

Minutes of Whaddon Parish Council Meeting held on 9th October 2017 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, Professor A Milton,
 Dr N Strudwick
 Parish Clerk Mrs G van Poortvliet
 District Councillors Mr D McCraith
 County Councillor Mrs S van de Ven
 Members of the Public 1 present

Absent: Councillors Mr R Scott, Ms A Walker

1.0 Apologies for Absence – received from Cllr R Scott and Cllr A Walker (family commitments) and also from District Cllr N Cathcart.

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 Parish Council meeting of 11th September 2017 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 meetings:

- Whaddon News – Cllr French would put an article in the next edition of the Whaddon News newsletter appealing for new ideas for content. Cllr Strudwick would send an email request. Action: KF/NS.
- Meldreth Road Noticeboard – this had been repaired and restored by Mr S Coningsby. The Chair would find out if there would be a charge for the work carried out and ask the handyman to paint the posts. Action: LG.
- Mobile Vehicle Activated Sign – the Highway’s Officer had confirmed that Whaddon could have the model of the display unit requested in their original Local Highways Initiative bid. It was hoped that the MVAS could be installed by the end of December 2017.
- Defibrillator checks – the weekly checks on the defibrillator and cabinet were now being carried out by the handyman.

5.0 Reports from District and County Councillors:

5.1 District Cllrs Report – receipt of oral report: District Cllr McCraith gave an update:

- SCDC Local Plan – the Inspector’s observations had not yet been received.
- Neighbourhood Plans – SCDC had produced some guidance to help villages wishing to produce these plans.
- Eternit Planning Application – it was not yet known if an appeal had been submitted. District Cllr McCraith thought that the presence of asbestos on the site would make an appeal difficult. The Cllrs queried why the asbestos concerns had not been included in the decision notice issued by SCDC and asked District Cllr McCraith to investigate. Action: DMc.

5.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report: A written report for October 2017 had been circulated to the Cllrs and was accessible via a link on the village website. County Cllr van de Ven gave an update:

- Third party-funded Highways projects – there would be two categories of projects requiring a non-returnable deposit. Projects requiring design and consultation would incur £500 deposits and those not needing these services would need £250 deposits. If a project proceeded then the deposit would count towards the total cost.

- Bus User Group – a meeting held on 27th September had been attended by c30 people who did not drive. Fare increases to approximately £6.50 return from Bassingbourn to Royston had meant that some people had stopped using that service.
- Sixth form shuttle link to Meldreth Station – this was being run at cost (£3.55 return). Of the 21 people who had initially expressed interest only four had signed up. Royston and District Community Transport had hired an additional driver and laid on a bus given the level of interest that had been shown. A taxi fare to the station cost at least double the bus fare.
- Community Rail Partnership – thanks were expressed to Cllr Strudwick for attending the latest meeting on behalf of Whaddon. It was observed that benefits such as greatly reduced parking fees at Meldreth Station were due to community volunteer activities such as gardening at the station. The CRP had decided to set up a Community Interest company with an accountable financial and legal structure.
- Network Rail Enquiry – CCC’s Rights of Way Team had been working on this enquiry into closing various rail crossings in rural areas.

6.0 Public Participation:

- A member of the public asked if there was any requirement for CCC to provide transport for post-16 students to education venues. County Cllr van de Ven advised that there was no legal requirement even though this age group was expected to continue in education or training. (County Cllr van de Ven left the meeting – 8.50p.m.)

7.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents:

- SCDC – notes from Rural Travel Hubs Event 6th September.
- SCDC – consultation on Neighbourhood Planning Guidance. Comments invited from 18th September to 30th October.
- Bassingbourn-cum-Kneesworth Neighbourhood Plan– consultation letter (see 8.2 below).
- Cambridgeshire ACRE– consultation on Cambridgeshire Local Council Development Plan, platform for knowledge-sharing (deadline 10th November).

8.0 Planning:

8.1 Noting of SCDC’s decision re S/2762/17/FL, 46 Bridge Street, SG8 5SQ, for part first floor and part two storey extension – approved. The PC noted the decision.

8.2 Bassingbourn-cum-Kneesworth Neighbourhood Plan Consultation – agreement of PC’s response – Bassingbourn-cum-Kneesworth PC had written to Whaddon PC about their proposal to develop a neighbourhood plan (NP) and to ask SCDC to designate the whole parish of Bassingbourn-cum-Kneesworth (B-c-K) as a neighbourhood area. They asserted that B-c-K was sufficiently distinct from neighbouring villages to have a NP of its own rather than join together with any other village. This was discussed. It was thought that, if Whaddon wished to develop a joint NP then B-c-K was the most likely partner due to shared boundaries at the bottom of Bridge Street and Cardiff Place having very similar issues to Cambridge Crescent. Agreed to investigate the availability of support for the production of a NP and to reply to B-c-K PC that Whaddon PC believe that it has some commonalities of interest with them which we would like to discuss. Action: LG/GvP

9.0 Finance: it was agreed to vary the order of the agenda and consider item 9.3 before item 9.1.

9.3 Consideration of request for grant funding of up to £100 from Whaddon Mainly Gardening Club – a formal grant application had been received from WMGC to assist with the cost of guest speakers. This was discussed. Resolved: that a one-off grant be awarded to WMGC. A letter was to be requested detailing how the grant had been spent. The PC would consider winding up the grant fund at the end of the financial year. Action:GvP.

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

Cheques to be approved for signing today (9th October 2017):

- Cheque No. 101005, £35.00 (Net £35.00), Mr J Newberry, handyman services September 2017.
- Cheque No. 101006, £ 35.00 (Net £35.00), Information Commissioner, data protection registration renewal.
- Cheque No. 101007, £1,053.29 (Net £1,053.29), Mrs G van Poortvliet, Clerk's wages and expense allowance qtr to 30th September 2017.
- Cheque No. 101008, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance qtr to 30th September 2017.
- Cheque No. 101009, £100.00 (Net £100.00), Mrs W Evans, grant payment to Whaddon Mainly Gardening Club (see 9.3 above).
- Cheque No. 101010, £36.00 (Net £30.00), Dr N Strudwick, printing costs for display of Village Sign designs.

The PC noted the following receipt:

- 19/09/17, £8,765.00, Precept 2017/18 2nd tranche.

9.2 Review of progress against budget for six months to 30th September 2017 – the Clerk presented the draft accounts for the second quarter of the financial year, explained significant variations from budget and invited questions.

10.0 Grass Cutting Tender specifications for verges and recreation ground contracts 2018-20 – finalisation and approval of specifications and agreement of actions: the draft tender specifications were reviewed. Resolved: that the verges tender specification be amended to request a separate quote for additional strimming back of two sections in Bridge Street and that the recreation ground tender include a request for a separate quote for removing the grass cuttings prior to the first cricket match of the season. The Clerk to invite contractors to tender. Actions: GvP.

11.0 Memorandum of Understanding for Mobile Vehicle Activated Signs – signing of agreement by the PC: Resolved: that the MoU be signed by two Cllrs and witnessed by the Clerk but that it not be sent to CCC Highways until confirmation had been obtained that the Speedwatch Team would abide by points 9 and 10 (moving the sign). The Clerk would ask the Speedwatch Co-ordinator to confirm this with the Speedwatch Team. Action: GvP.

12.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT): Receipt of oral report from member of WVH&RGT: Cllr Strudwick, WVH&RGT Chairman, gave an update from a meeting on 25th September 2017:

- Village Hall heating system – although the heating was working, the temperature in the main hall was too high. When the system was installed a separate thermostat should have been installed in the back hall to enable two distinct zones. Currently the temperature in the back hall was throwing out the temperature in the main hall. WVH&RGT was waiting for an estimate to fix this. There could potentially be financial implications for the PC relating to these unforeseen costs.
- Key box – the combination on the box would be changed.
- Children's Christmas Party - this would be self-funding and fundraising events were being planned.

13.0 Future of Permissive Paths – update and agreement of actions: it had not been possible to discuss this issue with CCC's Rights of Way Officer due to his involvement with the Network Rail enquiry (see 5.2 above). The Clerk would continue to try to speak with the Officer and, if necessary, email the queries instead. Action: GvP.

14.0 Village Sign – update and agreement of actions re (i) selection of artwork by residents and (ii) sign specification: (i) a public display of the three artwork design options selected by the Cllrs would take place in the Village Hall on Saturday 14th October, 1-3p.m. Members of the public

would be able to vote and make comments. The artwork was also posted on the village website. (ii) The specification for the new sign would be considered at the next PC meeting once the outcome of the public exhibition was known.

- 15.0 Community Defibrillator – update and agreement of actions and expenditure regarding (i) training event and defibrillator publicity:** (i) a training seminar had been booked but clashed with a village Quiz Night. The Cllrs agreed that the training should be moved to an alternative Wednesday evening in November if possible. The Clerk would check with Community Heartbeat Trust for trainer availability. Action: GvP. (ii) Information about using the defibrillator would be included in the next village newsletter. The Clerk would organise a publicity leaflet for the training event and the Cllrs would help to deliver this to all households. Actions: GvP/All.
- 16.0 Tree Inspection – feedback from Tree Safety Management Seminar and noting of inspection of Parish Council’s Trees:** The Clerk and Mrs Peyton (Tree Officer) gave an update of the PC’s responsibilities for tree management following attendance at a Tree Safety Management Seminar. This was noted by the Cllrs. The results of the recent tree survey carried out by the Tree Officer and Clerk were also presented and noted by the PC. A copy of the report would be scanned and sent to WVH&RGT so that they were aware of the trees on the recreation ground where action was needed. Mrs Peyton would carry out the necessary remedial work to the trees which were the PC’s responsibility. It would also be necessary to produce a Tree Management Policy for adoption by the PC in due course. Actions: WVH&RGT/GvP/MP.
- 17.0 Village Upkeep and Maintenance – reporting of upkeep and maintenance issues and agreement of actions:** none noted.
- 18.0 Items for next meeting – noting of requests for agenda items:**
- Community Defibrillator – training event
 - Village Sign - specification
 - 2018/19 Precept Planning
- 19.0 Date of next meeting – Monday 13th November 2017.**

There being no further business the meeting closed at 10.16p.m.