

# WHADDON PARISH COUNCIL

## Minutes of the Whaddon Parish Council Meeting

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

30<sup>th</sup> January 2023 at 8pm

Present:	Chairman	L Ginger
	Councillors	D Townsend, W Elbourn, A Birch, N Strudwick and C Hales.
	Parish Clerk	A Bridges
	District Councillor	SA Hart and J Hales
	Members of the Public	2

- 1. Apologies for Absence** – County Councillor S van de Ven and Cllr J Hart.
- 2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 14<sup>th</sup> November 2022.  
These were approved and signed at the end of the meeting.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – None.
- 4. Reports from Clerk and Councillors** – verbal updates about progress on resolutions and actions from previous Parish Council meetings  
The Chairman confirmed that one Speedwatch session had been completed by volunteers before Christmas.  
Cllr Strudwick informed the meeting that the old entrance to Cody's Court, on the A1198 opposite the Whaddon junction, will be closed in mid-February with a manned traffic light system. Cllr Strudwick had not been informed how the entrance will be closed, however, it was hoped that the road improvements would start imminently.
- 5. Reports from District and County Councillors** - The Chairman discussed the monthly report from the Councillors, which highlighted free health checks and vaccinations at the Hub, and the large number of potholes that are reported and being mended on local roads.
- 6. Public Participation** – a member of the public asked when the Annual Parish Meeting will take place and also enquired about updates to Byway 22, which the Chairman confirmed would be discussed later in the meeting.
- 7. Noting of agreement of replacement bus shelter at Ridgeway Close** – The Parish Council expressed its gratitude to Neil Smith for removing the damaged and potentially dangerous bus shelter, after it had been destroyed. The new bus shelter would be delivered in February, after the insurance company had quickly settled.
- 8. Potholes on local roads** – Residents were encouraged to continue to report new potholes on local roads on the Cambridgeshire County Council website.
- 9. King's Coronation** – Cllr Birch confirmed that the coronation committee aim to hold a community gathering on the recreation ground, on Sunday May 7<sup>th</sup>. Action: Clerk to investigate options for a children's coronation memorabilia to mark the occasion.
- 10. Confirmation of the dates for the Annual Parish meeting and May PC AGM**

It was confirmed that the Annual Parish Meeting will be held on April 24<sup>th</sup>. The Annual Parish Council Meeting will be held on 22<sup>nd</sup> May.

District Cllr's Hales and SA Hart left the meeting at 8.45pm

**11. Great British Spring Clean 2023**

This was agreed to be held on 25<sup>th</sup> March.

**12. Future PC nominations for the Whaddon Village Hall and Recreation Ground Trust –**

Cllr Birch stated that following the clarification of the nomination rules for Parish for the Trust, it was confirmed that they could be non-Parish Council members. The Parish Council felt it would be appropriate if at least one full Parish Councillor was on the Trust, as legal owners of the building.

**13. Planning update - 22/04662/HFUL. 50 Bridge Street, Whaddon. Detached single storey hobbies room to rear.**

ii) 22/04929/FUL. 154 Bridge Street Whaddon. Demolition of 5-bedroom single storey dwelling and replacement with 4 bedroom single and 1.5 storey dwelling.

Both were approved by the Parish Council Planning Committee.

**14. Correspondence:** noting receipt of significant items of correspondence-

- CAPALC bulletin (16/11/21)
- Six Free Trees (SCDC - 18/11/21)
- Parish E Bulletin (SCDC - 30/11/21)
- Consultation - Joint Planning Compliance Policy (Greater Cambridge Shared Planning Service - 20/12/21)
- CAPALC bulletin (18/1/22)

**15. Finance to approve:**

**15.1** Staff wages and expenses – £985.22

**15.2** Handyman wages - £138

**15.3** Added to payments: Whaddon News Printing - £129

**15.4 Agreement and approval of the 2022-2023 precept and budget –** The It was agreed by all to keep the precept at the same level as last year, which is £17,661. This equates to the 221 Band D households in the parish paying £79.88 a month. It was also noted that due to an increase in costs nationwide, the 2024/25 precept may have to be increased.

**15.5 Future of Barclays savings account –** The Parish Council discussed moving the reserve bank account, which was currently with Barclays Bank to the Unity Trust Bank. This would increase visibility of transactions and allow the Parish Council to move funds between the current and savings account more easily. This was agreed by all.

**15.6 To consider quotes for the replacement bus shelter base -** £1,950 plus VAT. This was being reviewed by the Parish Council's insurance company.

**16. Byway 22 –** The Chairman and Vice Chairman reported that they had recently met with Peter Gaskin, the Cambridgeshire County Council Rights of Way Officer, to discuss options to restrict possible traffic along the byway. County Highways, for legal reasons, would not be able to support a complete ban on powered vehicles, but are keen to reduce the traffic currently using the Byway to a minimum to with off-road capability (e.g. four wheel drive

vehicles). Mr Gaskin suggested that width restriction posts limiting the width to 1.95 meters would deter the access of wide vehicles. It was suggested that “restricted width” and “unsuitable for road vehicles” signs at each end of the Byway would also help. It was agreed that the Parish Council would hold a consultation with households.

- 17. Discussion of quotes for a new Parish Council website** – The Parish Council discussed quotes for a new simpler website, which would be updated and run by the Clerk, to ensure that documents are published as required in the Freedom of Information Act. It was agreed by all that an email could be sent to residents, asking for a volunteer to help run the existing website before any quotes were discussed.
- 18. Whaddon Village Hall and Recreation Ground Trust update** – Cllr Birch informed the meeting that two new trustees had recently been appointed. There had been ten volunteers offering help to organise a new village fete and more are welcome to join the committee. Cllr Birch also reported that a RoSPA check had been completed on the playground and maintenance highted in the report will be carried out as soon as possible.
- 19. Village Upkeep and Maintenance** - Reporting of upkeep or maintenance issues and agreement of actions. None

The meeting ended at 9.58pm

The next Parish Council meeting will be held on Monday 13<sup>th</sup> March at 8pm.

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 13<sup>th</sup> March 2023 at 8pm

Present:	Chairman	L Ginger
	Councillors	D Townsend, W Elbourn, A Birch, N Strudwick, J Hart and C Hales.
	Parish Clerk	A Bridges
	District Councillor	SA Hart and J Hales
	County Councillor	S V de Ven
	Members of the Public	3

- 1. Apologies for Absence** – County Councillor S Van de Ven gave her apologies for the start of the meeting due to attendance at another meeting.
- 2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 30<sup>th</sup> January 2022. These were approved by all and signed by the Chairman.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – None.
- 4. Reports from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous Parish Council meetings.**

The Chairman confirmed that there had been a further session from the Speedwatch volunteers during the last month, which had recorded some vehicles in excess of 45MPH.

The Chairman discussed the newly installed bus shelter, and informed the meeting that all the costs had been recouped from the insurance money, except the excess of £250 and the replacement rubbish bin.

A new tree, donated by the Woodland Trust, had been planted on the grass verge opposite the bus shelter.

The meeting discussed possible children's commemorative gifts for the Coronation and it was agreed that the Clerk should re-send the information about bookmarks to the Parish Councillors.

- 5. Reports from District and County Councillors** – moved to item 7 as not yet present in the meeting.
- 6. Public Participation** – A member of the public informed the meeting that the salt bin in Dyers Green had not been refilled despite four separate requests.  
Cllr Van de Ven entered the meeting at 8.14pm.

The three members of the public stated they were attending the meeting to discuss the consideration of width restriction bollards and signage at the top and bottom of Byway 22. The Chairman spoke about the legality of the implied work, as the Clerk had confirmed that as the Byway was out of the parish, there was no power to spend

money. The Chairman and councillors stated that they felt that this would be a justified spend as the boundary border with the Byway was so close to Whaddon Parish.

A member of the public requested that the recently completed Parish Plan summary could be published and distributed to residents before the findings are discussed in the Annual Parish Meeting. This would allow residents to prepare any questions before the meeting. It was agreed by the Chairman that this could be sent via the village email before the Annual Parish Meeting and it would be discussed at the next Whaddon Parish Council meeting.

The members of the public left the meeting at 8.30pm.

### **Reports from District and County Councillors**

Cllr Van de Ven spoke about the recent temporary repairs to pot holes and that many are needing repair once again.

Cllr Hart spoke of the cost-of-living support, which is highlighted on the SCDC website, showing local warm hubs and food banks.

Online public meeting with the Police.

Cllr Strudwick asked County Councillor Van de Ven about the Cambridge re-signalling Project – crossing at the beginning of Shepreth is proposed to be a full barrier which means an increase wait time. No convincing case that the existing barrier is unsafe and an inquiry is occurring on 12<sup>th</sup> April.

7. **Planning update** - 23/00388/FUL Removal of existing conservatory and erection of a two storey extension.134 Bridge Street, Whaddon – this was approved.
8. **Correspondence:** noting receipt of significant items of correspondence
  - CAPALC monthly bulletin (18/1/23)
  - Message from Cllr Bridget Smith - Letter to Rail Minister (23/1/23)
  - CAPALC Coronation preparations (25/1/23)
  - January 2023 parish e-bulletin from South Cambridgeshire District Council (31/1/23)
  - Cambridgeshire County Council 20mph Application Process. Cambridgeshire Highways (23/2/23)
9. **LHI Bid** – Cllr van de Ven confirmed that she was investigating the delay in the work commencing.
10. **By way 22** – It was agreed that the last affected resident in Dyers Green would be consulted prior to any further action.
11. **Finance to approve:**
  - 11.1 Staff wages and expenses – £995.22
  - 11.2 Chairmans allowance (October 2022-March 2023) - £100
  - 11.3 Handyman wages – £370.73
  - 11.4 Donation to Whaddon Village Hall & Recreation Ground Trust - £1549.43
  - 11.5 Bank reconciliation – this was noted and agreed.

**Payments authorised before the meeting:**

  - 11.6 NJS Surfacing – installation of bus shelter - £1,980.00.
  - 11.7 Littlethorpe – bus shelter - £11,864.40

**11.8** Glasdon – new rubbish bin - £256.36

**12. Agreement of location of renovated bench** – This was agreed to be replaced back by the bus shelter in its original place.

**13. Discussion of an electric vehicle charging point at the Village Hall** -Cllr Birch spoke of her recent meeting with SCDC about electric charge points, which highlighted possible funding up to £5,000 for a point by the Village Hall. Cllr Birch spoke of the need for clarification for a trained volunteer to operate the charge point once it is up and running.

The Chairman asked if SCDC had any proposals to add vehicle charging points to their own properties without driveways and Cllr van de Ven felt this was not the responsibility of Local Authorities.

Cllr Hales, Hart and Van de Ven Jose left the meeting at 9.09pm

**14. Playground equipment repairs following RoSPA report**

Cllr Birch spoke of the recent RoSPA annual safety check, which had highlighted large amounts of required maintenance. Cllr Birch requested that the Parish Council should contribute to the quote, which was over £ 6,000. The Chairman felt that the Parish Council should donate fifty per cent of the invoice and explained that the Parish Council would have to source three quotes, as per their Financial Regulations, if they paid the whole bill.

Cllr Strudwick felt that two further quotes should be sought, to ensure that the Village Hall Trust and the Parish Council a competitive price. The Clerk informed the meeting that repairs should ideally be done soon after the report was published. It was agreed by all that the Clerk would source two further quotes and the Parish Council would contribute fifty per cent to the end total and claim back the VAT.

**15. Consideration of wildflower areas in Ridgeway Close and the verge by recreation ground.**

The Parish Council discussed the recommendation from the grounds maintenance contractor that the recreation ground bank should be kept as grass and the verges opposite Ridgeway Close and Bumpkins Pre-School would be seeded with wildflower. The Chairman confirmed that there had been an underspend on grass cutting last year, due to the hot weather last year. It was agreed by all to allocate these verges to wildflower, leaving a two-meter mowed border to allow for clear visibility for motorists. It was also agreed to investigate whether wildflower could also be sown in the corner of the verge in Bridge Street, again with a two-meter mowed boundary.

**16. Great British Spring Clean 2023**

The Parish Council agreed that the ditch between the farmers field and the road could be cleared between Bridge Street and Dyers Green on 16<sup>th</sup> April.

**17. Whaddon Village Hall and Recreation Ground Trust update**

Cllr Birch spoke of the February WVH&RG Trust extraordinary meeting, which confirmed the new number of Trustees and the AGM, which will be held on July 3<sup>rd</sup>.

Cllr Birch spoke of the settled dispute with County Broadband, who have now acknowledged that there is no contract to provide broadband with the Village Hall.

Lastly, Cllr Birch updated the Parish Council on the village fete on July 8<sup>th</sup>. The profits made from the day will split equally between the VHT and the Church. The Coronation will be celebrated on Sunday 7<sup>th</sup> May, with children's games on green, afternoon tea and a disco in the evening.

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

Cllr Hart requested that a new dog waste bin should be installed at the beginning of the public footpath on the verge by Bumpkins Pre School. The Clerk agreed to confirm if there was a weekly charges for this with SCDC.

Cllr Hart spoke about the five free trees from the Woodland Trust, that were delivered last year and possible planting locations would be discussed in the April meeting.

Lastly, Cllr Hart asked about vehicles parked on the pavements and grass by Ridgeway Close and she was advised to report those parked on the pavement to the Police.

**19. Confidential item: Staff matters**

The handyman's salary was discussed.

**20. End of meeting.** The meeting ended at 9.59pm

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 17<sup>th</sup> April 2023 at 7.30pm

Present:	Chairman	L Ginger
	Councillors	D Townsend, W Elbourn, A Birch, J Hart and C Hales.
	Parish Clerk	A Bridges
	Members of the Public	Two

- 1. Apologies for Absence** – County Councillor S van de Ven, District Councillors J Hales and SA Hart and Cllr Strudwick gave their apologies.
- 2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 13<sup>th</sup> March 2023. These were agreed by all and signed at the end of the meeting.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 4. Reports from Clerk and Councillors** – verbal updates about progress on resolutions and actions from previous Parish Council meetings.  
The Chairman spoke of his recent correspondence with the Rights of Way Officer from Cambridgeshire County Council, who has given Whaddon Parish Council permission to add official ‘width restriction’ and ‘unsuitable for vehicles’ signage at both ends of Byway to stop wide vehicles travelling up and down the byway.  
It was also agreed that Bassingbourn Parish Council should be contacted to inform them of the introduction of the width restriction.  
The Chairman then discussed the telephone kiosk on Meldreth Road, and it was felt that a magazine swap would be beneficial, and a bookcase could be installed inside for this purpose.
- 5. Reports from District and County Councillors** – a written report was sent.
- 6. Public Participation** – None.
- 7. To discuss and approve the Parish Plan** – the summary document that had been produced by the Parish Plan team was shared and discussed. Areas that were of high importance to Whaddon residents included transport routes between Whaddon and Meldreth and environmental enhancements in the village. The role of the Parish Council and the information provided by Parish Plan was discussed and it was agreed that it would be a long-term strategic guide for prioritising projects and work in the future by the Parish Council. The Chairman thanked the Parish Plan team for their hard work and the plan was formally adopted.
- 8. Planning update** – no updates.
- 9. Correspondence:** noting receipt of significant items of correspondence:
  - March CAPALC bulletin (28/3/23)



- March E Parish from SCDC bulletin (28/3/23)
- April CAPALC bulletin (3/4/23)
- Parish Liaison Meeting (SCDC 5/4/23)
- An email enquiry from a resident concerning the location of the new bus shelter, questioning why this was not relocated to the layby at the top of Bridge Street.

**10. LHI Bid** – The Chairman confirmed that due to the lengthy wait to start the improvements at Whaddon Gap, the cost had risen a further £2,500 from the original pledge of Whaddon Parish Council's share of the overall cost of £29,000. Together with Bassingbourn PC's contribution of £1,000, this gave a shortfall of £500 from the planned Parish Council budget and it was agreed by all to meet the extra cost. The County Councillor will be approaching Bassingbourn PC for an increase in their contribution. It was hoped that work will begin soon.

The member of the public left the meeting at 8.20pm

**11. Finance to approve:**

- 11.1** Staff wages and expenses – £492.61
- 11.2** Chairman's allowance (1<sup>st</sup> April-30<sup>th</sup> June 2023) - £50
- 11.3** Catalyst2 - £79.19
- 11.4** CAPALC annual membership and DPO scheme - £334.63
- 11.5** CAPALC Councillor training - £75
- 11.6** The Printworks – Parish Plan summery print - £130
- 11.7** Grass cutting - £78.
- 11.8** **To approve two new dog waste bins in Whaddon (and additional weekly collection from SCDC at £4 p/w)** – One new dog waste bin would be situated at the verge at the beginning of the public footpath by Bumpkins pre-school and a replacement bin would be added to the recreation ground, at £141.29 each was agreed by all.
- 11.9** **To discuss £250 donation to Whaddon Village Hall Trust for a DJ for the King's Coronation celebration in Whaddon.** This was agreed by all.
- 11.10** **To discuss quotes for playground repair.** Three quotes for playground repair were discussed, and two quotes were considered. A third company was contacted to quote but was unable to provide a competitive price. The quote for £5,210.20 was accepted and this was agreed by all.
- 11.11** **To discuss a mobile telephone for Clerk.** It was agreed by all that a new mobile phone should be ordered at £7.50 a month for the handset and contract for the Parish Council.

**12. Annual Parish Meeting** – It was confirmed that speakers include Cllr Birch from the WVH&RT, the Speedwatch team and Bassingbourn Barracks.

**13. King's Coronation** – The Parish Council discussed possible commemorative gifts for children in Whaddon. It was agreed that 500 bookmarks should be ordered at 99p each (plus VAT).

**14. Bus timetable frame theft** – The Chairman spoke about the recently fitted bus timetable, which was stolen with the act recorded on CCTV. This had been reported to the Police. A replacement bus timetable frame was in process of being sourced.

**15. Whaddon Village Hall and Recreation Ground Trust update** – Cllr Birch confirmed that there had been no further meetings. Cllr Birch asked the Parish Council if they would like

a copy of the WVH&RGT minutes and the Chairman requested that these are regularly sent to the Clerk and distributed to the Parish Council, to maintain the link between the two organisations.

**16. Village Upkeep and Maintenance and reporting of upkeep or maintenance issues and agreement of actions.** None.

**17. Items for next meeting** – noting of requests for agenda items. None

**18. End of meeting**

The meeting ended at 9.05pm

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

Draft minutes of the Whaddon Parish Council Meeting  
at Whaddon Village Hall, Church Street, Whaddon, SG8 5RY.  
on 22<sup>nd</sup> May 2023 at 7.30pm

Present: Chairman L Ginger  
Councillors N Strudwick, W Elbourn, A Birch,  
J Hart.  
Parish Clerk A Bridges  
Members of the Public Three.

1. **Election of the Chair of the Parish Council**  
It was proposed by Cllr Hart and seconded by Cllr Elbourn that Cllr Ginger should be Chairman of the Parish Council. All agreed.
2. **Election of the Vice-Chair of the Parish Council**  
It was proposed by Cllr Birch and seconded by Cllr Elbourn that Cllr Strudwick should be Vice Chairman of the Parish Council. All agreed.
3. **Apologies for Absence** – Cllr Townsend and Cllr Hales all gave their apologies. County Councillor S van de Ven gave her apologies as she was attending another meeting.
4. **Receiving Declarations of Interest from Councillors on items on the agenda** – none.
5. **Approval of Minutes** – to resolve that the minutes from the Parish Council Meeting of 17<sup>th</sup> April 2023 are a correct record.  
This were agreed by all and signed by the Chairman.
6. **Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings.** The Chairman confirmed that the new dog waste bins have now been installed by the handyman in the recreation ground and on the verge on Church Street.  
The Annual Parish Meeting was well attended and those who presented at the meeting were thanked.  
The Coronation event was also enjoyed by many, and the Committee were thanked for their work.  
The bus timetable has been replaced in the bus shelter after this was previously stolen.
7. **Public participation** – A resident confirmed that the Dyers Green verge had been fully cut back last week by the contractor, and this should be only cut back by 1m to allow for wildflowers.
8. **Reports from District and County Councillors** – None.
9. **Delegation Arrangements to Standing Committees (Planning Committee)**
  - 9.1 Review of Terms of Reference for Planning Committee – agreed with no changes.  
Receipt of nominations to the Planning Committee – this was confirmed to remain as consisting of: Cllr Birch, Cllr Elbourn, Cllr Hart and Cllr Ginger with D Grech as a non-Parish Councillor committee member.
10. **Review of Parish Council Standing Orders** – agreed with no changes.
11. **Review of Financial Regulations** - agreed with no changes.
12. **Review of Parish Council representation or work with external bodies and arrangements for reporting back:** (a) Whaddon Village Hall & Recreation Ground Trust.

Cllr Birch confirmed that she would continue with this role until July. The Chairman asked if this item could be discussed again in the July Parish Council meeting. The Chairman asked the Parish Council if they would like to continue with two Parish Council nominations to the Village Hall Trust and this was agreed by all.

**13. Review and confirmation of insurance cover**

The Clerk confirmed the Parish Council is insured with Zurich insurance.

**14. Review of Parish Council's and/or Clerks memberships of other bodies.**

The Clerk confirmed that the Parish Council are members of the SLCC and CAPALC.

**15. Review of assets – this has been updated.**

**16. Review of Parish Council's Procedures:**

**16.1 Complaints Procedure** - These were reviewed with no changes.

**16.2 Requests under Freedom of Information Act 2000** – These were reviewed with no changes. Clerk to send an up-to-date version to Cllr Strudwick for the website.

**16.3 Data Protection Policy** – These were reviewed with no changes.

**16.4 Dealing with the Press/Media** - These were reviewed with no changes.

**16.5 Code of Conduct** - These were reviewed with no changes. Clerk to send an up-to-date version to Cllr Strudwick for the website.

**16.6 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**

The Parish Council spent £130 in the last financial year.

Cllr Strudwick asked if the Tree Policy would be reviewed, and the Tree Officer agreed to do this. Cllr Strudwick also requested that the Equal Opportunity policy be reviewed at a later date.

**17. Setting dates, times, and place of ordinary meetings of the full Parish Council for 2023/24**

The Parish Council agreed to meet on the second Monday of each month at 7.30pm in the Village Hall, except August and December.

**18. Planning update:**

ii) **23/01526/HFUL**. Two storey side extension, single storey rear extension and internal alterations to existing dwelling following the demolition of existing outbuildings; demolition of existing outbuilding and erection of a new garage outbuilding. 132 Bridge Street, Whaddon. This was approved by the Planning Committee.

ii) **23/01502/PIP**. Erection of up to 4 No. dwellinghouses. Land On the Southeast Side Of Church Street, Whaddon. This was rejected by the Planning Committee.

iii) **23/01458/PRIOR**. Change of use of the existing commercial buildings at College Farm, Whaddon from a use falling within Class E (commercial, business and service) to Class C3 (dwellinghouse) to deliver 4 No. residential dwellings comprising 1 No. 1 bed, 2 No. 3 bed and 1 No. 4 bed dwellings. College Farm, Church Street, Whaddon. This was approved by the Parish Committee.

To consider an application for a Mobile Street Trading Consent for A Slice of Price to trade monthly at Whaddon Golf Club. No objections from the Parish Council.

**19. Finance and Annual Return:**

**19.1** Approval of payments to be signed today:

- Zurich insurance - £351.11
- SLCC membership - £111
- Staff wages and expenses - £492.61
- Herts and Cambs Ground Maintenance (3 rec cuts and roll and silt of rec) - £906
- Coronation DJ hire contribution (shared with the WWH&RGT) - £250. Clerk to deduct £125 for the next VH&RGT grant application.

- Glasdon (2 dog waste bins) - £367.64
- Printworks – printing of Parish Plan £399
- Whaddon News - £258
- Whaddon Village Hall & Recreation Ground Trust - £1,171.43
- Items added to the meeting to avoid late payment:
- Herts and Cambs Grounds Maintenance – grass and verge cut – £294

**19.2 To review and approve Section 1 ‘Annual Governance Statement 2022/23’ of the Annual Governance and Accountability Return.**

These were discussed and agreed by all.

**To review and approve Section 2 ‘Accounting Statements 2022/23’ of the Annual Governance and Accountability Return.**

These were discussed and agreed by all. The Chairman signed the AGAR form.

- 21. Whaddon Village Hall & Recreation Ground Trust update.** Cllr Birch confirmed that they were waiting for a date from Online Playgrounds to start the playground repairs. Cllr Birch also stated that the film nights will resume in September and the village fete will be on July 8<sup>th</sup>.
- 22. Village Upkeep and Maintenance** - Reporting of upkeep or maintenance issues and agreement of actions. None.
- 23. End of meeting**  
The meeting ended at 8.40pm

The next meeting will be held on June 12<sup>th</sup>.

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 12<sup>th</sup> June 2023 at 7.30pm

Present:	Chairman	L Ginger
	Councillors	W Elbourn, A Birch, Cllr Townsend.
	Parish Clerk	A Bridges
	Members of the Public	One.
	County Councillor	S van de Ven
	District Councillors	J Hales and SA Hart

- 1. Apologies for Absence** – Cllr C Hales, Cllr J Hart and Cllr Strudwick gave their apologies.
- 2. Approval of Minutes – approval and signing of the minutes from the Parish Council Meeting on 22<sup>nd</sup> May 2023.** These were approved and signed at the end of the meeting.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 4. Reports from Clerk and Councillors** – verbal updates about progress on resolutions and actions from previous Parish Council meetings.  
All items to be updated will be discussed in the meeting.
- 5. Reports from District and County Councillors** – this item was moved to become **item 15** as the councillors were not yet present.
- 6. Public Participation**  
The member of the public spoke of their concern about the change of planning obligations on the St Mary's Close application which was being discussed in the meeting.
- 7. Planning update:**
  - Minutes of Meeting 10th May
  - 23/01952/LBC** - Listed Buildings consent 153 Bridge Street. This was approved.
  - 23/01751/S106A** - Modification of planning obligations contained in Section 106 agreement 3<sup>rd</sup> June 2011 – 2-7 St Mary's Close. This item was adjourned pending the arrival of District and County Councillors later in the meeting (item 16).
- 8. Correspondence:** noting receipt of significant items of correspondence – none.
- 9. LHI Bid** – The Chairman confirmed that the LHI road works at Whaddon Gap will finally commence in mid to end of August. The surface dressing repairs along Meldreth Road, are scheduled to be carried out imminently.
- 10. Parish Plan** – This was agreed to be discussed at the July agenda when all Parish Councillors are present to discuss.
- 11. PC endorsement of Palmer Trust trustees** – It was confirmed that C Coningsby and W Elbourn will continue as trustees for the next four years, until April 2027.
- 12. Quote for supply of strengthening supports for Recreation Ground railings.**

The quote from Morley Manufacturing to manufacture, paint and install railing vertical stays along the recreation ground for £650, was agreed. Due to safety concerns this will be done as soon as possible, and no further quotes will be sought.

**13. Finance to approve:**

- 13.1** Staff wages and expenses – £492.61
- 13.2** Litter/dog waste bin collection from SCDC – £211.20
- 13.3** Grass cutting - £78
- 13.4** Whaddon News printing - £129
- 13.5** Internal auditor fee - £50

**14. Whaddon Village Hall and Recreation Ground Trust update**

Cllr Birch stated that a new cleaner had been appointed and that the playground works, identified in the RoSPA report, have now been completed.

**15. Cllr S van de Ven entered the meeting at 8pm and item 5 (Reports from District and County Councillors) was moved to this point to be discussed.**

Cllr van de Ven spoke of the Civil Parking Enforcement which is being introduced in Cambridgeshire in November. The scheme will see traffic wardens able to enforce illegal parking and lines are being repainted where parking enforcements are in place.

The member of the public asked Cllr van de Ven about the lack of white lines around Whaddon and surrounding areas and it was agreed that they were insufficient and needed to be repainted for safety reasons.

(Cllr SA Hart and Cllr J Hales entered the meeting at 8.15pm.

Cllr van de Ven also confirmed that Whaddon residents are now able to use Royston recycling centre so long as they show an ID document.

**16. Item 7 iii) was moved to this point in the meeting, to discuss with the District Councillors. 23/01751/S106A - Modification of planning obligations contained in Section 106 agreement 3<sup>rd</sup> June 2011 – 2-7 St Mary's Close.**

The Chairman spoke of the concerns that the application could potentially lead to a situation where the affordable homes in the village could be sold or let at market rates. He confirmed that one of the homes has already been sold on the private market in Spring 2019. It was agreed that the original planning agreement had stated that five non-market rental properties and three shared ownership homes were built to give affordable housing.

Cllr Hales agreed that this was a great concern and felt it needed further investigation. It was agreed that the Parish Council did not have enough information to consider the application and a request an extension to explore this further. Cllr Hales suggested that the Parish Council should write to the Planning Officer and James Fisher, who is the S106 officer at SCDC, to express their concerns.

Member of the public and the District and County Councillors left the meeting at 9pm.

**17. Village Upkeep and Maintenance – no updates.**

**18. Items for next meeting –** noting of requests for agenda items – The Parish Plan was agreed to be discussed at July's meeting.

The meeting ended at 9.03pm

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 12<sup>th</sup> July 2023 at 7.30pm

Present:	Chairman	L Ginger
	Councillors	W Elbourn, A Birch, N Strudwick, C Hales and D Townsend.
	Parish Clerk	A Bridges
	Members of the Public	Three
	County Councillor	S van de Ven
	District Councillors	J Hales

- 1. Apologies for Absence** – District Councillor Sally Ann Hart gave her apologies.
- 2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 12<sup>th</sup> June 2023. These were approved.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Birch will not be present for the discussion on the Parish Council nomination as she is the current Chairman of the Village Hall Trust.
- 4. Reports from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous Parish Council meetings.**

Cllr Strudwick explained that the recycling point outside the village hall, for blister packs, was currently closed as there are now fewer places that accept them. This has proved hugely successful and has been well supported by residents and Cllr Strudwick stated he hoped that this could be resumed soon.
- 5. Reports from District and County Councillors**

Cllr van de Ven spoke of the holiday activity funding which is available for children in receipt of free school meals. Cllr Van de Ven also gave details about the Cambridgeshire Priorities Capital Fund, which gives grants to improve community buildings and assets.

Cllr van de Ven confirmed she has requested that, where necessary, local road lines and markings are painted and signage is clear and visible to all motorists, especially at the Kneesworth and Fenny Lane junctions.

Cllr van de Ven also spoke of the current consultation which is all about the future of staffed railway ticket offices and, in particular, those at Royston and Meldreth. The closing date is Wednesday 26<sup>th</sup> July and Cllr Strudwick said that he planned to alert villagers to this by sending a Whaddon-wide email, asking for responses.

Lastly, Cllr van de Ven spoke of the Cambridgeshire NHS survey on access to primary care in Royston and the surrounding area, including Whaddon, which looks to benefit residents as much as possible in improving delivery of health care in the area. Cllr



Ginger said that he will draft a village wide email alerting villagers about this consultation, which has a closing date of August 11<sup>th</sup>.

Cllr van de Ven gave her apologies to leave for another meeting at 7.55pm

**6. Public Participation** – no comments.

**7. Planning update:** Minutes of Meeting 26<sup>th</sup> June were approved.

i) ) **23/02229/HFUL** - Two storey rear extension - 64 Cardiff Place, Whaddon, SG8 5LR. This was approved by the Planning Committee.

iii) **23/02175/HFUL** - Single storey front extensions, internal and roof alterations - 4 Bridge Street Whaddon, SG8 5SQ. This was approved by the Planning Committee.

iii) **23/01751/S106A** - Modification of planning obligations contained in a Section 106 Agreement dated 3rd June 2011 made between (1) SCDC (2) Bedfordshire Pilgrims Housing Association Limited in relation to Land at Church Street Whaddon. Planning Ref: S/1047/10/F. 2-7 (inclusive) St Mary's Close Whaddon. This was rejected by the Planning Committee, and it was requested to go to the Planning Committee at Greater Cambridge Shared Planning.

**8. Correspondence:** noting receipt of significant items of correspondence

- PKF LittleJohn – The Clerk confirmed that Whaddon Parish Council are now required to submit Form 3, as the expenditure and income in the last financial year was over £25,000 due to the bus shelter. This will mean a larger audit fee.

**9. LHI - final implementation of new road layout**

Cllr Strudwick confirmed that the works are planned to take place on 14-19<sup>th</sup> August, with some road closure to Kneesworth from Whaddon Gap. The details will be confirmed with residents when more information is given.

**10. Parish Plan – prioritise actions and tasks**

The Chairman asked if the Parish Council would like to consider this at a separate closed meeting, due to the detail that is required to look through the information that has been gathered in the parish plan. This was agreed to take place on Monday 14<sup>th</sup> August at 7.30pm.

**11. Parish Council nominee for Village Hall Trust** – this will be discussed at the end of the meeting.

**12. By-way 22 width restriction implementation** – The Chairman confirmed that quotes were being sought for signage and posts. The first quote for signage was for £339 and the second for £345. The Chairman confirmed that he hoped the work could commence before the end of the month.

**13. Finance to approve:**

**13.1** Staff wages and expenses – £492.61

**13.2** Chairman's allowance – April to June 2023 - £50

**13.3** Grass cutting and verge cut - £294

**13.4** OLP Playground repair - £6,252.24, with the Village Hall Trust paying fifty percent of the total.

**14. Whaddon Village Hall and Recreation Ground Trust update**

Cllr Birch confirmed that the AGM will be on 4<sup>th</sup> September.

Cllr Birch spoke about the recent meeting, where electric vehicle charging points was also discussed. The Trust felt that they would not be able to be responsible for any daily maintenance of a charging point.

Cllr Birch also reported that the Trust wanted the dog waste bin to be moved further towards the children's playground, as they felt it was currently too near car parking spaces.

**15. Village Upkeep and Maintenance** – Cllr Hales asked if the Parish Council could put a warning sign on Bridge Street, alerting motorists that there are children playing in the street. The Parish Council discussed the merits of adding a sign. District Councillor Hales suggested a road safety meeting in the Village Hall for young people and this was agreed to be a good idea for the future.

**16. Items for next meeting – noting of requests for agenda items – none.**

The Clerk and Cllr Birch left the meeting at 8.55pm

**11. Parish Council nominee for Village Hall**

The Parish Council were happy to support Jonathan Birch as the PC Village nominee to be a Trustee for the Village Hall Trust. Cllr Ginger agreed to inform Jonathan.

**17. End of meeting**

The meeting closed at 21.05pm.

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 11<sup>th</sup> September 2023 at 7.30pm

Present:	Chairman	N Strudwick
	Councillors	A Birch, C Hales and D Townsend.
	Parish Clerk	A Bridges
	Members of the Public	Two
	County Councillor	None
	District Councillors	None

- 1. Apologies for Absence** – District Cllr S A Hart, County Cllr S van de Ven, Cllr’s Hart, Elbourn and Ginger have all given their apologies.
- 2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 10<sup>th</sup> July 2023. These were signed and approved.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 4. Reports from Clerk and Councillors** – verbal updates about progress on resolutions and actions from previous Parish Council meetings.  
The PC met to discuss the parish plan in August, and this will be discussed further in a future Parish Council meeting.
- 5. Reports from District and County Councillors** – a written report was given.
- 6. Public Participation**  
A member of the public discussed the weeds growing in the pavement along Meldreth Road. They suggested that the Parish Council should rectify this as the County Council have stopped routine weed killing on pavements and roads. Cllr Strudwick confirmed that Cllr Ginger contacted Highways to request that this was done and was informed that Cambridgeshire County Council would now be undertaking risk assessments before weed killer is used. It was also confirmed that a review would be undertaken in December as there was no prior consultation.  
The member of the public thanked the PC for the LHI bid. Item 9 on the agenda was agreed to be discussed at this point.  
**LHI update**  
Cllr Strudwick confirmed that the LHI (local highway initiative) finished two days earlier than planned and although the road was not perfect, it was a great improvement to the safety of the junction within the budget that was raised.  
The member of the public left the meeting at 7.52pm.
- 7. Planning update:**  
23/02883/FUL - Demolition of an ancillary outbuilding and erection of a 1.5 storey dwelling. 123 Meldreth Road Whaddon. This was approved by the Planning Committee.
- 8. Correspondence:** noting receipt of significant items of correspondence  
Scams e bulletin – 31/7/23

CAPALC bulletin – 14/8/23

Cambridgeshire County Council weed killing policy – 11/9/23

**9. LHI update** - this was discussed earlier in the meeting.

**10. By way 22 update**

Cllr Strudwick also confirmed that the work had been completed on Byway 22 and bollards had been installed to deter wide vehicles.

**11. 'Awkward' items recycling**

Soft plastic items will now be recycled at Tesco and Cllr Strudwick will send an email to all residents explaining the details of the scheme.

**12. Parish Councilor representative for Whaddon Village and Recreation Ground Hall Trust**

Confirmed that Cllr Hales has taken over from Cllr Birch as the PC representative.

**13. Finance to approve:**

**13.1** Staff wages and expenses – £492.61

**13.2** PKF - £252

**13.3** Herts & Cambs Ground Maintenance - £243

**13.4** Handyman wages - £230.58. It has been agreed to separate payments from WVH&RGT.

**Added to payments listed on the agenda:**

- Whaddon News printing - £129
- Grass cutting – £294.

**13.5** To note the external auditors report

The external auditor noted that the AGAR was not fully completed before submission for review. Boxes 8, 9 10 and 11 were not completed (borrowings and long-term investments and assets and Trust funds). Whaddon PC has no trust funds, investments or borrowings and therefore should read N/A.

The external auditor also highlighted that Box 4 should comprise only of payments made in relation to the employment of staff and employment expenses.

All noted.

**13.6** Village Hall and Recreation Ground Trust insurance payment and handyman salary arrangements.

The PC agreed by all to pay the 2021 and 2023 insurance for the village hall, costing £1475.00 for 2021 and £1673.92 for 2023.

It was also confirmed that the handyman's hours for the Trust would now be paid directly by the Trust, rather than the PC and reimbursed at the end of the financial year.

**13.7** Consideration of a grant request from the Melbourn & District Warden Scheme.

It was confirmed by Cllr Strudwick that the PC were unable to fund an individual under S137 regulations, but the PC could choose to donate their annual charitable money to the scheme. It was agreed that the charitable donation should be increased from £100 to £300 as the amount has not changed in over seven years. It was also agreed that £300 would be contributed to the warden scheme.

**14. Whaddon Village Hall and Recreation Ground Trust update**

Cllr Birch resigned from the Trust at the recent AGM. Cllr Birch was thanked by all of the PC for all her hard work.

**15. Village Upkeep and Maintenance** – Cllr Townsend commented that parking on the grass at Ridgeway Close was continuing.

**16. Items for next meeting** – noting of requests for agenda items. None

**17. End of meeting** – the meeting ended at 8.34pm

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 9<sup>th</sup> October 2023 at 7.30pm

Present:	Chairman	L Ginger
	Councillors	W Elbourn, C Hales, N Strudwick, J Hart and D Townsend.
	Parish Clerk	A Bridges
	Members of the Public	One
	County Councillor	Cllr S van de Ven.
	District Councillors	None

**1. Apologies for Absence** – Cllr Birch gave her apologies.

**2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 11th September 2023 -These were approved and will be signed by the Chairman at a later date.

**3. Receiving Declarations of Interest from Councillors on items on the agenda** – none.

**4. Reports from Clerk and Councillors** – verbal updates about progress on resolutions and actions from previous Parish Council meetings.

The Chairman confirmed that there had been no further reports of vehicles travelling along Byway 22, after width restrictions were put in place.

**5. Reports from District and County Councillors** – Cllr S van de Ven spoke about the weedkilling policy and highlighted that she felt this needed to have been discussed with Parish Councils before it was implemented.

**6. Public Participation** – The member of the public explained that they were present to hear about the weedkilling policy.

**7. Planning update** – none.

**8. Correspondence: noting receipt of significant items of correspondence**

29/9/23 September 2023 parish e-bulletin from South Cambridgeshire District Council

24/9/23 CAPALC bulletin.

**9. Kerbside weedkilling: Cllr van de Ven confirmed that this** will be reviewed by Cambridgeshire County Council in December and that a survey would be sent to Parish Councils to allow them to give feedback.

**10. Parish Plan** – The Chairman informed the meeting that a volunteer had come forward to set up an eco-group in the village. The Chairman also spoke of the need to set up a traffic working group, which will be discussed at a later date.

**11. Finance to approve:**

**11.1** Staff wages and expenses – £492.61

**11.2** Chairman's allowance (October- December) - £50

**11.3** Bank reconciliation

Added to payments – grass cutting - £78.

**12. Whaddon Village Hall and Recreation Ground Trust update** – there has been no recent meeting or updates.

**13. Village upkeep and maintenance** – Cllr Townsend stated that vehicles are still parking on the grass at Ridgeway Close and the Chairman agreed to contact SCDC, who own the land, to request that further bollards are installed to stop this.

**14. Items for next meeting – noting of agenda requests for Monday 13th November** – agenda to include, to discuss where to plant the tree saplings.

**15. End of meeting**

The meeting ended at 8.27pm.

# WHADDON PARISH COUNCIL

## PARISH COUNCIL MEETING

### Minutes of the Whaddon Parish Council Meeting

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

on 13<sup>th</sup> November 2023 at 7.30pm

Present:	Chairman	L Ginger
	Councillors	W Elbourn, C Hales, N Strudwick, J Hart.
	Members of the Public	None
	County/District Councillor	J Hales
	Parish Clerk	A Bridges

- 1. Apologies for Absence – District and County Cllr’s** S van de Ven and S A Hart gave their apologies. D Townsend also gave her apologies.
- 2. Approval of Minutes** – approval and signing of the minutes from the Parish Council Meeting of 9<sup>th</sup> October 2023. These were agreed and signed.
- 3. Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Elbourn stated that he was interested in the old railings.
- 4. Reports from Clerk and Councillors** – verbal updates about progress on resolutions and actions from previous Parish Council meetings.  
Adding an additional bollard to block Byway 22 was discussed, to stop vehicles driving around the posts. The Parish Council also discussed adding an additional gate to the public bridleway at the top of St Mary’s Close, to stop unwanted vehicles from entering.
- 5. Reports from District and County Councillors** – a written report was given.
- 6. Public Participation** – none.
- 7. Planning update:** St Marys Close response from Greater Cambridge Shared Planning Cllr Hales entered the meeting at 7.53pm.  
The Chairman spoke about the continued confusion surrounding how many homes in St Mary’s are rental and how many are shared ownership properties, which still has not clarified by SCDC.  
Cllr Hales advised that the S106 officer and Housing Lead for SCDC should be contacted to clarify the housing situation, to ensure that these are kept as lower cost homes and not sold by the housing association.
- 8. Correspondence:** noting receipt of significant items of correspondence – Six Free trees from SCDC.
- 9. Parish Plan** – A resident has commenced his training leading environmental groups in communities and is seeking volunteers to join to promote Whaddon’s ecosystem.
- 10. Handyman insurance** – It was confirmed that the handyman is not covered by the Parish Council’s insurance for this role, because he is a contractor, rather than an employee. The Parish Council agreed that they have a duty of care to ensure that he is covered for all activities to protect both himself and the general public. It was agreed by all that the handyman role requires insurance, and the Clerk would investigate this with insurance companies. It was also suggested that the best outcome would be for



the Parish Council to employ the handyman and would therefore be automatically insured.

- 11. Greater Cambridge Statement of Community Involvement consultation** – this will be completed by Cllr Strudwick.
- 12. Budget requests and precept setting** – Cllr Hales requested that Melbourn Warden Scheme is considered in the next budget year, and the Chairman stated that the annual donation set by the Parish Council was risen to £200 per year.  
The precept meeting was agreed to be on December 18<sup>th</sup> and the next Parish Council meeting was agreed to be on the 8<sup>th</sup> of January.
- 13. Finance to approve:**
  - 13.1** Staff wages and expenses – £492.61
  - 13.2** Handyman wages - £192.74
  - 13.3** Herts & Cambs Ground Maintenance - £78

**To add to payments:**  
Herts and Cambs - £78  
Staff working from home allowance and backdated pay from 1<sup>st</sup> April (due to national annual pay increase) -£456  
Poppy Appeal - £30
- 14. Clerks appraisal** – this was agreed to be discussed at the end of the meeting.
- 15. Discussion to agree location to plant free trees** – The Parish Council agreed for two of the trees, that had been looked after for the last two years by Cllr Hart, were agreed to be planted on the grass verge by Ridgeway Close, two were agreed to be planted on the recreation ground and one on the verge opposite Bumpkins.  
It was also agreed that the Clerk should apply for the 6 Free Trees offered from Scamb and these should all be planted together.
- 16. Discussion to agree on the old fence for recreation ground** – the contractor confirmed to the Clerk that they are of scrap value only. It was agreed that Cllr Elbourn would donate a sum of money to the Parish Council for the railways and would restore them to be used at his property.
- 17. Whaddon Village Hall and Recreation Ground Trust update** – no further updates, due to lack of meeting.
- 18. Village Upkeep and Maintenance** – Cllr Hales spoke about the tree overhanging the road along Bridge Street/Ridgeway Close, which was confirmed to belong to Scamb.
- 19.** The Clerk and District Councillor Hales left the meeting at 9.02pm and item 14, the Clerks appraisal, was discussed.
- 14. Clerks appraisal** – this was agreed to be now held in March and the Clerk's SCP scale was increased to SCP 19.
- 19. End of meeting**