

## Minutes of Whaddon Parish Council Precept Meeting held on 10<sup>th</sup> January 2020 at 7.30pm at 68 Bridge Street, Whaddon

Present: Chair L Ginger  
Councillors R Scott, N Strudwick, J Hart, A Birch and W Elbourn  
Parish Clerk A Bridges

- 1.0 Apologies for Absence – A Milton**
- 2.0 Parish Running Costs budget for 2020/21 – discussion and agreement of recommended budget** – the Parish Running Costs were reviewed. Areas that have been underspent included the training budget and it was agreed that further training should be undertaken. The handyman forecast for 2020/21 was increased slightly due to the employment of a new handyman who was able to undertake many projects for the village. The Cllrs agreed that the recommended Parish Running Costs for 2020/2021 to be £13,156 (2019/20 was £12,940).
- 3.0 Consideration of the Parish Council's Priorities for 2020/21 (and potential financial implications)** – the forecast Parish running costs were reviewed and discussed. The Whaddon Village Hall & Recreation Ground Trust grant was assumed to remain at the same amount as 2019/2020 and to be kept as a joint fund. Future funding requirements relating to the village hall, garage and playground equipment were discussed. It was agreed that the PC would consult the residents of Whaddon over the next 12 months to ascertain what they felt was needed in the village. The PC conducted a Village Plan in 2006 and 2013 to gain input into future projects, many of which were subsequently adopted and completed. The main area of expenditure would be the LHI bid if successful, which would dramatically increase safety on the A1198 by adding a central island before the Whaddon Gap turning and lowering the speed limit to 30MPH, which would require additional signage. The results of the application would be given in March 2020.
- 4.0 Consideration of project costs/additional expenditure for 2020/21 – discussion and agreement of recommended project costs for inclusion in the budget** – It was suggested that funds could be allocated to
  - The Village Hall and Playground - £1,000 for a new fence between the recreation ground and car park, which was damaged and a potential health and safety risk.
  - A further £2,000 was suggested for the village hall, recreation ground and playground for renovation projects.
  - The reserve for the LHI bid which had been submitted was £2,162. It was suggested that a further MVAS unit could be purchased to install around the village depending on the success of the bid.

- 5.0 Review of Projected Income for 2020/21 and Agreement of 2020/21 Precept to be recommended to the Parish Council for approval:** the Cllrs agreed to recommend a total Parish Council funding requirement for 2020/21 (for Parish Running Costs plus additional Project Expenditure) of £18,318. After deducting the anticipated income of £840, the precept for 2020/21 would be £17,478 (2019/20 £17,478). This would equate to a cost per household (Band D equivalent) of £79.88 (2019/20 £79.30). This recommended precept would be considered and approved if appropriate at the next PC meeting. The supporting calculations would be posted on the website and circulated via the village email system. Action: the Clerk.
- 7.0 Items for next Parish Council meeting – noting of requests for agenda items:** Item 6.0 above to be agreed on at the next PC meeting. Action: the Clerk.
- 8.0 Date of next Parish Council meeting - Monday 13<sup>th</sup> January 2020**

The meeting closed at 8.30p.m.

**Minutes of Whaddon Parish Council Meeting held on the 13<sup>th</sup> January 2020 at  
8.00pm in the Village Hall, Church Street, Whaddon, Cambridgeshire,  
SG8 5RY.**

Present:	Chairman	L Ginger
	Councillors	R Scott, A Birch, N Strudwick, W Elbourn & J Hart
	Parish Clerk	A Bridges
	District Councillor	P Hart
	Members of the Public	One

**1.0 Apologies for Absence** – A Milton, District Councillor J Hales (attending another meeting) and County Councillor S van de Ven.

**2.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of November 11<sup>th</sup> were a correct record** – Resolved: the minutes were approved and signed by the Chair.

**3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.

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

- The meeting started by reporting that the telephone box would be ready to be open as a library once again tomorrow, after the books had been put by back by the Clerk and handyman.
- The Village Plan will be explored after the Parish Council learns if the Local Highways Improvement scheme bid has been successful.
- Cllr Scott reported that online banking has been set up with Barclays Bank. However, it was agreed that further discussions were needed with the bank, as the Clerk does not have access to the account online.
- It was confirmed that a second MVAS unit would be purchased after the Parish Council is informed of the result of the LHI bid as before.
- A new dog waste bin, situated by St Mary's Close, was agreed by all to be beneficial in the village. Action: Clerk to contact South Cambridgeshire County Council to ensure this would be cleared weekly before one is requested.

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

**5.1 District Councillor**

- Cllr Hart firstly spoke of the verges outside Ridgeway Close and stated how disappointed she was that no action could be taken by Cambridgeshire Highways.
- Cllr Hart informed the meeting that unfortunately the church would have to seek planning permission for a new material used on the roof and that this decision was given 15 weeks after the first enquiry. This of time was agreed to be unacceptable, as the church is unable to proceed further until planning approval is given.
- Lastly, Cllr Hart described SCDC's and Cambridgeshire City Councils roadshows to promote the Greater Cambridge Local Plan. This seeks residents' options on jobs, homes, infrastructure, climate change and social inclusion. All are encouraged to have their say and posters were given to display details in the village. The Chair asked why no roadshows were local to Whaddon and Cllr Hart agreed that this would ideally be held in Melbourn and she would investigate.

**6.0 Public Participation** – a resident inquired why the children's Christmas party had not taken place last year and how disappointed some residents were as a result. It was noted that in previous years money had been fundraised by the Party in the Barn and also by the previous group of residents, who had stepped down after running it for many years. It was suggested that this would be looked into by the Village Hall Trust.

**7.0 Local Highways Improvement** – Cllr Strudwick informed the meeting that he would be presenting the case to the Highways Department later in the week for a speed reduction on the A1198 to help give safer junctions at Whaddon Gap, The Barracks, Cardiff Place, Cambridge Crescent and the New Farm site. The outcome of this would be known by March 2020. A recent meeting with Bassingbourn Barracks had again illustrated their support for these changes, and it was hoped that their presence at the meeting would give the case significant backing. It was agreed that if successful, they would add a further MVAS unit on the road to encourage a reduction of speed. It was also commented that a recent accident at the area had sadly demonstrated how dangerous the A1198 junction can be.

**8.0 Ridgeway Close/Bridge Street Parking** – The area was currently very rutted and muddy, which was partly due to parking and the large number of vehicles driving over it (whilst passing other vehicles on the road) which has not been helped by soil being added to the potholes by County Highways. A recent meeting on 20<sup>th</sup> November between SCDC Housing department, District Councillor Jose Hales and the Chair of Whaddon PC had discussed the possibility that a footpath could be built alongside the fence for bollards to be put in. A further parking space would be made available in the area behind the garages by adding another bay and also remarking the parking bays. It was agreed that a roadside kerb would be the best option long term, but the budget did not allow for this.

## 9.0 Correspondence & Complaints –

- Email from a Ridgeway Close resident asking for more parking spaces (20/11/19)
- Email from Simeon Carroll (Highways Officer) confirming possible location of planting a tree on the verge opposite Ridgeway Close (22/11/19)
- Email from resident inquiring about the possible location of the possible planting of a tree in the village (26/11/19).
- Email from resident concerning the grass verge cut in December (6/12/19)
- Email from local resident asking about putting horse riding signs on the road in Whaddon (16/12/19)
- Email from Cambridge County Council for their Local Plan consultation in January 2020 (20/12/19).
- Email from Highways Department at CCC giving information about a temporary speed restriction the A1198 from February 3<sup>rd</sup> 2020 (6/1/2020).
- Local Plan information from Cambridgeshire County Council (13/1/2020)

## 10.0 Finance:

### 10.1 Approval of payments to be signed today:

- Staff wages - £823.42 (£90.58 expenses).
- Chair's expenses (until April 2020) - £50
- WVH Trust – handyman costs - £260

### Payments approved in November and signed today:

- Cllr Joanne Hart – plants for Meldreth Railway station sponsored flower tub - £28.73
- BT Payphones - £1 – adoption of telephone box in Meldreth Road.

**10.2 2020-2021 Precept** – Agreement and approval of 2020-21 precept – consideration of recommended precept £17,478. Resolved: this was agreed and the Chair to sign and complete the necessary paperwork. This is the same total amount as last year, although in actual terms it is £0.58p yearly increase for Band D homes due to the slight decrease in houses paying tax in the village this year.

## 11.0 Planning meetings and updates –

Noting of Whaddon Planning Committee recommendations re planning applications (i). **S/3574/19/FL** – Construction of an all-weather arena – 128 Meldreth Road, Whaddon. SG8 5RP. Approved. (ii) **S/3927/LB** - Replace 11 windows and 1 patio door. 153 Bridge Street. Whaddon. SG8 5SG. Approved.

**12.0 Whaddon Village Hall & Recreation Ground Trust – verbal update:**

- Cllr Birch told the meeting that the phone line had been installed to enable WIFI to be set up in the village hall. It was widely agreed that this could encourage commercial lettings. Cllr Birch spoke of the recent WVH meeting, where a potential increase in hourly rates was also discussed for later in the year.
- Cllr Birch confirmed the lights and alarm had been checked.
- The garage had been inspected and was structurally sound, meaning a new roof and doors would be installed on the original base. A separate store would be built by the cricket club to house their equipment. Cllr Scott questioned if lights would be installed in the garage, but this was not currently planned.
- Cllr Birch confirmed that recent fundraising events had been successful and the next film night would be on February 22<sup>nd</sup> where two sittings of the Greatest Showman (one for children and an evening showing for adults) was planned. The Party in the Barn was planned for July 11<sup>th</sup> 2020.
- Cllr Birch reported that the Trust felt a Christmas tree outside the village hall would be appreciated next Christmas.
- Cllr Strudwick informed the meeting that the architect had responded to their correspondence and informed the Trust that the actual contract for managing the installation of the heating equipment was with another company and not his own, as previously noted. Further discussions would be held between Cllrs Strudwick and Cllr Ginger as to proceed further.

**13.0 Meldreth Road telephone box** – the Chair confirmed that the Parish Council would adopt the telephone box, although it is still currently connected to BT. It was reported that the box itself is in a poor condition and would need restoring. It was agreed that an email could be sent to residents asking for ideas on its new use.

**14.0 Tree planting** – The Chair confirmed that the Parish Council did not plant a tree in November. South Cambridgeshire District Council had recently offered a voucher for three trees to be planted on Parish Council land. The Chair also spoke of the possibility of planting a group of saplings in the village to enhance the village and encourage environmental benefits.

**15.0 Village Upkeep and Maintenance - reporting of upkeep or maintenance issues and agreement of actions:** none.

**16.0 Items for next meeting** – none

**There being no further business the meeting closed at 9.35pm.**

**Date of next meeting – 10<sup>th</sup> February at 8pm.**

**Minutes of Whaddon Parish Council Meeting held on 10<sup>th</sup> February 2020 at 8.00pm in the Village Hall, Church Street, Whaddon, Cambridgeshire, SG8 5RY.**

Present:	Chairman	L Ginger
	Councillors	R Scott, N Strudwick, W Elbourn.
	Parish Clerk	A Bridges
	District Councillor	P Hart & J Hales
	County Councillor	S van de Ven
	Members of the Public	One

**1.0 Apologies for Absence** – Cllrs A Milton, A Birch and J Hart.

**2.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of January 13<sup>th</sup> were a correct record** – Resolved: the minutes were approved and signed by the Chair.

**3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.

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

- The meeting started by the Chair reporting that the telephone box at the top of Bridge Street is now complete with books and open for all to use.
- The Clerk reported that she has not had a response from South Cambridgeshire County Council in regard to the dog waste bin and this would be followed up.
- The 'Three Free Trees' voucher from SCDC was ready to be used by the Parish Council before the end of March 2020. This was followed by a discussion on the best location and variety of the new trees.
- The Great British Spring Clean is running nationally between 20<sup>th</sup> March and 13<sup>th</sup> April and it was agreed that Whaddon's annual litter pick would be on the morning of April 11<sup>th</sup>, which is Easter Saturday.
- The recreation ground fences were measured at 57m and it was confirmed that a gate would be more suitable than the existing metal chain to stop cars from entering the field.
- Broadband in the village was then discussed and Cllr Strudwick spoke about the correspondence with himself and County Broadband, which aims to bring 'hyperfast' broadband to the village. Cllr Strudwick advised residents to wait before they commit to a new service, as not all providers had been explored. It was agreed that some providers may not be able to offer the services they claim.

- The telephone kiosk on Meldreth Road was now owned by the Parish Council and residents are asked to give their ideas on its new purpose.

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

**5.1 County Councillor** – Cllr van de Ven spoke firstly of a workshop provided by Cambridge Council for Voluntary Services on ‘How to write a good funding application’ for community groups on February 19<sup>th</sup> in Foxton Village Hall between 4-7.30pm.

- Cllr van de Ven also confirmed that the East West Railway route had been announced, which was the chosen route for SCDC.
- Cllr van de Ven spoke of the successes of Meldreth railway station and Melbourn Village College. Meldreth station won funding to secure a new cycle park scheme and Melbourn Village College have installed water refill stations, to reduce plastic waste.
- As the County Council now requires staff to take Christmas to New Year off work, this has created a back log of pot hole repairs and Highways are working through the list to mend them.
- Cllr van de Ven updated councillors on the Cam Vale Bus User Group, which met on January 22<sup>nd</sup> with 40 attendees. The proposal to amalgamate two bus routes through Herts and Cambs means that the service 127 is unlikely to be reduced and the two buses will continue to run through Whaddon each day
- Continuing to discuss transport links, Cllr ven de Van talked about the proposed cycle link from Royston to Melbourn along the A505. A consultation which ends on March 30<sup>th</sup> is now taking place.
- Lastly, Cllr ven de Van spoke of the huge financial deficit that Cambridgeshire schools are facing. The County Council has requested that they can remove 1.8% of the main schools’ budget to help the increasing numbers of pupils with additional needs, which could reduce the individual mainstream pupil allocation by £50 per pupil.

**6.0 Public Participation** – the member of the public reported that her cardboard waste had not been picked up by the previous week’s refuse collection. Incomplete or missing collections occurred to many residents in Whaddon on February 5<sup>th</sup> and many found reporting difficult, especially if they did not use the internet. The member of the public described how her conversation with SCDC ended with them putting the telephone down on her, after she questioned their incorrect advice. Cllr Hales confirmed he had spoken to the supervisor of the refuse department, who are now aware of the problems of the last two recycling collections. This is partly due to an amalgamation of City and South Cambs refuse team collection. The member of the public also asked if the minutes and agendas of the Parish Council meetings could be sent to residents via the village email system and it was agreed this would continue every month.

**7.0 East West Railway routeing announcement**– the intended railway route was announced very quickly last week, after reports that an update was

imminent. It was felt by all that the right route had been chosen. Cllr Hart highlighted that the detail in the locations the train would stop had not been given and it was hoped some extra stations could be built which would help with local and Addenbrookes journeys. EWR is now estimated to be finished by 2030, not 2025 as previously publicised.

**8.0 LHI bid**– after two cancelled appointments, Cllr Strudwick made the bid for Whaddon Gap and the A1198 speed reduction, alongside Cllr Ginger, County Councillor S van de Ven and Lt. Col. Paul Morris from Basingbourn Barracks. The Parish Council should learn the results of this application on March 20<sup>th</sup>.

**9.0 Ridgeway Close parking** – the new area for an extra parking space had been made and the car park is awaiting new white lines, including a disabled bay. A wooden rail fence will be put up around the grass to stop parking and Cllr Hart asked if this had been considered to be safe in the dark (a possible trip hazard) - It was agreed that pedestrians usually walk with torches given the lack of street lighting in the village and that the posts will be fitted with reflectors.

**Cllrs Hart, Hales and van de Ven left the meeting at 8.55pm**

**10.0 Correspondence & Complaints –**

- Email from BT confirming they will remove the telephone from the kiosk on Meldreth Road (24/1/20)
- Email confirming details of Parish Cabinet Liaison Meeting on 28/1/20 (SCDC 22/1/20).
- Email confirming East West Rail preferred route (Cllr van de Ven 30/1/20) and later the full announcement from East West Railway Company (31/1/20).
- Three Free Trees Voucher from SCDC encouraging tree plantations (SCDC 3/2/20).
- Email from the Greater Cambridge Partnerships training on planning application software (Cllr Hart 3/2/20).
- Email from numerous residents reporting incomplete or no refuse collection (6/2/20).
- Email inviting the parish to be involved in the Great British Spring Clean from 20<sup>th</sup> March to 13<sup>th</sup> April (SCDC)

**11.0 Planning Meetings and updates** – A Planning meeting was held before the Parish Council and discussed two applications – i) **S/0077/20/FL** - Replacement of roof to nave and North and South aisles in terne-coated stainless steel. St Mary's Church, Church Street. Whaddon. SG8 5RU. **Approved.**

And ii) **S/0061/20/LB** – Replacement of 11 no. windows and 1 no. patio door (resubmission of S/3927/19/LB). 153 Bridge Street, Whaddon. SG8 5SP. **Approved.**

**12.00 Finance:****10.1** Approval of payments to be signed today:

- Staff wages and expenses – £362.73
- Whaddon News printing - £112
- Councillor training (CAPALC) - £75.00
- Room hire for PC and Planning meetings from April 2019 – February 2020 (WVH Trust) £119
- Cllr Ginger (Chair's allowance for lost cheque) - £50

Payments approved today to avoid late payment:

- MD landscapes (grass cutting July-December) - £1,002.00

**13.0 Whaddon Village Hall & Recreation Ground Trust – verbal update:** The next film night is on February 22<sup>nd</sup> showing the 'Greatest Showman' in a matinee at 4pm and evening performance at 7.30pm.

**14.0 Village Upkeep and Maintenance - reporting of upkeep or maintenance issues and agreement of actions:** none.

**15.0 AOB** - Cllr Scott gave his notice of leaving the Parish Council in the near future, the exact date to be confirmed.

Cllr Strudwick asked the Chair for an update on the report that Hertfordshire Fire Brigade would be charging an hourly fee for out of county assistance. The Chair informed him that a consultation was taking place and he would find out more information.

**16.0 Items for next meeting** – Cllr Elbourn gave his apologies for the next meeting.

**There being no further business the meeting closed at 9.25pm.**

**Date of next meeting – 9<sup>th</sup> March at 8pm.**

**17.0 Clerk Performance review** – (confidential item - Clerk, members of the public and County and District Councillors to leave the meeting).

**Minutes of Whaddon Parish Council Meeting held on the 9<sup>th</sup> March 2020 at  
8.00pm in the Village Hall, Church Street, Whaddon, Cambridgeshire,  
SG8 5RY.**

Present:	Chairman	L Ginger
	Councillors	R Scott, A Birch, N Strudwick, A Milton & J Hart
	Parish Clerk	A Bridges
	District Councillor	P Hart
	Members of the Public	One

**1.0 Apologies for Absence** –, Parish Councillor Will Elbourn, District Councillor J Hales (attending another meeting) and County Councillor S van de Ven.

**2.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of 10<sup>th</sup> February 2020 were a correct record – Resolved:** the minutes were approved and signed by the Chair.

**3.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.

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

- The meeting started by reporting that online banking for the Parish Council would be explored again when new signatories are confirmed.
- The Village Plan will commence in 2021.
- The telephone box on Meldreth Road is now owned by the Parish Council and residents are invited to offer suggestions for its new use.
- The village litter pick had been agreed to take place on the morning of Easter Saturday which is the 11<sup>th</sup> April.
- It was confirmed that a second MVAS unit would be purchased after the Parish Council is informed of the result of the LHI bid.
- The new dog waste bin request, situated by St Mary's Close, has been acknowledged by SCDC and the Clerk is awaiting a response. Action: Clerk to contact SCDC once again.
- County Broadband had requested to come to the Parish Council meeting to discuss their plans. The Chair reported that as the agenda had already been set, it would be more appropriate to come to the next PC meeting in April or the Annual Parish Meeting on April 20<sup>th</sup>.

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

### **5.1 District Councillor**

- Cllr P Hart was asked about the large numbers of potholes on local roads and she confirmed that the budget remained as restricted as before.
- Cllr Strudwick spoke of the public footpath that runs through Bassingbourn Barracks, which is likely to be closed in the future. He reported that this would be discussed further with Cllr van de Ven.

**6.0 Public Participation** – the member of the public had asked Cllr Hart before the meeting began about the overdue decision on the planning application for the church roof.

### **7.0 Correspondence & Complaints –**

- Hyperfast fibre network information – County Broadband (11/2/2020).
- Planning delegations update after Planning Committee information – SCDC (12/2/2020). Cllr P Hart spoke of the large numbers of referrals requested by some Parish Councils and that the changes to planning would hope reduce these and speed up the service.
- Highway project application information – CCC (12/2/2020).
- Bedford to Cambridge Community events information – East West Railway (13/2/2020).
- Telephone kiosk completion of Parish Council adoption – BT (18/2/2020).
- Cambridge ACRE membership renewal request – ACRE (25/2/2020). It was agreed that this should be continued.
- Planning delegation update – CCC (27/2/2020).
- Meldreth, Shepreth and Foxton Rail Partnership AGM invite – S Van de Ven (28/2/2020).
- Email from resident in Dyers Green concerning internet speed and tree damaged cables (2/3/2020). The Cllrs discussed whose responsibility it was to reduce the height of the trees which could affect BT lines and it was agreed that BT would prune trees if the need occurred. This was partly because there are power cables alongside, which could render it dangerous to work in their near vicinity.
- There had been correspondence from two residents of Ridgeway Close in the last week concerning the lack of parking for the Close. It was agreed that the garages were in a poor state and should be surveyed and possibly demolished to create more parking space. However, this is the responsibility of SCDC and the comments had been forwarded by The chair to Cllr Hales.

**8.0 Planning meetings and updates:** none

### **9.0 Finance:**

#### **9.1 Approval of payments to be signed today:**

- Staff wages – £457.94 (including back dated pay scale adjustment from April 2019).

- Cllr Joanne Hart – plants for Meldreth Railway station sponsored flower tub - £28.73 (reissued cheque as previous cheque written in different name).

Payments approved to avoid late payment:

- CAPALC membership and data protection membership scheme - £316.05
- 9.2** Bank reconciliation approval
- 9.3** Charitable donation – this was agreed to be £100 to the Royston and District Community Transport Scheme.
- 9.4** Appointment of internal auditor – for the Annual Return for financial year 2019/20 – approved.

**10.0 Annual review of risk assessment for the Parish Council** – the document was read and reviewed and was agreed by all to be up to date and appropriate. Cllr Strudwick offered to amend the date on the document to clarify that it had been reviewed (a pdf file).

Cllr Scott described the large amount of broken glass that was in some hedgerows and it was agreed that volunteers on the litter pick would have litter picks and suitable gloves and would be reminded to be cautious.

**11.0 Re-election of Trustee to the Palmer Trust** – It was agreed by all that Helen Strudwick could continue her role in the Trust and she was thanked for her work.

**12.0 Whaddon Village Hall & Recreation Ground Trust – verbal update:**

- Cllr Birch told the meeting that the WIFI equipment had been supplied to the hall and the handyman would make a small box to keep the equipment out of harm's way. The WIFI is not live yet.
- Rose Fire and Security completed their checks on the village hall and some fire extinguishers and lights had been replaced.
- Cllr Birch then discussed the garage behind the village hall and said that there was some confusion as to who would lead on the proposed improvements. It was suggested that as the Trust own the garage, they should pay for that work and that the cricket club's store should be paid for by the cricket club. The work should be undertaken together as one project but the costs apportioned appropriately. The notional estimate for all of the work was approximately £21,000.
- Cllr Birch confirmed that she was now a signatory on the Trusts accounts.
- There will be another Race Night on June 6<sup>th</sup>.
- Cllr Birch lastly spoke of the idea that new residents should have a welcome pack when they move to the village. Cllr Strudwick agreed that this was a good idea, but this should be the responsibility of the PC. It was agreed that this needed to be on the April PC meeting agenda.

**13.0 Annual Parish Meeting** – the Chair spoke of the speakers that would be invited to the Annual Meeting which included, County Broadband, The Palmer

Trust, the Church and the District and County Councillors. This is on April 20<sup>th</sup> at 8pm.

**14.0 'Three Free Trees' voucher from SCDC** – The Chair spoke of the suggestions offered by the Tree Officer and it was agreed that native Silver Birches would be chosen. The member of the public asked if there would be any more tree planting alongside the recreation ground, but it was felt that any tree would struggle to survive due to the honey fungus which was present.

**15.0 Village Upkeep and Maintenance - reporting of upkeep or maintenance issues and agreement of actions:** none.

**16.0 Items for next meeting** – welcome pack for new residents.

**There being no further business the meeting closed at 9.10pm.**

**Date of next meeting – 6<sup>th</sup> April at 8pm in the back room of the village hall.**

**Minutes of Whaddon Parish Council virtual meeting held on  
18<sup>th</sup> May 2020 at 8pm.**

Present:	Chairman	L Ginger
	Councillors	R Scott, A Birch, N Strudwick, A Milton & J Hart, W Elbourn
	Parish Clerk	A Bridges
	District Councillor	J Hales and P Hart
	County Councillor	S van de Ven

**1.0 Apologies for Absence – None**

**2.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of March 9<sup>th</sup> 2020 were a correct record – Resolved: the minutes were approved and will be signed at a later date.**

**3.0 Receiving Declarations of Interest from Councillors on items on the agenda –** Cllr Birch said that one of the planning applications on the agenda was from herself and it was confirmed it would not be commented on at this meeting but was for record only.

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

- The Chair reported that the PC have obviously suspended many of the previous tasks identified from our March Parish Meeting due to Covid-19– for example the annual litter pick. It is hoped that these will be rearranged in the future.
- No update on the possible dog waste bin from CCC – Action: Clerk to chase.
- County Broadband update from Cllr Strudwick – they are doing a further webinar on 27<sup>th</sup> May to give more information to interested residents. They need a further 39 properties to be viable in our area. Cllr Strudwick suggested they discount the lower uptake of numbers in Cardiff Place to help secure the service for the village.
- Cllr van de Ven highlighted that there has been a very high number of employees (working for the County Council) deployed to new roles due to Covid-19. This may address the lack of contact from some departments. Cllr P Hart also spoke of SCDC's Planning Department, who are successfully working remotely and so should be up to speed. Cllr P Hart explained that demand will fall for planning applications and it is hoped the backlog will be reduced fairly quickly. The Planning Committee has also met 'virtually' for the first time. Cllr P Hart offered to investigate a query from a resident who asked for a rough timescale when their applications would be processed

**5.0 Public Contribution –**

- The Parish Council had received a query concerning the trees affecting the internet and telephone lines in Dyers Green. Cllr Van de Ven suggested the PC contact John MacMillian, who works for County Farms to establish who is responsible for some of the trees Action: Clerk to contact.

**6.0 Covid-19 Issues** – prescription service was running well for residents. No further issues were reported.

## **7.0 Correspondence & Complaints –**

- Email from resident concerning parking on the top of Bridge Street (12/3/20). Cllr J Hart noted that people are now parking on the road by the new railings. The Chair reported that further correspondence has come from other residents of Ridgway Close, who are concerned that there was not a better solution in place. They have been reassured that this was work in progress.
- Request from County Broadband to attend the April PC Meeting (12/3/20).
- Email from Cllr Van de Ven informing the Parish Council of all committee meetings, both locally and county wide have been cancelled due to Covid-19 (17/3/20).
- SCDC – email confirming that the green bin suspension will take place until further notice (19/3/20).
- Email confirming the recent LHI bid for improvements to Whaddon Gap and the A1198 had not been successful (20/3/20).
- Planning application for 153 Bridge Street, Whaddon (SCDC 20/3/20).
- AGAR (Parish Council financial audit) delayed until autumn (PFK Littlejohn 24/3/20).
- Information about applications for a community fund during Covid-19 from CCC (24/3/20).
- Coronavirus Bill for Local Authority Meetings information (email from SCDC 26/3/20).
- Planning decision for Minstrel Court (S/1156/19/VC) from (SCDC 1/4/20).
- Email from SCDC with information supporting communities during Covid-19 (2/4/20).
- Planning application decision for 128 Meldreth Road (S/3574/19/FL) email from SCDC (3/4/20).
- NALC guidance on Local Council meetings during Covid-19 (3/4/20).
- Email confirming that the Parish Precept Payment would be paid in quarterly amounts during this time (SCDC 8/4/20).
- Planning application S/20/01503/LBC for 68 Bridge Street (SCDC 8/4/20).
- District and County Councillors April report (S van de Ven, P Hart and J Hales 16/4/20).
- Correspondance concerning planning application S/1156/19/VC from a local resident (22/4/20).

- Email confirming that the period for public rights to the financial audit would be removed in 2020 and that the AGAR form would need to be submitted and published by 30/9/20 (PFK Littlejohn 24/4/20).
- Confirmation that household recycling centres would be reopened from May 11<sup>th</sup> (Cllr Van de Ven 4/5/20).
- Email from SCDC that the second instalment of the precept funds would be available on May 14<sup>th</sup> and then the remainder paid in September (SCDC 7/5/20).

**8.0 Planning meetings and updates:** i) **S/20/01260/LBC** - application for 153 Bridge Street, Whaddon, SG8 5SP. ii) **S/20/01503/LBC** - application for 68 Bridge Street, Whaddon. SG8 5SQ. iii) **S/1156/19/VC** – Minstrel Court. Ermine Street, Whaddon. SG8 0AB. Application rejected. iv) **S/3574/19/FL** – 128 Meldreth Road, Whaddon. SG8 5RP. Application approved.

## **9.0 Finance:**

9.1 Approval of payments to be signed today:

- Staff wages – £388.95
  - Zurich Municipal was chosen for a 3-year deal at £332.09 per year, to start 1<sup>st</sup> June 2020.
  - Whaddon News printing - £112.00
- Payments approved to avoid late payment:
- VE Day celebration purchases - £31.95

**10.0 LHI Bid** – Cllr Strudwick reported that the PC would submit another LHI bid. Feedback from County Highways Department included the suggestion that the bid may have been adversely affected because the MOD had not financially contributed. Cllr Strudwick approached Bassingbourn PC to see if they could help with this next bid attempt and also spoke to Bassingbourn Barracks who expressed their written support and that they would explore possible financial support. Cllr Strudwick said he would look at the projects that had been successful so far to help write the next proposal.

**11.0 Annual Review of the Standing Orders for the Parish Council** – all approved.

**12.0 Annual Review of the Reserve Policy and Financial Regulations for the Parish Council** – all approved. The Chair reminded the PC that the reserve policy is examined every year during the setting of the precept and at the end of the calendar year. We have approximately 8.5 months of savings currently.

**13.0 Annual Review of GDPR** – no incidents or complaints to the Parish Council, but we are members of CAPALC's GDPR membership scheme if the need arises.

**14.0 Village upkeep and maintenance**– One of the gratings has been stolen from the Village Hall car park and a permanent solution needs to be considered for the

gratings damaged by large vehicles (probably the refuse wagon). This will be further discussed in a Village Hall and Recreation Playground meeting.

**There being no further business the meeting closed at 9.05pm**

**Date of next virtual meeting – June 15<sup>th</sup> 2020 at 8pm.**

**Minutes of the Whaddon Parish Council virtual meeting held on  
15<sup>th</sup> June 2020 at 8pm.**

Present:	Chairman	L Ginger
	Councillors	A Birch, N Strudwick, A Milton & J Hart,
	Parish Clerk	A Bridges
	District Councillor	J Hales and P Hart
	County Councillor	S van de Ven

**1.0 Apologies for Absence – Cllr W Elbourn**

**2.0 Receiving Declarations of Interest from Councillors on items on the agenda – none.**

**3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of May 18th 2020 were a correct record – Resolved: the minutes were approved and will be signed at a later date.**

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

- The Chair started the meeting by discussing the recent complaints in the village concerning dog waste left on footpaths. The Clerk confirmed the lack of response from SCDC since February about the proposed new dog waste bin by St Marys Close– Cllr P Hart offered to assist with communications with SCDC. Action: Clerk to copy Cllr P Hart onto the email thread.
- Cllr Strudwick then discussed County Broadband and stated they need a higher uptake of customers in Whaddon before they could offer the service. Cllr Strudwick confirmed County B was that they were reviewing the situation in the week commencing 22 June and would be providing villagers with an online update thereafter.
- It was confirmed that the Highways Department had cut the trees at the end of Bridge Street today which will hopefully improve telephone and internet connections at the end of Bridge Street. This was done within a week of requesting and the team was praised for its speedy work.
- The Chair stated that the Highways Department had also confirmed that items should not be left on county owned road verges, which can cause a danger to motorists' visibility driving in the village.
- The LHI bid along the A1198 was discussed and cyclist safety was highlighted, especially as many of the young people in Whaddon attend the secondary school at Bassingbourn. Bassingbourn Parish Council and Bassingbourn Barracks both confirmed that they support a further bid from Whaddon to reduce the speed limit.

Cllr Strudwick stated that the Barracks were unable to contribute financially to the next bid and he would investigate if the proposed costings for the work would be the same as last year, according to Cambridgeshire County Council. The Chair also confirmed that he would be reviewing the Parish Council's financial situation so it can be established how much can be allocated to the project, which then can be formally agreed by the Parish Council.

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

- Cllr P Hart started by confirming that all the green bins had been collected last month. They are now operating at full capacity and hopefully all bins will be picked up normally from now on.
- Cllr P Hart spoke about the Track and Trace system, which has been recently introduced by the Government for monitoring Covid-19 cases. Questions remain on how it will work in the community and it is believed that the Government are now looking at it being run by local councils.
- Cllr van de Ven spoke of the Greater Cambridge Partnership Meeting which recently passed a Government review, meaning more funding can be allocated for local infrastructure. The Melbourn Greenway scheme and the Foxton Travel Hub are to be discussed at upcoming meetings in June, to look at local transport links. Cllr van de Ven described the opposition from some residents in Foxton to the proposals, which have been described as being a large car park in the village. They are also exploring building a cycle and pedestrian crossing over the level crossing at Foxton. The Melbourn Greenway could potentially create a cycle link to Royston and Cllr van de Ven spoke of the extra Government funding for cycling post Covid-19 and Whaddon could be a recipient for this investment.
- The Chair reported that a resident has highlighted the possibility of funding from the Innovate and Culture Fund, which can help projects in communities. The PC would be responsible for overseeing any funding collected and more information will be shared next month after the initial information webinar.

**6.0 Public Participation** – no comments or questions received.

**7.0 Covid-19 Issues** – the prescription service was still running for residents and it was agreed it is especially useful not only for those who are shielding but also to protect as many people as possible. A further email was agreed to be useful to remind residents that the service is still running. The Parish Council have picked up approximately 50 prescriptions and it was noted that there remains an active community spirit in Whaddon which it was hoped would continue long after lockdown finishes.

#### **8.0 Correspondance and complaints**

- Email resignation from Cllr Scott for Whaddon Parish Council (24/5/2020).
- Email from Cllr van de Ven giving information about the proposed HGV review and advisory map in Cambridgeshire (27/5/2020).

- Email from CCC confirming the financial contribution for grass cutting in Whaddon remains the same in 2020/21 (27/5/20).
- Email from Meldreth Road residents giving ideas for the telephone box in Meldreth Road (31<sup>st</sup> May 2020).

**9.0 Parish Council Vacancy** – It was discussed that the Parish Council would need to formally agree to advertise for one new councillor in the near future. Jonathan Burgess had applied for the handyman position and all were happy to recruit him. A volunteer was being sought for the Speedwatch Co-Ordinator.

**10.0 Planning Updates** – none. The lack of updates from the Planning Department over the past few months was commented on.

**11.0 Meldreth Road Telephone Box** – A resident had emailed many suggestions for the new purpose of the telephone box which were briefly discussed. There were some really good ideas but the meeting agreed felt that a further email for suggestions would be useful to prompt for more ideas.

**12.0 Finance:**

12.1 Approval of payments to be signed today:

- Staff wages – £451.73
  - Cambridgeshire ACRE membership - £57
- Authorised today to avoid late payment:
- Whaddon News printing - £134.00

**13.0 Village Hall and Recreation Trust** –

- Cllr Birch informed the meeting that Wendy Scott had resigned.
- Cllr J Hart asked if the playground remained shut as there had been a number of non-residents visiting in the week. Cllr Birch confirmed that it was still closed as a legal requirement.
- Cllr Birch informed the meeting that the VH&RT had been successful in obtaining a grant from the Government led Retail Leisure and Hospitality Fund.
- Cllr Birch confirmed that Wi-Fi is now installed and working in the hall.
- Lastly, the playground is due its annual safety inspection and Cllr Birch was researching possible alternatives.

**14.0 Items for the next meeting** – none.

**There being no further business the meeting closed at 9.13pm**

**Date of next meeting – July 13<sup>th</sup> 2020 at 8pm.**

**Minutes of the Whaddon Parish Council virtual meeting held on  
13<sup>th</sup> July 2020 at 8pm.**

Present:	Chairman	L Ginger
	Councillors	A Birch, N Strudwick, A Milton & J Hart, W Elbourn
	Parish Clerk	A Bridges
	District Councillors	J Hales and P Hart
	County Councillor	S van de Ven

**1.0 Apologies for Absence** – District Councillor Hales and County Councillor S van de Ven to start the meeting at 8.15pm due to a Melbourn Planning Meeting

**2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.

**3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of June 15<sup>th</sup> 2020 were a correct record** – Resolved: the minutes were approved and will be signed at a later date.

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

- The Chair reported that there had been considerable discussion on social media about the amount of dog waste left on footpaths in the village. South Cambridgeshire District Council had confirmed they would empty a new dog waste bin by St Mary's Close but the Parish Council would have to pay for the bin. Action: Clerk to gain further information on prices of waste bins.
- County Broadband – Cllr Strudwick said that there was no further news and the decision to connect Whaddon would be made in the next ten days.
- The tree cutting along Dyers Green had missed one of the trees interfering with power cables but improvements have been made to telephone and internet connections with removal of other interfering branches.
- Despite a polite request to the householder to remove the bin sheds, on the verge outside no. 41 Bridge Street, The Chair reported that the matter has now been referred to County Highways. There have been numerous complaints to the PC about it, because of the obstruction of vision for motorists. The bins are on a County Highways owned verge.
- The Innovation Fund was then discussed. This gives grants to local communities for projects such as dementia friendly support. It was suggested by the Chair that the Palmer Trust could also consider working jointly with any future projects if the grant was successful.

- Three applicants have applied to become Parish Councillors which was very positive news for the village. It was agreed that there would need to be a simple process to help councillors in the selection of a candidate. The closing date for applications is the end of July.
- The meeting then discussed the Meldreth Road telephone kiosk. The Parish Council had received lots of encouraging suggestions, including the option of making the kiosk a greenhouse. It was felt that as telephone kiosks get very hot in summer and cold in winter it would be high maintenance. Cllr J Hart suggested that a plant exchange would be a similar idea, without the long-term commitment to keeping the plants alive. It was agreed that a regular weekly time would be ideal for adding plants. During the colder months it was suggested that the kiosk could be a toy exchange and it was felt that most people would be happy to use preloved toys in Covid times. It was felt that ideally a resident of Meldreth Road could take on the responsibility of checking the kiosk from time to time.
- Another good idea from a resident was displaying the fact sheets that David Grech produced about the village. It was agreed that the kiosk was too small, but it was suggested the display could go on the Village Hall external walls. The meeting concluded that the renovation of the kiosk was a large project and this needs to occur before any changes are made.

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

- Cllr P Hart firstly discussed the Greater Cambridge Infrastructure Opportunity Mapping Project which aims to ask each Parish to explore possible green space projects that could benefit the area.
- Cllr P Hart then discussed the Devolution White Paper which includes plans to restructure local authorities, although no detail has yet been given in Cambridgeshire.
- Cllr van de Ven talked about the Local Outbreak Control Plan for Covid-19 in which the Local Authority have been given responsibility for local outbreaks and managing the Test and Trace system. It was highlighted by the Director of Health that the Test and Trace will not work without social distancing and we need to keep a strong message about social distancing for people to understand the importance.
- The Foxton Travel Hub has now been approved despite a large amount of local opposition. Many residents felt it will consist of just a large car park in the village, with a small railway station and a very busy A10. The level crossing itself will have no changes. The Cambridge Biomedical Campus backed the plan as they were led to believe this would happen when first developing the area. Cambridge South station is due to open in the next five years which will arguably make the Foxton Hub largely redundant.
- Cllr van de Ven informed the meeting that The Melbourn Greenway project has been approved. This includes a bridge over the A505 at the A10 roundabout and a connecting cycle/foot path from Melbourn to Royston amongst other plans to benefit links.
- Cllr van de Ven spoke of the broken drain in Whitecroft Road for over a week despite it being reported as dangerous twice.

- The Chair asked the Cllr van de Ven about Thriplow Refuse Centre and she confirmed that the booking system remains in place, rather than being able to turn up. The Parish Council felt that that this may encourage fly tipping.
- The Chair reported that he wrote back to the resident in Ridgeway Close who was concerned about parking and garage space. It was confirmed that, in the short term, the unused garages are now to be used as parking spaces and further empty garages are also being investigated. Thanks was given to the Housing Officer for a pragmatic solution to the shortage of parking and space.

**5.0 Public Participation** – A resident had inquired why the Parish Council are not offering public Zoom meetings to the public. Cllr Hales confirmed that Shepreth and Melbourn are offering dial in codes to the meeting to those who asked the clerk beforehand. It was agreed that the next meeting would offer public observation/participation. Cllr Birch suggested the Parish Council should pay for a Zoom subscription, rather than having to rely on the limited free version, which was agreed. It was also agreed that the fee could be shared with the Village Hall Trust for joint use. Action: to pay for Zoom annual subscription for one year.

**7.0 Covid-19 Issues** – Cllr Hales described how the Melbourn Hub was winding down its services as shielding is officially ending at the end of the month. It was agreed that the medication pick up in Whaddon could also be stopped, as demand is now falling to about half of before. It was also felt that if anyone had any related needs further prescription needs, they should be encouraged to contact the Parish Council for support. Cllr Strudwick questioned the timing of reducing assistance in the village and Cllr Hales responded by stating the number of prescriptions and shopping requests have halved in Melbourn as people are now wanting to do it themselves. The pharmacy has also reported lots more traffic and the Hub have reduced their hours. Cllr Hales spoke of the information pack produced by Melbourn Hub which states they are closing services down but gives details of local charities who can help those who need it. Cllr van de Ven spoke of needing planned resources if there are future outbreaks and that a collaborating between local charities and the Local Authority in Cambridgeshire has not happened yet. Cllr Birch finished by stating how important it was to reinforce the public health message about social distancing at all times.

### **8.0 Correspondance and complaints**

- Planning application 20/01503/LBC at 68 Bridge Street, Whaddon, approved (SCDC 16/6/20).
- Test and Trace information from Cambridgeshire NHS Trust (25/6/20).
- June bulletin of Greater Cambridge Planning service (SCDC 29/6/20).
- Email from resident concerned about the standard of verge cutting outside their house (30/6/20)

- Planning application 20/01260/LBC – 153 Bridge Street, Whaddon, Approved. (SCDC 3/7/20)
- Email explaining Zero Carbon Communities Grant funds from SDCD (3/7/20). Cllr Hales stated this was generally aimed at larger projects like solar power panels on village halls.
- Email from resident concerned at street light removal and changes to parking and garages in Ridgeway Close (3/7/20).
- Emailing from resident expressing interest in becoming a councillor in the Parish Council (4/7/20).
- Planning approval for application S/0077/20/FL – St Marys Church (SCDC 6/7/20). Approved.
- Email from resident inquiring about Meldreth Road telephone kiosk update (6/7/20).
- Two emails from local residents with ideas concerning the new use of the telephone kiosk on Meldreth Road (7/7/20).
- Email reporting damage to the dog waste bin in Ridgeway Close (7/7/20).
- Email from SDCD giving information on the new dog waste bin by St Marys Close (8/7/20).
- Email from resident giving ideas for the telephone kiosk in Meldreth Road (10/7/20).
- Two further emails from residents expressing interest in becoming a councillor (10/7/20).

## 8.0 Planning Updates –

- **20/01260/LBC** – Replace 11 windows and 1 patio door. 153 Bridge Street, Whaddon. Approved.
- **S/0077/20/FL** – Replacement of roof to knave and north and south aisles in tern coated stainless steel. St Mary's Church, Church Street, Whaddon. Approved.

## 9.0 Finance:

### 12.1 Approval of payments to be signed today:

- Staff wages and expenses – £388.95
- Handyman salary - £48.00
- Bank reconciliation approval
- Consideration and approval of the Annual Governance Statement 2019/2020
- Noting of Internal Auditor's report on Annual Return 2019/20
- Consideration of reserves and approval for carrying forward specific ringfenced funds - The Chair stated that the Parish Council have project reserve funds for the Village Hall, the second MVAS, LHI and the Parish Plan. It was agreed that the children's playground reserve should be reduced to £250 on advice that the VH Trust had received £1,900 from the Co-op fund for this project. The other reserve of money for the Village

Hall can be counted together (for the car park fence, general maintenance for the playground and the hall).

The amount for the LHI bid can be supplemented after last year's underspend, to bring it up to £15,750. This was agreed by all.

**10.0 Renovation of Meldreth bus shelter** – the handyman reported that he would be able to open up the front and improve its appearance. This would also include coating the roof in sealant paint. The cost for these renovations would be approximately £350. All agreed that this would greatly benefit Meldreth Road.

**11.0 LHI Bid –**

- Cllr Strudwick stated he had refilled the form from last year with some modifications. He informed the meeting that if the Parish Council allocated £15,000, this would equate to 50-60% of the total estimate which is £28,118. Bassingbourn Parish Council haven't yet confirmed that they are able to financially contribute. Cllr Strudwick spoke about researching the successful applications and he felt the A1198 application may have been rejected as it is a major road which they are reluctant to change.
- The Chair asked if everyone in the meeting was happy with the second bid. Cllr J Hart said she had concerns that the bid would be rejected again because the house opposite the Whaddon Gap junction makes road renovations more difficult. The Chair said he felt traffic islands would help this. A speed reduction to 40 MPH remained beneficial for all residents and motorists. It was agreed that a second bid was important, although discussions needed to occur for all eventualities.

**12.0 Ridgway Close parking** – the Chair reminded the Parish Council that SCDC had agreed to add a little extra fencing by Ridgway Close and Cllr Hales agreed to chase this. The addition of two garages to become short-term car parking spaces was welcomed.

**13.0 Grass cutting** – It was agreed that the grass cutting contract details must be reviewed shortly and this will include looking at how to manage the frequency of the grass cuts.

**14.0 Litter** – this has also been mentioned on social media in the village and it was reported that the handyman is still litter picking. It was felt that there was not a huge litter problem in Whaddon and that any signs may not have a beneficial effect, especially in the one area where litter is regularly deposited, along Whaddon Gap. Cllr Birch asked if it would be a good idea to ask the village for a view and it was felt this would be most effectively asked in the upcoming Village Plan questionnaire.

**15.0 Village Hall and Recreation Trust –**

- Cllr Birch stated the playground opened on the 4<sup>th</sup> July. Signs are up but waiting for better signage hopefully here by end of the week.
- Fenland have completed the playground inspection and the Village Hall Trust are waiting for various quotes for the work.

- Rose Fire and Security will complete the 6-month fire alarm checks this week, in advance of opening the village hall. It remains closed but have most paperwork done and the risk assessment will be completed within the week. The Chair thanked Cllr Birch for all her hard work with a very large amount of paperwork and continually changing Government advice.

**16.0 Village Upkeep and Maintenance** – Cllr Strudwick asked if the handyman can check for overgrowth on the pavements. Dead trees by the pump also need cutting down.

**17.0 Items for the next meeting** – additional meeting on August 10<sup>th</sup> 2020. Agreed that people can observe via Zoom.

**There being no further business the meeting closed at 9.55pm**

**Date of next meeting – August 10<sup>th</sup> 2020 at 8pm.**

**Minutes of the Whaddon Parish Council virtual meeting held on the  
11th August 2020 at 8pm.**

Present:	Chairman	L Ginger
	Councillors	A Birch, N Strudwick, A Milton, W Elbourn & J Hart.
	Parish Clerk	A Bridges
	District Councillor	J Hales

- 1.0 Apologies for Absence** – County Councillor S van de Ven gave her apologies.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of July 13<sup>th</sup> 2020 were a correct record** – Resolved: the minutes were approved and will be signed at a later date.
- 4.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous Parish Council meetings:**
- Cllr Strudwick informed the meeting that he believed County Broadband would release further updates for Whaddon later this week.
  - The bin sheds have been moved on Bridge Street.
  - Applications for the Innovation Fund are due in later the year and will be considered in the autumn.
  - One resident has withdrawn their application for becoming a parish councillor, leaving two residents who would like to be considered.
  - The Chair informed the meeting that the previous handy man will come back with a proposal for renovating the Meldreth Road telephone box. It was agreed that it needs a large amount of work before it can be used again.
  - The Chair will discuss displaying David Grech's work on the village hall wall with the VH&RT.
  - The Meldreth Road bus shelter will hopefully be completed in the next few weeks. It was agreed that it already looks much brighter and cleaner and hopefully will be ready for the start of the school year.
  - South Cambs Housing have notified that all of the garages in Ridgeway Close will be taken down in the near future, giving residents much more room and flexibility with parking.
  - The grass cutting contract needs to be renewed at the end of the year. Action: Clerk to gain three quotes after the specification has been reviewed at the October meeting.
  - The Parish Plan was discussed. All agreed that this is a lengthy and important piece of work, which would give the Parish Council the

authority to plan for the next 5-10 years. It is hoped seven to eight volunteers would help with this.

- The Chair also reported that he had no success contacting Barclays' Bank to discuss the bank mandate and would try again in the near future.
- The fences around recreation ground were then discussed. Cllr Elbourn said that he looked for a local contractor to carry out the work and asked for recommendations. Cllr Birch suggested one local contract. The fence to be renewed is 57m and will roughly cost £3,000.  
Action: Clerk to get three quotes for a new metal fence.

#### **5.0 Reports from District Councillors:**

- The Chair discussed the sudden resignation of Cllr P Hart in mid-July and informed the meeting that the Leader of SCDC, Bridgit Smith, has agreed to attend a future PC meeting, probably in October. This is to partly to review how the ward is managing with one less District Councillor. The leader of SCDC has formally apologised for the lack communication from the authority regarding Cllr P Hart's resignation. The Parish Councillors thanked Cllr P Hart for all her hard work and wished her well for the future.

#### **6.0 Public Participation – none.**

**7.0 Covid-19 Issues** – it was highlighted that the Parish Council will continue to offer support to people who need help collecting medication if required.

#### **8.0 Correspondence and complaints**

- Email from District Councillor Phillipa Hart giving her resignation (17/7/2020).
- Email from resident inquiring about using the defibrillator and discussion of organising new training for its use and for general first aid (23/7/2020).  
Action: Clerk to explore this.
- Email from Greater Cambridge Shared Planning Service to invite comments on the draft North East Cambridge Area Action Plan (27/7/2020).
- Email from Greater Cambridge Planning Policy, Strategy & Economy Team discussing the Greater Cambridge green infrastructure survey (29/7/2020).
- Email from South Cambridgeshire Community Partnership survey for residents (31/7/2020).
- BMI 'Can Do It' email (NHS 4/8/2020).

**9.0 Planning Updates** – Noting of Whaddon Parish Council's Planning Committee recommendations - **S/0061/20/LB** - Replacement of 13 windows and 1 patio door (Re-submission of S/3927/19/LB) at 153 Bridge Street, Whaddon. SG8 5SP. Approved.

**10.0 Finance:** Approval of payments to be signed today:

- Staff wages – £388.95 and expenses - £153 (including one-year Zoom subscription).
- Auditor fee - £60
- Grass cutting contractor - £672

**11.0 LHI Bid –**

Cllr Strudwick informed the meeting that he was waiting for a supporting letter from Bassingbourn Parish Council, before submitting another bid. The Chair offered to contact the Parish Council.

**12.0 Parish Council Vacancy –** both prospective parish councillors were thanked for joining the meeting and it was agreed a separate meeting (via Zoom) would enable a decision to be made by the end of August.**13.0 Dog waste bin –** the Clerk had found three different options for a new bin of varying price. It was agreed it would be placed on the right-hand side of the verge as the footpath starts, although an exact location needs to be established.**14.0 Village Hall and Recreation Trust –**

- Cllr Birch stated the Village Hall reopened on the 24<sup>th</sup> of July and that most people with bookings were waiting to come back in September or the new year. Cllr Birch felt that people are still a little concerned about coming back to normal events. Financially, the VH&RT are secure without the regular bookings coming back straight away and she hoped there were more bookings soon.  
Cllr Hales joined the meeting at this point
- Cllr Birch said the plans for renovating the garage were progressing.
- Cllr Birch will attend a Zero Grant Community Grant workshop from SCDC in the near future.
- The AGM has been set for September 7<sup>th</sup>.
- Cllr Birch also spoke about the handyman putting new drainage grates in the car park, as the previous panels had broken down.
- The Chair asked if table tennis was permitted and Cllr Birch felt that this could resume. Doubles would also be permitted if it involved family members.

**15.0 Village Upkeep and Maintenance –**

The Chair welcomed Cllr Hales to the meeting and asked him if weed spraying in the village had been continuing recently, although he knew this was a County Council task. Cllr Hales spoke to the Parish Council about the new housing plans from central Government, which is felt to give pre-determined approval to developers. Cllr Hales felt that this could have serious implications for a large amount of housing. The Section 106 fund requirement will also be withdrawn and an infrastructure levy will be introduced. Cllr Hales also said that the regulation to provide affordable housing will also be stopped, which will affect many people, especially when house prices are so high in this area.

Cllr Birch spoke about the road sign coming into Whaddon being unstable and on one leg. The Chair said that this can be reported online. Cllr Hales suggested that Cllr Birch contact Meldreth Parish Council who bought new signs at a much-reduced cost. It was agreed that the sign could be dangerous if unbalanced.

**16.0 Items for the next meeting** – The next meeting was agreed to be on October 12<sup>th</sup> at 8pm via Zoom, instead of September due to this additional meeting.

**There being no further business the meeting closed at 8.54 pm**

**Date of next meeting – October 12<sup>th</sup> 2020 at 8pm.**

**Minutes of the Whaddon Parish Council virtual meeting held on the  
12th October 2020 at 8pm.**

Present:	Chairman	L Ginger
	Councillors	A Birch, N Strudwick, W Elbourn, D Townsend & J Hart.
	Parish Clerk	A Bridges
	Members of the Public	None
	County Councillor	Cllr S van de Ven

- 1.0 Apologies for Absence** – District Councillor J Hales gave his apologies.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of August 10<sup>th</sup> 2020 were a correct record** – Resolved: the minutes were approved and will be signed at a later date.
- 4.0 Parish Councillor co-option** – Resolved: to co-opt to the vacant position. The Parish Council welcomed Deborah Townsend who joined the meeting immediately.
- 5.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous Parish Council meetings:**
- Cllr Strudwick advised the meeting that there was no further news from County Broadband.
  - Cllr Townsend agreed to explore the Innovation Fund further and report back to the council.
  - The Chair met with the previous handyman to discuss renovating the Meldreth Road telephone kiosk and is awaiting feedback for this.
  - The Meldreth Road bus shelter is finished and all agreed that it is a vast improvement. The handyman was thanked for taking on this task with such positive results.
  - A written update had been given from South Cambs on the improvements to Ridgway Close parking. Work is proceeding but has been slowed by the Coronavirus situation.
  - Cllr Hart stated she will finish the necessary paperwork with Barclays to become a cheque signatory and the Chair will then explore an online account for the Parish Council.
  - Cllr Elbourn explained that he has four possible contacts to re-do the rails around the recreation ground and is gathering quotes. It was agreed that these will be organised by the clerk with sealed quotes. Estimates are currently around £6,000. The meeting then discussed

the possibility of having gates at the top of the recreation ground to stop people driving on the grass and a decision will be made on this at a later date.

- The Parish Plan was discussed next and it was agreed volunteers were needed both from the Parish Council and village to start early next year. It was agreed that this will really help focus future projects in the Parish Council. Action: advert for volunteers to be sent to residents.
- The clerk confirmed that there is a large number of files that needed to be stored and moved to Cambridge County Council archives. The storage cabinet could then be offered to someone in the village who could make use of it.

#### **14.0 Grass cutting contract (moved to next item as P Haselden from the Whaddon Cricket Club joined the meeting):**

- The Chair explained that the grass cutting contract was a three-year contract and the current contractor has held this for about 11 years. The main areas that need to be cut are the public footpaths, the recreational ground and the verges. The recreational ground is cut much more frequently (20 times a year). It was agreed by all that the contract should go to those proving the best quality service and not necessarily the cheapest. It was also agreed that the first cut of the recreation ground needs to be earlier than mid-April and it is often left later than this. The meeting concluded that there needs to be some flexibility by the contractor as to when they can cut the grass.
- It was also highlighted that the contractor would have to be mindful of wildlife and leave some areas to grow naturally at certain times of the year.
- Cllr Hart felt that the grass on the verge by the recreation ground has been left to grow too long, and weeds have grown onto the recreation ground. Cllr Townsend also highlighted that the grass is often very long at the bend at the top of Bridge Street. The Chair suggested that a grass cutting sub-committee should be set up, which was agreed. Resolved: grass cutting sub-committee will be: L Ginger, P Haselden (Cricket Club), J Hart and W Elbourn. Action: to get tenders for the grass cutting for November meeting. P Haselden left the meeting.

#### **6.0 Reports from District Councillors:**

- Cllr Susan Van de Ven began by discussing the Rail User Group who are continuing to push for the half hourly service to Meldreth, despite Covid affecting public transport. They are also focused on improving accessibility at Meldreth railway station.
- Changes to Cambs. local Bus 127 will give a service through to Baldock and Letchworth. A new joint tender with Herts. will be let to begin Spring 2021.
- Cllr van de Ven spoke of The Rural Gigabit Voucher Scheme which gives broadband top ups for those with a poor connection to broadband. Cllr Strudwick reminded all that County Broadband are intending to apply for the vouchers to help fund their scheme in the villages in which they install..

- The 2020 Planning for the Future White Paper was then discussed. The Chair had submitted comments on behalf of the council and these included concerns that the reduced proportion of affordable homes would have a detrimental effect on the local area.
- Cllr van de Ven reminded the meeting that the Call for Sites is very much part of the first stage of the production of a new local plan for South Cambs and that less than 10% of sites were used when put forward for development in the last instance. The proposed route of the East West Rail in Cambourne will mean a great increase of housing in that area.
- Cllr van de Ven next spoke of assistance offered by Cambridge Water for those who are having difficulty paying their bill.
- SCDC are offering applications for small community grants to Parish Councils and community groups who identify residents affected by Covid.
- Cllr Van de Ven also spoke about possible self-isolation payments from SCDC, for those who lose an income. Details on this are on the SCDC website.
- South Cambridgeshire Hall was reopened briefly but has had to shut again due to the new Covid restrictions. There is provision for those who cannot go online to have one to one support.
- Cllr van de Ven spoke of the Meldreth Community Screen bank who are looking for old computers and laptops to ensure pupils have adequate equipment to work at home.
- Cllr Strudwick offered the use of the PC's Zoom account for the local Rail User group, which was accepted by Cllr van de Ven.

#### **7.0 Public Participation – none.**

**8.0 Covid-19 Issues –** The meeting agreed that PC support is available for those who are self-isolating and who may need prescriptions or assistance to buy shopping, for example. The South Cambridgeshire area remains a comparatively low rate area, but the Chair reminded us that this can change quickly. Cllr Townsend suggested we also put this in the newsletter again and this was agreed.

#### **9.0 Correspondence and complaints:**

- Email from Ridgway Close enquiring about the street light removal (August 17<sup>th</sup>)
- Email from Ridgeway Close resident asking when parking bays will be marked out (August 21<sup>st</sup>)
- Email from Ridgeway Close resident asking for a designated parking slot (1<sup>st</sup> September)
- Email from Greater Cambridge Shared Planning, stating they will publish the responses received to the Greater Cambridge Local Plan First Conversation consultation in early 2020 on September 16<sup>th</sup> (9<sup>th</sup> September).
- Email enquiring when the next grass cut will be in the village (8<sup>th</sup> September).
- Email from Cllr Van de Ven with details of the Meldreth, Shepreth and Foxton Community Rail Partnership First Annual General Meeting on September 22, 2-4PM.

- Details of the Greater Cambridge Local Plan webinars (Greater Cambridge Shared Planning 16<sup>th</sup> September).
- Invite from Cambridgeshire ACRE for the Cambridgeshire Local Councils' Conference, which is taking place online on Friday 23 October 2020 (25<sup>th</sup> September)
- Parish Council and Community Group update on Covid-19 information (SCDC 25<sup>th</sup> September).
- Email from Antony Browne MP for an East-West Rail online forum for Parish Councils starting 15/10/20 (9/10/20).

**10.0 Planning Updates** – Cllr Strudwick asked if another Parish Councillor could join the Planning Committee and Cllr Birch offered to fill this role. Action: agreed to co-opt Cllr Birch for the next meeting

**11.0 Finance:** Approval of payments to be signed today:

- Staff wages and expenses – September (and backdated national pay increase) £453.46. October wage - £399.71
  - Handyman salary - £260
  - Chair's allowance - £50
  - Councillor training - £75
  - Finance training with CAPALC - £30
  - GDPR/Data Protection Act 2018 renewal fee - £40
- Cheques approved to avoid late payment:
- SLCC – membership fee £109
  - Bank reconciliation approval - Cllr Birch to take on the quarterly bank reconciliation.

**12.0 LHI Bid** – Cllr Strudwick confirmed that this was now submitted with support from Cllr Ven de Van. Bassingbourn Parish Council had agreed to financially support the bid with £1,000. The previous application was rewritten slightly and Cllr Strudwick stressed that the MOD were unable to financially contribute anything, although have again given their written support. Cllr van de Ven confirmed that the committee will meet in the new year.

**13.0 Clerk's lap top** – it was agreed by the Parish Councillors that the lap top needed to be assessed at by an independent IT company to improve its effectiveness. A shredder was approved for the clerk.

**15.0 Village Hall and Recreation Trust** – Cllr Birch stated the AGM was held on the 7<sup>th</sup> September. The changes brought about by the Rule of Six meant that the Village Hall Letting documents had been updated again. Dog training and cricket team were now using the hall and a new Pilates class had started, which runs until end of December. Cllr Birch felt that people remain reluctant to come back, partly due to the new procedures, as well as Covid 19 fears. The meeting then discussed a possibility for a social gathering for older people and how to

support them through this time. It was agreed that a social event could be explored, with limited numbers.

Cllr van de Ven spoke of the activities available at Melbourn Hub which can be accessed by residents.

**16.0 Village Upkeep and Maintenance – none**

**17.0 Items for the next meeting –none**

There being no further business the meeting closed at 9.40pm

**Date of next meeting – November 9th 2020 at 8pm.**

**Minutes of the Whaddon Parish Council virtual meeting held on the  
9<sup>th</sup> November 2020 at 8pm.**

Present:	Chair	L Ginger
	Councillors	A Birch, N Strudwick, W Elbourn, A Milton D Townsend & J Hart.
	Parish Clerk	A Bridges
	Members of the Public	None
	County Councillor	Cllr S van de Ven
	District Councillor	Cllr J Hales

- 1.0 Apologies for Absence** – Cllr Hales to join later due to other meeting commitments.
- 2.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 3.0 Approval of minutes – to resolve that the minutes from the Parish Council meeting of October 12<sup>th</sup> 2020 were a correct record** – Resolved: the minutes were approved and will be signed at a later date.
- 4.0 Reports from Clerk and Councillors – to receive verbal updates about progress on resolutions and actions from previous Parish Council meetings:**
- The Chair welcomed the newly appointed Cllr Townsend to the meeting, which will be announced in the next Whaddon newsletter.
  - There are no updates on County Broadband. Cllr van de Ven commented that 25 properties in outskirts of Meldreth and Shepreth are getting a faster BT connection.
  - Cllr Hart is now a signatory for the bank accounts.
  - The Clerk to organise filing of old documents in Cambridgeshire County Council archives.
- 5.0 Reports from District and County Councillors:**
- Cllr Susan Van de Ven spoke about the COVID-19 response in neighbouring villages. This included community food banks in Meldreth and Bassingbourn. Cllr Van de Ven spoke of the genuine need for food for some families who may not be in receipt of benefits. Cllr Birch asked how these households could be identified and Cllr Van de Ven explained that Meldreth Primary School identifies pupils who are in receipt of free school meals and arranges a weekly food box during holidays. There is also provision for others who may be in need and this is advertised in the village. Bassingbourn has a ‘care and share’ scheme for those to turn up and receive food.
  - Cllr Van de Ven asked if Whaddon Parish Council had considered applying for a newly available COVID-19 related grant. She felt this could benefit some of Whaddon’s residents who have pupils in Meldreth and Bassingbourn. The Chair replied that the Parish Council had already accepted a grant of £100.

- The County Council are now putting staff back in COVID-19 response teams, which may have an impact on resources and services provided by the Council.
- Cllr Hales discussed how identifying vulnerable people in this lockdown was different from earlier in the year. He reported that SCDC will contact directly highly vulnerable residents, giving advice if they need further support. This differs from before when this information was shared with community groups.
- The Chair asked why the base number of houses for the precept calculation was significantly lower this year, from 218.8 to 212.8. This is based on the number of category D homes. Cllr Hales said he would investigate this.

**6.0 Public Participation** – a written request from a resident for detailed COVID-19 information was declined, as this level of information was not available.

**7.0 COVID-19 Issues** – all leaflets from the Parish Council are now distributed and an email has also been sent out. This information is also on the website. **Action:** Clerk to put this on the notice board. No further requests from any residents. The Village Hall remains shut.

**8.0 Correspondence and complaints:**

- East West Railway Newsletter (15/10/20)
- Update on autumn events for Parishes – SCDC (16/10/20)
- Local Highways Authority - roadworks information (20/10/20)
- Covid community update information – SCDC (29/20/20)
- Greater Cambridge Local Plan information workshop invitation – Greater Cambridge Planning (4/11/20)

**9.0 Planning Updates – 20/03295/HFUL** 106 Church Street, Whaddon. SG8 5RX. Proposed single storey rear extension to form dining room. **Approved** by SCDC.

Cllr Strudwick and the Chair responded to the Government changes to Planning policy in a recent survey.

**10.0 Finance:** Approval of payments to be signed today:

- Staff wages and expenses – £491.70
  - CAPALC training - £125
  - Handyman – £130
  - Street lighting from October 2019 to October 2020 - £82.27. This was under review with CCC as both street lights had been removed.
  - Review of progress against budget until October 2020
- Cheques approved before the meeting:**
- Handyman expenses for Meldreth Road bus shelter – £415.67

**11.0 Dog waste bin** – The three quotes for a new dog waste bin, situated by the footpath on St Mary's Close, were discussed. The councillors all felt that the Glasdon bin at £265.19 (net) was a well-recognised brand and universally used. The other bins were not felt to be as robust. This will be attached to the footpath

sign, in the verge opposite to the houses. **Agreed** the Glasdon dog waste bin to be purchased.

**12.0 Clerk's lap-top** – The clerk reported that local computer and laptop repair company did not have a GDPR policy and therefore the lap top could not be sent there. The Chair has had the lap-top reviewed by a technician at Currys (from where it was originally purchased) and it was felt to be not worth repairing. Despite attempts to rectify the lap-top, the clerk reported that it continued to not work correctly. Cllr Strudwick asked if the clerk could share a lap-top with another Parish Council, but this was reported to be against guidelines due to GDPR. Cllr Strudwick stated he was uneasy with this. It was **agreed** by the meeting that a new lap-top could be purchased.

Cllr Milton left the meeting at this point.

**13.0 Parish Plan** – The Chair felt that the village had received enough information at the moment with COVID related issues and this will start in the new year.

**14.0 Village Hall and Recreation Trust** –

- Cllr Birch updated the meeting by stating that the village hall remained shut. No groups that hired the hall were exempt from the latest restrictions. There remains a weekly cleaning schedule so it can be opened as soon as official regulations change. Cllr Birch informed the meeting that Nikki Cross and Jane Huffer had joined the Village Hall Trust but there remains one vacancy. The recreation ground remains open.
- Cllr Elbourn had investigated possible local companies that will quote for the new rail fence. **Action:** Clerk to obtain quotes.

**15.0 Village Upkeep and Maintenance** – Cllr Strudwick stated that the road sign coming into Whaddon from the A1198 would be mended after he had reported it as damaged. Details for the next grass cutting tender for 2021-2024 had been finalised. **Action:** Clerk to send out grass cutting contract to potential contractors.

**16.0 Items for the next meeting – none**

There being no further business the meeting closed at 9.18 pm

**Date of next meeting – 11<sup>th</sup> January at 8pm**

**Precept discussion meeting on December 7<sup>th</sup> at 8pm (to be held as a closed meeting).**