

Minutes of Whaddon Parish Council meeting held on 13th June 2011 at 7.30p.m. in the Village Hall, Church Street, Whaddon, nr Royston, Hertfordshire, SG8 5RY.

Present: Chairman Dr N Strudwick
 Councillors Mr L Ginger, Mrs J Lewis, Mr P Neale, Mrs M Peyton,
 District Councillors Mr N Cathcart
 County Councillor Mrs L Oliver (from 8.42p.m)
 Parish Clerk Mrs G van Poortvliet
 Parishioners 2 present

1.0 Apologies for Absence – received from Cllr C Rose and District Cllr D McCraith. Advance notice of late arrival received from County Cllr L Oliver.

2.0 Declarations of Interest – Cllr J Lewis is the Chair of Whaddon Village Hall & Recreation Ground Trust (VHRGT) and has a prejudicial interest in agenda item 8.2. Cllr L Ginger is a Holding Trustee of the VHRGT.

3.0 Approval and Signing of minutes: Resolved: that the minutes of the following meetings be signed by the Chairman as a true and correct record:

3.1 Annual Parish Council (PC) meeting of 9th May 2011

3.2 PC meeting of 9th May 2011

3.3 Extraordinary PC meeting of 18th May 2011

4.0 Reports from Clerk and Cllrs on matters arising: the Clerk and Cllrs provided verbal reports on the status of matters arising from previous Parish Council (PC) meetings:

- Affordable Homes/S106 agreement – following an extraordinary meeting, the PC had responded to SCDC commenting on the amended draft S106 agreement. A response had since been received from SCDC's legal department and the agreement would now be signed. District Cllr Cathcart expressed concern that the affordability of the housing was being diluted – he would make representations to SCDC regarding this. District Cllr Cathcart advised that Bedford Pilgrims Housing Association (BPHA) had asked SCDC planning department to change or remove some elements from the approved design of the houses. Action: the Chairman to request details of the changes proposed by BPHA.
- PC representative on the Village Hall and Recreation Ground Trust (VHRGT): it was confirmed that it would not be necessary to seek a replacement PC representative (following the resignation of Cllr W Burchett). Instead a representative would be appointed from a user-group of the hall.

5.0 District and County Councillor Reports:

District Councillor report: a verbal report was given:

- Planning Policy - SCDC needed to find more land for housing development in order to meet Central Government requirements. SCDC would issue a call for building sites, beginning on 16th June and lasting for six weeks.

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

6.0 Public Participation:

- A member of the public questioned whether the PC planned to hold a road safety talk at the Church Fete and stated that the Parochial Church Council would prefer this not to happen. The PC responded that Mr M Monks (Neighbourhood Watch) was in discussions with the police as to the most effective means to deliver this road safety information.

- 7.0 Vacancy for a Parish Cllr – update and appointment of a committee for dealing with co-option of a new councillor:** SCDC had confirmed that an election had not been requested and that the PC could co-opt a new cllr. The vacancy would be advertised in the upcoming edition of the village newsletter and interviews would be likely to take place in early July. The interviewing committee would comprise the Chairman, Cllr Neale, Cllr Peyton and Cllr Ginger. Cllr Lewis would be involved if available. Cllr Rose to be kept informed of interview dates. The current issue of the newsletter had been delayed due to technical problems with the printer. Resolved: that the PC pay a printing company to produce the current newsletter to avoid further delay. A quote from a local company for £220 could be accepted unless an alternative cheaper option could be found quickly. Actions: The Chairman to request an alternative printing quote and accept the cheapest option. Cllrs to email the Clerk with dates in July when they would not be available for interviews.

It was agreed to move to agenda item 13.0

- 13.0 Village Newsletter – consideration of production frequency and format:** – the possibility of changing the frequency of the newsletter (currently quarterly) and the format were discussed. The Chairman invited Mrs J Pascoe (editor of Whaddon News) to join the discussion. Also discussed was the delivery of newsletters to ex-residents who still wished to receive them. Resolved: that the PC/ Mrs Pascoe work together to find a new format for Whaddon News. Production frequency would initially remain unchanged but would be reviewed again after the format had been revised. Future copies of the newsletter supplied to ex-residents would need to be paid for by those ex-residents. Actions: The Chairman, Cllr Ginger and Mrs Pascoe to form a working group to agree changes to the newsletter format and to arrange quotes for printing (including use of some colour if appropriate). The Clerk to schedule a future agenda item on this topic. The Clerk to write to ex-residents and inform them that future copies of the newsletter would need to be paid for. The Chairman thanked Mrs Pascoe for the excellent job she had done as editor.

8.0 Village Hall and Recreation Ground Trust (VHRGT)

8.1 Update from VHRGT: a verbal report was provided by Cllr J Lewis (Chair, VHRGT). All insurance was now in place including trustee indemnity insurance. A representative from Cambridgeshire ACRE would help VHRGT to rewrite their application for Big Lottery funding. More work was needed consulting residents about their requirements from the Village Hall – this would have to include some face-to-face interviews, especially with the elderly and teenagers. The VHRGT hoped to have a stand at the Church Fete to raise awareness and assist with the consultation exercise. The proprietor of Tiny Talk had agreed to be a Trustee for the VHRGT. A new social event, Whaddon Olympics, was being considered as a fund raiser and was provisionally scheduled for 3rd September. (At this point County Cllr L Oliver entered the meeting (8.42pm)).

8.2 Consideration of grant application from VHRGT: VHRGT were not currently in a position to submit a grant application to the PC. Actions: Cllr J Lewis to provide figures for the insurance premium paid by VHRGT and complete a grant application. The Clerk to source appropriate grant application forms and schedule a future agenda item.

5.0 Reports from County Cllr: County Cllr Oliver provided a verbal update:

- Following a meeting with BT's regional director, there are plans to improve the broadband service for Bassingbourn and Arrington in September. The PC pointed out that, due to the quality of the wiring in Whaddon, this would not help the situation in Whaddon itself.
- CCC Highways policy had changed to allow local residents and parish councils to have greater influence on changing local speed limits.
- A1198 Speed Limit reduction – CCC Highways are using this as a test case and asking local people to pay for the changes to the speed limit. They are currently in talks with ATR Bassingbourn.

- Another visit to Donarbon recycling facility has been scheduled for 17th September.
- A new initiative, 'Making Assets Count', involves public sector authorities trying to work together to share premises and hence reduce costs. The existing shared services arrangement with Northamptonshire CC has been working well.
- Gamlingay Village College had gone into special measures and a meeting will be held on 14th June to discuss its future. One option (although not the preferred one) would be to transfer the students to Bassingbourn Village College.

9.0 Planning:

- 9.1 Noting of Planning Committee recommendation re S/0845/11, 5 Bridge Street for an extension – approval recommended**
- 9.2 Noting of SCDC decision re S/0437/11 and S/0436/11, 8 Church Street for retention of and alterations to conservatory (regularisation of unauthorised work) and erection of a conservatory (part retrospective) – planning permission granted.**
- 9.3 Noting of receipt of approved Planning Committee Minutes from meeting of 3rd May 2011 – receipt noted.**

10.0 Finance:

- 10.1 Approval of payments: Resolved:** that the following payments be approved:
Cheques already signed (18th May 2011)
 Cheque No. 100725, for £632.18, Aon Ltd, annual insurance premium
 Cheque No. 100726, for £20.81, EDF Energy Ltd, final energy bill re phonebox
Cheques to be signed today
 Cheque No. 100727, for £97.20, Playsafety Ltd, playground ROSPA safety inspection.
- 10.2 Internal Auditor's Recommendations – agreement of actions: Resolved:** that the PC adopt the two recommendations contained in the Internal Auditor's report (minutes to be kept of Precept Meeting and risk assessment exercise to be documented). Actions: The Clerk to see if CPALC has any standard risk assessment documents. Cllrs to consider risks and email details to the Chairman/Clerk.

11.0 Correspondence:

- CCC – consultation re proposal to take over Civil Parking Enforcement from the police. Deadline 17th June. The PC did not wish to respond to this consultation.
 - SCDC – email response re request for representation on Strategic Housing Land Availability Assessment stating that CPALC will now represent PCs.
 - SCDC – details of tree planting grants available
 - SCDC – draft report following survey on Council's Planning Service. Deadline for comments 10th June. The PC did not wish to respond.
 - SCDC – invitation to PC briefing session re Planning Policy in South Cambridgeshire, 17th June. Cllr Peyton to attend.
 - SCDC – email response from solicitor re PC's comments on amended S106 agreement.
 - SCDC – request for nominations for a PC representative to the Standards Committee.
 - SCDC – request for nominations for Community Pride and Village Hero Awards (deadline 29th July)
 - ROSPA report – no significant safety risks identified.
- Cllr Peyton reminded Cllrs to inform the Clerk/Chairman if they are going to be away to avoid mail being unnecessarily held up.

12.0 Annual Parish Meeting (APM) Actions:

- 12.1 Consideration of proposal to convert adopted phone box into a library facility – discussion and agreement of actions:** the PC agreed in principal the concept of converting the Bridge Street phone box into a library facility. The library would be

maintained by volunteers from the village. Actions: the Clerk to email Mr N Shaw regarding the PC decision and ask the handyman to provide quotes for the necessary costs.

12.2 Discussion and agreement of other actions arising from the APM: the issue concerning improved Broadband speed was already being actioned by the PC.

14.0 Planning for Traveller Sites Consultation – consideration and agreement of PC response – the Central Government consultation set out general principals rather than detailed proposals. A discussion was held and District Cllr Cathcart and County Cllr Oliver were invited to give their views. Actions: the Chairman to discuss further with District Cllr Cathcart. The Chairman to circulate the consultation questions to the Cllrs for comment/response. The Clerk/Chairman to respond formally if appropriate.

At this point County Cllr L Oliver left the meeting (9.20pm)

15.0 Village upkeep and maintenance – reporting of issues

- A new bus service to Cambridge had been registered and would be stopping at Whaddon. Action: Cllr Ginger to investigate further and report back.
- The poor state of the footway in Meldreth Road was again brought up – this had already been reported to CCC Highways.

16.0 Items for next Meeting

- **VHRGT grant application**
- **Village Newsletter format**
- **Approval of costs for conversion of adopted phone box to a library facility**
- **Update from SCDC PC Briefing Session**
- **Ideas for alternative uses for unspent PPP3 grant** (Actions: Cllr Neale/the Clerk to check current status with Mr R Huffer).
- **Production of an Emergency Plan**

17.0 Date of next meeting (11th July 2011).

There being no further business the meeting closed at 9.28 pm