

Minutes of the Whaddon Parish Council virtual meeting held via Zoom on 11th January 2021 at 8pm.

Present:	Chairman	L Ginger
	Councillors	A Birch, N Strudwick, W Elbourn, D Townsend, T Milton & J Hart.
	Parish Clerk	A Bridges
	Members of the Public	One
	County Councillor	Cllr S van de Ven
	District Councillor	Cllr J Hales

1.0 Apologies for Absence – District Councillor J Hales and Cllr van de Ven sent apologies for later start due to attending another meeting.

2.0 Approval of Minutes – approval and signing of the minutes from the Parish Council Meeting of 14th November 2020. Resolved: the minutes were approved and will be signed at a later date.

3.0 Receiving Declarations of Interest from Councillors on items on the agenda – Cllr Elbourn and Cllr Hart will not contribute to Item 10, due to being landowners in the local area.

4.0 Reports from Clerk and Councillors – verbal updates about progress on resolutions and actions from previous Parish Council meetings.

- Cllr Strudwick stated that there were no further updates from County Broadband.
- Another email from the Parish Council had been recently sent to residents, offering assistance for those in need during the latest COVID restrictions. Cllr Birch had received correspondence from a family member of a vulnerable resident and the councillors discussed options to support those who needed extra support. Cllr Elbourn reported that he had spoken to the individual and would maintain in contact until a more permanent option is in place. Cllr Birch described the work of the Melbourn Mobile Warden Scheme, who aim to keep people independent in their own homes. There is weekly charge for the services, and the Parish Council discussed possible methods of supporting the charity and residents of the village who may be in need. The Chair reminded the meeting that the Parish Council had a COVID related contingency fund which could be used for this purpose. Cllr Hales and Cllr van de Ven came to the meeting at 8.20pm.
- Cllr Hales endorsed the charity's work and offered the Parish Council information leaflets from Melbourn Mobile Warden Scheme for Whaddon's residents. Cllr Townsend suggested this should be included in the Whaddon Newsletter which was agreed.
- Cllr Birch was thanked for her work in arranging and delivering Christmas meals to two families in the village.
- The Chair reported that there had not been any recent requests for prescriptions and Cllr Hales highlighted that most pharmacies now delivered medication to reduce

face to face visits. It was also stated that many older residents in Whaddon would be invited to have their COVID vaccine in Stevenage, although plans are ongoing for more local sites.

- It was reported that East West Rail had sent update emails, with no further notifiable news.
- Cllr Strudwick informed the meeting that the LHI bid presentation would be on February 17th and he would be presenting this.

5.0 Reports from District and County Councillors – verbal updates

Cllr van de Ven spoke about her discussion with the staff at local schools who had really struggled over the Christmas break with reports of COVID testing in schools. She reported that schools are waiting for further advice how to proceed once fully open again.

Cllr van de Ven was pleased to inform all that Govia Thameslink had resumed the half hourly service from Meldreth to Cambridge, although this had been paused due to lockdown.

Lastly it was reported that there is a backlog of potholes to be mended on local roads, due to an imposed Christmas holiday of staff and residents must continue to report them.

6.0 Public Participation – none.

7.0 Ridgeway Close/Bridge Street parking – there had been no further updates on this matter from South Cambridgeshire Housing Officers, who own the land. There had also been no further reports of cars driving or parking on the grass.

8.0 Consideration of replacement dog waste bin by Ridgeway Close – a further bin at a cost of £318.23 (including VAT) was agreed to be purchased, after the existing bin was damaged beyond repair.

9.0 Consideration of Clerk's old laptop for charity donation – this was agreed to be given to local schools for pupils to use after the Clerk had erased the files.

10.0 South West Cambridge planning proposal update – A public meeting is to be held on January 20th by South West Cambridge Action Group and on the 21st of January by Anthony Browne MP. Cllr Hales stated that the developers preferred method for submitting the plans was not through Cambridgeshire Shared Planning, 'Call for Sites' but at a higher Government level, as it was thought it would not be accepted by South Cambs. District Council.

Cllr Strudwick was nominated for the Parish Council's representative to the South West Cambridge Action group.

Cllr Hales and Cllr van de Ven left the meeting at 8.58pm.

11.0 Correspondence – noting receipt of significant items of correspondence:

- Greater Cambridge Shared Planning Service and the Sustainable Communities and Wellbeing Team audit of publicly accessible community facilities (9th November)
- SCDC - Covid-19 update (12 November 2020)
- Email concerning grass verge cutting in Whaddon from a resident (14th November)
- EWR update (19th November)
- SDCD COVID 19 update (20th November)
- Letters from Royston's Kingdom Hall of Jehovah Witnesses (25th November)
- SCDC Christmas food scheme for vulnerable people (27th November)
- SCDC COVID 19 update (3rd December)
- Email from resident about parked cars on Ridgeway Close green (5th December)
- Email from Shared Planning on Thakeham's proposals for South-West Cambridgeshire development (8th December)
- Email from SCDC concerning a community facilities audit (9th December)
- NALC Coronavirus Update email (16th December)
- Email with information on Anthony Browne MP's upcoming Parish Council Forum. (December 17th)
- SCDC COVID 19 update (23rd December)
- Email from Melbourn Parish Council enquiring about MVAS signs (23rd December)
- Flooding information update SCDC (24th December)
- SCDC COVID 19 update (27th December)

12. Finance:**12.1 Staff wages and expenses - £1,138.54**

Chair's expenses January to March 2021- £50

Grass cutting contractor from July to December - £1,104.00

Grass cutting for graveyard in 2019/2020 - £180

Amended street lighting invoice - £61.54

12.2 Noting of payment for clerk's laptop at £440.83 (net)**12.3 Consideration of recommendations from Precept Meeting. Agreement and**

approval of 2021-2022 precept. Two precept meetings had been held by the Parish Council (14/12/20 and 4/1/21). The Parish Council discussed two options for the precept level due to the lower number of Band D houses paying council tax this year. Option A was same precept amount as per last year, which would increase Band D precept payments by £2.25 per year (total £17,478). Option B, whereby the precept paid by each dwelling would be the same as last year (total £16,998). Option B was decided by the majority, as it was felt that this was a financially difficult time for many households. Projects identified were: Highway initiatives (£500). The reserve for Village Hall and Playground for capital/renovation projects (£2,000). The Recreation Ground car park (£1,000) and the reserve for small village enhancements, for example Meldreth Road Phone box and flower beds in village (£830). The Parish Council confirmed to keep General Reserves at a level of between eight and twelve months of precept

income, taking into account the added funds raised for road improvements if the LHI bid is unsuccessful a second time. Resolved: the recommended precept of £16,998 was agreed.

12.4 Consideration of charitable donation of £100 – this was agreed to be reviewed in March when further details had been collected for the Melbourn Warden Scheme charity.

12.5 Consideration of three quotes for grass cutting contract 2021-2024. Three contractors had been invited to tender and three tenders had been received. Resolved: the contract was awarded to Herts and Cambs Ground Maintenance in Melbourn. Action: The Clerk to advise the contractors of the outcome of the tender process.

12.6 Consideration of four quotes for replacement recreation ground railings. Four contractors had been invited to tender and four tenders had been received. Resolved: the contract was awarded to Morley Manufacturing, based in Whaddon. Action: The Clerk to advise the contractors of the outcome of the tender process.

- 13. Review of Terms of Reference for Planning Committee** – These were reviewed and agreed and the option of virtual meetings was added to the Terms of Reference.
- 14. Receipt of nominations to the Planning Committee** – Resolved: that the following were appointed to the Planning Committee - Cllr's Birch, Ginger and Elbourn. The Chair of the Committee remained as Cllr Milton.
- 15. Review of Parish Council representation or work with external bodies and arrangements for reporting back:** (i) Whaddon Village Hall & Recreation Ground Trust. Cllr Strudwick informed the meeting that he wished to resign from his position on the WVH&RGT Trust and was thanked for all his work. Action: The Parish Council to seek guidance from the Trust if two representatives were still required.
- 16. Review of inventory of land and assets** – to be reviewed in the February Parish Council Meeting.
- 17. Review and confirmation of arrangements for insurance cover** – this was reviewed; no changes required.
- 18. Review of Parish Council's and/or Clerks memberships of other bodies** – SLCC, CAPALC and Cambridgeshire ACRE. Resolved: that the subscriptions are approved.
- 19. Review of Parish Council's Procedures:**
 - i) Complaints Procedure – this was reviewed; no changes required except to update contact details.
 - ii) Requests under Freedom of Information Act 2000 and Data Protection Act 1998 - this was reviewed and the GDPR legislation was discussed. Membership of CALPALC's Data Protection scheme noted. No further updates have been published by NALC. No changes required.
 - iii) Dealing with the Press/Media - this was reviewed; no changes required.

- iv) Setting dates, times and place of ordinary meetings of the full Parish Council for 2021. Meetings to continue to be on the second Monday of each month (except December).

20. Planning updates – none

21. Whaddon Village Hall and Recreation Ground Trust update -

Cllr Birch spoke of the recent WVH&RG Trust meeting which discussed the latest Lockdown restrictions. The Village Hall was shut again but the playground remained open. Cllr Birch stated that a fire extinguisher had been taken and used from the hall but had been quickly replaced by the Trust. It was likely that the previous lessor had not secured the front door and agreed to pay 50% of the cost of the replacement.

Cllr Birch told the meeting that the Trust's finances remained good, but appropriate grants will be applied for due to a lack of income once again.

The popular film nights will start again, when permission is given, and licences can be obtained.

22. Village Upkeep and Maintenance. Reporting of upkeep or maintenance issues and agreement of actions -

Cllr Hart asked for permission to trim back the overhanging trees on Church Street which was agreed. Cllr Townsend identified a possible dead tree at the top of the recreation ground which was agreed to be reviewed in spring.

The road sign along the A1198 had been replaced.

23. Items for next meeting – noting of requests for agenda items

The assets review and the Parish Council representation for the WVH&RGT to be considered in the February meeting.

There being no further business the meeting closed at 9.54 pm

Date of next meeting 8th February 2021 at 8pm.