

## Minutes of Whaddon Parish Council meeting held on 12<sup>th</sup> January 2009 at 7.30pm in the Village Hall

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

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

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

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

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

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

**8.0 Ideas for PPP3 Grant Application** – covered under 5.1 above

**9.0 New Correspondence**

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

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

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

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

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

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

## 10.0 Planning

### Permission Granted:

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

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

## 11.0 Finance

### Cheques already signed (4<sup>th</sup> December 2008)

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

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

### Cheques approved today (12<sup>th</sup> January 2009)

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

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

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

### Receipt

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

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

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

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

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

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

G.B. Goodwin £1,200

Meadow Nursery £1,200

MD Landscapes £1,100

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

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

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

**15.0 Comments from the Public** – none

**16.0 Any Other Business**

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

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

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

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

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

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

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

**The date of the next meeting will be Monday 9<sup>th</sup> February 2009 at 7.30 p.m.**