

Minutes of a Precept Meeting of Whaddon Parish Council held on 7th January 2014 at 8.00p.m. in the Village Hall, Churc, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs M Peyton
 Councillors Mrs K French, Mrs J Lewis, Professor A Milton, Mr R Scott
 Parish Clerk Mrs G van Poortvliet

- 1.0 Apologies for Absence** – received from Cllrs L Ginger and A Walker.
- 2.0 Discussion and agreement of parish running costs for 2014/15** – the forecast parish administration costs prepared by the Clerk were discussed. Agreed: that parish administration costs of £13,055 be budgeted for 2014/15 (2013/14 £11,771). Action: the Clerk to check with the Treasurer of WVHRGT what the likely contribution towards playground insurance would be (£300 assumed for budget purposes).
- 3.0 Discussion and agreement of additional expenditure for 2014/15** – Agreed: that the following additional expenditure be budgeted for 2014/15:
 Protective cage for air source heat pump £1,000
 Village Hall Opening Ceremony £400
 Donation towards refurbishment of Village Hall toilets/back section £700
 Housing Needs Survey £200
 Broadband – assessment of requirements £1,000 (if empowered to do this)
 Grants to enable new clubs to start in the Village Hall £700
 Total additional expenditure £4,000.
Action: the Clerk to check if the PC has necessary powers to spend money on broadband. Otherwise, this money to be allocated to the refurbishment of the back section of the Village Hall.
- 4.0 Agreement of 2014/15 precept** – Resolved: that the total parish funding requirement be £17,055 but, after taking into account anticipated income of £655, the 2014/15 precept be set at £16,400 (2013/14 £16,200). Actions: the Clerk to arrange for the Parish Council (PC) to formally agree the precept at the next meeting and then write to SCDC informing them of the 2014/15 precept.
- 5.0 Items for next meeting** – none requested.
- 6.0 Date of next PC meeting (13th January 2014)**

There being no further business the meeting closed at 9.20 pm

Minutes of Whaddon Parish Council meeting held on 13th January 2014 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs M Peyton
 Councillors Mrs K French, Mr L Ginger (from 7.32p.m.), Mrs J Lewis (from 7.40p.m.), Mr R Scott (from 7.34p.m.), Ms A Walker
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart, Mr D McCraith
 Parishioners 3 present

1.0 Apologies for Absence – received from County Cllr A Dent.

2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 11th November 2013 – Resolved: that the minutes be signed by the Chair as a true and correct record.

3.0 Declarations of Interest – none declared.

4.0 Report from Clerk and Councillors on business remaining from previous meetings: a verbal report was given.

- Salt bin, Town Farm Close – the residents had been emailed to explain that there was only one location suitable for a salt bin and to find out if they still want to have one in Town Farm Close.

5.0 Reports from District and County Cllrs:

County Cllr's Report: a written report from County Cllr A Dent had been emailed to the Cllrs. The main points were read out:

- Local Highways Initiative Grant Applications – the panel will meet on 20th and 21st January to consider the applications (agenda item 11.0).
- Water on the A1198 at Kneesworth – this problem seems to have been contained.
- Potholes on the A1198 – the potholes from the Royston roundabout to Kneesworth had been reported.
- Broadband – Whaddon's hopes for an improved broadband service had received a setback (agenda item 12.0). A meeting with all parties involved was being set up.

District Cllrs' Report: a verbal report was given:

- Housing – SCDC are to use a company, South Cambs Homes, to purchase and sell properties. This is likely to be financed by a loan from the Public Works Board. The intention is to provide a different income stream, providing protection from government funding cuts and hopefully meaning that future increases to council tax will be lower.
- Local Plan – this was being finalised. All comments on the final consultation are now on the website and Officers are responding to them. SCDC will then consider these and vote on them. The timeframe for this should be c8-9 weeks.
- Whaddon Travellers Site, New Farm (A1198) – assurance was still being given that the residents would not be moved off the site whilst the redevelopment work was carried out.

6.0 Planning

6.1 Noting of approved minutes from the Planning Committee meeting of 9th September 2013 – the PC noted the minutes.

6.2 Planning Application S/2351/13/FL, 118 Church Street, SG8 5RX for an extension and alterations from single storey bungalow to two storey dwelling – noting of PC recommendation - the PC had recommended approval of the application with requests for restrictions on weekend working.

6.3 Planning Application S/1818/13/FL, 128 Meldreth Road, SG8 5RP for erection of a building and change of use of land from agricultural use to general storage for equestrian, domestic and general upkeep land – noting of PC recommendation – the PC had recommended refusal of the application due to confusion about what land was included within the change of use request and the need for further information about drainage plans. Since then the applicants had withdrawn their application. A member of the public (a neighbour) asked to speak and updated the PC on the current status of the application. New plans had been submitted and the applicant was trying to resolve the drainage issue.

7.0 Correspondence

- WVHRGT – minutes of meeting held on 4th November 2013.
- SCDC – invitation to Parish Planning Forum on 3rd December.
- SCDC – information regarding nominations for Community Hero Awards. Closing date 24th January 2014. Action: the Clerk to complete the nomination form with the assistance of Cllr Lewis.
- SLCC – announcement that the government intends to abolish the requirement for two signatures on PC cheques which currently prevents use of electronic payment systems.
- WVHRGT – minutes from meeting on 3rd December 2013.
- CCC – notification of changes to the way street lighting energy usage is billed (move from March financial year basis to energy company year to September basis).

8.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Lewis gave a verbal report:

- Fundraising and events – a New Years Eve party had been held in the village hall. Also a Christmas Bazaar had raised c£500. Other events were planned to continue with fundraising.
- Village Hall refurbishment (phase 2) – grant applications had been made to the English Cricket Board and Amey Cespa. WVHRGT were due to hear by the end of the week if they had been successful in their application to Amey Cespa. If they were successful the building works would need to be completed by 31st March 2014.
- Lettings – the lettings officer had reported that people who wished to hire the VH were very impressed when they came for viewings.
- Thanks were given to the PC for their contributions and support of WVHRGT.

9.0 Finance: Cllr Lewis declared an interest in agenda item 9.1 as Chair of WVHRGT. It was agreed to alter the order of the agenda and move to agenda item 9.2.

9.2 Consideration of request for funding from Petersfield School – a request had been made for a donation of £400 to buy furniture for the school. This was discussed and it was agreed not to make a donation to Petersfield School. Children from Whaddon attend six local schools and it would be unfair to support one over the others. Action: the Clerk to write to Petersfield School to inform them of the decision.

9.3 Approval of 2014/15 Precept – at a meeting on 7th January 2014 the PC had agreed a precept for 2014/15 of £16,400. Resolved: that the PC approve a Precept for 2014/15 of £16,400. Action: the Clerk to write to SCDC to request the 2014/15 precept and also to publish the precept calculations on the website.

9.4 Approval of Payments and Noting of approved overspend on Parish Plan expenses: Resolved: that the following payments be approved:

Cheques already approved (19th November 2013)

Cheque No. 100842, for £13,080, NJS Surfacing, for car park for recreation ground.

Cheque No. 100843, for £5,520, HNH Builders Ltd, for village hall kitchen refurbishment.

Cheque No. 100844, £100, Mr L Ginger, Community Led Plan expenses.

Cheques already approved (9th December 2013)

Cheque No. 100845, £102, Hales Printers, newsletter printing.

Cheque No. 100846, £945, Mr N Shaw, Community Led Plan printing costs. The PC noted the overspend of £212.95 on Parish Plan costs which had previously been approved.

Cheque No. 100847, £8979.60, Whaddon Village Hall & Recreation Ground Trust, transfer of Capital Grant received from SCDC for Village Hall refurbishment.

Cheques to be approved today (13th January 2014)

Cheque No. 100848, £50, Mrs M Peyton, Chair's expense allowance qtr to 31 December 2013.

Cheque No.100849, £968.84, Mrs G van Poortvliet, Clerk's wages and expense allowance for qtr ended 31 December 2013.

Cheque No. 100850, £50, Cambridgeshire & Peterborough Association of Local Councils, social media training (M Peyton and G van Poortvliet).

Cheque No. 100851, £175, Caldecote Parish Council, Cllr Training Sessions (A Walker x3 and R Scott x2)

Cheque No. 100852, £708, M D Landscapes, for recreation ground grass cutting and verges grass cutting to November 2013.

Cheque No. 100853, £848, Mr R J van Poortvliet, table tennis tables for table tennis club (S106).

Bank mandate – Barclays still had not processed the Simple Servicing Authority to allow the Clerk to make transfers between accounts. The Chair was still on the mandate in her maiden name. Action: the Chair to make a complaint to Barclays about the poor service.

9.1 Consideration of requests for additional funding for Village Hall expenses – Cllr Lewis declared an interest in this item as Chair of WVH&RGT and left the meeting.

WVH&RGT had applied for a grant of £40,000 from Amey Cespa for phase 2 of the Village Hall refurbishment. If they were successful in their application they would need to contribute 10% (£4,000) to the work. WVHRGT did not have £4,000 available and had asked for a donation from the PC. Resolved: that the PC transfer £4,000 from the Traffic Management ring-fenced reserve into a ring-fenced fund for VH refurbishment. Action: the Clerk to inform WVH&RGT of the PC's decision.

WVH&RGT had made a grant application to the PC for £1,635 for 2013/14 running costs. This had not been received in time for the meeting and was not supported by invoices. Agreed: that the grant be approved in principal and a cheque drawn up when the supporting documentation had been provided. Action: the Clerk to liaise with WVH&RGT to obtain the relevant paperwork and to get a cheque drawn up when it had been received. Cllr Lewis returned to the meeting and was informed of the PC's decisions.

10.0 Public Participation:

- a member of the public reported that the edges of the highway at the top of Bridge Street, between Ridgeway Close and the bend were breaking up. This was an ongoing problem made worse by parking. Action: the Clerk to report this to CCC Highways and ask them to repair the highway and see if anything else could be done to address this.

11.0 Traffic Management, Meldreth Road – update and agreement of PC attendees for Local Highway Improvement Panel Meeting: it was planned to wait until the weather improved before parking cars on Meldreth Road (in lieu of give-way features) and observing the impact on traffic. The PC had applied for £3,000 towards a £10,000 traffic calming scheme. CCC was considering the applications on 20th and 21st January. Actions: the Clerk to see if Cllr Milton could attend on behalf of the PC and advise CCC.

12.0 Broadband – update: Connecting Cambridgeshire had reported that it would be too difficult to get fibre to a cabinet in the village. They had suggested using a wireless connection - this would be weather-dependent and more expensive for users. County Cllr Dent was trying to organise

another meeting with BT Openreach, Connecting Cambridgeshire and representatives of the PC to see why Whaddon could not have a cabinet as had originally been promised.

13.0 Social Media – update from workshop – the Clerk and the Chair had attended a workshop on social media for PC's. An update was given. The workshop had provided some useful ideas and also identified some potential pitfalls of using social media for PC affairs.

14.0 Village Upkeep and Maintenance – reporting of issues:

- Wheelie bins – during recent windy conditions some wheelie bins had been blown out into the roads and into the path of motorists. Action: an email to be sent to residents asking them to bring their bins in as soon as possible after the collections and to bring in neighbours bins if they are able.
- Grips – these had not been cut in Bridge Street and Whaddon Gap for several years and there had been pools of water during the wet weather. Action: the Clerk to ask CCC Highways to reinstate the grips in Bridge Street and Whaddon Gap.
- Street lights – one of the Cllrs asked if it would be possible to have street lights in Whaddon. The recent Community Led Plan indicated that 2/3 of residents did not want street lights.

15.0 Items for next meeting:

- Adoption of Community Led Plan
- Accounts to 31st December 2013

16.0 Date of next meeting - Monday 10th February 2014. Apologies received from the Chair and Cllr Lewis.

There being no further business the meeting closed at 9.12 pm

Minutes of Whaddon Parish Council meeting held on 10th February 2014 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent (from 7.55p.m.)
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from Cllrs K French, J Lewis and M Peyton.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 13th January 2014 and the Precept Meeting of 7th January 2014** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Village Hero Awards – the PC had nominated Mrs Wendy Evans for this award due to her outstanding contribution to fundraising for refurbishment of the Village Hall.
 - Traffic management, Meldreth Road – it had been decided to wait until the weather had improved before parking cars in Meldreth Road where squeeze features might go to observe the impact on traffic. Cllr Milton had attended the CCC Local Highways Initiative Grant Panel Meeting on 21st February to ask for funding for a traffic calming scheme.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs' Report: a verbal report was given:
- Litlington Wind Farm – this planning application had come before SCDC's Planning Committee the previous week and had been refused unanimously. It was expected that an appeal would be made and it would go to the Planning Inspector.
 - Local Plan – a Portfolio meeting would be held on 11th February to discuss any potential changes required. A special Meeting of SCDC would take place on 13th March to vote on the Plan. One of the sites put forward by the PC for designation as a Local Green Space had been excluded by SCDC as insufficient local support had been demonstrated. The period of consultation had now closed. Action: District Cllr Cathcart to find out about the status of this and advise the PC.
 - Solar Farm, Wendy – a meeting was being held at Wendy Church & Village Hall on Wednesday 12th February, 5-7p.m. regarding a proposed solar farm at Vine Farm, Wendy.
- County Cllr's Report: this was postponed until the arrival of County Cllr Dent.
- 6.0 Planning**
- 6.1 Noting of approved minutes from the Planning Committee meeting of 9th December 2013** – the PC noted the minutes.
- 6.2 Noting of PC recommendation re Planning Application S/0083/14/FL, 128 Meldreth Road, SG8 5RP for erection of storage and stable building and change of use of agricultural land to equestrian use:** the PC had recommended approval of the application with comments that consideration should be given to the proximity of the new building to neighbouring properties, balancing closeness to the boundary (currently 5m away) with visibility of the new building from other properties and to ask that a distance of 7m from the boundary be considered. The PC also noted that SCDC had approved **Planning Application S/ 2351/13/FL, 118 Church Street, SG8 5RX for an extension and alterations from single storey bungalow to two storey dwelling.**

7.0 Correspondence

- South Cambridgeshire Local Police – details of changes to format of local Police Panel Meetings. Parish councils can put forward agenda items relating to local concerns at the four monthly Cambourne Area meetings. First meeting 11th February.
- WVH&RGT – minutes from meeting on 6th January 2014 and agenda for meeting on 3rd February 2014.
- Village Handyman – resignation (agenda item 13.0)
- LDA Design Consulting – invitation to discuss proposed solar farm at Vine Farm, Wendy, 12th February, 5-7pm, Wendy Village Hall & Church.
- SCDC Village Services & Facilities Update – request to provide up to date information for Whaddon. The Clerk had already responded to this.

8.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Ginger gave a verbal report:

- Amey Cespa Grant – WVH&RGT had been successful in their grant application and had been awarded £40,000 to refurbish the back of the Village Hall (VH). Thanks were given to Mrs Wendy Evans for securing this funding. The refurbishment would concentrate on the inside of the back section of the VH and would include insulation, a new roof, new windows, a disabled toilet, two additional new toilets and full redecoration. Works needed to be completed by 31st March 2014. A builder was ready to start and it was estimated that the work would take around six weeks to complete. The back section of the VH would be out of use during the refurbishment but portable toilets would be provided so that the main hall could still be used.
- English Cricket Board grant application – WVH&RGT had applied for ECB funding for work outside the back section of the VH, including the veranda.
- Coffee mornings – these were proving popular with residents.

County Cllr Dent joined the meeting and it was agreed to return to agenda item 5.0

5.0 County Councillors Report: a verbal update was given by County Cllr Dent.

- Bassingbourn Barracks – a Black Watch regiment was in residence making preparations to train the Libyan Army. Local employees were also being engaged to work at the Barracks. Training of the Libyan Army was expected to start in March 2014 and continue for 18 months to two years with training running in 10-12 week tranches. Negotiations were ongoing regarding the use of Barracks' facilities by local clubs and societies.
- Local Highways Initiative Grant Applications – Whaddon had scored 8th out of 120 applications indicating there was a good chance that funding would be awarded. Decisions are not expected to be announced until March 2014.
- Broadband – a further meeting between BT Openreach, Connecting Cambridgeshire, County Cllr Dent and PC representatives had been arranged for 3rd March 2014. Dr Nigel Strudwick, Whaddon's Broadband Champion, would be joining the meeting via Skype.
- The Chair asked about the recent changes to the speed limits in Meldreth. There had been no signs advising of the changed speed limits and there did not appear to be sufficient repeater signs. Action: County Cllr Dent to ask CCC Highways about this.

9.0 Finance:

9.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques already signed (22nd January 2014)

Cheque No. 100854, for £1,635, Whaddon Village Hall & Recreation Ground Trust, grant for running expenses 2013-14.

Cheques to be approved for signing today (10th February 2014)

Cheque No. 100855, £4,000.00, Whaddon Village Hall & Recreation Ground Trust, 10% donation towards Amey Cespa grant for refurbishing back part of Village Hall.

Cheque No. 100856, £87.00, Society of Local Council Clerks, subscription 2014. There was no supporting paperwork for Cheque No. 100855 so it was agreed that the cheque not be signed until this had been received. Actions: the Clerk to obtain supporting documentation for cheque No 1000855 and to arrange for the cheque to be signed. The Clerk also to arrange for cheque no 100856 to be countersigned as only one cheque signatory was present.

9.2 Review of PC Accounts to 31st December 2013 – the Clerk presented the accounts and took questions from the Cllrs.

- 10.0 Public Participation:** no comments made.
- 11.0 Traffic Management, Meldreth Road – update:** this had been covered under agenda items 4.0 and 5.0 (County Cllrs Report).
- 12.0 Community Plan – presentation and adoption:** two of the three Cllrs present had been involved in the production of the Community Plan. This item was postponed until the next PC meeting.
- 13.0 Village Handyman – noting of vacancy and agreement of actions:** Mr D Evans had resigned as Village Handyman but had offered to continue to look after the Bridge Street Fountain Garden. A discussion was held. Thanks were expressed for the hard work and enthusiasm shown by the handyman. Actions: the Clerk to write to Mr Evans to thank him for his service. The Clerk to clarify the position with Mr Evans regarding overseeing of the grass cutting contracts. The Clerk to draw up an advert for a new handyman for the email system, notice board and newsletter.
- 14.0 Village Upkeep and Maintenance – reporting of issues:**
- Main Notice Board, Church Street – this was now in quite a poor state of repair and needed to be clamped shut. The posts were also rotting. Action: quotes to be obtained from local cabinet makers to either repair or make a new notice board.
 - Phone box, Bridge Street – the refurbishment had not been completed. Action: the Clerk to see if Mr Monks and Mr Shaw would be willing to undertake this work. If not the job could be passed on to the new Village Handyman (when appointed).
 - Bus service 127 – the Chair had used this bus service and noted that there was no ticket machine on the bus so it would not have been possible to record passenger numbers. Also the bus being used was a school bus that was not suitable for the elderly. County Cllr Dent commented that the buses did meet current legal requirements with regard to accessibility but that he would look into the issue of the ticket machines.
 - Cambridge Energy Switch - a Cllr asked if this scheme had been publicised via the village email system. Action: the Clerk to ask for information to go out via the email system.
- 14.0 Items for next meeting:**
- Adoption of Community Led Plan
 - Meldreth Road Traffic Calming
 - Broadband update
- 15.0 Date of next meeting - Monday 10th March 2014.**
- There being no further business the meeting closed at 8.40 pm**

Minutes of Whaddon Parish Council meeting held on 10th March 2014 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mrs J Lewis (from 7.40p.m.), Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr D McCraith
	Parishioners	2 present

1.0 Apologies for Absence – received from Cllr L Ginger, District Cllr N Cathcart and County Cllr A Dent.

2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 10th February 2014 – Resolved: that item 5.0 of the minutes be amended from ‘One of the sites put forward by the PC for designation as a Local Green Space had been excluded by SCDC and insufficient local support had been demonstrated’ to ‘One of the sites put forward by the PC for designation as a Local Green Space had been excluded by SCDC as insufficient local support had been demonstrated.’ The amended minutes were signed by the Chair as a true and correct record.

3.0 Declarations of Interest – none declared.

4.0 Report from Clerk and Councillors on business remaining from previous meetings: a verbal report was given.

- New speed limits, Meldreth – some ‘new speed limit’ signage had been put up but the Cllrs felt that, particularly when approaching Whaddon from Meldreth, there were insufficient repeater signs. Action: the Clerk to ask County Cllr Dent and County Cllr Susan van de Ven (County Cllr for Meldreth) to look into this.
- Village Handyperson vacancy – this had been advertised via the email system and would go in the next edition of the newsletter. Mr D Evans would continue to oversee the grass cutting contracts. The Chair asked the Cllrs to think of candidates who might be approached to take on the handyperson job.
- Main notice board – Cllr Ginger was obtaining some quotes for a new notice board. The possibility of attaching a notice board to the Village Hall (VH) was discussed as an alternative which would alleviate the problem of rotting posts. Actions: the Clerk to ask Whaddon Village Hall & Recreation Ground Trust if it might be possible to attach a PC notice board to the VH. The Chair to obtain a quote for a wall-mounted notice board.
- Bridge Street phone box – some volunteers were willing to finish painting the outside of the phone box. Someone was still needed who could fix shelves to the interior. Action: Cllr French to check if a request for help with carpentry could be put in the newsletter.

5.0 Reports from District and County Cllrs:

District Cllrs’ Report: a verbal report was given:

- Wendy Solar Farm – a meeting had been held in Wendy on 12th February to discuss a potential solar farm between Wendy and Bassingbourn Barracks. Stuart Rye, Chair of the Parish Meeting was to find out the feeling of Wendy’s villagers towards the proposal. Two further solar farms were being considered in the district – one between Bassingbourn and the A505 and another behind Bury Lane, Meldreth. SCDC are encouraging applicants and Parish Councils to get together to negotiate over these proposals.
- 2014/15 budget – this was approved by SCDC in February. Council Tax would increase by 1.99%. Funding from Central Government to SCDC was due to decrease by a quarter

every year. The new housing company set up by SCDC would bring in a future income stream and help to alleviate the need for increases to council tax.

- Council house refurbishment, Bridge Street – the Chair pointed out that the refurbishment works on the houses in Bridge Street had been left unfinished with wires taped to the outside of the buildings. Action: District Cllr McCraith to look into this.
- Local Plan – the final version of the Plan was due to go before a special meeting of SCDC on 13th March for adoption. Objections had mainly been received from areas where housing was envisaged.

County Cllr's Report: no County Cllr present at the meeting.

6.0 Planning – noting of SCDC's decisions

The PC noted that SCDC had approved Planning Application S/0083/14/FL, 128 Meldreth Road, SG8 5RP for erection of storage and stable building and change of use of agricultural land to equestrian use.

7.0 Correspondence

- Cambridgeshire County Council – notification that Whaddon PC's scheme has been approved for £3,000 funding under the Local Highway Improvement Initiative Scheme.
- WVH&RGT – minutes from meeting on 3rd February 2014 and agenda for meeting on 3rd March 2014.
- SCDC – invitation to Parish Liaison Meeting on 27th March 2014, Cambourne, 6.30-8.00pm. Action: the Clerk to RSVP on behalf of the Chair.
- WVH&RGT – invitation to opening ceremony on 14th May 2014, 3pm.

8.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Lewis gave a verbal report:

- Village Hall (VH) Refurbishment, back section – the building works were on track for completion on 20th March 2014 (deadline for Amey Cespa grant). The builders had been very good.
- Donations – thanks were given to the PC for their 10% contribution towards the Amey Cespa grant and to Mr Monks and Mr Shaw for donation of security lighting.
- Playground safety checks – the detailed monthly checks would start again in April.
- Cage for heat pump – this had now been completed. The PC had included this expense in their 2014/15 precept. A grant application would be made by WVH&RGT in April 2014.
- Comedy Night – this was planned for 5th April and was suitable for those aged 14+ years.
- Opening Event – an official opening for the sponsors would take place on 14th May. Wording for the plaque was being considered as well as whom to ask to open the VH.

9.0 Finance: it was agreed to consider agenda item 9.2 before 9.1.

9.2 Consideration of requests for funding from WVH&RGT:

WVH&RGT requested financial support from the PC to pay two invoices relating to the capital refurbishment works for the VH. The invoices were for building regulations and for fire extinguisher checks. Cllrs A Walker and J Lewis declared an interest as Managing Trustees of WVH&RGT and left the meeting. The PC resolved to pay the building regulations and the fire extinguisher checks (estimated at a maximum of £800). The funds were to be moved out of the Traffic Management reserve for this purpose. Actions: WVH&RGT to make a grant application supported by invoices for these costs. The Clerk to arrange for a cheque to be drawn up and paid before 31st March 2014 and to move the necessary funds from the Traffic Management Reserve. (Cllrs Walker and Lewis returned to the meeting and were advised of the PC's decision)

9.1 Approval of Payments: Resolved: that the following payments be approved:

Cheque already signed (18th February 2014)

Cheque No. 100857, £3,840, Whaddon Village Hall & Recreation Ground Trust, 10% donation towards Amey Cespa grant for refurbishing back part of Village Hall. This replaces cheque no 100855 (£4,000).

Cheques to be approved for signing today (10th March 2014)

Cheque No. 100858, £48.00, Cambridgeshire ACRE, subscription.

Cheque No.100859, £80.00, Mr P E Coningsby, grass cutting church yard.

Cheque No. 100860, £968.84, Mrs G van Poortvliet, Clerks wages and Expense Allowance for quarter to 31st March 2014.

Cheque No. 100861, £50.00, Mrs M Peyton, Chairs Expense Allowance for quarter to 31st March 2014.

Cheque No. 100862, £99.00, Whaddon Village Hall & Recreation Ground Trust, meeting venue hire Dec 2013 to Mar 2014.

Cheque No. 100863, £72.00, Mr D Evans, handyman wages re Bridge Street Pump Garden.

10.0 Public Participation:

- A member of the public reported that there had been a bad accident at Whaddon Gap junction the previous Tuesday and that a turning lane was needed. Action: the Clerk to ask County Cllr Dent for the best way to approach CCC regarding a turning lane.
- A member of the public asked if it was possible to see draft minutes from the previous PC meetings before the meeting itself. The Clerk advised that draft minutes were posted on the village website approximately two weeks after the meetings.
- A member of the public suggested that, if it was not possible to find a village handyman, that use could be made of volunteers to perform specific maintenance tasks instead.
- A member of the public reinforced the opinion of some of the Cllrs regarding the poor state of finish on the refurbishment work on the council houses in Bridge Street.

11.0 Traffic Management, Meldreth Road – update: £3,000 grant funding from CCC Highways had been confirmed towards a total scheme cost of c£10,000. The next steps were to park three cars in the proposed locations of the ‘squeeze’ give way features to observe the impact on traffic speeds in Meldreth Road and then to meet with CCC Highways representatives. Action: Speedwatch to arrange for observation of parked cars in Meldreth Road.

12.0 Community Plan – presentation and adoption: due to the absence of Cllr Ginger this item was postponed until the next PC meeting.

13.0 Broadband – update: a meeting had taken place on 3rd March attended by the Chair, County Cllr Dent, representatives from BT, Connecting Cambridgeshire and BT Openreach. Dr N Strudwick, Whaddon’s Broadband Champion, had joined the meeting via Facetime. It had been confirmed that Whaddon would have enhanced broadband by the end of 2015. Further consideration was being given to the best way to deliver this due to complications with the existing telecoms infrastructure in the village. One option was via radio backhaul which works on a line-of-sight basis using digital microwave technology. This system was secure and would not be affected by the weather but was an expensive solution for relatively few households. Whaddon PC would need to continue to apply pressure.

14.0 Salt bins for Town Farm Close (TFC) – agreement of actions: Cllr French had sent an email to residents of TFC explaining that the only feasible location for a salt bin was along the back of the car ports on the main approach to TFC. The responses received had been positive. Actions: the Clerk to advise CCC Highways that a salt bin would be placed on the adopted section of TFC and would need to be filled in due course. Cllr French and the Chair would look at where the bin should go and arrange for the shrubs to be cut back.

15.0 Charitable Donations – agreement of donations: the PC resolved to donate £100 to Magpas Helimedix. Action: the Clerk to draw up a cheque and arrange for it to be signed.

16.0 Village Upkeep and Maintenance – reporting of issues:

- Potholes – members of the PC had already registered the pothole on Church Street by the turning into TFC.
- Pickering Woods – a tree had fallen down in Pickering Woods and had been moved off the footpath. Action: Cllr French to inform Mr R Huffer about the tree.

17.0 Items for next meeting:

- Clerks Review (Action: the Clerk to circulate a copy of the job description)
- Adoption of Community Led Plan
- Discussion of process for making grants to community clubs and societies
- S106 funds
- Approval of accounts to 31st March 2014

18.0 Date of next meeting - Monday 7th April 2014; Annual Parish Meeting Monday 14th April 2014

There being no further business the meeting closed at 9.17 pm

Minutes of Whaddon Parish Council meeting held on 7th April 2014 at 7.37p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French (until 9.20p.m.), Mr L Ginger, Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr D McCraith
	Parishioners	2 present

- 1.0 Apologies for Absence** – received from Cllrs J Lewis and A Walker, District Cllr N Cathcart and County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 10th March 2014** – Resolved: that the minutes were signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Traffic management, Meldreth Road – Speedwatch had arranged for two cars to be parked in Meldreth Road in locations where give way ‘squeeze’ features might be positioned. This had been done during a morning rush hour and had been successful at slowing traffic speeds. The Chair and Clerk would be meeting with Cambridgeshire County Council (CCC) Highways on 9th April for further discussions about the proposed traffic scheme.
 - New speed limits, Meldreth – several of the 40mph repeater signs ordered by CCC Highways had not originally been put up - this had now been rectified. No further 30mph repeater signs were needed due to the existence of street lighting which indicates a 30mph limit. Action: the Clerk to ask County Cllr Dent about the possibility of repainting the white lines at the Whitecroft Road junction and to report that two of the new 40mph signs were already being obscured by overgrown hedgerows.
 - Main PC notice board – Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) would be considering the request to mount the notice board on the side of the village hall at their meeting this evening. It was hoped that the original notice board could be adapted for use on a building if permission was granted.
 - Phone box library, Bridge Street – shelves had been put in by volunteers (although one extra shelf was thought necessary) and the library was already in use. A volunteer had been found to oversee the library and had suggested putting comment sheets in the books. The light in the phone box was not working - it was possible that the light fitting was broken. It was suggested that a solar powered light be used. Action: the Clerk to thank the volunteers who had painted and converted the phone box into a library
 - Bridge Street council houses – District Cllr McCraith had visited the council houses to check the state of finish to the refurbishment works and had reported this to the housing officer. The contractor was at fault and had been asked to complete the works on 16th April. District Cllr McCraith had asked the residents to let him know if the contractor did not start work on the 16th April. The Chair also advised that some insulated power boxes that should have been fitted to the houses had actually been thrown into a skip.
 - Whaddon Gap Junction – Cllr Dent had contacted relevant CCC officers about the possibility of a right hand turning lane into Whaddon Gap. Budget constraints and other priorities meant that this would not be possible at this time. Cllr Dent would continue to lobby for this.
 - Salt bin, Town Farm Close – no reply had been received from CCC Highways regarding adding a salt bin to their filling rota. Action: the Clerk to follow this up with CCC.

5.0 Reports from District and County Cllrs:

District Cllrs' Report: a verbal report was given:

- Proposed Solar Farms – a planning application was being made for a solar farm in Croydon by the same applicants proposing the solar farm in Wendy. Wendy Parish Meeting was looking to negotiate with the applicants to get some benefit for the village. Bassingbourn PC had negotiated with the applicants regarding a proposed solar farm in their parish and had since recommended approval of that scheme.
- Bassingbourn Barracks – Libyan Troops were expected to arrive from 2nd May onwards.

County Cllr's Report: no County Cllr present at the meeting. An update report on CCC issues had been circulated to the Cllrs. In addition County Cllr Dent had voiced concern to the relevant parties about the situation regarding broadband provision in Whaddon.

6.0 Planning – noting of Planning Committees recommendations re planning applications (i) S/0531/14/FL and S/0532/14/LB – 173 Bridge Street, SG8 5SP for demolition of late 20th century flat-roofed extension, erection of new one-storey extension with attic rooms, replacement of existing late 20th century open porch with new enclosed porch and rebuilding central chimney stack above roof level and (ii) S/0594/14/FL – 113 Meldreth Road, SG8 5RS for single storey front extension and two storey and single storey rear extensions – the PC noted that the Planning Committee had recommended approval for these applications.

7.0 Correspondence

- The Wentzel Partnership – invitation to Solar Farm Public Exhibition and Consultation re Vine Farm, Wendy, 27th March, Wendy Village Hall.
- W VH&RGT – draft minutes from meeting on 3rd March 2014 and agenda for meeting on 7th April 2014.
- Cambridgeshire Park & Ride – information regarding the introduction of car parking charges at Cambridge Park & Ride sites.
- County Councillor – County Report March 2014.
- Email from local resident – enquiry regarding status of phone box in Meldreth Road (not currently working and contains a poster asking if the parish wishes to adopt it). This was discussed. Action: the Clerk to try to ascertain the status of this phone box and see if the equipment could be repaired.
- Email from local resident – complaining about dog fouling in Ridgeway Close. This was discussed. Action: the Chair to draft a request for dog walkers to pick up after their dogs and distribute it via the village email system.

8.0 Finance - Approval of Payments: Resolved: that the following payments be approved:

Cheques already signed (28th March 2014)

Cheque No. 100864, £100, Magpas, charitable donation.

Cheque No. 100865, £257.34, New Flame, fire equipment maintenance, village hall.

Cheques to be approved for signing today (7th April 2014)

Cheque No. 100866, £700.00, Morley Manufacturing, cage for heat exchanger for village hall.

Cheque No. 100867, £92.00, Hales Printers, village newsletter March 2014.

Cheque No. 100868, £158.34, Cambridgeshire & Peterborough Association of Local Councils, subscription 2014/15.

9.0 Public Participation:

- A member of the public had met someone who lived outside the Parish who might be prepared to take on the job of Village Handyperson. The Cllrs advised that the person concerned should contact the Clerk.
- A member of the public asked about speed limits and whether it was possible to consider alternative methods of influencing opinion when official requests did not work. The Cllrs explained that PC's are constrained by statute as to what they have power to do themselves.

- A member of the public asked if the PC were intending to do anything further about a right hand turning lane on the A1198 at Whaddon Gap or if they would accept CCC Highways comments about lack of available funds. The Cllrs explained that they would follow this up further and that the biggest influence on CCC Highways was the accident rate. Actions: NHW to ask the police for official accident figures for Whaddon Gap junction. The Cllrs to ask for further input from County Cllr Dent at the next meeting.

10.0 Community Plan – presentation and adoption: Cllr Ginger presented the eight key recommendations from the Community Led Plan. Overwhelmingly the biggest recommendations were for a housing needs survey and for urgent safety improvements at the A1198 Whaddon Gap junction. The PC gave thanks to the Community Plan Committee for producing the Plan and for the speed and quality of their work. It was resolved to adopt the recommendations of the Community Led Plan. Action: the Clerk to table an agenda item for the June meeting to assign actions against each of the Community Led Plan recommendations.

11.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Ginger gave a verbal report:

- Village Hall (VH) Refurbishment, back section – the building works had been completed on time and within budget with very few issues. The contractor had been very good. The Building Regulations inspection and Fire Safety audit had both been completed. The next stage would be to complete the veranda and guttering.
- Fundraising Events – the Magic Night had been a very successful evening and the Trustees had lots of ideas for new social and fundraising events in the VH.

12.0 Grants to Community Clubs/Societies – agreement of process: The PC had included £700 within the 2014/15 precept for grants to community clubs and societies to enable them to get going. The criteria and application process was discussed. It was agreed that grants of between £50 and £100 would be available to clubs and societies being set up for the benefit of village residents and using the VH and/or recreation ground. Applications would be made via the Clerk and would be discussed and decided on by the PC. Actions: the grants to be announced at the Annual Parish Meeting and subsequently via the village email system. The Clerk to ask the VH Lettings Officer to channel potential applicants to the PC.

13.0 S106 funds – update on fund status and agreement of actions: £6,485 S106 funds were still unspent. All of this money was for public open space. The PC noted the balance and discussed potential uses of the funds. Actions: the Clerk to ask SCDC if it would be possible to spend money on a veranda for the VH within the terms of ‘public open space’ and also to ask WVH&RGT if they had any requests for using the funds available. The Clerk to ask Mr P Sexton, SCDC Planning, if there were any S106 monies due to the PC for the development at 132 Meldreth Road.

14.0 Annual Parish Meeting – agenda items: topics for the APM were Speedwatch & Neighbourhood Watch, Community Led Plan, Village Hall, broadband, St. Mary’s Church, updates from the District and County Cllrs, announcement of grants for local clubs and societies, asking for volunteers and a question & answer session. Actions: the Clerk to bring precept information in case of questions and to buy light refreshments. The Chair to email a reminder to residents via the village email system.

15.0 Village Upkeep and Maintenance – reporting of issues:

- Overgrown hedges, Church Street – some hedges were obstructing the footway, making it difficult for pedestrians to pass. Action: the Chair to speak to the homeowners to ask them to cut back the hedges. (Cllr French left the meeting).

- Whaddon Gap Junction – a post that had been knocked down some time ago was still missing from the left hand side - there was no speed limit sign in place. Action: the Clerk to email CCC Highways.
- Grass cutting – this would be starting this week.
- Fly tipping, Whaddon Gap car park – a prosecution had been made.
- A14 improvements – no presentations were due to take place in our region. Action: the Clerk to point this out to County Cllr A Dent.

16.0 Items for next meeting:

- Approval of 2013/14 Annual Return and Accounts
- Community Led Plan – assignment of actions (June meeting)

17.0 Date of next meeting/Annual Parish Council Meeting - Monday 12th May 2014

The meeting was closed to the public at this point.

18.0 Clerks Review – noting of appraisal, agreement of salary scale point and review of job description: the Clerk's current job description needed updating. The PC resolved to adopt the NALC model job description for the Clerk. The Clerk left the meeting. The PC noted the Clerk's appraisal and agreed to move her to the next point on the salary scale.

There being no further business the meeting closed at 9.48 pm

Minutes of Whaddon Parish Council annual meeting held on 12th May 2014 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mr L Ginger
 Councillors Professor A Milton, Mrs M Peyton, Mr R Scott, Ms A Walker (until 9 p.m.)
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart, Mr D McCraith
 County Councillor Mr A Dent
 Parishioners 1 present

- 1.0 Election of the Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office** – resolved that Mr L Ginger be elected as Chair of Whaddon PC. A declaration of Acceptance of Office of Chair was duly signed.
- 2.0 Election of the Vice-Chair of the PC** – resolved that Mrs K French be elected as Vice-Chair in her absence (Mrs French had indicated that she would be willing to be nominated). Action: the Clerk to inform Mrs French of her election and confirm her willingness to be elected.
- 3.0 Apologies for Absence** – received from Cllrs K French and J Lewis. Notification of late arrival received from County Cllr A Dent.
- 4.0 Receipt of updated Register of Members Interest Forms (if necessary)** – no amended forms were submitted. Action: Cllrs to review their Register of Members Interest Forms and submit new versions to the Clerk and SCDC if any information had changed.
- 5.0 Declarations of Interest** – none declared.
- 6.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 7th April 2014** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 7.0 Standing Committees (Planning Committee):**
 - 7.1 Review of Terms of Reference and Delegation Arrangements for Planning Committee** - reviewed; no changes required.
 - 7.2 Receipt of nominations to the Planning Committee** – Resolved: that the following be appointed to the Planning Committee: Cllr K French, Cllr L Ginger, Cllr A Milton and Cllr R Scott. One vacancy to be retained until after appointment of new Cllr to PC (see agenda item 20.0).
- 8.0 Review of PC Standing Orders and Financial Regulations** – reviewed. It was noted that changes to legislation meant that it was no longer a requirement for cheques drawn on the PC bank account be signed by two cheque signatories (Financial Regulations 5.3). However, National Association of Local Council guidance was that PC's needed to be satisfied that adequate controls were in place before removing this requirement. The PC would monitor this to see if a move to one cheque signatory was needed. Action: the Clerk to request mandate change forms from the bank as a new cheque signatory was needed to replace Mrs M Peyton who had resigned from the PC (see agenda item 20.0). It was also noted that live Tweeting from PC meetings was now allowed (Standing Order 1L).
- 9.0 Review of inventory of land and assets** – reviewed and noted that the inventory had been updated to include the four village notice boards.

- 10.0 Review and confirmation of arrangements for insurance cover** – reviewed. The PC is in the final year of a three year insurance deal with Zurich Municipal. Actions: the Clerk to arrange for the following to be added to the insurance policy – one three-bay wood notice board, two two-bay wood notice boards and one aluminium notice board. The Clerk to request Whaddon Village Hall & Recreation Ground Trust to include the cricket nets and table tennis tables in their reassessment exercise for the insurance cover for the Village Hall and recreation ground.
- 11.0 Review of PC and employee membership subscriptions** – reviewed and resolved that the following subscriptions be approved:
- Cambridgeshire & Peterborough Association of Local Councils
 - Society of Local Council Clerks
 - Cambridgeshire ACRE
- 12.0 Reviewing of procedures for:**
- 12.1 Complaints** – reviewed; no changes required
- 12.2 Requests under Freedom of Information Act 2000 and the Data Protection Act 1998** – reviewed; no changes required
- 12.3 Dealing with the Press/Media** – reviewed; no changes required
- 13.0 Setting Dates & Times for ordinary meetings of the full Parish Council for 2014/15** – Resolved: to hold meetings on the second Monday of the month (except for July and December). The Annual Parish Meeting was scheduled for Monday 20th April 2015. Actions: the Clerk to circulate the 2014/15 meeting dates and book a venue. The Clerk to table an agenda item for the next PC meeting to consider moving the start time of PC meetings.
- 14.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Village Handyman – nobody had expressed interest in this position. Action: the Clerk to organise another email and newsletter appeal advising that paid work was available.
 - Main notice board, Church Street – WVH&RGT had given permission for this to be mounted on the side of the Village Hall. Action: the Chair to arrange for a quote to adapt the existing notice board and move it to the VH.
 - Bridge Street council houses – the refurbishment work had now been finished off.
 - New speed limits and Fenny Lane junction, Meldreth – the obscured 40mph repeater signs between Meldreth and Whaddon had been reported to CCC Highways by Meldreth PC. The white lines at the Fenny Lane junction had been repainted. A report had been forwarded to the PC by Meldreth PC regarding actions being taken to improve safety at the junction. The suggestions were felt to be inadequate by the Cllrs. Action: County Cllr A Dent would look into this and bring it up with the County Cllr S van de Ven.
 - Overgrown hedges, Town Farm Close (obstructing footway on Church Street) – it had been ascertained from the property deeds that the hedges did not belong to TFC householders. It was expected that they belonged to the developer who had built TFC and that it could prove difficult to get the hedge cut back. Action: County Cllr Dent to report this to CCC Highways. The Chair to get a quote for cutting back the hedge.
 - Faulty pay phone, Meldreth Road – this had been reported to BT.
- 15.0 Reports from District and County Cllrs:**
- District Cllrs' Report: a verbal report was given:
- Proposed Community Infrastructure Levy (CIL) – it was being proposed to replace S106 agreements with a CIL which would apply to most developments, regardless of size, on a square footage basis. PC's would receive 15% of the CIL with 85% going to SCDC/CCC. The advantage was that it would speed up development as it would no longer be necessary

to individually negotiate S106 agreements. The money raised would be ring-fenced and used to pay for infrastructure needed as a result of development. A consultation was currently open and PC's had been invited to comment.

- Solar Farms – a small solar farm in Meldreth Road, Whaddon (near Bumpkins Nursery) was in the pre-planning stage.

County Cllr's Report: a verbal report was given:

- Bassingbourn Barracks – County Cllr Dent has a meeting at the Barracks on Wednesday 14th May. The trainers from the 3rd Scottish Battalion had now arrived. An announcement was expected imminently regarding the arrival of the Libyan troops for training.
- Anti scam month – May is anti scam month and information had been issued to the PC. Some bogus Trading Standards schemes had been operating in Cambridgeshire.
- New street lighting, A1198 – the new lighting near the Barracks was not yet working. The old street lights would be taken away once the new ones were operational.

16.0 Planning – noting of SCDC decisions re (i) S/0531/14/FL & S/0532/14/LB – 173 Bridge Street, SG8 5SP for demolition of late 20th century flat-roofed extension, erection of new one-storey extension with attic rooms, replacement of existing late 20th century open porch with new enclosed porch and rebuilding central chimney stack above roof level and (ii) S/0594/14/FL – 113 Meldreth Road, SG8 5RS for single storey front extension and two storey and single storey rear extensions – noted that SCDC had approved the applications.

17.0 Finance:

17.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques to be approved for signing today (12th May 2014)

Cheque No. 100869, £331.20, Cambridgeshire County Council, 4 x Speedwatch Signs.

Cheque No.100870, £40.00, Bruce Huett, internal audit for 2013/14.

Cheque No. 100871, £2,460.40, Whaddon Village Hall & Recreation Ground Trust, final stage Capital grant payment from SCDC.

Cheque No. 100872, Unlimited Logos, £372.96, Plaque for Village Hall opening ceremony.

Cheque No. 100873, Mr L Ginger, £180.00, reimbursement of full plans application for Village Hall Building Regulations.

Cheque No. 100874, South Cambridgeshire District Council, £420.00, Building Control inspection fee re Village Hall.

17.2 Presentation of accounts to 31st March 2014 – the Clerk presented the accounts to 31st March 2014. It was resolved to carry forward ring fenced reserves of £16,769.36 to the following financial year (£270 PPP3 grant, £9,128.74 traffic calming, £6,485.07 S106 public open space, £300 village maintenance (pump painting, bus shelter) and £585.55 Village Hall).

17.3 Noting of the internal auditor's report – the PC noted the report and comments.

17.4 Signing of the Annual Return – resolved that the Chair and Clerk sign the Accounting Statements and Annual Governance Statement for the year ended 31 March 2014. Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

(Cllr A Walker left the meeting – 9p.m.)

18.0 Correspondence

- Alfred John Palmers Trust accounts year to 31st March 2013.
- CCC Highways – details of verges and maintenance grass cutting programme for 2014-15.
- SCDC – consultation on proposed Draft Community Infrastructure Charging Levy for building developments. Deadline 7th July. Action: the Clerk to put this on the agenda for the June meeting.
- Email from local resident (forwarded via village email system) – regarding the photograph of litter on the recreation ground enquiring about potential charging for car parking to offset litter clearing and maintenance costs. This had been passed to WVH&RGT.

- PCSO James Lynch – invitation to the Police Neighbourhood Panel meeting on Tuesday 10th June, 7.30pm, Gamlingay. An email had been sent to residents asking if they had any issues they wanted to be raised. Action: the Clerk to check with the Chair if he could attend.
- Meldreth PC – report on proposed safety improvements to Fenny Lane junction.

19.0 Public Participation: no comments made.

20.0 Resignation of Councillor – update and agreement of actions: Mrs M Peyton had resigned from the PC with effect from the end of the meeting. She would continue to be the village tree warden, be involved in broadband meetings and participate in Speedwatch and Neighbourhood Watch. Thanks were expressed to Mrs Peyton for her many years of service on the PC including recently being Chair. Actions: the Clerk to put up the statutory notice advertising the vacancy.

21.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Ginger gave a verbal report:

- Village Hall (VH) official opening ceremony – this would take place on Wednesday 14th May at 3pm for people and organisations who had contributed to the VH refurbishment.
- VH bookings – these had improved significantly since the hall had been refurbished. Yoga and pilates classes had now started and there was interest in starting local clubs and societies. The bi-weekly coffee mornings were proving popular with residents.

22.0 Annual Parish Meeting Actions – consideration of requests from residents and agreement of actions: the following had been raised by residents at the APM:

- **Litter Picking** – the return of regular litter picking events had been requested. Action: the Clerk to put another appeal in the newsletter/email for a litter picking co-ordinator.
- **Recreation Ground** – some residents were concerned that the recreation ground was being mainly used by residents from outside the village and wanted to find some way to charge them in order to contribute towards upkeep and maintenance of the play area. These comments had been passed on to WVH&RGT.
- **Land in front of Ridgeway Close** – it had been suggested that the PC try to purchase this land from SCDC and take over the cutting of the grass and general upkeep of the area. There had recently been concerns about spraying of weeds on the grass which had left the area looking untidy. Actions: the Clerk to table an agenda item for the June meeting. District Cllr Cathcart to register a complaint with SCDC regarding the weed spraying.

23.0 Village Upkeep and Maintenance – reporting of issues:

- Grass strip at side of Ridgeway Close – there was a hole at the side of the road adjacent to the grass. Action: County Cllr Dent (and the Clerk) to report this to CCC Highways.
- Hedge between the golf club and the recreation ground – the grass cutting contractor had complained that it was difficult to cut the grass on the recreation ground where the hedge was overgrown. This hedge did not belong to the golf club. Action: the Chair to request further information and to ask WVH&RGT to look into this.

24.0 Items for next meeting:

- Community Infrastructure Levy – response to consultation
- Land in front of Ridgeway Close – discussion and agreement of actions
- Community Led Plan – assignment of actions
- Bank mandate – approval of new mandate
- Start times for PC meetings – discussion re a change to start times.

25.0 Date of next meeting - Monday 9th June 2014

There being no further business the meeting closed at 9.16p.m.

Minutes of Whaddon Parish Council meeting held on 9th June 2014 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mr L Ginger
 Councillors Mrs K French, Mrs J Lewis (from 7.35p.m.), Professor A Milton, Ms A Walker
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart, Mr D McCraith
 County Councillor Mr A Dent (from 8.30p.m.)
 Parishioners 1 present

1.0 Apologies for Absence – none received. Notification of late arrival received from County Cllr A Dent.

2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 12th May 2014 – Resolved: that the minutes be signed by the Chair as a true and correct record. (Cllr J Lewis joined the meeting 7.35p.m.).

3.0 Declarations of Interest – none declared.

4.0 Report from Clerk and Councillors on business remaining from previous meetings: a verbal report was given.

- Whaddon Gap junction safety – official accident rate information had to be obtained from Cambridgeshire County Council (CCC) rather than the police. These figures had been requested.
- S106 funds – South Cambridgeshire District Council had confirmed that they would allow S106 funds designated for public open space to potentially be used for an outside veranda attached to the village hall. WVH&RGT were interested in applying for this money and were in the process of getting quotes from builders for a veranda.
- Village Handyperson – there had been quite a lot of interest in the handyperson vacancy since it had been re-advertised. Action: the Clerk to send each interested party a copy of the maintenance schedule and ask them to submit their views on how long each job would take and the approximate costs involved. The position would be on a self-employed basis.
- Overgrown hedge, Town Farm Close (obstructing footway on Church Street) – this had been cut back by residents but ultimately the hedges do not belong to TFC householders.
- Parish Councillor Vacancy – one expression of interest had been received. The closing date for applications is 30th June 2014. Action: the Clerk to arrange for applicants to meet with Cllrs after the closing date.
- Grass in front of Ridgeway Close – District Cllr Cathcart had explained to the Housing Officer that the PC were unhappy about the weed spraying carried out by SCDC contractors due to the adverse impact on a visually important part of the village. The Officer had been asked to liaise with the PC about this.
- Litter picking co-ordinator – two requests had now been made for a volunteer to take on this role for the village. No volunteers had come forward.

5.0 Reports from District and County Cllrs:

District Cllrs' Report: a verbal report was given:

- District Council Elections – the election results had been broadly similar to the previous make-up of SCDC. David MCCraith had been re-elected and would continue to represent Whaddon. A meeting of the Council would take place later in the week to appoint District Cllrs to various committees.

- Solar and Wind Farms – an appeal had been lodged regarding a proposed wind farm in Litlington and would be considered in the next few weeks. SCDC consider applications for wind and solar farms on their individual merits. The grant regime for these power sources is changing with the result that fewer applications are being made.

County Cllr's Report: postponed until the arrival of County Cllr Dent.

6.0 Correspondence

- Cambridgeshire County Council – details of parking charges that will be introduced at Cambridge Park and Ride sites from July 2014.
- Email from resident – complaining about info that is publically available on SCDC on-line planning application system.
- County Cllr report – June 2014.

7.0 Finance:

7.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques already signed (15th May 2014)

Cheque No. 100875, £464.17, Zurich Municipal, insurance premium 2014/15.

Cheques to be approved for signing today (9th June 2014)

Cheque No. 100876, £1298.59, Whaddon Village Hall & Recreation Ground Trust, grant for running costs 2014/15 (insurance).

7.2 Approval of new bank mandate – it was resolved that Mrs M Peyton be removed and Ms A Walker be added to the Barclays bank mandate. The appropriate mandate change form was signed on behalf of the PC. Actions: Ms A Walker to complete a personal details form and return it to the Clerk. The Clerk to submit all paperwork to Barclays bank.

7.3 PPP3 grant – approval of expenditure on fencing (by kissing gate at entrance to Whaddon Green from Bridge Street) – some fencing was missing by the gate. Mr P Coningsby had made a replacement fence panel and would install it soon. The PC noted that a balance of £270 PPP3 grant remained from prior years. A member of the public had reported that some dog fouling signs had been defaced in Church Street. Actions: Cllr Milton to check the status of the signs in Meldreth Road. The Clerk to see if replacement signs could be obtained from Environmental Health (SCDC) or footpaths (CCC). If not, to investigate the cost of purchasing some signs.

8.0 Public Participation:

- The member of the public (Mr K Green) advised the PC that he had made an application for a small solar farm behind a building in Meldreth Road. The Cllrs thanked him for the advance notification and commented that the application would be considered by the Planning Committee in due course.

The PC noted that Mr K Green had retired from Whaddon Golf Club and thanked him for his services to the village during his time as manager.

9.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllr Lewis gave a verbal report:

- Annual General Meeting – this had been held during the previous week. All the officers had been re-elected. One Trust member had resigned but a replacement had been found. There was a vacancy for one trustee.
- Fundraising events – the village BBQ was due to take place on 21st June.
- VH bookings – these continued to improve and some new clubs and societies had started.

The member of the public requested permission to speak and commented that there was an echo in the Village Hall that made it difficult to hear. Cllr Lewis confirmed that WVH&RGT intended to address this along with providing a screen on the men's toilet door, refurbishing the veranda and

tarmacking all the way around the hall. These would be tackled in order of priority as funding became available.

- 10.0 Parish Council Meeting Start Times – discussion and agreement:** resolved that meetings start at 8.00p.m. This would be trialled until the 2015 AGM and reviewed then. Actions: the Clerk to update the meeting schedule, put the amended schedule on the main notice board and website and inform the VH booking officer.
- 11.0 Community Plan – assignment of issues:** the eight key recommendations from the Community Led Plan were assigned as follows:
- 11.1** Produce a Whaddon-wide housing needs survey to ascertain true demand for any housing in the village – this was thought to be something that SCDC’s housing department would organise on behalf of Whaddon. Actions: District Cllr Cathcart to provide the correct contact information within SCDC. The Clerk to contact SCDC.
 - 11.2** Seek urgent safety improvements to A1198 junctions at Whaddon Gap and Cardiff Place and reduction of speed limit – assigned to Mr M Monks, the Chair and County Cllr Dent.
 - 11.3** Encourage the Parish Council to review other traffic issues within the village and ensure that any existing plans meet the required needs – assigned to Mr M Monks and the Chair.
 - 11.4** Investigate whether a good neighbour scheme has any real demand – assigned to Cllr Milton. Actions: District Cllr Cathcart to supply the contact details for SCDC’s Community Officer. The Clerk to ask other local parishes if they operate a ‘good neighbour scheme’.
 - 11.5** Work on major improvements to broadband provision – assigned to Doctor N Strudwick, Mrs M Peyton and County Cllr Dent.
 - 11.6** Set up a formal litter picking system, with a community ‘champion’ –assigned to the Chair (Bridge Street, the road to Whaddon Gap and Church Street as far as the Village Hall) and Cllr Walker (rest of village).
 - 11.7** Continue to publicise the village website at any opportunity – assigned to all Cllrs.
 - 11.8** Ensure that the Village Hall Trust and Parish Council consider all requests for new activities as well as learning and development opportunities in the refurbished village hall – assigned to Cllr Lewis.
- (County Cllr Dent joined the meeting – 8.30p.m.)
- 12.0 Grants to Community clubs and societies – update and agreement of process and potential use of S137:** the Clerk had checked with Cambridgeshire and Peterborough Association of Local Councils (CAPALC) whether PCs had the necessary legal power to make grants to community clubs and societies. CAPALC had advised that it would depend on the nature of the clubs/societies and that it might be necessary to use S137 for this purpose. CAPALC had also advised that it was essential to have a clear and transparent application process. The PC agreed that the proposed application form was suitable and to use S137 if necessary. Further consideration was given to the possibility of the PC paying village hall rental direct to WVH&RGT when hall hire was part of the grant application. Action: the Clerk to publicise the availability of grants via the email system and newsletter.

It was agreed to return to agenda item 5.0

- 5.0 County Cllrs Report** – a verbal report was given by County Cllr Dent
- Bassingbourn Barracks – County Cllr Dent had received a complaint from a Whaddon resident regarding noise from a party at the Barracks. The noise had not come from the Barracks as there were no troops in residence there. The Commanding Officer still does not know when Libyan Troops will arrive. There will be no alcohol allowed on-site and the troops will not be allowed off-site (other than for escorted trips).

- A1198 resurfacing works – the works near Whaddon Gap were expected to be completed within two days and the Highways team would then move to Arrington. The white lines would be reinstated.
- A1198 new streetlights – the status of the replacement work had been followed up with Balfour Beatty who had confirmed that they would be removing the old lampposts.
- Hedge obstructing Church Street footway, behind Town Farm Close – CCC Highways had denied that this would be their responsibility. County Cllr Dent had asked them to cut it back anyway as it obstructs the footway.
- Bus services – Cozy's had not been running some services on Saturdays due to lack of staff. They are meant to be providing these services.

13.0 Meldreth Road Traffic Calming Scheme – discussion of proposals and agreement of actions re consultation with residents: CCC Highways had provided drawings and costs for a proposed scheme in Meldreth Road. The scheme involved two priority give way features at either end of Meldreth Road and would cost £8,475. A third give way feature in the middle section of Meldreth Road had been ruled out due to the positions of driveways and laybys making it difficult to safely locate this. The plans were discussed. The PC were happy with CCC's proposals. It would be necessary to consult with residents before a safety audit could be undertaken. Actions: the Clerk and Chair to draft up a letter to go to all residents in Meldreth Road with a copy of the plans asking them if they approve of the proposals. Responses would need to be collected from all households (Cllr Milton to go door to door if questionnaires not returned). The Clerk to advise CCC Highways of the PC's actions.

14.0 Land in front of Ridgeway Close – discussion and agreement of actions: this was discussed and the PC agreed to explore the possibility of taking over the grass cutting of this piece of land from SCDC along with the budget. Action: the Clerk to contact SCDC to explore this.

15.0 Community Infrastructure Levy – agreement of PC response to SCDC consultation: the PC noted the consultation and the draft charging schedule but resolved not to respond to the consultation.

16.0 Village Upkeep and Maintenance – reporting of issues:

- Poor state of road at Whaddon Gap – a member of the public had commented on the poor state of the road following a water leak. It was thought that this had been due to an aquifer.
- Speed limit repeater signs between Whaddon and Meldreth – some of these were still obscured by overgrown hedges. CCC had a cutting schedule that was due to begin later in the month.
- Broadband – County Cllr Dent and Dr Strudwick (Whaddon's Broadband Champion) had a meeting the following week regarding this.

17.0 Items for next meeting:

- Approval of risk assessment for 2014/15
- Draft account to 30th June 2014
- Co-option of new Cllr
- Update on Meldreth Road traffic calming consultation

18.0 Date of next meeting - Monday 11th August 2014 (8.00p.m.)

There being no further business the meeting closed at 9.08p.m.

Minutes of Whaddon Parish Council meeting held on 11th August 2014 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Professor A Milton, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	County Councillor	Mr A Dent
	Parishioners	6 present

- 1.0 Apologies for Absence** – received from Cllrs K French and J Lewis and District Cllr D McCraith.
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 9th June 2014** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Co-option of Cllr and signing of declaration of acceptance of office** – Resolved: that Mr W Elbourn be co-opted to the PC. A declaration of acceptance of office form was duly signed. Actions: the Clerk to inform SCDC of the co-option. Cllr Elbourn to complete a register of members interests form within 28 days.
- 4.0 Declarations of Interest** – Cllr Milton declared that he is a resident of Meldreth Road (agenda item 16). This was noted by the PC.

It was agreed to alter the order of the agenda and move to item 16.0.

- 16.0 Meldreth Road Traffic Calming Scheme – update on public consultation and agreement of next steps**: The Chair presented a summary of the outcome from the residents' consultation. 29 replies had been received from 42 questionnaires (69% response rate). Of the replies 65% (19) were in favour of the proposed scheme, 31% (9) objected and 4% (1) held no strong view. Of those who objected, 7 believed there should be some traffic calming measures. Overall 93% of responders favoured some form of speed reducing measures. Alternative schemes suggested by residents included flashing speed signs, speed cameras, obstacles both sides of the road and a bike lane beside the build-out. Some objectors to a build-out opposite 116 Meldreth Road queried the safety of the positioning. The public were invited to comment.

Comments from the public:

- A member of the public was concerned that drivers might speed up to get past the build-out rather than have to stop and give way. This could be dangerous.
- A member of the public wanted something in place to slow down cars and lorries which were still speeding along Meldreth Road.
- A member of the public (Whaddon's Speedwatch Co-ordinator) commented that all the Speedwatch activity in Whaddon centres on Meldreth Road but that no volunteers come from there. The scheme may have to stop later in the year due to lack of volunteers. Speedwatch observations from another village which had purchased sophisticated flashing speed signs was that these had not significantly reduced speed in that village.
- A member of the public stated that since the speed limit in Whaddon had been reduced to 30mph there had been some slowing of traffic speeds and that it would probably not be possible to stop all motorists from speeding.
- A member of the public commented that some motorists treat flashing speed signs like targets and even speed up as they approach them.

Actions: the Clerk to advise CCC Highways of the consultation results and comments from the PC meeting and agree what to do next. A further meeting to be arranged if necessary.

It was agreed to alter the order of the agenda and move to item 11.0.

11.0 Broadband – update on recent developments: Dr N Strudwick (Broadband Champion) gave a verbal report. At a recent meeting with BT Openreach (BTO) and Connecting Cambridgeshire (CC) it had been confirmed that BTO had now decided to run a fibre-optic cable from the exchange at Arrington to a cabinet in Whaddon. Copper wires from the cabinet would then deliver broadband to individual households. Internet speed would vary depending on distance of houses from the cabinet but most of the village would have super-fast broadband and everyone would have much faster internet speed than currently. BTO still had to work out the technical details of how to deliver this. Whaddon had been given an estimated delivery date of September 2015 on the CC website but technical infrastructure issues might mean delays. There were also likely to be traffic issues when the fibre-optic cable was laid alongside the A1198. Dr Strudwick thanked Mr and Mrs Peyton, the PC and County Cllr Dent for their support. The Cllrs thanked Dr Strudwick and resolved to support the ongoing work by enabling issues to be overcome as necessary.

5.0 Report from Clerk and Councillors on business remaining from previous meetings: a verbal report was given.

- Village Handyperson – this had been offered to Mr N Morley. A formal acceptance was awaited. Action: the Clerk to follow up.
- Bank mandate – this had now been successfully changed.
- Town Farm Close Salt Bin – CCC had agreed that they would add a salt bin to their roster once it was in situ. Actions: Cllr French to arrange for shrubs to be cut back and for a salt bin to be sited on the adopted section of TFC. The Clerk to notify CCC Highways when the salt bin is in position.

6.0 Reports from District and County Cllrs:

District Cllrs' Report: a verbal report was given:

- Adoption of Local Plan – SCDC did not have a 5 year supply of land for housing which could potentially leave them vulnerable to applications from speculative developers. However the Local Plan would be considered by the Inspector in October so SCDC should be fairly well protected from such approaches.
- Solar and Wind Farms – the proposed solar farm at Wendy had been approved by SCDC but had since been called in by the Secretary of State for Communities and Local Government for review. The appeal regarding a proposed wind farm in Litlington would probably be considered in October/November.

County Cllr's Report: a verbal report was given.

- Bad weather – a report had been prepared regarding how CCC had dealt with recent heavy rain and flooding. Action: the Clerk to circulate the report.
- Basingbourn Barracks – the Libyan Troops had arrived and training had commenced. Some soldiers would be allowed off-site as part of a rewards programme but would always be escorted. One Scots Guard is allocated to every 10 Libyan soldiers (plus interpreters). Britain would continue to train troops unless there was a regime change in Libya.
- Potholes and resurfacing works – repair sites had been marked up but works were running three to four weeks behind schedule.
- A1198 new streetlights – the old lampposts had now been removed.

7.0 Correspondence

- SCDC – details of amendments to the proposed Community Infrastructure Levy to adjust certain maps/zones and increase the residential levy from £100psm to £125psm to align with CCC's draft charging schedule.
- SCDC – details of Local Plan inspection process and timeframe.
- County Cllr reports – July and August 2014.

- CCC – invitation to Cambridgeshire Future Transport meeting, Mon 22nd September, Melbourn re future of subsidised bus route 127 (via Whaddon). Cllr Ginger to attend.
- SCDC – notes from Parish Planning Forum on 22nd July 2014 and information about proposed contents of Planning Training Sessions for Parish Cllrs.

8.0 Finance:

7.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques already signed (8th July 2014)

Cheque No. 100877, £80.00, Mr P E Coningsby, grass cutting church yard (note that this replaces lost cheque no 100859 – now cancelled).

Cheque No. 100878, £92.00, Hales Printers, newsletter printing

Cheque No. 100879, M D Landscapes, £264.00, grass cutting recreation ground April 2014.

Cheques to be approved for signing today (11th August 2014)

Cheque No. 100880, £1,326.00, M D Landscapes, grass cutting of verges and recreation ground in May, June and July 2014.

Cheque No.100881, £1,017.21, Mrs G van Poortvliet, Clerks wages and expense allowance qtr to 30th June 2014 plus reimbursed expenses for Annual Parish Meeting refreshments and website domain registration.

Cheque No. 100882, £16.67, Mrs M Peyton, Chairs Expense Allowance April 2014 (one month).

Cheque No. 100883, Mr L Ginger, £33.33, Chairs Expense Allowance May and June 2014 (two months)

8.2 Presentation of draft accounts to 30th June 2014 – the Clerk presented the draft accounts and took questions from the Cllrs.

8.3 Main noticeboard – approval of expenditure to move and repair noticeboard – it was resolved to accept a quote of £50 from Mr S Coningsby to move and repair the main notice board. Alternative arrangements would need to be made to temporarily display notices elsewhere.

Actions: the Chair and Clerk to liaise with Mr S Coningsby to accept the quote and request that the work be completed quickly. The Clerk to remove items from the notice board prior to repair.

8.4 Application for grant for Community Clubs – consideration of applications – no applications had yet been received.

9.0 Planning – noting of Parish Council recommendations and SCDC decisions (where known) re (i) S/0154/14/FL – 132 Meldreth Road, SG8 5RP for change of use of land for keeping horses and erection of a stable block (ii) S/1361/14/FL – 36 Bridge Street, SG8 5SQ for alteration to roof line to match existing (part retrospective) (iii) S/1403/14/FL – 122 Bridge Street, SG8 5SN for extension and alterations to garage and (iv) S/1693/14/FL – New Farm, Old North Road, SG8 5SR for demolition of existing amenity blocks and site wardens house, change of use of undeveloped land to allow redevelopment of the travellers site, provision of an additional pitch and construction of 16 new amenity blocks – the PC had recommended approval of all the above applications. SCDC had not yet informed the PC of their decisions.

10.0 Public Participation:

- A member of the public advised that a horse box had parked overnight in Whaddon Gap car park for several nights and that it appeared that someone was living in it. The occupant was not causing any trouble but it could set a precedent. There were no signs advising that overnight parking was not allowed or who the car park belonged to. The Cllrs thought that the car park belonged to CCC. Actions: County Cllr Dent to clarify ownership of Whaddon Gap car park.
- Several members of the public commented that the acoustics in the village hall made it very difficult to hear – the Cllrs responded that WVH&RGT planned to address this as soon as funds were available. Future PC meetings could be held in the rear hall as the acoustics were better there.

- 12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** the Chair gave a verbal report:
- VH bookings – lettings were pleasing and a small surplus was now being generated.
 - Future improvements – these included raising funds to address the acoustic issues in the main hall, refurbish the veranda and fencing off the toddler play area.
 - Playground parking – usage of the playground continued to be very high but parking was now much better controlled.
- 13.0 British Legion Commemorative Planting Project – consideration and agreement of action:** the details of this project would not be available until mid-August. This item was postponed until the next meeting.
- 14.0 Bridge Street Drainage Ditch – update and nomination of PC representative to liaise with the Environment Agency:** Mr M Monks provided a verbal update. Mr M Monks and Mr D Glen, had attended two meetings with the Environment Agency (EA) last year regarding the possibility of maintaining some water in the Bridge Street drainage channel at all times to prevent it from occasionally drying up completely. This would involve diverting water from Whaddon Brook. The EA had confirmed that environmentally there was no issue in doing this as long as sufficient water remained in Whaddon Brook. There was currently plenty of water in Whaddon Brook and it could be boosted by a pump if levels got low. The EA had requested a site visit to outline what the key interests were along this stretch of Whaddon Brook. They had asked for a representative from the PC (and also potentially from SCDC) to attend. The Chair volunteered to attend the meeting. Action: Mr Monks to arrange a meeting with the EA and the Chair and to invite SCDC’s Ecology Officer to attend.
- 15.0 Housing Needs Survey – nomination of PC representative to meet with SCDC Housing Officer:** a SCDC Officer had offered to meet with members of the PC to advise on how to conduct a housing needs survey. Cllr Scott was prepared to attend a meeting if it could be arranged at a convenient time. Alternatively the Chair could attend. Actions: the Clerk to contact SCDC to clarify when a meeting could be held and to arrange a meeting as necessary.
- 17.0 Village Upkeep and Maintenance – reporting of issues:**
- Overgrown hedges from Meldreth Road to the bottom corner of Church Street – these needed cutting back as it was difficult to pass on the footway. It was noted that some of the farmers had recently been cutting back their hedges. Any hedges which were the responsibility of CCC Highways would be cut in line with their cutting schedule.
 - Overgrown hedges on Church Street behind Town Farm Close – these were obstructing the footway. It was proving difficult to establish ownership of the hedges. Action: some Cllrs, along with local residents, to prune the hedges right back.
- 18.0 Items for next meeting:**
- Approval of risk assessment for 2014/15
 - British Legion Commemorative Planting Project
 - Committee Membership
 - Update on Meldreth Road traffic calming
- 19.0 Date of next meeting - Monday 8th September 2014 (8.00p.m.)**

There being no further business the meeting closed at 9.40p.m.

Minutes of Whaddon Parish Council meeting held on 8th September 2014 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs K French
 Councillors Professor A Milton, Mr R Scott, Ms A Walker
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr N Cathcart, Mr D McCraith
 Parishioners 4 present

- 1.0 Apologies for Absence** – received from Cllrs L Ginger (holiday), W Elbourn (holiday) and J Lewis (travelling with work) and County Cllr A Dent (illness).
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 11th August 2014** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Village Handyperson – a formal acceptance had been received from Mr N Morley.
 - Grass in front of Ridgeway Close – SCDC had replied to the request from the PC to consider transferring the grass-cutting responsibility and budget to them. It would be too difficult to vary the grass-cutting contract mid-term but the contract would be renewed next year. The PC had asked SCDC to reconsider this when the contract was renewed.
 - Meldreth Road Traffic Management – Cambridgeshire County Council (CCC) Highways had been informed of the outcome of the consultation and the comments made by residents at the previous PC meeting. A reply had been received and an on-site meeting arranged for 2nd October. One MR resident had contacted the Clerk to request additional information and express continued opposition to the current proposed scheme.
 - Whaddon Gap Car Park – this was owned by County Farm Estates (part of CCC). They had been asked to consider providing some ‘no overnight parking’ signs for the car park.
 - Bridge Street Drainage Ditch – a meeting with the Environment Agency to consider permanently diverting some water into the ditch had been arranged for 13th October.
 - Speedwatch volunteers – four new volunteers had come forward which would enable the scheme to continue operating in the village.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs’ Report: a verbal report was given:
- Governance Committee Meeting – there had been discussion about the Cambridge City Deal to see how this could be made to work for everyone within the district, including the villages. There might be some merging of departments and the shape and nature of the local authority would change. Fear had been expressed about potential undue influence from Cambridge City. The Leader of SCDC was aware of this risk and would try to mitigate against it.
- County Cllr’s Report: an email update was read out. The main points were:
- Bassingbourn Barracks – County Cllr Dent was being kept informed on issues arising. There was a controlled rewards visits scheme for the Libyan Trainees. These visits would mainly take place on Fridays and would be supervised at all times.
 - Whaddon Gap Junction – accident rate statistics had been requested and issues raised about the work needed at Whaddon Gap.
 - Whaddon Gap Car Park – the issue of overnight residents in the car park had been raised and signs requested.

- Hedge Trimming – extra cuts and trimming back had been requested.

6.0 Correspondence

- CCC – report regarding severe weather-related incidents in August and the County Council's actions.
- CCC – details of Funding Fair for local Community Groups, 13th September, Cambourne Village College.
- SCDC – notification of changes to waste and recycling collections. Monthly green bins for December, January and February and changes to Christmas collections.
- SCDC – details of Disability Open Day, Friday 31st October, Council Offices, Cambourne.
- SCDC- September Planning Policy update.
- SCDC – update from Parish Planning Forum re frequently asked questions on overgrown trees and hedges.
- CCC – 2013 Road Safety Report and statistics.
- SCDC – copy of Certificate for Lawful Development re side extension at 126 Meldreth Road.

7.0 Finance:

7.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques to be approved for signing today (8th September 2014)

Cheque No. 100884, £69.00, Whaddon Village Hall & Recreation Ground Trust, hall hire charges (5 Parish Council and 4 Planning Committee Meetings).

7.2 Consideration of request from Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) for S106 funds and precept funds for refurbishment works – WVH&RGT had

applied to the PC for £5,590 (excl. VAT) S106 monies to rebuild the veranda on the Village Hall. The specification was for coated steel supporting posts, a tile roof and UPVC underside which would reflect light and be low-maintenance. Plans were shown to the Cllrs. Three quotes had been obtained (£5,590, £6,400 and £13,750.54). WVH&RGT had also requested £700 from the PC towards the cost of replacing most of the guttering on the VH (excluding the front apex). Several quotes had been obtained and WVH&RGT wanted to accept one for £1,770 - the balance would be met by WVH&RGT. Resolved: that the PC accept the quote of £5,590 for the veranda and use S106 funds for this purpose (SCDC's S106 Officer had confirmed that the funds could be used for a veranda). Resolved: that the PC would contribute £700 towards the cost of new guttering for the VH. The funds that had been originally included in the 2014/15 precept for refurbishing the back section of the VH would be reallocated to replacing the guttering instead.

7.3 Consideration of request from resident for 1) reimbursement of gardening costs for cutting back overgrown hedge on Church Street and 2) road safety mirror – a resident had

paid for an overgrown hedge on Church Street, behind Town Farm Close, to be cut back on safety grounds – obstructed vision when exiting the driveway from their house. This resident had asked the PC to reimburse the gardening costs and also to provide a safety mirror to improve visibility when turning out of the driveway. Ownership of the hedge was disputed. A TFC resident had provided a copy of their property deed which showed that the hedge was not on their land. CCC Highways would not cut the hedge because it was not on the highway. This was discussed. The PC was not responsible for the hedge and the Cllrs did not want to set a precedent by providing road safety items for individual residents. The Cllrs resolved to reject the resident's requests but to try to get County Farm Estates (who had previously owned the land on which TFC was built) and CCC Highways to accept responsibility for the hedge. Actions: the Clerk to notify the resident of the PC's decision and to ask County Farm Estates to accept responsibility for the hedge and to advise them that a resident might approach them for reimbursement of gardening costs.

7.4 Consideration of request for PC to pay for commemorative wreath for Remembrance Sunday – a resident had asked the PC to pay for a commemorative wreath and posy for Remembrance Day on behalf of the village. In other local villages PC's typically paid for these.

Currently, in Whaddon, they were being paid for by a resident. The approximate costs were £17 for a wreath and £10 for a posy. Resolved: that the PC pay for a commemorative poppy wreath and posy for the village. Action: the Clerk to advise the local resident of the decision.

8.0 Planning – noting of Parish Council recommendations re (i) S/1843/14/FL – 123 Meldreth Road, SG8 5RS for drop kerb to create new vehicle access and (ii) S/1772/14/FL – 116 Meldreth Road, SG8 5RP for widening existing dormer window – the PC had recommended approval of both the above applications.

9.0 Public Participation:

- A member of the public commented that residents needed reminding that many children used the Bridge Street phone box library and that it was important to consider this before leaving books of an adult nature in there. Additionally, books were needed for teenage readers – e.g. graphic (manga style) novels. Actions: an email to be sent to residents regarding the library.

10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Mrs W Evans, Vice-Chair WVH&RGT gave a verbal update:

- VH bookings – lettings had doubled since the refurbishment of the VH and there were repeat bookings and recommendations. The VH was used as a community resource and coffee mornings and table tennis were popular. It would be necessary to go through a winter to ascertain total running costs and see if letting fees were generating a surplus.
- Future works – these included tidying up the outside space to the side of the VH and raising funds to address the acoustic problems in the main hall (this was likely to be expensive).

11.0 British Legion Commemorative Planting Project – consideration and agreement of action: the Cllrs discussed the possibility of planting a WW1 commemorative tree in the village. Considerations included the type of tree that would be suitable, where it would go and the provision of a plaque. Actions: details of the project to be passed to the village tree warden for research. The Clerk to table an agenda item for the next meeting.

12.0 2014/15 Risk Assessment - approval: this had been prepared by the Clerk and reviewed by Cllr French. The PC resolved to approve the 2014/15 Risk Assessment.

13.0 Membership of Committees – appointment of PC member to Planning Committee: it was decided to postpone this decision until more Cllrs were present. Action: the Clerk to table an agenda item for the next meeting.

14.0 Village Upkeep and Maintenance – reporting of issues:

- Main Village Noticeboard – the posts were quite rotten and the noticeboard needed to be moved. The Chairman and Clerk had asked the contractor to move this as soon as possible.

15.0 Items for next meeting:

- British Legion Commemorative Planting Project
- Committee Membership
- Decision on Meldreth Road traffic calming

16.0 Date of next meeting - Monday 13th October 2014 (8.00p.m.)

There being no further business the meeting closed at 9.00p.m.

Minutes of Whaddon Parish Council meeting held on 13th October 2014 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	County Councillor	Mr A Dent (from 8.45p.m.)
	Parishioners	7 present

- 1.0 Apologies for Absence** – received from Cllr J Lewis (travelling with work). Notification of late arrival received from County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 8th September 2014** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Register of Members interest forms – a completed form had now been received from Cllr Elbourn. Action: the Clerk to forward this to SCDC and put a copy on the website.
 - Good Neighbour Scheme – the Clerk had ascertained that various volunteer schemes could be set up and that advice was available on how to do this. Action: the Chair to draft a request for scheme volunteers for the website and newsletter.
 - Salt Bin, Town Farm Close – Cllr French had cut back the shrubs at the entrance to TFC so that a salt bin could be placed there. Action: the Clerk to arrange for the salt bin to be removed from the Village Hall garage and put at the entrance to TFC.
 - Main notice board – this had been renovated and moved to a wall of the Village Hall. The Cllrs commented on the excellent job that had been done by Mr S Coningsby.
 - Hedge on Church Street (at the back of 3 Town Farm Close) – Cambridgeshire County Council had admitted that the strip of land on which the hedge was planted had not been included in the sale to the developers who built TFC. This land was included on CCC's Highways indicative map showing that it fell within their responsibility. However, CCC Highways had refused to take maintenance responsibility for this hedge on the basis that they would never have planted a hedge there and that the Common Law principle is that the hedge remains the responsibility of the adjacent land owner (no 3 TFC).
 - Escaped horses – Cllr Elbourn reported that some horses had escaped from the field between Bumpkins pre-school and Green Farm on Meldreth Road and caused some disruption. This was not the first time that the horses had escaped. The Chair had already mentioned this to the landowner.
- 5.0 Reports from District and County Cllrs:**
District Cllrs' Report: a verbal report was given:
- Unitary Authority – the idea of unitary authorities covering e.g. South Cambridgeshire, Cambridge City, Huntingdon and East Cambridgeshire – had been discussed.
 - Local Plan – this was due to be considered by the Inspector the following month. At that stage only certain issues would be looked at whilst other issues would be postponed to a later date. SCDC were pushing for expediency but realistically it could be Spring or Summer 2015 before the Local Plan could be formally adopted by the District Council.
 - Speculative Planning Applications – until the Local Plan is formally adopted the District is at risk from speculative planning applications from developers. An application had been

made in Melbourn for a site that had previously been rejected for the Local Plan. Although certain safeguards still exist, the PC should be aware of this possibility.

County Cllr's Report: this was postponed until the arrival of County Cllr A Dent.

6.0 Correspondence

- SCDC – invitation to Parish and Cabinet Liaison Meeting 8th October.
- Police – invitation to Police Panel Meeting 14th October, Cambourne Village College (Mr M Monks to attend).
- CAPALC – details of training courses for Cllrs. Action: the Clerk to resend these to Cllr Elbourn.
- SCDC – details of consultation re Neighbourhood Planning (deadline 31st October).
- SCDC – details of appointment of Inspector and dates of first hearings re SCDC Local Plan.
- CCC – information about Riparian Ownership responsibilities for those living along watercourses and request for this to go in Newsletter and website by November. Action: the Clerk to draft up information to go out via village email and the next newsletter.
- CCC – information on Park and Ride parking charges.
- SCDC – invitation to South Cambs Parish Council Conference and Community Funding Fair 28th October 2014.
- County Cllr report – September/Oct 2014

7.0 Finance:

7.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques to be approved for signing today (13th October 2014)

Cheque No. 100885, £50.00, Dovetail Design, renovation and repositioning of Main Village Notice Board.

Cheque No. 100886, £38.10, Cambridgeshire County Council, street lighting April to Sept 2013.

Cheque No. 100887, £102.00, Hales Printers, newsletter printing.

Cheque No. 100888, PKF Littlejohn LLP, £360.00, external audit of Annual Return for year ended 31 March 2014.

Cheque No. 100889, £552.00, M D Landscapes, 6 x recreation ground grass cuts and 1 x verges grass cut, Aug and Sept 2014

Cheque No. 100890, £35.00, Information Commissioner, data protection registration.

Cheque No. 100891, £986.94, Mrs G van Poortvliet, Clerks wages and expense allowance, 13 weeks to 29th September 2014.

7.2 Noting of external audit report – Annual Return 2014/15 – the PC noted that the external auditors had signed off the 2014/15 Annual Return. The necessary notices regarding the completion of the audit were on the main noticeboard.

8 Planning:

8.1 Noting of Parish Council recommendations re (i) S/2084/14/LB and S/2085/14/FL – 100 Church Street, SG8 5RX for construction of single storey conservatory, kitchen and entrance link block with internal alterations to existing shower room and living room. Erection of detached garage including part demolition and rebuilding of existing wall – the PC had recommended approval of these applications.

8.2 Noting of SCDC decisions re (i) S/0154/14/FL 132 Meldreth Road, SG8 5RP for change of use of land to equestrian and erecting a stable block at rear and (ii) S/1843/14/FL 123 Meldreth Road, SG8 5RS for dropped kerb – SCDC had granted approval for both applications.

9. Public Participation:

- A member of the public reported on behalf of Neighbourhood Watch that the Village Hall had been broken into along with some sheds in Church Street. A Crime Prevention Officer would be coming to give some advice the following week.
- A member of the public reported that the culvert between numbers 134 and 154 Bridge Street had been dug up and altered to incorporate an additional, much larger, pipe and asked if the PC had been aware that this work was going to be done and why the alterations were necessary. The Chair replied that the PC had not been aware that this alteration was going to be made. Action: the Chair to ask County Cllr Dent to get CCC Highways (who are responsible for the highway) to look into this.
- A member of the public commented that there had, at one point in the past, been a sluice gate on the above culvert.
- A member of the public asked for clarification as to whether horses would need to go through the garage of 132 Meldreth Road to get to the paddock and stables at the rear. The Cllrs confirmed that this was the case and that the garage had been designed especially for this purpose.

10.0 Meldreth Road Traffic Management – update from meeting with CCC Highways and decision on scheme – the Chair, Clerk and Mr M Monks (Speedwatch co-ordinator) had met with a CCC Highways Officer, in Meldreth Road (MR), on 2nd October. An update was given. The advantages and disadvantages of combining a pinch squeeze feature at the entrance to the village and an interactive flashing speed sign at the other end of the straight section of MR had been discussed. A safety audit was needed before any scheme could go ahead. The PC agreed to authorise CCC Highways to arrange a safety audit. Actions: the Clerk to request a safety audit and costings for two scheme variations - one with two squeeze features and one with one squeeze feature and one interactive speed sign. An agenda item to be tabled for the next PC meeting.

It was agreed to return to agenda item 5.0

5.0 Report from County Cllr – County Cllr Dent gave a verbal report:

- Whaddon Bus Service – this is a subsidised service and CCC are looking to make cuts wherever possible. Residents are advised to complete the bus service questionnaire.
- Bassingbourn Barracks – the new Lieutenant Colonel was in place and would investigate the possibility of clubs and societies using the facilities on the barracks. The current political situation in Libya means that training of the next tranche of troops is under discussion. All potential trainees have already been vetted. No decision has been made regarding the future of the Barracks after the Libyan training programme.
- CCC Funding – funding is available to low-income households for school meals and childcare.
- Roads and Transport – temporary closure of sections of the A14 was likely to displace traffic to the A1198. Hertfordshire County Council had expressed concern about infrastructure projects that had been approved in Cambridgeshire e.g. housing and solar farms that would impact on road and rail usage in Hertfordshire. There was also concern about the number of HGV's potentially going into Wendy for a local business and to build a solar farm.
- Hedge on Church Street, behind TFC - County Cllr Dent confirmed that the householders at no 3 TFC did appear to be responsible for this hedge. Action: County Cllr Dent to provide details of a website with information on hedge responsibility under Common Law.
- The Cllrs commented on the new road surface on the A1198 and how much it had reduced traffic noise in Whaddon.

11.0 Bus Service – update from Cambridgeshire Future Transport meeting and agreement of actions required: the Chair provided an update from the meeting. CCC were looking to cut

subsidised bus services by 40%. Both the daily and Wednesday only service to Royston from Whaddon were under review. Residents should be encouraged to fill in a questionnaire. Action: the Clerk to email the questionnaire link to those on village email and the Clerk and Chair to deliver questionnaires to remaining residents.

- 12.0 Bridge Street Water Course – update from meeting with the Environment Agency and agreement of actions:** the Chair and Mr M Monks had met with an environmental officer and hydrologist from the Environment Agency (EA) regarding the possibility of keeping some water flowing in Bridge Street at all times. The EA only have responsibility for the main river, Whaddon Brook, and any decision regarding changes to the Bridge Street drain would be up to CCC. The EA's primary concern was where the sewerage plant meets the water course. Flows of water down Bridge Street were currently impeded as parts of the ditch needed clearing out (especially in the gap between Dyers Green and the rest of Bridge Street) and bridges over the ditch were at different heights. Action: the Chair and Mr Monks to meet with County Cllr Dent regarding changes required to encourage water to flow down Bridge Street all year.
- 13.0 British Legion Commemorative Planting Project – consideration of options and agreement of action:** the Tree Officer was away so this was postponed to the next meeting. Action: the Clerk to table an agenda item for the next meeting.
- 14.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:** the Chair gave a verbal update following a meeting of WVH&RGT the previous week:
- VH bookings – lettings continued at an unprecedented level and funds were ahead of the business plan.
 - Future works – the next refurbishment projects would be the veranda and guttering which might start before Christmas. The acoustic issues in the main hall were the next priority although this was likely to be expensive. It was also hoped to fence around the toddler play area.
 - Macmillan Coffee Morning – this had raised around £355 which was very impressive for a village of Whaddon's size. Thanks were given to all who helped and supported this event.
- 15.0 Membership of Committees – appointment of PC member to Planning Committee:** it was resolved that Cllr W Elbourn be appointed to the Planning Committee.
- 16.0 Village Upkeep and Maintenance – reporting of issues:** none reported.
- 17.0 Items for next meeting:**
- British Legion Commemorative Planting Project
 - Decision on Meldreth Road traffic calming
 - Accounts to 30th September 2014
- 18.0 Date of next meeting - Monday 10th November 2014 (8.00p.m.)**

There being no further business the meeting closed at 9.35p.m.

Minutes of Whaddon Parish Council meeting held on 10th November 2014 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mr W Elbourn, Mrs K French, Mrs J Lewis, Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart, Mr D McCraith
	Parishioners	10 present

- 1.0 Apologies for Absence** – received from County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 13th October 2014** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Register of Members interest forms – an updated form had now been received from Cllr Ginger. Action: the Clerk to forward this to SCDC and put a copy on the website.
 - Salt Bin, Town Farm Close – the spare salt bin had already been used to replace a broken one in Bridge Street. A new bin was required – see agenda item 7.3.
 - Housing Needs Survey – the Chair, Clerk and Cllr Scott had attended a meeting at SCDC with a Housing Officer regarding the process for producing a Housing Needs Survey. Cllr Scott gave a verbal update from the meeting. Cambridgeshire ACRE would be able to provide advice and oversee the survey. Action: the Clerk to contact ACRE early in 2015 to arrange for a representative to come to a PC meeting.
 - Bridge Street Culvert (byway 22) – Cambridgeshire County Council Highways had removed the additional overflow pipe and returned the culvert to the previous version. A CCC Highways Officer had confirmed that CCC would now take the lead in looking for a solution which would help alleviate the flood risk in this part of Bridge Street. Consultation would be made with the relevant parties and an application made for any necessary works.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs' Report: a verbal report was given:
- Local Plan – this was now being considered by the Inspector. The plan was a joint one with Cambridgeshire City Council as local authorities liaise regarding planning matters.
 - Ministry of Defence briefing – a briefing would be attended by District Cllrs regarding the situation resulting in the Libyan Troops being sent home from Bassingbourn Barracks.
 - Green bin collections – these would move to a monthly timetable for the winter months (December, January and February). Action: Cllr Ginger to put a reminder in the newsletter.
- County Cllr's Report: a report had been received from County Cllr Dent and circulated. The key points concerning local issues were:
- Bassingbourn Barracks – following a number of offences perpetrated by a minority of Libyan trainees, all troops had been returned to Libya. The future of the base and the clubs will depend on the MoD review. County Cllr Dent had asked to be at the review.
 - Bassingbourn village – some new double yellow lines had been painted on the High Street.
 - Bridge Street culvert – CCC will try to have an overflow pipe fitted in the future.

- Street Lighting – Balfour Beatty were over 50% through a programme to upgrade street lights throughout Cambridgeshire. Action: the Clerk to find out if Whaddon's streetlights are included in this programme.

6.0 Correspondence

- Local Government Boundary Commission – notification of Electoral Review of Cambridgeshire County Council. Proposal to redraw electoral division. Request for views. Deadline for comments 19th January 2015. Action: the Clerk to table an agenda item for the next meeting.
- SCDC – minutes of Parish Council Liaison meeting 8th October 2014.
- CCC – details of Cambridgeshire Timebanking Conference, 24th November.
- Connecting Cambridgeshire – Broadband Champions update Oct/Nov 2014.
- CCC – draft Safety Audit report for Meldreth Road (agenda item 10.0).
- SCDC – advance notice of Estimated Tax base for 2015-16. Notification of any changes to be made by PC by 30th November 2014. Tax base 208.1 properties; 2014/15 201.2 properties.
- CCC – request to check street lighting inventory information for Whaddon and request for signed statement that the PC are happy for CCC to continue to administer monthly energy bills and then invoice the PC annually (with 5% administration fee). Deadline 20th October 2014. The Clerk had replied and asked that CCC continue to administer the bills.
- SCDC – request for comments on proposal to designate Recreation Ground and play area as a Local Green Space in the South Cambridgeshire Local Plan. Deadline for comments 1st December 2014 (agenda item 8.3).

7.0 Finance:

7.1 Approval of Payments: Resolved: that the following payments be approved:

Cheques to be approved for signing today (10th November 2014)

Cheque No. 100892, £17.00, Mr M Monks, reimbursement for poppy wreath for Remembrance Service.

Cheque No. 100893, £80.00, Mr D Evans, gardening costs for Bridge Street pump garden, Mar-Oct 2014 (10 hours).

7.2 Noting of draft accounts to 30th September 2014 – the Clerk presented the draft accounts and took questions from the Cllrs.

7.3 Approval for expenditure on salt bin for Town Farm Close – the PC approved expenditure of £95 + VAT for a new salt bin. Action: the Clerk to order a salt bin from CCC Highways.

8.0 Planning:

8.1 Noting of Parish Council recommendations re (i) S/2202/14/FL – 173 Bridge Street, SG8 5RP to remove 1970's derelict garage and erect working artist's studio and timber car port (ii) S/2391/14/LB 173 Bridge Street, SG8 5RP for enlargement of porch to allow for wheelchair and redesign internal layout of extension to allow wheelchair turning (iii) S/1959/14/FL 25 Bridge Street to re-site 1250 litre domestic oil storage tank and associated concrete base – the PC had recommended approval of all three applications.

8.2 Noting of SCDC decision re S/1772/14/FL 116 Meldreth Road, SG8 5RP for widening existing dormer window – SCDC had granted approval for this application.

8.3 Designation of Recreation Ground as Local Green Space in SCDC Local Plan – agreement of PC support – SCDC had written to the PC to ask for their comments, as landowner, about the proposal to include the recreation ground and play area in the SCDC Local Plan as a Local Green Space. A 'Local Green Space' is one identified by a local community as of particular importance to them. It will give protection against new development other than in very special circumstances. Whaddon Village Hall and Recreation Ground Trust had been consulted about this and had agreed at their meeting on 3rd November

to support this proposal. The PC resolved to support the proposal to designate Whaddon's recreation ground and play area in SCDC's Local Plan as a Local Green Space. Action: the Clerk to complete and return the consultation form to SCDC.

9.0 Public Participation:

- A member of the public asked whether the Golf Course was to be designated as a Local Green Space in SCDC's Local Plan. The Cllrs explained that the Golf Course (and Whaddon Green) had been on the PC's original wish list of green spaces regarded as of special importance to the village. However, as far as the PC was aware, these had not met SCDC's criteria and were no longer being proposed. All landowners whose land was being considered for designation as a Local Green Space would have been written to by SCDC as part of the consultation and would have their opportunity to comment. The PC had been asked to comment on the Recreation Ground and Playground.
- A member of the public reported that lorries were now turning right out of Eternit and coming through Whaddon and that the 'no right hand turn' sign at the Eternit exit was no longer there. The Cllrs explained that, whilst it would be possible to talk to Eternit about this, that Bassingbourn cum Kneesworth PC were also very concerned about the number of large lorries using the Mettle Hill junction. Action: the Clerk to ask Bassingbourn PC what its views on this were.
- A member of the public commented that SCDC had advised that it would be possible for residents to put food waste in the black bins over the Christmas period when there would only be a monthly green bin collection.

10.0 Meldreth Road Traffic Management – update following CCC Safety Audits and decision on scheme – Mr M Monks (Speedwatch co-ordinator) provided an update from a recent Speedwatch exercise on a Saturday morning (11a.m. – 12 noon.) in Meldreth Road (MR). Levels of speeding had been recorded, significantly in excess of usual observations, by vehicles coming into Whaddon from Meldreth direction. The PC had received a draft Safety Audit report on the proposed traffic calming scheme for MR. Nine points had been made in the report. Most concerns were considered fairly minor but the position of the build-out opposite no 116, although 'not strictly a problem or safety issue' was a more significant concern. A discussion took place regarding alternative measures e.g. flashing speed signs, for that location. The PC resolved to ask CCC Highways to proceed with one build-out at the entrance to the village only and to ask for road painting e.g. 30mph and SLOW at the other end of MR. The situation would be monitored and reviewed in a year's time to see if further measures were needed. Actions: the Clerk to advise CCC Highways of the PC's decision and also to ask if it would be possible to have road markings painted in other parts of the village at the same time as work was being done in MR.

11.0 British Legion Commemorative Planting Project – consideration of options and decision: the Tree Warden had made some recommendations for suitable trees. This was discussed. The PC agreed to plant a WW1 commemorative tree in Whaddon. Actions: the Clerk to approach the Parochial Church Council to see if they would give permission to plant a tree in St. Mary's churchyard. The Clerk to see if a Rowan Tree was available on the Centenary Gardens website and to order either a Rowan (if available) or a Sorbus Torminalis. The Clerk to investigate the cost of commemorative plaques.

12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: Cllrs Lewis, Chair WVH&RGT, gave a verbal update following a meeting of WVH&RGT on 3rd November:

- Accounts – these were currently with the auditors. The Charity Commission Report was in the process of being written.
- Rental income – this currently looked like it might cover outgoings although it would not be possible to review this properly until a full year had passed.

- Future works – it was hoped to refurbish the gable ends and fascia boards. A final quote was still awaited.
- Security – following the recent break-in some additional security measures were being considered.

13.0 Verges Grass Cutting Contract – review of specification and agreement of actions: the specification was reviewed. It was noted that the 2013 Parish Plan had included questions about the grass cutting and very few negative comments had been received. It was agreed to leave the specification the same other than with regard to requesting that the contractor wait for bulbs to die down before doing the first cut. Action: the Clerk to amend the specification and to put the verges grass cutting contract out to tender. The Clerk to remind SCDC of the PC's interest in taking over the grass cutting for Ridgeway Close.

14.0 Village Upkeep and Maintenance – reporting of issues:

- Litter bin on recreation ground – this had recently been destroyed by a vehicle collision. The post had also been knocked out. It might be possible to put a replacement on the footpath sign. Action: the Clerk to contact SCDC again regarding a replacement bin.

15.0 Items for next meeting:

- PC response to Cambridgeshire Electoral Boundary Review

16.0 Date of next meeting - Monday 12th January 2015 (8.00p.m.)

There being no further business the meeting closed at 9.23p.m.