

**Minutes of a Precept Meeting of Whaddon Parish Council held on 7<sup>th</sup> January 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present: Chair Mr L Ginger  
 Councillors Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott  
 Parish Clerk Mrs G van Poortvliet

- 1.0 Apologies for Absence** – received from Cllr A Walker.
- 2.0 Opening of grass cutting tender 2015-17** – the Cllrs opened the four tenders received and the Clerk noted the results in the Tender Book. Action: the Clerk to table an agenda item for the next PC meeting to award the verges grass cutting contract.
- 3.0 Discussion and agreement of parish running costs for 2015/16** – the forecast parish administration costs prepared by the Clerk were discussed. Agreed: that parish administration costs of £12,240 be budgeted for 2015/16 (2014/15 £13,055 budgeted). Action: the Clerk to check with the Treasurer of WVHRGT if there was likely to be a contribution towards playground insurance from ring-fenced Playground funds (£0 assumed for budget purposes).
- 4.0 Discussion and agreement of additional expenditure for 2015/16** – Agreed: that the following additional expenditure be budgeted for 2015/16:  
 Donation towards Village Hall improvement costs (particularly acoustics) £4,200  
 Dropped kerb opposite St. Mary's Close to allow easier crossing for disabled villagers and those with buggies £1,000  
 Litter Picking Equipment £200
- 5.0 Consideration of projected cash position at 31<sup>st</sup> March 2015** – the Cllrs reviewed the projected cash balance at the 2015 financial year end and agreed that the general reserve was at an appropriate level. Actions: the Cllrs to consider the reallocation of funds currently set aside for Broadband Needs Assessment (£1,000) and grants to allow new clubs, societies to operate from the Village Hall (£700) at the financial year end. The Clerk to table an agenda item for the April 2015 meeting.
- 6.0 Agreement of 2015/16 precept** – Resolved: that the total parish funding requirement (for parish running costs and projects) be £17,640 but, after taking into account anticipated income of £680, the 2015/16 precept be set at £16,960 (2014/15 £16,400). Actions: the Clerk to table an agenda item for the Parish Council (PC) to formally agree the precept at the next PC meeting.
- 7.0 Items for next meeting** – none requested.
- 8.0 Date of next PC meeting (12<sup>th</sup> January 2015)**

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

**Minutes of Whaddon Parish Council meeting held on 12<sup>th</sup> January 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Mrs J Lewis (from 8.08p.m.), Professor A Milton (from 8.05p.m.), Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart, Mr D McCraith
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from Cllr A Walker and County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 10<sup>th</sup> November 2014 and Precept Meeting of 5<sup>th</sup> January 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record. (Cllr Milton joined the meeting).
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given. (Cllr Lewis joined the meeting).
- Bridge Street Culvert (Byway 22) – the member of the public asked if there had been any developments regarding applications to make changes to the culvert and also requested that residents be informed of any applications received. The Chair confirmed that there had been no further developments regarding the culvert and that it was fully intended to consult local residents. It was also noted that the watercourse had been flowing very well recently.
  - Good neighbour scheme – one reply had been received from the appeal for volunteers in the December newsletter. Action: the Chair to put a notice in the next newsletter asking if any residents required help.
  - Street lights, Ridgeway Close – these were not shown on the relevant website as being due for an upgrade. Action: the Clerk to check with County Cllr Dent if Whaddon's streetlights were included in the upgrade programme and also to report to CCC that the streetlights were not working.
  - Litter bin, Church Street – the Clerk had received a phone call from SCDC confirming that they would replace the litter bin that had recently been destroyed by a vehicle. Action: the Clerk to check if a new litter bin had been installed.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs' Report: a verbal report was given:
- Local Plan – this was being considered by the Inspector and it was hoped that a judgement would be made in March. Speculative planning applications from developers were a possibility until the plan was finalised but the District Cllrs were currently unaware of any for this area.
  - Ministry of Defence briefing – a scheduled meeting to discuss the Libyan Troops had been cancelled but it was hoped that this would be rearranged soon. No decision had been made regarding the future of Bassingbourn Barracks.
  - Christmas bin collections – the Cllr gave feedback to the District Cllrs regarding the large amount of additional recycling that households had to cope with over the Christmas period because of changes in refuse collection dates. The District Cllrs advised the PC to formally write to SCDC expressing their views. Action: The Clerk and Cllr Ginger to draft a letter to send to SCDC.
- County Cllr's Report: an email report had been received from County Cllr Dent and circulated to the Cllrs. One of the Cllrs commented on the fact that CCC were enforcing Riparian Ownership

responsibilities with regards to water courses and asked who was policing this. Action: Cllrs to ask County Cllr Dent about this at the next PC meeting.

## 6.0 Correspondence

- Andrew Lansley, MP – email update following meeting with Secretary of State for Defence regarding the training of Libyan Troops at Basingbourn Barracks.
- Andrew Lansley, MP – email and copy of letter from Secretary of State for Communities and Local Government regarding concerns over recent appeal decisions for developments in Waterbeach whilst the Local Plan was examination stage.
- SCDC – update on Local Plan examination hearings programme.
- CAPALC – details of Cllr Training Programme Jan-Mar 2015.
- SCDC Senior Planning Lawyer – letter following Government Guidance on the future of S106 agreements re developments of less than 10 properties.
- SCDC – updates following fire at Bridgefoot Quarry plant.
- SCDC – invitation to Training Sessions on Planning for Parish Councillors on 27<sup>th</sup> Jan and 12<sup>th</sup> Mar. Max two Cllrs per parish. Deadline 21<sup>st</sup> January 2015. Action: the Clerk to notify SCDC that Cllrs French and Scott would attend.
- Basingbourn cum Kneesworth PC – email re HCVs potentially going via Mettle Hill rather than Whaddon when exiting Eternit. Basingbourn had given reasons why it was not ideal for HCVs to use the Mettle Hill route and asked that Whaddon work with them on a solution. This was discussed. The Cllrs believed that no local village would want HCVs coming through and suggested that requesting a one way route to Eternit, cutting HCV traffic by 50%, might help. It was thought to be potentially safer for HCVs to approach Eternit via Mettle Hill and exit via Whaddon Gap (where visibility is better). Action: the Clerk to put this suggestion to Basingbourn PC to seek their views.
- CCC – small grants available for Community WW2 70<sup>th</sup> anniversary commemoration events.
- Email from local resident – enquiring about an update on status of phone box in Meldreth Road (phone display reads ‘BT maintenance’ and phone box is being listed by BT as ‘available for adoption’). Action: the Clerk to check if phone is working and, if necessary, ask BT to return it to working order.
- Rural Services Network – request to sign e-petition regarding potential removal of funding for ACRE services. This had been signed by the Clerk. Cllrs and members of WVH&RGT were requested to sign.
- SCDC – consultation on whether SCDC should use article 4 directions to help retain village pubs (deadline 23 Feb 2015). Action: the Clerk to table an agenda item for the next meeting.
- St. Mary’s Parish Church – letter regarding request to plant WW1 commemorative tree in the churchyard (politely declined with reasons).

## 7.0 Finance:

**7.1 Approval of Payments:** Resolved: that the following payments be approved:

### **Cheques already signed (17<sup>th</sup> December 2014)**

Cheque No. 100894, £50.98, Cambridgeshire County Council, street lighting energy year to 30<sup>th</sup> Sept 2014.

Cheque No. 100895, £102.00, Hales Printers, newsletter printing.

### **Cheques to be approved for signing today (12<sup>th</sup> January 2015)**

Cheque No. 100896, £1,028.94, Mrs G van Poortvliet, Clerks wages and expense allowance for qtr to 31<sup>st</sup> December 2014 plus reimbursement for website domain registration.

(Cheque No. 100897, £133.33, Mr L Ginger, Chair’s expense allowance, May-Dec 2014 (8 months).

**7.2 Noting of progress against budget to 31<sup>st</sup> December 2014** – the Clerk presented the draft accounts and took questions.

**7.3 Approval of Whaddon Precept for 2015/16** – at a Precept Meeting on 5<sup>th</sup> January 2015 the PC had agreed a precept for 2015/16 of £16,950. Resolved: that the PC approve a Precept for 2015/16 of £16,950. Action: the Clerk to notify SCDC of the precept request and to publish the precept calculations on the website.

**7.4 Verges grass cutting tender 2015-2017 – awarding of contract** – four contractors had been invited to tender and four tenders had been received. Resolved: that the tender be awarded to M D Landscapes. Action: the Clerk to advise the contractors of the outcome of the tender process.

**8.0 Planning: noting of SCDC's recommendations re (i) S/2202/14/FL 173 Bridge Street, SG8 5RP to remove 1970's derelict garage and erect working artist's studio and timber car port (ii) S/2391/14/LB 173 Bridge Street, SG8 5RP for enlargement of porch to allow for wheelchair and redesign internal layout of extension to allow wheelchair turning (iii) S/1959/14/FL 25 Bridge Street to re-site 1250 litre domestic oil storage tank and associated concrete base (iv) S/2084/14/LB and S/2085/14/FL 100 Church Street, SG8 5RX for construction of single storey conservatory, kitchen and entrance link block with internal alterations to existing shower room and living room. Erection of detached garage including part demolition and rebuilding of existing wall and (v) S/1043/14/FL 122 Bridge Street, SG8 5SN for extension and alterations to garage** – SCDC had granted approval of all these planning applications.

**9.0 Public Participation:**

- A member of the public had contacted SCDC to comment that reducing bin collections over the Christmas period, when people had more waste, was not necessarily a good idea.

**10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** Cllrs Lewis, Chair WVH&RGT, gave a verbal report:

- New Year's Eve Party – this had been very well attended and had raised £315.
- Charity Commission Report and Accounts – these were about to be submitted.
- Veranda – a date for the works on the veranda was being agreed with the contractor.
- Acoustics – an initial discussion with some acoustic engineers had been arranged. The member of the public queried if curtains might aid the acoustic problem. It was suggested that WVH&RGT might like to apply to CCC for some funds to hold a WW2 themed event. Action: Cllr Lewis to bring this up with WVH&RGT.

**11.0 Meldreth Road Traffic Management – update on road painting proposals and approval of final scheme design and costs** – a sketch provided by CCC Highways showing the proposed location of road painting was circulated (6 x 30mph carriageway roundels, 1 x SLOW road marking and carriageway painting to suggest a narrowing of the road roughly opposite no 116 Meldreth Road). The approximate costs for one build-out at the entrance to the village in Meldreth Road plus the road painting would be c £6,500 plus £1,425 for the safety audit. There would be some CCC Local Highways Initiative grant towards the scheme but it had not yet been confirmed how much that would be. It was expected that the maximum contribution from the PC would be £7,000. The PC resolved to approve the Meldreth Road Traffic Management Scheme design and costs. Actions: the Clerk to inform CCC Highways of the PC's approval of the scheme and also to ask if it would be possible to have the SLOW road marking by the Church re-painted when the contractors were on site.

**12.0 British Legion Commemorative Planting Project – consideration of alternative locations for tree:** as it would not be possible to plant a Commemorative Tree in St. Mary's churchyard, alternative locations were discussed. Action: the Clerk to ask SCDC for permission to plant a

commemorative tree on the grass in front on Ridgeway Close. This could replace a tree that had been cut down there.

- 13.0 Cambridgeshire Electoral Boundaries Review – agreement of PC response to consultation:** views were being sought on the proposal to reduce the number of County Cllrs by six and potentially redraw some of the electoral boundaries. This was discussed. The PC wished to oppose moves to reduce the number of County Cllrs at a time when the county population was increasing. Also increases in the workload of County Cllrs should be resisted. A preference was expressed for Whaddon to remain within the same electoral district as Bassingbourn due to the proximity of the Barracks to our community, Bassingbourn Village College being our catchment school and the fact that Cardiff Place, Bassingbourn is in Whaddon Parish. Action: the Chair (and Clerk) to draft a response to the consultation and submit it on-line (deadline 19<sup>th</sup> January 2015).
- 14.0 Litter – discussion and agreement of actions** – it was noted that there was a lot more litter in the village, especially along Whaddon Gap. A proportion of this litter was McDonalds packaging. Actions: Contact SCDC to see what litter picking equipment they can provide (District Cllr Cathcart to provide contact details) and ask them to collect rubbish after the event. Purchase equipment not provided by SCDC (litter-pick sticks, gloves and hi-vis jackets needed). Agree date for event and publicise. Write to McDonalds and invite them to attend.
- 15.0 Village Upkeep and Maintenance – reporting of issues:**
- Farm track before Whaddon Gap car-park – it was reported that lots of vehicles had been driving on this track recently. This land belonged to County Farm Estates.
- 16.0 Items for next meeting:**
- PC response to SCDC consultation re using article 4 to help retain village pubs.
  - Update from Bus Review Meeting
  - Consideration of topics for Annual Parish Meeting
  - Charitable Donations
  - Broadband update (Action: the Clerk to ask County Cllr Dent to provide an update)
- 17.0 Date of next meeting - Monday 9<sup>th</sup> February 2015 (8.00p.m.)**

**There being no further business the meeting closed at 9.15p.m.**

**Minutes of Whaddon Parish Council meeting held on 9<sup>th</sup> February 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Mrs J Lewis (from 8.08p.m.), Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent
	Parishioners	2 present

**1.0 Apologies for Absence** – received from Cllr A Walker.

**2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 12<sup>th</sup> January 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.

**3.0 Declarations of Interest** – none declared.

**4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.

- Street lights, Ridgeway Close – these had now been repaired.
- Litter bin, Church Street – a new bin had been installed near the Village Hall.
- Christmas Refuse Bin Collections – a letter had been sent to SCDC regarding the Christmas bin collection schedule. A reply had been received saying that the PC's comments would be taken into consideration when making plans for the following year.
- Riparian Ownership Responsibilities (watercourses) – Cambridgeshire County Council (CCC) would be seeking to enforce these although they would not be policing the matter. Members of the public could be held liable for failure to clear the sections of watercourses for which they were responsible.
- HCVs leaving or approaching Eternit – Bassingbourn cum Kneesworth PC had supported the PC's suggestion of asking Eternit to instigate a one-way system for HCVs. Actions: the Clerk to table an agenda item for the next PC meeting and to update Bassingbourn PC.
- Meldreth Road traffic management scheme – some preliminary construction work had begun.
- WW1 Commemorative Tree, Ridgeway Close – SCDC had given permission to plant a tree on the grass in front of Ridgeway Close on the basis that the PC would maintain it and that there were no objections from residents. The Clerk had written to the residents and had not received any objections. The tree selected by the PC was out of stock. The Cllrs authorised the Clerk to order a tree and planting pack when back in stock (approx. £90.00).

**5.0 Reports from District and County Cllrs:**

District Cllrs' Report: a verbal report was given:

- Local Plan Inspection – site-specific proposals were due to be considered at an upcoming meeting. The key issue was the adequacy of the housing supply. Planning Officers would inform District Cllrs if they received any speculative planning applications for their areas.

County Cllr's Report: an email report had been received from County Cllr Dent and circulated to the Cllrs. A verbal update was given by County Cllr Dent:

- Street lighting upgrade programme – the two street lights in Ridgeway Close were not CCC assets and were not included in the upgrade programme. Action: County Cllr Dent to double-check this.

- Broadband – Whaddon was scheduled to receive superfast broadband (minimum speed of 2.2Mbps for all households) in September 2015. As yet there was no detail as to which method BT planned to use to deliver this.
- Bassingbourn Barracks – a meeting would take place on 10<sup>th</sup> February to review the training of Libyan Troops. The future of the Barracks was very important.

## 6.0 Correspondence

- Waldon Telecoms – consultation letter regarding proposals to upgrade telecoms mast on A1198, Kneesworth. The Cllrs had not wished to comment on this.
- ACRE – confirmation that DEFRA would continue to support ACRE.
- Cambridgeshire Future Transport – notes from meeting on 21<sup>st</sup> January 2015.
- Cambridgeshire Police – request for topics/issues to be discussed at next Neighbourhood Panel meeting.
- Jennifer Lewis – letter of resignation from the Parish Council with effect from 31<sup>st</sup> March 2015. Thanks were expressed to Cllr Lewis for her hard work and achievements on the Parish Council. Cllr Lewis would continue to be part of WVH&RGT. Action: the Clerk to advertise the vacancy for a Parish Cllr and inform SCDC.
- SCDC – invitation to Parish Council Liaison meeting, Wednesday 11<sup>th</sup> March and request for discussion topics or questions. No Cllrs were available to attend the meeting.

## 7.0 Finance:

**7.1 Approval of Payments:** Resolved: that the following payments be approved:

**Cheques to be approved for signing today (9<sup>th</sup> February 2015)**

Cheque No. 100898, £88.00, Society of Local Council Clerks, subscription.

Cheque No. 100899, £54.00, Cambridgeshire ACRE, subscription.

Cheque No. 100900, £222.00, M D Landscapes, grass cutting recreation ground and verges Oct/Nov 2014.

Cheque No. 100901, £6,708, Trulight Windows and Conservatories, veranda for village hall (S106 outdoor space).

Cheque No. 100902, £840, Trulight Windows and Conservatories, guttering for village hall.

**7.2 Approval of reallocation of £300 funds in 2015/16 budget** – the PC had been notified by WVH&RGT that they would contribute £300 towards the insurance for the playground from some funds that were ring-fenced for this purpose. Resolved: that the PC reallocate the £300 from WVH&RGT insurance to WVH&RGT renovation projects (e.g. acoustics). Action: the Clerk to notify WVH&RGT of their revised 2015/16 budget from the PC.

**7.3 Charitable Donations – agreement of donations:** the PC resolved to donate £100 to Magpas Helimedix. Action: the Clerk to draw up a cheque for signing at the next PC meeting.

## 8.0 Public Participation:

- A member of the public asked whether there had been any further developments regarding the Bridge Street culvert (Byway 22). County Cllr Dent confirmed that there had not been. The issue of reporting blockages in the watercourse was discussed. These can be reported using CCC's online 'report a fault' system. Action: County Cllr Dent would ask County Farm Estates to look at the overgrown drainage ditch at the bottom of Bridge Street.

## 9.0 Planning: SCDC consultation re using article 4 to help retain village pubs – agreement of Parish Council response:

this was discussed. An email from a resident who supported this proposal was read out. Resolved: that the PC support the proposals to use article 4 to help retain village pubs. Actions: Cllr Scott to draw up a list of local pubs that ought to be protected. The Clerk to respond to the consultation.

It was also noted that a new planning application had been received re 132 Meldreth Road following a complaint by a resident that the original plans appeared to have been varied by the

developers. Action: the Clerk to organise a Planning Committee meeting on Monday 23<sup>rd</sup> February.

- 10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** Cllrs Lewis, Chair WVH&RGT, gave a verbal report:
- Thanks were expressed to the PC, on behalf of WVH&RGT, for the funds for the veranda and guttering. These works had now been completed.
  - Continuing renovation works – the next stage of the village hall (VH) renovation would be the acoustics (see below), tarmacking to the rear of the hall and moving the entrance to the garage to allow improved access and increased parking area. Three different types of parking scheme were being looked at and quotes obtained.
  - Acoustics – a meeting had been held with some acoustic engineers. They had observed that sound reverberation levels in the VH were particularly bad, being exacerbated by the angle of the roof. The engineers had suggested putting panels on the ceiling to help alleviate the problem. WVH&RGT were currently getting some quotes for attaching such panels.
  - Overnight parking outside the VH by residents – this was queried by some Cllrs and had been discussed by WVH&RGT.
  - Lettings income – over £5,000 had been taken in lettings income so far this year. WVH&RGT had started to rebuild their reserves as a result. Electricity costs had been much reduced.
- 11.0 Bus Service Review – update from Cambridgeshire Future Transport (CFT) meeting –** a verbal report was given by the Chair who had attended the CFT meeting on 21<sup>st</sup> January 2015. Notes from the meeting had been circulated. Key points were that Whaddon’s bus service was not well-used. One current proposal was to remove the weekly Market bus but instead provide a daily service to Royston, potentially via Melbourn doctors’ surgery. Other considerations were to provide shoppers with longer in Royston and to replace scheduled bus services with Dial-a-Ride.
- 12.0 Annual Parish Meeting – consideration of topics for discussion - ideas included:**
- WVH&RGT
  - Updates from County and District Cllrs
  - Police and Neighbourhood Watch report
  - Parish Plan update
  - Alfred Palmer Trust
  - Clubs and societies using Village Hall
- 13.0 Whaddon Gap Car Park (litter) – discussion and agreement of actions –** it was noted that there was much litter and many fly-tipping instances in this car park. The litter bin was old and needed replacing, litter was falling through the slats. The car park was owned by CCC. Action: County Cllr Dent to take this up with County Farm Estates and to request a new litter bin.
- 14.0 Village Upkeep and Maintenance – reporting of issues:**
- Potholes, Whaddon Gap – these had been reported and repaired the next day.
- 15.0 Items for next meeting:**
- HCVs approaching or leaving Eternit.
  - Housing Needs Survey (Action: the Clerk to request an ACRE representative to attend)
- 16.0 Date of next meeting - Monday 9<sup>th</sup> March 2015 (8.00p.m.)**

**There being no further business the meeting closed at 9.18p.m.**



**Minutes of Whaddon Parish Council meeting held on 9<sup>th</sup> March 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent
	ACRE Advisor	Mr M Deas
	Parishioners	2 present

- 1.0 Apologies for Absence** – received from Cllrs K French, J Lewis and A Walker.
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 9<sup>th</sup> February 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Housing Needs Survey – talk from Cambridgeshire ACRE advisor on survey process** – the Community Led Plan had highlighted the need to further investigate the adequacy of the housing supply in Whaddon. Mr M Deas was invited to address the meeting about the process of conducting a Housing Needs Survey. Cambridgeshire ACRE could organise a postal survey of all households in Whaddon Parish to establish if there was an identifiable need for affordable housing. Bedfordshire Pilgrims Housing Association (BPHA) – the developers of St. Mary’s Close – were prepared to sponsor this survey. The survey would provide data about the scale and nature of the housing need and the level of local support but would not commit the PC to building any new houses. A covering letter from the PC would go out with the survey. Resolved: that the PC support Cambridgeshire ACRE in organising a Housing Needs Survey. Action: the Clerk to liaise with Mr Deas regarding the survey and covering letter.
- 5.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Whaddon Gap (reported) accident rate statistics – these had now been received and forwarded to the Cllrs and Speedwatch co-ordinator. There had been four accidents reported since late 2012.
  - WW1 Commemorative Tree – the variety of tree chosen by the PC remained out of stock at the nursery organising the British Legion Commemorative Tree project.
  - Parish Cllr Vacancy – this had been advertised in the newsletter. Action: the Clerk to put up the official Vacancy Notices on 1<sup>st</sup> April.
  - Street lights, Ridgeway Close – Cambridgeshire County Council (CCC) had confirmed that these lights were owned by the PC but maintained by CCC. They would not be included in CCC’s street light upgrade programme.
  - Bridge Street Watercourse – thanks were expressed to the farmer who had cleared the banks on a large stretch of stream in Bridge Street.
  - Meldreth Road traffic management scheme – most of the construction work and carriageway painting had been completed. However two 30mph carriageway roundels had not been painted near College Farm and the SLOW road marking by the Church been not been refreshed. This had been reported to the CCC Highways Officer.
- 6.0 Reports from District and County Cllrs:**  
District Cllrs’ Report: a verbal report was given:

- Local Plan Inspection – the five year supply of land would be considered the following week. This was the most crucial part of the Plan.
- Council Tax – SCDC had increased this by 1.99% for 2015/16.

County Cllr's Report: an email report had been received from County Cllr Dent and circulated to the Cllrs. A verbal update was given by County Cllr Dent:

- Whaddon Gap Car Park – a discussion would be held later that week regarding the litter in the car park and the poor state of the litter bin.
- Bassingbourn Barracks – there had been a meeting on 10<sup>th</sup> February to review the training of Libyan Troops. This had been very useful. Bassingbourn site had been recognised as being an excellent training base. No decision had been taken about the future of the Barracks. The Ski Club would be putting in an application to open up another entrance to the dry ski-slope from Bassingbourn. If this was successful the club could re-open soon.

## 7.0 Correspondence

- SCDC – details of Local Plan examination hearings.
- CCC – Greater Cambridge City Deal, Transport Priority Schemes.
- County Cllr A Dent – report for March 2015.
- BT – offer to adopt final remaining phone box in village (non-targeted). The PC did not wish to act on this at this stage.
- SCDC – March Planning Policy update.
- Office of Cambridgeshire Police and Crime Commissioner – introduction from new Outreach Worker covering South Cambridgeshire

## 8.0 Finance: Approval of Payments: Resolved: that the following payments be approved:

### Cheques to be approved for signing today (9<sup>th</sup> March 2015)

Cheque No. 100903, £100.00, Magpas, charitable donation.

Cheque No. 100904, £50.00, Mr L Ginger, Chair's expense allowance qtr to 31<sup>st</sup> March 2015.

Cheque No. 100905, £986.94, Mrs G van Poortvliet, Clerk's wages and expense allowance, qtr to 31<sup>st</sup> March 2015.

Actions: the Clerk to arrange for the cheques to be countersigned by another signatory (only one present at meeting). The Clerk to chase up outstanding invoices relating to the financial year to 31<sup>st</sup> March 2015 and to organise payment.

## 9.0 Public Participation:

- A member of the public queried the suggested one-way system for Heavy Commercial Vehicles (HCVs) using Eternit (agenda item 12.0). The Chair explained the background and reasoning behind the suggestion. There had only been a gentleman's agreement for HCVs to leave Eternit via Mettle Hill rather than Whaddon. However, Kneesworth PC are opposed to HCVs using Mettle Hill due to safety concerns.
- A member of the public queried the possibility of a weight restriction through the village. The Chair commented that there would have to be significantly more HCVs using the route before this would be considered. County Cllr Dent confirmed that this was the case.
- A member of the public asked about the likely impact of the proposed anaerobic digester at Shepreth on HCV traffic via Whaddon. The District Cllrs explained that this scheme did not have planning permission yet but that it would be possible for SCDC to ask for planning restrictions regarding HCV routes. The public would be able to comment on the Traffic Management Plan which would need to accompany the planning application.

## 10.0 Planning:

### 10.1 Noting of approved minutes from Planning Committee Meeting of 20<sup>th</sup> October 2014: the minutes were noted by the PC.

**10.2 Noting of Planning Committee recommendation re S/0285/15/VC 132 Meldeth Road, Whaddon, SG8 5RP for demolition of existing dwelling and outbuilding. Erection of replacement house with double garage and new bungalow with associated new access (variation of condition 2 of planning permission S/0046/13/RM to allow use of the room over the garage of the two storey house as a games room, with the introduction of a door in the west elevation and an external staircase):** the PC had recommended refusal of the application. The applicants had since withdrawn the planning application.

**11.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** the Chair gave a verbal report:

- There had not been a WVH&RGT meeting since the last PC meeting.
- WVH&RGT had not yet submitted the final stage of their grant application to the PC for 2014/15. They were waiting for an invoice from their auditors. Action: the Clerk to follow up the grant application with WVH&RGT.
- Acoustics - someone had been found who could install acoustic panels to the village hall ceiling to help alleviate some of the noise issues. It was hoped to get this work done soon.
- Parish Council representative – following Cllr Lewis’ resignation from the PC, another PC representative would be needed on WVH&RGT.

**12.0 HCVs using Eternit Site – discussion of potential one-way system** – an idea to ask Eternit to request that HCVs approach their site via Mettle Hill and exit via Whaddon Gap was discussed. This suggestion had the broad backing of Bassingbourn cum Kneesworth PC and could potentially reduce HCV traffic via Whaddon by 50%. Eternit could also be asked to discuss restrictions on HCV movements during peak traffic hours on safety grounds. Action: the Clerk to liaise with Bassingbourn cum Kneesworth PC and write to Eternit requesting a meeting to discuss HCV movements and approach routes. The Chair offered to attend on behalf of Whaddon PC. The Clerk to ask Bassingbourn PC to identify a representative willing to represent them at a meeting.

**13.0 Annual Parish Meeting (APM)/Annual Parish Council Meeting (APC) – discussion and agreement of actions:** The APC meeting (11<sup>th</sup> May) was prescriptive in format, covering mainly procedural and policy issues. Potential discussion topics for the APM had been identified at the previous PC meeting. Actions: the Chair and Clerk to ask representatives from Alfred Palmers Trust, Table Tennis Club, Cricket Club and Mostly Gardening Club to attend the APM. Publicity to be organised via the village email and noticeboards. The Clerk to organise refreshments.

**14.0 Village Upkeep and Maintenance – reporting of issues:**

- Litter Pick – SCDC could provide litter pick sticks and collect the refuse afterwards. County Cllr Dent could provide hi-vis jackets if necessary (with a few days notice). It was agreed that a Litter Pick would be scheduled for Saturday 4<sup>th</sup> April, starting at 10.00am at the Village Hall. Actions: the Clerk to check what litter picking equipment the PC already had and to liaise with SCDC re additional equipment and arrangements for picking up the collected litter. The Clerk to arrange for hi-vis jackets from County Cllr Dent if necessary. The Clerk to arrange publicity for the Litter Pick via the village email system.
- Handyman – Action: Cllr Elbourn to ask the handyman when he planned to do the village maintenance work.

**15.0 Items for next meeting:**

- Draft accounts to 31<sup>st</sup> March 2015

**16.0 Date of next meeting - Monday 13<sup>th</sup> April 2015 (8.00p.m.)**

**There being no further business the meeting closed at 9.27p.m.**

**Minutes of Whaddon Parish Council meeting held on 13<sup>th</sup> April 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Professor A Milton
	Councillors	Mr W Elbourn, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent (from 8.10p.m.)
	Parishioners	0 present

The Cllrs resolved that Professor A Milton serve as Chair for the meeting.

- 1.0 Apologies for Absence** – received from Cllrs L Ginger and K French.
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 9<sup>th</sup> March 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- WW1 Commemorative Tree – the variety of tree chosen by the PC still remained out of stock at the nursery organising the British Legion Commemorative Tree project.
  - Parish Cllr Vacancy – the official Vacancy Notice had gone up on 1<sup>st</sup> April.
  - Housing Needs Survey – this had been distributed to all households in the Parish. The deadline for returning the survey was 17<sup>th</sup> April. Action: the Clerk to organise a reminder email for residents about the survey.
  - Meldreth Road traffic management scheme – the carriageway painting had now been completed. The Highways Officer had been informed that the advisory sign by the build-out was partially obscured by a telegraph pole. The contractor had been asked to move the sign to a more suitable location.
  - Heavy Commercial Vehicles (HCVs) using Eternit, Meldreth – a joint letter from Whaddon and Bassingbourn-cum-Kneesworth Parish Councils had been sent to Eternit to request a meeting to discuss the HCVs.
  - Annual Parish Meeting – speakers would be attending from WVH&RGT, Alfred Palmers Trust, Speedwatch/Neighbourhood Watch, Coffee Morning, Mainly Gardening Club, Cricket Club and Table Tennis Club. The District and County Cllrs would also attend. Action: the Clerk to send an email reminder to residents and the District Cllrs regarding the APM.
  - Litter Pick – a Litter Pick had taken place on 4<sup>th</sup> April and had been well supported. Thanks were expressed to the participants, to SCDC for supplying the litter picking equipment and to County Cllr Dent for providing the hi-vis jackets.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs' Report: a verbal report was given by the District Cllrs:
- Local Plan Inspection – the inspection was ongoing. So far no indication had been given by the Inspector that anything contained in the plan was likely to be thrown out. The Inspector was considering SCDC's plan and the Cambridge City plan at the same time.
- County Cllr's Report: a verbal report was given by County Cllr Dent:
- Whaddon Gap Car Park – County Cllr Dent had applied for funding for a new litter bin.
  - Bassingbourn Barracks – County Cllr Dent had written to the appropriate authorities again regarding clubs and societies being able to use the facilities at the Barracks.

- Broadband – the estimated date for superfast broadband provision in Whaddon was still September 2015. The service was expected to be provided via a radio link system due to technical difficulties of getting fibre optic cable to the village. Although internet speed would diminish according to distance of households from the cabinets, the radio link would still be capable of providing high speed broadband.

## 6.0 Correspondence

- SCDC – minutes from Parish Council Liaison meeting 11<sup>th</sup> March 2015.
- CCC Rights of Way Network – information regarding changes in service delivery and reporting of issues relating to footpaths (now via CCC Highways Fault reporting system).
- Local Government Transparency code – details of new publishing and audit requirements (agenda item 11.0).
- Citizens Advice Bureau – new monthly drop in centre, Book Café, Bassingbourn, second Thursday of the month, 14.00-15.30.
- Environment Agency – changes to pumping support operations on River Rhee from 1<sup>st</sup> April to approximately mid-June 2015.
- CAPALC training courses – April to July 2015.
- SCDC – monthly Planning Policy Update.
- County Cllr Dent – annual County Cllr Report 2014/15.

## 7.0 Finance:

### 7.1 Approval of payments: Resolved: that the following payments be approved: **Cheques already signed (25<sup>th</sup> March 2015)**

Cheque No. 100906, £102.00, Hales Printers, newsletter printing.

Cheque No. 100907, £75.00, Whaddon Village Hall & Recreation Ground Trust, hall hire for meetings.

Cheque No. 100908, £90.00, Mr P E Coningsby, contribution to church yard grass cutting.

There were no cheques to be signed today.

### 7.2 Presentation of draft accounts to 31<sup>st</sup> March 2015: the Clerk presented the draft accounts, explained the variations from budget and answered questions. These accounts would form the basis of the Annual Return to 31<sup>st</sup> March 2015.

### 7.3 Consideration of reserves and approval for carrying forward specific ring-fenced funds: the Cllrs resolved that the following unspent amounts be ring-fenced and carried forward into 2015/16: £350 for handyman maintenance work (expected to be done 2015), £200 for salt bin for Town Farm Close (awaiting invoice), £200 for WW1 Commemorative Tree/plaque, £500 for balance of WVH&RGT 2014/15 grant (to be claimed early 2015/16) and £500 for a revaluation report for the VH (now expected to be done 2015/16). The Cllrs resolved that £2,000 unspent 2014/15 project monies be put into a ring-fenced reserve for tarmacking the recreation ground car park and that monies previously budgeted for grants to enable new clubs to operate from the Village Hall be reduced to £200 (from £700) and carried forward. After deducting ring-fenced reserves at end of 2014/15, the general reserve would represent approximately 10.5 months' worth of precept (recommended level 3-12 months). Action: the Clerk to update the accounts for the ring-fenced reserves and notify WVH&RGT of the funds set aside for them.

## 8.0 Planning:

### 8.1 Noting of approved minutes from Planning Committee Meeting of 23<sup>rd</sup> February 2015: the minutes were noted by the PC.

### 8.2 Noting of Planning Committee recommendation re S/0540/15/VC former 132 Meldeth Road, Whaddon, SG8 5RP for approval of reserved matters for access, landscaping, layout and scale in respect of outline planning permission S/2500/11 (variation of Condition 1 of reserved matters content S/0046/13/RM in respect of revisions to

**appearance of the two storey dwelling):** the PC had recommended approval of the application.

**9.0 Public Participation:** no members of the public present.

**10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** there were no members of WVH&RGT present. This item was postponed until the next meeting.

**11.0 Transparency Code – briefing and noting of requirements:** the Clerk gave a briefing on the main points from the Local Audit and Accountability Act 2014 (Transparency Code) and asked the Cllrs to note these. The aim was to improve openness about how PCs had handled public money. More information would be made publicly available and there would be less need for external audit checks. All Parish Councils must have a website and publish certain (mainly financial) information on it from 1<sup>st</sup> July 2015. PCs with turnover under £25,000 would be exempt from external audit review from the financial year 2017/18 onwards. There would also be changes in the way that auditors were appointed. Action: the Clerk to ensure all information required by the Act was published on the website by 1<sup>st</sup> July 2015 and to note the changes required for Annual Return purposes going forward.

The Cllrs commented that as it was now essential for all PCs to publish information on their websites by law, that it would be a bigger risk that only one person could update the website.

**12.0 Village Upkeep and Maintenance – reporting of issues:** no issues were reported.

**13.0 Items for next meeting:**

- Annual Parish Council Meeting statutory items
- Signing of Annual Report to 31<sup>st</sup> March 2015

**14.0 Date of next meeting - Monday 11<sup>th</sup> May 2015 (8.00p.m.)** Also Annual Parish Meeting Monday 20<sup>th</sup> April (7.30p.m.).

**There being no further business the meeting closed at 8.45p.m.**

**Minutes of Whaddon Parish Council annual meeting held on 11<sup>th</sup> May 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mrs K French, Professor A Milton, Mr R Scott, Ms A Walker (from 8.15p.m.)
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	County Councillor	Mr A Dent (from 8.20p.m.)
	Members of the Public	1 present (from 8.30p.m. to 8.50p.m.)

- 1.0 Election of the Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office** – resolved that Mr L Ginger be elected as Chair of Whaddon PC. A declaration of Acceptance of Office as Chair was duly signed.
- 2.0 Election of Vice-Chair of the PC** – resolved that Mrs K French be elected as Vice-Chair of the PC.
- 3.0 Apologies for Absence** – received from Cllr W Elbourn and District Cllr N Cathcart. Advance notification of late arrival received from County Cllr A Dent.
- 4.0 Receipt of updated Register of Members Interest Forms (if necessary)** – the Cllrs had been asked to review their RMI forms prior to the meeting. Cllr Scott had an amendment to make. Actions: the Clerk to email a RMI form to Cllr Scott. Cllr Scott to submit an updated version of the form to the Clerk and SCDC. The Clerk to arrange for the updated form to go on the website.
- 5.0 Declarations of Interest** – none declared.
- 6.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 13<sup>th</sup> April 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 7.0 Standing Committees (Planning Committee):**
- 7.1 Review of Terms of Reference and Delegation Arrangements for Planning Committee** – reviewed. The requirement for the minutes of Planning Committee meetings to be displayed on the main notice board was questioned given that all planning decisions were reported in the PC minutes and that there were often space constraints on the main notice board. Resolved: that section 4, bullet point 5 be amended to read 'Approved minutes shall be posted on the website and shall be available for inspection by Parishioners on request to the Clerk.' Action: the Clerk to amend the Planning Committee constitution and provide an updated copy to all members.
- 7.2 Receipt of nominations to the Planning Committee** – Resolved: that the following be appointed to the Planning Committee: Cllr K French, Cllr W Elbourn, Cllr L Ginger (ex-officio), Cllr A Milton and Cllr R Scott. Action: the Clerk to check with Cllr Elbourn that he was happy to remain on the Planning Committee. (Cllr A Walker joined the meeting and gave apologies for late arrival).
- 8.0 Review of PC Standing Orders and Financial Regulations** – reviewed. No changes required to the Financial Regulations. Resolved: to remove point 1L (p5) of the Standing Orders which states 'photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.' New legislation, 'The openness of local government bodies regulations 2014,' which came into effect in August 2014 gave members of

the public and press the right to film and record public meetings. Action: the Clerk to amend the Standing Orders and circulate the updated version to the Cllrs.

**9.0 Review of Inventory of Land and Assets** – this was reviewed. Some Cllrs queried why assets were recorded at their original cost rather than replacement value or insurance value. The Clerk explained that this was an accounting and audit requirement for that size of PC. Action: the Clerk to record the new salt bin in Town Farm Close in the Fixed Asset Register.

**10.0 Review and confirmation of arrangements for insurance cover** – these were reviewed and the insurance cover provided by Zurich Municipal was confirmed.

**11.0 Review of PC and PC Employee Membership Subscriptions** – reviewed and resolved that the following subscriptions be approved:

- Cambridgeshire & Peterborough Association of Local Councils
- Cambridgeshire ACRE

The subscription to the Society of Local Council Clerks would not be renewed.

**12.0 Reviewing of Procedures for:**

**12.1 Complaints** – reviewed; no changes required.

**12.2 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998** – reviewed. Resolved that the necessary changes be made to the Model Publication section of Requests under the Freedom of Information Act 2000, to reflect the data publication requirements of the Local Audit and Accountability Act 2014 as effective from 1 July 2015. Action: the Clerk to amend the FOI policy as required and arrange for updated copies to go on the website and to be circulated to Cllrs by 1<sup>st</sup> July 2015.

**12.3 Dealing with the Press/Media** – reviewed; no changes required.

**13.0 Setting Dates & Times for ordinary meetings of the full PC for 2015/16** – reviewed. Meetings to be held on the second Monday of each month with no meeting in July or December. The start time would remain at 8.00p.m. The Annual Parish Meeting was scheduled for Monday 18<sup>th</sup> April 2016. Actions: the Clerk to circulate the 2015/16 dates to the Cllrs, arrange for them to be put on the website and book the Village Hall for meetings.

**14.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.

- WW1 Commemorative Tree – the variety of tree chosen by the PC still remained out of stock at the nursery organising the British Legion Commemorative Tree project.
- Meldreth Road traffic management scheme – the advisory sign by the build-out, which was partially obscured by a telegraph pole, had not been moved by the contractor. Growing foliage on a nearby tree was further obscuring the sign. Action: the Clerk to remind CCC Highways to arrange for the sign to be moved to a more suitable position.
- Heavy Commercial Vehicles (HCVs) using Eternit, Meldreth – a meeting had been held at Eternit, Meldreth on the morning of 11<sup>th</sup> May and had been attended by the Chair, Mr J Spenceley (a Cllr with Bassingbourn cum Kneesworth PC) and Mr S Rawlinson, Works Manager, Eternit Meldreth. A verbal update from the meeting was given by the Chair and Mr J Spenceley. The meeting had been felt to be fairly positive. The Eternit production work load was coming down gradually and there were currently around 40 HCV movements per day. Eternit do request their main contractors to use Mettle Hill rather than Whaddon although some of the less regular suppliers might not be aware of this. It was noted that introducing an anti-clockwise one-way system for HCVs, in order to lessen the impact on Whaddon and Kneesworth, would involve HCVs turning left at Mettle Hill junction in Meldreth Parish. This was not considered a particularly safe junction although



HCV drivers had the advantage of a higher viewing position. Actions: the Chair and Clerk to write to Meldreth PC asking if they had any objections to the proposed one-way system. If no objections were received Eternit to be asked to start a one-way system for HCVs.

- Proposed anaerobic digester, Shepreth – it was noted that if planning permission was given for this that there could be more HCVs through Whaddon. This was something the PC would need to be aware of.
- Village Maintenance – the handyman had left a message for the Clerk saying that he planned to start work on the village maintenance projects in the near future.
- Housing Needs Survey – this had now been completed and the results compiled. A representative from ACRE would attend the September PC meeting to present the results.

## 15.0 Reports from District and County Cllrs:

District Cllrs' Report: a verbal report was given by District Cllr McCraith:

- Local Plan Inspection – the inspection was ongoing.
- Bassingbourn Barracks – no further updates.
- Local election results – the Conservatives had gained three more seats on the District Council.

County Cllr's Report: a written report had been circulated to the Cllrs. A verbal report was given by County Cllr Dent:

- National Mental Health Week – Cambridgeshire County Council were promoting this. Links could be found on CCCs website.
- Full meeting of the County Council – this was scheduled for tomorrow (12<sup>th</sup> May 2015). Highways issues were the main concerns at the moment.

## 16.0 Planning – noting of SCDC's decision re S/0540/15/VC re former 132 Meldreth Road, SG8 5RP for reserved matters for access, appearance, landscaping, layout and scale in respect of outline planning permission S/2500/11: SCDC had granted permission for this planning application.

## 17.0 Finance:

**17.1 Approval of payments:** Resolved: that the following payments be approved:

### Cheques to be signed today (11<sup>th</sup> May 2015)

Cheque No. 100909, £195.29, CAPALC, membership fee 2015/16.

Cheque No. 100910, £460.52, Zurich Municipal, local council insurance 2015-16.

Cheque No. 100911, £40.00, Mr B Huett, internal audit 2014/15.

**17.2 Noting of internal auditor's report on Annual Return 2014/15:** the PC noted the report and comments.

**17.3 Signing of Annual Return 2014/15 – resolved** that the Annual Return be approved and that the Clerk and Chair sign the Accounting Statement and Annual Governance Statement.

Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

## 18.0 Correspondence

- Cambridgeshire ACRE – report following Housing Needs Survey for Whaddon.
- SCDC – monthly Planning Policy Update.
- County Cllr Dent – monthly County Cllr Report.

## 19.0 Public Participation: no members of the public present.

## 20.0 Councillor Vacancy – update and agreement of actions: there had been no applications for the Parish Cllr vacancy. Actions: the Chair to put an article in the village newsletter. The Clerk to table an agenda item for the next PC meeting.

**21.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** the May meeting had been cancelled.

- Trustee vacancies – several people had expressed interest in joining the Trust.
- Finances – reserves were once again building up.
- Acoustic panels – the Trust was currently trying to find suppliers of these panels.

**22.0 Annual Parish Meeting - review:** the APM had taken place on 20<sup>th</sup> April and had been well attended. The Alfred John Palmers Trust needed to be reviewed. Action: the Clerk to table an agenda item regarding Alfred John Palmers Trust for the next meeting.

**23.0 Village Upkeep and Maintenance – reporting of issues:**

- An overgrown hedge was obscuring a 30mph sign near Bumpkins, Bridge Street. Action: the Chair to speak with the farmer responsible for the hedge.
- Overgrown verges at Whaddon Gap were obstructing site-lines at the Whaddon Gap junction. Action: County Cllr Dent to write to the necessary Director.

**24.0 Items for next meeting:**

- Alfred John Palmers Trust - review
- Risk Assessment 2015/16
- Parish Cllr vacancy

**25.0 Date of next meeting - Monday 8<sup>th</sup> June 2015 (8.00p.m.)**

**There being no further business the meeting closed at 9.13p.m.**

**Minutes of Whaddon Parish Council annual meeting held on 8<sup>th</sup> June 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent
	Members of the Public	5 present

**1.0 Apologies for Absence** – none received, all present. Advance notification of late arrival received from County Cllr A Dent.

**2.0 Minutes – approval and signing of minutes from the Annual Parish Council (PC) meeting of 11<sup>th</sup> May 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.

**3.0 Declarations of Interest** – none declared.

**4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.

- Meldreth Road traffic management scheme – the Clerk had reminded CCC Highways to arrange for the sign to be moved to a more suitable position. No reply had yet been received. Action: the Clerk to make contact with CCC Highways regarding the sign.
- Heavy Commercial Vehicles (HCVs) using Eternit, Meldreth – the Chair had attended a Meldreth PC meeting on 4<sup>th</sup> June to propose asking Eternit to introduce an anti-clockwise one-way system for HCVs using their site. This would involve HCVs turning left at Mettle Hill junction in Meldreth. The Chair reported that Meldreth PC were supportive of the suggestion and of trying to get a ‘gentleman’s agreement’ with Eternit. Action: the Chair to arrange a follow-up meeting with Eternit.

At the Meldreth PC meeting the possibility of setting up a working group between the parishes of Meldreth, Shepreth, Whaddon and Bassingbourn-cum-Kneesworth had been put forward. The aim would be to try to get a joined-up view of what was happening in the local area and work out responses to common issues. Action: the Clerks of the local PC’s to liaise regarding setting up a cross-parish working group.

**5.0 Reports from District and County Cllrs:**

District Cllrs’ Report: a verbal report was given by the District Cllrs:

- Local Plan Inspection status – SCDC had received a letter from the Inspector pointing out issues that needed clarifying and questioning certain assumptions made in the Plan. This letter was not a rejection of the Plan. SCDC Officers were now working to provide the information requested. It was appreciated that it was very important to resolve this quickly and it was hoped that it would be done within six months. SCDC remained hopeful that the Local Plan could be adopted with minimal changes made.
- Vice-Chair of the District Council – District Cllr McCraith was now Vice-Chair of the District Council.

County Cllr’s Report: this was postponed until the arrival of County Cllr Dent.

**6.0 Correspondence**

- SCDC – letter and Press Release regarding preliminary conclusions of the Local Plan Inspection.

- Cambridgeshire County Council – briefing on Greater Cambridge City Deal and A428 road corridor scheme options.
- Rural Services Network – information about the National Rural Crime Survey.
- County Cllr Dent – monthly County Cllr report.
- CCC Flood and Water Team – information about consultation on Flood Risk Management Strategy (open 3<sup>rd</sup> June to 14<sup>th</sup> July).
- Rural Services Network – details of new Fly Grazing Legislation.

**7.0 Finance: Approval of payments: Resolved:** that the following payments be approved:  
Cheques to be signed today (8<sup>th</sup> June 2015)

Cheque No. 100912, £92.00, Hales Printers, newsletter printing.

**8.0 Planning:**

**8.1 Noting of approved minutes from Planning Committee Meeting of 30<sup>th</sup> March 2015:** the PC noted the minutes.

**8.2 Noting of Planning Committee Recommendation re S/1240/15/FL, 20 Bridge Street, Whaddon, SG8 5SQ for demolition of existing conservatory to be replaced with new garden room and demolition of part of single storey pitched road to rear. First floor rear extension to include two new bedrooms:** the Planning Committee had recommended approval of this application.

**8.3 Noting of receipt of applications where no PC comment is required re i) S/1222/15/PB, land to rear of 112 Church Street, Whaddon, SG8 5RX for conversion of existing barn & piggery to form 3 dwellings (Permitted Development) and ii) S/1271/15/LD, 37 Bridge Street, Whaddon, SG8 5SG for a proposed single storey side and rear extension (Lawful Development):** the PC noted these applications. The Planning Committee had agreed to write to SCDC re application S/1222/15/PB as there were some concerns that this might not meet the criteria for Permitted Development. The application was brought to the attention of the District Cllrs who also advised writing to the Planning Officer and Mr P Sexton at SCDC.

**8.4 Proposed Anaerobic Digestion Plant, Shepreth (S/2944/14/FL) – update on application status and transport assessment:** the Clerk provided a verbal update following the Shepreth Planning Committee meeting on 28<sup>th</sup> May 2015.

- Shepreth PC had recommended refusal of this planning application so it would now have to go to the SCDC Planning Committee.
- The proposed transport route for Heavy Commercial Vehicles was currently via Mettle Hill, Kneesworth rather than via Whaddon.
- The proposed Plant was relatively small, employing around 13 people and with projected vehicles movements averaging 40 per day (of which HCV movements would average seven per day).

The District Cllrs undertook to keep the PC informed of any further developments.

**9.0 Public Participation:**

- A member of the public commented that the frequency of the recreation ground grass cutting was insufficient for cricket matches at the beginning of the season and that grass cuttings left on the rec also made it difficult for the cricketers. The Cllrs noted the issues raised but commented that the PC did have a contract for grass cutting. The contract specification could be reviewed when the contract was renegotiated. Action: the Clerk to check when the grass cutting contract expires and table an agenda item to review the specification as appropriate.
- A member of the public queried if the PC was aware that a cable for the solar farm at Shingay cum Wendy might need to cross Bridge Street in Whaddon. The Cllrs had not

been aware of this. The contractors would need to apply for the necessary Highways licence to dig up the highway.

It was agreed to return to agenda item 5.0 at County Cllr Dent had now joined the meeting.

#### 5.0 **Reports from District and County Cllrs:**

County Cllrs report: a written report had been circulated to the Cllrs. A verbal report was given by County Cllr Dent:

- Shepreth Anaerobic Digester – the proposal to route HCVs via Mettle Hill, Kneesworth had been objected to by Bassingbourn cum Kneesworth Parish Council (see item 8.4).
- Bassingbourn Barracks – a meeting was due to take place on 16<sup>th</sup> June with the Ministry of Defence and the Defence Infrastructure Organisation to discuss the future of the Barracks. District Cllr McCraith commented that he had asked our new Member of Parliament, Heidi Allen, to take this matter up with Michael Fallon, Defence Secretary.
- Armed Services Ceremony – a ceremony was due to take place in Shire Hall on 22<sup>nd</sup> June to thank the Armed Forces based at Cambridge.
- Broadband – County Cllr Dent advised that the PC request their Broadband Champion to check proposed coverage for Whaddon on the Connecting Cambridgeshire website. Some villages had discovered that not all houses had been covered. No final decision had yet been taken regarding the infrastructure by which broadband would be delivered to Whaddon – it could potentially be via fibre-optic cable from Arrington exchange or a line-of-site radio system from Arrington. Actions: the Clerk and Chair to take these matters up with the Broadband Champion.

#### 10.0 **Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** a verbal update was given by the Chair.

- AGM – this had taken place on 1<sup>st</sup> June 2015. Mrs J Lewis had been re-elected as Chair of the Trust.
- Trustee vacancies – many people had wished to join the Trust and there was now a waiting list for Trustee positions. It would also be necessary for the PC to appoint a representative.

#### 11.0 **Alfred John Palmers Trust – review and agreement of actions:** Mr C Coningsby, a Trustee of Alfred John Palmers Trust, addressed the meeting and explained the aims and set-up of the Trust. The three current Trustees had all now served for some time and some were keen to step down if replacements could be found. It was also thought that the purpose of the Trust should be reviewed and possibly updated. The PC was responsible for appointing Trustees. The Trustees could decide upon the best future direction of the Trust. Actions: the Clerk to write to the three Trustees asking them formally if they wanted to remain as Trustees or resign. The appointment or re-appointment of Trustees to be considered at the next PC meeting.

#### 12.0 **Cambridgeshire County Council Electoral Boundaries Review – response to consultation:** the current proposals incorporated the comments that Whaddon PC had made. Whaddon would be in the same electoral district as Meldreth and Bassingbourn. Action: the Clerk to respond to the consultation that Whaddon PC had no further comment and was happy with the current proposals.

#### 13.0 **Risk Assessment 2015/16 – signing off by Cllrs:** the Risk Assessment had been produced by the Clerk. Highlighted risks were, as in previous years, related to reliance on one individual to make changes to the website on behalf of the PC. Recent changes in legislation (under the Local Audit and Accountability Act 2014) meant that the consequences of potentially not being able to post certain information on the website were now more serious. County Cllr Dent offered to check and sign off the PCs Risk Assessment on behalf of the PC - he had the relevant experience and accreditation. Actions: the Clerk to provide a copy of the Risk Assessment to County Cllr Dent

for review. The Chair to speak with the website manager to see if a solution could be found to enable members of the PC to post PC information on the website if necessary.

**14.0 Speedwatch – status update:** Mr M Monks had decided to stay on as Speedwatch Co-ordinator for Whaddon. The Cllrs expressed their thanks for the excellent job done by Mr Monks. A member of the public commented that she had been tailgated by parents collecting children from Bumpkins Nursery, Meldreth Road. The same person offered to have a speed bump outside their house in Church Street to try to reduce traffic speeds. The Cllrs thanked the member of the public for the offer and would bear it in mind in future reviews of traffic measures in the village.

**15.0 Village Upkeep and Maintenance – reporting of issues:**

- Litter – it was noted that empty bottles and cans were again appearing on Whaddon Gap.
- Bollards, Church Street – the black and white bollards on Church Corner were badly damaged. County Cllr Dent had already reported this to Highways.
- Handyman – the handyman had not yet started the scheduled maintenance work for 2015/16 and it had not been possible to contact him. Action: Cllr Elbourn to speak with the handyman.

**16.0 Items for next meeting:**

- Alfred John Palmers Trust - review
- Risk Assessment 2015/16 – signing off
- Clerk – annual review
- Parish Cllr vacancy

**17.0 Date of next meeting - Monday 10<sup>th</sup> August 2015 (8.00p.m.)**

**There being no further business the meeting closed at 9.30p.m.**

**Minutes of Whaddon Parish Council meeting held on 10<sup>th</sup> August 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	2 present

- 1.0 Apologies for Absence** – received from County Cllr A Dent (sickness).
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 8<sup>th</sup> June 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Meldreth Road traffic management scheme – the advisory sign had been moved to a more suitable position. On 28<sup>th</sup> July the reflective bollards on the build-out had been hit by a vehicle and destroyed. Cambridgeshire County Council Highways had quickly placed temporary warning bollards at the site and would order replacements for the damaged items. The Clerk and Chair commented on the prompt action by CCC Highways, once the damage was reported, to resolve a potentially dangerous situation. Action: the Clerk to email County Cllr Dent with positive feedback regarding CCC Highway’s response to the damage to the build-out.
  - Heavy Commercial Vehicles (HCVs) using Eternit, Meldreth – the Chair had attended a follow-up meeting at Eternit with their new Works Manager who had undertaken to introduce an anti-clockwise one-way system for HCVs using the Meldreth site with immediate effect. This would involve HCVs approaching Eternit via Chestnut Lane, Kneesworth and exiting via Whaddon Gap. This arrangement would be a ‘gentleman’s agreement’ but would hopefully reduce some of the HCV site traffic via Whaddon and be a safer solution. The effectiveness of the arrangement would need to be monitored.
  - Cross-Parish Working Group – the Chair had attended a meeting in Meldreth but the only other representative to turn up was from Bassingbourn PC. Action: the Clerk to follow up with Meldreth PC Clerk to see what had happened and if another meeting was planned.
  - Recreation Ground Grass Cutting Contract – this would expire in Spring 2016 and the PC would need to re-tender for the 2016-2018 grass-cutting seasons. Action: the Clerk to table an agenda item for the October PC meeting to consider the tender specification.
  - Broadband – progress was on schedule for the superfast broadband upgrade. A new cabinet had been installed at the top of Bridge Street. Whaddon would have a fibre-optic cable solution.
  - Village Handyman – it had not been possible to contact the handyman and the maintenance work had not been done. Actions: the Chair and Clerk to draft a letter to the handyman requesting a response within 7 days. Cllr Elbourn to advise the handyman that a letter was imminent if he saw him.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs’ Report: a verbal report was given by the District Cllrs:
- Local Plan Inspection status – the SCDC Local Plan Inspection had been suspended until around February/March 2016 to allow further work to be carried out. If any issues arose from this then there would be further public consultation.

- Boundary Commission – following the review of CCC’s election boundaries it was thought likely that the number of County Cllrs would reduce. A similar review had now started for SCDC and it was also considered likely that the outcome would be a reduction in the number of District Cllrs.
- Shared Services – SCDC will be sharing some services with Cambridge City (and possibly with Huntingdon). This was currently IT and Legal services although it might be extended to include such services as Strategic Planning and Planning Development Control. These options were still being considered and it would be necessary to avoid conflict of interests. It was likely that there would be significant changes in methods of communication.
- Right to Build – different planning laws had been agreed in principle for such developments.
- Shepreth Anaerobic Digester – the District Cllrs were not aware that this planning application had come before the Planning Committee yet.
- Bassingbourn Barracks – meetings had been held with the MoD and the Defence Infrastructure Organisation but, as yet, the Barracks were still awaiting future designation.

County Cllr’s Report: County Cllr Dent was not present at the meeting. The monthly reports for July and August had been circulated to the Cllrs by email.

## 6.0 Correspondence

- Snow Walker Chartered Surveyors – insurance valuation report (reinstatement value) for Whaddon Village Hall - £420,000 at 8<sup>th</sup> July 2015.
- Cambridgeshire County Council – notice of increase in admin fee for streetlight energy charges to 15% from 1<sup>st</sup> October 2015. Option for Parish Councils to take over their own administration if they prefer.
- Cambridgeshire County Council – invitation to comment on draft Rights of Way Improvement Plan (part of Local Transport Plan). Deadline 21<sup>st</sup> October 2015.
- SCDC – consultation on moving to all-out elections from 2018. Deadline 18<sup>th</sup> September 2015. (Agenda item13.0).
- County Cllr Dent – July and August 2015 County Cllr Reports (emailed).
- SCDC – response to Inspectors Preliminary Findings re Local Plan Examination and copy of Inspectors response. Inspection now formally suspended until March 2016 whilst additional work is carried out (emailed).
- CCC – notification that County Council owned streetlights in Whaddon would not be switched off at certain times or dimmed further (emailed).

## 7.0 Finance:

**7.1 Approval of payments: Resolved:** that the following payments be approved:

Cheques to be signed today (8<sup>th</sup> June 2015)

Cheque No. 100913, £1,326.00 (Net £1,105), MD Landscapes, 13 x rec ground grass cuts and 3 x verges grass cuts (Apr-Jul 2015).

Cheque No. 100914, £540.00 (Net £450.00), Snow Walker, valuation report Whaddon Village Hall.

Cheque No. 100915, £1017.89 (Net £1,015.49), Mrs G van Poortvliet, Clerk’s wages and expense allowance qtr to 30<sup>th</sup> June 2015, refreshments for Annual Parish Meeting and website mgt fee.

Cheque No. 100916, £50.00 (Net £50.00), Mr L Ginger, Chair’s expense allowance, qtr to 30<sup>th</sup> June 2015.

**7.2 Approval of expenditure for Transparency Code Training for Clerk** – the Cllrs approved expenditure of up to £50.00 (costs not known at time of meeting) for the Clerk to attend training on the Transparency Code in Meldreth in September 2015.

**7.3 Presentation of accounts for qtr ended 30<sup>th</sup> June 2015** – the Clerk presented the accounts and invited questions.

## 8.0 Planning:



- 8.1 **Noting of approved minutes from Planning Committee Meeting of 8<sup>th</sup> June 2015:** the PC noted the minutes.
- 8.2 **Noting of Planning Committee Recommendation re S/0850/15/LB, and S/1283/15/FL 100 Church Street, Whaddon, SG8 5RX for enlargement to previously approved rear ground floor entrance link to provide utility space, small roofed boiler enclosure and gate added to bin store. Re-thatching to match existing at north and south cottage elevations, and altering conservatory glazing material:** the Planning Committee had recommended approval of this application.
- 8.3 **Noting of SCDC decision re S/1240/15/FL, 20 Bridge Street, Whaddon, SG8 5SQ for demolition of existing conservatory to be replaced with new garden room and demolition of part single storey pitched roof to rear. First floor rear extension to include two new bedrooms:** this application had been approved by SCDC.
- 8.4 **Noting of SCDC decision re S/1221/15/PB, land to rear of 112 Church Street, Whaddon, SG8 5RX for conversion of existing barn & piggery to form 3 dwellings (Permitted Development):** this application had been refused by SCDC as it did not meet the necessary criteria for permitted development.

## 9.0 Public Participation:

- A member of the public complained about the quality of the verges grass cutting in Bridge Street. In particular the Cllrs attention was brought to the stretch of verge between Dyers Green and the remainder of Bridge Street, adjacent to the stream. It was pointed out that this verge was not evenly cut and was not cut back one metre from the highway in all parts. This could impede visibility when leaving Bridge Street due to the bend in the road. In addition strimming was not being carried out. Action: the Clerk to check the grass cutting specification regarding strimming and distance of cut back requested. If necessary, speak with the Contractor as appropriate.

## 10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) - Mrs W Evans, Vice-Chair WVH&RGT, joined the meeting and gave a verbal update:

### 10.1 Update:

- Village Hall Lettings – these remained good
- Cricket nets – some improvements needed to be made and were being addressed.
- Acoustic panels – delivery was being arranged and they would be fitted by some local residents.
- Trees on bank by recreation ground – one tree had died (there was a canker on the back of it) and another looked poorly. Action: the Clerk to contact SCDC's tree officer to see if it was possible to establish why the tree had died before considering replacement.

### 10.2 Presentation regarding grant applications in progress for car park funding – Mrs W Evans provided an update on the applications being made to fund a new parking area for the recreation ground. The aim was to remove cars from the road, keep them away from the play area and children and protect the grass from vehicle damage. Quotes had been obtained from contractors, the best of which were around £19,000 for a half car park or around £29,000 for a full car park scheme. Applications had been made to several sources for grant funding. When the responses were received it was still possible that WVH&RGT would need to approach the PC for additional funding. The Cllrs thanked Mrs Evans for her work in fund raising. The PC would be happy to consider an application for funding in due course but it was too early in the financial year to make definite commitments at this stage. It was noted that the Village Hall and Recreation Ground were potentially of benefit to all residents.

## 11.0 Parish Councillor Vacancy – update and agreement of action re co-option: an expression of interest had been received from a resident who had previously served on the PC. The Cllrs agreed that it would be appropriate to co-opt the candidate onto the PC at the next meeting. Actions: the

Clerk to liaise with the candidate and table an agenda item for co-option at the September PC meeting.

- 12.0 Risk Assessment 2015/16 – signing off by Cllrs:** the Risk Assessment had been reviewed County Cllr Dent (who had the relevant experience and accreditation). County Cllr Dent was happy with the Risk Assessment but had advised the PC to look into Cloud data storage as an additional protection. The PC resolved to approve the 2015/16 Risk Assessment and it was signed by the Chair and Clerk. Actions: the Clerk to research Cloud data storage options for PC computer files.
- 13.0 SCDC Consultation on moving to all-out elections – agreement of PC response:** this was discussed and the District Cllrs gave their views. It was agreed to postpone this item until the next meeting to allow the Cllrs longer to consider the potential implications. Action: the Clerk to table an agenda item for the September meeting.
- 14.0 Village Upkeep and Maintenance – reporting of issues:**
- Traffic Cones – the Chair suggested purchasing some traffic cones for use at village events and in case of needing to mark a dangerous area. Action: the Clerk/Chair to speak with the Neighbourhood Watch co-ordinator to see if Police can supply these. If necessary research costs.
- 15.0 Items for next meeting:**
- Parish Councillor – co-option
  - Housing Survey – presentation of results (ACRE)
  - Alfred John Palmers Trust - review
  - SCDC Consultation on moving to all-out elections
  - Clerk – annual review
- 16.0 Date of next meeting - Monday 14<sup>th</sup> September 2015.**

**There being no further business the meeting closed at 9.25p.m.**

**Minutes of Whaddon Parish Council meeting held on 14<sup>th</sup> September 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Mr R Scott, Ms A Walker (from 8.05p.m.), Dr N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Guest speaker	Mr M Deas (Cambridgeshire ACRE)
	Members of the Public	5 present

- 1.0 Apologies for Absence** – received from County Cllr A Dent (sickness).  
(Cllr A Walker joined the meeting)
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 10<sup>th</sup> August 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Co-option of Parish Councillor** – it was resolved that Dr N Strudwick be co-opted to the PC.  
Actions: the Clerk to update the website, main noticeboard and Cllrs contact list with Dr Strudwick’s details.
- 4.0 Declarations of Interest** – none declared.
- 5.0 Whaddon Housing Needs Survey – presentation of results by ACRE**: Mr M Deas, Rural Housing Enabler, ACRE gave a verbal report outlining the key findings from the Housing Needs Survey conducted in April 2015.
- The survey response rate had been around 30% which was fairly typical.
  - 55% of respondents broadly supported a small Affordable Housing development with 42% opposed. Typically support levels were between 55 and 75%.
  - Support was often expressed with caveats e.g. regarding the size and location of any development, housing being allocated to people with local connections etc. Opposition was mainly around lack of infrastructure in the village. There were some objections to extending St. Mary’s Close (no potential location had been mentioned in the survey).
  - A small housing need was identified (around six households), for fairly small properties.
- Mr Deas explained that small schemes were not always economically viable and that ACRE did not usually build schemes that exceeded identified local need. However, extending an existing scheme or including some market housing could make a scheme more affordable. Bedford Pilgrims Housing Association would be prepared to work with Whaddon on an affordable housing scheme although this would probably not be a priority at present.
- Mr Deas took questions from the Cllrs and public.
- Actions: the Clerk to table a future agenda item for Affordable Housing to be considered. Mr Deas to check with BPHA if the full survey report could be published on the Whaddon website.
- 6.0 Report from Clerk and Councillors on business remaining from previous meetings**: a verbal report was given.
- Meldreth Road traffic management scheme – replacement reflective bollards had now been installed on the build-out to replace those destroyed by a vehicle.
  - Cross-Parish Working Group – Meldreth PC Clerk would arrange another meeting.
  - Village Handyman – it had still not been possible to establish if the handyman wanted to work with Whaddon PC. A discussion was held regarding the possibility of giving specific jobs to others in order to get them done. Cllr Walker volunteered to paint the bus shelter.

Actions: Cllr Elbourn to speak with the handyman to try to resolve the issue before the October PC meeting.

- Trees on verge by recreation ground, Church Street – Mrs M Peyton, Whaddon’s tree officer, had looked at the trees. Two were dead and several others appeared to be diseased. They were damaged near the base and this damage had not been caused by strimming – it was believed to be insect damage and would not be treatable. SCDC had been requested to send someone out to look at the trees and provide advice.
- Cloud file storage – the Clerk had researched some cloud storage options but was unsure if free solutions were adequate for storing PC data. It might be necessary to pay for data storage. Action: Dr Strudwick to look into this with the Clerk and report back to the PC at a later stage.
- Broadband – the upgrade to fibre appeared to be progressing according to plan. Cllr Strudwick (Whaddon’s Broadband Champion) advised that residents would need to contact their internet service provider, once the upgraded service had gone live, and request to change to a fibre-based package. It would not happen automatically.

## 7.0 Reports from District and County Cllrs:

District Cllrs’ Report: a verbal report was given by the District Cllrs:

- Civic Affairs – a meeting would be held on 24<sup>th</sup> September to decide whether to reduce the number of District Cllrs.
- County Council Planning Policy – the PC were advised to check with County Cllr Dent regarding possible changes in the County Council’s policy relating to small exception sites for affordable housing. This was following a Housing Association dropping out of a potential scheme in Litlington. Action: the Clerk to ask County Cllr Dent if there had been a change in policy.
- Bassingbourn Barracks – there had been suggestions in the press/social media that our local MP was seeking views on whether Bassingbourn Barracks might be suitable to house refugees/asylum seekers. This was only a suggestion and no decision had been taken regarding this.

County Cllr’s Report: County Cllr Dent was not present at the meeting. The monthly report for September had been circulated to the Cllrs by email.

## 8.0 Correspondence

- PCSO – request to send a representative to the Modern Day Slavery Summit on 17<sup>th</sup> October, SCDC Cambourne. (Mr M Monks (NHW Co-ordinator) was asked by the Cllrs not to attend as they did not see why this issue was a priority at village level).
- SCDC – invitation to attend a workshop re District Council’s electoral arrangements, 27<sup>th</sup> August (not attended by PC). Copy of notes from workshop also sent to PCs (emailed to Cllrs)
- County Cllr Dent – September 2015 County Cllr Report (emailed).
- SCDC – results from questionnaire sent to Clerks and Chairs of PCs regarding District Cllrs attendance at PC meetings (emailed)
- SCDC – details of current ward sizes for District Cllrs (emailed)
- SCDC – update on correspondence with the Inspectors regarding Local Plan Examination timetable (emailed)
- CCC – invitation to comment on draft Cambridgeshire Flood and Water Supplementary Planning Document. Deadline 16<sup>th</sup> October 2015 (emailed)
- Meldreth PC – invitation to Cllr Training, Meldreth 24<sup>th</sup> October (Cllr Elbourn to attend)
- Barclays Bank PLC – notification that from 10<sup>th</sup> November 2015 original paper cheques will not be returned alongside bank statements.

**9.0 Finance:**

**9.1 Approval of payments:** Resolved: that the following payments be approved:  
Cheques to be signed today (14<sup>th</sup> September 2015)

Cheque No. 100917, £27.00 (Net £27), Mr M Monks, poppy wreath and posy for Remembrance Day Service.

Cheque No. 100918, £92.00 (Net £92.00), Hales Printers, Whaddon News Sept 2015 edition.

**9.2 Approval of additional copies of newsletter** – there had been insufficient newsletters this quarter due to more properties being occupied in Cardiff Place. Cllrs approved expenditure for ten additional copies of the newsletter (at c£0.50/copy). Action: the Clerk to ask the newsletter editor to request an additional ten copies of the newsletter to be printed going forward.

**10.0 Planning: Noting of SCDC decision re S/0850/15/LB and S/1283/15/FL, 100 Church Street, Whaddon, SG8 5RX for enlargement to previously approved rear ground floor entrance link to provide utility space, small roofed boiler enclosure and gate added to bin store. Re-thatching to match existing at north and south cottage elevations, and altering of conservatory glazing material:** this application had been approved by SCDC.

**11.0 Public Participation:**

- A member of the public (Whaddon's Speedwatch co-ordinator) gave an update following recent Speedwatch activity. The Speedwatch team had monitored Meldreth Road on a Friday morning and evening. Some vehicles were observed travelling at c50mph. It was commented that a further speed reduction measure would be needed at the other end of Meldreth Road in order to slow traffic down. The build-out was quite effective in rush-hour but not when there was less traffic. There was now only one set of working Speedwatch kit to be shared within the district – this could impact on the number of trials that could be done.

**12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – Update:** - a verbal update was given by the Chair:

- Car park – WVH&RGT had been successful in obtaining £19,500 funding to date. There were still some grant applications in progress. Thanks were expressed to Mrs W Evans for her fundraising efforts.
- Village Hall Lettings – usage of the hall remained very good and was meeting expectations.
- Acoustic panels – these were about to be ordered with a view to them being installed in the Autumn months by some local residents.

**13.0 Alfred John Palmers Trust – update and agreement of actions:** all of the existing Trustees had replied to the Clerk's letter. Mr C Coningsby would like to remain as Trustee but Mr R Andrews and Mr S Smith wished to stand down. Thanks were expressed by the PC to all the trustees for their years of service. Cllr W Elbourn expressed interest in being a Trustee. Actions: the Clerk to organise a vacancy notice for a new Trustee for the village email and noticeboards.

It was agreed to move agenda item 14.0 to the end of the meeting.

**15.0 Village Upkeep and Maintenance – reporting of issues:**

- Whaddon Gap Car Park – it was noted that incidents of fly-tipping seemed to be increasing. Action: the Clerk to contact SCDC to see if anything could be done to try to reduce fly-tipping (e.g. signage or cameras).

**16.0 Items for next meeting:**

- Grass cutting specification (recreation ground)
- Affordable Housing – agreement of actions

- Clerk – annual review

**17.0 Date of next meeting - Monday 12<sup>th</sup> October 2015.**

(Cllr A Walker and the District Cllrs left the meeting)

**14.0 SCDC Consultation on moving to all-out elections – agreement of PC response:** this was discussed. It was agreed that the PC recommend moving to all-out elections on the grounds of removing unnecessary duplication of effort and expense. Action: the Clerk to respond to the on-line survey on behalf of the PC.

**There being no further business the meeting closed at 9.55p.m.**

**Minutes of Whaddon Parish Council meeting held on 12<sup>th</sup> October 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mrs K French, Professor A Milton, Mr R Scott, Dr N Strudwick, Ms A Walker (from 8.05p.m.)
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	Members of the Public	2 present

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr A Dent (sickness).  
(Cllr A Walker joined the meeting)
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 14<sup>th</sup> September 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Receiving Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors – verbal updates about resolutions from previous parish council meetings:**
- HCVs for Eternit – the anticlockwise one-way system appeared to be working but would need to be monitored. Some Cllrs had noted HCVs not following the one-way system although it was not known if these vehicles were for Eternit. It was also noted that there were no 16 tonne weight restriction signs when travelling eastbound out of Melbourn. Actions: the Chair to provide location details for the missing weight restriction signs and the Clerk to report this to Cambridgeshire County Council Highways on-line.
  - Village Handyman – the handyman had advised Cllr Elbourn that he still wanted to work with Whaddon PC. However, he was happy for the bus-shelter to be repainted by someone else. Cllrs French and Walker volunteered to paint the bus-shelter. Actions: the Clerk to see if there were any recommended products for use on the bus shelter and to deal with insurance for the volunteers. The Chair to purchase products and equipment needed and reclaim on expenses. Cllrs French and Walker to repaint the bus shelter.
  - Trees on verge by recreation ground, Church Street – Mrs M Peyton, Whaddon’s tree officer, had reported the diseased trees to SCDC and had requested advice. Actions: Mrs Peyton to follow up with SCDC’s Tree Officer and the Clerk to table a future agenda item.
  - Cloud file storage – Cllr Strudwick had investigated and recommended some Cloud storage options for PC electronic files and the Clerk had looked at Microsoft OneDrive and Drop-Box. The Clerk expressed a preference for OneDrive due to existing use of Microsoft software. Dr Strudwick stated a preference for using an additional paid backup solution for PC files as an additional safe-guard. Actions: Cllr Strudwick to research paid backup solutions and make a recommendation to the PC at a later stage. In the meantime, the Clerk to begin using OneDrive for PC files.
  - Whaddon Gap Car Park – SCDC had put up signage in the car park following recent incidents of fly-tipping.
  - Community Led Plan – the Clerk had met with Claire Gibbons, Development Officer – SCDC, to talk about the Community Led Plan. Claire Gibbons had been very impressed with the quality of both plans produced by Whaddon and in the way that they had been used by the PC. She planned to use Whaddon as a case-study in literature being produced by SCDC about CLPs. From the current CLP, Claire had picked up on potential issues of isolation for the elderly and on adequacy of provision for teenagers in Whaddon. These

might be areas for further investigation by the PC. Action: the Cllrs to consider if they wish to look at provision for elderly residents and teenagers in the village.

- Broadband – Cllr Strudwick (Whaddon’s Broadband Champion) advised that Whaddon’s broadband was now in the commissioning stage - it would be tested and checked before going live. Cllr Strudwick would be in contact with Connecting Cambridgeshire for an update following their progress meeting with BT Openreach on 13<sup>th</sup> October. He would update residents as appropriate.

## 5.0 Reports from District and County Cllrs:

District Cllrs’ Report: a verbal report was given by the District Cllr:

- Civic Affairs – SCDC had voted to move to ‘All-Out’ elections every four years, starting in 2018. PC elections would coincide with the District Council elections to save costs. Any PC elections due in 2016 – which would include Whaddon PC – would be for a period of two years only. SCDC would also be recommending to the Boundary Commission that the total number of District Cllrs be reduced to 45.
- District Council Planning – SCDCs on-line planning system was about to be upgraded. There was also a consultation about changing the system of delegated decision making by Planning Officers which would impact on PCs’ ability to refer a Planning Application to SCDC’s Planning Committee. There would be a workshop and meeting on 14<sup>th</sup> October 2015 to provide PCs with further information about the proposals (Cllr Scott would attend this). Action: the Clerk to arrange an Extraordinary PC Meeting for Friday 16<sup>th</sup> October to agree the PCs response to the consultation about delegated decision making.

County Cllr’s Report: County Cllr Dent was not present at the meeting. The County Cllr’s written report for October had been circulated to the Cllrs by email. Key local issues were:

- Wendy Solar Farm Cable – access through County Farms Estate in Whaddon had been resolved.
- Bassingbourn Barracks – the MoD and Defence Infrastructure Organisation were reportedly keen to have a British training base at Bassingbourn although no designation had been made.
- Community Speedwatch Signs – some new sign designs were being finalised by CCC Highways. It was hoped that these would have an improved impact.

## 6.0 Public Participation:

- A member of the public asked what the proposals were regarding SCDC’s delegated decision making by Planning Officers and commented on the increased work load for Planning Officers due to a reduction in their numbers. Action: the Clerk to email the consultation document to the member of the public.
- A member of the public reported an overgrown hedge to the rear of the garages in Town Farm Close which was obstructing the footway. The PC noted that this hedge bordered the highway but did not belong to specific residents. Action: the Clerk to report the overgrown hedge to CCC Highways.
- A member of the public enquired who owned the land to the rear of St.Mary’s Close and asked where it was proposed to build additional Affordable Housing for the village. The Cllrs replied that the land was owned by County Farm Estates. The consideration of Affordable Housing provision in Whaddon would be discussed under agenda item 10.0.
- A member of the public commented on the quality of the house that she had purchased in St.Mary’s Close under a shared ownership scheme. There had been a series of problems due to build quality and Bedford Pilgrims Housing Association had not been helpful in resolving these issues. Additionally there were insufficient parking spaces (less than two per property) which led to parking problems and poor access for emergency vehicles. The Cllrs noted these comments and would make sure these sort of issues were addressed if it was decided that more Affordable Housing was needed.



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

- SCDC – update on the response from the Inspectors regarding the Local Plan Examination timetable (emailed). Details of SCDC meeting dates to consider work streams prior to public consultation in December 2015 and Jan 2016 (emailed)
- PCSO – invitation to Police Panel Meeting at Cambourne on 22<sup>nd</sup> October and request for agenda items (emailed)
- SCDC – September 2015 e-bulletin, including confirmation that SCDC would be moving to All-Out elections in 2018. PC elections due in 2016 (Whaddon) would be for a two year term only so that future elections could be held at the same time as SCDC elections. Update on S106 contributions (now for developments over 10 dwellings. PCs would need to keep SCDC informed of any local shortfalls in infrastructure requirements) (emailed)
- SCDC – agenda for Parish Planning Liaison Meeting and Workshop on 14<sup>th</sup> October and details of Consultation re delegation of planning decisions. Consultation deadline 28<sup>th</sup> October 2015 (emailed). Cllr R Scott to attend the workshop.
- SCDC – early notification of Whaddon’s proposed tax base for 2016-17 Precept (212 properties vs 208 in 2015-16). Deadline for queries 30<sup>th</sup> November 2015 (emailed). The Cllrs questioned the number of additional houses in the tax base given the high occupancy rates in Cardiff Place. Action: the Clerk to ask SCDC to double-check the number of properties in the tax base.
- County Cllr Dent – County Cllr report, Oct 2015 (emailed)
- PKF Littlejohn – signed Annual Return 2014/15. No matters raised by external auditor.

## 8.0 Finance:

**8.1 Approval of payments:** Resolved: that the following payments be approved:

### Cheque already signed (18<sup>th</sup> September 2015)

Cheque No. 100919, £2,044.80 (Net £1,704), Soundsorba Ltd, acoustic panels for Village Hall (funding approved in 2015/16 Precept – pro-forma payment agreed by Cllrs via email to meet delivery date required for fitting).

### Cheques to be signed today (12<sup>th</sup> October 2015)

Cheque No. 100920, £120.00 (Net £100), PKF Littlejohn LLP, assurance review audit of Annual Return y/e 31 March 2015.

Cheque No. 100921, £50.00 (Net £50), Mr L Ginger, Chair’s Expense Allowance, qtr to 30<sup>th</sup> September 2015.

Cheque No. 100922, £989.02 (Net £989.02), Mrs G van Poortvliet, Clerks wages and Expense Allowance, qtr to 30<sup>th</sup> September 2015.

Cheque No. 100923, £35.00 (Net £35.00), Information Commissioner, Data Protection Registration renewal.

**8.2 Noting of draft PC Accounts for six months to 30<sup>th</sup> September 2015** – the Clerk presented the draft accounts and invited questions. The accounts were noted by the Cllrs.

**8.3 Consideration of charitable donation to East Anglian Air Ambulance** – the Cllrs resolved to donate £100 to East Anglian Air Ambulance (under s137 Local Government Act 1972) on the basis that this charity’s service was of benefit to local residents. Action: the Clerk to arrange a cheque payment for the next PC meeting.

## 9.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – Update: - a verbal update was given by the Chair:

- Car park – WVH&RGT had successfully obtained around £20,500 funding to date which was approximately two thirds of the cost of a full car park. There were still some grant applications in progress.
- Acoustic panels – these had been received and were due to be installed by some local residents on 24<sup>th</sup> October.

- 10.0 Whaddon Housing Needs Survey – consideration of provision for Affordable Housing in Whaddon and agreement of actions required:** the outcome from the Housing Needs Survey (presented at the previous PC meeting) was discussed. Key points were that the survey had identified a relatively small housing need (six houses) and that size of scheme might not be viable. Only 30% of residents had completed a survey and support for an Affordable Housing Scheme, at 55%, was at the lower end of the typical range. The PC resolved not to pursue additional Affordable Housing in Whaddon at this stage. Actions: the Clerk to advise ACRE that the PC would not be progressing this further at present. The PC to note that the next Community Led Plan should include a more detailed section on housing. District Cllr McCraith to explore with SCDC the possibility of linking Cardiff Place with Whaddon e.g. via a footpath or cycle way in order to optimise access to facilities such as the playground, village hall and buses.
- 11.0 Recreation Ground Grass Cutting Tender (2016-18) – consideration and agreement of specification. Discussion and agreement of tender process and invitees:** a discussion was held. The Cllrs thought that it made more sense for WVH&RGT to manage this grass cutting contract. Actions: the Clerk or Chair to ask WVH&RGT if they would be interested in taking over the management of the recreation ground grass cutting contract and to consider how this might work in practice. The Clerk to table an agenda item for the next meeting.
- 12.0 Update from CAPALC Clerk’s and Chairmen’s Annual Catch-up Day (2<sup>nd</sup> October) – verbal report, noting of relevant points for Whaddon PC and agreement of action required:** it was agreed that this item be postponed until a later meeting. Action: the Clerk to table an agenda item for a future meeting.
- 13.0 Automatic Enrolment in Workplace Pension Schemes – noting of (i) Whaddon PC’s duties as an employer and (ii) the Clerk’s decision not to request provision of a pension scheme:** the Clerk and Chair explained the legal duties of the PC, as an employer, in relation to providing a workplace pension scheme for employees (the Clerk). The Clerk’s wages were below the threshold for Automatic Enrolment in an eligible scheme so the PC would only need to provide a workplace scheme if requested to do so by the Clerk. The staging date for enrolment was 1<sup>st</sup> April 2017. The PC noted their responsibilities as an Employer and that the Clerk was NOT requesting that the PC provide a pension scheme at this time.
- 14.0 Village Upkeep and Maintenance – reporting of issues and agreement of actions:**
- Bridge Street phone box library – a pane of glass had been smashed. Thanks were expressed to Cllr Walker who had swept up the glass and taped up the hole. The Chair volunteered to replace the glass. Action: the Chair to repair the broken pane of glass and claim back costs.
- 15.0 Items for next meeting: noting of requests for agenda items**
- Clerk – annual review
  - Recreation Ground grass cutting tender specification and management
  - Alfred John Palmers Trust – appointment of Trustees
  - Trees on recreation ground
  - Update from Clerk & Cllrs Annual Update meeting
- 16.0 Date of next meeting – Monday 9<sup>th</sup> November 2015.** There would also be at Extraordinary Meeting on Friday 16<sup>th</sup> October 2015 at 7.30p.m.

**There being no further business the meeting closed at 10.12p.m.**

**Minutes of Whaddon Parish Council Extraordinary meeting held on 16<sup>th</sup> October 2015 at 7.30p.m. in Whaddon Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.**

Present: Chair Cllr L Ginger  
 Councillors Mrs K French, Mr R Scott, Dr N Strudwick, Mr W Elbourn  
 Members of the Public 2 present

The Clerk sent apologies for this meeting. The Parish Council (PC) resolved that Cllr L Ginger would take the minutes.

1. **Apologies for absence** – received from Professor A Milton and Mrs G van Poortvliet, Clerk
2. **Disclosure of interests** – none disclosed.
3. **Consultation on proposed changes to the system of delegation of planning decisions in South Cambridgeshire:**
  - 3.1 **Hearing of background information and feedback from Parish Planning Forum and Workshop on 14<sup>th</sup> October 2014:** Cllr Scott reported to the Council on the Forum. He said that at a workshop held in the afternoon, prior to the evening Forum, significant changes had been made to proposals which materially altered the details of the consultation.
  - 3.2 **Public Participation-**  
 A member of the public stated that they felt that they always felt reassured that if there are any issues with a planning matter they can make their views known to the parish council and that they will be acted upon appropriately.
  - 3.3 **Agreement of Parish Council response to Consultation** – the Consultation was discussed. The PC felt that the changes meant they could not make an informed decision now that the consultation details had changed. They agreed that it would be appropriate for SCDC to reissue an updated consultation document and that the time period for replies be extended to allow parish councils further time to consider. Action: The Chair to write to SCDC informing them of the PC's view in order for us to discuss further before responding to the consultation
4. **Items for the next meeting** – none proposed
5. **Date of next meeting** – Monday 9<sup>th</sup> November 2015

**There being no further business the meeting closed at 7.55 pm.**

**Minutes of Whaddon Parish Council meeting held on 9<sup>th</sup> November 2015 at 8.07p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton (until 8.55p.m.), Mr R Scott, Dr N Strudwick, Ms A Walker (until 9.00p.m.)
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent
	Members of the Public	7 present

**1.0 Apologies for Absence** – none received.

**2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 12<sup>th</sup> October 2015 and the Extraordinary PC Meeting of 16<sup>th</sup> October 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.

**3.0 Receiving Declarations of Interest** – none declared.

**4.0 Report from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous PC meetings:**

- Whaddon Gap junction – the Cllrs asked County Cllr Dent to open talks with Cambridge County Highways about this junction, which was perceived as increasingly busy.
- Dropped kerb diagonally opposite St. Mary's Close – Cambridgeshire County Council Highways had advised that the PC needed to liaise directly with their approved contractors to get costings. Action: the Clerk to arrange for some quotes for installing a dropped kerb.
- Cloud file storage – the PC's electronic files were now being stored by the Clerk on Microsoft OneDrive and access had been given to the Chairman.
- Proposed changes to delegated decision making by SCDC Planning Officers – the Chairman had submitted a response, agreed with the Cllrs, to the amended proposals made by SCDC. These proposals would allow PCs to request that applications be considered by the Planning Committee.
- Broadband – fibre broadband was now live in Whaddon and many residents had been switching to the new service.
- Potential path between Cardiff Place and Whaddon – District Cllr McCraith was hoping to meet with the relevant portfolio holder at SCDC, in the near future, to explore this idea.

**5.0 Reports from District and County Cllrs:**

County Cllr's Report: a verbal report was given by County Cllr Dent:

- Bassingbourn Barracks – the MoD were reportedly keen to have a British training base at Bassingbourn although no decision had been made.
- Streetlight dimming – Cambridgeshire County Council were pushing to dim streetlights at certain times, mainly for environmental reasons. This would not affect villages.
- Wendy Solar Farm Cable – there was a dip in the road surface on the A1198 where the cable had passed through the road. The Cllrs expressed their disappointment at the lack of information given to the PC by County Farm Estates about cabling works that had taken place on their farmland in Whaddon. This had impacted some footpaths and householders.
- Bus service review – this was still ongoing. The Chair expressed his frustration at how long this was taking.

District Cllrs' Report: a verbal report was given by the District Cllrs:

- Local Plan – the additional work needed before SCDC could resubmit their local plan to the Inspectors was broadly on track. It was anticipated that around 500 additional homes would be needed on the outskirts of Cambridge. The Plan would be resubmitted in February or March 2016.

## 6.0 Public Participation:

- A member of the public commented what the trees on the verge in Bridge Street, between no. 55 and Dyers Green, needed cutting back again. The Chair stated that the verges grass cutting contractor had said that it was difficult to mow that verge because of the low tree branches. Action: the Clerk to email County Farm Estates to notify them about this and to ask them to cut back the trees.
- A member of the public reported that certain Whaddon residents had not received the last few editions of South Cambs magazine. He had reported this and the residents should all receive the next newsletter which was due out later in the month.
- A member of the public (Whaddon's Speedwatch Co-ordinator) commented that the police seemed to be encouraging villages to purchase their own Speedwatch kit (£2,400 for a set). The member of the public did not think it would be necessary to purchase the equipment just yet. The Cllrs queried whether it might be an option to purchase and share a kit with other local villages.
- A member of the public thanked the Broadband Champion (Cllr Strudwick) for the excellent work he had done to help bring fibre broadband to Whaddon. The Cllrs also expressed their appreciation to Cllr Strudwick and added a vote of thanks to Mrs M Peyton and County Cllr Dent.

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

- CCC Flood and Water Team – reminder about riparian responsibilities for flood risk management (article to go in next issue of newsletter to remind residents of their responsibilities)
- SCDC – update on CCC electoral boundary review. Decision delayed until Feb 2016 to allow further consultation in Cambridge City (emailed)
- Local Council Public Advisory Service – details of Rights of Way and Byways training course on 20<sup>th</sup> November, Widdington. Action: the Clerk to book Cllr French onto this course.

## 8.0 Finance:

**8.1 Approval of payments:** Resolved: that the following payments be approved:  
**Cheques to be signed today (9<sup>th</sup> November 2015)**

Cheque No. 100924, £100.00 (Net £100), East Anglian Air Ambulance, charitable donation (s137).

Cheque No. 100925, £50.00 (Net £50), CAPALC, Annual Clerks and Chairs Catch Up Day 2<sup>nd</sup> October 2015 (attended by the Clerk and Chair).

Cheque No. 100926, £4779.47 (Net £4,779.47), Cambridgeshire County Council, Local Highway Initiative recharge for Meldreth Road traffic scheme.

**8.2 Agreement of date for 2016/17 Precept Meeting** – the Clls agreed to hold a Precept Meeting on 4<sup>th</sup> January 2015 at 8.00p.m. This would not be a public meeting. Action: the Clerk to organise a meeting and venue.

**8.3 Consideration of expenditure on additional grass cutting on verge in Bridge Street (between no's 72 and 104). Approval of expenditure as necessary** – the verges grass cutting contractor had quoted £80 (+ VAT) to cut back the verge to the stream. He had recommended that this be done twice – once as part of the last cut of the season and again in the Spring. This was discussed. The Cllrs felt that £80 was a large proportion of the verges grass cutting expenditure for one verge. The PC resolved to authorise one cut of this verge in May or June 2016. Action: the Clerk to notify the verges grass cutting contractor of the PCs decision.

## 9.0 Planning – noting of Planning Committee recommendation re planning application S/2941/15/FL, 138 Church Street, Whaddon, SG8 5RX for rear two storey and part single

**storey extension:** Whaddon PC Planning Committee had recommended refusal of this Planning Application. Comments were that the PC was not opposed to development of this property but that it queried whether the impact on light and privacy for neighbours, given the scale of the extension, might be a material consideration. They would like this reviewed by SCDC's Planners. (Cllr Milton gave apologies and left the meeting)

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

**10.1 Update: verbal report** – this was given by the Chair. There had been no meeting of WVH&RGT since the last PC meeting. The acoustic panels had been installed by some volunteers. Thanks were given by the Cllrs to the volunteers for installing the panels. It was noted how much better the acoustics in the Village Hall now were. WVH&RGT was still trying to raise the remaining funds required for a carpark. Various funding options were being considered including public works loans. The Cllrs noted this development.

**10.2 Appointment of PC representative to WVH&RGT** – the PC resolved that Cllr Strudwick be appointed as a PC representative to WVH&RGT.

(Cllr Walker gave apologies and left the meeting)

**11.0 Recreation Ground Grass Cutting Tender (2016-18) – (i) update and agreement of split of responsibilities between WVH&RGT and the PC, (ii) consideration and agreement of tender specification and end-date and (iii) discussion and agreement of tender process and invitees:**

(i) Responsibility for the recreation ground grass cutting had been discussed with WVH&RGT. It was agreed that WVH&RGT would appoint someone to oversee the grass cutting and liaise with the contractor. The PC would own the contract and manage the tender process due to VAT considerations. (ii) The tender specification was discussed and the PC agreed to remove the request to trim around the seats at the entrance to the recreation ground (the seats had been removed) and to require that grass cuttings be removed after the first cut of the season. The PC also agreed that the contract be for two years duration to allow both recreation ground grass cutting and verges cutting to be tendered at the same time in the future. (iii) Suggestions were made regarding contractors to be invited to tender. Actions: the Clerk to amend the tender specification and ask WVH&RGT to review it. The Clerk to manage the tender process.

**12.0 Trees on verge in Church Street, by recreation ground – consideration of (i) advice from SCDC's Tree Officer re diseased trees and (ii) agreement of actions:** advice had been received from SCDC's Tree Officer although he had not been able to visit the site. Mrs M Peyton (Whaddon's Tree Officer) would follow this up again. Action: the Clerk to table an agenda item for the next meeting.

**13.0 Update from CAPALC Clerk's and Chairmen's Annual Catch-up Day (2<sup>nd</sup> October) – verbal report and noting of relevant points for Whaddon PC and agreement of action required:** the Chair and Clerk provided an update about the topics covered at the training. The items of most relevance for Whaddon concerned the Transparency Code and Pension Provision requirements. These had already been noted by the PC.

**14.0 Village Upkeep and Maintenance – reporting of issues and agreement of actions:**

- Handyman – the handyman had not contacted the Clerk. Action: the Clerk to table an agenda item for the next meeting.

**15.0 Items for next meeting: noting of requests for agenda items**

- Alfred John Palmers Trust – appointment of Trustees
- Trees on recreation ground
- Approval of 2016/17 precept
- Accounts for quarter to 31<sup>st</sup> December 2015

- Village handyman - review

**16.0 Date of next meeting – Monday 11<sup>th</sup> January 2016.**

The meeting was closed to the public and Clerk.

**17.0 Clerk's Annual Review – noting of appraisal, agreement of salary scale point and review of job description:** the Cllrs noted that an appraisal meeting had been held by the Chair and Clerk on 3<sup>rd</sup> November and resolved that the Clerk be moved to the next point on the NALC salary scale. The Chair added that a number of changes and updates had been made to the Clerk's job description to reflect more accurately the current duties and responsibilities.

**There being no further business the meeting closed at 9.35p.m.**