

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

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

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

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

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

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

### **13.0 Playground issues**

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

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

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

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

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

### **16.0 Correspondence and Publications**

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

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

#### 17.0 Finance

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

**Cheques already signed (22<sup>nd</sup> July 2009)** (under Clerk's and Chair's delegated powers):

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

**Cheques already signed (18<sup>th</sup> August 2009)** (under Clerk's and Chair's delegated powers):

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

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

**Cheques to be signed today (14<sup>th</sup> September 2009):**

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

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

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

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

#### 18.0 Village Upkeep and Maintenance Issues

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

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

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

#### 20.0 Date of the next meeting- Monday 12<sup>th</sup> October at 7.30 p.m.

The meeting was closed at 9.55 p.m.