

Minutes of Whaddon Parish Council meeting held on 12th October 2015 at 8.00p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mr L Ginger
	Councillors	Mrs K French, Professor A Milton, Mr R Scott, Dr N Strudwick, Ms A Walker (from 8.05p.m.)
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	Members of the Public	2 present

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr A Dent (sickness).
(Cllr A Walker joined the meeting)
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 14th September 2015** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Receiving Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors – verbal updates about resolutions from previous parish council meetings:**
- HCVs for Eternit – the anticlockwise one-way system appeared to be working but would need to be monitored. Some Cllrs had noted HCVs not following the one-way system although it was not known if these vehicles were for Eternit. It was also noted that there were no 16 tonne weight restriction signs when travelling eastbound out of Melbourn. Actions: the Chair to provide location details for the missing weight restriction signs and the Clerk to report this to Cambridgeshire County Council Highways on-line.
 - Village Handyman – the handyman had advised Cllr Elbourn that he still wanted to work with Whaddon PC. However, he was happy for the bus-shelter to be repainted by someone else. Cllrs French and Walker volunteered to paint the bus-shelter. Actions: the Clerk to see if there were any recommended products for use on the bus shelter and to deal with insurance for the volunteers. The Chair to purchase products and equipment needed and reclaim on expenses. Cllrs French and Walker to repaint the bus shelter.
 - Trees on verge by recreation ground, Church Street – Mrs M Peyton, Whaddon’s tree officer, had reported the diseased trees to SCDC and had requested advice. Actions: Mrs Peyton to follow up with SCDC’s Tree Officer and the Clerk to table a future agenda item.
 - Cloud file storage – Cllr Strudwick had investigated and recommended some Cloud storage options for PC electronic files and the Clerk had looked at Microsoft OneDrive and Drop-Box. The Clerk expressed a preference for OneDrive due to existing use of Microsoft software. Dr Strudwick stated a preference for using an additional paid backup solution for PC files as an additional safe-guard. Actions: Cllr Strudwick to research paid backup solutions and make a recommendation to the PC at a later stage. In the meantime, the Clerk to begin using OneDrive for PC files.
 - Whaddon Gap Car Park – SCDC had put up signage in the car park following recent incidents of fly-tipping.
 - Community Led Plan – the Clerk had met with Claire Gibbons, Development Officer – SCDC, to talk about the Community Led Plan. Claire Gibbons had been very impressed with the quality of both plans produced by Whaddon and in the way that they had been used by the PC. She planned to use Whaddon as a case-study in literature being produced by SCDC about CLPs. From the current CLP, Claire had picked up on potential issues of isolation for the elderly and on adequacy of provision for teenagers in Whaddon. These

might be areas for further investigation by the PC. Action: the Cllrs to consider if they wish to look at provision for elderly residents and teenagers in the village.

- Broadband – Cllr Strudwick (Whaddon’s Broadband Champion) advised that Whaddon’s broadband was now in the commissioning stage - it would be tested and checked before going live. Cllr Strudwick would be in contact with Connecting Cambridgeshire for an update following their progress meeting with BT Openreach on 13th October. He would update residents as appropriate.

5.0 Reports from District and County Cllrs:

District Cllrs’ Report: a verbal report was given by the District Cllr:

- Civic Affairs – SCDC had voted to move to ‘All-Out’ elections every four years, starting in 2018. PC elections would coincide with the District Council elections to save costs. Any PC elections due in 2016 – which would include Whaddon PC – would be for a period of two years only. SCDC would also be recommending to the Boundary Commission that the total number of District Cllrs be reduced to 45.
- District Council Planning – SCDCs on-line planning system was about to be upgraded. There was also a consultation about changing the system of delegated decision making by Planning Officers which would impact on PCs’ ability to refer a Planning Application to SCDC’s Planning Committee. There would be a workshop and meeting on 14th October 2015 to provide PCs with further information about the proposals (Cllr Scott would attend this). Action: the Clerk to arrange an Extraordinary PC Meeting for Friday 16th October to agree the PCs response to the consultation about delegated decision making.

County Cllr’s Report: County Cllr Dent was not present at the meeting. The County Cllr’s written report for October had been circulated to the Cllrs by email. Key local issues were:

- Wendy Solar Farm Cable – access through County Farms Estate in Whaddon had been resolved.
- Bassingbourn Barracks – the MoD and Defence Infrastructure Organisation were reportedly keen to have a British training base at Bassingbourn although no designation had been made.
- Community Speedwatch Signs – some new sign designs were being finalised by CCC Highways. It was hoped that these would have an improved impact.

6.0 Public Participation:

- A member of the public asked what the proposals were regarding SCDC’s delegated decision making by Planning Officers and commented on the increased work load for Planning Officers due to a reduction in their numbers. Action: the Clerk to email the consultation document to the member of the public.
- A member of the public reported an overgrown hedge to the rear of the garages in Town Farm Close which was obstructing the footway. The PC noted that this hedge bordered the highway but did not belong to specific residents. Action: the Clerk to report the overgrown hedge to CCC Highways.
- A member of the public enquired who owned the land to the rear of St.Mary’s Close and asked where it was proposed to build additional Affordable Housing for the village. The Cllrs replied that the land was owned by County Farm Estates. The consideration of Affordable Housing provision in Whaddon would be discussed under agenda item 10.0.
- A member of the public commented on the quality of the house that she had purchased in St.Mary’s Close under a shared ownership scheme. There had been a series of problems due to build quality and Bedford Pilgrims Housing Association had not been helpful in resolving these issues. Additionally there were insufficient parking spaces (less than two per property) which led to parking problems and poor access for emergency vehicles. The Cllrs noted these comments and would make sure these sort of issues were addressed if it was decided that more Affordable Housing was needed.

7.0 Correspondence – noting receipt of significant items of correspondence:

- SCDC – update on the response from the Inspectors regarding the Local Plan Examination timetable (emailed). Details of SCDC meeting dates to consider work streams prior to public consultation in December 2015 and Jan 2016 (emailed)
- PCSO – invitation to Police Panel Meeting at Cambourne on 22nd October and request for agenda items (emailed)
- SCDC – September 2015 e-bulletin, including confirmation that SCDC would be moving to All-Out elections in 2018. PC elections due in 2016 (Whaddon) would be for a two year term only so that future elections could be held at the same time as SCDC elections. Update on S106 contributions (now for developments over 10 dwellings. PCs would need to keep SCDC informed of any local shortfalls in infrastructure requirements) (emailed)
- SCDC – agenda for Parish Planning Liaison Meeting and Workshop on 14th October and details of Consultation re delegation of planning decisions. Consultation deadline 28th October 2015 (emailed). Cllr R Scott to attend the workshop.
- SCDC – early notification of Whaddon’s proposed tax base for 2016-17 Precept (212 properties vs 208 in 2015-16). Deadline for queries 30th November 2015 (emailed). The Cllrs questioned the number of additional houses in the tax base given the high occupancy rates in Cardiff Place. Action: the Clerk to ask SCDC to double-check the number of properties in the tax base.
- County Cllr Dent – County Cllr report, Oct 2015 (emailed)
- PKF Littlejohn – signed Annual Return 2014/15. No matters raised by external auditor.

8.0 Finance:

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

Cheque already signed (18th September 2015)

Cheque No. 100919, £2,044.80 (Net £1,704), Soundsorba Ltd, acoustic panels for Village Hall (funding approved in 2015/16 Precept – pro-forma payment agreed by Cllrs via email to meet delivery date required for fitting).

Cheques to be signed today (12th October 2015)

Cheque No. 100920, £120.00 (Net £100), PKF Littlejohn LLP, assurance review audit of Annual Return y/e 31 March 2015.

Cheque No. 100921, £50.00 (Net £50), Mr L Ginger, Chair’s Expense Allowance, qtr to 30th September 2015.

Cheque No. 100922, £989.02 (Net £989.02), Mrs G van Poortvliet, Clerks wages and Expense Allowance, qtr to 30th September 2015.

Cheque No. 100923, £35.00 (Net £35.00), Information Commissioner, Data Protection Registration renewal.

8.2 Noting of draft PC Accounts for six months to 30th September 2015 – the Clerk presented the draft accounts and invited questions. The accounts were noted by the Cllrs.

8.3 Consideration of charitable donation to East Anglian Air Ambulance – the Cllrs resolved to donate £100 to East Anglian Air Ambulance (under s137 Local Government Act 1972) on the basis that this charity’s service was of benefit to local residents. Action: the Clerk to arrange a cheque payment for the next PC meeting.

9.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – Update: - a verbal update was given by the Chair:

- Car park – WVH&RGT had successfully obtained around £20,500 funding to date which was approximately two thirds of the cost of a full car park. There were still some grant applications in progress.
- Acoustic panels – these had been received and were due to be installed by some local residents on 24th October.

- 10.0 Whaddon Housing Needs Survey – consideration of provision for Affordable Housing in Whaddon and agreement of actions required:** the outcome from the Housing Needs Survey (presented at the previous PC meeting) was discussed. Key points were that the survey had identified a relatively small housing need (six houses) and that size of scheme might not be viable. Only 30% of residents had completed a survey and support for an Affordable Housing Scheme, at 55%, was at the lower end of the typical range. The PC resolved not to pursue additional Affordable Housing in Whaddon at this stage. Actions: the Clerk to advise ACRE that the PC would not be progressing this further at present. The PC to note that the next Community Led Plan should include a more detailed section on housing. District Cllr McCraith to explore with SCDC the possibility of linking Cardiff Place with Whaddon e.g. via a footpath or cycle way in order to optimise access to facilities such as the playground, village hall and buses.
- 11.0 Recreation Ground Grass Cutting Tender (2016-18) – consideration and agreement of specification. Discussion and agreement of tender process and invitees:** a discussion was held. The Cllrs thought that it made more sense for WVH&RGT to manage this grass cutting contract. Actions: the Clerk or Chair to ask WVH&RGT if they would be interested in taking over the management of the recreation ground grass cutting contract and to consider how this might work in practice. The Clerk to table an agenda item for the next meeting.
- 12.0 Update from CAPALC Clerk’s and Chairmen’s Annual Catch-up Day (2nd October) – verbal report, noting of relevant points for Whaddon PC and agreement of action required:** it was agreed that this item be postponed until a later meeting. Action: the Clerk to table an agenda item for a future meeting.
- 13.0 Automatic Enrolment in Workplace Pension Schemes – noting of (i) Whaddon PC’s duties as an employer and (ii) the Clerk’s decision not to request provision of a pension scheme:** the Clerk and Chair explained the legal duties of the PC, as an employer, in relation to providing a workplace pension scheme for employees (the Clerk). The Clerk’s wages were below the threshold for Automatic Enrolment in an eligible scheme so the PC would only need to provide a workplace scheme if requested to do so by the Clerk. The staging date for enrolment was 1st April 2017. The PC noted their responsibilities as an Employer and that the Clerk was NOT requesting that the PC provide a pension scheme at this time.
- 14.0 Village Upkeep and Maintenance – reporting of issues and agreement of actions:**
- Bridge Street phone box library – a pane of glass had been smashed. Thanks were expressed to Cllr Walker who had swept up the glass and taped up the hole. The Chair volunteered to replace the glass. Action: the Chair to repair the broken pane of glass and claim back costs.
- 15.0 Items for next meeting: noting of requests for agenda items**
- Clerk – annual review
 - Recreation Ground grass cutting tender specification and management
 - Alfred John Palmers Trust – appointment of Trustees
 - Trees on recreation ground
 - Update from Clerk & Cllrs Annual Update meeting
- 16.0 Date of next meeting – Monday 9th November 2015.** There would also be at Extraordinary Meeting on Friday 16th October 2015 at 7.30p.m.

There being no further business the meeting closed at 10.12p.m.