

**Minutes of Whaddon Annual Parish Council Meeting held on 14<sup>th</sup> May 2018 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, Dr N Strudwick, Prof A Milton, Mr R Scott
	Parish Clerk	Ms A Bridges
	District Councillors	Mr J Hales (from 8.25pm), Ms P Hart (8.25pm – 9.20pm)
	County Councillor	Mrs S van de Ven
	Members of the Public	2 present

Absent:	Councillors	None
---------	-------------	------

- 1.0 Election of the Chair of the Parish Council (PC) – resolved that Mr L Ginger be elected. A declaration of Acceptance of Office as Chair was duly signed.**
- 2.0 Election of the Vice-Chair of the Parish Council – resolved that Dr N Strudwick be elected.**
- 3.0 Receipt of Declarations of Acceptance of Office from elected councillors**
- 4.0 Apologies for Absence – Mr J Hales and Ms P Hart gave their notice of later arrival due to a prior engagement.**
- 5.0 Receiving Declarations of Interest from Councillors on items on the agenda – none declared.**
- 6.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 9<sup>th</sup> April 2018 are a correct record –Resolved the minutes were approved and signed by the Chair.**
- 7.0 Parish Council vacancies**
  - 7.1 Co-option of Randall Scott – signing of forms and Declarations of Interest – Resolved Mr R Scott was co-opted back on the Parish Council and forms were signed by all councillors.**
  - 7.2 Agree process to recruit new councillors to the two vacant posts – Action: advert to be circulated via the village email to advertise the vacancies.**
- 8.0 Delegation Arrangements to Standing Committees (Planning Committee):**
  - 8.1 Review of Terms of Reference for Planning Committee – reviewed; no changes required.**
  - 8.2 Receipt of nominations to the Planning Committee – Resolved Cllr Milton appointed to Chair the Planning Committee. The remaining nominations to be done after further Parish Councillors are elected Action: to be resolved after vacancies are filled.**
- 9.0 Review of Parish Council Standing Orders – reviewed. No changes required.**
- 10.0 Review of Financial Regulations – reviewed. No changes required**
- 11.0 Review of Parish Council representations or works with external bodies and arrangements for reporting back: Whaddon Village Hall & Recreation Ground Trust Resolved: The Parish Council to continue to have two Trustees on the W VH&RGT. Cllr Strudwick to continue to be one representative and a second position to be filled once new councillors are recruited. No changes to the reporting arrangements.**
- 12.0 Review of Inventory of Land and Assets – reviewed. Action: Mobile Vehicle Activated System and village sign to be added by the Clerk.**

- 13.0 Review and confirmation of arrangements for insurance cover** – Resolved: that the PC accept the insurance quote from Came and Company (Hiscox insurance) on a three-year deal at £280 per year as per 2017. Action: The Clerk renew insurance to Came and Company and ensure the Mobile Vehicle Activated System is added to the policy.
- 14.0 Review of Parish Council's and/or Clerk's memberships of other bodies:** Resolved: that the following memberships be approved:
- Cambridgeshire & Peterborough Association of Local Councils
  - Cambridgeshire ACRE
- 15.0 Review of Parish Council's Procedures:**
- 15.1 Complaints Procedure** – reviewed; no changes required.
- 15.2 Requests under Freedom of Information Act 2000 and Data Protection Act 1998** – reviewed; will be updated when further information concerning the GDPR legislation is available applicable to Parish Councils.
- 15.3 Dealing with the Press/Media** – reviewed; no changes required.
- 16.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2018/19** – Resolved: PC meetings to be held on the second Monday of the month at 8.00p.m. in the Village Hall. There would be no meetings in August and December. The Annual Parish Meeting was scheduled for Monday 15<sup>th</sup> April 2019. Actions: Clerk to circulate the meeting schedule to the Cllrs, arrange for it to be put on the website and book the Village Hall for the meetings.
- 17.0 Reports from Clerk and Councillors – to receive updates about progress on resolutions and actions from previous Parish Council meetings:**
- The manufacturers of the village sign have been chosen, the total cost being £1,933.50. It was decided that the existing post would need to be checked for its suitability for the new sign, as it had not been changed for 14 years.
  - The Eternit Planning Hearing – held on June 26<sup>th</sup> 2018 at 10am in Cambourne. Actions: Cllr Milton to attend. Clerk to register for Cllr's to comment if this was felt necessary by the Parish Council.
  - The Mobile Vehicle Activated System had been delivered to Whaddon. The package was different to the model ordered, resulting in a software problem which had now been rectified. Mr Monks to be contacted by the Speedwatch volunteers and Meldreth have also expressed a wish to be involved in the initial set up. Actions: to establish if existing poles can be used for the unit and repeater units.
  - Bank reconciliation had been completed.
  - There has not been an update from County Farm Estates concerning Permissive Pathways.
  - Dog waste bin – has been suggested by South Cambs County Council to replace the existing bin in Whaddon Gap with a larger unit and to provide a new waste bin on the green at the top of Bridge Street. This was agreed by the Council.
  - The litter pick on the 21<sup>st</sup> April was a great success with 12 people attending. The amount of waste from a fast food outlet was noticed as making up a large proportion of the rubbish.
- 18.0 Reports from District and County Councillors:** The Chair formally welcomed County Cllr van de Ven and District Cllrs Hart and Hales.
- 18.1 District Cllrs Report – receipt of oral reports:** District Cllr Hart and Hales briefly introduced themselves. Cllr Hart asked the Parish Council how they would like their reports to be given in future meetings and if the Council would accept a joint report from all three Councillors – all of which were in favour of. It was also agreed that while a verbal report in the meeting would remain to be useful, a written report beforehand it would also be beneficial. (Cllr Hart gave her apologies and left the meeting at this point)

## 18.2 County Cllr Report – receipt of oral report (if present) or noting of written monthly report:

- County Cllr van de Ven answered a question concerning the possible house development site between Bassingbourn and the neighbouring villages including Wendy. Cllr van de Ven stated that there are no discussions at present and it was agreed that this speculation may have arisen from talks of a possible new rail link in the area.
- Highways – Whaddon and the surrounding area were still waiting for the road lines to be repainted. Cllr van de Ven and the Chair had met with the Highways Agency to discuss possible safety improvements to Whaddon Gap junction. Similar projects had been very successful in Flint Cross and Frog End and had been relatively economical. It was hoped that a financial estimate could be established for Whaddon Gap improvements. It was also requested that the road from Whaddon Gap into the village could be earmarked for resurfacing. There had been four times the amount of compensation this year from damages from potholes, illustrating the poor condition of the roads.
- Bus services – the Bus User Group had been contacted by a similar group in Cambridge with the hope of increasing pressure on the local Mayor to expand the number of buses in rural areas.
- Rail User Group – the timetable is changing on May 20<sup>th</sup> which will affect the number of faster trains into London. Cllr van de Ven spoke of a Facebook page that had been set up for comments.

## 19.0 Public Participation:

- A member of the public reported concerns about obstructions in Bridge Street. There have been further solid objects placed on the verge, which could result in damage to vehicles and possible subsequent legal action. It was suggested by Cllr van de Ven that any obstructions to the highway can be reported online. It was agreed that a letter to residents involved from the Highways Agency would be the best cause of action.

## 20.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents: None received

## 21.0 Planning

### 21.1 Noting of Lawful Development Certificate for Breach of Condition 2 of planning permission – North End Farm, Ermine Way, Arrington. Ref: S/1157/18/LD

## 22.0 Finance and Annual Return:

### 22.1 Approval of payments: the PC resolved that the following payments be approved:

Cheques to be approved for signing today (14<sup>th</sup> May 2018):

Cheque number: 101031 – Came and Company - Insurance £291.20

Cheque number: 101032 - Staff wages and expenses (up to 14<sup>th</sup> May) £457.74

Cheque number: 101033 - CAPALC membership until June 2019 £215.90

Cheque number: 101034 - £100 Alfred John Palmer's Trust donation

### 22.2 Update on Annual Return 2017/18: noted the report is currently with the internal auditor

## 23.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update: receipt of oral report from Cllr Strudwick of WVH&RGT: The Village Hall's insurance would be renewed shortly. Further members of the Trust are invited, meetings are once every two months.

WVH&RGT would like to place a fence around the playground in the near future. Action: Clerk to gain three quotes for a base for the new picnic bench.

**24.0 Village Upkeep and Maintenance**

**24.1** The grass had been recently cut and it was agreed that this was done at the right time and had been carried out to a very good standard.

**25.0 Items for next meeting – noting of requests for agenda items:**

- A meeting to discuss the funding of the playground/recreational ground infrastructure needs to be set up with the Village Hall Trust

**26.0 Date of next meeting – Monday 11<sup>th</sup> June 2018 at 8pm.**

**There being no further business the meeting closed at 9.36p.m.**