

Minutes of Whaddon Parish Council meeting held on 9th January 2012 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 (from 7.35p.m.), Mr P Neale, Mr C Rose
	District Councillors	Mr N Cathcart
	County Councillor	Mrs L Oliver
	Parish Clerk	Mrs G van Poortvliet
	Parishioners	1 present

- 1.0 Apologies for Absence** – none received. Advance notice of late arrival received from Cllr J Lewis. Cllr N Strudwick has been granted a leave of absence until May 2012.
- 2.0 Declarations of interest** – none declared.
- 3.0 Approval and Signing of minutes from Parish Council (PC) meeting of 7th November 2011:**
Resolved: that the minutes of the meeting be signed by the Chair as a true and correct record.
- 4.0 Reports from Clerk and Councillors – on matters arising:** the Clerk and Cllrs provided verbal updates on matters arising from previous PC meetings:
- A1198 Speed Limit Review – the speed limit had been lowered to 50mph from just north of Whaddon Gap to Kneesworth. Some Cllrs expressed concern that there were now too many different speed limits within a short distance, potentially confusing motorists. Action: the Clerk to table an agenda item for the next PC meeting.
 - Affordable Homes Boundary Treatments – SCDC had made decisions about the right hand boundary (1.8m chain link fencing with round tops and hedge planting) and the left hand boundary with Rose Cottage (1.8m close boarded fencing with trellis on top). No decision had yet been made about the rear boundary - PC representatives would be invited to a site meeting to give their views when the development was nearer completion. Action: the Clerk to ask SCDC about the proposed boundary treatment for the front of the scheme.
 - Verges: grass-cutting – the tender exercise had been carried out - the deadline for tender submissions was 12th January 2012. Actions: The Clerk to write to Mr M Monks to thank him for his advice with preparing the tender specification.
 - Trees: Bridge Street verge - The Chair and Clerk had met with SCDC's tree officer to discuss options for management of the trees on the verge between no 55 Bridge Street and Dyers Green. Actions: the Clerk to table a future agenda item.
 - Recreation Ground Railings: these had now been repaired.
 - Pickering Woods: the clearance work on the paths had now been completed.
 - Bridge Street Road Safety Signage: a site meeting had been arranged for 23rd January with a representative from Cambridgeshire County Council to discuss this further.
 - Parish Plan: no response had been received to the request in the newsletter for volunteers to help produce a new plan. Cllr Ginger would draft a flyer to go to all residents.
 - CCC archives: PC legal deeds could be stored at the archives free of charge and access did not appear to be a major issue. Action: the Clerk to check where CCC archives are based.
 - Pothole – opposite College Farm: not fixed. Action: County Cllr Oliver to follow up.
 - CCC bus-survey (re removing subsidies): this had now been completed and submitted.
 - Parish Volunteers: two students were doing volunteer work for the PC as part of the Duke of Edinburgh award scheme.
 - CCC Highways Minor Improvements Grant: the PC had applied for funding under this scheme for speed reduction measures.

5.0 Reports from District and County Cllrs: District Cllrs' Report - a verbal report was given by District Cllr Cathcart.

- Sheltered Housing Provision: work was still ongoing on options to try to maintain acceptable service levels in the face of funding cuts.
- Call for Potential Development Sites: this had now closed but was still in the draft stages.
- Council Tax: the final decision for 2012-13 was due soon.

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

- Local Level Decision Making – CCC were trying to bring some decision making and budget spend down to a local level. A meeting would take place on 18th January to explore this further – Cllrs Peyton and Ginger to attend.
- Byway 22 – the PC's comments regarding CCC's reply to their letter about the resurfacing works on the byway would be passed to director level. The PC was asked to monitor the byway to see if there was any increase in the traffic using it.
- Civil Parking Enforcement: there were ongoing debates about potentially rolling this scheme out to a wider area.

6.0 Public Participation: no comments received. County Cllr Oliver left the meeting.

7.0 Planning:

7.1 Noting of Planning Committee recommendation re i) S/2314/11, Bumpkins, church End, for an extension – approval recommended and ii) S/2433/11, 32 Meldreth Road, for detached car port - approval recommended.

7.2 Noting of SCDC decision re S/2152/11, Whaddon Village Hall, extension of time limit on existing planning permission – permission granted.

7.3 Noting of new Chairman of the Planning Committee – Cllr P Neale had been elected as Chairman and Cllr K French as Vice-Chair.

8.0 Finance:

8.1 Presentation of draft accounts to 31 December 2011: postponed to the next meeting.

8.2 Approval of payments: Resolved: that the following payments be approved:

Cheques to be signed today:

Cheque No. 100750, for £52.92, CCC, street lighting energy and balance of maintenance contract.

Cheque No. 100751, for £80.00, Mr P E Coningsby, grass-cutting (Church yard).

Cheque No. 100752, for £57.99, Litlington Parish Council, Cllr training (Kate French, Malan Peyton, Lee Ginger).

Cheque No. 100753, for £360.00, S. Scott, path clearance work, Pickering Woods.

Cheque No. 100754, for £132.00, M D Landscapes, recreation ground grass cutting October (19 cuts to date).

Cheque No. 100755, for £68.00, Hales Printers, newsletter printing.

Cheque No. 100756, £50.00, Mrs M Peyton, Chair's expense allowance, qtr to 31 December 2011.

Cheque No. 100757, £938.68, Mrs G van Poortvliet, clerks salary and expense allowance for qtr to 31 December 2011.

8.3 Precept meeting: agreed that the precept meeting be moved to 23rd January 2012 at 8pm.

9.0 Correspondence:

- SCDC Housing Strategy Consultation – deadline 31st January 2012 (agenda item 12.0).
- CCC – invitation to apply for grant funding for local minor highway improvements (deadline 30th December 2011). Application made by PC.
- SCDC Empty Homes Strategy Consultation – deadline 29th February 2012.

- SCDC - notification that responsibility for maintaining street lighting will now be down to SCDC and not the PC. Any maintenance costs already paid to Balfour Beatty will be reimbursed. The PC will still be responsible for energy costs.
- CCC – feedback from HCV Strategy Meeting.

10.0 Village Hall and Recreation Ground Trust (VHRGT) - update: a verbal update was provided by Cllr J Lewis (Chair of the VHRGT).

- Village Hall usage consultation – further consultation had now been carried out with the village youth and seniors to establish their requirements for the VH. Outcomes had been defined for the next stage of grant applications.
- Grant funding (SCDC) – a letter had been written to SCDC asking for clarification of the process for claiming the grant awarded for the VH refurbishment. No answer had been received. Action: District Cllr Cathcart to follow up.

11.0 Consideration and Adoption of Draft Procedures:

11.1 Complaints Procedure – Resolved: that the Complaints Procedure be adopted by the PC. Action: the Clerk to arrange for the adopted procedure to be put on the website.

11.2 Data Protection Policy – this was discussed. Action: the Clerk to check what the maximum photocopying charges are under the Data Protection Act.

12.0 Affordable Homes Street Naming – update – SCDC had asked the PC to suggest a street name for the new development. The PC had proposed ‘St. Mary’s Close’ (after consulting the Parochial Church Council) and this was being considered by SCDC.

13.0 Village Newsletter – discussion and agreement of advertising rates – the Feb/March issue of the newsletter would change to an A5 booklet format. It was proposed that advertising rates be £12.50 per issue or £40.00 for four issues (half page advert). The possibility of a premium rate for the back cover was discussed. Action: Cllr French to find out the production cost per page of the new-format newsletter and to contact the editor to see if she needed any help.

14.0 SCDC Housing Strategy Consultation – agreement of PC response – Agreed: that Cllrs Peyton and French be authorised to complete the questionnaire on behalf of the PC. Actions: the Chair to complete the questionnaire with input from Cllr French.

15.0 Village Emergency Plan – discussion and agreement of actions: Actions: Cllr Rose to look into the production of an Emergency Plan and provide an update at the next PC meeting.

16.0 Broadband Speeds – noting of report from Cllr Strudwick and agreement of actions: The PC noted the report concerning the Rural Community Broadband Fund. The RCBF was unlikely to be suitable but the PC should continue to work with ACRE and CCC to try to improve the broadband speeds in Whaddon. It was also noted that it might be possible to approach the Diocese of Ely about using the church tower for a wireless network (as was being allowed by the Diocese of Norfolk). Actions: Cllr Neale to research the Diocese of Norfolk scheme.

17.0 Village Upkeep and Maintenance – reporting of issues:

- Bank at front of Recreation Ground – the grass was encroaching on the footpath and needed to be cut back. Action: the Clerk to ask the handyman to cut back the grass.
- Action: the Clerk to remind CCC Highways to spray the weeds in Bridge Street.

18.0 Items for next meeting

- Adoption of Data Protection Policy
- Accounts to 31st December 2011
- Verges grass-cutting – approval of tender

- Bridge Street Safety Signage
- Approval of 2012-13 precept
- A1198 speed limits
- Newsletter Advertising Rates
- Trees on verge in Bridge Street

19.0 Date of next meeting – 13th February 2012

There being no further business the meeting closed at 9.35 pm