

Minutes of Whaddon Parish Council Meeting held on 10th October 2016 at 8.06p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Professor A Milton
	Councillors	Mr W Elbourn, Mr R Scott, Dr N Strudwick, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr D McCraith
	County Councillor	Mr A Dent
	Members of the Public	2 present

The meeting started late due to the overrunning of the Planning Committee meeting that had taken place immediately beforehand.

In the absence of the Chair and the Vice-Chair of the Parish Council (PC), the Cllrs resolved that Cllr Milton serve as Chair for the meeting.

- 1.0 Apologies for Absence** – received from Cllr L Ginger (holiday) and Cllr K French. Apologies for absence received from District Cllr N Cathcart (holiday). Advance notification of late arrival received from County Cllr A Dent.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none declared.
- 3.0 Approval of minutes** – to resolve that the minutes from the Extraordinary Parish Council meeting of 8th September 2016 and the Parish Council meeting of 12th September 2016 are a correct record – Resolved that the minutes be approved and signed by the Chair.
- 4.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council (PC) meetings:**
 - Handyperson review – one of the handymen had been injured in a vehicle accident so it had been necessary to postpone the review.
 - S106 monies re development at former 132 Meldreth Road – SCDC’s S106 Officer had advised that this issue had been elevated to Mr John Koch. Action: the Clerk to ask District Cllr Cathcart to follow this up with Mr Koch and to put it on the agenda for the next meeting if no progress had been made.
 - Trees along edge of Recreation Ground, Church Street – no reply had been received from SCDCs Tree Officer to the PC’s request for the soil to be tested. Action: the Clerk and District Cllr Cathcart to follow this up.
 - Phone box book exchange, Bridge Street – this had been looked after by two volunteers (Mrs F King and Mrs J Gibson). Mrs King had expressed a preference to step down but Mrs Gibson had agreed to take over. Thanks were expressed to the volunteers.
- 5.0 Reports from District and County Councillors:**
 - 5.1 District Cllrs Report – receipt of oral reports:** District Cllr McCraith gave an update:
 - Devolution – details still had to be worked out. East Cambridgeshire District Council had expressed a preference to be with Suffolk and Norfolk rather than Peterborough and Cambridgeshire.
 - Parliamentary Electoral Boundary Review – it was proposed that Whaddon, Bassingbourn, Melbourn and Meldreth be moved to the North Hertfordshire election district.
 - Ice skating rink, Newmarket Road – SCDC was considering lending money to build a new skating rink in Cambridge.
 - 5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:** County Cllr Dent gave a report. A written report for October 2016 had been circulated to the Cllrs and was accessible via the website:

- Bassingbourn Barracks – there was still no news on the future of the Barracks. The decision keeps being deferred.
- Cambridgeshire Parish Council Conference – this would take place on 18th November in St.Ives (free event).
- Subsidised bus routes – there were ongoing discussions about potentially cutting subsidies.
- A1198 – County Cllr Dent would be attending a meeting to discuss safety issues on the A1198, including Whaddon Gap junction.

The Cllrs asked County Cllr Dent about any long term plans for the A1198 considering the potential impact on traffic of new housing developments at Cambourne, Bourn Airfield and Northstowe. County Cllr Dent said that CCC Highways were of the opinion that the volume of traffic would not significantly impact on Cambridgeshire roads (although there could be knock-on impact for roads in North Hertfordshire).

6.0 Public Participation:

- Mr M Monks (Neighbourhood Watch Co-ordinator) would be attending the Area Police Panel Meeting on 19th October on behalf of Whaddon.
- Mr M Monks (Speedwatch Co-ordinator) had been researching costs for a moveable vehicle activated system to measure motorists' speeds. It was hoped to apply for a CCC grant to cover part of the cost. Actions: the Clerk to assist with the grant application and table an agenda item for the next meeting regarding the PC's contribution.

7.0 Correspondence – noting of receipt of significant items of correspondence:

- CCC – definitive map and statement of public rights of way for Cambridgeshire (includes changes up to 11th May 2016). Anticipated publication date 15th September 2016.
- Supporting Cambridgeshire Partnership – information of new partnership formed with Cambridgeshire ACRE, Hunts Forum and Cambridge CVS.
- Police Community Support Officer – information about area Police Panel Meeting (19th October) and request for specific concerns or issues to be raised at the meeting.
- SCDC – update on Local Plan hearings timetable.

8.0 Planning – noting of Whaddon Parish Council Planning Committee's recommendation re S/2272/16/FL 128 Meldreth Road, Whaddon, SG8 5RP, for retrospective application to erect a telegraph pole: the PC had resolved to support this application.

9.0 Finance:

9.1 Approval of payments: the PC resolved that the following payments be approved:

Cheques to be signed today (10th October 2016)

Cheque No. 100963, £205.00 (Net £205.00), Mr J Newberry, handyman services 1st July to 1st October 2016.

Cheque No. 100964, £160.00 (Net £160.00), Mr K Green, handyman services 1st July to 10th September 2016.

Cheque No. 100965, £1,007.53 (Net £1,007.53), Mrs G van Poortvliet, Clerks wages and expense allowance, qtr to 30th September 2016.

Cheque No. 100966, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 30th September 2016.

Cheque No. 100967, £27.00 (Net £27.00), Mr M Monks, posy and wreath for Remembrance Sunday.

Cheque No. 100968, £120.00 (Net £100.00), PF Littlejohn LLP, audit review annual return 2015/16.

Cheque No. 100969, £35.00 (Net £35.00), Information Commissioner, data protection registration renewal.

Cllr Strudwick asked whether the village website was covered by the PC's data protection registration. Action: the Clerk to forward the information on the PC's data protection registration to Cllr Strudwick.

Only one cheque signatory was present at the meeting. Action: the Clerk to arrange for the cheques to be countersigned.

9.2 Noting of receipt of income: the PC noted receipt of £8,480 precept (2nd tranche) from SCDC on 23rd September 2016.

9.3 Noting of external audit report for 2015-16 Annual Return – this was noted by the PC. No matters had been raised by the auditors. The Annual Return and appropriate notices had been displayed on the main notice board and website.

9.4 Presentation of draft accounts for six months to 30th September 2016 – the Clerk presented the accounts and invited questions. It was suggested that the requirement to explain variations greater than 15% (per the Financial Regulations) should be subject to a de minimis limit. Action: the PC to consider amending the financial regulations to include a de minimis limit at the Annual Parish Council meeting.

10.0 Community Defibrillator:

10.1 Consideration of acquisition of a community defibrillator and cabinet to be located outside the Village Hall. Agreement of next steps and discussion of ways to involve the community in ownership and fundraising: as yet no quote had been received from Community Heartbeat Trust. Actions: Cllr Strudwick to chase CHT for a quote and grant information. The Clerk to table an agenda item for the next meeting.

10.2 Consideration of provision of a defibrillator for Cardiff Place residents and agreement of next steps: residents in Cardiff Place and New Farm would be too far away to use a defibrillator based at the Village Hall. It was suggested that they might be able to share one with Cambridge Crescent, Bassingbourn (on the opposite side of the A1198). Action: the Clerk to ask Bassingbourn PC about providing a defibrillator for Cambridge Crescent and to table an agenda item for the next meeting.

11.0 Dog-waste bins – consideration of adequacy and position of dog-waste bins: the cost of installing additional bins was c£500 each with an ongoing emptying cost of c£3.50 per bin per week. However, if SCDC considered additional bins necessary (ideally they would do a site visit to review the situation) they would be provided free of charge. With regard to potential location of bins, it would be necessary to consider who owned the land and distance from the highway. The Cllrs decided to postpone this item to the next meeting so that the Cllr who had requested the agenda item could be present. Action: the Clerk to table an agenda item for the next meeting.

12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): receipt of oral report from member of WVH&RGT – Cllr Strudwick (Acting Chair, WVH&RGT) gave an update:

- Car park – WVH&RGT was still waiting to hear from the contractor re the minor subsidence issues. The heating system may have been impacted by the installation of the car park.
- Lettings procedure – a new procedure had been worked out for the Lettings Officers. The booking form was being revamped to reflect acceptance of electronic payments.
- Broadband connection – this would be discussed at the next WVH&RGT meeting. It was thought that the connection cost would be c£50 and that a domestic line rental rate could be available to a Community Facility.
- Charities Commission website – this had been updated with Dr Strudwick's details.

13.0 Whaddon website:

13.1 Short description by Website Manager of how the website works – Cllr Strudwick (Website Manager) gave a brief talk. Website data is stored in the cloud and is also backed up by Cllr Strudwick at his house. The website domain name is registered to the PC. Currently Cllr Strudwick (and Mrs Strudwick) can edit the website. In case of an emergency,

the website could be accessed via the ftp name (the Clerk had the password) and the PC could pay someone to recover and edit it.

13.2 Initial discussions re website editing and agreement of next steps - a discussion was held about how it might be possible to reduce reliance on key individuals to edit and manage the website. Cllr Strudwick confirmed that it would be possible to edit the website over the cloud. Any additional person/people having access would need to have suitable software and appropriate supervisory arrangements. Cllr Strudwick had spoken with CAPALC about the issue. Many small villages relied on a volunteer to edit their websites. The Cllrs were comfortable that if another person could be trained to edit the website and the website itself could be recovered by the PC in case of an emergency, then the risks were suitably mitigated. Actions: Cllr Strudwick to research suitable software for editing the website and to advise the PC. Cllr Scott to be trained to edit the website.

13.3 Update on plans for using monies set aside in budget for website development – £500 had been included in the 2016/17 precept for website development, in particular for making the website work better with smart phones. Cllr Strudwick still wanted to look into doing this. Action: Cllr Strudwick to research this and update the PC.

14.0 Village Upkeep and Maintenance – reporting of upkeep or maintenance issues:

- Access to the Village Hall for wheelchair users - this would be taken up by WVH&RGT
- Grass verges - these had been cut three times and one further cut was due this season.

15.0 Items for next meeting – noting of requests for agenda items

- Community Defibrillator
- LHI grant application for moveable vehicle activated speed signs
- Precept meeting/January meeting dates
- Broadband connection for Village Hall
- S106 monies re 132 Meldreth Road
- Website
- Provision of dog waste bins
- Alfred John Palmer's Trust
- Clerk Review

16.0 Date of next meeting – Monday 14th November 2016.

There being no further business the meeting closed at 9.32p.m.