

**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**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> February 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mr L Ginger, Mrs J Lewis (from 7.35pm), Professor A Milton (until 8.55pm), Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	County Councillor	Mrs L Oliver (from 8.50pm)
	District Councillor	Mr N Cathcart
	Parishioners	3 present

- 1.0 Apologies for Absence** – received from Cllr K French and District Cllr D McCraith.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meetings of 14<sup>th</sup> January and 28<sup>th</sup> January 2013 (Precept Meeting) – Resolved:** that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of interest** – none declared.
- 4.0 Report from Clerk and Cllrs on business remaining from previous meetings:** a verbal report was given.
- Whaddon Travellers Site (A1198) – a response had been received from SCDC stating that they did not intend to change the way that the site was currently managed following the proposed change of ownership. SCDC had received funding to upgrade the site and provide two more pitches.
  - Bench on corner of Meldreth Road – the Clerk had been through the minutes from 1995 to 2000 and could not find mention of this bench being donated to the village.
  - Parish Plan – Cambridgeshire ACRE had advised the Parish Plan Committee that it would definitely not be considered a working party of the PC. It was important that the Parish Plan be community led and not driven by the PC. It was accepted that in a small village it could be difficult to get volunteers to join the Parish Plan Committee and that some members could be Parish Cllrs. An advisor from ACRE would attend the next meeting of the Parish Plan Committee. A draft questionnaire had been produced with the intention to send it out to residents around Easter.
- 5.0 Reports from District and County Cllrs:**
- County Cllr Report: no County Cllr present at this stage.
- District Cllr Report: a verbal report was given:
- Litlington Wind Farm – this was scheduled to be discussed at SCDC’s April Planning Committee meeting.
  - South Cambridgeshire Local Plan Consultation – villages were able to put forward open spaces for protection from development. These spaces needed to be important to the community and special in some way. An extended deadline was in place until 11<sup>th</sup> March but it would be preferable to respond by the original deadline (Monday 18<sup>th</sup> February).
  - Traveller and Gypsy policy – a workshop was due to take place at the end of the month to address the provision of traveller and gypsy accommodation within the county.
  - Bassingbourn Barracks – a communication was expected from the MoD concerning the future of the Barracks on 18<sup>th</sup> March 2013.
- 6.0 Public Participation** – a member of the public was asked for an update about the damaged bench on the corner of Meldreth Road. Her father had put the bench there but, as yet she had been unable to find documentation confirming the donation of this bench to the village. The Chair explained

that the bench had not been insured by the PC and that, as yet, we could find no evidence that it belonged to the PC. Parts of the bench might be salvageable. Action: the Clerk to write to the family concerned to ask what they wanted to do with the bench. If the family wanted the bench removed the PC would ask CCC to do so.

## 7.0 Finance:

- 7.1 Approval of payments – Resolved:** that the following payments be approved:  
Cheques to be signed today (11<sup>th</sup> February 2013)  
 Cheque No. 100803, for £86.00, SLCC, annual subscription  
 Cheque No. 100804, for £80.00, Mr P E Coningsby, church yard grass cutting.
- 7.2 Financial Update to 31 December 2012 – noting of report:** the PC noted the report. Questions were invited by the Clerk.
- 7.3 2013/14 Precept – update since Precept Meeting of 28<sup>th</sup> January and approval of 2013/14 precept:** since the precept meeting SCDC had confirmed that the Localised Council Tax Support Scheme (LCTS) grant would be paid in 2013/14 but that the future of this grant was uncertain. Due to this uncertainty and the fact that Parish Council precepts may be subject to capping in future years, the PC had decided to take the 2013/14 LCTS grant to reserves rather than deducting it from the precept. The PC resolved that the 2013/14 precept be £16,200. The LCTS grant (estimated at £1,015) was to be split between a donation to the Village Hall kitchen refurbishment and traffic management.

## 8.0 Correspondence

- CAPALC – notification of Cllr Training Courses 2013
- TGC Renewables – photomontage of proposed Solar PV Development, land to south east of Hoback Farm, Wimpole and offer to answer queries or attend a PC meeting.
- CCC – notification of responses to consultation on local enforcement plan for minerals and waste development in Cambridgeshire.
- CCC Rights of Way Team – invitation to Big Parish Meeting on 7<sup>th</sup> March.
- Wildlife Trust – invitation to workshop focussing on conservation efforts for Bourn Brook and River Rhee on 21<sup>st</sup> February.
- SCDC – notification of appeal to Secretary of State by Falck Renewables re site at land off Ermine Way, Arrington (wind speed mast). Deadline for further comments, withdrawal or amendment of earlier comments 11<sup>th</sup> March 2013.

## 9.0 Planning Matters:

- 9.1 Noting of approved Planning Committee minutes from meeting of 17<sup>th</sup> December 2012** – the PC noted the minutes.
- 9.2 Planning applications – noting of Planning Committee recommendations and SCDC decisions (if known) re:**
- **S/2437/12/FL, 116 Church Street, Whaddon for a small front extension, loft remodelling and conversion** – recommended for approval by the Planning Committee; planning permission granted by SCDC.
  - **S/2384/12/FL, 97 Meldreth Road, Whaddon for a single storey rear extension and new side porch** - recommended for approval by the Planning Committee; planning permission granted by SCDC.
  - **S/0009/13/FL, 134 Church Street, Whaddon for an extension** – recommended for approval by the Planning Committee.
  - **S/0046/13/RM, 132 Meldreth Road, Whaddon for approval of reserved matters for access, appearance, landscaping, layout and scale in respect of outline planning permission S/2500/11** – recommended for refusal by the Planning Committee.

### 9.3 Updates re proposed Solar PV Development, Wimpole and Wind Speed Measurement Mast, Arrington:

- Solar PV Development, Wimpole – the Planning Committee had requested a photomontage of the proposed development from the footpath near Hoback Farm, Whaddon. This had been received and showed no significant visual impact.
- Wind speed measurement mast, Arrington – an appeal had been made to the secretary of state for planning. The PC had not made any comments on the original application and did not wish to comment now.

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

- The budget had been set for 2013/14
- The Annual General Meeting would be on 21<sup>st</sup> May 2013.
- Big Lottery Fund (BLF) – WVHRGT had spoken with a BLF representative and discovered that their previous funding application had been quite close to being successful. In order to strengthen their application WVHRGT had to be able to identify a social need for the Village Hall (VH) and explain the consequences of not meeting that need. This would require more in-depth research interviews with residents. It was hoped to conduct this research and re-submit the BLF application within three months.
- Phase one refurbishment – the full works specification was expected soon and then the work could be put out to tender. It was anticipated that there would be a shortfall of c£20,000 between funds raised and anticipated costs. The refurbishment might qualify for some green energy grants to help with this shortfall. The VH would be out of use during the refurbishment and the PC would need to find an alternative meeting venue.
- WVHRGT minutes – copies of approved minutes were requested for the PC.
- Recreation Ground Grass Cutting – Mr P Haselden would be the nominated contact to oversee the grass cutting. Action: the Clerk to inform the contractor of this contact.
- 2012/13 PC Grant Application for running costs – this needed to be submitted to the PC by the March 2013 meeting.

### 11.0 Traffic Management Schemes, Meldreth Road – consideration of proposals and agreement of next steps: two different types of scheme were discussed. It was agreed that a site meeting with a CCC Highways Officer would be the best way to find the most suitable option. Actions: the Clerk to ask County Cllr Oliver who the current CCC Highways Officer was and to arrange a meeting with the Chair and Mr M Monks (Speedwatch).

### 12.0 SCDC Local Plan Consultation – discussion and agreement of response from Whaddon PC: (Cllr Milton left the meeting)

- Protection for Green Open Spaces within Whaddon – SCDC had asked villages if they wished to put forward green open spaces to be protected against future development. These spaces needed to be important to the community and special in some way. A discussion was held. Resolved: that the recreation ground, Whaddon Green and the Golf Course be put forward for protection as Green Open Spaces. Action: the Clerk to ask SCDC to consider these spaces for protection.
- Proposed changes to Village Framework – the PC had already proposed some changes to the village framework in parts of Meldreth Road and these were discussed. No further comments to be made to the consultation. CCC had very recently asked the PC to support a proposal to amend the village framework to include Pickering Farm, Church Street, as a potential development site. This was discussed. The PC felt that it required more time to fully consider the implications. Resolved: that the PC could not support the proposal made by CCC at this time. Action: the Chair to inform CCC of the PC's stance. (County Cllr Oliver left the meeting)

- Response to consultation re proposed housing development and employment sites near Whaddon: a discussion was held. Resolved: that the PC comment on the proposed developments at Cambourne, Bourn Airfield and two sites in Meldreth to raise concerns about additional traffic on the A1198, the problems of exiting onto the A1198 at Whaddon Gap, traffic noise from the A1198, additional traffic through the village and the impact on the train service from Royston. Action: the Clerk to submit the comments to SCDC.

**13.0 Village Benches – discussion and agreement of action if necessary:** the PC believed that it was responsible for five benches – two on the recreation ground, two by the VH and one by the bus shelter (Church Street). Resolved: to take down the two benches by the VH when the car park was installed (they were in poor condition). Consideration of provision of replacement or additional benches to be done at the year end when the financial position was clearer. Actions: Cllr Ginger to organise the removal of the two benches near the VH by local volunteers.

**14.0 Code of Conduct Complaints Procedure** – this item was postponed until the next meeting.

**15.0 Co-option of new Cllrs – discussion and agreement of next steps:** no applications had been received. A member of the public expressed interest in joining the PC and was asked to submit an application to the Clerk.

**16.0 Village Archive Material – discussion of temporary storage solution:** the Ralls' had donated their Whaddon archive collection to the village. It was agreed that a permanent home for the archive would be found in the refurbished VH if at all possible. In the meantime temporary storage had been found at the home of a resident.

**17.0 Village upkeep and maintenance – reporting of issues:**

- New Speed Limit in Force Signs – these had already been removed by CCC. The Clerk had asked for them to be reinstated. Action: the Clerk to follow up with County Cllr Oliver.
- Bus Shelter (Church Street) – this needed maintenance work. Action: the Clerk to check which year this work was planned in the maintenance schedule and to ask the handyman to carry out the work as appropriate.

**18.0 Items for next meeting:**

- Code of Conduct Complaints Procedure
- Co-option of new Cllr.
- WVHRGT grant
- Charitable Donations – Action: Cllrs to suggest local charities for a donation.

**19.0 Date of next meeting (Monday 11<sup>th</sup> March 2013)**

**There being no further business the meeting closed at 10.00 pm**



**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> March 2013 at 7.35p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mr L Ginger, Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	Parishioners	3 present

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

**1.0 Apologies for Absence** – received from Cllr J Lewis, County Cllr L Oliver and District Cllr N Cathcart.

**2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 11<sup>th</sup> February** – Resolved: that the minutes be signed by the Chair as a true and correct record.

**3.0 Declarations of interest** – none declared.

**4.0 Report from Clerk and Cllrs on business remaining from previous meetings:** a verbal report was given.

- VAT on car-park and village hall (VH) – advice had been received from HMRC that VAT could be reclaimed on a car park for the recreation ground if the work was arranged by and invoiced to the PC. VAT could be reclaimed on VH refurbishment as long as nothing was received by the PC in return for their donation. Use of the VH for PC meetings, free of charge, would be considered receipt of something in return. The works would need to be organised by and invoiced to the PC. The PC would have to consider the financial implications of paying to hire the VH for meetings versus being able to reclaim VAT on donations for refurbishment work. Action: the Clerk to table an agenda item.
- Salt bins – CCC Highways had confirmed that St. Mary's Close was not an adopted road and that the PC would have to pay for any salt bins put there to be filled. It would be possible to have a salt bin filled in Town Farm Close but CCC Highways had queried if this was really needed. Salt bins would cost £95 + VAT. Action: the Clerk to table an agenda item.
- Street Signs – SCDC were responsible for refurbishment of the street signs. Action: District Cllr McCraith to find out who the appropriate contact was and advise the Clerk.
- Traffic Management, Meldreth Road – it had not been possible for a CCC Officer to attend a site meeting to discuss the proposals but they had agreed to look at the plans and provide estimated costs.
- Parish Plan – the Parish Plan Committee had held another meeting which had been attended by a representative from Cambridgeshire ACRE.
- Bridge Street Safety Signage – this had now been installed.

**5.0 Reports from District and County Cllrs:**

District Cllr Report: a verbal report was given:

- Litlington Wind Farm – this was still scheduled to be discussed at SCDC's April Planning Committee meeting but could be put back until the May meeting.
- Traveller and Gypsy policy – a workshop had taken place which had focussed on the benefits of providing extra pitches. No decisions had been taken.
- Bassingbourn Barracks – this had not been included on the list of barracks which would be accommodating regiments returning from Germany. The future was still uncertain.
- SCDC Council Tax – it had been decided to increase this by 1.99% due to long-term funding requirements for services.

County Cllr Report: no County Cllr present. An email update from County Cllr Oliver was read out – the key points were:

- Car sharing scheme – a new scheme ‘CamShare’ was due to be started and promoted across Cambridgeshire.
- Broadband – CCC had signed a deal with BT to provide a county-wide high speed network by the end of 2015. The scheme would build on the existing commercial broadband network. Speeds of at least 24Mbps would be available to more than 90% of premises and a minimum of 2Mbps to virtually all premises.
- Council Tax – CCC had approved a 1.99% increase in Council Tax for 2013/14. Cambridgeshire is the fastest growing county in the country.

## 6.0 Public Participation:

- A member of the public asked if it would be possible to have a salt bin on the corner of Church Street, near St. Mary’s Close, if it was not possible to have one in St. Mary’s Close. It was explained that Church Street was on a gritting route and CCC Highways would not fill salt bins which were on these routes.
- A member of the public enquired about the speed management schemes being suggested for Meldreth Road stating that it would be necessary that they could be negotiated by a combine harvester. The Chair explained that the type of measures being considered would be suitable for farm machinery to get through.
- A member of the public said that it would be good to have a cycle path between Whaddon, Cardiff Place and Bassingbourn. At the moment children were expected to cycle in the road. Action: the Clerk to ask County Cllr Oliver who to bring this up with.

It was agreed to move to item 10.2

- 10.2 Whaddon Village Hall and Recreation Ground Trust (WVHRGT) – approval of 2012/13 grant application for running costs** – the application was discussed. Resolved: that a grant payment of £885.39 be approved. The PC noted the additional application for £1,035 which could be considered again once the expenditure had been incurred and receipts produced. Actions: the Clerk to advise WVHRGT of the PC’s decision. The Clerk to ask WVHRGT to sign the grant application form and provide supporting receipts.

## 7.0 Finance – Approval of payments: Resolved that the following payments be approved:

Cheques already signed (22<sup>nd</sup> February 2013)

Cheque No. 100805, for £240.00, NJS Surfacing, Bridge Street Safety signage

Cheques to be signed today (11<sup>th</sup> March 2013)

Cheque No. 100806, for £30.00, Cambridgeshire ACRE, annual subscription.

Cheque No. 100807, for £283.88, Mr D Evans, handyman charges and materials re phone box, pump garden and Bridge Street notice board repair.

Cheque No. 100808, for £50.00, Mrs M Peyton, Chairs Expense Allowance quarter ended 31<sup>st</sup> March 2013.

Cheque No. 100809, for £889.71, Mrs G van Poortvliet, Clerks wages for 12 weeks ended 25<sup>th</sup> March 2013 and expense allowance for quarter ended 31<sup>st</sup> March 2013.

Cheque No. 100810, for £885.39, Whaddon Village Hall and Recreation Ground Trust, grant for administration costs.

## 8.0 Correspondence

- WVHRGT – minutes of meeting of 4<sup>th</sup> February 2013
- Mr P Coningsby – letter regarding damaged bench on corner of Meldreth Road

## 9.0 Planning Matters:

- 9.1 Planning Applications - noting of Planning Committee recommendation re S.0155/13/FL, Hoback Farm, 81 Cambridge Road, Wimpole, for construction of Solar PV Development to include installation of ground based racking systems,**

mounted solar panels, power inverter stations, transformer stations, substation, fencing and associated gates and CCTV cameras mounted on free standing support poles – the PC had recommended approval of the scheme (with Cllr Milton voting against) with comments that the CCTV cameras should not point over the public footpath and should be no higher than 3.8m.

**9.2 SCDC Decision – noting of SCDC decision re Planning Application S0009/13/FL, 134 Church Street, Whaddon for an extension:** planning permission had been granted.

## **10.0 Whaddon Village Hall and Recreation Ground Trust (WVHRGT)**

**10.1 Update:** a verbal update was given by Cllr Ginger following a WVHRGT meeting the previous week:

- Plans had been drawn up for the kitchen area.
- It was hoped to get quotes for the building work by the end of March.
- The Village Hall would not be taking bookings from May 2013.
- Mrs W Evans had been doing an excellent job applying for grants and would soon be attending a meeting about grants in Gamlingay.
- The Annual General Meeting would take place on 21<sup>st</sup> May 2013 at 8pm.

## **11.0 Code of Conduct Complaints Procedure – consideration and approval of draft procedure:**

Resolved: to adopt the draft procedure with the timescale in point 3 amended to 15 working days (from 10 working days). Actions: the Clerk to amend the draft policy, circulate it and publish it on the website. The Clerk also to amend the umbrella Whaddon Parish Council Complaints Procedure to reflect the existence of a Code of Conduct Complaints Procedure and to circulate and publish this on the website.

**12.0 Charitable Donation(s) – discussion and approval of donation(s) for 2012/13:** Resolved to donate £50 to Magpas and £50 to Citizens Advice Bureau (Royston Branch if possible). Action: the Clerk to organise the donations.

## **13.0 Village Upkeep and Maintenance – reporting of issues:**

- Meldreth Street Lights – the new lights in Meldreth, especially those around Whitecroft Road and the station were blinding to motorists. Action: the Clerk to report this to Meldreth PC.
- Land behind Ridgeway Close – dumping of rubbish had taken place here. Action: District Cllr McCraith to report this.

## **14.0 Items for next meeting:**

- Co-option of new Cllr.
- VAT on donations to VH
- Salt bins

**15.0 Date of next meetings: Parish Council Meeting Monday 8<sup>th</sup> April 2013; Annual Parish Meeting Monday 22<sup>nd</sup> April (7.30pm for 8.00pm)**

**There being no further business the meeting closed at 8.50 pm**

**Minutes of Whaddon Parish Council meeting held on 8<sup>th</sup> April 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mr L Ginger, Mrs J Lewis (from 7.45p.m.), Professor A Milton, Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	County Councillor	Mrs L Oliver
	Parishioners	4 present

- 1.0 Apologies for Absence** – received from District Cllr D McCraith.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 11<sup>th</sup> March** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Co-option of Councillor** – Resolved that Ms A Walker be co-opted to the PC with effect from the next PC meeting. Action: the Clerk to get the necessary paperwork to Ms Walker for completion.
- 4.0 Declarations of interest** – none declared (see later declaration 8.0 below).

It was agreed to move to agenda item 6.0.

**6.0 Reports from District and County Cllrs:**

County Cllr Report: a verbal report was given by County Cllr Oliver:

- Bus service 127 (via Whaddon) – Cozy's was now operating this service with only minor alterations to the timetable. Cllr Ginger commented that the buses being used were old and potentially difficult to use by the elderly or those with pushchairs. Action: County Cllr Oliver to enquire about this.
- Bassingbourn Barracks – it was hoped that most of the clubs and societies which had temporarily moved out of the Barracks would be able to return. Further details were expected shortly. Some ongoing issues regarding access to public footpaths through the Barracks were being looked into.
- Broadband – analysis of the hard to reach areas within the district had started.
- Traffic Calming Scheme, Meldreth Road – CCC Highways had undergone a major reorganisation with many staff changes. Advice on and approval of a suitable scheme for Meldreth Road could take time but would be pushed through as soon as possible.
- New Speed Limit in Force signs – these had not been removed by CCC Highways and would appear to have been stolen. CCC had no funds available for replacement signs. Actions: the Chair to report the potential theft to Neighbourhood Watch. The Clerk to obtain costings for replacement signs (plastic versions).
- Local Elections - County Cllr Oliver would not be standing for re-election. The Cllrs thanked County Cllr Oliver for her support during her time in office. (Cllr J Lewis joined the meeting (7.45 p.m)).

District Cllr Report: a verbal report was given:

- Litlington Wind Farm – this was now scheduled for consideration at SCDC's May Planning Committee meeting.
- A plan regarding the shape of the District was due to be discussed in the summer. It may result in village frameworks becoming more flexible.
- Traveller and Gypsy site, Chesterton – SCDC were seeking to expand an existing site in Chesterton. This could take some of the immediate pressure off the need for new sites and

allow time for the location of sites to be considered properly. (County Cllr Oliver left the meeting)

**5.0 Report from Clerk and Cllrs on business remaining from previous meetings:** a verbal report was given.

- Damaged bench on corner of Meldreth Road – no formal reply had been received from the family regarding what they wanted to do with the remains of the bench. Action: the Clerk to write a follow-up letter with a reply deadline of one month.
- Refurbishment of Street Signs – no response had been received from SCDC regarding the request for refurbishment of two street signs. Action: the Clerk to send a follow-up email, copying in the District Cllrs.
- Teenagers being asked to cycle in the road by Cardiff Place/Bassingbourn Barracks (no cycle path) – Action: the Clerk to ask Mr M Monks to bring this up at the Police Panel meeting.
- HCV Advisory Sign, A1198 – a suitable design had now been agreed.
- Wheelie bin ‘30 mph speed limit’ stickers – these had been received. Action: the Clerk to ask Mr M Monks to email residents of Meldreth Road and Church Street to ask if they wanted stickers for their bins. Stickers to be distributed on a first come, first served basis.

**7.0 Public Participation:**

- A member of the public asked why the PC had increased the 2013/14 precept by 12%. It was explained that the precept had remained the same as in 2012/13 but that a decrease in the number of households in the parish meant that the cost per household increased. Fewer houses were occupied in Cardiff Place and households receiving benefit for Council Tax had been removed from the Council Tax base. Action: the Clerk to arrange for an email communication to go to residents explaining the apparent increase to their Council Tax.
- Two members of the public expressed concern about some actions taken by the developers at 132 Meldreth Road which seemed to be in breach of the outline planning permission and were also worried about the potential impact of the proposed development on their own property (next door). This was discussed and Cllrs K French and M Peyton also gave feedback from a meeting they had recently had with the developer. The members of the public were advised to contact the developer directly to try to resolve the issues.

**8.0 Finance** – Cllr J Lewis declared an interest in agenda items 8.3 and 8.4 as Chair of Whaddon Village Hall and Recreation Ground Trust. Cllr Lewis could not vote on these items.

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

Cheques already signed (25th March 2013)

Cheque No. 100811, for £50.00, Magpas, charitable donation

Cheque No. 100812, for £50.00, Mrs G van Poortvliet, charitable donation to Citizens Advice Bureau.

Cheques to be signed today (8<sup>th</sup> April 2013)

Cheque No. 100813, for £201.54, Mr N Shaw, printing and stationery costs for Parish Plan.

Cheque No. 100814, for £161.03, CAPALC, 2013/14 subscription.

**8.2 Financial Update to 31 March 2013 – noting of report:** this item was postponed until the next PC meeting.

**8.3 VAT on PC donations for Village Hall (VH) refurbishment – consideration and decision re financial implications of PC donations towards VH refurbishment:** this was discussed. Resolved: that the PC should pay WVHRGT rent for the use of the VH for PC meetings so that VAT could be reclaimed on any donations made by the PC towards VH refurbishment. Action: the Clerk to advise WVHRGT of the PC’s decision.

**8.4 WVHRGT grant – consideration of additional grant to cover auditors’ fees:**

WVHRGT had received an additional charge from their auditors of £240 regarding advice

on VAT. Resolved: that the PC would cover this cost on this occasion only. Action: the Clerk to advise WVHRGT of the PC's decision.

## 9.0 Correspondence

- CCC – consultation on design of HCV advisory sign for A1198, Whaddon Gap.
- CCC – notification of change of operator for bus service 127 to Cozy's and details of new timetable.
- Cambridgeshire ACRE - letter regarding future changes in services following public service spending cuts.
- SCDC – notification of additional public consultation re football stadium at Sawston, 25/03/2013 to 06/05/2013.
- WVHRGT – agenda for meeting on 2<sup>nd</sup> April 2013; followed by draft minutes from meeting on 2<sup>nd</sup> April 2013.
- SCDC – note regarding SCDC's proposal on how to deal with Parish Councils' proposals for Local Green Spaces and changes to village frameworks. Also Government announcement that the level of Community Infrastructure Levy will be capped at 15% without a Neighbourhood Plan (25% with a plan).
- Littlejohn – notice of annual audit and deadlines for year ending 31 March 2013.
- CCC – notification of intention from 1 May 2013 to send all planning related correspondence by email (e.g. minerals, waste and county development planning actions)
- Letter from Mr K Green objecting to the proposal to designate the Golf Centre as a Green Space and also asking for consideration to include the field between Bumpkins and Green Farm in the village framework. Action: the Clerk to respond to this letter and offer for Cllrs to meet with Mr K Green if necessary.

## 10.0 Planning Matters:

**10.1 Planning Applications - noting of Planning Committee recommendation re S/0499/13/FL, 134 Bridge Street, Whaddon, for a single storey rear extension** – the Planning Committee had decided not to convene a meeting to discuss this application as the property belonged to the Clerk and all Cllrs would have to declare an interest. The PC had returned 'no recommendation' to SCDC.

**10.2 Update re meeting with applicants to discuss S/0046/13/RM, 132 Meldreth Road, Whaddon:** Cllr K French and the Chair had met with the applicants to discuss the points made in the PC's response to this planning application. The applicants were also in talks with the planning officer at SCDC. The applicant had said that they would try to preserve the rising fountain in some way.

**11.0 Whaddon Village Hall and Recreation Ground Trust – update:** a verbal update was given by Cllr Lewis following a WVHRGT meeting on 2<sup>nd</sup> April:

- The tenders for the building work had been opened. More details had been requested from some of the contractors and another meeting was planned for 15<sup>th</sup> April.
- The VH would now be accepting bookings for May 2013.
- Mrs W Evans had been doing an excellent job applying for grants. She had managed to secure some new tables for the VH and had applied for £10,000 from Grants for All.
- Recreation Ground Railings - a painting party was being organised.
- It had been decided to site the new cricket nets at the far end of the recreation ground, away from the play equipment, on health and safety grounds.

**12.0 Salt Bins – consideration of provision of salt bins for St. Mary's Close (unadopted road) and Town Farm Close (adopted section):** the PC would have to pay to have salt bins on unadopted roads to be filled. This was discussed. The PC decided not to pay for salt bins on unadopted roads but would consider one for the adopted section of Town Farm Close if a suitable place

could be found for it. Actions: Cllr French to look at Town Farm Close to see if there was an appropriate site for a salt bin. The Clerk to check if there is a spare salt bin in the VH garage.

**13.0 Village Archive Material – requirement for temporary storage solution until the Village Hall is refurbished:** Action: Cllr French to contact the resident who is currently storing the archive material with a view to moving it to her own house if she has sufficient space.

**14.0 Annual Parish Meeting (22<sup>nd</sup> April 2013) – agenda items and publicity:** some ideas for the APM were discussed. Actions: the Chair to email out publicity for the event, various Cllrs and the Clerk to produce short talks and the Clerk to purchase refreshments.

**15.0 Items for next meeting:**

- Co-option of new Cllr.
- Financial update to 31 March 2013
- Salt bins
- Parish Plan update

**16.0 Date of next meeting/Annual Parish Council Meeting - Monday 13<sup>th</sup> May 2013.**

**There being no further business the meeting closed at 9.50 pm**

**Minutes of Whaddon Parish Council annual meeting held on 13<sup>th</sup> May 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mrs J Lewis (from 7.35p.m.), Professor A Milton (until 9.10p.m.), Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent
	Parishioners	3 present

- 1.0 Election of the Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office** – resolved that Mrs M Peyton be elected as Chair of Whaddon PC. A declaration of Acceptance of Office of Chair was duly signed.
- 2.0 Election of the Vice-Chair of the PC** – resolved that Mr L Ginger be elected as Vice-Chair.
- 3.0 Apologies for Absence** – received from Cllr L Ginger. Notification of late arrival received from County Cllr A Dent.
- 4.0 Declarations of Interest** - none declared.
- 5.0 Minutes – approval and signing of minutes from PC meeting of 8<sup>th</sup> April 2013** – Resolved: that the minutes be signed by the Chair as a true and correct record. (Cllr J Lewis entered the meeting – 7.35p.m.)
- 6.0 Standing Committees (Planning Committee):**
  - 6.1 Review of Terms of Reference and Delegation Arrangements for the Planning Committee** – reviewed; no changes required.
  - 6.2 Receipt of nominations to the Planning Committee** – Resolved: that the following be appointed to the Planning Committee: Cllr K French, Cllr L Ginger, Cllr A Milton, Cllr M Peyton and Cllr R Scott.
- 7.0 Review of PC Standing Orders and Financial Regulations** – reviewed and resolved that item 31a of the Standing Orders be amended from 'on receipt of a notification that there has been an alleged breach in the code of conduct the Proper Officer shall refer it to South Cambridgeshire District Council's Standards Committee to 'on receipt of a notification that there has been an alleged breach of the code of conduct the Council shall process this in accordance with its Complaints Procedure regarding any breach of the Code of Conduct for Members.' Action: the Clerk to amend the Standing Orders and circulate them to the Cllrs.
- 8.0 Review of Inventory of Land and Assets** – reviewed. Actions: Cllr Lewis to obtain an itemised insurance schedule from Whaddon Village Hall & Recreation Ground Trust's insurers and to check if the benches and recreation ground railings are included. The Clerk to check the cost of individual posts and safety signs in Bridge Street and to consider if these should be insured (compared to the insurance excess).
- 9.0 Review and Confirmation of arrangements for insurance cover:** reviewed. The PC is in the second year of a three year insurance deal with Zurich.
- 10.0 Review of PC and PC employee membership subscriptions:** Resolved: that the following subscriptions be approved:



- Cambridgeshire & Peterborough Association of Local Councils
- Society of Local Council Clerks
- Cambridgeshire ACRE

#### 11.0 **Reviewing of procedures for:**

11.1 **Complaints** – reviewed; no changes required.

11.2 **Requests under Freedom of Information Act 2000 and the Data Protection Act 1998** – reviewed; no changes required.

11.3 **Dealing with the Press/Media** – reviewed; no changes required.

12.0 **Setting Dates and Times for Ordinary Meetings of the full PC for 2013/14:** Resolved: to hold meetings on the second Monday of the month (except August and December). Action: the Clerk to circulate the 2013/14 meeting dates, publish them on the main notice board and the website and book a venue.

13.0 **Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.

- Co-option of Cllr – this would take place next month due to holiday arrangements.
- New Speed Limit in Operation replacement signs – the law states that such signs can only be displayed for six months after a new speed limit comes into force. It would not be worth purchasing replacement signs due to these time restrictions. Speedwatch are looking at some ‘Community Speedwatch Operates Here’ signage which might be a suitable alternative and could make use of the same posts at the entrance and exit to the village.
- Damaged bench on corner of Meldreth Road – this had now been removed. Thanks were expressed to the Walker family.
- Street name signs (Ridgeway Close and Coningsby Terrace) – SCDC had confirmed they would look at these. Action: District Cllr Cathcart to intervene to ensure that the existing signs were refurbished and not replaced with plastic ones.
- Salt bin for Town Farm Close – some options had been identified for locating a salt bin on the adopted section of the road. These would involve cutting back the shrubbery that was currently planted there. Action: Cllr French to speak to TFC residents to see if they were interested in having a salt bin and where it could best be located.
- Village archive – it was understood that temporary storage had been found for the archive in the home of a resident. Action: the Chair to confirm.
- Village sign – this had been repainted by Mr N Shaw free of charge. Action: the Clerk to write to Mr Shaw to thank him.
- Cycling on the pavement by Cardiff Place – the police had confirmed that it is illegal for anyone (regardless of age) to cycle on the footway. However, officers were meant to use their discretion where the alternative meant cycling in a very busy section of the road.

#### 14.0 **Reports from District and County Cllrs:**

District Cllrs’ Report: a verbal report was given:

- Litlington Wind Farm – no month had yet been allocated for the Planning Committee to consider this application.
- Bassingbourn Barracks – the Ski Club would be allowed to use an alternative entrance to the dry ski-slope.
- Village Framework – although no decisions had been made about the proposed changes to the framework, SCDC’s viewpoint was that the suggestions were too big for the size of the village. The framework seeks to provide protection from speculative development.
- Local Green Spaces – the sites proposed by the PC appeared to have met the criteria to be put forward as Local Green Spaces.

The Chair welcomed the newly elected County Cllr, Mr Adrian Dent.

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

- Bassingbourn Barracks – the Ski Club would stay operational for a while longer (although it was considering other locations) but the Golf Club was planning to wind up. Some other clubs were still uncertain about their future. County Cllr Dent has a meeting with the Defence Infrastructure Organisation next week. The Barracks had not been mothballed and there was likely to be a further announcement in September.
- Broadband – Linda Oliver had briefed County Cllr Dent and he would be in contact with BT to see what options were available to Whaddon. Action: The Chair to forward County Cllr Dent the broadband report for Whaddon.

## 15.0 Public Participation:

A member of the public (and Neighbourhood Watch co-ordinator) reported the following:

- the village email system now included 110 houses and more were expected to be included once the parish plan questionnaires had been returned.
- A Police Inspector based in Huntingdon had been appointed as Speedwatch Co-ordinator. A recent Speedwatch test in Meldreth Road showed more modest speeds by drivers.

## 16.0 Planning – noting of SCDC decision re S/0499/13/FL, 134 Bridge Street, for a single storey rear extension: planning permission granted.

## 17.0 Finance:

**17.1 Approval of Payments - Resolved:** that the following payments be approved:

Cheques already approved (17<sup>th</sup> April 2013)

Cheque No. 100815, for £88.00, Hales Printers, newsletter printing.

Cheques to be signed today (13<sup>th</sup> May 2013)

Cheque No. 100816, for £431.60, Zurich Municipal, insurance premium 2013/14.

Cheque No. 100817, for £30.00, Mr B Huett, internal audit.

Cheque No. 100818, for £1,399.20, Mr P Haselden, cricket nets (S106).

Cheque No. 100819, for £710.00, R L Green, assembly of cricket nets (S106)

**17.2 Approval of transfer of funds to Traffic Management Reserve – Resolved:** that £6,000 be transferred from the general reserve to the traffic management reserve with effect from 31<sup>st</sup> March 2013.

**17.3 Presentation of annual return and accounts to 31 March 2013** – the Clerk presented the accounts to 31 March 2013 and invited questions.

**17.4 Noting of internal auditor's report** – noted; no action required.

**17.5 Signing of Annual Return – Resolved:** that the Chair sign the Accounting Statements and Annual Governance Statement for the year ended 31 March 2013. Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

**17.6 Signing of Simple Servicing Authority for bank accounts – Resolved:** that the PC sign the necessary authority to permit the Clerk to make balance enquiries, make transfers between the PC's accounts, request statements, stop cheques and order cheque books. The Chair and Cllr French signed the Simple Servicing Authority. Action: the Clerk to complete a personal details form and return the paperwork to Barclays for processing.

**17.7 Consideration of Cricket Club application for additional S106 funds** – this item was postponed until a later date.

## 18.0 Correspondence

- WVHRGT – agenda for meeting on 6<sup>nd</sup> May 2013.
- Alfred John Palmers Trust – accounts for year to 31/12/12
- Letter from resident concerning the cutting of the verges in the village on Friday 2<sup>nd</sup> May. Action: the Clerk to write to the grass cutting contractor regarding the concerns raised.

- 19.0 Code of Conduct – adoption of amendments:** Resolved: to adopt the amendments to SCDC’s Code of Conduct providing definitions of the Nolan Principles by which the code is to be interpreted. Action: the Clerk to update the Code of Conduct and circulate it.
- 20.0 Parish Plan – update:** a verbal update was given by Cllr K French. The Parish Plan questionnaires had now mostly been collected and the responses were being collated. The response rate had been very high. It was intended to hold a public meeting around September or October to present the findings.
- 21.0 Whaddon Village Hall & Recreation Ground Trust – update:** a verbal update was given by Cllr Lewis (Chair, WVHRGT):
- Recreation Ground Railings – these had now been painted by a group of volunteers. Thanks were expressed to all who helped in this successful event.
  - Grant funding – the Trust had received a grant of £9,800 from Awards for All and were through to the final stages of the application process to Amey Cespa. If they were successful in obtaining an Amey Cespa grant work could commence in the summer.
  - Building Contractor – a contractor had been selected (H&H Builders).
  - Trust document – as the Playground Project had been disbanded the Trust document may have to be altered to reflect this change – this was being looked into. A second elected Trust member was now needed from the PC. Action: the Clerk to table an agenda item regarding the need for another PC member. (Cllr a Milton left the meeting 9.10p.m.)
- 22.0 Village Upkeep and Maintenance – reporting of issues:**
- Tree stump Ridgeway Close – a tree had been removed from the grass area in front of Ridgeway Close but a stump remained. Action: the District Cllrs to ask the relevant department at SCDC to remove the stump.
  - Potholes – some potholes had been repaired whilst others nearby remained untouched. The potholes on the A1198 between Kneesworth and Royston were potentially very dangerous. Action: The Chair to send an email to County Cllr Dent. County Cllr Dent to follow this up with CCC Highways.
  - Hedge in Whaddon Gap Car Park – this had been cut back but no invoice had been received by the PC. Action: the Clerk to follow up with the contractor.
  - Fly tipping – regular fly tipping had been noted about half way up from Whaddon Gap car park, on the left hand side. This was on private land and it would be up to the landowner to report it to SCDC.
  - Training courses for new Cllrs – Action: the Clerk to check when these were due to take place and advise the Cllrs.
  - Dog fouling – a lot of dog fouling had been seen on various footpaths around the village. Action: an email to be sent out reminding residents of the need to pick up after their dogs.
- 23.0 Items for next meeting:**
- Co-option of Cllr
  - Review of 2013/14 Risk Assessment
  - Whaddon Village Hall and Recreation Ground Trust – nomination of second PC member
  - Speedwatch signs
- 24.0 Date of next meeting - Monday 10<sup>th</sup> June 2013.**

**There being no further business the meeting closed at 9.20 pm**

**Minutes of Whaddon Parish Council meeting held on 10<sup>th</sup> June 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mr L Ginger
	Councillors	Mrs K French, Mrs J Lewis (from 7.35p.m. to 8.35p.m.), Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr N Cathcart
	County Councillor	Mr A Dent
	Parishioners	2 present

- 1.0 Apologies for Absence** – received from Cllr M Peyton and District Cllr D McCraith. Advance notification of early leaving was received from Cllr Lewis and of late arrival from County Cllr A Dent. In the absence of Cllr Peyton, Cllr L Ginger chaired the meeting.
- 2.0 Minutes – approval and signing of minutes from Annual Parish Council (PC) meeting of 13<sup>th</sup> May 2013** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Co-option of Councillor and signing of Declaration of Acceptance of Office** – Resolved: that Ms Amy Walker be co-opted to the PC. A declaration of acceptance of office was duly signed. (Cllr J Lewis entered the meeting – 7.35p.m.)
- 4.0 Declarations of Interest** - none declared.
- 5.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Insurance of safety signs in Bridge Street – each individual sign cost c£84; where new posts had been installed the total cost of each new post and sign was c£215. The PC's insurance excess was £100. It was agreed not to insure the safety signs and posts due to the replacement cost relative to the insurance excess. It was thought highly unlikely that more than one post could be damaged in the same incident.
  - Street name signs (Ridgeway Close and Coningsby Terrace) – District Cllr Cathcart was trying to ascertain whether it would be possible to keep the existing signs and refurbish them. If necessary the PC could get someone to repaint them.
  - Village archive – this was temporarily being stored in the home of Mr P Haselden.
  - Tree stump, Ridgeway Close – this had now been cut off much closer to the base.
  - Dog fouling on footpaths – Action: Cllr French to write an article for the village newsletter asking dog-owners for their co-operation.

It was agreed to move to agenda item 11.0

**11.0 Whaddon Village Hall & Recreation Ground Trust (WVHRGT):**

**11.1 Update:** a verbal update was given by Cllr Lewis (Chair, WVHRGT):

- The refurbishment of the front part of the Village Hall was likely to be done in the autumn.
- WVHRGT had received a grant of £18,000 from Amey Cespa bringing the total funds available for the refurbishment to around £93,000. There was still uncertainty as to whether SCDC would seek to reduce their grant from the £25,000 originally awarded.
- Playground maintenance – new requirements now existed for playground inspections. Reports would have to be done weekly and photographic reports produced every month. Mr N Gallery was training the volunteers who carry out the inspections in the new requirements. The Trustees would be liable if the inspections were not done properly.
- ROSPA report – this had identified two medium risk items that needed to be addressed. The playground was now starting to require more time and effort to maintain it.

**11.2 Nomination of additional PC member to WVHRGT** – Whaddon Playground Project had been a nominated member in the original WVHRGT Trust Deed. As WPP no longer existed WVHRGT's solicitor had suggested amending the Trust Deed to 'any other user group'. A second member was needed from the PC as a managing trustee. This was discussed but no decision taken. Actions: the Clerk to table an agenda item for the next PC meeting.

**11.3 Consideration of venue for PC meetings whilst the VH is being refurbished** – the VH refurbishment was due to start on 15<sup>th</sup> July and last 12-15 weeks. The PC would need another venue for meetings during that time. St Mary's Church had been offered. This was discussed. Agreed: to use St.Mary's Church for PC meetings if it was available and suitably priced. Action: the Clerk to liaise with the Church Wardens to finalise cost and availability.

## 6.0 Reports from District and County Cllrs:

District Cllrs' Report: a verbal report was given:

- Litlington Wind Farm – no date had yet been set for the Planning Committee meeting.
- SCDC Local Plan – an additional 5,000 houses would be required over the next 20 years. The recommendations give preference to development in Cambridge first, then in new villages and finally in existing villages. The Local Plan will be considered by the Portfolio Holder on 11<sup>th</sup> June and, if recommended, will then go to the full Council.
- Extension to Whaddon's Village Framework – the PC's recommendation to extend the framework in parts of Meldreth Road had been rejected. In SCDC's view a strong enough case had not been demonstrated and it had not been backed by evidence that the framework had been considered for the village as a whole and that there was public support. A public consultation on the Local Plan would take place between 19<sup>th</sup> July and 30<sup>th</sup> September and the PC would be able to comment. It might be possible to use feedback from the Parish Plan to demonstrate public viewpoints.

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

- Bassingbourn Barracks – the sports and social clubs still operating could not currently get into the Barracks due to health and safety reasons. County Cllr Dent will write to the Minister in charge to try to resolve this. The use of the North Gate at Guise Lane as an access point is being considered and CCC Highways do not have any objections.
- Broadband – County Cllr Dent had a meeting with BT's Chief Executive; as yet no decisions had been made.
- Pot Holes – County Cllr Dent had gone out with CCC Highways making site visits and pointing out the potholes that still needed attention.
- The PC asked County Cllr Dent to question the age of the buses being used by Cozy's on the bus route serving Whaddon (concern over accessibility) and also to follow up progress on the design for a speed management scheme for Meldreth Road. Action: the Clerk to forward the PC's suggested designs for a speed management scheme to County Cllr Dent.

## 7.0 Public Participation:

- A member of the public commented on the high speed of vehicles travelling through Church Street and Meldreth Road during the early mornings and asked what plans the PC had to address this. The Cllrs explained that the PC are proposing a traffic scheme to force vehicles to slow down on entering Meldreth Road and also commented on what might be reasonable expectations of average speeds resulting from such a scheme. District Cllr Cathcart stated that Bassingbourn are going to put in a gateway scheme on the Causeway which Whaddon could observe to see how successful it proved to be.
- A member of the public asked what had happened to the phonebox refurbishment – the Cllrs explained that this was still ongoing.
- A member of the public (and Whaddon's Broadband Champion) commented that he was back in the UK for a while and was keeping an eye on the broadband situation for the village.

**8.0 Finance:**

**8.1 Approval of Payments - Resolved:** that the following payments be approved:  
Cheques to be signed today (10<sup>th</sup> June 2013)

Cheque No. 100820, for £350.88, W E Burchett, cricket nets installation (S106).

Cheque No. 100821, for £25.90, Zurich Municipal, insurance premium tax 2013/14.

**8.2 Approval of Expenditure on Speedwatch road signs** – no costings were yet available.  
 This item was postponed.

**9.0 Correspondence**

- SCDC Local Development Framework Team – press release regarding recommendations from SCDC and Cambridge City Council for the development strategy for the 20 years to 2031 and the major sites proposed to meet identified housing needs.
- Cambridgeshire ACRE – details of changes in services from 1 July 2013.
- CAPALC – details of Cllr training courses. Action: Cllrs to advise the Clerk of any training courses they wished to attend.
- SCDC – response to the Parish Council’s proposal in the Local Plan to extend the village framework in parts of Meldreth Road.
- SCDC – press release with a summary of the major issues from the Local Plan.
- Email from resident concerning the cutting of the verges in the village on Friday 2<sup>nd</sup> May. Action: the Clerk to reply to the resident.

**10.0 Planning Matters:**

**10.1 Planning Applications – noting of Planning Committee recommendation re S/0046/13/RM, 132 Meldreth Road, Whaddon for reserved matters for access, appearance, landscaping, layout and scale in respect of outline planning permission S/2500/11:** the Planning Committee had recommended approval.

**10.2 SCDC Local Plan – noting of SCDC’s decision re the PC’s proposals:** this item had already been covered under District Cllrs Report (item 6.0 above).

**12.0 Salt Bins – consideration of provision and location of salt bins for Town Farm Close (adopted road):** this item was postponed until the next meeting.

**13.0 Risk Assessment – signing off of Risk Assessment for 2013/14:** the risk assessment had been completed but needed to be checked by the Chair or Vice-Chair. Some risks were brought forward from last year regarding reliance on one individual for the management of the village website. County Cllr Dent offered to train a member of the PC in website editing – Cllr Scott volunteered to do this. Actions: the Clerk to arrange for the risk assessment to be reviewed by the Chair or Vice-Chair. Cllr Scott to update the website manager regarding training to edit the website.

**14.0 Village Upkeep and Maintenance – reporting of issues:**

- Road Signs – the chevron arrows on the bend in Meldreth Road near Bumpkins were obscured by overgrown hedges. The give way sign at Whaddon Gap was obscured and the speed limit sign on the left hand side approaching Whaddon Gap was turned the wrong way round. Action: the Clerk to report these to CCC Highways.
- Street name signs – a street name had fallen off one of the signposts in Meldreth Road and needed replacing whilst another sign had been damaged by a vehicle accident and needed replacing altogether. Action: the Clerk to report the two Meldreth Road signs to SCDC.
- Grass at field entrance to Whaddon Green from Meldreth Road – this was very overgrown. Action: the Clerk to check if this was included in the verges grass cutting contract. If not, Cllr Ginger would speak with the landowner.

- Bridge Street Fountain Garden – a few of the new plants had died and needed replacing. Resolved: that expenditure of up to £20 be approved for new plants. Action: the Clerk to ask the handyman to buy some new plants.

**15.0 Items for next meeting:**

- Provision of salt bins for Town Farm Close
- Review of 2013/14 Risk Assessment
- Whaddon Village Hall and Recreation Ground Trust – nomination of second PC member
- Speedwatch signs
- Accounts for quarter to 30<sup>th</sup> June 2013

**16.0 Date of next meeting - Monday 8<sup>th</sup> July 2013.**

**There being no further business the meeting closed at 9.15 pm**

**Minutes of Whaddon Parish Council meeting held on 8<sup>th</sup> July 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mr L Ginger, Mrs K French, Mrs J Lewis, Professor A Milton, Mr R Scott, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillor	Mr D McCraith
	County Councillor	Mr A Dent
	Parishioners	1 present

- 1.0 Apologies for Absence** – received from District Cllr N Cathcart. Advance notification of late arrival received from County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 10<sup>th</sup> June 2013** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – declared by Cllr J Lewis in agenda item 7.1 (which includes the approval of a grant application for Whaddon Village Hall & Recreation Ground Trust). Cllr Lewis is Chair of WVHRGT and would not be able to vote to approve this item.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Wheelie bin 30mph speed limit stickers – these had been distributed to residents who had requested them. Four sets of stickers remained. Cllrs were asked to identify householders who might still like some stickers.
  - Venue for PC meetings during refurbishment of Village Hall – the Clerk had accepted an offer to use St. Mary’s Church. There would be no cost other than to cover any heating required. Thanks were expressed to St. Marys’ Church.
  - Training in website editing – the website manager had queried the usefulness of a member of the PC being trained to edit websites due to the way the village website is currently set up. Action: the Clerk to schedule a future agenda item regarding the website (non-urgent).
  - Declaration of Member’s Interest Form – this had been received from Cllr A Walker. Action: the Clerk to arrange for a copy to go on the website and one to go to SCDC.
- 5.0 Reports from District and County Cllrs:**
- District Cllrs’ Report: a verbal report was given:
- Litlington Wind Farm – no date had yet been set for the Planning Committee meeting. The applicant was getting more information together.
  - SCDC Local Plan – the Local Plan will go to the full District Council for adoption after a final period of public consultation (open from 19<sup>th</sup> July to 30<sup>th</sup> September). Action: the Clerk to email village residents to encourage participation in the public consultation.
- County Cllr’s Report: this was postponed until the arrival of County Cllr Dent.
- 6.0 Public Participation:**
- A member of the public commented that the Bridge Street drainage ditch had completely dried up - perhaps due to an extraction of water upstream - with a regrettable impact on the wildlife in the ditch. This was discussed. The resident would write to the Environment Agency. Action: the Chair to provide contact details to the member of the public.
- 7.0 Finance:**
- 7.1 Approval of Payments** - Resolved: that the following payments be approved:  
Cheques to be signed today (8<sup>th</sup> July 2013)



Cheque No. 100822, for £117.70, Mr D Evans, for handyman wages and expenses (Bridge Street Fountain Garden, notice board repair and phonebox glass replacement).

Cheque No. 100823, for £50.00, Mrs M Peyton, Chair's expense allowance for qtr to 30<sup>th</sup> June 2013.

Cheque No.100824, for £1,059.53, Mrs G van Poortvliet, Clerk's wages and expense allowance for quarter to 30<sup>th</sup> June 2013 plus reimbursement for expenses for food for Annual Parish Meeting and Whaddon.org website hosting.

Cheque No 100825, for £40.00, Whaddon Village Hall & Recreation Ground Trust, for village hall rental April, May, June and July 2013.

Cheque No 100826, for £671.04, Whaddon Village Hall & Recreation Ground Trust, grant for running costs (audit and railing painting) carried over from 2012/13. It was noted that WVHRGT had claimed less than had been budgeted due to the railing painting being done by volunteers. The PC agreed that the balance of the 2012/13 WVHRGT grant (£469.45) could be put towards buying a trolley for the new village hall tables and chairs.

Cheque No100827, for £95.88, Mr R Huffer, cricket nets sub base (S106)

Cheque No 100828, for £22.98, Helen Strudwick, cricket scorebook (S106)

Cheque No 100829, for £92.00, Hales Printers, newsletter printing

Cheque No 100830, for £552.00, M D Landscapes, grass cutting (6 x recreation ground and 1 x verges).

**7.2 Presentation of Accounts for quarter ended 30<sup>th</sup> June 2013** – the PC noted the accounts.

**7.3 Approval of expenditure on Speedwatch road signs** – Resolved: that four 'Community Speedwatch Operates Here' signs be requested from CCC Highways at a total cost of £276. These are to be placed at the entrance and exit to the village and at repeater intervals through the village. Actions: Mr M Monks (Speedwatch) and the Clerk to complete the request form.

## 8.0 Correspondence

- SCDC – invitation to Parish Planning Forum, 17<sup>th</sup> July, 6,30pm. The Chair to attend and Cllr French if available.
- WVHRGT – minutes from meeting of 4<sup>th</sup> June 2013 and agenda for meeting on 1<sup>st</sup> July.
- Email from resident in response to our reply to an earlier email about verges grass cutting.
- Copy of letter from local resident and member of Bassingbourn Barracks golf club to the MoD complaining about procedure followed by the MoD when deciding to close the sports and leisure clubs on the Barracks.
- Connecting Cambridgeshire – Broadband Champions update.
- Orwell Youth Project – request to come and speak to the Parish Council
- SCDC Local Development Framework monthly update – including information on how to comment on the proposed SCDC Local Plan submission.

It was agreed to return to agenda item 5.

## 5.0 Report from County Councillor: a verbal report was given by County Cllr Dent.

- Bassingbourn Barracks – no decision had been announced regarding the future of the Barracks. The MoD had said that they were trying to work with the various clubs using the facilities on the barracks but that they could not accommodate them due to health and safety concerns, access issues and the need to provide additional army guards.
- Broadband – County Cllr Dent had put forward some proposals to Connecting Cambridgeshire. As yet no answer had been received.
- Traffic Management (Meldreth Road) - CCC Highways division had been restructured and now would not give advice on traffic schemes. It was likely that the PC would need to pay for a consultant to advise on a scheme for Meldreth Road. A new round of Local Highways Initiative grant applications was now out. The PC expressed anger about the delay and additional cost implications arising from this. Actions: the Clerk to look into the LHI grants. County Cllr Dent to obtain a list of consultants for advice on traffic schemes.

- Buses – Cozy’s were using old buses on the route serving Whaddon. It was suggested that Whaddon PC use the on-line ‘Shape your Place’ service to register complaints or concerns about this. Action: Cllr Ginger to write regarding this matter.
- Potholes – a review had been undertaken of potholes on the A1198 and in the villages. Remedial work was due to take place with priority where there were safety issues. CCC Highways were looking at value for money issues relating to the repair of road surfaces.

## 9.0 Planning Matters:

- 9.1 Planning Applications – noting of Planning Committee recommendation re S/1077/13/FL, 58 Cardiff Place, Whaddon for an extension:** the Planning Committee had recommended approval.
- 9.2 Noting of approved Planning Committee minutes from meeting of 10<sup>th</sup> June 2013:** noted.

## 10.0 Whaddon Village Hall & Recreation Ground Trust:

- 10.1 Update** – a verbal update was given by Cllr Lewis (Chair, WVHRGT):
- PC Grant – thanks were expressed to the PC on behalf of WVHRGT.
  - Village Hall Refurbishment works – a start date of 5<sup>th</sup> August had now been agreed. The works were expected to take three months to complete. All funds were in place except for £3,872 which could come from reserves as long as fundraising continued. A Christmas Bazaar was being planned.
  - Playground Inspections – the insurers now required monthly inspections. These were being carried out by Mr D Evans with two additional residents also trained if required.
  - Garage – it was planned to empty the VH garage on 22<sup>nd</sup> July and 3<sup>rd</sup> August.
  - Contingency Fund – WVHRGT hold an emergency buffer of £7,500. A meeting would be taking place before the VH refurbishment started to see if any further funding might be required. One suggestion had been to use the contingency fund towards building works (if necessary) and to ask the PC to cover this fund on a temporary basis. Action: WVHRGT and the Clerk to liaise re VH funding requirements and the Clerk to schedule an agenda item and seek advice if necessary.
- 10.2 Nomination of additional PC member to WVHRGT** – the Trust Deed requires two PC members. Cllr Walker expressed interest in becoming a trustee. Action: Cllr Lewis to provide information to Cllr Walker about Trustee’s responsibilities and legal obligations.

- 11.0 Salt Bins – consideration of provision and location of salt bins for Town Farm Close (adopted road):** Cllr French had spoken with all but two householders in TFC. The majority of households were in favour of having a salt bin located there. It would be necessary to agree a suitable location for the salt bin and the removal of some shrubs to make room for it. Action: Cllr French to email residents to agree a location for the salt bin. A member of the public asked to speak and commented that the salt in the existing salt bins was solid and had required use of a pick-axe to be able to use it. The salt really needed replacing. Action: the Clerk to inform CCC Highways (copying in County Cllr Dent) and to ask for the salt to be replaced.

- 12.0 Risk Assessment – signing off of Risk Assessment for 2013/14:** this needed to be reviewed by the Chair prior to being approved by the PC. Action: the Chair and Clerk to arrange to go through the Risk Assessment before the September PC meeting.

- 13.0 Verges Grass Cutting – discussion:** a discussion was held about comments received from residents regarding the timing of the first grass cut of the season and a potential health and safety issue. These comments had been responded to but the PC still had received no reply to a letter written to the contractor. Actions: the Clerk to contact the contractor to ask for a response to the PC’s letter and to request a review meeting.

- 14.0 Village Upkeep and Maintenance – reporting of issues:**

- Recreation Ground Verges – Mr M Monks asked the PC if he could use lawn weed killer to treat the weeds on the bank. The PC agreed to this.
- Hoardings on development at 132 Meldreth Road – a Cllr queried whether the hoardings needed to be painted as they could be up for some time. Action: the Chair to speak with the Planning Officer to see if there are any conditions regarding hoardings.
- Benches by Village Hall – a Cllr queried if the ground was safe where the benches had been removed as children play there. Action: the Cllrs to look at the area and take remedial action if needed.

**15.0 Items for next meeting:**

- SCDC Local Plan consultation response
- Approval of 2013/14 Risk Assessment
- Whaddon Village Hall and Recreation Ground Trust – contingency funding
- Meldreth Road traffic management - review
- Parish Plan - update

**16.0 Date of next meeting - Monday 9<sup>th</sup> September 2013 (St. Mary's Church, Whaddon).**

**There being no further business the meeting closed at 9.42 pm**

**Minutes of Whaddon Parish Council meeting held on 9<sup>th</sup> September 2013 at 7.30p.m. in St. Mary's Church, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RU.**

Present:	Chair	Mrs M Peyton
	Councillors	Mr L Ginger, Mrs K French, Mrs J Lewis (from 7.50p.m.), Professor A Milton, Ms A Walker
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent (from 8.35p.m.)
	Parishioners	0 present

**1.0 Apologies for Absence** – received from Cllr R Scott. Advance notification of late arrival received from County Cllr A Dent.

**2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 8<sup>th</sup> July 2013** – Resolved: that the minutes 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.

- Street signs – SCDC policy was to replace damaged signs with new plastic versions. The PC preferred to have the existing signs refurbished. Action: the Clerk to use the village email system to request volunteers to refurbish the street name signs for Coningsby Terrace and Ridgeway Close (the PC would cover the cost of materials used).
- Wheelie bin 30mph speed limit stickers – the Cllrs identified a resident whose house was located where bin stickers could provide a useful reminder to motorists. Action: the Clerk to deliver a set of stickers to the resident.
- Website editing – it was thought useful for a member of the PC with understanding of websites to have a meeting with the website manager before an agenda item was scheduled. Action: the Clerk to ask Cllr Scott if he would be prepared to set up a meeting with the website manager (when the website manager returned to the UK). The Clerk and/or Chair could also attend the meeting if it would be helpful.
- Bus service (age of buses) – Cllr Ginger had written to complain about the age of the buses being used by Cozy's on the Whaddon route (they are not accessible for the disabled or those with buggies). The reply from CCC was that the buses were road-worthy and complied with legal requirements. Cllr Ginger had expressed regret that CCC had not required their contractors to provide buses with disabled access like many other County Councils do. County Cllr Adrian Dent would be taking this matter up with CCC.
- Bridge Street Stream – two Bridge Street residents had met with the Environment Agency to discuss concerns about the stream drying up completely during the summer months. They would keep the PC informed of any further meetings or developments.
- Grass Cutting, Verges – the contractor had replied to the letter from the PC regarding Health and Safety concerns. The Chair had also spoken with the contractor about the quality of the grass-cutting. The most recent verges cut had been done well.
- Hoardings around building site, 132 Meldreth Road – SCDC Planning had confirmed that the site hoardings were adequate but that the site needed to be secure.
- Community Led Plan (Parish Plan) – the report was almost ready to be issued. The aim was to launch the Plan at a meeting when the refurbished Village Hall is opened. Action: the Clerk to table an agenda item regarding the Community Plan for the next PC meeting.

**5.0 Reports from District and County Cllrs:**

District Cllrs' Report: a verbal report was given:

- Whaddon Traveller and Gypsy Site – a proposal was due to go before the Cabinet later in the week for SCDC to buy the site from CCC, upgrade the facilities and add two more pitches (accommodating up to eight additional caravans). The new pitches would be located within the existing site boundary. Site management would remain unchanged. The Cllrs queried where the current residents would go whilst the site was being upgraded. Action: District Cllr McCraith to advise the PC as soon as detailed plans were known.
- Litlington Wind Farm - no date had yet been set for the Planning Committee meeting. The applicant had obtained their report and was hoping for a date to be set for the hearing.
- Site of Horse and Groom Pub, A505 – the applicants for a hotel on this site were going to appeal against the decision not to grant planning permission.

County Cllr's Report: this was postponed until the arrival of County Cllr Dent.

## 6.0 **Finance - Approval of Payments - Resolved:** that the following payments be approved:

Cheques already signed (7<sup>th</sup> August 2013)

Cheque No. 100831, for £11,020.00, Whaddon Village Hall & Recreation Ground Trust, for SCDC Capital Grant stage 2 payment re Village Hall refurbishment.

Cheque No. 100832, for £27.98, Dr N Strudwick, cricket stumps (S106).

Cheques to be signed today (9<sup>th</sup> September 2013)

Cheque No.100833, for £92.00, Hales Printers, newsletter printing.

## 7.0 **Correspondence**

- Letter from local resident requesting information about why the stream in Bridge Street had dried up and who to contact regarding this issue.
- Email response from MD Landscapes regarding health and safety complaint passed on by Parish Council.
- SCDC – copy of final stage consultation re Local Plan.
- CCC – details of Transport Strategy consultation for South Cambridgeshire. Deadline 30<sup>th</sup> September 2013.
- Cambridge Past, Present and Future – invitation to workshop on Saturday 28<sup>th</sup> September to create a strategy for the River Cam and its tributaries. Action: Cllr Lewis to check if she could attend.
- Email from local residents providing an update on a meeting they had held with the Environment Agency regarding the stream in Bridge Street.
- SCDC – invitation to Parish Council Liaison meeting on 1<sup>st</sup> October.
- SCDC – notification regarding the appeal by Falck Renewables for land off Ermine Way, Arrington for a wind speed measurement mast. The Inspector had called a meeting to discuss the issue of air safety – this would commence on 24<sup>th</sup> September.
- SCDC – notification of extension to the deadline for comments on the Local Plan from 30<sup>th</sup> September to 14<sup>th</sup> October.
- SCDC – notification that SCDC intend to reopen discussions with CCC about purchasing the Travellers Site in Whaddon. The way the site was run would remain the same, the facilities would be upgraded and two extra pitches added. Recommendation for approval would be needed by Cabinet members and it would then go to the full council.

## 8.0 **Planning Matters:**

- 8.1 Planning Applications – noting of Planning Committee recommendation re S/1660/13/FL, 99 Cardiff Place, Whaddon for an extension and porch:** the Planning Committee had recommended approval.
- 8.2 Noting of SCDC decision re S/0046/13RM, 132 Meldreth Road, Whaddon for access, appearance, landscaping, layout and scale –** planning permission had been granted.

- 9.0 Public Participation:** no members of the public present.
- 10.0 Whaddon Village Hall & Recreation Ground Trust - update** – a verbal update was given by Cllr Ginger and Cllr Lewis (Chair, WVHRGT):
- Village Hall Refurbishment works – the building work was progressing well and was on-schedule for completion by the end of October. Regular review meetings were being held with the builders. So far no major problems had arisen and it was hoped that there would be no significant cost overruns.
  - Cricket fencing – an accident had been reported as a result of a child falling on the netting around the cricket pitch. Action: WVHRGT would deal with this and make sure the area was safe.
- 11.0 Risk Assessment – signing off of Risk Assessment for 2013/14:** Resolved: that the PC adopt the 2013/14 Risk Assessment.

County Cllr Dent joined the meeting. It was agreed to go back to agenda item 5.0.

- 5.0 Report from County Councillor:** a verbal report was given by County Cllr Dent.
- Broadband – a meeting had been held at the Chair's house with representatives from BT, the Broadband Champion for Whaddon (Nigel Strudwick) and County Council officers. Outcomes from the meeting were that a BT engineer would assess the current infrastructure in the village and a cabinet would be located in Whaddon with fibre connected to it. It would soon be possible to check on-line to see what the scheduled roll-out dates for each parish are.
  - Buses – legally buses do not need to have disabled access until 2015 and the buses serving Whaddon meet requirements. County Cllr Dent will take this further.
  - Footpaths – obstructions on footpaths can be reported on the same website as potholes.
- 12.0 SCDC Local Plan Consultation – consideration of Parish Council response to final stage of consultation:** the deadline had been extended to 14<sup>th</sup> October. A discussion was held. Action: the Clerk to respond to the consultation with regard to Village Frameworks and comment that it is not feasible for a small village like Whaddon to produce a Neighbourhood Plan in order to address future development requirements. This could partly be done via our Community Led Plan although the timing of its publication will not fit in with the Local Plan Consultation Period. Indications from the Community Led Plan are that there will be some further need for housing and Whaddon Parish Council will need to look at this in more detail. Present policies in the SCDC Local Plan do not cover this situation. It does not work for Whaddon to only get an opportunity to review our framework every 10 or 20 years.
- 13.0 Traffic Management, Meldreth Road – update and discussion:** CCC no longer had an approved list of consultants but County Cllr Dent had provided contact details for one. The application form for the next round of CCC Local Highways Initiative Grants was due out in October. Actions: the Clerk to contact the consultant to get details of the process to be followed and the likely costs involved to implement a traffic management scheme in Meldreth Road.
- 14.0 Broadband – update:** this had already been covered under agenda item 5 (County Cllr's report).
- 15.0 Whaddon Cricket Club:**
- 15.1 Noting of overspend on S106 grant for cricket club equipment** – the PC approved an additional £259.91 (net of VAT) for nets and sports equipment for the Cricket Club (S106).

**15.2 Consideration of request for additional monies for protection of grass** – Whaddon Cricket Club had requested £360 for rubber-coated netting to protect the cricket pitch. The PC resolved not to grant additional money to the Cricket Club for this purpose. Action: the Clerk to inform the Cricket Club of the PC's decisions.

**16.0 Village Upkeep and Maintenance – reporting of issues:**

- Salt Bin, Cardiff Place – a request had been received for a salt bin for Cardiff Place. This was discussed. Cardiff Place is a private road so CCC Highways would charge to put a salt bin there. Residents should approach their management company to see if they would be prepared to provide one. Action: the Chair to inform the resident.
- Chevron signs, near Bumpkins, Meldreth Road – these were still obscured by an overgrown hedge despite being reported by the PC. Actions: County Cllr Dent to follow this up. The Clerk to report this to CCC Highways again.
- Plastic bollard, Church Corner – a bollard had been knocked over and had snapped off. Action: County Cllr Dent to follow this up.
- Street Signs, Meldreth Road – these had been ordered by SCDC but had not yet arrived. Action: District Cllr Cathcart to follow this up.

**17.0 Items for next meeting:**

- Meldreth Road traffic management - review
- Parish Plan - update

**18.0 Date of next meeting - Monday 14<sup>th</sup> October 2013 (St. Mary's Church).**

**There being no further business the meeting closed at 9.25 pm**

**Minutes of Whaddon Parish Council meeting held on 14<sup>th</sup> October 2013 at 7.30p.m. in St. Mary's Church, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RU.**

Present: Chair Mrs M Peyton  
 Councillors Mr L Ginger, Professor A Milton  
 Parish Clerk Mrs G van Poortvliet  
 District Councillor Mr N Cathcart  
 Parishioners 3 present plus 3 representatives from Orwell Youth Group

- 1.0 Apologies for Absence** – received from Cllrs K French, J Lewis, R Scott, A Walker, District Cllr D McCraith and County Cllr A Dent.
- 2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 9<sup>th</sup> September 2013** – Resolved: that the minutes be signed by the Chair as a true and correct record.
- 3.0 Declarations of Interest** – none declared.

It was agreed to move to agenda item 11.0. Orwell Youth Group was invited to speak.

- 11.0 Orwell Youth Group - presentation:** a presentation was given, outlining what Orwell Youth Group does and how young people from Whaddon are involved. Orwell Youth Group asked the PC to support their grant application to Awards for All in order to continue to run a youth club, organise local community events and provide a youth voice for the area. Questions were taken. Resolved: that the PC write a letter in support of the Awards for All application. Action: the Clerk to liaise with Orwell Youth Group regarding the format of the support letter.
- 4.0 Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.
- Recreation Ground Railings – confirmation had been received from Whaddon Village Hall & Recreation Ground Trust that the railings were included within their insurance cover.
  - Street name signs – replacement signs for Meldreth Road had now been made and installation would be arranged by SCDC. It might not be possible for local residents to refurbish the Coningsby Terrace and Ridgeway Close signs due to health and safety considerations. SCDC could repaint them if the condition was suitable - if not, they could be replaced with new plastic signs. Action: the Clerk to photograph the Coningsby Terrace and Ridgeway Close signs and liaise with SCDC to see if repainting was possible.
  - Whaddon Traveller & Gypsy Site (A1198) – SCDC would be purchasing this site from CCC and upgrading the facilities. District Cllr Cathcart had been advised that the building works could be phased so that residents could stay on site during the upgrade. A copy of the schedule of works had been requested for the PC.
  - Netting around cricket square, recreation ground – the safety of the existing netting had been discussed at the last WVH&RGT meeting and responsibilities had been understood and accepted. Actions would be taken to address the concerns.
  - Obscured chevrons, Meldreth Road – the chevrons were obscured by an overgrown hedge and this had been reported twice to CCC. The online reporting service showed the issue as being closed although no information had been supplied to the PC as to why this was the case. The chevrons were still obscured. Action: the Clerk to contact County Cllr Dent to see if he had any further information and to report it again if necessary.

- 5.0 Reports from District and County Cllrs:**  
District Cllrs' Report: a verbal report was given:

- Litlington Wind Farm – still no date had been set for the Planning Committee meeting.



- Social Housing – SCDC were to use a company that had been set up in the past to purchase properties for social housing. This was a change in housing policy.
- Buses – the contract for the Royston bus route falls due for renewal at the end of the year. The Whaddon leg could be under threat due to very low usage. The PC were advised to consider their response should this happen.

County Cllr's Report: County Cllr Dent had emailed a report by email. Key points were read out:

- Broadband – Connecting Cambridgeshire did not yet have any updates on the village. The Chair advised that another meeting with key parties was due to take place on 23<sup>rd</sup> October.
- You Choose survey – CCC want residents' input on where they should make £39m of savings for the next financial year. Action: the Clerk to email the survey link to residents.
- Potholes – CCC Highways will soon be readying roads to remove possible weak sites that could allow potholes to form in the winter.
- Cozy's Buses – the age of the buses had been discussed with CCC officers. County Cllr Dent had asked that buses with better access be introduced before the 2017 Govt. deadline.

## 6.0 Finance:

**6.1 Approval of Payments - Resolved:** that the following payments be approved:

Cheques to be signed today (16<sup>th</sup> October 2013)

Cheque No. 100834, for £1,194.00, MD Landscapes, 11 x recreation ground cuts and 3 x verges grass cuts Jun, Jul and Aug 2013.

Cheque No. 100835, for £35.00, the Information Commissioner, data protection registration renewal fee.

Cheque No. 100836, for £200.00, Mr W Knight, maintenance works Pickering Woods car park.

Cheque No. 100837, for £240.00, PKF Littlejohn, external audit of annual return for year ended 31 March 2013.

Cheque No. 100838, for £397.20, Whaddon Village Hall & Recreation Ground Trust, grant for purchase of trolleys for tables and chairs for village hall.

Cheque No. 100839, for £50.00, Mrs M Peyton, Chair's expense allowance for quarter ended 30<sup>th</sup> September 2013.

Cheque No. 100840, for £959.69, Mrs G van Poortvliet, Clerk's wages and expense allowance for quarter ended 30<sup>th</sup> September 2013.

**6.2 Closure of 2012/13 audit and noting of external auditor's opinion:** the external auditor had signed off and approved the 2012/13 Annual Return. The PC noted the auditor's comments.

**6.3 Presentation of draft accounts for quarter ended 30<sup>th</sup> September 2013:** the PC noted the accounts.

## 7.0 Correspondence

- SCDC – estimated tax base for 2014-15 precept (201.1 properties compared with 195.4 properties 2013-14).
- Copy of letter from Mr K Green to SCDC proposing changes to the village framework.
- SCDC – notification that the Council had recommended the purchase and upgrade of facilities at the Traveller and Gypsy site in Whaddon.
- CCC – details of new structure for Rights of Way team.
- SCDC – notification of appeal decision re proposed wind speed measurement mast off Ermine Way, Arrington. Appeal dismissed – potential danger to aircraft operating in area.
- CAPALC – details of Social Media Training session on 22<sup>nd</sup> November. The Clerk was interested in attending the training and other Cllrs could be too. Action: the Clerk to email Cllrs to see if they were interested in attending.

## 8.0 Planning Matters:

**8.1 Planning Applications – noting of SCDC decision re S/1660/13/FL, 99 Cardiff Place for a two storey rear extension, single storey side extension and porch and**

S/1258/13/LB Frog Hall House, Bridge Street, Whaddon for replacement windows – planning permission had been granted.

8.2 **Noting of approved minutes from Planning Committee meeting of 19<sup>th</sup> June 2013** – noted.

9.0 **Public Participation:** a member of the public asked if the upcoming broadband meeting was specific to Whaddon. The Chair explained that the meeting did relate to Whaddon specifically. She also advised that BT had asked for residents to notify the Broadband Champion every time that they report a fault to BT.

10.0 **Whaddon Village Hall & Recreation Ground Trust – update:** Cllr Ginger gave a verbal report:

- Village Hall refurbishment – the building work was on-schedule for completion by the end of October with no significant variances from budget. It had been decided to delay the installation of a secondary heating source to assess the impact made by the insulation and under-floor heating.
- Fundraising and events – WVH&RGT were organising a quiz night on 16<sup>th</sup> November, a Christmas Fair on 7<sup>th</sup> December and a New Years Eve party.

12.0 **Community Led Plan (CLP) – key findings:** Cllr Ginger outlined the eight key findings from the draft CLP.

- Produce housing-needs survey to properly ascertain demand for housing in the village.
- Seek safety improvements to A1198 junctions at Whaddon Gap and Cardiff Place.
- Review other traffic issues in village and ensure existing plans reflect needs of villagers.
- Investigate demand for a Good Neighbour scheme.
- Work on obtaining major improvements in broadband provision
- Set up a formal litter picking system.
- Publicise the village website.
- WVH&RGT and the PC to consider all ideas for new activities in the Village Hall.

It was hoped to finalise the CLP and present it to the village by the end of November. The Chair thanked the CLP Committee for all their hard work.

13.0 **Proposed speed limit changes in Meldreth (Whaddon border) – consideration of PC response to consultation:** Meldreth PC had asked for support for their proposal to extend the existing Whitecroft Road 30mph zone to include the West Way and Burtons and the rest of Fenny Lane and also to introduce a 40mph speed limit between Meldreth and Whaddon. This was discussed. Comments from an absent Cllr were read out. Resolved: that the PC support the proposal made by Meldreth PC. Action: the Clerk to write to support Meldreth PC.

14.0 **Traffic Management, Meldreth Road – update and discussion:** the Clerk had spoken with the recommended consultants but was still awaiting further information about their services and costs. Action: the Clerk to contact the consultants again regarding costs and to arrange a site meeting.

15.0 **Village Upkeep and Maintenance – reporting of issues:**

- Telephone box, Bridge Street – the conversion to a library was still ongoing. Action: the Chair to speak with the handyman to obtain more information on progress.

16.0 **Items for next meeting:**

- Meldreth Road traffic management – update and agreement of action.

17.0 **Date of next meeting - Monday 11<sup>th</sup> November 2013 (Village Hall).**

**There being no further business the meeting closed at 9.08 pm**

**Minutes of Whaddon Parish Council meeting held on 11<sup>th</sup> November 2013 at 7.35p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.**

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mr L Ginger, Mrs J Lewis, Professor A Milton
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillors	Mr A Dent (from 8.12p.m.)
	Parishioners	1 present

The Chair welcomed everyone to the first Parish Council meeting in the newly refurbished Village Hall.

**1.0 Apologies for Absence** – received from Cllrs R Scott and A Walker. Advance notice of late arrival received from County Cllr A Dent.

**2.0 Minutes – approval and signing of minutes from Parish Council (PC) meeting of 14<sup>th</sup> October 2013** – Resolved: that the minutes 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.

- Salt bin, Town Farm Close – some residents had objected to the suggested location for a salt bin. Realistically this was the only place where a salt bin could be positioned. Action: Cllr French to email the residents to explain the situation and to find out if they still want to have a salt bin in Town Farm Close.
- Netting around cricket square, recreation ground – concerns about the safety of the netting had been discussed at Whaddon Village Hall & Recreation Ground Trust meetings. Warning signs were now displayed on the netting. Alternative forms of netting were also being looked into.
- Street name signs – replacement signs had now been installed in Meldreth Road and also in Coningsby Terrace. The Ridgeway Close sign had been removed by SCDC for repainting - a temporary sign had been left in its place.
- Obscured chevrons, Meldreth Road – the chevrons had been covered by a fallen tree which had now been removed by a resident, Mr P Coningsby. Action: the Clerk to write to Mr P Coningsby to thank him.
- Social Media Training for Parish Councils – the Clerk and Chair wished to attend this course. Action: the Clerk to book the training.

**5.0 Reports from District and County Cllrs:**

District Cllrs' Report: a verbal report was given:

- Social Housing – the District Cllrs provided clarification regarding information given at the last PC meeting. SCDC were to use a company that had been set up in the past to purchase properties for letting at market rents. This company would act as a property developer, adding to SCDC's stock of properties and letting them to tenants. Initially these tenants would be council tenants although this might not always be the case longer-term, depending on market conditions. SCDC hoped to raise funds by this means to help balance their books.
- Litlington Wind Farm – it was planned for this application to come before the Planning Committee in January 2014.
- Former Horse & Groom pub, A505 – the appeal against the refusal of planning permission to develop this site as a hotel had been dismissed.

County Cllr's Report: postponed until the arrival of County Cllr Dent.

## 6.0 Finance

**6.1 Formal noting of increased award of S106 monies for recreation ground car park** – the PC had approved an additional £350 from S106 monies towards the recreation ground car park. This was due to an increase in the cost of materials. The quote was still significantly cheaper than the other quotes obtained by WVH&RGT for this work.

**6.2 Approval of Payments - Resolved:** that the following payments be approved:

Cheques to be signed today (11<sup>th</sup> November 2013)

Cheque No. 100841, for £357.12, Cambridgeshire County Council, contribution to speed limit reduction 2012/13.

## 7.0 Correspondence

- CCC – invitation to meetings regarding public rights of way.
  - CCC – information regarding Housing Related Support for Older People Project
  - Email from resident regarding fly-tipping on land behind Ridgeway Close (see below).
  - WVHRGT – agenda for meeting on 4<sup>th</sup> November and minutes from previous meeting.
  - CCC – consultation on Statement of Community Involvement (deadline for comments 20<sup>th</sup> December).
  - NHS Cambridgeshire & Peterborough – information on launch of 111 telephone medical advice service from midday on 12<sup>th</sup> November (Cambridgeshire) and 28<sup>th</sup> November (Peterborough). Service to provide urgent medical help and advice for non life-threatening situations. Action: the Clerk to advise residents via the village email system.
- The complaint about fly-tipping behind Ridgeway Close was discussed. This had been reported to SCDC and a duty officer had visited the land and would make a report to the housing officer. It was not possible to close the land off altogether as access was needed to an electricity sub-station sited there. Another village resident was paying rent to use this land as an allotment but had allegedly not been able to gain access due to dumped materials – the resident had reported this to SCDC. Access to the land was not currently blocked and the resident had been advised to contact SCDC again.

**8.0 Public Participation:** a member of the public wished to hear about the plans for traffic management in Meldreth Road and to comment as required. It was agreed to move to agenda item 10.0.

**10.0 Traffic Management, Meldreth Road – discussion of options and decision:** a site meeting had been held on 6<sup>th</sup> November attended by a representative of Skanska (CCC's Highway consultants), the Chair of the PC, the Clerk and Mr M Monks (Speedwatch). A series of 'pinch' give way systems were considered an appropriate option for the straight section of Meldreth Road. One pinch could be installed at the entrance to Whaddon when approaching from Meldreth to force traffic to slow down there. It might be necessary to install two further pinches to prevent traffic speeding up again and to slow down vehicles approaching from the opposite direction. Entrances to driveways along this stretch of Meldreth Road meant there were limited options where to site the pinches and it may be unavoidable that some properties would overlook them. Further consultation with residents would be necessary before a decision was made. The consultant suggested parking cars where the pinches might go and observing if they had the desired effect on traffic. Outline cost estimates for three give way pinch features were feasible for the PC - also the PC could apply for up to 10% funding from CCC. A discussion was held. Action: the Chair (and Speedwatch) to arrange for cars to be parked on Meldreth Road in lieu of give way features and their impact on traffic observed. The Clerk to update CCC and to apply for grant funding under the Local Highways Initiative scheme. The Clerk to schedule an agenda item for the next PC meeting.

County Cllr Dent had joined the meeting and it was agreed to go back to agenda item 5.0

## 5.0 Reports from District and County Cllrs:

County Cllrs' Report: a verbal report was given by County Cllr Dent:

- Whaddon's Community Led Plan – a letter of formal support had been written by Cllr Dent. He also commented on the high quality of the CLP.
- Broadband – an Open Reach engineer had visited Whaddon to look at the infrastructure. The Chair had attended this meeting with Open Reach and Connecting Cambridgeshire - which took place on 23<sup>rd</sup> October - and provided an update. A solution using overhead fibres would not appear to be feasible for Whaddon as too many poles would need replacing which would be expensive. The preferred solution was to install a cabinet in the village and blow fibre through to it. The engineer was to check if all parts of the village were served from the same telephone exchange. A report is expected shortly.
- Bus service 127 – the part of the route serving Morrisons was to be reinstated.
- Salt bins – the bins would be filled and salt replaced, if necessary, later in the month.
- Bassingbourn Barracks – County Cllr Dent had met with the new Commandant and the meeting had been positive. The earliest that Libyan troops were expected was January 2014.

## 9.0 Whaddon Village Hall & Recreation Ground Trust – update: Cllr Lewis gave a verbal report:

- Village Hall refurbishment (phase 1) – the building work had been completed. Thanks were expressed to the members of WVH&RGT and to the builders for keeping the project on-track. Lots of very positive comments had already been received.
- Village Hall refurbishment (phase 2) – plans to refurbish the back part of the hall, re-do the toilets and provide a wet-room and changing area would require more funding. Approaches were being made to the English Cricket Board and Sports England regarding possible grants.
- Fundraising and events – an official opening for all those who had donated funds would take place on 21<sup>st</sup> January. WVH&RGT were also organising a quiz night on 16<sup>th</sup> November, a Christmas Fair on 7<sup>th</sup> December and a New Years Eve party.

**11.0 Broadband – update:** this item had largely been covered under County Cllr's Report (5.0) above. It was also noted that work to improve Whaddon's broadband was believed unlikely to happen until 2015 due to the difficulties involved. Dr N Strudwick, the Broadband Champion, had produced a report that would also be published in the village newsletter.

## 12.0 Village Upkeep and Maintenance – reporting of issues:

- Public Footpath Sign, Recreation Ground – this was currently sited in the wrong place. It was to be moved to a better location as part of the building work for the new car-park for the recreation ground.
- Parking outside the Village Hall by residents – this was discussed and would be reviewed when the new recreation ground car park was in place.

## 13.0 Items for next meeting:

- Meldreth Road traffic management – update and agreement of action.
- Broadband update
- Approval of 2014/15 precept

**14.0 Date of next meeting - Monday 13<sup>th</sup> January 2014.** A precept meeting would also be organised for early January 2014.

**There being no further business the meeting closed at 8.55 pm**