

Minutes of Whaddon Parish Council annual meeting held on 11th May 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, Ms A Walker (from 8.15p.m.)
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	County Councillor	Mr A Dent (from 8.20p.m.)
	Members of the Public	1 present (from 8.30p.m. to 8.50p.m.)

- 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 as Chair was duly signed.
- 2.0 Election of Vice-Chair of the PC** – resolved that Mrs K French be elected as Vice-Chair of the PC.
- 3.0 Apologies for Absence** – received from Cllr W Elbourn and District Cllr N Cathcart. Advance notification of late arrival received from County Cllr A Dent.
- 4.0 Receipt of updated Register of Members Interest Forms (if necessary)** – the Cllrs had been asked to review their RMI forms prior to the meeting. Cllr Scott had an amendment to make. Actions: the Clerk to email a RMI form to Cllr Scott. Cllr Scott to submit an updated version of the form to the Clerk and SCDC. The Clerk to arrange for the updated form to go on the website.
- 5.0 Declarations of Interest** – none declared.
- 6.0 Minutes – approval and signing of minutes from previous Parish Council (PC) meeting of 13th April 2015** – 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. The requirement for the minutes of Planning Committee meetings to be displayed on the main notice board was questioned given that all planning decisions were reported in the PC minutes and that there were often space constraints on the main notice board. Resolved: that section 4, bullet point 5 be amended to read 'Approved minutes shall be posted on the website and shall be available for inspection by Parishioners on request to the Clerk.' Action: the Clerk to amend the Planning Committee constitution and provide an updated copy to all members.
- 7.2 Receipt of nominations to the Planning Committee** – Resolved: that the following be appointed to the Planning Committee: Cllr K French, Cllr W Elbourn, Cllr L Ginger (ex-officio), Cllr A Milton and Cllr R Scott. Action: the Clerk to check with Cllr Elbourn that he was happy to remain on the Planning Committee. (Cllr A Walker joined the meeting and gave apologies for late arrival).
- 8.0 Review of PC Standing Orders and Financial Regulations** – reviewed. No changes required to the Financial Regulations. Resolved: to remove point 1L (p5) of the Standing Orders which states 'photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.' New legislation, 'The openness of local government bodies regulations 2014,' which came into effect in August 2014 gave members of

the public and press the right to film and record public meetings. Action: the Clerk to amend the Standing Orders and circulate the updated version to the Cllrs.

9.0 Review of Inventory of Land and Assets – this was reviewed. Some Cllrs queried why assets were recorded at their original cost rather than replacement value or insurance value. The Clerk explained that this was an accounting and audit requirement for that size of PC. Action: the Clerk to record the new salt bin in Town Farm Close in the Fixed Asset Register.

10.0 Review and confirmation of arrangements for insurance cover – these were reviewed and the insurance cover provided by Zurich Municipal was confirmed.

11.0 Review of PC and PC Employee Membership Subscriptions – reviewed and resolved that the following subscriptions be approved:

- Cambridgeshire & Peterborough Association of Local Councils
- Cambridgeshire ACRE

The subscription to the Society of Local Council Clerks would not be renewed.

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. Resolved that the necessary changes be made to the Model Publication section of Requests under the Freedom of Information Act 2000, to reflect the data publication requirements of the Local Audit and Accountability Act 2014 as effective from 1 July 2015. Action: the Clerk to amend the FOI policy as required and arrange for updated copies to go on the website and to be circulated to Cllrs by 1st July 2015.

12.3 Dealing with the Press/Media – reviewed; no changes required.

13.0 Setting Dates & Times for ordinary meetings of the full PC for 2015/16 – reviewed. Meetings to be held on the second Monday of each month with no meeting in July or December. The start time would remain at 8.00p.m. The Annual Parish Meeting was scheduled for Monday 18th April 2016. Actions: the Clerk to circulate the 2015/16 dates to the Cllrs, arrange for them to be put on the website and book the Village Hall for meetings.

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

- WW1 Commemorative Tree – the variety of tree chosen by the PC still remained out of stock at the nursery organising the British Legion Commemorative Tree project.
- Meldreth Road traffic management scheme – the advisory sign by the build-out, which was partially obscured by a telegraph pole, had not been moved by the contractor. Growing foliage on a nearby tree was further obscuring the sign. Action: the Clerk to remind CCC Highways to arrange for the sign to be moved to a more suitable position.
- Heavy Commercial Vehicles (HCVs) using Eternit, Meldreth – a meeting had been held at Eternit, Meldreth on the morning of 11th May and had been attended by the Chair, Mr J Spenceley (a Cllr with Bassingbourn cum Kneesworth PC) and Mr S Rawlinson, Works Manager, Eternit Meldreth. A verbal update from the meeting was given by the Chair and Mr J Spenceley. The meeting had been felt to be fairly positive. The Eternit production work load was coming down gradually and there were currently around 40 HCV movements per day. Eternit do request their main contractors to use Mettle Hill rather than Whaddon although some of the less regular suppliers might not be aware of this. It was noted that introducing an anti-clockwise one-way system for HCVs, in order to lessen the impact on Whaddon and Kneesworth, would involve HCVs turning left at Mettle Hill junction in Meldreth Parish. This was not considered a particularly safe junction although

HCV drivers had the advantage of a higher viewing position. Actions: the Chair and Clerk to write to Meldreth PC asking if they had any objections to the proposed one-way system. If no objections were received Eternit to be asked to start a one-way system for HCVs.

- Proposed anaerobic digester, Shepreth – it was noted that if planning permission was given for this that there could be more HCVs through Whaddon. This was something the PC would need to be aware of.
- Village Maintenance – the handyman had left a message for the Clerk saying that he planned to start work on the village maintenance projects in the near future.
- Housing Needs Survey – this had now been completed and the results compiled. A representative from ACRE would attend the September PC meeting to present the results.

15.0 Reports from District and County Cllrs:

District Cllrs' Report: a verbal report was given by District Cllr McCraith:

- Local Plan Inspection – the inspection was ongoing.
- Bassingbourn Barracks – no further updates.
- Local election results – the Conservatives had gained three more seats on the District Council.

County Cllr's Report: a written report had been circulated to the Cllrs. A verbal report was given by County Cllr Dent:

- National Mental Health Week – Cambridgeshire County Council were promoting this. Links could be found on CCCs website.
- Full meeting of the County Council – this was scheduled for tomorrow (12th May 2015). Highways issues were the main concerns at the moment.

16.0 Planning – noting of SCDC's decision re S/0540/15/VC re former 132 Meldreth Road, SG8 5RP for reserved matters for access, appearance, landscaping, layout and scale in respect of outline planning permission S/2500/11: SCDC had granted permission for this planning application.

17.0 Finance:

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

Cheques to be signed today (11th May 2015)

Cheque No. 100909, £195.29, CAPALC, membership fee 2015/16.

Cheque No. 100910, £460.52, Zurich Municipal, local council insurance 2015-16.

Cheque No. 100911, £40.00, Mr B Huett, internal audit 2014/15.

17.2 Noting of internal auditor's report on Annual Return 2014/15: the PC noted the report and comments.

17.3 Signing of Annual Return 2014/15 – resolved that the Annual Return be approved and that the Clerk and Chair sign the Accounting Statement and Annual Governance Statement.

Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

18.0 Correspondence

- Cambridgeshire ACRE – report following Housing Needs Survey for Whaddon.
- SCDC – monthly Planning Policy Update.
- County Cllr Dent – monthly County Cllr Report.

19.0 Public Participation: no members of the public present.

20.0 Councillor Vacancy – update and agreement of actions: there had been no applications for the Parish Cllr vacancy. Actions: the Chair to put an article in the village newsletter. The Clerk to table an agenda item for the next PC meeting.

21.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: the May meeting had been cancelled.

- Trustee vacancies – several people had expressed interest in joining the Trust.
- Finances – reserves were once again building up.
- Acoustic panels – the Trust was currently trying to find suppliers of these panels.

22.0 Annual Parish Meeting - review: the APM had taken place on 20th April and had been well attended. The Alfred John Palmers Trust needed to be reviewed. Action: the Clerk to table an agenda item regarding Alfred John Palmers Trust for the next meeting.

23.0 Village Upkeep and Maintenance – reporting of issues:

- An overgrown hedge was obscuring a 30mph sign near Bumpkins, Bridge Street. Action: the Chair to speak with the farmer responsible for the hedge.
- Overgrown verges at Whaddon Gap were obstructing site-lines at the Whaddon Gap junction. Action: County Cllr Dent to write to the necessary Director.

24.0 Items for next meeting:

- Alfred John Palmers Trust - review
- Risk Assessment 2015/16
- Parish Cllr vacancy

25.0 Date of next meeting - Monday 8th June 2015 (8.00p.m.)

There being no further business the meeting closed at 9.13p.m.