

**UNSIGNED MINUTES OF THE WHITTLESFORD PARISH COUNCIL MEETING HELD IN
THE MEMORIAL HALL ON TUESDAY 11th APRIL 2017 AT 7.30 pm**

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<i>Parish</i>	Arthur Greaves, (AG) <i>Chairman</i>	Jude Townley (JT)
<i>Councillors</i>	Pam Freeman (PF)	Ken Winterbottom (KW)
<i>present:</i>	Marie Swann (MS)	Peter Topping (PT) <i>District &</i>
	Tim Teversham (TT)	<i>County Councillor</i>
	Will Thomas (WT)	Roy Warnes (RW), <i>Parish Clerk</i>

14 Members of the public were present

- 1. APOLOGIES FOR ABSENCE**, Jan Holmes & Martin Livermore. Ella Pope had sent in her resignation as a Parish Councillor – AG expressed thanks for her service to the Council. SCDC have been notified of the vacancy
- 2. DECLARATION OF INTERESTS IN AGENDA ITEMS** AG/PF/JT for planning item S/3560/16/OL and WT for planning item S/1142/17/FL
- 3. MINUTES OF LAST PARISH COUNCIL MEETING** held on 14th March 2017 approved as being a true record.

4. MATTERS ARISING & ACTIONS TAKEN

- **Whitsers Pre-school Playgroup** -- Alan Fitz, CCC Educations has written to say that their Capital Team has looked into the feasibility of increasing both early years and primary capacity at William Westley Primary School. The expected costs have come out much higher than the likely amount of funding that will be received through S106 funding (from three current housing developments), hence they are considering what to do. He has been asked to look into this in more detail and consider whether there is a case for additional funding from the council's capital programme. He will endeavour to keep us informed on any progress.
- **A road audit survey of the Ledo Road junction** with the A505. Anna Chylinska-Derkowska, CCC Local Projects has told us that she will attend the site and look into possible measures. Anna will then report back but because of current commitments, will endeavour to visit the site within next few weeks and then be in touch soon after.

5. OPEN FORUM

A member of the public gave details of upcoming events:

IWM Duxford centenary open evening Tuesday 25 April. From 6pm onwards Concorde Suite, AirSpace conference centre

Whittlesford Society AGM Wednesday 26 April, 7.30 pm in William Westley School, preceded by Archeology Group Exhibition of recent 'Finds' 5pm--7 pm

Archaeology Weekend 2017 -- extension of work on the early Saxon village site, Moat House field behind church -- all welcome approx 10 am-4 pm Saturday 29 April, Sunday 30 April and Monday 1 May

'Closer Links' Morning -- 10--11.30 Wednesday 25 May Whit Society event at IWM.

6. REPORT OF THE PLANNING COMMITTEE

The following decisions were approved by the Council:

S/0033/17/FL Aerodrome Service Station, Royston Road (A505). Demolition of existing service station forecourt building, forecourt canopy and pump islands and adjacent bungalow. Construction of new service station forecourt building, forecourt canopy and pump islands together with site changes to provide customer parking – *Amended documents*.

The Council saw no reason to change its original decision to object nor to change the comments made on January 27th, all of which were re-submitted. Whilst recognising that some issues raised have been addressed, the first three of the comments relating to road safety have not been. We want more determined input from County Highways to ensure those using Ledo and Burma Roads, as well as the garage, can do so with utmost safety. The Parish Council reinforced their request that the application go before the SCDC Planning Committee.

S/1142/17/FL Replacement of existing car park bollards with lighting poles. *Volvo Construction Equipment, Moorfield Road, Duxford.*

The Parish Council objects to the application unless the following requirements are met: Downward facing lights installed and fitted with baffles to keep light inwards. This ensures due consideration is given to new housing which is the subject of current planning application S/3560/16/OL Land at Royston Rd.

S/3560/16/OL *Land at Royston Road, Whittlesford. N/A, Budworth Development Limited*

Outline application for up to 35 dwellings and public open space, with all matters reserved except for access – *Amended Plans.*

The Council considered the amended plans for this application but saw no reason to change its original decision to object nor to change the comments made on January 27th, all of which were re-submitted. They reinforced their request that the application go before the SCDC Planning Committee. The Section 106 officer has yet to provide a formal consultation response which will address some of the comments the Parish Council has made and we requested sight of these before any final decision.

S/0871/17/FL Erection of single storey conservatory at rear of property.1 Farm Rise, Whittlesford. *Supported by Parish Council*

7. NEWTON RD OPEN SPACE: review resolution passed at PCM March 14th

A safety check had been carried out on the earth mound adjacent to the play area to test for the presence of asbestos. The survey had revealed the presence of Chrysotile, low risk cement encased asbestos, which needs to be encapsulated by covering with a membrane then topsoil to a depth of at least 8". This can then be seeded with grass.

RW instructed to get three quotes for this work, as well as for the alternative of removing the entire mound.

This remedial work will delay the purchase of play equipment and opening of the play area. It might also be necessary to revisit the decision made at the previous meeting to accept in principle the quotation from Sovereign. The asbestos survey suggested that the surface of the play area should not be disturbed, which would preclude purchase of a play mound with tunnel, installation of which necessitates setting into the ground.

MS had carried out a house survey, which indicated up to 22 under 5s lived in the immediate area. This also might impact on the equipment chosen.

8. TRUST & OTHER MEETING REPORTS

Memorial Hall Management Committee *Tuesday 4th April 2017 AG*

The minutes had been circulated to the Trustee and featured Treasurer's report (which needs clarification with regard to use of future section 106 money for recent toilet refurbishments), installation of defibrillator, boiler update, Whitsers update which includes the intention to run into afternoons for just two days a week and review of hiring fees.

The committee did not agree to waiving the hire fee for the Annual Parish Meeting (APM). The intention was for this amount to be passed on to Whitsers who will be serving refreshments at the APM, sponsored by the Parish Council. However, the Council as Trustee decided to pay the fee.

9. ARRANGEMENTS FOR ANNUAL PARISH MEETING, THURSDAY MAY 25th 2017

The Annual Parish Meeting will be on 25 May. As part of the new format being trialed this year, several village groups are being asked to do five-minute presentations and the agenda will be published to reflect this. Whitsers have agreed to serve refreshments on the evening. The intention is to make the APM more informal and inclusive.

10. BEE-KEEPING AT THE ALLOTMENTS

A request had been received from the recent holders' meeting that Bee keeping be allowed at the allotments. David Abson, a local beekeeper had surveyed the allotment area and identified suitable sites. The Council expressed gratitude at his attendance and he then addressed the meeting with advice and information..

This included types of bee colonies, level of protective clothing required being an indicator of colony aggressiveness, need to be close to water, swarming tendencies, keeper must be experienced displaying telephone number in case of emergency, must be member of British Bee Keeping Association which provides public liability insurance, chose site which is remote and hidden to avoid risk of theft or vandalism and best to ensure neighbouring plot holders are alerted when hive maintenance is undertaken.

DECISION: it was proposed by TT and seconded by WT that in principle and for a trial period, the keeping of bees will be allowed on the Council's allotments but subject to agreement of neighbouring plot holders affected by proximity of hives. This was unanimously approved.

It will be necessary to draw up guidelines and rules.

11. DISTRICT & COUNTY COUNCILLOR'S REPORTS *PT*

Housing The District Council has replied to the Govt White Paper on Housing. The White Paper gives us more options as a district council when giving permission for housing sites, allowing there to be more shared ownership and rent to buy homes in the mix, rather than the previous Government line which was 1 in 5 homes of the affordable homes on a site to be "starter homes".

I have been exploring at the council schemes known as **Community Land Trusts**, which are similar to Exception Sites in that they require the land owner to sell at less than the market price for land. They do ensure that the affordable houses built on the CLT site are not able to be sold off, and they would be for people with a connection to the village. I want to weave this into the Neighbourhood Plan consultation and will discuss further with the Parish Council and the Nicholas Swallow Trust whether this is worth pursuing.

A505 I had a meeting with our MP Heidi Allen and the county council and others and we are pushing ahead for a bid to secure funding in the autumn for improvements to the A505 junctions and roundabouts. The bid may not be successful but we are pushing this very hard. The views of the villages along the A505 as to what they want to see will be factored in at an early stage. More immediately, I met with Heidi and county highways engineers last week on the A505 itself to see how junctions could be made safer by speed limits, changing signage etc.

Tickell Arms A further meeting between the district council planners and the Tickell owners took place yesterday and progress was made towards resolving the freezer issue.

Garage opposite the IWM I met onsite with residents and the project manager who is working for the garage owners. The owners have agreed to lower level lighting, to put in place a barrier restricting access to the back of the garage in the evening so keeping vehicles away from nearby resident's houses. The main concern remains the access by residents of Burma and Ledo Roads on the unadopted road onto the A505 that runs adjacent to the forecourt of the garage. I am seeking a site visit from the county highways team.

24/7 service station MOTO proposals for a 24/7 service station off Hunts Road at Duxford. I met with the IWM site director and the IWM is very clear that it will oppose this and hopes to work closely with local villages in so doing. The risk to flight safety of a motorway service station under the approach path would mean that flights would either be severely restricted or possibly not allowed at all, reducing much of the appeal of Duxford as a visitor attraction.

District council refuse collection Following the change of bin collection routes the district council is collecting 98% of bins on the new routes, and where there are missed collections it is going back the next day to collect.

Planting of fruit trees along the Lawn. This will now take place in the autumn – the spring has been too dry to risk planting now. The district council remains committed to this. Feedback from residents has been positive though adjustments will be made to meet concerns of one resident that has objected.

City Deal proposals for Whittlesford Station as a **transport hub**. I have asked the City Deal to invite the parish in for a meeting to explore this possibility further. Issues would include how to make better provision for cycling parking, vehicle parking provision more generally, other facilities at the station.

12. ACCOUNTS

a. The payments and receipts for March 15th to March 31st and April 1st to 11th were approved.

PAYMENTS TO MARCH 31st 2017

12 Mar 17	FP	Village Gardener	Strim vacant plot and cover	£64.00
21 Mar 17	FP	Memorial Hall	MR hire 3/2/17 NP Workshop room hire	£33.00
21 Mar 17	FP	Bespoke Products Ltd	Set up & maintain NP Website	£300.00
13 Mar 17	FP	Roy Warnes	Variable expenses - Allotments: rot proof hessian bags	£20.40
6 Mar 17	FP	Roy Warnes	Variable expenses - 'Reserved' Stencil	£28.98
22 Mar 17	FP	Roy Warnes	Variable expenses - Travel to SCDC Cambourne to attend Planning Open Day 22/3/17	£15.30
30 Mar 17	FP	Groundwork UK	Repay unused NP grant which expires on 31/3/17	£354.95
30 Mar 17	FP	Rob Foden	Annual clearing of North Rd pavement nr Baulks gates	£100.00
30 Mar 17	FP	Memorial Hall	VAT claimed for Hall 1/4/16-31/3/17	£3,723.90
				£4,640.53

RECEIPTS TO MARCH 31st 2017

23 Mar 17	Chq	Ashley Arbon	Half yearly Agri-rent	£127.50
14 Mar 17		Santander	Annual Interest on Business Savings Account	£83.54
22 Mar 17	BCG	HMRC	VAT refund for Parish Council 1/4/16-28/2/17	£4,957.36
22 Mar 17	BGC	HMRC	VAT refund for Memorial Hall 1/4/16--28/2/17	£3,723.90
31 Mar 17	FP	Peasgood & Skeates	2 x Funerals	£595.00
				£9,487.30

PAYMENTS TO APRIL 11th 2017

1 Apr 17	DD	Cambridge Water	Cemetery Water standing charge 15/9/16 to 20/3/17	£11.99
1 Apr 17	DD	Cambridge Water	Allotment Water Charges 27/9/16 to 22/3/17	£14.37
2 Apr 17	1277	baac	Newton Rd OS Asbestos survey	£414.00
3 Apr 17	SO	HMRC	4th quarter PAYE 16/17	£566.51
6 Apr 17	1278	LOOK Magazine	4pp NP insert in April edition	£100.00
6 Apr 17	1276	Ashley Arbon	NP Environmental Group Map expenses	£19.20
11 Apr 17	SO	Roy Warnes	Clerk's Salary	£492.68
11 Apr 17	SO	Roy Warnes	Fixed monthly expenses	£57.09
11 Apr 17	SO	Rob Foden	Cemetery Main. Contract	£120.00
11 Apr 17	SO	Rob Foden	Maynards Maintenance Contract	£125.00
11 Apr 17	SO	Village Gardener	Allotment Maintenance Contract	£120.00
11 Apr 17	1279	Jo Denny	NP Admin Salary March 24 hours	£192.00
11 Apr 17	1279	Jo Denny	Fixed monthly expenses	£16.05
11 Apr 17	1280	CAPALC	Affiliation Fee Apr 17 to March 18	£389.77
				£2,638.66

RECEIPTS TO APRIL 11th 2017

1 Apr 17	Chq	A J Jennings	Half year farm rent	£193.75
1 Apr 17	BACs	H J Paintin	Add.inscription fee: J Payne	£45.00
4 Apr 17	Chq	A Arbon	Excl. Right Fee for reserved cemetery plot	£165.00
6 Apr 17	Chq	J & J Arbon	Excl. Right Fee for reserved cemetery plot	£330.00
				£733.75

b. Presentation of End of Year accounts for 2016/17 and audit arrangements

A copy of the Receipts and Payments Account for April 1st 2016 to 31st March 2017 was distributed to each councillor present at the meeting.

The clerk gave the original final statements of each of the three current and savings accounts to the Chairman to carry out a physical check to ensure amounts reconciled to the cumulative funds shown on the R & P balance sheet.

DECISION: Proposed by TT and seconded by WT that the accounts for 2016/17 be accepted was unanimously approved.

The Council accounts will now pass to Hugh Holland, our appointed internal auditor, to carry out an examination. These will be returned in time for the May 9th PCM along with an internal review of our financial and accounting practices, so that Annual Return to the External auditor can be approved and signed. This has to be received by the examiner before June 12th 2017.

13. CORRESPONDENCE

Howard Group: Redevelopment of Sawston Trade Park.

Rob Mungovan: Ecology Officer moving on from South Cambs

SmithsonHill Public Exhibition 16-17th May 2017

14. DATE OF NEXT PARISH COUNCIL MEETING

Tuesday 9th May at 7:30 in the Memorial Hall preceded by the Annual Meeting of the Parish Council

The meeting finished at 8.40 pm.