

Minutes of Whaddon Parish Council Precept Meeting held on 9th January 2017 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, Dr N Strudwick
Parish Clerk Mrs G van Poortvliet

This meeting was not open to the public.

- 1.0 Apologies for Absence** – received from Cllr W Elbourn and Cllr R Scott.
- 2.0 Consideration of the Parish Council’s Priorities for 2017/18 (and potential financial implications)** – considered under agenda item 4.0.
- 3.0 Discussion and agreement of recommended Parish Running Costs for 2017/18** – the forecast Parish Running Costs prepared by the Clerk were reviewed and discussed. Adjustments were made as necessary. The Cllrs agreed that the recommended Parish Running Costs for 2017/18 be £12,810.
- 4.0 Discussion and agreement of recommended project costs/additional expenditure for 2017/18** – this was discussed. The Cllrs agreed that the following additional expenditure be recommended for 2017/18:
 - Village Sign £2,500
 - Village Hall Capital Projects Reserve £1,000
 - Picnic bench and base (recreation ground) £1,000
 - Replacement noticeboard (Meldreth Road) £500
 - Conversion of phonebox to library (Meldreth Road) £250
 - Defibrillator – costs for publicising access code e.g. fridge magnets £150
 - Recommended total additional expenditure £5,400
- 5.0 Consideration of projected cash and reserves at 31st March 2017** – the Cllrs reviewed the projected cash balance and ring-fenced reserves at 31st March 2017 (the financial year end). The Cllrs believed that the projected level of reserves were satisfactory.
- 6.0 Agreement of 2017/18 Precept to be recommended to the Parish Council for approval:** the Cllrs agreed to recommend that the total Parish Council funding requirement for 2017/18 (for Parish Running Costs plus additional Project Expenditure) be £18,210 and that, after deducting anticipated income of £680, the precept for 2017/18 be set at £17,530 (2016/17 £16,960). This would equate to a cost per household (Band D equivalent) of £80.08, which was the same as the previous year.
- 7.0 Items for next Parish Council meeting – noting of requests for agenda items:** Actions: the Clerk to table an agenda item for the consideration and adoption of the recommended precept for 2017/18. The calculations supporting the recommended precept to be posted on the website and circulated via the village email system alongside the meeting agenda.
- 8.0 Date of next Parish Council meeting - Monday 16th January 2017**

Minutes of Whaddon Parish Council Meeting held on 16th January 2017 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, Dr N Strudwick
	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 Cllr A Walker (sickness) and County Cllr Cllr A Dent.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Elbourn declared an interest in agenda item 12.0 (as a nominee for Trustee of Alfred John Palmer’s Trust).
- 3.0 Approval of minutes** – to resolve that the minutes from the Parish Council (PC) meeting of 14th November 2016 are a correct record – Resolved that the minutes be approved and signed by the Chair.
- 4.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**
- Trees in verge by recreation ground – representatives from SCDC had requested a site-meeting in January 2017. However, it had not since been possible to make contact with the appropriate Officer to arrange this meeting. Action: Cllr Milton and Mrs Peyton (Whaddon’s Tree Officer) to continue to try to organise a site-meeting to discuss the trees.
 - Local Highways Initiative grant application – this had been submitted to Cambridgeshire County Council and the PC had been invited to present their case on 31st January. The PC authorised Mr M Monks and the Clerk to attend this meeting.
 - Whaddon website – this could now be updated by both Cllrs Scott and Strudwick. Suitable website editing software had been purchased by the PC for Cllrs Scott and Strudwick. This expenditure (c£50) had been approved by the PC between meetings in order to take advantage of a promotional offer. The PC’s insurers had confirmed that volunteers editing the website were covered by the insurance policy as long as the PC deemed them competent. The PC were satisfied that Cllrs Scott and Strudwick were competent to edit the website.
 - Potholes/road surfaces – three potholes had been reported in Bridge Street. The road surface on Whaddon Gap was disintegrating and needed to be re-done. Action: the Clerk to ask County Cllr Dent when Whaddon Gap was likely to be resurfaced.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – receipt of oral reports:** the District Cllrs gave an update:
- Cambourne West – this development, of c2,350 dwellings, had been approved by SCDC. The Planners did not anticipate that there would be a significant impact in traffic using the A1198 and the train services at Royston; it was expected that most traffic would go to Cambridge or use St.Neotts station. District Cllr McCraith had asked for further work to be done on this to see if a bus link to and from Royston station could operate during peak hours.
 - SCDC Local Plan – this was slowly progressing through the inspection stages and Local Green Spaces were currently being considered. Some developers had got approval for large schemes but had not then started the building works. This was causing problems with the five year housing supply. SCDC were trying to prevent this by imposing planning conditions. There could also potentially be more houses approved than were needed due to the speculative developments that had received planning permission in the area.
- 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** no County Cllr was present. Written reports for December 2016 and January 2017 had been circulated to the Cllrs and were accessible via the website.

6.0 Public Participation:

- A member of the public commented that more effort should be made to get the Local Plan approved quickly to protect the region against cumulative speculative development. The District Cllrs commented that everything was being done to expedite the process but that it was now down to the Inspectors. It was thought unlikely that the Plan would be approved until next year.

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

- SCDC – invitation to Cabinet and Parish Council Liaison meeting on Wednesday 30th November (no Cllrs attended).
- Heidi Allen, MP – copy of letter to Boundaries Review Commission objecting to plans to move various SCDC villages (including Whaddon) to the North Hertfordshire district for Parliamentary Elections and request that the PC encourage residents to respond to the consultation (done via village email system).
- Cambridgeshire ACRE – post event report from the Cambridgeshire Parish Council Conference on 18th November 2016.
- CCC – consultation on draft Corporate Energy Strategy for Cambridgeshire (deadline 31st January 2017).
- SCDC – invitation to South West Area Patch Meeting, Melbourn Hub, Wednesday 18th January, 6p.m. Focus on transport. Action: the Clerk to RSVP on behalf of the Chair.

8.0 Planning:

8.1 Noting of receipt of approved Planning Committee minutes from 12th December 2016: the PC noted the minutes.

8.2 Noting of Whaddon Planning Committee’s recommendations re (i) S/3230/16/LB, 40-42 Bridge Street, SG8 5SQ, alterations to windows – support (ii) S/3320/16/FL and S/3321/16/LB, 153 Bridge Street, SG8 5SP, conservatory and replacement front window – support (iii) S/3287/16/FL, 18 Bridge Street, SG8 5SQ, single and two storey extensions – support and (iv) S/1901/16/OL Eternit UK, Whaddon Road, Meldreth, SG8 5RL, outline planning application for mixed use development (up to 150 dwellings, public open space and new technology plant); new car park and access to sports and social club; and associated infrastructure, all matters reserved except for access. Amended access arrangements, additional landscaping details, amended site masterplan and amended viability summary – object: the PC noted the recommendations.

8.3 Noting of South Cambridgeshire District Council’s decisions re (i) S/0746/16/FL, 123 Meldreth Road, Whaddon, SG8 5RS, for demolition of bungalow and erection of two storey replacement dwelling – approved and (ii) S/2272/16/FL, 128 Meldreth Road, SG8 5RP, retrospective application to erect a telegraph pole – approved: the PC noted the decisions.

8.4 Notice of appeal decision re S/0477/16/FL, Ermine Farm, Bridge Street, SG8 5SN for erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of land from agricultural to garden - approved: the PC noted the appeal decision.

8.5 S106 monies re development at 132 Meldreth Road, Whaddon – update on progress and agreement of action: District Cllr Cathcart had spoken with SCDC’s S106 Officer urging more effort to get an ex-gratia payment from the Developer. The Cllrs considered inviting relevant SCDC Officers to a PC meeting to justify why they had not enforced this or, alternatively, involving the Ombudsman. Actions: District Cllr Cathcart to follow up urgently with SCDC Officers. The Clerk to table an agenda item for the next meeting.

9.0 Finance:

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

Cheques already approved (12th December 2016) to avoid late payment:

Cheque No. 100970, £92.00 (Net £92.00), Hales Printers, newsletter printing Dec 2016

Cheques to be approved for signing today (16th January 2017):

Cheque No. 100971, £90.00 (Net £90.00), Mr P Coningsby, churchyard grass cutting.

Cheque No. 100972, £123.00 (Net £123.00), Whaddon Village Hall and Recreation Ground Trust, hire of village hall for meetings Apr-Dec 2016.

Cheque No. 100973, £48.46 (Net £48.46), Dr N Strudwick, website editing software.

Cheque No. 100974, £1,147.82 (Net 1,140.82), Mrs G van Poortvliet, Clerks wages and expenses, qtr to 31st December 2016.

Cheque No. 100975, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 31st December 2016.

9.2 Draft Accounts for nine months to 31st December 2016 – presentation and review: the Clerk presented the accounts and invited questions.

9.3 2017/18 Precept Requirement – consideration of recommended precept. Agreement and approval of 2017/18 precept: A Precept Meeting had been held on 9th January 2017 to consider the 2017/18 precept requirement and make a recommendation to the PC. The Chair signed the minutes from the Precept Meeting on behalf of the Cllrs who had attended. A precept of £17,530 was recommended (2016/17 £16,960), being Parish administrative costs of £12,810, additional expenditure of £5,400 less anticipated income of £680. The additional expenditure was £150 for promoting/publicising the Community Defibrillator, £2,500 for a Village Sign, £1,000 Village Hall Capital Projects Reserve, £1,000 for a picnic bench/base for the recreation ground, £250 to convert the Meldreth Road phone box into a library and £500 for a replacement notice board in Meldreth Road. This equated to a cost per household (Band D equivalent) of £80.08 (based on 218.9 homes) which is the same cost per household as 2016/17 (£80.08 based on 211.8 homes). A discussion was held. Cllr Strudwick did not want the overall Precept amount increased. Resolved: that the PC approve a Precept for 2017/18 of £17,530. Action: the Clerk to inform SCDC and to publish the calculations on the website.

9.4 Community Defibrillator – agreement to purchase from Community Heartbeat Trust and waiver of requirement to seek alternative quotes (specialist equipment): CHT had quoted £2,020 (plus VAT) for a defibrillator, heated cabinet and training/support package. It had not been possible to identify other suppliers who provided the same package combination for comparison. Cambridgeshire & Peterborough Association of Local Councils had advised that the PC could resolve to waive the requirement in the Financial Regulations to seek alternative quotes as this was specialist equipment. This was discussed. The Cllrs were content that CHT, as a dedicated Charity, provided good value. Resolved: that the PC waive the requirement to seek alternative quotes and purchase the community defibrillator from CHT. Action: the Clerk to accept the quote from CHT.

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

10.1 Noting of approved minutes from WVH&RGT meeting of 7th November 2016 – noted.

10.2 Receipt of oral report from member of WVH&RGT – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update:

- Lettings – on-line payments could now be accepted. The Trust were checking if arrangements could be made for the Lettings Officers to check if such payments had been received. Bookings remained healthy and there had been an unexpected three week letting to Bumpkins Nursery. The key-box code would be changed regularly.
- Finance – agreement had been given to provide mobile phones for the Lettings Officers. WVH&RGT no longer agreed to pay for broadband line rental costs.
- Charities Commission Submission – this would be done by Cllr Strudwick. The Cllrs queried why WVH&RGT had reversed their decision regarding broadband line rental. Cllr Strudwick explained that the Treasurer felt that, in order to justify this expense, the hourly village hall rental charges would need to go up. The Cllrs commented that it would be useful for the PC to get a better understanding of WVH&RGT's financial position and the funding required from the PC, especially as the PC was now required to produce three year financial forecasts. Action: the Chair to

attend the next WVH&RGT meeting and to discuss ways that the Trust and PC could work closer together especially regarding financial requirements.

- 11.0 Community Defibrillator: update regarding potential provision of a defibrillator for Cardiff Place residents and agreement of next steps:** Bassingbourn PC did not wish to consider a joint-purchase of a defibrillator for Cardiff Place/Cambridge Crescent residents at this stage. They wanted to review this at a later date, after a defibrillator had been installed in Bassingbourn village. Whaddon PC had not made provision in their 2017/18 precept to purchase a second defibrillator. CHT had advised that Cardiff Place could be specified in the area notified to the ambulance service as being covered by a defibrillator at Whaddon Village Hall. However, it would depend on the data made available to operators answering emergency calls as to whether callers would be notified. The best solution would be to ensure that residents know there is a defibrillator available and to publicise the access code. Actions: Cardiff Place residents to be informed of the access code for the defibrillator at the Village Hall. Provision of a separate defibrillator for Cardiff Place residents to be revisited at a later date.
- 12.0 Alfred John Palmer's Trust – consideration of proposals regarding future of the Trust. Adoption of proposals and appointment of Trustees:** proposals made by the Alfred John Palmer's Trust Review Group were discussed. Resolved that the aim of the AJP Trust be revised to give modest grants to residents for whom a small cash injection could make a real difference (requests from the elderly to be especially favoured). To appoint Trustees as follows: Mr P Evans (four years), Ms R Keir (four years), Mrs H Strudwick (three years) and Mr W Elbourn (two years). Mr C Coningsby would also continue to serve as Trustee (two-year appointment). After these initial periods Trustees would then be (re-)appointed for four-year periods. Actions: the AJP Trust to be relaunched to residents in April 2017 via the newsletter, village email, website and Annual Parish Meeting. The Trustees and PC to review the progress of the AJP Trust in April 2018. The Chair to investigate if changes to the Trust could be made on the Charities Commission website or if it would be necessary to use a solicitor.
- 13.0 Village Sign – consideration of replacement of village sign. Agreement of actions:** the Village Sign needed replacing. Costs for a new sign were dependent on size, style, material and artwork. Resolved that Cllrs Elbourn and Milton be appointed to a working group to look at options and draw up a specification. Actions: the Chair to ask Mr D Grech if he would like to join the working group. The Chair to obtain the dimensions of the old sign from Mr C Coningsby. Dr Strudwick to provide a photograph of the existing artwork. Cllr Strudwick to check the village archives and the Clerk to check the PC filing for any pertinent details about the existing sign.
- 14.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:**
- Meldreth Road verges – the verges were encroaching on the footway in certain areas. The handymen had started to work on this. The Chair would ask them to resume this task.
 - Whaddon signpost on A1198 – this was very dirty. Action: the Cllrs to see if it would be feasible to clean this ourselves.
 - Litter-picking – two Duke of Edinburgh volunteers would be litter-picking in Whaddon for two months. Actions: the Clerk to provide hi-vis jackets. Cllr French to ask the handymen for use of the litter-picking equipment. The Chair to ask the handymen to do other duties for the next two months.
- 15.0 Items for next meeting – noting of requests for agenda items**
- S106 monies re 132 Meldreth Road
 - Dog-waste bin provision
- 16.0 Date of next meeting – Monday 13th February 2017.**

There being no further business the meeting closed at 9.26p.m.

Minutes of Whaddon Parish Council Meeting held on 13th February 2017 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 (until 9.07p.m.), Mrs K French, Professor A Milton, Mr R Scott, Dr N Strudwick
	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 Cllr A Walker (sickness) and County Cllr Cllr A Dent (sickness).
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none declared.
- 3.0 Approval of minutes** – to resolve that the minutes from the Parish Council (PC) meeting of 16th January 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.
- 4.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**
- Community Defibrillator – the Clerk had accepted the quote from Community Heartbeat Trust but had not had an acknowledgement. Action: the Clerk to follow up with CHT.
 - Alfred John Palmer’s Trust – it would be possible to amend the AJP’s Trust aims directly on the Charities Commission website. The Trustees were due to meet later in the month.
 - Village Sign Working Group – Mr D Grech had agreed to join the Working Group. Dimensions of the original sign had been obtained.
 - Litter-picking – two Duke of Edinburgh Scheme volunteers were litter-picking in Whaddon. The handymen had recently cleared Whaddon Gap car park but it was already littered again.
 - Local Highways Initiative grant application – Mr M Monks and the Clerk had attended a panel hearing on 31st January to present their case for LHI funding. Cambridgeshire County Council would announce their decision in March. Thanks were expressed to Mr M Monks.
 - Whaddon website – Cllr Scott was carrying out updates for the PC section of the website. Cllr Strudwick had been working on a new website design. The aims were for a more modern design which would work better with smartphones and be easier to add pages to in the future. The new website was currently in the testing phase and a number of residents had been asked for feedback. Thanks were given to Cllr Strudwick.
 - Lack of response from SCDC Officers – certain SCDC Officers had not responded to email or telephone enquiries. Consequently, it had not been possible to arrange a site meeting with SCDC’s Tree Officer or to get a reply to an enquiry about the Eternit planning application. The District Cllrs stated that this was not acceptable and suggested meeting with the Head of Development Control. Action: the Clerk to write to Ms Julie Baird explaining the issues and requesting a meeting.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – receipt of oral reports:** the District Cllrs gave an update:
- Mayoral election – most of the political parties had put forward a candidate for this election.
 - 2017/18 Budget – this would be discussed at a meeting on 23rd February. The District Cllrs expected an increase of 4.99% to be approved.
 - Local Plan – this was now expected to be adopted by SCDC next year. The Inspector had determined that small villages would have to play their part in meeting local housing needs.

5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: no County Cllr was present. A written report for February 2017 had been circulated to the Cllrs and was accessible via the website.

6.0 Public Participation:

- A member of the public asked to see the Traffic Management plan for 94 Meldreth Road and raised concerns about construction vehicles potentially parking on their front lawn. The Cllrs commented that the Traffic Management plan should be on the planning section of SCDC's website and that it did impose conditions as to where construction traffic could park. Failure to comply with these conditions would be a planning infringement. The member of the public was advised to contact the Clerk or Mr M Monks (Neighbourhood Watch) if there were any issues.

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

- Cambridgeshire Constabulary – invitation to local Panel Meeting on 21st February, 7.30p./m., Melbourn Village College.
- Town and Parish Council Project – invitation to take part in a survey regarding training, support, Clerk, communications and the Local Council Award Scheme.
- Melbourn Parish Council – invitation to attend some bespoke Planning Training for Cllrs, in Melbourn, on a Saturday during February or March. Cllrs French and Scott were interested in attending.
- SCDC – notification that the order to bring Parish Council elections into line with District Council elections had now been passed. The PC would be up for election in 2018 and thereafter every four years.

8.0 Planning:

8.1 Noting of receipt of approved Planning Committee minutes from 19th December 2016: the PC noted the minutes.

8.2 Noting of Whaddon Planning Committee's recommendations re (i) S/3370/16/LB and S/3480/16/FL, 122 Bridge Street, SG8 5SN, alterations to chimney stack, increase in height – support and (ii) S/3642/16/VC, 94 Meldreth Road, SG8 5RP, variation to conditions 2 (approved plans) and 10 (dormer windows) of approved plans S/2275/16/FL – support: the PC noted the recommendations.

8.3 Notice of appeal decision re S/2464/15/FL, 9a Bridge Street, SG8 5SG for retrospective permission for erection of 6 metre high pole for CCTV security equipment - dismissed: the PC noted the appeal decision.

8.4 S106 monies re development at 132 Meldreth Road, Whaddon – update on progress and agreement of action: District Cllr Cathcart had not been able to further encourage SCDC officers to seek an ex-gratia payment from the Developer. Action: The Clerk to include this issue in the letter to the Head of Development Control (see 4.0).

9.0 Finance: Approval of payments: the PC resolved that the following payments be approved:

Cheques to be approved for signing today (13th February 2017):

Cheque No. 100976, £2,130.00 (Net £1,775.00), M D Landscapes, grass cutting recreation ground x 19, verges x 5 and Bridge Street ditch x 1.

Cheque No. 100977, £54.00 (Net £45.00), Cambridgeshire ACRE, subscription.

Cheque No. 100978, £90.00 (Net £90.00), Mr J Newberry, handyperson services Dec 2016 and Jan 2017.

10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): receipt of oral report from member of WVH&RGT – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update. There had not been a meeting of WVH&RGT since the last PC meeting:

- Maintenance issues – the fire alarms had been tested. The emergency lighting needed fixing.

- Lettings – some Trust members had now been given read-only access to the bank statements so that they could check if electronic payments had been received for lettings.
- Finance – agreement had been obtained to give certain individuals access to WVH&RGT financial information via a drop box. The Clerk would have access to the drop box and could share relevant information with the PC as necessary.
- Charities Commission Annual Return – an audit was not required for the latest Annual Return due to the level of financial activity. Instead, the accounts could be independently certified - this was in the process of being done.
- Working with the PC – the Chair would attend the next WVH&RGT meeting to discuss how the Trust and PC could work more closely especially with regard to understanding the Trust's financial requirements. The Cllrs thought it would be useful to hold a meeting where the broader roles and responsibilities of each organisation could be discussed.

11.0 Dog-waste bins – consideration of adequacy and position: update following SCDC site visit. Agreement of next steps: the officer from SCDC had yet to do a site-visit – this item was postponed until the next meeting.

A complaint had been received from someone who hired the Recreation Ground to run dog training classes. Recently there had been a lot of dog-waste on the Recreation Ground which had to be cleaned up before the classes started. There was a dog-waste bin on the Recreation Ground. District Cllr Cathcart advised that it would be possible to take action but evidence would be needed as to who was responsible. Actions: The Clerk to seek advice from the relevant SCDC officer on this issue and to inform WVH&RGT. The Chair to write an item for the newsletter. (Cllr Elbourn was called away from the meeting – 9.07p.m.)

12.0 Diseased Trees on Verge by Recreation Ground – update and agreement of actions and expenditure as necessary: the PC had been unable to get a site-meeting with SCDC's Tree Officer (see 4.0). The diseased trees were discussed. Actions: the Clerk to include this issue in the correspondence with the Head of Development Control (4.0). The Clerk to seek a quote for a specialist report about the diseased trees.

13.0 2013 Community Led Plan – review of progress an agreement of action. Consideration of timetable for next plan revision: the Chair asked the Cllrs to think about this and to be prepared to discuss it at the next meeting. Actions: the Clerk to table an agenda item for the next meeting. The CLP to be an agenda item at the Annual Parish Meeting (3rd April 2017).

14.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:

- Overgrown hedge, Church Street – an overgrown hedge, at eye-level for pedestrians, was a potential hazard. Action: the Chair and Cllr Scott to action.
- Pickering Woods – some old tree guards could now be removed. Some of the signs were cracked. Action: the Chair to ask the handymen or DofE volunteers for assistance with this.
- Potholes – there were lots of potholes on Whaddon Gap. This had been reported on the CCC website and the Clerk had also asked County Cllr Dent when the road would be resurfaced. Actions: the Clerk to follow up with County Cllr Dent.

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

- Community Led Plan Review
- Annual Parish Meeting planning
- Dog-waste bin provision
- Newsletter review

16.0 Date of next meeting – Monday 13th March 2017.

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

Minutes of Whaddon Parish Council Meeting held on 13th March 2017 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
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	5 present

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr Cllr A Dent (sickness).
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Strudwick declared an interest in agenda item 9.1 as Acting Chair of Whaddon Village Hall and Recreation Ground Trust (WVH&RGT). Cllr Strudwick would not be able to vote on this item.
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 13th February 2017 are a correct record** – Resolved that the minutes be approved and signed by the Chair.
- 4.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**
- Whaddon website – the new website design had been launched and was working well.
 - Potholes – the potholes in Church Street and Whaddon Gap had been repaired. Some new potholes were opening on Whaddon Gap. It would be necessary to monitor this.
 - Lack of response from SCDC Planning Officers – following a complaint made by the PC to SCDC, the Chair and Clerk were due to attend a meeting with the Head of Development Control on 15th March. District Cllr Cathcart would try to join the meeting.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – receipt of oral reports:** the District Cllrs gave an update:
- 2017/18 Council Tax – this would increase by a small amount.
 - Local Plan – SCDC and Cambridge City Council would have a combined five-year land supply by the end of August 2017. However, SCDC would not by itself have a five-year land supply for another two years. It would be necessary for the Inspector to agree to a joint strategy to safeguard against further speculative planning applications.
 - Refuse bins – the collection days had now been changed which would save SCDC money.
- 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** no County Cllr was present. A written report for March 2017 had been circulated to the Cllrs and was accessible via the website.
- 6.0 Public Participation:**
- A member of the public reported that horses had been seen using a footpath on Meldreth Road. This had been reported to Cambridgeshire County Council who had said that it was a police matter. The police had referred him back to CCC. The Cllrs advised that this matter be taken up with County Cllr A Dent.
 - A member of the public asked if the PC were still considering installing a second squeeze point in Meldreth Road. The Cllrs commented that there had been some issues finding a suitable location for a second squeeze point. Actions: the PC to reconsider this issue at the May or June 2017 PC meeting and seek the advice of Mr M Monks (Speedwatch).
 - A member of the public commented about the recent concerns regarding dog fouling on the Recreation Ground and said that there were no notices there about keeping dogs on a lead.

- A member of the public asked why there was a Planning Appeal regarding 123 Meldreth Road when planning permission had been granted. Cllr French, Chair of the PC Planning Committee, explained that the appeal was against the conditions imposed as part of the planning permission.

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and noting of complaints from residents:

- Cambridgeshire Constabulary – invitation to Community Safety Day, Sat 18th March, Cambourne.
- CAPALC – consultation on draft CAPALC Membership Agreement (closes 16th March).
- PCSO – notification of new webpage for reporting village parking problems.
- Heidi Allen MP – request to publicise phase 2 of the Parliamentary Commission Boundary Review (closing date 27th March). This had been circulated via village email.
- Verbal complaint about dogs jumping up and the amount of dog fouling on Whaddon Green. The Cllrs commented that Whaddon Green was private land although it did have a footpath through it. Residents should speak to the dog owners. The PC could put general reminders about dog fouling and dog control in the newsletter and email.

8.0 Planning:

8.1 Noting of South Cambridgeshire District Council’s decision re S/3642/16/VC, 94 Meldreth Road, SG8 5RP, variation to conditions 2 (approved plans) and 10 (dormer windows) of approved plans S/2275/16/FL – approved: the PC noted the decision.

8.2 S/1901/16/OL Eternit UK, Whaddon Road, Meldreth, SG8 5RL, outline planning application for mixed use development (up to 150 dwellings, public open space and new technology plant) - update: the PC had raised a query with SCDC about an agricultural field included within this brownfield application. A reply had been received which explained that whether this part of the site was greenfield or not would, on its own, be unlikely to tip the balance in relation to the sustainability of the development. Most of the site was brownfield.

9.0 Finance:

9.1 WVH&RGT 2016/17 grant application- consideration and approval (£1,977.77): the Chair had attended a WVH&RGT meeting on 6th March. The Trustees had thought that the Trust should start to pay recurring expenses, except for insurance, and that the PC should be approached for contributions to major repairs. WVH&RGT had submitted a grant claim for £1977.77 (amended from £1,879.77, per the agenda, to include VAT). The grant application was for insurance costs (£1,389.77) and repairs to the emergency lighting system (£588). Resolved: that the PC approve the grant application of £1,977.77. The insurance element, £1,389.77, was to be paid immediately and the balance ring fenced until an invoice had been received for the lighting repairs. Action: the Chair and Clerk to meet with WVH&RGT’s Chair and Treasurer to come up with a proposal regarding ongoing payment of expenses.

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

Cheques to be approved for signing today (13th March 2017):

Cheque No. 100979, £2,424.00 (Net £2,020.00), The Community Heartbeat Trust, defibrillator and cabinet.

Cheque No. 100980, £56.01 (Net £56.01), Cambridgeshire County Council, street lighting electricity costs.

Cheque No. 100981, £1,389.77 (Net £1,389.77), Whaddon Village Hall & Recreation Ground Trust, 2016-17 grant (part payment – see 9.1 above).

Cheque No. 100982, £990.51 (Net £988.11), Mrs G van Poortvliet, Clerk’s wages and expenses qtr to 31st March 2017 plus replacement glass for phone box library.

Cheque No. 100983, £50.00 (Net £50.00), Mr L Ginger, Chair’s expense allowance qtr to 31st March 2017.

Cheque No. 100984, £98.00 (Net £98.00), Hales Printers, newsletter printing.

Receipts: the PC noted the following receipts:

9th March 2017 Rothwells Cleaning £40 – advertising

10th March 2017 Moncraft Ltd £40 – advertising

- 9.3 Approval of expenditure for increased website storage capacity £49.50** – upgrading the website had used the existing storage and bandwidth limits so further works on the site would not be possible. The PC agreed to upgrade the website plan to a version that would give four times the storage and eight times the bandwidth with immediate effect (new cost: £49.50 per annum). Actions: Cllr Strudwick to contact the website hosting company about upgrading the storage plan. The Clerk to arrange payment.

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

10.1 Approved minutes from WVH&RGT meeting of 10th January 2017: noted.

10.2 Receipt of oral report from member of WVH&RGT – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update following a meeting of WVH&RGT on 6th March 2017:

- Car park sign – the wording for the sign was being finalised.
- Contract for cleaner – this was in progress.
- Working with the PC – this had been discussed. See 9.1 above.
- Garage – the Trustees had discussed renovating or rebuilding the garage in the longer term. It would be necessary to raise funds to do this.
- Trustee vacancies – so far there had been no response to the appeal for Trustees in the newsletter. An email reminder would be sent out.

- 11.0 Dog-related issues – update on locations and adequacy of dog-waste bins following SCDC site visit. Update regarding dog fouling on the recreation ground. Agreement of actions:** it had not been possible to contact the officer from SCDC to see if a site-visit had been carried out. No response had been received to either voice mail or email messages. Incidents of dog fouling on the recreation ground seemed to have improved but WVH&RGT would continue to monitor this. Actions: – District Cllr Cathcart would follow up the issue of the site visit with SCDC officers.

- 12.0 Diseased Trees on Verge by Recreation Ground – update and agreement of actions. Approval of expenditure for independent inspection as necessary:** the SCDC Tree Officer had now advised that SCDC would not assist the PC with either further inspections or financial support regarding the diseased trees on the Recreation Ground. Approximate costs for a visit by a tree specialist had been obtained. Resolve: that the PC approve expenditure of up to £115 for a visit by an expert and a further £50 for a soil sample (if necessary). Actions: the Clerk to organise a site visit to inspect the trees. The PC Tree Officer to attend the meeting (and the Chair if possible).

- 13.0 Community Defibrillator – discussion re planning for installation. Authorisation of expenditure as necessary (installation cost) and agreement of actions:** the cost of the defibrillator did not include installation. It would be necessary to arrange for an electrician to install it. Following installation regular maintenance checks would need to be carried out. Actions: the Clerk to check the installation specification, following delivery of the defibrillator, and obtain costs for an electrician. NS to ask if the emergency lighting contractor being used by WVH&RGT could install defibrillators.

- 14.0 Whaddon News – receiving suggestions for new content for the newsletter. Agreement of actions:** Action: Cllrs French and Strudwick to meet with the newsletter editor to discuss further.

- 15.0 Annual Parish Meeting (3rd April 2017) – receiving suggestions for discussion topics and format. Agreement of actions:** potential agenda topics were discussed. Actions: the Chair to draft an agenda, invite speakers and publicise the meeting. The Clerk to organise refreshments.

- 16.0 2013 Community Led Plan – review of progress and consideration of timetable for next plan revision. Agreement of actions:** most of the recommendations from the 2013 CLP had been actioned. The PC did not have a budget to produce another CLP survey during 2017/18. The Cllrs

agreed to consider the next plan revision in 2018/19. Actions: budget for CLP revision and set up working group in 2017/18.

17.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:

- Handymen – one of the handymen had stepped down from the role but it was thought that the other one would like to continue.
- Bumpkins exit onto Bridge Street – a complaint had been made to the manager of Bumpkins about drivers not always looking down Bridge Street when exiting the premises. The manager would investigate what could be done e.g. painting white lines across the exit.
- 20's Plenty Signs, Bridge Street - some of these signs had now faded significantly. Action: the Chair to look into this further. The Clerk to see if there had been a guarantee or specification with the signs.

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

- Draft accounts to 31 March 2017/internal audit
- Annual Parish Meeting review

19.0 Date of next meeting – Monday 10th April 2017.

There being no further business the meeting closed at 9.17p.m.

Minutes of Whaddon Parish Council Meeting held on 10th April 2017 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
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr D McCraith
	Members of the Public	1 present

1.0 Apologies for Absence – received from Cllrs A Walker (sickness), A Milton (sickness) and N Strudwick (holiday) and also from District Cllr N Cathcart and County Cllr A Dent (sickness).

2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.

3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 13th March 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.

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

- Horse riding on footpaths – County Cllr Dent had advised that this was likely to be a police enforcement matter as it was illegal to ride a horse on a public footpath.
- Trees on verge by Recreation Ground – a site meeting with an arboriculture expert had been arranged for Tuesday 18th April.
- Faded 20's Plenty Signs, Bridge Street – no information about a guarantee or technical specification for these signs could be found on the invoice or manufacturers website. The signs had been purchased in August 2012. Actions: the Clerk to email the manufacturer about the fading. An agenda item to consider purchasing replacement signs to be tabled for a future meeting as necessary.
- Village Sign – the Working Group were generating ideas for the design of the new sign.
- Road safety signs for nursery schools – the owner of Bumpkins Nursery had met with CCC Highways and County Cllr Dent to discuss putting in 'Slow School' type road signage. County Cllr Dent had advised that the PC would need to support a Local Highways Initiative Scheme bid in 2018/19 to fund these signs. Action: the Chair to find out further information and see if alternative avenues were available to Bumpkins, as a private enterprise, to liaise directly with CCC Highways (outside of the LHI scheme) and secure the signs more quickly.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – receipt of oral reports: District Cllr McCraith gave an update:

- Local Plan – the hearings are scheduled to end in July 2017.
- Chief Executive – a new Chief Executive was due to be approved at an upcoming Extraordinary General Meeting on 13th April.

5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: no County Cllr was present. A written report for the year to March 2017 had been circulated to the Cllrs and presented by County Cllr Dent at the Annual Parish Meeting.

6.0 Public Participation:

- A member of the public reported that Meldreth Parish Council had heard that the Eternit Housing Planning Application would be considered by SCDC's Planning Committee on 3rd May. Action: the Chair to attend the SCDC Planning Committee meeting.

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- CCC – notification that Whaddon PC had been successful in their bid for LHI funding for a Moveable Vehicle Activated Sign, pole and sockets.
- SCDC – copy of a letter from the Inspectors examining the Local Plan with some interim findings on the proposals for Local Green Spaces.
- SCDC – notification that Community Chest Scheme grant applications are open from 1st April. It was noted that this could be used for funding replacement trees for the Recreation Ground verge.
- Melbourn Parish Council – invitation to Planning Training for Parish Cllrs on Saturday 22nd April, 10am-4pm. Cllr French to attend.
- CCC Planning – notification of consultation on proposed revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council’s own development and for waste development. Deadline 18th May 2017.
- Cambridgeshire & Peterborough Police and Crime Commissioner – invitation to Parish Council Conference on Friday 11th August, 10.30a.m-4.00p.m, Huntingdon.

8.0 Planning: noting of Whaddon Parish Council’s recommendation re S/0888/17/FL, 136 Church Street, SG8 5RX, two storey rear extension and other works: the PC noted that the Planning Committee had supported this application.

9.0 Finance:

- 9.1 Approval of payments:** the PC resolved that the following payments be approved: Cheques to be approved for signing today (10th April 2017):
Cheque No. 100985, £612.50 (Net £612.50), Steeple Morden Parish Council, quarter share of Speed Indicator Device and accessories (case etc).
- 9.2 Internal Auditor – appointment for financial year to 31st March 2017:** Resolved that Mr B Huett be appointed as internal auditor for the financial year ended 31st March 2017. Action: the Clerk to advise Mr Huett and liaise over the internal audit timetable.
- 9.3 Draft Accounts for year to 31st March 2017 – presentation and review:** the Clerk presented the draft accounts for the year to 31st March 2017 and invited questions. These accounts would form the basis of the 2016/17 Annual Return.
- 9.4 Consideration of reserves and approval for carrying forward specific ring-fenced reserves:** the Cllrs reviewed the reserves and resolved that the following unspent amounts from the 2016/17 precept be ring-fenced and carried forward to 2017/18: £363 Handyperson/maintenance, £588 WVH&RGT Grant and £500 Traffic Calming. The Cllrs resolved that, after these adjustment, the ring-fenced reserves carried forward to 2017/18 be as follows: PPP3 grant £270, Traffic Calming Measures £4,573.27, S106 Public Open Space £771.86, Village Maintenance £713.00, Start-up Grant Funding for new Village clubs/societies £200 and WVH&RGT Grant £588. The level of the General Reserve was adequate at approximately 7.6months of current precept.

10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – receipt of oral report from member of WVH&RGT: there had been no meeting of WVH&RGT since the last PC meeting. This item was deferred until the next PC meeting.

11.0 Meeting with SCDC’s Planning Department – update following meeting with representatives from Development Control. Agreement of actions: the Chair and Clerk had met with the Head of Development Control (who was about to leave SCDC) and her interim replacement at SCDC’s Offices in Cambourne on 15th March. District Cllr Cathcart had also attended the meeting. The complaints made in Whaddon PC’s letter to Development Control were discussed. The Development Control Officers admitted that there had been issues with some staff not responding

to emails or voicemails or managing expectations adequately. This was ongoing but was being addressed. SCDC would not be able to provide further support with advice about the diseased trees on the recreation ground (SCDC's Tree Officer had emailed an apology to the PC explaining this). SCDC were not willing to act to try to recover the S106 monies due from the development at 132 Meldreth Road. They had no legal recourse to demand this money from the developer and had no budget to compensate the PC directly themselves. The Officers had suggested that the PC contact the developers to see if they were willing to make a good will payment. A discussion was held. The Cllrs expressed strong disappointment that SCDC would not assist the PC further re the S106 monies as it had been their fault that the agreement had not been in place at the correct time. Action: the Chair to contact the developers of 132 Meldreth Road regarding the S106 monies.

- 12.0 Dog-waste bins – consideration of adequacy and locations: update following SCDC site visit. Agreement of actions:** the officer from SCDC had not yet been able to carry out a site-visit due to work priorities. It was hoped to be able to do this soon. Actions: – the Clerk to follow up with SCDC and table an agenda item as appropriate.
- 13.0 Annual Parish Meeting (3rd April 2017) – review of APM and agreement of any actions arising:** the APM had gone well, with around 20 attendees and speakers. There were no specific action points to take forward.
- 14.0 Bus Service Consultation – consideration of CCC's proposals regarding Whaddon's bus service. Agreement of PC response to consultation:** the Chair explained that the existing bus routes serving Whaddon – route 127 (twice a day) and route 15 (market bus - Wednesdays only), both to Royston - were going to be retendered. The options were to leave the services as they were, withdraw route 127 (keeping the market bus) or to review and change the existing bus routes. It would be possible to serve Whaddon by amending route 128 which would go to Royston via Meldreth, Melbourn and Shepreth. This service would be once a day and serve both Church Street and Meldreth Road. It would replace route 127 which was not well used. This was discussed. The Cllrs preferred the option of bus service 128 which gave access to other villages as well as Royston. Action: the Chair to respond to the bus service consultation on behalf of the PC.
- 15.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:**
- Potholes opposite Bumpkins, Meldreth Road– these potholes were now quite deep. Action: Cllr French to report this on-line to CCC Highways.
 - Fire hydrant, grass in front of Ridgeway Close – this had been knocked over and was broken. Action: the Clerk to report the damaged fire hydrant marker to the appropriate authority.
- 16.0 Items for next meeting – noting of requests for agenda items:**
- Diseased trees on verge by Recreation Ground
 - Dog waste bin review
- 17.0 Date of next meeting – currently Monday 8th May 2017; consideration of moving to Monday 15th May 2017:** Resolved: that the meeting be moved to the 15th May 2017. Actions: the Clerk to change the booking for the village hall and notify all Cllrs of the change of date.

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

Minutes of Whaddon Annual Parish Council Meeting held on 15th May 2017 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, Dr N Strudwick (until 9.45p.m.), Ms A Walker (until 9.53p.m.)
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart
 County Councillor Mrs S van de Ven
 Members of the Public 3 present

Absent: Councillors Professor A Milton, Mr R Scott

- 1.0 Election of the Chair of the Parish Council (PC) – resolved that Mr L Ginger be elected. A declaration of Acceptance of Office as Chair was duly signed.**
- 2.0 Election of the Vice-Chair of the Parish Council – resolved that Mrs K French be elected.**
- 3.0 Apologies for Absence – received from Cllrs A Milton (sickness) and R Scott (holiday) and also from District Cllr D McCraith.**
- 4.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.**
- 5.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 10th April 2017 are a correct record – Cllr Strudwick advised that he had been absent from the meeting due to work rather than on holiday as stated in the minutes. Resolved that the minutes be approved and signed by the Chair.**
- 6.0 Delegation Arrangements to Standing Committees (Planning Committee):**
 - 6.1 Review of Terms of Reference for Planning Committee – reviewed; no changes required.**
 - 6.2 Receipt of nominations to the Planning Committee – Resolved that Cllr W Elbourn, Cllr K French, Cllr L Ginger, Cllr A Milton and Cllr R Scott be appointed to the Planning Committee. Action: the Clerk to check with Cllrs Milton and Scott that they were willing to accept nomination to the Planning Committee.**
- 7.0 Review of Parish Council Standing Orders – reviewed. No changes required.**
- 8.0 Review of Financial Regulations – reviewed. Resolved that item 4.8 be subject to a de minimis limit of £50. Action: the Clerk to amend the Financial Regulations to reflect the change.**
- 9.0 Review of Parish Council representations or works with external bodies and arrangements for reporting back: (i) Whaddon Village Hall & Recreation Ground Trust (ii) Marley Eternit Working Group (iii) Village Sign Working Group: Resolved that (i) Cllrs Strudwick and Walker be PC representatives on WVH&RGT (ii) Cllr French be a member of MEWG and (iii) Cllr Elbourn and Mr D Grech be members of VSWG. No changes to reporting arrangements.**
- 10.0 Review of Inventory of Land and Assets – reviewed. No changes required.**
- 11.0 Review and confirmation of arrangements for insurance cover – three quotes had been obtained for insurance cover. These were compared. Resolved: that the PC accept the insurance quote from Came and Company (Hiscox insurance) on a three-year deal at £280 per year. Although the £250**

excess was higher than that of the other policies this was offset by a lower premium. Action: the Clerk to move the PC's insurance to Came and Company.

12.0 Review of Parish Council's and/or Clerk's memberships of other bodies: Resolved: that the following memberships be approved:

- Cambridgeshire & Peterborough Association of Local Councils
- Cambridgeshire ACRE

13.0 Review of Parish Council's Procedures:

13.1 Complaints Procedure – reviewed; no changes required.

13.2 Requests under Freedom of Information Act 2000 and Data Protection Act 1998 – reviewed; no changes required.

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

14.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2017/18 – Resolved: PC meetings to be held on the second Monday of the month at 8.00p.m. in the Village Hall. There would be no meetings in August and December. The Annual Parish Meeting was scheduled for Monday 16th April 2018. Actions: the Clerk to circulate the meeting schedule to the Cllrs, arrange for it to be put on the website and book the Village Hall for the meetings.

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

- Whaddon Gap – County Cllr van de Ven agreed to continue to push for safety improvements at the junction with the A1198. She had asked CCC Highways to do a site tour in Whaddon.
- Review of Meldreth Road squeeze point system – this was discussed with the Speedwatch Co-ordinator. Agreed that the timing of the review be moved to 2018, after the Mobile Vehicle Activated System had been installed and its impact on traffic speed evaluated. It would then be clearer if further traffic calming was needed in Meldreth Road. Action: the Clerk to table an agenda item in mid-2018.
- Road safety signs for nursery schools – the Chair had spoken with former County Councillor Adrian Dent and had also made the owners of Bumpkins aware that CCC's LHI initiative might not be the most appropriate route for a private enterprise to obtain road safety signs.

16.0 Reports from District and County Councillors: the Chair formally welcomed County Cllr van de Ven.

16.1 District Cllrs Report – receipt of oral reports: District Cllr Cathcart gave an update:

- Community Chest Grants – applications were now open.
- Local Plan Hearings - the Inspector would consider omission sites in June. One of these sites was in Whaddon, near Bumpkins pre-school.

16.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: County Cllr van de Ven briefly introduced herself.

- Bus services – Royston & District Community Transport could potentially provide a shuttle service linking Whaddon and Bassingbourn with Meldreth Station in the morning and late afternoon. There would be a charge for the service. The next step would be a Transport Needs Survey with a view to potentially starting a service in September 2017. Agreed: that the Chair take the lead, on behalf of the PC, in discussions with RCDT.
- County Cllrs Surgeries – these would take place on the first Monday of the month at Melbourn Hub Café and the third Monday of the month at the Limes, Bassingbourn. Action: the Clerk to publicise details via the village email and newsletter.

17.0 Public Participation:

- A member of the public reported concerns about speeding in Bridge Street. A resident had had two cats killed by motorists.
- A member of the public raised the issue of safety concerns at Whaddon Gap junction with County Cllr van de Ven. The County Cllr undertook to write to the relevant officer at CCC Highways to express concern and request accident statistics. The junction would need to be on CCC's Accident Cluster list to have any chance of receiving funding for safety improvements.
- A member of the public reported that a local resident had organised a petition, which had been delivered to CCC, requesting a weight restriction for HGVs coming through Whaddon. Very few HGVs were currently travelling to Eternit so they must be going elsewhere.

18.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- SCDC – updated hearings programme for the Local Plan (6th June to 13th July 2017).

19.0 Planning

19.1 Noting of SCDC decision re S/3480/16/FL and S/3370/16/LB, 122 Bridge Street, SG8 5SN, alterations to chimney stack – approved: the decision was noted by the PC.

19.2 Noting of receipt of approved Planning Committee minutes from meeting of 16th January 2017: noted.

20.0 Finance and Annual Return:

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

Cheques to be approved for signing today (15th May 2017):

Cheque No. 100986, £75.00 (Net £75.00), Mr J Newberry, handyperson services March and April 2017.

Cheque No. 100987, £280.00 (Net £280.00), Came & Company, Parish Council insurance 2017/18.

20.2 Noting of Internal Auditor's report on Annual Return 2016/17: noted by the PC.

20.3 Consideration and approval of the Annual Governance Statement: resolved that the Annual Governance Statement for 2016/17 be approved and signed by the Chair and Clerk.

20.4 Consideration and approval of the Accounting Statements 2016/17: resolved that the Accounting Statements for 2017/18 be approved and signed by the Chair: Actions: the Clerk to submit the Annual Return to the external auditors and publish it on the website.

21.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: (i) noting receipt of approved minutes from WVH&RGT meeting of 6th March 2017 and (ii) receipt of oral report from member of WVH&RGT: (i) the Cllrs noted the approved minutes. (ii) Cllr Strudwick gave an update following WVH&RGT's Annual General Meeting on 8th May. One Trustee had stood down and three new Trustees had been appointed – the Trust now had a full set of Trustees. The elected officers were Dr N Strudwick (Chairman), Mr S Argent (Vice-Chair), Mrs K Coningsby (Secretary) and Mr P Haselden (Treasurer). A modest increase to the hourly Village Hall rental charges was being proposed from September 2017. Sources of grant funding would be investigated for storage sheds or rebuilding the garage. Mr P Haselden would provide input into the Recreation Ground grass cutting tender, from WVH&RGT's perspective, when this was re-tendered later in the year.

(Cllr Strudwick gave apologies and left the meeting)

22.0 Trees on the verge in Church Street, by recreation ground – (i) consideration of report from Tree Officer following meeting with arboriculture specialist (ii) decision re future of trees on bank and agreement of actions (iii) approval of expenditure for removal of dead trees: The Clerk, Chair and Mrs M Peyton (Tree Officer) had met with an arboriculture specialist on 18th April.

Mrs Peyton had produced a report and circulated it to the Cllrs. In summary, four trees had been killed by honey fungus which was present in the soil. Strimmer damage had made them susceptible to the honey fungus and it was anticipated that the remaining trees would also die over time. It was not possible to kill honey fungus and only one type of tree was resistant to it and could be used as a replacement (acer negundo). The Cllrs discussed whether to replace the trees or remove them, leaving a grassy bank. Acacia Tree Surgery Ltd had quoted £250 to remove the four dead trees. Mrs Peyton also reported a dead cherry tree on the verge by Ridgeway Close. Agreed: to remove the four dead trees in Church Street immediately and seek further views before agreeing a replacement strategy. Also to accept the quote from Acacia – no further quotes to be sought as Acacia had not charged for the arboriculture advice. Actions: Mrs Peyton to seek views of Gardening Club members regarding a tree replacement strategy. The Clerk to accept the quote from Acacia Ltd to remove the four dead trees in Church Street and to report the dead tree in Ridgeway Close to SCDC.

(Cllr Walker gave apologies and left the meeting)

23.0 Community Defibrillator – (i) agreement of actions re installation (ii) planning for publicity, training and maintenance (iii) approval of expenditure as necessary: the Community Defibrillator had arrived. The cabinet would have to be installed by an electrician. Following installation, the PC would need to consider publicity, whether to organise training and ongoing maintenance. WVH&RGT had provided input as to the best position for the defibrillator on the exterior of the Village Hall. It would be necessary to balance installation costs with ease of access/visibility to the public. Agreed: to get quotes from two electricians for installation of the defibrillator cabinet. Actions: – the Clerk and Cllr Strudwick to obtain installation quotes from electricians.

24.0 Moveable Vehicle Activated System – update following site meeting with CCC Highways Officer. Agreement of actions: Mr M Monks (Speedwatch Co-ordinator) provided a verbal update. Mr Monks and the Clerk had met with CCC Highways on 5th May. They had been told that the PC should get quotes for installing the MVAS. Subsequently they had been informed that CCC Highways would be looking at bulk buying MVAS indicators to obtain better prices. CCC had provided a Memorandum of Understanding for MVAS which would need to be signed by the PC in due course. Actions: the Clerk to send the Chair the Memorandum of Understanding. The Clerk and Mr Monks to liaise with CCC Highways and obtain quotes as required.

25.0 Village Upkeep and Maintenance

25.1 Replacement safety signs for Bridge Street – agreement of actions and expenditure: the manufacturer of the faded safety signs had provided replacements free of charge.

Actions: the Chair to investigate how the signs should be attached to the existing posts.

The Chair to ask residents who had trees growing over the signs to cut them back.

25.2 Reporting of upkeep or maintenance issues and agreement of actions: none reported.

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

- Village Sign
- Diseased trees on verge by Recreation Ground
- Community Defibrillator
- Dog waste bin review

27.0 Date of next meeting – Monday 12th June 2017.

There being no further business the meeting closed at 10.00p.m.

Minutes of Whaddon Parish Council Meeting held on 12th June 2017 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
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr D McCraith
 County Councillor Mrs S van de Ven (from 8.17p.m.)
 Members of the Public 4 present

Absent: Councillors Mr W Elbourn, Dr N Strudwick, Ms A Walker

1.0 Apologies for Absence – received from Cllrs W Elbourn (holiday) and N Strudwick (away with work) and from District Cllr N Cathcart. Advance notice of late arrival received from County Cllr van de Ven.

2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.

3.0 Approval of minutes – to resolve that the minutes from the Annual Parish Council meeting of 15th May 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.

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

- Potential footpath to Cardiff Place – a meeting had been arranged with Mr R Huffer (whose farm any new footpath would cross) on 13th June to explore this idea further. Actions: the Clerk and Cllr French to attend the meeting and update the Cllrs at a future PC meeting.
- Dog-waste bin review – there had been no further update from the officer at SCDC. Action: District Cllr McCraith to follow up re lack of response from officer.
- S106 monies re development at 132 Meldreth Road – the Chair had spoken with MJL Developments and had asked them to consider making a financial contribution towards fencing the toddler's play area in lieu of the S106 contribution which should have been paid. The developers had undertaken to give some thought to this suggestion.
- Mobile Vehicle Activated System – the Clerk and Mr Monks were in the process of arranging another site-meeting with CCC Highways to agree the positions for the ground screw sockets. Action: the Clerk to arrange for a Memorandum of Understanding for the MVAS to be signed on behalf of the PC.
- Dead tree removal – the four dead trees on the verge by the Recreation Ground had been removed. The Clerk had reported the dead tree in the verge by Ridgeway Close to SCDC Housing Department but had received no reply. Action: District Cllr McCraith to follow up with the Housing Officer.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – receipt of oral report: District Cllr McCraith gave an update:

- Shared Services – SCDC were considering sharing some services with Cambridge City Council. District Cllr Cathcart had attended a meeting where this was being considered.

5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: this item was postponed until the arrival of County Cllr van de Ven.

6.0 Public Participation:

- A member of the public asked if SCDC was outsourcing its Conservation Officers and reported that a planning application made in April, relating to a listed building, had not yet been registered. A discussion was held about the lack of responses from SCDC Officers. District Cllr

McCraith suggested that the PC write to the Chief Executive of the District Council with their concerns.

(County Cllr van de Ven joined the meeting).

5.0 Reports from District and County Cllrs (continued):

5.2 County Cllr Report – receipt of oral report: County Cllr van de Ven gave an update:

- Site tour with Highways Officer – County Cllr van de Ven would advise the PC once a date had been agreed.
- Bus services – Royston & District Community Transport had produced a flyer regarding a potential shuttle link between Bassingbourn, Whaddon and Meldreth railway station. This would be geared towards sixth form students. It was hoped to get the flyer into the upcoming edition of Whaddon News. The next Community Bus Users meeting would be held in mid-July (date t.b.c.) in Bassingbourn.
- Community Rail Partnership – County Cllr van de Ven invited Whaddon PC to be part of this group.
- Marley Eternit planning application – this would go before SCDC's Planning Committee on 5th July. SCDC Planning Department would be recommending approval of the application. Meldreth PC planned to meet with a lawyer to get advice. Action: Cllr French to attend the meeting with Meldreth PC. The Clerk to check that Whaddon PC would be invited to SCDC's Planning Committee meeting and would be able to make representations.
- CCC meetings – these had now resumed following a break during the election period. Announcements were expected regarding cuts, including bus subsidies. County Cllr van de Ven would invite the new Mayor to attend the next Community Bus Users Meeting.

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- Cambridgeshire & Peterborough Police and Crime Commissioner – invitation to South Cambridgeshire Parish Council Conference on 11th August 2017
- SCDC – invitation to Cabinet and Parish Council Liaison Meeting on 27th June, Cambourne (6.30p.m.)
- Cambridgeshire Constabulary – invitation to Cambourne Police Panel Meeting on 15th June (Mrs M Peyton to attend)
- SCDC – information about Common Sense Tree Safety Management Training Course (c£52 each). It was agreed that the Clerk and Tree Officer should attend this course. Action: the Clerk to book places on the training course.
- Email complaint – regarding quality of last verges grass cut in one area of the village. Mr M Monks would bring this up at a meeting with the contractor.
- Email complaint – regarding damage caused by grass cutting contractors at Ridgeway Close. The Clerk had reported this to SCDC Housing but had received no response. Action: District Cllr McCraith to follow this up.

8.0 Planning – noting of SCDC decision re S/3320/16/FL and S/3321/16/LB, 153 Bridge Street, SG8 5SP, conservatory and replacement front window – approved: the decision was noted by the PC.

9.0 Finance:

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

Cheques to be approved for signing today (12th June 2017):

Cheque No. 100988, £209.31 (Net £209.31), CAPALC, subscription 2017.

Cheque No. 100989, £612.50 (Net £612.50), Steeple Morden Parish Council, quarter share of Speedwatch Equipment. It was noted that this was a replacement cheque for 100985, 10/04/17, which had been lost by the recipient. Action: the Clerk to ask Steeple Morden PC to return cheque no 100985 if it was found.

9.2 Consideration of quotes for installation of defibrillator cabinet and approval of expenditure: it had only been possible to arrange one quote for installation of the cabinet. This item was postponed until the July PC meeting. The Chair of Bassingbourn PC had commented that the defibrillator training was excellent and that Bassingbourn was considering organising a second session. Actions: the Chair to speak with Peter Robinson about quoting for the installation work. If Peter was unavailable, the Clerk to seek a quote from another electrician. The Clerk to table an agenda item for the next meeting.

10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: receipt of oral report from member of WVH&RGT: the Chair gave an update. There had not been a meeting of the Trust since the last PC meeting. The heating system in the Village Hall was not working and would need to be repaired. It was thought not to have been installed correctly. WVH&RGT was likely to approach the PC for financial assistance. It was suggested that WVH&RGT should contact the contractor who installed the system or the architect who had certified the work before paying for a repair. Action: the Clerk to table an agenda item for the next meeting.

11.0 Village Sign – (i) consideration of preliminary designs for a replacement Village Sign (ii) agreement of next steps/actions: various design suggestions for the Village Sign had been produced by Mr D Grech. These were considered and a discussion was held. The Cllrs ruled out a laser cut metal design in favour of a colourful cast polypropylene sign. Some amendments to the designs were suggested such as the addition of an oak leaf to represent the Whitsun tradition and variations on inclusion of the pump. It was thought that ultimately three design options should be put to the residents for a vote. Thanks were expressed to Mr Grech for producing the artwork. Actions: the Clerk to brief Cllr Elbourn about the PC's suggestions. Cllr Elbourn to ask Mr Grech to produce some alternative designs for consideration. The Clerk to table an agenda item for a future meeting.

12.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions: the main body of the bus shelter had been painted. The roof still needed to be done.

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

- Village Sign
- Community Defibrillator
- Village Hall heating system repair
- Footpath to Cardiff Place

14.0 Date of next meeting – Monday 10th July 2017.

There being no further business the meeting closed at 8.48p.m.

Minutes of Whaddon Parish Council Meeting held on 10th July 2017 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, Mr W Elbourn, Mr R Scott, Dr N Strudwick (until 9.41p.m.)
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart
	Members of the Public	3 present
Absent:	Councillors	Professor A Milton, Ms A Walker

1.0 Apologies for Absence – received from Cllr A Walker (sickness), District Cllr D McCraith and County Cllr S van de Ven.

2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.

3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 12th June 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.

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

- Highways issues – County Cllr van de Ven had arranged a tour of the village with CCC Highways Officers for 26th July. The Chair would attend on behalf of the PC.
- Phone box library repair – it would be necessary to purchase a frame to hold the replacement glass in place. The PC approved expenditure (which was less than £10). Action: Cllr Scott to order the frame.
- Dog-waste bin review – the Officer at SCDC had emailed to inform the PC that more staff had been trained to install bins. A subsequent enquiry as to whether Whaddon would be getting additional bins had not been answered. Action: the position and adequacy of dog bins to be considered alongside the footpath and permissive path review (agenda item 12.0).
- Notice board, Meldreth Road – Mr S Coningsby would be able to repair the notice board.
- Replacement safety signs, Bridge Street – these had been put up. Thanks were expressed to Mr G Elbourn for doing this.
- S106 monies re development at 132 Meldreth Road – nothing further had been heard from MJL Developments following the PC's request to consider making a financial contribution towards fencing the toddler's play area in lieu of the S106 contribution which should have been paid. Action: the Chair to send a follow-up email.
- Dead tree removal, Ridgeway Close – SCDC had advised that the dead cherry tree was due to be removed on 27th July.
- Complaints about verges grass cutting - Mr M Monks and the Clerk had met with the verges contractor to discuss various complaints. An additional cut of the verges had been requested this season as the grass had been growing quickly.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – receipt of oral report: District Cllr Cathcart gave an update:

- Local Plan – the inspection of the City and joint City/SCDC elements had been completed. It was hoped that there would now be more protection against speculative planning applications. There were now only a few outstanding issues still to be considered including provision for Travellers and Gypsies. The response from the Inspector was expected August/September time and the plan should then be adopted next year.
- Shared Services – SCDC were considering sharing planning services with Cambridge City Council. This would create one of the largest planning services in the country. It was hoped

to obtain benefits from the best that each service had to offer. District Cllr Cathcart expressed some concerns about the loss of a rural perspective when merging with city areas.

- 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** no County Cllr was present. A written report for July 2017 had been circulated to the Cllrs and was accessible via a link on the village website. A lot of interest had been shown in the prospect of a new bus transport link connecting Bassingbourn and Whaddon with Meldreth Station.

6.0 Public Participation:

- Mr M Monks, Speedwatch Co-ordinator, gave an update from a meeting with a CCC Highways Officer which had taken place that morning, to discuss the PC's successful Local Highways Initiative bid for a Mobile Vehicle Activated System (MVAS). The meeting had also been attended by the Chair and Clerk. Locations had been considered for the ground screw sockets. As it was also possible for the MVAS display unit to be mounted on the speed-limit repeater posts only two additional sockets would be needed compared to the four included in the PC's bid. CCC Highways wanted to bundle together all the MVAS display units in the successful LHI bids to get a better purchase price. However, the display unit being proposed was not the same model as that requested by the PC in their bid. Whaddon had asked to have the unit that they had originally bid for. The Highways Officer had undertaken to look into this and consider the impact on costs. It was not expected that the MVAS would be installed until around November 2017 due to the number of villages involved.

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- County Cllrs Report – from PC meeting on 12th June 2017
- SCDC Local Plan Progress Report – re Local Green Spaces. It was anticipated that only around 15% of the LGS in the submitted Local Plan would not meet the requirements for LGS, Protected Village Amenity Areas or Important Countryside Frontage. The view was that recreation grounds would continue to warrant LGS status.
- CAPALC – invitation to Clerks and Chair annual catch up day 22nd September 2017. Neither the Chair or Vice-Chair were available but the Clerk could attend.
- Alfred John Palmers Trust – accounts to 31 Dec 2016.

8.0 Planning:

- 8.1 S/0746/16/FL, 123 Meldreth Road, SG8 5RS, demolition of bungalow and erection of two storey replacement dwelling: noting of appeal decision against removal of permitted development rights** - the appeal had been allowed and costs awarded to the applicant. The decision was noted by the PC.
- 8.2 S/1901/16/OL, Eternit UK, Whaddon Road, Meldreth, outline planning permission for mixed use development (up to 150 dwellings, public open space and new technology plant), new car park and access for Sports and Social Club and associated infrastructure – update and reporting of SCDCs Planning Committee hearing decision (meeting 5th July 2017)** – the application had been considered by SCDC's Planning Committee which had deferred the decision pending further information on highways issues. Whaddon's perspective had been included in the submissions by Meldreth PC and District Cllrs Cathcart and McCraith. It was expected that the application would be considered again in September or October. District Cllr Cathcart reported that the debate had been lively and that many concerns had been raised including the level of contamination, impact on other nearby villages, and sustainability. The Planning Committee had specifically thought that more work was needed on the potential impact of the development on local roads. It was likely that the applicant would be asked to commission an independent report. Thanks were expressed to the District Cllrs for supporting Whaddon PC's position.

9.0 Finance:

- 9.1 Approval of payments:** the PC resolved that the following payments be approved:
Cheques to be approved for signing today (10th July 2017):
 Cheque No. 100990, £40.00 (Net £40.00), Mr B Huett, internal audit services 2016/2017.
 Cheque No. 100991, £ 300.00 (Net £250.00), Acacia Tree Surgery Ltd, removal of dead trees in verge in Bridge Street.
 Cheque No. 100992, £125.00 (Net £125.00), J Newberry, handyman services May and June 2017 (including painting of bus shelter)
 Cheque No. 100993, £88.00 (Net £88.00), Hales Printers, newsletter printing
 Cheque No. 100994, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 30/06/17
 Cheque No. 100995, £1,130.92 (Net £1,120.25), Mrs G van Poortvliet, Clerk's wages and expense allowance qtr to 30/06/17 plus reimbursement for website hosting package and refreshments for Annual Parish meeting.
 Cheque No. 100996, £104.00 (Net £104.00), Huntingdonshire District Council, Tree Safety Management Training for Clerk and Tree Officer
 Cheque No. 100997, £1,170.00 (Net £975.00), M D Landscapes, 2 x verges and 13 x recreation ground grass cuts

Receipts: the PC noted the following receipt:

03/07/17, £510.22, Cambridgeshire County Council, verges grass cutting payment 2017/18

- 9.2 Consideration of quotes for installation of defibrillator cabinet and approval of expenditure:** two quotes had been received, one for £250 and one for £365. However, they were for different locations for the cabinet. The location used in the higher quote was considered preferable by the Cllrs. Actions: Cllr Strudwick to ask Rose Fire and Security to update their quote for the preferred location. If the revised quote was still cheaper than the alternative one, then the PC to accept it.
- 9.3 Review of Progress against budget for qtr to 30th June 2017** – the Clerk presented the draft accounts for the first quarter of the financial year, explained significant variations from budget and invited questions.
- 9.4 Picnic bench for recreation ground – discussion and agreement of expenditure:** the PC agreed to purchase a picnic table with a slab base for donation to WVH&RGT. The budget was £1,000. Location and type of bench were discussed. Actions: the Clerk to obtain prices and details for a recycled plastic bench (no maintenance) and for a hardwood bench. The Clerk to liaise with the PC and WVH&RGT and to order the preferred bench. The Clerk to obtain quotes for a slab base. WVH&RGT to confirm where the bench should be located.

- 10.0 Risk Assessment for 2017/18 – review and signing off by PC:** the draft risk assessment was reviewed by the PC. It was noted that this might require updating later in the year for any risks relating to tree maintenance and operating the MVAS. Resolved: that the risk assessment be approved by the PC and signed by the Chair.

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

- 11.1 Receipt of oral report from member of WVH&RGT:** Cllr Strudwick, WVH&RGT Chairman, gave an update:
- The architect who had project managed the Village Hall refurbishment had been contacted regarding the faulty heating system. He had, in turn, asked the installers of the heating system to respond. It would be necessary to allow a little more time to see if this could be resolved. However, the heating would need to be working before winter.
 - The Fundraising Committee would be reinstated. It was hoped to raise funds for a fence around the toddler play equipment and for some outdoor gym equipment.
 - A dado-rail at chair-height would be installed in the Village Hall to prevent damage by chairs placed against the wall.
- 11.2 Noting receipt of approved minutes from WVH&RGT meeting of 8th May 2017** – the PC noted the minutes.

12.0 Potential Footpath to Cardiff Place/Permissive Paths – update and agreement of next steps: Cllr French and the Clerk had met with Mr R Huffer on 13th June to discuss a potential footpath to Cardiff Place and also the permissive paths on his farm (Leyhill Farm). Mr Huffer did not want a footpath to Cardiff Place going across his field but had suggested a potential route along the edge of the field. However, this route would join onto an existing permissive path. Mr Huffer advised that the current agreement for permissive paths on Leyhill farm would end in Spring 2018. The funding had been provided by the European Union and the paths had been in place for around 20 years. As things stood, the permissive paths would be taken back into farm land in 2018. Mr Huffer had suggested to his landlord, County Farm Estates (part of CCC), that they make some of these paths into formal footpaths e.g. a path to Pickering Woods and Wimpole. He had not yet received a reply. The Cllrs discussed this. Many of the permissive paths were regularly used by villagers and walkers. The PC would need to see if they could influence CCC to adopt some of the permissive paths as footpaths and then look into extending one to Cardiff Place. The PC resolved to set up a Working Group to progress this. The remit would cover all the permissive paths and footpaths in Whaddon. Cllr French was appointed to the WG from the PC. Actions: Cllr French to ask Mr C Coningsby and Mr R Huffer to join the Working Group. The Clerk to seek advice from County Cllr van de Ven on process for getting CCC to formally adopt some of the permissive paths. (Cllr Strudwick left the meeting, 9.41p.m.)

13.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:

- Litter- there was a lot of litter on the footway opposite Bumpkins pre-school along towards the entrance to Whaddon Green, Meldreth Road. Action: the Chair to ask the handyman to litter-pick this footway.
- Highways sign – the speed sign leaving the village at Whaddon Gap is obscured. Action: the Clerk to report this to CCC.
- Cardiff Place sign – the ‘C’ was missing from the sign on the A1198. Action: the Clerk to investigate this.
- Potholes on Whaddon Gap – these were opening up again. Action: the Chair to discuss potholes and resurfacing of Whaddon Gap at the CCC Highways site visit on 26th July.

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

- Grass cutting specification – recreation ground and verges
- Community Defibrillator – fridge magnets, publicity, training
- MVAS Memorandum of Understanding
- Quotes for slab base for picnic table

15.0 Date of next meeting – Monday 11th September 2017. The Chair would not be able to attend this meeting (holiday). The Vice Chair would be available on that date.

There being no further business the meeting closed at 9.47p.m.

Minutes of Whaddon Parish Council Meeting held on 11th September 2017 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs K French
 Councillors Mr R Scott, Dr N Strudwick, Ms A Walker
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart, Mr D McCraith
 County Councillor Mrs S van de Ven
 Members of the Public 2 present

Absent: Councillors Mr W Elbourn, Mr L Ginger, Professor A Milton

1.0 Apologies for Absence – received from Cllr W Elbourn, Cllr L Ginger (holiday) and Cllr A Milton (holiday).

2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.

3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 10th July 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.

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

- Future of Permissive Paths, Leyhill Farm – County Cllr van de Ven had made some initial enquiries. The Clerk and Cllr French to speak to Cambridgeshire County Council's (CCC) Rights of Way Officer for further information. Action: GvP/KF.
- Cardiff Place street-name sign – a new sign had been requested from SCDC.
- Site Meeting with Highways Officer (26th July) – at the meeting various highways issues in Whaddon were discussed and reported. The Highways Officer would look at the surfacing history of Whaddon Gap Road. It was noted that requests to have white lines repainted could be made via CCC's Highways Fault website.
- Tree Safety Management Seminar – this had been attended by the Tree Officer and Clerk on 17th August. A survey of all the trees which were the PC's responsibility had been undertaken on 7th September. This would be discussed at the next PC meeting.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – receipt of oral report: District Cllrs Cathcart and McCraith gave an update:

- Eternit Planning Application – this had been unanimously turned down by SCDC's Planning Committee on 6th September. Reasons included highways concerns, environmental impact, isolation of the site, lack of public transport and that the development would impact on several villages. The decision went against the recommendations of SCDC's planning officers. Planning Committee members can take a broader view than the planning officers.
- SCDC Local Plan – the Inspector's observations were expected to be received by late September or early October 2017. There would then be a further round of consultations. It was hoped that the Plan would be adopted no later than Spring 2018.

5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: A written report for September 2017 had been circulated to the Cllrs and was accessible via a link on the village website. County Cllr van de Ven gave an update:

- Area Champions – CCC had created these new roles. A councillor would be appointed to act as a Champion for a district and receive £5,000 pa allowance. It was not yet clear how the Area Champions would work with the parishes.
- Bus service 127 – this service had been moved to a new operator (A2B Bus and Coach). The bus fare had almost doubled. Fares had not risen for a while but the increase had been poorly

communicated. There was no assurance that the subsidy for this route would continue past April 2018.

- Bus link to Meldreth Station – new Department of Transport guidance prohibited Community Transport services from providing group lifts on a regular basis. The Meldreth Station bus link, operated by Royston & District Community Transport, had addressed this by asking users to become members. However, limited resources meant that the evening bus ran too late for most members. Consequently subscriptions had fallen.
- Meldreth, Shepreth and Foxton Rail User Group – this group would transition to the Community Rail Partnership to give them more clout as consultees. The next meeting would take place on 4th October. Cllr Strudwick was interested in attending on behalf of Whaddon.
- Highways Projects – due to Council Tax freezes CCC would now charge £250 for Officers to advise on projects which were to be 100% financed by third parties.
- Children’s Centre consultation – CCC were proposing to close 19 Children’s Centres to save £1m. Whaddon families were served by centres at Bassingbourn and Melbourn. It was proposed to close Bassingbourn and redesignate Melbourn. A consultation event would take place on 14th September at the Bassingbourn Centre.

6.0 Public Participation:

- Mr M Monks (Whaddon’s Neighbourhood Watch and Speedwatch Co-ordinator) advised that the Police Area Commander had been promoted and would be moving to Hinchinbrook. He had sent a farewell message which would be circulated. A replacement was yet to be announced.
- A member of the public stated that the Chief Inspector who had been running the Rural Crime Action Team had retired. At a recent Cambridgeshire Countryside Watch meeting there had been reports of hare coursing in the area. Members of the public were asked to be vigilant and to call 999 if they saw hare coursing in action.

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- SCDC – invitation to Parish Planning Forum 12th September, 6.00p.m., Cambourne (no Parish Cllrs attending)
- Cam Vale Bus Users Group – minutes from meeting on 17th July.
- CCC Local Highways Initiative – information on changes to the application process. Deadline for initial applications had been brought forward to 30th September. Applications would then be developed with Highways Officers for feasibility and costs during October to December. County Cllr van de Ven commented that lots of PCs had been caught out by this earlier application deadline as they do not have meetings during August.
- SCDC – guidance for landowners and parish councils re unauthorised Traveller encampments.
- SCDC media release – regarding proposal to change recycling collections so that waste paper could be put directly into the blue bins, removing the need for a paper caddy.
- PKF Accountants – certified Annual Return for year ended 31 March 2017 and advice on changes to audit requirements for 2018.
- Email complaints from two residents about the Bumpkins Day Care signs in the verge in Bridge Street. The sign which had been facing down Bridge St had since been removed.

8.0 Planning:

- ### 8.1 Noting of Whaddon Parish Council’s Planning Committee recommendations re (i) S/2688/17/VC, Ermine Farm, Bridge Street, SG8 5SN, application for removal of condition 3 (occupation) of planning permission S/0447/16/FL for erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of use of agricultural land to garden land and (ii) S/2762/17/FL, 46 Bridge Street, SG8 5SQ, part first floor and part two storey extension – the PC noted that the Planning Committee had supported both applications.

- 8.2 Update and reporting of SCDC's Planning Committee hearing decision (meeting date 6th September 2017) re S/1901/16/OL, Eternit UK, Whaddon Road, Meldreth, outline planning permission for mixed use development (up to 150 dwellings, public open space and new technology plant), new car park and access for Sports and Social Club and associated infrastructure** – the PC noted that this application had been rejected by SCDC's Planning Committee. The applicant had six months to appeal if they wanted to.
- 8.3 Noting of approved minutes from Planning Committee meeting of 10th April 2017:** the PC noted the minutes.

9.0 Finance:

- 9.1 Approval of payments:** the PC resolved that the following payments be approved:
Cheques to be approved for signing today (11th September 2017) per agenda:
- Cheque No. 100998, £96.00 (Net £96.00), Whaddon Village Hall & Recreation Ground Trust, hire of village hall for Parish Council meetings Jan-Aug 2017.
 - Cheque No. 100999, £ 264.00 (Net £220.00), M D Landscapes, grass cutting recreation ground (4 x cuts).
 - Cheque No. 101000, £27.00 (Net £27.00), Mr M Monks, reimbursement of donation for poppy wreath and posy for Remembrance Service
 - Cheque No. 101001, £75.00 (Net £75.00), Mr J Newberry, handyman services July and August 2017
 - Cheque No. 101002, £103.00 (Net £103.00), Hales Printers, newsletter printing.
- Cheques to be approved for signing today (11th September 2017) to avoid late payment fees (not on agenda as received post-publication):
- Cheque No. 101003, £240.00 (Net £200.00), PKF Littlejohn LLP, audit fee for Annual Return year ended 31 March 2017
 - Cheque No. 101004, £300.00 (Net £250.00), Rose Fire & Security Ltd, installation of defibrillator cabinet on Village Hall
- The PC noted the following receipt:
- 24/07/17, £40.00, Whaddon Golf, newsletter advertising
- 9.2 Consideration of acceptance of offer of £200 donation in lieu of S106 monies re development of 132 Meldreth Road** – the developer had offered the PC £200 as a charitable donation but had not accepted that there was a S106 liability. The Cllrs discussed the offer. Resolved: to accept the £200 offer 'without prejudice'. Action: GvP
- 9.3 Consideration of request for grant funding of up to £100 from Whaddon Mainly Gardening Club** – an informal grant request had been made by WMGC to assist with the cost of guest speakers. This request did not fit the scope of the fund set aside by the PC to assist new clubs wanting to operate from the Village Hall. The Cllrs deferred the decision to the next PC meeting and requested a formal application from WMGC. Action: GvP.

10.0 Grass Cutting

- 10.1 Tender specifications for verges and recreation ground contracts 2018-20 – agreement of actions for review and specifications:** the tender specifications were briefly reviewed and suggestions made for potential changes. The Clerk would ask Mr M Monks for input to the verges specification and Mr P Haselden for input to the recreation ground specification. Action: GvP.
- 10.2 Consideration of expenditure on additional grass cutting on verge in Bridge Street (between no's 72 and 104). Approval of expenditure as necessary:** Resolved to authorise expenditure of £80.00 for cutting the verge in Bridge Street (between no's 72 and 104) back to the stream. Action: GvP.

- 11.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): Receipt of oral report from member of WVH&RGT:** Cllr Strudwick, WVH&RGT Chairman, gave an update:

- Village Hall heating system – this was now working. WVH&RGT had paid for the necessary repair work to be done so that the hall could be used in winter. Discussions were ongoing to try to recover costs from the original installer of the heating system.
- The Fundraising Committee had been reinstated but were mindful that St. Mary's Church, Whaddon was also currently fundraising for its heating system. (Cllr Walker left the meeting)

12.0 Village Sign – (i) consideration of revised artwork designs for a replacement village sign (ii) agreement of next steps/actions: (i) the Cllrs reviewed the revised artwork and selected three designs for public vote. Thanks were expressed to Mr D Grech for producing the artwork. (ii) The Cllrs agreed that Cllr Strudwick would devise a proposal for the parishioners to select their preferred design. Action: NS. (District Cllrs Cathcart and McCraith left the meeting)

13.0 Community Defibrillator – update and agreement of actions and expenditure regarding (i) training (ii) village-wide publicity (iii) inspections (iv) lighting: the Community Defibrillator had been installed and was operational. (i) The Cllrs selected some suitable dates for a training event. The Clerk would check with Community Heartbeat Trust for trainer availability. Action: GvP. (ii) The Cllrs authorised expenditure from the defibrillator publicity budget for production of a publicity leaflet for delivery to all households (max £150.00). The Clerk to check what information Bassingbourn PC had produced in the first instance. Action: GvP. (iii) It would be necessary to carry out regular defibrillator and cabinet inspections and to enter these in the Webnos system. Agreed that the handyman be asked to carry out the defibrillator checks alongside the weekly playground inspections. This could be incorporated within existing hours worked. The Clerk could provide holiday cover. Action: GvP. (iv) There was no light by the defibrillator cabinet so potential users might not be able to see the access key pad in the dark. The PC would check with WVH&RGT if it was possible to change the angle of the motion-activated light by the notice board to also work for the defibrillator. Otherwise the PC could consider purchasing a new light. Action: NS

14.0 Picnic Table for Recreation Ground – consideration of options and agreement of actions: The Cllrs agreed that WVH&RGT should be asked to choose a bench and decide where it should go. The PC would order the bench and arrange the paving base. Total budget £1,000. Actions: WVH&RGT/GvP.

15.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:

- Overhanging vegetation on highways – a member of the public asked the PC to email all residents asking them to cut back overhanging vegetation. Action: GvP/LG
- Matting under the zip-wire – some of the matting was damaged. Action: WVH&RGT
- Damaged tree – a broken branch needed to be removed from one of the trees on the verge by the recreation ground. Action: GvP/Tree Officer.

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

- Tree safety management – update following seminar and tree survey.
- Approval of grass cutting specification – recreation ground and verges
- Community Defibrillator – publicity and training
- MVAS Memorandum of Understanding
- Village Sign
- Grant application from Gardening Club

17.0 Date of next meeting – Monday 9th October 2017.

There being no further business the meeting closed at 9.57p.m.

Minutes of Whaddon Parish Council Meeting held on 9th October 2017 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,
 Dr N Strudwick
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr D McCraith
 County Councillor Mrs S van de Ven
 Members of the Public 1 present

Absent: Councillors Mr R Scott, Ms A Walker

1.0 Apologies for Absence – received from Cllr R Scott and Cllr A Walker (family commitments) and also from District Cllr N Cathcart.

2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.

3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 11th September 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.

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

- Whaddon News – Cllr French would put an article in the next edition of the Whaddon News newsletter appealing for new ideas for content. Cllr Strudwick would send an email request. Action: KF/NS.
- Meldreth Road Noticeboard – this had been repaired and restored by Mr S Coningsby. The Chair would find out if there would be a charge for the work carried out and ask the handyman to paint the posts. Action: LG.
- Mobile Vehicle Activated Sign – the Highway’s Officer had confirmed that Whaddon could have the model of the display unit requested in their original Local Highways Initiative bid. It was hoped that the MVAS could be installed by the end of December 2017.
- Defibrillator checks – the weekly checks on the defibrillator and cabinet were now being carried out by the handyman.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – receipt of oral report: District Cllr McCraith gave an update:

- SCDC Local Plan – the Inspector’s observations had not yet been received.
- Neighbourhood Plans – SCDC had produced some guidance to help villages wishing to produce these plans.
- Eternit Planning Application – it was not yet known if an appeal had been submitted. District Cllr McCraith thought that the presence of asbestos on the site would make an appeal difficult. The Cllrs queried why the asbestos concerns had not been included in the decision notice issued by SCDC and asked District Cllr McCraith to investigate. Action: DMC.

5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: A written report for October 2017 had been circulated to the Cllrs and was accessible via a link on the village website. County Cllr van de Ven gave an update:

- Third party-funded Highways projects – there would be two categories of projects requiring a non-returnable deposit. Projects requiring design and consultation would incur £500 deposits and those not needing these services would need £250 deposits. If a project proceeded then the deposit would count towards the total cost.

- Bus User Group – a meeting held on 27th September had been attended by c30 people who did not drive. Fare increases to approximately £6.50 return from Bassingbourn to Royston had meant that some people had stopped using that service.
- Sixth form shuttle link to Meldreth Station – this was being run at cost (£3.55 return). Of the 21 people who had initially expressed interest only four had signed up. Royston and District Community Transport had hired an additional driver and laid on a bus given the level of interest that had been shown. A taxi fare to the station cost at least double the bus fare.
- Community Rail Partnership – thanks were expressed to Cllr Strudwick for attending the latest meeting on behalf of Whaddon. It was observed that benefits such as greatly reduced parking fees at Meldreth Station were due to community volunteer activities such as gardening at the station. The CRP had decided to set up a Community Interest company with an accountable financial and legal structure.
- Network Rail Enquiry – CCC’s Rights of Way Team had been working on this enquiry into closing various rail crossings in rural areas.

6.0 Public Participation:

- A member of the public asked if there was any requirement for CCC to provide transport for post-16 students to education venues. County Cllr van de Ven advised that there was no legal requirement even though this age group was expected to continue in education or training. (County Cllr van de Ven left the meeting – 8.50p.m.)

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- SCDC – notes from Rural Travel Hubs Event 6th September.
- SCDC – consultation on Neighbourhood Planning Guidance. Comments invited from 18th September to 30th October.
- Bassingbourn-cum-Kneesworth Neighbourhood Plan– consultation letter (see 8.2 below).
- Cambridgeshire ACRE– consultation on Cambridgeshire Local Council Development Plan, platform for knowledge-sharing (deadline 10th November).

8.0 Planning:

8.1 Noting of SCDC’s decision re S/2762/17/FL, 46 Bridge Street, SG8 5SQ, for part first floor and part two storey extension – approved. The PC noted the decision.

8.2 Bassingbourn-cum-Kneesworth Neighbourhood Plan Consultation – agreement of PC’s response – Bassingbourn-cum-Kneesworth PC had written to Whaddon PC about their proposal to develop a neighbourhood plan (NP) and to ask SCDC to designate the whole parish of Bassingbourn-cum-Kneesworth (B-c-K) as a neighbourhood area. They asserted that B-c-K was sufficiently distinct from neighbouring villages to have a NP of its own rather than join together with any other village. This was discussed. It was thought that, if Whaddon wished to develop a joint NP then B-c-K was the most likely partner due to shared boundaries at the bottom of Bridge Street and Cardiff Place having very similar issues to Cambridge Crescent. Agreed to investigate the availability of support for the production of a NP and to reply to B-c-K PC that Whaddon PC believe that it has some commonalities of interest with them which we would like to discuss. Action: LG/GvP

9.0 Finance: it was agreed to vary the order of the agenda and consider item 9.3 before item 9.1.

9.3 Consideration of request for grant funding of up to £100 from Whaddon Mainly Gardening Club – a formal grant application had been received from WMGC to assist with the cost of guest speakers. This was discussed. Resolved: that a one-off grant be awarded to WMGC. A letter was to be requested detailing how the grant had been spent. The PC would consider winding up the grant fund at the end of the financial year. Action:GvP.

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

Cheques to be approved for signing today (9th October 2017):

- Cheque No. 101005, £35.00 (Net £35.00), Mr J Newberry, handyman services September 2017.
- Cheque No. 101006, £ 35.00 (Net £35.00), Information Commissioner, data protection registration renewal.
- Cheque No. 101007, £1,053.29 (Net £1,053.29), Mrs G van Poortvliet, Clerk's wages and expense allowance qtr to 30th September 2017.
- Cheque No. 101008, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance qtr to 30th September 2017.
- Cheque No. 101009, £100.00 (Net £100.00), Mrs W Evans, grant payment to Whaddon Mainly Gardening Club (see 9.3 above).
- Cheque No. 101010, £36.00 (Net £30.00), Dr N Strudwick, printing costs for display of Village Sign designs.

The PC noted the following receipt:

- 19/09/17, £8,765.00, Precept 2017/18 2nd tranche.

9.2 Review of progress against budget for six months to 30th September 2017 – the Clerk presented the draft accounts for the second quarter of the financial year, explained significant variations from budget and invited questions.

10.0 Grass Cutting Tender specifications for verges and recreation ground contracts 2018-20 – finalisation and approval of specifications and agreement of actions: the draft tender specifications were reviewed. Resolved: that the verges tender specification be amended to request a separate quote for additional strimming back of two sections in Bridge Street and that the recreation ground tender include a request for a separate quote for removing the grass cuttings prior to the first cricket match of the season. The Clerk to invite contractors to tender. Actions: GvP.

11.0 Memorandum of Understanding for Mobile Vehicle Activated Signs – signing of agreement by the PC: Resolved: that the MoU be signed by two Cllrs and witnessed by the Clerk but that it not be sent to CCC Highways until confirmation had been obtained that the Speedwatch Team would abide by points 9 and 10 (moving the sign). The Clerk would ask the Speedwatch Co-ordinator to confirm this with the Speedwatch Team. Action: GvP.

12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): Receipt of oral report from member of WVH&RGT: Cllr Strudwick, WVH&RGT Chairman, gave an update from a meeting on 25th September 2017:

- Village Hall heating system – although the heating was working, the temperature in the main hall was too high. When the system was installed a separate thermostat should have been installed in the back hall to enable two distinct zones. Currently the temperature in the back hall was throwing out the temperature in the main hall. WVH&RGT was waiting for an estimate to fix this. There could potentially be financial implications for the PC relating to these unforeseen costs.
- Key box – the combination on the box would be changed.
- Children's Christmas Party - this would be self-funding and fundraising events were being planned.

13.0 Future of Permissive Paths – update and agreement of actions: it had not been possible to discuss this issue with CCC's Rights of Way Officer due to his involvement with the Network Rail enquiry (see 5.2 above). The Clerk would continue to try to speak with the Officer and, if necessary, email the queries instead. Action: GvP.

14.0 Village Sign – update and agreement of actions re (i) selection of artwork by residents and (ii) sign specification: (i) a public display of the three artwork design options selected by the Cllrs would take place in the Village Hall on Saturday 14th October, 1-3p.m. Members of the public

would be able to vote and make comments. The artwork was also posted on the village website. (ii) The specification for the new sign would be considered at the next PC meeting once the outcome of the public exhibition was known.

- 15.0 Community Defibrillator – update and agreement of actions and expenditure regarding (i) training event and defibrillator publicity:** (i) a training seminar had been booked but clashed with a village Quiz Night. The Cllrs agreed that the training should be moved to an alternative Wednesday evening in November if possible. The Clerk would check with Community Heartbeat Trust for trainer availability. Action: GvP. (ii) Information about using the defibrillator would be included in the next village newsletter. The Clerk would organise a publicity leaflet for the training event and the Cllrs would help to deliver this to all households. Actions: GvP/All.
- 16.0 Tree Inspection – feedback from Tree Safety Management Seminar and noting of inspection of Parish Council’s Trees:** The Clerk and Mrs Peyton (Tree Officer) gave an update of the PC’s responsibilities for tree management following attendance at a Tree Safety Management Seminar. This was noted by the Cllrs. The results of the recent tree survey carried out by the Tree Officer and Clerk were also presented and noted by the PC. A copy of the report would be scanned and sent to WVH&RGT so that they were aware of the trees on the recreation ground where action was needed. Mrs Peyton would carry out the necessary remedial work to the trees which were the PC’s responsibility. It would also be necessary to produce a Tree Management Policy for adoption by the PC in due course. Actions: WVH&RGT/GvP/MP.
- 17.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:** none noted.
- 18.0 Items for next meeting – noting of requests for agenda items:**
- Community Defibrillator – training event
 - Village Sign - specification
 - 2018/19 Precept Planning
- 19.0 Date of next meeting – Monday 13th November 2017.**

There being no further business the meeting closed at 10.16p.m.

Minutes of Whaddon Parish Council Meeting held on 13th November 2017 at 8.01p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mrs K French, Mr R Scott, Dr N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	0 present
Absent:	Councillors	Mr W Elbourn, Professor A Milton, Ms A Walker

1.0 Apologies for Absence – received from Cllr W Elbourn (holiday), Cllr A Milton (holiday) and Cllr A Walker (family commitments) and also from County Cllr van de Ven.

2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.

3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 9th October 2017 are a correct record – Resolved that the minutes be approved and signed by the Chair.

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

- Meldreth Road Noticeboard – Mr S Coningsby would not be charging the PC for his work refurbishing the noticeboard. The handyman had painted the noticeboard posts. The Clerk would write a letter of thanks to Mr S Coningsby. Action: The Clerk.
- Marley Eternit housing application – District Cllr McCraith had queried why SCDC's decision notice for this planning application had not included the concerns raised by SCDC's Planning Committee about asbestos contamination. The response was that SCDC had concentrated on National Planning Policy Framework aspects such as sustainability of developments. Issues such as contamination could potentially be dealt with via a condition. A request for a written evidence appeal against SCDC's decision had been submitted by the applicant. This was a quicker process than a full appeal and could be concluded before the Local Plan was adopted.
- Memorandum of Understanding (MoU) for Mobile Vehicle Activated Sign (MVAS) – the Speedwatch Team had confirmed that they would comply with the requirements of the MoU regarding moving the MVAS. The signed MoU had been sent to CCC Highways.
- Alfred John Palmers Trust – the Trust would be relaunched in the next newsletter and via the website and email system.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – to receive an oral report: District Cllrs Cathcart and McCraith gave an update:

- SCDC Local Plan – a response had been received from the Inspector. Although a number of concerns had been raised, the plan had not been rejected. SCDC had been hoping for a list of comments and potential modifications that could be taken to consultation. The Leader of the Council was trying to exert pressure on the Inspector to provide a list of proposed modifications, as a matter of urgency, to avoid further delay. It was hoped that the Local Plan could be adopted before the District Council elections in May 2018.

5.2 County Cllr Report – to receive an oral report (if present) or to note receipt of written monthly report: No County Cllr present. A written report for November 2017 had been circulated to the Cllrs and was accessible via a link on the village website. Key points:

- CCC Area Champions – County Cllr van de Ven had asked CCC why she had not yet heard from the new Area Champion. The response implied that there were still some issues to be resolved regarding remuneration. As yet it was unclear what value this new role would bring.

The District Cllrs commented that questions had also be raised by SCDC about what the Area Champions would be doing.

- Sixth form shuttle link to Meldreth Station – Royston and District Community Transport would be ending this service at the end of the school term due to poor uptake. They were trying to see if they could develop a lift-share service instead.
- Cam Vale Bus Users Group – the next meeting would take place on 4th December 2017 in Bassingbourn. The Chair would attend on behalf of Whaddon.

6.0 Public Participation: no members of the public were present.

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

- CAPALC – notification of upcoming changes to the General Data Protection Regulation in May 2018.
- SCDC – Planning Policy update October 2017,
- Cambridgeshire ACRE – invitation to Cambridgeshire Parish Council Conference 17th November 2017. The Clerk would attend.
- Heidi Allen MP – request to encourage participation in the Accessible Transport consultation.
- Greater Cambridge Partnership – invitation to attend a workshop on GCP’s future funding plans, Thursday 16th November 2017. No Cllrs would attend.
- Email from a member of the public – commenting on the suitability of a Neighbourhood Plan for Whaddon (agenda item 14.0)
- SCDC – consultation on new licensing policy for taxis.
- SCDC – invitation to Cabinet and Parish Council’s Liaison meeting, Wednesday 29th November. No Cllrs would attend.
- CAPALC – invitation to AGM on 7th December 2017. No Cllrs would attend.
- Bassingbourn-cum-Kneesworth Neighbourhood Plan Working Group – invitation to meeting on Tuesday 14th November, 7.30p.m. (agenda item 14.0).

8.0 Planning:

8.1 To note Whaddon Planning Committee’s recommendation re S/3555/17/FL, 29 Bridge Street, SG8 5SQ, for two storey extension to the front: this application had been supported. The PC noted the decision.

8.2 To note SCDC’s decision re S/2688/17/VC, Ermine Farm, 124 Bridge Street, Whaddon, SG8 5SN, removal of Condition 3 (occupation) of planning permission S/0447/16/FL for erection of dwelling in lieu of barn conversion approved under S/2017/14 and change of use of agricultural land to garden land – approved: the PC noted SCDC’s decision.

8.3 To note appeal re S/1901/16/FL, Eternit UK, Whaddon Road, Meldreth, for up to 150 new dwellings, public open space and new technology plant: the PC noted that a request for a written evidence appeal had been submitted by the applicant (see 4.0 above).

9.0 Finance:

9.1 To consider request for grant funding from Whaddon Village Hall & Recreation Ground Trust – a grant application had not been submitted. This item was postponed until the next meeting. The Clerk would follow up with WVH&RGT’s Treasurer.
Action:GvP.

9.2 Approval of payments: the PC resolved that the following payments be approved:
Cheques to be approved for signing today (13th November 2017):

- Cheque No. 101011, £105.00 (Net £105.00), Mr J Newberry, handyman services October 2017 (£30) and replacement for lost cheque no. 100986, 15th May 2017 (£75).

- Cheque No. 10101, £ 870.00 (Net £725.00), M D Landscapes, grass cutting (5 x recreation ground, 2 x verges, 1 x Bridge Street ditch).

The PC noted the following receipt:

- 11/10/17, £200.00, MJL Developments, donation towards children's play area.

9.3 2018/19 Precept Planning – to agree date for Precept Meeting and note potential projects requiring funding: the Cllrs agreed to hold the Precept Meeting on Monday 8th January 2018. All Cllrs should be encouraged to attend. The Cllrs would email any project ideas that required cost estimates to the Clerk in advance of the meeting. Action: ALL.

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

10.1 To receive approved minutes from WVH&RGT meetings of 3rd July 2017 and 25th September 2017: the PC noted receipt of the minutes.

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

- Village Hall heating system – WVH&RGT had agreed to proceed with modifications to the heating system in the back hall which should enable the temperature in the main hall to balance out. Negotiations with the architects regarding costs were ongoing. There could potentially be financial implications for the PC relating to these costs.
- Parking signs for car park – the wording was being discussed.
- Playground upkeep and maintenance – certain repair works had been identified as being necessary on safety grounds. These would cost in the region of £1,800. WVH&RGT would also be getting quotes for fencing around the toddler play equipment.
- Children's Christmas Party – sufficient funds had been raised through fundraising events to enable this to be self-funding.
- Risk Assessment – this had been adopted by WVH&RGT.

11.0 Future of Permissive Paths – to receive an update and agree actions: the Clerk had held a brief discussion with CCC's Rights of Way Officer who had advised speaking with County Farm Estates (the landowner). Mr R Huffer, the tenant farmer of Leyhill Farm, had made some proposals to CFE regarding the permissive paths on Leyhill Farm once the existing Permissive Path agreement ended. He had received no response. It might be necessary to ask County Cllr van de Ven to intervene. It would also be useful for the PC to see a copy of the Permissive Paths agreement. Cllr French and the Clerk would prepare a list of questions to put to the Rights of Way Officer. Action: KF/GvP.

12.0 Village Sign – to receive an update and agree actions re (i) selection of artwork by residents and (ii) sign specification: (i) three artwork design options had been posted on the website and displayed at a public exhibition in the Village Hall on 14th October 2017. Design 1 with the church, dinosaur, oak leaf and pump had received the most votes (by one vote). Cllr Strudwick was opposed to selecting this design as recent research suggested that the coprolites (represented by the dinosaur) were the remains of marine animals and not dinosaurs. This information had been made available to the public. Resolved: to select design 1 as the artwork for the village sign. (ii) It would be necessary to draw up a detailed specification for the sign to get a quote. The PC would need help with this. It was not known if it would be possible to get a number of quotes as this was bespoke work. Cllr French would contact Bassingbourn PC, who had recently procured a new sign, for advice on drawing up a specification and potential suppliers. Cllr Scott would provide dimensions of the existing sign. The Clerk would request quotes as appropriate. Action: KF, RS, GvP.

13.0 Community Defibrillator – to receive an update and agree actions and expenditure regarding training event on 15th November 2017: a training seminar had been booked for 15th November. Flyers had been delivered to every house in Whaddon and details had been sent out via the email system. The Clerk and Chair had authorised expenditure of £38 on leaflet printing. The Chair and Clerk would set up the Village Hall for the training. Action: GvP/LG.

14.0 Neighbourhood Plan – to consider whether a Neighbourhood Plan (NP) would be suitable for Whaddon and to agree actions: recent guidance produced by SCDC about producing a NP had been reviewed by the Chair and the Cllrs. A member of the public, who had been involved in producing a NP for Ashwell, had emailed the PC commenting on the volume of work involved and questioning the suitability of a NP for a village the size of Whaddon. The PC had written to Bassingbourn-cum-Kneesworth (B-c-K) Parish Council to ask to talk with them about commonalities of interest with their proposed NP. District Cllr Cathcart advised that a NP was unlikely to be the best option for Whaddon given its status as an ‘infill only’ village which was unlikely to change. A discussion was held. The Cllrs agreed that the best option at this stage was to produce an update on the Community Led Plan rather than to pursue a NP. It was still thought to be useful to speak with B-c-K Parish Council about potentially joining their NP. No Cllrs were available to go to B-c-K’s NP meeting on 14th November. The Clerk would send apologies to B-c-K and the Chair and Cllr French would contact the Chair of B-c-K’s NP Working Group. The Clerk would include an update on the CLP in the Precept discussions. Actions: GvP/LG/KF.

15.0 Village Upkeep and Maintenance:

15.1 Supervision of verges grass cutting contract – to discuss finding a replacement supervisor and agree actions: Mr M Monks, who had been supervising the verges grass cutting, would be moving away from the village. It would be necessary to find someone else to do this task. The PC expressed thanks to Mr Monks. The Chair would ask Cllr Elbourn if he would be interested in supervising the grass cutting in the first instance. Action: LG.

15.2 To report upkeep and maintenance issues and agree actions:

- Whaddon Gap road surface – this was starting to break up again and needed monitoring. Pot holes should be reported as necessary. Action: ALL.

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

- WVH&RGT Grant Application
- Clerk’s performance review
- 2018/19 Precept

17.0 Date of next meeting – Monday 15th January 2018.

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