

Minutes of Whaddon Parish Council meeting held on 12th January 2009 at 7.30pm in the Village Hall

Present:-	Chair	Mrs C Byatt
	Councillors	Mr W Burchett, Mr L Ginger, Mr P Neale, Mrs M Peyton, Mr C Rose, Dr N Strudwick
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 9pm)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	1 present

- 1.0 Election of Chair** – Councillor Byatt was unanimously elected as Chair. Cllr Byatt accepted the position with the caveat that changing family circumstances may prevent her from committing to the position in the long-term. Cllr Strudwick was unanimously elected as Vice-Chair. Cllr Strudwick agreed to accept the position until the AGM when his commitments to the Village Hall project would be clearer. The PC accepted these conditions.
- 2.0 Apologies for absence** – none received.
- 3.0 Disclosure of Interests** – Cllr Burchett is a member of the Whaddon Playground Project (agenda item 6.0).
- 4.0 Approval of previous minutes** - councillors agreed that the minutes of the previous meeting were a true record and Chair Byatt signed them accordingly.
- 5.0 Matters arising from previous meetings:**
- 5.1 Parish Paths/PPP3** – Cllr Neale confirmed that all but one footpath sign had been renovated. The remaining one needed to be moved. Thanks were given to Cllr Peyton for collecting the RADAR gate to go between the church-yard and the recreation ground. It was decided to wait for better weather before painting the gate.
- It was agreed to discuss agenda item 8.0 Ideas for PPP3 Grant Application under this heading. Chair Byatt suggested improving the footpath through the nature reserve. Cllr Neale undertook to speak to Mr Roger Huffer about this. Cllr Neale requested any further suggestions be emailed to him. The deadline for the grant application is 27/02/09.
- 5.2 Whaddon Roads and Transport:**
- Roads – the loose post outside 15 Bridge Street had been repaired. Highways had put in a works order for verge clearance and jetting the gutter, channel and gullies at the top of Bridge Street. SCDC had undertaken to look at the Church Street street-name signs with a view to renovation or replacement.
- Village Sign - Mr Dave Chappell will renovate this sign and will only charge for his materials.
- Litter Bin - the litter bin had arrived and would be installed at a later date, once the bench was in place.
- Bus-shelter – Queensbury had agreed to send someone out to check if the bus-shelter had been installed at the correct height.
- Bus-service – an email had been received from Meldreth PC who would be discussing the proposed scheme and any potential financial contribution at their next PC meeting (5th February 2009). It was suggested that a delegation of Whaddon councillors attend that meeting to make their case.
- 5.3 Diseased Trees on Recreation Ground** – contractors had been invited by SCDC to tender for the removal of the root boles with an anticipated timeframe of end of January.
- 5.4 Bridge Street phone-box – adoption scheme** – the adoption was progressing and BT had asked SCDC for permission to remove the telephone equipment. EDF energy had provided

estimates that the annual cost of electricity (for the light bulb) would be around £24 and the cost to remove the electricity supply would be around £435.

5.5 Affordable Housing – an email had been received from Stephen Conrad (Strategic Asset Development Manager, Cambridgeshire County Council) stating that when CCC sold the Pickering Farm site to Mr Capon, it had imposed a clause enabling CCC to share in any additional monies gained by future development of any part of the back-land excepting a previously approved commercial use. As CCC wished to see the Church Corner site developed, having invested a large amount of work in the scheme, they would seek to invoke this clause if the Pickering Farm site were favoured. Tracey Harrison of Bedford Pilgrims Housing Association (BPHA) had advised that BPHA had been unable to make contact with Mr Cooper, current owner of Pickering Farm, to discuss the potential for building Affordable Homes on that site. Their Planning Consultant had held discussions with SCDC planners about the Church Corner site and BPHA needed to decide whether it would be worthwhile to continue pursuing this option.

6.0 Whaddon Playground Project – this item was postponed until the arrival of Mr Neil Gallery.

7.0 Design Statement – A presentation had been made at the November 2008 PC meeting. Some councillors had been concerned that the significance of Design Statements in local planning decisions was less than had been envisaged when the Parish Plan was done. Chair Byatt had sought further guidance from Cambridgeshire ACRE and SCDC planning. ACRE had suggested that, as a Whaddon Design Statement would not be adopted as Supplementary Planning Policy, its impact would be significantly reduced. However, Nigel Blazeby, Team Leader Planning and Sustainable Communities, SCDC confirmed that SCDC would support a Design Statement as it would add detail and local perspective. District Cllr Cathcart had also seen evidence that these could carry weight in refusing unsuitable planning applications. The PC resolved to proceed with a Design Statement for Whaddon and discussed ideas for keeping costs to a minimum.

8.0 Ideas for PPP3 Grant Application – covered under 5.1 above

9.0 New Correspondence

- Neighbourhood Watch (NW) – invitation to Cambridgeshire NW Executive Group Annual Conference (31st January 2009).
- CCC – Annual Report 2007/08.
- Information Commissioners Office – Freedom of Information Act requirements re adoption of new model policy (agenda item 14).
- CCC – PPP3 Application Forms for 2009/10 (deadline 27/02/09).
- SCDC – Planning Policy Update December 2008.
- SCDC Standards Committee – agenda details for meeting on 10/12/08.
- SCDC – request for views on priorities for 2009/10 budget. Deadline 19/01/09.
- SCDC – invitation to Parish Forum Meeting on 19/01/09. The Clerk had accepted on behalf of three councillors.
- SCDC – details of public consultations at 2009
- SCDC – request for Parish Precepts for 2009/10 (deadline 2/02/09)
- Communities and Local Government – consultation on code of recommended practice on local authority publicity. Deadline 12/03/09.

It was agreed to return to agenda item 6.0 and Mr Neil Gallery was invited to address the meeting.

6.0 Whaddon Playground Project – Mr Neil Gallery, Co-ordinator Whaddon Playground Project, provided an update. The final grant application to the Pathfinder Scheme (a government initiative for playgrounds) had been delivered to CCC during the previous week - the outcome was still awaited. If this grant is awarded, the total funds available for the playground will be £65,000. Various suppliers had tendered - the preferred scheme was designed by Fenland (quote £60,667

plus VAT), a local company using recyclable products. Plans for the proposed playground were shown around and discussed. There were various conditions attached to the Pathfinder grant:

- The equipment must be installed by the end of February 2009 - Mr Gallery confirmed that this timeframe was tight but achievable.
- The PC must provide proof of insurance and agree to maintain the equipment - the play equipment has product guarantees of 15-20 years so maintenance is unlikely to be an issue in the short-term. The PC's insurers had quoted approx £800 for the new play equipment. Additional quotes would be sought. Mr Gallery offered for the Playground Project to cover the insurance for the first year. Additionally, the annual Party in the Barn fundraiser would continue and the proceeds could be used for ongoing insurance and maintenance costs. The ultimate responsibility for insurance cover lies with the PC.
- A Deed of Dedication (DoD) - the Clerk had received confirmation from Alison Brown from ACRE that this was recommended as best practice but was not a condition for receiving the funding. The model DoD was being looked at by CPALC's lawyers.
- All grant monies awarded would need to be paid into the PC bank account.
- The PC would need to cover the VAT on the play equipment (around £9,000) although this could be reclaimed. The Clerk would check available funding.

The PC resolved (Cllr Strudwick abstained because he wanted more assurance about the source of the money for the VAT payment and future support from the Playground Project for insurance and maintenance) to back the Playground Project's application for Pathfinder funding and to undertake responsibility for insuring and maintaining the playground equipment. Cllr Strudwick requested information for the website.

10.0 Planning

Permission Granted:

S/1858/08/LB, for Mr K Harker of Folly Cottage, 92 Meldreth Road for installation of flexible flue liner in living room hearth and reinstatement of chimney pot.

S/1799/08/S. for Whaddon Village Hall for demolition of rear extension and construction of new extension

11.0 Finance

Cheques already signed (4th December 2008)

Cheque no. 100611 for £1392.37 to Acacia Tree Surgery Ltd for felling and removal of diseased trees on recreation ground.

Cheque no. 100612 for £60.00 to D.M. Charles for village newsletter.

Cheques approved today (12th January 2009)

Cheque No. 100613, for £118.48 to Glasdon UK Ltd for litter bin and post.

Cheque No. 100614, for £25.00 to Cambridgeshire ACRE for subscription.

Cheque No. 100615, for £82.00 to Society of Local Council Clerks for subscription.

Receipt

12th January 2009, £668.00 from Mrs J Webb, donation to PC in memory of Mr Tedd Webb with the request that this be spent on a bench to go near the new bus-shelter.

It was agreed that a meeting to discuss the 2009/10 precept be held on Monday 26th January 2009 at 8.00pm.

12.0 Village Hall Matters and Recreation Ground - Cllr Strudwick provided an update from the (unapproved) minutes of the Village Hall Committee meeting on 12th November 2008. The recently appointed cleaner was unable to continue and consequently a new cleaner was needed. The VH had approximately £7,000 in their current account and £12,000 on deposit. The bank signatories had now been changed. Bookings were disappointing. Approved minutes of the VH Committee meetings will go on the website and the notice-board.

Planning Permission had been granted for the VH extension and thanks were given to Cllr Ginger. It was necessary to engage a mechanical and electrical engineer to enable the quantity surveyor to provide a cost estimate for the extension works. A quote of £70 per hour (max.

£1,000) had been received from an M&E engineer recommended by the VH architect. The Clerk had received conflicting advice from CPALC and ACRE on the advisability of putting the VH into a charitable trust. The VH needed to seek its own legal advice.

Grass-cutting: Mr Jim Docwra had volunteered to continue to cut the path across the recreation ground to the church and to cut the bank in Bridge Street. The Clerk had invited tenders for grass-cutting and strimming the recreation ground (20 cuts per year). The results were:

G.B. Goodwin £1,200

Meadow Nursery £1,200

MD Landscapes £1,100

The PC agreed to accept the tender from MD Landscapes for one year.

13.0 Archiving Requirements - Cllr Strudwick advised that the main categories of public record information that existed within the village were PC minutes, minutes of other committees, personal archives and documents stored in individual homes. He suggested using the £438 donation from Ted Webb's funeral to build a cabinet within the planned new extension to the VH to hold a village archive. The Ralls' were prepared to donate their archive if this was done. Cllr Strudwick had also received details of the legal archiving requirements for the PC – he would distribute these by email.

14.0 Freedom of Information Act – adoption of Model Publication Scheme – under this Act the PC were required to adopt the Model Publication Scheme documenting what information was held and how it could be accessed (hard copy and/or website). The Clerk, Chair Byatt and Cllr Strudwick had completed the information. The PC resolved to adopt the Model Publication Scheme

15.0 Comments from the Public – none

16.0 Any Other Business

County Cllr Oliver Meldreth PC had asked if the proposed bus-service could run through Meldreth to pick up more passengers. This would have a knock-on impact for other users. She asked if Whaddon residents had received 'Your Cambridgeshire' magazine – some councillors had but not those in Dyers Green. CCC had been rated highest in their case against the removal of local post-offices. CCC was also no.1 for improvement across the board (government measures) but would still only receive a 2% increase in funding. The Cambridge Park and Ride was now open on Sundays (9am-6pm) running every 15 minutes. A two-for-one offer would operate on the park-and-ride in January

District Cllr McCraith would be attending the Bassingbourn Neighbourhood Watch Panel Meeting on 20th January (also Cllr Peyton).

Cllr Peyton reported that the green bins were not being properly emptied and that often a mess was left by the contractors. The Clerk was asked to write to SCDC. The post was still being wrongly delivered at many addresses in the village. The Clerk was asked to write to Royston Sorting Office.

Cllr Neale commented on the fly-tipping in Whaddon Gap Car-park. This had been reported.

Cllr Strudwick thanked the Clerk for circulating the minutes earlier. He suggested looking into a co-operative scheme for buying oil.

Chair Byatt thanked the Clerk for her work during the year since her appointment. She would be carrying out a performance review with the Clerk in the following week. The Clerk was asked to put Clerks pay and Quality Status on the agenda for the next meeting.

There being no other business the meeting was now closed at 9.35 p.m.

The date of the next meeting will be Monday 9th February 2009 at 7.30 p.m.

Minutes of Whaddon Parish Council meeting held on 9th February 2009 at 7.30pm in the Village Hall

Present:-	Chair	Mrs C Byatt
	Councillors	Mr W Burchett, Mr L Ginger, Mr P Neale (from 7.45pm), Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	3 present

- 1.0 Apologies for absence** – received from Cllr Strudwick and County Cllr Oliver. Cllr Neale also gave apologies that he would be arriving late.
- 2.0 Disclosure of Interests** – Cllr Burchett is a member of the Playground Project (agenda item 5.0).
- 3.0 Approval of previous minutes** - councillors agreed that the minutes of the previous meeting were a true record and Chair Byatt signed them accordingly.
- 4.0 Matters arising from previous meetings:**
- 4.1 Parish Paths/PPP3** – this item was postponed until the arrival of Cllr Neale.
- 4.2 Whaddon Roads and Transport:**
Roads – work had been completed on the Church Street street-name signs and the damaged sign in Meldreth Road had been replaced. Bus-shelter – the bus-shelter had been lowered to the correct height. Bus-service – Cllr Ginger provided an update. At the Meldreth PC meeting on 5th February, Whaddon PC had made a case for a financial contribution from Meldreth if the proposed bus-route was extended via Mettle Hill. Over 100 more people could benefit if the proposed additional development of the affordable homes site goes ahead. Meldreth PC would assess demand. Cllr Ginger wanted Whaddon to move forward anyway and undertook to update County Cllr Oliver.
- 4.3 Diseased Trees on Recreation Ground** – the root boles had now been removed. Cllr Peyton will contact the SCDC tree officer to find out when the new trees will be planted.
- 4.4 Design Statement** – this item was postponed until the arrival of Cllr Neale.
- 4.5 Affordable Housing update** – there was no update to report from Bedford Pilgrims Housing Association but further information is anticipated for the next PC meeting.
- 5.0 Whaddon Playground Project** – this item was postponed until the arrival of Mr Neil Gallery.
- 6.0 Update from the Parish Forum Meeting (PFM)** – Chair Byatt provided an update from the first PFM on 19th January, covering ecology, trees and planning. There had been some developments in the planning process particularly regarding the role of the Chairman’s Delegation Meeting (ChDM) which would now consider all applications for ‘minor’ developments, even when the views of the planning officer conflicted with those of the PC. The PC is not represented on the ChDM although the local District Cllr can voluntarily attend. The District Cllr can also make a written request, within 28 days of receipt of a planning application, for it to go before a full Planning Committee. PCs and District Cllrs needed to work together on this. Objections had been raised at the PFM about the lack of PC representation on the ChDM.

It was agreed to return to agenda items 4.1 and 4.4.

- 4.1 Parish Paths/PPP3** – Cllr Neale provided an update. The last footpath signs had been renovated. £330 from the 2008/9 PPP3 grant will be used for painting/installation of the new RADAR gate with £90 carried over. The 2009/10 PPP3 application will be for £550 to clear and tidy-up the Pickering Woods area and to install a gate/posts at the entrance to the footpath from the A1198. Mr. Roger Huffer is pleased to work in partnership with the PC on this. The PPP3 grant forms were signed by the Chair who thanked Cllr Neale for his work.

4.4 Design Statement (DS) – the first meeting of the DS Committee had been held and a schedule of work produced. It was hoped to have the first draft of the DS by June 2009. The next meeting will be in April. Chair Byatt will email David Grech regarding the project budget (£200).

7.0 Update from Speedwatch Meeting – the meeting on 20th January had been attended by Cllr Strudwick. The scheme is applicable to 40 mph speed limits and volunteers can monitor their own villages or other villages. Some PC members had volunteered to be trained. Neighbourhood Watch (NW) had been asked to seek further volunteers.

8.0 New Correspondence

- SCDC – information about Innovation Vouchers Scheme.
- Department of Transport – Consultation on Road Safety Compliance. Deadline 27/02/09.
- Bassingbourn/Melbourn NW Panel Meeting (20/01/09) – agenda and invitation.
- Cambs. and Peterborough Association of Local Councils – draft AGM minutes 2008.
- Rural Services Network – introduction to the Community Group.
- SCDC Housing Futures – copies of letters sent to tenants & invitations to drop-in sessions re proposed transfer of SCDC housing stock to South Cambridgeshire Village Homes.
- SCDC Parish Council update Feb 2009 – details of public planning consultations.
- SCDC – Safety Camera Survey. Deadline 17/02/09.
- CCC – notification that grass-cutting grant for 2009 will be £647.89 (5% increase).
- SCDC – application form for Community Chest (small grant scheme)
- CCC – details of new sites proposed for mineral and waste development

9.0 Planning

S/2150/08/F 36 Bridge Street, Whaddon, Mr A Townsend, for an extension. The PC had recommended approval.

S/0062/09/F 55 Meldreth Road, Whaddon, Dr D Vickers, for erection of outbuilding for garage/storage. This planning application was discussed and the PC recommended refusal on the following grounds: Location (i) the proposed structure sits outside the Village Framework; (ii) its proximity to a bend in the road could potentially be dangerous when entering or exiting by vehicle; (iii) it is sited on a flood plain. Impact on Surroundings (i) the proposed structure is well forward of the house and on a bend in the road, increasing its prominence; (ii) the existing hedge is not very tall and could not provide adequate screening for the size of the building. The PC had no objection to the appearance of the building, just to its location within the plot. The District Cllrs were asked to support refusal at a ChDM or to request that the application go before a planning committee if the planning officer recommends approval.

It was also decided to convene planning committee meetings at 2pm on the second and fourth Mondays of the month should there be any planning applications to discuss.

It was agreed to return to agenda item 5.0 and Mr Neil Gallery was invited to address the meeting.

5.0 Whaddon Playground Project (WPP) – Mr Neil Gallery, Co-ordinator WPP, provided an update. Pathfinder had awarded WPP a £40,000 grant and had been particularly impressed by their consultation with local children and the range of play-equipment. Pathfinder had asked for further landscaping/planting and for a small sign detailing funding-source. The equipment had to be installed by the end of March 2009. A deposit of £6,967.71 was needed for the equipment. A cheque for £6,500 was handed to the PC from WPP – the grant will be paid directly to the PC. Mr Gallery also asked for the £3,000 funding promised by the PC. A further £15,000 grant had been awarded by SCDC and could be drawn down once the installation work started. Mr Gallery circulated a schedule of works. The location of the youth shelter is still to be decided. WPP funds can cover the equipment insurance premiums for the next few years. The PC congratulated WPP on an excellent job. An opening ceremony and picnic is planned for early April.

10.0 Finance

Cheques already signed (14th January 2009)

Cheque no. 100616 for £35.00 to Cambridgeshire ACRE for subscription (this replaces cheque no 100614, for £25.00).

Cheques approved today (9th February 2009)

Cheque No. 100617, for £736.00 to R.G. Oliver & Son for verge cutting.

Cheque No. 100618, for £1007.43 to Mrs G van Poortvliet, for Clerks wages and expenses.

Cheque No. 100619, for £90.52 to Cambridgeshire County Council for street lighting.

Cheque No. 100620, for £1,138.50 to Sharman Knowles Partnership, for VH architects fees.

Cheque No. 100621, for £6,976.71 to Fenland Leisure Products, for deposit on playground equipt.

Receipt

£6,500 from Whaddon Playground Project – transfer of funding to PC

10.1 2009/10 Precept – at a special meeting held on Monday 26th January 2009, the PC had agreed the precept for 2009/10 at £15,950 (3% increase). Calculations were circulated.

- 11.0 Clerks Pay and Quality Status** – the Chair had carried out a staff-appraisal with the Clerk. It was agreed to move the Clerk up from NALC spinal column 16 to 17 with effect from 1st January. The purpose of Quality Status is to give the village a better PC. The process for obtaining Quality Status and the different routes for the Clerk's training and qualification were also discussed.
- 12.0 Village Hall Matters** - Cllr Strudwick provided a report from the (unapproved) minutes of the VH Committee meeting on 27th January. The PAT testing on the VH equipment had been completed. The VH had approximately £7,200 in the current account and £12,500 on deposit. Numbers of bookings were not high. It was not the handyman's responsibility to empty the bins but it was suggested that this be considered. A new cleaner was still required. Some old VH minutes had been handed to the Ralls for archiving. The date for the BBQ is 5th September. Cllr Ginger confirmed a mechanical and electrical engineer had been appointed. Cllr Strudwick, Cllr Ginger and the Clerk will seek advice from a solicitor re establishing the VH as a charitable trust.
- 13.0 Comments from the Public** – a member of the public commented on dog-fouling on the footpaths around Town Farm Close. This is difficult to police. Cllr Peyton had reported some loose dogs to the police. There is no dog warden for South Cambridgeshire. A member of the public expressed concern that the PC does not have sufficient weight at the ChDM (planning process).
- 14.0 Any Other Business**
- Cllr Ginger** asked the Clerk to remind Highways to resurface the footway in Meldreth Road.
- Cllr Peyton** reported that Operation Anglia had been a success and the police had stopped people on the A1198 and the Mettle Hill junction for various motoring infringements. They will continue to carry out checks in this area. NW Panel meeting - the police had committed to concentrating more on shed/outbuilding burglaries.
- District Cllr McCraith** reported that SCDC had passed the document to be sent to tenants for Housing Futures (the transfer of SCDC Housing Stock to a housing association)
- District Cllr Cathcart** remained opposed to the above transfer of housing stock and wanted this postponed due to the economic climate (some housing associations had gone into liquidation).
- Cllr Neale** commented that the postal deliveries remained inadequate. The Clerk had written to Royston Sorting Office.
- Chair Byatt** reported that the police planned to send representatives to PC meetings. Cllrs were reminded to advise the Clerk of any upcoming holidays.
- The Clerk** – the new PCSO for Melbourn, Shaun White, had contacted the Clerk to ask if there were any issues in Whaddon.

There being no other business the meeting was now closed at 9.35 p.m.

The date of the next meeting will be Monday 9th March 2009 at 7.30 p.m.

Minutes of Whaddon Parish Council meeting held on 9th March 2009 at 7.30pm in the Village Hall

Present:- Chair Mrs C Byatt
 Councillors Mr W Burchett, Mr L Ginger, Mrs M Peyton, Mr C Rose,
 Dr N Strudwick
 District Councillor Mr N Cathcart
 Parish Clerk Mrs G van Poortvliet
 Parishioners 2 present

- 1.0 **Apologies for absence:** Cllr P Neale, District Cllr D McCraith and County Cllr L Oliver.
- 2.0 **Disclosure of Interests:** Cllr Burchett is a member of the Playground Project (agenda item 5.0).
- 3.0 **Approval of previous minutes** - councillors agreed that the minutes of the previous meeting were a true record and Chair Byatt signed them accordingly.
- 4.0 **Matters arising from previous meetings:**
 - 4.1 **Whaddon Roads and Transport:**

Roads – County Cllr Oliver is investigating another funding-source for a turning point for school buses/coaches at the top of Bridge Street. It was agreed to request a new salt-bin to replace the damaged one on Church Street. **Bus-shelter** – the need for a cigarette-bin was discussed. The bus-shelter is a public place and it was agreed that a ‘no smoking’ sign was required. **Bus-service** – preferences were still awaited from Meldreth. **Car-park** – the ‘no littering’ warning signs had been replaced in Whaddon Gap car-park.
 - 4.2 **Design Statement (DS)** – Chair Byatt had informed David Grech of the budget for this project (£200) based on assumptions that an abridged DS could be widely circulated with a full version available on request. However, at this stage it was unclear what format the final document would take. Additionally there was the need to consult with Whaddon residents. The next DS meeting is scheduled for April.
 - 4.3 **Diseased Trees on Recreation Ground** – the replacement trees had now been planted along the front of the recreation ground. The contractors had not correctly dug-in the watering system - the SCDC tree officer was on sick-leave but one of her colleagues had agreed to look into the problem. During the first year the trees will need to be watered every two weeks in winter and weekly thereafter. Cllr Burchett volunteered to help Cllr Peyton with the watering. A Princeton Elm, to go at the far-end of the new trees, will be ordered for the next planting season.
 - 4.4 **Clerk’s Training** – the Clerk explained the training available from Cambridgeshire and Peterborough Association of Local Councils (CPALC). This will cost around £500. The councillors agreed that the clerk could register for the training and qualification.
 - 4.5 **Phonebox Adoption Scheme** – the Clerk had received the final paperwork from BT who had also removed the phone-equipment and replaced the light-bulb. The Councillors agreed that a ‘no smoking’ sign should be put in the phone-box.
 - 4.6 **Affordable Housing update** – Bedford Pilgrims Housing Association had now appointed a planning consultant (SCDC planners were aware of this). The consultant’s report was expected to take around six weeks to produce.
 - 4.7 **Speedwatch** – Cllr Strudwick provided an update. Mike Monks (Neighbourhood Watch), David Evans (NW) and Cllr Strudwick had now been trained on the equipment. A meeting will be held on 10th March to agree when to take the equipment out. Cllr Neale, Cllr Peyton and Tony Gardner will also be involved.
- 5.0 **Whaddon Playground Project (WPP)** – Mr Neil Gallery, co-ordinator WPP, gave an update. The play-equipment was in the process of being installed and, depending on the weather, could be fully installed by w/c 23rd March. The safety-fencing would then remain in place for a further two-week extension period to allow the grass to take. Pathfinder had sent notification that the £40,000

grant had been paid into the PC bank account. Proof of insurance was needed prior to SCDC releasing their grant (£15,000). The PC agreed to insure the play-equipment with effect from 16th March and to write a cheque to Fenland Leisure Products for £34,883.53 for the second-stage payment for the play-equipment (this cheque would only be released on the advice of Mr Neil Gallery). The PC agreed to temporarily put the funding-source sign on the side of the garage. Cllr Peyton offered to investigate the removal of the graffiti from the garage. WPP had received the following donations: £500 from Royston Round Table, £265 from Whaddon Youth Neighbourhood Watch, £200 private donations and £5000 from Pathfinder. The additional Pathfinder funding was available for spending on landscaping or equipment for eight to 13 year olds. The PC asked that the landscaping option be pursued first before purchasing additional equipment. A complaint had been received from a resident living close to the playground. A discussion was held about the location of the youth shelter. Chair Byatt would talk to the Coningsby's about relocating the bench (in memory of George Coningsby) and adjacent bin. It might also be necessary to relocate the picnic table. WPP had also been offered funding for a launch event - this was likely to be held in late April. Thanks were given to Mr Neil Gallery.

6.0 New Correspondence

- SCDC – letter from Waste & Recycling Department in response to letter from PC complaining about green bin and recycling collections.
- SCDC – details of Community Facilities audit in South Cambridgeshire Villages (Cllr Strudwick had met with the auditors)
- CCC – Cambridgeshire and Peterborough Joint Municipal Waste Management Strategy 2008-2022.
- Neighbourhood Watch Bassingbourn and Melbourn Panel Meeting – change of date to Monday 20th April (to be attended by Cllr Peyton and Mike Monks).
- SCDC/East of England Development Agency – Proof of Concept fund for new products/businesses.
- SCDC Parish Council update Mar 2009 – details of public planning consultations.
- SCDC Supplementary Planning Documents – consultation on two draft SPDs covering Biodiversity and Listed Buildings. Deadline 14th April 2009.
- Copy of letter from Bridge Street resident to Highways Agency regarding pot-holes, churned-up verge and displaced stop-cock cover at top of Bridge Street (believed to have been caused as a consequence of school buses). The Clerk would respond and also liaise with Highways.
- SCDC – Housing Futures Formal Offer Document.
- CCC/SCDC – additional consultation on Inspectors Larger Site Option for NW Cambridge Area Action Plan. Deadline for comment 20th April 2009.

7.0 Planning

S/2150/08/F 36 Bridge Street, Whaddon, Mr A Townsend, for an extension. Planning permission granted.

S/0062/09/F 55 Meldreth Road, Whaddon, Dr D Vickers, for erection of outbuilding for garage/storage. This application had been referred to the Chairman's Delegation Meeting (ChDM). District Cllr Cathcart advised that the planners had now revised their recommendation to refusal on grounds of design. He would attend the ChDM to try to get the grounds for refusal widened to encompass other objections made by the PC.

At the previous PC meeting it had been decided to convene separate Planning Committee meetings. Cllr Strudwick had since discovered that this committee could not consist of all councillors as it becomes a full P.C. meeting – five councillors had been recommended. Holding the meetings in the daytime might preclude some members of the public from attending. It was suggested that the Planning Committee be voted in at the Annual Parish Meeting in May.

Cllr Strudwick had also ascertained that the statutory quorum for a seven-person PC must be three councillors. It would not be possible for Whaddon PC to change this.

8.0 Finance

Cheques approved today (9th March 2009)

Cheque No. 100622, for £13.78 to N. Strudwick for website expenses.

Cheque No. 100624, for £30.65 to Mrs C Byatt for Chair's expenses.

Cheque No. 100625, for £472.64 to Mrs G van Poortvliet for Clerks wages and expenses.

Cheque No. 100626, for £75.00 to P.E. Coningsby, for church-yard grass cutting.

Cheque No. 100627, for £34,883.53 to Fenland Leisure Products, for second instalment on playground equipment.

Cheque no. 100623 is void due to an error.

Receipt

13th February 2009 £2,103.25 H.M.R.C for VAT refund to 31st December 2008

8.1 2008/9 Budget Update – the Clerk provided an update on performance against budget and the financial forecast to 31st March 2009.

- 9.0 Village Hall Matters** - Cllr Strudwick provided an update. There had been no VH Management Committee meeting since the last PC meeting. The VH were advertising for a cleaner - Carol Ginger was cleaning in the meantime. The SCDC audit of facilities had been done. The full report from the Mechanical and Electrical Engineers was still awaited. A draft copy of the heating section had been seen - a number of heating options were explored. A meeting with the architect was due to take place on Monday 16th March. Chair Byatt, Cllrs Strudwick and Ginger and the Clerk had met with Limbach Banham solicitors in Royston to investigate the possibility of establishing the VH as a charitable trust. It seemed advantageous, from a fund-raising perspective, to put the hall into a charitable trust. The PC could retain the title deeds and then lease the hall to the VH management and fundraising committee, with certain provisos, for a peppercorn rent. The lease period is likely to be in excess of 60 years. The trust must be a separate entity to the PC. There are VAT implications if the VH building works are carried out by the charitable body rather than the PC - it would be necessary to seek a VAT ruling. A summary of the meeting was awaited from Limbach Banham. The VH and recreation ground were under three separate title deeds, only one of which was registered. The cost of registering the remaining two pieces of land, including legal fees, was estimated at around £525. The PC resolved to register the land.
- 10.0 Comments from the Public** – a member of the public commented on cars on the land/field by byway 22. Chair Byatt explained that a footpaths officer had previously come to look at the byway but would take no further action. Cllr Peyton will email the landowner. A member of the public commented that the level of water in the ditch in Bridge Street was unusually high.
- 11.0 Any Other Business**
Cllr Burchett reported that Royston Round Table had offered to cut the recreation ground grass before the playground opening. The Clerk was also asked to contact MD landscapes to schedule the first cut of the season for early April.
Cllr Peyton commented on the water-level in Bridge Street. The water-table was high and it was not possible to find a blockage. Cllr Burchett would look at the top end of Bridge Street. There had been a road accident on Meldreth Road on Saturday 7th March.
District Cllr Cathcart advised that a meeting would be held on 10th March to decide how the shortfall of housing in South Cambridgeshire would be resolved. It was likely that any major housing development would be concentrated in certain key areas (not Whaddon).
Chair Byatt advised that Mrs Jean Webb would like a dedication ceremony for the bench (to go by the bus-shelter) in memory of Ted Webb.
The Clerk – reported that CC Oliver had advised that an enforcement officer was following up the issue of access to the footpath from the Barn Shop.
- 12.0 Date of the Next Meeting - Monday 6th April 2009 at 7.30 p.m.**

There being no other business the meeting was now closed at 9.35 p.m.

Minutes of Whaddon Parish Council meeting held on 6th April 2009 at 7.30p.m. in the Village Hall

Present:	Chair	Mrs C Byatt
	Councillors	Mr W Burchett, Mr P Neale, Mrs M Peyton, Mr C Rose, Dr N Strudwick
	District Councillor	Mr N Cathcart, Mr D McCraith (from 9.00pm)
	County Councillor	Mrs L Oliver (from 8.30pm)
	Parish Clerk	Mrs G van Poortvliet
	Guest speakers	Tracey Harrison (Bedford Pilgrims Housing Association), Val Coleby (planning consultant)
	Parishioners	9 present

- 1.0 Apologies for absence** – received from Cllr L Ginger. Notice of late arrival from District Cllr D McCraith and County Cllr L Oliver.
- 2.0 Disclosure of Interests:** Cllr Burchett is a member of the Playground Project (agenda item 6.0).
- 3.0 Approval of previous minutes** - councillors agreed that the minutes of the previous meeting were a true record and Chair Byatt signed them accordingly.

Chair Byatt introduced Tracey Harrison of BPHA and Val Coleby, Planning Consultant who would be speaking on Affordable Housing (agenda item 5.0).

4.0 Matters arising from previous meetings:

- 4.1 Whaddon Roads and Transport: Roads** – County Cllr Oliver is hoping to secure funding for a turning-point for school buses/coaches at the top of Bridge Street. The arrival of County Cllr Oliver was awaited for an update (see item 13.0). **Bus-service** – no further update had been received from Meldreth PC about demand for the proposed bus-service. Neither SCDC nor CCC could supply a replacement salt-bin for the damaged one on Church Street. A new bin would cost between £100 and £200 plus delivery. It was agreed to remove the damaged salt-bin and to monitor the need for an additional salt-bin. **Bus-shelter** – a ‘no smoking’ sign had been put-up but was falling off. The Clerk would investigate a means of properly securing it to the bus-shelter. **Village Sign** – the sign had been repainted. Chair Byatt had thanked Mr Dave Chappell for his work. An invoice for materials is to follow (expected to be around £50-£60).
- 4.2 Diseased Trees on Recreation Ground** – Roz Richardson (SCDC tree officer) had inspected the replacement trees and was satisfied with their progress. The watering-system was now working. Volunteers had offered to help with the watering.
- 4.3 Speedwatch** – Cllr Strudwick provided an update. Members of the Speedwatch team had been out using the equipment in various village-locations, at varying times, for six sessions. Further sessions are planned. The results were circulated and discussed. Vehicles travelling over 43mph are recorded and speeds above 47mph are reported to the police who send a letter. Anyone receiving three letters has to attend Parkside for a document-inspection. Many incidents of speeding had been recorded, including some Whaddon-residents and the school-bus. A few incidents of speeds over 60 mph had been noted. The data could be used as evidence to request further speed-reducing measures. The Speedwatch team (co-ordinated by Mike Monks of Neighbourhood Watch) are looking for more volunteers. Chair Byatt thanked the team for their hard-work.

- 5.0 Affordable Housing – presentation on proposals for Church Street site** - Tracey Harrison and Val Coleby were invited to address the meeting. Plans/drawings for eight houses at the Church Corner site were circulated. The dwellings had been designed in the vernacular style of the village, incorporating a range of local materials. All eight houses would be for rent. BPHA and the planning consultants were committed to putting in a planning application shortly. They sought

approval from the villagers - the application was likely to go to a planning committee. Comments from the public were invited. The main points arising from the discussion were:

- Concerns were expressed about the site being next to a listed building and on a corner with countryside views. Members of the PC explained all the work already done to explore other sites and the difficulty of finding out whom owned land (much is unregistered). Other sites in the village were also close to listed buildings or outside the village envelope. The Church Corner site was the only one being offered for development. District Cllr Cathcart suggested re-contacting the Diocese of Ely about church-owned land as their viewpoint might have changed. The Clerk would search-out the relevant correspondence.
- SCDC planners were willing to enter discussions with BPHA and their consultants about this development. BPHA were prepared to put in a planning application.
- The designs were much improved over previous ones. Various suggestions were offered for further design/lay-out changes.
- Access to the adjacent field needed to be sufficiently wide for large farm-equipment.
- A need for affordable housing within the village had been established.
- The wish was expressed that priority be given to local people when granting tenancy - Tracey Harrison would advise on the criteria for affordable home eligibility.
- There were no plans to develop the rest of the field beyond the eight dwellings.

The PC voted and agreed (with Cllr Burchett abstaining) to support the Planning Consultants in putting together a planning application for Church Corner. Cllr Burchett abstained as he was unfamiliar with the history of searching for alternative sites and was aware that some villagers were opposed to this site. Chair Byatt thanked Val Coleby and Tracey Harrison.

6.0 Whaddon Playground Project (WPP) – Mr Neil Gallery, co-ordinator WPP, gave an update. The play-equipment contractor had now finished on-site but would come back for the snagging/final check following the ROSPA new-installation inspection. This was due to take place within two weeks at a cost of £395 + VAT. The play-equipment was now insured. Some work is still to be completed by the Parish e.g. painting/grass-tending. An official opening is proposed for the afternoon of Saturday 25th April - the safety-fencing will remain in place until then. WPP will draw up a maintenance and safety schedule based on advice from Fenland and ROSPA. Cllr Burchett and Neil Gallery are willing to carry out the safety inspections (currently done by the village handyman) on an initial trial basis. The grant due from SCDC was still outstanding – Neil Gallery to chase. Neil Gallery would also contact the picnic-bench manufacturer to see if some replacement parts could be purchased. It would not be possible to use gang-mowers on the area under the trim-trail and zip-wire – WPP would check what mowers could be used. The donation from Whaddon Neighbourhood Watch Youth Action Group was to be ring-fenced and spent at the end of the project – the purchase of a bicycle-rack was suggested. Cllr Peyton will chase-up the removal of the graffiti from the garage. An additional £5,000 grant had been received from Pathfinder. The terms of the grant meant that this money could not all be spent on landscaping – a basket swing had been purchased and some heavy-matting for the hard-wearing areas on the mound. Chair Byatt thanked WPP for all their hard-work.

7.0 New Correspondence

- Cambridgeshire Local Access Forum – details of meetings, 2009.
- Email from resident complaining about lorries leaving Eternit and driving through Whaddon instead of via Mettle Hill. Cllr Ginger to follow-up.
- Invitation to Sustainable Communities Act Public Meeting – 2nd April.
- Invitation to Parish Paths Partnerships co-ordinators event - 25th April (Cllr Neale is unable to attend).
- SCDC – invitation to Parish Forum Meeting on 16th July. Clerk to request tickets.
- CCC Consultation of Further Additional Mineral and Waste Development Proposals (31/03/09 to 12/05/09). Deadline for comments 12th May.
- SCDC Housing Futures DVD – copy of DVD sent to all Council Tenants explaining proposal to transfer homes to South Cambridgeshire Village Homes.

- Moore Stephens Chartered Accountants – annual return and audit instructions for year-ended 31/03/09.
- Limbach Banham Solicitors – notes from meeting re Village Hall.

8.0 Planning

S/0062/09/F 55 Meldreth Road, Whaddon, Dr D Vickers, for erection of outbuilding for garage/storage. This application had been withdrawn.

9.0 Finance

Cheques approved today (6th April 2009)

Cheque No. 100632, for £162.00 to M. Carter for handyman services.

Cheques already signed:

(13th March 2009)

Cheque No. 100628, for £180.00 to Whaddon Golf Centre for grass-cutting, recreation ground. (23rd March 2009)

Cheque No. 100629, for £170.65 to Allianz Insurance for premium for playground equipment.

Cheque No. 100630, for £80.00 to D.M.Charles, for newsletter production and servicing costs.

Cheque no. 100631 is void – replaced by 100632.

Receipts

2nd March 2009 £2.88 interest on Barclays Business Rate Tracker Account.

6th March 2009, £40,000 - CCC Play Pathfinder Grant

2nd April 2009, £40.00 Mrs V Partridge – newsletter advert.

The PC approved £25 to be spent on brackets for the bench to go near the bus-shelter.

9.1 Bank Mandate – Barclays would not provide bank-balance details to the Clerk by telephone and sometimes refused to transfer funds (between PC accounts) because the Clerk is not a bank-account signatory. The Clerk asked the PC to consider making her an account-signatory to allow better access to information. Two signatures would still be needed on each cheque, providing an additional level of security/control. It was agreed to seek guidance from CPALC and also to speak with the Bassingbourn Clerk for advice.

9.2 Audit Matters - the annual return needed to be with the external auditors by 1st June and the audit advertised by 15th April. The PC approved Peter Chilvers as internal auditor at £20/hr.

10.0 Village Hall Matters - Cllr Strudwick provided an update. There had not been a VH Management Committee meeting since the last PC meeting. A new cleaner had been appointed. The water-board had twice looked at the leaking man-hole cover outside the VH but further work might still be required. An estimated costing of £350,000 (+fees) had been received for the VH renovation/extension. Cllrs Strudwick and Ginger had met the architect and quantity surveyor on 31st March and discussed ways to reduce costs. Some of the cost-reducing measures would mean taking smaller features out of the core project tender and doing them separately by villagers - examples were provided. Assurance was given that, in the attempts to reduce costs, no compromises would be taken with the fundamental structural and mechanical side of the project. The intention was to reduce overall costs to around £275,000 (+ fees). It was still hoped to install a heat-source pump, even though cheaper options were available, because there are grants for green technologies and a long-term perspective was being taken. A summary of the meeting with Limbach Banham solicitors - about establishing the VH as a charitable trust – had been received. The legal costs for setting up the trust were estimated at £500-£1,000. It would be necessary to get a VAT ruling for the building works if they are undertaken by a charitable trust. The VH Management Committee would be discussing the trust. Cllr Ginger would put together a list of fundraising requirements. The Clerk would take the title-deeds into Limbach Banham so that they could register the land.

11.0 Comments from the Public – Mr Neil Gallery offered to pass information about landfill-applications to the VH Committee. A member of the public commented on smoking in and behind

the bus-shelter – a means of securing the no-smoking sign was being sought. A member of the public reported that some of the daffodils planted on the corner of Church Street had been picked.

12.0 AGM – agenda items – councillors were reminded that next month was the AGM. Cllr Strudwick asked that the establishment of a Planning Committee be on the agenda. The Clerk reminded the councillors to check the Standing Orders – any amendments needed to be approved at the AGM.

13.0 Any Other Business

Cllr Peyton commented on the water-level in Bridge Street. The high water-level had been due to a blocked pipe in Dyers Green. This had now cleared and the water-level had fallen significantly - some people thought it was too low.

Chair Byatt advised that Highways had provided some information about the placement of obstructions on grass-verges. Cllr Peyton would follow-up.

Cllr Neale reported a car seen driving down a footpath with a shot-gun pointing out of the window. Cllr Peyton would follow-up.

Cllr Strudwick requested that a cut of the recreation-ground grass be scheduled close to 6th July (Wendy Paton's wedding).

County Cllr Oliver suggested contacting WREN re landfill funding and also provided details of a professional fundraiser who had been very successful in Guilden Morden. The police had carried out a speed-check on Meldreth Road – no offenders noted. Cllr Strudwick would forward the Speedwatch results. On 21st April an application will be made to CCC Cabinet for funding for the school-coach turning-circle at the top of Bridge St. Chair Byatt thanked County Cllr Oliver.

Chair Byatt – reminded everyone that a litterpick had been arranged for 9th April at 10.00 am.

Date of the Next Meeting - Monday 6th April 2009 at 7.00 pm, followed by AGM at 8.00 pm.

There being no other business the meeting was closed at 9.50 p.m.

Minutes of Whaddon Parish Council meeting held on 11th May 2009 at 7.00p.m. in the Village Hall

Present: Chair Mrs C Byatt
 Councillors Mr W Burchett (from 7.25 pm), Mr L Ginger, Mrs M Peyton.
 Parish Clerk Mrs G van Poortvliet
 Parishioners 1 present

1.0 Apologies for absence – received from Cllr P Neale, Cllr N Strudwick, Cllr C Rose, District Cllr D McCraith and District Cllr N Cathcart. Notice of late arrival from County Cllr L Oliver.

2.0 Disclosure of Interests - none.

3.0 Approval of previous minutes – this item was postponed until the arrival of Cllr Burchett.

4.0 Matters arising from previous meetings:

4.1 Whaddon Roads and Transport: Roads – funding had been obtained for a turning-point for school buses/coaches at the top of Bridge Street. The existing road layout will need to be changed and there will be a visual impact. Cllr Ginger will meet Eternit's factory manager on 28th May to discuss villagers' concerns about lorries coming through Whaddon. **Bus-service** – as Meldreth PC had received only one request for the proposed bus-service a financial contribution looked unlikely. Cllrs wanted to revisit the original proposal for a service into the centre of Whaddon only. The arrival of County Cllr Oliver was awaited to discuss this further (see AGM minutes). **Salt-bin** – the damaged bin on Church Street had been removed. **Bus-shelter** – a new 'no smoking' sign had been put-up. Cigarette-ends were still being discarded behind the shelter.

4.2 Affordable Homes Update – Bedford Pilgrims Housing Association (BPHA) had advised that, in light of some comments made at the last PC meeting, they would be making the following adjustments to the Church Corner plans:

- Opening up the view a little through the development to allow wider views of the countryside behind.
- Realigning certain plots to maintain the view of the gable end of Rose Cottage from Harcamlow Way.
- Limiting the pallet of materials.

The Planning Consultants had asked the PC for a letter supporting the Church Corner planning application. Chair Byatt provided some background information as to alternative sites that had been investigated in Whaddon and the reasons why they were ultimately unsuitable. None of these alternatives were available for sale for affordable housing although the owner of Pickering Farm had not responded to contact-attempts. It was suggested that Mr Cooper might not be the ultimate owner of Pickering Farm – the Clerk would inform BPHA. The Church Commissioners had advised that there was no church-owned land in Whaddon. The PC resolved to write in support of the Church Corner Planning Application in principle.

5.0 Whaddon Playground Project (WPP) update – the playground had officially opened on 25th April. Chair Byatt thanked Mr Neil Gallery and Cllr Burchett for a very successful opening event. SCDC had confirmed that they would release the outstanding grant money to WPP. On receipt, the PC would pay the balance due to the play-equipment supplier. The ROSPA report had been completed and WPP would put together a maintenance schedule for the play-equipment. WPP would cut the grass under the trim-trail and zip-wire for the first six months – after this the gang mowers could be used in these areas. It had not been possible to empty the bin on the playground. The Clerk was asked to write to SCDC Refuse Department to ask why the black bins next to the Village Hall were not emptied unless they were put out onto the road.

It was agreed to return to item 3.0

3.0 Signing of minutes from the last meeting – councillors agreed that the minutes of the previous meeting were a true record and Chair Byatt signed them accordingly

6.0 New Correspondence

- East of England Regional Assembly – Regional Spatial Strategy review. Deadline for comments 23/04/09.
- Invitation to Bassingbourn & Melbourn Neighbourhood Watch Panel meeting on 20/04/09.
- Cambridge and Peterborough Association of Local Councils (CPALC) – details of Outreach Training for Parish Councils.
- SCDC – monthly PC update on planning consultations.
- CPALC – training schedule 2009/10.
- Equality and Human Rights Commission- Public Sector Duties with regard to Equality Bill.
- Information Commissioners Office – Freedom of Information Act DVD.
- CCC – request for notice of any street closures for the ‘Big Lunch’ initiative.

7.0 Finance

7.1 Signing of Cheques - the following were approved and signed:

Cheque No. 100633, for £1,207.50 to Mr L Parcuttt for quantity surveying services, Village Hall.

Cheque No. 100634, for £785.45 to Britannic Garden Furniture Ltd for bench seat.

Cheque No. 100635, for £1,150.00 to Scott Wilson for M&E consultancy services, Village Hall.

Cheque No. 100636, for £11.00 to Cambridgeshire ACRE for Model B Trust Deed, Village Hall.

Cheque No. 100637, for £62.88 to David Chappell for expenses for village sign renovation

Cheque No. 100638, for £454.25 to Playsafety Ltd for play area inspection

Cheque No. 100639, for £60.00 to Peter Chilvers for internal audit services

Cheque No, 100640, for £127.16 to CPALC for affiliation fee 2009/10

Receipts:

07/04/09 £5,000.00 CCC Play Pathfinder Grant

16/04/09 £200.00 CCC Play Pathfinder Grant – launch event

16/04/09 £7,975.00 SCDC Precept 2009/10 - first instalment

7.2 Approval of Draft Accounts/Annual Return – the Clerk circulated the draft Statement of Accounts and Annual Governance Statement for the year ended 31st March 2009. The PC approved these documents and Chair Byatt signed them. The internal audit had been successfully completed and the relevant section of the Annual Return had been signed.

8.0 Bench to be dedicated to Ted Webb – the bench donated by Mr Webb’s family has arrived and the dedication is scheduled for 30th May. Villagers are invited to meet for coffee at the Village Hall at 11 am and then proceed to the bench. The PC approved expenses for the dedication event.

9.0 Village Hall update - Chair Byatt provided an update from the VH Management Committee meeting of 6th April 2009. The leaking man-hole cover outside the VH had been repaired. The number of bookings had not improved. The draft accounts for the year to 31st March 2009 showed an increase in funds of just over £2,000. The Committee were in favour of putting the hall into a charitable trust in order to raise funds for the refurbishment and extension. A meeting with the solicitor had been arranged for 15th May.

10.0 Grass-cutting: verges – A1198: the CCC contractors who had cut the verges on the A1198 had not cut a sufficient swathe at the Whaddon Gap junction. Consequently visibility was hindered when exiting from Whaddon. Also, these contractors had failed to drive reasonably through the village. This would be referred to County Cllr Oliver on her arrival (see AGM minutes). Village: four of the tree-gator bags on the recreation ground had been damaged when the verges had been cut. SCDC had advised that the bags could not be repaired and would need replacing at a cost of £29.96 each. The Clerk would ask the contractor to purchase four replacement bags. It was agreed

that the PC would liaise with the contractor and remove the bags prior to any future verge cuts. It was noted that, as many villagers cut their own verges, the verge-cutting contract might not be good value-for-money. It was agreed to review this at the end of the season when the contract came up for renewal.

11.0 Comments from the Public – a member of the public commented that users of the playground were causing a potential hazard by parking on the road. The PC agreed to unlock the bollards, allowing vehicles to park on the grass as a short-term solution.

12.0 Any Other Business

Cllr Ginger asked the Clerk to remind Highways Agency that the footway on the east-side of Meldreth Road was now in a really bad state of repair.

Chair Byatt advised that a new football team, Whaddon Athletic, would be using the recreation ground. They were negotiating their requirements with the VH bookings officer.

Date of the next ordinary meeting - Monday 8th June 2009 at 7.30 pm.

There being no other business the meeting was closed at 8.15 p.m. It was directly followed by the AGM.

Minutes of Whaddon Parish Council meeting held on 8th June 2009 at 7.30p.m. in the Village Hall

Present: Chair Mrs C Byatt
 Councillors Mr W Burchett, Mr L Ginger, Mrs M Peyton, Mr C Rose,
 Dr N Strudwick.
 District Councillors Mr D McCraith, Mr N Cathcart.
 Parish Clerk Mrs G van Poortvliet
 Parishioners 3 present

- 1.0 **Apologies for absence** – received from Cllr P Neale and County Cllr L Oliver.
- 2.0 **Disclosure of Interests** – Cllr Burchett is a member of Whaddon Playground Project (agenda item 4.3).
- 3.0 **Approval of minutes:** it was agreed to make the following amendments:
 - 3.1 **last Parish Council Meeting:** the start time of the meeting was changed to 7.00pm.
 - 3.2 **2009 AGM:** it was agreed to correct the spelling of ‘Coningsby’.
 Cllrs now agreed that the minutes of the last Parish Council meeting and AGM were a true record and Chair Byatt signed them accordingly.
- 4.0 **Matters arising from previous meetings:**
 - 4.1 **Whaddon Roads and Transport: Roads** – Cllr Ginger would search out plans for the proposed turning-point for school buses/coaches at the top of Bridge Street. Nearby residents would need to be informed about the changes and advised of construction-work. The District Cllrs thought it likely that CCC would need to consult SCDC planners about the scheme. Cllr Ginger had met Eternit’s works manager on 28th May to discuss villagers’ concerns about lorries coming through Whaddon. Due to the economic downturn the number of lorry movements at Eternit had greatly reduced. It was therefore unlikely that any increase in lorries was due to Eternit. However, if registration numbers and times/dates were reported to Eternit they would investigate and request that contractors use the Mettle Hill route (although this could not legally be enforced). It was also noted that half of the Eternit site was for sale. Cllr Ginger would email the resident who had commented to the PC about the lorries. Chair Byatt thanked Cllr Ginger. **Bus-service** – there was no further update. **A1198 verges** – the verges at the Whaddon Gap junction had now been re-cut, improving visibility when exiting.
 - 4.2 **Affordable Homes Update** – a letter had been sent to Bedford Pilgrims Housing Association (BPHA) and their planning consultants, supporting the Church Corner planning application in principle. BPHA and the planning consultants had thanked the PC. It had not been possible to establish for certain who the owner of Pickering Farm was - Cllr Peyton would investigate further. However, BPHA had commented that, due to the commercial-use status of Pickering Farm, the site was very unlikely to be affordable for low-cost housing. The first draft of the Design Statement will be presented to the PC at the July meeting. When available this should be passed to BPHA’s planning consultants. District Cllr Cathcart confirmed that SCDC planners had received an informal approach from BPHA about Church Corner and were considering their response. The planners’ objections still stood but they were entering into discussions with BPHA. It would be necessary to demonstrate that no other sites were realistically available. District Cllr Cathcart also advised the PC of the need to be involved with the negotiation of the S106 agreement to ensure that the housing scheme remained affordable in the future (some S106 agreements contained clauses allowing housing to be re-designated from rental to shared-ownership status).
 - 4.3 **Whaddon Playground Project (WPP) update** – Mr Neil Gallery, co-ordinator WPP, provided a financial statement and asked for the final payment (£33,656.81) to be made to Fenland Leisure Products (see 6.0 Finance). This would include a (reclaimable)

contribution from PC funds of £6,641.95 towards VAT. ROSPA had been chased-up in order to complete the maintenance schedule. FLP had been asked to check the top of the Bird's Nest swing. MD Landscapes would now be strimming the mound and cutting between the matting. Mr Jim Docwra had volunteered to mow under the trim-trail and zip-wire – the PC had offered to pay fuel expenses. Thanks were expressed to Mr Docwra. The bin on the recreation ground had now been emptied and WPP would buy an additional bin. The Clerk had written to SCDC Refuse asking them to empty the village hall (VH) black-bins, even when they had not been wheeled onto the main road. District Cllr Cathcart offered to follow this up and would also request a larger bin for the VH. The bollard at the entrance to the recreation ground was still down and seemed to be helping to alleviate playground-parking. It was suggested that the bollard be left down for another month and reviewed again. Parking signage was discussed – Mr Gallery would investigate wording. WPP's fundraiser, Party in the Barn, would take place on 26th June.

4.4 Bench dedicated to Ted Webb – the dedication service had taken place on 30th May and had been very well attended. The Clerk would check that the bench had been added to the PC insurance. Planting a tree near the bench was suggested.

4.5 Replacement trees on recreation ground – the contractor who mows the verges had purchased four replacement tree-gator bags as requested. Although more than four bags had been damaged, the four most badly affected would be replaced. It was agreed to begin watering the trees every ten days.

5.0 New Correspondence

- Rural Services Network – invitation to sustainable rural communities seminar 26/06/09.
- SCDC – Equalities Policy 2009-2012.
- CCC – notification of £350 Parish Paths Partnership (PPP3) grant awarded for 2009/10. The grant will be put towards work required on improving the paths through the wooded area. It was also suggested that the grant money brought forward from last year (c£400) should also be spent on this project. It would be necessary to involve Cllr Neale and Mr Roger Huffer. Mr Pete Morley had etched and spray-painted the RADAR gate which would go between the church-yard and the recreation ground. This would be installed soon. The Clerk was asked to write in thanks to Mr Morley.
- SCDC – monthly PC update on planning consultations June 2009.
- CPALC – invitation to 'My Community' training.
- CCC – notes from PPP3 event 25/04/09.
- CPALC – best practice guides (local staff handbook & remuneration & contract arrangements for Parish and Town Clerks).
- SCDC – Standards Board England request for comments about the 2008 regulations (deadline 08/06/09).
- Limbach Banham Solicitors – summary of terms of ACRE model B lease for Village Hall.
- Cambridgeshire ACRE – service user survey. Deadline 26/06/09.

6.0 Finance

Cheques already signed (29/05/09):

Cheque No. 100641, for £2,143.22 to Allianz Insurance plc for insurance premium 2009/10.

Cheque No. 100642, for £253.00 to MD Landscapes for grass-cutting April 2009.

Cheques to be signed today:

Cheque No.100643, for £693.39 to Mrs G van Poortvliet for clerks wages and expenses 01/04/09 to 08/06/09.

Cheque No. 100644, for £253.00 to MD Landscapes for grass-cutting May 2009.

Cheque No. 100645, for £33,656.81 to Fenland Leisure Products for final balance due re play equipment.

Cheque No. 100646, for £26.60 to Mrs C Byatt for Chair's expenses – seat dedication

Receipts:

20/05/09 £647.89 Grass-cutting allowance: verges

01/06/09 £14,800.00 Whaddon Playground Project (tfr of £15,000 grant from SCDC less £200 opening ceremony grant already received)

02/06/09 £350.00 CCC PPP3 grant 2009/10.

The 2009 Annual Return had been submitted to the external auditors.

7.0 Decision on Contribution to Mediaeval Document – CCC Archives had been offered a rare document, dating from 1438, dealing with land transfers in Whaddon, Meldreth and Kneesworth. The purchase price for this document was £325 and CCC had asked the PC for a contribution. The document would be stored and looked after by CCC Archives. Meldreth and Bassingbourn PC's had each agreed to contribute one third of the cost. Cllr Strudwick made a case for the PC contributing towards the document and circulated an image of it. A discussion followed. Two proposals were made:

- 1) Whaddon PC contribute one third of the cost of the document
- 2) Whaddon PC co-ordinate private fundraising to contribute to the cost of the document

It was resolved that Whaddon PC contribute one third of the cost of purchasing the document. The Clerk would seek advice about ownership of the document.

8.0 Village Hall Update – Cllr Strudwick provided an update. There had been no Village Hall Management Committee meeting since the last PC meeting. On 15th May Chair Byatt, Cllr Strudwick and the Clerk had met with Limbach Banham solicitors (LB) to further discuss putting the VH into a charitable trust. This meeting had resolved a number of queries and confirmed that leasing the VH to a charitable body was the best option, allowing the PC to retain the VH title deeds. A summary of the model lease agreement had been received from LB today and was being reviewed. A number of issues still needed to be resolved before progressing the matter further:

- Length of the lease – some investigation was required into the minimum length of lease required by the funding organisations.
- What should go into the lease – it would be necessary to decide whether to include the playground and recreation ground as well as the VH itself. Administratively it might be easier to have one body looking after all these assets. WPP would be consulted.
- Identifying potential Management Trustees – half of these should ideally be from VH user-groups.

9.0 Village Maintenance – a number of ad-hoc maintenance projects had been identified e.g. refurbishing the phone-box and the benches next to the VH and installing some new litter-bins. The village no longer had the services of a handyman and it would be necessary to look for a replacement. Various options were discussed. Cllr Burchett confirmed that he would perform safety checks on the play equipment and empty the bins on the recreation ground. He also volunteered to install the two new bins. Cllr Burchett would quote for the other ad-hoc work. The Clerk would check this for potential conflict of interest. The Clerk would also seek advice from local PC's to see how they dealt with maintenance issues. Cllr Strudwick offered to help draw up a job description for a new handyman.

10.0 Councillor and Clerk Training – the Clerk had started the Certificate in Local Council Administration (CiLCA) training. A schedule of CPALC training courses was circulated. It is a requirement for Quality Council status that councillors undertake training.

11.0 Comments from the Public – a member of the public asked if anyone was responsible for maintaining the area around the fountain and volunteered to help. Chair Byatt would mention this to Mrs Jenny Grech. A member of the public requested permission for some residents to hold a cricket game in August. Mrs Wendy Paton (Village Hall bookings) should be contacted to organise this. A member of the public reported horse-muck on the footways. Chair Byatt would speak to the riders concerned. A member of the public asked if the PC was responsible for the trees opposite his house in Bridge Street – they were blocking the light during the summer. The

PC would bear this in mind. A member of the public suggested that the handyman vacancy be advertised in local publications e.g. Meldreth Matters.

12.0 Any Other Business

Cllr Peyton provided a Speedwatch update. To date 1933 cars had been recorded and 15% were exceeding 43mph. Speedwatch is helping to reduce speed through the village. The police have also been to monitor speed in Whaddon. The main location for speeding is Meldreth Road (coming into Whaddon). There is very little recorded speeding in Church Street although the road-noise increased the perception of speeding. The next Neighbourhood Watch Melbourn Panel meeting would take place on 21st July – Cllrs Peyton and Strudwick would be attending.

Cllr Rose advised that he had received complaints from residents about the noise caused by (the perceived speeding) of motorbikes travelling to and from the recent motorbike rally. The PC was doing as much as was legally possible to tackle speeding.

Cllr Strudwick advised that there were now seven residents trained to use Speedwatch equipment. The team needed to produce a plan to systematically cover the village.

District Cllr McCraith advised that the Housing Futures vote had taken place last Thursday. 75% of tenants had voted against the transfer of SCDC's housing stock to a housing association.

Cllr Rose reported that the Church Street footway, by Town Farm Close, was cracking. The Clerk would report this to Highways.

Chair Byatt reported that a resident had requested that the bank where the new trees had been planted should not be strimmed due to nature/environmental consideration. The PC would consider this when the grass-cutting contract was renewed at the end of the season.

13.0 Date of the next meeting - Monday 6th July 2009 at 7.30 pm.

There being no other business the meeting was closed at 9.40 p.m.

Minutes of Whaddon Parish Council meeting held on 6th July 2009 at 7.30p.m. in the Village Hall

Present:	Chair	Mrs C Byatt
	Councillors	Mr L Ginger, Mrs M Peyton, Mr P Neale, Mr C Rose, Dr N Strudwick.
	District Councillors	Mr D McCraith, Mr N Cathcart.
	County Councillor	Mrs L Oliver
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	5 present

- 1.0 Apologies for absence** – received from Cllr W Burchett.
- 2.0 Disclosure of Interests** – District Cllr Cathcart declared a shared personal interest in agenda item 10.0 Traveller and Gypsy sites in connection with a proposed site in Bassingbourn.

Chair Byatt stated that, due to her impending house-move, this was likely to be her last Parish Council meeting. Vice-Chair Strudwick thanked Chair Byatt, on behalf of the PC, for all the work she had done. District Cllr Cathcart also paid tribute to Chair Byatt.

- 3.0 Approval of minutes** – Cllrs agreed that the minutes of the last PC meeting were a true record and Chair Byatt signed them accordingly.

4.0 Matters arising from previous meetings:

- 4.1 Whaddon Roads and Transport: Bus-service** – a suitable turning-point for the proposed bus-service was discussed. Cllr Ginger suggested asking the bus-operator to come out and assess this. County Cllr Oliver would try to set up a meeting. **Roads** – County Cllr Oliver would forward to the PC the plan for the proposed turning-circle for school buses/coaches at the top of Bridge Street. She would also seek further information on timeframes. The work would not require the involvement of SCDC planners. Chair Byatt thanked County Cllr Oliver. Highways will look at the cracked footway in Church Street. Cllr Peyton commented that the verges were now encroaching on the footways and the roots could lift the tarmac. This could be treated with weed-killer and Cllr Peyton would see if this could be done by a local farmer with a suitable license for chemical-spraying.
- 4.2 Affordable Homes Update** – the PC had received an advance copy of the Church Corner planning application submitted by Bedford Pilgrims Housing Association (BPHA) to SCDC planners. As yet no notification had been received from SCDC. District Cllr Cathcart reiterated the importance of the PC being involved at the outset with the S106 agreement to ensure that the properties were not later re-designated as saleable. The PC would write to BPHA and SCDC planners. County Cllr Oliver confirmed that no other sites in Whaddon were supported by CCC for Affordable Housing other than Church Corner. The planning application was being circulated among the PC. The Clerk would also write to BPHA about the Design Statement (agenda item 7).
- 4.3 Whaddon Playground Project (WPP) update** – congratulations were offered to the Party in the Barn organisers – the event had raised over £2,500. The Clerk would check with WPP about progress on the car-parking signage, installation of additional bin and inspection check-list. The final payment for the play-equipment had been made.
- 4.4 Parish Paths Partnership (PPP3)** – Cllr Neale confirmed that £400 grant had been received last financial year for painting and installing the new RADAR gate. As this work had been done by volunteers the grant had been carried forward. An additional £350 grant had been received this year for improvements to the woods and permissive bridleways. Cllr Neale proposed to seek agreement from Mr Roger Huffer (the landowner) to do the work on the woods/bridleways and also to potentially spend some of the grant carried forward for the same purpose. The PC agreed to spend some of the brought-forward grant on the woods/bridleways subject to approval by CCC. Cllr Neale would meet with Mr

Andrew Stimson from CCC tomorrow night to discuss this and seek approval. A village working-day was suggested for the Autumn, to do some of the preliminary clearing and tidying in the woods. Cllr Neale would agree a date with Mr Huffer. Cllr Neale asked for any other ideas for spending the grant to be submitted to him. The RADAR gate will be installed sometime after the Church fete.

- 4.5 Village Maintenance** – at the previous PC meeting, Cllr Burchett had offered to quote for some ad-hoc maintenance work. Advice had been sought and it was believed that this would constitute a conflict of interest. Consequently Cllr Burchett would not be asked to do this work. SCDC Refuse department had replied to the PC's letter in connection with the Village Hall black-bin. They would not collect the bin from beside the VH unless the PC wished to pay business-rates. The PC would need to continue to organise volunteers, or pay for a handyman, to move the bin to the roadside for collection. District Cllr Cathcart had been unable to progress this further either. A job-description was needed for the village handyman and it would be necessary to consider whether the handyman should be a VH responsibility rather than a PC one.
- 4.6 Mediaeval Document** – the PC had now been invoiced for one third of the cost of the document. Cllr Strudwick was keen to make sure the document was accessible to the villagers and would discuss this again with CCC archivists. The Clerk would chase-up Bassingbourn PC to ascertain if they would also like access to this document.

5.0 New Correspondence

- SCDC – details of meeting re Gypsy and Travellers Development Plan Document issues and options 19/06/09.
- SCDC – invitation to low carbon living event 23/06/09.
- SCDC – invitation and agenda for Standards Committee meeting 17/06/09.
- SCDC – letter from Health and Environment Services in connection with Village Hall black-bin collection (see 4.5 above).
- CPALC – National Association of Local Councils, Chief Executives report.
- Webb family – card thanking the PC for the bench dedication and service.
- Bassingbourn resident – request for copies of the last three years accounts.
- SCDC – invitation to special planning parish forum meeting to discuss Gypsy and Traveller Development Plan Document 30/07/09.
- SCDC – results of SCDC Housing Transfer ballot.

6.0 Finance

Cheques to be signed today (6th July 2009):

Cheque No. 100647, for £195.00 to Limbach Banham for Land Registry fees re voluntary registration of land (Village Hall).

Cheque No. 100648, for £80.00 to DM Charles for village newsletter.

Cheque No. 100649, for £108.33 to Cambridgeshire County Council for contribution to ancient document.

Cheque No. 100650, for £350.00 to CALC-CTP for CiLCA training course.

The costs of printing the village newsletter had increased to £80 per issue.

The bench donated by Ted Webb's family had been included on the PC's insurance.

- 7.0 Design Statement (DS)** – Mr David Grech, DS working group, was invited to address the meeting. A draft copy of the DS had already been circulated to cllrs. Comments were invited so that any required changes could happen prior to public consultation. The intention is for a black-and-white version of the DS to be distributed to the Village with the September Newsletter. Comments from the public would be invited and discussed at a later meeting. The draft DS was discussed and some initial suggestions made. Cllr Neale offered to collate comments from the PC. Chair Byatt thanked the DS team and asked them to get some estimates for the printing costs.
- 8.0 Village Hall Update** – Cllr Strudwick provided an update. There had been no VH Management Committee meeting since the last PC meeting. The date for the Village BBQ is 5th September.

There had been no change in lettings. The damaged floor in the corner continued to be observed. The next VH Committee meeting will be on 27th July.

8.1 Decision on leasing VH to a Charitable Trust (CT) – it had been established that leasing the VH to a CT would afford the best access to funding-sources and also allow the PC to retain the VH title deeds. At the last PC meeting a number of issues had still needed to be resolved but these had now been progressed:

- What should go into the lease – it seemed practical for the VH, playground and recreation ground to all be put into the CT and managed together. WPP had confirmed their support.
- Length of the lease – ACRE had suggested that a lease of 99 years showed commitment and would be viewed favourably by funding organisations. Whilst it would involve the PC in a lengthy commitment, there would be get-out clauses in the lease.
- Amount of rent – the rent charged to the CT should be one peppercorn due to administrative costs of collecting a rent of £1.

The PC would be able to make grants to the CT. A Deed of Dedication had been recommended by ACRE and was being investigated by the solicitors. The PC resolved unanimously that the VH, recreation ground and playground be leased to the CT for 99 years for a rent of one peppercorn. The establishment of the CT would be progressed throughout the summer.

9.0 Update on Parish Plan (PP) – Cllrs Strudwick, Peyton, Ginger and the Clerk met with Jo Fitzpatrick from ACRE, on 17th June, to discuss progress on the PP. Jo Fitzpatrick had appeared quite impressed at the amount that had been achieved. She suggested that a new PP be done every five years – Whaddon would need to begin a questionnaire/survey in 2010. ACRE had since indicated that they might be able to provide assistance on the Bridge Street pipe issue and had asked for information on what had been done to date. A discussion was held and it was established that the PC had not been able to find out who was responsible for the pipe. The Clerk would investigate further.

10.0 Traveller and Gypsy Sites – under SCDC proposals, two additional pitches could be added to the Old North Road site, Whaddon and five new pitches in Spring Lane, Bassingbourn. The consultation process is due to finish on 9th October. A discussion was held. It was felt that the PC should seek the opinion of Old North Road residents – Cllr Peyton would find out if there was a warden on site. The PC was of the opinion that the site in Bassingbourn was in the wrong place and should be opposed. An offer of support was given to Bassingbourn PC. The District Cllrs stated that Bassingbourn PC was due to agree its position on this at their PC meeting tomorrow evening – there was already strong opposition within Bassingbourn village. It was commented that SCDC should address the illegal traveller site at Metal Hill. District Cllr Cathcart was likely to attend the SCDC special forum meeting on 30th July (see New Correspondence).

11.0 Comments from the Public – a member of the public expressed strong opposition to expanding the number of travellers and gypsy sites in the area. Historically such sites had been wrecked and there were already too many sites in the vicinity.

A member of the public reported that, seemingly, when a local Bassingbourn farmer irrigated, the stream in Bridge Street dried up. The stream was generally very low and this year there had been no frogs spawning in it. Cllrs commented that the Environment Agency (EA) had said they would enforce the closure of drains dug by the farmer. Additionally, there had been very little rain so the water-table was low. Riparian owners were supposed to clear their sections of the stream which would help improve flow. Cllr Peyton would speak to the EA.

A member of the public asked if there had been any progress lowering speed-limits in Whaddon. Cllrs explained what had been done and the effect that Speedwatch was having. Speedwatch would make some checks in Bridge Street.

12.0 Any Other Business

Cllr Neale reported that people had been swimming in the reservoir which was very dangerous. The District Cllrs said that this should come up at the Bassingbourn PC meeting.

Cllr Peyton commented on the need to advertise for a new councillor. The Clerk would progress this. **District Cllr McCraith** advised that there were no contact details for the District or County Cllrs in the Whaddon newsletter. Chair Byatt would look into this.

Chair Byatt advised that the Church Fete would take place on 18th July and would be opened by the Bishop of Huntingdon. The Cantus Singers of Cambridge would perform on 25th July. The Church had applied to English Heritage for a grant towards the cost of the major works required to the church tower. District Cllr Cathcart suggested an application also be made to SCDC. An email had been sent to Jenny Grech re the offer of help with the fountain garden – this would be followed up. A volunteer was needed to help with the newsletter. Chair Byatt thanked everyone for working with her on the PC and paid tribute to the work started by Ted Webb.

13.0 Date of the next meeting - Monday 14th September 2009 at 7.30 pm.

There being no other business the meeting was closed at 9.35 p.m.

Minutes of Whaddon Parish Council meeting held on 14th September 2009 at 7.40p.m. in the Village Hall

Present: Vice-Chairman Dr N Strudwick
 Councillors Mr W Burchett, Mr L Ginger, Mrs M Peyton, Mr P Neale,
 Mr C Rose
 District Councillors Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 3 present

- 1.0 Election of Chair and Vice-Chair** – Clare Byatt had resigned from the Parish Council (PC) and the position of Chair was vacant. The cllrs agreed to leave the election of a new Chair until after a new cllr had been appointed. In the meantime, Dr Strudwick, as Vice-Chairman, would chair the PC meetings.
- 2.0 Apologies for absence** – received from District Cllr Cathcart (holiday).
 Non-attendees: County Cllr Linda Oliver
- 3.0 Disclosure of Interests** – Cllr Burchett declared a personal interest in agenda item 13.0 as a member of Whaddon Playground Project. Vice-Chairman Strudwick declared a personal interest in agenda item 10.0 as Chair of the Village Hall Committee.
- 4.0 4.1 Approval of minutes** – Cllrs agreed that the minutes of the last PC meeting were a true record and Vice-Chairman Strudwick signed them accordingly.
4.2 Future timeframe for publication of draft minutes – the clerk explained the best practice advice from both South Cambridgeshire District Council (SCDC) and the National Association of Local Councils regarding the timeframes for publishing minutes after PC meetings. The PC agreed to publish draft minutes on the website within ten working days of the meeting and to publish approved minutes on the main notice-board as soon as practical after they had been signed.
- 5.0 Matters arising from previous meetings:**
- 5.1 Whaddon Roads and Transport: Bus-service and proposed turning-circle for school buses** – Cllr Ginger would speak to County Cllr Oliver to obtain an update on these issues.
- 5.2 Affordable Homes – S106 agreement** – the Clerk had written to both SCDC and Bedford Pilgrims Housing Association requesting PC involvement in the negotiation of the S106 agreement. The PC had since been informed that the proposed affordable homes development on Church Street would always be retained as rental units. The Clerk had sent a copy of the draft Design Statement to BPHA.
- 5.3 Parish Paths Partnership (PPP3)** – the new RADAR gate had not yet been installed as the ground was too dry. Cllr Neale had spoken with Cambridge County Council (CCC) about spending the brought-forward PPP3 grant on improvements to the woods/bridleways. Cllr Neale would speak with Mr Roger Huffer (the landowner) to ascertain how much work was needed and agree when the work could be done by the contractors. A notice would also be put in the November newsletter about a village volunteer day.
- 5.4 Village Maintenance** – an advert had gone in the village newsletter for a handyman. A job description still needed to be produced. The clerk was asked to contact Meldreth Parish Council again to see if their handyman might be interested in taking on extra work. It was noted that the Village Hall (VH) black-bin was smaller than a standard black-bin and could not hold enough rubbish. District Cllr McCraith was asked to request a full-sized bin for the VH from SCDC.

- 6.0 Public Participation** – the Clerk explained that the new position of this item on the agenda was to ensure public views could be heard before decisions were made.
- Two members of the public commented that it was not always possible to express an opinion before hearing what the PC had to say. Vice-Chairman Strudwick assured members of the public that they would also be given an opportunity to speak before decisions were made on controversial agenda items.
 - A member of the public commented that the grass-cutting on the recreation ground was excellent.
- 7.0 Matters for information – swine flu vaccination programme** – the Clerk provided information on CCC’s and SCDC’s plans for vaccinating against swine flu.
- 8.0 Updates from District and County Councillors-** District Cllr McCraith provided an update. There had been no meeting of the district council for two months - the next meeting was due to take place later in the month. The deadline for the consultation on Gypsy and Traveller sites was 9th October.
- 9.0 Updates on Planning Applications**
- S/0911/09F application for outbuilding, 55 Meldreth Road – the PC recommended approval. Permission was refused by SCDC.
 - S/0851/09/F application for 8 affordable dwellings, Church Street – the PC recommended approval. SCDC recommended refusal. The application was withdrawn. John Martin & Associates (the planning consultants for Bedford Pilgrims Housing Association) are undertaking further discussions with SCDC and will advise the PC about the timetable for submitting the revised plans. A panel meeting was held at SCDC to discuss this application – see agenda item 12.0.
 - S/0874/09/F application for alterations and extensions, 122 Bridge Street – the PC recommended approval. The application has since been withdrawn.
 - S/1024/09/F application for roof extension, 129 Church Street – the PC recommended approval. Permission has been granted by SCDC.
- 10.0 Village Hall**
- 10.1 Update from VH Management Committee** – Vice-Chairman Strudwick reported the key points from the (unapproved) minutes of the Village Hall Management Committee meeting on 27th July.
- 10.2 Update on Charitable Trust and nomination of Management Trustees from the Parish Council** – an update was given by Vice-Chairman Strudwick. The land registration had now been completed. Progress on setting up the CT was slower than hoped. The PC needed legal representation and advice re granting a lease to the CT. The CT would be represented by Limbach Banham. It might also be necessary to revisit the idea of putting the recreation ground and playground into the CT. The PC was seeking advice from the legal team at the National Association of Local Councils. The CT would need nine management trustees (five nominated and four elected) who would serve as initial trustees until its first AGM. Names had been suggested from various user-groups of the VH. The PC would need to nominate two trustees.
- 11.0 Update on Parish Councillor Vacancy** – the vacancy caused by the resignation of Clare Byatt had been duly advertised and permission received from the Returning Officer at SCDC to fill the vacancy by co-option. Three candidates had expressed interest. The Clerk would organise the interviews.

12.0 Affordable Homes – update from Panel Meeting – a panel meeting had been held at SCDC’s offices on 27th August to discuss the proposed affordable homes development in Church Street. It was attended by Vice-Chairman Strudwick, Cllr Peyton, District Cllr Cathcart, two SCDC planners and a representative from SCDC housing department. Cllr Peyton provided a verbal report. BPHA had withdrawn the planning application in order to have more time to address the comments raised by the Conservation Officer and Highways. The planners had recommended refusal as the site only met four of the five required criteria for an exception site. It would be necessary for BPHA to prove that they had searched every possible site and to demonstrate local support (e.g. by letters of support). District Cllr Cathcart had said that he could not offer support unless it could be shown that no other site was available.

District Cllr McCraith was asked for his view. He stated that he would support the PC to find an alternative site. If one could not be found he would support the application. The cllrs reiterated that this was the only site available.

13.0 Playground issues

13.1 Parking – various solutions to car-parking for the playground were discussed. It was agreed that members of the Playground Project would put up some temporary signs, directing cars to park on the recreation ground, away from the play-area and basketball court. The effectiveness would be reviewed at a later date.

13.2 Balance of funds – Whaddon Playground Project (WPP) had contributed £3,267.35 towards the VAT on the play-equipment. This VAT had now been reclaimed and the balance was being held in the PC bank account. WPP wished to explore this balance being returned to them. WPP were still considering adding some fencing to the toddler play-area and purchasing some additional litter-bins.

13.3 Maintenance inspections – weekly and monthly inspection check-lists had been produced. Volunteers were carrying out the inspections on a rota basis. Completed checklists were handed to the Clerk.

14.0 Traveller and Gypsy Sites: agreement of PC response to public consultation and MP’s letter – Cllr Peyton had contacted the residents of New Farm, Old North Road and ascertained that they were in favour of the expansion of their site by two pitches provided that the facilities were upgraded. The issue was discussed and members of the public invited to comment. The agreed response to the public consultation was that the majority of the PC did not object to the limited expansion of the legal site at Old North Road along with an upgrade of facilities. The PC supported Bassingbourn PC in their opposition to a new site in Spring Lane. The PC were opposed to illegal sites such as the one at Mettle Hill. The PC agreed to broadly support Andrew Lansley MP in objecting to the apparently disproportionate number of pitches required to be found in South Cambridgeshire. The Clerk would respond to the consultation and to Andrew Lansley.

15.0 Neighbourhood Watch and Speedwatch – Speedwatch continued to observe traffic in Whaddon. A discussion with County Cllr Oliver was needed for advice on next steps.

16.0 Correspondence and Publications

- Cambridgeshire Highways Information Leaflet
- SCDC Invitation to SC Crime and Disorder Partnership info. event about Anti-Social Behaviour 29/09/09 (Mike Monks to attend from NW)
- SCDC – invitation to emergency planning awareness seminar 01/10/09
- Cambridgeshire ACRE – invitation to consultation workshops re rural priorities for Cambridgeshire 16/09/09
- Cambridgeshire Together – invitation to ‘Vibrant Future’ debate 29/09/09
- East of England Regional Assembly – invitation to consultation event re East of England Plan to 2031 (09/09/09)

- CCC Community Engagement Strategy Consultation – closing date 24/11/09
- Rural Services Network – consultation on content of rural manifesto. Closing date for comments 30/09/09.
- SCDC Tree Warden Scheme – invitation to a meeting on 8th October for tree wardens.

17.0 Finance

- **17.1 Approval of Payments** – the following payments were approved

Cheques already signed (22nd July 2009) (under Clerk's and Chair's delegated powers):

Cheque No. 100651, for £55.00, Limbach Banham Solicitors for Land Registry Fees

Cheques already signed (18th August 2009) (under Clerk's and Chair's delegated powers):

Cheque No. 100652, for £291.50, Limbach Banham for conveyancing re the Village Hall

Cheque No. 100653, for £569.25, to MD Landscapes for recreation-ground grass-cutting June and July.

Cheques to be signed today (14th September 2009):

Cheque No.100654, for £986.15, Mrs G van Poortvliet, clerks wages and expenses

Cheque No.100655, for £46.00, Dr N Strudwick, web site domain renewal and printing expenses

Cheque No. 100656, for £148.00, Mr D Grech, for printing costs re Design Statement.

- **17.2 Nomination of Cheque Signatory** – it was agreed that Cllr Lee Ginger be a replacement cheque signatory for Clare Byatt.

18.0 Village Upkeep and Maintenance Issues

- The bus-stop in Meldreth Road was covered in ivy and overgrown. Cllr Ginger to action.
- The footway on Meldreth Road continued to deteriorate. The Clerk to action.
- The trees on the recreation ground required watering from Friday 25th September (for one week). Cllr Rose to action.
- The stumps from the horse-chestnut trees on the recreation ground were re-sprouting. Cllr Peyton would speak to the SCDC Tree Officer.

19.0 Items for next meeting – the following requests made were:

- Talk from CPALC about benefits of being a Quality Parish Council
- Grass-cutting
- Playground Project

20.0 Date of the next meeting- Monday 12th October at 7.30 p.m.

The meeting was closed at 9.55 p.m.

Minutes of Whaddon Parish Council meeting held on 12th October 2009 at 7.30p.m. in the Village Hall

Present: Vice-Chairman Dr N Strudwick
 Councillors Mr W Burchett, Mr P Neale (from 8.00 p.m), Mrs M Peyton,
 Mr C Rose
 District Councillors Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 4 present

- 1.0 Apologies for absence** – received from Cllr L Ginger (holiday), District Cllr N Cathcart (holiday) and County Cllr L Oliver. Cllr Neale gave apologies in advance for his late arrival.
- 2.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 11.0 as a member of Whaddon Playground Project. Vice-Chairman Strudwick declared a personal interest in agenda item 9.0 as Chair of the Village Hall Committee.
- 3.0 Signing of minutes of last meeting (14th September 2009)** – Cllrs approved the minutes of the last PC meeting as a true record and Vice-Chairman Strudwick signed them accordingly.
- 4.0 Matters arising from previous meetings – Clerk’s and councillor’s status reports:** the Clerk and cllrs provided verbal reports on the status of matters arising from the September meeting:
- Draft minutes had been published on the website within ten working days of the last PC meeting.
 - Detailed plans had been received for the bus-turning circle and were being circulated to the cllrs. There had been no further progress made by the public transport officers at Cambridge County Council (CCC) regarding the bus-service. Cllr Ginger would speak directly with the operator of the bus-service, which it was proposed to divert via Whaddon, to try to progress this.
 - Parish Path Partnership (PPP3) – the arrival of Cllr Neale was awaited for an update.
 - Contact details had been obtained for the handyman in Meldreth. The job-description was still being reviewed.
 - District Cllr McCraith had spoken to Environmental Health about the village hall (VH) bin. It would be necessary to pay for a refuse contract in order to get a full-sized bin. The Clerk would investigate. It would be advisable for the VH letting agreement to require users to remove their rubbish - Vice-Chairman Strudwick would bring this up with the VH Management Committee (VHMC).
 - The interviews for the parish councillor vacancy – had been arranged for Friday 23rd October.
 - The PC had responded to the gypsy and traveller site consultation and MP’s letter.
 - The necessary forms to change the bank signatory arrangements had been received and needed to be signed by the appropriate cllrs. The Clerk would co-ordinate this.
 - A reminder had been sent to Highways about the repairs needed re Meldreth Road footway.
 - Advice had been received from the SCDC tree officer about the re-sprouting horse-chestnut stumps. Cllr Peyton to action.
- 5.0 Updates from District and County Councillors** - District Cllr McCraith gave a verbal update. The consultation on Gypsy and Traveller sites had ended on 9th October. A petition with 1300-1400 signatures had been delivered to SCDC’s offices in Cambourne, objecting to the proposed new site in Spring Lane, Bassingbourn.
- The Vice-Chairman provided a verbal update highlighting the main points from an email from County Cllr Oliver:
- CCC Highways had requested comments from the PC on the plan for the bus turning-circle
 - Forecasts suggested that CCC could be around £113m worse off in five years time – funding was expected to stay the same but would be eroded by inflation and increased demand for services. The county is the fastest growing in England. The County Council is reviewing how to respond to these challenges.

- Cambridge Central Library had opened, incorporating a British Film Institute Mediatheque.
- The guided Busway between St. Ives and Cambridge is due to open on 29th November.
- A review of speed-limits on the A1198 is about to conclude.
- Representations are being made to Stansted and Luton airports and NATS to ensure that recent increases in aviation noise and number of flights experienced in some parts of South Cambridgeshire do not become permanent.

6.0 Public Participation – the Vice-Chairman explained that ‘public participation’ would remain in this position on the agenda to allow members of the public time to get used to it. It would be reviewed after a few months.

- It was reported that the VH bin was full on Friday even though it had been emptied in the morning. The cllrs commented that there had been a function in the VH that day. The PC and VHMC are considering the issue of VH refuse.
- The tree-irrigator bags that had previously been leaking were now retaining water and might be full of mud. Cllrs Peyton and Rose to investigate.
- Private planes flying over Whaddon were considered a much greater disturbance than commercial planes. The nuisance was considered to be getting worse. District Cllr McCraith commented that Bassingbourn PC had arranged for the Chair of Little Gransden airfield to address their PC and were also represented on the liaison committee. District Cllr McCraith would provide contact details so this could be taken up by Whaddon PC.

Cllr Neale joined the meeting.

7.0 Vice-Chairman – discussion about workload and identification of solutions – the Vice-Chairman asked if any of the cllrs would consider providing assistance until such time as a Chair was appointed. The cllrs suggested that the Vice-Chairman contact them to ask for assistance with specific tasks. The Vice-Chairman asked the cllrs to check their emails regularly.

8.0 Planning Applications – recommendation of Planning Committee re S/1271/09F extension and alterations, 118 Meldreth Road – approval recommended.

9.0 Village Hall

10.1 Update on Charitable Trust and nomination of Management Trustees from the PC – an update was given by the Vice-Chairman. The lawyers at the National Association of Local Councils (NALC) had reviewed the documentation relating to the proposed lease of the VH, recreation ground and playground to a Charitable Trust. They had come back with a number of queries which had been submitted to Limbach Banham (LB), the solicitors representing the VH. LB had only recently responded to these queries. The Vice-Chairman would talk to the Cambridge and Peterborough Association of Local Councils (CPALC) to try to resolve a number of remaining queries. There is a disagreement between ACRE and NALC about the usefulness of a Deed of Dedication in relation to the playground. SCDC had sent a notification that the Community Capital Grants had been oversubscribed for 2009/10 and invited applications for 2010/11. The deadline for applications is 31st January 2010. Cllr Ginger to action.

The Village BBQ had made a profit of £594. The October quiz-night had been cancelled due to poor support. The next VHMC meeting would take place late October/early November.

10.0 Affordable Homes Update – the Vice-Chairman provided an update. An email had been received from Bedford Pilgrims Housing Association (BPHA) advising that they hoped to submit a revised application for the Affordable Homes development by mid-November. The Vice-Chairman had requested sight of these plans before they were resubmitted. The application was likely to go before a Planning Committee in January or February 2010. The Vice-Chairman and Cllr Peyton had started work on a document to demonstrate proof that no alternative sites were available. The Vice-Chairman commented that the application would need the support of the District Cllrs at the

Planning Committee and that he was disappointed by their current level of support. It was hoped that the documentary evidence being compiled would help to convince the District Cllrs.

11.0 **Playground Issues:**

- **11.1 Parking – review of parking signage** – Mr Neil Gallery, co-ordinator, Whaddon Playground Project (WPP) addressed the PC. Some temporary car-parking signs had been put up and were judged to be successful in encouraging users to park in the appropriate place. A ‘do not park here’ sign in the middle of the basket-ball court might also be needed. Concerns about potential damage from parking on the recreation ground in Winter were discussed – the effects might be mitigated by lower seasonal usage-rates. WPP recommended the purchase of some liability notices and playground rules signs. The PC agreed that WPP commission some permanent car-parking signs and also investigate some public liability/rules signs. The PC requested sight of the draft wording of the latter.
- **11.2 Bicycle Racks** – two bicycle racks had been purchased by WPP. A discussion was held about the most suitable location for these. The views of the VHMC would be sought as the bicycle racks were likely to be attached to VH property. The Vice-Chairman would action.
- **11.3 Fencing of toddler play-area** – an email had been received from a member of the public reporting an incident at the playground involving an un-leashed dog and a toddler. The member of the public had requested that the playground be fenced to prevent further incidents and also to guard against dog-fouling. The issue of fencing the toddler play-area was discussed at some length – the key points were:
 - The major funding bodies for the play-equipment had wanted the area to be free-flowing, allowing access for all.
 - The law only required that dogs be under close-control in such areas
 - WPP had asked a sample of parish residents who used the playground for their views. They had expressed a preference that the area remain unfenced.
 - Noise from gates on a fenced-area being constantly opened and closed could aggravate nearby residents.
 - This was the only incident reported to date.
 - WPP made sure the play-area was clean - there had been no incidents of dog-fouling to date.

The PC agreed that WPP investigate appropriate signage for the play-area relating to dogs. The Clerk would ask Highways for some signs to put at either end of the public footpath requesting owners to keep their dogs under control. The issue would be reviewed again at a later date.

- **11.4 Finance** – the issue of WPP continuing to maintain a separate bank-account was discussed. WPP offered to pass the funds from their bank-account to the PC. The funds would be ring-fenced within the PC reserves for playground expenditure.
The playground inspection reports were handed to the clerk.

12.0 Neighbourhood Watch (NW) and Speedwatch: update and agreement of next steps re speeding issues – Cllr Peyton informed the PC that a mobile police surgery would take place by the VH on 16th October between 6.00p.m. 7.00p.m. The Vice-Chairman provided a Speedwatch update. Speedwatch continued to carry out approximately one check a week. The Vice-Chairman and Mr Mike Monks (NW) had met with County Cllr Oliver on 7th October to discuss the Speedwatch results. County Cllr Oliver would ask a traffic official to make a site-visit to give advice on what speed-restriction measures might be necessary and what these would cost. CCC had very little funding for such projects and a contribution from the PC was likely to be necessary.

13.0 Recreation-ground grass-cutting: decision on contract extension – the contract for grass-cutting (recreation-ground) had been awarded for a period of one year only. The Clerk was asked to re-tender the contract for a period of three years. Cllr Burchett would assist with the tender specification.

14.0 Finance

- **14.1 Approval of Payments** – the PC approved the following payments:
Cheques to be signed today (14th September 2009):
Cheque No.100657, for £460.00, Moore Stephens, audit of PC annual return for year ended 31 March 2009.
Cheque No.100658, for £253.00, M D Landscapes, recreation ground grass-cuts, August 2009.
It was commented that the audit fee was significantly higher than last year. The Clerk explained that the audit fee is determined by the size of the PC's income and expenditure. This had been higher than usual due to the playground project.
- **14.2 Audit completion** – the 2009 audit had been completed and the audit report signed by the external auditors. The necessary notices were being displayed on the main notice board.
- **14.3 six-month budget report** – the Clerk presented a financial update and budget for the six month period ended 30 September 2009. The Vice-Chairman had reviewed the bank-reconciliation for the same period.

At this point the Vice-Chairman invited Cllr Neale to update the meeting about matters arising (Agenda item 4.0) relating to PPP3. Cllr Neale would contact Mr Roger Huffer to arrange a volunteer date for tidying up Pickering Woods. He would also agree the amount of work to be done by contractors. It would be necessary to produce a specification for the work to be done.

15.0 Correspondence

- SCDC – invitation to Voluntary Sector Fayre, 26 November 2009
- SCDC – invitation to Orchard Workshops, 8 November 2009
- CCC – survey re levels of housing growth within Cambridgeshire over the next two decades. Deadline 31 October. It was agreed that the PC would respond directly to the consultation on the East of England Plan which had a later deadline. The Clerk would put this on the agenda for the next meeting.
- Cambridge Climate Change Charter – invitation to Climate Change Expo 09 Event 23rd October.

16.0 Reporting of Village Upkeep and Maintenance Issues

- The railings on the recreation ground were rusting and in need of painting. Cllr Burchett would prepare a maintenance schedule to include this and other projects within the village.
- The roof on the lean-to part of the VH needed maintenance. This would be reported to the VH maintenance committee.
- The footway on Church Street (outside Town Farm Close) continued to break-up. It was also deteriorating near the Church. The Clerk would report this to Highways

17.0 Items for next meeting:

- Talk from CPALC about benefits of being a Quality Parish Council
- Co-option of new councillor
- Design Statement (Cllr Neale to check timeframe for consultation period).

18.0 Date of the next meeting- Monday 9th November at 7.30 p.m.

The meeting was closed at 9.20 p.m.

Draft Minutes of Whaddon Parish Council meeting held on 9th November 2009 at 7.35p.m. in the Village Hall

Present:	Vice-Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis, Mr P Neale, Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 8.30p.m.)
	Parish Clerk	Mrs G van Poortvliet
	Guest speakers	Ms D Bayliss, Mr Ian Dewar - Cambridge and Peterborough Association of Local Councils (CPALC)
	Parishioners	3 present

The Clerk apologised for her late arrival due to child-care issues. The meeting started five minutes late.

- 1.0 Apologies for absence** – County Cllr L Oliver gave apologies in advance for her late arrival.
- 2.0 Co-option of Councillor** – Mrs J Lewis was duly co-opted and welcomed onto the Parish Council (PC).
- 3.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 10.0 as a member of Whaddon Playground Project. Vice-Chairman Strudwick declared a personal interest in agenda item 9.0 as Chairman of the Village Hall Committee.
- 4.0 Signing of minutes of last meeting (12th October 2009)** – Cllrs approved the minutes of the last PC meeting as a true record and Vice-Chairman Strudwick signed them accordingly.

It was proposed and agreed to alter the order of the agenda to allow item 7.0 to be dealt with next.

- 7.0 Talk from CPALC – Quality Councils** – Mr Ian Dewar and Ms Dianne Bayliss gave a presentation about the Quality Status scheme for Parish Councils and answered questions.
- 5.0 Report from Clerk and Councillor on matters arising from previous meetings:** the Clerk and cllrs provided verbal reports on the status of matters arising from previous PC meetings:
 - Handyman – a parishioner might be interested in taking on the handyman duties. Vice-Chairman Strudwick would follow up.
 - Affordable Homes - an email update had been received from Ms Tracey Harrison of Bedford Pilgrim's Housing Association (BPHA). Revised plans had now been received from the architects. However the unit sizes had changed, to accommodate comments from the planners, making them more expensive. BPHA were conducting some new financial appraisals. One option would be to make two units shared-ownership rather than rental units. Vice-Chairman Strudwick had asked BPHA not to make any units shared-ownership as the PC were very much in favour of affordable housing for rent. Vice-Chairman Strudwick to follow this up further with BPHA.
 - Bus-service - Cllr Ginger had spoken with Cambridge County Council (CCC) and also with the operator of the bus-service, which it was proposed to divert via Whaddon. Both were keen to provide a bus-service to Whaddon. The PC budget included funding for a bus-service trial. The Clerk would formally ask CCC to obtain detailed costs from the charter company for a service via Meldreth Road and Mettle Hill. The District Councillors would investigate if any match-funding was available from SCDC to help set-up a six-month trial service.
 - Over-flying by private aircraft – Vice-Chairman Strudwick had arranged for the Chair of Little Gransden Airfield to address the January PC meeting.

- Litter-bin for bus-shelter – the Clerk reminded the cllrs that the litter-bin to go next to the bus-shelter still needed to be installed.

6.0 District and County Councillor Reports:

The District Cllrs gave verbal reports.

- There had been no SCDC meeting since the last PC meeting.
- It was likely that there would be a substantial curtailment in SCDC's spending. This (second) round of expenditure cuts could no longer be met purely by efficiency improvements and cuts would be necessary to some services.
- It was likely that the Gypsy and Traveller consultation would move to a second phase with new sites being proposed.
- The Chairman's Delegation Meeting (part of the planning application process) would be changed due to protests from Parish Councils.
- SCDC are holding a Parish Cabinet Meeting on 25th November and two members of each PC had been invited. This was a new initiative and PC attendance was encouraged.

The arrival of County Cllr Oliver was awaited for the County Cllr report.

8.0 Public Participation

- It was reported that the Meridian Line school bus had been reversing out of Bridge Street onto Church Street which was potentially dangerous. The cllrs commented that this would be resolved by the bus turning-circle. In the meantime Cllr Ginger would talk with the owner of the bus-service.

9.0 Village Hall (VH) Matters

9.1 Report from the Management Committee Meeting (03/11/09) – a verbal report was given by Vice-Chairman Strudwick from the draft minutes of the Village Hall Management Committee (VHMC) meeting on 3rd November.

- The VHMC held c. £8,400 in its current account and c. £12,500 on deposit.
- VH bookings remained low but there had been some new enquiries.
- It had been suggested that the VHMC arrange a working party to paint the rusty railings on the recreation ground and the PC buy the paint.
- The letting agreement would be amended to ensure that VH users removed their rubbish.
- A 'Hidden Gardens of Whaddon' event was planned for summer 2010.

9.2 Update on Lease and Charitable Trust

- CPALC had asked that the VHMC delay setting up the charitable trust until some clarification about transfer of assets had been received from the Asset Transfer Unit. Vice-Chairman Strudwick had updated the solicitors and the architects about the potential delay.
- Cllr Lee Ginger and the Vice-Chairman were progressing the grant application to SCDC for the refurbishment of the VH.

10.0 Playground Issues

10.1 Recommendations for playground signage – Whaddon Playground Project (WPP) had received a quote of £192.50 (+VAT) for the parking and disclaimer notices for the playground area. The wording for the disclaimer notice had not yet been finalised. The PC agreed to the purchase of the signs subject to seeing the wording for the disclaimer notice. Some rubber matting was needed for the mound and would cost £345 (+VAT + delivery).

10.2 Decision on positioning of Bicycle Racks – it had been agreed by the VHMC that the bicycle racks would go on the back wall of the VH until such time as the VH was extended.

10.3 Decision on funds to be transferred to the Parish Council and the balance to be retained by WPP for fundraising events – Cllr Burchett informed the PC that WPP held c£1,900 in their bank account. Some of this would be needed for the 2010 Party in the Barn fundraising

event. Cllr Burchett proposed that WPP retain the funds needed for the event and transfer the balance to the PC. The issue was discussed but no decision was made by the PC.

It was agreed to return to item **6.0 District and County Councillor Reports** and County Cllr Oliver provided a verbal report from the County Council.

- Cambridgeshire County Council (CCC) was facing cuts of 35% over five years. It would be working with other councils to make efficiency savings by sharing some back-office functions.
- Waterbeach mechanical and biological treatment centre had opened. This would reduce the amount of waste sent to landfill.
- A traffic officer had visited Whaddon. The recommended method to slow traffic down was a gateway followed by bollards on a central island in Meldreth Road. The estimated cost would be £35,000-£40,000. This would need to be met by the PC.
- The review of speed limits on the A1198 had finished and the results were being analysed.

11.0 East of England Plan Consultation:

11.1 Discussion of issues and comments from the public – a discussion was held and comments invited from the public. District and County Cllrs advised that the region was struggling to meet its current housing targets and it was unrealistic to increase these further. Any change in targets needed to be deliverable, sustainable and supported by jobs.

11.2 Agreement of PC response – the Clerk and Vice-Chairman would draft a response based on the comments made.

12.0 Planning

12.1 Report from Planning Committee meeting (23/10/09) and recommendation re S/1404/09/F extension and new porch canopy, 122 Bridge Street – the Planning Committee had recommended approval but SCDC had refused planning permission.

12.2 District Council decision re S/1271/09/F extension and alterations, 118 Meldreth Road – planning permission had been granted with some conditions.

12.3 Discussion of proposed change of use of Minstrel Court, Old North Road – an email had been received, from the owner of Minstrel Court, asking for the PC's views on the proposed change of use of the premises to hold wedding receptions. The issues were discussed. The Clerk would advise the owner of Minstrel Court that the PC was unable to comment until they saw the proposed plans. The District Cllrs would follow up the historic planning application infringements relating to the premises.

13.0 Design Statement (DS) Update – Mr D Grech from the DS Group gave a verbal update. The PC was shown the comments made via the consultation exercise. Mr Grech would send the PC an amended version of the DS for potential adoption at the next PC meeting.

At this point Cllr Neale left the meeting.

14.0 Speedwatch Update - CCC had visited the village and made some recommendations for the speed-reducing measures needed (see County Councillor report). However, CCC had no funds for these works which would have to be funded by the PC. Pressure needed to be put on the police to carry out speed-checks in Whaddon. Neighbourhood Watch (NW) and County Cllr Oliver would ask the police to do this. NW would address the PC in January.

Cllr Neale returned to the meeting.

15.0 Finance – approval of payments – there were no cheques for approval.

16.0 Correspondence

- SCDC – invitation to meeting with Councils Cabinet (discussion on S106 agreements), Cambourne, 25 November 2009. Vice-Chairman Strudwick and either Cllr Ginger or Cllr Lewis to attend.
- SCDC – invitation to Planning Parish Forum Meeting, Cambourne, 10 December 2009.
- CPALC – invitation to AGM, 21 November 2009. Cllr Ginger to attend.
- Rural Service Network – Communities Survey (for State of Rural Services Report) re public transport, affordable housing, primary schools, facilities for young people and support services for older people. The PC did not want to respond to this survey.
- Letter from Andrew Lansley MP acknowledging our response to his letter re travellers and gypsy sites and noting his current actions.
- SCDC Local Development Consultation on four Supplementary Planning Documents. Deadline for comments 4th December 2009.

17.0 Verges grass-cutting – agreement of actions re tendering – the Clerk would check when the contract for cutting the verges was due to expire.

18.0 Reporting of Village Upkeep and Maintenance Issues

- Cllr Burchett requested that the cllrs email him with ideas for items to be included in the maintenance schedule.
- An update was requested on the deteriorating footways on Church Street and Meldreth Road. The Clerk would telephone Highways to follow-up.

19.0 Items for next meeting:

- Talk from Chair of Little Gransden airfield
- Election of Chair and Vice-Chair
- Selection of tender for recreation-ground grass-cutting
- Adoption of Design Statement
- Bus-service
- Village Maintenance Schedule
- Affordable Homes

20.0 Date of the next meeting- Monday 11th January at 7.30 p.m.

The meeting was closed at 9.50 p.m.