

Minutes of Whaddon Parish Council meeting held on 9th May 2011 at 8.08p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis, Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Guest Speaker	Mr Lawrence Green (SCDC)
	Parishioners	2 present

The Parish Council (PC) meeting started eight minutes later than advertised due to the over-running of the Annual Parish Council meeting which had taken place immediately beforehand.

- 1.0 Apologies for Absence** – received from County Cllr L Oliver.
- 2.0 Declarations of Interest** – Cllr J Lewis is the Chair of Whaddon Village Hall & Recreation Ground Trust (VHRGT) and has a prejudicial interest (agenda item 9.2). Cllr L Ginger is a Holding Trustee of the VHRGT.
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 11th April 2011 - Resolved:** that the minutes of that meeting be signed by the Chairman as a true and correct record.
- 4.0 Guest Speaker – Emergency Planning Officer (SCDC)** – Mr Lawrence Green, Emergency Planning Officer, SCDC, gave a short talk about the purpose of having an emergency plan for the village. Copies of an example emergency plan and a community risk register were circulated. Questions were taken. It is not a statutory requirement for the village to have an emergency plan but it is recommended best practice. The Plan should concentrate on local issues and risks but also be sufficiently generic to allow flexibility of response. The Chairman thanked Mr Green. Action: consideration of an emergency plan to be a future agenda item. (Mr Green left the meeting).
- 5.0 Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Teen shelter (Recreation ground) – the weakened shelves would be removed from the shelter due to the risk (they were being used for climbing and had been damaged).
 - Visit to Bassingbourn Barracks – a visit was provisionally scheduled for 1st June.
 - Litter on the A1198 – this had been reported to SCDC by District Cllr McCraith.
 - Road safety talk – Cllr Rose and Mr M Monks (Speedwatch) were now considering having a talk on road safety, by the PCSO, at the Church Fete.
 - Affordable Homes/S106 agreement – the PC had responded to SCDC commenting on the draft S106 agreement. However, an amendment had recently been made to the draft agreement formalising the fact that five houses would be for rent but three would be shared-ownership (up to 80%). The amended draft had been received too late to formally discuss at this PC meeting but SCDC wanted an urgent response. Action: an extraordinary meeting to be arranged to agree the PC response to the amended S106 agreement.
- 6.0 District and County Councillor Reports:**
- District Councillor report: a verbal report was given:
- There had been no meeting of SCDC since the last PC meeting due to the local elections.
 - The Conservatives had gained two seats from the Liberal Democrats at the local elections.
 - Central government had now published its guidelines regarding Gypsies and Travellers. Local Authorities are still required to make appropriate provision. The guidelines are a

consultation document and the PC would need to consider if it wished to comment.
Action: the Clerk to circulate the gypsy & traveller policy to the PC.

County Cllr Report: the Chairman read out an email update from County Cllr Linda Oliver:

- Cambridgeshire County Council (CCC) has a new leader, Cllr Nick Clarke.
- Changes to transport funding – CCC is working on a new cross authority transport scheme.
- Local speed limits – residents will have the power to change speed limits but must fund it.
- Guided busway – the contractors had handed over the route to CCC. Further works can now take place.

7.0 Public Participation:

- A member of the public reported that weeds were breaking through the footway past the Church towards the entrance to Coningsby Farm and pushing it up. Action: The Clerk to report to CCC Highways.
- A member of the public reported that the paved area on the new bus turning circle had occasionally been used to park vehicles. This would prevent buses from stopping and turning there. Action: the Clerk to report this to CCC and request an appropriate remedy.

8.0 Resignation of Parish Cllr

8.1 Noting of receipt of resignation: the PC noted with regret the resignation of Cllr W Burchett. The Chairman and Cllrs thanked Cllr Burchett for his contribution to the PC.
Action: the Clerk to advertise the vacancy and notify SCDC.

8.2 Reassignment of tasks: the PC agreed that it would now deal directly with the handyman. Cllr Burchett had been a trustee of Whaddon VHRGT – the PC asked the VHRGT to review whether it needed another representative from the PC or whether they could get a representative from another user group instead. Action: Cllr Lewis to investigate.

9.0 Village Hall (VH)

9.1 Update from VHRGT – Cllr Lewis (Chair of the VHRGT) provided a verbal report:

- There had been a meeting on 5th May 2011.
- A quote of £969 had been received to repair and make good the bottom section of the front window in the VH.
- Whaddon Playground Project would be donating the profits from this year's Party in the Barn fundraiser to the VHRGT.
- The application for funding from the Big Lottery Fund had been rejected but significant feedback had been given. It should be possible to reapply for funding.
- A questionnaire had been produced to gauge residents' needs from the VH. The feedback from the Big Lottery Fund would be incorporated in the questionnaire.

9.2 Discussion and agreement on options for payment of expenses and grant for VHRGT: Resolved: 1) the PC would continue to pay for and manage the recreation ground grass-cutting until the end of the existing contract (end of 2012). After this it would be reviewed. 2) the PC would pay the ROSPA playground inspection for 2011. After this it would be reviewed. 3) VHRGT to insure its assets and to apply to the PC for a grant to cover this. Action: agenda item for next PC meeting - VHRGT grant application.

10.0 Planning

10.1 Noting of Planning Committee recommendation re S/0433/11 Beech House, 32 Meldreth Road, Whaddon for removal of attached picket fence and gates and erection of new picket fence and gates and a car port: Noted that the Planning Committee had recommended approval.

10.2 Noting of SCDC decision re S/0027/11, 87 Meldreth Road, Whaddon for an extension: SCDC had approved planning permission.

10.3 Noting of receipt of approved minutes of Planning Committee meeting of 11th April 2011: minutes noted.

11.0 Finance:

11.1 Approval of payments: Resolved: that the following payments be approved:

Cheques to be approved today (9th May 2011)

Cheque No. 100721, for £142.92, Cambridgeshire & Peterborough Association of Local Councils (CPALC), subscription.

Cheque No 100722, for £60.00, Mr B Huett, internal audit fee.

Cheque No 100723, for £188.52, Mr W Burchett, toolkit for playground inspections.

11.2 Approval of additional expenditure for extra copies of newsletter – an additional 15 copies of the newsletter are needed for Cardiff Place. In the future more copies would be needed for the Affordable Homes Development and potentially for the homes in Cambridge Crescent. Current costs are approximately 5p per copy. Agreed: that up to 250 copies of the newsletter be approved for future production and that an additional 15 copies be approved immediately for Cardiff Place. Action: the Clerk to request an additional 15 copies of the newsletter.

11.3 Approval of expenditure for recreation ground railings – two verbal quotes had been received to repair the recreation ground railings. One quote was for £590 and the other for £485, both inclusive of VAT. Resolved: to accept the quote for £485. Action: Cllr Burchett to liaise with the successful contractor and also advise a timeframe for the work.

11.4 Approval of expenditure on Bridge Street Fountain Garden – Resolved: that up to £100 be spent by the handyman on plants for the Fountain Garden. Plants to be as per the Fountain planting schedule. Action: the Clerk to request the handyman to source appropriate plants up to a maximum value of £100.

11.5 Approval of annual report and accounts to 31st March 2011 – Resolved: 1) that the draft accounting statements and annual governance statement be approved by the PC and signed by the Chairman and Clerk and 2) that the following reserves be ring-fenced and carried forward:

- PPP3 grant (for Pickering Woods) £770
- Phonebox refurbishment £250
- Traffic calming measures £3,100
- Parish Plan £1,000

3) that the ring-fenced reserves for the VH (£2,660) and Playground (£3792) be transferred to the VHRGT on the understanding that the funds be ring-fenced by the VHRGT and 4) that cheque no 100724 for £6,452.48 to VHRGT be approved for payment. Actions: the Clerk to submit the annual return to the external auditors. Cllr Lewis to officially request that the VHRGT ring-fence the monies transferred by the PC to spend on appropriate projects. The Clerk to produce a summary of the Annual Accounts for the newsletter.

11.6 Noting of internal auditor's report and agreement of actions – the internal auditor's report was read out and comments noted. Actions: internal auditor's recommendations to be a future agenda item.

12.0 Correspondence:

- SCDC – request for PC input re type of replacement recycling facility (agenda item 15.0).
- NALC – consultation re review of statutory duties placed on local government (deadline 14th April – not received in time to respond).
- Little Gransden Aerodrome Consultative Committee – minutes from meeting, 6th April 2011.
- SCDC – letter from Housing Allocations department in reply to letter sent by PC re priority status and local connections in housing allocation.

- SCDC Strategic Housing Land Availability Assessment – invitation to register interest in becoming a member of the South Cambridgeshire Housing Market Partnership. Action: the Clerk to register interest for Cllr Peyton.
- Alfred John Palmers Trust – copy of accounts.

13.0 Speed limits in village – discussion and agreement of actions:

- A1198 speed limit – as yet no response had been received from CCC regarding whether the proposed speed limit of 50mph between Whaddon Gap and Kneesworth had been formally agreed. The Chairman had queried what the speed limit would be between Whaddon Gap and Whaddon Village. It was likely to remain at 60mph.
- Whaddon speed limit – CCC had adopted a policy which gave residents the power to change speed limits. It might be possible to include appropriate questions in the Parish Plan to demonstrate demand for a lower speed limit through the village.

14.0 Annual Parish Meeting – update from event and agreement of PC actions – this item was postponed until the next meeting.

15.0 Golf Centre car-park recycling bank – agreement of PC request re nature of replacement facility – SCDC had offered Whaddon either a media or clothes recycling bank to replace the glass recycling bank that had been removed from the Golf Centre car park. The new facility might not be located in the same place. Agreed: that the PC did not want an additional recycling facility as Whaddon was well-served by local recycling banks. Action: the Clerk to inform SCDC of the decision.

16.0 SCDC Standards Committee – update on future of Committee and agreement of PC response to consultation – Agreed: that the PC could not comment on a voluntary code of conduct without knowing what this might be. Action: the Chairman to respond.

17.0 Village upkeep and maintenance – reporting of issues

- The footway on the left hand side of Meldreth Road, heading towards Meldreth, which had been damaged by the road sweeping machine was now in poor repair and considered quite dangerous. Action: the Clerk to report to CCC Highways.
- There had been a pile of wood chips in Whaddon Gap car park for some time – Action: the Clerk to report to SCDC.
- The no parking sign on Ridgeway Close had still not been repaired. Action: District Cllrs to follow up.
- A guard was missing from one of the heaters in the VH. Action: Cllr Lewis to report this to VHRGT.

18.0 Items for next Meeting

- **VHRGT grant application**
- **Actions arising from the Annual Parish Meeting**
- **Review of Internal Auditor's recommendations.**
- **Production of an Emergency Plan**

19.0 Date of next meeting (13th June 2011).

There being no further business the meeting closed at 10.03 pm