

# Waterbeach Parish Council



I HEREBY INFORM YOU THAT Meeting of the **Parish Council** will be held at **7:30pm on Tuesday 5<sup>th</sup> of March 2024** in the Parish Office, Recreation Ground, Waterbeach. Members of the Press and Public are welcome to attend.

Mrs K Palmer  
Locum Clerk to Waterbeach Parish Council  
29<sup>th</sup> February 2024

## AGENDA

- 23/155**      **APPOINTMENT OF A CHAIRMAN** Local Government Act 1972 S88 (1)  
To record the resignation of the outgoing Chairman, Clive Rabbett, and appoint a Chairman for the remainder of the municipal year 2023-2024.
- 23/156**      **APOLOGIES FOR ABSENCE**  
To record any Apologies for Absence.
- 23/157**      **OPEN FORUM** Public Bodies (Admission to meetings) Act 1960  
Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. Members of the public may speak for **up to 3 minutes** to make representations, ask 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 it can be independently investigated in accordance with the Council's complaints procedure.
- 23/158**      **DECLARATION OF INTERESTS** Localism Act 2011, s29  
To receive declarations of interest from members and the nature of those interests in relation to any agenda item. Councillors declaring a pecuniary interest are required to leave the room at the appropriate agenda item and only return once the vote on that item has been made.
- 23/159**      **MINUTES OF LAST MEETING**  
To approve the Minutes of the meeting held on Tuesday 6<sup>th</sup> February 2024 as presented.
- 23/160**      **ACCOUNTS AND FINANCES**

- i) To approve the payment of accounts and note any receipts for the month.
- ii) To agree any additional invoices presented not already on the schedule, if any.
- iii) To note the bank totals.
- iv) To note the date for a meeting with the Internal Auditor has been set for the 20/21<sup>st</sup> March 2024 at 7.30pm, subject to final confirmation.
- v) To note the External Auditor, PKF Littlejohn, has agreed to extend the deadline for Council to hold the public meeting relating to the Public Interest Report.

**23/161 USE OF PARISH LAND**

To consider requests from various groups/clubs to use the Village Green. These being:

Waterbeach Colts FC Beer Festival - Recreation Ground- 24/5/6<sup>th</sup> May 2024

James Dean Funfair – Village Green- 25<sup>th</sup> March – 1<sup>st</sup> April 2024

Heron Play Group – Village Green- 9<sup>th</sup> March 2024

Waterbeach Dog Show- Recreation ground- 15<sup>th</sup> September 2024

**23/162 TILLAGE HALL**

To consider the matter of the Tillage Hall Management Committee Trustees obtaining grant monies for works to the Hall independently. To further consider the matter of the grant funding being dependent on Tillage Hall Trustees having a current lease with the Parish Council.

**23/163 CO-OPTION OF NEW COUNCILLORS** Local Government Act 1972, S87(1)

To consider applications for the co-option to the Parish Council

**23/164 HEALTH & SAFETY UPDATES (IF ANY)**

**23/165 OFFICER UPDATES (IF ANY)**

**23/166 DISTRICT AND COUNTY COUNILLOR UPDATES (IF PRESENT)**

**23/167 MATTERS TO BE REQUESTED FOR THE NEXT AGENDA** (No discussions or decisions can be made)

## Supporting Documents:

Agenda Item 23/159 - Minutes of the Parish Council Meeting held Tuesday 6<sup>th</sup> of February 2024 at 7.30pm in the Parish Office.

### **Statement from the Vice Chair of the Parish Council**

The Vice Chair, Cllr Jane Williams., stated to the meeting that due to a serious breach of personal data that had been obtained, the office was in lockdown and all members of staff would be currently working from home as it was deemed unsafe for Officers to be working in the office. The matter would be investigated and findings would be brought back to the full council. She further advised that the Clerk was currently off sick and (JW) was working with Worknest and CAPALC to try to find the way forward and to ensure that emails and post would be managed during the Clerks absence. With reference to the employment of the Locum RFO, she confirmed that to the best of her knowledge they had been legally employed.

**7:30PM** Meeting Commenced

**23/143** **Present:** Cllr. Jane Williams, Vice-Chair (JW); Cllr. Brian Williams (BW); Cllr. Nigel Seamarks (NS); Cllr. Martin Howlett (MH); Cllr. Clody Howlett (CH); Cllr. Jenny Newall (JN); Cllr. Mick Bavester (MB) (arrived later in the meeting); Michael Williamson (MW); Cllr. Ivan Gilzean (IG); Cllr. Kate Grant (KG) and Cllr. Alice Grant (AG) (11)

**Also Present:** Assistant Groundsman (SB); three members of the public and District Councillor Anna Bradnam (AB)

Minute taker Cllr Clody Howlett

**Apologies for Absence:** None

**23/144** **OPEN FORUM**

- (a) A member of public advised the meeting about the Personal Public Rights with regard to the meeting on the 1<sup>st</sup> February 24.
- (b) They considered that the current meeting was unlawful as the agenda calling Councillors to the meeting had not been signed by the appropriate Officer.
- (c) They also said that the requested changes to the minutes from the previous meeting had not been actioned with regard to item 23/133 & 23/136; they had been sent to the Clerk (see 23/146).
- (d) Another member of the public asked why there had been no public apology for the previous meeting which had to be cancelled. She advised that five members of the public had turned out to attend. They requested that a public statement should be sent out.
- (e) They thanked Cllr. Seamark for all of his work on the Local Highways initiative. and his ability to complete the application to County Council in the short time frame given. Application needed to be with County Council by the 12<sup>th</sup> January 24. Asked the Council to consider in future

that the Highways Committee should discuss these issue at their October meeting so that timescales can be met in a timely manner and not rushed. The council agreed with this request.

- (f) The structural engineering report on the Chittering Play park had not been seen.
- (g) Chittering Playpark brambles had still not been dealt with causing issues with the flooring of the Playpark.

**Action: It was agreed Council would follow up on the Chitttering Playpark structural Engineering report and also follow up on the issue regarding the Playpark brambles.**

(NS) raised the issue of the legitimacy of the meeting that was highlighted by a member of the public. A detailed discussion was undertaken and procedures reviewed. There was a consensus that the meeting should still go ahead, unless there was a point of law which would make the meeting unlawful. The urgency of continuing to hold the meeting was the timeline for Waterbeach to get their Precept figures to South Cambs by the 2<sup>nd</sup> February 24.

**All agreed the meeting should go ahead with the caveat on the point of law detailed above.**

#### **23/145 MEMBERS INTERESTS**

Cllr. Jenny Newall declared an interest at 23/154. No other interests were declared.

#### **23/146 APPROVAL OF MINUTES**

The minutes of the 6<sup>th</sup> January 2024, were approved with the following changes noted:

- a) (AG) requested that we suspend Standing Order 12(e) with regard to the deletion of recordings of the meeting, once the minutes had been agreed. She understood that she would be drafting a Letter to South Cambs 23/134 refers; (NS) was also supposed to be involved. However the minutes of the 9<sup>th</sup> January 24, state that the Clerk will be responsible for the initial draft. This was agreed by all Councillors
- b) A member of the public requested an amendment to the wording at 23/125. The minutes should be changed to read "A resident commented that item 23/133, Cody Road Bus Shelter, was an S106 expense, had no budget or paperwork to meet the requirement of the S106 agreement". They requested further amendments as follows " A resident queried item 23/136, S106 spend, as a consultation of the residents to see how they wanted the S106 spent, had been agreed by the council meaning that no expenditure could be agreed until this had been done". **Proposed: AG; Seconded: BW; In Favour: All Abstain: 0; Object: 0.**

The minutes of the 5<sup>th</sup> December 2023, were approved with the following changes noted:

- a) (IG) asked for the minutes and the website to reflect that he was not late for the meeting as he arrived at 7.10pm and the meeting did not commence until 7.30pm. Please remove (IG) from being late to the meeting and include in Present. **Proposed: MH; Seconded: IG; In Favour: All; Abstain: ; Object: 0**

23/147

## ACCOUNTS

- (i) (AG) asked if the Chair had received her query with regard to some of the voucher entries. (MW) advised that some of the confusion was due to the way Scribe captured the information and agreed that some of process and procedures could be improved.
- (ii) (KG) advised that she had never seen the agreement with regard to the IT support , 416 refers.
- (iii) The Groundsman provided detail on some of the expenditure. With regard to the purchase of the Tennis Nets he advised the ones purchased from ESPO were the wrong size and they could not supply the correct size, so they were reordered from Edwards Sports. With regard to expenditure vouchers 384 and 396 these purchases were for different machinery.
  - a) The [payment of accounts](#) were approved. - **Proposed: MH; Seconded: MW; In Favour: 7; Abstain:3; Object: IG**
  - b) As the Clerk was presently on sick leave the Vice Chair did not know if any there were any outstanding invoices to be paid.
  - c) The Bank Totals were noted.

23/148

## OPERATIONAL CHANGES

A Paper was circulated to Council to change Standing Order 19, to reflect the new Terms of Reference with a "Title Change" from the Employment Panel to the HR Committee; paper signed by all the members. **Proposed: IG; Seconded: KG; In Favour: All; Abstain: 0; Object: 0**

**Action:** It was agreed the paper would be removed from the website as it had Councillors signatures on it.

23/149

## REQUESTS OF USE OF PARISH LAND

The council had received a request to plant some saplings within the recreation ground in memory of the late Norma Kay. United Charities had raised and will donate the money to pay for the trees. All Councillors confirmed that they were happy to agree to this request with the exception of (JN) who has a pecuniary interest in this matter so would abstain when voting was carried out. It was further agreed that advice should be sought from the Woodlands Trust on the planting of the trees. **Proposed: JW; Seconded: MH; In Favour: 10; Abstain: JN; Object: 0**

23/150

## PARISH PRECEPT

(JW) discussed the important issue of the precept with Councillors and gave an overview of the budget as it stands at the present time. She also highlighted the urgency of getting our figures to South Cambs by the 2<sup>nd</sup> February 24, to ensure that we had the correct funds to carry out all the functions required for the Parish Council.

(MW) advised that the precept had not been increased much in recent years for Waterbeach and last year had not been increased at all. (JW) advised that for the Parish Council to ensure that it had all the finances in place to cover all the expenditure it would need to cover expenses, in particular the employment of staff, the precept would need to be substantially increased.

Standing Orders were suspended to allow Cllr Bradnam to speak. - Anna Bradnam advised Council could set the precept the same as last year. Standing Orders were then reinstated.

(JW) advised although we would like to be able to keep the precept at the same amount to cover all the expenses this will not be possible. The council agreed that they would have to increase the precept from the current level of £92 per band D property to £120 per band D property. This takes into account inflation and the fact that Waterbeach had not increased its precept much in previous years and not at all last year. It also noted this amount was comparable with Parishes of a similar size in South Cambs and this was also based on last years figures; these Parishes had yet to set their new precept. **Proposed: AG; Seconded: CH; In Favour: 9; Abstain:1; Object: 1**

**Action:** (JW) would work with other Cllrs to ensure that the precept figures were sent in to South Cambs to meet the required deadline.

**23/151**

#### **PARKING ISSUES IN THE VILLAGE**

(NS) advised that an Enforcement Agency was operating in the village. He highlighted there were currently parking issues at Waddelow Road. It was agreed in the absence of the Clerk that (NS) would send an email to the Enforcement Agency. **Proposed: AG; Seconded: BW; In Favour: All; Abstain: 0; Object: 0**

**Action:** (NS) to send an email on behalf of the Council, cc'd to the council to bring this matter to the attention of the Enforcement Agency.

**23/152**

#### **20's PLENTY INIATIVE**

(NS) advised that he had now completed the template for the 20's plenty initiative using a best practice model; this had now been sent to County Council. He confirmed that Chittering would also be included in the proposal. Cllrs thanked Cllr Seamark for all of his hard work in putting together the proposal; especially given the tight deadline.

NS) asked if the council was happy for him to generate a Surveymonkey to capture the views of the parishioners of Waterbeach. He also advised that he will continue to work with James Bull. Councillors confirmed that they were happy for (NS) to take forward his proposals.

**Action:** (NS) to create a Surveymonkey and circulate, in order to collect the views of

Waterbeach Parishioners. **Proposed: AG; Seconded: BW; In Favour:10; Abstain: 1; Object: 0**

**23/153 HEALTH & SAFETY**

No H&S issues were brought to the attention of the council.

**23/154 OFFICER & COUNCILLOR, COMMITTEE AND GROUP UPDATES**

Anna Bradnam gave the [District Councillors](#) report, which can be seen on the Parish Council Website.

No further updates were available.

Cllr Williamson requested standing order 10 (a)xi be implemented for the exclusion of the public. As this was not an agenda item it could not be agreed and any further discussions did not form part of the meeting and therefore were not legally accepted.

It was agreed by all Councillor's the meeting time should be extended to consider all items on the Agenda.

Meeting closed at 10.20pm.

29 February 2024 (2023-2024)

**Waterbeach Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
<b>APPROVED</b>							
448	Street lighting energy	22/02/2024	Street lighting	Total Energies (Total Gas & Power)	5.80	0.30	6.10
449	Street lighting energy	22/02/2024	Street lighting	Total Energies (Total Gas & Power)	5.35	0.27	5.62
450	Street lighting energy	22/02/2024	Street lighting	Total Energies (Total Gas & Power)	29.64	1.49	31.13
425	Staff salaries	22/02/2024	Salaries	Salaries	9,194.19		9,194.19
452	Telephone & internet	22/02/2024	Telephone (Office)	British Telecom	385.52	77.10	462.62
<b>FOR APPROVAL</b>							
434	Servicing and Spares - Internal	22/02/2024	5L Hypokide 80W	Ernest Doe & Sons Ltd	31.85	6.37	38.22
436	Servicing and Spares - Internal	22/02/2024	Halogen bulbs	Machine Mart Ltd	54.50	10.90	65.40
440	Servicing and Spares - Internal	22/02/2024	Barn Paint and materials	Huws Gray (Ridgeons)	340.26	68.05	408.31
435	Tree maintenance	22/02/2024	Work on Sycamore tree next to office	Acacia Tree Surgery	285.00	57.00	342.00
438	Chattering play area maintenance	22/02/2024	Inspection/report Chattering boundary wall	Structural Engineers Cambridge Ltd	575.00	115.00	690.00
432	Office IT	22/02/2024	Samsung Galaxy Tablet	Microshade Business Consultants Lt	130.00	26.00	156.00
433	Office IT	22/02/2024	Monthly IT Support Fees	Microshade Business Consultants Lt	269.76	53.95	323.71
437	Office IT	22/02/2024	Photocopy charges	Canon UK Ltd	6.99	1.40	8.39
439	Legal & Professional	22/02/2024	Internal audit year end 31.03.23	Mapus-Smith & Lemmon	4,000.00	800.00	4,800.00
441	Staff expenses	22/02/2024	Mileage reimbursement	Stephen Bunning	9.00		9.00
442	Servicing - External	22/02/2024	John Deere service	Tomlinson Groundcare	658.26	131.65	789.91
453	Servicing and Spares - Internal	29/02/2024	Saw blade/Lock/Sanding discs	Screwfix Direct Ltd t/as Trade UK	37.04	7.41	44.45
<b>Total</b>					<b>16,018.16</b>	<b>1,356.89</b>	<b>17,375.05</b>

**No Receipts for February 2024**



## Waterbeach Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/01/2024</b>		
	Cash in Hand 01/04/2023		1,052,489.39
	<b>ADD</b> Receipts 01/04/2023 - 31/01/2024		350,423.69
			1,402,913.08
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/01/2024		263,924.36
<b>A</b>	Cash in Hand 31/01/2024 (per Cash Book)		<b>1,138,988.72</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	Cambridge Building Society 31/01/2024	85,535.45	
	Cambridge and Counties Bank 31/01/2024	84,206.91	
	Close Brothers 31/01/2024	92,429.62	
	Unity Trust 31/01/2024	123,743.69	
	CCLA 31/01/2024	785,433.09	
			<b>1,151,348.76</b>
	Less unrepresented payments		12,360.04
			1,138,988.72
	Plus unrepresented receipts		
<b>B</b>	Adjusted Bank Balance		<b>1,138,988.72</b>
	<b>A = B Checks out OK</b>		

**Waterbeach Parish Council**  
**BANK ACCOUNTS**

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Cambridge Building Society	£85,535.45
Cambridge and Counties Bank	£84,206.91
Close Brothers	£92,429.62
Unity Trust	£94,008.80
CCLA	£765,433.08
<b>Total in Banks</b>	<b>1,121,613.67</b>
<b>Cash</b>	
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£1,121,613.67</b>

### **Expression of Interest in Becoming a Parish Councillor**

I am hoping to bring my experience and skills gained both in a personal and professional capacity to Waterbeach Parish Council. I want to participate as a Member of the Parish Council team to promote, support and benefit the local community and village environment.

I like helping with family of all ages and my elderly mother. I am well aware of the challenges facing people in their day to day lives.

#### **Work Experience:**

HM Customs and Excise in Nottingham for 7 years.

Midwife for 30 years in Derbyshire and Cambridge.

Neonatal Intensive Care in London and Cambridge.

Ministry of Defence for 2 years at Waterbeach Barracks

Cruse Bereavement volunteer.

Suzanne Brunning

**Application for a position of councillor on WATERBEACH**

5 Watermans Road

WATERBEACH

Cambridge

CB25 8PP

**Date:** 21/02/2024

**Name:** Jacqueline Wicks RGN

I was born in WATERBEACH in 1961 and lived in the village until 1979 when I went to train as a nurse.

Prior to leaving WATERBEACH I was actively involved in the Feast and ran the local British Red Cross cadet unit for three years.

I qualified as a Nurse in 1982 and returned to the village in 1987, where I worked at Cambridge University hospital and East Cambridgeshire and Fenland ICB until 2021 as a Specialist Nurse.

I have an in depth knowledge of Communication, listening and negotiating skills, dealing with difficult situations.

Currently I work as a Clinical Skills Training Manager, so working within a team or as an individual I have grown to work using research, evidence, and facts, and being non-judgmental in the diverse world we now live in.

I manage a small team and I am responsible for providing clinical skills training to over 50 organisations in the UK, private and the NHS. This takes some organising, so my preparation skills and organisational skills are well practiced.

Within my role, I must prepare reports for directors and external organisations and auditors such as the Care quality commission. Write programmes and manage other charities as well as my own to meet tight schedules and manage budgets and meet key performance indicators.

I want to really engage with the people of WATERBEACH again, new, and old faces, and give something back to the village that has given so much to me as I grow up, I want to

Orchard Farm Cottage

School Lane Chittering

CB25 9PW

16/02/2024

Dear Clerk and Chairman

I am putting myself forward for co-option for one of the vacant seats on Waterbeach Parish Council (WPC). During my previous 10 Years (approx.) as a councillor I was very active member on the working parties for:

**The Tillage Hall Project:**

**The Skatepark Project:** Where I was a leading member working with the youngsters/skate park riders to get their opinions and expectations; what could realistically be achieved to benefit them and satisfy concerns from the wider community.

**Chittering Play Park:**

Over the last two years I have pushed forward and achieved the refurbishment of Chittering play park as a resident of Chittering and a member of a working party.

Whilst wishing to continue to represent Chittering residents as a councillor I am keen to become involved in any appropriate projects WPC takes forward that will improve the amenities for the residents within Waterbeach Parish.

My previous experience and input for the council include assisting with planning, highway, budgeting, securing grants and dealing with suppliers as required, added to this having run my own business and a partner in the family farm where I have been responsible for the accounting and general office management.

I am confident my skills will be useful in helping and supporting WPC and the wider community.

Yours sincerely

Janet Cornwell

PS please can this be included in the March Agenda for consideration