

**Minutes of Whaddon Parish Council meeting held on 14<sup>th</sup> January 2013 at 7.30p.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, Professor A Milton,  
 Mr R Scott  
 District Councillor Mr D McCraith  
 Parish Clerk Mrs G van Poortvliet  
 Parishioners 1 present

- 1.0 Apologies for Absence** – received from County Cllr L Oliver and District Cllr N Cathcart.
- 2.0 Minutes – approval and signing of minutes from the Parish Council (PC) meeting of 12<sup>th</sup> November 2012** – Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.
- 4.0 Report from Clerk and Councillors – on business remaining from previous meetings:** a verbal report was given.
- Vacancy for a Parish Councillor – permission to co-opt a Cllr had been received from South Cambridgeshire District Council (SCDC). The vacancy was being advertised - closing date 28<sup>th</sup> January 2013.
  - Trees on verge in Bridge Street (between no 55 and Dyers Green) – an email had been received from Mr C Burton of Cambridgeshire County Council (CCC) accepting liability for these trees as they were on their verge on or even a fraction inside the CCC ownership boundary. CCC would arrange for a contractor to visit and attend the trees from a health and safety perspective.
  - Whaddon Travellers Site (A1198) – no response had been received from Cllr Mark Howell to the email regarding management structure and resourcing at the site following the proposed change in ownership. Action: the Clerk to resend the email.
  - Mettle Hill Travellers Site, Meldreth – SCDC was no longer planning to purchase this site with the intention of reopening it. Meldreth Parish Council hopes to purchase the site from CCC and is looking at suitable future uses. A planning application has been submitted to increase the size of the Travelling Showpeople’s site at Biddells Boulevard, Meldreth.
  - Parish Plan – a committee of seven residents had been established and had held an initial meeting on 13<sup>th</sup> January 2013. They hoped to put some information in the next newsletter. The next meeting was due to take place towards the end of February.
  - Town Farm Close parking – there had been some uncertainty about the legality of parking in the entrance to Town Farm Close and whether the road to the right, before the golf centre, was an adopted road (part of the highway). The police had now confirmed by email that the road that branches off to the right just before you enter the golf club is still part of the highway until the start of the cobblestones. Most residents had been spoken to by the PCSO and advised that, if their vehicle is parked blocking the pavement or too close to the junction (in either the road that leads to the golf club or the road branching off to the right until the start of the cobblestones) it could lead to a ticket.
- 5.0 Reports from District and County Cllrs:**
- County Cllr Report: no County Cllr present. County Cllr Oliver had notified the PC that the operator of bus service 127 via Whaddon had given notice that they no longer wished to operate this route. CCC is putting the route out to tender.
- District Cllr Report: a verbal report was given:
- Litlington Wind Farm – the Planning Committee meeting to consider this planning application now looked likely to take place in February or March 2013.

- Local Plan Consultation – the second stage of the consultation was now open and included the suggested change to the village framework for Whaddon.

**6.0 Public Participation:** The member of the public asked the PC what it was going to do regarding the bench on the corner of Meldreth Road which had been badly damaged by a vehicle. The Chair explained that this bench was privately owned, had not been maintained or insured by the PC and that it would be the responsibility of the family who put it there to get it removed. The member of the public stated that her father had put the bench there and maintained it whilst he was alive but that it had been donated to the village around 1997. She asked if the PC was willing to replace the bench and dedicate it to her father (now deceased). The Chair and other Cllrs had not been aware of the gift of the bench to the village and asked the member of the public if the family had any correspondence to support this. Actions: the member of the public to provide supporting documentation to the Clerk. The Clerk to check the minutes from around 1997 for any reference to the bench. The Clerk to table an agenda item for the next meeting (if necessary).

## 7.0 Finance:

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

**Cheques already signed (3<sup>rd</sup> December 2012)**

Cheque No. 100795, for £88.00, Hales Printers, newsletter.

**Cheques already signed (17<sup>th</sup> December 2012)**

Cheque No. 100796, for £43.46, Cambridgeshire County Council, for streetlight energy bill.

Cheque No. 100797, for £444.00, M D Landscapes, grass cutting recreation ground and verges.

**Cheques to be signed today (14<sup>th</sup> January 2013)**

Cheque No. 100798, for £35.00, CAPALC, Cllr Professional Development Training Stage 1 24<sup>th</sup> September (Cllr R Scott).

Cheque No. 100799, for £2,540.00, Whaddon Village Hall and Recreation Ground Trust, Community Facility Grant, 1<sup>st</sup> stage draw down (funds received 20<sup>th</sup> December 2012).

Cheque No. 100800, for £595.20, Mr P Haselden, roller refurbishment (s106 outdoor space expenditure).

Cheque No. 100801, for £1,066.55, Mrs G van Poortvliet, Clerks wages for 13 weeks ended 31<sup>st</sup> December 2012 and expense allowance for qtr ended 31<sup>st</sup> December 2012.

Cheque No. 100802, for £50.00, Mrs M Peyton, Chair's expense allowance for quarter ended 31<sup>st</sup> December 2012.

**7.2 Financial Update to 31<sup>st</sup> December 2013** – postponed until the next meeting.

**7.3 Recreation Ground Grass Cutting Tender – awarding of tender for 2013-15:** five contractors had been invited to tender and two tenders had been received. These were M D Landscapes £55.00 per cut and Stewart Bullard £65.00 per cut. Resolved: that the tender be awarded to M D Landscapes. Action: the Clerk to advise the contractors of the outcome of the tender exercise.

**7.4 Precept Meeting – agreement of meeting date:** the meeting to set the 2013-14 precept would take place on Monday 28<sup>th</sup> January, 8pm. This would not be a public meeting. Action: the Clerk to organise the meeting and send out the appropriate documentation.

## 8.0 Correspondence

- SCDC – notification of permission to co-opt a Cllr onto the Parish Council.
- SCDC – invitation to comment on priorities for current and future grant spending .
- SCDC – confirmation that SCDC are no longer bidding to purchase and re-open the former travellers' site at Mettle Hill, Meldreth.
- SCDC – information on new method of calculating tax base for 2013-14 precept.
- CAPALC – notification of adoption of a new decision making framework regarding traffic issues and Traffic Regulation Orders by CCC. Area Joint Committees are being disbanded

and Parish representation and involvement in decision making regarding traffic and highways issues will cease.

- SCDC – notification that they have been awarded funding to refurbish and extend the travellers site at Whaddon (A1198).
- SCDC – invitation to Parish Council Liaison Meeting 7<sup>th</sup> March, 6.30-8pm.
- SCDC local plan issues and option consultation stage 2 – consultation on additional issues and options (deadline 18<sup>th</sup> February 2013). Action: the Clerk to put this on the agenda for the next meeting.

## 9.0 Planning Matters:

**9.1 noting of approved Planning Committee minutes from meetings of 15<sup>th</sup> October 2012 and 3<sup>rd</sup> December 2012** – minutes noted.

**9.2 Planning Application S/2381/12/FL, Bumpkins, Church End, Whaddon for an extension** – the PC Planning Committee had recommended approval and planning permission had been granted by SCDC.

**9.3 Planning Application S/2437/12/FL, 116 Church Street, Whaddon for a small front extension, loft remodelling and conversions** – the PC Planning Committee had recommended approval.

## 10.0 Whaddon Village Hall and Recreation Ground Trust (WVHRGT) – update: a verbal report was given by Cllr Lewis (Chair, WVHRGT):

- The second application for Big Lottery Funding had been unsuccessful. The reasons given by BLF were almost identical to those given for rejecting the first application even though a lot of work had been done to address the issues raised. WVHRGT believed they were unlikely to get BLF and had decided to focus their fundraising efforts elsewhere.
- WVHRGT will be concentrating on securing the remainder of the funding to complete the refurbishment of the front part of the Village Hall.
- Clarification would be sought from SCDC about the terms of the £25,000 Capital Grant granted by them. It was possible that some of the grant could be withdrawn if WVHRGT undertook a smaller refurbishment project than they had initially proposed.

## 11.0 Traffic Calming Measures:

**11.1 Safety Signage in Bridge Street (revised plans) – discussion and agreement:** since CCC Highways had installed the new 30mph speed limit signs, the location of the safety signs for Bridge Street had been reviewed. New proposals were discussed. Resolved that the revised location for the safety signs be adopted. Up to £250 was authorised for installation of the new scheme including any new fittings required. Action: the Clerk to ask the contractor for a revised quote and authorise the work if it does not exceed £250.

**11.2 Traffic Calming, Meldreth Road – consideration of proposals and agreement of next steps:** drawings had been prepared for two possible schemes although it was thought that one might require lighting. Actions: all Cllrs to keep an eye out for schemes that might be suitable and take photos if possible. The Clerk to table an agenda item for the next meeting.

**11.3 Wheelie Bin Stickers – consideration of purchase of 30mph stickers for residents' wheelie bins:** SCDC had offered 120 free stickers and the option of purchasing additional stickers. This was discussed. Resolved: that Whaddon PC request 120 free stickers only. Actions: the Clerk to ask SCDC for 120 free 30mph bin stickers.

**11.4 Weight restriction advisory signs (A1198) – update and agreement of actions if necessary:** Meldreth PC was liaising with CCC Highways to try to reduce the number of HCV's going through their village. An HCV advisory sign was being proposed for the A1198, just north of Whaddon Gap. This was discussed. Resolved: that Whaddon PC add their support to the proposals. Actions: the Clerk to notify Meldreth PC and CCC Highways of Whaddon PC's support for the sign.

**12.0 Code of Conduct Complaints Procedure – consideration and approval of draft procedure:** the draft procedure was discussed. The PC wanted amendments made to some of the timeframes and wording. Actions: Cllr French and the Clerk to amend the draft procedure. The Clerk to table an agenda item for the next meeting.

**13.0 Village Upkeep & Maintenance – reporting of issues:**

- Mr N Shaw had offered to remove the village sign and repaint it. Action: the Clerk to accept Mr Shaw's offer with thanks.
- The member of the public asked for a salt bin for St. Mary's Close. Action: the Clerk to check if St Mary's Close is an adopted highway and, if so, to investigate the cost of a salt bin.

**14.0 Items for next meeting:**

- Traffic Calming
- Code of Conduct Complaints Procedure
- Co-option of new Cllr
- SCDC Local Plan Consultation

**18.0 Date of next meeting – Monday 11<sup>th</sup> February 2013**

**There being no further business the meeting closed at 9.30 pm**