

WATERBEACH PARISH COUNCIL

Notice of Meeting

Notice is hereby given that the Annual meeting of the Parish Council will be held via Zoom on **Tuesday 4 May 2021 at 7pm** and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Shelley Mason

Shelley Mason
Clerk and Proper Officer
28 April 2021

Link to Zoom Meeting

<https://us02web.zoom.us/j/89846578153?pwd=YWxHaXJR2czbEdleUF6Nm1HZ2hkQT09>

Meeting ID: 898 4657 8153

Passcode: 382164

One tap mobile

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ANNUAL PARISH COUNCIL ANNUAL MEETING AGENDA

- 21/1 ELECTION OF CHAIRMAN**
To elect the Chairman of the Council for the ensuing municipal year
- 21/2 THOSE PRESENT / APOLOGIES FOR ABSENCE**
- 21/3 ELECTION OF VICE CHAIRMAN**
To elect the Vice Chairman of the Council for the ensuing municipal year
- 21/4 OPEN FORUM**
Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting **in respect of the business on the agenda** (Standing orders 3e, 3f, and 3g). Anyone wishing to speak needs to be present at the beginning of the meeting. This is not a forum in which to raise complaints about the Parish Council or its staff, which should in the first instance be directed privately to the Parish Clerk so that they can be independently investigated in accordance with the Council's complaints procedure.
- 21/5 MEMBERS' INTERESTS**
To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item. Those councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.
- 21/6 MINUTES OF THE LAST MEETING**
To approve the [minutes from the Council meeting on 6 April 2021](#)

21/7 MAJOR DEVELOPMENTS

a. Urban and Civic planning application
i) [21/01906/REM](#) | Reserved matters application for the approval of details (outside of a key phase) of access, appearance, landscape, layout and scale in respect of a temporary construction haul road serving the Waterbeach Barracks and Airfield Development ([S/0559/17/OL](#)), including construction of engineered drainage works, drainage ditch, filter drains and temporary connection to drainage pond, earthworks and ground remodelling, areas for construction use and any necessary vegetation removal and demolitions | Waterbeach Barracks Denny End Road Waterbeach
to receive oral briefing from Tim Slater about the application

ii) To consider any further applications that are open for consultation

b. RLW Outline Planning permission for land East of the Barracks [S/2075/18/OL](#)

C. Reports from recent informal engagement with developers

To note any updates

d. [New Town Naming Consultation](#) (closing date 12 May)

To draw up a list to reflect those names not already included by U&C and prioritise those names the Council best feels reflects this history of Waterbeach

21/8 APPOINTMENT OF COMMITTEES

To appoint members to formal committee, and panels for the ensuing municipal year and to appoint Chair to those Committees. [Details of current appointments are attached.](#)

21/9 TERMS OF REFERENCE REVIEW

a. To review and agree the terms of Reference for the following:

[Planning Committee](#)

[Finance Committee](#)

[Highways Committee](#)

[Employment Panel](#)

[Recreation Users Advisory Group](#)

b. To remit the Highways Committee to consider recent correspondence relating to the suggested designation of a 20mph zone in Waterbeach.

21/10 APPOINTMENT TO VARIOUS OUTSIDE BODIES AND OF LEAD PERSONS FOR VARIOUS ACTIVITIES

To appoint Members or residents for the ensuing municipal year. Details of [current appointments are attached.](#)

21/11 WORKING PARTIES

To agree what working parties need to be established and agree membership.

21/12 KEY DOCUMENTS

a. To adopt an [update to the Standing Orders](#)

b. To review and approve the [Financial Regulations](#)

c. To adopt a [draft protocol on informal engagement with major developers](#)

d. To review and approve the [WPC Complaints Procedure](#)

e. To note the asset register

e. To note [the FOI log for FY2020-2021](#)

21/13 PLANNING APPLICATIONS

i) [20/03370/OUT](#) 95 Bannold Road Outline permission

To review a draft letter of complaint to SCDC about the proceedings relating to [item 7 of the SCDC planning committee meeting on 13 April.](#)

ii) [21/0522/TTCA](#) T1 YEW - recently wind damaged with broken limb removed. Remedial crown reduction of approximately 4 to 5ms to rebalance crown and alleviate overall weight on decayed central area; | St Johns Church Station Road Waterbeach CB25 9HT. [Letter from SCDC](#). (closing date 12 May).

21/14 MONTHLY PAYMENTS

a. To approve the [payment and accounts for the past month](#) – see attached schedule. Cllrs are asked to alert the Clerk in advance regarding any issues requiring clarification.

b. To note the bank reconciliation for March 2021

21/15 INSURANCE

To [receive a paper](#) and agree with the recommendation of the Finance Committee about a preferred supplier for cover wef 1 June 2021.

21/16 PURCHASES

a.MVAS – to receive recommendation of the Highways committee and:

i) agree to purchase an Evolis MVAS street pack plus 10 mounting bars at a cost of £2,139.67 sign ([brochure](#) and [supplier advice attached](#))

ii) agree to relinquish WPC use of current sign and offer to transfer asset ownership to either Milton or Landbeach PC

b. To approve quote of £185 for the installation of a meter reader in the Grounds Shed in order to facilitate separate billing for the shed and the Tillage Hall.

21/17 SPORTS ANNUAL FEES I 2020-2021

To see [paper presented to the Finance Committee](#) and agree the Committee's recommendation to waive annual fees for the bowls and football clubs for 2020-2021 season.

21/18 GRANT APPLICATION

To receive a [grant request from Age UK](#) for a £1,000 grant towards the Waterbeach Warden Scheme

21/19 BOWLS PAVILION

To approve the recommendation from the Finance Committee to seek Expressions of Interest on a pavilion with a [drawing and dimensions agreed as workable by the Bowls pavilion working group](#), and await the outcome before taking decisions on funding.

21/20 USE OF PARISH LAND

To consider request from Waterbeach PTA for up to 4 additional stalls to be present alongside the plat stall on May 22nd (details circulated to Cllrs)

21/21 OFFICER & COUNCILLOR REPORTS

To receive reports (if any) from the County Councillor, District Councillors, Clerk, Library Officer, Tree Officer and the Chair of the Parish Council

21/22 HEALTH AND SAFETY

To report on any other H&S issues (if any)

21/23 COMMITTEES AND WORKING PARTIES

To receive reports (if any) from any Committees or Working Parties that have met since the last Parish Council meeting and which are not listed elsewhere on the agenda: Planning, Highways, Finance, Employment Panel, Recreation User Group, Neighbourhood Plan, Cemetery, Communications, Emergency Planning.

- 21/24 OFFICER & COUNCILLOR REPORTS**
To receive reports (if any) from the County Councillor, District Councillors, Clerk, Library Officer, Tree Officer and the Chair of the Parish Council
- 21/25 FUTURE MEETINGS OF THE COUNCIL AND ITS COMMITTEE**
To receive [a paper from the Clerk](#) and agree to set up a working group to explore options
- 21/26 EXCLUSION OF PUBLIC**
To exclude the public from the meeting because of the confidential nature of the business to be discussed. It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item(s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw
- 21/27 MEMBERS' INTERESTS**
To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any confidential agenda item. Those councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made
- 21/28 CONFIDENTIAL MATTERS**
To discuss employment issues