

**Minutes of Whaddon Parish Council meeting held on 13<sup>th</sup> February 2012 at 7.35p.m. in the Village Hall, Church Street, Whaddon, Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mr L Ginger, Mrs J Lewis, Mr C Rose
	District Councillors	None present
	County Councillor	Mrs L Oliver (from 8.30p.m)
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	3 present

The meeting started five minutes later than advertised due to the overrunning of an earlier Planning Committee meeting.

- 1.0 Apologies for Absence** – received from Cllr P Neale, District Cllr N Cathcart and District Cllr D McCraith. Cllr N Strudwick has been granted a leave of absence until May 2012.
- 2.0 Declarations of interest** – Cllr J Lewis declared an interest as Chair of Whaddon Village Hall and Recreation Ground Trust (WVHRGT) – agenda item 10.0.
- 3.0 Approval and Signing of minutes from i) Parish Council (PC) meeting of 9<sup>th</sup> January 2012 and ii) Precept meeting of 23<sup>rd</sup> January 2012: Resolved: that the minutes of the meetings be signed by the Chair as a true and correct record.**
- 4.0 Reports from Clerk and Councillors – on matters arising:** the Clerk and Cllrs provided verbal updates on matters arising from previous PC meetings:
- Risk Assessment – action plans needed to be created to address risks regarding the website, newsletter and computer security. Action: the Clerk and chair to complete action plans.
  - Amending standing orders to limit a Chair to three years service – the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) had confirmed this was possible if a resolution was proposed and passed. Action: the Clerk to table a future agenda item.
  - Affordable Homes Boundary Treatments – the Chair had attended a site meeting with SCDC planners, Bedford Pilgrims Housing Association Design Manager and the Site Manager. Seven close-boarded fencing panels would be removed from the rear boundary to maintain the view to the fields behind. Listed building planning consent would be needed to rebuild the boundary wall with Rose Cottage – instead the existing wall would be kept and a new wall built to finish off the plot. The front boundary treatment would be metal estate railings. The contractors would reinstate the bridleway before leaving site.
  - Archives – CCC Archives was based at Shire Hall, Cambridge. Action: The Clerk to put the lease agreements for the Village Hall and Recreation Ground into the archives.
  - Data Protection Act – charges for photocopying – the maximum charge per data subject was £10. Actions: the Clerk to amend and circulate the Data Protection Policy and put it on the website. Published charges to be 10p per sheet for black and white photocopies and 25p per sheet for colour photocopies up to a maximum of £10.
  - Parish Plan: Cllr Ginger had drafted a flyer to go to all residents asking for help with the Village Plan. Action: Cllr Ginger to send the information to the newsletter editor.
  - Emergency Plan: Cllr Rose would provide an update at the next PC meeting. Action: the Clerk to schedule an agenda item.
  - Trees on verges in Bridge Street: provision had been made in the 2012/13 precept for maintenance work. Action: the Clerk to schedule an agenda item for April or May.
- 5.0 Reports from District and County Cllrs: District Cllrs' Report** – none present. County Cllr Report: postponed until the arrival of County Cllr Oliver.
- 6.0 Public Participation:**

- A member of the public asked when the Affordable Homes would be available on SCDC's housing list. The Chair advised that they should be occupied in May and building was currently slightly ahead of schedule. It was agreed to move to agenda item 17.0.

**17.0 Affordable Homes – update on decisions re boundary treatments and street name:** an update was provided by the Chair – the decisions re boundary treatments had already been covered (4.0 above). The Chair had been informed by the Site Manager that the development would be called St. Mary's Close. However, the PC had not received confirmation of this from SCDC.

**6.0 Public Participation (continued):**

- A member of the public commented that the changes to the A1198 speed limit, between Royston and Caxton, following the recent review were illogical and confusing to motorists. The Chair had passed residents' concerns to County Cllr Oliver.

**7.0 Planning:**

**7.1 Noting of Planning Committee recommendation re i) S/2500/11, 132 Meldreth Road, for demolition of existing dwelling and outbuilding. Erection of replacement house and double garage and new bungalow with garage and associated new accesses - approval recommended.**

**7.2 Noting of SCDC decision re S/12314/11, Bumpkins, Church End, Whaddon, for an extension – permission granted.** A member of the public commented that they had not been consulted on this application despite being able to see the premises from their property. Action: the Chair to contact SCDC Planning regarding contact with neighbours on planning applications.

**8.0 Finance:**

**8.1 Approval of payments: Resolved:** that the following payments be approved:

Cheques to be signed today:

Cheque No. 100758, for £35.00, Orwell Parish Council, Cllr Stage One Training – Cllr K French.

Cheque No. 100759, for £83.00, The Society of Local Council Clerks, annual subscription.

**8.2 Presentation of draft accounts to 31 December 2011:** the Clerk presented the draft accounts and took questions. Action: the Clerk to prepare a cash forecast until 31 March 2012 for review at the next meeting.

**8.3 Approval of Precept for 2012/13: resolved** that the precept for 2012/13 be £16,200. Action: the Clerk to publish the precept calculations on the website and notice board.

**9.0 Correspondence:**

- CCC – HCV Strategy – the strategy had now been approved by CCC's Cabinet.
- SCDC - Invitation to Parish Council Liaison Meeting, 29<sup>th</sup> March. Cllr Peyton to attend.
- SCDC - invitation to Parish Planning Forum, 22<sup>nd</sup> February. Cllr Peyton to attend.
- SCDC – indemnity re s106 monies for Affordable Homes development. Action: agenda item for next meeting.

**10.0 Village Hall and Recreation Ground Trust update:** a verbal update was provided by Cllr J Lewis (Chair of WVHRGT) from the WVHRGT meeting on 7<sup>th</sup> February.

- Big Lottery Fund Application – the revised application was approximately half-way completed. Further consultation needed to be carried out with certain user groups to establish the benefits to the village of a refurbished village hall.
- Accounts (Village Hall Management and Fund Raising Committee) – the VHMFRCA accounts had been signed off by the auditor. Action: Cllr Lewis to obtain a copy of the accounts for the Clerk.

- Parish Council Grant application – the second phase of the 2011/12 grant application would be submitted at the next PC meeting.
- Phasing of building works – work had been done on breaking the building project down into phases in case it was necessary for grant funding purposes,
- Fundraisers – upcoming events included Whaddon Open Gardens and a Comedy Evening. WVHRGT would be organising a Diamond Jubilee social event (not a fundraiser).

**11.0 Bus-service – update and agreement of actions if necessary:** Cllr Ginger provided an update. Route 127 - the 8.30 am, Saturday morning service had been withdrawn without consultation. The service to Comberton was no longer calling at Whaddon. (See continuation below).

**12.0 Verges Grass-Cutting:**

- i) **approval of tender (2012-2014)** – four tenders had been received by the deadline. The results were read out and discussed. Resolved: that the tender from M D Landscapes for £140 per cut be accepted. This was the second lowest tender but was selected as the contractor was local and had a good track-record (recreation ground grass cutting). Action: the Clerk to notify the contractors of the results. (County Cllr Oliver joined the meeting).
- ii) **agreement of arrangements for supervision of contractor** - Resolved: that the Handyman would agree dates of cuts with the contractor and monitor the standard of the work. The Clerk would liaise with the Contractor if any issues arose. Action: the Clerk to advise the handyman and contractor of the supervision arrangements.

It was agreed to return to agenda item 11.0

**11.0 Bus-service (continued)** – the changes to the bus-services detailed above were raised with County Cllr Oliver and disappointment was expressed at the lack of consultation. Action: County Cllr Oliver to investigate further and speak with the bus-service contractor.

It was agreed to return to agenda item 5.0

**5.0 County Cllr's Report** – a verbal report was given by County Cllr Oliver:

- Council Tax – CCC's Cabinet were recommending an increase of 2.95%. The police were asking for a similar increase. Cambridgeshire is a fast growing county.
- Cost reductions – CCC continue to work with Northampton CC to reduce costs of back-office functions such as IT and legal services.
- Whaddon Footpath – some new posts with footpath signs would be concreted in to mark the footpath route through Fountains Farm, Bridge Street.

**13.0 Bridge Street Safety Signage – hearing of proposals and agreement of actions and expenditure:** a site-meeting had been held with Ms K Lund from CCC on 23<sup>rd</sup> January. CCC was supportive of safety signage if it did not obstruct the highway. It would be possible to have 'SLOW' painted on the corner at the top end of Bridge Street if the PC funded it. Double-sided aluminium signs – '20 is plenty' (x3) and 'slow children playing' (x2) - were deemed appropriate. One additional post was needed. Self-adhesive signs could be attached to salt bins. Actions: Cllr Lewis to investigate sign and sign-post options and costs. The Clerk to ask CCC Highways for a quote for painting 'SLOW' on the road and to table an agenda item for next month.

**14.0 Village Speed Limits – revoking of 40mph speed limit and agreement of actions:** Resolved: to revoke the 40mph speed limit throughout the village as a first step to invoking a 30mph speed limit. Actions: the Clerk to contact Ms K Lund at CCC to find out the process to be followed to revoke the 40mph speed limit. County Cllr Oliver to follow up with CCC Highways about the poor condition of the posts holding the existing speed limit signs.

- 15.0 A1198 – discussion of new speed limits and agreement of actions if necessary:** Resolved: to write to CCC to comment that the variety of speed limits on a relatively short stretch of road between Royston and Arrington was inconsistent and confusing to motorists. A speed limit of 50mph from Kneesworth down to Arrington roundabout would be more sensible. Action: the Clerk to write to CCC.
- 16.0 Changes to the Standards Regime – update and agreement of PC comments:** the Standards Board was due to be abolished and PCs would need to adopt their own Code of Conduct. A standard Code of Conduct was being drafted by SCDC and CAPALC. It was still unclear how breaches of the Code of Conduct would be policed. Actions: the Clerk to ask District Cllr Cathcart to provide an update about the implications of the changes at the next meeting. The Chair to bring the matter up at the next Parish Liaison meeting.
- 18.0 Village Upkeep and Maintenance** – the PC commented on how good the road-gritting service had been during the recent snow. Action: the Clerk to send an email to CCC Highways.
- 19.0 Items for next meeting**
- S106 – resolution and signing of indemnity
  - Purchase of Commemorative items for the Diamond Jubilee – Action: Cllrs to come to the meeting with ideas for consideration.
  - Bridge Street Safety Signage – approval of signage and expenditure
  - VHRGT – approval of second grant payment
  - Financial report and cash position estimate to 31 March 2012
  - PPP3 – proposals for grant funding for 2012/13
  - Limit on length of service of Chair to 3 years
  - Emergency Plan
- 20.0 Date of next meeting – 12<sup>th</sup> March 2012**

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