

**Minutes of Whaddon Parish Council Meeting held on 15<sup>th</sup> January 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, Dr N Strudwick
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	Members of the Public	5 present
Absent:	Councillors	Mr W Elbourn, Ms A Walker

- 1.0 Apologies for Absence** – received from Cllr W Elbourn (holiday) and County Cllr van de Ven.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Strudwick declared an interest in agenda item 9.1 as Chair of Whaddon Village Hall & Recreation Ground Trust.
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council (PC) meeting of 13<sup>th</sup> November 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:**
- PC Tree inspection – WVH&RGT had been sent a copy of the Tree Inspection report regarding the trees on the Recreation Ground. The Chair would see if the handyman could carry out the necessary works to the trees. Action: LG.
  - Defibrillator training – a training event had been held in the Village Hall on 15<sup>th</sup> November and had been very successful, with more than 30 residents attending.
  - Bassingbourn-cum-Kneesworth’s Neighbourhood Plan – the Chair had contacted the working party to discuss Whaddon’s involvement. The working party would liaise with Whaddon PC and involve them, as necessary, at a later stage in the process.
  - Verges grass cutting supervision – Cllr Elbourn had agreed to supervise the grass cutting.
  - Potholes on Whaddon Gap Road – these had been reported and had been marked out for repair by CCC Highways. The Chair commented on an extremely fast response from CCC Highways to a broken manhole cover in Church Street recently.
  - Alfred John Palmers Trust – the newly re-launched Trust had made its first charitable award to a local resident. This had been much appreciated by the recipient.
- 5.0 Reports from District and County Councillors:**
- 5.1 District Cllrs Report – to receive an oral report:** District Cllr Cathcart gave an update:
- SCDC Local Plan – a consultation exercise was now in process regarding the proposed changes to the Local Plan following the Inspection. There was not a great deal of change and none of the modifications would affect Whaddon. The Local Green Space proposed for Whaddon (the Recreation Ground) had been accepted by the Inspector. Although the Local Plan was now closer to finalisation, it was still not clear when the adoption date would be. A final report from the Inspector was still awaited.
  - Press reports of a new town at Bassingbourn – these reports were speculative and there should be no reason for anxiety at this stage.
  - Eternit Planning Application Appeal – District Cllr Hart, who had attended the meeting as a member of the public, was invited to speak. The appeal had been submitted in October but, as the Planning Inspectorate were overwhelmed by appeals, it was unclear when this would be considered. The Planning Lawyer advising Meldreth PC wanted to ask for a

public review, rather than the written review requested by the applicant, due to the degree of public interest and the complications associated with the site.

- 5.2 County Cllr Report – receipt of written monthly report:** No County Cllr present. The PC noted the written report for January 2018 which had been circulated to the Cllrs and was accessible via a link on the village website.

## **6.0 Public Participation:**

- A member of the public commented on the damaged state of the verges in Bridge Street and suggested that the PC could contact Planning Enforcement regarding a garage conversion.
- District Cllr Hales and District Cllr Hart, who currently represent Melbourn and Meldreth, would be standing for election in May 2018 and potentially representing Whaddon (under the new electoral boundaries). They introduced themselves to the PC.

## **7.0 Correspondence and Complaints – to note receipt of significant items of correspondence and complaints:**

- CAPALC – update regarding upcoming changes under the General Data Protection Regulation in May 2018. Legal advice from NALC is that the Clerk cannot be the Data Protection Officer – this should be an external appointment or service. CAPALC had requested expressions of interest in a chargeable county-wide scheme organised by themselves. Whaddon PC has expressed interest in this.
- Good Councillors Guide 2017 – electronic version.
- SCDC – Planning Policy updates November and December 2017.
- Cambridgeshire Local Council Strategic Partnership – launch of Cambridgeshire Local Development Plan 2017-2022.
- SCDC – notification of consultation on main modifications to Local Plan (5<sup>th</sup> January to 16<sup>th</sup> February 2018).
- Rural Services – invitation to participate in Growing a Rural Community survey.
- CAPALC – request for Cllrs to complete a diversity survey.
- County Cllr van de Ven – invitation to attend a ‘Be a Councillor’ event, Saturday 3<sup>rd</sup> Feb, 3-5p.m, Meldreth.
- Whaddon Gardening Club – details on how they had spent their grant from Whaddon PC.
- SCDC Electoral Services – Parish Council election timetable (election 3<sup>rd</sup> May 2018).
- Email from local resident expressing thanks to the Alfred John Palmers Trust for the gift vouchers awarded to a nominee.
- Email from local resident complaining about the state of the verges in Bridge Street and asking the Parish Council to intervene. The Chair had responded and had emailed residents about the verges and also reported the damaged verges to CCC Highways.
- Letter of resignation from the Clerk.

## **8.0 Planning:**

- 8.1 To note SCDC’s decision re S/3555/17/FL, 29 Bridge Street, Whaddon, for two storey extension to the front – approved:** the PC noted SCDC’s decision.

- 8.2 To note Whaddon PC’s recommendation re S/4438/17/FL, 23 Bridge Street, Whaddon, roof extension:** the PC had supported the application and would request a planning condition that construction vehicles not be allowed to park on Bridge Street. The PC would also ask SCDC to note their concerns about the erosion of the stock of smaller properties in the village.

## **9.0 Finance:**

- 9.1 To consider request for grant funding from Whaddon Village Hall & Recreation Ground Trust £2,474.86** – Cllr Strudwick left the room for this agenda item. A grant application had been submitted for £2,474.86. Of this £588 was the balance of the 2016/17

grant approved by the PC on 13<sup>th</sup> March 2017 (minute 594/9.1). The remainder (£1,886.86) for insurance, ROSPA inspection, fire extinguisher and alarm checks was considered. The PC resolved to approve the grant application for £2,474.86. An email would be sent to WVH&RGT advising them that, going forward, the PC would only plan to reimburse the insurance premium. Action: the Clerk.

- 9.2 Approval of payments:** Cllr Strudwick returned to the room. The PC resolved that the following payments be approved:

**Cheques already approved (8<sup>th</sup> January 2018) to avoid late payment**

Cheque No. 101013, £141.00 (Net £141.00), Hales Printers, newsletter printing and defibrillator leaflets

**Cheques to be approved for signing today (15<sup>th</sup> January 2018)**

Cheque No. 101014, £95.00 (Net £95.00), Mr P Coningsby, grass cutting churchyard

Cheque No. 101015, £40.00 (Net £40.00), Mr J Newberry, handyman services November and December 2017.

Cheque No. 101016, £ 1,130.46 (Net £1,130.46), Mrs G van Poortvliet, Clerk's wages and expense allowance, qtr to 31<sup>st</sup> December 2017.

Cheque No. 101017, £50.00 (Net £50.00), Mr L Ginger, Chair's expense allowance, qtr to 31<sup>st</sup> December 2017

Cheque No. 101018, £2,510.86, (Net £2,510.86), Whaddon Village Hall & Recreation Ground Trust, hire of village hall for meetings Sept-Dec 2017 (£36) plus grant payment per agenda item 9.1.

**Receipts** – the PC noted the following receipt:

22/12/17, £27.60, Whaddon Neighbourhood Watch, balance from NHW bank account (now closed).

- 9.3 Grass Cutting – (i) to award contract for verges and recreation ground 2018-2020 (three years) (ii) to decide on additional expenditure for extra sections of verge in Bridge Street and collection of cuttings from the Recreation Ground after the first cut of the season (for cricket purposes)** – six contractors had been invited to tender and three responses had been received (M D Landscapes, CGM Ltd and Herts & Cambs Grounds Maintenance). The tender from M D Landscapes was the most competitive except for collecting the grass cuttings after the first cut of the season. Resolved: that the contract be awarded to M D Landscapes. The contract would include one cut of the additional sections of verges in Bridge Street per season but would exclude the collection of the grass cuttings from the recreation ground after the first cut of the season. A member of the public suggested that bringing the first cut of the season forward would assist the Cricket Club. The Clerk would inform the contractors of the outcome of the tender exercise and advise the Cricket Club about the decision regarding grass cuttings. Action: The Clerk.

- 9.4 Review of progress against budget for quarter ended 31st December 2017** – the Clerk presented the draft accounts for the nine months to 31<sup>st</sup> December 2017, explained significant variances from budget and invited questions. Cllr Scott had reviewed the bank reconciliation for the quarter to 30<sup>th</sup> September 2017.

- 9.5 2018/19 Precept – to consider the recommended precept (£17,478). To agree and approve the 2018/19 Precept:** a Precept Meeting had been held on 8<sup>th</sup> January 2018 to consider the 2018/19 Precept requirement and make a recommendation to the PC. The Chair had signed the minutes on behalf of the Cllrs who had attended. A Precept of £17,478 was recommended (2017/18 £17, 530), being Parish Administration costs of £14,058, additional expenditure of £4,100, less anticipated income of £680. The additional expenditure was £1,600 to a reserve for Village Hall and Playground capital and renovation projects, £500 for the Village Sign (new post and installation), £600 donation to fencing for the toddler play area and £1,400 to a reserve for highways, footpaths and verges. The cost per household (Band D equivalent) would be £80.92, based on 216 homes, a 1% increase from last year (2017/18 £80.08, based on 218.9 homes). Resolved

that the PC approve a Precept for 2018/19 of £17,478. The Clerk would inform SCDC and publish the calculations on the website. Action: the Clerk.

- 9.6 Consideration of recommendations from Precept Meeting – (i) agreement of actions re ongoing funding requirements for the Playground and Village Hall (ii) agreement to reallocate unspent balances for Meldreth Road Phone Box Conversion (£250) and Noticeboard Refurbishment (£500) to Footpath/Permissive Path expenses (iii) agreement to re-designate Traffic Calming Reserve as Highways, Footpaths and Verges Reserve:** (i) the Chair, Vice-Chair and Clerk would meet with WVH&RGT's Chair and Treasurer to consider a long-term funding plan for future renovations and replacements relating to the Village Hall and Playground. Action: The Clerk, LG, KF, NS. (ii) Resolved to reallocate £500 from Noticeboard Refurbishment and £250 from Meldreth Road Phonebox Conversion to Footpath/Permissive Path expenses. (iii) Resolved to reclassify the Traffic Calming reserve as Highways, Footpaths and Verges. This would include Traffic Calming measures.

**10.0 Whaddon Village Hall & Recreation Ground Trust: 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 would be meeting with the VH architects on 16<sup>th</sup> January to try to resolve some of the issues regarding the initial installation of the heating system.
- Dado rail – a new dado rail, at chair height, had been fitted to the main hall to try to prevent chairs damaging the walls.
- Picnic bench – the Trustees had decided that the new bench being donated by the PC should be located near the teen shelter.
- Charity Commission Report – the first draft of the report had been completed. The accounts were in the process of being certified.

**11.0 Future of Permissive Paths – to receive an update and agree actions:** Mr R Huffer (tenant farmer, Leyhill Farm) addressed the meeting. Key points were:

- The existing Permissive Path agreement would end on 31<sup>st</sup> March 2018. There was no further funding available for permissive paths.
- The paths had been enjoyed by villagers for many years and there had been positive and negative implications from a landlord's perspective. Negative implications included fly tipping and damage to crops by dogs.
- Mr Huffer would be meeting his landlord, County Farm Estates, later in the month to discuss the paths. Currently there were just over 5km of permissive paths across Leyhill Farm. Mr Huffer would propose removing some of the existing paths and reducing the width of the remaining paths from 6 metres to 2 metres, The paths to be retained would include the ones from Bridge Street to Whaddon Gap Car Park, through Pickering Woods and out onto the Harcamlow Way. Also from Whaddon Gap Car Park, along the back of Cardiff Place and joining up with the footpath.
- Mr Huffer would like the path to the Harcamlow Way adopted as a formal footpath to protect it for the village in future.
- Should Mr Huffer's proposal be accepted by CFE, he would like a contribution from the PC towards cutting the path through Pickering Woods (estimated cost of £200 p.a.), some new maps at the corners of the fields and a newsletter item explaining the new arrangements.
- Mr Huffer requested that the PC stop any discussions with CCC Rights of Way Officers for the time being – he would discuss, with CFE, a path linking Cardiff Place to the permissive paths in Whaddon.

Mr Huffer would provide an update to the Chair after his meeting with CFE. The Cllrs thanked Mr Huffer. Action: LG, RH

- 12.0 Village Sign – update and agreement of actions:** the Chair had made progress towards a specification for the sign. The proposed artwork, with a protruding oak leaf, might be problematical for the sign makers. The Chair would send the design to some manufacturers and see what they advised. Action: LG
- 13.0 Volunteer Emergency Telephone Scheme (VETS) – consideration of setting up a VETS scheme in Whaddon. Agreement of action and approval of expenditure (£45 set-up fee, £100 per annum after first year):** VETS is a community run system which enables up to ten trained volunteers to help with medical support (such as collecting the defibrillator and assisting with CPR) until the emergency services arrive. The scheme addresses the ‘lone rescuer’ situation and had received positive feedback when discussed at the Defibrillator Training event. All volunteers would need to have attended some defibrillator training. A member of the public advised that Melbourn Ambulance Station were looking for First Responders in local villages. A discussion was held. The Chair would send out an email to establish interest in being a VETS volunteer or participating in a second Defibrillator Seminar. Action: LG
- 14.0 Village Upkeep and Maintenance: to report upkeep and maintenance issues and agree actions:**
- Dog fouling on the footway between the Church and Bumpkins Pre-school – this had been reported to a Cllr by a resident. A member of the public reported horse fouling on this stretch of footway. A member of the public advised that Melbourn PC uses a sticker system to deal with dog fouling. An email reminder would be sent to residents. Action: LG/NS.
  - Parking on footways – the Chair had recently taken action regarding cars parked dangerously on the footway and would continue to pursue residents regularly parking on footways.
- 15.0 Items for next meeting – noting of requests for agenda items:**
- Charitable donation (s137)
  - Permissive paths
- 16.0 Date of next meeting – Monday 12<sup>th</sup> February 2018.**
- 17.0 Staff Matters:** the meeting was closed to the public (for reasons of confidentiality)
- 17.1 Recruitment of new Clerk – update and agreement of actions** – the Clerk vacancy had been advertised with CAPALC and within the village. Four people had expressed interest. The closing date was Friday 19<sup>th</sup> January 2018. It was hoped that interviews could take place in the week commencing 29<sup>th</sup> January. Agreed that the interviews and recruitment of a Clerk be delegated to two or three Cllrs (to include the Chair). The same panel would interview all applicants. The applications would be circulated to all Cllrs who would submit potential interview questions. Action: LG/ALL
- 17.2 Clerk handover and training – agreement of plan for covering the Clerk’s work during handover period. Approval of expenditure as necessary** – the Clerk’s notice period ended on Friday 19<sup>th</sup> January. The Clerk had offered to assist the PC, on a reduced basis for the interim period, and to provide a handover to the new Clerk. Agreed: that the Clerk assist the PC on an interim basis at the existing hourly pay rate.  
(the Clerk left the meeting)
- 17.3 Clerk’s annual review – noting of Clerk’s appraisal and agreement of salary scale point:** the Cllrs noted that the Clerk’s appraisal meeting had been held by the Chair and Clerk on 21<sup>st</sup> November 2017 and resolved that the Clerk be moved to the next scale point on the NALC salary scale.
- 17.4 Adoption of NALC salary scales effective from 1<sup>st</sup> April 2017:** Resolved: to adopt the NALC salary scales and provide back-pay to 1<sup>st</sup> April 2017.

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