

Minutes of the Annual Meeting of Waterbeach Parish Council held on Tuesday, 1<sup>st</sup> May, 2007 at 7.30 p.m. in the New Pavilion.

**Present:** Mr. A. Ball; Mrs. J. Cornwell; Mrs. J. Dunnett; Mr. T. Gilzean; Mr. W. Grant; Mr. P. Johnson; Mr. M. Leeke; Mr. W. Saberton; Mrs. C. Smith; Ms. G. Smith; Mrs. J. Williamson (Chairman); Mr. M. Williamson; Mr. A. Wright.

**1. To elect a Chairman :**

Mr. Saberton proposed that Dr. Grant be chairman, seconded Mrs. Cornwell.

Mr. Leeke proposed that Mrs. Williamson be chairman, seconded Ms. Smith.

Mr. Grant proposed that the interests and involvements of the two candidates should be discussed.

Mr. Grant and Mr. Williamson declared a prejudicial interest and left the room. Mrs. Williamson left the room for the vote.

To discuss the interests and involvements: for 1; against 7; abstain 2.

Vote: Dr. Grant 4; Mrs. Williamson 5. Mrs. Williamson duly elected to the office of chairman for one year.

**2. Apologies:** Mr. D. Black; Dr. C. Grant.

**3. Declaration of Interests:**

Mr. Gilzean – a personal and prejudicial interest as the school caretaker in matters relating to the school site.

Mr. Williamson – personal interest as a county councillor and school governor in matters relating to the school and the library and as a member of the Local Access Forum

Mrs. Williamson – a personal interest as a school governor in matters relating to the school and the library.

**4. To elect a vice-chairman:**

Mr. Johnson proposed that Mr. Grant be vice chairman, seconded by Mrs. Smith.

Mrs. Cornwell proposed that Mr. Black be vice chairman, seconded by Mrs. Dunnett.

Vote; Mr. Grant 6; Mr. Black 6. Casting vote of Mrs. Williamson as chairman to Mr. Grant.

Mr. Grant duly elected as vice chairman for one year.

5. To elect members of :

**The Planning sub-committee:**

Mr. Williamson proposed, seconded by Mrs. Cornwell and agreed that Mr. Ball; Mr. Black, Mrs. Cornwell, Dr. Grant, Mr. Johnson, Mrs. Smith, Mr. Wright, chairman and vice-chairman form the planning sub committee.

**The Finance sub-committee:**

Mr. Wright proposed, seconded Mr. Gilzean and agreed that Mr. Ball, Dr. Grant, Mr. Leeke, Mrs. Smith, Mr. Williamson, chairman and vice chairman form the finance sub committee.

**The Recreation Facilities sub-committee:**

Mr. Ball proposed, seconded Mr. Leeke and agreed that Mr. Black, Mrs. Dunnett, Mr. Gilzean, Ms. Smith, chairman and vice chairman form the recreation facilities sub committee.

**The Highways sub-committee:**

Mr. G. Smith proposed, seconded Mr. Wright and agreed that Mr. Gilzean, Dr. Grant, Mr. Johnson, Mr. Saberton, Mrs. Smith, Ms. Smith, Mr. Williamson, chairman and vice chairman form the highways sub committee.

It was agreed that members of the employment panel should be determined at the June monthly meeting and that proposed terms of reference should be prepared for consideration at the meeting.

**6. To elect officers for:**

It was agreed that the officers of the council should be as follows:

**Footpaths:** Mr. Armstrong

**Community Association:** Mrs. Smith

**Library:** Dr. Grant

**Patch Planning:** Mr. Ball

**Twinning:** Mrs. Gooding  
**Youth:** Mrs. Smart  
**Play Area:** Mrs. Kay  
**Trees:** Mrs. Cornwell and Dr. Grant  
**Charity Football:** Mr. Gilzean  
**CPALC:** Mrs. Smith and Mr. Wright  
**Cemetery:** Mr. Wright  
**Parish Plan:** Mr. Ball, Mr. Black and Mrs. Smith.

7. **To approve the minutes of the meeting held on 3rd April, 2007.**
8. **Clerk's report and matters arising from the Minutes of the meeting held on 3rd April, 2007**

**Clayhithe Road repair opposite Bridge entrance and the path marking in Greenside** – Mr. Howard contacted. Reply awaited

**Path marking in Greenside** – Mr. Howard contacted. Reply awaited

**Kerbing in Way Lane** - Mr. Howard has reported that the contractors hope to programme this work in for the May half term.

**Graffiti removal** – SCDC will do asap free of charge.

Police reported offensive graffiti in the bus shelter at the army entrance. KS was asked to remove by painting over.

**Meeting with Jonathan Lewis Jones re. Cody Road** – Kate Grant and Michael Williamson met and discussed the 20's Plenty Campaign and how traffic could be slowed down on Cody Road and in the housing estate. It was suggested that the residents association should ask now if the area could be made a 20mph zone since it is no longer a through road. Then when the CCC policy on the new speed limits is published a further approach could be made if the first is unsuccessful.

In the future consideration could be given to a 'Give Way' feature on Cody Road to slow traffic approaching from the village. The residents association and other organisations might be able to contribute towards the cost of this.

The state of some of the roads was looked at, there are some seriously deep holes(25cm) in places and many potholes. The whole surface is showing outlines of underlying concrete slabs and this causes much unevenness which is dangerous for cyclists and probably motorists.

The actual status of the roads needs to be established, CCC are still in the process of adopting the roads and if so it must be established why CCC are taking over roads in such a bad state of repair when normally one of the conditions of adoption is that the highway is in an adequate state to meet CCC criteria (KG) Mr. Williamson agreed to discuss the matter with the commanding officer.

**Complaints about recreation ground – rubbish** – a resident reported to a councillor the excessive rubbish around the seat on the east side of the area. Since, DS and KS will be installing a vandal proof bin in the area. Members of the youth club are keen for this facility and to ensure that they use it! Two on the spot fines for littering were issued w/e 21<sup>st</sup>/22<sup>nd</sup> April.

**Bowls Green** – information has been requested for watering systems for the green.

**Waterbeach Wanderers FC** – a request had been received from a newly formed Sunday football team for use of a football pitch and the pavilion. It was agreed that the additional income would be useful and that the facilities should be made available provided that the groundsman considers that the pitches could withstand the additional use.

**Visit to barracks** – an invitation from the Station Staff Officer, Dave Hornby, has been extended to all councillors. As there are a number of councillors interested in accepting this invitation the clerk would contact Dave Hornby regarding suitable dates.

**Chattering highway issues** – no reply has been received from Mr. Howard, CCC.

9. **To receive communications to the Council as seen fit by the Chairman**

B. Langley & Son – Old Pavilion - quotation to remove broken heaters in toilets and broken extractor fan and replace extractor fan Portacabin – quotation to remove broken twin socket and

replace with new. Disconnect and remove 5 x 6ft. fluorescent lights and replace with 3 x 6ft twin enclosed fluorescent lights and to supply and fit ceiling roses to blank off cables. £345.00. It was agreed that this work should be carried out.

B. Langley & Son – supply and fit for the Community Association 2 x 32 amp 30mA controlled sockets with type C 32 amp breaker. Concern was expressed that the door to the caretakers cupboard/fuse cupboard is left open whilst cable for such events as the beer festival and the ball is connected to the electricity supply. It was agreed that the clerk would discuss with Gary Langley alternatives positions outside the cupboard for sockets and that if it within the spending powers under the financial regulations the clerk should authorise the work.

CCC – JFHMI Bid Waterbeach High Street Zebra Crossing – a copy of the letter was given to Mr. Johnson and Mr. Williamson. It was agreed that a copy should be given to Chapel Close and Denson Close residents association. Mr. Williamson agreed to display the letter on the council web site.

The information from the parish plan may be of use in efforts to secure a crossing.

East of England Regional Assembly – Regional gypsy and traveller public engagement event.

Mrs. Dunnett and Ms. Smith agreed to attend.

South Cambs. LDF – previously circulated by e.mail

**10. To consider progress on plans for groundsman's shed:**

- i. To consider purchase of temporary storage facilities.

It was agreed that estimates for a container should be obtained and for a cheaper option of a permanent building.

**11. To consider progress on plans for youth/community building:**

Mrs. Cornwell and the clerk are meeting Frances Fry, SCDC planning officer to discuss the outline plans.

**12. Accounts for year ended 31<sup>st</sup> March 2007 – Confirmation of Statement of Assurance**

Copies of the statement of accounts, the income and expenditure account and the balance sheet as prepared by the clerk were circulated. They were agreed following the amended of £1 to the carried forward balance and the amendment to the total other receipt figure to take consideration of the alteration. The total fixed asset figure also was amended from £53612 to £503612.

The clerk read the points of the annual governance statement and the councillors responded accordingly.

Councillors responded in the negative to point 6 of the annual governance statement as although they have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems they have not carried out a review of its effectiveness. It was agreed that at the next finance meeting a review of the effectiveness of the council's accounting records and control systems would be considered.

**13. To approve accounts for payment:**

Mr. Wright proposed, seconded by Mrs. Dunnett and agreed that the payments as presented should be paid.

**14. To receive report from**

- i. County Councillor:

A written report had not been received and circulated.

Mr. Williamson reported that;

The Park and Ride re-siting is to be discussed again on 9<sup>th</sup> May.

There is to be a re-organisation of CCC cabinet

Donarbon have received the planning permission for extension to the waste management facilities.

Cambridge Sports Lake – it has been suggested that there will be a financial contribution towards improvements at the Slap Up junction.

Park and Ride drop off points are being reduced which it was thought would not affect Waterbeach residents but improve the services. It was pointed out that the lose of the Hills

Road drop off could affect students. Mr. Williamson agreed to refer this point to the officer responsible.

ii. South Cambridgeshire District Councillor/s

A written report had not been received and circulated.

Mr. Johnson reported that:

Cambridge Sports Lake – a draft 106 agreement is being drawn up and will be circulated for comment.

Stagecoach buses – drivers are instructed to use the pull in at the army entrance bus stop in order that a hazard is not caused on the corner of Denny End Road. Records of times and dates of buses which are not driven around the pull in should be kept and reported to Stagecoach.

Lode Avenue parking – residents have complained unsuccessfully to CCC regarding cars parking, blocking driveways and the road. The police have attended in some cases. It is perceived that the problem is mainly caused by train users unable or not wanting to park in the station car park. Whilst additional and free car parking at the station may relieve the situation councillors should also be aware that there could be a potential of additional traffic entering the village to make use of the station.

Mr. Williamson would consult with Mr. Frost, CCC regarding additional parking in the old station yard or on CCC land adjacent to Clayhithe Road.

**15. To receive report from other representatives:**

i. Village Plan representative:

The questionnaires have been distributed and will be collected in the week beginning 7<sup>th</sup> May. A shorter version is to be distributed to the businesses of the village.

ii. Library officer

In November 2006 WILL completed 3 years of running the LAP (Library Access Point) with volunteers providing the staff. A further contract with Cambridgeshire County Council for the next 3 year term was signed by the Parish Council.

In the 12 months April 2006 to March 2007 WILL achieved the following:

- issued 98 new members with cards for Cambridgeshire County Council libraries
- issued 5221 adult books
- issued 6680 junior books
- issued 354 other items
- 1017 Waterbeach items were renewed by the Contact Centre

Of the 13272 items issued and renewed 4130 were County Council LAP stock so the LAP is managing to lend each LAP item approximately 4 times per year (the performance target set by CCC for LAPs is a minimum of 3.5)

Waterbeach is performing 50% better than the average for Cambridgeshire LAPs based on issues per month. From the quarterly visitor counts that are undertaken it is estimated that 4992 people visit the LAP each year, however this is likely to be an underestimate because the visitor counts nearly always coincide with holiday periods and Waterbeach library is busier in term time.

WILL still receives many donations and during the year volunteers have selectively removed some stock to make room for new donations and purchases. Some books are sold at the library and others at events such as the Feast to raise funds for purchases and consumables. This year there will be a library stall during the COLT'S beer festival and volunteers hope to arrange other sale venues.

The public internet terminals in the library are well used, indeed a booking system has had to be introduced and people are limited to 30 minutes if there is a queue.

Waterbeach Playgroup are regular users with the children coming every 3 weeks on a Monday morning to choose their books. New readers have been attracted to the library by the colourful Bookstart satchels available at the library for children between 24 and 30 months and taken to playgroups by the volunteers.

Highlights of the year include a donation of books for children and young adults from Narinder Dhani (a local author) a donation of library shelving from Emmaus, a donation from the Young

Wives when Betty Jones and Kate Grant gave a talk about running the library, a donation from the Heron Group and, of course the Waterbeach LAP's own mobile library in the shape of David Smart's cattle truck which helped convey stock for sale to the Feast.

The support of the Parish Council has been invaluable in helping to maintain a library service in the village, providing funds to meet the rent and other running costs. Please keep using the library and encouraging friends and neighbours to visit the library and take advantage of the facilities available. This is vital to help WILL meet the performance targets set by Cambridgeshire County Council and keep the LAP running.

WILL are holding a stall at the Beer Festival when books will be sold and the papers can be read.

iii. CALC representative – there has not been a meeting attended.

iv. Recommendations of Employment panel:

The employment panel (Bill Saberton, Janet Cornwell, David Black and Kate Grant) met in April and make the following recommendations:

- 1) That David Smart be offered a 12 month contract for his services to the Parish Council for the period April 2007-March 2008 at the current rates.

Note: This amount has been allowed in the budget

- 2) That the 2007-8 employment panel should review the requirements for 2008-9 in December 2007 so that a recommendation can be put to the Parish Council before the budgeting meeting.
- 3) That council employees should receive the standard % increase paid to local government employees across the board (ie the Clerk and the Groundsman's salaries), and the casual worker hourly rate should be increased by a similar percentage.

It was not possible to find dates that the panel could meet with the staff during April and it was agreed to ask the Clerk to find out possible dates for 2 meetings.

- a) with David Smart (first) and Kevin Stublely
- b) with Sarah Smart and Clive Rabbett.

It was agreed that after May the employment panel should compile a handbook of advice for employees which would cover the issues of HSE (manual working, working at heights, machinery etc) and other relevant information. Members of the panel have some appropriate information that can form the basis of this handbook.

It was suggested the Clerk should purchase some signs that can be used when grass cutting in public areas to make public aware of additional risks (eg until grass clippings swept off paths over green).

Mr. Wright proposed, seconded by Mr. Grant and agreed that recommendations 1,2 and 3 be implemented and that the signs for grass cutting be obtained.

#### **16. Risk Assessments and Health and Safety:**

- i. Report and actions.

Mr. Ball and Mrs. Williamson had not met to discuss further. A building check list had been drawn up and circulated to councillors for consideration.

#### **17. Correspondence:**

CCC – Cambs and Peterborough Minerals and Waste Plan

CALC – courses, South Cambs Area agenda for meeting on 30<sup>th</sup> May and bulletins

CCC – Network Management Information Leaflet

SCDC – removal of Lombardy poplar at 29 Station Road.

#### **18. To consider noise nuisance on land behind the church:**

English Heritage have been informed about the riding of quad bikes over land at the rear of the church and responded that no harm is being caused to the ancient monument under the grass.

SCDC, environmental health, have requested that a diary is kept of the noise nuisance. Mr. Johnson agreed to take the matter up with SCDC as there is a neighbouring resident, with poor health, affected by the nuisance.

**19. Matters for next agenda:**

Standing Orders – it was agreed that a working party should be set up at the June meeting to review the standing orders of the council

Employment panel – members for the employment panel should be appointed at the June meeting

Recreation ground access gate – consideration of repositioning the gate.

The meeting ended at 9.40 p.m.

Chairman ..... Date .....