

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> January 2016 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
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	5 present

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 9<sup>th</sup> November 2015 and the Precept Meeting of 4<sup>th</sup> January 2016** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Receiving Declarations of Interest** from Councillors on items on the agenda – none declared.
- 4.0 Report from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous PC meetings:**
- Bus shelter re-painting – the Cllrs noted that this should now wait until the weather improved and that it might be possible for the work to be done by a handyperson rather than volunteers (see agenda item 15.2).
  - Dropped kerb diagonally opposite St. Mary’s Close – the Clerk had requested quotes from four contractors. Action: the Clerk to table an agenda item for the next meeting.
  - PC data backup storage – Cllr Strudwick had researched some options for this. Action: the Clerk to table an agenda item for the next meeting.
  - Overgrown Trees on verge in Bridge Street (between no 55 and Dyers Green) – County Farm Estates would send a contractor to look at these trees.
- 5.0 Reports from District and County Cllrs:**
- County Cllr’s Report: no County Cllr present.
- District Cllrs’ Report: a verbal report was given by the District Cllrs:
- Local Plan – this was moving forward slowly.
  - District Council Electoral Review – the District Cllrs advised the PC that the proposal was to pair Whaddon with Meldreth, Melbourn and Shepreth ward, from 2018, for the purposes of District Cllr representation. This was to help even out the number of electors represented by each District Cllr. The proposal would be discussed at the Civic Affairs Committee meeting on 12<sup>th</sup> January 2016. The Cllrs commented that they had not been aware of this proposal and that they had previously advised the Boundaries Review Commission that Whaddon preferred to be in the same ward as Bassingbourn due to a number of common issues. Action: the Chair to email the Boundaries Review Commission urgently regarding the PCs preferences.
  - Potential path linking Cardiff Place to Whaddon – District Cllr McCraith had discussed this with SCDC’s portfolio holder. It had been considered a good idea but was likely to be too expensive and funds were not available. The Cllrs asked District Cllr McCraith to find out how much it might cost for the path options. Action: District Cllr McCraith to ask for likely costs of paths between Whaddon and Cardiff Place.
- 6.0 Public Participation:**
- A member of the public complained about the condition of the footpaths and highway in Bridge Street due to the works being done to install an electrical cable for the solar park at Wendy. The highway to Whaddon Gap was also covered with mud from construction vehicles. The member of

the public had brought this to the attention of County Farm Estates, Cambridgeshire County Council Highways and County Cllr Dent. County Cllr Dent had been very supportive and CCC Highways had taken some action to ensure that footpaths were not obstructed. However, the contractors did not work for County Farm Estates but for Vine Farm, making it more difficult to take action.

- A member of the public agreed with the points made above and commented that Whaddon would receive no financial benefit from this solar farm and yet was suffering disruption because of it. Residents in Whaddon had not been informed that these works were going to take place. The District Cllrs stated that it was usually part of the contract consent that the contractors clean up afterwards – this could be something that the District Cllr Enforcement Officer could assist with. Action: District Cllr Cathcart to provide contact details for the Enforcement Officer.
- A member of the public reported that the 2015 Precept Meeting minutes on the website were not the correct version. Action: the Clerk to arrange for the correct version of the Precept minutes to be posted on the website.

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

- CCC – information about local Community Transport schemes and request for volunteers. Action: the Clerk to circulate via village email and include in the newsletter.
- County Cllr Report – November 2015 and Dec 2015 (emailed)
- SCDC – invitation to Cabinet and Parish Council Liaison Meeting, 8<sup>th</sup> December. Attended by Cllr Strudwick.
- Local Government Boundary Commission – consultation on formal review of wards and no. of Cllrs in South Cambridgeshire (emailed). Closing date 1<sup>st</sup> Feb 2016.
- Savills – survey re strategic review of County Farm Estates (emailed). Views collated by the Chair and submitted.
- SCDC – notification of consultation on amendments to Local Plan following review by Inspectors. Deadline 25 Jan 2016 (emailed to residents and put on website).
- SCDC – Planning Policy Updates Dec 2015 and Jan 2016 (emailed)
- SCDC – invitation to comment on policies that are considered strategic with regard to the formation of Neighbourhood Plans (deadline 19<sup>th</sup> Feb) (emailed)
- Ms R Boon - copies of photographs and historic documents relating to the Alfred Palmer Trust.

## 8.0 Finance:

### 8.1 Approval of grant applications from Whaddon Village Hall & Recreation Ground Trust (WVH&RGT):

the PC had received two grant applications from WVH&RGT for running costs. A supporting invoice was missing from one of the applications. Resolved: that the PC approve the grant applications, totalling £2,338.03, but that only the amount for which supporting invoices had been supplied be paid (£1,918.03). The balance of £420.00 to be paid on receipt of documentation.

### 8.2 Approval of payments: Resolved: that the following payments be approved:

#### Cheques already signed (14<sup>th</sup> December 2015) to avoid late payment

Cheque No.100927, £107.00 (Net £107.00), Hales Printers, newsletter printing November 2015

Cheque No. 100928, £25.00 (Net £25.00), Local Council Public Advisory Service, Rights of Way Training Course 20<sup>th</sup> November 2015 (attended by Cllr K French)

#### Cheques to be signed today (11<sup>th</sup> January 2016)

Cheque No. 100929, £996.00 (Net £830), MD Landscapes, 8 x recreation ground grass cuts, 3 x verges grass cuts.

Cheque No. 100930, £58.50 (Net £58.50), Bassingbourn-cum-Kneesworth Parish Council, Parish Councillor Outreach Training, parts 1,2 and 3 (attended by Cllr W Elbourn).

Cheque No. 100931, £117.00 (Net £117), Whaddon Village Hall & Recreation Ground Trust, venue hire for Parish Council and Planning Committee meetings (Apr-Dec 2015).

Cheque No. 100932, £80.00 (Net £80), Mr D Evans, Bridge Street Fountain Garden gardening costs, Mar-Dec 2015.

Cheque No. 100933, £50.00 (Net £50), Mr L Ginger, Chair's expense allowance qtr to 31<sup>st</sup> December 2015.

Cheque No. 100934, Mrs G van Poortvliet, £1062.08 (Net £1051.56), Clerk's wages and expense allowance qtr to 31<sup>st</sup> December 2015 plus reimbursement for WW1 Centenary Tree.

Cheque No. 100935, Whaddon Village Hall & Recreation Ground Trust, £1,918.03 (Net £1,918.03), grant applications (see 8.1 above)

**8.3 Awarding of Recreation Ground Grass Cutting Contract 2016-2018 (2 years)** – four contractors had been invited to tender and two tenders had been received. Resolved: that the contract be awarded to M D Landscapes. Action: the Clerk to advise the contractors of the outcome of the tender process.

**8.4 Approval of 2016/17 Parish Council Precept** – at a Precept Meeting on 4<sup>th</sup> January 2016 the PC had agreed a Precept for 2016/17 of £16,960 (2015/16 £16,960). Resolved: that the PC approve a Precept for 2016/17 of £16,960. Action: the Clerk to notify SCDC of the Precept requirement and to publish the calculations on the website.

**8.5 Noting of draft accounts to 31<sup>st</sup> December 2015** - the Clerk presented the draft accounts and took questions. It was noted that the cash reserves would be monitored and reviewed nearer to the financial year end with a view to potentially moving some funds to ring-fenced project reserves. Action: the Clerk to produce updated calculations of cash reserves for the March and April 2016 meetings.

## 9.0 Planning

**9.1 Noting of Planning Committee recommendation re planning applications (i) S/2602/15/FL 101 Cardiff Place, Whaddon, SG85LR for two storey side extension to house, (ii) S/2787/15/FL, 136 Church Street, Whaddon, SG8 5RX for extensions, (iii) S/2819/15/FL 119 Meldreth Road, Whaddon, SG8 5RS for pavement crossing into front driveway and (iv) S/2931/15/FL Whaddon Village Hall, 125 Church Street, Whaddon, SG8 5RY to construct an extension to the existing hard standing to the side of the hall to provide parking for up to 13 vehicles:** Whaddon PC Planning Committee had recommended approval of all the above planning applications.

**9.2 Noting of SCDC decision re S/2787/15/FL, 136 church Street, Whaddon, SG8 5RX for extensions:** this application had been approved by SCDC. The PC also noted that application S/2602/15/FL 101 Cardiff Place for a two storey side extension had been approved by SCDC according to their website (the PC had not yet received notification).

**10.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): update** – a verbal report was given by the Chair. The revenue stream for the VH was looking healthy. A New Year's Eve party had been fairly successful. The Trust were reviewing their policies as part of their Charities Commission report. The next meeting of WVH&RGT would take place on 18<sup>th</sup> January and would consider updated quotes for the car park extension works and agree what action to take.

**11.0 Alfred John Palmers Trust – consideration and agreement of actions required re appointing a new Trustee:** despite recent advertising, no potential new trustees had come forward for the remaining vacancy. This was discussed. Actions: the Clerk to arrange a final email appeal for trustees and to table an agenda item for the next PC meeting.

**12.0 Trees on verge in Church Street, by recreation ground – consideration of advice from SCDC's Tree Officer re diseased trees and agreement of actions:** this was discussed. The trees had been paid for by SCDC. Actions: the Clerk to provide details to District Cllr Cathcart who would take it up with SCDC's Tree Officer. The Clerk to table an agenda item for the next meeting.

**13.0 Eternit Site, Meldreth – discussion regarding proposal for housing on this site, potential impact on Whaddon and agreement of actions required:** a representative from Marley Eternit had attended Meldreth Parish Council's Planning Committee meeting on 19<sup>th</sup> November proposing that a redundant area of the Meldreth Eternit site be used for approx. 170 new homes. The District Cllrs commented that, in terms of Planning Policy, SCDC would be reluctant to lose

an employment site for residential housing. Action: the Clerk to ask the representative from Marley Eternit to give a presentation to Whaddon Parish Council.

- 14.0 Update from Rights of Way and Byways Course (20<sup>th</sup> November 2015) – verbal report, noting of relevant points for Whaddon PC and agreement of action required:** a verbal report was given by Cllr French who had attended the training. CCC was reviewing its definitive map of footpaths and rights of way. It would be useful for Whaddon to have input to this process and to check the map was accurate. It would also be a good exercise to check all the footpaths in the village and the adequacy of their sign posting. It was noted that the PC had a licence to use and reproduce Ordnance Survey maps for non-commercial purposes e.g. putting them on the website. Action: Cllr French to organise a small working party of residents to review the paths, sign posting and CCC's definitive map.
- 15.0 Village Upkeep and Maintenance:**
- 15.1 WW1 Centenary Commemorative Tree, Ridgeway Close – organisation of tree planting and care. Discussion and agreement of expenditure for plaque:** the tree had been delivered and required planting. Some members of the public agreed, on behalf of the village Gardening Club, to plant the tree in the grass area in front of Ridgeway Close. The PC agreed to spend the balance of the budget for the tree on a commemorative plaque (c£140). Action: Cllr Milton to research options for a suitable plaque and wording. The Clerk to table an agenda item for a future PC meeting.
- 15.2 Village Handyperson – discussion and agreement of future role of handyperson in the village. Agreement of action required:** the PC had budgeted two hours per week expenditure on handyperson duties for 2016-17. This would include litter-picking, gardening and ad-hoc jobs as well as the scheduled maintenance tasks. The PC agreed that the role of handyperson be amended to include these additional tasks. Actions: the Chair and Clerk to write to the current handyperson advising that the PC had reviewed the current arrangements and was no longer continuing with them. The Clerk and Chair to draw up a revised schedule of work for a handyperson and to arrange for this to be advertised, initially within the village.
- 15.3 Verges at the top of Bridge Street – discussion about condition of verges and agreement of action required:** these were in a poor state of repair, particularly near the broadband cabinet. This was discussed and the PC agreed to review this once the engineers had largely completed their connections work.
- 15.4 Reporting of issues and agreement of actions:**
- Senior School Bus – this had been spotted not using the turning circle and instead pulling up on Church Street, which was potentially dangerous. The bus had also departed earlier than scheduled on occasion. Action: the Chair would take photos and report this.
  - Village Sign – this was reported as needing re-painting. It was noted that although the sign had not been painted long ago, the oak reacted badly with paint. The sign would be included in the handyperson works schedule (15.2 above)
- 16.0 Items for next meeting: noting of requests for agenda items**
- Drop kerb on Church Street – approval of expenditure
  - Data backup storage – consideration of options and costs
  - Alfred John Palmers Trust – appointment of Trustees
  - Trees on recreation ground - actions required
  - WW1 Commemorative Tree Plaque – type and wording
- 17.0 Date of next meeting – Monday 8<sup>th</sup> February 2016.**

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