

Minutes of Whaddon Parish Council meeting held on 11th January 2010 at 7.35p.m., Village Hall

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mr P Neale, Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Guest speaker	Mr L Wilson – Chair, Little Gransden Airfield Liaison Committee
	Parishioners	6 present

The meeting started five minutes late due to the over-running of the earlier Planning Committee Meeting.

- 1.0 Election of Chair** – Dr N Strudwick was duly elected as Chairman.
- 2.0 Election of Vice-Chair** – Mrs M Peyton was duly elected as Vice-Chair.
- 3.0 Apologies for Absence** – received from Cllr J Lewis (overseas travel) and County Cllr L Oliver (bereavement).
- 4.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 14.0 as a member of Whaddon Playground Project (WPP). The Chairman declared a personal interest in agenda item 13.0 as Chairman of the Village Hall Management Committee (VHMC).
- 5.0 Signing of minutes of last meeting (9th November 2009)** – Cllrs approved the minutes of the last Parish Council meeting as a true record and the Chairman signed them accordingly.
- 6.0 Light Aircraft Aerobatics over Whaddon**
 - 6.1 Talk from Chair of Little Gransden Airfield** – Mr Lister Wilson, Chair of the Little Gransden Airfield Liaison Committee (LGALC), addressed the meeting. The background relating to the planning permission for the Little Gransden airstrip was outlined. The nature of activities run from the airstrip and the role of the LGALC were explained.
 - 6.2 Discussion and Public Comments** – members of the public raised their concerns about the noise disturbance caused by the light aircraft. Mr Wilson explained the complaints procedure and asked if Whaddon would like a representative on the LGALC.
Actions: Chairman to put the relevant information on the village website. Clerk to request a place on the LGALC for a Whaddon representative.
- 7.0 Reports from Clerk and Councillors on matters arising from previous meetings:** the Clerk and cllrs provided verbal reports on the status of matters arising from previous PC meetings:
 - Pickering Woods Volunteer Day – the date would need to be moved to 27th February (from 6th March) so that Mr R Huffer could be present. Parishioners to be advised.
 - Village Handyman – a villager was willing to take on the handyman duties for the Village Hall (VH) and the PC. Action: the Clerk to send an appointment letter.
 - Planning application infringements – the District Cllrs had asked the enforcement officer to serve an enforcement notice re the historic planning permission infringements at Minstrel Court.
 - South Cambridgeshire District Council (SCDC) Councils Cabinet Meeting – the Chairman had attended this meeting and would circulate some notes.
- 8.0 District and County Councillor Reports:**
The District Cllrs gave verbal reports.
 - SCDC had approved their medium-term financial strategy (to make savings).
 - There was concern about the ability of the District Council to maintain quality of service in Sheltered Housing Schemes.
- 9.0 Public Participation** - No comments from the public.

10.0 Bus Service

10.1 Decision re additional funding for trial-run of bus-service in 2010/11 – CCC had provided a costing of £1,920 for a six-month trial of the bus-service. £1,500 had been budgeted in 2009/10. It was agreed that the PC would provide £420 from the 2010/11 precept to fund the bus trial. Actions: District Cllrs to follow-up to see if any funding is available for the trial. Clerk to request Cambridgeshire County Council to commence trial-run.

10.2 Decision on use of Section 137 power for bus-service trial – the PC agreed to use S137 to provide a six-month trial run of the bus-service for the benefit of all the villagers.

11.0 Adoption of Village Design Statement – two outstanding queries from the PC needed to be resolved before the Design Statement could be adopted. Action: Cllr Neale would discuss this with Mr David Grech of the Design Statement Group.

12.0 Recreation Ground Grass-Cutting – Appointment of Contractor: the results of the tender to cut and strim the grass at the recreation ground for three years were:

- M D Landscapes - £55+VAT per cut
- Meadow (get rest) - £60+VAT per cut

The PC agreed to accept the tender from M D Landscapes. Action: the Clerk to notify the contractors of the outcomes.

13.0 Village Hall – update on lease and charitable trust:

- the transfer of the VH to a Charitable Trust was being delayed by a dispute between ACRE and the Cambridge and Peterborough Association of Local Councils (CPALC) about the transfer of assets. The Chairman had not been happy with the lack of response from CPALC.
- Cllr Lee Ginger, Mr A Buchanan and the Chairman would progress the grant application to SCDC for the refurbishment of the VH. The deadline for the application is 31st January.

14.0 Playground Issues – update and recommendations from Whaddon Playground Project (WPP)

- Cllr W Burchett, acting on behalf of WPP, provided a set of WPP accounts to the PC and handed over a cheque for £2,937.24 (representing the balance of funds raised by WPP). The PC confirmed that this sum would be added to the playground funds already held in the PC bank account and ring-fenced for playground expenditure.
- WPP would obtain some quotes for additional matting needed on the mound and for some recycling bins. The wording for the playground signs was still awaited. Action: Cllr Burchett to forward the proposed wording to the PC.
- WPP would like to re-discuss with the VH Management Committee the proposed siting of the bicycle racks (previously agreed as the back wall of the VH). They would prefer them to be concreted into the ground. Action: to be discussed at next VH Committee meeting.
- The bollard needed to be put back at the entrance to the Recreation Ground to prevent cars parking on the grass in the winter. Action: Mrs W Evans from the VH Management Committee to replace the bollard.

15.0 Affordable Homes Update:

- Bedford Pilgrims Housing Association (BPHA) had confirmed that the proposed Affordable Homes development in Whaddon would be rental units only. District Cllr Cathcart advised the PC to check the S106 agreement to ensure that it was not worded as ‘initially’ rental units.
- BPHA were waiting for the Highways Agency to respond to the access queries before resubmitting the plans. The Chairman thought it unlikely that the plans would go to the Planning Committee before March. The PC had asked to see the plans before resubmission.

16.0 Planning

16.1 Planning Committee recommendations:

S/1606/09/F 103 Meldreth Road, dropped kerb – refusal.

S/1578/09/F Minstrel Court, Old North Road, conversion of residential extension to function room – no recommendation. Several comments made.

16.2 Appeal Decision: S/0911/09/F, 55 Meldreth Road, outbuilding – dismissed.

16.3 Appointment of new member to Planning Committee – the Chairman stood down from the Planning Committee and Cllr Lee Ginger was duly appointed.

17.0 Finance

17.1 Approval of payments and financial update – the PC approved the following cheques for payment:

Cheque No.100660, for £253.00, M D Landscapes, recreation-ground grass-cutting, Sept/Oct 2009.

Cheque No.100661, £1147.84, Mrs G van Poortvliet, Clerks wages 17 weeks to 11/01/10.

Cheque No. 100662, for £80.00, D.M. Charles, newsletter copying

The PC noted that £60.38 had been received for website advertising from Linkstar UK and £50.00 from a new newsletter advertiser, Moncroft Ltd.

17.2 Precept – a meeting to agree the 2010/11 precept had been set for Monday 25th January.

18.0 Correspondence

- CCC – details of HCV Route Advisory Map. Deadline for comments 29 January 2010.
- Letter from Andrew Lansley MP re availability of youth provision.
- SCDC – invitation to a Parish Forum meeting to look at exception site policy in light of current market conditions. 18th January, 5.45 p.m.
- Email from Andrew Lansley MP re broadband speeds in South Cambridgeshire.
- SCDC – notification of timetable for precept requests. Deadline 1 February.
- SCDC Community Transport Strategy consultation – deadline extension (25 January). Cllrs thought that details of some of the services should be publicised on the website.
- PPP3 grant application (deadline 26 February). Any ideas requiring grant funding to be emailed to Cllr Neale.
- Meldreth PC – letter in response to HCV Route Advisory Map consultation requesting weight-restriction limits through Meldreth and Whaddon. The PC wished to request these measures too.
Action: Clerk to draft a response.

19.0 Village Maintenance Schedule – this item was postponed until the next meeting.

20.0 Reporting of Village Upkeep and Maintenance Issues

- The footway outside Ridgeway close required repair. Action: District Cllr McCraith to follow up.
- A villager had reported a leaking water pipe. Action: Cllr Burchett to get more details.

21.0 Items for next meeting:

- Adoption of Design Statement
- Bus-service
- Village Maintenance Schedule
- Affordable Homes
- Neighbourhood Watch Update re Speeding

22.0 Date of the next meeting- Monday 8th February at 7.30 p.m.

The meeting was closed at 9.30 p.m.

Minutes of Whaddon Parish Council meeting held on 8th February 2010 at 7.30p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis (from 7.50p.m.), Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 9.00p.m.)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	3 present

- 1.0 Apologies for Absence** – received from Cllr P Neale (holiday) and Cllr M Peyton (sickness). Advance notice of late arrival received from Cllr Lewis and County Cllr Oliver.
- 2.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 10.0 as a member of Whaddon Playground Project (WPP). Cllr Rose informed the Parish Council (PC) that he was now employed by Hertfordshire County Council and may be precluded from serving on the PC as a condition of his employment. Action: Cllr Rose to investigate further and advise the PC of the outcome.
- 3.0 Signing of minutes of last meeting (11th January 2010)** – Cllrs approved the minutes of the last PC meeting as a true record and the Chairman signed them accordingly.
- 4.0 Reports from Clerk and Councillors on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Village Handyman – a Village Handyman had now been appointed.
 - Repairs to the Meldreth Road Footway – the Highways department had no funds left to do this work in 2009/10 and had suffered budget cuts in 2010/11. Repairs would be done in 2010/11, on a sectional basis, with the most damaged sections first.
 - Installation of RADAR gate between Churchyard and recreation ground/ removal of ivy from Meldreth Road bus-shelter – this work had been delayed due to the cold weather and would be done when the weather improved (estimated at two to three months time).
 - Grass-cutting, recreation ground – MD Landscapes had now been appointed as the contractor for a period of three years.
- 5.0 District and County Councillor Reports:**
- The District Cllrs gave verbal reports.
- Bus-service trial-run – match-funding had been requested but the District Cllrs thought it unlikely that SCDC would provide funding because it could set a precedent.
 - There had been a SCDC meeting since the last PC meeting. SCDC were investigating ways to save money by collaborating with Uttlesford DC.
 - SCDC had formally adopted the final stage of the Local Development Framework.
 - Despite SCDC tenants voting not to transfer to a housing association, the District Council was performing reasonably well financially. SCDC was keen to ensure that any benefits were given to local residents.
- The County Councillor report was postponed until the arrival of County Cllr Oliver.
- 6.0 Public Participation** – a member of the public advised the PC that Whaddon Golf Centre had applied to the Camping and Caravanning Club to have a certificated camp-site on the piece of land adjacent to the Golf Centre car-park. The proposed site could take up to five caravans or motorhomes, at any one time, with additional tents if space permitted. Local residents had 28 days to object. The PC was asked to support the local residents in objecting to the proposed site. The Chairman explained that certificated camp-sites did not require planning permission and consequently no formal application would be submitted to the PC for comment. Action: the Clerk

to write to the Camping and Caravanning Club pointing out the dangerous bend in the road when turning right into Town Farm Close. This could be an issue when manoeuvring caravans into the proposed site.

- 7.0 Light Aircraft Aerobatics over Whaddon – follow-up and agreement of actions** – the Clerk had requested representation for Whaddon on the Little Gransden Airfield Local Consultative Committee. Actions: the Chairman to confirm who the representative would be and publicise details of the complaints procedure on the website and in the newsletter.
- 8.0 Adoption of Village Design Statement** – The PC agreed to adopt the Design Statement subject to amending the appendices to include the two houses in Dyers Green that are within the village although outside the parish.
- 9.0 Village Hall (VH):**
- 9.1 Update on lease, charitable Trust and Grant Applications** – the application to SCDC for grant funding for the VH refurbishment had been submitted. Thanks were given to Cllr Ginger and Mr A Buchanan for their assistance. The dispute between ACRE and the Cambridgeshire and Peterborough Association of Local Councils (CPALC) about transfers of assets continued to delay the transfer of the VH to a charitable trust. The issue surrounded the length of the lease and whether granting a long lease to the Trust (as required by funding bodies) constituted a disposal of the asset by the PC. The National Association of Local Council's lawyers were looking at the model lease.
- 9.2 Membership of Village Hall Committee** – the PC duly appointed Cllr Lewis to the VH committee.
- 9.3 Update from Village Hall Committee meeting of 27.01.10** – the Chairman provided an update from the draft minutes of the VH Committee meeting of 27.01.10.
- 10.0 Playground Issues – agreement of expenditure on litter bins:** the PC agreed to spend £529 (+VAT), from the ring-fenced playground funds, to buy a double recycling bin.
- 11.0 Affordable Homes Update (Church Corner):**
- Bedford Pilgrims Housing Association (BPHA) had now received comments back from their architects and the Highways Agency. They hoped to have revised plans by 12th February. These would be shown to the PC and then submitted to SCDC towards the end of February. It was thought most likely that the case would go before the Planning Committee in May.
 - Funding for the proposed scheme, from the Homes and Communities Agency, had been lost when the plans were withdrawn. BPHA would need to reapply for funding on 1st April.
 - BPHA would be requesting 100% rental units (as preferred by SCDC's Housing Department) with a worst-case scenario of six rental units and two shared-ownership units.
- 12.0 Village Maintenance Schedule (VMS)** – Cllr Burchett took the PC through a draft VMS showing the maintenance jobs required and their estimated costs. Action: Cllr Burchett to circulate the schedule for comments with the aim of adopting it at the next PC meeting.
- 13.0 Annual Parish Meeting – agreement of date** – the PC agreed to hold the Annual Parish Meeting on Tuesday 27th April (subject to the VH being available).
- 14.0 Neighbourhood Watch Update re Speeding** – there had been no Speedwatch activity since mid-November 2009 but it was hoped to re-start it later in February. There had been some recording errors in the summaries produced by the police. A police camera-van had been on Meldreth Road at 8.10 am on Thursday 4th February.
- 15.0 Finance**

- 15.1 Approval of Payments** - the PC approved the following payments:
 Cheque No.100663, for £35.00, Cambridgeshire ACRE, subscription to Cambridgeshire ACRE and Cambridgeshire Playing Field Association Network.
 Cheque No.100664, for £82.00, S.L.C.C., subscription to Society of Local Council Clerks.
 Cheque No. 100665, for £64.63, M.D. Landscapes, recreation ground grass-cutting, 12 November 2009.
- 15.2 Precept** – following their meeting on 25th January, the PC had requested a precept of £15,950 (the same as 2009/10) for 2010/11. Calculations were circulated. The PC approved the precept for 2010/11.
- 15.3 Approval of 2009/10 cost-of-living wage increase for the Clerk** – the PC approved a cost-of-living increase for the Clerk based on the NALC National Agreement on Pay. This would be back-dated to 1st April 2009.
- 15.4 Approval of increased hours for the Clerk for 2010/11** – due to increased workload it was proposed to increase the Clerks hours to (a maximum of) ten per week. The Clerk left the meeting while this was discussed. The PC agreed that the Clerks hours be increased to (a maximum of) ten hours per week for 2010/11.

As County Cllr Oliver had now joined the meeting it was agreed to return to agenda item 5.0

5.0 County Councillors report

- Bus-service – approval was now being sought for the changes to bus-route 127 to include Whaddon. Once approved the new bus-service could start after 56 days (mid-April).
- Cambridgeshire County Council (CCC) was due to approve its 2010/11 budget. Council tax would increase by 3% (one of the lowest increases in the country). There had been a decrease in central funding and CCC faced a 35% budget decrease over the next five years. They were looking to make savings through redundancies and by sharing costs on back-office services.

16.0 New Correspondence

- Cambridgeshire Together Rural Strategy – requests for comments on draft Rural Strategy (deadline 23 April).
- CPALC – invitation to make nominations for Buckingham Palace Garden Party on 22nd June 2010. (Deadline 8th March). No nominations made.
- CPALC training schedule 2010 – details of Chairman and Councillor training courses

17.0 Reporting of Village Upkeep and Maintenance Issues

- There were some deep potholes on Bridge Street by Ridgeway Close. Action: the Clerk to report this to the Highways Department.
- During the snow a car had lost control on the road by Bumpkins – the road through Whaddon had not been gritted. County Cllr Oliver commented that CCC's salt allocation had been reduced so only the main roads had been gritted. It was advisable to purchase another salt bin for the village. Action: purchase of a salt bin to be put on the agenda for the next meeting.

18.0 Items for next meeting:

- Salt bins
- Planning
- Playground expenditure
- Adoption of Maintenance Schedule

19.0 Date of the next meeting- Monday 8th March at 7.30 p.m.

The meeting was closed at 9.30 p.m.

Minutes of Whaddon Parish Council meeting held on 8th March 2010 at 7.30p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present: Chairman Dr N Strudwick
 Councillors Mr W Burchett, Mrs J Lewis (from 7.35p.m.), Mr P Neale,
 Mrs M Peyton, Mr C Rose
 District Councillors Mr N Cathcart, Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 1 present

- 1.0 Apologies for Absence** – received from Cllr L Ginger (family commitments). Advance notice of late arrival received from County Cllr Oliver (attendance at other Parish Council (PC) meetings).
- 2.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 7.1 as a member of Whaddon Playground Project (WPP).
- 3.0 Signing of minutes of last meeting (8th February 2010)** – Cllrs approved the minutes of the last PC meeting as a true record and the Chairman signed them accordingly.
- 4.0 Reports from Clerk and Councillors on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Bank Mandate – this had now been successfully changed.
 - Woods and Paths Volunteer Day – this had been held on 27th February and had been well supported. Mr R Huffer had been happy with the work done.
- 5.0 District and County Councillor Reports:**
- The District Cllrs gave verbal reports.
- South Cambridgeshire District Council (SCDC) had approved the financial package for 2010/11. Council Tax would increase by 2.9%. SCDC remained one of the lowest spending district councils in England.
- The County Councillor's report was postponed until the arrival of County Cllr Oliver.
- 6.0 Public Participation** – no comments were received from the public.
- 7.0 Playground Issues**
- 7.1 Update from WPP** – a verbal update was given. The wording was agreed for the disclaimer notices for the play area. Inspection reports were handed to the Clerk.
- 7.2 Agreement of expenditure on playground items** – three quotes had been obtained for the matting for the mound but WPP had yet to make a recommendation re the preferred option. The PC approved expenditure of up to £1,100 for the matting (based on the middle quote). WPP were still looking into grant funding towards the recycling bins.
- 7.3 Noting of receipt of donation** – Whaddon Youth Neighbourhood Watch had now closed their bank account and donated the balance of their funds to the Playground. This amount would be ring-fenced for expenditure on playground security and landscaping. Cllr Burchett thanked Neighbourhood Watch for the donation of £296.04.
- 8.0 Planning**
- 8.1 Noting of Planning Committee recommendation re S/0224/10/F, 105 Meldreth Road, for an extension** – approval recommended.
- 8.2 Noting of SCDC decisions re S/1578/09F, Minstrel Court, conversion of residential extension to function room and S/1606/09/F, 103 Meldreth Road, dropped kerb** – approval granted for both applications.

- 9.0 Adoption of Village Maintenance Schedule (VMS)** – the VMS was discussed. Thanks were given to Cllr Burchett. The PC approved the VMS subject to amendments being made to include the annual maintenance of the garden surrounding the pump (subject to volunteer help not being available) and clarification about which railings needed maintaining. Actions: Cllr Burchett to amend the VMS. Cllr Lewis to speak to local volunteer about the pump garden.
- 10.0 Annual Parish Meeting (27th April)** – ideas for topics for inclusion in the APM were discussed and noted. Action: Cllrs to email any further suggestions to the Chairman or Clerk.
- 11.0 Village Hall (VH) – Update on lease and charitable trust** – a verbal update was given. There had been no VH Management Committee meeting since the last PC meeting.
- SCDC had deferred Whaddon’s application for grant funding for the VH extension/renovation to 2010/11. SCDC’s Community Grant Facility had stated verbally that Whaddon’s grant request was being treated as a high priority – the VH had been identified as being in poor condition in a recent survey of village halls. Action: PC to keep in touch with Community Facilities Office for updates on status of application.
 - A statement of “support in principal” from SCDC would be useful when trying to obtain other sources of grant funding. District Cllr Cathcart stated that SCDC seemed amenable to giving this support.
 - Significant grant funding might be available for a ground source heat pump system. Action: the Clerk to investigate.
- 12.0 Affordable Homes Update** – the Chairman had received a verbal update from Bedford Pilgrims Housing Association. Revised plans for the scheme had been delayed due to the Highways Agency changing their opinion on the necessary amendments. County Cllr Oliver had been asked to intervene with the Highways Agency. An intermediate version of the plan was circulated.
- 13.0 Finance**
- 13.1 Approval of Payments** - the PC approved the following payments:
 Cheque No.100666, for £14.08, Dr. N.Strudwick, website expenses.
 Cheque No.100667, for £96.26, C.C.C., streetlighting energy and maintenance.
 Cheque No. 100668, for £81.19, EDF Energy 1 Ltd, energy charges re phonebox. Action: Clerk to speak with EDF as bill considerably higher than expected.
 Cheque No. 100669, for £795.64, Mrs G.van Poortvliet, clerks wages (11 weeks to 31 March 2010).
- 13.2 Discussion and Decision re Melbourn Library Donation** – the PC decided not to donate funds to Melbourn Library. Action: Clerk to inform Melbourn PC of decision.
- 13.3 Discussion and Decision re purchase of salt bins** – the PC approved the purchase of three salt bins at £100 each under the Cambridgeshire County Council scheme. Actions. The Clerk to order the salt bins and liaise with Highways Agency re their positioning.
- 14.0 Correspondence**
- SCDC – invitation to Cabinet Meeting, Parish Councils, 23rd March. Two places requested.
 - NALC consultation re strategy 2010-15. Deadline 12th March. The PC did not want to respond.
 - Cambridgeshire and Peterborough Minerals and Waste Draft Supplementary Planning Document Consultation. Deadline 29th March. Action: Cllrs to read consultation and email Clerk if they wish to respond.
- Action: The Chairman to respond, on behalf of the PC, to a previous CCC consultation re Local Transport Plan.

15.0 Reporting of Village Upkeep and Maintenance Issues

- The 'No Smoking' sign has been removed from the Bus Shelter. Action: the Clerk to investigate cost of 'screw-in' sign.
- As the police had conducted speed checks in the village, it might be possible to put up some speed camera signs. Action: Cllr Peyton to investigate.

16.0 Items for next meeting – councillor training

17.0 Date of the next meeting- Monday 12th April at 7.30 p.m.

County Cllr L Oliver had not arrived at this point. Items requiring County Cllr input were postponed.

The meeting was closed at 9.00 p.m.

Minutes of Whaddon Parish Council meeting held on 12th April 2010 at 7.45p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis, Mr P Neale, Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	4 present

The Parish Council (PC) meeting started 15 minutes late due to over-running of the earlier Planning Committee meeting

- 1.0 **Apologies for Absence** – advance notice of early leaving received from County Cllr Oliver (attendance at other PC meetings).
- 2.0 **Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 7 as a member of Whaddon Playground Project (WPP). The Chairman declared a personal interest in agenda item 11.2 as Chairman of the Village Hall Management Committee.
- 3.0 **Signing of minutes of last meeting (8th March 2010)** – Cllrs approved the minutes of the last PC meeting as a true record and the Chairman signed them accordingly.
- 4.0 **4.1 Reports from Clerk and Cllrs on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
 - RADAR gate (between church-yard and recreation ground) – this had now been installed.
 - Meldreth Road bus-stop – the ivy had been removed.**4.2 Update on new tree for recreation ground** – the final replacement tree (an elm) for the diseased horse-chestnuts had now been planted. Action: tree-watering rota to be organised.
- 5.0 **District and County Councillor Reports:**

County Councillor Report: County Cllr Oliver gave a verbal report.

 - Cambridgeshire County Councils (CCC) website had received the highest ranking for ease of use from the Society of Information Technology Managers.
 - Cambridge Central Library had officially opened.
 - Items being put on the verges in the village could prevent wide vehicles getting past. If an accident happened it would be the householder's responsibility. Action: The Chairman to put an article in the newsletter, making householder's responsibilities clear.
 - Discussions with BT about improving broadband service for the area had indicated that this was not commercially attractive for BT. Residents were encouraged to register on the Eastern Region Broadband Uplift Scheme (EREBUS) website (www.erebusonline.org.uk) to increase the chances of receiving funding. Action: details of the EREBUS survey to be included in the newsletter and website.
 - Discussions had taken place with NATS re changes in flight patterns. Although NATS had not accepted that any changes had taken place, information obtained from Stansted Airport showed that flight patterns had been moving steadily northwards. The PC was advised to lobby their MP as government policy is to move flight-paths from built-up to rural areas.
 - CCC policy is to reduce speed-limits in villages from 40 m.p.h. to 30 m.p.h. However, funding is limited and speed-limits are being changed on a priority basis.

District Councillors' Report: a verbal report was given

 - There had been no SCDC meeting since the last PC meeting.

- The decision of Marshalls not to move from Cambridge Airport resulted in a shortfall of housing against targets. This might have to be absorbed in local villages (this was thought unlikely for Whaddon).

6.0 Public Participation – no comments were received from the public.

7.0 Playground Issues

7.1 General Update from WPP – a verbal report was given. The shelves on the youth shelter were bending due to climbing. Action: WPP to contact the manufacturer.

7.2 Update re expenditure on matting for the mound – WPP had reconsidered spending >£1,000 for matting and were looking at other, lower-cost options. A Volunteer Date was planned (date t.b.c.). Action: WPP to advise the Clerk/PC of recommendations.

District Cllr McCraith commented that the numbers of children using the playground might be an argument to reduce the speed-limit in the village.

8.0 Planning

8.1 Noting of receipt of approved Planning Committee minutes from meeting of 11th January 2010 – receipt noted.

8.2 North Road Farm, Ermine Street (also known as Minstrel Court): noting of Planning Committee recommendations re S/9292/10LB, alterations to an unauthorised conservatory and Planning Committee comments on appeal re Enforcement Notice - refusal recommended for planning application S/9292/10/LB. Appeal comments - request for enforcement notice to be upheld.

8.3 General Planning Committee update – none given.

9.0 Bus-service update – the bus-service started today for a six-month trial. Thanks were given to Cllr Ginger, County Cllr Oliver and Anne Rose. Action: County Cllr Oliver to chase-up progress re bus turning-circle.

(At this point County Cllr Oliver left the meeting – 8.25p.m)

10.0 Councillor and Chairman training courses – options were discussed. Action: the Clerk to book the Chairman and Vice-Chair onto a suitable training course and contact local PC's to see if there is interest in arranging for Cllr training to be delivered locally (in groups of ten or more).

11.0 Village Hall (VH)

11.1 Update on lease and Charitable Trust (CT) – a verbal update was given. Some progress had been made regarding the lease but the PC was still trying to get definitive answers from the National Association of Local Councils on some outstanding queries. District Cllr Cathcart had asked SCDC to provide an indication of support in principle for a grant for the VH – this might assist in getting funding elsewhere.

11.2 Agreement of expenditure on a professional valuation report – the transfer of the VH to a CT would constitute a 'disposal' in legal terms. To comply with legislation regarding disposal of PC land, a professional RICS valuation was required. The District Valuation Office had provided an estimate of £1,500 for a valuation report. Action: the Clerk to contact Bidwells for an alternative quote. The PC agreed to spend up to £1,500 on a valuation report, subject to an alternative quote being sought.

11.3 Consideration of inclusion of recreation ground in lease – this item was postponed until more details had been obtained. When the VH is redeveloped it is intended to use a small part of the existing recreation ground for a car-park. Action: the Clerk to look at the Land Registration documents to investigate the curtilage around the VH.

12.0 Affordable Homes Update – a verbal update was given. A meeting had taken place between SCDC planning department and the architects acting for Bedford Pilgrims Housing Association. Some progress had been made on certain outstanding issues e.g. CCC Highways and Conservation concerns but other concerns remained. SCDC Planning would put together a detailed response. The basis of allocation of housing to tenants was discussed. Action: PC to contact SCDC Housing Department to ask about the wording for allocation.

13.0 Finance

13.1 Approval of Payments - the PC noted the following payments already approved under delegated Clerk and Chair's authority (15th March 2010):

Cheque No.100670, for £752.00, R.G. Oliver & Son, grass-cutting, verges.

Cheque No.100671, for £80.00, D.M.Charles, newsletter.

Cheque No. 100672, for £75.00, P.E. Coningsby, grass-cutting, churchyard.

13.2 Discussion and Decision re transfer of responsibility of telephone kiosk power supply back to BT – the PC agreed to transfer the power supply of the adopted telephone kiosk on Bridge Street back to BT for five years, with the option for BT to disconnect the power during that period. Action: Clerk to sign amended contract with BT.

13.3 Verges grass-cutting: approval of proposed price increase – the PC approved the £40 increase in grass-cutting costs to £680 per year due to increased fuel costs. Action: Clerk to advise contractor to start cutting mid-May.

13.4 Church-yard grass-cutting: background to payment - the Chairman had started to investigate the history to this payment but the passage of time had made it difficult to establish. No anti-church feelings were involved in this action.

13.5 Noting of audit timetable and approval of internal auditor – the timetable was noted. The PC approved Peter Chilvers to act as internal auditor. Mr Chilvers would no longer carry out internal audit services after this year. Action: the Clerk to investigate alternative internal auditors for 2010/11 audit.

14.0 Correspondence

- Email from Mr R Huffer thanking the Parish Council for the volunteer work day at Pickering Wood.
- Letter from Andrew Lansley MP asking if we have problems with potholes in our Parish.
- CCC - letter asking if the PC are willing to accept delivery of planning application consultations electronically. Action: Clerk to accept electronic consultations.
- SCDC – application and guidance notes for Community Chest small capital grant scheme (grant of up to £1,000).

15.0 Annual Parish Meeting (27th April) Update: verbal update given.

16.0 Reporting of Village Upkeep and Maintenance Issues

- Action: Clerk to remind handyman to install litter-bin by Church Street bus-shelter. Also to repair the corrugated roofing at the rear of the VH (necessary prior to installation of the bicycle racks).
- The benches next to the VH were in a poor state of repair and required repair or dismantling. Action: Clerk to inform the handyman.
- There were bad potholes at the top of Bridge Street and on Whaddon Gap. These had already been reported.

16.0 Items for next meeting – no smoking signs for the bus-shelters; parking at the top of Town Farm Close; VH title-deeds and site of car-park; business operating at Whaddon Gap junction.

17.0 Date of next meeting - Monday 10th May (8.00 p.m.) following the AGM (7.30 p.m.).
The meeting was closed at 9.40 p.m.

Minutes of Whaddon Parish Council meeting held on 10th May 2010 at 8.00p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr L Ginger, Mrs J Lewis, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	1 present

The Parish Council (PC) meeting started 10 minutes later than advertised due to over-running of the earlier Annual Parish Council meeting.

- 1.0 Apologies for Absence** – received from Cllr Burchett, Cllr Neale, Cllr Peyton and County Cllr Oliver.
- 2.0 Declarations of Interest** – the Chairman declared a personal interest in agenda item 9.2 due to his involvement with the Village Hall Management Committee and agenda item 14.0 as a resident of Town Farm Close.
- 3.0 Signing of minutes of last meeting (12th April 2010)** – Resolved: that the minutes of the PC meeting held on 12th April 2010 be signed by the Chairman as a true and correct record.
- 4.0 Reports from Clerk and Cllrs on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Annual Parish Meeting – this had been held on 28th April and over 40 people had attended.
 - Bus turning-circle – the work had been scheduled to take place during the school summer holidays.
 - Bridge Street Telephone kiosk – a new contract had been signed, handing the responsibility for the power supply back to BT.
- 5.0 District and County Councillor Reports:**
- County Councillor Report: none given. County Cllr Oliver had sent her apologies.
- District Councillors' Report: the Chairman congratulated District Cllr McCraith on his re-election. A verbal report was given:
- There would be a Portfolio Holders meeting re the Gypsy and Travellers Sites on 25th May.
 - District Cllr Cathcart advised that an outline s106 agreement would be put before the Planning Committee that considered the Affordable Homes planning application. Whilst the PC had no statutory right to be involved in the negotiation of this agreement, it was advisable to try to influence the wording to stress priority for local people. District Cllr Cathcart also suggested that a clause be added, if possible, to prevent the s106 agreement being amended at a later date without PC consent.

Resolved: to move to agenda item 10.0

10.0 Affordable Homes Update:

- The Chairman had spoken to SCDC Housing Department about the s106 agreement.
 - The potential use of empty houses in Cardiff Place for Affordable Homes was discussed. SCDC did not currently have the funds to buy these properties. Although a Housing Association might buy them they were likely to cost more than new-build properties.
- Action: Cllr Rose to follow up.
- Bedford Pilgrims Housing Association (BPHA) was still waiting for the notes from their meeting with SCDC planners. Action: the Chairman to follow up

At this point District Cllr Cathcart left the meeting (8.25pm).

- 6.0 Public Participation** – no members of the public spoke.
- 7.0 Playground Issues – General Update from Whaddon Playground Project**
Cllr Burchett sent his apologies - no report was given. A volunteer date had been held and the mound had been turfed.
- 8.0 Planning – Noting of receipt of approved Planning Committee minutes from meeting of 11th January 2010** – receipt noted.
- 9.0 Village Hall (VH)**
- 9.1 Update on lease and Charitable Trust (CT)** – a verbal update was given. NALC had confirmed that it would be possible to dispose of the VH to a charitable trust as long as the market value was below £2million and the transaction was of demonstrable benefit to the Community. Bidwells had been instructed to carry out the market valuation and had visited the site earlier that evening. A report was expected early the following week. It would be necessary to announce the disposal in a local newspaper. Action: the Chairman to re-contact potential trustees to check their willingness to act as trustees.
- 9.2 Consideration of inclusion of recreation ground in lease: review of land registration documents re site of proposed VH car-park** – the land registration documents for the VH and Recreation Ground (RG) were reviewed. The VH land registration document showed insufficient curtilage to incorporate the proposed car-park. It would be necessary to use a small part of the RG for the car-park. This would probably render it necessary to transfer both the VH and RG into the charitable trust in order to redevelop the VH as required.
- 10.0 Affordable Homes Update** – see above (after item5.0).
- 11.0 Finance**
- 11.1 Approval of Payments** – Resolved: that the following payments be authorised:
Cheque No 100673 for £226.19, Unlimited Logos, safety signs for Playground
Cheque No 100674 for £125.73, Shelford Turf Farm Ltd, turf for Playground mound.
Cheque No 100675 for £70.50, Norburys, topsoil for Playground mound.
Cheque No 100676 for £130.71, CPALC, 2010/11 subscription.
Cheque No 100677 for £2,320.89, Aon Ltd, Parish Council insurance yr to 31 May 2011.
Actions: - the Clerk to arrange a second signature for all approved payments (insufficient signatories present at meeting). The Clerk to follow-up queries brought up at AGM re insurance cover and seek re-authorisation of Aon Ltd payment should premium change.
- 11.2 Agreement of expenditure on no-smoking signage for bus-shelters** – no expenditure agreed. Actions: the Clerk to send no-smoking sign template to the Chairman to be printed out and put inside the bus timetable frame. Cllr Ginger to speak with Cambridgeshire County Council (CCC) to try to secure a timetable frame for the Meldreth Road bus-shelter.
- 11.3 Approval of 2009/10 Accounts and Annual Return** – Resolved: that the 2009/10 Accounts and Annual Return be approved and signed by the Chairman. Action: the Clerk to submit the Annual Return to the external auditors in accordance with audit timetable.
- 12.0 Correspondence**
- SCDC – strategic Flood Risk Assessment Flooding Questionnaire – this had been completed.

- 13.0 Speed-limit review A1198 – update and agreement of action** – CCC Highways had completed their review. Recommendations are to reduce the speed-limit between Kneesworth and Bassingbourn Barracks to 50mph. The speed-limit from the Barracks to the Arrington roundabout (including the Whaddon Gap Junction) is to remain unchanged. The recommendations were discussed. Action: the Chairman to ask County Cllr Oliver if CCC Highways would accept a representation from Whaddon PC asking for the 50mph speed-limit zone to be extended just north of Whaddon Gap. The Chairman also to ascertain from County Cllr Oliver the viewpoint of the Barracks on the matter.
- 14.0 Parking at the top of Town Farm Close – discussion and agreement of action** – complaints had been received from local residents about parking at the top of Town Farm Close, near the entrance to the Golf Centre. The PCSO had advised that it was not illegal to park on the pavement as long as there was sufficient room left for a push-chair. Action: the Chairman to ask Mike Monks (Neighbourhood Watch) to raise this with the police. If necessary advice could be put in the newsletter.
- 15.0 Business Operating from Whaddon Gap Junction – discussion and agreement of action** – this item was postponed due to the absence of Cllr Burchett who had tabled it.
- 16.0 Broadband Feasibility Study – discussion and decision re funding** – the Chairman explained that a village in Rutland had privately financed a high-speed broadband service. A feasibility study to see if a similar scheme would be possible for Whaddon would cost around £500. It was proposed that the PC fund a feasibility study. Action: the Clerk to check with CPALC if the PC has the power to spend money on this.
- 17.0 Village Upkeep and Maintenance:**
- 17.1 Reporting of issues:** the top of the outside tap had been removed. Action: the Clerk to ask the Handyman to look at this.
- 17.2 Decision re cutting of recreation ground verges:** a resident had requested that the grass verges on the bank at the front of the recreation ground be left uncut. Resolved: that the verges be cut to prevent them becoming completely overgrown and full of nettles. A suggestion was made that the PC consider replanting the bank with wild-flowers in the future. Action: the Clerk to ask the contractor to cut the verges on the recreation ground.
- 18.0 Items for Next Meeting:**
- Business Operating from Whaddon Gap Junction (see 15 above).
- 19.0 Date of next meeting (14th June 2010)**

There being no further business the meeting closed at 9.38pm

Minutes of Whaddon Parish Council meeting held on 14th June 2010 at 7.30p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present: Vice-Chair Mrs M Peyton
 Councillors Mr W Burchett, Mr L Ginger (from 7.40pm), Mrs J Lewis,
 Mr C Rose
 District Councillors Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 2 present

- 1.0 Apologies for Absence** – received from Chairman Strudwick, Cllr Neale, District Cllr Cathcart and County Cllr Oliver.
- 2.0 Declarations of Interest** – Cllr Burchett declared a personal interest in agenda item 7.0 as a member of Whaddon Playground Project.
- 3.0 Approval and Signing of minutes:**
- 3.1 last Parish Council (PC) Meeting (10th May 2010) - Resolved:** that the minutes of the PC meeting of 10th May 2010 be signed by the Vice-Chair as a true and correct record.
- 3.2 Annual Parish Council Meeting (10th May 2010) - Resolved:** that the minutes of the Annual PC meeting be signed by the Vice-Chair as a true and correct record.
- 4.0 Reports from Clerk and Cllrs on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Affordable Homes – the architects employed by Bedford Pilgrims Housing Association (John Martin Associates) would be submitting a revised planning application, for the Church Corner site, by the end of June. The latest plans were circulated. It would be important to get the support of both District Cllrs and to ensure that the s106 agreement was tightly worded. Villagers were encouraged to write in support for the scheme. Resolved: that an updated letter of support, in principle, for the proposed scheme at Church Corner be sent by Whaddon PC to the architects. Actions: Clerk to send updated letter of support. The Chairman and Vice-Chair to ask villagers to write in support of the development.
 - Speed-limit review A1198 – the PC had written to Cambridgeshire County Council (CCC) Highways regarding the proposals arising from the review of the speed-limit on the A1198. A response had been received which indicated that CCC were willing to modify the review proposals to extend the 50mph limit up to the Whaddon Gap junction. They were unable to move towards a lower limit of 40mph. Action: Clerk/Chairman to reply to CCC response.
 - Parking at the top of Town Farm Close – clarification had been received from the Police regarding parking regulations. Cars should not be parked within 10 metres of the junction. Parking on the pavement could be dealt with by a ticket if the footway was completely blocked. It would be down to the local authority to put into place any parking restrictions.
 - Village Hall Charitable Trust – due to some changes in circumstances of potential trustees, it might be necessary to find some alternative trustees for the village hall (VH).
- 5.0 District and County Councillor Reports:**
- County Councillor Report: none given. County Cllr Oliver had sent her apologies.
- District Councillors' Report: A verbal report was given:
- SCDC had held its AGM and allocated committee membership. Both District Cllrs were members of a number of committees.
 - SCDC Chief Executive would be retiring. A committee would be put in place to select and appoint a new Chief Executive.

6.0 Public Participation:

- A member of the public commented that some signs had been put up by the VH management committee stating that the playground would be shut on Sunday 21st June. This was due to the recreation ground being used for car-parking for the Hidden Gardens event. Action: Cllr Burchett and members of the Playground Project to temporarily fence-off the play area in order to keep vehicles away but allow the playground to remain open for the Hidden Gardens event. Event organisers to provide a parking attendant.
- A member of the public reported that some trees on the verge by Whaddon Green were very overgrown. Action: the Clerk to report this to CCC Highways.

7.0 Playground Issues:

- 7.1 General Update from Whaddon Playground Project (WPP)** – the mound had been turfed. There was some damage to the climber. A shelf on the teen-shelter had been bent by children climbing on it. This would not be repaired by the manufacturer as it was classed as vandalism. Morley Manufacturing had been asked to look at the shelf to see if it could be strengthened.
- 7.2 Discussion and Decision on Waste Bins** – WPP had not been able to find a cheaper alternative to the recycling bins. Resolved: to spend £529.13 on the Linpac Environmental bin for the playground. Action: the Clerk to order the recycling bin.

8.0 Planning:

- 8.1 Noting of receipt of approved Planning Committee minutes from meeting of 12th April 2010** – receipt noted.
- 8.2 Noting of Planning Committee recommendations re S/0607/10/F, 8 Church Street, Whaddon for conservatory (retrospective) and S/0608/10/LB, 8 Church Street, Whaddon for retention of conservatory (regulation of unauthorised works)** – the Planning Committee recommended approval and fully supported both applications.
- 8.3 Noting of SCDC decision re S/0291/10/F North Road Farm, Ermine Street, Whaddon for alterations to unauthorised conservatory** – this application had been refused. The applicants had appealed against the decision.

9.0 Village Hall (VH)

- 9.1 Noting of receipt of unaudited accounts for the year to 31 March 2010** – receipt noted.
- 9.2 Update on VH health and safety reports and agreement of next steps** – following the last VH Management Committee meeting, the three AIMS reports from 2005 had been reviewed by Cllr Lewis (Chair of the VHMC). The recommendations of the Water Quality report had already been actioned. The recommendations of the Disability Access Report would be incorporated in the new VH design. The Health and Safety Report (H&S) had included a number of recommendations, three of which were medium priority (the rest being low priority). Of the three medium priority items, one had already been actioned (garage roof) and one was in the process of being dealt with (training of cleaners). The final item related to the status of the rot to the VH floor. Some experts had looked at this as part of the recent HVAC assessment for the VH. Some remedial repairs had also been carried out. Resolved: that the VHMC be asked to look in detail at the recommendations from the H&S report. Actions: Cllr Ginger to pass details of the HVAC assessment relating to the VH floor to Cllr Lewis.

- 10.0 Finance - Approval of Payments. Resolved:** that the following payments be authorised:
 Cheque No 100678 for £121.59, Aon Ltd, additional insurance premium re Meldreth Road bus-shelter and additional replacement value for railings.
 Cheque No 100679 for £258.50, M D Landscapes, grass-cutting recreation ground, April 2010.
 Cheque No 100680 for £898.88, Bidwells LLP, valuation report for village hall.
 Cheque No 100681 for £60.00, P R Chilvers, internal audit.
 Cheque No 100682 for £123.70, Mr D Evans, handyman wages and expenses.

11.0 Correspondence

- CCC – letter requesting details of locations for three additional salt-bins ordered by Whaddon PC.

This was discussed. The Clerk had been informed by CCC Highways that the salt-bins could not be put beside gritted routes. Action: the Clerk to request that one salt-bin be placed in the middle of Bridge Street and one in Dyers Green. The third salt-bin should be kept in the VH garage for future use.

12.0 Business Operating opposite Whaddon Gap Junction – discussion and agreement of action –

concern was expressed about the scaffolding business operating opposite Whaddon Gap junction and the potential danger caused by commercial vehicles entering and exiting the premises. Action: District Cllr McCraith to bring the matter to the attention of Bassingbourn PC (the business is within Bassingbourn parish). The Clerk to consider including comments within the PC reply to the response from CCC re the A1198 speed-limit review (see agenda item 4.0).

13.0 Broadband Feasibility Study – discussion and decision re funding –

the Clerk had established that the only power available to the PC to fund a Broadband Feasibility Study was s137. The PC had already spent close to their s137 limit for the year on the bus-service trial. CPALC were looking for some villages to take part in a pilot scheme across East Anglia to bring fast broadband to areas where it was difficult to get access to it. Action: the Clerk to write to CPALC asking for Whaddon to be considered for inclusion in the broadband pilot scheme.

14.0 Proposed speed-measurement mast at Arrington – discussion and agreement of action –

this planning application was discussed (the PC had not formally been asked to respond). Arrington PC had objected to the proposed mast. Resolved: the PC did not wish to comment on this planning application.

15.0 Evening entertainment Events at the Barracks – discussion and agreement of action -

noise disturbance had been caused to some Whaddon residents by events at Bassingbourn Barracks that continued into the early hours of the morning. Action: details to be provided to County Cllr Oliver who had offered to further discuss this with the Barracks.

16.0 Village Upkeep and Maintenance:

16.1 Reporting of issues – the bin on the Meldreth Road bus-shelter was full and had not been emptied. Action: the Clerk to request that SCDC empty this bin as part of their refuse collection round.

16.2 Discussion and Decision re weed-spraying on recreation ground – the grass-cutting contractor for the recreation ground had asked if the PC wished to have the recreation ground sprayed to eliminate the weeds. This was discussed – it was thought to be difficult and expensive to adequately remove weeds from amenity grasslands. Resolved: the PC did not currently wish to commit additional funds to this.

17.0 Items for next meeting:

- Village Hall
- Review of Standing Orders
- Parish Plan
- Maintenance Schedule Adoption (September meeting)
- Quarterly financial update

18.0 Date of next meeting (12th July 2010)

There being no further business the meeting closed at 9.20pm

Minutes of Whaddon Parish Council meeting held on 12th July 2010 at 7.30p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr L Ginger, Mrs J Lewis (from 7.35pm), Mr P Neale, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 9.00pm)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from Vice-Chair Peyton and Cllr W Burchett. County Cllr Oliver had sent advance notice of late arrival.
- 2.0 Declarations of Interest** – none declared.
- 3.0 Approval and Signing of minutes from last Parish Council (PC) Meeting (14th June 2010) - Resolved:** that the minutes of the last PC meeting be signed by the Chairman as a true and correct record.
- 4.0 Reports from Clerk and Cllrs on matters arising from previous meetings:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
- Horse-chestnut stumps/new elm tree, recreation ground – the stumps from the horse-chestnuts were sprouting and the re-growth was quite significant. The new elm tree was being watered but looked as if it might not survive. Cllr Peyton had been unable to contact the SCDC tree officer for advice. Action: District Cllr Cathcart to follow up with the tree officer.
 - Housing for sale in Cardiff Place - a number of houses had come onto the open market in Cardiff Place. When the Council Tax had been calculated, the MoD had estimated that 12 of these houses would be unoccupied and they had been excluded from the council tax base. Action: the District Cllrs to make some informal enquiries re the number of houses used for Whaddon's Council Tax base.
 - Litter-bin on Meldreth Road bus-stop – the Clerk had requested that this litter-bin be emptied but had received no response. Action: District Cllr Cathcart to follow-up with SCDC Refuse department.
 - Broadband – the Clerk had written to the Cambridge and Peterborough Association of Local Councils (CPALC) to request that Whaddon be considered for inclusion in any broadband pilot scheme. A group of Whaddon residents had privately commissioned and funded a feasibility study to see if it might be possible to bring faster broadband to Whaddon.
- 5.0 District and County Councillor Reports:**
- County Councillor Report: this was postponed until the arrival of County Cllr Oliver.
- District Councillors' Report: A verbal report was given:
- SCDC had put its Traveller and Gypsy programme on hold whilst it sought clarification about the new Government's policy in this area.
 - Some fundamental changes in planning were being considered by the new Government.
- 6.0 Public Participation:**
- A member of the public asked when the boundary in Dyers Green had been changed. Action: Cllr Peyton to be asked to clarify the situation.
- 7.0 Playground - update re ROSPA report** – the ROSPA report had been received and a number of actions were required. The report had been passed to Whaddon Playground Project (WPP) for

action. WPP had already started some remedial work. Action: update to be obtained from WPP re status of ROSPA actions.

8.0 Planning:

8.1 Noting of Planning Committee recommendation re S/1047/10/F, 8 affordable dwellings, land to North-West of Rose Cottage, Church Street, Whaddon – approval recommended.

8.2 Noting of SCDC decisions re:

- (i) **S/0608/10/LB for retention of conservatory (regularisation of unauthorised work) and S/0607/10/F for conservatory, retrospective, 8 Church Street, Whaddon** – these applications had been rejected.
- (ii) **S/0665/10/F for erection of a temporary meteorological mast, land to the west of A1198, Arrington** - this application had been rejected.

9.0 Village Hall (VH)

9.1 General update from Management and Fundraising Committee (VHMFC) meeting of 5th July 2010 - an update was provided by Cllr Lewis (Chair of the VHMFC).

- An action plan had been put together to address the medium and low priority items in the AIMS report. Two of the high priority items had been actioned and some further evidence was being gathered regarding the third (the condition of the floor).
- The open gardens event had made a profit of £1,288. Thanks were given to Mrs Wendy Evans and all the helpers.
- A preliminary review of the contents of the VH garage had been undertaken. It would be necessary to make some decisions about what should be done with some of the contents. Action: review of garage contents to be a future agenda item.

9.2 Review of membership of VHMFC – Cllr M Peyton had resigned from the VHMFC but could still attend ex-officio (as Vice-Chair of the PC). Resolved: that Mr A Buchanan be appointed to the VHMFC

9.3 Update on VH Trust and Agreement of next steps:

- CPALC were now satisfied with the proposed lease agreement to be used for the Trust. Limbach Banham (LB) had been asked to move forward with setting up the Trust.
- Recent changes in circumstances meant it would be necessary to advertise for some new management trustees. Action: the Chair to check with LB re the total number of trustees required.
- It was noted that building costs would go up when the VAT rate is increased.
- It would be necessary to place a public notice in a local newspaper for two weeks relating to the PC's intentions to transfer the VH and recreation ground to a charitable trust. It would also be necessary to pass a resolution prior to setting up the trust. Resolved: that an advertisement be placed for two weeks in the Royston Crow up to a maximum cost of £500. Actions: the Clerk to place the necessary advert. The Clerk to table a resolution relating to the transfer of the assets to the trust.

It was agreed to return to agenda item 5.0.

5.0 Report from County Cllr – a verbal report was given by County Cllr Oliver.

- A1198 speed-limit review: no official response had yet been issued by Bassingbourn Barracks. County Cllr Oliver stated that the Barracks had felt very strongly that a 40mph speed-limit was appropriate. However, there had recently been a change in command at the Barracks. Actions: the Clerk to email the new Second in Command at Bassingbourn Barracks to establish their response to the A1198 speed-limit review. The Clerk to invite the Second in Command to attend a PC meeting.
- Noise from evening events at the Barracks: an apology had been received from the Barracks. They had undertaken to point their speakers away from Whaddon to try to eliminate the noise disturbance.

- Barrington Cement Works: - a major planning application was currently with Cambridgeshire County Council (CCC) re turning the old cement works into a landfill site.
- Guided bus-way: - weekly meetings were taking place, at a top-level, between CCC and the contractor. CCC is insisting that the defects are remedied prior to handover.

10.0 Affordable Homes Update – a verbal update was provided by the Chairman.

A planning application had now been submitted for 8 Affordable Homes at Church Corner, Whaddon. It was likely to go before a Planning Committee in September.

Action: the Clerk to write to SCDC Planning stating that the PC's support of the proposed scheme was conditional upon advance sight and agreement of the wording of the s106 agreement.

11.0 Finance

11.1 Approval of Payments – Resolved: that the following payments be authorised:

Cheque No.100683, for £74.03, Playsafety Ltd, annual ROSPA inspection.

Cheque No.100684, for £90.00, D M Charles, printing costs re Whaddon News.

Cheque No. 100685, for £258.50, M D Landscapes, grass-cutting recreation ground, May 2010.

Cheque No. 100686, for £470.00, Moore Stephens, audit fee - year to 31 March 2010.

Cheque No. 100687, for £621.73, LINPAC Environmental Ltd, recycling bin for recreation ground.

Cheque No. 100688, for £938.68, Mrs G van Poortvliet, Clerk's wages and expenses for 13 weeks ended 29 June 2010.

Cheque No. 100689, for £50.00, Dr N Strudwick, Chairman's expense allowance three months to 30 June 2010.

11.2 Noting of receipt of external audit report – the external auditors had approved the 2010 Annual Report. The closure of the audit was being advertised.

11.3 Financial update for quarter to 30 June 2010 – update provided by the Clerk.

12.0 Correspondence

- SCDC – notification that the appeals by the owners of Minstrel Court against the decisions of the planners in connection with S/0291/10/LB and S/0292/10/F had now been withdrawn. Action: the Chairman to make further enquiries into the situation.
- Cambridge Water company – notification of proposed water main renewal at Church End, Whaddon to begin in September and last approx 10 weeks.
- Standards Committee – details of Parish Council candidates for Committee membership. Whaddon PC did not wish to vote for a candidate in this election.

13.0 Whaddon Bus Service – discussion of usage and decision on whether to extend funding beyond October 2010 – the bus-service trial had begun on April 12th and was due to run for six months. CCC had requested a decision by July 23rd about continuation of PC funding beyond the six months. Usage figures had been circulated and were discussed. Actions: County Cllr Oliver to speak with the relevant contact at CCC to try to get more information and to ask for more time so that the PC could monitor usage trends. County Cllr Oliver to inform the Clerk of the outcome so that the Clerk could make a formal response to CCC.

14.0 Parish Plan – discussion and agreement of next steps – Action: the Clerk to research some information about scope and extent of Parish Plans and forward it to Cllrs Ginger and Rose.

15.0 Village Upkeep and Maintenance – reporting of issues:

- An ash tree was over-hanging the land at no 104 Bridge Street (on the other side of the drain to no 104), and required pruning. Previously the PC had paid for this work. Action: Cllr Peyton to be asked to advise who owned the tree and who was responsible for pruning it.

- The potholes at the top of Bridge Street and on Whaddon Gap had still not been filled. The Clerk had reported these to CCC Highways on several occasions. Action: County Cllr Oliver to follow this up.
- New bus turning-circle at top of Bridge Street – Action: County Cllr Oliver to investigate and advise re dates for work.

16.0 Items for next meeting:

- Adoption of model standing orders and financial regulations (Action: Clerk/Chairman to tailor these to suit Whaddon PC)
- Review of contents of VH Garage
- Maintenance Schedule Adoption
- Resolution re transfer of VH and recreation ground to a Charitable Trust

17.0 Date of next meeting (13th September 2010)

There being no further business the meeting closed at 9.37 pm

Minutes of an Extraordinary Meeting of Whaddon Parish Council held on 2nd August 2010 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mr P Neale (from 7.37pm), Mrs M Peyton, Mr C Rose
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	6 present

- 1.0 Apologies for Absence** – received from Cllr J Lewis and County Cllr L Oliver.
- 2.0 Declarations of Interest** – Cllr Ginger declared a personal interest in agenda item 4 as his son may, in the future, be interested in being housed in the proposed Affordable Homes development. Cllr Ginger would not participate in any vote relating to this item.
- 3.0 Approval and Signing of minutes from last Parish Council (PC) Meeting (12th July 2010) - Resolved:** that this item be postponed until the September meeting of the PC.
- 4.0 Affordable Homes – discussion and decision on approach to be taken at District Council Planning Committee:** the Chairman provided a verbal update on recent developments regarding the planning application for a development of 8 Affordable Homes at Church Corner, Whaddon.
- The PC had sent a letter to SCDC Planners recommending approval of the scheme but stating that their support was conditional upon advance sight and agreement of the wording of the s106 agreement.
 - The PC will not be a party to the s106 agreement which will be between Bedford Pilgrims Housing Association (BPHA) and SCDC. (At this point Cllr Neale joined the meeting).
 - SCDC Planners had recommended refusal of the planning application. The application would go before the Planning Committee on Wednesday 4th August. So far, the Chairman and District Cllr Cathcart had been unsuccessful in obtaining a postponement of the Planning Committee (due to SCDC's 8 week determination period) but would continue trying to do so. It would be possible to ask for a postponement at the Planning Committee.
 - The Planning Committee would be preceded by an Affordable Housing Panel on 3rd August. Attendees to be the Chairman and Vice-Chair, representatives from SCDC Planning and Housing departments, District Cllr Cathcart and District Cllr McCraith.
 - A copy of the report from SCDC Planners to the Planning Committee, detailing the reasons for the recommendation of refusal of planning permission, had been received.
 - BPHA's architects refuted some of the comments in the aforementioned Planner's report and had also sent a letter to the Planning Committee.
 - The Chairman had seen a model s106 agreement but this had not been suitable for Whaddon. Verbal assurances had been received from the SCDC Housing Officer that it would be possible to amend the s106 agreement. However, the Chairman was doubtful that the wording could be drafted and agreed before the Planning Committee meeting.
 - The SCDC Housing Department had not been informed that the Planning Application had been submitted for the Whaddon Affordable Homes scheme.
 - The Chairman and Vice-Chair had documented all the alternative sites considered in Whaddon for affordable housing and the reasons why these were unsuitable. The Chairman stated that the proposed site was the only site available for Affordable Housing.
- Comments from the Public – the following comments were received:
- A member of the public commented that it seemed deliberate that the SCDC Planners had not informed the Housing Officer that a Planning Application had been submitted for Whaddon. It was requested that the Chairman bring this up at the Panel meeting. Also, the Village Plan demonstrated that the vast majority of the Village were in favour of the provision of affordable housing in Whaddon.

- A member of the public commented that the absence of affordable housing meant he had been unable to afford to live in Whaddon. He had been housed far away, by SCDC, necessitating significant travel.
- A member of the public, whilst supporting the provision of affordable housing in principle, objected to the location (next to a listed building) and the volume (eight) of the proposed dwellings.
- A member of the public stated that the location may not be ideal but that, considering it could go nowhere else, it was the only choice available.
- A member of the public queried why the development was for eight houses when the identified need was for eleven dwellings. The PC stated that the number of dwellings was dictated by the size of the plot and that they could not support an application for more than eight houses on the Church Corner site.
- A member of the public suggested that not having sight of the s106 agreement in advance of the Planning Committee would increase the degree of trust required that the wishes of the PC would be honoured.
- A member of the public commented that the house-designs were nice and represented a significant improvement over previous versions.
- A member of the public stated that it was a shame that a more balanced solution could not have been found between meeting the needs for affordable homes in the Village and preserving the setting of a listed building. The PC responded that, in their view, this was the most balanced solution available. Many of the alternative sites considered were also adjacent to a listed building.
- A member of the public asked what stance the PC would take if the planning application was refused at the planning committee. Would they appeal? The PC explained that, in the first instance, it would be up to BPHA to decide whether to appeal. A lot would depend on the reasons for refusal and it would not be possible to answer that question at this time.

A discussion was held.

Resolved: that the following course of action be taken. 1) the Chairman to attend the SCDC Planning Committee on 4th August 2010 and request a postponement to allow further clarification to be sought regarding the wording of the s106 agreement. 2) Regardless of the outcome of 1), the PC to fully support the proposed Affordable Housing scheme and to push strongly for the s106 agreement to strongly favour local people with a strong connection to Whaddon. The scheme should also be for rental units only.

It was also suggested that, should the scheme get approval, the PC should urge Whaddon residents to apply for the homes.

5.0 Barrington Cement Works Planning Application S/01080/10/CW – discussion and submission of comments (if any): the proposed infill scheme for the old cement quarry in Barrington was discussed. The PC is not a statutory consultee but the site is less than five miles from Whaddon.

Resolved: the PC to comment on the application as follows – ‘Whaddon Parish Council have no objections to the proposed development at Barrington Quarry so long as the infill materials are brought in by rail.’ Action: the Clerk to respond to the consultation.

6.0 Items for next meeting:

- Items noted in minutes of PC meeting of 12th July 2010.
- Damaged bollard on entrance to recreation ground.
- A1198 speed limit review.

7.0 Date of next meeting (13th September 2010)

There being no further business the meeting closed at 9.00 pm

Minutes of Whaddon Parish Council meeting held on 13th September 2010 at 7.30p.m. in the Village Hall, Whaddon, nr Royston, Hertfordshire.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett (from 7.35pm), Mrs J Lewis (from 7.35pm), Mr P Neale (until 9.10 pm), Mrs M Peyton, Mr C Rose
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver
	Parish Clerk	Mrs G van Poortvliet
	Guest Speaker	Mr Paul Nelson (Cambridgeshire County Council Local Transport Passenger Manager)
	Parishioners	4 present

1.0 Apologies for Absence – received from Cllr L Ginger.

2.0 Declarations of Interest – none declared.

3.0 Approval and Signing of minutes from Parish Council (PC) meetings of (i) 12th July and (ii) 2nd August - Resolved: that the minutes of both PC meetings be signed by the Chairman as a true and correct record.

4.0 Public Comments – none received.

5.0 Whaddon Bus Service – discussion of usage and decision on extension of funding beyond October 2010 - the extension of bus service 127 into Whaddon was being funded by Whaddon PC for a six month trial which began in April 2010. Cambridgeshire County Council (CCC) had asked whether the funding would be continued beyond the trial period, giving a decision-deadline of 23rd July. Whaddon PC believed it was too soon to decide and County Cllr Oliver had requested an extension to the deadline. Mr Paul Nelson (CCC Local Transport Passenger Manager) was invited to address the meeting. A discussion was then held about the usage of Whaddon's bus service (agreed as disappointing) and the future options available.

Comments from the public:

A member of the public commented that journeys by non fare-paying passengers (e.g. pensioners) were not being shown on CCC's passenger numbers. Mr Nelson would look into this.

Additionally, uncertainty about the future of the bus-service made it difficult to apply for a job in Royston. Also, nobody from Meldreth Road was using the bus-service.

A member of the public stated that the timings of the buses meant it was not possible to return from Royston at the end of the working day.

County Cllr Oliver commented on the social benefits of a bus service to Royston for access to shops, healthcare, employment etc. Some one-to-one research was suggested as a way of finding out the days and times that residents most wanted the service to operate.

Actions: Mr Nelson to ask the bus charter company for prices for cutting down the route and running a restricted service. Cllr Ginger to take this forward on behalf of Whaddon PC.

The Chairman thanked Mr Nelson for attending.

6.0 Reports from Clerk and Cllrs on matters arising from previous meetings: the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:

- Horse-chestnut stumps, recreation ground – District Cllr Cathcart had followed up with the tree officer about the re-sprouting stumps from the horse-chestnuts. The tree officer claimed that she had been waiting for a response from Whaddon PC. Action: Cllr Peyton to check correspondence with the tree officer and advise District Cllr Cathcart.
- Cllr Training - a training session had been arranged for Saturday 30th October in Whaddon.

- A1198 speed limit review – a meeting had taken place on 24th August, attended by the Chairman, County Cllr Oliver, Major Irvine (Bassingbourn Barracks) and Mr Richard Preston (CCC Highways), to discuss a 40mph speed-limit for the section of the A1198 north of Whaddon Gap to south of the entrance to the Barracks. CCC asserted that it would not be possible to enforce a 40mph limit; they would recommend 50mph. It would be possible for Whaddon PC to make a representation directly to the Transport Committee requesting a lower speed limit. Action: the Clerk to put this on the next PC agenda.
- Scaffolding Business Operating Opposite Whaddon Gap junction – District Cllr McCraith had brought this up with Bassingbourn PC. Whaddon PC still had concerns about potential danger. Action: District Cllr McCraith to speak with SCDC Planning to check what planning permission was in place for the premises.
- Bus turning circle – top of Bridge Street – CCC had re-scheduled the work to coincide with the Autumn half-term.
- Damaged bollard – entrance to recreation ground - Mr David Hanscombe had replaced the damaged bollard. Action: the Clerk to write to thank Mr Hanscombe.

7.0 District and County Councillor Reports:

District Councillors' Report: A verbal report was given:

- SCDC had not met since the last PC meeting.
- A new female Chief Executive had been appointed.

County Councillor's Report: a verbal report was given:

- CCC will have to provide funding for another contractor to complete the remedial work on the guided bus-way and then charge this back.
- CCC was now operating a shared service-centre with Northamptonshire CC to save costs by sharing some of the back-office functions.
- Rural Broadband – Andrew Lansley MP wished to invite key people to make a bid for EREBUS funding and wanted to meet with two representatives from Whaddon PC. Action: County Cllr Oliver to advise potential meeting dates.

- ## 8.0 Playground – update re ROSPA report and Zip Wire
- a verbal update was given. The urgent items on the ROSPA report had been actioned. The remaining items had been referred back to the suppliers of the play equipment. A bolt had sheared off the zip wire and a decision had been taken to close this piece of equipment on safety grounds. The manufacturer had been informed of the situation and would be providing an upgraded replacement part.

9.0 Planning:

- ### 9.1 Noting of Planning Inspectorate Appeal Decision re S/1404/09/LB and S/1403/99/F, 122 Bridge Street, two single-storey rear extensions and other minor alterations
- approval recommended (with some minor conditions).

- ### 9.2 Update re S/0292/10/LB, North Road Farm, Ermine Street (Minstrel Court), alterations to unauthorised conservatory, retention of flue and opening in rear of kitchen wall
- a meeting had taken place on 3rd September, attended by the Chairman, Vice-Chair and Mr Gareth Jones (SCDC Head of Planning). Mr Jones had outlined the background to SCDC's decision not to take enforcement action against the owners of Minstrel Court. However, planning consent had not been granted for the unauthorised alterations at Minstrel Court and a notice had been placed on the property deeds which meant it would ultimately be difficult to sell it unless the alterations in question were reversed. Mr Jones intended to reorganise the Conservation Team.

10.0 Village Hall (VH)

- ### 10.1 Review of contents of VH garage and decision to dispose of unwanted items if necessary
- a verbal update was provided by Cllr Lewis (Chair of the Village Hall)

Management and Fundraising Committee (VHMFC)). The VHMFC had held a clear-out of the garage in August. Genuine rubbish had been thrown away and a log had been made of all the remaining items. It would be necessary to decide what to do with some railings and gates. Agreed: that the VHMFC review the situation and make a recommendation to the PC regarding the railings/gates. Action: agenda item for discussion at next PC meeting.

10.2 Update on lease and Charitable Trust (CT) – the Chairman gave a verbal update.

- A Public Notice had been placed in the Royston Crow, for two consecutive weeks, advertising the intention to transfer the VH and recreation ground (Rec) to a CT. No objections had been received.
- The solicitors acting for both the VH and the PC were now satisfied with the terms of the lease agreement. It was still necessary to confirm some of the initial trustees.
- The PC had been asked to update their SCDC Community Facility grant application before the Portfolio Holder's meeting (7th October). Action: the Chairman to respond to SCDC.

10.3 Resolution to lease the VH, Playground and Recreation Ground (Rec) to a CT for a 99 year period at a peppercorn rent – Resolved: that the PC enter into a 99 year lease to lease the VH, playground and Rec to a CT, for a peppercorn rent. The purposes of the CT will be to raise funds for the refurbishment and extension of the VH and to manage and maintain the Rec, play area and VH for the benefit of Whaddon parishioners. The PC considers the disposal of the land to the CT will contribute to achieving the improvement of the social and environmental well-being of Whaddon residents. The difference between the unrestricted value of the land and the consideration for the disposal is less than £2,000,000.

10.4 Resolution to grant authority for two named Parish Councillors to sign the lease (10.3 above) on behalf of the PC - Resolved: that Cllr P Neale and Cllr C Rose be authorised to sign the lease on behalf of the PC.

11.0 Affordable Homes – update and decision of SCDC Planning Committee:

- Planning Committee Decision: at the SCDC Planning Committee on 4th August, permission had been granted for eight Affordable Homes at Church Corner, Whaddon. A condition required further work to be done on the proposed designs. The Chairman expressed disappointment at the level of support received from the District Cllrs at the Planning Committee.
- Funding: Bedford Pilgrims Housing Association (BPHA) had secured a grant for £309,000 which was insufficient to fund eight rental units. Three units would need to be part-rent/part-buy. As a general rule, residents would be eligible to purchase up to 80% equity but could never take full ownership of these houses.
- S106 agreement: - District Cllr Cathcart reminded the PC to ensure that the S106 agreement gave appropriate importance to housing people with a strong local connection.

At this point Cllr Neale gave his apologies and left the meeting.

12.0 Maintenance Schedule:

12.1 Discussion and agreement of action re Bridge Street Fountain Garden – the elm tree by the Fountain Garden was overgrown and obstructing the railings and reflectors.

Actions: Cllr Lewis to speak with the volunteer who had been maintaining the garden to see if any help was required. The Clerk to look into the possibility of getting the fountain and garden listed. District Cllr Cathcart to research available grants at SCDC.

12.2 Adoption of Maintenance Schedule - the Maintenance Schedule had previously been adopted (PC meeting of 8th March), subject to some amendments. Actions: Cllr Burchett to circulate the amended schedule. The Clerk to include a discussion about responsibility for the maintenance schedule at a future meeting.

13.0 Finance

13.1 Approval of Payments:

Cheques already approved (12th August) under Clerk's/Chairman's delegated authority:

Cheque No. 100690, for £7.29, for Mr N Gallery, photocopying ROSPA report.

Cheque No. 100691, for £70.00, CPALC, Chairmanship A training course.

Cheque already approved (13th August) following resolution of meeting of 12th July:

Cheque No. 100692, for £478.08, Archant Herts & Cambs Ltd, public notice in the Royston Crow for two weeks re disposal of VH and Rec to a CT.

Resolved: that the following payments be authorised today:

Cheque No.100693, for £258.50, M D Landscapes, grass-cutting recreation ground, June.

Cheque No.100694, for £3.76, Mr D Hanscombe, expenses re replacing bollard.

- 13.2 Decision re appointment of internal auditor – Resolved:** that Mr Bruce Huett be appointed as internal auditor to Whaddon PC for the financial year 2010/11. Action: the Clerk to write to Mr Huett to confirm appointment.

- 13.3 Adoption of model financial regulations – Resolved:** that a set of financial regulations (based on the model version provided by the National Association of Local Councils) be adopted by Whaddon PC.

- 14.0 Public Footpath 9 (through Fountain Farm) – update -** the farmhouse at Fountain Farm was built on top of a footpath and the diversion proposed at that time had never been executed. CCC was trying to obtain a formal diversion of the footpath and had begun working on this.

15.0 Correspondence:

- CCC – consultation re proposed changes to library services.
- CCC – consultation re winter service gritting arrangements. The PC had responded.
- SCDC – Standards Committee. Vacancy for a Parish Councillor member.
- NALC – informal consultation re Community Right to Build .
- Communities and Local Government – consultation on proposals for local referendums in the case of excessive precept increases.
- SCDC – invitation to Parish Liaison meeting, 18th October . The Chairman and Vice-Chair would attend.
- East of England Ambulance Service – request for community and sports facilities to prominently display their address and postcode. Passed to VHMFC.
- CCC – notification of forthcoming work by Rights of Way Team and Access Team on footpath 9 (through Fountain Farm). See agenda item 14.0 above.

16.0 Village Upkeep and Maintenance – reporting of issues:

- The salt bins ordered from CCC should have arrived. Action: the Clerk to investigate.
- The footway on Church Street between Rectory Farm and the Church was damaged by tree roots. Action: the Clerk to report this to CCC Highways.

17.0 Items for next meeting:

- Adoption of model standing orders
- Decision re Railings/Gates
- Guest visitor from Bassingbourn Barracks
- Talk from local PCSO
- Financial update (six months to 30th September)
- Parish Plan
- Responsibility for maintenance schedule
- Application to transport committee re lower speed-limit

18.0 Date of next meeting (11th October 2010)

There being no further business the meeting closed at 9.37 pm

accept CCC's proposal. Details of the revised bus service to go in the newsletter and the over-60s reminded to ensure that their journeys were being recorded by the bus-operator.

The Chairman gave thanks to County Cllr Oliver for intervening in this matter.

8.0 Speed Limits – agreement of action regarding application to CCC Transport Committee for a lower speed-limit on the A1198: CCC Highways were recommending a 50mph speed-limit on the A1198 from just north of Whaddon Gap to Kneesworth. The PC had discussed the possibility of a 40mph speed-limit with CCC Highways who had maintained it would not be possible to enforce it. Resolved: that the PC write to CCC Transport Committee to request a 40mph speed-limit on the section of the A1198 from just north of Whaddon Gap to Kneesworth. Actions: the Chairman to draft a letter and check if there was a deadline for submitting the request. The Clerk to check the Village Plan regarding residents' support for a lower speed-limit on the A1198. Cllr Peyton to organise a petition of local residents. The Clerk to write a paragraph for the top of the petition.

9.0 Village Hall (VH):

9.1 Noting of receipt of approved minutes from the Village Hall Management and Fund Raising Committee (VHMFC) meeting of 5th July – this item was postponed until the next PC meeting.

9.2 Update from Chair of the VHMFC following meeting of 20th September – a verbal report was given by Cllr Lewis.

9.3 Receipt of recommendation from VHMFC re future of spare railings/gates. PC decision re future of railings/gates – the VHMFC had recommended that the spare railings (11 of one type and 4 of another) and gates (2) be sold for the best possible price. It was unlikely that these items would ever be re-used. It would be necessary to get a valuation. Resolved: that the VHMFC try to sell the gates/railings for the best possible price. The Chairman thanked the VHMFC.

9.4 Update on lease and Charitable Trust (CT) – the lease had now been signed. Limbach Banham (LB) solicitors would now create the CT, register it with the Charities Commission and put the lease into operation. Once the legal work had been completed, the CT would need to hold an EGM to elect its officers. The VH had been awarded a grant of £25,000 from SCDC towards refurbishment. Action: the Chairman to take the signed documents to LB. Cllr Lewis to call an EGM for the CT.

9.5 Agreement on division of responsibility between the CT and PC – a discussion was held. The CT would henceforth be responsible for all the assets and the related costs and liabilities relating to the VH and recreation ground. The PC would provide a grant to the CT to cover expenses previously incurred by the PC. Action: the Clerk to attend the EGM for the CT and advise on all costs and responsibilities now under the remit of the CT.

10.0 Maintenance Schedule – allocation of responsibility for managing the maintenance schedule: maintenance items relating to the VH or recreation ground would be the responsibility of the CT going forward. However, as the PC had a budget allocation for painting the railings on the recreation ground it would initially carry out this work. A member of the public commented that maintenance costs could be reduced by using volunteers. The PC position was that, should volunteers not be available, it would be necessary to pay for the work to be done. Action: Cllr Burchett to liaise with the handyman to organise the PC maintenance projects that need doing each year.

Fountain Garden (Bridge Street) – Cllr Peyton had spoken with the volunteer who maintained the garden and established that some help would be appreciated. Action: Cllr Burchett to speak with the handyman to see if he could assist with maintenance of the fountain garden.

11.0 Finance

11.1 Approval of Payments:

Resolved: that the following payments be authorised today:

Cheque No.100695, for £50.00, Dr N Strudwick, Chairman's expense allowance, qtr to 30 September 2010.

Cheque No.100696, for £20.00, Mr P Neale, expenses re cutting back of overhanging tree.

Cheque No. 100697, for £962.69, Mrs G van Poortvliet, Clerk's wages and expenses qtr to 30 September 2010.

Cheque No. 100698, for £710.88, M D Landscapes, recreation ground grass-cutting for Jul, Aug and Sept.

Cheque No. 100699, for £120.00, Mr D Evans, handyman wages.

Cheque No. 100700, for £90.00, D M Charles, newsletter printing.

11.2 Financial update for six months to 30th September 2010 – the Clerk presented an update.

12.0 Parish Plan – agreement of next steps – Action: the Clerk to contact Sarah Johnson from Cambridgeshire ACRE to try to schedule a meeting with Cllrs Ginger and Rose to provide advice.

13.0 Correspondence:

- Local Government Chronicles – Big Society Survey
- SCDC – Ballot papers for Standards Committee Member (deadline 22nd October).
- NHS Cambridgeshire – consultation re Pharmaceutical Services (deadline 25th November)

14.0 Village Upkeep and Maintenance – reporting of issues:

- The footway on Meldreth Road had yet again been damaged by the road-cleaning machinery used by SCDC and required repair. Actions: the Clerk and Cllr Ginger to inform CCC Highways and SCDC of the situation.
- Whaddon Playground Project (WPP) would soon be installing the new recycling bins on the recreation ground and wished to purchase a toolkit from the ring-fenced funds. The benches near the VH were in a poor state of repair. Actions: authorisation of expenditure for the playground to appear on agenda for next meeting. Cllr Burchett to ask the handyman to either repair the benches or remove them.
- A rainwater gully in Church Street (outside Turpin's Farm) was blocked. Action: the Clerk to report this to CCC Highways.
- Several residents had commented on the particularly low level of water in the stream in Bridge Street. It was noted that this was a drainage ditch rather than a stream and that there had been very little rain recently.
- The bollard at the entrance to the recreation ground needed to be reinstated to prevent vehicles driving on the grass in winter.

15.0 Items for next meeting:

- Adoption of model standing orders
- Update on bus-service
- Guest visitor from Bassingbourn Barracks
- Talk from local PCSO
- Playground Project – agreement of expenditure
- Parish Plan
- Barrier over entrance to Whaddon Gap Car Park

16.0 Date of next meeting (8th November 2010)

There being no further business the meeting closed at 9.20 pm

Minutes of Whaddon Parish Council meeting held on 8th November 2010 at 7.40p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.

Present:	Chairman	Dr N Strudwick
	Councillors	Mr W Burchett, Mr L Ginger, Mrs J Lewis (from 8.35pm), Mrs M Peyton
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mrs L Oliver (from 8.40pm)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	3 present

The Parish Council (PC) meeting started ten minutes late in order to allow sufficient councillors to arrive for quorum.

- 1.0 **Apologies for Absence** – received from Cllr P Neale and Cllr C Rose. Advance notice of late arrival received from Cllr J Lewis and County Cllr L Oliver.
- 2.0 **Declarations of Interest** – Cllr Burchett declared a personal interest in agenda items 9.2 (as a member of Whaddon Playground Project) and agenda item 15.0 (as a Bridge Street resident with young children).
- 3.0 **Approval and Signing of minutes from Parish Council meeting of 11th October - Resolved:** that the minutes of that PC meeting be signed by the Chairman as a true and correct record.
- 4.0 **Guest Speaker from ATR Bassingbourn Barracks** – this item was postponed until 2011. Apologies received from the guest speaker.
- 5.0 **Reports from Clerk and Cllrs on matters arising:** the Clerk and Cllrs provided verbal reports on the status of matters arising from previous PC meetings:
 - Scaffolding Business Operating Opposite Whaddon Gap junction – District Cllr McCraith had contacted Paul Sexton (SCDC Planning). Mr Sexton had confirmed that no planning application for a change of use had been submitted and he was now following this up.
 - Maintenance schedule – the handyman had identified that some of the railings around the recreation ground needed repair. Action: a quote to be obtained for the repair work.
 - Salt Bins for Bridge Street – two bins had been delivered and filled with salt. A third spare bin was being stored in the Village Hall (VH) garage. The lid of an existing salt bin at the top of Bridge Street was damaged. Action: Cllr Burchett to investigate feasibility of swapping over the damaged salt bin with the spare one from the VH garage.
 - Affordable Homes – the Chairman had contacted Bedford Pilgrim Housing Association and their architects to ensure that they liaised with the residents of Rose Cottage (the property next door to the Affordable Homes site).
- 6.0 **District and County Councillor Reports:**

District Councillor report: the Chairman invited the District Cllrs to give a verbal update:

 - Traveller and Gypsy Plan – the next stage of the discussions is scheduled for December. SCDC are awaiting guidance from Central Government on this issue.
 - Standards Board – this would be disbanded. If a Cllr was found to have misled the public, it would be considered a criminal offence.
 - Finances – another significant cut to budgets was expected.
 - Chief Executive – a new Chief Executive, Jean Hunter, had been appointed. She was making some visits to the villages in South Cambridgeshire.

County Cllr Report: postponed until the arrival of County Cllr Linda Oliver.

- 7.0 Public Participation** – no comments received.
- 8.0 Bus Service – update re future of bus service:** Cambridgeshire County Council (CCC) will start the revised bus-service on 4th January 2011. From this date the buses will turn around at Church Street/Bridge Street and no longer serve Meldreth Road or Mettle Hill. Actions: the revised bus-schedule to be advertised in the newsletter and the over-60s reminded to ensure that their journeys are being recorded by the bus-operator. A notice to be put in the Meldreth Road bus-shelter advising that the service will stop from 4th January 2011.
- 9.0 Whaddon Playground Project:**
- 9.1 Update re maintenance issues** – the concrete pad had now been installed for the recycling bins.
- 9.2 Authorisation of expenditure** – postponed until the next PC meeting.
- 10.0 Village Hall (VH):** postponed until the arrival of Cllr Lewis.
- 11.0 Planning:**
- 11.1 Noting of receipt of approved minutes from the Planning Committee meeting of 12th July 2010** - receipt noted.
- 11.2 Noting of Planning Committee recommendation re S/1274/10, 55 Meldreth Road, extension and alteration to garage** – approval recommended.
- 11.3 Update from the Chair of the Planning Committee** – Cllr Peyton provided a verbal update. Cllr Neale had been elected as Vice-Chair of the Planning Committee. A Policy for dealing with Planning Infringements had been formally adopted. Cllr Peyton had attended the SCDC Exception Site Meeting, earlier that evening – the main points were outlined. The work on Whaddon’s Affordable Homes had to begin by 31st March 2011. CCC had asked for extra information from CEMEX before making a decision about the proposed landfill site at Barrington.
- 12.0 Finance – approval of payments:** no payments for approval.
- 13.0 Correspondence:**
- SCDC – notification of award of Community Facility Grant and terms of award
 - Cambridgeshire ACRE – request for volunteers re digital switchover
 - SCDC – invitation to Exception Sites Parish Review Group meeting 8th November (Cllr Peyton had attended)
 - CCC – invitation to meeting to discuss future of PPP3, 2nd December (either Cllr Neale or Cllr Peyton to attend)
 - Little Gransden Consultative Committee Meeting on 10th November – request for member of Parish Council to attend in place of Mr M Monks who had given his apologies (the Chairman to attend)
- 14.0 Whaddon Gap Car Park – consideration of barrier across entrance:** the possibility of putting a height-restriction barrier across the entrance to Whaddon Gap car-park to reduce the incidences of fly-tipping and abandonment of large vehicles/caravans was discussed. The PC decided to take no action at the moment as it was not deemed to be a good use of funds.
- 15.0 Children Playing on Bridge Street – consideration of safety issues:**
(Cllr Lewis joined the meeting. Cllr Lewis declared an interest in this item as a Bridge Street resident with young children). The Chairman invited a member of the public to speak. The member of the public commented on the large number of children playing and cycling on Bridge

Street. Some of these children were very young. Although the road is mainly single-track, the official speed limit on Bridge Street is 40mph. Many delivery vans, couriers, and some residents drive very fast down Bridge Street. It was considered dangerous for children to be playing on the road. The use of signage and a newsletter article were suggested.

The PC discussed the issues. County Cllr Oliver, who had now joined the meeting, was asked for advice. County Cllr Oliver asserted there was little chance of achieving a speed-reduction in Bridge Street. Actions: The Chairman and Mr M Monks (Neighbourhood Watch) to draft an article for the newsletter. The PC to investigate signage options. Mr M Monks to investigate if the PCSO/traffic police could talk to local children about road safety. County Cllr Oliver to ask for some speed-measurement strips to be applied in Bridge Street.

It was agreed to return to agenda item 6.0.

6.0 District and County Councillor Reports:

County Cllr Report: the Chairman invited County Cllr Oliver to give a verbal report.

- The creation of the bus turning circle at the top of Bridge Street had been delayed again due to staff absence. Apologies were given. County Cllr Oliver had asked for this work to receive urgent attention.
- CCC had been planning for a 40% reduction over five years. Services were being reshaped but, as yet, no services were to be taken away altogether.
- The Children's Centre (advisory centre) was now open in Bassingbourn Primary School.
- The situation relating to broadband had now changed - BT had indicated that they would now be upgrading the cabling network to support faster broadband. The fine detail was awaited. Action: the Chairman to send County Cllr Oliver a synopsis of the Broadband situation in Whaddon.

It was agreed to return to agenda item 10.0

10.0 Village Hall:

10.1 Noting of receipt of approved minutes from the Village Hall Management and Fund Raising Committee (VHMFC) meeting of 5th July 2010 – receipt noted.

10.2 Update from Chair of the VHMFC – a verbal report was given by Cllr Lewis. The last meeting of the VHMFC was scheduled for 15th November.

10.3 Update on lease and Charitable Trust (CT) – the first meeting of the trustees had been scheduled for 15th November. It would be necessary to register the lease with the Charities Commission – the PC had ring-fenced funds for this expenditure. It would be necessary to formalise the relationship between the PC and the CT in terms of maintenance, liability and insurance.

10.4 Parish Council representative to CT – Cllr Burchett had indicated that he might not be able to act as PC representative to the CT in the longer-term. Cllr Burchett agreed to continue to be a representative until the AGM (May 2011).

16.0 Parish Plan – agreement of next steps – Action: Cllrs Ginger and Rose to liaise directly with Sarah Johnson from Cambridgeshire ACRE to schedule a meeting to obtain advice.

17.0 Village Upkeep and Maintenance – reporting of issues:

- The 40mph sign had gone from outside Green Farm, Meldreth Road. Action: the Clerk to report this to CCC Highways.
- The No Parking sign at Ridgeway Close was loose. Action: District Cllr Cathcart to follow up.
- The particularly low level of water in the stream in Bridge Street was brought up again. There had been very little rain recently and it was believed that a dam might have been

removed at the Dyers Green end of Bridge Street, causing the water to flow into the main stream rather than the drainage ditch.

- The handyman was asked to repair the seats outside the VH.

18.0 Items for next meeting:

- Adoption of model Standing Orders
- Guest visitor from Basingbourn Barracks
- Talk from local PCSO
- Playground Project – agreement of expenditure
- Recreation Ground railings – approval of expenditure on repairs
- Parish Plan
- Cutting of grass in Churchyard

19.0 Date of next meeting (10th January 2011)

There being no further business the meeting closed at 9.20 pm