

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> July 2016 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, Mr R Scott, Dr. N Strudwick (from 8.07p.m. to 9.50p.m.), Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	County Cllr	Mr A Dent
	District Councillors	Mr N Cathcart, Mr D McCraith
	Members of the Public	2 present

- 1.0 Apologies for Absence** – received from Cllr Milton. Provisional apologies for absence received from Cllr Strudwick. Advance notice of late arrival received from County Cllr Dent.
- 2.0 Receipt of Declarations of Acceptance of Office from elected and co-opted Councillors** – duly signed by Cllr Walker.
- 3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr French is a member of Marley Eternit Working Group (agenda item 10.0) and Cllrs Scott and Strudwick are members of the Speedwatch team (agenda item 11.2).  
(Cllr Strudwick entered the meeting (8.07p.m.) and apologised for late arrival)
- 4.0 Approval of Minutes** – to resolve that the minutes from the Parish Council meeting of 13<sup>th</sup> June 2016 are a correct record – Resolved: that the minutes be approved and signed by the Chair.
- 5.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous PC meetings:**
- S016 monies re development at former 132 Meldreth Road – District Cllr Cathcart provided an update. This development had been started without the required S106 agreement in place. The developer could not enter into a S106 agreement now as they no longer had title to the property. It was hoped that the monies could be recovered from the current owner who would be indemnified by the developer. The developer had indicated that they would be amendable to this. Thanks were given to District Cllr Cathcart.
  - Verge in Bridge Street between no.s 72 and 104 – this had now been cut back.
  - Trees on verge by recreation ground – two further trees, adjacent to the two which had died, appeared to be struggling. Action: the Cllrs to monitor the progress of the trees.
  - Potential path to Cardiff Place – part-funding might be available under CCC's Local Highways Initiative scheme. It was not currently clear how the PC could get an estimate of the likely costs involved. The Cllrs felt that the idea was worth pursuing but that it should initially be discussed with the local farmer whose land any path would cross. The existing Permissive Path schemes on the farm land were due to end in 2018. Action: representatives of the PC to aim to hold initial discussions with Mr R Huffer during 2017.
  - Obstructions on verges – CCC Highways had commented that, whilst verges ought to be kept clear, obstructions were a common problem in rural areas. The PC would continue to encourage residents to keep verges free of obstructions via the email and website.
  - Broadband – the Government Digital Service had made a short film, featuring local residents, about how faster Broadband speeds had affected the village.
- 6.0 Reports from District and County Cllrs:**
- 6.1 District Cllrs' Report:** a verbal report was given by the District Cllrs:
- Devolution – SCDC had approved being part of a devolution deal involving Cambridgeshire and Peterborough. There would be some shared services and some additional funds would

be made available to be spent locally e.g. on affordable housing. This was now going out to public consultation.

- SCDC Local Plan – it was expected to take 12-18 months minimum before approval. The Chair queried the excessive amount of time it appeared to be taking SCDC to conduct searches for domestic house sales. Action: Cllr Strudwick to raise this query at the PC Planning Liaison meeting on 13<sup>th</sup> July.

**6.2** County Cllr's Report: a verbal report was given by County Cllr Dent. A written report had been circulated to the Cllrs and was accessible via the website.

- Bassingbourn Barracks – no further news had been received about the future of the Barracks but it was hoped that a decision would be announced by the end of the month.
- Devolution – County Cllr Dent commented that the extra funding available under the deal was over a long time scale and would not all be available at once.

**7.0 Public Participation:** no comments made

**8.0 Correspondence – noting receipt of significant items of correspondence:**

- SCDC – invitation to complete survey on proposed devolution deal in advance of consideration by SCDC on 28<sup>th</sup> June 2016.
- Heidi Allen MP – invitation to Open Meeting re results of EU Referendum on Saturday 2<sup>nd</sup> July. This had been oversubscribed and would now take place on Saturday 16<sup>th</sup> July.
- SCDC – confirmation that the representations made by the PC at the end of 2014 as owners of land proposed as Local Green Space (the Recreation Ground) had been registered and summarised by SCDC. Subject to any objections made as to the way the comments had been summarised, it was the intention to submit them to the Inspector as part of the Local Plan examination. The Cllrs were satisfied with the representations.
- Bassingbourn Book Café – email from Treasurer thanking Whaddon PC for their decision to donate £100.
- SCDC Planning Department – confirmation that PC training planned for 15<sup>th</sup> July has been postponed until September (date tbc).
- SCDC – notification of launch of Public Consultation re proposed devolution deal for Cambridgeshire and Peterborough (deadline 23<sup>rd</sup> August 2016). Action: Cllr Strudwick to seek clarification at the SCDC Planning Liaison meeting if this was an extension of the deadline to the first survey (above) or a new consultation.
- Greater Cambridge City Deal – request for the PC's views on the proposed package to deal with peak-time congestion in Cambridge (deadline October 2016). Action: the Clerk to table an agenda item for the September meeting.
- Email from resident thanking the PC for cutting the verge between nos 72 and 104 Bridge Street and commenting on the improved visibility.

**9.0 Planning- noting of SCDC decisions on planning applications** – no decision had been made on two outstanding planning applications for Whaddon dated January and April 2016. Action: the Clerk to contact the Planning Officer and find out when decisions were due.

**10.0 Marley Eternit Working Group – update: receipt of oral report** – Cllr French gave an update.

- MEWG had not met since the last PC meeting.
- Footprint (Marley Eternit's agents) were still pulling together the various reports that were needed before submitting a planning application.
- A formal planning application was anticipated to be submitted before the end of July 2016.

**11.0 Finance:**

**11.1 Approval of payments:** Resolved: that the following payments be approved:  
Cheques already signed (21<sup>st</sup> June 2016)

Cheque No. 100956, £120.00 (Net £100.00), 908 Ltd, commemorative plaques for the Diamond Jubilee and WW1 Centenary Trees (proforma invoice)

**Cheques to be signed today (11<sup>th</sup> July 2016)**

Cheque No. 100957, £105.00 (Net £105.00), Mr K Green, handyperson invoice June 2016.

Cheque No. 100958, £105.00 (Net £105.00), Mr J Newberry, handyperson invoice June 2016.

Cheque No. 100959, £100.00 (Net £100.00), Bassingbourn Community Book Café, donation.

Cheque No. 100960, £1,038.78 (Net £1,036.38), Mrs G van Poortvliet, Clerks wages and expense allowance qtr to 30<sup>th</sup> June 2016 plus reimbursement of costs for Annual Parish Meeting refreshments and website domain registration.

Cheque No. 100961, £50.00 (Net £20.00), Mr L Ginger, Chair's expense allowance qtr to 30<sup>th</sup> June 2016.

**11.2 To consider and approve amended agreement for joint purchase of Speedwatch Sensor with Meldreth and Litlington (and potentially Steeple Morden) (c£600-£800 per parish):** Mr. M Monks, Speedwatch Co-ordinator, addressed the meeting. Further to the PC's decision on 13<sup>th</sup> June 2016, to purchase a Speedwatch Sensor between four local villages, Steeple Morden had since withdrawn as their Speedwatch Team had stepped down. It was now proposed to purchase the Speedwatch Sensor with Litlington and Meldreth. Steeple Morden could buy into the arrangement later on if they wished to do so. An agreement had been drawn up regarding purchase, use, maintenance and insurance of the equipment. The PC resolved to approve the joint purchase of the Speedwatch Sensor at a revised cost of £800 (net) per village and to jointly share the costs of maintenance and insurance. The Clerk signed the agreement on behalf of the PC.

**11.3 To consider and agree expenditure on Queen's 90<sup>th</sup> Birthday Celebration Event:** WVH&RGT had been unable to find a date when this event might be held.

**11.4 Review of progress against budget to 30<sup>th</sup> June 2016:** the Clerk presented the draft accounts for the first quarter of the financial year and invited questions.

**11.5 Risk Assessment 2016/17:** the draft Risk Assessment report had been prepared by the Clerk and reviewed by County Cllr Dent. Thanks were given to County Cllr Dent. Identified risks related to adequacy of back-up arrangements for electronic files and ability to edit the website. Resolved that the Chair sign the 2016/17 Risk Assessment on behalf of the PC. Actions: Cllr Scott to learn how to edit the website. The Clerk to table an agenda item for the next PC meeting regarding the website and data file backup.

**12.0 Financial Regulations – (i) noting of key changes and (ii) agreement of discretionary items:** (i) the PC noted the key changes in the Financial Regulations. Cllr Scott would review the bank reconciliations on a quarterly basis. (ii) the PC approved the discretionary values in the Financial Regulations. Actions: Cllr Scott to check the bank reconciliation for 30<sup>th</sup> June 2016. The Clerk to circulate the final version of the Financial Regulations to the Cllrs.

**13.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) update:**

**13.1 Receipt of oral report from member of WVH&RGT:** an update was given by Cllr Strudwick.

- WVH&RGT had met on 4<sup>th</sup> July 2016.
- Mrs J Lewis (Chair) and Mrs W Evans (Vice-Chair) had resigned from WVH&RGT, both for different reasons, with effect from 1<sup>st</sup> September 2016. Thanks were expressed by the PC to Mrs Lewis and Mrs Evans for their hard work and service.
- Cllr Strudwick was still waiting to see if funding could be obtained from BT for an internet connection to the Village Hall.
- Cllr Strudwick had postponed his decision about standing down from WVH&RGT.
- Various WVH&RGT policies had been updated. The hire agreement was still outstanding.
- Car park – the tarmacking was due to be completed this week. WVH&RGT would devise a parking policy.

The PC agreed to put on hold their request that WVH&RGT reduce the number of PC representatives from two to one and agreed that Cllrs Strudwick and Walker be the nominated Trustees from the PC. This would be reviewed once WVH&RGT had been successful in recruiting new Trustees and appointing key officers.

**13.2 Noting of approved minutes from meeting of 4<sup>th</sup> May 2016** – these were noted.

**14.0 Whaddon Traffic Survey – preliminary interpretations:** Mr M Monks, Speedwatch Co-ordinator, addressed the meeting:

- There were considerable vehicle movements from one end of the village to another, potentially 12,000 per week in both directions. The number of vehicles was higher during week days than at the weekend.
- Traffic speeds were lower than had been expected. Recorded speeds in Meldreth Road met the 85<sup>th</sup> percentile limits for a 30mph zone using police criteria (30mph + 10% + 3mph). i.e. 85% of vehicles were travelling at or below 36mph.
- Overall the number of cars travelling at very high speeds was low. The highest speed recorded over the period was 68mph. Fewer motorists than anticipated exceeded 50mph.
- Thanks were given to Dr Strudwick for the work he had done to get the traffic survey data into a more usable form for further analysis.

Actions: Mr Monks and Cllr Strudwick to further review the data, provide an update to the Cllrs and a summary report for the newsletter.

**15.0 South Cambridgeshire District Council Electoral Boundary Review – consideration of the draft proposals from the Local Government Boundary Review Commission and agreement of PC comments:** Resolved that the PC make no further response to the proposals.

**16.0 Village Upkeep and Maintenance:**

**16.1 Verges grass cutting – consideration of supervision arrangements:** Resolved that Mr M Monks take over the supervision of the verges cutting contract. Action: the Clerk, Chair and Mr Monks to liaise and the Clerk to inform the contractor.

**16.2 Overgrown shrubs behind car ports in Town Farm Close – discussion and agreement of action:** the shrubs had been cut back by residents and no longer obstructed the footway.

**16.3 Reporting of upkeep or maintenance issues and agreement of action:**

- Blocked drains – the drain on Church Corner and the gully at the top of Bridge Street were blocked. Action: the Clerk to report this to CCC Highways.
- Verges between the Church and Whaddon Green entrance in Meldreth Road – the handymen were cutting back the edges of this verge where it had encroached on the footway. Comments were made that the handymen were doing a good job.
- Meldreth Road notice board – one of the doors had come off its hinges. Action: the Chair to see if he could repair this. If not, Mr S Coningsby to be asked to look at it.
- Whaddon sign, Whaddon Gap – this was dirty and obscured by weeds. (Cllr Strudwick left the meeting 9.50p.m.)
- Dust carts – these had been dropping oil. Action: the Chair to take photographs.

**17.0 Items for next meeting: noting of requests for agenda items**

- Defibrillator presentation
- Greater Cambridge City Deal – PC views on proposals
- Website and electronic data file backup
- Provision of dog-waste bins

**18.0 Date of next meeting – Monday 12<sup>th</sup> September 2016.**

**There being no further business the meeting closed at 9.52p.m.**