

**Minutes of Whaddon Parish Council Meeting held on 12<sup>th</sup> March 2018 at 8.03p.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,<br>Dr N Strudwick, Mr W Elbourn |
|          | Parish Clerk          | Mrs G van Poortvliet, Mrs A R Bridges   |
|          | District Councillor   | Mr Nigel Cathcart, Mr David McCraith  |
|          | County Councillor     | Mrs Susan van de Ven  |
|          | Members of the Public | 2 present   |

Absent: Councillors Ms A Walker

**1.0 Apologies for Absence** – none received.

**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 (PC) meeting of 15<sup>th</sup> January are a correct record** – Resolved that the minutes be approved and signed by the Chair.

Action: Clerk to provide minutes on single sided paper for records.

**4.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**

- Telephone box glass to be replaced – Cllr Scott to proceed on this.
- Light outside village hall, above the noticeboard – Cllr Strudwick had inspected this and stated that it may need the handyman to alter this.
- The village sign – the Chair Reported that he is in discussion with three sign makers and is waiting for confirmation on prices.
- South Cambridgeshire District Council – have been informed of our precept requirement set for 2018/2019.
- Defibrillator training – Meldreth have offered to share future training sessions with Whaddon and will send information when dates are confirmed.
- Playground bench – A new bench to be purchased by the same manufacturers as before. Quotes needed for bases. Action: Clerk.
- Mobile Vehicle Activated System (LHI MVAS)– need clarification on location of unit Action: Clerk.
- Grass cutting tender – the Cricket Club had been advised that the new contract did not include collecting the grass after the first cut of the season and it was suggested that grass cutting started earlier in the year.
- Permissive paths – Mr Huffer had not provided any further information. Action: The Chair to follow this up.
- Dog waste bins – Whaddon had a site visit in July 2017 and correspondence was received in March 2018. Whaddon Gap visitors to use existing bin and no separate bin was necessary. It was suggested that the Bridge Street bin could be moved. Action: Clerk to seek further information about dog waste bin provision and relocate in Bridge Street if necessary.

**5.0 Reports from District and County Councillors:**

**5.1 District Cllrs Report – to receive an oral report:**

- SCDC Local Plan – a consultation exercise was ongoing and would be finalised in late spring/early summer.

## 5.2 County Cllr Report – to receive a verbal report:

- Cllr van de Ven spoke of the rise in council tax to 2.99%, which has been permitted by the government. Council tax has been frozen for the last few years and the Council decided to put this extra revenue in reserves. Cllr van de Ven reported that there has been no change in the outcome of children's centres, as no alternative plans have been made in relation to the proposed cuts in expenditure. Likewise, another scheme to raise revenue is to be introduced by Cambridgeshire libraries, who will charge internet users. Cllr van de Ven described concerns to those job seeking. East of England Ambulance service applauded the large number of defibrillators in Parishes.
- Oil club - A bulk buying scheme was set up in Melbourn and residents of Bassingbourn and Whaddon have been invited to get the best prices. The supplier gives a rebate at the end of the year to a local community organisation.
- Forthcoming meetings: Rail users AGM - April 4th at Foxton Village Hall Pavilion 7.30pm.
- A10 Corridor Cycling Campaign meeting - 11th April Harston Village Pavilion 7.30pm

## 6.0 Public Participation:

- A member of the public commented on the damaged state of the verges in Bridge Street and the obstruction of cars parked on the road. This was in part due to the large numbers of trades people working on houses in Bridge Street and there are fears that emergency vehicles would not be able to pass through. The Chair reported that an offer to help restore verges has been kindly made by a resident on Bridge Street with help from their contractors.
- A member of the public reported that Planning Enforcement had been called to a property over a breach of planning consent.

## 7.0 Correspondence and complaints:

- SCDC – consultation asking for views on how District Cllrs can best engage with Parish Councils following the May 2018 elections which will reduce their numbers from 57 to 45.
- SCDC – invitation to Parish Planning Forum 21<sup>st</sup> February 2018
- NALC – guidance on GDPR regulations that will come into force on May 2018. Action: Cllr Strudwick and Clerk to attend on March 16<sup>th</sup>
- CAPALC – invitation to AGM on 22<sup>nd</sup> March 2018.
- Barrington Parish Council – invitation to attend a meeting of Parish, District and County Cllrs (after Easter) to discuss the impact of the new housing developments on GP provision in the area and to ask NHS England to review the service. Action: The Chair to attend
- SCDC – copy of business plan for 2018/19 (hard copy)
- SDCD – Parish notice of Election which must be displayed on 26<sup>th</sup> March 2018.
- Copy of Email from a local resident informing SCDC's Planning Enforcement Officer of a breach in a planning condition relating to removal of a hedge, adjacent to a public footpath, at 7 Bridge Street, Whaddon.

## 8.0 Planning:

8.1 Noting of South Cambridgeshire District's Council recommendation re S/4438/17/FL, 23 Bridge Street, Whaddon, SG8 5SG, roof extension - approved

8.2 Eternit Planning Application - noting of appeal hearing

APP/W0530/W/17/3186104. Consideration of whether the Parish Council wish to comment, modify or withdraw previous representation - the Parish Council resolved to remain with current comments on proposal, which included increased traffic in Whaddon and surrounding roads and sustainability.

## 9.0 Finance:

9.1 **Noting of prior approval** by Cllrs for purchase of Parish Council laptop, software and scanner/printer for use by Clerk - £519.98 (net £432.49) This was noted by the Parish Council

9.2 **Charitable donation** - discussion and agreement on spending donation budget, maximum £100. Decided that the Alfred Palmer Trust would receive the annual charity donation for 2018.

Action: 9.3 **Approval of payments:** The PC resolved that the following payments be approved:

### Cheques to be approved for signing today (12<sup>th</sup> March 2018)

- Cheque No. 101019, £302.74 (Net £302.74), Clerk wages and expenses qtr to 31<sup>st</sup> March 2018
- Cheque No. 101020, £613.91 (Net £613.91), acting clerk wages and expense allowance qtr to 12<sup>th</sup> Mar 2018.
- Cheque No. 101021, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 31<sup>st</sup> March 2018
- Cheque No. 101022, £55.00, (Net £55.00), handyman services Jan and Feb 2018
- Cheque No. 101023 £200.00, (Net £200.00), CAPALC, Clerks training 20<sup>th</sup> and 27<sup>th</sup> February
- Cheque No. 101024 £55.50, (Net £46.25), Cambridgeshire ACRE, annual membership
- Cheque No. 101025, £156.00 (Net £130.00), M D Landscapes, verges grass cutting.
- Cheque No. 101026, £518.98 (Net £432.48), Mr L Ginger, reimbursement for Clerk's laptop/printer/scanner.

### Cheques to be approved for signing today (12<sup>th</sup> March) – not on agenda

(received after publication of agenda but included to avoid late payment charges)

- Cheque No. 101023 £20.00, (Net £20.00), CAPALC, Clerks' Understanding Annual Meetings training, 6<sup>th</sup> March
- Cheque No. 101027, £103.00, (Net £103.00), Hales Printers, newsletter printing

9.4 **Income:** 14/02/18, £40.00, Rothschilds Cleaning Services, newsletter advertising  
22/02/18, £40.00, Moncraft Ltd, newsletter advertising

9.2 **Bank mandate** - Cllr Scott, Cllr Milton and Cllr Strudwick offered to be new signatories.

Action: Clerk to explore how many are needed

9.3 Appointment of internal auditor agreed as Bruce Huett.

## 10.0 Whaddon Village Hall & Recreation Ground Trust

10.1 Noting of receipt of approved minutes from 6/11/17 and 22/1/18.

10.2 **To receive an oral report from member of WVH&RGT:** Cllr Strudwick, WVH&RGT Chairman, gave an update:

- Village Hall heating system – the Chair and Cllr Strudwick met with the VH architects to try to resolve some of the issues regarding the initial installation of the heating system.
- Picnic bench – the Trustees had decided that the new bench being donated by the PC should be located near the teen shelter and of the same design as the existing bench.
- Maintenance to the playground would begin on March 13th

- 11.0 Tree Management Policy** – the draft policy was accepted and it was agreed that a twice yearly inspection would be beneficial. Resolved: the policy to be amended to reflect two tree inspections per year. Action: the clerk to amend the policy and put the adjusted version on the website. The handyman to work on the trees belonging to the Trust if needed.
- 12.0 Equal Opportunities Policy** – the Parish Council resolved to adopt the policy. Action: The Clerk to put the adopted version on the website.
- 13.0 Parish Council Elections 2018** – Election Notice to advertise the elections to go up on March 26th. Each Cllr or potential Cllr to submit their papers to Cambourne by 6th April. Action: Clerk to advertise for new councillors if required.
- 14.0 Annual Parish Meeting (16th April not 9<sup>th</sup> April as per Agenda)** – Potential content discussed. Action: Clerk and Chair to invite speakers and organise publicity. Clerk to organise refreshments. Cllr Strudwick gave his apologies for the Annual Parish Meeting (April 16th)
- 15.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions:** It was agreed that there has been a large increase in the number of potholes and that this should be reported on Cambridgeshire County Council’s website. There has also been a large increase in the amount of litter especially on the road towards the A1198. It was agreed that a litter picking on a Saturday should be arranged. Actions: Clerk to contact SCDC about the loan of litter picking equipment. Chair to set date when date of equipment loan is known
- 16.0 Items for next meeting – noting of requests for agenda items:** Cllr French to chair the next meeting as the Chair has given his apologies.
- 17.0 Date of next meeting - Monday 9th April 8pm**

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

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