

**Minutes of Whaddon Parish Council meeting held on 10<sup>th</sup> August 2015 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, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	2 present

- 1.0 Apologies for Absence** – received from County Cllr A Dent (sickness).
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 8<sup>th</sup> June 2015** – 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.
- Meldreth Road traffic management scheme – the advisory sign had been moved to a more suitable position. On 28<sup>th</sup> July the reflective bollards on the build-out had been hit by a vehicle and destroyed. Cambridgeshire County Council Highways had quickly placed temporary warning bollards at the site and would order replacements for the damaged items. The Clerk and Chair commented on the prompt action by CCC Highways, once the damage was reported, to resolve a potentially dangerous situation. Action: the Clerk to email County Cllr Dent with positive feedback regarding CCC Highway’s response to the damage to the build-out.
  - Heavy Commercial Vehicles (HCVs) using Eternit, Meldreth – the Chair had attended a follow-up meeting at Eternit with their new Works Manager who had undertaken to introduce an anti-clockwise one-way system for HCVs using the Meldreth site with immediate effect. This would involve HCVs approaching Eternit via Chestnut Lane, Kneesworth and exiting via Whaddon Gap. This arrangement would be a ‘gentleman’s agreement’ but would hopefully reduce some of the HCV site traffic via Whaddon and be a safer solution. The effectiveness of the arrangement would need to be monitored.
  - Cross-Parish Working Group – the Chair had attended a meeting in Meldreth but the only other representative to turn up was from Bassingbourn PC. Action: the Clerk to follow up with Meldreth PC Clerk to see what had happened and if another meeting was planned.
  - Recreation Ground Grass Cutting Contract – this would expire in Spring 2016 and the PC would need to re-tender for the 2016-2018 grass-cutting seasons. Action: the Clerk to table an agenda item for the October PC meeting to consider the tender specification.
  - Broadband – progress was on schedule for the superfast broadband upgrade. A new cabinet had been installed at the top of Bridge Street. Whaddon would have a fibre-optic cable solution.
  - Village Handyman – it had not been possible to contact the handyman and the maintenance work had not been done. Actions: the Chair and Clerk to draft a letter to the handyman requesting a response within 7 days. Cllr Elbourn to advise the handyman that a letter was imminent if he saw him.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs’ Report: a verbal report was given by the District Cllrs:
- Local Plan Inspection status – the SCDC Local Plan Inspection had been suspended until around February/March 2016 to allow further work to be carried out. If any issues arose from this then there would be further public consultation.

- Boundary Commission – following the review of CCC’s election boundaries it was thought likely that the number of County Cllrs would reduce. A similar review had now started for SCDC and it was also considered likely that the outcome would be a reduction in the number of District Cllrs.
- Shared Services – SCDC will be sharing some services with Cambridge City (and possibly with Huntingdon). This was currently IT and Legal services although it might be extended to include such services as Strategic Planning and Planning Development Control. These options were still being considered and it would be necessary to avoid conflict of interests. It was likely that there would be significant changes in methods of communication.
- Right to Build – different planning laws had been agreed in principle for such developments.
- Shepreth Anaerobic Digester – the District Cllrs were not aware that this planning application had come before the Planning Committee yet.
- Bassingbourn Barracks – meetings had been held with the MoD and the Defence Infrastructure Organisation but, as yet, the Barracks were still awaiting future designation.

County Cllr’s Report: County Cllr Dent was not present at the meeting. The monthly reports for July and August had been circulated to the Cllrs by email.

## 6.0 Correspondence

- Snow Walker Chartered Surveyors – insurance valuation report (reinstatement value) for Whaddon Village Hall - £420,000 at 8<sup>th</sup> July 2015.
- Cambridgeshire County Council – notice of increase in admin fee for streetlight energy charges to 15% from 1<sup>st</sup> October 2015. Option for Parish Councils to take over their own administration if they prefer.
- Cambridgeshire County Council – invitation to comment on draft Rights of Way Improvement Plan (part of Local Transport Plan). Deadline 21<sup>st</sup> October 2015.
- SCDC – consultation on moving to all-out elections from 2018. Deadline 18<sup>th</sup> September 2015. (Agenda item13.0).
- County Cllr Dent – July and August 2015 County Cllr Reports (emailed).
- SCDC – response to Inspectors Preliminary Findings re Local Plan Examination and copy of Inspectors response. Inspection now formally suspended until March 2016 whilst additional work is carried out (emailed).
- CCC – notification that County Council owned streetlights in Whaddon would not be switched off at certain times or dimmed further (emailed).

## 7.0 Finance:

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

Cheques to be signed today (8<sup>th</sup> June 2015)

Cheque No. 100913, £1,326.00 (Net £1,105), MD Landscapes, 13 x rec ground grass cuts and 3 x verges grass cuts (Apr-Jul 2015).

Cheque No. 100914, £540.00 (Net £450.00), Snow Walker, valuation report Whaddon Village Hall.

Cheque No. 100915, £1017.89 (Net £1,015.49), Mrs G van Poortvliet, Clerk’s wages and expense allowance qtr to 30<sup>th</sup> June 2015, refreshments for Annual Parish Meeting and website mgt fee.

Cheque No. 100916, £50.00 (Net £50.00), Mr L Ginger, Chair’s expense allowance, qtr to 30<sup>th</sup> June 2015.

**7.2 Approval of expenditure for Transparency Code Training for Clerk** – the Cllrs approved expenditure of up to £50.00 (costs not known at time of meeting) for the Clerk to attend training on the Transparency Code in Meldreth in September 2015.

**7.3 Presentation of accounts for qtr ended 30<sup>th</sup> June 2015** – the Clerk presented the accounts and invited questions.

## 8.0 Planning:

- 8.1 **Noting of approved minutes from Planning Committee Meeting of 8<sup>th</sup> June 2015:** the PC noted the minutes.
- 8.2 **Noting of Planning Committee Recommendation re S/0850/15/LB, and S/1283/15/FL 100 Church Street, Whaddon, SG8 5RX for enlargement to previously approved rear ground floor entrance link to provide utility space, small roofed boiler enclosure and gate added to bin store. Re-thatching to match existing at north and south cottage elevations, and altering conservatory glazing material:** the Planning Committee had recommended approval of this application.
- 8.3 **Noting of SCDC decision re S/1240/15/FL, 20 Bridge Street, Whaddon, SG8 5SQ for demolition of existing conservatory to be replaced with new garden room and demolition of part single storey pitched roof to rear. First floor rear extension to include two new bedrooms:** this application had been approved by SCDC.
- 8.4 **Noting of SCDC decision re S/1221/15/PB, land to rear of 112 Church Street, Whaddon, SG8 5RX for conversion of existing barn & piggery to form 3 dwellings (Permitted Development):** this application had been refused by SCDC as it did not meet the necessary criteria for permitted development.

## 9.0 Public Participation:

- A member of the public complained about the quality of the verges grass cutting in Bridge Street. In particular the Cllrs attention was brought to the stretch of verge between Dyers Green and the remainder of Bridge Street, adjacent to the stream. It was pointed out that this verge was not evenly cut and was not cut back one metre from the highway in all parts. This could impede visibility when leaving Bridge Street due to the bend in the road. In addition strimming was not being carried out. Action: the Clerk to check the grass cutting specification regarding strimming and distance of cut back requested. If necessary, speak with the Contractor as appropriate.

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

### 10.1 Update:

- Village Hall Lettings – these remained good
- Cricket nets – some improvements needed to be made and were being addressed.
- Acoustic panels – delivery was being arranged and they would be fitted by some local residents.
- Trees on bank by recreation ground – one tree had died (there was a canker on the back of it) and another looked poorly. Action: the Clerk to contact SCDC's tree officer to see if it was possible to establish why the tree had died before considering replacement.

### 10.2 Presentation regarding grant applications in progress for car park funding – Mrs W Evans provided an update on the applications being made to fund a new parking area for the recreation ground. The aim was to remove cars from the road, keep them away from the play area and children and protect the grass from vehicle damage. Quotes had been obtained from contractors, the best of which were around £19,000 for a half car park or around £29,000 for a full car park scheme. Applications had been made to several sources for grant funding. When the responses were received it was still possible that WVH&RGT would need to approach the PC for additional funding. The Cllrs thanked Mrs Evans for her work in fund raising. The PC would be happy to consider an application for funding in due course but it was too early in the financial year to make definite commitments at this stage. It was noted that the Village Hall and Recreation Ground were potentially of benefit to all residents.

## 11.0 Parish Councillor Vacancy – update and agreement of action re co-option: an expression of interest had been received from a resident who had previously served on the PC. The Cllrs agreed that it would be appropriate to co-opt the candidate onto the PC at the next meeting. Actions: the

Clerk to liaise with the candidate and table an agenda item for co-option at the September PC meeting.

- 12.0 Risk Assessment 2015/16 – signing off by Cllrs:** the Risk Assessment had been reviewed County Cllr Dent (who had the relevant experience and accreditation). County Cllr Dent was happy with the Risk Assessment but had advised the PC to look into Cloud data storage as an additional protection. The PC resolved to approve the 2015/16 Risk Assessment and it was signed by the Chair and Clerk. Actions: the Clerk to research Cloud data storage options for PC computer files.
- 13.0 SCDC Consultation on moving to all-out elections – agreement of PC response:** this was discussed and the District Cllrs gave their views. It was agreed to postpone this item until the next meeting to allow the Cllrs longer to consider the potential implications. Action: the Clerk to table an agenda item for the September meeting.
- 14.0 Village Upkeep and Maintenance – reporting of issues:**
- Traffic Cones – the Chair suggested purchasing some traffic cones for use at village events and in case of needing to mark a dangerous area. Action: the Clerk/Chair to speak with the Neighbourhood Watch co-ordinator to see if Police can supply these. If necessary research costs.
- 15.0 Items for next meeting:**
- Parish Councillor – co-option
  - Housing Survey – presentation of results (ACRE)
  - Alfred John Palmers Trust - review
  - SCDC Consultation on moving to all-out elections
  - Clerk – annual review
- 16.0 Date of next meeting - Monday 14<sup>th</sup> September 2015.**

**There being no further business the meeting closed at 9.25p.m.**