noted the appeal decision.

**8.5 S106 monies re development at 132 Meldreth Road, Whaddon – update on progress and agreement of action:** District Cllr Cathcart had spoken with SCDC’s S106 Officer urging more effort to get an ex-gratia payment from the Developer. The Cllrs considered inviting relevant SCDC Officers to a PC meeting to justify why they had not enforced this or, alternatively, involving the Ombudsman. Actions: District Cllr Cathcart to follow up urgently with SCDC Officers. The Clerk to table an agenda item for the next meeting.

## 9.0 Finance:

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

**Cheques already approved (12<sup>th</sup> December 2016) to avoid late payment:**

Cheque No. 100970, £92.00 (Net £92.00), Hales Printers, newsletter printing Dec 2016

**Cheques to be approved for signing today (16<sup>th</sup> January 2017):**

Cheque No. 100971, £90.00 (Net £90.00), Mr P Coningsby, churchyard grass cutting.

Cheque No. 100972, £123.00 (Net £123.00), Whaddon Village Hall and Recreation Ground Trust, hire of village hall for meetings Apr-Dec 2016.

Cheque No. 100973, £48.46 (Net £48.46), Dr N Strudwick, website editing software.

Cheque No. 100974, £1,147.82 (Net 1,140.82), Mrs G van Poortvliet, Clerks wages and expenses, qtr to 31st December 2016.

Cheque No. 100975, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 31<sup>st</sup> December 2016.

**9.2 Draft Accounts for nine months to 31<sup>st</sup> December 2016 – presentation and review:** the Clerk presented the accounts and invited questions.

**9.3 2017/18 Precept Requirement – consideration of recommended precept. Agreement and approval of 2017/18 precept:** A Precept Meeting had been held on 9<sup>th</sup> January 2017 to consider the 2017/18 precept requirement and make a recommendation to the PC. The Chair signed the minutes from the Precept Meeting on behalf of the Cllrs who had attended. A precept of £17,530 was recommended (2016/17 £16,960), being Parish administrative costs of £12,810, additional expenditure of £5,400 less anticipated income of £680. The additional expenditure was £150 for promoting/publicising the Community Defibrillator, £2,500 for a Village Sign, £1,000 Village Hall Capital Projects Reserve, £1,000 for a picnic bench/base for the recreation ground, £250 to convert the Meldreth Road phone box into a library and £500 for a replacement notice board in Meldreth Road. This equated to a cost per household (Band D equivalent) of £80.08 (based on 218.9 homes) which is the same cost per household as 2016/17 (£80.08 based on 211.8 homes). A discussion was held. Cllr Strudwick did not want the overall Precept amount increased. Resolved: that the PC approve a Precept for 2017/18 of £17,530. Action: the Clerk to inform SCDC and to publish the calculations on the website.

**9.4 Community Defibrillator – agreement to purchase from Community Heartbeat Trust and waiver of requirement to seek alternative quotes (specialist equipment):** CHT had quoted £2,020 (plus VAT) for a defibrillator, heated cabinet and training/support package. It had not been possible to identify other suppliers who provided the same package combination for comparison. Cambridgeshire & Peterborough Association of Local Councils had advised that the PC could resolve to waive the requirement in the Financial Regulations to seek alternative quotes as this was specialist equipment. This was discussed. The Cllrs were content that CHT, as a dedicated Charity, provided good value. Resolved: that the PC waive the requirement to seek alternative quotes and purchase the community defibrillator from CHT. Action: the Clerk to accept the quote from CHT.

## **10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT):**

**10.1 Noting of approved minutes from WVH&RGT meeting of 7<sup>th</sup> November 2016 – noted.**

**10.2 Receipt of oral report from member of WVH&RGT – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update:**

- Lettings – on-line payments could now be accepted. The Trust were checking if arrangements could be made for the Lettings Officers to check if such payments had been received. Bookings remained healthy and there had been an unexpected three week letting to Bumpkins Nursery. The key-box code would be changed regularly.
- Finance – agreement had been given to provide mobile phones for the Lettings Officers. WVH&RGT no longer agreed to pay for broadband line rental costs.
- Charities Commission Submission – this would be done by Cllr Strudwick. The Cllrs queried why WVH&RGT had reversed their decision regarding broadband line rental. Cllr Strudwick explained that the Treasurer felt that, in order to justify this expense, the hourly village hall rental charges would need to go up. The Cllrs commented that it would be useful for the PC to get a better understanding of WVH&RGT's financial position and the funding required from the PC, especially as the PC was now required to produce three year financial forecasts. Action: the Chair to

attend the next WVH&RGT meeting and to discuss ways that the Trust and PC could work closer together especially regarding financial requirements.

- 11.0 Community Defibrillator: update regarding potential provision of a defibrillator for Cardiff Place residents and agreement of next steps:** Bassingbourn PC did not wish to consider a joint-purchase of a defibrillator for Cardiff Place/Cambridge Crescent residents at this stage. They wanted to review this at a later date, after a defibrillator had been installed in Bassingbourn village. Whaddon PC had not made provision in their 2017/18 precept to purchase a second defibrillator. CHT had advised that Cardiff Place could be specified in the area notified to the ambulance service as being covered by a defibrillator at Whaddon Village Hall. However, it would depend on the data made available to operators answering emergency calls as to whether callers would be notified. The best solution would be to ensure that residents know there is a defibrillator available and to publicise the access code. Actions: Cardiff Place residents to be informed of the access code for the defibrillator at the Village Hall. Provision of a separate defibrillator for Cardiff Place residents to be revisited at a later date.
- 12.0 Alfred John Palmer's Trust – consideration of proposals regarding future of the Trust. Adoption of proposals and appointment of Trustees:** proposals made by the Alfred John Palmer's Trust Review Group were discussed. Resolved that the aim of the AJP Trust be revised to give modest grants to residents for whom a small cash injection could make a real difference (requests from the elderly to be especially favoured). To appoint Trustees as follows: Mr P Evans (four years), Ms R Keir (four years), Mrs H Strudwick (three years) and Mr W Elbourn (two years). Mr C Coningsby would also continue to serve as Trustee (two-year appointment). After these initial periods Trustees would then be (re-)appointed for four-year periods. Actions: the AJP Trust to be relaunched to residents in April 2017 via the newsletter, village email, website and Annual Parish Meeting. The Trustees and PC to review the progress of the AJP Trust in April 2018. The Chair to investigate if changes to the Trust could be made on the Charities Commission website or if it would be necessary to use a solicitor.
- 13.0 Village Sign – consideration of replacement of village sign. Agreement of actions:** the Village Sign needed replacing. Costs for a new sign were dependent on size, style, material and artwork. Resolved that Cllrs Elbourn and Milton be appointed to a working group to look at options and draw up a specification. Actions: the Chair to ask Mr D Grech if he would like to join the working group. The Chair to obtain the dimensions of the old sign from Mr C Coningsby. Dr Strudwick to provide a photograph of the existing artwork. Cllr Strudwick to check the village archives and the Clerk to check the PC filing for any pertinent details about the existing sign.
- 14.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:**
- Meldreth Road verges – the verges were encroaching on the footway in certain areas. The handymen had started to work on this. The Chair would ask them to resume this task.
  - Whaddon signpost on A1198 – this was very dirty. Action: the Cllrs to see if it would be feasible to clean this ourselves.
  - Litter-picking – two Duke of Edinburgh volunteers would be litter-picking in Whaddon for two months. Actions: the Clerk to provide hi-vis jackets. Cllr French to ask the handymen for use of the litter-picking equipment. The Chair to ask the handymen to do other duties for the next two months.
- 15.0 Items for next meeting – noting of requests for agenda items**
- S106 monies re 132 Meldreth Road
  - Dog-waste bin provision
- 16.0 Date of next meeting – Monday 13<sup>th</sup> February 2017.**

**There being no further business the meeting closed at 9.26p.m.**