

Minutes of Whaddon Parish Council meeting held on 8th July 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mr L Ginger, Mrs K French, Mrs J Lewis, Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	County Councillor	Mr A Dent
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from District Cllr N Cathcart. Advance notification of late arrival received from County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 10th June 2013** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – declared by Cllr J Lewis in agenda item 7.1 (which includes the approval of a grant application for Whaddon Village Hall & Recreation Ground Trust). Cllr Lewis is Chair of WVHRGT and would not be able to vote to approve this item.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Wheelie bin 30mph speed limit stickers – these had been distributed to residents who had requested them. Four sets of stickers remained. Cllrs were asked to identify householders who might still like some stickers.
 - Venue for PC meetings during refurbishment of Village Hall – the Clerk had accepted an offer to use St. Mary’s Church. There would be no cost other than to cover any heating required. Thanks were expressed to St. Marys’ Church.
 - Training in website editing – the website manager had queried the usefulness of a member of the PC being trained to edit websites due to the way the village website is currently set up. Action: the Clerk to schedule a future agenda item regarding the website (non-urgent).
 - Declaration of Member’s Interest Form – this had been received from Cllr A Walker. Action: the Clerk to arrange for a copy to go on the website and one to go to SCDC.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs’ Report: a verbal report was given:
- Litlington Wind Farm – no date had yet been set for the Planning Committee meeting. The applicant was getting more information together.
 - SCDC Local Plan – the Local Plan will go to the full District Council for adoption after a final period of public consultation (open from 19th July to 30th September). Action: the Clerk to email village residents to encourage participation in the public consultation.
- County Cllr’s Report: this was postponed until the arrival of County Cllr Dent.
- 6.0 Public Participation:**
- A member of the public commented that the Bridge Street drainage ditch had completely dried up - perhaps due to an extraction of water upstream - with a regrettable impact on the wildlife in the ditch. This was discussed. The resident would write to the Environment Agency. Action: the Chair to provide contact details to the member of the public.
- 7.0 Finance:**
- 7.1 Approval of Payments** - Resolved: that the following payments be approved:
Cheques to be signed today (8th July 2013)

Cheque No. 100822, for £117.70, Mr D Evans, for handyman wages and expenses (Bridge Street Fountain Garden, notice board repair and phonebox glass replacement).

Cheque No. 100823, for £50.00, Mrs M Peyton, Chair's expense allowance for qtr to 30th June 2013.

Cheque No.100824, for £1,059.53, Mrs G van Poortvliet, Clerk's wages and expense allowance for quarter to 30th June 2013 plus reimbursement for expenses for food for Annual Parish Meeting and Whaddon.org website hosting.

Cheque No 100825, for £40.00, Whaddon Village Hall & Recreation Ground Trust, for village hall rental April, May, June and July 2013.

Cheque No 100826, for £671.04, Whaddon Village Hall & Recreation Ground Trust, grant for running costs (audit and railing painting) carried over from 2012/13. It was noted that WVHRGT had claimed less than had been budgeted due to the railing painting being done by volunteers. The PC agreed that the balance of the 2012/13 WVHRGT grant (£469.45) could be put towards buying a trolley for the new village hall tables and chairs.

Cheque No100827, for £95.88, Mr R Huffer, cricket nets sub base (S106)

Cheque No 100828, for £22.98, Helen Strudwick, cricket scorebook (S106)

Cheque No 100829, for £92.00, Hales Printers, newsletter printing

Cheque No 100830, for £552.00, M D Landscapes, grass cutting (6 x recreation ground and 1 x verges).

7.2 Presentation of Accounts for quarter ended 30th June 2013 – the PC noted the accounts.

7.3 Approval of expenditure on Speedwatch road signs – Resolved: that four 'Community Speedwatch Operates Here' signs be requested from CCC Highways at a total cost of £276. These are to be placed at the entrance and exit to the village and at repeater intervals through the village. Actions: Mr M Monks (Speedwatch) and the Clerk to complete the request form.

8.0 Correspondence

- SCDC – invitation to Parish Planning Forum, 17th July, 6,30pm. The Chair to attend and Cllr French if available.
- WVHRGT – minutes from meeting of 4th June 2013 and agenda for meeting on 1st July.
- Email from resident in response to our reply to an earlier email about verges grass cutting.
- Copy of letter from local resident and member of Bassingbourn Barracks golf club to the MoD complaining about procedure followed by the MoD when deciding to close the sports and leisure clubs on the Barracks.
- Connecting Cambridgeshire – Broadband Champions update.
- Orwell Youth Project – request to come and speak to the Parish Council
- SCDC Local Development Framework monthly update – including information on how to comment on the proposed SCDC Local Plan submission.

It was agreed to return to agenda item 5.

5.0 Report from County Councillor: a verbal report was given by County Cllr Dent.

- Bassingbourn Barracks – no decision had been announced regarding the future of the Barracks. The MoD had said that they were trying to work with the various clubs using the facilities on the barracks but that they could not accommodate them due to health and safety concerns, access issues and the need to provide additional army guards.
- Broadband – County Cllr Dent had put forward some proposals to Connecting Cambridgeshire. As yet no answer had been received.
- Traffic Management (Meldreth Road) - CCC Highways division had been restructured and now would not give advice on traffic schemes. It was likely that the PC would need to pay for a consultant to advise on a scheme for Meldreth Road. A new round of Local Highways Initiative grant applications was now out. The PC expressed anger about the delay and additional cost implications arising from this. Actions: the Clerk to look into the LHI grants. County Cllr Dent to obtain a list of consultants for advice on traffic schemes.

- Buses – Cozy’s were using old buses on the route serving Whaddon. It was suggested that Whaddon PC use the on-line ‘Shape your Place’ service to register complaints or concerns about this. Action: Cllr Ginger to write regarding this matter.
- Potholes – a review had been undertaken of potholes on the A1198 and in the villages. Remedial work was due to take place with priority where there were safety issues. CCC Highways were looking at value for money issues relating to the repair of road surfaces.

9.0 Planning Matters:

- 9.1 Planning Applications – noting of Planning Committee recommendation re S/1077/13/FL, 58 Cardiff Place, Whaddon for an extension:** the Planning Committee had recommended approval.
- 9.2 Noting of approved Planning Committee minutes from meeting of 10th June 2013:** noted.

10.0 Whaddon Village Hall & Recreation Ground Trust:

- 10.1 Update** – a verbal update was given by Cllr Lewis (Chair, WVHRGT):
- PC Grant – thanks were expressed to the PC on behalf of WVHRGT.
 - Village Hall Refurbishment works – a start date of 5th August had now been agreed. The works were expected to take three months to complete. All funds were in place except for £3,872 which could come from reserves as long as fundraising continued. A Christmas Bazaar was being planned.
 - Playground Inspections – the insurers now required monthly inspections. These were being carried out by Mr D Evans with two additional residents also trained if required.
 - Garage – it was planned to empty the VH garage on 22nd July and 3rd August.
 - Contingency Fund – WVHRGT hold an emergency buffer of £7,500. A meeting would be taking place before the VH refurbishment started to see if any further funding might be required. One suggestion had been to use the contingency fund towards building works (if necessary) and to ask the PC to cover this fund on a temporary basis. Action: WVHRGT and the Clerk to liaise re VH funding requirements and the Clerk to schedule an agenda item and seek advice if necessary.
- 10.2 Nomination of additional PC member to WVHRGT** – the Trust Deed requires two PC members. Cllr Walker expressed interest in becoming a trustee. Action: Cllr Lewis to provide information to Cllr Walker about Trustee’s responsibilities and legal obligations.

- 11.0 Salt Bins – consideration of provision and location of salt bins for Town Farm Close (adopted road):** Cllr French had spoken with all but two householders in TFC. The majority of households were in favour of having a salt bin located there. It would be necessary to agree a suitable location for the salt bin and the removal of some shrubs to make room for it. Action: Cllr French to email residents to agree a location for the salt bin. A member of the public asked to speak and commented that the salt in the existing salt bins was solid and had required use of a pick-axe to be able to use it. The salt really needed replacing. Action: the Clerk to inform CCC Highways (copying in County Cllr Dent) and to ask for the salt to be replaced.

- 12.0 Risk Assessment – signing off of Risk Assessment for 2013/14:** this needed to be reviewed by the Chair prior to being approved by the PC. Action: the Chair and Clerk to arrange to go through the Risk Assessment before the September PC meeting.

- 13.0 Verges Grass Cutting – discussion:** a discussion was held about comments received from residents regarding the timing of the first grass cut of the season and a potential health and safety issue. These comments had been responded to but the PC still had received no reply to a letter written to the contractor. Actions: the Clerk to contact the contractor to ask for a response to the PC’s letter and to request a review meeting.

- 14.0 Village Upkeep and Maintenance – reporting of issues:**

- Recreation Ground Verges – Mr M Monks asked the PC if he could use lawn weed killer to treat the weeds on the bank. The PC agreed to this.
- Hoardings on development at 132 Meldreth Road – a Cllr queried whether the hoardings needed to be painted as they could be up for some time. Action: the Chair to speak with the Planning Officer to see if there are any conditions regarding hoardings.
- Benches by Village Hall – a Cllr queried if the ground was safe where the benches had been removed as children play there. Action: the Cllrs to look at the area and take remedial action if needed.

15.0 Items for next meeting:

- SCDC Local Plan consultation response
- Approval of 2013/14 Risk Assessment
- Whaddon Village Hall and Recreation Ground Trust – contingency funding
- Meldreth Road traffic management - review
- Parish Plan - update

16.0 Date of next meeting - Monday 9th September 2013 (St. Mary's Church, Whaddon).

There being no further business the meeting closed at 9.42 pm