

**Minutes of Whaddon Parish Council meeting held on 10<sup>th</sup> October 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.**

Present: Chair Mrs M Peyton  
 Councillors Mr L Ginger, Mrs K French, Mrs J Lewis (from 7.37p.m.),  
 Mr P Neale (until 9.00p.m.), Mr C Rose  
 District Councillors Mr N Cathcart  
 Parish Clerk Mrs G van Poortvliet  
 Parishioners 2 present

**1.0 Apologies for Absence** – none received. Cllr N Strudwick has been granted a leave of absence until May 2012.

**2.0 Declarations of interest** – none declared.

**3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 5<sup>th</sup> September 2011:**  
Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.

**4.0 Reports from Clerk and Councillors – on matters arising:** the Clerk and Cllrs provided verbal updates on matters arising from previous PC meetings (Cllr J Lewis joined the meeting):

- Risk Assessment – this was approximately two-thirds complete. The PC would need to ensure that a risk assessment was carried out by Whaddon Village Hall and Recreation Ground Trust (VHRGT) for the PC's assets been leased by them. Action: the Clerk and Cllr Lewis to ensure an appropriate risk assessment is undertaken by VHRGT.
- Recreation Ground Railings – it had not been possible to contact the contractor who had quoted to repair the railings. Action: the Chair to approach an alternative contractor.
- Verges: grass and trees – the Clerk and Chair had met with a representative of CCC Highways to establish which grass verges should be cut by the PC (on behalf of CCC). A map indicating the verges had been obtained. The CCC officer would ask a colleague who was responsible for trees to inspect the trees which were obstructing overhead wires or the highway. If these trees were the householders' responsibility they would be asked to cut them back. The lime trees on the verge between 55 Bridge Street and Dyers Green had not been planted by CCC and were the PC's responsibility. These trees were overgrown and the PC would need to decide what action to take.
- Meldreth Road (MR) Footway – a CCC Highways officer had inspected the damaged footway on MR and would put in a works order for the repair. The Clerk had also included the repairs needed on the MR footway in a letter written to CCC concerning Byway 22.
- Affordable Homes – a site-meeting had been held on 7<sup>th</sup> October between SCDC planners and Bedford Pilgrims Housing Association's architects to discuss the proposed amendments to the boundary treatments. Nobody from the PC had been able to attend but SCDC planners had been asked to put forward the PC's position. District Cllr Cathcart had also contacted SCDC planners to reinforce the PC's viewpoint.
- Jubilee Oak – this should be planted during the first week of November.
- SCDC Parish Liaison Meeting – the Chair provided an update from the September meeting. SCDC were looking to take over the street lighting maintenance contract from Balfour Beatty. Parish Councils would enter into a new contract with SCDC. The recent SCDC questionnaire regarding the PC taking over the grass cutting for Ridgeway Close was purely a feeler exercise to establish levels of interest. Following SCDC's 'Call for Sites' a list of building sites meeting the initial criteria had been published. No sites had been offered in Whaddon. Potential sites had been submitted in Meldreth, Bassingbourn and Melbourn. Additionally sites had been put forward at Barrington Quarry (c3,500 homes) and Cambourne (c2,500 homes). District Cllr Cathcart commented that all these sites still had to be considered by SCDC's planning department and there were more stages

yet to go through. The list had not been closed so some adjustment may occur. It was likely that consultation with the public would happen around Easter 2012.

## 5.0 Reports from District and County Cllrs:

District Cllrs' Report - a verbal report was given by District Cllr Cathcart.

- Sheltered Housing (SH): the committee looking into SH provision were trying hard to retain the warden element and were considering alternative ways of providing this service.
- SCDC – Conservative representation on SCDC had increased as an independent member had become a Conservative.

County Cllr Report: no County Cllr present.

## 6.0 Public Participation: no comments from the public.

## 7.0 Election of Vice-Chair of the Parish Council – resolved: that Cllr Ginger be elected as Vice-Chair.

## 8.0 Village Hall and Recreation Ground Trust - update: a verbal update was provided by Cllr J Lewis (Chair of the VHRGT).

- VHRGT meeting (12/09/11) – feedback had been shared from a meeting with Big Lottery Fund (BLF) advisors about how to improve chances of obtaining BLF funding.
- Village Hall usage questionnaires – these would be reviewed at a future meeting of the VHRGT.
- Draft Accounts – these had been prepared to 31/03/11 for the old Village Hall Management and Fund Raising Committee. They would need to be certified by an accountant.
- Solicitor - the VHRGT were still looking for a second solicitor.

## 9.0 Finance:

### 9.1 Consideration and approval of grant to VHRGT – the grant application had only just been received from VHRGT. This item was postponed until the November PC meeting.

Actions: The Clerk to check the grant application. Cllr Lewis to provide the Clerk with paperwork regarding the cost of the replacement front window for the VH.

### 9.2 Approval of payments: Resolved: that the following payments be approved:

Cheques to be signed today:

Cheque No. 100738, for £48.12, Balfour Beatty Workplace Ltd, street lighting maintenance.

Cheque No. 100739, for £181.04, Mr D Evans, handyman time and expenses for telephone kiosk refurbishment (£116.04) and Village Fountain Garden (£65).

Cheque No. 100740, for £60.00, Hales Printers, printing of Whaddon News.

Cheque No. 100741, for £870.32, Mrs G van Poortvliet, Clerks wages for 12 weeks ended 3<sup>rd</sup> October 2011 and expense allowance for qtr to 30<sup>th</sup> September 2011.

Cheque No. 100742, for £30.00, Dr N Strudwick, Chairman's expense allowance for July and part of August 2011.

Cheque No. 100743, for £20.00, Mrs M Peyton, Chairman's expense allowance for part of August and September 2011.

### 9.3 Presentation of draft accounts for six months to 30<sup>th</sup> September 2011: the Clerk presented the draft accounts and invited questions.

## 10.0 Correspondence:

- CCC – notification of amendment to bus service 127 reflecting student bus link to Bassingbourn College from Gamlingay.
- CCC – consultation re review of decision to remove all bus service subsidy. Deadline 9<sup>th</sup> December (agenda item 13.0).

- Cambridgeshire Renewables Infrastructure Framework (CRIF) – invitation to event 28<sup>th</sup> September, Shire Hall.
- CCC – details of budget consultation and invitation to participate.
- SCDC – list of sites to be registered and assessed as part of ‘Call for Sites’ initiative.
- SCDC – proposal for SCDC to take over responsibility for maintenance of street lighting from PCs and to cancel the contracts with Balfour Beatty. Request for any comments or questions.
- SCDC – invitation to site meeting, 7<sup>th</sup> October, with Paul Sexton (SCDC Planning) and Richard Martin Associates re proposed changes to boundary treatments at Affordable Homes Development, Church Street. (No PC representatives able to attend).
- CCC – invitation to attend Heavy Commercial Vehicle Strategy meeting 29<sup>th</sup> November, 7-9pm, Swavesey. Cllr Ginger to attend. Action: Clerk to RSVP on behalf of Cllr Ginger.
- CCC – copy of notice of confirmation that Footpath No 9 (via Fountains Farm, Bridge Street) had been legally diverted.
- SCDC – invitation to Planning Training and Information Session, 25<sup>th</sup> October. Cllrs French and Peyton to attend.
- CPALC – notice of AGM and accounts.
- Letter from local resident re lack of salt bins on Meldreth Road. The Clerk had already responded, explaining CCC’s policy only to provide salt for bins on roads that are not served by gritting lorries (Meldreth Road and Church Street are on the gritting route).

- 11.0 Grass cutting (verges) and Parish Council owned trees – agreement to establish a working party and agreement of remit – Resolved: to set up a working party to look at the verges grass cutting and make recommendations regarding the specification for the grass cutting contract (due to be renewed at the end of the 2011 grass-cutting season). The working party also to make recommendations about the trees on the verges between 55 Bridge Street and Dyers Green. Mr M Monks to lead the working party but to be mindful to include members with a balanced range of viewpoints. Actions: a flyer for volunteers to join the working party to be produced by Mr Monks, the Chair and Clerk, printed by Cllr Rose and distributed by volunteers. Notices to be put on the notice boards, website and in the newsletter. The Clerk to provide Mr Monks with a map showing verges to be cut, details of CCC’s grant for verges cutting and current PC expenditure. The Clerk/Chair to draw up terms of reference for the working party.**
- 12.0 PPP3 grant – consideration of alternative uses of unspent PPP3 grant (previously set aside for Pickering Woods) –** this item was postponed until the November meeting. Action: the Chair to speak with Mr R Huffer about the need for PPP3 grant funding for works in Pickering Woods.
- 13.0 CCC Bus Service Questionnaire (re potentially removing subsidy to bus route 127) – consideration of PC approach to answering the questionnaire – Resolved: that Cllr Ginger complete the questionnaire on behalf of the PC. Parishioners to be encouraged to complete the on-line survey. Actions: Cllr Ginger to complete PC copy of survey. Cllr Strudwick to put link to survey on website. Chair/Clerk to put details of on-line surveys and consultations in the newsletter. (Cllr Neale left the meeting – 9.00p.m).**
- 14.0 Complaints procedure – agreement to adopt draft procedure –** draft procedure discussed and some amendments agreed. Actions: the Clerk to check with CPALC if item 7 (liability payments) has to be included? The draft policy to be amended and included on the November agenda.
- 15.0 Diamond Jubilee Celebration – consideration of organising a celebratory event in 2012:** a discussion was held. The Recreation Ground was considered the most appropriate venue for a celebratory event. Actions: Cllr Rose to confirm dates of Jubilee bank holidays and Whaddon’s Whitsun event. Cllr Lewis to consult VHRGT about organising an event.
- 16.0 Village Upkeep and Maintenance – reporting of issues:**

- The new trees along the road by the recreation ground might benefit from being mulched and kept free of weeds. Action: the handyman would look at this.

**17.0 Items for next meeting**

- Adoption of complaints procedure/Consideration of disciplinary and grievance procedure.
- PPP3 grant
- VHRGT grant application
- Recreation Ground Railings

**18.0 Date of next meeting – 14<sup>th</sup> November 2011**

**There being no further business the meeting closed at 9.27 pm**