

WHADDON PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the Whaddon Parish Council Meeting

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

on 13th May 2024 at 7.30pm

Present:	Chairman	N Studwick
	Councillors	W Elbourn, N Strudwick, L Ginger, A Birch & J Hart.
	Members of the Public	None.
	County/District Councillor	S van de Ven
	Parish Clerk	A Bridges

- 1. Election of the Chair of the Parish Council** - Cllr Birch nominated Cllr Strudwick to be the Chairman and this was seconded by Cllr Hart. **All agreed.** Cllr Strudwick thanked Cllr Ginger for all his hard work as Chairman over the last ten years.
- 2. Election of the Vice-Chair of the Parish Council** – Cllr Strudwick proposed that Cllr Townsend should be Vice-Chair and this was seconded by Cllr Ginger. **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 8th April 2024 are a correct record. These minutes 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 Ginger spoke about lack of response from the MVAS company, to ascertain if the solar powered unit can manage to record the high number of vehicles travelling on the A1198, without frequently changing the batteries. **Action:** Clerk to look at alternative quotes.
The Chairman confirmed that he now had a contact at Bassingbourn Barracks.
The Chairman spoke about the vacancy for the Parish Council and it was agreed to add an advert for this to the Whaddon News.
- 7. Public participation** – none.
Cllr S van de Ven entered the meeting at 7.56pm.
- 8. Reports from District and County Councillors** – Cllr van de Ven spoke about the ongoing work with Anglia Water and the excess foul water on Whitecroft Road in Meldreth. Cllr van de Ven confirmed that Anglia Water believed the foul water is very diluted and of no public health risk, but she felt that Anglia Water were struggling with day to day operations and are unable to manage excess rainfall as we have seen in recent months.
- 9. Delegation Arrangements to Standing Committees (Planning Committee)**
 - a. Review of Terms of Reference for Planning Committee – agreed with no changes.
 - b. Receipt of nominations to the Planning Committee – Cllr Birch, Cllr Elbourn, Cllr Ginger and Cllr Hart with D Grech.
- 10. Review of Parish Council Standing Orders** – these were reviewed with no changes. The review date of all the policies to be updated by the Clerk and uploaded to the website.

11. **Review of Financial Regulations** - these were reviewed with no changes.
12. **Review of Parish Council representation or work with external bodies and & arrangements for reporting back:** (a) Whaddon Village Hall & Recreation Ground Trust. J Birch will continue to report back to the Parish Council. The Chairman felt that the VH & RGT Chairman should attend the Parish Council to provide frequent updates. **Action:** Clerk to request this.
13. **Review and confirmation of insurance cover** – The Clerk confirmed the Parish Council are insured with Zurich insurance.
14. **Review of Parish Council’s and/or Clerks memberships of other bodies** – CAPALC and SLCC.
15. **Review of assets** – Clerk to update assets list with the new bench.
16. **Review of Parish Council’s Procedures:**
 - a. Complaints Procedure - these were reviewed with no changes.
 - b. Requests under Freedom of Information Act 2000 - these were reviewed with no changes.
 - c. Data Protection Policy - these were reviewed with no changes.
 - d. Dealing with the Press/Media - these were reviewed with no changes.
 - e. Code of Conduct - these were reviewed with no changes.
 - f. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972. Noted.
17. **Setting dates, times and place of ordinary meetings of the full Parish Council for 2024/25** – these will continue to be held on the second Monday of the month at 7.30pm except August and December.
18. **Finance and Annual Return:**
 - 18.1 Approval of payments to be signed today-
 - Staff wages and expenses - £485
 - Herts & Cambs Ground Maintenance £390
 - Herts & Cambs Ground Maintenance £102
 - G Venn Building Services (bench installation) £312
 - Canalbs – Internal audit £99
 - 18.2 **To review and approve Section 1 ‘Annual Governance Statement 2023/24’ of the Annual Governance and Accountability Return.** This was agreed and signed by the Chairman.
To review and approve Section 2 ‘Accounting Statements 2023/24’ of the Annual Governance and Accountability Return. This was agreed and signed by the Chairman.
 - 18.3 **To discuss finance software for the Parish Council** – it was agreed that the information should be reviewed by Parish Councillors and their decision to purchase the software confirmed by the end of the week.
19. **Whaddon Village Hall & Recreation Ground Trust update-** Cllr Birch reported that the recent quiz night was very successful.
20. **Village Upkeep and Maintenance - reporting of upkeep or maintenance issues and agreement of actions.** Cllr Ginger reminded the Parish Council that Melbourn Warden Scheme had requested a donation of £300 which was agreed in the budget. It was agreed that this should be agreed by Parish Councillors via email, after reading the grant request, by the end of the week.

The meeting ended at 8.45pm