

Minutes of Whaddon Parish Council Precept Meeting held on 8th January 2018 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

- 1.0 Apologies for Absence** – none received.
- 2.0 Verges and Recreation Ground Grass Cutting Tender 2018-20 – opening of tender and agreement of bid to be recommended to the Parish Council (PC) for acceptance** – the Cllrs opened the three tenders received and the Clerk noted them in the Tender Book. The tender results would be discussed and the contract awarded at the next PC meeting. Action: the Clerk
- 3.0 Parish Running Costs budget for 2018/19 – discussion and agreement of recommended budget** – the forecast Parish Running Costs prepared by the Clerk were reviewed and discussed. Adjustments were made as thought necessary. A funding proposal from Whaddon Village Hall & Recreation Ground Trust was reviewed. Future funding requirements relating to village hall renovations and to playground equipment renewal and replacement were discussed. It was suggested that the PC and WVH&RGT consider drawing up a joint plan about what might need to be done, over a 10 – 20 year time frame, and how this might be financed. The Cllrs agreed that the recommended Parish Running Costs for 2018/19 be £14,058 (2017/18 £12,810). £1,000 had been allowed for the potential cost of an election in 2018.
- 4.0 Consideration of the Parish Council’s Priorities for 2018/19 (and potential financial implications)** – considered together with agenda item 5.0 (below).
- 5.0 Consideration of project costs/additional expenditure for 2018/19 – discussion and agreement of recommended project costs for inclusion in the budget** – this was discussed. The Cllrs agreed that the following additional expenditure be recommended for 2018/19:
Village Hall and Playground Reserve – for capital projects, replacements and renovations £1,600
Village Sign – new post and installation £500
Fencing for toddler play area – donation £600
Highways Projects (including traffic calming) and verges £1,400
Recommended total additional expenditure £4,100
- 6.0 Consideration of projected cash and reserves at 31st March 2018** – the Cllrs reviewed the projected cash balance and ring-fenced/earmarked reserves at 31st March 2018 (the financial year end). The Cllrs considered the projected level of reserves satisfactory. The Cllrs suggested that the earmarked reserve for Traffic Calming be re-designated as Highways, Verges and Footpaths. This would include Traffic Calming. The Cllrs also suggested that the unspent 2017/18 budgets for Meldreth Road’s noticeboard (£500) and phone box conversion (£250) be reallocated to footpath expenses. These suggestions would need to be agreed by the PC.
- 7.0 Review of Projected Income for 2018/19 and Agreement of 2018/19 Precept to be recommended to the Parish Council for approval:** the Cllrs agreed to recommend a total Parish Council funding requirement for 2018/19 (for Parish Running Costs plus additional Project Expenditure) of £18,158. After deducting anticipated income of £680, the precept for 2018/19 would be £17,478 (2017/18 £17,530). This would equate to a cost per household (Band D equivalent) of £80.92 (2017/18 £80.08), a 1% increase from the previous year due to a slight fall in the number of households in the tax base. The recommended precept would be tabled for

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consideration at the next PC meeting. The supporting calculations would be posted on the website and circulated via the village email system. Action: the Clerk.

8.0 Items for next Parish Council meeting – noting of requests for agenda items: Suggestions made in 3.0 and 6.0 above to be considered at the next PC meeting. Action: the Clerk.

9.0 Date of next Parish Council meeting - Monday 15th January 2018

The meeting closed at 10.05p.m.

Minutes of Whaddon Parish Council Meeting held on 15th January 2018 at 8.03p.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
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	Members of the Public	5 present
Absent:	Councillors	Mr W Elbourn, Ms A Walker

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr van de Ven.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Strudwick declared an interest in agenda item 9.1 as Chair of Whaddon Village Hall & Recreation Ground Trust.
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 13th November 2017 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:**
- PC Tree inspection – WVH&RGT had been sent a copy of the Tree Inspection report regarding the trees on the Recreation Ground. The Chair would see if the handyman could carry out the necessary works to the trees. Action: LG.
 - Defibrillator training – a training event had been held in the Village Hall on 15th November and had been very successful, with more than 30 residents attending.
 - Bassingbourn-cum-Kneesworth's Neighbourhood Plan – the Chair had contacted the working party to discuss Whaddon's involvement. The working party would liaise with Whaddon PC and involve them, as necessary, at a later stage in the process.
 - Verges grass cutting supervision – Cllr Elbourn had agreed to supervise the grass cutting.
 - Potholes on Whaddon Gap Road – these had been reported and had been marked out for repair by CCC Highways. The Chair commented on an extremely fast response from CCC Highways to a broken manhole cover in Church Street recently.
 - Alfred John Palmers Trust – the newly re-launched Trust had made its first charitable award to a local resident. This had been much appreciated by the recipient.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – to receive an oral report:** District Cllr Cathcart gave an update:
- SCDC Local Plan – a consultation exercise was now in process regarding the proposed changes to the Local Plan following the Inspection. There was not a great deal of change and none of the modifications would affect Whaddon. The Local Green Space proposed for Whaddon (the Recreation Ground) had been accepted by the Inspector. Although the Local Plan was now closer to finalisation, it was still not clear when the adoption date would be. A final report from the Inspector was still awaited.
 - Press reports of a new town at Bassingbourn – these reports were speculative and there should be no reason for anxiety at this stage.
 - Eternit Planning Application Appeal – District Cllr Hart, who had attended the meeting as a member of the public, was invited to speak. The appeal had been submitted in October but, as the Planning Inspectorate were overwhelmed by appeals, it was unclear when this would be considered. The Planning Lawyer advising Meldreth PC wanted to ask for a

public review, rather than the written review requested by the applicant, due to the degree of public interest and the complications associated with the site.

- 5.2 County Cllr Report – receipt of written monthly report:** No County Cllr present. The PC noted the written report for January 2018 which had been circulated to the Cllrs and was accessible via a link on the village website.

6.0 Public Participation:

- A member of the public commented on the damaged state of the verges in Bridge Street and suggested that the PC could contact Planning Enforcement regarding a garage conversion.
- District Cllr Hales and District Cllr Hart, who currently represent Melbourn and Meldreth, would be standing for election in May 2018 and potentially representing Whaddon (under the new electoral boundaries). They introduced themselves to the PC.

7.0 Correspondence and Complaints – to note receipt of significant items of correspondence and complaints:

- CAPALC – update regarding upcoming changes under the General Data Protection Regulation in May 2018. Legal advice from NALC is that the Clerk cannot be the Data Protection Officer – this should be an external appointment or service. CAPALC had requested expressions of interest in a chargeable county-wide scheme organised by themselves. Whaddon PC has expressed interest in this.
- Good Councillors Guide 2017 – electronic version.
- SCDC – Planning Policy updates November and December 2017.
- Cambridgeshire Local Council Strategic Partnership – launch of Cambridgeshire Local Development Plan 2017-2022.
- SCDC – notification of consultation on main modifications to Local Plan (5th January to 16th February 2018).
- Rural Services – invitation to participate in Growing a Rural Community survey.
- CAPALC – request for Cllrs to complete a diversity survey.
- County Cllr van de Ven – invitation to attend a ‘Be a Councillor’ event, Saturday 3rd Feb, 3-5p.m, Meldreth.
- Whaddon Gardening Club – details on how they had spent their grant from Whaddon PC.
- SCDC Electoral Services – Parish Council election timetable (election 3rd May 2018).
- Email from local resident expressing thanks to the Alfred John Palmers Trust for the gift vouchers awarded to a nominee.
- Email from local resident complaining about the state of the verges in Bridge Street and asking the Parish Council to intervene. The Chair had responded and had emailed residents about the verges and also reported the damaged verges to CCC Highways.
- Letter of resignation from the Clerk.

8.0 Planning:

- 8.1 To note SCDC’s decision re S/3555/17/FL, 29 Bridge Street, Whaddon, for two storey extension to the front – approved:** the PC noted SCDC’s decision.

- 8.2 To note Whaddon PC’s recommendation re S/4438/17/FL, 23 Bridge Street, Whaddon, roof extension:** the PC had supported the application and would request a planning condition that construction vehicles not be allowed to park on Bridge Street. The PC would also ask SCDC to note their concerns about the erosion of the stock of smaller properties in the village.

9.0 Finance:

- 9.1 To consider request for grant funding from Whaddon Village Hall & Recreation Ground Trust £2,474.86 –** Cllr Strudwick left the room for this agenda item. A grant application had been submitted for £2,474.86. Of this £588 was the balance of the 2016/17

grant approved by the PC on 13th March 2017 (minute 594/9.1). The remainder (£1,886.86) for insurance, ROSPA inspection, fire extinguisher and alarm checks was considered. The PC resolved to approve the grant application for £2,474.86. An email would be sent to WVH&RGT advising them that, going forward, the PC would only plan to reimburse the insurance premium. Action: the Clerk.

- 9.2 Approval of payments:** Cllr Strudwick returned to the room. The PC resolved that the following payments be approved:

Cheques already approved (8th January 2018) to avoid late payment

Cheque No. 101013, £141.00 (Net £141.00), Hales Printers, newsletter printing and defibrillator leaflets

Cheques to be approved for signing today (15th January 2018)

Cheque No. 101014, £95.00 (Net £95.00), Mr P Coningsby, grass cutting churchyard

Cheque No. 101015, £40.00 (Net £40.00), Mr J Newberry, handyman services November and December 2017.

Cheque No. 101016, £ 1,130.46 (Net £1,130.46), Mrs G van Poortvliet, Clerk's wages and expense allowance, qtr to 31st December 2017.

Cheque No. 101017, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 31st December 2017

Cheque No. 101018, £2,510.86, (Net £2,510.86), Whaddon Village Hall & Recreation Ground Trust, hire of village hall for meetings Sept-Dec 2017 (£36) plus grant payment per agenda item 9.1.

Receipts – the PC noted the following receipt:

22/12/17, £27.60, Whaddon Neighbourhood Watch, balance from NHW bank account (now closed).

- 9.3 Grass Cutting – (i) to award contract for verges and recreation ground 2018-2020 (three years) (ii) to decide on additional expenditure for extra sections of verge in Bridge Street and collection of cuttings from the Recreation Ground after the first cut of the season (for cricket purposes)** – six contractors had been invited to tender and three responses had been received (M D Landscapes, CGM Ltd and Herts & Cambs Grounds Maintenance). The tender from M D Landscapes was the most competitive except for collecting the grass cuttings after the first cut of the season. Resolved: that the contract be awarded to M D Landscapes. The contract would include one cut of the additional sections of verges in Bridge Street per season but would exclude the collection of the grass cuttings from the recreation ground after the first cut of the season. A member of the public suggested that bringing the first cut of the season forward would assist the Cricket Club. The Clerk would inform the contractors of the outcome of the tender exercise and advise the Cricket Club about the decision regarding grass cuttings. Action: The Clerk.
- 9.4 Review of progress against budget for quarter ended 31st December 2017** – the Clerk presented the draft accounts for the nine months to 31st December 2017, explained significant variances from budget and invited questions. Cllr Scott had reviewed the bank reconciliation for the quarter to 30th September 2017.
- 9.5 2018/19 Precept – to consider the recommended precept (£17,478). To agree and approve the 2018/19 Precept:** a Precept Meeting had been held on 8th January 2018 to consider the 2018/19 Precept requirement and make a recommendation to the PC. The Chair had signed the minutes on behalf of the Cllrs who had attended. A Precept of £17,478 was recommended (2017/18 £17, 530), being Parish Administration costs of £14,058, additional expenditure of £4,100, less anticipated income of £680. The additional expenditure was £1,600 to a reserve for Village Hall and Playground capital and renovation projects, £500 for the Village Sign (new post and installation), £600 donation to fencing for the toddler play area and £1,400 to a reserve for highways, footpaths and verges. The cost per household (Band D equivalent) would be £80.92, based on 216 homes, a 1% increase from last year (2017/18 £80.08, based on 218.9 homes). Resolved

that the PC approve a Precept for 2018/19 of £17,478. The Clerk would inform SCDC and publish the calculations on the website. Action: the Clerk.

- 9.6 Consideration of recommendations from Precept Meeting – (i) agreement of actions re ongoing funding requirements for the Playground and Village Hall (ii) agreement to reallocate unspent balances for Meldreth Road Phone Box Conversion (£250) and Noticeboard Refurbishment (£500) to Footpath/Permissive Path expenses (iii) agreement to re-designate Traffic Calming Reserve as Highways, Footpaths and Verges Reserve:** (i) the Chair, Vice-Chair and Clerk would meet with WVH&RGT's Chair and Treasurer to consider a long-term funding plan for future renovations and replacements relating to the Village Hall and Playground. Action: The Clerk, LG, KF, NS. (ii) Resolved to reallocate £500 from Noticeboard Refurbishment and £250 from Meldreth Road Phonebox Conversion to Footpath/Permissive Path expenses. (iii) Resolved to reclassify the Traffic Calming reserve as Highways, Footpaths and Verges. This would include Traffic Calming measures.

10.0 Whaddon Village Hall & Recreation Ground Trust: to receive an oral report from member of WVH&RGT: Cllr Strudwick, WVH&RGT Chairman, gave an update:

- Village Hall heating system – the Chair and Cllr Strudwick would be meeting with the VH architects on 16th January to try to resolve some of the issues regarding the initial installation of the heating system.
- Dado rail – a new dado rail, at chair height, had been fitted to the main hall to try to prevent chairs damaging the walls.
- Picnic bench – the Trustees had decided that the new bench being donated by the PC should be located near the teen shelter.
- Charity Commission Report – the first draft of the report had been completed. The accounts were in the process of being certified.

11.0 Future of Permissive Paths – to receive an update and agree actions: Mr R Huffer (tenant farmer, Leyhill Farm) addressed the meeting. Key points were:

- The existing Permissive Path agreement would end on 31st March 2018. There was no further funding available for permissive paths.
- The paths had been enjoyed by villagers for many years and there had been positive and negative implications from a landlord's perspective. Negative implications included fly tipping and damage to crops by dogs.
- Mr Huffer would be meeting his landlord, County Farm Estates, later in the month to discuss the paths. Currently there were just over 5km of permissive paths across Leyhill Farm. Mr Huffer would propose removing some of the existing paths and reducing the width of the remaining paths from 6 metres to 2 metres, The paths to be retained would include the ones from Bridge Street to Whaddon Gap Car Park, through Pickering Woods and out onto the Harcamlow Way. Also from Whaddon Gap Car Park, along the back of Cardiff Place and joining up with the footpath.
- Mr Huffer would like the path to the Harcamlow Way adopted as a formal footpath to protect it for the village in future.
- Should Mr Huffer's proposal be accepted by CFE, he would like a contribution from the PC towards cutting the path through Pickering Woods (estimated cost of £200 p.a.), some new maps at the corners of the fields and a newsletter item explaining the new arrangements.
- Mr Huffer requested that the PC stop any discussions with CCC Rights of Way Officers for the time being – he would discuss, with CFE, a path linking Cardiff Place to the permissive paths in Whaddon.

Mr Huffer would provide an update to the Chair after his meeting with CFE. The Cllrs thanked Mr Huffer. Action: LG, RH

- 12.0 Village Sign – update and agreement of actions:** the Chair had made progress towards a specification for the sign. The proposed artwork, with a protruding oak leaf, might be problematical for the sign makers. The Chair would send the design to some manufacturers and see what they advised. Action: LG
- 13.0 Volunteer Emergency Telephone Scheme (VETS) – consideration of setting up a VETS scheme in Whaddon. Agreement of action and approval of expenditure (£45 set-up fee, £100 per annum after first year):** VETS is a community run system which enables up to ten trained volunteers to help with medical support (such as collecting the defibrillator and assisting with CPR) until the emergency services arrive. The scheme addresses the ‘lone rescuer’ situation and had received positive feedback when discussed at the Defibrillator Training event. All volunteers would need to have attended some defibrillator training. A member of the public advised that Melbourn Ambulance Station were looking for First Responders in local villages. A discussion was held. The Chair would send out an email to establish interest in being a VETS volunteer or participating in a second Defibrillator Seminar. Action: LG
- 14.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions:**
- Dog fouling on the footway between the Church and Bumpkins Pre-school – this had been reported to a Cllr by a resident. A member of the public reported horse fouling on this stretch of footway. A member of the public advised that Melbourn PC uses a sticker system to deal with dog fouling. An email reminder would be sent to residents. Action: LG/NS.
 - Parking on footways – the Chair had recently taken action regarding cars parked dangerously on the footway and would continue to pursue residents regularly parking on footways.
- 15.0 Items for next meeting – noting of requests for agenda items:**
- Charitable donation (s137)
 - Permissive paths
- 16.0 Date of next meeting – Monday 12th February 2018.**
- 17.0 Staff Matters:** the meeting was closed to the public (for reasons of confidentiality)
- 17.1 Recruitment of new Clerk – update and agreement of actions** – the Clerk vacancy had been advertised with CAPALC and within the village. Four people had expressed interest. The closing date was Friday 19th January 2018. It was hoped that interviews could take place in the week commencing 29th January. Agreed that the interviews and recruitment of a Clerk be delegated to two or three Cllrs (to include the Chair). The same panel would interview all applicants. The applications would be circulated to all Cllrs who would submit potential interview questions. Action: LG/ALL
- 17.2 Clerk handover and training – agreement of plan for covering the Clerk’s work during handover period. Approval of expenditure as necessary** – the Clerk’s notice period ended on Friday 19th January. The Clerk had offered to assist the PC, on a reduced basis for the interim period, and to provide a handover to the new Clerk. Agreed: that the Clerk assist the PC on an interim basis at the existing hourly pay rate.
(the Clerk left the meeting)
- 17.3 Clerk’s annual review – noting of Clerk’s 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 21st November 2017 and resolved that the Clerk be moved to the next scale point on the NALC salary scale.
- 17.4 Adoption of NALC salary scales effective from 1st April 2017:** Resolved: to adopt the NALC salary scales and provide back-pay to 1st April 2017.

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

Minutes of Whaddon Parish Council Meeting held on 12th March 2018 at 8.03p.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, Mr W Elbourn
	Parish Clerk	Mrs G van Poortvliet, Mrs A R Bridges
	District Councillor	Mr Nigel Cathcart, Mr David McCraith
	County Councillor	Mrs Susan van de Ven
	Members of the Public	2 present

Absent:	Councillors	Ms A Walker
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1.0 Apologies for Absence – none received.

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 Parish Council (PC) meeting of 15th January are a correct record – Resolved that the minutes be approved and signed by the Chair.

Action: Clerk to provide minutes on single sided paper for records.

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

- Telephone box glass to be replaced – Cllr Scott to proceed on this.
- Light outside village hall, above the noticeboard – Cllr Strudwick had inspected this and stated that it may need the handyman to alter this.
- The village sign – the Chair Reported that he is in discussion with three sign makers and is waiting for confirmation on prices.
- South Cambridgeshire District Council – have been informed of our precept requirement set for 2018/2019.
- Defibrillator training – Meldreth have offered to share future training sessions with Whaddon and will send information when dates are confirmed.
- Playground bench – A new bench to be purchased by the same manufacturers as before. Quotes needed for bases. Action: Clerk.
- Mobile Vehicle Activated System (LHI MVAS)– need clarification on location of unit Action: Clerk.
- Grass cutting tender – the Cricket Club had been advised that the new contract did not include collecting the grass after the first cut of the season and it was suggested that grass cutting started earlier in the year.
- Permissive paths – Mr Huffer had not provided any further information. Action: The Chair to follow this up.
- Dog waste bins – Whaddon had a site visit in July 2017 and correspondence was received in March 2018. Whaddon Gap visitors to use existing bin and no separate bin was necessary. It was suggested that the Bridge Street bin could be moved. Action: Clerk to seek further information about dog waste bin provision and relocate in Bridge Street if necessary.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – to receive an oral report:

- SCDC Local Plan – a consultation exercise was ongoing and would be finalised in late spring/early summer.

5.2 County Cllr Report – to receive a verbal report:

- Cllr van de Ven spoke of the rise in council tax to 2.99%, which has been permitted by the government. Council tax has been frozen for the last few years and the Council decided to put this extra revenue in reserves. Cllr van de Ven reported that there has been no change in the outcome of children's centres, as no alternative plans have been made in relation to the proposed cuts in expenditure. Likewise, another scheme to raise revenue is to be introduced by Cambridgeshire libraries, who will charge internet users. Cllr van de Ven described concerns to those job seeking. East of England Ambulance service applauded the large number of defibrillators in Parishes.
- Oil club - A bulk buying scheme was set up in Melbourn and residents of Bassingbourn and Whaddon have been invited to get the best prices. The supplier gives a rebate at the end of the year to a local community organisation.
- Forthcoming meetings: Rail users AGM - April 4th at Foxton Village Hall Pavilion 7.30pm.
- A10 Corridor Cycling Campaign meeting - 11th April Harston Village Pavilion 7.30pm

6.0 Public Participation:

- A member of the public commented on the damaged state of the verges in Bridge Street and the obstruction of cars parked on the road. This was in part due to the large numbers of trades people working on houses in Bridge Street and there are fears that emergency vehicles would not be able to pass through. The Chair reported that an offer to help restore verges has been kindly made by a resident on Bridge Street with help from their contractors.
- A member of the public reported that Planning Enforcement had been called to a property over a breach of planning consent.

7.0 Correspondence and complaints:

- SCDC – consultation asking for views on how District Cllrs can best engage with Parish Councils following the May 2018 elections which will reduce their numbers from 57 to 45.
- SCDC – invitation to Parish Planning Forum 21st February 2018
- NALC – guidance on GDPR regulations that will come into force on May 2018. Action: Cllr Strudwick and Clerk to attend on March 16th
- CAPALC – invitation to AGM on 22nd March 2018.
- Barrington Parish Council – invitation to attend a meeting of Parish, District and County Cllrs (after Easter) to discuss the impact of the new housing developments on GP provision in the area and to ask NHS England to review the service. Action: The Chair to attend
- SCDC – copy of business plan for 2018/19 (hard copy)
- SDCD – Parish notice of Election which must be displayed on 26th March 2018.
- Copy of Email from a local resident informing SCDC's Planning Enforcement Officer of a breach in a planning condition relating to removal of a hedge, adjacent to a public footpath, at 7 Bridge Street, Whaddon.

8.0 Planning:

8.1 Noting of South Cambridgeshire District's Council recommendation re S/4438/17/FL, 23 Bridge Street, Whaddon, SG8 5SG, roof extension - approved

8.2 Eternit Planning Application - noting of appeal hearing

APP/W0530/W/17/3186104. Consideration of whether the Parish Council wish to comment, modify or withdraw previous representation - the Parish Council resolved to remain with current comments on proposal, which included increased traffic in Whaddon and surrounding roads and sustainability.

9.0 Finance:

9.1 **Noting of prior approval** by Cllrs for purchase of Parish Council laptop, software and scanner/printer for use by Clerk - £519.98 (net £432.49) This was noted by the Parish Council

9.2 **Charitable donation** - discussion and agreement on spending donation budget, maximum £100. Decided that the Alfred Palmer Trust would receive the annual charity donation for 2018.

Action: 9.3 **Approval of payments:** The PC resolved that the following payments be approved:

Cheques to be approved for signing today (12th March 2018)

- Cheque No. 101019, £302.74 (Net £302.74), Clerk wages and expenses qtr to 31st March 2018
- Cheque No. 101020, £613.91 (Net £613.91), acting clerk wages and expense allowance qtr to 12th Mar 2018.
- Cheque No. 101021, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 31st March 2018
- Cheque No. 101022, £55.00, (Net £55.00), handyman services Jan and Feb 2018
- Cheque No. 101023 £200.00, (Net £200.00), CAPALC, Clerks training 20th and 27th February
- Cheque No. 101024 £55.50, (Net £46.25), Cambridgeshire ACRE, annual membership
- Cheque No. 101025, £156.00 (Net £130.00), M D Landscapes, verges grass cutting.
- Cheque No. 101026, £518.98 (Net £432.48), Mr L Ginger, reimbursement for Clerk's laptop/printer/scanner.

Cheques to be approved for signing today (12th March) – not on agenda

(received after publication of agenda but included to avoid late payment charges)

- Cheque No. 101023 £20.00, (Net £20.00), CAPALC, Clerks' Understanding Annual Meetings training, 6th March
- Cheque No. 101027, £103.00, (Net £103.00), Hales Printers, newsletter printing

9.4 **Income:** 14/02/18, £40.00, Rothschilds Cleaning Services, newsletter advertising
22/02/18, £40.00, Moncraft Ltd, newsletter advertising

9.2 **Bank mandate** - Cllr Scott, Cllr Milton and Cllr Strudwick offered to be new signatories.

Action: Clerk to explore how many are needed

9.3 Appointment of internal auditor agreed as Bruce Huett.

10.0 Whaddon Village Hall & Recreation Ground Trust

10.1 Noting of receipt of approved minutes from 6/11/17 and 22/1/18.

10.2 **To receive an oral report from member of WVH&RGT:** Cllr Strudwick, WVH&RGT Chairman, gave an update:

- Village Hall heating system – the Chair and Cllr Strudwick met with the VH architects to try to resolve some of the issues regarding the initial installation of the heating system.
- Picnic bench – the Trustees had decided that the new bench being donated by the PC should be located near the teen shelter and of the same design as the existing bench.
- Maintenance to the playground would begin on March 13th

- 11.0 Tree Management Policy** – the draft policy was accepted and it was agreed that a twice yearly inspection would be beneficial. Resolved: the policy to be amended to reflect two tree inspections per year. Action: the clerk to amend the policy and put the adjusted version on the website. The handyman to work on the trees belonging to the Trust if needed.
- 12.0 Equal Opportunities Policy** – the Parish Council resolved to adopt the policy. Action: The Clerk to put the adopted version on the website.
- 13.0 Parish Council Elections 2018** – Election Notice to advertise the elections to go up on March 26th. Each Cllr or potential Cllr to submit their papers to Cambourne by 6th April. Action: Clerk to advertise for new councillors if required.
- 14.0 Annual Parish Meeting (16th April not 9th April as per Agenda)** – Potential content discussed. Action: Clerk and Chair to invite speakers and organise publicity. Clerk to organise refreshments. Cllr Strudwick gave his apologies for the Annual Parish Meeting (April 16th)
- 15.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions:** It was agreed that there has been a large increase in the number of potholes and that this should be reported on Cambridgeshire County Council’s website. There has also been a large increase in the amount of litter especially on the road towards the A1198. It was agreed that a litter picking on a Saturday should be arranged. Actions: Clerk to contact SCDC about the loan of litter picking equipment. Chair to set date when date of equipment loan is known
- 16.0 Items for next meeting – noting of requests for agenda items:** Cllr French to chair the next meeting as the Chair has given his apologies.
- 17.0 Date of next meeting - Monday 9th April 8pm**

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

Clerk: Angela Bridges 31 Bridge Street Whaddon SG8 5SG
Email: whaddonparishcclerk@outlook.com

Minutes of Whaddon Parish Council Meeting held on 9th April 2018 at 8p.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 W Elbourn
	Parish Clerk	Ms A Bridges
	District Councillor	None present
	County Councillor	Mrs Susan van de Ven
	Members of the Public	4 present
Absent:	Councillors	Ms A Walker

1.0 Apologies for Absence – Dr N Strudwick, Mr R Scott, Mr Nigel Cathcart and Mr David McCraith.

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 Parish Council (PC) meeting of 12th March 2018 are a correct record.

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

- Telephone box glass has been replaced by Cllr Scott.
- Tree inspection to commence when the weather improves.
- The village sign – the Chair Reported that he is in discussion with three sign makers and is waiting for confirmation on prices.
- The Mobile Vehicle Activated System will be delivered to the Clerk on 20th April 2018.
- Bank reconciliation has been completed by Cllr Scott.
- Permissive paths – Mr Huffer has not yet met with Country Farm Estates to discuss the future of permissive paths Action: The Chair to follow this up.
- Dog waste bins – Waiting clarification on a further dog waste bin. Action: Clerk
- Litter pick – provisional date of Saturday 21st April at 10am. Action: Clerk to arrange equipment hire and refuse collection with South Cambs District Council.
- Safety issues on Whaddon Gap Junction: it was felt that there would need to be widespread concerns from South Cambs District Council to start action on improvements.

5.0 Reports from District and County Councillors:

- Cllr van de Ven discussed the large number of potholes on the local roads, which are considered to be in ‘acceptable levels of managed decline’. The budget for this would

be decreasing in the next four years. Currently the emphasis is on mending A and B roads, meaning that smaller roads will continue to decline without improvements.

- Royston and District Community Transport needs to recruit more volunteer minibus drivers. They will reimburse travel expenses to and from the minibus.
- The train timetable will change on May 20th. All trains will have eight carriages and will run every half an hour from Meldreth (except at lunch time) This new timetable is on the rail users website: <http://meldrethsheprethfoxtonrail.org.uk/> It is hoped all rail users will be aware of these time changes before May 20th.
- Cambridgeshire County Council County Farm Estates are selling land to raise revenue. A commercial and investment committee has been set up to assist this. Cllr van de Ven spoke of the need to be transparent in the process of selling land and subsequent house planning. This involves consultation with the local community in advance of the land being sold to a development company.

6.0 Public Participation:

- A member of the public commented on Cllr van de Ven's discussion on selling land and spoke of the large numbers of houses that the South Cambridgeshire District Council, like all Councils, is expected to provide to address the nationwide shortage. It was noted that as Whaddon has areas that could be potentially developed, it is imperative to be aware of any potential land sales.
- The large numbers of potholes on minor roads was also noted. The need to keep reporting to the Council was empathised to increase the likelihood of repairs. There is also a lack of white lines on the A1198, causing safety concerns.

7.0 Correspondence and complaints:

- Barrington Parish Council – an invitation to a meeting to discuss health care provision with regards to the increase in housing. This is at Barrington Village Hall on Thursday 12th April at 7 p.m.

8.0 Planning:

8.1 Planning: Eternit – the decision on the appeal by the developer has yet to be announced. It was noted that there had been small extension to the deadline to submit written submissions.

9.0 Finance:

9.1 Cheques to be approved for signing today (9th April 2018)

- Cheque number 101028 - CAPALC – GDPR training £70
- Cheque number 101029 - Staff wages (Clerk) - £399.70
- Cheque number 101030 - Catalyst2 services - £59.99

9.2 **Bank mandate** – Cllr Elbourn also agreed to be a signatory.

Action: online applications from Parish Councillors to be submitted to bank.

9.3 **Appointment of internal auditor** – for audit of Annual Return for financial year 2017/18 has been confirmed.

10.0 Whaddon Village Hall & Recreation Ground Trust

10.1 Cllr Strudwick, WVH&RGT Chairman, gave a written update:

- Village Hall heating system – the architect appears to have a discrepancy with the dates of servicing the heating. Cllrs Strudwick and Ginger will respond accordingly. It was noted in the meeting that the heating appeared to be working consistently now and the village hall continues to enjoy a large number of bookings.

10.0 Annual Parish Meeting 16th April – Content includes items from Cllr van de Ven Neighbourhood Watch, Speedwatch, Palmer’s Trust and the gardening club. Action: Clerk to organise refreshments.

11.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions: It was agreed that there has been a large increase in the number of potholes and that this should be reported on South Cambridgeshire County Council’s website.

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

- None requested but the next meeting is the AGM of the PC at which the newly elected Parish Council will meet for the first time
- **Cllr French** is not seeking re-election and was warmly thanked by councillors for all her hard work for the Parish Council since 2011.

13.0 Dates of next meetings –

Annual Parish Meeting Monday 16th April from 7.30pm
Annual Parish Council Meeting May 14th at 8pm

There being no further business the meeting closed at 8.51pm.

Minutes of Whaddon Annual Parish Council Meeting held on 14th May 2018 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, Dr N Strudwick, Prof A Milton, Mr R Scott
Parish Clerk Ms A Bridges
District Councillors Mr J Hales (from 8.25pm), Ms P Hart (8.25pm – 9.20pm)
County Councillor Mrs S van de Ven
Members of the Public 2 present

Absent: Councillors None

- 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 Dr N Strudwick be elected.**
- 3.0 Receipt of Declarations of Acceptance of Office from elected councillors**
- 4.0 Apologies for Absence – Mr J Hales and Ms P Hart gave their notice of later arrival due to a prior engagement.**
- 5.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.**
- 6.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 9th April 2018 are a correct record –Resolved the minutes were approved and signed by the Chair.**
- 7.0 Parish Council vacancies**
 - 7.1 Co-option of Randall Scott – signing of forms and Declarations of Interest – Resolved Mr R Scott was co-opted back on the Parish Council and forms were signed by all councillors.**
 - 7.2 Agree process to recruit new councillors to the two vacant posts – Action: advert to be circulated via the village email to advertise the vacancies.**
- 8.0 Delegation Arrangements to Standing Committees (Planning Committee):**
 - 8.1 Review of Terms of Reference for Planning Committee – reviewed; no changes required.**
 - 8.2 Receipt of nominations to the Planning Committee – Resolved Cllr Milton appointed to Chair the Planning Committee. The remaining nominations to be done after further Parish Councillors are elected Action: to be resolved after vacancies are filled.**
- 9.0 Review of Parish Council Standing Orders – reviewed. No changes required.**
- 10.0 Review of Financial Regulations – reviewed. No changes required**
- 11.0 Review of Parish Council representations or works with external bodies and arrangements for reporting back: Whaddon Village Hall & Recreation Ground Trust Resolved: The Parish Council to continue to have two Trustees on the W VH&RGT. Cllr Strudwick to continue to be one representative and a second position to be filled once new councillors are recruited. No changes to the reporting arrangements.**
- 12.0 Review of Inventory of Land and Assets – reviewed. Action: Mobile Vehicle Activated System and village sign to be added by the Clerk.**

- 13.0 Review and confirmation of arrangements for insurance cover** – Resolved: that the PC accept the insurance quote from Came and Company (Hiscox insurance) on a three-year deal at £280 per year as per 2017. Action: The Clerk renew insurance to Came and Company and ensure the Mobile Vehicle Activated System is added to the policy.
- 14.0 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
- 15.0 Review of Parish Council's Procedures:**
- 15.1 Complaints Procedure** – reviewed; no changes required.
- 15.2 Requests under Freedom of Information Act 2000 and Data Protection Act 1998** – reviewed; will be updated when further information concerning the GDPR legislation is available applicable to Parish Councils.
- 15.3 Dealing with the Press/Media** – reviewed; no changes required.
- 16.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2018/19** – 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 15th April 2019. Actions: 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.
- 17.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**
- The manufacturers of the village sign have been chosen, the total cost being £1,933.50. It was decided that the existing post would need to be checked for its suitability for the new sign, as it had not been changed for 14 years.
 - The Eternit Planning Hearing – held on June 26th 2018 at 10am in Cambourne. Actions: Cllr Milton to attend. Clerk to register for Cllr's to comment if this was felt necessary by the Parish Council.
 - The Mobile Vehicle Activated System had been delivered to Whaddon. The package was different to the model ordered, resulting in a software problem which had now been rectified. Mr Monks to be contacted by the Speedwatch volunteers and Meldreth have also expressed a wish to be involved in the initial set up. Actions: to establish if existing poles can be used for the unit and repeater units.
 - Bank reconciliation had been completed.
 - There has not been an update from County Farm Estates concerning Permissive Pathways.
 - Dog waste bin – has been suggested by South Cambs County Council to replace the existing bin in Whaddon Gap with a larger unit and to provide a new waste bin on the green at the top of Bridge Street. This was agreed by the Council.
 - The litter pick on the 21st April was a great success with 12 people attending. The amount of waste from a fast food outlet was noticed as making up a large proportion of the rubbish.
- 18.0 Reports from District and County Councillors:** The Chair formally welcomed County Cllr van de Ven and District Cllrs Hart and Hales.
- 18.1 District Cllrs Report – receipt of oral reports:** District Cllr Hart and Hales briefly introduced themselves. Cllr Hart asked the Parish Council how they would like their reports to be given in future meetings and if the Council would accept a joint report from all three Councillors – all of which were in favour of. It was also agreed that while a verbal report in the meeting would remain to be useful, a written report beforehand it would also be beneficial. (Cllr Hart gave her apologies and left the meeting at this point)

18.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:

- County Cllr van de Ven answered a question concerning the possible house development site between Bassingbourn and the neighbouring villages including Wendy. Cllr van de Ven stated that there are no discussions at present and it was agreed that this speculation may have arisen from talks of a possible new rail link in the area.
- Highways – Whaddon and the surrounding area were still waiting for the road lines to be repainted. Cllr van de Ven and the Chair had met with the Highways Agency to discuss possible safety improvements to Whaddon Gap junction. Similar projects had been very successful in Flint Cross and Frog End and had been relatively economical. It was hoped that a financial estimate could be established for Whaddon Gap improvements. It was also requested that the road from Whaddon Gap into the village could be earmarked for resurfacing. There had been four times the amount of compensation this year from damages from potholes, illustrating the poor condition of the roads.
- Bus services – the Bus User Group had been contacted by a similar group in Cambridge with the hope of increasing pressure on the local Mayor to expand the number of buses in rural areas.
- Rail User Group – the timetable is changing on May 20th which will affect the number of faster trains into London. Cllr van de Ven spoke of a Facebook page that had been set up for comments.

19.0 Public Participation:

- A member of the public reported concerns about obstructions in Bridge Street. There have been further solid objects placed on the verge, which could result in damage to vehicles and possible subsequent legal action. It was suggested by Cllr van de Ven that any obstructions to the highway can be reported online. It was agreed that a letter to residents involved from the Highways Agency would be the best cause of action.

20.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents: None received

21.0 Planning

21.1 Noting of Lawful Development Certificate for Breach of Condition 2 of planning permission – North End Farm, Ermine Way, Arrington. Ref: S/1157/18/LD

22.0 Finance and Annual Return:

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

Cheques to be approved for signing today (14th May 2018):

Cheque number: 101031 – Came and Company - Insurance £291.20

Cheque number: 101032 - Staff wages and expenses (up to 14th May) £457.74

Cheque number: 101033 - CAPALC membership until June 2019 £215.90

Cheque number: 101034 - £100 Alfred John Palmer's Trust donation

22.2 Update on Annual Return 2017/18: noted the report is currently with the internal auditor

23.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: receipt of oral report from Cllr Strudwick of WVH&RGT: The Village Hall's insurance would be renewed shortly. Further members of the Trust are invited, meetings are once every two months.

WVH&RGT would like to place a fence around the playground in the near future. Action: Clerk to gain three quotes for a base for the new picnic bench.

24.0 Village Upkeep and Maintenance

24.1 The grass had been recently cut and it was agreed that this was done at the right time and had been carried out to a very good standard.

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

- A meeting to discuss the funding of the playground/recreational ground infrastructure needs to be set up with the Village Hall Trust

26.0 Date of next meeting – Monday 11th June 2018 at 8pm.

There being no further business the meeting closed at 9.36p.m.

Minutes of Whaddon Parish Council Meeting held on 11th June 2018 at 8p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Dr N Strudwick, Professor A Milton, Mr W Elbourn
	Parish Clerk	A Bridges
	District Councillor	Ms P Hart, Mr J Hales
	County Councillor	Mrs Susan van de Ven
	Members of the Public	3 present
Absent:	Councillors	Mr R Scott

1.0 Apologies for Absence – Cllr Scott.

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 Parish Council (PC) meeting of 14th May 2018 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:

- The village sign – the Chair reported that the existing post had been inspected and it was agreed that a longer post was required to support the new sign.
- The Mobile Vehicle Activated System has been in operation for approximately three weeks and appears to be working well in the two locations trialled. Further use will establish the amount of data it is able to record before it has to be uploaded.
- Permissive paths – Mr Huffer has not yet met with Country Farm Estates to discuss the future of permissive paths Action: The Chair to follow this up.
- Dog waste bins – Waiting for a further dog waste bin to be placed on the green by Ridgeway Close. Action: Clerk to follow up.
- Two quotes have been obtained for a base for the picnic bench and a third is imminent.

5.0 Reports from District and County Councillors:

District Councillors:

- Cllr Hart reported that as a Cabinet Member of South Cambridgeshire District Council, she will be attending Parish Council meetings to inform residents of future SCDC plans. Cllr Hart spoke of the need to encourage public participation and attendance at all Parish meetings, which gives local residents a voice in their community.

- Cllr Hart also spoke about the Marley Eternit hearing on June 26th and explained that the Chair will invite participants to discuss concerns - these include the isolation of the proposed site, the lack of transport links, heavier use on local roads and existing high levels of asbestos. The Housing Strategy which is currently in progress, aims to help reduce the number of off-plan new houses which would help protect local land from further development.

County Councillor:

- Cllr van de Ven spoke of the Commercial Development Company which was set up to develop county land. This has been granted planning permission for several new houses in Bassingbourn. Cllr van de Ven described this process as a significantly different change in the way the council is raising revenue.
- CCC has agreed to build its new headquarters in Alconbury, meaning Shire Hall will be sold, affecting both existing staff and visitors in terms of accessibility.
- The Mayor of Cambridge has suspended transport plans, which raises concerns for the much-needed improvements to Meldreth railway station car park. It is unfortunate that this has occurred when there is a large amount of disruption on the trains.
- The local Highways Team were experiencing a shortage in staff, which has meant that a grant given by a local company to cut the grass on the A10 cycle path has not been utilised, as there is not enough staff to manage the contract.
- The Melbourn Children's Centre Manager has recently resigned affecting local families who use the centre.
- Rail users have been severely affected by the timetable changes and although eight car trains are in use, many are cancelled or fail to stop at designated stations to make up time – without prior warning. The timetable is still limited and Cllr van de Ven spoke of the damage that this has caused for local users. There have also been reports that Trumpington Park and Ride is now often full by 10am, affecting Addenbrookes staff and visitors. This is likely due to the current unreliability of trains that more commuters are driving into Cambridge.

Cllr Hart gave her apologies at this point and left the meeting.

6.0 Public Participation:

- A member of the public asked why the Mobile Vehicle Activated System had been moved from Meldreth Road to the other side of the village. The residents were reassured that it would be placed in different positions around the village frequently and that it would return to Meldreth Road in the future. The MVAS was still being tested by the Speedwatch team. The residents noted that it had a dramatic affect in slowing cars past their house.
- Another member of the public described the terrible state of the footpaths around Whaddon. The grass is often now above waist height meaning walkers struggle to follow the paths. Cllr van de Ven was asked to investigate this and she offered to look at the footpaths to gain evidence to report back. Whilst attempts have been made to contact the County Council to establish their grass cutting budget and approximate schedule, they have yet to respond.

7.0 Correspondence and complaints:

- Letter from Barclays Bank stating they required a new form to be completed for the new signatories from the Parish Council. Action: Chair to visit the local branch.
- Email from local resident concerning the long grass on local footpaths.

8.0 Finance:

8.1 Noting of Internal Auditors report on Annual Return 2017/18

8.2 Consideration and approval of the Annual Governance statement – Resolved: all agreed and correct.

8.3 Consideration and approval of the Accounting Statements 2017/18 – Resolved: all agreed and correct.

8.4 Cheques to be approved for signing today (11th June2018)

- Cheque number 101035 – Staff wages - £348.13
- Cheque number 101036 – Hales Printers (Newsletter) - £103.00
- Cheque number 101037 – SCDC – administration fee for Parish Council election - £105.00. This invoice was questioned by the Parish Council and was later validated by Cllr Hales as correct. Action: Clerk to investigate with SCDC/previous records.

9.0 Whaddon Village Hall & Recreation Ground Trust

9.1 Cllr Strudwick, WVH&RGT Chairman, gave a verbal update:

The Village Hall heating system – although the heating has been fixed and is working correctly, the fallout from the apparent design or installation issues continues to be investigated. The Trust has gained a new trustee and is awaiting a further appointment from the Parish Council once it has further Counsellors.

9.2 The funding of the playground infrastructure meeting will take place after money is raised at the Party in the Barn in July 2018.

10.0 Proposed Safety Improvements to Whaddon Gap – it was widely agreed that the figures that had been given as an estimate by Cambridge County Council were grossly inflated and that similar schemes in Flint Cross and Frog End cost a fraction of this. Cllr van de Ven and Cllr Hales agreed that the County Council needed to enquire how these figures were derived. It was also noted that previous attempts at increasing safety in the area and making the A1198 (from the roundabout at Arrington towards Bassingbourn) a 50MPH speed limit were previously dismissed by the County Council.

11.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions: It was noted that three residents had complained about a drone flying over the gardens in the village. It was agreed that a village email should be sent informing residents to telephone 101 if they see a drone being used unlawfully.

12.0 Items for next meeting – noting of requests for agenda items: None requested

13.0 Dates of next meetings –

Planning Committee Meeting - Planning Application S/1656/18/FL on June 18th at 8pm.

Parish Council Meeting Monday July 9th at 8pm

There being no further business the meeting closed at 9.24pm.

Minutes of Whaddon Parish Council Meeting held on 9th July 2018 at 8.03 p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Dr N Strudwick, Professor A Milton, Mr W Elbourn
	Parish Clerk	A Bridges
	District Councillor	Ms P Hart, Mr J Hales
	County Councillor	None
	Members of the Public	1 present
Absent:	Councillors	Mrs Susan van de Ven

1.0 Apologies for Absence – Cllr Scott.

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 Parish Council (PC) meeting of June 11th 2018 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:

- The village sign – the Chair reported that the new sign would be finished in the next four weeks and it would be appropriate to have an unveiling ceremony when it was completed.
- The Mobile Vehicle Activated System continues to be working well and making a positive difference to the speed that cars are passing through the village. It will be reviewed in ten months' time.
- Dog waste bins – Waiting for a further dog waste bin to be placed on the green by Ridgeway Close. Action: Clerk to follow up.
- The picnic bench will be ordered shortly and it is hoped will be installed and enjoyed before the end of the summer.
- It was also noted that the white lines in the road had been repainted, again helping improve road safety.

Cllr Hales entered the meeting at this point.

5.0 Reports from District and County Councillors:

5.1 District Councillors:

- Cllr Hart and Cllr Hales reported that South Cambridgeshire Local Plan would not be approved until after the summer. This could impact on decisions made on new residential developments in the region.
- Cllr Hart also spoke about the Marley Eternit hearing on June 26th which she described as very legal and technical. Cllr Hart explained that local representatives continue to be in disagreement with the Eternit Marley proposals, despite their

assurance that 25 new jobs would be created. The isolation of the proposed site and access to services were the main arguments that were discussed at the hearing.

- Cllr Hart and Cllr Hales spoke of the expansion plans of local business TTP in Melbourn. TTP aim to increase their work force by one third and hope to expand to the rear of the Melbourn Science Park by building a ‘cutting edge premises’ designed to ‘impact very little on the countryside and to create a fertile environment in which to work’.
- The District Councillors also reported that Melbourn Youth Club was welcoming young people to come along. It is held Tuesdays 6-8pm at the Pavilion on The Moor in Melbourn and is free to attend.
- Lastly the County and District Counsellors met with staff and students of Orchard Manor School in Meldreth to support their campaign to improve pavements and accessibility for wheelchair users and those with physical disabilities around the village and beyond.

6.0 Public Participation:

- A member of the public commented on Whaddon’s footpaths and Rights of Way and described how she met, along with other residents, with Cllr van de Ven to inspect the state of them. As a result of the work from residents, Cllr van de Ven and the Parish Council, she was pleased to report that they had been cut and people could enjoy walking in the local countryside more easily again. The member of the public thanked the Chair for his assistance in this matter. The Chair reported that the County Council have indicated that they are happy to give the Parish Council financial control over grass cutting in the footpaths. This will allow the Parish Council to manage the process and the paths can be cut at more regular and timely intervals. The Chair added that the Permissive Paths would be added to this schedule.

7.0 Correspondence and complaints: None.

8.0 Planning:

8.1 Noting of Whaddon Parish Council’s Planning Committee recommendations

re (i) S/1656/18/FL, 15 Bridge Street, Whaddon, SG8 5SG - change of use of paddock land to residential garden: approved. (ii) S/2156/18/FL, 53 Bridge Street, Whaddon, SG8 5SG - Conservatory to previous extension at rear of property: SCDC to be consulted for approval due to size increase from the original size of the property. Action: the PC noted the approval

8.2 S/1901/16/OL, Eternit UK, Whaddon Road Meldreth, outline planning permission 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 – SCDC’s Planning Committee hearing on June 26th 2018 was reported from the District Councillors as above.

8.3 Noting of approved minutes from Planning Committee meeting of 15th January 2018 and 18th June 2018. Action: PC noted the approval

9.0 Finance

9.1 Bank reconciliation approval - This is delayed until September PC meeting

Action: Clerk to complete when bank statement available and forward to Cllr Scott for verification.

9.2 Cheques **to be approved for signing today (9th July 2018)**

- Cheque number 101037 - South Cambridgeshire District Council - £105.00 Administration costs from Parish Council Election (verified from June Parish Council Meeting)
- Cheque number 101038 - Staff Wages and expenses - £468.67
- Cheque number 101039 - Chair's expense allowance qtr to 30th June 2017 £50.00
- Cheque number 101040 - Internal Audit Fee - £45

10.0 Whaddon Village Hall & Recreation Ground Trust

9.1 Cllr Strudwick, WVH&RGT Chairman, gave a verbal update:

- The Village Hall garage was recently broken into and the bolt and padlock were completely removed. The cricket club's lawnmower was stolen. Quotes are being obtained for a new door.
- The Trust received a reply from the Architect which did not address the issues that had been raised. A further letter had been sent asked for a further investigation of the points raised.

11.0 Proposed Safety Improvements to Whaddon Gap – it was agreed that this would be discussed in the September PC meeting.

12.0 Whaddon footpaths and Rights of Way – this was discussed previously in the meeting.

13.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions: Along with the new sign, it was agreed that the telephone box would benefit from being repainted over the summer along with the bench by the bus stop.

14.0 Items for next meeting – noting of requests for agenda items: recruitment of new Parish Council Councillors.

There being no further business the meeting closed at 8.48 pm.

Dates of next Parish Council Meeting – Monday September 10th at 8pm.

Minutes of Whaddon Parish Council Meeting held on 10th September 2018 at 8.03 p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Vice Chair	Dr N Strudwick
	Councillors	Mr R Scott, Professor A Milton, Mr W Elbourn
	Parish Clerk	A Bridges
	District Councillor	Ms P Hart, Mr J Hales
	County Councillor	Mrs S van de Ven
	Members of the Public	2 present
Absent:	Chair	Mr L Ginger

1.0 Apologies for Absence – Cllr Ginger

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 Parish Council (PC) meeting of July 9th 2018 are a correct record. Resolved: that the minutes be approved and signed by the Vice Chair.

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

- The village sign – the Vice Chair reported that the new sign would be finished shortly.
- The new dog waste bin arrived today and was erected by the bus shelter near Ridgeway Close.
- The Mobile Vehicle Activated System continues to be working well and continues to make a positive difference to the speed that cars are passing through the village. It is currently situated at the end of Meldreth Road. Worryingly, it recorded a speed of 68MPH during the early hours of the morning. It can store this information for at least six weeks at one time.
- The picnic bench will be ordered after the next Village Hall Trust and Recreational Ground Trust Meeting has taken place. Action: Clerk to liaise with the VH Trust.
Cllr Hales entered the meeting at this point.
- Footpaths – The County Council has been approached to establish if they are doing a final cut before the winter and also to clarify the arrangement for next year's grass cutting schedule. Action: 2019 grass cutting schedule to be finalised.

5.0 Parish Councillor vacancies

5.1 Co-option of new councillor - Anita Birch has kindly offered to fill one of the Parish Council vacancies and also become a committee member on the Village Hall Trust. All the current councillors agreed that she should be co-opted in the next Parish Council and would be pleased to welcome her in October.

5.2 Parish Councillor vacancies – one position remains to be filled. Action: a further email to be sent around the village to recruit new interest.

6.0 Reports from District and County Councillors:

6.1 District Councillors:

- Cllr Hart and Cllr Hales firstly thanked the residents of Whaddon for their calmness during the crop fire on the Whaddon Rd at the end of July. The fire did appear very threatening and alarmed many residents. However, thanks to the Fire Service, the fire was controlled before large numbers of homes were affected.
- Cllr Hart described how South Cambs will introduce Universal Credit from the 17th October 2018. Both Cllr Hart and Cllr Hales have attended training to see how these benefits are issued, which already occurs in most parts of the country. South Cambs has been working with the Dept for Work and Pensions to ensure that claimants are not adversely affected by these changes.
- Cllr Hart reported that South Cambridgeshire Local Plan was ready to be signed off after modifications, on the 27th September. This will greatly help assess the suitability of new planning applications for residential developments in the region. The Cllrs were thanked by the Vice Chair for their work in this.
- Cllr Hart and Cllr Hales attended a presentation by Cambridge Ahead, who concluded that the region is experiencing a huge increase in demand for affordable housing and subsequent infrastructures and that Cambridgeshire needs to keep up with these requirements in order to retain existing businesses and continue to attract new industry.
- Lastly, Cllr Hart spoke of the new dedicated breastfeeding room in SCDC's Headquarters office in South Cambridgeshire Hall, Cambourne.

6.2 County Councillor:

- Cllr van de Ven spoke of the lack of police presence in the villages and how this is affecting local communities. She noted that Cambridgeshire Police now have an online reporting facility for none emergency crimes at:
<https://www.cambs.police.uk/report/Report>
- Cambridgeshire libraries have gained a £4,000 profit from introducing public charges to the internet, compared to the expected £108,000 profit that was initially projected. Usage has subsequently fallen by 54% and it is hoped a review will be carried out promptly.
- Cllr van de Ven reported that both Children's Centres in Bassingbourn and Melbourn continue to work with no direction or any firm future plans. Although both are due to close, there is still no proposal for subsequent outreach work.
- The Guided Bus has now extended to Royston, giving residents access to Cambridge and beyond the city.
- Cllr van de Ven spoke of the continued delays on the railways and that many of these were caused by infrastructure problems with Network Rail. Although some improvements have been made, the service remains below the standard experienced before the changes in May 2018. The next Rail User Meeting is on October 3rd in Shepreth Village Hall at 7.30pm.
- Lastly, Cllr van de Ven highlighted the meeting to explore the possible East-West rail link between Bedford and Cambridge. This will also be at Shepreth Village Hall on 25th September at 7.30pm and all are invited to attend.

7.0 Public Participation:

- A member of the public also discussed the shortage of local police and funding. She spoke of the vital need for residents to report any crime to the police to preserve the Rural Crime Team, who are facing budget cuts. Whilst Cambridge and Peterborough city receive the majority of resources, rural areas of the county do sadly also experience large amounts of criminal activity and rural police teams are a vital resource for our safety.
- The member of the public also spoke of the possibility of local police providing an informative talk to local residents on keeping valuables safe. The Parish Council agreed this would be beneficial and should be explored. Action: Clerk to explore this.
- Lastly, another member of the public spoke of horses fouling on footpaths in the village, causing problems for children and pushchairs wanting to use them. The Parish Council was informed that it is illegal to ride a horse on footpaths according to the Highway Code and residents were asked to kindly adhere to this.

8.0 Correspondence and complaints:

- Email from South Cambs stating that on the 3rd September 2018, South Cambridgeshire District Council and Cambridge City Council published the Inspectors' Reports on their respective Local Plans. This was discussed earlier in the meeting by Cllr Hart. The Inspectors' Reports are published on the Councils respective websites:
www.scambs.gov.uk/local-plan-examination
www.cambridge.gov.uk/local-plan-review-about-the-examination
- Email asking for more information on the potential Oxford-Cambridge railway. This was also discussed by Cllr Hart earlier in the meeting.
- Email enquiring about access from the public footpath from the A1198 through a retail unit. The retail unit was reported to have access open to walkers.
- Letter from Barclays Bank asking for further information concerning signatories for the Whaddon PC bank account.

9.0 Planning:

9.1 Noting of Whaddon Parish Council's Planning Committee

recommendations re (i) **S/1769/18/FL**, Retrospective new stables to rear garden curtilage, 23 Bridge Street, Whaddon. Resolved: The Parish Council Planning Committee did not support the application.

(ii) **S/2193/18/PN**, Prior notification of agricultural or forestry development – proposed Grain Store. Leyhill Farmhouse, 2 Bridge Street, Whaddon. Resolved: the application was approved by the Parish Council

10.0 Finance

10.1 Bank reconciliation approval.

10.2 Update on Bank account signatories – Barclays have contacted the Parish Council requesting further verification of a signature before the signatories are approved. Action: Chair to contact Barclays

10.3 Cheques to be approved for signing today (10th September 2018)

- Cheque number 101041 - Staff wages and expenses - £724.89
- Cheque number 101042 – Hales Printers (Whaddon News) - £103.00
- Cheque number 101043 – Handyman - £42

11.0 Whaddon Village Hall & Recreation Ground Trust -

Cllr Strudwick, WVH&RGT Chairman stated that there had been no meeting since the last Parish Council meeting, but there was to be one on 17 September. No progress has been reported on the issue of responsibility for the problems encountered over the past 18 months with the Hall heating.

12.0 Proposed Safety Improvements to Whaddon Gap – it was agreed that this item would be deferred until there is further information.

13.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions: The telephone box has benefited from being repainted over the summer.

14.0 Items for next meeting – noting of requests for agenda items: co-option of new Parish Council Councillor, Anita Birch.

There being no further business the meeting closed at 9.10 pm.

Dates of next Parish Council Meeting – Monday October 15th at 8pm.

Minutes of Whaddon Parish Council Meeting held on 15th October 2018 at 8 p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mr R Scott, Professor A Milton, Mr W Elbourn, Ms A Birch (from 5.1 onwards)
	Parish Clerk	A Bridges
	District Councillor	Ms P Hart
	County Councillor	Mrs S van de Ven
	Members of the Public	4 present

1.0 Apologies for Absence – District Cllr Hales and Cllr N Strudwick

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 Parish Council (PC) meeting of September 10th 2018 are a correct record. Resolved: the minutes were 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:

- The village sign – the Chair reported that the new sign has been delivered to Whaddon and the Parish Council are to ask a local carpenter to help install the new post and sign.
- Footpaths – clarification is needed for the arrangement for next year's grass cutting on footpaths when the Permissive Pathways routes have been finalised.
- Whaddon Gap junction improvements continue to be a low priority for funding from Cambridgeshire County Council (CCC). This will be revisited in the new year by the Parish Council.

5.0 Parish Councillor vacancies

5.1 Co-option of new councillor - Anita Birch was co-opted and welcomed to the Parish Council. Cllr Birch was invited to join the table of the Parish Council.

5.2 Parish Councillor vacancies - Joanne Vries was introduced as a further volunteer to become a Parish Councillor. All agreed that she should be co-opted in the next Parish Council and all Councillors are again pleased to welcome her. Action: co-option in the November Parish Meeting

6.0 Reports from District and County Councillors:

6.1 District Councillors:

- Cllr Hart spoke of the recent meeting in Shepreth Village Hall to raise awareness of the proposed Cambridge – Oxford railway and to discuss ways to be involved in the Governments consultation. More information can be found at www.CamBedRailRoad.org

- Cllr Hart also informed the meeting that the Boundary Commission for England has published their recommendations in changing parliamentary constituency boundaries. These can be found at www.bce2018.org.uk. Cllr Hart described how Melbourn and Bassingbourn wards would be fully within the Letchworth & Royston Constituency. This is subject to approval by Parliament before it is adopted and if this does occur, is scheduled to be introduced at the next general election, scheduled for 2022.
- A planning application for a large-scale waste incinerator in Waterbeach has been refused, explained Cllr Hart. She explained how this would have burnt rubbish to be used for both heat and electricity generation. It was turned down due to the potential impact on both the immediate neighborhood and for the wider area. Listed buildings at Denny Abbey were also cited as a cause for concern.
- The SCDC Planning Committee also concluded that more information is needed before they can approve the fifteen-year extension of Barrington quarry restoration.
- Cllr Hart spoke of the AgeUK Handyman scheme which is in partnership with SCDC and the County Council. This is a countywide scheme which entitles older people to a free home assessment and will fit any grab rails for free. More information can be found on the website:
www.ageuk.org.uk/cambridgeshireandpeterborough/our-services/cambridgeshire-handyperson-service/
- Cambridgeshire District Council and voluntary organizations are working together to help volunteers set up new Repair Cafes. Cambridge Carbon Footprint and Transition in Cambridge already run a successful Repair Café and have assisted to set up several new ones in Cambridgeshire. Cllr Hart suggested that residents wishing to look at local repair cafes can find more information at www.repaircafe.org.uk or email spep@scambs.gov.uk to volunteer their services.
- Cllr Hart also described how voluntary and community groups providing vital services can bid for a proportion of a £400,000 grant in South Cambridgeshire villages. These organisations provide housing advice, support for those facing homelessness, community transport and welfare advice amongst others.
- Lastly, Cllr Hart described how South Cambridgeshire residents will be allowed to purchase a second green bin from April 2019 (pending decision on the 8th November). This is planned to be £20 for the first year and £35 after.

6.2 County Councillor:

- Cllr van de Ven firstly reminded the Parish Council that residents can buy oil from the local Oil Club, who can assist with finding lowest price available. The club gets a rebate every year which is used for the local community, and last year the CAB drop in service at the Melbourn Hub benefited. For more information email jeremy@agricole.co.uk or www.agricole.co.uk. Similarly, a service to assist people to wish to switch their energy suppliers is provided by Cambridgeshire County Council and information can be found here: <https://www.cambridgeshire.gov.uk/business/economic-development/energy-across-cambridgeshire/cambridgeshire-energy-switch/>

- Cllr van de Ven also spoke about the Community Rail Partnership applying for funding for Meldreth Railway station to become a fully accessible station with a ramp and lifts.
- While discussing railways and transport, Cllr van de Van described how she and a Community Rail Officer met with GTR staff to bring attention to the failures of the May timetable, which is still not in full operation. Cllr van de Van stated that some missing services have now been reintroduced and the remaining omitted weekday services are hoped to be restored by December. She also reported that the Rail User Groups were working together to campaign for fares to not increase in the new year.
- The Cambridge County Council budget is severely in deficit due to council tax freezes in recent years explained Cllr van de Ven and that they run the risk of becoming bankrupt within two years with increasing extra financial pressures.
- Cllr van de Ven commended the work of the local Highways Officer, who now covers 39 villages, whilst Cambridgeshire County Council advertises to try to fill positions. The Parish Council agreed that he worked quickly and effectively in response to the stolen manhole covers between Whaddon Gap and the village, with a permanent replacement scheduled on 5th November.
- Lastly Cllr Van de Van spoke of her support of a People's Vote on the terms agreed in Brexit, which she expressed at the County Council meeting in October. The People's Vote was also supported by local MP Heidi Allen and they both visited local business to ascertain their views on how Brexit will affect them.

7.0 Telephone Box (public library) update:

The telephone box was hit by a car on the 30th September and an insurance claim is in progress. The Parish Council have had suggestions that the replacement telephone box should be positioned by the Village Hall, so more residents can gain access to it. This proposal will be discussed with Whaddon residents in the future before a decision is made.

8.0 Public Participation:

A member of the public also expressed their gratitude to the local Highways Officer due to their speed of solutions to cover the missing manhole covers as previously discussed by Cllr van de Ven. It was also suggested that SCDC may choose to replace them with a material that is less valuable.

It was also noted by a member of the public that that tree overgrowth on Church Street was restricting motorists' visibility when turning into Bridge Street from Whaddon Gap.

9.0 Proposed East-West Railway:

It is expected that the Government will announce their preferred route for the potential new trainline late in 2018. It was highlighted that the road between Meldreth and Orwell, Malton Road, is used frequently and it was agreed that a bridge would have to be constructed if the new railway line used this route.

10. Correspondence and complaints:

- South Cambridgeshire Volunteer Community winter gritting scheme (13/9/18).
- South Cambridgeshire District Council (SCDC) – information from Royal Mail concerning scam mail (18/9/18). Action: poster displayed on the Village Hall noticeboard.
- LDF – SCDC Local Plan announced (27/9/18).
- Cambridgeshire County Council – information for possible funding for a pilot scheme for an electric vehicle charging project.
- Cambridgeshire ACRE – details of a national Village Hall Open Weekend (2/10/18). SCDC – details of the Parish Planning Forum at 6pm on 30th October at South Cambs Hall at Cambourne (28/9/18)
- SCDC - South Cambridgeshire District Council Parish Emergency Plan Guidance Notes & Template (4/10/18).
- LDF – adoption of the South Cambs Local Plan (5/10/18).
- Email informing the Telephone Box in Bridge Street had been damaged (30/9/18).
- Email concerning Planning Application S/1769/18/FL in Bridge Street.
- Email from SCDC stating that on the 3rd September 2018, South Cambridgeshire District Council and Cambridge City Council published the Inspectors' Reports on their respective Local Plans. This was discussed earlier in the meeting by Cllr Hart. The Inspectors' Reports are published on the Councils respective websites:

www.scams.gov.uk/local-plan-examination

www.cambridge.gov.uk/local-plan-review-about-the-examination

11.0 Planning:

11.1 Noting of Whaddon Parish Council's Planning Committee recommendations re (i) S/3396/18/FL – Single story rear and side extension and garage conversion. 117 Meldreth Road, Whaddon, Cambs, SG8 5RS. This was supported by the Planning Committee.

12.0 Finance

12.1 Cheques to be approved for signing today (15th October 2018)

- Cheque number 101044 - Staff wages and expenses - £371.95
- Cheque number 101045 – CAPLAC finance training course - £75
- Cheque number 101046 – Sign of the Times – village sign - £2,422.20

Payments to be authorised today:

- Picnic bench for playground - £472.80
- ICO data protection renewal fee - £40
- Catalyst2 – website domain renewal fee - £42
- Handyman – repainted bench by the bus stop on Ridgeway Close - £74.66

13.0 Whaddon Village Hall & Recreation Ground Trust -

Cllr Strudwick, WVH&RGT Chairman sent a report which firstly discussed the recent garage break in. The cricketers are replacing the stolen lawn mower and it was

confirmed that anti-theft measures for the garage were now in place. The heating system remains in dispute with the installers and it was also reported that the kitchen heater has been fitted without the correct tank.

Lastly, it was reported that there has been a substantial increase in wild animal faeces on the village recreation ground. Ethical solutions are being sought from Environmental Health and the Ecology Officer.

14.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions - There have been complaints about the large numbers of weeds growing up in the roadsides and verges of Whaddon. Weed killing across Whaddon has been reported as absent for many months. Action: To request this from CCC. (This was carried out on October 16th throughout the village).

Likewise, the SCDC street cleaner is scheduled to clean the roads every three months and this was felt to be well overdue.

The Bridge Street verges have recovered well after the wet winter and dry hot summer but residents were reminded to park in considerate places to avoid congestion and vehicles from having to use the verge to pass parked vehicles. The Chair had reported a number of highway defects, especially in Bridge Street.

15.0 Items for next meeting – noting of requests for agenda items: Co-option of new Parish Council Councillor Joanne Vries.

There being no further business the meeting closed at 9.05pm.

Dates of next Parish Council Meeting – Monday November 12th at 8pm.

Minutes of Whaddon Parish Council Meeting held on 12th November at 8.00p.m. in the Village Hall, Church Street, Whaddon, Royston, Cambridgeshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Professor A Milton, Mr R Scott, Ms A Birch & Ms J Vries
	Parish Clerk	Ms A Bridges
	District Councillors	Ms P Hart
	County Councillor	Ms S van de Ven
	Members of the Public	1 present
Apologies:	Councillors	Dr N Strudwick
	District Councillors	Mr J Hales

1.0 Apologies for Absence – Dr Strudwick and Mr Hales.

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 Parish Council meeting of 15th October are a correct record – Resolved the minutes were approved and signed by the Chair.

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

- The new village sign is here and work is ongoing to replace the post and the rotten wood forming the seat around the base.
- Permissive Paths - these have now been established and it needs to be established who will cut them and the schedule before Spring next year. Action: Chair to finalise schedule.
- The estimate to replace and install the telephone box will be sent to the insurance company imminently. The possible relocation of the site of the telephone box will be introduced to residents by the village email. The temporary library will be located at Whaddon Golf Centre. Action: Clerk to ensure quote is received promptly.
- Traffic calming measures are continued to be monitored in the village. It was concluded that since the proposed housing development at the Eternit Site was turned down, Whaddon should not suffer from the associated rise in lorries and cars.

5.0 Parish Councillor vacancies

5.1 Co-option of new Councillor Joanne Vries. Cllr Vries was elected and welcomed to the Parish Council.

5.2 Cllr Birch was formally nominated as a PC representative on the Village Hall and Recreation Trust Committee.

6.0 Reports from District and County Councillors:

6.1 District Cllr Report – receipt of oral reports

- Cllr Hart explained that Cllr Hales was attending a Planning Committee meeting in Melbourn and sent his apologies. Cllr Hart firstly spoke of the need to be considerate in bonfires and to only burn suitable material. (Guidelines from her written report are here: <https://www.scambs.gov.uk/environment/pollution/air-pollution/smoke-and-bonfires/>). She spoke of a building site in a local village which had felled trees before permission was granted and burnt them, causing frustration and concern of local residents.
- Cllr Hart also spoke of attending the Home-Start AGM which provides important support for young families who need assistance. This is also suffering from financial cuts and needs to raise substantial funds to continue its service at the current level.
- MIND and the Citizens Advice Bureau both have offices at the Melbourn Hub. Cllr Hart described the highly complex and time-consuming issues that this branch deals with and with this level of demand, it could be a full-time service. MIND is run on a self-referred basis and is there for all local residents to use.
- Cllr Hart also talked about the Social Isolation Press Kit, which will be published in the near future. This provides ideas to improve social networks and support in rural communities to those who are experiencing loneliness and isolation.
- Lastly Cllr Hart reported that she was also struggling to gain an informative response to the large numbers of badger faeces on Whaddon's recreation ground - which was reported at last month's Parish Council Meeting. It was felt by the Parish Council members that advice is needed in the interests of public health for the many users of the ground.

6.2 County Cllr Report – receipt of oral reports.

- Cllr van de Ven stated that there is another Bus Users Group meeting in January to update residents on the results of the Mayor's bus review, expected later this month. Cllr van de Ven also informed the members of the next Rail Users' Group, which will be on December 5th, at Elin Way Community Room, Meldreth. Cllr van de Ven encouraged people to continue to attend meetings to highlight difficulties they experience using the trains. She remarked that peak time trains are still being cancelled.
- Cllr van de Ven explained that she attended a meeting with the Brexit Advisory Committee, which explores issues surrounding the EU workforce, supply chains for the EU and the economic impact. South Cambridgeshire District Council say that six out of seven local small businesses have not done anything to prepare for the risks involved. Larger companies have dedicated staff to explore these. Small businesses are invited to contact SCDC Economic Development officer Johanna Davies for more information.
- Cllr van de Ven talked about the lack of police presence in the rural communities and highlighted that the next police drop-in surgery will be on the 11th December between 11am and 1pm at the Melbourn Hub. A police public information evening will also be held on the 22nd January, at 7:30pm once again in the Melbourn Hub. The local police are also very happy to provide a drop-in service in every local community if requested.

- Cllr van de Ven also spoke of the free self-referral service provided by MIND at the Melbourn Hub. She felt that this and the CAB needed to be publicized to all local villages in order to be fully accessible to everyone who may need it.
- The Children's Centres closed at the end of August and Cllr van de Ven discussed the lack of planning and clarity that remains ongoing. An outreach service was originally planned to be set up in order to support those families who needed additional assistance. Whilst this service states it is in use, the reality is different, and families continue to be in limbo with limited support. The service to young families is now called Child and Family Services which includes breastfeeding support, stay and play sessions, baby clinics and midwifery services.

7.0 Public Participation

- A member of the public asked how the recent planning approval restrictions in Bridge Street would be monitored. Cllr Hart explained that the SCDC Planning Team would need to supervise this and the Planning Team had also requested information on how waste and water would be managed. The member of the public also enquired about the change of use of the field, which now had two animals grazing in it. The Chair stated that it did need clarification, but that South Cambridgeshire District Council were aware of this and had placed restrictions on the number of animals which could use the paddock. It was also pointed out that many fields in the village had animals enjoyed as pets grazing.

Correspondence & Complaints –

- South Cambridgeshire District Council – possible land sale by Ridgeway Close. (12/11/18)
- South Cambridgeshire District Council - Cabinet and Parish Councils Liaison meeting invitation at 6.30pm on 27 November 2018 at South Cambridgeshire Hall, Cambourne (14/11/18).

8.0 Planning meetings and updates – there have been no further Planning Meetings since the last Parish Council Meeting.

9.0 Finance:

8.1 Approval of payments:

- Staff wages and expenses – £362.73
- Chairs expenses (qtr) - £50.00

Additional payments for approval after Agenda was set:

- Royal British Legion Poppy Appeal - £27
- MD Landscapes – verge and recreational grass cutting - £2,100

10.2 2019-20 Precept Planning – agreement of date for Precept Meeting and noting of potential projects requiring funding. Resolved: This was agreed for the 7th January 2019 at 8pm.

10.3 Review of progress against budget for six months to 30th September 2018 Action: this to be emailed to the Councillors as soon as possible by the Clerk.

11.0 Whaddon Village Hall & Recreation Ground Trust:

11.1 Receipt of oral report from a member of WVH&RGT:

- Cllr Birch gave a verbal update from the recent meeting. Firstly, she stated that they are still investigating if the Completion Certificate was signed off for the heating system at the Village Hall and the water heater may need replacing as it is not working correctly.
- Cllr Birch also asked for clarification on the Village Hall signs for the car park. The Chair said he would email Steve Argent with the details.
- Cllr Birch told her fellow Councillors that the cleaning role at the Village Hall was also due to be clarified to ensure that it was at a consistently high standard.
- The garage extension plans were also reported to be under discussion. The monthly inspection of the playground was also still in place and it was agreed that some areas may need updating in the future.
- Cllr Birch spoke about the proposed Film Club at the Village Hall which starts on February 23rd 2019 and will take place every three months. She also spoke about arranging various fund-raising quiz nights which Cllr Hart kindly offered her help with one in the New Year.

12.0 Village Upkeep and Maintenance:

It was agreed that the additional bench should be of the same size as the existing one, which is higher in price than agreed at the Parish Council Meeting in October, up from £472.80 (without delivery) to £652.80 (with delivery). Cllr Vries pointed out that the playground is used by many and this will benefit both local residents and visitors. Councillors agreed the extra cost. **Action:** Clerk to arrange delivery

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

Cllr Hart requested that the East-West railway proposition should be on the agenda, although there had been no announcements.

Date of next meeting – Monday January 14th at 8pm

There being no further business the meeting closed at 9.22p.m.