

# WHADDON PARISH COUNCIL

## Minutes of the Annual Whaddon Parish Council Meeting

at Whaddon Village Hall, Church Street, Whaddon, SG8 5RY.

9<sup>th</sup> May 2022 at 8pm

Present:	Chairman	L Ginger
	Vice Chairman	N Strudwick
	Councillors	J Hart, A Birch, D Townsend & W Elbourn
	Parish Clerk	A Bridges
	Members of the Public	One
	District Councillors	SA Hart & J Hales

- 1. Election of the Chair of the Parish Council** – Cllr Ginger was nominated to be the Chairman of the Parish Council by Cllr Elbourn and this was seconded by Cllr Birch. All agreed.  
The Chairman signed the declaration of office.
- 2. Election of the Vice-Chair of the Parish Council**  
The Chairman proposed Cllr Strudwick to be Vice Chairman, and this was seconded by Cllr Hart. All agreed.
- 3. Apologies for Absence** – none
- 4. Receiving Declarations of Interest from Councillors on items on the agenda** - none.
- 5. Approval of Minutes** – to resolve that the minutes from the Parish Council Meeting of 13<sup>th</sup> April 2022 are a correct record. These were agreed by all and signed by the Chairman.
- 6. Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings.**  
Cllr Strudwick confirmed that he is preparing a report for Cambridgeshire County Council with feedback from residents on their experience with County Broadband.  
The Chairman stated that the resurfacing roadworks in Whaddon have been rescheduled to start in early June. These will last two days and access to properties will be granted.  
The Chairman also confirmed that the Queens Jubilee celebration flyer had been delivered to houses in the village and further information, with a schedule of events, will be sent via the newsletter.
- 7. Reports from District and County Councillors**  
Cllr Hales spoke of the consultation for improving the underpass between Melbourn and Meldreth. He spoke of this being a community initiative, which aims to reduce anti-social behaviour in the area and make it a more pleasant passage to walk through.  
Cllr Hales confirmed that SCDC were leading a Solar Together group buying scheme to encourage the use of solar energy. and those who may be interested can register online.

Cllr Hales informed the meeting that the Register of Interest Form is a legal requirement for all councillors to complete within 28 days of the election.

8. **Delegation Arrangements to Standing Committees (Planning Committee)**
  - a. **Review of Terms of Reference for Planning Committee** – agreed.
  - b. **Receipt of nominations to the Planning Committee**  
Cllr Birch and Cllr Elbourn and Cllr Ginger remain on the Planning Committee. It was also agreed by all to consider co-opting a non-Parish Council member to the Planning Committee. Action: Clerk to confirm with CAPALC.
9. **Review of Parish Council Standing Orders** – all agreed.
10. **Review of Financial Regulations** – all agreed.
11. **Review of Parish Council representation or work with external bodies and arrangements for reporting back:** (a) Whaddon Village Hall & Recreation Ground Trust – Cllr Birch agreed to continue this role.
12. **Review and confirmation of arrangements for insurance cover**  
The Clerk confirmed the Parish Council insurance with Zurich is due for renewal in June.
13. **Review of Parish Council's and/or Clerks memberships of other bodies**  
The Parish Council continues to be members of CAPALC and SLCC – all agreed to continue with these memberships.
14. **Consideration and approval of the Co-Option Policy** – The Parish Council agreed to modify the person specification before it is approved.
15. **Review of Parish Council's Procedures:**
  - a. Complaints Procedure – all agreed.
  - b. Requests under Freedom of Information Act 2000 - all agreed.
  - c. Data Protection Policy - all agreed.
  - d. Dealing with the Press/Media - all agreed.
  - e. Code of Conduct – waiting for an updated policy from SCDC due in May 2022.
16. **Setting dates, times, and place of ordinary meetings of the full Parish Council for 2022/23**  
The meetings were agreed to continue on the second Monday of every month at 8pm.
17. **Public Participation**  
A member of the public spoke of potential difficulties of visibility of the defibrillator and also enquired about refresher training for residents. Cllr Hart, who confirmed she is a qualified first aid trainer, offered to run a first aid course for the village.  
It was also agreed that notification of the defibrillator should be added to the Whaddon News to raise awareness.
18. **Correspondence & Complaints**– noting receipt of significant items of correspondence and complaints
  - Proposed 40MPH speed limit consultation (Cambridgeshire County Council 12/4/22)
  - Updated 2022 Surface Dressing program (Highways 13/4/22)
  - Cambridgeshire Crimestoppers (21/4/22)

**19. Finance and Annual Return:****19.1** Approval to be approved today-

- Zurich insurance - £336.32
- Staff wages and expenses - £346.23
- E & E Plumridge (Whaddon News printing) - £117
- Herts and Cambs Ground Maintenance (3 rec cuts) - £234
- Handyman's expenses and salary were included in the payments, re-issued from April and February 2022.

**19.2 Discussion and approval of Queen's Jubilee commemorative gift to children under 12 years old.** The Parish Council confirmed the gift for primary school aged children in the village.

**19.3 Consideration and approval and signing of the Annual Governance Statement and the Accounting statements 2021/22.** This was agreed by all and signed by the Chairman.

**20. Annual review of risk assessment for the Parish Council – all agreed.****21. Whaddon Village Hall & Recreation Ground Trust update**

Cllr Birch stated that the Village Hall had been contacted by County Broadband offering free initial installation and the Trust are waiting for confirmation on any ongoing costs this will incur.

**22. Village Upkeep and Maintenance - Reporting of upkeep or maintenance issues and agreement of actions**

Cllr Elbourn reported a lack of 30 MPH speed signs in the village. Action: Clerk to contact County Highways.

The meeting ended at 9.52pm