

Whaddon Parish Council

**Minutes of the Annual Parish Council Meeting
held on 24th May 2021 at 8pm,
in the Village Hall, Church Street, Whaddon, Cambridgeshire,
SG8 5RY.**

Present:	Chairman	L Ginger
	Councillors	A Birch, N Strudwick, W Elbourn, D Townsend & J Hart.
	Parish Clerk	A Bridges
	Members of the Public	One
	County Councillor	None
	District Councillor	None

- 1.0 Election of the Chairman of the Parish Council** – Cllr Elbourn proposed that Cllr Ginger should remain as Chairman, this was seconded by Cllr Birch and **agreed** by all. It was resolved that Cllr Ginger to be elected for Chairman. An Acceptance of Office declaration was signed by the Chairman.
- 2.0 Election of the Vice-Chairman of the Parish Council** – Cllr Ginger proposed that Cllr Strudwick should be Vice Chairman, this was seconded by Cllr Townsend and **agreed** by all. It was resolved that Cllr Strudwick to be elected for Vice Chairman
- 3.0 Apologies for Absence** – District Councillors, Sally Ann Hart and Jose Hales, County Councillor Susan Van de Ven and Cllr Milton gave their apologies.
- 4.0 Receiving Declarations of Interest from Councillors on items on the agenda** – none.
- 5.0 Approval of Minutes** – to resolve that the minutes from the Parish Council Meeting of 12th April 2021 are a correct record. All **agreed**.

It was agreed to move agenda items 14, 15 and 16 to this point in the meeting.

- 14.0 Reports from Clerk and Councillors** – to receive updates about progress on resolutions and actions from previous Parish Council meetings

The Chairman confirmed that the new railings had been fully installed. It was agreed that the double gate will have a combination lock for authorised access.

The grass cutting on the recreation ground is currently weekly, and the verges recently cut. All agreed that the new grass cutting contract is working well.

The Chairman spoke about the potential recycling point for the village for medical blister packs and Cllr Strudwick confirmed that he is investigating this.

There are no updates on Thakenham's development proposal. Cllr Strudwick will report back to the Parish Council after attending the next virtual meeting.

Cambridgeshire County Council have postponed the meeting to formally ratify the Local Highway Initiatives until June.

Cllr Strudwick also confirmed that he will be attending the next EWR consultation later in the week.

All agreed that the virtual Annual Parish Meeting was a success, and the Parish Council received an email of recognition from a resident attending.

15.0 Reports from District and County Councillors:

- a. District Cllr Report – not present, written report received
- b. County Cllr Report – not present, written report received.

16.0 Public Participation – none

17.0 Correspondence & Complaints– noting receipt of significant items of correspondence and complaints

- EWR – Email with information regarding virtual consultations (12/4/21)
- Covid -19 update from SCDC (15/4/21)
- Code of conduct training from Bassingbourn PC (19/4/21)
- Covid-19 update from SCDC (30/4/21)
- Prescription pick-up request (30/4/21)
- EWR update (30/4/21)
- Keep Britain Tidy information (19/5/21)

6.0 Delegation Arrangements to Standing Committees (Planning Committee)

6.1 Review of Terms of Reference for Planning Committee. All **agreed**.

6.2 Receipt of nominations to the Planning Committee

Resolved that Cllr Milton would continue as Chair of the Committee (subject to ratification at the next Planning Committee meeting) with Cllr Elbourn, Cllr Ginger, and Cllr Birch also continuing with their appointment on the Planning Committee.

7.0 Review of Parish Council Standing Orders – reviewed – no changes made.

8.0 Review of Financial Regulations – reviewed – no changes made

9.0 Review of Parish Council representation or work with external bodies and arrangements for reporting back: (i) Whaddon Village Hall & Recreation Ground Trust

Resolved that (i) Cllr Birch to remain Parish Council representatives on the WVH&RG. Cllr Strudwick confirmed that he had stood down from the Trust and he was thanked for his hard work on the Trust. The second Parish Council representative was decided to be reviewed later in the year

10.0 Review and confirmation of arrangements for insurance cover – Zurich Insurance, due for renewal on June 2nd.

11.0 Review of Parish Council's and/or Clerks memberships of other bodies

- Cambridgeshire & Peterborough Association of Local Councils
- SLCC
- Cambridgeshire ACRE membership was decided to be cancelled as the VH&RG Trust had membership.

12.0 Review of Parish Council's Procedures:

- 12.1 Complaints Procedure - reviewed; no changes required.
- 12.2 Requests under Freedom of Information Act 2000 - reviewed; no changes required.
- 12.3 Data Protection Policy – rewritten with latest NALC framework. Cllr Strudwick to review for the next meeting.
- 12.4 Dealing with the Press/Media - reviewed; no changes required.

13.0 Setting dates, times and place of ordinary meetings of the full Parish Council for 2021/22

It was agreed that meetings should continue to be held on the second Monday of the month at 8pm, except December. No June meeting due to the later date of the Annual Parish Council Meeting. The next meetings will be on July 12th and then August 9th, 2021.
The next Planning Committee Meeting will be on 7th June at 8pm.

18.0 Finance and Annual Return:

18.1 Approval of cheques to be signed today-

- CAPALC - annual membership (£269.08) and DPO scheme (£50) – £319.08
- SLCC membership - £112 - £83 this year due to Clerks dual membership with another Parish Council
- Chair's expenses (April - June 2021) - £50
- Salaries - £399.71
- Grass cutting x 3 - £234
- Auditor fee - £70
- Village Hall and Recreation ground donation (20/21) - £1,445.72
- Zurich insurance - £334.17

18.2

- **Consideration and approval of the Annual Governance Statement and the Accounting statements 2020/21.**

This was approved and signed by the Chairman.

19 Annual review of risk assessment for the Parish Council – All agreed.

20.0 Whaddon Village Hall & Recreation Ground Trust update –

Cllr Birch confirmed that the village hall reopened on May 17th, with a maximum capacity of 25 in current Covid restrictions.

The Trust held their AGM on 17th May and Cllr Strudwick confirmed his resignation. Cllr Birch thanked Cllr Strudwick for his hard work and guidance. Cllr Birch stated that there is one vacancy for a Parish Council representative and one vacancy for an elected member of the public.

Cllr Birch spoke of the hole in garage roof which is being investigated by the handyman and the drainage system in the car park, which is also due to be repaired.

The Trust will shortly send out a questionnaire to all residents, looking to ascertain views on possible fencing around the playground.

Cllr Birch confirmed that the summer village event will take place on the recreation ground on August 7th at 6pm until late. This will be advertised nearer the time. Action: Clerk to ensure discussion for possible donation on the July Parish Council Meeting agenda.

21.0 Village Upkeep and Maintenance

21.1 **Reporting of upkeep or maintenance issues and agreement of actions.** Cllr Hart offered to tidy up the flower bed by the village hall, and all agreed it would be beneficial as currently overgrown. Cllr Birch stated that the recent upgrade to the pump on Bridge Street was great Improvement, which was agreed by all. The Chairman agreed to write a letter of thanks to the handyman.

22.0 Staff matters - Confidential item - Clerk, members of the public and County and District Councillors to leave the meeting

Date of next meeting – July 12th at 8pm.