

Minutes of Whaddon Parish Council meeting held on 13th August 2012 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.

Present: Chair Mrs M Peyton
 Councillors Mr L Ginger, Mrs J Lewis, Mr H Burgess, Mr R Scott,
 Professor A Milton
 District Councillors Mr D McCraith
 Parish Clerk Mrs G van Poortvliet
 Parishioners 1 present

- 1.0 Apologies for Absence** – received from Cllr K French and District Cllr N Cathcart.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 11th June 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record. See later amendment (9.0 below).
- 3.0 Adoption of new Code of Conduct** - Resolved: that a new Code of Conduct (the same as that adopted by South Cambridgeshire District Council) be adopted by Whaddon Parish Council.
- 4.0 Noting of Resignation of Parish Cllr and Co-option of new members to the Parish Council – including signing of Declarations of Acceptance of Office** – Mr P Neale had resigned from the PC after many years of service. Thanks were given to Mr Neale. Action: the Clerk to write to Mr Neale to thank him for his service. Permission had been received from SCDC to co-opt three new members and interviews had been held. Resolved: that Mr H Burgess, Professor A Milton and Mr R Scott be co-opted to the PC. Declarations of Acceptance of Office were signed.
- 5.0 Register of Members Interests – update on new requirements and noting of receipt of duplicate completed forms by the Clerk** – the Clerk reminded Cllrs that the new regulations required Register of Members Interest forms to be submitted to SCDC by 28th July with a copy to the Clerk for publication on the website. Newly co-opted Cllrs still had 28 days to complete and return their forms. Actions: all Cllrs to complete the Register of Members Interest forms and return them to SCDC and to the Clerk.
- 6.0 Declarations of Interest** – none declared.
- 7.0 Report from Clerk and Cllrs – on business remaining from previous meetings**: a verbal report was given.
- Bridge Street Safety Signage – an updated specification and quote had been received from the supplier and the Clerk would now order the signs.
 - Speed limit survey – details of the survey results had now been passed on to Cambridgeshire County Council (CCC).
 - Website – a meeting had been held with Dr N Strudwick (website manager) to see if it would be possible for an additional person to be trained to edit the village website. The set up of the website had been clarified but further investigation would be necessary to establish the knowledge-level and software required to enable an additional person to edit the site.
 - S106 monies – notices inviting applications for the funds had been put up and would also go in the newsletter. The deadline for applications was 31st October 2012. Two applications had already been received.
 - Bridge Street phonebox – the conversion to a library facility was still in progress.
 - Meldreth Road Footway – this had now been repaired.
- 8.0 Reports from District and County Cllrs** – no County Cllr present.
District Cllr Report: a verbal update was given by District Cllr McCraith:

- SCDC Local Plan – the local plan which would shape planning policies until 2013 was currently in the consultation period (deadline 28th September).
- Proposed wind farm at Litlington – this planning application had not yet been determined and was likely to go before the SCDC Planning Committee in September.
- A new Committee had been set up for Civic Standards.

9.0 Public Participation:

- An email was read out from a member of the public concerning the verges grass cutting. The email asked the PC to consider varying the tender specification to require the verge between nos 72 and 104 Bridge Street to be cut back as far as the stream instead of one metre from the roadside (as per the specification) because it now looked untidy. The email also commented that in some instances the grass had not been cut back to a depth of one metre. The issues were discussed. The Cllrs did not wish this particular stretch of verge to be cut back further because of potential damage to the wildlife habitat and also because the additional cuttings could go into the stream. It was noted that others had commented that the verges looked very tidy. Actions: the Clerk to inform the member of the public of the PC's view and to ask the handyman (who was inspecting the verges after each cut) and Mr M Monks for their views on the standard of the grass cutting.
- A member of the public asked that the grass verge by the first cottage in St Mary's Close be cut as it was not possible to see the road sign. Action: the Clerk to speak with the contractor who cuts the verges and request that they cut this area next time.
- A member of the public pointed out an error in the minutes from the previous PC meeting. Mrs W Evans, referred to in point 11.0 is the Vice-Chair rather than the Secretary of Whaddon Village Hall and Recreation Ground Trust (WVHRGT). Resolved: that item 11.0 of the minutes from the PC meeting of 11th June 2012 be amended by the Chair to say Vice-Chair instead of Secretary.

10.0 Finance:

10.1 Approval of Payments – Resolved: that the following payments be approved:

Cheques already signed (21st June 2012)

Cheque No. 100783, for £684.00, M D Landscapes, grass cutting recreation ground Mar, April and May (8 cuts) and verges grass cutting May.

Cheques already signed (5th July 2012)

Cheque No. 100784, for £105.00, SCDC, election expenses for uncontested Parish Council election - May 2012.

Cheques to be signed today (13th August 2012)

Cheque No.100785, for £354.00, M D Landscapes, grass cutting recreation ground 7th, 14th and 28th June (3 cuts) and verges grass cutting June.

10.2 Presentation of draft accounts to 30th June 2012 – the Clerk presented the accounts and invited questions.

10.3 Bank Mandate – status update and agreement of new signatories – it had been discovered that Barclays Bank did not have a record of the correct bank mandate and authorised signatories for the Parish Council. It would be necessary to resolve this before new signatories were appointed. Action: the Clerk and Chair to liaise with Barclays Bank to ensure that the correct mandate and signatory details were held in future.

11.0 Correspondence

- SCDC – notification of new requirements for registering of members' interests and those of spouses/partners.
- CCC – Countryside Access Annual Report 2011/12.
- SCDC – Local Plan consultation document (closes 28th September 2012).
- SCDC – consultation re Gambling Licences.
- CCC – notification of award of £1,350 for Whaddon PC under the Minor Highways Improvements Scheme (for speed reduction measures in Meldreth Road)

- Cambridgeshire Health and Wellbeing Board – consultation on priorities for health and wellbeing strategy (closes 17th September 2012)
- CAPALC – details of training courses, September to December 2012. Action: the Clerk to book Cllr Scott onto three training courses and to liaise with the other new Cllrs regarding dates to see if they wished to attend too.

12.0 Planning Matters

12.1 Noting of Planning Committee recommendation and SCDC decision re S/1145/12/FL, garage, 118 Meldreth Road: the Planning Committee recommended approval and SCDC have granted planning permission.

12.2 Noting of SCDC decision re S/0552/12/FL, re installation of temporary 65m meteorological mast, Arrington: planning permission refused.

12.3 Appointments to Planning Committee: Resolved: that Cllrs R Scott and A Milton be appointed to the Planning Committee and Cllr J Lewis (who had agreed to serve in a temporary capacity) be removed.

13.0 SCDC Local Plan – agreement of PC approach to consultation and response re inclusion of additional employment development area at Eternit Site: it was agreed that the consultation document be circulated to Cllrs in the mail and that they should highlight any questions of relevance to Whaddon. These questions, plus the specific question re the Eternit Site, would be discussed at the next PC meeting. Actions: All Cllrs to review the SCDC Local Plan and highlight any issues they believe to be relevant to Whaddon. The Clerk to put the response to the SCDC Local Plan Consultation on the agenda for the next PC meeting.

14.0 Broadband – consideration of establishing a Community Broadband Project and Agreement of Actions: whilst it was not currently possible for the PC to fund works to improve the Broadband speed in Whaddon, some communities had set up Community Broadband Projects and achieved good outcomes. Dr Strudwick was currently looking into this and CCC were also in discussions with a supplier. Action: the Chair to keep the PC informed of progress.

15.0 Parish Plan – update: Cllr Ginger provided an update. Some volunteers had come forward to assist with the Parish Plan and the aim is to get the project up and running after the holiday season. Cllr Burgess offered to assist.

16.0 Code of Conduct Dispensations and Complaints Procedures – dispensations and agreement of next steps: it would be possible either for the Clerk to make decisions on Dispensation Requests when they arose or for the whole PC to consider them. The Complaints Procedure needed updating with regard to complaints relating to conduct. A discussion was held. Action(s): the Clerk to table an agenda item for the next PC meeting regarding a resolution to allow decisions re Dispensation Requests to be made by the Clerk. The Clerk to investigate suitable options re the Complaints Procedure in relation to the Code of Conduct.

17.0 Parish Paths Partnership (P3) – appointment of Co-ordinator: following the resignation of Mr P Neale, a new P3 co-ordinator was needed if the PC still wished to participate in the scheme. This was discussed but no decision made. A volunteer was also needed to write the PC section of the newsletter – Cllr Ginger agreed to do this. Action: the Clerk to table an agenda item for the next meeting re a P3 Co-ordinator.

18.0 Village Upkeep and Maintenance – reporting of issues

- The footpath between the reservoir and A1198 in Kneesworth was overgrown with nettles – Actions: the Chair to report this to CCC Rights of Way. District Cllr McCraith to bring this up with Bassingbourn PC.

19.0 Items for next meeting:

- SCDC Local Plan
- Dispensation Requests
- P3 Co-ordinator
- Audit Report

20.0 Date of next meeting and future PC meetings – the next PC meeting date was changed to Tuesday 4th September. A Planning Committee meeting would be called for 23rd August. Actions: the Clerk to amend the Schedule of Meeting Dates and book the Village Hall for the meetings.

There being no further business the meeting closed at 9.18 pm