

Draft Minutes of Whaddon Annual Parish Council Meeting held on 13th May 2019 at 8.00pm in the Village Hall, Church Street, Whaddon, Cambridgeshire. SG8 5RY.

Present:	Chair	L Ginger
	Councillors	R Scott, A Milton, J Hart, A Birch.
	Parish Clerk	A Bridges
	District Councillors	None
	County Councillor	None
	Members of the Public	None

- 1.0 Election of the Chair of the Parish Council (PC)** – resolved that Cllr L Ginger be elected.
- 2.0 Election of the Vice-Chair of the Parish Council** – resolved that Cllr N Strudwick be elected.
- 3.0 Receipt of Declarations of Acceptance of Office** from elected counsellors - A declaration of Acceptance of Office as Chair was duly signed.
- 4.0 Apologies for Absence** – received from Cllr W Elbourn, Cllr N Strudwick, District Cllr's P Hart, J Hales and County Cllr S van de Ven.
- 5.0 Receiving Declarations of Interest from Councillors on items on the agenda** – Cllr Birch stated she was a member of the Village Hall and Recreation Ground Committee, but was not felt to be a conflict of interest.
- 6.0 Approval of minutes** – to resolve that the minutes from the Parish Council meeting of 8th April 2019 are a correct record –Resolved: the minutes were approved and signed by the Chair.
- 7.0 Delegation Arrangements to Standing Committees (Planning Committee):**
 - 7.1 Review of Terms of Reference for Planning Committee** – reviewed; no changes required.
 - 7.2 Receipt of nominations to the Planning Committee** – Resolved that Cllr Milton would continue as Chair as the Committee with Cllr Elbourn, Cllr Ginger, and Cllr Scott also continuing with their appointment on the Planning Committee.
- 8.0 Review of Parish Council Standing Orders** – reviewed and subject to GDPR update from CAPALC. Action: Updated document to be on the village website.
- 9.0 Review of Financial Regulations** – reviewed. The Parish Council agreed that their financial transactions could be moved to online banking and various methods of authorisation will be investigated. Action: Updated document to be on the village website.
- 10.0 Review of Parish Council representations or works with external bodies and arrangements for reporting back: (i) Whaddon Village Hall & Recreation**

Ground Trust: Resolved that (i) Cllrs Strudwick and Birch to remain Parish Council representatives on the WVH&RGT.

11.0 Review of Inventory of Land and Assets – reviewed. Action: Clerk to ensure the new picnic table is included.

12.0 Review and confirmation of arrangements for insurance cover – the quote for insurance renewal is £302.85, up from £280 last year. Action: Clerk to renew insurance before 1st June.

13.0 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
- SLCC

14.0 Review of Parish Council's Procedures:

14.1 Complaints Procedure – reviewed; no changes required.

14.2 Requests under Freedom of Information Act 2000 and Data Protection Act 1998 – reviewed; no changes required.

14.3 Dealing with the Press/Media – reviewed; no changes required.

14.4 General Data Protection Regulation Act 2018 (GDPR) – waiting for updates from CAPALC. The Parish Council also agreed that CAPALC's General Data Protection Membership Scheme at £25 a year would be beneficial.

15.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2017/18 – Resolved: PC meetings to be continued 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 20th April 2018. 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.

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

- Bumpkins have now returned to their own premises and the Village Hall would now be available in the day, allowing the electrician to install the defibrillator light. Action: Clerk to book electrician.
- The Parish Council agreed that they would purchase the replacement telephone box from the official supplier approved by BT. The box would be fully renovated.
- The footpath grass cutting funding payment has been finalised as £157.68 by the County Council and the Chair stated he would be meeting with the PC's grass verge contractor discuss cutting the footpaths. Any shortfall in the cost will be funded by the Parish Council and it was agreed the footpaths should be cut soon due to rapid growth at this time of year.
- The defibrillator access of Cardiff Place was addressed and remains unknown if residents would have permission to use Bassingbourn Barracks equipment

in an emergency. Action: Parish Council to chase contact with the Barracks via Cllr van de Ven.

- The Parish Council agreed that it would like to sponsor a flower tub at Meldreth railway station and Cllr Hart volunteered to donate some flowers from the plant sale held in Whaddon on June 1st.

17.0 Reports from District and County Councillors:

17.1 District Cllrs Report – receipt of oral reports: none present. A written report given by the District and County Counsellors was reviewed and also circulated on the village email.

17.2 County Cllr Report – receipt of oral report: as above.

18.0 Public Participation: none.

19.0 Correspondence and Complaints – noting of receipt of significant items of correspondence and complaints from residents: none

20.0 Planning

20.1 S/1156/19/VC: Variation of conditions 7 (Erection of Marquee limitations) & 8 (Limits of 52 events per year). Minstrel Court, Ermine Street, Whaddon. SG8 0AB. This was approved in the Planning Meeting prior to the Parish Council meeting.

21.0 Finance and Annual Return:

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

Cheques to be approved for signing today (13th May 2019):

- CAPALC annual membership - £240.00
- Chair's expenses (October 2018-April 2019) - £100
- Clerk's salary - £381.88
- R Huffer: £100 – Hedge cutting (approved in the March meeting)
- Royston and District Community Transport: £100 – charity donation (approved in April meeting)

21.2 Update on Annual Return 2018/19: the Clerk informed the meeting that the paperwork was with the auditor. Action: Clerk to bring report to the next Parish Council Meeting.

22.0 Review and allocation to projects from reserves – it was formally agreed by the Parish Council that the following projects should be allocated expenditure:

- £4,000 for an additional MVAS unit (Moveable Vehicle Activated System)
- £2,500 for complete renewal of the Village Hall car park fence – this had been mended before and all agreed a more substantial one was needed.
- £1,000 for a fence around the children's playground – this would fence off the equipment for smaller children for health and safety reasons.
- £2,500 for extra playground maintenance – the playground has an annual inspection and a subsequent costly repair bill to ensure it meets current regulations for safety.

- £2,000 for the next Village Plan.
(These was agreed informally at the Finance Meeting on 1st April 2019).
Action: Clerk to update budget to reflect these changes.

23.0 Annual review of risk assessment for the Parish Council – the risk assessment was reviewed and all agreed it did not need substantial updating. It was also agreed that the Clerk, the Chair and Cllr Strudwick would review these in detail in a sperate meeting. Action: Clerk to arrange meeting.

24.0 Re-election of Trustees to Alfred Palmer Trust – agreed that Cllr W Elbourn and Mr C Coningsby would remain on the Trust for a further four years.

25.0 Whaddon Village Hall & Recreation Ground Trust (WVH&RGT) – update:
(i) receipt of oral report from member of WVH&RGT: (i) Cllr Birch stated that there had been no further meeting since the last Parish Council Meeting. She reported that Bumpkins had been able to return to their premises and thanked them greatly on behalf of the Trust for using the hall, providing a much-needed income to the Trust.

- The leaking radiator had been replaced.
- The dispute with the heating system installer was still ongoing and it was widely agreed that the company had failed to acknowledge the specific issues concerning the faulty installation. The Trust is seeking a financial settlement from the architect/project manager for the work that has had to be carried out to rectify the problem.
- The company who carry out legal checks on the safety of the playground had agreed to reduce their maintenance work by £1,000, but it was still felt to be higher than the work reflected.
- Lastly, Cllr Birch spoke of the request by the Trust to help with the shortfall in the repair work to the playground and it was stated that this was agreed formally today after discussions in April's finance meeting.

26.0 Village Upkeep and Maintenance

26.1 Reporting of upkeep or maintenance issues and agreement of actions: Whaddon's handyperson had recently resigned due to other commitments and the Parish Council thanked him warmly for his very good work. The Parish Council would seek agreement from the Village Hall Trust to advertise for a joint handyperson, which would include duties such as playground and defibrillator checks, litter picking and general maintenance of the bus shelter and notice boards for example. An advert for the role would be send to residents via email.

It was also noted that the unveiling of the village sign was enjoyed by many residents and the subsequent litter pick was a great success. The Parish Council wanted to thank residents for their time and also to recognise the large amount of work undertaken by Steve Coningsby for installing the sign and restoring the seat at its base. The Parish Council agreed that his work should be rewarded with a small gift as he did not take payment for his time and efforts.

27.0 Items for next meeting – noting of requests for agenda items:

28.0 Date of next meeting – Monday 10th June 2019.

There being no further business the meeting closed at 9.25 p.m.

DRAFT